

Coaching Meeting Outline (60 Minutes)

Purpose: To invest in, equip, and develop leaders through intentional care, communication, and coaching.

1. Care – Building Trust & Connection (25 Minutes)

Strengthen relationships by checking in personally and spiritually.

- **Opening & Welcome (2 minutes)**
 - Greet leaders and set **positive, encouraging tone**. Open with prayer
 - Remind them of the purpose: “*This time is meant to refresh and equip you, so you can pour into others.*”
- **Personal & Spiritual Check-In (20 minutes)**
 - Ask open-ended questions to get a read on where leaders are personally and spiritually:
 - “*How are things outside of ministry?*”
 - “*What’s been a high and low in your life recently?*”
 - “*How can we be praying for you?*”
 - Encourage leaders to share with each other, fostering **peer-to-peer encouragement and support**.
 - Recognize **important life events** (job changes, engagements, family news, hardships).
- **Encouragement & Vision Casting (3 minutes)**
 - Share a **brief devotional or scripture** related to leadership.
 - Reinforce **why their leadership matters** and how it impacts the ministry.
 - Example scripture: *1 Thessalonians 5:11 – "Therefore encourage one another and build each other up, just as in fact you are doing."*

2. Communication – Keeping Informed, Focused & Organized (5 Minutes)

Ensure clarity on ministry updates, expectations, and messaging.

- **Key Ministry Updates & Talking Points**
 - Quickly cover upcoming events, **leader expectations, and key announcements**.
 - Clarify **what they need to pass down to their teams or small group**
 - Example: If a dreamteam rally is coming up, make sure they know **when, where, and why their team should attend**.
- **Organizational Tasks Review**
 - Briefly review *what big events/things have accomplished* over the past 30 days
 - Share what’s *on deck* for the next 30 days, aligning everyone with priorities and goals.
 - We want our leaders to be informed and aligned so they can lead confidently without confusion.
- **Planning Ahead & Creating a Calendar**
 - Take a moment to **plan ahead for the next one or two monthly coaching meetings**.
 - Share the **tentative schedule and topics** so leaders can prepare.
 - Encourage each leader to **create a calendar** with key ministry dates and important events so they can keep their teams/small groups informed.
 - Ask: “*Does anyone have major conflicts for the next meetings? Are there specific leadership topics you’d like us to focus on?*”

3. Coaching – Developing & Empowering Leaders (25 Minutes)

To reflect and surface wins and challenges, and set intentional growth steps for the next 30 days.

- **Where Are You Winning? (5 Minutes)**
 - Start with celebration. Affirm where God is working through their leadership.

- Ask:
 - “What’s a win from the last 30 days?”
 - “Where have you seen growth in your team or group?”
 - “What’s something you’re proud of—personally or as a leader?”
- Reinforce: Wins might be big (new leader developed) or small (consistent check-ins). Celebrate **faithfulness**, not just fruitfulness.
- **Where Are You Struggling? (10 Minutes)**
 - Help leaders name their challenges (not a complaint session) and begin to process a path forward.
 - Ask:
 - “Where are you struggling right now—in leadership, relationships, or rhythm?”
 - “Have you noticed any team members who are disengaging or discouraged?”
 - “What’s been hard, confusing, or draining this month?”
 - “What do you think is at the root of the issue?”
 - “What steps have you already taken?”
 - Reinforce: You’re not here to fix them, but to **develop their discernment** and help them lead through challenge.
- **How Have You Grown as a Leader? (5 Minutes)**
 - Reflect on internal growth, skill development, and spiritual maturity.
 - Ask:
 - “Looking back over the past month, what area of leadership have you grown in?”
 - “What’s something God has taught you, stretched in you, or sharpened in you?”
- **What do you want to grow in next? (5 Minutes)**
 - Help the leader set direction and commit to one actionable next step.
 - Ask:
 - “What’s one area you want to grow in over the next 30 days?”
 - “Is there a skill, mindset, relationship, or responsibility you want to strengthen?”
 - “What’s one measurable step you’ll take before our next meeting?”
 - Redirect if needed:
 - “Where are you distracted, discouraged, or avoiding something?”
 - “Where do you need to shift your mindset, attention, or priorities?”
 - Reinforce: Coaching is about direction and development—**not correction**. Growth starts with one step.

Final Encouragement & Meeting Wrap-Up (5 Minutes)

- Ask: “What’s one way I can best support you this month?”
 - Pray over the group and their leadership responsibilities.
- Confirm **next meeting date & follow-ups**.
- Remind them to **check in with their teams** and relay key communication points.