



## Mediation Guidelines & Agreements for Mediation Sessions

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The following Guidelines and Agreements shall apply and be followed by the parties in all mediation sessions in this matter.

In an effort to maximize our discussions and to do so in a manner that gives witness to our faith and trust in Jesus Christ, we agree to conduct our discussions according to the following guidelines. We will share these with all individuals participating in any mediation session advising them that such sessions will be conducted according to these guidelines.

1. We will each complete all preparation assignments requested by the mediator.
2. All actions and words spoken will be taken in a manner to glorify God.  
*So whether you eat or drink or whatever you do, do it all for the glory of God I Cor. 10:31*
3. All discussions shall be confidential. Decisions regarding reporting to others will be discussed and agreed upon in advance at the conclusion of our meeting.
4. Think the best of one another. Do not assume bad motives.  
*Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Phil. 2:3-4*  
*Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy--think about such things Phil. 4:8.*
5. Do not interrupt. Be quick to listen and slow to speak.  
*My dear brothers, take note of this: Everyone should be quick to listen, slow to speak and slow to become angry. James 1:19*  
*He who answers before listening--that is his folly and his shame. Proverbs 18:13.*

6. Speak the truth in love.  
*Instead, speaking the truth in love, we will in all things grow up into him who is the Head, that is, Christ. Eph. 4:15.*

7. Respectful discussions. Speak to build one another up, not to tear down.  
*Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Ephesians 4:29*

*A gentle answer turns away wrath, but a harsh word stirs up anger. Proverbs 15:1*

8. Full and open disclosure  
*Simply let your `Yes' be `Yes,' and your `No,' `No'; anything beyond this comes from the evil one. Matthew 5:37;  
Therefore, each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body. Ephesians 4:25*

9. Breaks & Individual meetings. Each of us may ask for a break or individual meetings with the conciliators. Such breaks will be conducted using Zoom breakout rooms.

Agreements regarding the use of Zoom platform for conducting the mediation sessions.

1. Each person shall provide a quiet place for his/her device and participation, being careful to eliminate noise distractions.
2. Each party will ensure that the room and the location within the room does not create back lighting of the individual so they can be clearly visible. Each party will confirm this in advance of joining the Zoom meeting.
3. Each party will ensure, in advance of the mediation session, that their location has adequate internet connectivity to allow the video and audio function of Zoom to work uninterrupted.
4. Each participant will participate from a separate device with a camera and mic. Each device will be capable of providing video and audio of the party. Parties will not use i-phones as their device for participation. Parties will not use such device for other purposes during the mediation and will close all other browsers to enhance internet connectivity.

5. Each person will not share log-in details with anyone not specifically invited by the Administrator to the meeting.
6. Each person agrees to disclose all individuals by name that are participating in the meeting, whether seen or not in video. Each person agrees to ascertain that no one else can see or hear the discussions during all conciliation meetings. If a person is participating with the assistance of counsel, and such counsel is present with the party in person, each will use separate devices, but mute so there is not feedback from one device to another.
7. Each participant agrees to provide an email address and phone number which may be used if a connection is weak or lost.
8. Each person agrees to keep video and audio on except as restricted by the Administrator (such as muting in large meetings. Parties will be muted when not speaking, with the ability to unmute when they speak). This helps everyone see that others are actively participating and not distracted.
9. Each person agrees not to record either the video or audio sessions by any means, except that personal notes may be taken for personal use only.
10. Each person agrees to the confidentiality agreements in the *Rules of Procedure for Christian Conciliation*. As a reminder, everything shared in reconciliation meetings by others shall be kept confidential and not shared with anyone without specific permission by the person sharing the information. If an agreement is reached (e.g., in mediation), the parties will determine what information from their mediation can be shared with others and with whom.
11. The Administrator may use breakout rooms for small groups to meet. If, however, someone is inadvertently included or excluded, everyone in the breakout room is responsible for leaving and/or notifying the Administrator to make the correction.
12. Parties will NOT use private chat feature.
13. Each party will have a designated person familiar with and capable of using Zoom features to share documents as needed throughout the mediation. Said person will contact the mediator no later than 2 days before the mediation session to review and discuss such features and confirm the party is familiar with and prepared to assist in this manner.

14. All documents a party intends to discuss or reference during the mediation shall be provided to the other parties and the mediator no later than 3 days before the mediation session. Such copies may be provided electronically.

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