



Group Coach Handbook

Welcome

Every great leader has had someone in their life to nurture their development. At Oak Hills Church, we equip group coaches to come alongside small group leaders and shepherd them into mature leaders. Coaches connect with small group leaders to offer prayer, share their leadership experiences, and provide guidance as leaders navigate new experiences within their group. When care or collaboration is needed, the coach is the first call for support for a small group leader.

Group Coach

A coach is an experienced small group leader who empowers, develops, and supports small group leaders to use their God given gifts to fulfill God's call on their life to be a disciple who makes disciples.

Defining the Role of a Group Coach

FOCUS

Coaches mentor the few, to be rooted in Christ, so that those they mentor equip the many. (Colossians 1:28)

GOAL

Coaches intentionally develop a few group leaders, who in turn, disciple the people in their group.

VISION

Every small group leader has a coach who is intentionally developing them as a leader and encouraging them to follow Jesus moment by moment. (Exodus 18:15-19)

GROUP COACH

A coach is an experienced small group leader who empowers, develops, and supports small group leaders to use their God given gifts to fulfill God's call on their life to be a disciple who makes disciples. (Matthew 28:19-20, Ephesians 4:11-13)

QUALITIES OF A GROUP COACH

- **Faithful:** Models Christlikeness by pursuing a growing relationship with Jesus in every area of life. Leads group to fruitful application of God's Word.
- **Relational:** Creates a safe environment where people can be authentically known and build relationships with one another.
- **Caring:** Prays with and for group leaders.
- **Developer:** Empowers group leaders to lead according to their giftedness.

RELATIONAL RESPONSIBILITIES OF A GROUP COACH

- **Mentor Leaders:** Mentors are relational leaders who empower others to learn about and express their God given abilities. (2 Timothy 2:22, Colossians 1:28-29)
- **Onboard New Leaders:** Along with Small Group Minister, the coach trains leaders either one-on-one or in a group.
- **Coach Leaders:** Support group leaders by regularly connecting with them and helping them navigate the challenges of leading a group through listening, prayer, encouragement, and providing practical tools.
- **Shepherd Leaders:** Encourage and care for leaders in a way that feeds their soul.

EXPECTATIONS OF A GROUP COACH

- **Abide in Christ:** Group coaches are disciples of Christ first.
- **Stay Equipped:** Participate in OHC coach and leader trainings and labs.
- **Promote Biblical Community:** Help group leaders understand and experience the vision for a healthy group. (Acts 2:42-47)
- **Remain Connected:** Regularly communicate with and welcome the support of the OHC staff. Share updates on the health and wellbeing of group leaders, and stories of life change within the group.

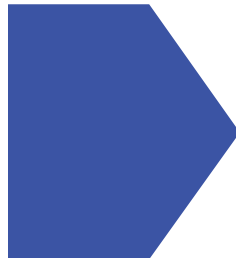
New Group Coach Onboarding Process

Oak Hills Church is constantly and prayerfully in pursuit of qualified coaches to support our team of small group leaders. Below is an outline of the onboarding process for new coaches.



IDENTIFY NEW COACHES

Existing coaches and ministers prayerfully recommend existing small group leaders who meet



INTERVIEW

OHC minister meets with the potential coach to develop a stronger relationship and determine if they have the character, chemistry, competence, and the



RESOURCE PAGE

OHC minister reviews the equipping resources to be



TRAINING

OHC minister meets with the potential coach to cast the vision for leader development, define the role of a coach, explain the biblical foundations, and outline



LAUNCH

The new coach is matched and begins connecting with up to five small group leaders whom they



IDENTIFY

Existing coaches and ministers prayerfully recommend existing small group leaders who meet the qualifications of a coach.

Identify Candidates

- Recommendations from other coaches, staff members, elders and group leaders.
- Personal recruitment from OHC Group Minister.
- Promotion to group leaders about the opportunity to be a group coach.

Access Candidates

- **Personal**
 - Does this person have a growing relationship with Jesus?
 - Is this person a positive influence on those around them? Are they respected?
- **Group Experience**
 - Is this person an experienced group leader?
 - Has this person effectively led their group through seasons of conflict or difficulty?
- **Developing Leaders**
 - Have they demonstrated the ability to develop other leaders?
 - Is this person enthusiastic about partnering with the leadership of OHC?
 - Is this person a champion of the mission, vision, values, and discipleship commitments of OHC?

Pray for Candidates

- Pray with the candidate that God would use their God given gifts to fulfill his call on their life to be a disciple who makes disciples.
- Pray for the candidate with other current coaches to discern who God is calling to serve as a coach.



INTERVIEW

OHC minister meets with the potential coach to develop a stronger relationship and determine if they have the character, chemistry, competence, and the capacity to serve as a coach.

Interview Framework

Welcome

- Recommendations from other coaches, staff members, elders and group leaders.
- Personal recruitment from OHC Group Minister.
- Promotion to group leaders about the opportunity to be a group coach.

Introductions

- Interviewer personal and OHC role introduction.
- Candidate personal introduction.

Questions

- Group Leader Experience
 - *Tell me about your experience leading a small group?*
- Role of a Coach
 - *What do you understand the role of a coach to be?*
- God's Calling
 - *Why do you feel that God is calling you to take this next step?*

Review Small Group Resources

- Equip the candidate with the following small group resources:
 - Relational Discipleship
 - Coach Job Description (see next 2 pages)
 - Small Group Leader Handbook

Close

- Thank candidate for time.
- Invite candidate to ask questions.
- Pray for candidate to prayerfully consider if God is leading them to serve as a coach.
- Communicated OHC decision next steps (staff will pray, decide).



INTERVIEW

----- ADDITIONAL INTERVIEW QUESTIONS -----

Additional interview questions (as needed):

Experience

- How have you helped someone else around you take the next step into leadership?
- Who has made the biggest impact on your life “spiritually” and why?
- What challenges have you experienced as a small group leader? What did you do to overcome them?

Why is biblical community important?

- What does a healthy and thriving small group community look like?
- What scriptures support your views of a healthy biblical community?
- How have you shared the load of leading a small group with those in your group?
- What are the dangers of not being in biblical community?

What do you understand the role of a coach to be?

- How would you provide support and mentoring to the group leaders you are coaching?
- How did Christ model effective mentoring and coaching with his disciples?

Gifting/Mission/Style/Type

- How do you prefer to connect with leaders you’re supporting?
 - Digitally – Email, Text, Zoom
 - In-person – Lunches, Coffees, etc.
 - Either/Both
- What kind of group leaders are you most comfortable supporting?
 - Women’s groups, men’s groups, singles groups, young family groups, empty nest groups, intergenerational groups?
- Have you taken a spiritual gifts assessment or personality profile? What did you learn about how God has wired you?

Margin

- How many leaders are you able to effectively support during this season in your life?
- What adjustments to your current lifestyle and planning of time would be necessary to create the margin to work this ministry?
- Communicate OHC decision next steps (staff will pray, decide).



RESOURCE

OHC minister reviews the equipping resources to be used to help onboard and shepherd small group leaders.

New leaders begin leading their group and are supported with ongoing coaching, care, resources, and training. They are supported by the coach, minister, and OHC administrative staff.

Core Training

- Leader Handbook
- Biblical Model
- Steps to Launch your Group
- Relational Discipleship

Ongoing Training/Equipping Resources

- Checking In and Checking Out
- Mock Group
- Inductive Bible Study Method
- Intentional Prayer
- Sabbatical
- Micro Groups

Ongoing Training/Equipping Connections

- Coaches will continue to support leaders by scheduling check in times monthly.
- The minister will follow-up twice a year (or more) personally and ongoing through email.
- Assistant will follow-up three times a year to verify details and to help when people are trying to connect to their group.

Ongoing Training/Equipping Events

- One-on-one with Coach (monthly or as needed)
- Leader LABS (twice a semester)
- Leader Rally (yearly)
- Resource page <https://oakhills.church/groupleader>



TRAINING

OHC minister meets with the potential coach to cast the vision for leader development, define the role of a coach, explain the biblical foundations, and outline the commitment level.

Defining the Rhythm of Relational Discipleship

- Relational Discipleship
 - What does relational discipleship mean?
 - Can you define a moment in your life when you were disciplined?
- We are all disciples of Jesus (Discipleship)
 - John 3:22 NIV - “After this, Jesus and his disciples went out into the Judean countryside, where he spent some time with them, and baptized.”
 - Greek *dia-tree-bo*
 - Dai-means against
 - Tribo-to rub
 - The word together means to spend time together “rubbing off on each other.”
- Jesus set the example of discipleship by always asking the right questions.
 - Jesus roughly asked 307 questions.

Identifying a Disciple

- Questions to ask:
 - What is God saying to you?
 - What are you discovering while reading the Bible?
 - Are you restless?
 - Are you being challenged by something?

ICNU Statements

- 2 Timothy 1:6 NIV - “For this reason, I remind **you** to fan into flame the **gift** of God, which is **in you** through the laying on of my hands.”
- I see in you (ICNU)
 - I see this in you.
 - I see God doing this.
 - I see God challenging you here.

Five Steps of Discipleship

- 1 Corinthians 4:16 NIV - “Therefore, I urge you to imitate me.”
 - I do. You watch. We talk.
 - I do. You help. We talk.
 - You do. I help. We talk.
 - You do. I watch. We talk.
 - You do. Someone else watches.



LAUNCH

The new coach is matched and begins connecting with up to five small group leaders whom they support and develop through an ongoing relationship.

Launch

Matching Opportunities

- Multiplied small group leader from current group.
- Existing relationship.
- New group leaders – see onboarding new leader document.
- Current leaders without coaches.

Matching Opportunities

- Curriculum/Style Preference: Discussion bases, teaching, unique demographic, etc.
- Group Type Preference: Co-ed, men, women, online, young adult, etc.
- Co-coaching: Is your spouse coaching with you?
- Capacity: Co-ed/Male/Female, Min/max Leaders.

Relational Commitment

Coach Equipping

- **Meet with Minister** (Coaching and Shepherding) – Relationship is primary
 - **Touch point frequency (call/text/email/coffee):** Monthly
 - **Focus:** Discuss personal growth, provide support/resources for specific personal or group needs.
 - **Content (Primary Question):** How are you doing? How are your group leaders? Who are you developing? (Annual question - How is your group doing?)
- **Meetings and Trainings:** Coaches come together monthly to be equipped.
 - **Frequency:** Once a month (August, September, October, November, February, March, April, May, June)
 - **Focus:** Unify around relational discipleship and mentoring, share best habits, encourage each other through sharing stories of life change, and helping each other overcome obstacles.

Leader Connection: Timing will transition dependent on the leader's onboarding needs. Initial support will be weekly but move to monthly as the leader starts their group.

- **New Leader Onboarding:** Discuss personal gifting, challenges, ideas, resources, prayer, etc.
 - **Touch Point:** Weekly, one-on-one
 - **Content:** How are you doing? How can I pray for you? How can I help you? What questions do you have?
- **Meets with Leaders Ongoing** (Coaching and Shepherding) – Relationship is primary
 - **Touch point frequency (call/text/email/coffee):** Monthly
 - **Focus:** Discuss personal growth, provide support/resources for specific personal or group needs.
 - **Content (Primary Question):** How are you doing? How is your group doing? Who are you developing?