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***COACHING SERVICE PLAN***

Barbara L. Klika, Coaching Service

REVISED: April 2023

**DATE:**Click or tap to enter a date.

**CLIENT NAME:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Telephone:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

# Open Access Coaching:

This includes two 45-60 minute sessions per month as well as email communication as needed and “quick check” phone calls between meetings. These calls allow you to ask for an objective viewpoint or be proactive in a situation rather than waiting to react.

My goal is to respond to your email or telephone contacts within 24 hours.

I offer a complimentary session to allow you to find out what our coaching can do for you.

It often takes a period of time before you begin to see and feel the benefits of coaching, thus I

ask for a three-month commitment.

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Payments are made on a monthly basis, due on the first day of each month of the contract. The fee for this service is $90 per month on a month-to-month basis.

I am always happy to discuss your particular needs and custom design a coaching plan to meet them. Fees are negotiable depending on frequency and duration of scheduled sessions.

[ ] Check here to indicate choice of Open Access plan: 2 45-60 minute sessions/month/$90

[ ] Check here to indicate a request for a personalized service plan:

Click or tap here to enter text. Frequency of sessions

Click or tap here to enter text. Length of sessions

Click or tap here to enter text. Requested Fee

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**THE COACHING AGREEMENT**

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Welcome to Barbara L. Klika, MSW, Set Apart Ministries, Inc. Coaching Service. This document and attachments constitute a contract between us (the "Agreement"). You should read it carefully and raise any questions and concerns that you have before you sign it.

# Services:

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The services provided by Barbara L. Klika, Set Apart Ministries, Inc. Coaching Services include Coaching in office or Tele-Coaching on topics decided jointly with you.

A Personalized Plan Working with Coach Barbara Klika will

* Help You Overcome the confusion that comes with any change
* Guide you to greater clarity about where you have been and where you are going
* Bring greater clarity about what God is doing in and through the process

Coaching may address a wide variety of goals including specific personal projects, spiritual growth, life balance, job performance and satisfaction, or transitions in your life, business, or profession.

# Payment Procedure:

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**Coaching fees are described on the attachment, "Coaching Fee Plan".**

**Please sign the Plan and include it with this Agreement.**

The first coaching session will begin after this agreement is signed and returned, and the first payment is received by cash, check or money order.

Our new website, in 2023, will offer the Square payment processing. It can be found in the headers and on the Christian Transitions Coaching page.

Payments may also be made by mail, check or money order at the first of each month.

Payments are to be made out to Set Apart Ministries and mailed to:

Set Apart Ministries

P. O. Box 5584

De Pere WI 54115

# Feedback:

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If, at any time, you feel that your needs are not being met or you are not getting what you want out of the coaching or training group, please tell me, so we can discuss your needs and adjust your coaching program, as needed. We will continue to work on the goals that you define unless you want to stop, which we will do whenever you ask.

# Session Time:

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Coaching is scheduled at the mutual convenience of the Coach and the Client. At the beginning of each month, the dates and times will be determined for the month. Day and time for the next call will be confirmed at the close of each coaching session. Keeping a regular time slot session to session is generally the most productive format.

# Call Procedure:

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Sessions may be in person at our Set Apart Ministries office in Green Bay WI, or by telephone contact.

You may also request a Skype or Zoom session.

 [ ] Your Skype Name: Click or tap here to enter text.

 [ ] Your Zoom link: Click or tap here to enter text.

You will contact Barb at the pre-arranged time and contact method as scheduled. For group coaching calls and classes, arrangements will be made specific to each request. The cost for group sessions is the same and may be divided among the participants as they coordinate it.

[ ] Group Conference Session: Click or tap here to enter text.

# Cancellations:

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Please remember that you must give 24 hours prior notice if you need to cancel or change the time of an appointment, otherwise you will be charged for the session in full. Barb will make reasonable efforts to reschedule sessions, which are cancelled in a timely manner.

# Termination:

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Either party may end the coaching relationship by providing the other party with a one-week written notice, which may be transmitted by email or mail, though conversation about any concerns is much preferred..

# Confidentiality:

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Confidentiality of the communications with my clients is ensured. I will only release information about our work to others with your written permission, or if I am required to do so by a court order.

With your verbal permission I may also include any prayer requests from you in my intercessory prayer group. Specific insights without personal identifiers may be shared with

Verbal permission.

There are some situations in which I am legally obligated to breach your confidentiality in order to protect others from harm, including (1) if I have information that indicates that a child or elderly or disabled person is being abused, I must report that to the appropriate state agency and (2) if a client is an imminent risk to him or herself or makes threats of imminent violence against another person, I am required to take protective actions.

These situations ***rarely*** occur in coaching practices, but if such a situation does occur, I will make every effort to discuss it with you before taking any action.

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Some sessions are conducted in groups, including teleconference groups. You agree to maintain the confidentiality of all information communicated to you by other coaching clients and by your Coach. We also understand that progress is often enhanced when clients discuss their coaching relationship with trusted colleagues and friends. You can have these discussions, but you are expected to be very careful not to share any information, which would allow others in the group to be identified. One way to decide how and what to discuss is to think about how you would feel if someone else in the group was discussing you.

As you are [probably aware, it is impossi](http://www.christian-transitions.com/)ble to protect the confidentiality of information, which is transmitted electronically. This is particularly true of E-mail and information stored on computers connected to the internet (unless you use encryption and other forms of security protection), and if you use a cordless or cell phone, someone with a scanner could hear you talk. I have provided an optional encrypted email in Hushmail if you want to take advantage of that. You can download Hushmail at: <https://www.hushmail.com/how-it-works/>

# Mutual Nondisclosure

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The Coach and Client mutually recognize that they may discuss future plans, business affairs, customer lists, financial information, job information, goals, personal information, and other private information. Barb will not voluntarily communicate the Client's information to a third party. In order to honor and protect her intellectual and professional copyrights, the Client likewise agrees to give appropriate credit as needed if discussing the coaching process.

# Dispute Resolution

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Any controversy or claim arising out of or relating to this agreement, or the breach of or relating to this agreement, or the breach of this agreement, shall be settled by arbitration which will occur via telephone by an arbitrator that we mutually agree upon. The costs of the arbitration shall be shared equally.

Your signature below indicates that you have read the information in this document (“Coaching Agreement and Informed Consent) and the Coaching Service Plan, and agree to abide by its terms during our professional Coaching relationship.

Client: Click or tap here to enter text.

Date: Click or tap to enter a date.

Coach: Click or tap here to enter text.

Date: Click or tap to enter a date.

Barbara L. Klika, MSW, Personal Life Coach Set Apart Ministries, Inc.

P.O. Box 5584

De Pere, WI 54115

Phone: (920) 634-2760 Office/Green Bay

Email: Samwis2@hushmail.com