

# Spiritual Care Support Ministries

## Client Agreement

Please read carefully and sign/date

Welcome to Spiritual Care Support Ministries (“SCSM” or “the center”). We are so glad that you have come to seek support in your journey towards healing. Our goal is to help individuals and families work through their struggles in a confidential and caring environment, from a Biblical perspective.

### The Counseling Process

Counseling sessions should be a cooperative learning process through which you will grow into taking enhanced control over your life and becoming more self-motivated and empowered. This process requires a commitment for you to explore the issues that brought you to counseling. At times, counseling may stir up feelings of discomfort and a realization that a loss or previously unresolved issue may contribute to your current situation. Counseling can also result in humor and fun, relief, new insights, and behavioral change. The greater the investment you make in counseling sessions by expressing your feelings and opinions about the process, the more successful this endeavor will be for you. Sometimes helpful “homework” may be assigned to you such as reading, journal writing, exercising, or simply taking better care of yourself.

### Our Counselors

At SCSM there are pastoral counselors and lay counselors. We are not licensed counselors. Our services are not necessarily provided in adherence with any local or national psychological or psychiatric association and no such representations have been made. SCSM does not claim to meet any counseling requirements for court/probation/parole-mandated counseling. We do not render any financial, legal, or medical opinions and/or advice. We ask that you approach the counseling process as an opportunity for personal change and spiritual growth.

### What To Expect

We are not a long-term counseling center. Length of counseling should not extend beyond 12 sessions. Any additional sessions will require the counselor’s recommendation and the Executive Director’s approval. Sessions are scheduled for 45 minutes each.

At your first visit, you will be given an assessment so that the counselor can determine if we are able to help you. If we feel we cannot give you the support that you need, we may suggest other available resources that could benefit you. Based on your specific needs, the counselor may recommend that you attend one of our group classes instead of individual counseling.

Regarding your appointments, please take note of the following:

- All counseling appointments must be made by calling the center, not by text or email.
- Clients can be seen in-person at the SCSM center or virtually via phone calls, Zoom, FaceTime, Skype, and other phone/video apps.

- New client paperwork (see New Client Forms and Documents below) must be completed, signed, and received by SCSM prior to your first appointment. Paperwork may be picked up from the center or we can mail or email it to you. If you would like to fill out your paperwork at the center the day of your first appointment, please plan to arrive at least 20 minutes early to allow time to complete it, and for the counselor to review it.
- You must notify the center at least 24 hours in advance of your scheduled appointment time if you need to cancel your appointment. This will allow us enough time to inform our counselors, some of who drive long distances to get here. Failure to keep appointments or give notice of cancellation (two cancellations or no shows) will result in termination of sessions.

Payment

We do not charge for our services at SCSM, but your donations are appreciated and needed so we can continue to provide these services free to our clients. We accept cash, checks, and credit cards.

New Client Forms and Documents

Below is a list of the documents that must be completed/reviewed/signed as part of the new client intake process.

Please initial that you have completed/signed each document:

- |                          |                                |                          |  |
|--------------------------|--------------------------------|--------------------------|--|
| <input type="checkbox"/> | Client Intake Form             | <input type="checkbox"/> | SCSM Confidentiality Agreement                 |
| <input type="checkbox"/> | SCSM Code of Conduct Agreement | <input type="checkbox"/> | SCSM Waiver and Release of Liability Agreement |

Please initial that you have read and understand the following document:

- SCSM Client Agreement Attachment
  - SCSM Policies and Procedures
    - o Animals at SCSM
    - o Children at SCSM
    - o Inclement Weather
  - SCSM Mission Statement, Vision, Values, and Statement of Faith

I have carefully read all information in this Client Agreement, understand it, and agree to all the stated terms and conditions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

If client is a minor, please print minor's name: \_\_\_\_\_

If client is a minor, please complete the Parental Consent Form.

# SCSM Client Agreement Attachment

## Animals at SCSM

Animals are not allowed at SCSM or on SCSM premises, with the following exceptions:

- Service animals are protected under the American Disabilities Act (“ADA”) and cannot be denied. Anyone entering the center with an animal will adhere to Federal and Virginia State laws regarding such animals. Any person who brings a service animal into the center must provide SCSM with an ADA certificate.
- Animals may be allowed at the SCSM Center or on SCSM premises for certain special events, if prior approval is granted by the Executive Director.

At this time, under ADA and Virginia law, animals providing companionship, emotional support, well-being, or comfort do not qualify as performing work or tasks for a person with a disability, and are therefore, not permitted at SCSM or on SCSM premises.

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## Children at SCSM

### General

- The staff and volunteers at SCSM cannot be responsible for watching children.
- Children under the age of 16 cannot attend or sit in on groups at the center unless those groups are noted as being specifically for children.

### Clients

- Children under the age of 18 should not be at the center unless they are being counseled.
  - Children under the age of 18 cannot be in the counseling room while other family members are being counseled, with the following exception:
    - Babies younger than 18 months are allowed in the counseling room with their parent.
  - Children under the age of 18 cannot wait at the center while their parents are being counseled.
  - If a child is being counseled, siblings may be at the center, if necessary, but must remain under constant supervision by a parent/guardian.
  - Children under the age of 18 must have a parent/guardian present at all times. Under no circumstances are children to be left unattended at the center.
  - Children under the age of 18 cannot attend or sit in on groups at the center unless those groups are noted as being specifically for children.
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## Inclement Weather

Spiritual Care Support Ministries follows Fauquier County school closures in the event of inclement weather.

- If schools are closed, all SCSM activities are canceled and the SCSM center will be closed.
- If schools are delayed one or two hours, the SCSM center will open at 11:00am.
  - Any groups scheduled to begin before 11:00 will be canceled.
  - No one will be allowed into the center prior to the 11:00 opening except for staff.
- If schools are dismissed early, all SCSM afternoon and evening activities will be canceled.
- All SCSM delay and closure information will be put on our phone answering system. Anyone may call the center at 540-349-5814 to hear current closing information.
- Our Inclement Weather Policy can be found on our website on the Calendar and Contact Us pages.
- If anyone is unclear or has any questions regarding any of SCSM’s groups/events that occur in counties other than Fauquier (for instance Culpeper and Manassas), please call the center for updated information.



# *Spiritual Care Support Ministries, Inc.*

## **MISSION STATEMENT**

Spiritual Care Support Ministries provides support and education with a Biblical perspective to those who are ill, dying, grieving, and experiencing personal losses, and to those who journey with them.

## **VISION**

To establish a local, national, and international resource center to provide ministry, training, and a retreat for those who are ill, dying, grieving, and experiencing personal losses, and to those who journey with them.

## **VALUES**

God's Word  
Prayer  
Every Human Life  
Integrity  
Confidentiality  
Excellence In Everything We Do

## **STATEMENT OF FAITH**

There exists only one God, creator, and sustainer of all things, infinitely perfect and eternally co-existing in three persons: Father, Son, and Holy Spirit.

The Scriptures (Old and New Testaments) are the inspired, inerrant, and trustworthy Word of God; the complete revelation of His will for the salvation of human beings. The Scriptures are our all-sufficient rule for faith and practice.

Human beings are created in God's image. They were created perfect, but they sinned, and thereby incurred not only physical death but also spiritual death, which is separation from God.

The substitutionary death of Jesus Christ and His bodily resurrection provide the only basis for justification, forgiveness, and salvation for all who believe. Only those who trust in Him alone are born of the Holy Spirit; only they will spend eternity with Christ.

The Holy Spirit is the agent of regeneration and renewal for believers in Jesus Christ. He makes the presence of Jesus Christ real in believers and He comforts, guides, convicts and enables believers to live in ways that honor Christ.

Our Ministry acknowledges the complexity of humans as physical, social, psychological, and spiritual beings. The ultimate goal of giving effective support is to help others move to personal wholeness, interpersonal competence, mental stability and spiritual maturity. Healing (emotional, spiritual, physical, relational, and more) is an integral part of the Gospel and is available to all.