



Intake Documents

Included in this packet are the following Documents:

- **Basic Information Sheet**
- **Recovery Coaching/Pastoral Care Policy**
- **Recovery Coaching Guidelines**
- **Acknowledgement of Understanding** (Required only if attending groups)
- **Legal Issues**

Please take the time to read, print out and sign each of these documents. If you are only coming for coaching or pastoral care with no plans to attend a recovery group, you do not need the “**Acknowledgement of Understanding**” document. If you are out of the area and only doing a phone appointment, please either mail the signed documents or scan and email them to info@newhopelawrence.com

If you have any questions concerning any of these documents, please feel free to call, email or ask about them at the beginning of your session. However, if these can be taken care of prior to your session, it will allow more time for more pressing matters.



Basic Information Sheet

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone: (Home) _____ (Cell) _____

If joining a recovery group, what number do you want on the phone list? _____

Today's date _____

Email address _____

Year of birth _____

Marital Status: Single Married Separated Divorced How Long? _____

Spouse's name _____

Is spouse in a New Hope recovery group? _____

Children's Names & Birth Year: _____

Home Church _____

Do you have a counselor? _____ Who? _____

How frequently do you see your counselor? _____



Recovery Coaching/Pastoral Care Policy

Sound Biblical input, recovery coaching and compassionate pastoral care are some of the blessings God has given his people in the persons of pastors, teachers and other church leaders. We thank God with you that these resources are available as part of the ministry of New Hope Recovery Ministries.

The pastoral care and/or recovery coaching you may receive is provided free of charge, except for occasional material costs. You are of course welcome and encouraged to donate back to the ministry so these services can continue to be available for others. The coaching is pastoral in nature, intended to provide you with sound Biblical instruction and spiritual direction for the issues of life. The coaching you receive is not intended to be professional mental health care or legal counsel. The individuals with whom you speak have not received specialized training in medicine, psychology, psychiatry, or law.

New Hope Recovery Ministries will honor the principle of disclosure of information only on a "need to know" basis. However, it is our policy to report to appropriate persons and legal authorities: evidence of child abuse, evidence of elder or dependent adult abuse, threat of physical harm to another, threat of self-inflicted physical harm, and information which poses a threat of harm to the congregation and/or ministry of New Hope.

As consideration for giving the pastoral care you are requesting, New Hope Recovery Ministries and you agree that for any dispute arising out of the care relationship between you and New Hope and any employee, agent, or volunteer of New Hope, the exclusive forum for resolving the dispute shall be the mediation and conciliation, and if necessary arbitration, services of a mutually agreed upon Christian mediator/arbitrator. Any resulting arbitration is mutually agreed to be binding on all parties.

I have read, understood, and agree to be bound by the above stated policies of New Hope. In addition, I authorize release of information according to these same policies.

Date _____ Signed: _____

Print Name: _____



Recovery Coaching & Pastoral Care Guidelines

As both the demand for Darrell and Debbie's time and the financial burden of providing for New Hope Recovery Ministries have increased, we have established the following guidelines for appointments with them.

- Priority will be given in the following order
 - Leaders from within our recovery groups
 - Individuals and couples regularly attending New Hope recovery groups
 - Local area individuals and couples
 - Out of area individuals and couples
- Men working with Darrell need to be working through *New Hope For Sexual Integrity*. Individuals and couples need to listen to his "**Power of Joy**" series.
- Suggested Donation Amounts For Skype, Phone or Face-to-Face Appointments
 - For those who are able
 - \$125 for a 60 minute session
 - \$150 for a 90 minute session
 - When family income is between \$5-6K per month
 - \$100 for a 60 minute session
 - \$125 for a 90 minute session
 - When family income is between \$4-5K per month
 - \$75 for a 60 minute session
 - \$90 for a 90 minute session
 - When family income is between \$3-4K per month
 - \$50 for a 60 minute session
 - \$60 for a 90 minute session
 - When family income is below \$3K per month
 - \$30 for a 60 minute session
 - \$50 for a 90 minute session
- These amounts are suggestions only. We understand each situation is different and leave your giving between you and the Father. We simply ask you to ask Him.
- Extra donations are always welcome and help us provide this unique ministry.
- Donations can be made at the time of your appointments, by mail and online at www.newhope4si.com. (click on the "Donate" button" at the top of the page)
- Please do not put anything in the memo of your check or in the "notes" section on PayPal as that may affect its deductability.



Acknowledgment Of Understanding

I understand that every attempt will be made to guard my anonymity and confidentiality in New Hope Recovery groups, but that it cannot be absolutely guaranteed in a group setting.

- I realize that the group coordinators cannot control the actions of others in the group.
- I realize that confidentiality is sometimes broken accidentally and without malice

I understand that group coordinators are morally and ethically obligated to discuss with other pastoral individuals if he/she observes any of the following behaviors. I also understand that this may lead to the breaking of confidentiality and/or perhaps intervention:

- I communicate an intention to kill myself
- I communicate an intention to harm another person.
- I reveal ongoing sexual or physical abuse.
- I exhibit an impaired mental state.
- I communicate involvement in criminal activity

I have been advised that communicating any of the above types of information may result in reports being made to the proper authorities – the Police, Suicide Units and Services to Children and Families, as well as to any potential victims. If I am on probation and/or parole this may include the need to notify the appropriate authorities.

I have read and am in agreement with the “Legal Issues” page in *New Hope For Sexual Integrity* and included in these “Intake Documents.” I have either talked through any questions I have with the recovery director or else have no legal issues as part of my struggle.

I also understand that group leaders reserve the right to discuss matters disclosed by group members for the purpose of receiving supervision and oversight. This occasionally includes a leader of the wives’ group discussing matters with a leader of the men’s group or vice versa.

I understand that this is a Christ-centered group, which integrates recovery tools with the Bible and prayer, and that all members will not be of my particular church background. I realize that the Bible may be discussed more (or less) than I would like it to be.

I realize that this is a support group, and NOT a therapy group. I understand that the leaders and coordinators are qualified by “life experience,” and not by professional training or certification. The leaders’ roles in this group are to create a climate where healing may occur, to support personal work towards recovery, and to share his/her own experience, strength, and hope. I also realize that I am personally responsible for my own recovery.

Signed _____ Date _____

Printed Name _____

Legal Issues

Through research, experience and consultation with other ministries and legal counsel, we have developed the following policies for our recovery groups. If you have questions about how these might apply in your specific circumstances, please set up an appointment with the recovery director.

- Matters of legal consequence must not be discussed in group settings.** They belong in individual and couple sessions with a pastor, a counselor or a lawyer. The reason is this: things shared with clergy, lawyers and counselors are protected while things spoken in a group are not. For example, if a man shares with his check-in group he did something illegal and is tried for that offense, group members could be forced to testify. This is a protection both for the offender and for group members as the first question on the stand would most likely require the witness to state he is in a sexual addiction recovery group with the accused. Examples of legal issues include but are not limited to the following:
 - **Sexual contact with minors including but not limited to any touching of private areas of either the minor or the adult**
 - **Cyber or phone sexual contact with minors.**
 - **Any issues of exposure or voyeurism (Flashing & Peeping)**
 - **Child pornography**
 - **Rape or any form of coerced sexual relations**
- Individuals with *current* legal issues are not permitted in the groups.** However, pastors and counselors can meet with these individuals if they so desire. Again, this is a protection both for the individual and for others in the groups. Legal issues that have been resolved, i.e. prior convictions or previously tried offenses do not automatically prevent participation in the groups. However, they must be disclosed and evaluated prior to attending. Disclosure may require the individual to pass a polygraph exam before attending meetings. Failure to disclose will absolutely require a polygraph exam to attend groups and/or individual sessions.
- If legal issues come up in a group, we ask everyone to take the initiative to shut down the conversation.** Yes, it is important individuals share their struggles. However, they must not jeopardize others and must deal with these issues in protected individual sessions. If a legal issue comes up, do not be afraid to speak up and call attention to it as it affects everyone and the “leader” might not have picked up on the issue. Also, do not assume if something happened in the distant past it is no longer an issue. There are few “Statutes of Limitation” in regards to the abuse of children.
- Some legal issues require reporting and some do not. Some group leaders and members are “**Mandatory Reporters**” and New Hope Recovery Ministries policy it to report anything that a “Mandatory Reporter” would need to report.
- Child pornography and voyeurism issues do not automatically require reporting. However, they are serious and have legal ramifications. Therefore, if this is part of your history you should discuss them individually with a pastor, a counselor or a lawyer and not with the group.
- Most inappropriate sexual contact with a minor occurring before the perpetrator was 17 is not prosecutable, and therefore, falls under the umbrella of hidden shame that can and should be talked about in group.
- If legal issues arise or exist in an individual’s history, leadership reserves the right to require a **polygraph exam** in order for individuals to remain in the group
- There is much greater freedom for spouses to speak about their husband/wife’s offenses because statements made by a spouse in a group context would not likely be admissible in court. However, it would still be better to talk about them in a one-on-one context.

Thank you for understanding our desire to protect all participants in our recovery ministry. If you have any questions about these guidelines or about how they apply in your specific situation, please call or schedule an appointment with the recovery director.

I understand New Hope’s Legal Issues policy and declare that as far as I know there are no legal issues I have not discussed with the director of New Hope Recovery Ministries or a leader who is authorized by New Hope to make legal issue decisions.

Signed _____ Date _____