

Care Intake Form

The first conversation. The form is a pastoral act, not a record.

This form will contain the hardest thing in someone's life. Treat it accordingly — the document itself is a pastoral act, and how you hold it teaches the person whether this church is safe.

COMMON MISTAKE

Collecting this and never deciding where it lives, who reads it, or when it is destroyed. A church that gathers people's trauma into an unlocked drawer has not built care — it has built exposure.

BEFORE YOU WRITE ANYTHING — READ THIS ALOUD TOGETHER

DEFINITION

What happens to this page

It is read by your care pastor and no one else without your permission. It is stored locked, not on a shared drive. It is destroyed when your care with us ends, or sooner if you ask. You can read it, correct it, or take it with you at any time. You can decline any question on it and still receive care.

REMEMBER THIS

There is one limit to confidentiality, and it is named before anything is written, not after: if someone is at risk of serious harm, we act. We will tell you we are doing it.

Name — and the name you would like us to use

Best way to reach you

Date

IN YOUR WORDS

Ask these. Do not hand this over to be filled in alone — the conversation is the care. Write only what they want written.

What brings you here now?

Why now, rather than six months ago, is often the whole story.

What would help look like to you?

Ask before assuming. People frequently want something other than what we offer.

CARE INTAKE FORM

Who else knows you are carrying this?

Isolation is a risk factor. It is also the thing care most directly addresses.

What have you already tried?

Respects their agency, and prevents you prescribing what has already failed.

SUPPORT ALREADY IN PLACE**Currently seeing a counsellor or doctor?****May we coordinate with them?**

CONSENT

Signed by both. A form the church does not sign is a record. A form both sign is an agreement.

I have read what happens to this page, and I agree to it — signature and date

Received by — name, role, and date

MINISTRY PRACTICE

Set a destruction date now, on this page, in pen. A retention policy that lives in a document nobody opens is not a policy.

Review or destruction date
