Contact Record Sheet

Stephen Minister: _____

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

Explanation of Categories

Contact Number

Use this column to number in sequence each interaction with your care receiver, beginning with your first contact and including all interactions of any kind.

Date

Record the date of the contact.

Initiated By

Note who initiated each contact: the Stephen Minister (SM) or the care receiver (CR). Don't use the care receiver's name or initials.

Type of Contact

Note whether you talked in person, by phone, or in some other way.

Length of Contact

Record in minutes the amount of time the contact lasted.

Notes

Write a brief note about the contact—just one or two short phrases to help jog your memory when preparing for check-in statements and in-depth reports. For example, you might briefly note one or more of the following:

- a reason for the contact;

- anything unusual 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; or

- any change in the care receiver's situation, attitude, feelings, or behavior.

Avoid including any names or details that could easily identify the care receiver.