



# Soul Care Intake Form

## DEMOGRAPHIC INFORMATION

Name \_\_\_\_\_ D.O.B. \_\_\_ / \_\_\_ / \_\_\_\_ Male \_\_\_ Female \_\_\_

Legal Guardian if minor \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Are you a college student? Yes \_\_\_ No \_\_\_

If yes, what year? Fr. \_\_\_ So. \_\_\_ Jr. \_\_\_ Sr. \_\_\_ Other \_\_\_

Occupation \_\_\_\_\_ Current Employer \_\_\_\_\_

Ethnicity \_\_\_\_\_

## SPIRITUAL INFORMATION

Have you accepted Jesus as your one Lord and Savior? Yes \_\_\_ No \_\_\_ Unsure \_\_\_

How long have you been attending Citylight? \_\_\_\_\_

Church attended before Citylight, if any \_\_\_\_\_

Are you an active member of a Citygroup? Yes \_\_\_ No \_\_\_

Are you currently be disciplined by anyone? If yes, include for how long. \_\_\_\_\_

What three words would you associate with the word "God"? \_\_\_\_\_

\_\_\_\_\_

# MENTAL HEALTH BACKGROUND

Have you seen a mental health caregiver previously? Yes \_\_\_\_ No \_\_\_\_

If yes, please answer the following:

Last counselor you saw: \_\_\_\_\_ City & State \_\_\_\_\_

Length of Therapeutic Relationship: \_\_\_\_\_

Reason for termination of counseling: \_\_\_\_\_

What is your primary presenting concern? \_\_\_\_\_

How long has this been a concern? \_\_\_\_\_

Are there any other secondary concerns you would like to address? \_\_\_\_\_

Have you been previously diagnosed with any mental health disorders? If yes, please list them . \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you currently take any medication? Yes \_\_\_\_ No \_\_\_\_

.If yes, please list medication name, frequency taken, and dosage \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is one, or more, goal that you are hoping to accomplish when Soul Care is finished? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Rate Each Issue**

1 = No Concern

3 = Some Concern

5= Serious Concern

- |                  |                         |                 |                           |
|------------------|-------------------------|-----------------|---------------------------|
| ____ Alcohol Use | ____ Anxiety            | ____ Body Image | ____ Compulsive Behaviors |
| ____ Anger       | ____ Authority Conflict | ____ Boundaries | ____ Control Issues       |

- Dating Problems
- Depressed Feelings
- Divorce Issues
- Drug Use
- Eating Issues
- Family Conflicts
- Fears
- Feelings of Insecurity
- Poor Self Discipline
- Post Abortion
- Sexual Issues
- Spiritual Confusion
- Time Management
- Financial Issues
- Forgiveness
- Gambling
- Gender Identity
- Grief
- Guilty Feelings
- Homicidal Thoughts
- Internet Abuse
- Difficulty with Social Relationships
- Self Harm
- Difficulty Sleeping
- Stress
- Unusual Thoughts
- Irritability
- Legal Issues
- Loneliness
- Marital Issues
- Panic Thoughts
- Parenting Issues
- Physical Abuse
- Physical Health Issues
- Pornography
- Sexual Abuse / Trauma
- Spiritual Concerns
- Suicidal Thoughts
- Other:

# SOUL CARE INFORMED CONSENT AGREEMENT



If you are interested in participating in the Soul Care Ministry at Citylight Lincoln Church, please read and sign this agreement.

**The Concept** of Soul Care at Citylight Lincoln Church provides biblically-based guidance through one-to-one conversations with individuals who need healing, restoration, or direction. The Soul Caregiver is **not a professional therapist**, but rather someone who exemplifies Christlikeness in approach and care. This ministry simply provides a safe place and person to talk through life's challenging issues, offering joy, peace, and hope through Christ.

The church offers this ministry free of charge to attendees of Citylight Lincoln Church.

**Not Professional Advice** Soul Care is strictly a faith-based ministry structured around Scriptural principles and is conducted under the authority and leadership of the church. As a condition for receiving Soul Care, you understand and agree that Soul Caregivers are **not licensed as mental health professionals** and that Soul Care is not designed to be the provision of licensed professional mental health services, and that it does not qualify as any type of court-ordered counseling. Unless otherwise specified by our Soul Caregiver, he or she is a lay person and is not a pastor of the church. Some of our Soul Caregivers work in professional fields outside the church, however, when they are serving as Soul Caregivers, they are **not** acting in any professional capacity.

**Termination of Spiritual Care** At any time either the Soul Caregiver or you may terminate further care.

**Confidentiality** The Bible teaches that Christians should carefully guard any personal and private information that others revealed to them. Protecting confidences is a sign of Christian love and respect. We will carefully guard the information you entrust to us to the fullest extent possible. There are times, however, where it may be biblically or legally necessary to share certain information with others (pastors, elders, legal authorities, etc.) .

As a condition for receiving Soul Care, you understand and agree that your disclosure of information of a highly personal nature is not covered by any clergy-penitent privilege. Moreover, you understand and agree that your Soul Caregiver is required to participate in regular supervision with a member of the church's pastoral staff or another person designated by the Soul Care Director for that purpose. As a result, you understand and agree that your Soul Caregiver may disclose some aspects of your Soul Care sessions, including information of a confidential nature, as part of the supervision process, which is under the leadership of the Elder Board of the church. Finally, you understand and agree that your Soul Caregiver, his or her supervisor, or the church, in their sole discretion and as they deem necessary, may disclose information to others for reasons including, but not limited to, the following situations:

1. Upon disclosure by a person receiving Soul Care, or reasonable determination by the Soul Caregiver, of child abuse, elder or dependent adult abuse, or as otherwise required by law.
2. Where a person receiving Soul Care threatens imminent harm to his or herself or another person, it may be necessary to intervene in order to prevent harm.
3. Where a disclosure by a person receiving Soul Care, in the opinion of the Soul Caregiver or supervisor, requires action to protect the Soul Care Ministry of the church or any other interest of the church.
4. When a person receiving Soul Care is either unable or unwilling to deal with a serious sin issue, it may be necessary to seek the counsel of another staff member for guidance related to the situation and its ramifications to the person receiving care and others.

**Conflict Resolution** On rare occasions, a conflict may develop between Soul Caregiver and a person receiving Soul Care. Scripture advises Christians about bringing lawsuits against one another in secular courts of law. The church is committed to resolving all disputes in a biblical manner. This commitment is based on God's command that Christians should strive earnestly to live at peace with one another and that when disputes arise, Christians should resolve them according to the principles set forth in Holy Scriptures.

If a conflict were to arise between you and the Soul Caregiver, and/or the church, its officers and employees, you agree to resolve the dispute outside the secular court system. Christian conciliation will be sought under submission to, and the direction of, the church Elder Board. Any dispute will be settled by mediation with a mutually acceptable mediator. If necessary, the parties will move to legal binding arbitration, choosing an arbitrator mutually acceptable to both parties. If a dispute or claim involves an alleged injury or damage to which the church's insurance applies, and if the church's insurance applies but the church's insurance company refuses to submit to Christian conciliation of mediation and/or arbitration, either the church or you may declare that the above described conflict resolution process is no longer binding with regard to that part of the dispute or claim for which the church's insurance applies.

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 to glorify Him. Your signature below indicates your **informed consent** to the principles, policies, and conditions of our Soul Care Ministry that you agree to, in order to participate in the Soul Care Ministry.

PLEASE CAREFULLY READ THE TERMS OF THIS SOUL CARE INFORMED CONSENT AGREEMENT BEFORE SIGNING. IF you have any questions about the terms used, please talk with the Spiritual Care Director.

I have read and understand the principles, policies, and conditions for receiving Soul Care as set forth in this Informed Consent Agreement, and I agree to receive Soul Care in accordance with such principles, policies, and conditions.

Date \_\_\_\_\_ Printed Name of Soul Care Receiver \_\_\_\_\_

Signature of Soul Care Receiver \_\_\_\_\_

Date \_\_\_\_\_ Printed Name of Soul Caregiver \_\_\_\_\_

Signature of Soul Caregiver \_\_\_\_\_



## SOUL CARE POLICIES AND PROCEDURES

### **The Soul Care Ministry**

The Soul Care ministry at Citylight Lincoln Church provides biblically-based guidance through one-to-one conversations with individuals who need healing, restoration, or direction. The Soul Caregiver is **not** a professional therapist, but rather someone who exemplifies Christlikeness in approach and care. This ministry simply provides a confidential and safe place and person to talk through life's trials and tribulations, ultimately pointing back to Jesus and scripture.

### **Legal Risks and Responsibilities**

These policies and procedures show Citylight Lincoln's commitment to responsible stewardship in this regard and relate specifically to the Soul Care ministry.

### **Reporting of Child Abuse**

Nebraska law requires that pastors of Citylight Lincoln Church, in their professional capacity or within the scope of their employment, report knowledge of or observation of, a child who the pastor knows or reasonably suspects has been the victim of child abuse or neglect. A report must be made to Nebraska Department of Health and Human Services immediately or as soon as feasibly possible.

More detailed descriptions of responsibilities and guidelines for compliance with the law, and relevant definitions, are attached and made a part of these policies and procedures.

Because we desire to protect children, Citylight Lincoln Church requires individuals serving in their role as Soul Caregivers to (1) report knowledge of, observation of, or reasonable suspicion of child abuse or neglect immediately to Director of Soul Care, McKenzie Collins, or Pastor Brett Monge in her absence; (2) attempt to assure the safety and protection of persons who have been harmed.

### **Reporting of Elder Abuse**

Pastors of Citylight Lincoln Church, in their professional capacity or within the scope of their employment, are required to report elder and dependent care abuse to the local law enforcement agency.

An "elder" is anyone age 65 or older. A "dependent adult" is any person between the ages of 19-64 years who resides in Nebraska and who has physical or mental limitations that restrict his or her ability to carry out normal activities or protect his or her rights, including, but not limited to, persons who have physical or developmental disabilities, or whose physical or mental abilities have diminished because of age.

Because we desire to protect elders and dependent adults, Citylight Lincoln Church requires individuals serving in their role as Soul Caregivers to (1) report any knowledge of, or reasonable suspicion of elder abuse or dependent adult abuse or neglect immediately to Director of Soul Care, McKenzie Collins, or to Pastor Brett Monge in her absence; (2) report any statements made by an elder or dependent adult that he or she has experienced such abuse; and (3) attempt to assure the safety and protection of persons who have been harmed.

## **Confidentiality**

Information received in the Soul Care ministry should be carefully guarded, and handled biblically. Absolute confidentiality is not scriptural or legal. There may be times where it may be biblically or legally necessary to share certain information with others.

If a Soul Caregiver receiver discloses private, confidential information to a Soul Caregiver in a non-public matter, the information should not be divulged except for a legitimate reason that can be legally justified. Soul Caregivers should only discuss confidential information from Soul Care ministry sessions as directed by Soul Care Director, McKenzie Collins, or as otherwise specifically allowed pursuant to the Soul Care ministry policies and procedures.

The Soul Care Informed Consent Agreement form sets forth the biblical and legal exceptions to the confidentiality that Soul Care receivers can expect by receiving the benefit of the Soul Care ministry at Citylight Lincoln Church. It is important that all individuals receiving Soul Care through this ministry receive, understand, and acknowledge their understanding in writing of the conditions for receiving Soul Care in the Soul Care Informed Consent Agreement form. Copies of the standard form are attached and made part of the Soul Care policies and procedures.

Any Soul Caregiver who reasonably believes that a receiver of Soul Care or any other person is in imminent danger of serious harm unless other intervene, and/or the Soul Caregiver reasonably believes that an incident of child abuse or neglect or elder or dependent care abuse or neglect has occurred, must immediately notify Soul Care Director, McKenzie Collins, or in her absence, Pastor Brett Monge, for determination of proper biblical and legal response. If a receiver of Soul Care confesses to a crime, the Soul Caregiver should never take any action that would cause the Soul Caregiver to be an accessory to a crime.

## **Records and Procedure**

In preparation for Soul Care sessions, a receiver of Soul Care will complete the Soul Care Intake Form and the Soul Care Informed Consent Agreement form. Soul Caregivers will be instructed to carefully review the Soul Care Informed Consent Agreement form with individuals receiving Soul Care at the first session to make sure that the individual receiving Soul Care understands the principles, policies, and conditions for receiving care through the Soul Care ministry at Citylight Lincoln Church. All Soul Caregivers must disclose to the Soul Care receiver that they are not a licensed therapist and review confidentiality exceptions.



Soul Caregivers need to prepare for each session and keep brief handwritten notes during the session on the standard of Soul Care ministry Preparation and Record form. Soul Caregivers will, generally, record the problem(s)/situation(s) presented by the individual receiving care, any thoughts shared, growth observed, and comments on the review of the previous homework and homework to be assigned.

To maintain confidentiality, all Soul Care ministry session related forms, Intake Form, and Soul Care Informed Consent Agreement, should not leave the premises of Citylight Lincoln Church, but are to be left with the Director under lock and key for safekeeping. All Soul Care ministry forms are considered the confidential property of Citylight Lincoln Church.

Soul Care ministry documents will be kept at the discretion of Director of Soul Care, McKenzie Collins. Soul Care ministry documents which include Soul Caregiver applications and background check related documents, will generally be kept for a minimum of five years. Documents related to the Soul Care receiver will be kept for seven years and then destroyed at the end of that retention period. Notwithstanding the foregoing, any Soul Care ministry documents should be kept if there is an ongoing or reasonably anticipated regulatory or legal action that could involve the substance matter of any specific documents.

### **Soul Caregiver Background Check, Training, and Supervision**

Any person who is employed by Citylight Lincoln Church who will serve in the Soul Care ministry, must complete a written application that includes four references. Citylight Lincoln Church will check references and perform a criminal records check as allowed by Nebraska law.

Soul Caregivers must be regular attenders or members of Citylight Lincoln Church for at least six months, unless otherwise allowed to serve in the ministry at the discretion of Director of Soul Care, McKenzie Collins, and Pastor Brett Monge. Soul Caregivers must complete an application with references and agree to Citylight Lincoln Church perform a criminal records check as allowed by Nebraska law. Any documentation that is available to Citylight Lincoln Church from the Nebraska Abuse Registry or Elder Abuse Registry that is not covered by a criminal background check, may be requested by Citylight Lincoln Church. Soul Caregivers will serve in the Soul Care ministry at the discretion of Citylight Lincoln Church.

Citylight Lincoln Church will provide training classes for service as Soul Caregivers in the Soul Care ministry. As part of the training, the Director of Soul Care, or her designee(s), will inform potential Soul Caregivers of these Soul Care ministry policies and procedures. All individuals who desire to serve as Soul caregivers must acknowledge and agree in writing that they understand and will abide by the Soul Care ministry policies and procedures, as amended from time to time.

Soul Care Director, McKenzie Collins, or her designee(s) will supervise the Soul Caregivers in the Soul Care ministry. Soul Caregivers will agree to meet on a regular basis with Soul Care Director, McKenzie Collins, or her designee(s) to discuss ongoing Soul Care ministry sessions that they are providing at Citylight Lincoln Church.

**General Administrative Matters**

All Soul Care through the Soul Care ministry of Citylight Lincoln Church will be performed at set times on the premises of Citylight Lincoln Church. Soul Caregivers serving such capacity for Citylight Lincoln Church are not to represent to anyone that they are licensed by the State of Nebraska for any type of counseling, marriage and family therapy, psychology, social work, or other mental health discipline that is licensed by the State of Nebraska. Soul Caregivers are to instruct those receiving care that the Soul Care is being provided is based on scriptural principles rather than those of secular psychology or psychiatry. Soul Caregivers will not discourage those receiving Soul Care from taking medications prescribed by a physician.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_