



Episcopal Diocese
of Washington

Tending Our Soil Coach: Position Description

Job Title	Congregational Coach, Tending Our Soil initiative
Reports to	Project Director, Tending Our Soil initiative
Directly Supervises Classification FLSA	n/a
Schedule	Part-time (hrs/wk): approx. 130-140 hours a year Three-year commitment
Effective Date	March 22, 2022

Job Summary

Tending Our Soil (TOS) ministry coaches are a central feature of the Tending Our Soil initiative. Coaches engage in a three-year coaching relationship with three congregations, support periodic learning labs alongside congregations, and contribute to the ongoing development of the TOS initiative. Coaches partner with congregational teams for encouragement, clarity, and forward progress on the objectives set by each team. Coaches serve as advisors to the Project Director for project refinement. Coaches receive professional coaching training approved by the International Coach Federation at the start of their tenure and regular mentored coaching throughout the three years. Training and mentored coaching qualify toward ICF credential.

Essential Functions

Congregational Coaching: Meet with each congregational team eight times each year, engaging in conversations of direction and accountability around a process of self-discovery, growing awareness of their ministry context, and the planning, launching and assessing a new or

revitalized ministry. Draw on Tending Our Soil resources as primary tools for coaching sessions. Meet regularly with each congregational team at times and days mutually convenient to all. Meetings can be held by Zoom, phone, or in-person.

Coaching Training and Development: Available and capable of completing 60 hours of professional-grade Coach Approach Skill Training provided by Holmes Coaching Group to be held Tuesdays and Thursdays from 9 am to 12 noon May 4 to June 24 (make-up day June 29), 2021. Actively participate in six mentor coaching sessions a year with the Holmes Coaching Group for reflection and ongoing professional development. This training plus mentor coaching during the initiative can be applied toward an ICF credential. (\$3,700 value) *

Project Reporting: Maintain records of coaching sessions, including date, time, topics discussed, and general progress of the congregational team.

Project Support: Actively participate in and support four learning labs each year. Serve as advisor to the Project Director to refine the Tending Our Soil initiative, providing regular feedback and recommending improvements and refinement.

Qualifications and Requirements

Education and/or experience:

Minimum 3 years experience in a congregational leadership position, whether lay or ordained, paid or unpaid.

Working understanding of Episocopal polity and the way in which parishes operate as faith communities and make decisions.

Ability to keep scheduled appointments, respond to emails and inquiries from assigned congregations in a timely fashion, and maintain regular contact with assigned congregations.

Working knowledge of the Zoom communications platform and own technology of preference (personal computer) for training, meetings and communications required by coaching responsibilities. Access to a Zoom Pro account, or its equivalent, will be provided throughout the initiative.

Ability to communicate effectively, orally and in writing.

Physical Demands:

Ability to speak in person and via telephone, tablet or computer.

Ability to use phone, tablet and computer keyboards.

Able to move freely in and out of group settings

Access to car or public transportation.

Core Competencies

Ethical Standards: Understands and follows all International Coaching Federation Ethical Guidelines.

Mission Ownership: Demonstrates understanding and full support of the mission, vision, and values of Tending Our Soil. Able to answer questions about the initiative and direct congregations to appropriate project resources. Supports the initiative publicly.

Coaching Relationship: Able to develop a plan with the congregation while honoring the strengths, capabilities and independence of the coachee congregations. Supports and honors the primary role of a coachee congregation in doing its own self-assessment, learning its ministry context, and making its own decisions about new ministry initiatives, while managing progress and accountability.

Interpersonal Skills: Shows genuine concern for the welfare of the congregation and its future. Continuously demonstrates personal integrity, honesty and sincerity. Establishes clear agreements and keeps promises. Demonstrates respect for a congregation's perceptions, learning style, personal being. Provides ongoing support for and champions new behaviors and actions, including those involving risk-taking and fear of failure.

Time Management: Is able to keep scheduled appointments, respond to emails and inquiries from assigned congregations in a timely fashion, and maintain regular contact with assigned congregations.

Note: In exchange for the CAST training, coaches agree to a three-year commitment to the Tending Our Soil initiative. Coaches who initiate a termination of the coaching relationship prior to the conclusion of the three years may be responsible for a prorated portion of the cost of training.