

Record-keeping of Spiritual Direction Sessions

It is important that you keep notes from SD anonymised and kept securely in a locked drawer/file cabinet. If you keep these records on a computer, make sure that they are password protected and be aware of data protection issues. (a helpful article on record-keeping and data protection from the BACP: http://bacppp.org.uk/_sitedata/1391515928%20Z3A0IvmuG/JournalsFromOldSite/11228_peter%20jenkins%20pp%20winter%202012.pdf)

Note down to which directee you are referring and record the date of the session
eg: 2011[4]-G on 16/05/2017 (Key: 2001[4] = year & month started, G=the person, session date)

1. What went on in the session?

- Note down the key content and your impressions
- Make sure that enough is recorded so that nothing major is missed and that you can adequately prepare for supervision at a later day

2. How were you feeling during the session?

- How did you feel and react internally as you were listening?
- What was being spoken about by the directee when you reacted that way?
- What movements of the spirits were stirring in you?

3. What did you discern was the spiritual issue, awareness, grace or need that was being expressed by the directee?

4. What were the movements of the spirits experienced by the directee in the session and in the prayer that was being reported?

5. How did you respond to your directee in the session?

- During the session
- Towards the end of the session

6. What did you recommend to the directee for future prayer or action?

It is not essential to answer every question after every session, but it is a useful checklist to have available to help to make sure you don't miss anything important. In general, just a few notes/bullet points will suffice. My advice is every 3-4 sessions go through the 6 questions above as a sort of review of progress.

A quick and handy way to summarise a session is using the following 4 points:

- What was the main focus of the session?
- What was going on in the directee?
- What was going on in the director?
- What next?