

LEVEL 1 CERTIFIED CHRISTIAN LIFE COACH:

Level 1: Certified (Advanced) level:

- Documented: 1 year of training life coaches.
- Documented: 1 year of ministry and leadership experience. Documentation should come from your church or Christian organization.
- Complete the Certification training course; unless waived by prior documented training and experience. **Course curriculum and documented experience must be provided to and accepted by FACCT.**
- Documented: 4 years in the coaching field.
- Provide a police background check (within 1 yr)

Ministry documentation should be provided by your church. Bible education can be documented thru Bible study; Sunday school; Bible certificates of training.

LEVEL 2 CERTIFIED CHRISTIAN LIFE COACH : This is an advanced level Christian Life Coach training course.

Requirements: 1 year of documented

- Documented: 1 year of ministry and leadership experience. Documentation should come from your church or Christian organization.
- Bible education; 1 character reference letter from your church.
- Complete the Certification training course; unless waived by prior documented training and experience. **Course curriculum and documented experience must be provided to and accepted by FACCT.**
- Provide a police background check that's within one year.

Ministry documentation should be provided by your church. Bible education can be documented thru Bible study; Sunday school; Bible certificates of training.

LEVEL 3 CERTIFIED CHRISTIAN LIFE COACH

Level 3: Certified (Basic) level:

- Documented: 1 year of ministry and leadership experience. Documentation should come from your church or Christian organization.
- Documented: 1 year in the coaching field.
 - Provide a police background check (within 1 yr)

ARE YOU READY

One of the areas that Christians struggle with is with their confidence in being ready to serve God as a Life Coach. Overcoming a lack of confidence will help you in this situation and many other areas like: Job promotion; Starting a coaching ministry (business); Etc.. **You need confidence to fulfill:**

1. Your: Plans; Goals; Purpose; Dreams; in life.
2. God's purpose and plans for your life.

With the help of the Holy Spirit examine yourself to see if you are ready. **Here are a few questions to help you:**

- #1. Is this what God called you to do; or is this your personal desire:
- #2. Decide what your goal as a Life Coach; and write it down:
- #3. Define the requirements it will take to reach your goal:
- #4. Determine if you're willing to pay the cost (sacrifice) to reach your goal:
- #5. Design a plan of action to reach your goal as a trained Christian Life Coach:

Your biggest obstacle may be made up in your mind. We will provide you all the necessary training to start a Life Coach ministry or business; but your relationship with God is more important. As you grow spiritually; your confidence to serve Him as a Life Coach will grow as well; and your ability to start and maintain an effective and successful coaching ministry or business will grow.

Your ability to serve God as a Life Coach depends on your ability to submit your: Efforts; Skills; Training; to God's will for your coaching.

CHRISTIAN LIFE COACH CERTIFICATION COURSE

The Foundation of Coaching

If you are considering a career as a Life Coach, you must go about it the **right** way. Receive the proper training, and a recognized Life Coach **qualification**. You are entering an established and growing profession, with many opportunities for future growth in ministry and the market place.

Whether you want to start and maintain a coaching business, coaching ministry, or just want to enhance your leadership skills, this training can benefit you.

In the beginning Life Coaching was presented vaguely and viewed with skepticism. People could not decide whether it was a reliable and respectable profession, or the latest leadership fad. However, it has become a recognized discipline in more church organizations, many mainstream universities and colleges.

History of coaching: It's been suggested that coaching evolved from the ancient athletic world, where coaches helped gifted athletes and teams boost their performance and reach the goal of winning. Others suggest that about **1880** the word coach was given an athletic meaning when it was used to identify the person's who tutored university students in rowing in Cambridge Mass.

Whatever the case the word stuck and coaches became known as people who helped musicians and athletes become better. Over time the **coaching** principles that athletes and musicians used for many years, emerged into the business community. Today, **coaching** has become associated with people from all walks of life. People are using life **coaches** for a wide variety of reasons such as:

1. Marriage; Nutritional; Fitness; Financial; Public-speaking; Career; etc..

The coaching movement has seen tremendous growth everywhere except the **church**. However, it's becoming accepted as the leaders continue to grow spiritually and professionally.

A coaching **ministry** can assist a congregation or individuals to move from where they are, to where God wants them to be. By asking insightful, thought provoking and questions, coaches assist believers to become sensitive to the move of the Holy Spirit. They help believers focus on what God is doing in and through their lives, to make a difference in their sphere of influence.

Most **members** want to move forward and fulfill God's plan for their life, but get stuck fighting through the daily difficulties of life. A Christian Life Coach can help them get unstuck, and move forward in life. Coaches come alongside to support, encourage, and empower all people to think through their difficulties and **desires**. With the help of the Holy Spirit and the client, develop a course of action.

Regardless of a believer's level of spiritual maturity, position in life, wealth, or ethnicity, a properly trained Christian Life Coaches can help them:

1. Discover and fulfill God's purpose and plan for their life.
2. Enhance their life skills.
3. Experience a more abundant life.
4. Grow in Christ-likeness.
5. Build a stronger relationship with God.
6. Transform their thinking, values, and morals.

A Christian Life coach can help anyone:

1. Overcome obstacles. Unlock their potential. Achieve their desires.
2. Increase their skills. Move forward to achieve their goals. Build confidence.

A Life Coach **guides** others into increased competence, commitment, and confidence. They lead people from where they are to where **they** want to be. But a **Christian** Life Coach has a greater, nobler, and more spiritual purpose.

Coaching is **not** for people who need counseling or therapy to overcome deep seated disruptive behavior such as depression, anxiety, and inner turmoil. A good coach knows when to **refer** someone, because their needs go beyond their expertise. **Coaching** has less to do with problem solving, and more to do with assisting people to reach their potential and goals.

What is Coaching

Simply stated, coaches are **change** experts who help people take responsibility to maximize their potential. Learning to coach is learning to set up relationships that provide the exact support a person needs to radically pursue their God-given destiny. **A coach**:

1. Is a **professional**.
2. Sees others without **judgment**.

3. Challenge people to **think**, make wise decisions and take responsibility for them.

Coaching is building a **relationship** centered on helping people discover and fulfill their destiny. It uses goals and action steps to move strategically toward that end. In summary, coaching is Relationship-Based, **Goal**-Driven, and Christ-Centered.

Who Sets the Agenda

Three key coaching relationship principles:

1. The member (client) sets the agenda.
2. Coaching is about pushing people to discover a **solution**, not giving them the answers.
3. Coaching is helping people learn instead of **teaching** them.

Coaching vs. Mentoring

Coaching and mentoring are **one-on-one** relationships that use support and accountability. A **mentor** is a more senior individual who imparts wisdom, knowledge, guidance to a more junior person.

When you're **mentoring**, you're teaching a person, letting them draw from you or learn from your experience. When you're **coaching**, you're challenging someone to draw from their resources and experiences. Coaching is helping people **learn** instead of teaching them. "Their own insight is more powerful than your advice.

When you go to God for a solution for an issue you're facing; you'll be much more likely to act on it than if someone tells you what to do and how to do it. People learn best when they are learning from life: taking real faith challenges; developing their own solutions, applying them and seeing the results.

Supporting Change

It's amazing how much difference accountability makes. Support, encouragement and **accountability** form a support structure that coaches use to help someone. It's easy to put things off or let circumstance interfere with reaching goals, until we know we are going to be asked about them. Accountability makes **success** more likely. It's a simple but powerful principle for supporting **change**.

Transformational Christian Coaching

Problems don't vanish after salvation. Our bad habits; negative thinking; emotional burdens and sinful nature are still there. Christian's problems require spiritual solutions. The **church** is the only divinely ordained institution used by God to bring on spiritual change. **You** are the true church. You are God's instrument of change. You make your coaching **Christian**. In your area of influence, God wants to use you to:

1. Restore people to: Physical; Mental; Spiritual wholeness.
2. Equip Christians to minister to all others; but especially Christians.

Christian coaching is: One Christian helping someone thru relationships. They provide spiritual direction that leads to spiritual wholeness. Coaching is **ministry** which is not an option. It's a responsibility to God for all believers. Coaching is equipping members to better **minister** to others. Coaching prepares you to:

1. Provide hope, encouragement, guidance to help uncover anything that may hinder spiritual **healing** and spiritual growth.

The focus of this training is to facilitate spiritual growth, and prepare you to coach (**minister**) to others; not give **advice**. Anytime a Christian meets with others for conversation, prayer, or fellowship; it's an opportunity to facilitate spiritual growth through **coaching**.

There are three main models for coaching (ministering) to others:

1. **Informal spontaneous**: assumes that coaching occurs spontaneously; thru casual conversation. Most preferred method.
2. Formal **organized**: assumes coaching is a planned event; but can be done in informal settings (homes, restaurants, etc.).
3. **Formal organized**: assumes coaching is done by a licensed and insured professional coach; as a planned event.

Worldly coaching is:

1. Problem centered while Christian coaching is ministry and **Christ** centered.
2. Focused on resolving **external** problems, while Christian coaching focuses on spiritual healing.

3. Feeling focused while Christian coaching is **faith** focused.

Six Practical Skills For Coaching

A good coach:

1. Listens

God is a great listener. Likewise, in coaching the client should get 80% of the airtime, while the coach listens.

2. Asks

The Bible is filled with questions. From “Adam, where are you?” to “But who do you say that I am”. Questions are used constantly to push us to reflect inward.

3. Sees more than they say

The gap between God’s holiness and your living is infinite. Yet He’s patience with us as He works through our issues. You may see many areas in need of improvement, but patience chooses to focus on the client’s agenda for change.

4. Gives Responsibility

A properly trained coach keeps the client responsible to grow in their capacity.

5. Works through Internal Motivation

A Christian Life Coach is motivated by the love of God.

6. Honors people’s Uniqueness

God allows flexibility in how you carry out His commands because you are a unique individual. Coaching honors individual uniqueness.

The Coaching Relationship

When a potential client approaches a coaching relationship; they're not sure what to expect. You must be in and remain in a client's **presence** (give them your undivided attention); while conversing to build an effective coaching relationship. Your presence is communicated by verbal and **non-verbal** cues like: Body posture; Eye contact; Hand gestures; Voice tone.

An effective coaching relationship is an alliance between two **equals**; that's formed to meet the client's needs; not yours. The **co-active**, co-equal focus sets a coaching relationship apart from a: Counseling; Mentor; Therapist; relationship.

At the beginning; a client may feel intimidated; nervous; even scared. The coach must take the lead to connect with the client to build an effective relationship. The **coach** is responsible to build and maintain a coaching relationship. These five fundamentals can help build a solid coaching relationship.

-1ST. **Take the lead**: build a partnership with the client to build the relationship. A coaching relationship involves the **shared** participation of the coach and client.

-2ND. **Clear** up any misconceptions: **Clarify** what your role is and is not.

-3RD. Explore the client's **issues**: their issues are determined by them.

-4TH. Evaluate the **client**: to see if you can or can't work with them; and what would it take to work with them.

-5TH. Make a **written** agreement: to establish each other's role in the relationship.

Clients can be drawn to you through: Present problems; Stuck in life; Unsatisfied life; Motivation to make a change in some area of their life; Break a bad habit; Accomplish a goal; but whatever it is; they will need your help.

How can you enter their circle of trust; to help them by:

1. Being present; Listen carefully; Asking thought provoking questions.

The coach and client work together to find and eliminate any stumbling blocks that hinder your effectiveness and their success.

Coaching Communication

We communicate to each other in a variety of verbal and non-verbal ways. The first step in building and maintaining a **coaching** relationship is learning how to communicate to others. When communication skills are reasonably developed you can resolve conflict, solve problems, build and maintain relationships. Communication is an essential coaching skill.

In communication you have the **intent** person (speaker), and the **impact** person (listener). In perfect communication the impact of the message, would be exactly the same as the intent. You would know exactly what the other person meant. However, most communication is not perfect; because the speaker, speaks through a personal filter, and the listener, listens through a personal filter.

Filters hinder communication for several reasons. If a person is:

1. Hungry; Tired; Stressed; Pressured; Sick; Hurried; Previous relationships; Present relationship history. Words can be taken out of context through a person's filter and have a negative effect.

When communication breaks down, **both** people have the responsibility to clarify their meaning. While the impact person (**listener**), has the first responsibility to ask for clarification. However, the intent person (**speaker**) has the responsibility to state the message in a way to be received by the listener.

Positive communication is three way communication; not two way.

1. **First:** the original message; from the speaker.
2. **Second:** the listener should respond if the impact was (negative or positive), to get the true meaning from the speaker.
3. **Third:** The speaker's response to clarify their original message.

Coaching Communication Skills

Inter-personal relationship skills are important in building and maintaining a relationship that's pleasing to God. Developed communication skills help build and maintain relationships.

These six skills are essential in effective communication.

-#1. **Open** questions: to obtain a general picture of the situation. Studies show that people give the most valid information when they are allowed to speak freely: in their own words.

1. It encourages the free expression of feelings.
2. It's lack of direction encourages clients to speak at length.
3. It suggests you care about how your client perceives the situation.

-#2. **Closed** questions: to obtain more specific facts.

- Encourage **minimal**: encourage further talk and elaboration on details. Repeat exact words that the person is saying in a questioning voice.

1. "Drinking every day before lunch"?
2. "Angry"?
3. "You say your children are having trouble in school"?

-#3. **Paraphrasing**: Feedback the main facts of the conversation.

1. "So you say you drink constantly, mainly after you have a bad day at work".

-#4. **Reflection of feelings**: feedback the feelings of the person.

1. "Sounds as if you're hurt, because of the affects of your drinking on your family".

-#5. **Summarization**: to organize the many facts and feelings of the person and situation, as you heard them.

-#6. **"I" statement**: help you take personal ownership for your feelings and statements, and defuse anger, resentment, and defensive attitude. You can take the conversation to a level where change can result.

Non-verbal Communication

We communicate not only with words but the body as well. There are ***five*** aspect of body language relevant to communication: eye contact, facial expression, posture, gestures, and voice characteristics.

Eye Contact: Looking at the other person, both when speaking and listening, implies that what is being said is important. This a not crucial in casual conversation.

Facial Expression: Frowning, puffing out one's cheeks, rolling the eyes, or pursing the lips often communicates anger, disbelief, or disapproval. These are communication stoppers. A pleasant or neutral facial expression will communicate that the message is being heard.

Posture: Facing and turning your body toward the other communicates receptivity. Assuming an open body position arms at the side, also communicates receptivity. If you sit or stand with arms folded across your chest with your body turned away from the other person staring off into space, your nonverbal cues will often be interpreted as being non-receptive or even defensive.

Gestures: Some of the common negative gestures are pointing one's finger (you did wrong), shrugs of the shoulders (I don't care), or shaking one's head no (you are wrong). Position gestures include the absence of negative gestures, plus nodding one's head up down (I hear you) or leaning toward the other (this is important).

Voice Characteristics: Voice Characteristics: Negative traits are accusing tones loud volume, or whining. "A soft answer turneth away wrath" (Prov. 15:1 KJV).

Semi-verbal: These are more nonverbal than verbal, but they are heard and seen by the other person. Heavy sighs or the blowing of air are examples that are usually interpreted negatively.

Overt Behaviors: Slamming doors, banging drawers, throwing things around, and careless or fast driving are usually perceived as outbursts of anger. Many of the negative nonverbal cues are perceived as anger.

The negative nonverbal cues are labeled negative because that is usually how they are read by others; not the communicator. Blaming communication style; usually results in the other person being defensive.

Problem Solving

A coach believes that if you listen intently and intuitively to your clients, they will eventually tell you the answer. If you are caught up in what we call “the conversation in your head”-diagnosing and solving the client’s problems-you might miss it. Exploration involves listening closely; picking out what most makes you curious; then asking the client to expand on that.

Create an environment for free exploration. Let the person do the **thinking**, while you keep the conversation focused and push it toward action.

Allowing the person to do the thinking, develop the options and make the **choices** maximizes their buy-in. The coach consistently keeps the client in the position of being responsible for their own life.

In a healthy coaching relationships, the person you serve has the authority and responsibility for their **choices** and the consequence from them; not the coach. Coaching works through influence, not **authority**.

Two benefits of functioning through influence:

First: You are not responsible for the person you serve’s: Life; Decisions; or **Outcome**. It’s their sole responsibility.

Second: The person you serve chooses the goals and plan of **action** and the outcome from them.

5 Qualities For Coaching Success And Effectiveness

1. Continue to **develop**: as a Christian; Life coach; Spiritual Leader.
2. Maximize your **opportunities**: to serve God as a trained life coach.
3. Find a personal **coach**: be coached by a properly trained Christian coach to achieve your goals.
4. Join a support **group**: of like minded Christian professionals.
5. Make a **plan**: for your: Coaching business; Ministry; Life.

5 Qualities To Build And Maintain A Coaching Relationship

1. **Active listening**: Become a good listener.
2. **Confidence**: be confident in your ability as a Life Coach.
3. **Empathy**: Be able to put yourself in the shoes of others (meaning).
4. **Self-awareness**: examine yourself to discover your: Weakness; Strengths; Purpose; Knowledge.
5. Positive **mind-set**: be optimistic in your thoughts towards others.

Christian Coach's Code Of Ethical Standards

A code of ethics is needed because of the questionable and incompetent practices among Christian coaches. **ETHICAL STANDARDS**:

- Do No Harm**: Do no harm to the people you serve.
- Express God's love**: to everyone you serve; regardless of their race, gender, denomination, or political views.
- Don't take advantage of anyone**: Avoid any exploitation, and unjust discrimination against anyone you serve.
- Don't condone the harmful actions of clients**: Don't advocate or assist in harmful or abusive behavior of anyone you serve.
- Don't condone any kind of addictions**: Recognize and reveal addiction and support the person in the recovery process.
- Abortion**: Don't condone or advocate for abortion or abortion related activities for anyone you serve.
- Divorce**: Refuse to assume the decision for a client's divorce. Assist them through the divorce process without being a divorce advocate.
- Premarital or extramarital sexual activity**: Don't condone or advocate pre-marital or extra-marital sexual activity.
- Euthanasia and assisted suicide**: Refuse to condone or advocate for active forms of euthanasia and assisted suicide.

- Sexual Misconduct**: All sexual relations with the people you serve is unethical which include: Touch; Speech; Solicitation.
- Consult and/or refer**: Referrals and consults shall be made when your coaching ability has been reached.
- Self-care**: Seek continually: Professional; Person; Spiritual training.
- Integrity**: Maintain the highest standards of integrity and professionalism.
- Informed Consent**: Secure client consent for all coaching services.
- Consent to Christian coaching**: Obtain proof of a client's choice in matters of prayer, Bible reading, or any other Christian practices.
- Confidentiality**: Maintain people's confidentiality to the fullest extent allowed by law.
- Limits of Confidentiality and Privilege**: Inform the people you serve about both your commitment to confidentiality and its limits.
- Confidentiality in a demand for disclosure**: Protect confidential communications, in the face of legal or court demands.
- Protect people from harm**: Take appropriate action, including necessary disclosures of confidential information, to protect life in the face of suicidal or homicidal threats.
- Financial responsibility**: Fee schedules and rules for payment shall be outlined clearly for the people you serve before the first session.
- Pro Bono**: We encourage you to make a portion of your services available without cost or at a greatly reduced fee to those unable to pay.
- Persons of different faiths**: Don't withhold services to anyone of a different faith, religion or, denomination.
- Ethical Termination**: To the extent you're able; don't abruptly terminate a client without giving them to prepare for it.

-Resolve ethical conflicts: Maintain professional ethics with colleagues and the people you serve.

-Maintain the law: Christian coaches are bound to honor the laws of the land in every way possible.