

Ongoing Consultation----The Rev. Dr. Deborah J. Pope-Lance
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Thank you for the opportunity to support you in ministry.

Consultation Goals: Consulting's main goal is to support you in doing your best work amid whatever challenges your ministry setting presents. Accomplishing this goal may involve, among other things, reflecting on congregational and interpersonal dynamics, identifying strategies, exploring personal or congregational history, or acquiring new skills and knowledge. Specific identified issues often serve as threads knitting our work together over time.

Consultation Format: Consultations occur via telephone, by Skype or in person. By appointment. My preference is to initiate the call or Skype connection at the appointed time and whatever number you have requested.

Appointments: Appointments are usually made during a prior consultations or by email. For unexpected, timely or urgent matters, you may contact me via email, text or phone and I will make every effort to accommodate you as our schedules permit. These in-between appointments will be invoiced on a pro-rated basis.

Ongoing Consultation: Ongoing, regular appointments allow for timely attention to challenges and issues. For this reason, they may be more useful and effective than as needed consultations. Ongoing consultation means a scheduled appointment once or twice monthly based on client's preferences or current challenges.

Cancellation of Appointments: Please notify me by email, text or by phone 48 hours prior to the scheduled appointment time. You may be billed for any appointment not cancelled with at least 48 hours.

Email: Email can be useful for checking in on an issue or briefly updating. An email requiring only a quick look and a short reply may be exchanged between us without additional charge. Email inquiries or email requests that require time to read, consider, and then write a useful response will be billed on a prorated basis at the per session rate.

Review of documents: Upon your request, I will review written materials, that is, a draft of a letter or an email, a sermon, or a simple chart. The time required to read and respond will be invoiced on a pro-rated basis.

Confidentiality: Our consulting relationship is confidential. This means I will not speak with any others about our consultation work. I will not release to a third

party without your prior written consent information about you, about our consultations or about members or matters related to your ministry setting, congregation or employing organization unless required by law to do so.

Because we work in the same professional universe, we may find ourselves together in a public setting. If so, I will not rush over to you; or raise issues related to our consultation work with you; or discuss with you our work in a public area or in the presence of others in a group conversation. In relation to colleagues and others I will of course acknowledge knowing you but I will not disclose our consultation relationship. If you receive denominational funding for our work I will of course acknowledge that we are working together and offer only brief positive remarks.

Because I often provide programming for clergy, I reserve the right to use individual case material in writing or teaching with clear, appropriate measures taken to guaranteed that the identity of clergy-clients and their congregation or employing organization are concealed.

Conflicts of Interest: While our denominations are small worlds, I shall make every effort not to engage knowingly in another consultation relationship that may create a conflict of interest or otherwise jeopardize my capacity to provide you with support or to act in your best interest. However, challenging ministries are often chronically challenging over many years. I may on occasion consult with subsequent clergy serving in your same position or ministry. By engaging me as a consultant you agree to allow me to inform these subsequent clergy that in the past you and I had a consulting relationship re: this ministry. My acknowledgement will be positive, generous and limited to the fact of our consultation relationship. I will ask for your written permission if circumstances would benefit from my speaking in depth about a matter related to our consultation,

Other Consultants: Challenging ministries often result in the engagement of multiple consultants. In order that I and we may avoid confusion, generating conflicts or working at cross purposes with any other consultants, you agree to inform me when you and/or your congregation or employing organization engage or consult with any other consultant before or during the time of our consultation, e.g. an outside consultant or denominational official. You also agree that I may inform another consultant you have engaged of the fact of your and my consultation relationship. Prior to speaking with another consultant or denominational official regarding specific matters related to our consultation, I will talk with you and obtain your written permission.

Fees for Service: Fees for consultations are billed monthly at \$150 for full session of 45 to 55 minutes. Multi-person, group or staff consultations may be billed at \$200 per session. (0815) Fees may change annually.

Payment: Invoices will be sent by email monthly usually around the first. Please make payment by check directly to the consultant. When a third party has provided and grant or agreed to reimburse you, please nevertheless use your own personal check or professional expense account to make payment me and not ask the third party to send payment on your behalf o me. Your direct payment to me makes clear and unambiguous to whom I owe a burden of support and confidentiality--you alone.