

Personal Data Intake Form
The Counseling Ministry
First Baptist Church of Jacksonville

Welcome to the Counseling Ministry of First Baptist Church Jacksonville where we seek to offer biblically based, Christ-centered guidance addressing many common issues of life. Our team consists of licensed counselors and volunteer lay counselors, who have been called into the helping ministry of biblical guidance and encouragement.

Qualifications of counselors: The staff counselors hold degrees in counseling or a related field and are licensed by the state. Your volunteer lay counselors are under the direction of a staff counselor and have been selected, trained and supervised by the Director of the Counseling Ministry. Because of the biblical and spiritual nature of this type ministry we train our counselors for the ministry of biblical guidance and encouragement. The lay counselors do not necessarily possess professional licenses or certifications issued by the State of Florida. No staff, paid or volunteer, of the Counseling Ministry will render any financial, legal or medical opinions or advice.

Our Approach: The Counseling Ministry employs a method of biblical guidance and encouragement utilizing spiritual/biblical principles along with sound counseling practices and techniques. In this kind of discipleship process the Holy Spirit, not the counselor, is the agent of individual change. Our goal is to present God's plan for victory in the midst of one's circumstances.

Training Program: The Counseling Ministry is also a training facility. It is important that our students observe the biblical guidance and encouragement process. You may be asked if a counseling student can be present during your session. With your written permission, some sessions may be video or audio taped for the purpose of supervising your counselor. To aid the supervision of your counselor, you agree by signing this document that written or taped records of your counseling sessions may be read or listened to by your counselor's supervisor, clinical consultant, or other staff counselor.

Client's initials

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

1. We reserve the right to report child abuse or suspicion of child abuse of any type to the proper authorities and/or the right to cause a report of child abuse to occur.
2. We reserve the right to disclose to the appropriate person, agency or civil authorities any harm that a person may attempt or desire to do to one's self or to others.
3. To insure the highest quality discipleship process, as a rule your counselor/lay counselor will consult with their supervisor or the Director of the Counseling Ministry, regarding your sessions(s).
4. We reserve the right to consult with other professionals regarding your sessions.

Resolution of Disagreements: If a dispute should arise between the person receiving ministry and the counselor/lay counselor (and/or the church) regarding the counseling/lay counseling session or the counselor's/lay counselor's advice or conduct, one should bring this dispute to the attention of the Director of the Counseling Ministry.

Waiver of Liability: In consideration for receiving biblical guidance and encouragement from the Counseling Ministry, the person receiving counseling agrees to release and waive any and all claims of any kind against the counselor and lay counselor or the church, which may arise from, result out of, or be related to their counsel or conduct.

Fees: Members of First Baptist Church of Jacksonville do not pay for the services of biblical guidance and encouragement. Non-members will be charged on a sliding scale basis. No person will be refused due to financial considerations.

Late Policy: Clients late 15 minutes to their scheduled appointment will not be seen. It is the client's responsibility to be on time and get full use of their scheduled appointment.

Cancellations or Reschedules: In the event you need to reschedule or cancel an appointment we ask that you call 24 hours in advance. This allows us to reschedule others who are waiting.

Session Length: Clients are provided a maximum of eight (8) sessions unless arrangements have been made with your staff counselor or lay counselor. A typical session is 55 minutes, which consists of up to 45 minutes in session and 10 minutes of paperwork completion. If the issues presented indicate a need for intensive clinical counseling or psychotherapy; then, in accordance with church policy, appropriate referrals will be made to Christian mental health professionals.

Third Party Involvement: The Counseling Ministry is a ministry of First Baptist Jacksonville not a mental health clinic. It does not operate under guidelines that may be associated with other counseling organizations. All staff counselors are employees of the church and should be expected to conform to the beliefs, goals and guidelines established by the leadership of the same. **To insure we remain true to the spiritual foundation and biblical principles of a Christ-centered ministry we reserve the right to decline to participate in any form of insurance filing for the purpose of reimbursement. We will not participate in compliance reporting of workers' compensation issues. The staff will not participate in legal disputes of any nature nor will they file any type of paperwork with the court system.**

Client's initials

The information contained herein and the following data sheets are true and complete to the best of my knowledge. I have carefully read, understand, and agree to all of the above terms and conditions.

Signature

Date

PERSONAL DATA FORM

Name _____ Home Phone _____

Address _____ Work Phone _____

City _____ State _____ Zip _____ Years at address _____

Cell phone _____ Pager# _____

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

Sex ___ M ___ F Birth Date _____ Age _____

6. Have you ever been hospitalized or been in an outpatient program for emotional or substance abuse? yes no If yes, please list when, where and for what issue.
7. 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. Why? _____

Have you received Jesus Christ as your personal Lord and Savior? yes no unsure

When did you receive him? _____ Have you been baptized? _____

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

PRESENTING PROBLEM

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 |