



Counseling Intake Form

For Rod and Staff Ministries

Welcome to Rod and 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 and 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.

Counseling Fees

While there is a \$20 charge for our each session of our counseling services, there is a \$25 administrative fee payable at your first appointment. In addition, your counselor may suggest the purchase of counseling booklets or books to aid in the counseling sessions. We do not take any insurance, as we do not code to the DSM.

Our ministry relies primarily on donations from individuals to operate. As God provides for you, please remember us.

Appointments

Appointments are made depending on the availability of our counselors. It is not uncommon for us to have a waiting list. Once we have received your paperwork, we will contact you to confirm that it has been received, then again when we have an appointment available. Those who are more flexible with their availability typically experience the shortest wait time.

Once you have been scheduled for an appointment, we request that you cancel appointments at least 24 hours prior to your appointment time. You will be charged for any appointment not cancelled within 24 hours of appointment. And your case could be inactivated.

I affirm the accuracy of the personal information contained in the following pages, and have read the above information and agree to the conditions set forth therein. I hereby agree to the following conditions:

- I am committed to seeking new insights into a personal, lovingly obedient relationship with Jesus Christ, which may involve new understandings from God's Word, and to pursuing a transformed life that reflects God's grace as revealed in His Word.
- I will fulfill the weekly assignments or my sessions may be terminated.
- I will consistently attend a Bible-believing church each Sunday while I am in counseling.
- I will keep the appointment time, or will call to cancel 24 hours in advance.
- I understand that Rod and 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.
- If you have a dispute with your counselor, the procedure for addressing the concern(s) are as follows:
- First, speaking truth in love, go to the counselor, as Scripture requires. If reconciliation cannot be accomplished, contact the director in writing, explaining your concern. He, in turn, will contact you regarding your dispute at his earliest convenience. Finally, if necessary, the director would be pleased to meet with your pastor provided the above is pursued.
- I agree to hold any counselor with Rod and Staff harmless from any advice, counsel or suggestions rendered during our counseling sessions. I recognize that his/her role is to assist me in hearing and understanding God's will in the matters we discuss. We will not, therefore, sue or engage in any type of litigation negatively affecting them or the organization.

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 questions about these guidelines, please talk with our Director, Dr. Jim Fain, or your counselor. If these guidelines are acceptable to you, please sign below.

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

Print your Name

Signature

Date



Personal Information:

Full Name: _____
Last First M.I.

Address: _____
Street Address Apt. #

_____ City Zip Code

Home Phone: _____ Cell Phone: _____

Would you like to receive appointment notifications via text? Yes No Cell Phone Carrier: _____

Email: _____

Gender: Male Female Birthdate: _____

Marital Status: Single Engaged Married Separated Divorced Widowed

Military (branch): _____

Occupation: _____ Education (High School, College, Grad, Post Grad): _____

Referred by: _____

Background Information

Please answer each of the following questions. You will have an opportunity to provide more detailed information during your first session with your counselor.

Please briefly describe the problem. _____

What have you done about it? _____

What are your expectations in coming here? _____

As you see yourself, what kind of person are you? Please describe yourself. _____



Information About Spiritual Life

Denominational Preference: _____ Church Name: _____

Church Address: _____
Street Address City Zip Code

Pastor's Name _____

_____ (Please Initial) **I understand that Rod and Staff reserves the right to inform your pastor that you are coming for counseling.**

Frequency of Attendance: _____ Are you a member? Yes No If so, how long? _____

Spouse's Church Attendance (If applicable): _____ Spouse's Religious Background: _____

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

Please list ministry involvement. _____

Have you been baptized? Yes No If yes, when? _____

How often do you pray? _____

If you pray, what do you pray about? _____

If God asked you, "Why should I allow you into my heaven?", how would you respond? _____

Have you received Christ personally as your Savior? Yes No Uncertain Don't Understand If so, when? _____

If yes, please answer the next two questions:

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

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

How many times did you read your Bible last week? _____ How about the week before? _____

Describe your personal devotions. _____



Prior Counseling

Have you had counseling before? Yes No If yes, please fill out information below.

Counselor's Name(s)	Dates (From – To)	Medication Prescribed	Outcome/Diagnosis
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do we have your consent to contact your counselor(s)? Yes No If yes, please initial here: _____

Personal Habits and Health

How many hours of sleep do you get each night? _____ When do you: _____
Go to Bed Fall Asleep Wake Up Get Out Of Bed

Describe any recent changes in sleep habits. _____

State of health: Very Good Good Average Declining Other Date of last medical examination: _____

Results: _____

Physician's Name: _____ Address: _____

Are you taking any medications? Yes No If yes, please complete chart below. _____

Medication	Reason for Taking	Length of Time
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever used drugs other than for medicinal purposes? Yes No If yes, what? _____

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

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

Consent for release of medical records (please sign here) _____



Marriage and Family

Spouse's Name _____ Age _____

Occupation _____ Education (High School, College, Grad School, Post Grad): _____

Religion _____ Date of Marriage _____

Your ages when married: _____ How long did you know your spouse before marriage? _____
Husband Wife

Length of steady dating with spouse: _____ Length of engagement: _____

Have you been married before? Yes No If yes, how many times? _____

If you were married before, what caused the end of the marriage? _____

Has your spouse been married before? Yes No If yes, how many times? _____

If your spouse was married before, what caused the end of the marriage? _____

Are you currently separated from your spouse? Yes No If yes, since when? _____

Have you ever been separated in your current marriage? Yes No If yes, how many times? _____

Have either of you ever filed for divorce? Yes No If yes, when? _____ Who filed? _____

Is your spouse willing to come to counseling with you? Yes No Uncertain Haven't Asked

Children's Names	Previous Marriage?	Age	Gender	Living (Yes or No)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Were you raised by anyone other than your parents? Yes No If yes, please briefly explain below:



Frequently Asked Questions

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 either certified or in training to be certified by the Association of Certified Biblical Counselors (formerly NANC), a national organization devoted to insuring the quality of counseling offered by its members.

Are counseling sessions kept confidential?

The Bible clearly states 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 13:17); if you Pastor calls to inquire if you are counseling with R&S.

Where are you located?

We are located inside Grace Bible Church, at 560 Tracy Road, Suite B, New Whiteland, IN 46184. We are behind the Clark Pleasant Library and Police Center, so follow the parking lot around to the back and look for Grace Bible Church's sign on the building. Our office are on the east side of the building.

What do I bring?

Please bring your Bible, a notebook, and something with which to write. **We do not have facilities for childcare. Unfortunately, if you come with your children, we will have to reschedule your appointment for a later date.**

Why are there so many questions?

Our counselors spend a lot of time praying and preparing for your session before they even meet with you the first time. The more information they have up front, the better they are able to prepare for your first session, and bring materials that would be beneficial to dealing with your situation. (see Proverbs 18:13).

How do I pay the administrative fee?

You may bring a check or cash to your first appointment and give the \$25 administrative fee to your counselor.

How do I submit my paperwork?

You may submit your paperwork through our website (www.rodandstaffministries.org/counseling) via our online form; download and email your paperwork to office@rodandstaffministries.org; or mail your forms to us (please see contact information below).

How can I contact you?

Phone: 317-859-6941

Email: office@rodandstaffministries.org

Address: 5500 South Gray Road, Indianapolis, IN 46237

Website: www.rodandstaffministries.org