

## POLICY AND PROCEDURE FOR COUNSELORS

- 1) Any counselor who conducts formal counseling sessions at Cornerstone Church must have received training from an Association of Certified Biblical Counselors (ACBC) certified training institution.
  - a. Either from The Masters College or from Cornerstone Disciple and Biblical Counseling Training Center, or from another training institution approved by the board of elders.
  - b. Any counselor must have satisfactorily completed the required assignments from the training institution and be approved by the board of elders, or Steering committee if not yet replaced by the board of elders, to counsel in Cornerstone Church.
  - c. Any counselor who is not yet certified by ACBC will pursue certification and if within two (2) years after starting the certification process, the individual is not yet certified, they will temporarily be removed from the counseling ministry until the certification process is either complete or started back up again if it was placed on hold. If the individual does not want to pursue ACBC certification, it will be determined by the board of elders if this person will be allowed to continue to provide counseling in Cornerstone Church.
- 2) Any observer who sits in on counseling session must have already completed the required certified counseling training, or be currently in training.
- 3) When counseling a member of the opposite-sex, there will always be another person in the room. Whether it is another counselor or an observer, there will always be someone else.
  - a. It is preferable to have another counselor or observer of the same sex as the counselee. This is so that the counselor may transfer the counseling to the second counselor or the observer.
  - b. If the counselor is married, it is preferred to have their spouse as the second person. If this is not possible then the second counselor or observer will be chosen from a list of already trained counselors or from those who are currently in counseling training.
  - c. The counselor will refrain from any speech or action that could in any way be construed as sexual or romantic.
- 4) When conducting counseling of a minor there will always be one or more parent or guardian present and another counselor or observer.
  - a. A minor is considered anyone who is under the age of eighteen (18) for the purpose of this policy.
  - b. If the minor is thirteen (13) years of age or older and does not want the parent or guardian present during the session, this will be permitted as long as there is at least one (1) other counselor or observer in the room and the parent or guardian consents.

- 5) All notes and records taken during the counseling session should be secured and kept strictly confidential.
- 6) In order for all counselors to remain accountable to the Cornerstone Church elders for their theology and practice of counseling, each counselor will be overseen by one of the elders and will help the counselor to think through each counseling case. Elders are called to not only practice counseling, but are also held accountable for what kind of counseling is being done in the church.
  - a. In the event that a church member seeks counseling outside the church, the Cornerstone Church elders will ask the why they are doing so and ask them to begin counseling through Cornerstone.
  - b. If counseling outside the church continues, the elders will request from the church member a record of what is being discussed in the counseling, as well as the counsel that is given.
  - c. The goal is for all church members to receive care and counseling through Cornerstone Church since the elders are held accountable for their souls (Heb 13:17).
- 7) Cornerstone Church will conduct a criminal background check on all counselors prior to them becoming a part of the counseling ministry.

**CORNERSTONE CHURCH**   
**JACKSON, WYOMING**