

# **CHRISTIAN COUNSELING POLICY**

Decree Of Minister's Rights | Terms | Client Confidentiality

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**Effective Date:** April 4<sup>th</sup>, 2022

**Last Updated:** 4/4/2022

## **SECTION 1**

### **A.) Decree Of Ministers' Rights**

Upon the review of credentials and recommendation of the Pastoral Charge and by virtue and authority granted by the Charter and Articles Of Organization of Unaligned Academy® (UA), the Board Of Trustees has conferred the rank of: Certified Christian Counselor to the Head Minister and all other Minsters associated to our ministry with all the honors, privileges and responsibilities appertaining thereunto.



## B.) Terms

### Contract Agreement

By reading this **Christian Counseling Policy**, client(s) and seekers acknowledge and accept the Terms & Conditions stated in this document. This policy serves as client(s) consent to receive the following services from our Ministers.

- Seeker/Client is 18+
- Single Consoling
- Couple's Consoling
- Marriage & Divorce Counseling
- Christian Faith & Bible Counseling

Texts, emails and audio session conversations may or will be recorded for quality and training or for protection purposes and will be archived in the UA database until client(s) conclude their consoling with Minister. Prior before deleting texts, emails and recorded conversations, client(s) are allowed to request their data from Minister, but if they do not, Minister is required to ask them if they want a copy of their data. If they say yes, once client(s) receives their texts, emails and recorded sessions, Minister is not liable for the information or how the information is used in the hands of the client(s) whatsoever. If they say no and client(s) do not request their data from Minister



prior to being asked about it, Minister is required by the Board Of Trustees to terminate all texts, emails and recorded conversations directly after they are told by their client(s) the information is not needed. Following deletion, UA will send an email to the address on file stating that their information has been deleted from the UA database.

In general, everything being said between client(s) and Minister is strictly confidential, bound by Law Of Confession and not to be released to anyone they know or to the public for any reason. The only exemption to this rule is if the client(s) becomes involved in a court case and the court or the client(s) lawyer requests information from Minister or issues a subpoena to Minister. If the client(s) knows the Minister personally, Minister reserves the right to redirect the client(s) to someone else if they feel their friendship is at stake or in danger of being jeopardized.

#### KCADV (Kentucky Coalition Against Domestic Violence)

The state where our Ministers resides is in the nation of USA in the state of Kentucky. Kentucky law requires mandatory reporting of child abuse, neglect and dependency ([KRS 620](#)) and the abuse, neglect, or financial exploitation of adults who have a physical or mental disability and are unable to protect themselves; this might include an elderly person ([KRS 209](#)). Reports are typically made to the Cabinet for Health & Family Services. The Cabinet, in turn, will investigate the allegation and is sometimes required to notify the appropriate law enforcement agency. Disclosure of abuse/neglect may result in a criminal investigation, arrest and prosecution of the abuser, although the primary purpose of our mandatory reporting laws is to get protective services to the person being abused.



As of June 29, 2017, Kentucky's mandatory reporting law for victims of domestic violence has been changed to a mandatory information and referral provision. The revised law requires certain professionals to provide educational material to victims of domestic and dating violence with whom they have had a professional interaction. This law also requires these same professionals to make a report to police IF requested to by the victim and to report to police if they believe that the death of a victim may be related to domestic or dating violence. More information about this law can be found [here](#).

### Witness Protection

If the Minister feels she/he requires a witness for their sessions to protect themselves from accusations from their client(s) they reserve the right to bring in a witness for scheduled sessions. The Witness will be allowed to attend sessions with the Minister, but is never allowed to comment to the client(s) or speak on behalf of the Minister. All sessions the Minister will conduct will be held in the following online and offline locations:

- iPhone/Android video or audio calls only.
- Skype video/audio calls only.
- Zoom video/audio calls only.
- A physical public location that is not Minister's home, such as a public park or a quiet reserved spot in a public building.



### Texting, Emailing & Calling Ministers Directly

This method of communication is not allowed for client(s). If client(s) are personal friends with the Minister and have their contact information prior to seeking counseling service, obviously you can call, email or text the Minister, but you shall not discuss your issues you are receiving professional service for outside of scheduled sessions. Please keep your personal life and professional life with the Minister separate at all times. Failure to do this can result in contract violation and if that happens, client(s) will be redirected to another professional to avoid conflict of interests.

### Payment Fee & Free Sessions

If you are a client and not a seeker enrolled at UA, we do not charge by the hour or have hourly rates. We charge per session. Each session is [\$5.00] USD. All payments will be sent via Facebook Pay directly to the Head Minister, Rachel Wilson. You must have Facebook Messenger to send payments. If you cannot pay electronically, you can pay with a check. Client(s) must mail checks to the Head Minister's address at:

Rachel Wilson, P.O. Box 12 Lost Creek KY, 41348.

UA does not offer a refund policy. All transactions are final. If you are unsure you will want to invest with us, client(s) have the right to request (2) free sessions and will not be charged for it. After this, client(s) must pay for service.



If you a **seeker** and are actively enrolled in our program at UA, *you do not pay for service*, but prior to graduation and leaving UA *you will have to pay* if you want further counseling sessions through our ministry.

### Sessions & Time Limits

Whether Ministers console solo or with Witness Protection, all Ministers operate during the business hours of UA. Ministers will be available Monday-Friday from 9AM-4PM during the week and are off Saturday-Sunday.

A **single session** with a Minister is 60 minutes. If more time is needed, Minister is allowed a total of 1 hour and 30 minutes with their client(s).

A **couple session** with a Minister is 120 minutes. If more time is needed, Minister is allowed a total of 2 hours and 30 minutes with couples.

### Emergency Contact Omission

If client(s) have a sincere genuine emergency and need to reach the Minister, but it is after business hours or the weekend when the Minister is not available, they can fill out the [contact form](#) on our website explaining why they need to speak to the Minister after business hours. UA will get in



touch with the Minister, who will contact the client(s) via email, text or request an audio or video session depending on how dire the situation is.

## **SECTION 2**

### **C.) Client Confidentiality**

#### Your Rights

Before a recorded session begins, the Minister is required to orally discuss their client(s) rights, inform them of how everything works, what is appropriate to do and not to do during a recorded session and finally, ask for permission to proceed. A client(s) oral confirmation, serves as their legal consent for the Minister to give them counseling service. A client(s) oral consent also acknowledges that all information spoken will be stated in front of the Minister and the Minister's Witness (if Minister applies Witness Protection) is private and not to be discussed with other people at any time.

This is the common requirement that therapists, psychiatrists, psychologists and most other mental health professionals use to protect their client's privacy by not revealing the contents of therapy. The Minister you are seeking service from is also bound by this requirement and will be protected by state laws governed by the HIPPA Act. The Minister's witness will also



be bound to the requirements of the HIPPA Act and will never be allowed to discuss client(s) mental health or spiritual health information with anyone or third parties.

Therapists, licensed health professionals who break confidentiality can get in trouble with state licensing boards and can also be sued by their clients in some cases. A Minister who is counseling client(s) is bound by the same terms and conditions of the all-licensed health professionals and shall never break confidentiality. Confidentiality includes not just the contents of therapy, but often the fact that a client is in therapy. For example, it is common that therapists will not acknowledge their clients if they run into them outside of therapy in an effort to protect client confidentiality. Other ways confidentiality is protected include:

- Not leaving revealing information on voicemail or text.
- Not acknowledging to outside parties that a client has an appointment.
- Not discussing the contents of therapy with a third party without the explicit permission of the client.

Licensed mental health professionals, as well as our Ministers can break confidentiality in certain types of circumstances. One of the most common scenarios is when a client is a threat to himself/herself or others. If this is the case, the Minister must inform the person in danger or inform someone who can keep the client(s). If a Minister sincerely and genuinely suspects their client(s) are a direct danger to themselves or someone else, they reserve the right to seek hospitalization for their clients(s) or to call the law if their client(s) are a serious threat to the Minister's life or their own.





Please note the Minister will not automatically break their client(s)'s confidentiality if they report thoughts about suicide. Typically, a client(s) needs to state an intent to act on those thoughts and have a specific suicide plan before hospitalization is considered. An individual will not be hospitalized against their will for simply seeking help. However, if the Minister feels the report is too serious and sincerely do not believe they risk allowing the client(s) to leave their care, the Minister reserves the right to seek medical professionals and to have them intervene if needed.



## Contact Us

If you have any questions concerning this policy, please use one of the following methods listed below to get in touch with us.

Email: [boardoftrustees@anointedworks.org](mailto:boardoftrustees@anointedworks.org)

LinkedIn: <https://www.linkedin.com/company/unaligned-academy>

Twitter: <https://twitter.com/UnalignedAcadem>

Website: <https://www.anointedworks.org/contact-ua>

