

## **Stephen Ministry Wrap Up Form**

Date:

Stephen Minister name:

Approximate date of first visit:

Approximate date of final visit:

Approximate number of caring visits or how often you met regularly:

Primary issue bringing care receiver to Stephen Ministry:

Reason for bringing closure (i.e. completed formal caring relationship, referral to another SM, withdrawal by care receiver, etc):

What worked well during this caring relationship?

What was challenging?

Knowing what you know now, what would you change?

How have YOU changed?

What will you miss?

How can the group support you?

CLUES THAT IT MAY BE TIME TO CLOSE:

- The care receiver's (CR's) behavior shows that he/she has pretty much recovered from the crisis that brought you together.
- Your CR no longer has crucial problems to discuss and does not appear to be hiding any.
- Your CR is consistently, genuinely happy.

What to do When you Notice Clues: PRAY; CONSULT WITH SUPERVISION GROUP; IF IN DOUBT, CONTINUE

NORMAL CLOSURE:

1. Anticipatory Socialization
2. Someone Brings Up Closure
3. Stephen Minister (SM) Discusses Closure with the Supervision Group
- 4-6. SM discusses, agrees on, and prepares for Closure with CR
7. Look Back and Look Forward
8. Conduct Final Visit
9. SM Follows Up with CR (or not)

ELEMENTS OF THE FINAL VISIT:

- Remind the CR that this is the final visit.
- Review the caring relationship
- Talk about feelings.
- Leave the door open.
- Impart hope.
- Mark the occasion.
- Say goodbye
- Plan follow up: Visits, Social meeting, phone calls OR no follow-up.

STEPHEN MINISTER CLOSES WITH HIS/HER PEER GROUP:

Schedule a closing with your peer group. Write out answers to the following questions before the meeting:

- What worked?
- What was challenging?
- Knowing what you know now, what would you change?
- How have YOU changed?
- What will you miss?
- How can the group support you?

Reference: Stephen Ministry Training Manual Volume 2 (Red) pages 343-371.