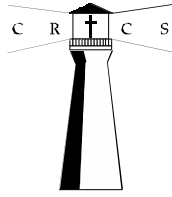


Conflict Resolution & Conciliation Services



*“Guiding People
Through Conflict to Peace”*

Coaching Intake Agreement

Thank you for considering our conflict coaching services. Our services are based on biblical principles that promote understanding, personal responsibility, justice, and reconciliation. We will consider accepting any case regardless of the religious convictions of the parties, provided they are willing to respect the biblical principles underlying the process.

Description of Services – Our **conflict coaching** services help individuals explore ways to resolve disputes themselves. It focuses on helping people get to the root of what drives their choices, communicate effectively, dismantle any barriers to constructive change, and engage others effectively in addressing conflict so that conflict can be resolved in a healthy, non-adversarial manner. We also provide **mediation**, an informal process in which one or more mediators meet with all of the people involved in the conflict to help them arrive at a voluntary resolution of their differences. Finally, we provide **arbitration**, a more formal process in which one or more arbitrators hear each side's arguments and render a legally binding decision. (For a more detailed description of these services, see the *Guidelines for Christian Conciliation*, which contains an *Introduction to Christian Conciliation* and our *Rules of Procedure*, available at www.hispeace.org) Title 8.01 Chapter 21.2 Code of Virginia, defines mediation, and sets out laws regarding confidentiality and civil immunity; these provisions apply to mediation, which includes our conflict coaching as that is a part of the screening and intake process for potential mediation.

Fees -- The fee for individual coaching on how to deal with a dispute is generally \$140.00 per hour per party. If you have limited income or are faced with unusual financial hardship, you may request a payment plan or fee adjustment. If you decide to proceed with mediation or arbitration, we will provide you a detailed fee agreement.

Biblical Basis -- We believe that the Bible provides thorough guidance and instruction for faith and life. Therefore, we base our services on scriptural principles rather than those of secular psychology or psychiatry. (For a description of the principles we embrace, see question 17 in the *Introduction to Christian Conciliation*.)

Not Legal Representation -- Christian conciliation may be used to resolve legal disputes. Even so, conciliators do not provide people with the legal advice and advocacy they would obtain if they hired a personal attorney. Instead of representing one person against another, we work with and for all the people in a dispute to help them find a mutually satisfactory agreement. This limitation applies to all of our conciliators, including those who happen to be attorneys. Therefore, if you are concerned about your legal rights, you should consult with an independent attorney who would be willing to advise, and if you so choose, accompany you during the conciliation process.

Our Commitment to Confidentiality -- Confidentiality is an important aspect of the conciliation process, and we will carefully guard the information you entrust to us. To ensure that you are receiving consistent counsel and support, however, we need to be able to discuss your situation with your attorney, if you have one, and with appropriate leaders of your church, if you belong to or attend one. Furthermore, we may need to divulge information to appropriate civil authorities if there is a clear indication that someone might otherwise be harmed (see *Rules of Procedure* 16 and 17 and §8.01-581.22 Code of Virginia for more information on confidentiality).

Your Commitment to Confidentiality -- You too must agree not to discuss our communications with people who do not have a necessary interest in the conciliation process. In addition, you must agree to treat all dealings with us in regard to this dispute as settlement negotiations, which means they will be inadmissible in a court of law or for legal discovery. Furthermore, you must agree that you will not try to force any conciliator to divulge any information acquired during conciliation or to testify in any legal proceeding related to this dispute.

If these terms are acceptable to you, please sign below.

Signed _____ Date _____

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