



Rod and Staff Ministries Intake Form 2011

Date: _____

Personal Information

Name: _____ Phone #: _____ Cell #: _____

Address: _____

City _____ Zip _____ Military: Yes__ No__ Branch _____

Occupation: _____ Business Phone #: _____

Gender: _____ Birthdate: _____ Age: _____ E-mail Address: _____

Marital Status:

Single Engaged Married Separated Divorced Widowed

Education: Last Grade Completed (Prior to college) _____ Other Education (List type and years) _____

Referred By: _____

Appointment Availability: _____

(example: anytime, evenings after 5:30, Tuesday afternoons, etc.)

The Basic Problem As You Understand It:

Briefly complete the following (please use additional paper if necessary):

1. Please describe the current problem.
2. What have you done about it?
3. What are your expectations in coming here?
4. What led you to seek help now?
5. As you see yourself, what kind of person are you? Describe yourself.
6. Is there any other info we should know?

INFORMATION ABOUT SPIRITUAL LIFE

Denominational Preference: _____ Church Name: _____

Church Address: _____ Pastor's Name: _____

May we contact your Pastor? _____ **Please Initial** _____

Church Attendance: Frequency of attendance _____ Times per month

Are you a member No Yes

If yes, how long? _____

Church attended in childhood _____.

What are you learning through the sermons/messages/bible studies at your church?

Please list ministry involvement: _____

Have you been baptized? No Yes When? _____

If married, religious background of spouse: _____

(Only if applicable) Spouse's church attendance:

Spouse's church name _____ Frequency of attendance _____ Times per month

Do you pray to God? Never Occasionally Often How often? _____

What do you pray about? _____

Have you come to a place in your spiritual life where you know with certainty that if you were to die tonight you would go to heaven?

Yes No Uncertain

If yes, what is your basis for answering the above question? _____

Have you received Jesus Christ personally as your Savior?

Yes -- When? _____ No Uncertain Don't know what you mean

If yes, please answer questions 1-3:

1. How do you know that Jesus Christ is your Savior? _____

2. What changes took place in your life when you became a believer? _____

3. Have you told household/family members about receiving Jesus as Savior? Yes No

If yes, who have you told? _____

Do you read the Bible? Never Occasionally Often How often? _____

Do you have personal devotions? Never Occasionally Often How often? _____

Describe your personal devotions: _____

Do you have family devotions? Never Occasionally Often How often? _____

Explain any recent changes in your spiritual life: _____

INFORMATION ABOUT PRIOR COUNSELING

Have you had counseling before? Yes No

Counselor Name (s)	Dates: To-From	Medication Prescribed	Outcome and Diagnosis
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

May we contact your counselor (s)? _____ **Please initial** _____

INFORMATION ABOUT PERSONAL HABITS AND HEALTH

Approximately how many hours of sleep to you get each night? _____
When do you normally: Go to bed? _____ Fall asleep? _____ Wake up? _____ Get out of bed? _____
If there is a length of time between going to bed and falling asleep, what do you do during that time? _____

If there is a length of time between waking up and getting out of bed, what do you during that time? _____

Describe any recent changes in sleep habits? _____

State of health: Very Good Good Average Declining Other
Date of last medical examination: _____ Results: _____
Physicians Name: _____ Address: _____
Are you presently taking medications? No Yes What? _____
Dosage? _____
For what reason do you take this medication? _____

Have you used drugs for other than medical purposes? No Yes When? _____
What? _____ Amount/Dosages? _____

Do you drink alcoholic beverages? No Yes How often? _____
How much? _____

Have you ever been arrested? No Yes
What was the outcome? _____

Have you ever had a severe emotional upset? _____
List all important present or past illnesses, injuries or handicaps _____

Height _____ Approximate weight _____ Weight changes recently: Lost _____ Gained _____
Consent for release of Medical Records (*please initial here*) _____

MARRIAGE AND FAMILY INFORMATION

Name of spouse: _____ Address: _____
 City _____ Zip _____
 Phone #: _____ Business Phone #: _____
 Occupation: _____
 Your spouses age: _____ Education: (In years): _____
 Religion: _____
 Is spouse willing to come with you? No Yes Have not asked yet? Not certain
 Are you currently separated? No Yes Since when? _____
 Have you ever been separated in the current marriage? No Yes No. of times _____
 Has either of you ever filed for divorce? No Yes When? _____
 Who? _____
 Date of marriage: _____ Your ages when married: Husband _____ Wife _____
 How long did you know your spouse before marriage? _____
 Length of steady dating with spouse: _____
 Length of engagement: _____
 Have you been married before? No Yes
 If yes, how many times? Husband _____ Wife _____
 If you or your spouse were married before, how did the marriage(s) end? _____

Children's Names	Ages	Gender	Living?		Education In years	Marital Status	**PM
			Yes	No			
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____



**Check this column if child is by previous marriage

If you were raised by anyone other than your parents, briefly explain: _____

No. of older: Brothers _____ Sisters _____
 No. of younger: Brothers _____ Sisters _____

Rod & Staff Ministries
1477 West Main Street, Ste. C
Greenwood, IN 46142
(317) 859-6941

Welcome to Rod & Staff Ministries! We look forward to helping you with your problems using God's Word. In order to be as clear as possible about the counseling and the administrative procedures used at Rod & Staff Ministries, please read the following information. ***Indicate your agreement to it by putting your signature and the date at the bottom of this sheet. This signed form must accompany your personal information forms before we can schedule an appointment with you.***

What is biblical counseling?

Biblical counseling involves understanding the problems of living in a fallen world – and their solutions – from a biblical perspective. The Bible is used both to define the problems and to develop methods for solving these problems. The counselors at Rod & Staff Ministries have received formal training in biblical counseling. They are not licensed psychologists, but rather pastoral counselors. They are certified by the National Association of Nouthetic Counselors, a national organization devoted to insuring the quality of counseling offered by its members. Because of your interest in biblical counseling, we will also keep you informed of this ministry by including you on our mailing list unless you advise us not to. As previously stated in the above paragraph, ***this form must be signed and accompany your personal information forms before we can schedule an appointment with you.***

Are counseling sessions kept confidential?

The Bible clearly says that gossip is wrong. Therefore, the counselors at Rod & Staff Ministries will not release information about particular counselees except in the few situations required by the Bible or the laws of our state. Those situations are: 1) when someone is in danger of being harmed 2) when a child is physically or sexually abused or 3) when someone persistently refuses to stop a sinful pattern, and it is necessary to seek assistance from his/her church to encourage proper change (see Matthew 18: 15-20 and Romans 13: 1-7).

What are the fees for counseling at Rod & Staff Ministries?

The biblical counselors at Rod & Staff Ministries provide their time, energy, and spiritual gifts as a service to God and as a labor of love (I Thessalonians 2:7-8; I Timothy 1:5). Rod & Staff Ministries does not charge for counseling services. The Ministry is publicly supported and accepts donations that are used to accomplish the ministry's mission. Counselees are not expected nor required to contribute to Rod & Staff Ministries, however voluntary contributions given to the Ministry are appreciated.

What if I miss an appointment?

Counselees are asked to cancel appointments at least 24 hours prior to the appointment. This gives others the opportunity to use the canceled time slot. If no cancellation is made, or less than 24 hours notice is received, except for absolute emergencies, you will risk your counseling case being inactivated and your time slot will be given to the next case on our waiting list.

What if I have a dispute with my counselor or with Rod & Staff Ministries?

If you have a dispute with your counselor at Rod & Staff, the procedure for addressing your concerns involves simply contacting the executive director or associate director in writing, explaining your concern. They in turn will contact you regarding your dispute at their earliest convenience.

(Continues on Reverse Side)

I/We affirm the accuracy of the personal information provided herein, have read the information and agree to the conditions set forth therein. I/We hereby agree to the following conditions:

1. I am (We are) committed to seeking new insights into a personal, love relationship with Jesus Christ, which may involve new understandings from God's Word, and to pursuing a transformed life (lives) that reflect(s) God's grace as revealed in His Word.
2. I (We) will fulfill the weekly assignments or the session might not be held.
3. I (We) will consistently attend a Bible-believing church each Sunday while I am (we are) in counseling.
4. I (We) will keep the appointment time, or will call to cancel 24 hours in advance. (Except for absolute emergencies)
5. I (We) understand that Rod & Staff Ministries is a Biblical Counseling and Training Center, and therefore agree to have a trainee(s) and/or an audio taping for training purposes in the counseling sessions with me(us).

Having clearly stated the principles and policies of our counseling ministry, we welcome the opportunity to minister to you in the name of Christ and to be used by Him as He helps you to grow in spiritual maturity and prepares you for usefulness in His body. If you have any questions about these guidelines, please talk with our Executive Director, Dr. M. Woodrow Church; Associate Directors, Dr. Jim Fain or June Presnell; or your counselor. If these guidelines are acceptable to you, please sign below.

I have read and understood the policies stated above, and I consent to abide by them.

Print your name: _____

Signed: _____ Date: _____

Counselor: _____ Date: _____

Assistant Counselor: _____ Date: _____

Rod & Staff Ministries Additional Counseling Information

- Where do I go? Community Church of Greenwood
1477 W. Main Street
Greenwood, In 46142
- Park near the Rod & Staff Ministries signs and use the
 entrance next to the signs.
- What should I bring? Remember to bring your Bible and a notebook to each appointment.
- When is my appointment? As you anticipate your appointment, please understand that we have
more people seeking counseling than available counselors. We will do all
we can to get you in as soon as possible, but it is not unusual to have a
3-8 week wait for an appointment.
- Do you have childcare? We do not have facilities for childcare. Unfortunately, if you do
come with your children, we will have to reschedule your appointment
for a later date.