**Case Notes**

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| Referrer: |  |
| Person of concern: |  |
| Main Church Contact: |  |
| Minister: |  |

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| Date & Time | *Day dd/mm/yyyy @ 00:00* |
| Contact Type | *For example: Phone call, emails, face to face meetings, minutes, documents etc* |
| Description | *Phone calls & face to face: summery of the conversations including any actions for either party.*  *Emails: Simply cut and paste into this box.*  *Minutes: Cut and paste or scan / photo graph into the box.*  *Documents: Small documents can be cut and pasted in, larger documents should give the title and the location where they can be found.* |

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