



AMAZING GRACE CHRISTIAN COUNSELING SERVICES, INC.
11150 BERRY ROAD
WALDORF, MD 20603

COUNSELLING/COACHING CONTRACT

It is often a big step to enter individual, couples', or group counselling. Congratulations! In order to get the most out of this experience, it will be helpful to read and think about the following information. If you have any questions or concerns, please raise them with your counsellor at the beginning of the next session. When you are sure that you are clear on the terms of the contract, sign it and your counsellor will also sign it and give you a copy.

1. **THE TERMS OF THE CONTRACT-** The terms of the counseling contract are important. They help you to know what to expect. The first 30-minute consultation, which may be in-person or over the phone, is FREE. This first consultation will be used to understand your needs, discuss the fees you pay, the time of your appointments, the frequency of sessions and what you and your coach or counselor expect from each other.
2. **CHRISTIAN COUNSELING-** Amazing Grace Christian Counseling Services, Inc. (AGCCS) is Bible-based, hence the counselors and coaches may refer to the Bible during your coaching or counseling sessions. They may also start and/or end your sessions with prayer.
3. **CONFIDENTIALITY-** All sessions will be conducted in confidence and may be recorded on audiotape (only with your informed consent). Normally, what you talk about with your coach or counsellor will be kept confidential. There are certain exceptions to this, for example if you tell your counsellor about some activity that endanger your life or the life of another person, or if the safety of a minor is involved. Under such circumstances the counsellor must obey the law, which overrides the normal rules of confidentiality. Your counselor or coach has regular supervision and may take your case to supervision. This is to ensure that the best possible service is offered to you. Personal details will be kept to a minimum to protect your privacy.
4. **CANCELLATIONS** You are expected to give at least 24 hours' notice of any cancellation, otherwise you are expected to pay for the session. The counselor will also do his/her best to give reasonable notice of any changes. Emergencies will be considered on a case-by-case basis. Please note that your coach or counselor has the right to end future sessions due to a no-call no-show.

5. CONTINUITY- Continuity of sessions is important. Let's say you have agreed to weekly sessions, it would be disruptive to suddenly change this. If, however, you find that you want to make a change to the arrangements, you need to discuss this with your coach or counselor or coach. If your counselor or coach believes that an outside referral will benefit you, he/she will discuss this with you.

6. MAKING THE MOST OF EACH SESSION- Clients who get the most out of counselling are usually the ones who use their session time to increase awareness, learn new skills, and be actively involved in getting what they want from the sessions. They are also the ones who are willing to try out new behaviors in between sessions and take time to reflect on the work. Sometimes it is helpful to write or draw after a session and bring this to your next session. If, at any time, you are left with concerns or discomfort from a session, it is very important that you tell your counsellor about this, either when it is happening or at the next session.

7. TERMINATION- When you feel ready to finish your counselling, it is important to bring this up with your counsellor so that together, you can plan for ending your work in a satisfactory way. This may take several sessions to accomplish.

8. OUT OF SESSION CONTACT Sometimes clients want extra contact with their counsellor. It is inadvisable to mix a social and a therapeutic relationship. Sometimes you may accidentally meet your counsellor or coach outside of the sessions – it is important to tell him/her how you want to handle this.

9. SAFETY IS OF UTMOST IMPORTANCE- If at any time the counselor feels threatened by your conduct, language, or demeanor, he/she will end the session immediately and may choose not to continue with future counseling sessions. In this situation, a different counselor may be assigned to you, or all future sessions may be terminated completely.

10. FORMS OF PAYMENT- Currently, we only accept payment in the form of Zelle, CashApp, Cash, and Check. If you choose to pay by check, please ensure that you have enough funds in your account.

11. RETURNED CHECK FEE- In the case of a returned check, a \$25 fee will be charged which must be paid by cash before your next session. You will no longer be able to pay by check thereafter.

12. DISCLAIMER FOR LIABILITIES- The coaches and counselors will do everything to provide the best service to you and to ensure that you leave the service in an overall better state of health than when you started. However, they do not assume any responsibility for the outcome of their service to you.

I have read the above information. I have discussed any questions or concerns with my counsellor. I agree to the terms of this contract.

CLIENT/S SIGNATURE:

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Print Name Date

COUNSELOR/COACH SIGNATURE:

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Print Name Date