



## **Intake Documents**

Included in this packet are the following Documents:

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

Please take the time to read, print and sign pages 4-7. If you are out of the area please either mail the signed documents or scan and email them to [info@newhope4si.com](mailto:info@newhope4si.com)

If you have any questions, 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 other matters.



## Recovery Coaching & Pastoral Care Guidelines

- **Pastor Darrell Brazell** meets with individuals and couples wrestling with life and marital issues, pornography, affairs, etc., as well as for Immanuel Prayer sessions. Darrell has extensive training in sexual addiction recovery including his PSAP-S certification which at the time was the exact same training as received by CSATs (Certified Sexual Addiction Therapist). It is just a different designation since he is not a licensed therapist. (See [www.iitap.com](http://www.iitap.com) for more information)
- **Debbie Brazell** meets with women interested in joining or who are part of the New Hope group for wives of men wrestling with pornography, affairs, and other sexual issues.
- Men working with Darrell on sexual/relational issues need to be working through **New Hope For Sexual Integrity**. Individuals and couples need to be working through his “**Power of Joy**” & “**Maturity 101**” series.
- Women meeting with Debbie need to be working through materials suggested by her.
- While we work off a ministry model and provide care for anyone regardless of their ability to give, here are our suggested donation amounts for appointments. (Video, phone or in person)
  - For those who are able
    - \$140 for a 60 minute session
    - \$175 for a 90 minute session
  - When family income is between \$4-6K per month
    - \$100 for a 60 minute session
    - \$125 for a 90 minute session
  - When family income is between \$3-4K per month
    - \$75 for a 60 minute session
    - \$90 for a 90 minute session
  - When family income is below \$3K per month
    - \$50 for a 60 minute session
    - \$60 for a 90 minute session
- Extra donations are always welcome and help us provide ministry for those who do not have the funds to pay for traditional counseling.
- Donations can be made at the time of your appointments, by mail or online at [www.newhope4si.com](http://www.newhope4si.com).
- Please do not put anything in the memo of your check or in the “notes” section on PayPal as it could affect its deductibility.



### Initial Recommended Materials

- *New Hope For Sexual Integrity* (for men in groups or meeting with Darrell).....\$25
- *Betrayed & Beyond* (For women attending our partner’s group) .....\$26
- “Power of Joy” (Audio Files available at [www.pojkc.com](http://www.pojkc.com)) .....\$25
- “Maturity 101” (Audio Files available at [www.pojkc.com](http://www.pojkc.com)) .....\$25

### Fees For Assessments

- (SDI4.0) .....\$100
- (PTSI-R)..... \$50
- (IPAST) ..... \$50

We highly recommend individuals struggling with sexual matters to take the SDI (Sexual Dependency Inventory) and the PTSI-R (Post Traumatic Stress Index Revised) as they will help us get to individual’s cores issues much sooner. We recommend the IPAST (Inventory for Partner Anxiety, Stress and Trauma) for the spouse of the individual seeking help.

These tests have been designed, researched and are continually modified by the International Institute Of Trauma And Addiction (IITAP) and can only be administered by therapists and pastors who have completed or are in the process of completing their “Certified Sexual Addiction Therapist” or “Pastoral Sexual Addiction Professional” certifications. These assessments are done online and require a confidential code New Hope purchases from IITAP. Darrell Brazell has been trained to use these assessments. He will receive the results and then meet with the individual and/or couple to go over the reports. Fees cover the cost of the assessment and for Darrell to read and interpret the results.



## 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 \_\_\_\_\_ Spouse's Email \_\_\_\_\_

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.

New Hope Recovery Ministry (NHRM) provides pastoral care and/or recovery coaching free of charge, however, materials, books, audio recordings, assessment tests, etc. will require payment. You are welcome and encouraged to donate back to the ministry so these services can continue to be available for others and because it also helps you have a financial investment in your recovery. 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 are not licensed in medicine, psychology, psychiatry, or law.

NHRM 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 ministry.

As consideration for the pastoral care you are requesting, NHRM 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. In addition, I authorize release of information according to these same policies.

Date \_\_\_\_\_ Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_



## 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, Darrell Brazell.

- 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 is 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 \_\_\_\_\_



## **New Hope Electronic Communication Policy**

The ability to instantly communicate via texting, email and other forms is both a blessing and a curse. It can be a blessing in that we can communicate information to others, coordinate schedules, and handle other “tasks.” However, it also can create many difficulties due to its inability to communicate emotion, nuance, etc. It also can be difficult because individuals often want to work things out in electronic forms that need to be done in person or possibly over the phone or via a video conference.

Additionally, electronic communication often creates a false sense of availability. For example: if someone texts about something at a time when a recovery coach has a few minutes and can respond, that response gives the impression they are available at times outside of appointments. This becomes especially difficult when multiple people are texting and/or emailing. While each text or email may seem to only require a few minutes to reply, reading and/or replying adds up over time.

Texting especially seems to come with an unspoken sense of pressure. I.e. I must respond in a timely manner even if the text is lengthy or involved. Email seems to have less pressure as it is easy to mark them as “unread” and/or put reminders on them to come back to them at later.

Because of these and other issues, we have established the following guidelines for New Hope Recovery Ministries. Please keep these in mind when you communicate with us and feel free to discuss them with your recovery coach.

1. Email and texting is to be used primarily for scheduling appointments and communicating factual information.
2. If you need to communicate lengthy and/or complicated thoughts, emotions, background, etc. in a written form, please use email rather than texting and understand you may or may not receive a reply.
3. You are welcome to send emails with more background, processing, etc. just understand that your New Hope recovery coach may or may not have the time to read them and certainly will not have the time to respond to each point, question, etc. We understand that writing is often helpful for the individual and there are times where it can help your coach as well. However, we ask that you try to understand why it is essential to work through things in session.
4. Please never assume we have received a text or email as they sometimes get lost and/or buried in our inboxes. If you have not received a reply to a request for an appointment time, please feel free to ask again after 24 hours and/or call and leave a voicemail to make sure the message has made it to us.