



# 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