

# The Counsellor's Resource Kit

By Lionel Hartley

Reproducible resources for counsellors including handouts, worksheets, homework activity sheets and information brochures. Tried and tested materials for the Christian Counsellor, Reconciliation Facilitator, Layperson, or Minister of Religion. **All handouts may be printed directly from the computer using the reader software and then photocopied as desired.** Other titles available on request. **Catalogue reference: CRK-M01**

**Important Copyright Information.** These resources may be duplicated for use in both public and private counselling or therapy provided the copyright statement is included intact. The concepts and Computer-readable formats are strictly copyright and may not be duplicated by any means without the publisher's express permission.

©1999

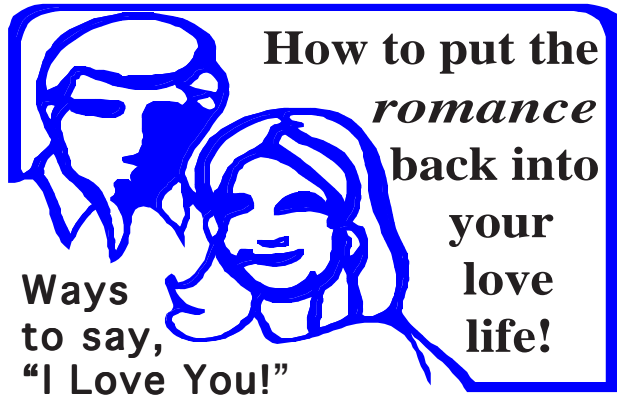
Thank you for your honesty. - Lionel Hartley

Email for further information: [hartley@telstra.easymail.com.au](mailto:hartley@telstra.easymail.com.au)

"Retired sociologist Lionel Hartley has gained qualifications in Business Administration, Business Law, Electronics, Economics and Accountancy, Graphic Art, IT and an honorary diploma in Dramatic Art. In the 1970s, he graduated as a Community Health Nurse with subsequent postgraduate qualifications in Psychiatric Nursing, Psychopædic Nursing, Nursing Administration and Nursing Nutrition. He later graduated from the St Andrews Clinic under the late Dr Platts with a Certificate in Sex Therapy and Family Life Counselling. In 1980, he graduated from a Melbourne Theological Seminary with a Diploma of Religion. In addition to a large number of other qualifications, Hartley later received his PhD in Sociology in 1989. He is perhaps best known as the author, co-author, editor, and/or illustrator of over 80 books and the author of scores of periodical articles, pamphlets and multimedia publications. He spent over three decades as a family life counsellor and health & lifestyle educator, firstly for the New Zealand Department of Health, but mostly in private practice (with an unashamed Christian bias) in New Zealand and Australia. He authored and presented his first public seminar in 1965. Although retired from counselling, Hartley is still very involved in campanology, writing, commercial art and public speaking engagements. His hobby in his younger years was the building of reproduction barrel organs and the transposition of music into paper and electronic organ rolls. Hartley is married to Rosemary (nee Wells) and they have three grown children plus a growing number of grandchildren." *(Profile provided by Theo B Hawkins)*

The Counsellor's Resource Kit was originally distributed on a floppy disk and contained a selection of computer-printable handouts from Dr Lionel Hartley's *Conselling Clinics* in Morisset and Cooranbong in New South Wales. They represent a tiny fraction of the hundreds of resources he has used over the past thirty years of counselling, mentoring and teaching. It is hoped that this selection, put together as a single document will be of benefit to both the reader and sharer.

# Pre-planned Endearments



1. Leave a love note in his (her) lunchbox
2. Arise early and secretly do a chore for him (her)
3. Be ready on time
4. Brush his (her) hair
5. Buy his (her) favourite cosmetic (perfume, after-shave, etc.)
6. Cuddle him (her) while he (she) does the dishes
7. Dish up a favourite meal
8. Fold or iron the washing
9. Get up early to cook his (her) breakfast
10. Give him (her) breakfast in bed
11. Go out with him (her) even when you don't want to
12. Greet him (her) with a “cuppa” first thing in the morning
13. Greet him (her) at the door after work with a drink or small gift
14. Hang up your own clothes
15. Help him (her) with the shopping
16. Put the shopping away in the 'fridge, pantry & cupboards
17. Help each other make the bed
18. Apply sunscreen or massage lotion to each other's back (or elsewhere)
19. Leave a note or gift on the seat of his (her) vehicle
20. Leave a packet of crisps under his (her) pillow
21. Hide a bar of (health) confectionary in his (her) pyjama drawer
22. Let him (her) choose a TV programme to watch together
23. Let him (her) sleep in on Sunday
24. Mend his socks / her stockings / Sew on his (her) buttons
25. Not saying “I told you so”
26. Sit on a rug leaning back-to-back while reading or knitting
27. Paying him (her) a compliment, acknowledgment, praise, affirmation
28. Saying “I Love You!” often and meaning it
29. Recording a love message on cassette tape for him (her)
30. Not reminding him (her) of “sacrifices” you have made for him (her)
31. Pin up his (her) photo on your mirror or by your side of the bed
32. Visit the beach together to walk or collect shells, driftwood, etc.
33. Share a bouquet of flowers (maybe even hand-picked dandelions)
34. Leave a hand-made “I love you” card under her breakfast bowl
35. Share a chore together, Eg washing the car (and hosing each other?)
36. Massage his (her) back or feet while he (she) is reading a book
37. Rent a love-story on video and watch it together
38. Surprise him (her) with an ice-cream sundæ or chocolate bar
39. Take him (her) a cool drink when he (she) is working at home
40. Take him (her) to the top of a hill to watch a sunset/sunrise
41. Take his (her) dog for a walk
42. Telephoning him (her at (from) work just to say, “Thinking of you!”
43. Feed each other seedless grapes or cashew nuts
44. Treat him (her) to a quiet picnic
45. Try two straws to share a milkshake together
46. Send a love poem through the post once a month for a year
47. Give him (her) a gift certificate valid for you doing a chore
48. Give one flower each month rather than one bunch a year
49. Cut a valentine card into seven and give one piece a day for a week
50. Walk through the park together and feed the birds.
51. Hide a gift and give your lover a treasure map to find it
52. Sing your lover a song - record it on a cassette or video first.
53. Dress up for dinner together - Santa, Easter bunny, Gorilla, clown
54. Give him her a hug for no apparent reason
55. Hold hands when walking or sitting
56. Start a tradition or ritual you can share annually, monthly or weekly
57. Watch a TV movie together - don't forget to share some popcorn
58. Wake him (her) with a cuddle, caress, intimate kiss
59. Write his (her) name in the butter or with nonpareils on a sandwich
60. Visit a museum, exhibition or art gallery together
- 60+ Now **YOU** think of some personalised endearments. Write them down on the back of this page!

© Lionel Hartley, 1986

**Hand-out Copyright, Lionel D C Hartley ©Renewed, 1998.  
May be copied provided this copyright notice remains intact.**

**Client Reference:  
Date:**

## Twenty Reasons For; Twenty Reasons Against:

1. \_\_\_\_\_ [ ]      \_\_\_\_\_ [ ]
2. \_\_\_\_\_ [ ]      \_\_\_\_\_ [ ]
3. \_\_\_\_\_ [ ]      \_\_\_\_\_ [ ]
4. \_\_\_\_\_ [ ]      \_\_\_\_\_ [ ]
5. \_\_\_\_\_ [ ]      \_\_\_\_\_ [ ]
6. \_\_\_\_\_ [ ]      \_\_\_\_\_ [ ]
7. \_\_\_\_\_ [ ]      \_\_\_\_\_ [ ]
8. \_\_\_\_\_ [ ]      \_\_\_\_\_ [ ]
9. \_\_\_\_\_ [ ]      \_\_\_\_\_ [ ]
10. \_\_\_\_\_ [ ]      \_\_\_\_\_ [ ]

Now go back through each of the above two lists and number (1-10) each in order of priority or importance. Now rewrite the top three from each list below.

1. \_\_\_\_\_ [ ]      \_\_\_\_\_ [ ]
2. \_\_\_\_\_ [ ]      \_\_\_\_\_ [ ]
3. \_\_\_\_\_ [ ]      \_\_\_\_\_ [ ]

It is now time to number each of the above six items (1-6) in order of priority or importance. A contemplation of the top item/s may help you decide your plan of action. Discuss this with your counsellor or therapist if necessary.





**T**heir wedding picture mocked them from the table,  
These two, whose minds no longer touched each other.  
They lived with such a heavy barricade between them  
That neither artilleries of words  
Nor tenderness of touch could break it down.

Somewhere between the oldest child's first tooth  
And the youngest daughter's graduation  
They had lost each other.

Throughout the years each slowly unravelled  
The tangled ball of string called self.  
And as they tugged at the stubborn knots,  
Each hid his searching from the other.

Sometimes she cried at night  
And begged the whispering darkness  
To tell her who she was.  
He slept like a hibernating bear, unaware of her winter.

Once, after they had made love,  
He wanted to tell her how afraid he was of dying.  
But fearing to expose his naked soul,  
He spoke instead of the beauty of her body.

She a course in modern art,  
Trying to find herself in colours splashed upon a canvas,  
And complaining to other women  
About the insensitivity of men.

He climbed into a tomb called "the office",  
Wrapped his mind in a shroud of paper figures  
And buried himself in customers.

Slowly the wall between them rose,  
Cemented by the mortar of indifference.

One day, reaching out to touch each other,  
They found a barrier which they could not penetrate  
And, recoiling from the coldness of the unfeeling stone,  
Each retreated from the stranger on the other side.

For when love dies, it is not a moment of angry battle,  
Nor when fiery bodies lose their heat.  
No, it lies panting, exhausted, expiring  
At the bottom of a wall it could not conquer.

— Anon

\*  
\*  
**THE**  
**W**  
**A**  
**L**  
\*  
\*

# Sexuality Questionnaire

Changes I'd like to see.

Male Female

- Rule #1: Fill in questions honestly without looking at each other's answers as you do so.
- Rule #2: When you have filled out the questions, read aloud to each other what you have written.
- Rule #3: As you share your responses, listen and do not criticise.
- Rule #4: Don't treat any change as a criticism of what has gone before.
- Rule #5: Talk about what each has written and see if you can learn something about each other.

1. This is what I would like to add to our lovemaking:

---

---

2. This is what I would like to change about our lovemaking:

---

---

3. This is what I like most about our lovemaking:

---

---

4. This is what I like least about our lovemaking:

---

---

5. This is what may hinder change:

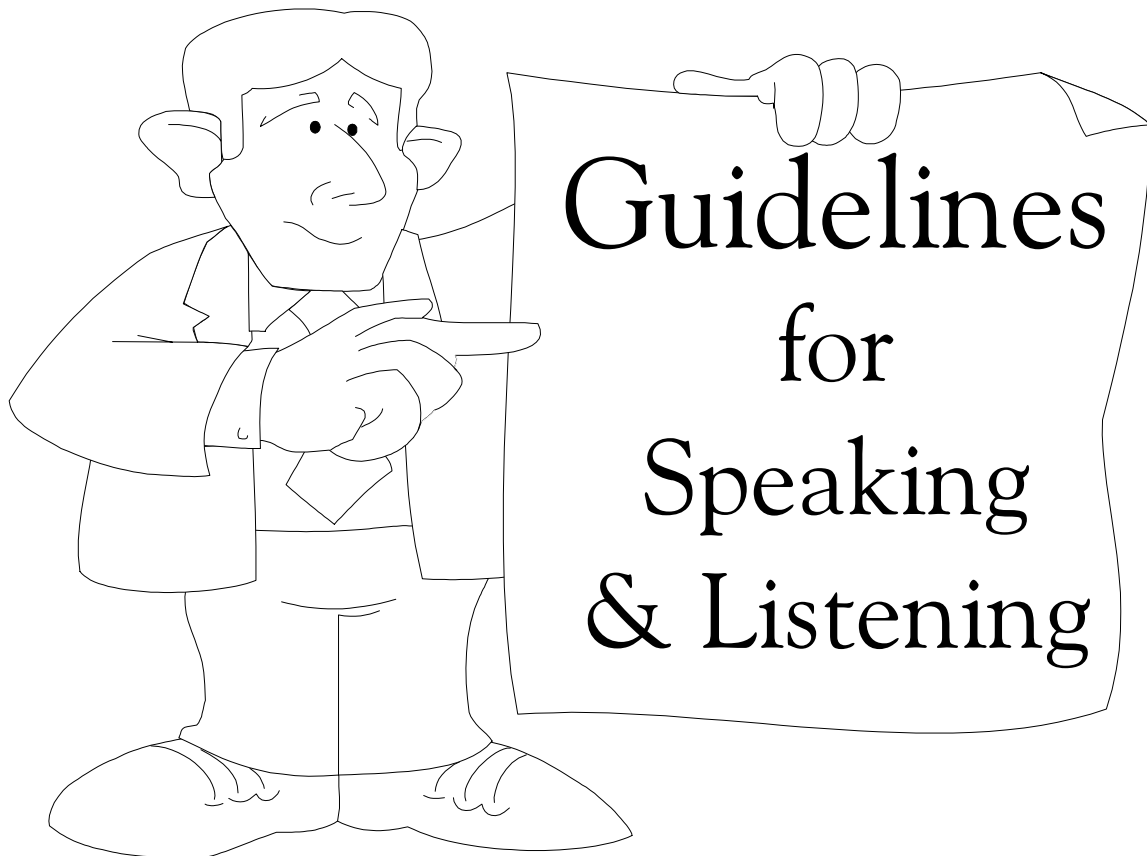
---

---

6. This is what may help change:

---

---



## Speaking

1. Speak without anger and hostility.
2. Be clear and specific.
3. Be positive & appreciative.
4. Be courteous & respectful of your partner's opinions.
5. Be sensitive to the needs and feelings of your partner.

## Listening

1. Act interested in your partner - use eye contact.
2. Use appropriate phrases to show agreement.
3. Ask well phrased questions.
4. Listen a little longer.  
**“Just when you think you are through listening, listen for thirty seconds more.”**

# Sole Parenting - where the children fit in.

The children are our responsibility: they will be grieving, whether the sole parenting is due to a partner's death, divorce, penal incarceration, sickness, disability, separation, or whatever the cause.

## What can we do to help?

- \* Reassure them that the problems the family are experiencing are not their fault.
- \* Reassure them too, that although the circumstances have changed, your love for them has not. Actively reinforce the expression of your continued commitment and love for them.
- \* However, do not overcompensate.
- \* While encouraging a positive outcome from present circumstances, gently discourage any false hopes or fantasies.
- \* Restrain yourself from unloading your excess emotional baggage on them.
- \* Shield them from unnecessary suffering resulting from any conflict between parents - they should never be used as instruments of revenge.
- \* For their sakes, to avoid further confusion and pain, choose not to denigrate or put down the other parent in front of the children - they will still have love for the other parent irrespective of your feelings.
- \* Take the time to actively listen to them - their needs and their feelings.
- \* Tell them it's okay to be angry because of the circumstances and help them to creatively deal with that anger.
- \* If access arrangements are made, consider the children's needs and feelings, involving a third party to collect and return them if necessary. Don't use gifts to woo love, respect or allegiance.
- \* Avoid using them as pawns in your life games - they should not have to take sides, bear tales, relay messages, or gather "intelligence".
- \* Contact their school teacher/s and advise them of the changed circumstances - expect a period of learning or behavioural changes (maybe even rebellion) during the child's grieving.
- \* Seek professional help if necessary for the children as well as for yourself.

– Lionel Hartley 1990

This handout may be duplicated provided this copyright notice remains intact.

**Concept, format and contents Copyright ©1999 L D C Hartley**

**Client Reference:**



**Slow me down, Lord,  
Ease the  
Pounding of my heart by the  
Quieting of my mind.**

**Steady my unhurried pace with a  
Vision of the eternal reach  
Of time.**

**Give me, amid the confusion of  
the day, the calmness of the  
everlasting hills.**

**Break the tension of my nerves  
And muscles with the soothing  
Music of the singing streams  
That live in my memory. Help  
Me to know the magical,  
Restoring power of sleep.**

**Teach me the art of taking minute  
Vacations - of slowing down to  
Look at a flower, to chat with  
A friend, to pat a dog, to  
Read a few lines from a good book.**

**Slow me down, Lord, and inspire  
Me to send my roots deep into  
The soul of life's enduring  
Values that I may grow toward  
The stars of my greater destiny.**

**Anonymous**

## The following genuine letter is shared at the writer's request:

Dear Dr Hartley,

I am writing to thank you for your re-printed article on the current issue of the Australian Singles Magazine which has helped me immensely.

I am also writing to share an experience I went through last year (when I was 19 years old) and I hope you will choose to share it with others that they too may learn as I did - sin has devastating consequences that can affect everyone around you.

One of my closest friends met the "man she was going to marry" a couple of years ago and really fell hard for this guy. He also told her that he loved her and she thought it was the "real thing".

Thinking she was going to marry him anyway, she gave in to him and sleep with him even though she was a Christian and knew it was wrong.

Her boyfriend was also a Christian. This relationship continued for several months, until he broke it off, and refused to even speak to her, saying, "You're no longer the girl I fell in love with, losing all respect for her because she'd slept with him.

She was understandably devastated and went into deep depression, crying for hours each night. She had given herself to this guy, thinking she was going to marry her, and now she felt used, betrayed and worthless,

She also knew she was out of fellowship with God and she was too ashamed to go back to Him. She felt she was too low for even God's forgiveness.

Several months later my friend was dead. She'd swallowed 80 sleeping tablets after hearing that her ex-boyfriend had gotten a girl pregnant. Realising he was having sex with someone else now and that what she'd given him wasn't precious to him obviously pushed her over the edge. She left me a letter and in it she states, "to die will resolve me from the hold (he) has on me".

I cannot put into words what I went through after her suicide, and I was not alone. I'm sure her mother suffered deeply and her other close friends hit the skids as I did. I jumped into many of the "mudholes" of life trying to fill the void she'd left, and escape my feelings. These included alcohol addiction, bulimia, anger at God, deep depression and even thoughts of suicide itself. After reading your article, finally I realised it was her decision and I shouldn't be ruining my life because she couldn't cope with hers. So I turned back to God and both me and her closest friend are trying to put our lives back together. I don't know how her ex-boyfriend reacted. I just hope he woke up to the dangers of premarital sex. This sin that seemed so private at the beginning ended up devastating many lives. I would never under any circumstances give up my virginity before marriage now, and I have seen first hand what it can do. God gave us these rules to protect ourselves - not only physically from disease, but also emotionally.

I hope that something good can come from her death by being a warning to others, to keep their pants on, and in the words of Christian group "DC Talk", "The innocence that's spent is gonna hurt you".

Thank you once again, Dr. Hartley and your reference to Dr. Dobson's book which I have read (I am writing to him too.) Your article and the book have been a big help to me in making right decisions how to get my life back on track, and set my goals in the right places.

Yours sincerely,

This **handout** may be duplicated provided this copyright notice remains intact.  
**Copyright ©1999 Lionel D C Hartley** (Reference to August 1986 Issue of ASM)

# Résumé Writing Worksheet. (Do not use as a résumé!)

P. 1

Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Postal Address (If different) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone # (\_\_\_\_\_) \_\_\_\_\_

Mobile `phone (optional) # \_\_\_\_\_

Facsimile (Fax) # (\_\_\_\_\_) \_\_\_\_\_

Email/Website \_\_\_\_\_

Spouse's name (if married) \_\_\_\_\_

Tax file number (optional) \_\_\_\_\_

Continue/...

# Résumé Writing Worksheet. (Do not use as a résumé!)

Education: Year \_\_\_\_\_ at \_\_\_\_\_ (name of) school

(School locality Eg. suburb) \_\_\_\_\_

List the subjects and marks from your last year at school

Subject \_\_\_\_\_ Level/grade \_\_\_\_\_

Subject \_\_\_\_\_ Level/grade \_\_\_\_\_

Subject \_\_\_\_\_ Level/grade \_\_\_\_\_

Subject \_\_\_\_\_ Level/grade \_\_\_\_\_

Subject \_\_\_\_\_ Level/grade \_\_\_\_\_

Subject \_\_\_\_\_ Level/grade \_\_\_\_\_

Subject \_\_\_\_\_ Level/grade \_\_\_\_\_

Subject \_\_\_\_\_ Level/grade \_\_\_\_\_

Subject \_\_\_\_\_ Level/grade \_\_\_\_\_

Extra-curricular activities: \_\_\_\_\_

\_\_\_\_\_



# Résumé Writing Worksheet. (Do not use as a résumé!)

Certificates & Awards (EG First-aid - St John's Ambulance Assn)

Certificate      Organisation & locality      Date      Current?

---

---

School work experience:

What      When (from/to)      Where

---

---

Other work experience: (Eg voluntary/holiday/casual/after school work, school

tuckshop, babysitting, sports coaching etc.)

What      When (from/to)      Where

---

---

---

---

# Résumé **W**riting **W**orksheet. (Do not use as a résumé!)

Work history:

If you didn't have a job title use a short phrase to describe the position.

Job title    Doing what    When (from/to)    Where (Firm & locality)

---

---

---

---

Work skills: (Eg used sewing machine or electronic cash register/maintained stock control, etc. Typing/dictation speed.

---

---

Hobbies, sports, interests, committees, groups.

---

---

---

---

---

---

# Résumé **Writing** **Worksheet.** (Do not use as a résumé!)

Personal characteristics (Use skills sheet and/or virtues list.  
Include skills such as designing clothes, playing piano, foreign languages, etc.)

---

---

---

---

## Referees

1. \_\_\_\_\_

---

2. \_\_\_\_\_

---

Attachments: (COPIES of references, certificates, diplomas, & awards)

---

---

---

---

---

---





# A Worksheet for Fathers

1. Are you more positive or negative? Do your children think of you as a "don't do that" person or a "lets do this" person?
2. In what way(s) do you actively teach your children scriptural principles of living (e.g. the fruit of the spirit: love, joy, peace, longsuffering)?
3. Are your children proud of you? Cite a recent example of when they lost some respect for you, and how you did or can correct it.
4. In what ways do you respect the individual rights of each member of your family?
5. When you correct a child for wrongdoing, do you really try to understand WHY he did WHAT he did?
6. You are, no doubt, keenly aware that you are responsible to God for the behaviour of your children. What are you doing to make them aware of this fact?
7. What action do you take to show your children the same spirit of love and forgiveness that God shows toward you?
8. List five ways in which you could or do assert leadership in your home.
9. What practical means do you use to communicate love to your children?
10. Review in your mind the evidences of change in your life which the Holy Spirit has brought about. Now name two more areas where you want Him to work beginning NOW.

Adapted from Howard G Hendricks,  
HEAVEN HELP THE HOME,  
SP Publ. Illinois, 1976 p139

# A Worksheet for Mothers

1. Are you nice to come home to? When you are away, does the family look forward to your return with anticipation? Think of three reasons why they do - or should.
2. You must keep up-to-date on the current worries and joys of each family member. How can you do this naturally without "prying"?
3. How can you analyse the emotional needs of each family member?
4. Though the father is the spiritual head of the home, what contributions can you make to the spiritual health of your home?
5. What do you do specifically to keep yourself in good health?
6. What personal interests outside the home and family have you cultivated?
7. What steps do you take to keep communications open between yourself and your husband?
8. How do you handle discipline problems when your husband is away?
9. The Bible makes reference to "kindness" and a "meek and quiet spirit" as desirable attitudes of a mother and wife. How do you foster this atmosphere in your home?
10. What are you doing to prepare your children and yourself for future problems of separation and realities of young adult life?

Adapted from Howard G Hendricks,  
HEAVEN HELP THE HOME,  
SP Publ. Illinois, 1976 p138

Amazing  
3-step process

# How to make love to a woman

## The amazing 3-step process How to make love to a woman

1. Lovingly ask her what she wants
2. Lovingly listen while she answers
3. Lovingly do what she asks

And women can use the same three steps to make love to a man:

1. Lovingly ask him what he wants, 2. Lovingly listen while he answers, and 3. Lovingly do what he asks.

This handout may be duplicated provided this copyright notice remains intact.

**Concept, format and contents Copyright ©1999 Lionel Hartley**

# Sexuality Questionnaire

## Libido Analysis.

Male Female

- Rule #1: Fill in questions honestly without looking at each other's answers as you do so.
- Rule #2: When you have filled out the questions, read aloud to each other what you have written.
- Rule #3: As you share your responses, listen and do not criticise.
- Rule #4: Don't treat any change as a criticism of what has gone before.
- Rule #5: Talk about what each has written and see if you can learn something about each other.

1. The time of day when I like to make love is:

---

2. The time of day when I don't like to make love is:

---

3. The places I like to make love are:

---

4. The places I don't like to make love are:

---

5. The things that make me want to make love are:

---

6. The things that put me off making love are:

---

7. I would like to make love less often if:

---

8. I would like to make love more often if:

---

9. Next time we make love I'd like to try:

---

10. Some time when we make love it would be nice to:

---

This handout may be duplicated provided this copyright notice remains intact.

**Concept, format and contents Copyright ©1999 Lionel Hartley**

**Client Reference:**



# The Leaven of the Spirit

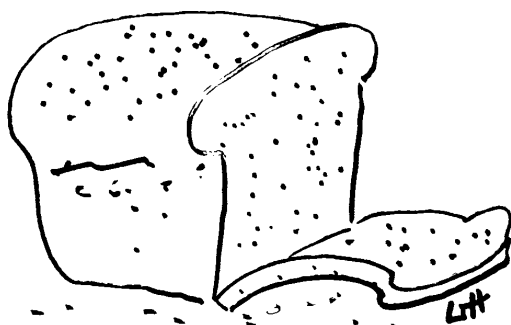
Lord, You are the bread of life.

Make me, Lord, a slice of thee;  
May life for me be Spirit filled —  
The leaven swelling up in me.

The silent unseen working  
Transforming lazy flour  
Into holy-air filled bubbling life;  
Risen, baked, and given power!

So life no longer is a loaf  
Of wasted energy.  
Lord, may the crumbs I leave behind,  
Draw other souls to thee.

- Lionel Hartley 22/7/97



# Johnny Lingo

---

Often when I am conducting Marriage Enrichment Seminars I will use the famous story about a young South Sea islander named Johnny Lingo which was made into a movie by the same name. The movie was produced by students from Brigham Young University. Here's how author Dick Jewett tells the story:

**I**t is time for Johnny Lingo to marry. For some reason he has his eye on the one girl who seems to be the butt of village ridicule. She is not fat enough to be a strong worker and hides her face all the time because she is so ugly. It is presumed by the village elders that Johnny is simply being shrewd. He should be able to get her for one cow - only because you can't offer half a cow as a marriage dowry.

Speculation is high concerning Johnny's business acumen. The father of the bride scorns his daughter because not only will he get only one cow but also he is sure it will be a scrawny bag of bones in exchange for his scrawny daughter. The cow may be old and sway-backed. The more the father thinks about the pending business of negotiation the worse he feels. The only redeeming social value he can see is that at least now Johnny will have to become responsible for the care and feeding of such a miserable excuse for a woman.

The girl hides in the jungle. She further disgraces her father by being unwilling to be paraded in front of the prospective groom for "inspection." It is not that she is necessarily offended by the prospect of public scrutiny and the ignominy of such flagrant male chauvinism, but she has been made to feel that if she shows her face, somebody may become ill!

Finally the marriage-bargaining day arrives. All the men of the village assemble. The women keep their discreet distance, within hearing. It is definitely a culture in which cows have more apparent value than women. Nobody anticipates any surprises. Things would seem cut and dried. Until the moment Johnny Lingo stuns the gathering of village vultures by praising her whom they have scorned. His offer of five cows exceeds the number of cows ever offered in the history of the village. The apoplectic father just sits there with his mouth hanging ajar. Johnny apparently perceives this as a bargaining ploy and quickly ups his offer to seven cows. Johnny then takes his dramatic exit.

Some are sure that Johnny Lingo has spent too much time in his canoe lately. Or maybe the mystery will be solved when and if the cows ever show up. There are cows and then there are cows. The father is sure he is about to be punished for all the bad things he has ever done in his life. His hopes have been cruelly raised. Now he must either wait for bad cows, or good cows that are never going to show up.

Next morning bright and early seven of the best cows anybody in the village has ever seen are driven down the path ahead of Johnny Lingo. Johnny and his bride depart. Some months later it is reported by the island grapevine that Johnny Lingo has the most beautiful wife in all of Polynesia. It isn't hard to believe. After all, Johnny Lingo's wife is a seven-cow wife!

– Lionel Hartley. From Dick Jewett *Sex Is Not To Lose Sleep Over - A Search For Sexual Sanity* Pacific Press Calif. 1979 pp74-80

This handout may be duplicated provided this copyright notice remains intact.

**Concept, format and contents Copyright ©1999 Lionel Hartley**

**Client Reference:**

## Relationship Building:

# Communication.

### Questions you can ask to initiate a conversation:

1. “Looks like you’ve had a long day.”
2. “What’s the matter?”
3. “What’s going on?”
4. “Do we need to talk about something?”
5. “How was your day?”
6. “Are you upset with me?”
7. “Did I do something to bother you?”
8. “Is there something we should talk about?”

### [If these do not evoke a response, try:]

9. “How do you feel when...?”
10. “How else do you feel when...?”
11. “Tell me more.”
12. “What would feel good to you?”
13. “What do you need to feel supported by me?”

-Adapted from John Gray, PhD “WHAT YOUR MOTHER COULDN’T TELL YOU & YOUR FATHER DIDN’T KNOW” Harper Collins, NY 1994 p216,217  
(Author of “MEN ARE FROM MARS, WOMEN ARE FROM VENUS”)

Note: The use of the above quote in no way implies an endorsement of Dr Gray’s published material.

This handout may be duplicated provided this copyright notice remains intact.

**Concept, format and contents Copyright ©1999 Lionel Hartley**

**Client Reference:**

--

# Healing and The Prayer Of Faith Part 1

## **The General Epistle of James, Chapter 5:**

13 Is any among you afflicted? Let him pray. Is any merry? Let him sing psalms.

14 Is any sick among you? Let him call for the elders of the church; and let them pray over him, anointing him with oil in the name of the Lord:

15 And the prayer of faith shall save the sick, and the Lord shall raise him up; and if he have committed sins, they shall be forgiven him.

16 Confess your faults to one another, and pray for one another, that ye may be healed. The effectual fervent prayer of a righteous man availeth much.

17 Elias was a man subject to like passions as we are, and he prayed earnestly that it might not rain: and it rained not on the earth by space of three years and six months.

18 And he prayed again, and the heaven gave rain, and the earth brought forth her fruit.

## **Seven aspects to prayer in this passage**

1. Individual prayer (Let him pray.) vs 13 – Begin with your own petition / Psalm 30:2; 147:3
2. United prayer (let them pray) vs 14 – Invite others to pray / II Chronicles 7:14,15
3. Believing prayer (the prayer of faith shall save the sick) vs 16 – The disciples were unable to heal a lunatic because of their unbelief according to Jesus (Matthew 17:14-21)
4. Intercessory prayer (pray for one another ) vs 16 / Job 42:10
5. Effectual prayer (effectual fervent prayer ) vs 16 / “effectual” a legal term for “...with power”
6. Definite, specific prayer (Elias... prayed earnestly that it might not rain) vs 17
7. Repeated prayer (And he prayed again) vs 18 – Continued

This handout may be duplicated provided this copyright notice remains intact.

**Concept, format and contents Copyright ©1999 Lionel Hartley**

**Client Reference:**

## Healing and The Prayer Of Faith Part 2

### **The General Epistle of James, Chapter 5:**

14 Is any sick among you? Let him call for the elders of the church; and let them pray over him, anointing him with oil in the name of the Lord:

15 And the prayer of faith shall save the sick...

### **Seven critiques for modern so-called “faith healing”**

1. Selective healings – in which the applicants are screened before they are allowed into the service
2. Chicanery – simple trickery on the part of the faith healers
3. Undocumented, doubtful or demonstrably false claims
4. Spontaneous remission of the disease – due to natural processes and not the power of the faith healer
5. Remission due to medical or surgical intervention
6. Miracles by Satan – Revelation 16:4
7. Healing which comes as a result of faith in God and not in the faith healer. (And the prayer of faith shall save the sick, and the Lord shall raise him up) vs 15 (Give God the credit... Psalm 115:1 says, “Not unto us, O Lord, not unto us, but unto thy name give glory, for thy mercy, and for thy truth’s sake.”)

– Lionel Hartley, © April 1997

# COPING WITH GRIEF

"I've just lost my husband.

I just can't do anything and I can't get away from the dreadful pain."

**Y**our life must have been turned upside down. You may feel loneliness, panic, guilt, anger, depression, and lack motivation. These are part of your journey to healing.

- 1. LET YOUR GRIEF OUT.** The sooner and the more intensely you grieve, the sooner you'll heal.
- 2. ALLOW FRIENDS AND FAMILY IN.** You need their love and warmth. Ask for their help when you need it. Some may want to push you out of your grief, but this is so they feel comfortable. Don't expect them to understand everything.
- 3. OPEN UP TO PEOPLE.** Talking about your husband and your pain is a way of adjusting.
- 4. AVOID MEDICATIONS THAT HIDE PAIN.** You'll have to experience the pain to heal.
- 5. MAKE NO MAJOR DECISIONS.** Running away by taking a trip or changing your home will not help. Avoid making serious financial decisions until you receive proper advice.
- 6. BRING BACK THE MEMORIES.** To help you realise that the love you shared is the reason for your grief.
- 7. HAVE COUNSELLING IF NECESSARY.** If, after many months, you have persistent feelings of despair or worthlessness; or you are thinking of harming yourself, you may need professional help. Your minister, doctor, or counsellor, if a good listener, may provide support. There are also bereavement groups.
- 8. MAKE SHORT TERM GOALS.** Begin getting back into life. Make sure you complete those goals. Join in a class, a group, a club or organisation. Help others - maybe volunteer work. Find new directions. You're now a gifted giver, for you have experienced more of life and have a greater depth of understanding. You'll know when you need to do this. It doesn't require others to force you.
- 9. LOOK TO A FUTURE.** It can be done. You can face anxieties and deal with them positively. The really bad feelings about the death and loss will begin to fade, and you'll remember your loved one with less pain. You husband would be pleased if he knew you were adjusting to life again.

**This handout may be duplicated provided this copyright notice remains intact.**

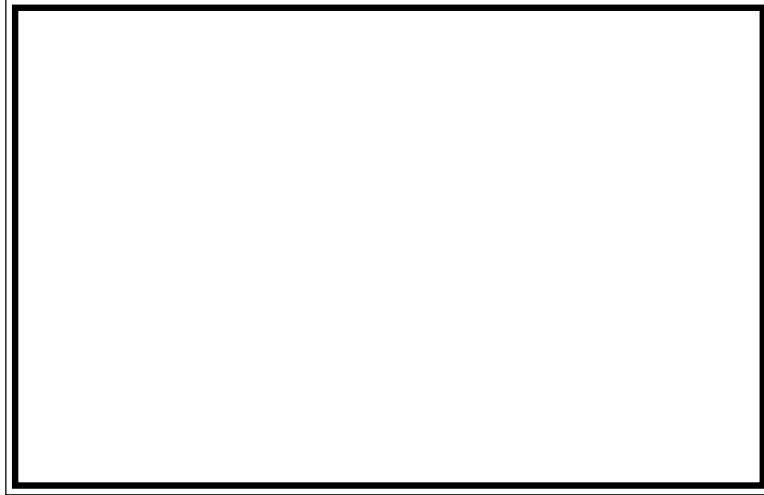
Reference: Pam Ludowici, SIGNS OF THE TIMES, 12/96 p39 **Handout Copyright ©1999 LDCHartley**

Homework Sheet: **God's Love For Me**

©1990, Renewed 2000, L D C Hartley, PhD

Please complete this activity sheet and bring it to your next consultation.

1. Paste a photograph of yourself here:



2. Look at that person as someone whom God loves.

3. What is there about you that makes Him love you?

(Your comments will be regarded as strictly confidential)

---

---

---

---

4. What is there about Him that makes Him love you?

---

---

---

---

5. Write a letter to yourself telling why He loves you:

*Dear*

---

---

---

---

(Continue overleaf)

This handout may be duplicated provided this copyright notice remains intact.

**Concept, format and contents Copyright ©2000 Lionel Hartley**

**Client Reference:**

--

# GOAL SETTING PRINCIPLES

## 1. Be SPECIFIC:

What is it you want to achieve? (All concerned should agree and commit to the goal)

## 2. MEASURABLE results:

You must be able to judge progress and know when the goal is achieved.

## 3. Be REALISTIC:

Initially, goals should be bite sized.

## 4. Action PLAN:

- (a) Set target dates.
- (b) Consider cost involved and how they will be met.
- (c) What time commitment is needed? Are you prepared to set aside this time?

## 5. SIMPLICITY:

The more complex goals are, the greater the chance of distraction.

**6. REWARD success:** Be positive - congratulate yourself as you progress toward your goal.

## 7. Choose appropriate GOAL TYPE:

Short term - hourly bite size pieces - one day to one month

Intermediate - one week to 2-3 months

Long range - beyond 2-3 months - These long range goals will weaken if you do not have short term and intermediate goals to focus on.

## 8. Consider the following features:

- (a) Goals give DIRECTION - *“Fail to plan and you plan to fail”*
- (b) Goals should be DEMANDING -If you wish to perform at 100% capacity, your goals should demand 100% energy, which will then be 100% rewarding.
- (c) Goals should be ACHIEVABLE - *“Realize the realistic, achieve the achievable, gain success in the succeed-able, do the capable, and you will reward the reward-able.” (L. Hartley, 1996)*
- (d) Goals may be READJUSTED REGULARLY -Increase the CHALLENGE if things are going too easily. Alter the TIMELINE if you are not keeping up the pace.
- (e) Goals must be PERSONALIZED -Ownership of goals goes hand-in-hand with the responsibility for achieving them. It is foolhardy to plan to achieve other’s goals.
- (f) Goals must be VISUALIZED -See yourself, in your mind’s eye, achieving your goal.
- (g) Goals must be INTERNALIZED -Goals must become the focus of your dominant thoughts and continually kept in mind. *“Lose sight of your target and you will miss the mark.”*
- (h) Goals must be REALIZED -This is the purpose of goal-setting!
- (i) Goals should be ETERNALIZED -Many goals have eternal consequences: *“The eternal must take precedence over the temporal; Eternity must take precedence over the temporary.”*

## 9. Use the next page to PLAN your goal...

This handout may be duplicated provided this copyright notice remains intact.

**Concept, format and contents Copyright ©1999 Lionel Hartley**

**Client Reference:**



# GOAL SETTING PLANNER

## 1. MY GOAL (What do I want?):

---

---

---

---

---

---

## 2. MY ACTIONS (What do I have to do to get it?):

---

---

---

---

---

---

## 3. THE TIME (When will I do it and have it done by?)

---

---

---

---

---

---

## 4. MY REWARD (What's in it for me?):

---

---

---

---

---

---

--

# The 9-point Checklist That Turns Wants into Goals

By J H Brennon

1. Do you really want it?
2. Does it contradict some other goal?
3. Does it produce any problems?
4. Is it positive?
5. Is it detailed?
6. Is it realistic?
7. Is it high enough?
8. Have you included the personality factors  
needed to achieve it?
9. Is it expressed as if you have already  
achieved it?

# Forgiveness:

Use arrow keys to scroll  
Use ESC to exit

## The Healing of Memories - A case study

By David A Seamands.

From *The Healing of Memories*,

Scripture Press Foundation, Herts, 1991, Pp166-8

**W**hen Connie and her husband came for marriage counseling, I couldn't help being impressed by them. They had

so much to build on - a strong and intelligent Christian faith, fulfilling jobs, and many common interests and activities they genuinely enjoyed doing together. There was only one thing they didn't enjoy doing together - making love. Well, not exactly, for the truth of the matter is that they did. It was what Tim called "Connie's weird reaction afterward" that troubled them both. In fact, the more Connie enjoyed it, the angrier

she got at Tim afterward. Connie agreed, "I just don't understand it. Sometimes I seem to go berserk. I've actually struck out at him, right after I've felt the most loving toward him." She had read all the good Christian books on marital sex; she knew it was a gift from God, and she wasn't inhibited.

After a few sessions with Connie by herself, we both began to understand her seemingly strange reactions. She had never shared it

with anyone before, especially not Tim. When she was about eight years old, one of her teenage brothers began to involve her in sex play. They "never went all the way, but everything but." This had continued off and on for several years. "At first I was terrified. I didn't really understand it and felt very guilty. He kept me quiet by bribes and threats. Mother had a serious heart condition and he said if she found out about it,

she might have a fatal heart attack, and I'd be the one who had killed her. So I kept mum. Later on, I just accepted it. And then. . . "Connie' fell silent. I waited. "And then..." Silence one more. Connie hung her head and reached for more Kleenex. She did her best to turn on her automatic choke, but she just couldn't hold back the sobs and the anger. She got up and paced around the room. "Why that's terrible!" she cried out.

“That’s awful, I can’t believe I could do that. Yuk! That’s disgusting.” I inquired very gently, “What was, Connie?” I was fairly sure I knew what she was going to say, but I was also sure that she was the one who needed to say it. I waited, praying silently back in the subterranean sanctuary of my soul. Finally the words came out in a hoarse, bitter voice, as if she had struck herself across the back with a whip, “I began to enjoy it.” She



moaned out the rest of it, "What kind of a person am I? With my own brother! I hate him for that, and yet I got so I wanted him to do it."

What was the real issue here? Why her "weird" and contradictory behavior? Where did she need the deepest healing? Of course, she needed to forgive her brother and surrender her hate for him. But the real issue was forgiving herself for getting to the

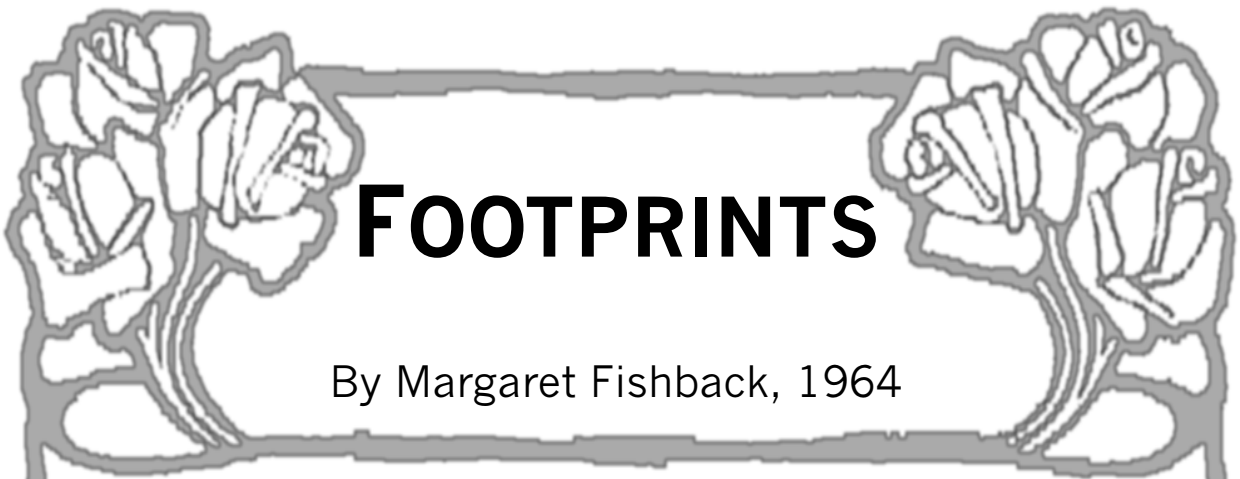
place where she enjoyed it, in spite of the fact that she hated it and him.

Before we were done, we discovered a whole series of concepts/feelings which needed healing. They were all producing deep inner conflict because they were inherently contradictory and thus pushing her toward her strange love/hate sex life. She knew in her mind that sex was a good gift from God, but she was angry at Him about

that too - couldn't He have thought of some other way? She liked men and was attracted to them; but she felt angry at herself for not being "strong enough" to do without them. Most harmful of all, she loved her husband and needed the affection and joy of intercourse with him. But she was angry at herself for needing him, and therefore angriest at him whenever she showed her deepest need of him and joy in him.

Sound confusing? Of course. It is. When Connie finally understood all this, she was able to forgive and be forgiven. She could then forgive her brother for being a sinner and forgive herself for being a human and begin to thank God for His gift of sex. It wasn't long before she and Tim were able to have a really fulfilling marriage.

David A Seamands, *The Healing of Memories*,  
Scripture Press Foundation,  
Herts, ©1991, Pp166-8



# FOOTPRINTS

By Margaret Fishback, 1964

One night I had a dream. I was walking along the beach with the Lord. Across the sky flashed scenes from my life. For each scene, I noticed two sets of footprints in the sand: one belonging to me, and the other to my Lord.

When the last scene of my life flashed before me I looked back at the footprints in the sand. At times along the path of my life there was only one set of footprints. I also noticed that it happened at the very lowest and saddest times in my life.

This really bothered me and I questioned the Lord about it. "Lord, you said that once I decided to follow you, you'd walk with me all the way. But I have noticed that during the most troublesome times of my life, there is only one set of footprints. I don't understand why when I needed you most you would leave me."

The Lord replied, "My precious, precious child, I love you and I would never leave you. During your times of trial and suffering, when you see only one set of footprints, **it was then that I carried you!**"

# Psalm 127

Unless home-life is built by the Lord,  
the carpenter's efforts are useless;  
Unless a nation trusts in God,  
armies are quite worthless.

To work heavy overtime,  
or to run two jobs at once  
in order to get rich quickly,  
is an exercise in futility.  
God the Lord supplies our deepest needs,  
and his gifts are as free as sleep.

Children are a favour from the Lord,  
a family is the loveliest reward.  
Better than weapons to a soldier  
are children to Godly parents;

They are indeed a happy couple  
who are hugged daily by tiny arms,  
They shall never feel defeated  
when doubts and fears assail them.

– Bruce Prewer - (Australian Psalms)

# Nine Ways to Edify Your Partner

**1** Make the irrevocable decision to never again be critical of your partner in word, thought, or deed. This may sound like an impossibility, but it is not. It is simply a decision backed up by action until it becomes a habit you would not want to change if you could.

**2** Study your partner. Become sensitive to the areas where your partner feels a lack and think of ways to build up your partner in those areas particularly.

**3** Think every day of positive qualities and behaviour patterns you admire and appreciate in your mate.

**4** Consistently verbalise praise and appreciation for your partner. Be genuine, be specific, be generous. You edify with the **spoken** word.

**5** Recognise your partner's talents, abilities, and accomplishments. Communicate your respect for the work he or she does.

**6** Husband, show your wife publicly and privately how precious she is to you. And do not express admiration for another woman. This is never edifying to your wife. Keep your attention focussed on her.

**7** Wife, show your husband that he is the most important person in your life - always. Seek his opinions and value his judgment.

**8** Respond to each other physically and facially. The face is the most distinctive and expressive part of a person. Your mate wants to see you smile, eyes sparkling in response to him or her.

**9** Always exhibit the greatest courtesy to each other. You should be VIPs in your own home!

- Dr Ed Wheat, LOVE LIFE FOR EVERY MARRIED COUPLE  
S.John Bacon Aust'n Edn. Melbourne 1987 p191

# Adolescent Depression

## Specific symptoms of adolescent depression

*Before we study the specific symptoms of adolescent depression, we should understand that a depressed adolescent may also have one or more of the classic symptoms of adult depression, including feelings of helplessness, hopelessness, despondency, and despair; problems with sleep (either too much or too little); problems with eating (too much or too little with weight loss); lack of energy; feelings of low self-worth; problems handling anger.*

1. Shortened attention span.
2. Daydreaming.
3. Poor grades.
4. Boredom.
5. Somatic (physical) depression.
6. Withdrawal.

## Remedy for Mild Depression

What can we do to help our depressed teenagers? We identify depression early in order to prevent tragedy and (institute) parental control of a teenager's freedom, by allowing privileges and freedoms based on trust and trustworthiness and on the appropriateness of the activity. (If your teenager genuinely feels that you love and care about him, he will likely listen to you and heed your advice regarding his safety. Therefore, you must keep his emotional tank full.)

It is a difficult job, but the reward is well worth the cost. Seeing your teenager developing into a mature, sensitive, independent, right-thinking adult, contributing to his world, is one of life's greatest rewards.

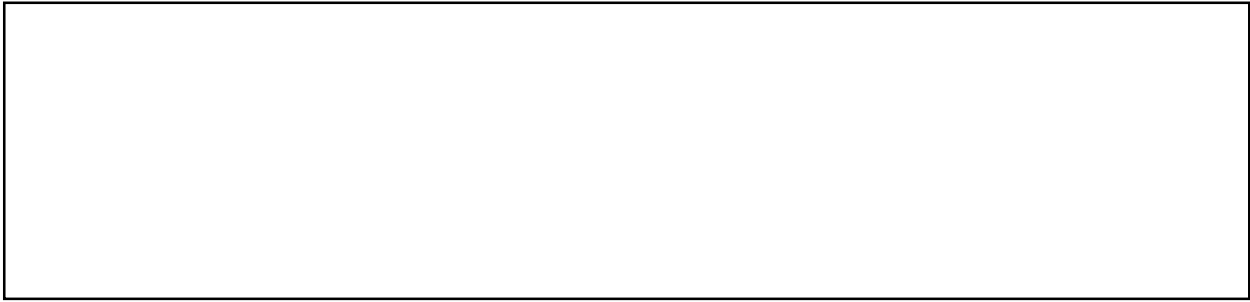
*How to Really Love Your Teenager* by D. Ross Campbell, M.D.

(Adult and child psychiatrist in practice in Chattanooga, Tennessee,  
Associate Professor in the Departments of Pediatrics and Psychiatry  
at the University of Tennessee College of Medicine.)

SP Publications, Wheaton Illinois 1983 (Dewey 155.5)

Selections by L Hartley from Chapter 9 (Adolescent Depression) pp89-99





REQUEST FOR RELEASE OF INFORMATION

\_\_\_\_\_ 19\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Re- patient/client: \_\_\_\_\_ (DOB \_\_\_/\_\_\_/\_\_\_)

Dear \_\_\_\_\_,

On behalf of the above practice, and with the full consent of the undersigned, I wish to request a copy of the case history/ies and other relevant documentation relative to and of our patient/client (named above).

\_\_\_\_\_ (Signed, patient/client)

\_\_\_\_\_ (Signed, practitioner)

Dated: \_\_\_\_\_ 19\_\_\_\_

(Persuant to the Freedom of Information Act [Aust] 1989,  
a separate form must be filled in for each request.)

An invoice for the cost of photocopying and/or postage and handling may be included with the information requested if you desire.

Thanking you for your prompt attention to this matter,

Signed \_\_\_\_\_  
(Practitioner)



# Communication Self Analysis

Write a **COMMENT** after each question:

1. Are you free to express yourself spontaneously to each other?
2. Are you able to confide in each other as best friends or are there difficulties?
3. Do you hear what she is really saying?
4. Do you understand what he is really feeling?
5. Do you share your ideas, thoughts, and feelings, or do you just talk about practical necessities?
6. Is your communication on practical matters clear enough for things to go smoothly?
7. When you have communication problems, do you keep trying until meaningful communication occurs again,  
  
or do you give up, yell, get angry, or retreat into silence?
8. When you feel rejected do you retaliate by rejecting your partner?

# **Children learn what they live.**

**If a child lives with criticism,  
He learns to condemn.**

**If a child lives with hostility,  
He learns to fight.**

**If a child lives with ridicule,  
He learns to be shy.**

**If a child lives with shame,  
He learns to feel guilty.**

**If a child lives with tolerance,  
He learns to be patient.**

**If a child lives with encouragement,  
He learns confidence.**

**If a child lives with praise,  
He learns to appreciate.**

**If a child lives with fairness,  
He learns justice.**

**If a child lives with security,  
He learns to have faith.**

**If a child lives with approval,  
He learns to like himself.**

**If a child lives with acceptance and friendship,  
He learns to find love in the world.**

**© Dorothy Law Nolte, May 1954**

**Confidential**

# **Career Path Assignment**

**Your assignment proper will begin four days from now. Over the next three days, jot down as many ideas for the assignment that you can think of.**

## **Here is your assignment:**

**Spend as much time as necessary writing an imaginary magazine article entitled:**

**“Before I die, I want to...”**

**The article is an intimate exercise and not intended for sharing. If you have difficulties, invite a spouse or close friend to assist writing down your spoken thoughts. Write down as many thoughts as you can. As you become involved in this exercise, you will find that it is impossible to focus only on career goals, but you will find creeping in to your mind, dreams of leisure pursuits, learning experiences, places you wish to visit or friends you wish to make. Don't hesitate to include these.**

**Be as detailed as you can. Careful analysis may reveal from some of these a potential career path.**

**Bring your article to your next counselling session.  
(Even if you don't complete it).**

**Your counsellor may encourage you to combine this  
with a Skills Analysis Assignment.**

# A Camper's Primer

---

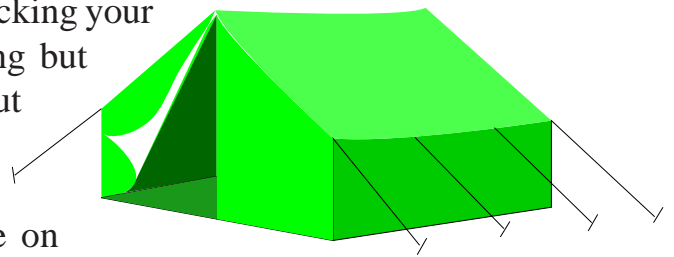
Lesson 1. Everything you need for survival in the wilderness must be carried on your back. You will fare best if you strap on an experienced camper.

Lesson 2. One skill all campers must have, is that of finding food in the wild. Always make sure you are no more than four minutes from a supermarket.

Lesson 3. Contrary to popular belief, electricity cannot be generated in the wild by rubbing two dry wires together.

Lesson 4. If you should find yourself lost in the wild, remember it is not considered good form to call out for your Mummy.

Lesson 5. A good rule to remember when packing your overnight bag is "Take nothing but photographs: leave nothing but footprints." A second rule states that: There are two things you should **never** take on camping trips -The first is "too much", and the second, "too little".



Lesson 6. Proper nourishment is vital if you plan to trek over long distances. You can eat well and avoid delays if your partner will agree to carry the food while you munch on it.

Lesson 7. Always leave a campsite early in the morning. You will then have plenty of daylight later when you return to look for the things you left behind.

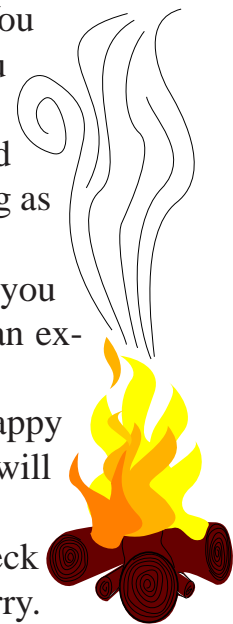
Lesson 8. Never worry about cooking plants you have found growing in the wild. You are **perfectly safe** as long as you don't try to eat any.

Lesson 9. Photographs will remind you of just how much fun you had while living in the rugged outdoors. This is an excellent reason for not taking any.

Lesson 10. Cleanliness is important - a clean camper is a happy camper. He is happy because others in the party will let him sleep in the tent.

Lesson 11. Many campers are concerned about getting a stiff neck from sleeping all night on hard ground. Don't worry. It is **impossible** to sleep all night on hard ground!

Lesson 12. One sure way to camp out and still have all the comforts of home is to camp out **at home**.



**Happy Camping!**

Copyright, Lionel Hartley ©April 1963

# Bipolar Disorder

**F**ormerly called Manic Depression, describes the exaggerated mood swings from one extreme to another that characterise this illness.

People with Bipolar Disorder suffer recurrent episodes of elevated mood (mania) and depression. Episodes may range from mild to severe. The less severe form of elevated mood (high) is called “hypomania” Severe hypomania is a serious rare condition. “Mania” is the word now used to describe only the most severe form of this disorder.

## Symptoms of Bipolar Disorder:

### Normal moods

Everyone experiences mood swings from time to time. When these moods become extreme and lead to a failure to cope with certain aspects of life, is medical intervention necessary. Most people who have episodes of mania and depression experience normal moods in between. They are often able to live normal lives. They may be able to hold down regular jobs and manage household, business and social commitments.

– Continued...

## Mania

Common symptoms of mania include:

h An elevation of mood - the person may feel “high”, happy, invincible, “on top of the world” and full of energy.

✳ A perceived reduced need for sleep

✳ Increased energy and overactivity

✳ Irritability - people in a manic or hypomanic state may get angry and irritable with any who may disagree with or dismiss their sometimes unrealistic plans or ideas.

✳ Lack of inhibitions which may be the result of h a reduced ability to foresee the consequences of their actions

✳ Rapid speech and/or thought patterns, jumping from one subject to another

✳ Lack of insight - other people’s ideas or behaviour may be perceived as irrational, reckless or inappropriate, yet they lack the insight to see their own ideas or behaviour in this light.

✳ Grandiose ideas, plans and/or beliefs - they may believe that they are unusually gifted or talented, or may believe they are kings, film stars, emperors, prime ministers.

✳ Increase in religiosity - religious people may become more religious and/or they may believe that they are a religious dignitary

– Continued...



## Depression

Not all people with Bipolar Disorder suffer depression as a part of the disorder. For those who do, they usually suffer a severe form called “endogenous depression”. Endogenous depression most commonly occurs without any obvious cause, but may be triggered by a stressful or unhappy event. It tends to occur mostly in mid-life and is more common in women.

Common symptoms of depression include:

- ✱ Loss of interest or pleasure in previously enjoyed activities
- ✱ Withdrawal - from friends, social activities or tasks such as bathing, shopping, laundering, etc.
- ✱ Overwhelming deep sadness, loss of appetite, lack of concentration, feelings of guilt or hopelessness
- ✱ Weight loss
- ✱ Attempted suicide due to guilt or hopelessness
- ✱ May “lose touch” with reality, have delusions of persecution or guilt, or believe they are evil or wicked

## Causes of Bipolar Disorder

It is believed that Bipolar Disorder is caused by a complex combination of genetic, stress, biochemical, and seasonal factors. In Australia, less than 1% of the

– Continued...

population is affected, equally affecting men and women, and most common in the “twenties” age group.

**Genetics** - Due to recent studies on identical twins, close relatives, and adopted children of “Bipolar” parents, it has been strongly suggested that Bipolar Disorder is genetically transmitted, with children of “Bipolar” parents at a greater risk.

**Stress** - This may be the cause or the consequence of the disorder. If the disorder has caused a failure in a business or marriage, the stressful event may be blamed for the disorder. Stress may also be a trigger for the emergence of symptoms of the disorder.

**Biochemical** - This is associated more with the symptoms than the disorder, as appropriate medication may rectify chemical imbalances in the brain, lessening the symptoms of mania and endogenous depression.

**Seasonal** - Although the exact reason is not known, depression is more common in the early winter and mania is more common in the spring. This correlates with mild mood swings in the general population.

– Continued...

# Treatment

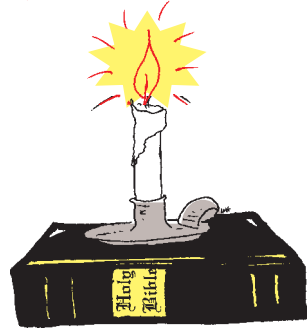
With access to appropriate treatment, monitoring and support, most people with Bipolar Disorder can lead full, productive lives. Treatment for depression may include anti-depressant medication for episodes of depression, with immediate adjustment at the onset of a hypomanic phase. Medications must be administered under strict medical supervision and severe depression may require temporary hospitalisation.

It is often difficult to persuade a person during a mania phase to accept treatment, and if symptoms are severe, then hospitalisation may be necessary. Treatment for acute or severe attacks of mania may include anti-psychotic drugs to calm the manic excitement and lithium carbonate to stabilise the moods. Lithium may also be prescribed as a general symptom preventative, as it not only controls the moods; it also reduces the frequency and severity of attacks of both mania and depression.

Counselling is also indicated as an adjunct to medication to help those with the disorder to understand the condition and its effect on their life, and to learn strategies for coping with the consequences of the disorder and associated symptoms.

# The Bible

## *True or false?*



If there is only one chance in a hundred that the Bible is true in its statements about life after death, one would have to be considered vary careless with his future welfare if he did not make a careful and honest assessment of its contents.

In so doing he would have to decide whether or not Jesus Christ was who he claimed to be or whether he was an outrageous fake. If he was a fake he was one of the greatest deceivers this world has ever known.

But if not, then our eternal well-being depends entirely on clearly understanding some of the vital statements made by Him and some of His apostles. For example, He said, “...*I am the way and the truth and the life. No-one comes to the Father except through me.*” John 14:6.

He also said, “*All that the Father gives me will Come to me and whosoever comes to me I will never drive away.*” John 6:37.

The apostle Peter said of the Lord Jesus, “*Salvation is found in no-one else, for there is no other name under heaven given to men by which we must be saved.*” Acts 4:12.

If Peter’s statement is true, and it most surely is; then there is not salvation through Buddha, Mohammed, Confucius, or any other religious leader or religious system.

In reference to the death of the Lord Jesus; the apostle Paul said, “*For there is one God and one mediator between God and men, the man Christ Jesus, who gave himself as a ransom for all men - the testimony given in it’s proper time.*” 1 Timothy 2:5-6.

The Lord Jesus surrendered for all who will appropriate him as their Lord and Saviour.

In speaking about the forgiveness of sins, the apostle John said, “if we claim to be without sin, we deceive ourselves and the truth is not in us. If we confess our sins, he is faithful and just and will forgive us our sins and purify us from all unrighteousness.” 1 John 1:8, 9.

The Lord Jesus was crucified to pay the penalty for the sins of all who will confess their sins and possess Him as their own Lord and Saviour

Paul said, *“This righteousness from God comes through faith in Jesus Christ to all who believe. There is no difference, for all have sinned and fall short of the glory of God.”* Romans 3:22-23.

Until natural men realises he is a sinner and cries to God for forgiveness, he is on the broad road to destruction.

In speaking about forgiveness through the Lord Jesus, Peter said, *“All the prophets testify about him that everyone who believes In him receives forgiveness of sins through his name.”* Acts 10:43.

Regarding the validity of the Bible, Paul said, *“All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.”* 11 Timothy 3:16, 17.

The Bible is God's instruction book for mankind, and it tells us that the Lord Jesus Christ is the Saviour of lost sinners who will put their whole trust in him to cleanse them for the next life.

This little pamphlet is not an invitation to join a church or attend a religious meeting, but a very earnest request that you, my reader, take time to read through the New Testament with considerable care and honesty at least a couple of times, and then read through the whole Bible. If you are honest with yourself and with God, you will not be disappointed. If you do not have a Bible, then we suggest that you purchase one. This could be the greatest business transaction of your life.

Jesus Christ is not a fake, but the Lord and Saviour of all who will put their whole trust in Him. The Bible is a thrilling book for all who are dissatisfied with their present lifestyle; and it has the answers for those who are desperate for a renewed life.

*Text: Jack Chester*

*Illustration by Lionel Hartley ©1999*

# The Art of Marriage

A good marriage must be **CREATED**.

In the art of marriage,

the **LITTLE** things are the **BIG** things...

It is never being too old to hold hands.

It is remembering to say “I love you” often.

It is beauty of a loving committed bond:

emotional, social, spiritual, physical oneness.

It is never going to sleep angry.

It is having a mutual sense of values

and common objectives.

It is standing together facing the world.

It is forming a circle

that gathers in the whole family.

It is speaking words of appreciation and

demonstrating gratitude in thoughtful ways.

It is the capacity to forgive and to forget.

It is giving each other an atmosphere in which

each can grow.

It is the joy of knowing your God together.

It is not merely marrying the right person...

it is **BEING** the right partner.

- *Lionel Hartley*



# This is Marriage

A good marriage must be **CREATED**.

In the art of marriage,

the **LITTLE** things are the **BIG** things...

It is never being too old to hold hands.

It is remembering to say "I love you" often.

It is beauty of a loving committed bond:

emotional, social, spiritual, physical oneness.

It is never going to sleep angry.

It is having a mutual sense of values

and common objectives.

It is standing together facing the world.

It is forming a circle that gathers in the whole

family.

It is speaking words of appreciation and

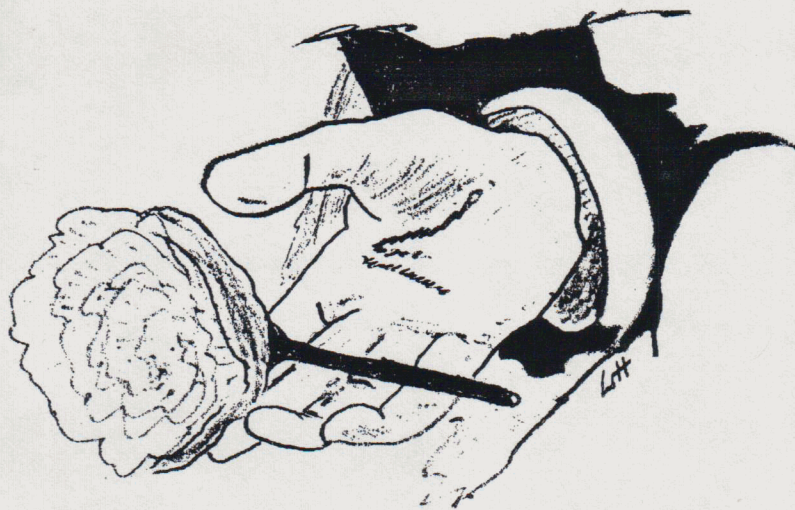
demonstrating gratitude in thoughtful ways.

It is the capacity to forgive and to forget.

It is giving each other an atmosphere in which

each can grow.

It is the joy of knowing your God together.



It is not merely marrying the right person...

it is **BEING** the right partner.



# A Quick Test: *ARE YOU AN ALCOHOLIC?*

— Tick —

YES NO

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Do you lose time from work due to drinking?                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Is drinking making your home life unhappy?                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you drink because you are shy with other people?                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Is drinking affecting your reputation?                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever felt remorse after drinking?                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever got into financial difficulties as a result of drinking?     |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you turn to lower companions and an inferior environment when drinking? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does your drinking make you careless of your family's welfare?             |
| <input type="checkbox"/> | <input type="checkbox"/> | Has your ambition decreased since drinking?                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you crave a drink at a definite time daily?                             |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you want a drink the next morning?                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Does drinking cause you to have difficulty in sleeping?                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Has your efficiency decreased since drinking?                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Is drinking jeopardizing your job?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you drink to escape from worries or troubles?                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you drink alone?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever had a complete loss of memory as a result of drinking?       |
| <input type="checkbox"/> | <input type="checkbox"/> | Has your physician ever treated you for drinking?                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you drink to build up self confidence?                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been to a hospital or institution on account of drinking?    |

## WHAT THE RESULTS MEAN

If you answer YES to any ONE of the questions,  
there is a definite warning that you MAY HAVE a problem with alcohol.

If you answer YES to any TWO,  
the chances are that YOU HAVE a problem with alcohol.

If you answer YES to THREE or more,  
you DEFINITELY HAVE a problem with alcohol.

Toby Rice Drews, GETTING THEM SOBER, Logos Internat. NJ 1980 p200/201

This handout may be duplicated provided this copyright notice remains intact.

**Concept, format and contents Copyright ©1999 Lionel Hartley**

**Client Reference:**

# HOW TO HAVE FRIENDS WITHOUT HAVING AN AFFAIR.

## Six ideas for keeping your sexual feelings under control and still enjoy deep friendships:

### **1. Don't trust yourself too far.**

Be aware of the ebb and flow of your sexual desire. Most of us vary greatly in the amount of sexual feeling we have, and at times its power can rush in on us if we are not prepared. If your sexuality is at flood tide, then exercise extra caution.

### **2. Select companions who have strong marriages themselves.**

If your friend is hungry for love, it may be very difficult to keep the relationship within bounds.

### **3. Be sensible about when and where you meet alone.**

Some settings are more sexual than others. Lunch, for instance, is not as likely to lead to trouble as dinner in a restaurant filled with lovers eating by candlelight.

### **4. Talk to your mate about your friendships.**

When meetings become clandestine, it is a danger signal that things are getting out of hand. Either bring yourself to tell your spouse about the progression of the friendship or get out.

### **5. Draw a line for physical contact.**

Find the amount of physical affection that is comfortable and safe for you, since no one can stay in control once sexual touching and kissing cross a certain boundary.

### **6. Bail out if necessary.**

Once in a while, no matter how much we try, a friendship with the opposite sex gets out of hand and we know where it is going to lead. If your marriage is precious to you, there is no question of what must be done, however great the pain - you back away.

- Alan Loy McGinnis, THE FRIENDSHIP FACTOR  
Lutheran Publishing House, Adelaide 1985 p170/171

# MY ACTION PLAN

1. RECOGNITION: What do I think is the problem?

>  
>  
>  
>  
>  
>  
>  
>

2. ACTION: What I plan to do about it:

>  
>  
>  
>  
>  
>  
>  
>

3. REACTION: How do I think this will make me feel?

>  
>  
>  
>  
>  
>  
>  
>

4. CLARIFICATION: I would still like to talk about:

>  
>  
>  
>  
>  
>

# What is OK?

## What is OK?

Modern society says

'If it feels OK do it,

If it looks OK take it

If it sounds OK believe it

If it ridicules what is OK join it

If it stands up for what is OK disown it

If it appears OK grab it

If it burns OK smoke it

If it thrills OK inject it

If it smells OK sniff it

If it sounds OK believe it

If it tastes OK eat it

If it fizzes OK drink it

If it moves OK follow it

If it may be OK try it

If it is OK criticise it

If it isn't OK challenge it

If it can't be OK question it

If it fits OK spoil it

If it grows OK stifle it

If it said to be OK ignore it

If it might be OK leap at it

If it swears OK listen to it

If it lies OK heed it

If it lusts OK copy it

If it works OK break it

If it breaks OK destroy it

If it destroys OK lie about it'

What is OK? - What does God say?

©1998 Lionel Hartley

Copyright in all countries - All rights reserved

*eMail hartley@telstra.easymail.com.au*

Other titles available in print, electronic medium & on cassette

First Electronic Edition ©1999; Print edition ©1998 Font: Bangle Condensed



# Seven Critiques for Modern so-called “Faith Healing”

*“Is any sick among you? Let him call for the elders of the church;  
and let them pray over him, anointing him with oil...” James 5:14*

1. Selective healings—in which the applicants are screened before they are allowed into the service
2. Chicanery—simple trickery on the part of the faith healers
3. Undocumented, doubtful or demonstrably false claims
4. Spontaneous remission of the disease—due to natural processes and not the power of the faith healer
5. Remission due to medical or surgical intervention
6. Miracles by Satan—(See Revelation 16:4)
7. Healing which comes as a result of faith in God and not in the faith healer.

*“And the prayer of faith shall save the sick,  
and the Lord shall raise him up” James 5:15.*

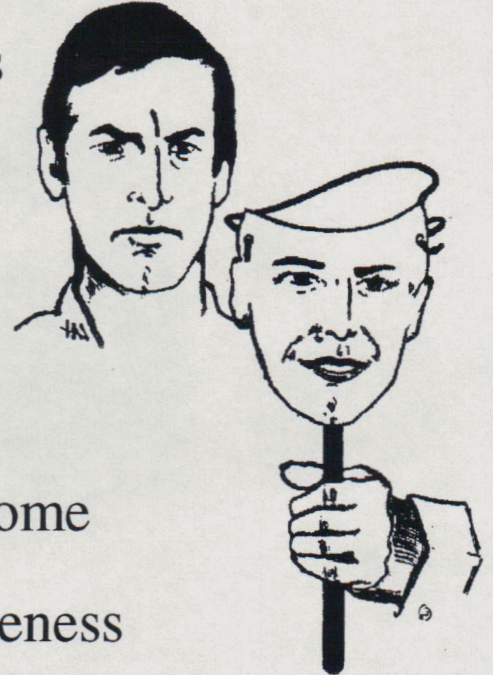
Give God the credit... Psalm 115:1 says, *“Not unto us, O Lord, not unto us,  
but unto thy name give glory, for thy mercy, and for thy truth’s sake.”*



# Why Do I Want To Get Married?

(Modeled after Hugh & Rosemary Thompson; Fulfillment In Marriage ETL Bradford [UK] 1989, Illustration L. Hartley)

- To prove that I am an adult
- To get revenge upon rival suitors
- To improve my social status
- To prove I'm in love
- To improve my finances
- To bolster my self esteem
- To escape from a difficult home
- To avoid the stigma of singleness
- To find consolation after a broken relationship
- To have another try after a previous unsuccessful marriage
- To permit legitimate sexual expression
- To give me a cultural advantage in a new country
- To share my life with the God's choice for me.
- Other: \_\_\_\_\_





# **A Dry Sponge Knoweth No Discrimination**

- a fable by Lionel Hartley.

**The frog - he had a problem.  
His pond was far too green.  
Another's pond was bluer  
(he heard the birds had seen).  
But Froggie had an answer:  
He'd suck up all the green,  
And so he bought a bath sponge -**



**The biggest ever seen!  
Well, sponges have no manners.  
They suck up good and bad.  
And very soon an empty pond  
Was all that poor frog had.  
A sponge does no deciding -  
Only you can choose.**

**Expose your mind to evil  
And you will surely lose.  
By choosing what you see and hear;  
What you eat and do,  
Then you control the input  
And you won't get sucked in too!**

Text & Illustration  
By L Hartley ©1998



# FIRST THINGS FIRST

1. RECOGNITION: What do I perceive to be the PRIMARY problem?

---

---

---

---

---

---

---

---

2. ACTION: What have I done about it?

---

---

---

---

---

---

---

---

3. REACTION: How does this make me feel?

---

---

---

---

---

---

---

---

4. RESPONSE: What am I currently doing about these feelings?

---

---

---

---

---

---

---

---

5. EXPECTATION: What do I think my counsellor can do to help?

---

---

---

---

---

---

---

---

6. CLARIFICATION: I would also like to talk about:

---

---

---

---

---

---

---

---



# MARRIAGE EXPECTATIONS QUESTIONNAIRE

(Based on an activity developed by Moira Thomas, 1977)

The statements which follow are commonly held beliefs about marriage.

Without discussion them with your partner, tick the column which comes closest to your personal belief. Answers will be kept confidential.

STATEMENTS:	TRUE	FALSE	PERHAPS
1. Marriage means living happy ever after.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. To be married is to be secure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Your partner should fulfil all your needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Marriage means that you own your partner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. A broken marriage means failure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Happily married people never argue or fight.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. You should share everything in marriage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. It is normal to be jealous of a partner and it means that you love him/her.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. At all times you would rather be with your partner than with anybody else.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. All problems in marriage are caused by sexual maladjustment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Your partner will always remain faithful to you and never be attracted to anyone else.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Sex comes naturally and doesn't have to be learnt.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. The man should always make the important decisions in a marriage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. In marriage there are clearly defined responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Children are a necessary part of marriage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Having a child makes you a mature person.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional comments:

---

---

---

---

---

Write today's date in the panel below and hand this page to your counsellor or therapist for filing in your confidential files. At a later date you may be invited to do this questionnaire a second time and today's page may be produced again for comparison.



# CREATIVE CONFLICT

CHOOSE A SUITABLE TIME AND PLACE TO TALK



TACKLE THE ISSUE, NOT EACH OTHER



TAKE TURNS



ALWAYS AVOID 'ALWAYS', NEVER USE 'NEVER'



ASK FOR FORGIVENESS



FORGIVE BY AN ACT OF THE WILL



IN THE EVENT OF A STALEMATE CALL IN A REFEREE





# The Difference Between Hearing and Listening

Hearing is passive.

*Listening is interactive.*

Hearing is static.

*Listening is dynamic.*

Hearing is face-to-place.

*Listening is person-to-person.*

Hearing is speech-to-screen.

*Listening is soul-to-soul.*

Hearing is a meeting of words.

*Listening is a meeting of persons.*

Hearing receives words.

*Listening receives the meaning  
of the words.*

Hearing receives the medium.

*Listening receives the message.*

Hearing creates the initiative—

*For listening to be industrious.*

Hearing is undisciplined reception.

*Listening is diciplined understanding.*

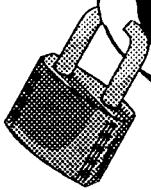
— Lionel Hartley.  
Communication in Courtship & Marriage.  
Salubrity™ Seminars Copyright © 1996



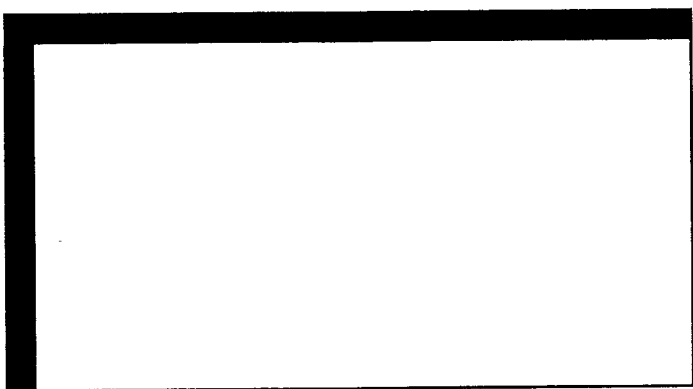
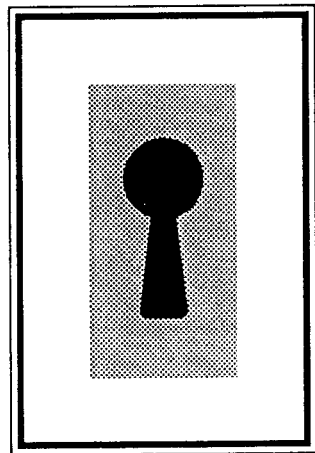


**C** Confidential Client Code:

**Confidential**



**F**iles





# "Dayspring" Health Services Clinics

C. C. Code \_\_\_\_\_ \*

\*NOTE TO CLIENT : Only your confidential client dossier form bears your name and address. This page and all other records, case notes, etc. bear only the reference number above (The Confidential Client Code.) to assist us in ensuring you of confidentiality. Only you and your Counsellor or Therapist know that the above Confidential Client Code number refers to you.

Clinic: Morisset NSW Specialist: Dr. L. D. C. Hartley, Ph. D.

## PART 1. DOSSIER DATA

Date of first consultation: \_\_\_\_\_ 19 \_\_\_\_\_

Sex:  Female  Male Age: \_\_\_\_\_ Date of birth \_\_\_\_\_

Occupation: \_\_\_\_\_

Nationality/ethnic background \_\_\_\_\_

Marital status:

Single  Going  steady  Engaged  Married  defacto  Separated

Divorced  Widowed  Other: \_\_\_\_\_

Education (Circle last year completed):

Grade/form 1 2 3 4 5 6 7 8 9 High School 10 11 12 College 1 2 3 4 5 6+

Other training (list type & years) \_\_\_\_\_

Referred here by \_\_\_\_\_ Address \_\_\_\_\_

## PART 2 HEALTH INFORMATION

Rate your physical health (check):

Very Good  Good Average  Declining  Other \_\_\_\_\_

Your approximate weight \_\_\_\_\_ St./lbs/Kgs.

Recent weight changes:

Lost (\_\_\_\_\_ St./lbs/Kgs.)  Gained (\_\_\_\_\_ St./lbs/Kgs.)

What difficulties do you have in hearing (if any)? \_\_\_\_\_

List all important present or past illnesses, injuries or handicaps:

Date of last medical examination \_\_\_\_\_

Report: \_\_\_\_\_

Your Physician \_\_\_\_\_

Address \_\_\_\_\_

Have you used drugs for other than medical purposes?  Yes  No

If yes, what? \_\_\_\_\_ Smoker?  Yes, \_\_\_\_\_ daily  No

Are you presently taking medication?  Yes  No

If yes, what? \_\_\_\_\_

Prescribed by \_\_\_\_\_

Address \_\_\_\_\_

Have you ever had a severe emotional upset?  Yes  No

If yes, please comment \_\_\_\_\_

Have you ever had any psychotherapy or counselling?  Yes  No

If yes, list reason(s), counsellor(s) or therapist(s) and approximate dates:

Are you willing to sign a release of information form so that your counselor may write for helpful social, psychiatric, or medical reports?  Yes  No

P.T.O.



**PART 3 RELIGIOUS BACKGROUND**

Denominational preference: \_\_\_\_\_

Church Attendance per Month (circle): 0 1 2 3 4 5 6 7 8 9 10+

Church attended in childhood \_\_\_\_\_

Baptized?  Yes, when \_\_\_\_\_  No

Religious background of spouse (if married) \_\_\_\_\_

Do you consider yourself a religious person?  Yes  No  Uncertain

Do you believe in God?  Yes  No  Uncertain

Do you pray to God?  Never  Occasionally  Often

Are you saved?  Yes  No  Not sure what you mean

How much do you read the Bible?  Never  Occasionally  Often

Explain recent changes in your religious life, if any

**PART 4 PERSONALITY INFORMATION**

Circle any of the following words which best describe you now:

active ambitious self-confident persistent nervous hardworking impatient impulsive  
moody often-blue excitable imaginative calm serious easy-going shy good-natured  
introvert extrovert likeable leader quiet hard-boiled submissive self-conscious lonely  
sensitive other \_\_\_\_\_

Have you ever felt people were watching you?  Yes  No

Do people's faces ever seem distorted?  Yes  No

Do colours seem  too bright?  Too dull?  Normal?

Are you able to judge distance?  Yes  No

Have you ever had hallucinations?  Yes  No

Are you afraid of being in a car?  Yes  No

**PART 5 MARRIAGE INFORMATION:**

(if never married, check  and omit this section)

Spouse's name \_\_\_\_\_

Spouse's occupation \_\_\_\_\_

Your spouse's age \_\_\_\_\_ Education (years) \_\_\_\_\_

Your spouse's Religion \_\_\_\_\_

Is spouse willing to come for counselling?  Yes  No  Uncertain

Have you ever been separated?  Yes  No

Comment \_\_\_\_\_

Have either of you ever filed for divorce?  No  Yes; When? \_\_\_\_\_

Date of this marriage \_\_\_\_\_

Your ages when married: Husband \_\_\_\_\_ Wife \_\_\_\_\_

How long did you know your spouse before marriage? \_\_\_\_\_

Length of steady dating with spouse \_\_\_\_\_ Length of engagement \_\_\_\_\_

Give brief information about any previous marriages:

\_\_\_\_\_ Broken by  divorce  death  
\_\_\_\_\_ Broken by  divorce  death

*P.T.O.*







