



CROWN™

Advancing God's Principles of Stewardship and Life.

Crown Budget Coach Training Course 2023

Master Trainer:

Meeting Schedule:

Time of meetings:

Location of class:

Course Objective: to equip coaches with biblically based financial principles, model the stewardship of God's resources, and encourage God-honoring financial decision-making.

Course Description: a 7- week course under the guidance of a Master Budget Coach Trainer, meeting 2 hours each session. The course includes synchronous and asynchronous teaching using multimedia presentation, biblical study, and case study methodology. The prospective coach is evaluated utilizing quizzes, Biblical application, and case study analysis and role play. Upon completion of the course, the trainee becomes a Budget Coach, mentored by a Budget Coach Team Leader.

Course Expectation: class preparation, attendance, professionalism, and preparation for each Lesson with mastery of all assigned coursework to prepare the student for financial coaching.

Textbooks: *The Bible, Crown Budget Coach Manual; Edvance360 learning management system, Personality ID Manual.*

Course Format: includes synchronous and asynchronous online and/or face-to-face teaching using multimedia presentation, biblical study, and case study methodology

Course Pre-Requisites:

- Be a genuine follower of Jesus who has a living, vibrant relationship with God
- Be active in a local Christian church congregation
- Have a genuine love for people and a passion to see them grow in their relationship with Christ while gaining financial peace
- Willingness and ability to coach online through virtual meetings
- Be generous and organized with their own finances. This includes having lived on a budget for at least 6 months, and, if in debt, working toward paying off debts. They also need to be actively saving for the future.
- Be comfortable using a computer including email, Microsoft Excel, virtual meeting platforms (Zoom, Google Meet, etc.) and web-based online learning tools.
- Be committed to not solicit business from a client for personal gain

Course Completion Requirements

- adequate allocation of time required to complete course in a timely manner
- turn in homework assignments complete and by the deadline given by your trainer
- successful completion of each Lesson and each homework assignment in the course

Time requirement: Each meeting is two hours in duration. Preparation for each lesson is between 4 and 6 hours.

Course Content: Assignment Evaluation Criteria

- Quizzes
- Biblical Application
- Case Study analysis
- Participation
- Role Play
- Money Life Indicator
- Financial
- Forms
- Personality ID
- Lesson Completion

Grading Criteria: The course breakdown, by assignment, provides a criterion of evaluation and contributes to the overall performance in the class.

- Bible Analysis and Application 20%
- Quiz 20%
- Lab / Case study narrative assignment 20%
- Lab / Case study uploaded spreadsheet 20%
- Participation and online professionalism 20%

Grading scale:

A = 90-100
B = 80-89
C = 70-79

D = 65 - 69
F = Below 65

Penalty for late work:

- up to 10 percent off if turned in after the assigned deadline up to 3 hours before class
- up to 20 percent off if turned in after 3 hours before class

Successful Completion: A overall final score of at least 80 (B) or greater. Individual assignments that are 75-79% will be reset for the student to edit. Assignments that are less than 75% will be completely reset for the student to repeat. Completing all coursework and achievement of a score of 80% or more does not guarantee full certification as a Crown Budget Coach. The trainer reserves the right to determine if the student is ready to obtain this certification.

Course Evaluation: The course is evaluated as follows: Assignment, Analysis and Application, Quizzes, and Case Study Reports based on grading scale and written feedback; Labs and Role Play based on participation, feedback, and trainer evaluation.

Course Credit:

- [International Coaching Federation Continuing Education Credit](#)
- Crown Financial Ministries Certified Budget Coach

Course Outline

Lesson and Time	Assignments	Objective(s)	Evaluation
<p>Introduction</p> <p>Trainer Preparation: 2 hours (A)</p> <p>Class Time: 1-hour (S)</p> <p>Preparation Time: 1-hour (A)</p> <p>Office Hours: 1-2 hours (S) Email, Text, Online</p>	<ul style="list-style-type: none"> Trainer meets individually with each Trainee Objective of training Discuss Outline Complete, sign, & submit required forms including: Pastor Recommendation & Coach Agreement Review ICF Code of Ethics & Core Values Introduce Crown Edvance360 Money Life Indicator (MLI) – Pre Personality ID (PID) Download documents and set up folders Assign homework for Lesson 1 – Getting Started Confirm Lesson schedule Answer questions 	<ul style="list-style-type: none"> Initial meeting for Budget Coach Trainees Review forms and confirm purpose of Budget Coaching including ICF Code of ethics and Core Values Introductions & trust building Instruct trainee regarding navigation of the learning environment Establish framework for course and Budget Coaching 	<ul style="list-style-type: none"> Registration including Statement of Faith Pastor’s Recommendation Crown Budget Coach Agreement Money Life Indicator (MLI) – Pre PID ICF Code of Ethic & Core Values Ability to navigate Edvance360 learning environment
<p>Lesson 1 - Getting Started</p> <p>Trainer Preparation: 4 hours (A)</p> <p>Student Preparation Time: 5 hours (A)</p> <p>Class Time: 1.5- 2 hours (S)</p> <p>Office Hours: 1-2 hours (S) Email, Text, & Online</p>	<ul style="list-style-type: none"> Open and Close in Prayer Introduce member of the group and share spiritual and financial journey Introductory Video Review and apply Bible Study Review & apply MLI the PID resources Coaching Practice 1 View & apply the main ideas in Root of Riches (RR) Review all the Financial Forms and set-up electronic files Review homework for Lesson 2 – God’s Part & Our Part Set next meeting time, place, and length 	<ul style="list-style-type: none"> Apply knowledge from video, notes, Application & Evaluation, and quiz to coaching. Establish peer- to -peer learning environment Apply personal MLI & PID results to self Apply the knowledge learned from RR in Budget Coaching Apply the use of MLI, PID, & Financial Budget Forms in coaching scenarios Establish an electronic file system for forms Prepare trainee for online learning & submission of) assignments 	<ul style="list-style-type: none"> Class participation Relate MLI & PID results to Budget Coaching Utilize the knowledge from RR in evaluating clients Know how to use the Financial Budget Forms Completion of assignments Submission of forms
<p>Lesson 2 - God’s Part/Our Part</p> <p>Trainer</p>	<ul style="list-style-type: none"> Open and Close in Prayer Review homework previous Lesson Video & Notes: God’s Part/Our Part 	<ul style="list-style-type: none"> Apply knowledge from video, notes, Application & Evaluation, and quiz to coaching. Apply the use of financial 	<ul style="list-style-type: none"> Biblical Application & Evaluation Quiz Lab/Discussion 1: MLI & PID

Lesson and Time	Assignments	Objective(s)	Evaluation
<p>Preparation Time: 4 hours (A)</p> <p>Student Preparation Time: 2-hours, 50 minutes (A)</p> <p>Class Time: 1.5 - 2-hours (S)</p> <p>Office Hours: 1-2 hours (S) Email, Text, & Online</p>	<ul style="list-style-type: none"> Financial Forms Review & Introduce Spending Tracker Coaching Practice Part 1 Christian Credit Counselors (CCC) Listening Skills Digging Deeper: God's Economy vs. Man's Review homework for Lesson 3 - Becoming Debt Free Set next meeting time, place, and length 	<p>forms in to coaching situations</p> <ul style="list-style-type: none"> How to use the Spending Tracker in budgeting Introduce benefits of working with Christian Credit Counselors (CCC) In Lab/Role Play with coach & client, utilize listening & coaching skills, MLI & PID client results Apply knowledge of Listening Skills from Coaching Notes through Lab role play. 	<ul style="list-style-type: none"> Spending Tracker CCC Overview Webinar
<p>Lesson 3 - Becoming Debt Free</p> <p>Trainer Preparation Time: 4 hours (A)</p> <p>Student Preparation Time: 4 hours. 10 minutes (A)</p> <p>Class Time: 1.5 - 2-hours (S)</p> <p>Office Hours: 1-2 hours (S) Email, Text, & Online</p>	<ul style="list-style-type: none"> Open and Close in Prayer Review homework from previous Lesson Video & Notes: Becoming Debt Free Review Notes: Becoming Debt Free Quiz: Debt Free Living Your Coaching Practice 1 Make a Wish List Review & discuss Case Study A Lab2 for Case Study A Role Play View & consider the main ideas from Debt Free Living Videos Review homework for Lesson 4 - Contentment & Peace Set next meeting time, place, and length 	<ul style="list-style-type: none"> Apply knowledge from video, notes, Application & Evaluation, and quiz to coaching. Study & discuss Notes on Lesson 3 - Becoming Debt Free Consider the benefits of a Wish List View the Contentment Blog Post for resources Explore & review Coaching Practice-2, Debt Free Living Review Case Study-A information Conduct and evaluate Lab 2 Use <i>Financial Workbook & Easy Guide to a Budget you Love, & Spending Plan Analysis</i> to analyze Case Study A budget 	<ul style="list-style-type: none"> Quiz Biblical Application & Evaluation Biblical Principles Case Study A Lab 2 Financial Forms Video: How to Manage your Money Video: Debt Free Living Sessions 1-4
<p>Lesson 4 - Contentment and Peace</p> <p>Trainer Preparation: 3 hours, 30 minutes (A)</p> <p>Student Preparation Time:</p>	<ul style="list-style-type: none"> Open and Close in Prayer Review homework from previous Lesson Video & Notes: Contentment and Peace Application and Evaluation Contentment and Peace Notes Budget Maintenance Plan Your Coaching Practice-3 Review & discuss Case Study-B 	<ul style="list-style-type: none"> Apply knowledge from video, notes, Application & Evaluation, and quiz to coaching. Apply knowledge from Coaching Practice-3 Case Study-B/Role Play Analyze Budget Categories Recognize Needs, Wants, and Desires in Budgeting Formulate financial condition of coaching participant 	<ul style="list-style-type: none"> Quiz Biblical Application & Evaluation Coaching Practice-3 Case Study-B Lab 3 Video: Redemptive Stewardship

Lesson and Time	Assignments	Objective(s)	Evaluation
<p>3 hours, 30 minutes (A)</p> <p>Class Time: 1.5 – 2-hours (S)</p> <p>Office Hours: 1-2 hours (S) Email, Text, & Online</p>	<ul style="list-style-type: none"> • Lab/Discussion-3 • View Redemptive Stewardship Video • Review homework for Lesson 5 – Giving & Saving • Set next meeting time, place, and length 	<ul style="list-style-type: none"> • Discuss insights & question from video, notes, Application & Evaluation, & quiz. • Make notes & apply important aspects learned from Redemptive Stewardship Video 	
<p>Lesson 5 - Giving and Saving</p> <p>Trainer Preparation: 4 hours (A)</p> <p>Student Preparation Time: 4-hour 20 minutes) (A)</p> <p>Class Time: 1.5 – 2-hours (S)</p> <p>Office Hours: 1-2 hours (S) Email, Text & Online</p>	<ul style="list-style-type: none"> • Review homework from previous Lesson • Video & Notes: Giving and Saving • Application and Evaluation • Giving and Saving Notes • Your Coaching Practice-4 • Practical Tools – Savings Calculators • Case Study-C • Lab/Discussion-4 • Video: View Giving, Saving, and Investing • Review homework for Lesson 6-- Legacy • Set next meeting time, place, and length 	<ul style="list-style-type: none"> • Apply knowledge from video, notes, Application & Evaluation, and quiz to coaching. • Apply knowledge from Coaching Practice-4 • Use the calculators to determine and reach savings goals • Case Study-C/Role Play • Lab-4 Recommendations and Accountability • Make notes & apply important aspects learned from Giver, Saver, and Investor Videos 	<ul style="list-style-type: none"> • Quiz 3 • Biblical Application & Evaluation-4 • Savings Calculator • Case Study-C • Lab 4 • Video: Giving, Saving, & Investing
<p>Lesson 6 - Legacy</p> <p>Trainer Preparation Time: 4 hours (A)</p> <p>Student Preparation Time: 5 hrs. 55 minutes) (A)</p> <p>Class Time: 1.5 -- 2 hrs. (S)</p> <p>Office Hours: 1-2 hours (S) Email, Text, & Online</p>	<ul style="list-style-type: none"> • Review homework from previous Lesson • Video & Notes: Legacy • Application and Evaluation • Coaching Practice-5 • Diagnosis of Financial Health • Case Study D • Dig Deeper – S.A.L.T. Plan Videos Session 1-4 • Review homework for Lesson 7 - Conclusion • Set next meeting time, place, and length 	<ul style="list-style-type: none"> • Apply knowledge from video, notes, Application & Evaluation, & quiz to coaching. • Review “Notes on Legacy” & consider how to enhance family wellbeing • Case Study-D/Role Play recommendations & accountability applying levels of financial difficulty • Discuss Coaching Practice-5 to diagnose financial wellbeing • Make notes & apply important aspects learned from S.A.L.T. to the family 	<ul style="list-style-type: none"> • Biblical Application & Evaluation 5 • Case Study D • Notes on Legacy • Lab 5 • Quiz – Financial Health • Coaching Practice- 5 • Video: S.A.L.T. Plan
<p>Lesson 7 - Conclusion & Clinical</p>	<ul style="list-style-type: none"> • Review homework from previous Lesson 	<ul style="list-style-type: none"> • Apply knowledge from video, notes, Application & 	<ul style="list-style-type: none"> • Money Life Indicator (MLI) Pre & Post

Lesson and Time	Assignments	Objective(s)	Evaluation
<p>Trainer</p> <p>Preparation Time: 2 hours (A)</p> <p>Preparation Time: 1-hour, 40 minutes (A)</p> <p>Class Time: 1.5 - 2-hours (S)</p> <p>Office Hours: 1-2 hours (S) Email, Text, & Online</p>	<ul style="list-style-type: none"> • Video – Conclusion for Coaches • Money Life Indicator – Post • Coaching Practice Notes • Budget Maintenance Plan • Crown Budget Coach Profile, account, & password • Coaching First Client 	<p>Evaluation, and quiz to coaching.</p> <ul style="list-style-type: none"> • Save MLI -Post assessment to MyDocVault • Practical Steps to Budget Coaching • Compare, contrast, & apply MLI-Pre- to Post-Assessment • Discuss & apply Coaching Notes- • Review Coaching Notes Quiz • Register as a Crown Budget Coach • Create a Budget Coach Profile • Registration of First Client • Gather financial documents information & discuss with trainer • Conduct <i>Getting Started</i> Lesson with First Client • Meet with trainer before Lesson 1 	<ul style="list-style-type: none"> • Coaching Notes Quiz • Budget Coach Manual • Crown Budget Coach Registration & implementation • Budget Coach Resource Site

Lesson and Time	Assignments	Objective(s)	Evaluation
<p>Ongoing Mentoring Process-- Coach to Coach</p> <p>Trainer Preparation Time: 4 hours (A) 4 hours (S)</p> <p>Team Meetings (8/year, 1-hour each): 8 hours (S)</p> <p>Mentoring Time: 5 hours each month (S)</p> <p>Office Hours: 1 to 2 hours (S) weekly Email, Text, & Online</p> <p>Note: *Asynchronous (A) Synchronous (S)</p>	<ul style="list-style-type: none"> • During Training • Cultivate Learning and Growth • Model how to Facilitate Client Growth • As the Trainer, walk with the Coach providing support and encouragement as he/she coaches clients • Meet Quarterly as Coach Team with Trainer as Team Leader for Continuous Improvement • Meet Quarterly with all Coaches, Led by Team Leaders (Trainers) for Panel Discussion, Questions and Answer • Maintain a Community Board for Dialogue 	<p>The Mentoring Process in developed based on ICF Core Competencies D. Cultivating Learning and Growth, 8. Facilitates Client Growth</p> <ul style="list-style-type: none"> • Work with client to integrate new awareness, insight or learning into their worldview and behavior • Partner with client to design goals, actions & accountability measures that integrate & expand new learning • Acknowledges and supports client autonomy in the design of goals, actions, and methods of accountability • Supports the client in identifying potential results or learning from identified action steps • Invites the client to consider how to move forward, including resources, support, and potential barriers • Partners with the client to summarize learning and insight within or between Lessons • Celebrates the client's progress and successes • Partners with the client to close the Lesson (ICF, 2020) 	<ul style="list-style-type: none"> • Lesson 1- 7 • Budget Coach Resources Repository • Mentoring • Quarterly Meetings

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