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# SPIRITUAL COUNSELLING TERMS AND CONDITIONS

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## **Counselling Objective:**

Our relationship for Spiritual Counselling aims to help you work through a situation that you are now facing in a compassionate, insightful and supportive way. As a vital part of this, we invite Spirit, the Divine or whatever concept you have of God to be at the centre of our conversation and to offer guidance, clarity and purpose.

To partner together professionally, we need to be clear about our commitments to each other. These Terms and Conditions lay out my commitments to you, but also describe the responsibility that you agree to take on in your working relationship with me. By engaging together, we both accept responsibility for these.

I invite you to think of counselling as a conversation that invites guidance both from within and outside ourselves, whatever your concepts of 'soul', 'spirit', 'God', and 'the Divine' may or may not be. Our intention is to be open to receiving guidance and, if appropriate, healing and direction. I open myself to listen, to pray, to coach, to offer suggestion and observation.

Our counselling relationship might involve more than one session, possibly spaced at regular times that we agree as our conversation may develop.

You may discontinue the counselling at any time, and I may also suggest bringing the conversation to a close if it appears that the counselling that I can offer is no longer serving you or if I believe that your needs might be better served by another person or service.

## **Terms of Counselling**

### **Fees:**

My base Counselling fee is £55 per session of one hour (or equivalent amount paid as € or US \$), payable to my bank account, within 30 days of the invoice date. I can accept a cheque, payable to "Clive Johnson", or direct bank transfer to my account, [DETAILS EXCLUDED FROM ONLINE TEMPLATE].

My fee is set below average in order to make my services accessible for lower income clients. As indicated on my website, I invite clients who don't fall into this category and who feel able to, to consider enhancing this amount with an additional payment, dependent on the value placed on the service that I offer. If you are able, I therefore will appreciate that you consider making a "value" payment of typically around 35% or more of the base fee in addition to the invoiced amount (this will be indicated with my invoice), however this is of course for your discretion to decide.

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I will invoice you following our conversation, or on a monthly basis if the Counselling continues over several months.

### **Procedure:**

I will call you at the specified time via telephone, Skype, or VSee, unless we make other arrangements, for example, to meet face-to-face at an agreed venue.

### **Changes to appointment times:**

If you need to reschedule our appointment, please give me at least 24 hours notice unless you have an emergency or illness and are unable to do so.

If you miss a scheduled call without notice or without good reason for not being able to give notice (such as an emergency), I will normally need to charge you for that time.

Similarly, if you come to an appointment later than our agreed time, I cannot guarantee that I will be able to make up for the missed time beyond the time that we had scheduled, and would normally charge my hourly rate for the appointment. However, I will aim to be flexible in extending the time beyond the previously agreed end time if I'm able to.

If I need to reschedule, I will also give you at least 24 hours notice, barring an emergency, unforeseen event or illness.

### **Contact between appointments:**

Please feel free to email me any time between calls at [clive.johnson@interfaithministry.co.uk](mailto:clive.johnson@interfaithministry.co.uk) to share something that's on your mind, ask a question or to have a quick check-in call. I will do my best to respond as quickly as possible and to hold you in my thoughts and prayers during this time. I do not charge for these brief contacts between our agreed sessions.

### **Complaints:**

If I ever say or do anything that upsets you or doesn't feel right, please bring it to my attention so that we can resolve it as soon as possible. My objective is to offer counselling that is open, honest, real and trusting. We should both realize that communication via telephone or email entails extra challenges since we cannot see body language, facial expressions, etc. However, this form of communication does require us to listen carefully, and is usually very effective. We promise to promptly ask each other for clarification if there is anything we don't understand that has been shared.

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The organisation that ordained me and by which I'm supervised, One Spirit Interfaith Foundation, provides a clear procedure that can be followed for raising any complaint against any of its ministers, involving independent investigation and review. To view this procedure, please visit <http://www.interfaithfoundation.org/handbook>.

### **Data Protection and Confidentiality:**

I will regard everything that arises during our conversations as being confidential, and promise not to disclose any matter to any third person unless I am legally obliged to do so, or if you or another person is directly at risk of harm.

I will not publish any information allowing you to be identified personally (directly or indirectly) unless you have voluntarily communicated this to me. If you do supply me with such personal information, I will not store it in a database that can be accessed on-line, nor use the data for marketing purposes. Such information is however recorded off-line to allow me to contact you.

I usually maintain brief handwritten notes between calls to capture some of the key points that arise in our conversations, but these are not accessible to any other person and will be destroyed once our counselling ends.

Pursuant to the United Kingdom Data Protection Act, you may address a demand to modify any information that I hold about you. You have the right to oppose, to access, and to rectify data concerning yourself. Thus, you can demand data to be rectified, completed, clarified or updated and you can demand that we delete information concerning yourself which is incorrect, incomplete, ambiguous, out-of-date, or the collection or the use, communication or preserving of which is forbidden.

If you wish to make a request regarding your data privacy, please contact me, as the registered Data Controller for this purpose, via email or otherwise in writing.

If you reside or outside the United Kingdom or where I offer counselling services outside of the United Kingdom, I will treat any requests regarding access to personal data that are made by you in the same manner as if you were you a United Kingdom resident.

### **Applicable Law:**

In the event of a legal dispute between us, both in relation to my responsibilities as a Data Controller, or relating to any other of our individual responsibilities described by these Terms and Conditions, we agree that the terms of these Terms and Conditions will be governed by the laws of England and Wales.

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## **Our responsibilities to each other**

### **Counsellor:**

I agree to serve you as your Spiritual Counsellor, to partner with you to identify and achieve clarity on the matters that you wish to bring for counselling.

I cannot guarantee results, nor take responsibility for the outcomes of the counselling. However, I am confident that you will experience powerful results by having the courage, openness and determination to receive and act upon what emerges during our conversations.

I will devote my time, thoughts, prayers and energy to you exclusively during our counselling sessions.

I am a Spiritual Counsellor, not a psychotherapist or other analyst, and I am not trained to diagnose psychological or medical conditions. If any issues arose for you that should be handled by another professional, I will highlight this and, if I am able, suggest an appropriate person who may be best able to serve you. I will similarly inform you should it seem that I am not the most appropriate person to help you, and I ask that you advise me if you have a similar view.

As your Spiritual Counsellor, I will bring attentive listening, understanding, a belief in you and a commitment to helping you gain clarity and guidance for the matters that you bring to the Counselling. I may at times challenge you, offer fresh perspectives, and acknowledge your progress.

I am committed to receiving regular supervision for my counselling ministry, and I also undertake careful self-reflection after and preparation ahead of each of our calls. I confirm that I am properly insured to practice as a Spiritual Counsellor.

I am bound to abide by the Code of Ethics and Code of Conduct of the One Spirit Interfaith Foundation (OSIF) and Interfaith Ministers' Association (IMA), of which I am a registered member. Information about the OSIF/IMA Code of Ethics and Code of Conduct can be found here: [http://www.interfaithfoundation.org/code\\_of\\_ethics](http://www.interfaithfoundation.org/code_of_ethics) and <http://www.interfaithfoundation.org/handbook>.

**I agree to honour the terms of these Terms and Conditions and to serve you as your Spiritual Counsellor as best I am able.**

### **Client:**

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I am motivated and committed to being open to what I receive from our counselling sessions and acting on guidance that resonates with me. I realize that I need to give my full attention during sessions and to be ready to inquire deeply to receive whatever arises for me.

I accept full responsibility for myself and any actions I take that might result from the counselling.

To the best of my knowledge, I have no health condition that should hinder me from engaging in the counselling.

I commit to paying the fees for counselling when invoiced promptly and understand that it is my responsibility that my Spiritual Counsellor is paid for the services I use.

I agree to honour my scheduled session times, or to give good notice if I need to cancel a pre-agreed time (other than in an emergency or due to illness). I understand that I may need to pay for any sessions that are missed without good reason, and that I may be charged for a full session should I arrive late for my appointment.

**I have read and agree with the terms of these Terms and Conditions.**