

Modify this form to meet the needs of your parish - most congregations will simplify this form considerably.

Screening in Faith

ONE-ON-ONE RECORD FORM
[address of parish or organization]

This form is intended to assist the parish/organization to comply with the *Screening in Faith Policy* that requires all persons in high risk ministries to document all one-on-one [face-to-face] visits or meetings that occur with children or vulnerable adults. The form is designed to assist the parish/organization to track client follow up as well as to create a supportive and transparent environment for ministry. Please be prudent and mindful of the individual's privacy when filling out this form.

Instructions: Complete this form immediately after (or during) the visit or meeting, whether regularly scheduled or impromptu. Keep the completed record in a safe place, maintaining confidentiality until you submit it to your ministry leader. If anything occurs during the visit to causes concern or alarm, it should be reported to your supervisor, immediately.

Name of volunteer/staff person: _____ Clergy Lay

Name of parishioner/client	Location	Date of visit (dd/mm/yyyy)	Time and Length of visit	Follow-up visit required? (Y/N)	Comments
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Please place this Record in the Visitor's personnel file in a locked filing cabinet.