

## LIFE COACHING INFORMATION INTAKE FORM

**1. CALL FOR AN APPOINTMENT**

Office: 770-502-8050

**2. PRINT OUT THESE INTAKES**

If you do not have a printer simply call us and we will mail them to you.

**3. COMPLETE AND SIGN INTAKES**

Fill out these forms completely.

**4. BRING THESE INTAKES WITH YOU**

Bring these completed forms with you on the day of your first coaching appointment.

### COACHING CLIENT INFORMATION

Today's Date: \_\_\_ / \_\_\_ / \_\_\_ Referred By \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Phone (Cell) \_\_\_\_\_ (Cell 2) \_\_\_\_\_

E-mail: \_\_\_\_\_

Date of Birth: \_\_\_ / \_\_\_ / \_\_\_ Age: \_\_\_\_\_

Education: \_\_\_\_\_

Are you a church member?  Yes  No

Church Name \_\_\_\_\_

Pastor's Name \_\_\_\_\_

Religious Background \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

### MARRIAGE AND CHILDREN

\*If you have never been married and have no children then you can skip to the next section.

Marital Status (circle the ones that apply):

Single Engaged (wedding date): \_\_\_ / \_\_\_ / \_\_\_

Married (Date): \_\_\_ / \_\_\_ / \_\_\_ Divorced (Date): \_\_\_ / \_\_\_ / \_\_\_

Separated (How long?): \_\_\_\_\_ Widowed (Date): \_\_\_ / \_\_\_ / \_\_\_

Previous Marriage(s): \_\_\_\_\_

Spouse's Name (if married): \_\_\_\_\_

Spouse's Date of Birth: \_\_\_ / \_\_\_ / \_\_\_ Spouse's Age \_\_\_\_\_

Spouse's Occupation: \_\_\_\_\_

Spouse's Employer: \_\_\_\_\_

Do you have children? Yes No

If yes, please list them below and designate step-children as ("Step").

1. \_\_\_\_\_ Age \_\_\_\_\_

2. \_\_\_\_\_ Age \_\_\_\_\_

3. \_\_\_\_\_ Age \_\_\_\_\_

4. \_\_\_\_\_ Age \_\_\_\_\_

5. \_\_\_\_\_ Age \_\_\_\_\_

6. \_\_\_\_\_ Age \_\_\_\_\_

7. \_\_\_\_\_ Age \_\_\_\_\_

COACHING INFORMATION INTAKE FORM

MORE ABOUT ME

Things you would like your coach to know:

Lined area for writing responses to 'Things you would like your coach to know:'

What would you like your coach to help you accomplish?

Lined area for writing responses to 'What would you like your coach to help you accomplish?'

What are some of your greatest highlights so far?

Lined area for writing responses to 'What are some of your greatest highlights so far?'

What brings you to coaching?

Lined area for writing responses to 'What brings you to coaching?'

Lined area for writing responses to 'What brings you to coaching?'



## LIFE COACHING INFORMATION AND CONSENT TO COACH

### A. MINISTRY COACHING CONCEPT

Jesus said, "...you shall know the truth, and the truth shall make you free." CFT ministry life coaches believe that the Bible is truth and sufficient for addressing all of life's problems that are not organic in nature, and that reliance on the Holy Spirit is essential. Therefore, CFT ministry life coaches use the Bible as their primary tool in bringing a client's concerns to resolution while relying on the Holy Spirit for the results. A vital part of the ministry life coaching process is attending a Grow In Grace Seminar. Therefore, all clients are expected to attend. (Please see receptionist for registration.)

### B. MINISTRY COACHING CREDENTIALS

CFT's ministry life coaches are either ordained pastoral counselors or under the supervision of an ordained pastoral counselor and have been Biblically trained to minister God's grace to others through the Exchanged Life discipleship life coaching process. CFT's life coaches have completed extensive training in life coaching. Our life coaches have also completed Exchanged Life counseling training. Please feel free to inquire about the training and background of your ministry life coach. CFT's staff are not psychologists, psychiatrists, licensed counselors or therapists.

### C. FINANCIAL POLICY

CFT staff life coaches raise their own salaries from those who believe in their ministry to others. The office expenses are paid from the financial contributions of clients. Scripture affirms this method of supply when it says, "If we sowed spiritual things in you, is it too much if we should reap material things from you?" Therefore, clients are asked to contribute financially for the life coaching services they receive. Our suggested rate\* is \$125 per hour. If a client is unable to contribute \$125 per hour they should discuss what they can contribute with their CFT staff life coach. It is to be noted that no one will be refused life coaching for financial reasons. We only ask that when God does bless you financially, you remember CFT's ministry to you. CFT is a non-profit Christian ministry, and any amount donated above \$125 is tax-deductible to the full extent allowed by law and will be used to help others clients who are unable to contribute.

\*If your life coach determines that an assessment is beneficial, there is a one-time \$30 cost per person for the assessment.

### D. BOOK AND AUDIO POLICY

Books and Audio related to client's concern will be recommended by the life coach to facilitate the life coaching process. If client is unable to purchase the materials recommended by the life coach, then the client should avail themselves to CFT's loan library. Should clients choose to borrow the prescribed books or audios, a \$5.00 loan fee per item will be charged. When borrowing books and/or audios, client agrees to return all items on the date set by the CFT staff life coach. By not returning the materials on the prescribed date, client consents to purchase the loan materials, and expects to be billed by CFT for the materials plus applicable taxes.

### E. APPOINTMENTS AND CHILDCARE

If the client has to reschedule an appointment, they should do so at least 24 hours in advance so that the life coach may reschedule their time and give others an opportunity to fill the vacated time slot. Should

no one be available to speak with you personally, please leave a message on the CFT's voice mail to reschedule your appointment. Child care is the responsibility of the parent or guardian. Child care is not provided by CFT.

### F. CONFIDENTIALITY COMMITMENT

All information disclosed to your life coach will be kept in strict confidence. CFT ministry notes, personal testimonies and assessments taken, given, or shared will not be transferred to any one except when the information is used in consultation (See Consultation Consent). However, persons receiving life coaching can expect confidentiality to be modified in the following situations: 1. When the personal safety of the client or another person is an issue. 2. When any form of child abuse (physical or sexual) or child neglect is disclosed to or suspected by your life coach.

### G. CONSULTATION CONSENT

I do hereby give my consent for my life coach to consult with others (i.e. pastors), that the ministry life coach may deem appropriate to consult with, in order to assist in the assessment of my life coaching concerns, for the purpose of providing the best possible help, in making recommendations, formulating strategies, or in considering an appropriate referral.

### H. REEVALUATION AND ADJUSTMENT

In the course of the coaching process, the goal of the client, the coaching approach, or the duration of time required may need to be re-evaluated and adjusted. These adjustments, if necessary, will be made together with the coach and the client.

### I. PRAYER MINISTRY

I do  do not  give my consent that my life coaching concerns be made a matter of prayer by CFT's Prayer Ministry. I would  would not  like for my concerns to be associated with my initials only.

### J. MAILING LIST

CFT has a free ministry newsletter sent out quarterly with encouraging articles and updates on our ministry. Would like to be added to our mailing list?  Yes  No

By my signature, I affirm that I have read and do understand the above statements.

\_\_\_\_\_  
Coaching Client's Name (please print)

\_\_\_\_\_  
Coaching Client's Signature

\_\_\_\_\_  
Date