

# COVENANT EFC

## INDEMNITY, CONFIDENTIALITY AND CONSENT

### 1. MY COMMITMENT

- a. I have a sincere desire to overcome whatever problems which are or may be hindering me from growing my discipleship in Christ. I will cooperate fully with my Ministry Leader/s and with the Holy Spirit, in order to facilitate receiving God's help.
- b. I am committed to overcome my problems. Until then, I will not take my life or harm myself or harm anyone else in any way, no matter how desperate I may feel.
- c. I am attending the ministry session(s) willingly and am not coming under duress or influence of any person.
- d. My Ministry Leader/s may ask me to pray, fast, or do some homework in conjunction with my desire to seek help. I accept such request(s) as an essential part of my healing process and shall treat such request(s) with all seriousness.
- e. If I am currently seeking psychiatric treatment or have previously sought psychiatric treatment, I will inform and keep my Ministry Leader/s updated of such treatment and of any diagnosis.

### 2. REFERRAL

- a. If my Ministry Leader/s feels that they are not equipped or not able to minister to my particular need(s) or if I need a longer term of ministry than expected, they may, in conjunction with CiC pastoral and ministry staff, refer me to appropriate help within or outside CEFC.
- b. I hereby authorized CiC pastoral and ministry staff to release relevant information and records for the purpose of such referral.

### 3. INDEMNITY

- a. I accept that the Ministry Leader/s may not be licensed or professional counselors. I shall not hold CEFC or the Ministry Leader/s liable for any loss, injury, and/or damage that I may suffer perceived or otherwise in connection with the help that I will be receiving from the Ministry Leader/s.

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- b. I understand and accept that neither CEFC nor the Ministry Leader/s has made any representation or warranty as to the fitness for purpose, effectiveness or accuracy of any service, advice or opinion which the Ministry Leader/s or CEFC may provide to me in the course of ministry.
- c. In addition, I hereby agree to indemnify and hold CEFC and the Ministry Leader/s harmless against any claim(s) for loss and/or damage that any third party(ies) may have against CEFC and the Ministry Leader/s in connection with the help that I will be receiving from the Ministry Leader/s.
- d. I understand and accept that, if I should harm myself or another being, or if I should state an intent to do so, CEFC and the Ministry Leader/s have the option of discontinuing the ministry, and report or make referral to the relevant authorities. I will not hold CEFC and the Ministry Leader/s responsible for any harm, loss, damage that arises after ministry is discontinued.

#### **4. WAIVER OF CONFIDENTIALITY**

- a. Subject to paragraphs 4b to 4e, CEFC and the Ministry Leader/s will hold in strict confidence all information and documents shared by me, and all records taken, during my ministry sessions. Once the ministry to me is over, the records will be shredded or deleted after storage of 5 years. Such shredding and deletion exercise will be conducted once per calendar year for those records that are 5 years or longer.
- b. I hereby waive my right to confidentiality strictly for the following purposes:
  - i. Ministry Leader/s may share my information and records of my ministry sessions concerning my needs when they report to CiC pastoral and ministry staff. My information may also be used for discussion, in confidence, without revealing my identity, with other ministry leaders and supervisor for the purpose of consultation and learning.
  - ii. CiC pastoral and ministry staff and/or the Ministry Leader/s may report to the relevant authorities and my District Mentor, if they discover or suspect that:
    - (1) I have intention to breach any laws of Singapore,

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- (2) I have intention to harm another person (including any violence or abuse),
  - (3) I have intention to harm myself (including abortion and suicide risk),
  - (4) another person has intention to harm me or harm a third party (including any violence or abuse),
  - (5) I have revealed that I have been sexually violated or abused.
- c. In addition to paragraph 4b above, if I am a minor below the age of 18 years, CiC pastoral and ministry staff and/or the Ministry Leader/s may also inform my parents or legal guardian (as the case may be) of any of the circumstances mentioned in paragraph 4b ii above.
- d. CiC pastoral and ministry staff and/or Ministry Leader/s may also inform my District Mentor if my issues involve serious pastoral concerns, including but not limited to the breakdown of marriage, extra-marital affairs or financial borrowing from other church members.
- e. I am aware that the counselling room is under CCTV recording (without audio) for surveillance and security purposes.

## 5. CONFIDENTIALITY IN COUPLE'S THERAPY

If I or my spouse decides to have some individual sessions as part of the couple's counselling, what we say in those individual sessions will be considered to be a part of the couple's counselling and can be discussed in our joint sessions. We are aware that we have the right not to tell our Ministry Leader/s any information that we do not wish to be included in subsequent joint discussions.

## 6. ONLINE MINISTRY SESSIONS

Online ministry sessions are helpful on ensuring continuity of care when physical meeting is not permitted. They will be carried out using electronic means through third party software and service providers such as, but not limited to, Zoom, WhatsApp, Google Meet and FaceTime. I agree to the following undertaking and measures to ensure the smooth and safe conduct of these sessions:

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a. Physical Safety

Should I be in crisis requiring high level of support and intervention, the ministry leader/s may contact the family member(s) or any other identified contact person (also known as emergency contact), and direct me to seek support from the appropriate professional, which may include psychiatrist or medical personnel at the Accident and Emergency department (A&E).

b. Confidentiality

To ensure that other people will not overhear the sessions, I and ministry leader/s will conduct the online session in a room or area where other people are not present and cannot overhear the conversation. Using of headphone is highly recommended.

c. Technological Issues

The session may be disrupted or distorted by technical failures such as instable WIFI or internet connection. Should the session be disrupted by technical issues, the ministry leader/s will wait for a few minutes and recontact me via the same electronics platform. If the technical disruption remains unresolved, the ministry leader/s will call or email me using the contact information provided by me.

d. Efficacy of Online Session

Should I and ministry leader/s decide that online session is no longer suitable, we will discuss options of (i) deferring the session till in-person ministry is permitted, or (ii) referrals to another professional who is able to engage in in-person counseling.

e. Audio and Video Recording

The online sessions shall not be recorded in any way unless agreed to in writing by mutual consent. The ministry leader/s will maintain case-notes of the session in accordance with how records are kept for in-person sessions.

## 7. CONSENT

I have read thoroughly this document and I understand the content of the material. I also understand my rights and responsibilities as counselee and my Ministry Leaders' responsibilities to me. I am therefore giving my full consent to undertake counselling with my Ministry Leader/s by clicking "I agree".