

DIOCESE OF ALLENTOWN

Guidelines for Referrals to, and Providing Use of Office Space to Men and Women Religious and Lay Spiritual Directors

A. General Requirements

1. All Lay Spiritual Directors connected to a parish or other location in the Diocese of Allentown must:
 - Be a Catholic parishioner in good standing with a Roman Catholic parish. If the Lay Spiritual Director is not a parishioner in the Roman Catholic parish in which he or she is performing their ministry, then a letter of good standing must be received from the Pastor where the Spiritual Director is a parishioner.
 - Have completed and be certified from a spiritual director program approved by the Diocese of Allentown.*
 - Men and Women religious who are spiritual directors also must have completed and be certified from a spiritual direction program approved by the Diocese of Allentown.*
2. All Lay Spiritual Directors connected to a parish or other location in the Diocese of Allentown:
 - MUST NOT perform the practice of the Reiki technique even if the Lay Spiritual Director is a trained Reiki practitioner.
 - MUST NOT perform massage techniques or any type of healing practice that requires physical contact between the Lay Spiritual Director and the directee.
 - MUST NOT engage in any physical contact with the directee.
 - MUST NOT practice the inclusion of the enneagram personality system into the spiritual direction ministry.
 - MUST NOT practice any other forms of spiritual direction or techniques that are contrary to the Church's teachings, beliefs or practices.

*The list of approved spiritual direction programs is maintained by Sr. Meg Cole, SSJ, MS, LMFT in the Diocesan Office for Catholic Life and Evangelization.

B. Requirements Concerning Referrals

1. To be eligible to receive referrals of parishioners, each Catholic Lay Spiritual Director must first provide the following to the Pastor of the Parish or Administrator of the Diocesan location prior to commencement of any spiritual direction activity (which documentation should be retained in a file by the Pastor or Administrator):
 - (a) Proof of successful completion and certification by an approved Spiritual Direction Program via a certificate or diploma; and -
 - (b) A signed contract with the parish by the lay spiritual director regarding his/her spiritual direction (see attachment); and -
 - (c) A certificate of insurance evidencing \$1,000,000 of professional liability coverage for spiritual ministry; and -
 - (d) A signed Diocese of Allentown Code of Conduct acknowledgment form.

C. Requirements Concerning Providing Office Space in the Parish or Diocesan Location

1. Before providing office space to a Catholic Lay Spiritual Director, the Spiritual Director must provide the following to the Pastor of the Parish or Administrator of the Diocesan location (which documentation should be retained in a file by the Pastor or Administrator):
 - (a) Proof of successful completion and certification by an approved Spiritual Direction Program via a certificate or diploma; and -
 - (b) A signed contract with the parish by the Lay Spiritual Director regarding his/her spiritual direction. (see attachment); and -
 - (c) A certificate of insurance evidencing \$1,000,000 of professional liability coverage for spiritual ministry; and -
 - (d) A signed Diocese of Allentown Code of Conduct acknowledgment form; and-
 - (e) A certificate of insurance evidencing \$1,000,000 of comprehensive general liability coverage naming the Pastor or Administrator, the location, Bishop John O. Barres, D.D., J.C.D., S.T.L. and the Diocese of Allentown as “additional insureds”; and -
 - (f) A signed facility usage agreement.
2. Please note that Spiritual Directors generally charge a directee for their time, Therefore, the Parish or Diocesan Location should charge a rental fee, even nominal, for the use of the office space.

FACILITY USAGE/INDEMNITY AGREEMENT

LOCATION: _____
(Location is understood and defined to include the Diocese of Allentown)

FACILITY USER: _____

DATES OF FACILITY USAGE: _____

TYPE OF FACILITY USAGE: _____

1. The above named FACILITY USER agrees to indemnify, defend, protect and hold harmless the above named LOCATION against and from any and all claims arising from the negligence, carelessness, intentional conduct or other fault of the above named FACILITY USER or any of its agents, servants, workmen and/or employees, family members, officers, volunteers, helpers, partners, organizational members, or associates which arise in any way out of the above identified FACILITY USAGE at the above named LOCATION.

2. FACILITY USER agrees to provide a certificate of insurance to the LOCATION, with comprehensive general liability coverage of not less than one million dollars (\$1,000,000) per occurrence, naming Most Reverend John O. Barres, D.D., S.T.D., J.C.L., the Diocese of Allentown, the LOCATION and the PASTOR as "Additional Insureds" for the DATES OF FACILITY USAGE and TYPE OF FACILITY USAGE for any and all claims which arise out of FACILITY USERS' operations or are brought against the LOCATION by FACILITY USERS' agents, servants, workmen and employees, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates. FACILITY USER also agrees that its liability insurance policy will be primary in the event of a claim or cause of action against the LOCATION and/or the Diocese of Allentown.

3. The above named FACILITY USER agrees to indemnify, defend, protect and hold harmless Most Reverend John O. Barres, D.D., S.T.D., J.C.L., the Diocese of Allentown and the above named LOCATION for any claim or cause of action whatsoever arising out of or related in any way to the usage which takes place during the above identified DATE(S) OF FACILITY USAGE that is brought against Most Reverend John O. Barres, D.D., S.T.D., J.C.L., the Diocese of Allentown or LOCATION by the above named FACILITY USER or its agents, servants, workmen and/or employees, partners, family members, students, customers, function attendees, guests, invitees, organizational members or associates, regardless of whether such claim arises from the negligence, in whole or in part, of the LOCATION, its agents, workmen, servants and/or employees, or the negligence in whole or in part of any other individual or organization. If any portion of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

SIGNED BY: _____
(Must be an official agent of FACILITY USER.)

NAME (Please print): _____ TITLE: _____

DATE: _____

DIOCESE OF ALLENTOWN

Men and Women Religious and Lay Spiritual Director Contract

For value received, and in consideration of the undersigned being permitted to engage in spiritual ministry, the undersigned Spiritual Director and the Parish or Diocesan facility named below, agree as follows:

1. The undersigned Spiritual Director warrants and represents that I am:
 - a. Certified by a program approved by the Diocese of Allentown to be a Lay Spiritual Director; and –
 - b. 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 to the official teachings of the Roman Catholic faith; and –
 - b. Not give any advice or spiritual guidance contradictory to the official teachings of the Catholic Church and Magisterium of the Church; and –
 - c. Not perform the practice of Reiki technique, not perform massage techniques nor any type of practice involving physical contact with the directee, nor practice the inclusion of the enneagram personality system, nor 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 step beyond my competence in any ministry situation and shall refer directees to other professionals when appropriate; and –
 - b. I will carefully consider the possible consequences before accepting a directee with whom I have a pre-existing relationship; and –
 - c. I will not audiotape or videotape or otherwise record sessions; and –
 - d. I will not engage in any form of sexual activity or conduct with a directee 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 directee, such as a relative or friend of the directee; and –
 - f. I will maintain clear and appropriate boundaries in all spiritual ministry sessions and ministry related relationships; and –

- g. I will avoid physical contact of any kind with the directee. Such actions may be misconstrued and must be avoided; and –
 - h. I will conduct spiritual direction ministry sessions in appropriate settings at appropriate times. Ministry 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 directee; and –
 - i. I will maintain a written log solely of the times and places of each ministry session with each directee; and –
 - j. I will keep all information disclosed by the directee during the ministry session in the strictest confidence; and –
 - k. I will abide by and at all times comply with the Diocese of Allentown's Code of Conduct.
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. This contract is subject to termination by either party at any time, for any reason.

Print Spiritual Director's Name

Diocesan Location

Spiritual Director's Signature

Signature of Pastor/Administrator
Of Diocesan Facility

Date: _____

Date: _____

Spiritual Director's
Contact Information:

Home Address

Work Telephone: _____

Home Telephone: _____

City, State, Zip Code

Cell Telephone: _____

Email: _____