

Instructions for Completing and Mailing Intake Form

After confirming our availability to your situation by our office at 770-591-4770, please download, complete and sign our intake form. Please mail in the entire intake form without removing any pages. When you mail your intake form, please mark the envelope as CONFIDENTIAL and mail to:

First Baptist Woodstock
Pastoral Counseling Ministry
Attn: Intake Personnel
11905 Hwy 92
Woodstock, GA 30188

After your intake form is received by mail our office staff will begin the interview and/or placement process. You may be asked to come in for an intake interview to aid in placing you with the appropriate counselor in our ministry or to advise referral. Our office staff will contact you for scheduling or for an intake interview.

If you are seeking couple or family counseling, each person seeking counseling must complete an intake form.

On the last page of the intake form you will notice a small box so that you may indicate what appointment times are best for you. Please offer as much flexibility as possible. We will attempt to accommodate these times as our schedule allows.



Personal Data Intake Form

PASTORAL COUNSELING MINISTRY

of First Baptist Church Woodstock

Welcome to the Pastoral Counseling Ministry of First Baptist Church Woodstock - where we seek to offer Biblically based, Christ centered pastoral/lay counseling, addressing many common issues of life. Our ministry team consists of staff counselors and volunteer lay counselors.

Your counseling sessions may be provided by a lay counselor. Lay counselors work under the supervision of staff counselors. Staff counselors consist of ordained ministers with formal counseling training (pastoral counselors) and/or professional counselors..

Qualifications of Volunteer Lay Counselors: Because of the Biblical and spiritual nature of this ministry, we train our own volunteers for the ministry of lay counseling. Lay counselors have received training through our lay counseling training program, or another approved program, in listening and helping skills, and the application of Biblical/spiritual principles to the issues of life. In this kind of discipleship process, the Holy Spirit, not the pastoral/lay counselor, is the agent of individual change – provided one cooperates with Him. Our goal is to present God's plan for personal change in the midst of one's circumstances by utilizing helping skills, prayer, Scripture and spiritual/Biblical principles.

The lay-counselors do not possess professional licenses or certifications issued by the State of Georgia for the practice of professional counseling, marriage and family therapy, or social work specialties; nor do they necessarily possess the required education, experience or training for such licenses. Referral options to outside professional providers are available upon request.

This ministry does not claim to meet any counseling requirements for court/probation/parole-mandated counseling. We do not render any financial, legal or medical opinions and/or advice.

Training Program: The Pastoral Counseling Ministry provides lay counseling training. It is imperative that our students observe the counseling process. You may be asked if a counseling student can be present during your session. You may verbally decline this request.

Limitations of Confidentiality: It is understood (and agreed) that all statements, whether written or verbal, with your pastoral/lay counselor are of a confidential nature and ethically cannot be disclosed, without written consent, with the following exceptions that will result in confidentiality being waived.

1. Suspicion of child/elder abuse - We reserve the right and/or may be mandated by law to report child abuse or suspicion of child/elder abuse of any type to the proper authorities and/or the right to cause a report of child/elder abuse to occur.
2. Threats to harm self or others - We reserve the right and/or may be mandated by law to disclose to the appropriate person, agency or civil authorities any threats of harm that a person may attempt or desire to do to one's self or to others.
3. Necessity of supervision - To insure the highest quality counseling process, as a rule your pastoral/lay counselor will consult with their counseling supervisor regarding your session/s.
4. Necessity of consultation - We reserve the right to consult with other counseling professionals or appropriate church ministry staff members regarding your sessions. This consultation will be held in the same level of confidence as your sessions.

Resolution of Disagreements: If a dispute should arise between the person receiving ministry and the pastoral/lay counselor (and/or the Church) regarding the pastoral/lay counseling session or the pastoral/lay counselor's advice or conduct, one should bring this dispute to the attention of the Director of the Pastoral Counseling Ministry. If the dispute cannot be resolved at this level, all parties agree to resolve such dispute by submitting to the Church's Executive Senior Staff team for full and final resolution and conciliation.

Waiver of Liability: In consideration for receiving any form of counseling from the Pastoral Counseling Ministry of FBCW, the person receiving the counseling agrees to release and waive any and all claims of any kind against the ministry, the staff, the pastoral/lay counselor(s) or the Church, which may arise from, result out of, or be related to conduct or advice given.

Counseling Files: All counseling files and their contents belong to the Pastoral Counseling Ministry.

Donations to Ministry: This ministry is made possible by the tithes and offerings of the members of First Baptist Church Woodstock. If you are not a consistent contributor to FBCW we ask you to help support this ministry, based upon your abilities, through donations while you are receiving counseling. Please make your checks payable to First Baptist Church Woodstock.

Book or Tape Policy: Some counseling related books or tapes are available for purchase or loan to our counselees. Should you borrow any books or tapes you are expected to return the items within two-weeks or make arrangements to purchase them.

Availability: Our ministry carries an extensive waiting list. Members of First Baptist Woodstock will be given priority on our waiting list. We will gladly see non-members if our schedule allows. If our waiting list is prohibitive, we will offer outside referral options. Our ministry is available on an appointment basis. Sessions are held during office hours. Most sessions are available Monday through Thursday, 9 - 4. You may inquire as to any additional availability.

Session Duration: Length of counseling may extend up to twelve sessions. Extending beyond twelve sessions will require the counselor's recommendation and supervisor's approval. A typical session is one hour, which consists of 50 minutes in session and 10 minutes of paper work completion.

Cancellations or Reschedules: We carry an extensive waiting list. Therefore, if you need to reschedule or cancel an appointment, we ask that you **call at least 24 hours in advance**. This allows us to reschedule others who are on our waiting list. Repeated failure to keep appointments or give proper notice of cancellation may result in termination of sessions.

Homework: Be advised that your counselor will likely assign homework. Homework is a vital part of the change process; therefore, completion of the homework assignments before your next session is expected.

What is expected of you? It is our belief that change must begin with ourselves as we look to Christ for the power to change. Therefore, we ask you to approach the counseling process as an opportunity for personal change and spiritual growth. We ask that you refrain from the temptation of focusing on others, and instead we ask you to focus on what changes God desires to make in your life, in the midst of your circumstances.

I have carefully read this information sheet and agree to all of the stated terms and conditions. I also agree that all the information on my personal data form is true and complete to the best of my knowledge.

Name (printed)

Signature

Date

Parent or legal guardian signature (if counselee is a minor)

Date

PERSONAL DATA FORM

Name: _____ Home Phone: _____
Address: _____ Work Phone: _____ ext. _____
City: _____ Cell Phone: _____
State: _____ Zip: _____ Yrs. at this address: _____ Email: _____

In case of cancellation or reschedule, may we contact you at any of the above phone #'s? _____

Sex: M F Birth date ____ / ____ / ____ Age: _____

Occupation _____ Employer _____

Marital status: Single Engaged Married Divorced Widowed

Name of Spouse _____ Age of spouse _____ Years married _____

Spouse's Occupation _____ Employer _____

This is your _____ Marriage This is your spouse's _____ Marriage

Names and ages of children (indicate children from previous marriage with an “*”.)

Who referred you to the Pastoral Counseling Ministry?

Name _____ Relationship _____

HEALTH / COUNSELING / LEGAL DATA

1. Are you presently under the care of any medical doctor / practitioner? Yes No

If yes, for what condition: _____

Doctor's name: _____ Phone: _____

2. Are you currently taking any prescription or non-prescription medications? Yes No

If yes, please indicate type and dosage:

Prescribed by whom:

3. Are you aware of any physical problems that impair your functioning? Yes No

If yes, please explain: _____

4. Are you currently receiving or have you in the last 3 years received counseling, individual or marital therapy, or been under the care of any mental health provider or addiction recovery provider?

Providers Name: _____ Phone: _____

Address: _____

For what issue: _____

May we contact this provider for additional information? Yes No

5. Have you ever been hospitalized or been in an outpatient program for emotional issues or substance abuse? Yes No If yes, please list when, where and for what issue. _____

6. Are you currently involved in, or anticipate being involved in any litigation or legal action?

Yes No. If yes, please explain : _____

CHURCH BACKGROUND

What church do you currently attend? _____ Are you a member? _____

Do you know for certain that if you were to die tonight that you would go to heaven?

Yes No Unsure. Would you like to discuss this with your counselor? _____

Has there been a time in your life where you have received forgiveness of sin and accepted Jesus Christ as your Lord and savior? Yes No Unsure

When did you do this? _____ Have you been baptized? _____

Have there been any recent changes in your spiritual life? _____

PRESENTING PROBLEM(S)

1. Please state, in your own words, the problem you are experiencing: _____

2. What is your goal in seeking help? _____

3. Are you open to Biblical and spiritual guidance for this issue? _____

4. Is the use/abuse of drugs and/or alcohol related to this problem, in any way? _____

If yes, please explain _____

5. Have you experienced any significant loss / crisis / life change recently? _____

Place a check mark beside any descriptions of what you are currently experiencing.

- | | | |
|---|--|--|
| <input type="checkbox"/> Anxiousness | <input type="checkbox"/> Depression | <input type="checkbox"/> Anger |
| <input type="checkbox"/> Confusion | <input type="checkbox"/> Fear | <input type="checkbox"/> Loneliness |
| <input type="checkbox"/> Despair | <input type="checkbox"/> Thoughts of suicide | <input type="checkbox"/> Hurt |
| <input type="checkbox"/> Guilt / Shame | <input type="checkbox"/> Withdrawing from others | <input type="checkbox"/> Distance from God |
| <input type="checkbox"/> Marital distress | <input type="checkbox"/> Parenting struggles | <input type="checkbox"/> Relational stress |

Best Time for Appointment

- Anytime 9am - 4pm, Monday through Thursday
- Anytime 9am - 11am on Friday (ladies only)
- _____ are the best hours.
- _____ are the best days

We will attempt to accommodate these times as our availability allows.
The greater flexibility you can have with your schedule may allow for quicker placement.