

**GUIDELINES FOR PREPARING
A VERBATIM REPORT OF A PASTORAL ENCOUNTER**

Your Name:
Date presented or turned in:

I. Introduction

1. Known Facts:

Referral: Yes(e.g., nurse)/No (chaplain initiated)

Patient: (Initials)	Date of Call:	Hospital Unit:
Age:	Duration:	Date Admitted:
Gender:	# of calls:	Diagnosis:
Hometown:	Race:	Prognosis:
Marital Status/Family:	Children:	Faith Tradition:

2. Pastoral Plan/Purpose of Visit: new admission, referral response, pre-surgery support, family support, etc.
3. Observations: Describe your observations as you entered the room, e.g., sights, sounds, smells, seating arrangement of people, person's demeanor,
4. Your Feelings and Assumptions before Entering the Patient Room: based on the nature of the call, referral info, previous history, etc.

II. Verbatim Interview of Pastoral Encounter

Dialogue – report what was said verbally and non-verbally to the best of your memory	Inner Thoughts and Feelings – describe what was going on in you during the visit
C1:	
P1:	
C2:	
P2:	
Etc. Include at least 12 interchanges.	

Left Column: Share what was said by chaplain and patient/family. In parentheses or italics indicate each party's *feeling tone* as well as the content of the conversation. *Action*, e.g., "moved closer to patient," or other relevant events not contained in the dialogue may be included in parentheses. Trace the actual sequence of the portion of the pastoral visit which was most significant as far as possible (or is relevant) in a verbatim record.

Identify dialogue by C1, P1, C2, P2, etc; indicate chapter and verse of Scripture used; include (write out) prayers.

Right Column: Record your inner thoughts and feelings throughout the pastoral visit.