

Sample Completed Documentation Record

A sample, filled-out example to show what a documented interaction can look like in practice.

A NOTE BEFORE YOU READ THIS

“Marcus T.” and “Cedar Ridge Community Church” are fictional, composite examples — not real people or a real congregation. Names, details, and phone numbers below are entirely illustrative.

This sample exists to show what the blank template in Appendix D looks like once it is actually used — recorded in clear, factual, specific language rather than left as an empty form.

Notice what is absent as much as what is present: no speculation about motive, no diagnosis, no emotionally charged language — just what was said, what was observed, and what was done.

Date: [date of interaction]

Time: 8:47 PM

Location / Method: In person — Pastor's office, after Wednesday evening small group

1 Individual Information

Name: Marcus T.

2 Presenting Concern

(What prompted the interaction)

Marcus stayed after small group and asked to talk privately. He seemed withdrawn compared to previous weeks and mentioned he had been “having a hard time lately.” His small group leader had also noted he had missed the past two gatherings before tonight.

3 Direct Statements

(Recorded using his exact wording where possible)

- “I don't know how much longer I can keep doing this.”
- “Sometimes I think everyone would just be better off without me around.”
- When asked directly whether he was thinking about suicide: “Yeah. I've been thinking about it more than I want to admit.”

4 Risk Assessment

Suicidal Thoughts: Yes

Plan: No

Means: Yes — access to a firearm at home (his father's)

Timeframe: No

Details:

No specific plan or timeframe identified. Marcus confirmed he has access to a firearm kept at home. He was able to commit to safety through the night and agreed, without resistance, to have his brother hold onto the firearm temporarily.

5 Actions Taken

- Remained with Marcus for approximately 45 minutes following group
- Asked directly: “Are you thinking about killing yourself?” — he confirmed yes
- Assessed plan, means, and timeframe (recorded above)
- Contacted his brother, Daniel T., who came to sit with him and agreed to hold the firearm
- Reviewed the 988 Suicide & Crisis Lifeline and helped him save it in his phone
- Scheduled a follow-up phone call for the next day

6 Referrals Made

Provided contact information for Valley Biblical Counseling Center. Encouraged Marcus to call within the week and offered to help make the first call together if that would be easier.

7 Follow-Up Plan

- Phone call the following day (Thursday)
- In-person check-in at Sunday service
- Weekly follow-up for the next month, reassessing as needed

Documented By: Pastor Xavier Cruz

Role: Associate Pastor of Care, Cedar Ridge Community Church