

**St. Matthews Pastoral Counseling Center (SMPCC)**  
**3515 Grandview Avenue, Louisville KY 40207**  
**Spiritual Direction Agreement**

Welcome to the St. Matthews Pastoral Counseling Center (SMPCC). This document contains important information about our professional services and business policies.

**SPIRITUAL DIRECTION**

Spiritual direction is a sacred and confidential space where one seeks to become more aware of God's presence and activity in their life. It involves regular, prayerful conversations with a trained spiritual director who listens deeply and helps discern the movements of the Spirit. The goal is not to give advice or counseling, but to support the person receiving direction in their ongoing spiritual journey, fostering a deeper relationship with God and greater spiritual freedom.

**APPOINTMENTS**

Appointments will be 50-55 minutes in duration. The time scheduled for your appointment is assigned to you and you alone. If you need to cancel or reschedule a session, you may do so without a payment penalty with 24-hour notice. Failure to cancel without 24-hour notice will require full payment of your hourly fee, unless we both agree that you were unable to attend due to circumstances beyond your control.

**SPIRITUAL DIRECTION FEES**

You are responsible for paying your fees at the time of your session. Payment is made by check or cash. Checks should be made out to SMPCC. Any checks returned to SMPCC are subject to an additional fee of \$25.00 to cover the bank fee we incur. We also take debit or credit cards, but a service fee (up to 4%) will be added to the agreed-upon fee.

We will discuss fees in your initial session. The standard fee for Spiritual Direction is \$105. If you are unable to pay the standard fee, we can make an adjustment according to your income. The SMPCC sliding scale for fees is \$1 per thousand of annual household income. If a family makes \$50,000/yr., for example, the Spiritual Direction fee would be \$50. per session.

**PROFESSIONAL RECORDS**

I am required to keep appropriate records of the services I provide you. Your records are maintained in a secure location in the office. SMPCC will keep your records for six years following termination or your last appointment. After six years, your records will be destroyed.

**CONFIDENTIALITY**

It is agreed that all information about the Spiritual Direction relationship will be used responsibly by both parties. Confidentiality is maintained between the Spiritual Director and the client except in the case of threat of self-harm or harm to others.

It is agreed that information concerning the Spiritual Direction relationship—with appropriate attention to confidentiality—may be used by the Spiritual Director in consultation with colleagues at St. Matthews Pastoral Counseling Center, Inc., for the benefit of the client.

Additionally, I participate in Group Supervision, a facilitated meeting for spiritual directors who want to give and receive feedback about their work and be accountable for that work in community with other spiritual directors.

Part of Group Supervision is sharing **anonymous** information from spiritual direction sessions. I will never share identifying information about you in these sessions. By signing this form, you consent to me sharing anonymous summaries from our sessions in Group Supervision.

## **SOCIAL MEDIA AND TELECOMMUNICATION**

Due to the importance of your confidentiality and the importance of minimizing dual relationships, I do not accept friend or contact requests from current clients on any social networking site (Facebook, LinkedIn, etc). Adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. It may also blur the boundaries of our professional relationship. If you have questions about this, please bring them up when we meet, and we can talk more about it.

## **CONTACTING ME**

I am not immediately available by telephone. I am generally unavailable outside of my office hours. When calling outside of office hours, you may leave a message on voicemail, and your call will be returned as soon as possible. It may take a day or two for non-urgent matters. If you feel you cannot wait for a return call or if you feel unable to keep yourself safe, go to your local Hospital Emergency Room, or call 911.

## **CONSENT TO SPIRITUAL DIRECTION**

Your signature below indicates that you have read this consent for Spiritual Direction and agree to its terms.

It is agreed that the fee for each Spiritual Direction session will be \$\_\_\_\_\_

\_\_\_\_\_  
Signature of Client

\_\_\_\_\_  
Printed name of Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Spiritual Director

\_\_\_\_\_  
Printed Name of Spiritual Director

Date \_\_\_\_\_