



Soul Shepherding Spiritual Director Agreement

March 28, 2024

Over 40% of pastors are considering quitting, mainly due to burnout, according to a recent Barna survey. They're overworked, overstressed, and their ministry often hurts their family and themselves. They are isolated and do not know who to trust to help them care for their soul.

Soul Shepherding was started in 2009 by Drs Bill and Kristi Gaultiere to help pastors, missionaries, ministry spouses, and other Christian leaders *go deeper with Jesus in emotional health and loving leadership*. It has become a trusted and growing brand reaching 7.5 million people in 2023, including 10,000 devotional email readers each week, 2,000 podcast listeners each week, and 460 Institute retreat completions (including over 100 in Rwanda and Mexico).

As a Spiritual Director with Soul Shepherding you are helping us to change the world one leader at a time by providing spiritual ministry to pastors, leaders, and others through discipleship, coaching, and spiritual direction. As you serve, you can earn income and expand the ministry of Soul Shepherding. As your ministry grows your income may also grow. Truly, we are better for God by serving with Jesus together.

This agreement is between Soul Shepherding and you as a spiritual director and/or coach serving on the ministry team, helping people to *go deeper with Jesus in emotional health and loving leadership*. Its purpose is for your ministry to flourish for your clients, you, Soul Shepherding, and, most of all, the Kingdom of God. When these commitments are kept by all of us it protects the integrity of the spiritual direction ministry that each of us are offering to the public. The agreement is subject to renewal after 12 months.

If you have questions about any of these policies please discuss them with Dave Rimoldi, Sr. Manager of Spiritual Direction with Soul Shepherding.

Soul Shepherding Commitments

1. We will pay you the agreed upon percentage of client fees collected for your spiritual direction or coaching services, with the percentage depending upon your credential as a Spiritual Director, Sr. Spiritual Director, or Sr. Coach (see the "Spiritual Direction Credential Program" below). The balance of client revenue is your ministry participation to support Soul Shepherding's related administrative costs (e.g., program set up, client scheduling and billing, tools, overhead, marketing) and

ministry to pastors, missionaries, and other leaders. (This policy applies to independent contractors. Employees will be paid their hourly wage or salary.)

2. We will provide you with a professional listing on our website with your name, title, specialties, bio, and “Book Appointment” link. This will give you significant visibility since SoulShepherding.org receives over 1,000,000 views per year.
3. We will provide you with our Acuity scheduling system that handles client booking, client billing, and key administrative communications for you so you can focus on providing spiritual direction ministry.
4. We will certify your ministry role so you can publicly identify yourself as a “Spiritual Director,” “Sr. Spiritual Director,” or “Sr. Coach” with Soul Shepherding (if you complete that credentialing and are approved) and you can advertise this on your personal website and social media, including linking to your profile on SoulShepherding.org. (Being certified by Soul Shepherding only applies to your contracted work with Soul Shepherding. Graduates of any spiritual direction training programs receive a “certificate of completion.” Earning and maintaining a “certification” is different—it relates to the quality of your ongoing work and maintaining certain standards. Soul Shepherding only provides certification for current spiritual directors and coaches on our team at each of the three tiers.)
5. We will put you on our list of approved spiritual directors to receive referrals from the students in our Certificate in Spiritual Direction and Certificate in Coaching, pastors/leaders in our Healthy Pastor Care program, and other referrals.
6. We will give you exclusive access to specialized training and ministry opportunities for you to serve as a spiritual director, share your ministry with your contacts, and generate new clients. Examples include providing One Day Retreats and Enneagram Coaching (when qualified and approved).
7. We will give you exclusive access to specialized tools for spiritual direction and coaching that integrate Jesus-centered psychology for your enrichment and to help you better serve your clients.
8. We will give you up to 5 free supervision group meetings per year led by a trained SS spiritual direction or coaching supervisor. Additionally, we will facilitate your access to be part of an authentic, Jesus-loving community, empathetic spiritual directors. You can arrange meetings with other SS spiritual directors for peer supervision or mutual support (at no cost).
9. We will provide you with marketing tools to assist you in letting people know about your ministry as a Spiritual Director with Soul Shepherding. This includes your profile page on SoulShepherding.org, digital business cards, social media posts you can share, email copy for you to send to people you know, and other digital assets you can share.
10. We invite you to apply to serve as a volunteer spiritual director at Institute retreats, which gives you a “refresher” retreat at no cost (except your travel), can help you hone your ministry skills and generate new clients.

11. If you complete the “Enneagram & Emotions” video course then you are eligible to have the “Enneagram” specialty tag added to your profile.
12. If you are a Sr Coach then we will consider you a candidate for a possible invitation to serve as a *Leadership* Coach with Soul Shepherding (and add that speciality tag to your profile).
13. We will consider you a candidate for a possible invitation to represent Soul Shepherding as a speaker to churches, groups, and organizations (at times this will include payment), using our proprietary and branded content developed from our books.
14. We will consider you a candidate for a possible invitation to work on the Soul Shepherding faculty as a teacher or supervisor in our Spiritual Direction Certificate Training and Coach Certificate Training. Supervisors can also see spiritual directors in SS or the public as clients for supervision (supervision is a speciality tag).

Spiritual Director Commitments

1. I agree to do my best to represent the ministry of Soul Shepherding as an ambassador of Jesus Christ, including supporting its [Statement of Faith](#) and [Core Values](#) and seeking to protect the reputation and witness of the organization and its staff. This will encompass the totality of my online presence, including the way I represent myself on all social media platforms I use.
2. I agree to abide by the [ESDA Code of Ethics](#) in all the spiritual direction or coaching services that I provide for Soul Shepherding, including meeting with clients and providing seminars, retreats, or other ministry.
3. I agree to the revenue sharing agreement with Soul Shepherding that I will be paid the agreed upon percentage of my spiritual direction client fees collected (based on my credential described below) and the balance will be my ministry participation to support Soul Shepherding’s ministry to more pastors and leaders, including those with financial needs.
4. I agree that all of my sessions with paying clients for spiritual direction or coaching—whether online, phone, or in person— will be done through Soul Shepherding, including using its Acuity scheduling and payment system. This means I will not engage in a separate spiritual direction or coaching practice that competes with my ministry with Soul Shepherding.
5. I agree that when I advertise or offer my spiritual direction or coaching services on a website, email, social media, or other online platform to identify myself according to my approved credential as Spiritual Director, Sr. Spiritual Director, or Sr. Coach with Soul Shepherding and to include a [link to my profile](#) (or the page with all the provider profiles) on SoulShepherding.org.
6. I agree to suggest Soul Shepherding books and resources for my clients whenever it is likely to help them take their next steps with Jesus. (Of course, we encourage you to share any Christian book or resource that has values consistent with Soul

Shepherding and which you believe will be helpful to your client.) When a Soul Shepherding book or resource and an outside book or resource have the same purpose, I agree to suggest the Soul Shepherding book or resource, unless there's a specific reason why the outside book or resource is better for the client.

7. I agree to suggest Soul Shepherding retreats, spiritual directors, coaches, speakers, Sabbatical program, and other services or programs to my clients whenever they are likely to help my clients take their next steps with Jesus. (Of course, we encourage you to share any Christian service and program that has values consistent with Soul Shepherding and which you believe will be helpful to your client.) When a Soul Shepherding service or program and an outside service or program have the same purpose, I agree to suggest the Soul Shepherding service or program, unless there's a specific reason why the outside service or program is better for the client.
8. I agree to purchase and maintain a Zoom Pro account to be linked to the Soul Shepherding Acuity scheduling system.
9. I agree to purchase and continually maintain general liability insurance annually and to name Soul Shepherding as an "additional insured" (which normally does not cost extra) to cover claims of \$1,000,000 per incident (minimum) and \$3,000,000 aggregate (minimum). The estimated cost for this is \$150 to \$225 per year. Check with your insurance agent about your premium and coverages.
10. I agree to engage in periodic supervision sessions. This will help sustain my personal and spiritual well-being and ensure that I provide the best care for my clients, in line with the ESDA Code of Ethics and Soul Shepherding values. In addition to choosing from the group supervision meetings provided by Soul Shepherding, you can schedule individual supervision sessions with a Sr. Spiritual Director or Sr. Coach on the Soul Shepherding team for a discounted price.
11. I agree that if I decide to stop working with Soul Shepherding or if Soul Shepherding decides to disassociate from you, that each shall provide at least 30 days written notice. At that time, we will take your profile off our website. Unless we indicate otherwise, we ask that you continue to see your existing Soul Shepherding clients through Soul Shepherding for a mutually agreed transition period, during which you will be paid the same fee split as before. When that transition period ends, Soul Shepherding will contact those clients to let them know of your decision and provide them with your contact information so they can continue meeting with you (if you are still available to still see clients) and referral options to spiritual directors in Soul Shepherding (if they want to change to a new spiritual director within Soul Shepherding).

Spiritual Direction Credential Program

The Soul Shepherding credentialing program is for spiritual directors serving with Soul Shepherding. It helps you gain more experience as a spiritual director and receive supervision to improve your skills and supports SS helping more pastors and leaders with excellent Jesus-centered spiritual direction and coaching that's informed by psychology. Being "certified" by an organization is a higher bar than receiving a "certificate" for completing a course, because certification includes the organization attesting that a service provider is meeting current standards of excellence. At each credential level you are improving your spiritual direction skills and mastery, receiving certification from Soul Shepherding of your proficiency level, attracting more referrals, working with higher level leaders, able to charge a higher fee, and earning a higher percentage of what the client pays.

As a graduate of Soul Shepherding's Certificate in Spiritual Direction program you are eligible to apply and work toward three credentials (or certifications) offered by Soul Shepherding. Each credential indicates that you have met specific standards and requirements to further develop your skills in spiritual direction and/or coaching in your ministry with Soul Shepherding. After you complete one credential you can work toward the next level.

Soul Shepherding (SS) Credential Requirements and Benefits

Part of achieving and maintaining each credential is to sign the Spiritual Director Agreement each year, renew and submit your general liability insurance, and participate in the required number of group supervision sessions listed below. The calendar year for Spiritual Directors and Coaches is April 1 to March 31.

Spiritual Director

- Certificate in Spiritual Direction from Soul Shepherding (2 year program)
- Completion of the "Grow Your Ministry" mini course (coming summer of 2024)
- Application accepted by Soul Shepherding
- Client fee is \$90 per session (see below for optional discounts you can provide)
- You earn 50% of client fees
- As Soul Shepherding retains 50% of client fees you help cover organizational costs and participate in God growing this ministry.
- To earn and maintain your credential, you need to attend a minimum of 5 group or individual supervision sessions per year (these can be applied to becoming a Sr. Spiritual Director). *
- You can grow personally and professionally and move towards applying to become a Sr. Spiritual Director.

Senior Spiritual Director

- Certificate in Spiritual Direction from Soul Shepherding (2 year program)

- 100 hours of client experience as a Spiritual Director with Soul Shepherding *
- To earn and maintain your credential, you need to attend a minimum of 5 group or individual supervision sessions per year (these can be applied to becoming a Sr. Coach)
- Application accepted by Soul Shepherding
- Client fee is up to \$120 per session (see below discounts)
- You earn 60% of client fees
- As Soul Shepherding retains 40% of client fees you help cover organizational costs and participate in God growing this ministry.
- You can apply to serve as a Soul Shepherding supervisor with students in the Certificate in Spiritual Direction or Certificate in Coaching training programs.
- You can grow personally and professionally and move towards applying to become a Sr. Coach.

Senior Coach

- Certificate in Spiritual Direction from Soul Shepherding (2 year program)
- Certificate in Coaching from Soul Shepherding (1 year program that can be started after completing the Certificate in Spiritual Direction Program)
- 100 hours of client experience as a Spiritual Director with Soul Shepherding
- 100 hours of client experience as a Sr. Spiritual Director with Soul Shepherding
- To earn and maintain your credential, you need to attend a minimum of 5 group or individual supervision sessions per year. *
- Application accepted by Soul Shepherding
- Client fee is up to \$150 per session (see below discounts)
- You earn 70% of client fees
- As SS retains 30% of client fees you help cover organizational costs and participate in God growing this ministry.
- You can apply to serve as a Soul Shepherding supervisor with the Certificate in Spiritual Direction or Certificate in Coaching training programs.
- You can apply to serve as a Soul Shepherding Institute faculty member and/or speaker.
- You grow personally and professionally as a Soul Shepherding influencer.

Fee Guidelines and Client Discounts

Your credential determines your standard fee for providing services of spiritual direction, coaching, and, if approved, supervision (see above). Students in our Institute certificate programs receive a standard 20% discount on spiritual direction from Soul Shepherding spiritual directors.

With any credential, at your discretion, you can offer a client a coupon code for financial need-based discounts of 20%, 25%, 40%, or 60%. (The student discount is limited to 20%.) The client fee will be reduced by that amount and you will receive the fee split percentage that goes with your credential (see above).

*** Supervised Client Experience**

When spiritual directors with SS provide excellent Jesus-centered spiritual direction it benefits each client, each spiritual director, SS, and, most of all, God's kingdom.

To earn and maintain your credential at a particular tier, you need to obtain 5 hours of supervision each year. At least two of these need to be from a SS staff member who is Sr. Spiritual Director or Sr. Coach who has been trained in supervision. Of the required 5 hours, up to 3 hours can be arranged as peer supervision from another Soul Shepherding Sr. Spiritual Director or Sr. Coach with SS.

Group supervision times will be offered approximately every month from a Soul Shepherding staff or team member who is Sr. Spiritual Director or Sr. Coach and has been trained in supervision. To attend a supervision group, you will need to register in advance, according to the supervision group schedule provided. Group supervision is included in your revenue share agreement. For 1:1 supervision, the cost is \$70 for a 45 minute session.