

Agreement to Participate in the Mediation Process

1. Mediation – Mediation is a cooperative decision-making process, facilitated by impartial Help Team members who assist the parties in the negotiation of a mutually acceptable settlement of differences.
2. Confidentiality – The Help Team and all parties involved in the mediation process are expected to maintain the confidentiality of the situation within the membership of the congregation.
3. Contact person(s) – As part of the mediation process, a person or persons (no more than two) will be selected by the parties involved to coordinate arrangements with the Help Team.
4. Intake sessions – Prior to mediation, intake sessions will be held as a means for Help Team members to obtain all information relevant to the perceived issues(s). All parties (congregation council members, committee members, teachers, etc.) potentially affected by the situation will be expected to participate in an intake session.
5. Mediation session – The mediation session will be scheduled for a date on which persons representing the various viewpoints of the issues to be resolved can attend. Participants in the mediation session must include all individuals who will have to agree to the provisions of a memorandum of agreement. At least two weeks should be allowed for everyone to review the analysis before the mediation session is scheduled.
6. Mediation costs – To ensure commitment to completing the mediation process, a small fee will be due prior to the intake sessions. The fee for congregations with 199 and fewer confirmed/communing/contributing members will be \$200.; for congregations with between 200 and 299 members, the fee will be \$400.; for congregations with 300 members and more, the fee will be \$600. The congregation also will be responsible for paying a portion of the team members' out-of-pocket expenses, such as travel and meals.
7. Agreement – We, the undersigned, have read and understand this Agreement to Participate in the Mediation Process. We accept the terms of the Agreement. We acknowledge our interests may conflict on some issues. We will work in good faith toward resolutions acceptable to all parties involved.

Date: _____