

# Shepherd Heart

MINISTRY CONSULTING



## *Tele-Consultation Agreement Form*

**Shepherd Heart:** Shepherd Heart exists to support clergy and church members who aim to live out their Christian faith with integrity- through education, pastoral support, ministry consultation & coaching. Shepherd Heart's Director, Rev. Dr. Melissa Hofstetter, is an ordained minister in the Pacific Southwest Mennonite Conference (PSMC) of the Mennonite Church USA. She holds a doctorate in psychology from Fuller Theological Seminary, and is a professor of courses in family systems, pastoral counseling & congregational health. She served as district elder within PSMC, and offers ministry consultation & clergy education to pastors & parishioners on various issues: healthy boundaries, clergy self- care, ethics of pastoral care & counseling, systems issues, mental health in the church, clergy mandatory reporting responsibilities, and other issues. She supervises a **panel of ministry consultants**, with qualifications & experience in such areas as spiritual direction, systems dilemmas, ministry support, pastoral counseling, Christian life coaching, and ethics.

**Your Ministry Consultant/Coach:** Sara Simons, MA ACC is a graduate of Intercultural Studies from Fuller Theological Seminary. She is a Christian Life Coach having provided years of member care while she lived abroad. She serves as a ministry consultant with focus on member care and transition life coaching. As a transition coach, her desire is to help people in major life transition acknowledge the complexity of the present, gain self-awareness, grieve losses, discuss key decisions needing to be made, discover next steps, and begin moving ahead well.

**Voluntariness:** Ministry Consultation and Coaching are voluntary. It is your choice - and solely your ethical and legal responsibility- as the Consultee/Coaching client to decide whether/how to use information given during consultation/coaching session. By signing below, you indicate that you wish to receive ministry consultation or coaching from a Shepherd Heart Consultant.

**Limits of Confidentiality:** Respect the privacy of others. For those in ministry, this includes parishioners and pastoral colleagues. To the extent possible, you agree to not disclose identifying information to the Shepherd Heart Consultant about individuals involved in a crisis consultation. The Consultant may or may not take general notes in order to assist in your consultation or coaching. If taken, notes are confidentially maintained for a limited time before being destroyed. Only completely de-identified and/or disguised material is ever used for the purposes of future learning, teaching, and instruction relevant to ministry consulting and coaching.

Shepherd Heart Consultants are mandated reporters whenever there is reasonable suspicion of child, elder or dependent adult abuse or neglect, which means that they -like pastors in most states- have an ethical and legal responsibility to report such suspicion to appropriate agencies, like Child Protective Services or Adult Protective Services.

Consultants receive regular supervision from Dr. Hofstetter, to ensure the quality of services provided. If you have any questions or concerns about services provided, you are encouraged to contact her at 626-344-9609.

**Consulting/Coaching Sessions:** Ministry Consulting Services are intended for educational purposes only. Ministry Consultants are not lawyers. Ministry Consulting Services are not a substitute for legal consultation.

Ministry Consultation Services fall under the scope of coaching, and are not psychological services. Appropriate legal and mental health referrals may be made as necessary. **In cases of emergency, call 911.**

Your Ministry Consulting fee is \$100 for a 60-minute session. (Where applicable, \$50 for a 30-minute session.) Payment is requested at the time of rendered service. (Payments made here: <https://www.shepherdheartconsulting.com/ministry-tele-consulting/>) Our cancellation policy requires 24 hours' notice of cancellation. There is no refund for cancellations made within 24 hours of scheduled appointments.

By signing, you indicate that you understand and agree to these terms of ministry consultation & coaching.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

(If Applicable) Name of Church or Organization: \_\_\_\_\_

**Thank you for allowing Shepherd Heart Consultants to minister to you.**