**Donegal Presbytery Alternative CPE Verbatim Template**

Verbatims are word-for-word (or as close to it as possible) accounts of pastoral visits. A verbatim is a type of case study that offers a way to not only hone one’s clinical skills and competencies but also provides a unique space to practice self-awareness and claim one’s identity as a pastor in an actual ministry setting. A thorough verbatim reveals as much about who you are in the care system, what your life story brings to your ministry, and how you theologically process each situation, as it does retell what you did in a particular pastoral encounter. Verbatims vary in length depending on the time spent in the actual pastoral encounter—often between three and six single-spaced pages.

Your Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Case Study #: \_\_\_\_\_

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| --- | --- | --- |
| Congregant/ Client/ Patient: use only pseudonym / initials for confidentiality | | Date of Visit: |
| Length of Visit: | | Time of Day: |
| Location of Visit: | |  |
| Age: | Gender: | Marital Status: |
| Faith Background: | | |

I. Pre-Visit

Reason for pastoral visit: Describe why this pastoral visit took place. (Examples: Is this person sick or injured? If health related, why is the diagnosis and current health status? Was this a family emergency? Was this visit requested or initiated by you?)

Background information: What do you know about this person or family?

History of Pastoral Interventions: What work have you done with this person/ family prior to this visit?

Goals/ Plan for the Visit: What were you hoping to do/ accomplish during this visit?

II. The Visit

Observations: What did you observe as you entered the room, office, home, etc.? How were you feeling as this encounter began?

Verbatim Text: Verbatim text should reflect what was communicated verbally and non-verbally (ex. body language or omission) to the best of your memory. Also describe your own inner thoughts and feelings. Record the actual conversation in chronological order (PT1, CH1: PT2, CH2, cont…) This text is typically the bulk of the verbatim.

III. Analysis/ Evaluation

1. Congregant/ Client/ Patient
2. Interpersonal Dynamics: how does this person relate to others, cope and function within this situation? How do they respond to you?
3. Intrapersonal Dynamics: what is going on internally for this person or people involved? Where are they emotionally, cognitively, spiritually?
4. Theological/Philosophical Concerns: what theological, existential, or other philosophical ideas or concerns came up (or you think are being wrestled with) in this situation?
5. Pastor/ Chaplain
6. Interpersonal Dynamics: how do you as the pastoral care giver relate to this person/family and function within this situation?
7. Intrapersonal Dynamics: what is going on internally for you as you listen and provide care for this person? Where are you emotionally, spiritually, etc.? How do you feel you did in proving care in this visit?
8. Theological/Philosophical Concerns: what theological questions arise for you in this situation? Where is God here? What are you wrestling with?
9. Wrap Up
10. Next Steps: What are your next steps/ how are you going to follow up?
11. Further thoughts/ questions: What is still lingering for you? Anything else you want to note?
12. Why did you prepare this case study? Why did you choose to prepare this case and what do you hope to learn from it?