

Nick Craig Westenhofer,
PhD Christian Counselor,
Dr Prophetic Ministry, Seminary
Graduate with Master Theology
Certified Life Coach
Ordained Minister of the Gospel



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CLIENT INTAKE FORM

Please complete **ALL** pages, **ALL** questions!

PERSONAL INFORMATION

Date: _____ Birth date: _____ / _____ / _____

Name: _____ Gender: Male Female Age: _____

Address: _____ City/State: _____ Zip: _____

Cell Phone Number: _____ Can a message be left here: Yes No

Email Address: _____

Occupation/Employer: _____ Avg. Hours/Week: _____

Highest degree(s) earned: _____ School: _____

How did you hear about counseling at *Sandals of Peace Ministries Biblical Counseling, INC?*

List the life issue(s)/transition you would like help within counseling: _____

What are your expectations or concerns in coming to counseling? _____

Have you had counseling before? Yes No If yes, list issues/topics addressed: _____

What was the outcome? _____

With Whom Do You Currently Live: Please check **ALL** that apply: Alone Parent(s) Spouse Children

Boyfriend Girlfriend Other: _____ Number which best describes how you would rate your current living

situation on a scale of 1 – 10 (10 being **OUTSTANDING!**):

PERSONAL & FAMILY INFORMATION

Name of Spouse: _____ Your Spouse's Age: _____

Address: (same as above) _____

Cell Phone #: _____ Have you ever been separated? Yes No

If YES, When and How Long? _____ Date of Marriage: _____

Give **brief** information about any previous marriages: _____

List children names, ages, and gender: _____

PERSONAL INFORMATION

Circle any of the following words which best describe you now:

active | ambitious | quiet | self-confident | persistent | nervous | hardworking | impatient | shy impulsive |
moody | often-blue | excitable | imaginative | calm | serious | easy-going | good-natured | introvert | extrovert |
likable | leader | submissive | self-conscious | perfectionist | content | high-strung | intelligent | follower |

Circle ALL of the following struggles you are experiencing at this time:

NERVOUSNESS	DEPRESSION	FEARS	SHYNESS	STRESS
SEXUAL PROBLEMS	SUICIDAL THOUGHTS	SEPARATION	DIVORCE	ABUSE (any kind)
FINANCES	ANGER	SELF-CONTROL	FRIENDS	FAMILY
SLEEP PROBLEMS	ADDICTION (any kind)	WORK/SCHOOL	ANXIETY	HEADACHES
TIREDDNESS	LEGAL MATTERS	MEMORY	AMBITION	ENERGY
INSOMNIA	MAKING DECISIONS	LONELINESS	INFERIORITY	CONCENTRATION
EDUCATION	CAREER CHOICES	MARRIAGE	DEATH/LOSS	RELATIONSHIPS
TEMPER	NIGHTMARES	CHILDREN	INFERTILITY	EATING PROBLEMS
UNHAPPINESS	PARENTING	IN-LAWS	PARENTS	THOUGHTS
GUILT	SHAME	PERFECTIONISM	GAMBLING	WEIGHT ISSUES
RESENTMENT	UNFORGIVENESS	OTHER: _____		

Have you been abused physically, sexually, spiritually, and/or emotionally? Yes No

If YES, by who? _____ When? _____

Have you ever addressed this issue in counseling? Yes No If NO, please explain why _____

Did you witness abuse between your parents/relatives? Yes No

Did you witness abuse between parent/relative and a child? Yes No

Have you experienced any trauma, death of family/friend or life altering experiences in your life to date? Yes No

If YES, please explain: _____

SPIRITUAL / RELIGIOUS INFORMATION

Home Church Name: _____ Number of Years at Church: _____

Are you a part of a small group? Yes No Have you been Baptized? Yes No When? _____

Have you received Jesus Christ as your personal Lord and Savior? Yes No Uncertain Don't know what you mean by this, please explain to me

If you have NOT received Jesus Christ into your heart, would you like to know how you can today? Yes No

Please note any recent changes in your spiritual life: _____

I understand that Sandals of Peace Biblical Counseling Ministries is a religious organization, and that all counseling services are provided by Pastoral Counselors offering faith-based guidance rooted in biblical principles. Any advice or direction is provided in accordance with Scripture and within the scope of the pastoral counselor's credentials.

I further acknowledge that I have received, read, and understood the Ministry's Statement of Faith and Beliefs, which is attached to this agreement. I understand that all counseling will be conducted within the framework of these religious beliefs, which form the foundation of the biblical counseling provided.

CLIENT DECLARATION

I declare that the information on the Client Intake Form is accurate and complete to the best of my knowledge, and I, by signature below affirm the statements above.

Client Signature and Date

Client Printed Name

STATEMENT OF FAITH

We believe:

The Bible is God's Word: We believe the entire Bible is the inspired and infallible Word of God. It cannot be added to, subtracted from, or superseded in any regard. The Bible is the only trustworthy, authoritative, unchangeable, sufficient Word of God, and is without error in the original autographs, a complete and final written revelation from God. It alone is the final authority in determining all doctrinal truths (Proverbs 30:5-6; 2 Timothy 3:15-17; 2 Peter 1:21; Psalm 19:7-11).

God is our Father: We believe there is only one true God who exists in three distinct equal persons: Father, Son, and Holy Spirit. He is the creator of the universes, never changing, eternal, all-powerful and unending in love (Genesis 1:1; Matthew 3:16-17; 1 John 5:7-8).

Jesus is God's Son: We believe Jesus of Nazareth is the promised Messiah. He became flesh to reveal God to man and rescue the world from evil. He, being fully God yet fully man, is the only one person that lived a sinless life. He was born of a virgin and took the weight of sin, all diseases and evil in the world on the cross so mankind could be free from the penalty of sin and creation would be redeemed. He rose from the dead on the third day according to the Scriptures, ascended to the right hand of the Father, where He now intercedes for us who believe in Him. He will return again in power and glory (John 1:36-42; Isaiah 9:6; John 1:1, 1:14, 3:16; 1 Timothy 3:16; Hebrews 4:15).

The Holy Spirit: We believe the Holy Spirit was given after Jesus ascended into Heaven to edify and empower the individual believer and the Church. The Holy Spirit is alive and active today. The Holy Spirit alone gives true understanding of the Bible. Believers should live Spirit-led, Spirit-empowered lives (John 14:15-18; Acts 1:5,8; Ephesians 3:16).

Man is Fallen: We believe man and woman were created in the image of God to have fellowship with Him but became alienated from that relationship through sinful disobedience. As a result, mankind is totally incapable of coming back into a right relationship with God by his own human merit or performance (Genesis 1:26; Romans 3:23; Romans 5:8-9; Titus 3:5).

Jesus Saves: We believe the blood of Jesus Christ on the cross provides the sole basis for the forgiveness of sins. Salvation is a free gift and only occurs when a person repents and places their faith in the death and resurrection of Christ as the sufficient payment for their wages of sin. Genuine believers are born again and indwelt by the Holy Spirit of God. Believers are baptized into the body of Christ, the true church, and sealed by the Holy Spirit, thus, unable to be separated from the love of Jesus Christ (Luke 24:46-47; Acts 3:19; John 1:29; Romans 6:23; John 3:1-6; Acts 1:4-5; Ephesians 2:8-9; Revelation 5:9).

Marriage: We believe marriage is a sacred covenantal union between a man and a woman that limits sexual relations to monogamous, heterosexual marriage. Marriage is a binding covenant, for our holiness and joy. It is a picture of Christ, the Church, and the Gospel to spread the glory of God (Genesis 2:24, 4:1; Malachi 2:16; 1 Corinthians 7:1-16; Ephesians 5:22-33).

Living for God: We believe all believers need to be filled and empowered by the Holy Spirit to live a Godly life, and to be bold in our witness for the Lord. We agree we are living sacrifices, holy and acceptable to God and that without the Holy Spirit's indwelling and recurring filling, we cannot fully display Christ. By obedience to the Bible, participation in a community of faith, and daily yielding to the Spirit, every believer matures and becomes conformed to the image of Christ (Romans 8:13-14, 12:1; 1 Corinthians 6:19-20; Ephesians 4:30, 5:18; Hebrews 10:23-25).

INFORMED CONSENT

BIBLICAL COUNSELING AGREEMENT: In order to be fully informed about the Biblical counseling you will be receiving, please read through this following agreement, sign and date it at the bottom of the page. This form must be signed and the Client Intake Form must be completed to begin the counseling relationship.

DESCRIPTION OF BIBLICAL COUNSELING: The goal of Biblical counseling is to help an individual think biblically about their current struggles in the context of a confidential, caring environment. A Biblical counselor relies on Scripture as the sole authority for faith and conduct and recognizes that lasting change is the result of the power of God, the grace of Christ and the indwelling ministry of the Holy Spirit. Guided by biblical principles, the Counselors role is to utilize guided questioning, empathetic support, problem definition, reflection/reading assignments, encouragement, and prayer to provide wise, biblical and faithful counsel to those who are hurting and in need.

QUALIFICATIONS: Nick Craig Westenhofer has 42 years of experience from the U.S. Army. In leadership, counseling, mentoring, facilitating, teaching, supervising and management. Nick has PhD Christian Counseling, Doctorate in Prophetic Ministry, Seminary Graduate, Master in Theology from the International College of Ministry.

- Doctor of Philosophy in Christian Counseling International College of Ministry.
- Doctor in Prophetic Ministry International College of Ministry.
- Seminary Graduate Master of Theology International College of Ministry.
- Ordained Minister of the Gospel with International College of Ministry.
- Life Coach Certification International College of Ministry.
- Bachelor Science Information Technology, Specialized Project Management, Capella University.

REFERRAL POLICY/DISCLAIMER: After reviewing the Client Intake Form and after our initial consultation, Nick will determine whether or not he can provide you with the appropriate services and level of care needed to begin the counseling relationship. Clients will be referred outside of Sandals of Peace Biblical Counseling, Ministries Inc when treatment required is beyond the scope of care available here.

BIBLICAL COUNSELING FEES: Nick provides ALL his clients with a Sliding Scale Fee Schedule based on Annual Household Income and taking into consideration households having between 2-5 people average. The rates are based on a 1 HOUR SESSION, 60 MINUTES. Sometimes the sessions may require extra time depending on the situation we are discussing. She will NOT charge you for another session provided you do not go into 1 hour and 15 minutes (i.e., She will not charge for the quarter hour). **Nick does not take any insurance.** The Sliding Scale Fee Schedule allows Nick to work with her clients to ensure the fee is fair and reasonable for both parties.

CLIENT EXPECTATIONS: The client will be asked to work both in and outside the sessions. This may include but not limited to writing in a journal, writing letters, performing tasks, reading books from reputable resources, or completing other assignments between or during sessions. Faithfulness to a regular scheduled personal time of bible reading, meditation, study and attending a home church is preferable along with other work in and outside of sessions. At times, you may find counseling to provide rapid relief, or the work is arduous and painful. Also, you may feel progress has been made, and then later feel that nothing has been resolved. This is normal. The goal of counseling is to help provide you a vehicle to move and grow in a positive way while creating different ways of achieving end goals. The prayer is that you, the client, will be able to see how God is working in you during each session to restore and transform your current life situation.

If anything about what occurs in the counseling sessions or about the counseling process itself troubles or disappoints you, it is strongly encouraged that you talk about those concerns with Nick during your scheduled visit.

CONFIDENTIALITY: Nick adheres to commonly accepted codes of privacy and confidentiality in counseling ethics. There are situations, however, in which the law requires that certain information can be revealed without your consent. Under his discretion, if there is any indication that you may be a danger to yourself or others or are involved in the abuse of a minor or elder, your information may be disclosed to appropriate mental health services or law enforcement.

NO COURT TESTIMONY: The counseling provided by Nick Craig Westenhofer PhD Cc is faith-based and spiritual in nature. As an Ordained Minister of the Gospel Nick **will not** provide court testimony or depositions of any kind, or copies of any/all documents that are in the client file. The client file is the property of Sandals of Peace Biblical Counseling Ministries, Inc. By signing below, you are acknowledging this strict confidentiality and further agree that neither you nor your legal representative will attempt to subpoena Nick. **SEE NO COURT TESTIMONY FORM Alabama Confidential Clergy Communications Privilege Statue 12-21-166.**

RIGHTS AS A CLIENT:

1. You are entitled to information about any methods of counseling, techniques and duration.
2. You have the right to end counseling at any time without any moral, legal or financial obligations other than those already accrued.
3. You have the right to expect confidentiality within the limits described.
4. You have the right to authorize your counselor to consult with another professional about your counseling in writing.

MEDIATION, ARBITRATION, WAIVER OF LIABILITY: Disputes arising out of or in relation to this agreement to provide services shall first be referred to mediation, before, and as a pre-condition of the initiation or arbitration. The mediator shall be a neutral third party chosen in agreement by Nick and client. The cost of such mediation, if any, shall be split equally. In consideration for receiving any form of Biblical counseling from Nick the person receiving the counseling agrees to release and waive any and all claims of any kind against Nick Craig Westenhofer and or Sandals of Peace Biblical Counseling, Inc, which may arise from, result out of, or be related to, conduct or advice given.

CANCELLATION/LATE POLICY: *Just like a primary care physician's office, scheduled sessions have been assigned specifically for you, the client.* If you cannot make your scheduled appointment, please notify Nick directly via his cell phone at 256-509-7761 (call or text) at least 24 hours in advance. Failure to do so could result in payment of fee equal to a session. This charge is expected to be paid before or at the time of your next appointment to continue in the counseling relationship. Exceptions are for sudden illnesses and emergencies only. Please be on time for appointments. If late then your session will be for the remaining time in the hour scheduled and full payment is expected. Please notify Nick if there is a delay. *In case of emergencies after-hours or in between sessions, please call 911, or go to your local emergency room or urgent care.*

By signing below, you are acknowledging that you understand and accept the Informed Consent as stated above on the front and back sides of this form.

Client Signature and Date

Client Printed Name

NO COURT TESTIMONY – Code of Alabama - Title 12: Courts - Section 12-21-166 - Confidentiality of communications with clergymen

The counseling services provided by Nick Craig Westenhofer, PhD Cc is faith-based and spiritual in nature. As a Licensed Ordained Minister of the Gospel and as pursuant to the *Alabama Confidential Clergy Communications Privilege Statue 12-21-166* Nick Craig Westenhofer, PhD Cc will **not** provide court testimony (i.e., Deposition and/or Trial) on client's behalf nor will she provide a copy of the client file for review by any legal representation or by any other person other than herself. Alabama law prohibits compelled disclosure of these counseling exchanges, notes or records in any court of law.

The client file is the property of Sandals of Peace Ministries Biblical Counseling, Inc. and Nick Craig Westenhofer, PhD Cc as the Licensed Ordained Minister and Christian Counselor/Life Coach. Please **do not** list Nick Craig Westenhofer, PhD Cc on any document(s) you receive from any legal representation for past, present or future legal disputes. Nick **is not** a medical doctor or any other type of state-licensed professional. Please **do not** sign any release forms to have your file released from Sandals of Peace Ministries, Inc.

Client's Responsibility to Pay Counselor and Legal Fees:

If Nick Craig Westenhofer, PhD Cc is subpoenaed by client's legal counsel or defendant's legal counsel the client will be responsible to pay and will be billed for **ALL** time incurred outside of counseling as it relates to the subpoena at a rate of **\$200.00 per hour**. If Nick needs to obtain legal representation of his own because of the subpoena or any other legalities he is brought into by the client, the client will be responsible to pay **100% OF ALL LEGAL FEES (minimum of \$1,500) for Nick Craig Westenhofer's personal legal representation, counsel, court, etc.**

CLIENT DISCLOSURE:

Are you, the client, currently involved in any legal disputes as it relates to personal, business, medical, divorce, child custody, etc. (Small Claims, General Civil, Family Law, Business Law, Landlord/Tenant, Probate, Juvenile, Criminal or other cases like Name Changes, Elder/Child Abuse, Civil Harassment, etc.)?

YES OR **NO**

If **YES**, please explain the case you are involved in: _____

Attorney Name, Firm & Phone Number: _____

CLIENT ACKNOWLEDGMENT:

By signing below, you, the client, are acknowledging this strict **CONFIDENTIALITY** and further agree that neither you nor legal representatives will attempt to subpoena Nick Craig Westenhofer, PhD Cc for testimony and/or for the client file that is created within the office of Sandals of Peace Biblical, INC. You, the client, also acknowledge full disclosure of any legal disputes and will **not** involve Nick Craig Westenhofer, PhD Cc/Sandals of Peace Ministries Biblical Counseling, Inc. in any/all past, present or future legalities.

Client Signature and Date

Client Printed Name

Sandals of Peace Ministries Counseling, Inc.
Nick Craig Westenhofer, PhD Cc

FEE AGREEMENT FOR BIBLICAL COUNSELING SERVICES

ANNUAL HOUSEHOLD INCOME	FEE PER 1 HOUR SESSION
<\$20,000 - \$40,000	\$65.00
\$41,000 - \$60,000	\$75.00
\$61,000 - \$80,000	\$80.00
\$81,000 - \$100,000	\$90.00
\$101,000 or >	\$100.00

- I provide ALL my clients with a Sliding Scale Fee Schedule based on Annual Household Income and taking into consideration households having between 2-5 people.
- My rates are based on a full 1 HOUR SESSION, 60 MINUTES.
- Sometimes our sessions may require extra time depending on the situation we are discussing and if the schedule allows for additional time. I will NOT charge you for another session provided we do not go passed 1 hour 15 minutes (i.e., I do not charge for going into the quarter hour).
- I see my clients based on their needs some start weekly then gradually spread the time out between sessions.

AGREED UPON FEE: \$_____ PER SESSION

CLIENT FIRST & LAST NAME PRINTED

CLIENT SIGNATURE

DATE

Nick Craig Westenhofer, Biblical Counselor

DATE