



Coaching Agreement Form

_____, referred to as "client," and Jim Lewis, referred to as "coach," agree to _____ sessions at a rate of _____ per session, conducted through _____ (zoom, in person, telephone, group, etc.). Sessions will occur _____ (weekly, biweekly, monthly) and will last 50 minutes. Sessions will be scheduled directly to Jim Lewis (through phone, text or email), and must be confirmed by Jim. Payments will be made directly to Jim Lewis by cash, check or through Venmo.

Scope of Coaching

Both parties acknowledge that a coach does not have responsibility or control over client outcomes. Coaching is most effective when both parties are honest and straightforward in their communication.

Coaching is:

- A partnership centered around the exchange of ideas, encouragement, and accountability.
- A way to make progress toward the client's greater fulfillment in life by both identifying and strategizing the attainment of goals.
- Focused on goals identified by the client, not the coach.

Christian Coaching is:

- Optional, at the Clients request
- A coaching relationship in which a client's faith is included in the coaching sessions.
- An opportunity to explore goals within the context of the client's Christian belief system.
- A holistic approach in which a client's faith is included and utilized in their plans.

Coaching is not:

- Treatment for any mental health, substance abuse, or psychological disorder.
- A substitution for legal or medical advice.
- A relationship in which the coach tells the client what to do or "fixes" the client's problems.
- A guarantee of desired outcomes within the client's life.

Pausing Coaching for Psychological Services: A need for psychological services may be uncovered during the coaching relationship (either within or outside of coaching sessions). If it is determined by the client or the coach that it is in the client's best interest to pause coaching until other psychological needs are met, the client may put coaching on hold for this purpose. An individual can be in a coaching relationship and receive mental health services such as therapy. If you have questions, you can discuss individual situations with your coach. Being open with your coach about how you feel during and about your coaching sessions is essential.

Confidentiality

A key component of successful coaching is coach-client trust. The content of a coaching session is confidential and will not be shared by the coach with outside parties except for instances of imminent danger. Strictly held confidence is the standard for shared information.

Coach Training and Professional Development: When your coach engages in professional development, is mentored by another coach, conducts training, or seeks counsel, they may share examples or ask questions about your sessions. Your coach will share no identifying information, and your coach will only engage in professional opportunities where confidentiality of cases shared in training sessions is the standard.

Limits to Confidentiality: If withholding the information shared in a coaching session violates the law, the coach will share the information with appropriate authorities to protect the client and others. Examples of such information include, but may not be limited to, abuse of an elder or minor, a client's intention to hurt someone else, and a client's intention to hurt themselves.

Release of Information: Clients must request a release form if they want their coach to share information from their coaching sessions with an outside party.

Cancellations and Late Payments

Cancellations within 24 hours of a scheduled appointment and no-shows are counted as sessions within the coaching package and are not reimbursed, with rare exceptions for documented emergencies.

Rescheduling sessions may be rescheduled with 24 hours notice by directly contacting Jim Lewis (phone, text or email) at the earliest convenience of both parties.

Late Payments: Bounced checks and payments later than two business days behind schedule will result in \$25 late fee and a pause in coaching sessions.

PLEASE INITIAL & SIGN BELOW

_____ I acknowledge that I have been completely honest about my health history, mental health history or previous treatments for substance abuse that may impact my coaching relationship. If I am currently in therapy or otherwise under the care of a mental health professional, I have consulted with this person regarding the advisability of working with a life coach and this person is aware of my decision to proceed with the life coaching relationship. I am willing to sign a Release of Information form so that my coach and my counselor may collaborate on my coaching.

_____ I understand that life coaching is not to be used in lieu of professional advice. I will seek professional guidance for legal, medical, financial, business or other matters. I understand that all decisions in these areas are exclusively mine, and I acknowledge that my decisions and my actions regarding them are my responsibility.

_____ Except as expressly provided in this agreement, there are no guarantees or warranties, express or implied as to the outcomes of my coaching.

Client: _____ **Date:** _____

Coach: _____ **Date:** _____



INTERNATIONAL
CHRISTIAN COACHING
ASSOCIATION