

**DIOCESE OF ALLENTOWN
COUNSELOR CONTRACT**

For value received, and in consideration of the undersigned being permitted to engage in counseling services, the undersigned counselor and the Parish or Diocesan facility named below, agree as follows:

1. The undersigned counselor warrants and represents that I:
 - (a) Have earned and been awarded a Master's level degree in counseling, or counseling psychology, or counselor education and am currently licensed by the State of Pennsylvania as a Licensed Professional Counselor ("LPC"); and –
 - (b) Am a Roman Catholic parishioner in good standing with my Roman Catholic Parish.

2. By signing this contract, I certify that I will:
 - (a) Always be obedient and faithful to the teachings, faith and morals of the Roman Catholic faith; and –
 - (b) Not provide any counseling that contradicts the teachings, faith and morals of the Roman Catholic Church and Magisterium of the Roman Catholic Church; and –
 - (c) Not perform nor undertake to render services involving Reiki, enneagram, massage therapy nor any type of practice involving physical contact with clients, nor practice the inclusion of the enneagram personality system, or any other spiritual direction or technique contrary to the Church's teachings, beliefs or practices.

3. I also agree to the following:
 - (a) I shall not overstep or exceed my area of competence in any counseling and shall refer clients to other professionals when appropriate; and –
 - (b) I will carefully consider the possible consequences before accepting a client with whom I have a pre-existing relationship; and –
 - (c) I will not audiotape or videotape or otherwise record counseling sessions; and –
 - (d) I will not engage in any form of sexual activity or conduct with a client which includes a prohibition of consensual activity or conduct; and –
 - (e) I will not engage in sexual activity or conduct with any individual with whom I have an existing relationship or who is close to the client, such as a relative or friend of the client; and –
 - (f) I will maintain clear and appropriate boundaries in all counseling sessions and counseling related relationships; and –
 - (g) I will avoid physical contact of any kind with the client. Such actions may be misconstrued and must be avoided; and –
 - (h) I will conduct counseling services in appropriate settings at appropriate times. Counseling sessions are not to be held in places or at times that would tend to cause confusion about the nature of the relationship with the client; and -
 - (i) I will maintain a written record solely of the times and places of all counseling sessions with each client. These documents will be kept in a locked/secure file cabinet; and –
 - (j) I will keep all information disclosed by the client during the counseling sessions in the strictest confidence; and –
 - (k) I will abide by and at all times comply with the Diocese of Allentown's Code of Conduct; and –
 - (l) I will establish and maintain a supervisory relationship, for assurance of quality of counseling services. Strict confidentiality will be maintained; and –
 - (m) I will adhere to the Code of Ethics of the profession that I am affiliated with.

4. I understand that any action inconsistent with this Contract or failure to take action mandated by this Contract may result in the loss of referrals in the Diocese of Allentown as well as the Parish AND if using office space, may result in the termination of the use of the space.
5. I will comply with the privacy rules of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”).
6. I agree to comply with the Diocese of Allentown “Guidelines for Referrals to, and Providing Use of Office Space to Counselors”.
7. This Contract is subject to termination by either party at any time, for any reason.

Print Counselor’s Name

Name of Parish or Other Diocesan Location

Counselor’s Signature

Signature of Pastor/Administrator of Diocesan Facility

Date: _____
Counselor’s Contact Information

Date: _____

Home Address

Work Telephone

City, State, Zip Code

Home Telephone

Cell Telephone