



Welcome to Clergy Life Coaching!

Guidelines

Welcome! I am excited about working together, walking with you during this season as you enter more fully into the unique plan God has for your life!

Following are a few guidelines to make our working relationship as productive as possible. If you have any questions, please call or email me (715-505-4879; Barbara@ClergyLifeCoaching.com).

- Procedure: Scheduled sessions need to begin **on time**. Calls will be roughly 45 minutes in length. **Please email a completed prep form 24 hours prior to each call.** This allows me to be as prepared as possible to make the best use of your time.
- Sessions: Our agreement includes a set number of scheduled calls/sessions/month. If you or I are unable to keep a regularly scheduled call, we will compare calendars at least 24 hours in advance and book another time.
- Changes: **Cancellations need to be made at least 24 hours in advance.** There will certainly be times when you have a valid emergency causing you to miss a session, we will work around it. Otherwise missed sessions are not refunded.
- Extra time: You are encouraged to contact me between scheduled calls by email or texts if you have questions, struggles, thoughts, praise reports, or just to touch base. These contacts are included as a value-added service in your regular monthly coaching fee. I enjoy delivering this extra level of service.
- Fees: Payment is made by Visa or MasterCard and is billed one or two business days **prior** to each month unless other arrangements have been made in writing.
- Problems: Our relationship needs to be based on absolute honesty with each other. If at any time you are dissatisfied with something, please bring it up! I will work with you to resolve any difficulties. At the same time, if you are satisfied, please do let me know that too, and pass it on! Referrals are the highest compliment!
- Follow Through: I encourage you to make a serious commitment to coaching in order to be successful. Allow yourself adequate time and space in your thinking and in your life. Be willing to implement the changes you decide upon. Coaching is an investment in yourself and your future. Our work will sometimes be very purposeful, goal-directed and dependent on you doing some 'homework'. Other times it will be very broad in scope, requiring time in prayer, reflection and meditation on God's word, seeking God's plan for your life. Either way, **your real growth will come from the work you do in the time between our sessions.** I do not have all the answers, but I will help you with powerful questions and support you, walking faithfully with you. Check yourself now on the true measure of your commitment to that kind of pursuit. **Make this a pivotal season of your life!**