

# MAKARIOS LIFE

## Agreement for Life Coaching Services

In consideration of the mutual covenants, and upon the conditions, set forth herein, Client requests and Makarios [hereafter, Coach] agrees to provide coaching services as follows:

**Description of Services** - The services to be provided by the Coach are designed primarily by the Coach; however, they are modified by the Client's expressed interests, goals, and objectives. Coach employs assessments, discussion, questions, and practices to assist Client in reaching Client's objectives.

Coaching is designed to address issues the Client would like to consider which could include personal issues (but are not limited to the following: *career development, relationship enhancement, spiritual growth, lifestyle management, life balance, decision making, and achieving short-term or long-term goals*) or ministry objectives, leadership, and organizational development. Client acknowledges that deciding how to handle these issues, incorporate coaching into those areas, and implement choice is exclusively Client's responsibility.

Coaching is for people who are basically well-adjusted, emotionally healthy, effectively functioning, and wanting to make changes in their lives or more intentionally focus on a challenge or objective. Coaching is most effective when both parties are candid, open, honest, and straightforward in their communication.

Coaching depends largely on the Client's willingness to define and take risks and try new approaches and take an active part in the process. The Client is expected to evaluate his or her own progress, and if the coaching is not working as the Client wishes, the Client should immediately inform the Coach so steps can be taken to correct the problem. Like any human endeavor, coaching can involve feelings of distress and frustration that can accompany the process of change.

Coaching does not promise that Client will take any specific action or attain specific goals and does not offer any guarantee of success.

**Nature of Relationship** - The Client understands that the coaching relationship is not psychotherapy, psychological counseling, or any type of therapy; nor is it a substitute for these services.

In the event the Client feels the need for professional counseling or therapy, it is the responsibility of the Client to seek a licensed professional who can provide these services. If the Coach believes that such services will be valuable to the Client, the Coach will recommend them. It is the responsibility of the Client, if currently in therapy or otherwise under the care of a mental health professional, to consult with the mental health care provider regarding the advisability of working with a coach and to make such person aware of decision to proceed with the coaching relationship.

The Client understands that the coaching relationship is not to be used as a substitute for professional advice by legal, medical, financial, business, spiritual or other qualified professionals. The Client is responsible for seeking independent professional guidance for legal, medical, financial, business, spiritual or other matters.

Client understands and acknowledges that all decisions in these areas are exclusively the Client's and that any decisions and actions regarding them are the sole responsibility of the Client.

**Waiver** - Client acknowledges and agrees that in the course of the services Coach may ask Client questions that may be personal, challenging, or disturbing. Client acknowledges and agrees that Client is fully responsible for physical, mental, and emotional well-being during coaching sessions, and is fully responsible for any and all actions, choices and decisions made as a result of the coaching. Client waives and releases any claims arising or resulting from Coach's questions, suggestions, and advice and from actions, choices, and decisions made by the Client.

**Mutual Nondisclosure** - The Coach and Client mutually recognize that it is possible they may discuss future plans, business affairs, customer lists, financial information, job information, goals, personal information, and other private information. The Coach will not voluntarily communicate the Client's information to a third party.

In order to honor and protect the Coach's intellectual property, the Client likewise agrees not to disclose or communicate any information about the coach's practice, materials, or methods to any third parties.

**Confidentiality** - Coach acknowledges that he or she may obtain confidential personal and/or business information from Client and agrees to keep and maintain such information confidential and not to disclose or use such information without Client's prior written consent. In order to provide you with the highest quality of service your Coach reserves the right to discuss and receive coaching on certain topics anonymously and hypothetically with other professionals for said purpose.

**Exceptions for Disclosure** - Exceptions where the Coach may make a disclosure include: 1) If the Client shares information that gives the Coach reasonable cause to believe there are threats of serious harm to the Client him/herself or others. 2) If the Coach's records are subpoenaed or other law requires disclosure. 3) Some means of communication, such as wireless telephones, e-mail, online communities, and video conferencing may be not secure from eavesdropping, so if you agree to their use, you are indicating your agreement to utilize a communication medium that may not be confidential. 4) to prevent the Client from committing a criminal or fraudulent act or to mitigate or rectify such conduct. 5) to secure legal advice about the Coach's compliance with this agreement.

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**Group Coaching** - Some sessions may be conducted in groups. Client agrees to maintain the confidentiality of all information communicated to Client by other coaching clients and by the Coach. We also understand that progress is often enhanced when clients discuss their coaching relationship with trusted colleagues and friends. Clients can have these discussions but are expected to be very careful not to share any information which would allow others in the group to be identified.

**Coaching Paid by a Non-Client** - When a person or organization pays for coaching on the behalf of a Client, the Coach will not share personal or confidential information about the Client with that person or organization, unless at the written request of the Client.

**Scheduled Appointments** - Coaching is scheduled at the mutual convenience of the Coach and the Client. The day and time for the session appointments will likely be scheduled before the paid coaching sessions begin. All sessions begin and end at scheduled times. If Client is late for an appointment, the coaching session will end at the previously arranged time, without a discount of the fees, unless arrangements were agreed upon by both Coach and Client before the beginning time of the session.

If a rescheduled appointment is needed in the program by the Client, it is best to discuss this at the beginning or end of a session so that in-person confirmation may be immediately obtained. If the rescheduling request is sent by e-mail, reasonable accommodations will be employed to satisfy the Client; however, the rescheduled appointment will not be official until confirmed by writing or verbally in session.

**Cancellations** – Cancellations are asked to be made at least 24 hours in advance. If Client misses or cancels a scheduled appointment without providing at least 24 hours notice, Client forfeits the session and no refund or credit for cancellations made less than 24 hours prior to a scheduled session will be made. The Coach will make reasonable efforts to reschedule sessions that are cancelled in a timely manner.

If Client is more than fifteen (15) minutes late in arriving to a session where the late arrival was not previously discussed at least twenty-four (24) hours in advance: for the first occurrence, the session will be rescheduled (we understand emergencies can arise); however, subsequent occurrences will result in a forfeited session. The Client can either elect to skip the session's material or purchase another session to replace the missed session.

**Termination of Services** - Although coaching is a comprehensive process, Client may terminate at any point. If the Coach believes for any reason that the Client is believed by the Coach to be better helped by another coach or professional instead of going through the Coach's services (before or during the rendered services), the Coach retains the right to suggest or refer the Client onto more competent care (which stops services from commencing or terminates current services). It is agreed that any such suggestion or referral which is done by the Coach is for the Client's best interests as defined by the Coach.

**Coaching Fees** – Fees are due at the end of each one-hour session and may be paid in cash or by credit card.

**Damage Limitation and Liquidated Damage** - The parties agree the Coach is not a guarantor or insurer and that it would be extremely difficult and impractical to fix actual damages to Client, if any, from Coach's failure to perform. Therefore, if Coach is found liable for any loss or damage under this agreement, Coach's liability shall be solely and completely limited to the total payment(s) made for the program in which the Client is currently receiving services.

**Nature of Agreement** - This Agreement shall, in all respects, be governed by the laws of the State of Florida. This Agreement constitutes the entire understanding and agreement of the parties.

We reserve the right to modify these terms at any time. By using our services, you agree to accept any changes we make, whether or not you have reviewed them and/or have been notified about them. With that said, we will limit any changes to items that where we would be comfortable being subject to those same constraints – our goals are not to inflict any harm or unjust means on anyone.

### EMERGENCY CONTACT:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

*By signing this document, I acknowledge I am giving permission for the person listed immediately above to be contacted in case of an emergency.*

### TERMS OF SERVICE:

*I understand that it is customary to pay for services when rendered. I accept full responsibility for payment of any balance incurred for services. I further understand that without 24-hour notice of intention to cancel, I may be charged the full fee for service.*

Client signature: \_\_\_\_\_ Date: \_\_\_\_\_