

Personal Identification

Name: _____

Address: _____

Phone [best contact]: _____ email: _____

Birthdate: _____ Age: _____

Education [last year or degree completed]: _____

Employer: _____ Title: _____ Years: _____

Emergency Contact Person: _____ Phone: _____

Have you ever been arrested? If yes, briefly explain:

Relationships

Marital Status: _____ How long have you been married/dating? _____

Name of spouse or boy/girlfriend: _____ Age: _____

Have you ever been separated from your present spouse? _____

[Persons not married] Have either of you ever broken-off this relationship and then restarted it? _____

Have you ever filed for divorce? _____ Number of previous marriages by spouse or boy/girlfriend: _____

How long did you date prior to marriage OR how long have you dated this person? _____

Is your spouse or fiancé willing to come for counseling? If not briefly explain:

Is he/she in favor of your coming? If not briefly explain:

Is he/she employed? _____ Length of employment: _____

Family

Are your parents living? _____ Where do they live? _____

Describe your relationship to your father; if poor briefly explain:

Describe your relationship to your mother; if poor briefly explain:

Number of siblings: _____ Your sibling order: _____

When you were growing up, did you live with anyone other than your parents? If so, who and why?

Children

Name	Age	Gender	Adopted?	Previous Marriage?

If you have more than 4 children please inform your counselor during your 1st meeting.

Spiritual

Do you believe in God? _____ Would you call yourself a Christian? _____

Have you been baptized? _____ Do you pray and how often? _____

How often do you read the Bible? _____ Denominational preference: _____

Church presently attending: _____ Are you a member? _____

How often do you attend church? _____

How are you involved within the church? _____

Briefly explain any recent changes in your spiritual life:

Health

Describe your overall health. _____ Date of last medical exam: _____

Name of Physician & Office: _____

Do you have any chronic conditions? Briefly explain:

List important illnesses, injuries, or handicaps: _____

Women only: If you experience any significant symptoms related to your menstrual cycle, briefly explain.

How much of the following type beverages do you consume daily:

Alcohol _____ Coffee/Tea _____ Soft drinks _____ Water _____

How many hours of sleep do you average each night? _____ Is this sleep restful? _____

Have you ever had a severe emotional upset? If yes, please explain:

Have you or others noticed any recent changes in your personality (anger, mood swings, withdrawal) thinking, memory, or work habits? If yes briefly explain:

Mark the following words that you think best describe you:

- | | | | | | |
|------------|----------------|----------------|------------|------------|--------------|
| Active | Ambitious | Self-Confident | Persistent | Nervous | Hardworking |
| Impatient | Impulsive | Moody | Often-blue | Excitable | Imaginative |
| Calm | Serious | Easy-going | Shy | Introvert | Good-natured |
| Extrovert | Likeable | Leader | Quiet | Headstrong | Lonely |
| Submissive | Self-Conscious | Sensitive | Other: | | |

Have you ever seen a psychiatrist or counselor? Briefly explain:

Current medications and dosage:

Medication	Dosage	Medication	Dosage

Additional Information

1. What problem are you having (what brings you here)?

2. What have you done about this problem?

3. What are your expectations from counseling?

4. Is there any other information we should know?

Our Goal: The goal of Biblical Counseling is to help people work through the difficulties of life in a way that will be pleasing and honoring to the Lord Jesus Christ. We are here to help others learn truth so that they may live in accordance with truth.

Counseling Provided and Fees: We are a ministry of Southern View Chapel and provide counseling free of charge because we believe this is what the Bible teaches. The undersigned counselee will receive Biblically based counseling from a qualified counselor at no cost. While counseling is free we do need to charge for most resources used during the counseling process. These charges will mostly consist of books, pamphlets, CD's or the like. Payment for these materials will be due on the day they are issued. We accept checks or cash, no credit or debit cards. Checks should be made out to Southern View Chapel.

Cancelation Policy: We do not charge for counseling, but we do charge for cancelations made less than six hours prior to the appointment, or if you fail to show up for an appointment. If either of these situations occurs, we will not resume counseling until we receive either a cash payment or a check from you for \$30. We have put this policy in place because we have counselors who travel long distances in order to volunteer their time and we do not want to waste their valuable time. You may avoid this charge by simply changing your appointment as soon as you know that you will not be able to keep it or maintaining clear communication with your counselor well in advance of any potential conflicts of scheduling.

Counselee(s) Initials: _____

Biblical Basis: Counseling received at Springfield Center of Biblical Counseling (SCBC) is religious in nature and is conducted under the authority and leadership of Southern View Chapel. We believe the Bible provides sufficient guidance for all matters of life and faith (cf. 2 Timothy 3:16-17, 2 Peter 1:3-4). Our counseling is based solely on the principles of Scripture and does not use the teachings or methods of modern psychology or psychiatry. The counseling you receive will be based upon your counselor's understanding of the Holy Scripture.

Counselee(s) Initials: _____

Confidentiality: We view confidentiality as a vital element in the counseling process. We strive for the highest integrity concerning confidentiality and have developed a policy that addresses this issue specifically. The SCBC Confidentiality Policy is attached to this form and is to be read, signed, and turned in to SCBC before counseling begins.

Church Attendance: As long as you are receiving counseling at SCBC you agree to attend at least one church service or bible study at a Bible teaching church. If you are currently not active in a local church then we strongly recommend you attend Southern View Chapel since the teaching here will match what you receive in counseling. This policy is in place because the more you are learning about God, His Word, and His instructions for life, the better equipped you will be to respond properly to the situations of life that are creating trouble for you. Your counselor will review any specific questions related to this policy. We strongly recommend that you take notes during the service you attend so that you will be able to recall points of importance in that message. Counselors will inquire about services attended and some of the highlights that you gleaned from the service.

Conflict Resolution: On rare occasions a conflict may develop between a counselor and a counselee. The Bible commands that Christians make every effort to live in peace and to resolve disputes with each other in private or within the Church instead of involving the secular courts (cf. 1 Corinthians 6:1-8). In keeping with obedience to Scripture we require all counselees, whether professing to be Christian or not, to agree to follow these procedures in the event of a conflict with Southern View Chapel, Springfield Center of Biblical Counseling, or any of the counselors associated with this ministry.

By initialing below I agree that any claim or dispute arising from or related to this agreement shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker® Ministries. Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision. Copies of the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation are available upon request and more information can be found at www.peacemaker.net/icc.

Counselee(s) Initials: _____

If you have any questions about these guidelines please speak with your counselor. Your signature below indicates your informed consent to these guidelines.

Signature: _____ Date: _____

Signature: _____ Date: _____

The Director and staff of the Springfield Center of Biblical Counseling, hereafter SCBC, understand that confidentiality is an important and vital characteristic of the counseling relationship. To that end, SCBC and its representatives agree to carefully guard to the fullest extent possible the information entrusted to them by counsees.

Staff members and students participating in the SCBC program are expected to protect the information they receive in order to ensure the highest integrity of the counseling process and the privacy of the counselee. Should a counselor fail to protect information it may become necessary for them to be dismissed from service in the SCBC program. The decision to dismiss a counselor will be determined by the Board of Elders of Southern View Chapel.

Even though SCBC has a high regard for confidentiality there are certain circumstances where it may be necessary to reveal information obtained in the counseling process in order to uphold the principles of Scripture, the standards of Southern View Chapel, and/or the laws of the state of Illinois. SCBC does not hold to the legal concepts of the priest/penitent, doctor/patient, psychotherapist/patient or counselor/counselee privileges, unless one of the pastors from Southern View Chapel is doing the counseling. In such case that Pastor's role as a Pastor will override this policy and he has the option to counsel under the priest/penitent laws of the state of Illinois.

Some situations where SCBC may deem it necessary to reveal otherwise confidential information include but are not limited to:

1. Where a counselee is encouraged to renounce a particular sin but refuses to do so, it may become necessary to seek the assistance of others in the church to encourage repentance and reconciliation in accordance with Scripture (cf. Proverbs 15:22, 24:11; Matthew 18:15-20). In such cases only the information that is necessary to deal with that particular sin will be revealed. Further, such information will only be revealed to those Biblically required to be involved. When following Scripture in such cases it may become necessary to contact the pastor and/or other elders of a counselee's home church.
2. Counselors uncertain as to how a particular issue should be addressed may reveal necessary information to and seek assistance from another counselor or one of the pastors at Southern View Chapel.
3. Where a counselee threatens to harm himself/herself or another person, it may become necessary to notify the proper legal authorities, family members, pastor, intended victim or all of the above. If the counselee makes such threats in the context of a counseling session, the Counselor will immediately consult with another SCBC Counselor and/or the Director who will work with them to assess the situation and assist in making the appropriate notifications, if necessary.
4. If a counselor is made aware of evidence that abuse or some other crime has been or is about to be committed, it may be necessary to reveal such to the legal authorities.
5. SCBC recognizes that in the course of the loving discipline of their children, Christian parents may employ corporal punishment, in accordance with the teachings of scripture and, in conformity with those Scriptures, SCBC supports a parent's right to do so.

However, if in the course of counseling, the Counselor suspects that a minor child has been physically or sexually abused, the Counselor will immediately consult with another SCBC Counselor and/or the Director who will assist in the assessment of the situation. If it is then suspected that abuse has occurred, **the legal authorities will be contacted immediately. If no other counselor is available and a child is in imminent danger of being abused, the Counselor will immediately contact the appropriate legal authorities without employing the above consultation process.**

6. Observers, including but not limited to counselors in training, may sit in on counseling sessions either to assist in the counseling process or for training purposes. SCBC is a training center for biblical counseling and has ongoing training classes. One aspect of the training is to observe other counselors as they counsel people. Advance notice will be given to a counselee if possible.
7. **All observers and counselors agree to be bound by this confidentiality agreement and should they be found to be in violation of this agreement understand they face expulsion from the SCBC counseling program by the SCBC Director and the Board of Elders of Southern View Chapel.**

I have read and understand the above Confidentiality Policy of SCBC and agree to be bound by its terms.

Signature: _____

Date: _____