

# Living Water, LLC



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Thank you for this coaching opportunity. I am excited and pleased that you are choosing to work with me and look forward to coaching you to accomplish what you really want. Together we will be committed 100% to your success. My role is to make you more aware of where you are in relation to where to want to go and your role is to take responsibility for getting there.

As I ask questions, offer exercises, make requests, etc. your responses will be respected and kept confidential. The only exception is anything that is in violation of applicable laws as outlined in the Living Water Client Handbook found on the web site.

I ask that you download and complete the Living Water Coaching Profile. Please email, fax or mail it to me about one week prior to our first session. The Profile is found on the web site by clicking the 'Sign Up' button and then clicking the 'Intake Forms' tab.

The following guidelines capture general information. The Living Water Client Handbook offers greater detail and you are encouraged to read it before we meet together. If there are any items you want to discuss, please bring them up in during our first session.

- You will be calling me at the number listed in the letterhead on the day and time of our sessions. If you have Skype, the online computer communication software, we can talk and/or use video conferencing to meet together. This is free software and a computer to computer audio and/or video call is free. You may visit <http://www.skype.com/download/skype/windows/> to download the software. My Skype number is: davidmoliver2.
- Please call me, (330) 497-8109, to discuss session fees and a payment schedule. Cash or checks are accepted. All checks should be made out to *Dr. David M. Oliver*. How persons pay for services is negotiated at the first session. At this time, credit cards cannot be accepted although a PayPal payment option is available with a small surcharge.
- Sessions that extend beyond the normal 50 minute time are negotiable. Please ask about

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the fee structure for extended sessions.

- Where on-site coaching or spiritual direction is sought, compensation will include the above fee together with transportation and travel time paid at an hourly rate. In the case of distances above 1.5 hours driving time, essential food and/or housing expenses will be part of the billing.
- The number of times we meet and when we meet will be negotiated in our first session. We will do what works best for you.
- Research on coaching has shown that lasting progress in meeting goals can be made in three to six months. We will negotiate the length of time you would like to meet together at our first session. This time frame can be renegotiated.
- You are free to conclude our sessions at any time. I ask that we meet for a minimum of three sessions to give sufficient time to evaluate fairly whether our coaching relationship can work well for you.
- Appointment Changes: It is appreciated if you give me 24 hours notice, if you need to reschedule. You may leave a message at (330) 497-8109. If you wish, please indicate in general what other times are good for you. Without proper notice, scheduled time will be lost and a \$20.00 "broken appointment fee" will be collected at the next session.
- I request you to make our time together a priority, but if important issues necessitate us rescheduling, I will work with you and will appreciate the same courtesy if I have emergencies.
- Problems: If I ever say anything that upsets you or doesn't feel right, please bring it to my attention. Honesty and trust are critical for our relationship to grow. I value creating a safe and open place for you to come with confidence. Our coaching relationship is not therapy or psychological counseling. If there is a question about this relationship, please bring it to my attention immediately.

Once again, I am pleased to have been selected as your Christian Leadership Coach, and a way I will know if I am serving you with excellence will be through your feedback. It would be an honor if you would refer me to your friends and associates who might benefit from coaching or spiritual direction.

I am looking forward to our next session. I invite you to join with me in prayer for our time.

God's Blessing,

*David M. Oliver*



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