

Contact Record Sheet

CONFIDENTIAL

Stephen Ministry® Form

Stephen Minister _____

Contact Number	Date	Initiated by	Type of Contact	Length of Contact	Notes

(continued on the next page)



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Explanation of Categories

Contact Number

Beginning with your first contact, all encounters with your care receiver should appear on this sheet regardless of their nature (phone, in person, or correspondence, for example).

Date

Date of contact

Initiated by

Note whether the Stephen Minister, the care receiver, or a third party initiated the contact. Be sure not to use the care receiver's name or initials.

Type of Contact

Phone call, visit, correspondence, happenstance encounter, or other

Length of Contact

Amount of time taken for the encounter in minutes

Notes

Record here, very briefly, notes for future reference. They can serve also as a "memory jogger" for your preparation of check-in statements and in-depth reports on the caring relationship. You might include such matters as these:

- ▶ The primary impression you received from the contact
- ▶ The location of the visit
- ▶ Anything special that took place during the contact
- ▶ A special need, concern, question, or issue that was raised
- ▶ An intense feeling you or the care receiver experienced
- ▶ The reason for the contact
- ▶ Any follow-up activities that are necessary
- ▶ Any change in the care receiver's situation, attitude, feeling, or behavior