**RETURNING HOME**

**Life Coaching Program**

**Program Coordinator Manual**

Updated May 2017

**TABLE OF CONTENTS**

*The framework and much of the content in this manual comes from Mentoring Ex-Prisoners: A Guide for Reentry Programs, US Department of Labor, 2007.*

Welcome from our Executive Director

Description and Mission of Ministry

Description of Life Coaching Program Component

Section 1: Overview of Life Coaching Program

* Program Coordinator Job description
* Program description, goal, roles, responsibilities
* Participant qualities, goal, role, responsibilities

Section 2: Program Policies and Procedures

* Eligibility
* Confidentiality Policy

Section 3: Recruiting

Section 4: Screening

Section 5: Training

* Life Coach Pre-Requisite Training Handouts
* Life Coach Training Basics Handouts
* Christian Life Coach Training Handouts

Section 6: Orientation

Section 7: Matching

Section 8: Supervision and Support

Section 9: Process Steps

* For Program Coordinator
* For Potential Life Coach

Section 10: Forms and Supporting Documents

* Form A: Life Coach Application
* Form B: Pastor/Spiritual Leader Reference Form
* Form C: Life Coach Interest Inventory
* Form D: Life Coach Participation Agreement
* Form E: Monthly Log
* Form F: Participant Interest Inventory
* Form G: Participant Agreement
* OTHER DOCUMENTS
	+ Life Coach Brochure
	+ Life Coach Manual
	+ Participant Manual

**Welcome from our Executive Director**

*Thank you so much for partnering with Returning Home by participating as a Life Coach. We all need help from time to time and your encouragement and support of Participants as they transition back into society from incarceration is invaluable. Please know that we are here to support you in this role. Thank you again for investing in the lives of others.*

*Nick Robbins*

**Description and Mission**

Returning Home seeks to improve the quality of life in Northwest Arkansas by helping to break the cycle of imprisonment. With partner organizations, The Returning Home Center provides a variety of services for men and women returning to our community from incarceration.

**Life Coaching Program**

The Life Coaching program is one part of the services we provide and works alongside the Participant’s case management.

**Section 1: Overview of Life Coaching Program**

**LIFE COACHING PROGRAM COORDINATOR**

**POSITION DESCRIPTION**

The Life Coach coordinator will lead a mentoring program that was developed to provide one-to-one coaching to justice-involved adult males and females.

* Participants will be returning to Northwest Arkansas from incarceration.
* All felony convictions are eligible to participant in the Life Coaching program.
* Other services provide the Participants will include job training and job placement.

The Life Coaching program coordinator should have:

* Experience, confidence and a comfort level in working with formerly incarcerated persons
* Bachelor’s degree or equivalent experience
* Interpersonal skills, including an ability to get along with people of diverse backgrounds and the expertise to help Life Coaches and Participants solve relationship and other problems, as they arise
* Public speaking experience and skills
* Excellent organizational skills
* Experience in counseling or social services preferred, but not required
* Experience as a mentor program coordinator or as a mentor in a structured mentoring program preferred, but not required.

Life Coaching Program coordinator duties include:

* Lead all aspects of the Life Coaching program including process development and administration as related to Life Coaches and Participants including:
	+ Recruiting
	+ Orientation
	+ Screening
	+ Training
	+ Matching
	+ Monitoring
	+ Retention
* Work closely with other staff to facilitate the Participant’s transition into the community.
* Supervise and implement celebration ceremonies and other Life Coaching program-related events.
* Assist in marketing the program, to include speaking in front of groups, to obtain additional program resources.
* Complete an annual program review.

**TERMS**

**Life Coach** - a person who has a stable life and is willing to offer guidance and support to Participants.

**Participant** - a justice-involved adult who is willing to be coached as he or she transitions back into society.

**Life Coaching** - a relational process where Coaches provide consistent, non-judgmental, practical support and guidance to Participants as they transition from incarceration to the community and make positive lifestyle changes.

**PROGRAM**

**MODEL:** One-on-One – Life Coach matched with a Participant with strong support from the Program Coordinator.

**LENGTH:** One year

**MATCH BEGINS:** Once released

**LIFE COACH**

**Life Coach Goal**

To work yourself out of a job.

**Life Coach Roles**

* **Role Model** of a prosocial life.
* **Friend** supporting their Participant during transition and helping to build prosocial relationships.
* **Guide** but not giving advice toward resources and strategies to help their Participant meet their transition goals.
* **Teacher** of skills and information in to assist their Participant’s meet their transition goals.
* **Accountability Partner** helping their Participant meet their transition goals.

**Life Coach Characteristics/Skills**

**LIFE COACH CHECKLIST**

The Life Coach Checklist is based on research that identifies the attributes, qualities, skills and motivation of effective life coaches. This checklist is designed to help you discern if you should pursue becoming a Life Coach with justice-involved adults and to help your Program Coordinator with your Participant match. For each quality, check either yes or no. There may be skills listed you don’t yet have, but by the end of the LIFE COACH training you should be able to say yes to each skill. If you checked no, also check if you are you willing to develop them. A copy of your completed checklist will be sent to your Program Coordinator.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUALITY** | **INDICATOR** | **YES** | **NO** | **WILLING TO DEVELOP**  |
| Motivation | I am motivated to invest in my Participant, not to exploit him or her. |  |  |  |
| Availability | I have the time in my schedule to be a Life Coach without compromising my health or my family life. |  |  |  |
| Program Support | I fully support the Coaching Program where I will be serving even if I don’t agree with every part of the program. |  |  |  |
| Family Support | I have the support of my immediate family. |  |  |  |
| **PARTICIPANTS** |  | **YES** | **NO** | **WILLING TO DISCUSS** |
| Criminal Charge | I am comfortable coaching Participants with all type of criminal charge(s).  |  |  |  |
| Health | I am comfortable coaching Participants with a history of mental or physical health issues which are under control. |  |  |  |
| Substance Abuse History | I am comfortable coaching a person with a history of substance abuse addiction. |  |  |  |
| **CHARACTERISTICS** |  | **YES** | **NO** | **WILLING TO DEVELOP** |
| Submissive  | I am respectful and obey those in authority. |  |  |  |
| Learner | I will participant in trainings to be a better Life Coach |  |  |  |
| Positive | I will focus on the potential and future of my Participant and not on their past. |  |  |  |
| Addiction Free | I am currently not dealing with an addiction issue in my life. |  |  |  |
| **INTERPERSONAL SKILLS** |  | **YES** | **NO** | **WILLING TO DEVELOP** |
| Warm | I am friendly, non-judgmental and accepting of others. |  |  |  |
| Empathetic | I seek to hear, feel, and understand the perspective of others. |  |  |  |
| Respectful | I affirm and appreciate others. |  |  |  |
| Genuine | I am sincere and authentic. What you see is what you get. |  |  |  |
| **SKILLS** |  |  |  |  |
| Boundaries | I have healthy relational boundaries and am able to say, “No.” |  |  |  |
| Observing | I pay attention to what I observe about another’s non-verbal behaviors and seek to clarify what I see. |  |  |  |
| Listening | I am able to give my full attention to others when they are talking and reflect back what I hear. |  |  |  |
| Questioning | I am able to ask guiding questions without interrogating. |  |  |  |
| Giving Feedback | I am able to provide encouraging and constructive feedback. |  |  |  |
| Motivational Interviewing | I am able to use the technique of motivational interviewing with those who are considering positive lifestyle changes. |  |  |  |
| Teaching | I am able to patiently teach others new skills. |  |  |  |
| Cross-Cultural  | I seek to understand and learn from those who are different from me without judging them by my way of life. |  |  |  |

**Life Coach Responsibilities**

* Support the Life Coaching program mission and goals.
* Follow all program policies and procedures.
* Complete all trainings.
* Fulfill the roles of a Life Coach: Role model, friend, guide, teacher, accountability partner.
* Meet with Participant face-to-face weekly at an agreed upon day/time and place for a minimum of 1-hour over a one-year period.
* Notify your Participant a minimum of 24 hours in advance if you need to reschedule a meeting. Communicate as soon as possible in the case of an emergency.
* Call or text Participant between visits.
* Submit a monthly report to the Program Coordinator.

**PARTICIPANT**

**Participant Goal**

To successfully transition and prepare yourself to move beyond the Life Coaching connection.

**Participant Roles**

Life Coaching is a voluntary partnership between two individuals, the Life Coach and the Participant. Each must be faithful to fulfill their roles and responsibilities for the match to be successful.

* **Learner.** Your role is to learn from your Life Coach’s wisdom, experience, and knowledge in completing your transition plan.
* **Friend.** Your role is to be a friend by helping to build trust, communicating honestly, ask for help when needed, and receive the support provided by your Life Coach.

**Participant Characteristics/Responsibilities**

* **Eager to learn and takes initiative.** Willing to ask for help and apply what is learned. Your life coach has been successful in living a prosocial life and this is an opportunity to learn from him or her. Ask specific questions that will help you meet your transition goals.
* **Open minded.** Willing to listen to your Life Coach.
* **Honest and open.** Tells the truth and communicates struggles and temptations when they first surface.
* **Faithful.** Fulfills program commitments and commitments made to your Life Coach. Keeps the Life Coaching relationship a priority.
* **Communicates.** Return phone calls, texts, emails promptly and be on time for meetings.

**Realistic Expectations for Participants**

* Your Life Coach is NOT your ATM and Taxi Service but will provide emotional, social, and spiritual support in your transition. Do not expect financial or material gain from your participant in the Life Coaching Program.
* Your Life Coach is your friend, NOT your parent. You will be treated as a peer.
* Your Life Coach is NOT perfect and can’t fix what he or she doesn’t know. You will need to communicate your expectations and frustrations with your Life Coach about your relationship.
* Your Life Coach is NOT your junior parole officer, but may hold you accountable for short-term goals that you set as a way of helping you in your transition.
* Your Life Coach WILL hold what you say in confidentiality according to the program confidentiality policy.

**Participant Profile**

Specific profile information on the Participants.

Gender:

Age range:

Education:

Employment history:

Addictions:

Mental Health:

Family/Children:

Criminal Charges:

**Section 2: Program Policies and Procedures**

**LIFE COACH ELGIBILITY REQUIREMENTS**

* Must be a minimum age of 21 years old.
* Be willing to and have the ability to commit to meeting weekly for an hour with the Participant for one year.
* Be willing and able to attend all trainings and program requirements.
* Pass a criminal background check or be free from being justice-involved for a minimum of two years.
* Must have a current legal driver’s license.

**PARTICIPANT ELIGIBILITY REQUIREMENTS**

* Must be paroled to Northwest Arkansas.
* Must be a Participant with Returning Home.

**CONFIDENTIALITY POLICY**

*In order to build trust, Life Coaches are required to keep conversations with, and information about, their Participants in confidence. There are four exceptions to this rule:*

**Confidentiality Exception 1: Speaking with the program staff.** A Life Coach may talk to program staff at **any time** about **any information or issues** brought up in the Life Coaching sessions. Staff are there to help problem-solve and to assist individuals with the dynamics of the relationship.

**Confidentiality Exception 2: Conversations with fellow Life Coaches during staff-run Life Coach meetings.**  During Life Coach roundtables, Life Coaches are allowed to discuss their respective participants so that Life Coaches can receive feedback and suggestions from fellow Life Coaches and program staff. However, Life Coaches must maintain a “group confidentiality” –that is, they are not allowed to discuss anything about other Participants to anyone outside of the program.

**Confidentiality Exception 3: Receiving permission from the Life Coach to contact others about a specific problem.** The Participant may give the Life Coach permission to talk to others about him or her when a situation arises where the Life Coach is seeking outside assistance or support.

**Life Coaches should also make a report to program staff when the Participant:**

* Reports child or elder abuse, neglect or endangerment by him/herself or others
* Discusses drug use or intended drug use
* Indicates a possible violation of the terms of his or her parole or probation
* Indicates an intention of hurting him/herself or others, or of putting him/herself in danger
* Reports that another person has an intention of hurting him/herself or others, or of putting the mentor in danger
* Demonstrates a marked change in functioning (ie. appears depressed or manic or has noticeable changes in hygiene, sleeping and/or eating).

**LIFE COACH**

**Life Coach MUST Sign the Life Coach Participant Agreement.**

**LIFE COACH PARTICIPATION AGREEMENT**

**As a Life Coach in the Returning Home program, I agree to:**

* Complete the initial Life Coach training and attend any required ongoing trainings. If I miss a mandatory training, I will contact the Life Coach coordinator as soon as possible to make up the training.
* Support the mission and goals of the Life Coaching program.
* Abide by the program’s confidentiality policy and procedures.
* Meet with my Participant(s) at least once a week for a minimum of one hour, or once every other week for a minimum of two hours, over a one-year period.
* Try to develop a relationship of trust and respect with my Participant(s) by going slow, being flexible, and allowing them to make their own decisions—and by not presenting myself as an authority figure.
* Notify my Participant(s) at least 24 hours in advance if I must miss a coaching session or as soon as possible in the case of an emergency.
* Respect all Participant regardless of race, sexual orientation, religion, and criminal charges.
* Never give or loan to my Participant or his/her family money, gift cards or material goods.
* Never accept money, gift cards or material goods from my Participant or his/her family.
* Never handle money, checks, or material possessions for my Participant because this can put me at risk for trouble including lawsuits.
* Never provide transportation to my Participant unless it is to facilitate our meeting times as part of the Life Coaching Program or with approval of the Program Coordinator.
* Never drink alcohol when with my Participant or meet with him/her under the influence.
* Never carry firearms or weapons on my person or in my car, even if I have a license to carry. If I get pulled over by the police, having a weapon could put my Participant in danger of violating his or her parole/probation.
* Never commit a sexual act, sexual abuse or sexually harass my participant.
* Never push a “personal agenda” (i.e. faith, politics) during interactions with Participants.
* Complete and submit the monthly reporting form.
* Contact the Life Coaching coordinator if:
* I feel overwhelmed and need help.
* I am unable to fulfill my roles/responsibilities in the Life Coaching program.
* My Participant attempts to manipulate me.
* I or my Participant violates any program policies.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Life Coaching Do’s and Don’ts**

* **DO** keep your promises. Participants have been let down by most people in their lives, and not keeping your promise will be a barrier to building trust.
* **DO** praise your Participant for their progress every time you meet together.
* **DO** make every meeting.
* **DO** call it like it is. Don’t accept excuses. Teach responsibility.
* **DON’T** pressure them to be perfect. Like you and me, we all make mistakes. Be patient, encourage and give grace.
* **DON’T** criticize parole officers and criminal justice system. What your Participant is saying maybe true but blaming does not help them to move forward. Refocus the conversation to what how they can respond.

**PARTICIPANT**

**Participant must:**

* Volunteer to participate in the Life Coaching Program.
* Sign the Participant Agreement (Form )Agree to fulfill all Life Coaching participant program requirements.
* Abide by all program policies and procedures.
* Accept being matched with a mature Christian as a Life Coach.
* Agree to do all you can to make the match successful.
* Work with your Life Coach to successfully transition back into society.

**PARTICIPANT AGREEMENT**

**As a Participant in the Returning Home Life Coaching Program, I agree to:**

* Having my information shared with a potential Life Coach.
* Accept emotional, spiritual and practical support from my Life Coach.
* Accept being matched with a Christian Life Coach for one year.
* Not ask my Life Coach for money, material goods or transportation.
* Be humble and learn all I can from my Life Coach.
* Work toward building trust with my Life Coach.
* Be honest and open with my Life Coach.
* Be faithful to commitments made with my Life Coach and communicate 24 hours in advance of any changes to commitments.
* Communicate struggles and temptations with my Life Coach when they first surface
* Work hard to complete my Transition Plan.
* Contact the Program Coordinator:
	+ If my Life Coach violates any program policies.
	+ If my Life Coach is not meeting with me and contacting me weekly.
	+ With any concerns expressed to my Life Coach that are not resolved.
	+ With any concerns I do not feel comfortable talking with my Life Coach about.

Signature of Participant Date

**Section 3: Recruiting**

**Recruiting Principles:**

* *Over-recruit*. Life Coaches drop out as they go through the vetting process.
* *Recruitment is ongoing*. Take a gradual approach to bringing on Life Coaches the first year. If the goal is 40 matches, bring in 10 Life Coaches a month. Even if your program is not currently recruiting new Life Coaches, you will be recruiting at some point in the near future.
* *Don’t recruit more Life Coaches than you can supervise*. Best practice recommends a coordinator should not manage more than 35-40 matches at a time. Group Life Coaching programs have more flexibility.
* *Target your recruiting efforts to match the ethnicity and gender of your Participants.*
* *Utilize other staff and your board to help recruit*.
* *Establish recruiting goals and dates*. (See planning sheet) Meet with Pastor X, speak at X, recruit board members to recruit X number of men/women, recruit current Life Coaches to recruit X number of men/women.

**Places to Recruit:**

* Churches. Get the support from the Pastor.
* Community clubs. Speak at meetings.

**Recruitment Message:**

* Brochure
* Presentations: Describe the program, have a Life Coach share about their experience (positive and realistic), time for questions, end with a call to action – sign-up sheet, and refreshments. Follow-up with those who sign-up with next steps.
	+ Step 1: is to link them to the Life Coaching Prerequisite training. If they want to continue.
	+ Step 2: Complete application. Let them know application does not mean acceptance. They must successfully go through the screening process.

**RECRUITING PLANNING SHEET**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Person Responsible** | **Target Completion Date** | **Date** | **Outcome** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Section 4: Screening**

To ensure safety and successful matches, the following processes will be conducted.

* Volunteers and Participants complete applications.
* Check on references.
* Conduct a criminal background check. If volunteers are approved corrections volunteers, they have already had passed a criminal background check.
* An in-person interview will be conducted by the Program Coordinator with the volunteer.

**Sample Interview Question**

*Motivation and Understanding*

1. Why are you interested in being a Life Coach?
2. Have you ever had a mentor or Life Coach? Describe that experience.
3. After going through the Life Coach Prerequisite training, what is your perception of the role of a Life Coach?
4. Describe an experience from your life which you believe will assist you in being an effective Life Coach?

*Experience with Justice-Involved Persons*

1. What experience do you have working with those who have been incarcerated or transitioned home from incarceration?
2. Describe how you view people who have been justice-involved.
3. Do you feel all people are capable of changing their lifestyle? What does that change process look like?

*Stabilization/Commitment*

1. How long have you been employed at your current occupation?
2. How long have you participated in your church?
3. How long have you been part of a support group or church small group?
4. How will being a Life Coach affect your current schedule?

*Faith/Ministry*

1. How long have you been a follower of Christ?
2. Describe your spiritual growth process since coming accepting Christ as your Savior and Lord.
3. What areas of ministry have you served in the past or currently serving at your church?

*Relationships*

1. Describe activities that your family participates in together.
2. Describe your relationship with your spouse/children. What is his/her support level of your being a Life Coach?
3. Describe your social/emotional support system.
4. What is the most difficult situation you have been involved in while helping another person or family in the past? Please explain.
5. What are some methods of problem solving that you have learned from past experiences that help you to maintain harmony within your family?

**PARTICIPANT SCREENING**

* Eligibility - Completing an in-prison program or participate in an outside program.
* Participants are interviewed by the case worker or program coordinator.

**Sample Interview Questions**

*Motivation and Understanding*

1. Why are you interested in having a Life Coach?
2. What are you looking for from a Life Coach?
3. What do you think would get in the way of you fulfilling your commitment to a year in the Life Coaching program?

**Section 5: Training**

All potential Life Coaches must complete the Life Coach pre-requisite training at [www.wheaton.edu/BGCE-IPM](http://www.wheaton.edu/BGCE-IPM)

or [www.cmcainternationl.org](http://www.cmcainternationl.org)

* Lesson 1: What is a Life Coaching?
* Lesson 2: Who are the Participants?
* Lesson 3: Should I be a Life Coach?
* Life Coach Checklist

If potential Life Coaches want to continue with the process, they are given a code to access the Life Coach Training Basics through the Institute for Prison Ministries. All Returning Home Life Coaches must complete the Christian Life Coach Training module. Codes can be purchased at [www.wheaton.edu/BGCE-ipm](http://www.wheaton.edu/BGCE-ipm) or [www.cmcainternational.org](http://www.cmcainternational.org)

**LIFE COACH TRAINING BASICS**

**MODULE 1: Foundations of Life Coaching**

1.1: Realistic Expectations and Avoiding Paternalism

1.2: Setting Boundaries and Preventing Manipulation

**MODULE 2: Communication Skills**

2.1: Accurately Observing and Asking Questions

2.2 Listening and Summarizing

3.2 Giving Feedback and Personal Transparency

**MODULE 3: Introduction to Motivational Interviewing**

3.1: The Change Process

3.2: Foundations of MI

3.3: MI Skills

3.4: Eliciting Change Talk and Rolling with Resistance

3.5: Strategies for using MI

**MODULE 4: Understanding and Caring for Participants**

4.1: Risks and Needs (Male and Female versions)

4.2: Corrective Thinking

4.3: Transition Feelings, Needs and Barriers

**MODULE 5: The Life Coaching Process**

1.1: Phase 1: Matching

1.2: Phase 2: Bonding

1.3: Phase 3: Accountability

1.4: Phase 4: Empowering

1.5: Phase 5: Closing

**CHRISTIAN LIFE COACH TRAINING**

Lesson 1: Foundations of Christian Life Coaching

Lesson 2: Christian Formation

Lesson 3: Relational Witnessing

Lesson 4: Discipleship

**Section 6: Orientation**

Orientation can be done by phone, video or in person.

* Provide a copy of the Life Coach Manual and highlight specific aspects of the Particular Ministry training.
* Review the Life Coach manual, highlighting the policies and procedures and fielding any questions.
* Include some scenarios such as:
	+ How would you respond if your Participant informs you he’s visiting his old neighborhood and associating with his old friends?
	+ How would you respond if you suspected your Participant is using drugs or alcohol?
	+ How do you respond if your Participant says, he/she doesn’t believe in God or the Bible.
	+ How do you respond if your Participant doesn’t want to talk about faith issues or hear about your faith.
	+ How do you respond if your Participant doesn’t believe he/she has a personal relationship with Christ?
	+ How would you respond to the statements, “the Christian lifestyle is boring”; “Christians are a bunch of hypocrites”; or “Christians are judgmental”?
* Life Coach signs the match agreement.
* Identify who the match is or when it will be made.

**Section 7: Matching**

* Match people of similar backgrounds, social economic class, geographic proximity, interests, hobbies, and personality traits.
* Seek input from the case worker who knows Participants.
* Decide on a tentative match and then help set up an introductory meeting between the Life Coach and Participant as soon as possible.

**Section 8: Supervision and Support**

* Check in with Life Coach
	+ Every two weeks for the first month
	+ Once a month after the first month
	+ Possible questions include:
		- How is your match going? How often have you and your Participant met since we last talked? How much time do you spend together at each meeting?
		- What kinds of activities have you done together? How do you decide on the activities? Do you and your Participant have trouble thinking up things to do together?
		- Do you spend much time talking together? Do you and your Participant enjoy spending time together?
		- Does your Participant keep appointments with you? Does he or she show up on time?
		- When was your last meeting? What did you do together?
		- Do you talk to your Participant on the telephone? How often?
		- Do you need help with anything? Is there anything interfering with your match?
		- How would you describe your Participant’s behavior and attitudes? Does he or she exhibit any behavior or attitudes that trouble you or that you do not understand?
		- Are you satisfied with how things are going?
		- Is there any additional training you think would be helpful for you?
		- Is there anything else we should be aware of? Is there anything else we can do to help?
* **Monthly Log** - Life Coaches submit a log about their meetings with participants
* Emphasize contacting the Program Coordinator when feeling overwhelmed or in need of help.
* Provide a mini-training/roundtable for Life Coaches to exchange experiences, challenges and triumphs every two months.
* Contact Life Coach if a match ends prematurely to debrief and to keep their interest in a new match.
* Celebrate Life Coaches through an annual breakfast or luncheon – this is NOT a fundraiser.

**Section 9: PROCESS STEPS**

Keep connected with potential volunteers. Keep them involved, interested and motivated and get them to work as soon as they have been screened and trained.

More specifically, keep in touch with potential volunteers throughout the steps. Respond within 24 hours to all phone call and email inquiries from potential volunteers.

**STEPS FOR PROGRAM COORDINATOR**

**STEPS FOR POTENTIAL LIFE COACH**

**SECTION 10: FORMS AND SUPPORTING DOCUMENTS**

**Form A**

**LIFE COACH APPLICATION**

Name Age Date

Address

Phone Email

Occupation Highest education

**Personal References**

Please list individuals, not related to you, who can provide information regarding your spiritual life and character.

Pastor Phone #

Email

Name Phone #

Email

Church you attend: How long?

Health: Do you have any physical limitations/allergies? □ Yes □ No If yes, please explain.

Why do you want to be Life Coach?

Eligibility requirements:

* Must be a minimum age of 21 years old.
* Be willing and able to meet weekly for an hour with my Participant for one year.
* Be willing and able to attend all trainings and program requirements.
* Pass a criminal background check or be free from being justice-involved for a minimum of two years.
* Must have a current legal driver’s license.

I meet all the eligibility requirements and give permission to having a criminal background check.

Signature Date

**Form B**

**PASTOR/SPIRITUAL LEADER REFERENCE**

**APPLICANT INFORMATION**

Name: Organization/Ministry

**REFERENCE RESPONSES**

1. How long have you known this applicant?
2. Do you have a family relationship with the applicant? □ yes □ no If yes, describe the relationship.

Please check the box which represents your rating of the applicant in the following areas:

Strongly Agree = SA Agree = A Disagree = D Strongly Disagree = SD Don’t know = NA

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Character Trait** | **SA** | **A** | **D** | **SD** | **NA** |
| Respectful and submissive to those in authority |  |  |  |  |  |
| A person of integrity. Keeps their word, honest, follows through on commitments |  |  |  |  |  |
| Is friendly, non-judgmental and accepting of others. |  |  |  |  |  |
| Is empathetic - Seeks to hear, feel, and understand the perspective of others. |  |  |  |  |  |
| Affirms and appreciate others without discrimination. |  |  |  |  |  |
| Sincere and authentic. What you see is what you get. |  |  |  |  |  |

1. The applicant is spiritually mature and will be an effective Life Coach.

□ Strongly agree □ Agree □ Disagree □ Strongly disagree

1. Do you have any concerns about this applicant representing your Church as a Life Coach?

**REFERENCE INFORMATION**

Name Title

Church Address

City State, zip Phone

email address

Signature Date

**FORM C**

**LIFE COACH INTEREST INVENTORY**

**Name:**

|  |  |  |  |
| --- | --- | --- | --- |
| **IT IS IMPORTANT TO ME TO:** | **YES** | **NO** | **SOMETIMES** |
| Continue learning |  |  |  |
| Be physically active |  |  |  |
| Do something different from work |  |  |  |
| Relax and take it easy |  |  |  |
| Interact with family |  |  |  |
| Spend time with friends |  |  |  |
| Be involved with Church |  |  |  |

|  |  |  |
| --- | --- | --- |
| **SOCIAL/LEISURE/EDUCATIONAL ACTIVITIES** | **INTERESTED IN** | **CURRENTLY ACTIVE** |
| Arts – crafts, art shows, painting, photography, drawing, woodworking |  |  |
| Church activities – Bible study, volunteering,  |  |  |
| Continuing Education - seminars |  |  |
| Cooking |  |  |
| Games – table games, cards,  |  |  |
| Hobbies – (list) |  |  |
| Music – concerts, singing, playing an instrument |  |  |
| Outdoor Activities – fishing, camping, hiking,  |  |  |
| Political involvement |  |  |
| Reading |  |  |
| Shopping |  |  |
| Sports – spectating |  |  |
| Sports/exercise - participation |  |  |
| Support groups – AA, NA, Celebrate Recovery |  |  |
| Theater – movies, plays |  |  |
| Video Games |  |  |

Other information which would be helpful for making a match.

**Form D**

**LIFE COACH PARTICIPANT AGREEMENT**

**As a Life Coach in the Returning Home program, I agree to:**

* Complete the initial Life Coach training and attend any required ongoing trainings. If I miss a mandatory training, I will contact the Life Coach coordinator as soon as possible to make up the training.
* Support the mission and goals of the Life Coaching program.
* Abide by the program’s confidentiality policy and procedures.
* Meet with my Participant(s) at least once a week for a minimum of one hour, or once every other week for a minimum of two hours, over a one-year period.
* Try to develop a relationship of trust and respect with my Participant(s) by going slow, being flexible, and allowing them to make their own decisions—and by not presenting myself as an authority figure.
* Notify my Participant(s) at least 24 hours in advance if I must miss a coaching session or as soon as possible in the case of an emergency.
* Respect all Participant regardless of race, sexual orientation, religion, and criminal charges.
* Never give or loan to my Participant or his/her family money, gift cards or material goods.
* Never accept money, gift cards or material goods from my Participant or his/her family.
* Never handle money, checks, or material possessions for my Participant because this can put me at risk for trouble including lawsuits.
* Never provide transportation to my Participant unless it is to facilitate our meeting times as part of the Life Coaching Program or with approval of the Program Coordinator.
* Never drink alcohol when with my Participant or meet with him/her under the influence.
* Never carry firearms or weapons on my person or in my car, even if I have a license to carry. If I get pulled over by the police, having a weapon could put my Participant in danger of violating his or her parole/probation.
* Never commit a sexual act, sexual abuse or sexually harass my participant.
* Never push a “personal agenda” (i.e. faith, politics) during interactions with Participants.
* Complete and submit the monthly reporting form.
* Contact the Life Coaching coordinator if:
* I feel overwhelmed and need help.
* I am unable to fulfill my roles/responsibilities in the Life Coaching program.
* My Participant attempts to manipulate me.
* I or my Participant violates any program policies.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Signature Date

**Form E**

**LIFE COACH REPORT LOG FOR ONE-TO-ONE COACHING**

Fill out the “coaching log” directly after each communication/meeting with your Participant and email it to nickrobbins@returninghome.org at the end of each month.

**Life Coach’s Name:** **Participant’s Name:**

|  |  |  |
| --- | --- | --- |
| **Dates and Times** | **Activities for Meetings** | **Comments and/or Areas of Concern** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**FORM F**

**PARTICIPANT INTEREST INVENTORY**

Name: Age:

Ethnicity: Religion:

|  |  |  |  |
| --- | --- | --- | --- |
| **IT IS IMPORTANT TO ME TO:** | **YES** | **NO** | **SOMETIMES** |
| Continue learning  |  |  |  |
| Be physically active |  |  |  |
| Do something different from work |  |  |  |
| Relax and take it easy |  |  |  |
| Interact with family |  |  |  |
| Spend time with friends |  |  |  |
| Be involved with Church |  |  |  |

|  |  |  |
| --- | --- | --- |
| **SOCIAL/LEISURE/EDUCATIONAL ACTIVITIES** | **INTERESTED IN** | **CURRENTLY ACTIVE** |
| Arts – crafts, art shows, painting, photography, drawing, woodworking |  |  |
| Church activities – Bible study, volunteering,  |  |  |
| Continuing Education - seminars |  |  |
| Cooking |  |  |
| Games – table games, cards,  |  |  |
| Hobbies – (list) |  |  |
| Music – concerts, singing, playing an instrument |  |  |
| Outdoor Activities – fishing, camping, hiking,  |  |  |
| Political involvement |  |  |
| Reading |  |  |
| Shopping |  |  |
| Sports – spectating |  |  |
| Sports/exercise - participation |  |  |
| Support groups – AA, NA, Celebrate Recovery |  |  |
| Theater – movies, plays |  |  |
| Video Games |  |  |

Other information which would be helpful for making a match.

**FORM G**

**PARTICIPANT AGREEMENT**

**As a Participant in the Returning Home Life Coaching Program, I agree to:**

* Having my information shared with a potential Life Coach.
* Accept emotional, spiritual and practical support from my Life Coach.
* Accept being matched with a Christian Life Coach for one year.
* Not ask my Life Coach for money, material goods or transportation.
* Be humble and learn all I can from my Life Coach.
* Work toward building trust with my Life Coach.
* Be honest and open with my Life Coach.
* Be faithful to commitments made with my Life Coach and communicate 24 hours in advance of any changes to commitments.
* Communicate struggles and temptations with my Life Coach when they first surface
* Work hard to complete my Transition Plan.
* Contact the Program Coordinator:
	+ If my Life Coach violates any program policies.
	+ If my Life Coach is not meeting with me and contacting me weekly.
	+ With any concerns expressed to my Life Coach that are not resolved.
	+ With any concerns I do not feel comfortable talking with my Life Coach about.

Signature of Participant Date