

OPP 7.2 – PATHWAYS COUNSELING CENTER

PURPOSE: To outline the purpose, responsibilities, and oversight mechanisms for the Pathways Counseling Center Ministry.

MINISTRY PURPOSE: The Pathways Counseling Center fulfills a Biblical mandate to offer hope and transformation by giving individuals and families an environment for emotional and spiritual healing.

CLIENTS

Any person may enter into a counseling relationship at the center regardless of race, gender, creed or religious background. A Client considered too acute may be referred by one counselor to another within the center or referred to another center, psychiatrist or hospital if the need is warranted.

COUNSELLING STAFF

Counseling staff are considered contract employees. Counseling staff will be contracted on a 90-day trial with the contract to be renewed each year. It will be important that any counselor contracted have a Christian background and be willing to include his or her spiritual life within the context of the counseling experience. An application for hire as a counselor will be submitted to the Oversight Committee for approval

All staff authorized to be represented as “counselors” will be required to have one of the following qualifications:

- A current state license, or;
- Be an Intern working toward a state license and under the direct supervision of a licensed counselor, or;
- Be credentialed by the American Association of Pastoral Counseling or working toward a member level.

Each counselor will carry his or her own liability insurance and present proof of insurance upon request. Criminal background checks will be required of all counseling staff.

Any major issues, conflicts or actions requiring removal of a counselor will be conducted by the oversight committee, with assistance from the Administrative Team as required.

OVERSIGHT

A committee of four Round Rock Christian Church members will provide oversight, direction, and maintenance of the program. The Minister will serve ex-officio.

FACILITIES

Offices available for counseling include the church library, sanctuary area and the two offices.

FEE STRUCTURE

A Schedule of Fees will be maintained as separate Operating Policy and Procedure.

As a general principle, fees should be charged for each counseling session on an income based sliding scale. Fees represent an investment on the part of the clients for their own wellness and help provide quality therapy. Fees will be based upon family income with a minimum amount charged.

Fees collected will be split between the therapists and the administration of the counseling center. Some percentage of fees collected should be given to the congregation for use of the facilities as well as for administrative cost, marketing and advertising, and financial assistance for lower income clients. The Schedule of Fees will outline the specific breakout for use of fees.

MARKETING AND ADVERTISING

A brochure with basic information about the counseling center, the counselors and other pertinent information to help one make the decision to receive counseling at the center will be available. Other flyers, as well as an ad in both white and yellow pages will be made available. It will be important to provide information to therapists, ministers, congregations, physician's offices and area hospitals.

AUTHORITY: *Section IX of the Bylaws of Round Rock Christian Church and RRCC OPP 1.4 – Ministry Designations*

EFFECTIVE DATE

December 17, 2007

LAST REVIEW DATE

December 17, 2007