



## Spiritual Guidance Policies and Expectations

2024

---

Siena Retreat Center (SRC) seeks to be a place where spiritual guidance is an active and ongoing ministry provided to our community. In pursuit of that, spiritual guides who are not employed by SRC are able to use the designated Spiritual Guidance Room to provide this ministry, provided they commit to the following policies and expectations:

### Use of Siena Retreat Center's Facilities

- Only approved affiliated spiritual guides can use space at SRC to offer spiritual guidance. Covenants between the spiritual guide and SRC are renewed annually.
- On-site sessions can only be scheduled when the front desk is staffed, or another full-time staff member of SRC is on-site.
- Spiritual guides are responsible for having their own liability insurance. The spiritual guide assumes responsibility for damages, loss, or destruction to any SRC campus property by any seeker. The spiritual guide will notify SRC staff of any property damage caused.
- Spiritual guides are responsible for reserving the Spiritual Guidance Room and commit to vacating the room promptly at the end of their reservation.
- Reservations of the Spiritual Guidance Room occur in 90 minute increments and have a room usage fee of \$10/session. Payment is required upon arrival at the retreat center for the session. This policy is able to be changed at the discretion of SRC with written notice provided to affiliate spiritual guides.
- Spiritual guides may reserve the Spiritual Guidance Room at SRC to meet with any seeker they are accompanying, whether or not the original referral came from SRC.
- Seekers must be 18 years of age.
- SRC has a very sensitive fire detection system. No candles or incense is allowed in the building. Flameless candles and other environmental items are available for your use.

### Receiving Referrals from Siena Retreat Center

- Spiritual guides agree to receive referrals from SRC, ranging from single sessions for private retreatants to seekers looking for ongoing spiritual guidance.
- The hope of SRC is to increase the presence of the ministry of spiritual guidance at the retreat center. Therefore, referrals received from SRC are expected to take place on-site at SRC. Occasionally, sessions can take place virtually based on temporary circumstances. SRC reserves the right to revoke referral privileges should a pattern of virtual sessions emerge.
- Spiritual guides will respond to the Director of SGI within one business day when a referral is made, so that if the spiritual guide is unavailable another spiritual guide can be contacted.

### **Sessions with Ongoing Seekers**

- Once the referral is passed on to the spiritual guide, the spiritual guide is responsible for scheduling the session and reserving the Spiritual Guidance Room for each session.
- Spiritual guides will receive payment directly from the seeker. The spiritual guide may set their own fee for these sessions.
- Spiritual guides will be asked to pay the \$10 room usage fee upon arrival at the retreat center for the session.

### **Sessions with Private Retreatants**

- At the time the referral is made, the session will be scheduled in collaboration with the Director of SGI. The Director of SGI will reserve the Spiritual Guidance Room.
- The spiritual guide will receive a stipend check from SRC of *\$50/session* upon completion of the session. It may take up to 2 weeks to receive the check in the mail. Agreement to receive an ACH payment directly to a bank account will facilitate faster processing of this stipend.

### **Other Expectations**

- The spiritual guide will meet monthly with their own spiritual guide.
- The spiritual guide will regularly be engaged in the practice of supervision, preferably monthly with an individual supervisor.
- The spiritual guide will reach out to the Director of SGI promptly with any questions or concerns that arise regarding these policies and expectations.