



BE WHOLE CHRISTIAN CENTER

Apostle Benton Hill, Pastor • Prophetess Damita Hill, 1st Lady

Helping Hands

Policies and Procedures

Mission Statement: Our mission is to set the captives free. And in the process bankrupt hell from all its power and authority. Isaiah 61:1 AMP *“The Spirit of the Lord God is upon me, Because the Lord has anointed and commissioned me To bring good news to the humble and afflicted; He has sent me to bind up [the wounds of] the brokenhearted, To proclaim release [from confinement and condemnation] to the [physical and spiritual] captives And freedom to prisoners,”*

The counselors and participants are required to sign and abide by the policies and procedures. This policy and procedure manual is the best defense for the counselors and church participants alike. The church participants will be protected from counseling abuse, and the counselors and church will be free from liability and able to continue with this ministry.

Policies

- I. To receive counseling you must be a member of BWCC
- II. BWCC counselors are lead by God. Not all members requesting counseling service will receive it from BWCC. All our cases are Holy Spirit Lead.
- III. *Key elements in our counseling policies should require counseling service to do the following:
- IV. 1) Limit counseling session to Biblical and Spiritual counseling, refuse to provide medical or mental diagnosis.
- V. (2)Emphasize the Biblical counseling by (1)keeping the bible open clearly in sight throughout each counseling session (if possible) (2)reading from one scriptural reference during the counseling session. 3)Assigning scriptural homework to the person being counseled; and 4)Beginning and ending each counseling session with prayer.
- VI. * Require each person being counseled to sign a Counseling Agreement in which He/She (1) acknowledges the counseling provided is Biblical and Scriptural based. (not clinical) (2) agrees not to sue the counselors or church for any expenses or damages resulting from the counseling services.(3) agrees that otherwise confidential communication may be disclosed to appropriate state law enforcement authorities where required by law and our Apostle Hill and head Prophetess First Lady.
- VII. * Refer members with serious cases requiring professional counseling to a professional medical or psychiatric counselor with special training.. Emergency room etc..
- VIII. * Set a limit of 7 sessions each session lasting no more than a hour.
- IX. * The counseling session time and location will be in writing unless an emergency arise.
- X. *Avoid counseling member of the opposite sex out of sight and alone. Instead make sure the counseling session is clearly visible to the other counselors.
- XI. * Never touch anymore in an inappropriate way
- XII. *keep all detailed records of counseling sessions including noted confidential
- XIII. *keep a log of times and dates
- XIV. * keep a log of those who were there and the reason why they were present
- XV. *reason for session, problem why counselor was sought
- XVI. *any unusual incidents, statements occurring during the session ; for example threats to self or others.. allegations of child abuse.
- XVII. *keep logs of the spiritual advice that was given.
- XVIII. After each counseling session the counselor shall meet with the leader of helping hands to discuss the outcome.
- XIX. Priority Cards are available by the front door. These cards are for those who already have a counselor. In an event that they need to communicate with their counselor for emergencies or changes, they can fill out the card and turn it into their counselor