

Counselor's Checklist to Prepare for Session One

- Prayer: Pray daily for the counselee and equipping as a counselor.
- Self-Examination: I am working on changing _____ in my life.
- The PDI and The Counseling Agreement have been received – complete & signed and are placed in the counselee's file.
- The PDI has been reviewed and questions are prepared to solicit desired data in the following areas: Relationships, family life growing up, finances, education, job and career, physical health, skills and abilities, interests and hobbies, marriage and children, spiritual life, tendencies, attitudes, strong desires that affect behavior, dominant sin patterns and the counselee's expectations for counseling. Questions to be asked and "notes to self" are in the counselee's file.
- The first session has been scheduled for _____.
- Instructions have been clearly communicated to the counselee regarding bringing a Bible and pen, the location, the parking, how long the sessions will be and the potential duration of counseling.
- Determine whether or not to assign pre-session homework. If so, send to counselee with clear instructions and make a notation in the counselee's file.
- The counseling room is scheduled and reserved for the appropriate time slot

The counseling room is prepared:

- Table or desk and chairs
- Proper lighting
- Comfortable temperature
- Accessible whiteboard
- Supplies are ready: pens, notepads, dry erase markers, white board eraser, facial tissues, and an extra Bible
- Counselee's file and counselor's Bible is on the desk
- Any necessary resources are on the desk
- Chilled water bottles
- Reading glasses?
- Counselor's electronic notepad (optional)
- Other supplies needed: _____
- The "Biblical Counseling Record & Lesson Plan" is prepared for the first session and placed in the counselee's file
- A "Homework Assignment Sheet" is prepared for the first session