

LESSON TWO

INSTRUCTIONS

Attendance:

Required minimum Attendance per Lesson is 3 weeks.

- This is what you enter on your Begin and Finish Sign In and other forms.
- Some lessons will take more than 3 weeks.

(This requirement means that you must spend at least 3 hours, minimum 1 hour per week for 3 weeks, studying each lesson. This is the minimum of study time required per lesson. You will be asked in the lesson tests if you have met this requirement.)

Required minimum Attendance for the course is 20 weeks.

This is what you enter on your Begin and Finish Sign In and other forms.

Study Instructions:

1. Open the text book on your computer screen.
2. Open the workbook on your computer screen.
 - You can study the textbook and the workbook side by side on your screen by shrinking each one so you can view them both at the same time.
 - There are blanks in the workbook which you cannot fill in on the online workbook.
You have two choices:
 - a. You can fill in the blanks on a sheet of paper while you study the workbook and textbook.
 - b. Or you can print the workbook and fill in the blanks on the printed copy.
3. At the end of each section is a test button that you will click to return to the course main page and take the corresponding Lesson test.
The Lesson tests are listed on the course main page.
4. You must read every scripture referenced in the textbook and in the workbook in your KJV.
Reading the scriptures quoted in the textbook is not sufficient to meet this requirement. To meet the requirement you must look up and read, in your KJV, every scripture referenced in the textbook and the workbook.

All lesson tests in this course are closed book unless otherwise indicated.

You must submit a Closed Book Test Contract form in order to receive the Password for each test.

Counseling Guidelines



“We live in a confused world - a world of nervous breakdowns, a world of divorce, a world of juvenile frustrations, a world of dope addiction, a world of alcoholic beverages, and many other things that lead to frustration, unhappiness, and discontentment. This means that the average pastor who loves his people must spend hours in counseling with them.”

Dr. Jack Hyles

Counseling



Different Types and Descriptions

In the Bible, many words are used to describe counseling.

Give me 12 descriptive words and their references.

Words	Refs.
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Words	Refs.
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The counselor will counsel people with many different types of problems.

Give me 21 types of counseling and tell me if each is “Best- B” “Not Best- NB” or “should NOT be done- N.”

Types	B, NB, N	Types	B, NB, N
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Counseling



Three Different Types of People Who Seek Counsel

THREE BIBLICAL CLASSIFICATIONS OF PEOPLE

1. *The _____ man.* This person wants to live according to the Bible. He seeks for Bible principles and then applies them to his life and lives them.
Ref. _____ Ref. _____ Ref. _____
2. *The _____ man.* The simple person does not know how God wants him to live. He doesn't live right merely because he doesn't know how. His life has not yet been permanently etched by sin; he is still moldable.
Ref. _____ Ref. _____ Ref. _____
Learn to tell the difference between a true rebel and a simple man. Don't drive the simple into foolishness by coming down on them like a true rebel who is a foolish man.
3. *The _____ man.* The foolish person rejects, hates, and runs from doing right. Don't spend time arguing with a fool- spend your time with those who come to you for help, i.e., with those who want to learn.
Ref. _____ Ref. _____ Ref. _____
Ref. _____

The Simple/Wise/Foolish Person

Some people are wise in one area of their life, simple in another, and foolish in still another area. We all start out simple but hope to improve in a balanced way in order to be wise. Once we are taught in a particular area we can no longer be simple in that area. We must then choose to be foolish or wise. We can accept what God says and be _____, or we can reject and be labeled _____. Ref. _____

Teach people to become wise and to continue seeking wisdom. Ref. _____

Counseling



Illustrations from the Bible

List for me 11 examples from the Bible of people who were wise enough to seek godly counsel.

(Sometimes two are listed in one illustration- they count as one example.)

Person(s)

Book & chapter

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Each person is the sum total of how everyone else has influenced him, and the good which he has learned from others. If you choose not to accept that good then you will not be all that you can be. Walk with wise men and seek their counsel- and learn from them.

Ref. _____ Do so either personally or through walking with them in the pages of the Bible. Learn their strengths and their weaknesses; the one to follow and the other to avoid.

The Bible teaches that we are not going to become what we decide to become; we are going to become what we decide to be around.

If you want to be wise- get to the wise men. Ref. _____

Counseling



Guidelines

1. Use an _____ book.
2. Ascertain how _____ each appointment may take, based on the _____.
3. Ask the seeker to bring a _____ of the things he needs to discuss.
4. Counsel should be about _____ problems, not _____ issues.
Counsel in counseling sessions. Doctrine is to be taught from the pulpit. Ref. _____
There are exceptions to this; but only a few. And very seldom with church members.
5. Before an appointment “ _____ ” the counselee, especially with businessmen. Ref. _____
By investigate we mean learn all that you can about the person so you have a jumping off point towards helping them. Know their name, address, family info., business, associates, and accomplishments, etc.
6. Don't always assume that a businessman is successful in all areas of his life.
7. Love everyone the same.
8. It is not always necessary to give a complete answer in one counseling session.
9. Take time to think through your promises before making them to the counselee.
10. Do not always do for the counselee what they can do for themselves.
Help them to learn how to deal with their problems so they will be better equipped for possible future problems- many times it will be the same problem.
11. Be prepared to settle disputes between two people. Ref. _____
Dealing with disputes using Ro 12:10. Tell party one to tell party two what he thinks is right, but to do what party two wants. Then tell party two to tell party one what he thinks is right, but to do what party one wants.
The real scriptural problem in disputes is _____.
Find a Bible reference that tells that pride is at the root of all contention. Ref. _____

12. Know some good _____ advice and guidelines about childbearing.

13. Teach that _____ relationships in the family are more important than the family circle.

You need personal time individually as well as corporately as a family. IF a choice has to be made, which it shouldn't, choose individual time.

A husband and wife had each other before they had the children. Don't let the children rob you of each other. One day you will be alone together again- don't lose track of each other.

A wife can love both her husband and her children at the same time. Likewise a husband can love both his wife and his children at the same time.

**TAKE TIME TO DO SO YOURSELF
AND COUNSEL OTHERS TO DO LIKEWISE!!**

Counseling



Being Fair To Other Preachers

Seven rules about counseling someone from another church.

1. *Never counsel someone from another church without the prior _____ of that person's pastor.*
Have a fixed rule about this. The best way is to require a written permission.
2. *Do not be one of _____ counselors.*
Do not be a party to nor an encourager of "counsel hopping."
3. *Do _____ counsel contrary to another good counselor's advice.*
Not everyone begins and progresses the same way when counseling. If you interfere you probably will do much more harm than good. If the other counselor is a Bible-believer and a sincere person, then keep your nose out of his business.
4. *Advise the person to _____ his pastor's recommendations.*
If you counsel someone and then later find out he is a member of another church then have the character to bow out and tell them to "follow the advice of your pastor."
5. *Do not believe _____ about other preachers.*
It is much better to err on the side of their innocence than on the side of false accusations.
6. *Do not _____ another preacher's counseling.*
Instead, pray for them.
7. *Do _____ recommend humanly impossible cases to seek further advice from another counselor.*
Some cases are only solved by the divine intervention of God. Ref. _____

Time represents life; therefore, guard your time. Also, guard the time of others by being prudent and wise in counseling another pastor's members. Do not be guilty of wasting the time of another man of God.

Counseling



Being Fair To the Person Seeking Counsel

There are seventeen points to building strong relationships between counselor and counselee.

TO BE FAIR:

1. *Do _____ counsel by mail.*

II Cor 3:6 Who also hath made us able ministers of the new testament; not of the letter, but of the spirit: for the letter killeth, but the spirit giveth life.

Counseling by mail will always do more harm than good. There is no connection of visible compassion between you and the counselee.

2. *Do not counsel by _____.*

There may be a few exceptions to this- but very few.

3. *Do not counsel when you are excessively _____.*

It will hurt both of you. They deserve a counselor with a sharp, rested mind.

4. *Do not make them _____ unnecessarily.*

5. *Always ask God for wisdom _____ counseling.*

6. *Always _____ to the person seeking counsel.*

Here them out completely before making judgments and formulating your advice to them. Listen with your heart. Cutting them off is a sign of rejection.

7. *Do not _____ them while they are speaking.*

It is rude to interrupt. You earn the right to be heard by first hearing them out.

8. *Take _____ notes while they are talking.*

Do not write the whole time or they will think you are more interested in writing than you are in them and their problems.

9. *Always look _____ at the person seeking counsel.*

Don't look out a window, play with a pen or other object, i.e., give them your undivided attention. Be interested in them ONLY right then. And don't keep obviously checking the time- have a clock positioned so that you can see it while looking at the counselee.

10. Never act _____ to the one seeking counsel.

Never look down on them nor act like you are trying to impress them; instead, you are there to try to help them solve their problems. Remember that compared to Christ, the one we should all compare ourselves to, we are ALL inferior.

II Cor 10:12 ... but they measuring themselves by themselves, and comparing themselves among themselves, are not wise.

11. Always treat them with _____ and _____.

God always treats us with dignity and respect- we should do the same to others.

If they have fallen in an area where we also have fallen then it is easy to have compassion. But if they have fallen in an area where we have not then they deserve no less compassion. We must treat them according to biblical guidelines, understanding that it could be us, someday.

Gal 6:1 Brethren, if a man be overtaken in a fault, ye which are spiritual, restore such an one in the spirit of meekness; considering thyself, lest thou also be tempted.

12. Keep everything said in _____.

If you betray their confidence they will most likely never return for more counseling.

13. Never decide your feelings _____.

This is extremely unfair to them; and it is ridiculous to think that you can decide your feelings before hearing what they have to say. Wait until you have heard the entire story and have the entire picture.

14. Do not make decisions based on their _____.

There are four basic reputations.

A. His _____ reputation.

You are not trying to change their reputation you are trying to help them solve a problem.

Treat them with respect and concentrate on the problem at hand. Do not prejudge them.

B. His _____ reputation.

Deal with the problem they have- not the problems their spouse has.

C. His _____ reputation.

Help them find an answer to the problem **THEY HAVE RIGHT NOW**, not problems of or with their children or past problems which were not resolved. Work on **THEIR** current problem. It may be indicative of other, maybe deeper, problems; but, solve the one at hand and they may learn to trust you and come to you with their other problems.

D. His _____ reputation.

The young person that comes to you may be doing the best they can in spite of an unpleasant or ungodly home situation. Do not counsel them on the basis of their parent's reputation.

15. Do not _____ nor _____ to the one seeking counsel.

You are not preaching a sermon you are counseling. You are leading them into godly solutions to their problems. Treat them with dignity and respect. You may have to raise your voice from time to time but those occasions are rare.

16. Always look for _____ motives in the counselee's wrongdoings.

Don't fall into the common trap of gravitating to the negative. They may have had a good motive for what they did; but, wrong is still wrong and right is still right. Listen to the whole story. They may not be rebellious, they may just have a lack of proper training.

17. Seek to find a way to _____ the person before advising them.

If nothing else, praise them for being intelligent enough to seek counsel. By praising them you earn the right to tell them where they need improvement. They may be wicked but they still want to feel worthy in the counselor's eyes.

Counseling



Being Fair to People Other Than the Person Seeking Counsel

There are ten principles to aid you in being fair to all parties involved:

1. *You need to hear _____ sides.*
2. *Do _____ form an opinion after hearing just one side.*
3. *Do _____ do marital counseling with just one party present.*
4. *_____ counsel through a third party.*
5. *Counsel only when _____ for advice.*
6. *Never allow a child or teenager to tell their side of the story in the presence of their _____.*
7. *Never volunteer counsel; however, you should volunteer your _____.*
8. *Be fair to your _____.*

Let your home and family be private. Respect and give them their privacy.
9. *Do not counsel in the _____ of the one seeking advice.*

In their home you cannot be as frank as you can in your office. In their home you are a guest; and, as such, you must maintain propriety and be respectful. This will preclude the possibility of telling them all that they need to hear. This is not fair to them, nor is it fair to you.
10. *Say only those things to the counselee that you would want repeated to _____.*

If you share a personal illustration from your own life, it will most likely be repeat-ed to the whole church. Therefore, share only things that can be repeated and that won't hurt your testimony or relations with others.

Counseling



With Children

Fourteen rules for counseling children.

1. *Be a _____ to the child.*
2. *Do not counsel a child without _____ permission.*
3. *Praise the child for the _____ that he does.*
4. *While counseling, often remind the child that he is _____.*
5. *The great need of a child is _____.*
6. *Have faith in the child's ability to do _____.*
7. *Make instructions given to the child _____ to understand.*
8. *The child's two main counselors should be his _____ and _____.*
9. *Teach the _____ how to help their own child.*
10. *Be careful not to put _____ in the child's mouth.*

Let them tell the story in their own way. Ask simple questions to get to the root of the problem.
11. *Treat and advise the child exactly as you would want your _____ child treated and advised.*
12. *An appointment with a child should be much _____ than one with a teen or an adult.*
13. *Extra _____ is often needed when counseling children.*

Keep things simple because their vocabulary is simple.
14. *Parents should seek counsel about counseling their children _____ times more that they should take their child to a counselor.*

Parents can learn how to counsel their children in a variety of ways: listening to preaching tapes, reading good books on child rearing (Christian child-rearing), paying close attention to what the preacher preaches on Sunday mornings, Sunday evenings, and Wednesday evenings.

General rule: Children want to _____ adults. Many times, parents can keep a child in a harmonious frame of mind simply by giving them some extra _____.

Counseling



With Teenagers

Teens are more adult than child, treat them like young adults and not like children.

1. *When counseling teenagers do _____ become a teenager.*

Let the teenager become an _____.

2. *Allow the teenager to give _____ side of the story.*

3. *Always hear out the teenager, but insist that the teen remain _____.*

Never allow them to transfer their anger into disrespect for you or anyone else.

A. *Never allow them to become disrespectful toward their _____.*

B. *Never allow them to become disrespectful toward _____.*

C. *Require them to remain respectful toward _____.*

4. *Always take the teen _____.*

Their problems are just as big and as serious to them as ours are to us.

5. *Never _____ the teenager.*

Generally teens are categorized into three groups. Be careful about such categorization.

A. *The _____.*

Teens are, many times, “simple,” rather than rebellious. They don’t know how to judge right from wrong.

Teens are usually more burdened than rebellious. Therefore you need to help them and love them.

B. *The _____.*

Teach them how to walk, talk, and act like a man. Don’t deride them.

C. *The _____.*

Don’t classify teens as liars. Give them a chance to prove they are telling the truth.

Generally adults are much better at lying than teens because they, the adults, have had so much more practice at it.

6. *Find ways to identify with the teens _____.*

Don’t give them a sob story about how hard life was in your day. Instead tell them of the heartaches you had over your teenage relationships. Show them struggles as a teen are normal- we’ve all had them.

7. **Ask the teen for _____ about his problem.** Allow them to think through the problem and express an opinion about it. This show them you have confidence in their ability to think. It also helps them in their struggle toward adulthood. And they are more apt to take their own advice. So let them figure out a solution (help them toward a good one) if possible. If not, then you help formulate one for them.
Give me a scriptural example of this principle: Ref: _____.
8. **Show the teenager the _____ behind your counsel.**
Don't just tell them, "Do It!" Explain to them the "Why," of it.
9. **Let the teen _____ at least one point.**
10. **Always _____ your voice.** Don't raise your voice; and counsel, not preach to them.
Speak in a controlled manner- Ref. _____
Don't provoke them to wrath- Ref. _____
11. **Don't take _____ when counseling a teen.**
12. **Don't decide your counsel _____ the teen has his appointment.**
Ref. _____
13. **Find a way for the teen to decide between _____ good things.** Let him exercise his ability to choose. If he doesn't choose the best one at least he choose a good one and he will be more likely to follow it than if you force the best one down his throat. Tell them you are proud of them for making a good choice.
14. **A teen's ideas _____ be opposed.** Take them and build on them. You will gain the teens confidence. Then later, if the teen makes a bad decision you can guide them in a better way without heavy opposition because you have their confidence and you have made them feel that you are helping them toward adulthood. Express feelings of confidence toward them for any little growth and change that they make.
15. **_____ make the teen feel that their relationship with you hinges on their following your advice.** Show them unconditional love; that it is the one thing they can't get away from.
16. **With premature marriage plans, seek to _____ rather than block them.**
Bargain with them. If you want them to wait 9 months, tell them 18 and then bargain with them and meet them half way- 9 months. If you attempt to block, rather than postpone, they may run off and get married.
17. **_____ give them a bunch of orders.** Instead give them responsibilities; i.e., tasks to carry out to help them become a success.
18. **Do not counsel them in _____.**
19. **Do not scold _____ upon learning of an infraction.** Wait until later and TALK with them about it. Sometimes a week or two may elapse.
20. **Do not continually _____ and _____ with them.**

21. *A counselor should _____ despair.* And if you do, never let the teen know about it; that will only multiply his insecurity problems.
22. *Never _____ on a teen.*
Ref. _____
23. *Do not act _____ in front of teenagers.* They need a spiritual friend, not a holier-than-thou, headstrong counselor. (Remember, however, that personal piety is required; but, to put on a phoney act in front of teens, or anyone else, is hypocrisy.)
24. *Tell the teen, “_____.”* Then accept whatever expression the teen chooses to give back to you as a sincere one. They do not express themselves the same way we do, so don't expect them to.
25. *You do not need to solve all of their problems in _____ session.* It will confuse them, it will overload them, and it will not help them. It will require time, on your part and on theirs, to help them with their problems and adjustments. Feed them answers a spoonful at a time, not a truckload at a time.

Above all, treat teens as _____.

Counseling



How to Chose What Advice to Give

Sort through the information gathered from the counselee; categorize it, and then decide how to advise the person. This chapter gives some guidelines to help you decide what counsel you will give them.

1. *If there is a Bible principle involved, let the Bible principle make the decision.*

Let dogmatic Bible statements of right and wrong make the decision for you.

Ref. _____

2. *Let Bible examples help make the proper decision.*

If there is no dogmatic Scripture reference on a question, then use Bible examples to show them that someone suffered a negative result from doing what they are about to do.

Ref. _____

3. *Letting life-learned principles make our decisions is taught in the Bible.*

If the answer has been “no” 99 out of 100 times, then the advise to give is “no” every time.

Ref. _____

4. *If no Bible principle nor example can be found, ask God to control your mind.*

Have hope and bathe it in prayer that God will give you the answer. Ref. _____

5. *When you give advice, be honest about your degree of certainty.*

If you are certain about your advice, say so. If you are uncertain, tell them you need time to pray about it or that you need to get a second opinion. Ref. _____

The only time you can state for sure that something is absolutely right or wrong is if you can find it in the Bible. If it’s not in the Bible then you cannot be 100% sure that its right or wrong. Be honest about your degree of certainty.

Counseling



How to Rebuild A Life

Those who have been captive to sin, who have been living in sin and are hurt by it need to be salvaged. We are to help them rebuild those ruined lives. If they come to us for help we need to know how to help them. Ref. _____

1. *Have a regular _____ appointment with them.*
 - A. *It is _____ to have regular appointments with someone of the opposite sex.*
 - B. *Don't allow another to control your schedule.*

2. *Identify yourself with the person seeking to rebuild their life.*

Warning: Never tell them anything about yourself in private that you would not want them to make public.

3. *Remind them of Bible characters who's lives were also salvaged from sin.*

Teach the following:

 1. What sin the bible person committed.
 2. The fact that the Bible person was once again used by God.
 3. Illustrations of how each one overcame his sinful condition in order to be used again.

Give me the 8 Bible characters listed, their sin, and the scripture reference:

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____
- F. _____
- G. _____
- H. _____ No sin, no References.

4. *Assure the seeker that God forgives.*

Ref. _____ Ref. _____
5. *Assure the saved one that they are still saved.*

Ref. _____ Ref. _____ Ref. _____
Ref. _____ Ref. _____ Ref. _____

If they are not saved try to lead them to the Lord before they leave your office.

6. ***Assure them of the forgiveness of _____ Christian people and Church members.***

Be truthful with them and tell them that not ALL Christians are going to treat them the way God says they should. Some will be slow to forgive and some may not ever forgive. Those who are unforgiving are not Christ-like; good Christians, however, will forgive.
7. ***Warn them that some will _____.***

There are three reasons, generally, why people criticize:

 - A. ***Some do it because they enjoy it.*** Ref. _____
 - B. ***Some criticize because of their pride.*** Ref. _____
 - C. ***Some criticize because they have little self-control and big tempers.***
Ref. _____
8. ***Warn them that there may be some things they have forfeited.***
9. ***Warn them that the confidence of Christians must be re-earned.***

Prepare them ahead of time so they won't be taken off guard that people don't trust them immediately, prepare them for the fact that it may take some time.
10. ***Warn them that they may sin again.***

Ref. _____ They may fall, but they must understand in advance that though that fall is wrong, they must not give up; and you must not give up on them. Reassure them that you are in the struggle with them and that a setback is not going to stop you from helping them.
11. ***You may want to have someone pray and read the Bible with them daily.***

This gives them a certain accountability and it will help them to refrain from falling back into their sin if they know someone is coming over to pray and read the Bible with them that day.
12. ***You may need to call them _____.*** Just call and see how they are doing.
13. ***Help them to find one good spiritual friend of the same gender.***

Make sure it is someone who is strong spiritually to help you lift up the fallen one.
14. ***Get them to Church activities.*** Don't just invite them- get them there. They don't yet have the character to get there on their own; so it's up to you to help them. The Church, Jesus, and the Bible is the answer to their problems, so get them involved in Church activities.
15. ***Let them know that you do not expect total, immediate victory, but you do expect to see _____.***
16. ***Get good books into their hands.***

They don't know what books are good for them, so help them. The Bible is one of them, of course, but help them in choosing others.
17. ***Get good preaching tapes into their hands.***

18. **Warn him _____ to go too fast.** Help them to be faithful in Church and their place of employment and help them pace themselves so they don't become overly confident. Getting right with God on Sunday and leaving for Bible College on Monday is probably a formula for failure.
19. **Get them to _____.** Ref. _____
20. **Remind them to set a time each _____ to read the bible.** Ref. _____
Ref. _____ Ref. _____
21. **Remind him of the Holy Spirit and His _____.**
Ref. _____ Ref. _____ Ref. _____
22. **Tell them how important it is to stay close to the _____.**
If the counselor is not the pastor, then they should point them to the pastor when things get to be too much for the counselor.
23. **Do not talk _____ the one seeking to rebuild their life.**
24. **Don't act _____ than them.**