

# Get Your Life Back Christian Life Coaching Agreement:

Conducted via: Telephone; Email; or Face to Face

Coach Cheryl Y. Howard, MA, B.C.P.C.

(718) 640-4719 / Email: [pastorhoward7@gmail.com](mailto:pastorhoward7@gmail.com)



**Welcome to my Christian Life Coaching Practice. Prior to entering into a Life Coaching relationship, please read the following agreement/contract carefully and indicate your understanding of it by signing below and *email/fax/mail* it back to me or (along with the intake form if you are receiving my combo-coaching/counseling). If you have questions, please consult me before signing.**

**The coaching services to be provided by Cheryl Howard, Christian Life Coach, are: Coaching or Tele-coaching as designed jointly with the client. The fees for coaching are listed in The Price Structure portion/Submit Fees page of the website and must be paid in advance prior to each session. I ask that you give 24 hour notice if you need to cancel or change the time of appointment. I will make every effort as well, to re-schedule sessions which are cancelled in a timely manner. If a client does not cancel in a timely manner on a regular basis, I will need to end our coaching relationship.**

1. I understand that Christian life Coaching is based on a relationship with a Life Coach who co-facilitates with me to establish long-range goals and the achievement of those goals along with short-term objectives grounded on a Christian worldview/biblical teaching and prayer, and the coach is your mentor and accountability partner in self-discovery and personal growth.
2. I understand that the role of the Christian Life Coach is to assist me with improving the quality of my life. I understand that my coach will be honest and straightforward, and will use challenging techniques to move me forward. If coaching is not working as you wish, you should let me know immediately so that we can take steps to correct the problem. If either of us recognizes that you have an issue that would benefit from psychotherapeutic intervention or counseling, then we can discuss my counseling ministry services and/or refer you to appropriate resources.
3. I understand that Christian Life Coaching is comprehensive in that it deals with almost all areas of my life including work, health, relationships and spiritual issues. I acknowledge that deciding how to handle these issues and implementing my decisions remain my exclusive responsibility.
4. I understand that Life Coaching is generally for people who are already basically happy, well-adjusted and emotionally healthy.
5. The Coaching relationship is a professional relationship and NOT one that can extend beyond professional boundaries.
6. I understand that the Life Coach is legally and ethically bound to protect the confidentiality of our communications. However, confidentiality will not apply when it is necessary to protect you or others from harm. If, as your coach, I have information that indicates that a child or elderly or disabled person is being abused, I must report that to legal authorities. If a client is an imminent risk to him/herself or makes threats of imminent violence against another, I am required to take protective action. Although these situations are rare in coaching situations, if it does occur, I will make every effort to discuss it with you before taking action. As you are aware, it is impossible to totally protect confidentiality of information that is transmitted electronically. This is particularly true of e-mail and the internet. It is also possible that certain topics discussed could be reviewed by other professional Life Coaches for training and development purposes.
7. I understand that Life Coaching/Christian Life Coaching DOES NOT treat mental illnesses that are defined in the "Diagnostic and Statistical Manual of Psychiatric Disorders" (DSM). If I have anything in my past history indicating that I have an unresolved emotional or physical problem or a mental illness, I certify that I am not using Life Coaching as a substitute for assistance from a trained mental health professional or a medical doctor but will however receive Pastoral Counseling.
8. I WILL NOT use Life Coaching as a substitute for counseling, psychotherapy, psychoanalysis, mental health care or substance abuse treatment.

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9. If I am currently in therapy or under the care of a mental health professional. I will have consulted with that person regarding the advisability of my working with a Christian Life Coach. Additionally, I will inform my Life Coach of this relationship.
10. I WILL NOT use Christian Life Coaching in lieu of professional medical advice, legal counsel, accounting assistance, business consultation, or spiritual advice, and for each of these areas I understand that I should consult the appropriate professionals. I acknowledge that I will not use Life Coaching as a substitute for such professional guidance and further acknowledge that decisions on dealing with these issues lie exclusively with me.
11. I agree to complete regular evaluations of the Christian Life Coaching process and notify my coach immediately of any concerns.

Date \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_  
Address \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_ Date of Birth \_\_\_\_\_ Home Phone \_\_\_\_\_ Occupation: \_\_\_\_\_  
Years Employed \_\_\_\_\_ Business Telephone \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Have Children? \_\_\_\_\_

**Household:** How many people living in your household? \_\_\_\_\_

What is your Nationality? \_\_\_\_\_ **Church affiliation?** \_\_\_\_\_ If so, Name of Church \_\_\_\_\_, If so how often attend \_\_\_\_\_

### Need Coaching for:

\_\_\_\_ Feeling Stuck? \_\_\_\_ Marital issues \_\_\_\_ Identity Crisis \_\_\_\_ Career goal \_\_\_\_ Social integration  
\_\_\_\_ Academics goal \_\_\_\_ Healthy Relationships \_\_\_\_ Procrastination \_\_\_\_ Dating- accountability \_\_\_\_ Pre-marital  
\_\_\_\_ Unknown \_\_\_\_ Teen \_\_\_\_ Spiritual direction \_\_\_\_ Abstinence \_\_\_\_ Life after divorce \_\_\_\_ Retreat/workshop  
\_\_\_\_ Parenting Support \_\_\_\_ Prioritization/Organization \_\_\_\_ Skill/Talent connection.

**COACHING CALLS:** Coaching calls typically are **45 or 60 minutes**. They typically are scheduled once a week, but some clients benefit from more or less frequent contact, and longer or shorter sessions. Fees are based on the actual time on the call, not the number of calls. If you call in for your coaching session and receive voicemail, leave a message; your call will be returned promptly, and you will be provided with your complete coaching time, or it will be rescheduled if that is convenient for you. If you are late for a call, the coach may need to end the session at the originally scheduled time, although he will extend the call if his schedule allows.

**Billing rate:** Coaching sessions are billed at a rate of **US\$45 per 45minutes-\$55 1 hour (Phone/Email Sessions) US\$65 for 45 minutes / \$75 1 hour (Face to Face)**. Fees are based on the actual total time on the call, for example, the fee for two 30-minute calls is the same as for one 60-minute call.

**FEES/CANCELLATION:** Cost of telephone calls: Unless otherwise agreed upon, the client is responsible for initiating the call to the coach, and the client bears the cost of the telephone call. An audio Internet link, or an audio and video link with a Web cam, is also available for clients who prefer to call via Skype/Yahoo or a similar service.

**Client cancellation of a scheduled appointment:** The client remains responsible for coaching session fees for any regularly scheduled calls that the client cancels with less than 24 hour notice. Cancellation notice should be given by phone (not email) whenever possible. Higher Path Life Coaching is under no obligation to refund or reschedule a coaching session unless advance cancellation notice has been received.

**Coach no-show:** If the coach misses a scheduled call without advance cancellation notice, he will offer the client the option of either rescheduling the call at a mutually agreeable time or receiving a free US\$25 credit toward the next regularly scheduled call.

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**No charge for initial exploratory session:** Before agreeing to work together, coach and prospective client will have an initial, no-fee “get acquainted” session to determine whether both feel reasonably confident that the prospective client can benefit from the coaching relationship, that the coach has the appropriate expertise to assist the prospective client, and that the rapport between them is likely to result in a supportive coach-client relationship.

**Fees payable in advance of coaching sessions:** Fees are payable by the month, for all the scheduled or anticipated coaching sessions for that month, in advance of the first coaching session of the month. In unusual circumstances, the client may request a weekly or bi-weekly payment schedule, with payment due in advance of the scheduled one- or two-week period.

**Payment methods accepted:** Get Your Life Back Christian Life Coaching accepts credit card payments made online at [www.getylifebkcounselingministries.org](http://www.getylifebkcounselingministries.org) through PayPal, the secure payment processor for Get Your Life Back Christian Life Coaching.

**Please note that a charge of US\$25** will be automatically applied for any checks returned by the bank, and that you will also be liable for all associated bank penalties incurred.

## TERMINATION OF COACHING SERVICES

To get the greatest benefit out of working together, coach and client normally should begin the coaching relationship with the intention of working together for an initial period of at least three months.

Either party may end the coaching relationship at any point, for any reason. However, client and coach agree to have a final session by telephone before concluding the coaching relationship. The client agrees not to terminate coaching through an email notice alone, or by simply discontinuing communication with the coach, without a concluding coaching session by telephone.

Before completion of the coaching relationship, client and coach agree to settle financially, with the client paying for all coaching sessions received to date, as agreed. The coach will refund the client for the unused portion of any pre-paid coaching services.

### Your signature below certifies understanding of, and agreement with, the following:

I agree to utilize Get Your Life Back Christian Life Coaching services with the full understanding that Cheryl Howard, Get Your Life Back Christian Life Coaching, their employees and volunteers are in no way responsible or reliable for my decisions, actions and their outcomes. I also agree to hold Cheryl Howard the director, Get your Life Back Christian Life Coaching, their employers, employees and volunteers free of all liability and responsibility for any adverse situations created as a direct or indirect result of a specific referral, advice given, or my actions taken while working with or as a result of working with Get Your Life Back Christian Life Coaching.

I have read this client service agreement and agree to abide by its terms and conditions, and acknowledge receipt of my own copy of this Agreement.

Client's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

For Get Your Life Back Christian Life Coaching: Cheryl Howard, Director

Get Your Life Back Christian Life Coaching requires the above client signature prior to commencing life coaching work.

Please complete and then fax, mail or email (a jpeg or similar) signed copy of this page to Higher Path Life Coaching.