**Contact Record Sheet**

**Stephen Ministry**

**®**

**Form**

**L-6(7)**

Stephen Minister

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| --- | --- | --- | --- | --- | --- |
| **Contact**  **Number** | **Date** | **Initiated by** | **Type of Contact** | **Length of**  **Contact** | **Notes** |
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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

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