

How to Use the
KEYS FOR LIVING



KEYS FOR LIVING LIBRARY



KEYS FOR LIVING LIBRARY

Understanding and Using the *Keys for Living*

When we are in the position to disciple, mentor, coach, or counsel others, one thing we often discover is that their presenting problems or questions are often not the real problem. They may have deeper rooted problems in the circumstances we see (or they present) on the surface. Are they struggling with relationships, fear, depression or grief, for instance? How can we be more confident, to help uncover the root of their struggles and help them know God's truth for their circumstances?

Whether they are experiencing emotional pain, spiritual crises or just have questions about applying God's Word to their everyday lives, we can be equipped and confident to counsel with the help of the *Keys for Living* guiding to practical help and biblical truth on over 100 topics.

When God brings someone to you for advice or counsel, the encounter becomes a divine assignment! Do you feel equipped to detect unmet inner needs? Do you know how to find the appropriate Scriptures that God can use to lead another to insight and victory? The *Keys for Living* can be the guide that helps you apply Scripture to today's problems. These resources are specifically designed to present biblical truths that enable you to discover what God is doing in your life and in the life of another.

"First seek the counsel of the LORD."

(1 KINGS 22:5)



What Are the *Keys for Living*?

Keys are symbols which awaken a world of images in the imaginations of us all. Webster's Dictionary alone presents over fifty meanings of this versatile little word . . . but for our purposes, the following definitions are prominent among dictionary listings.

A means of gaining entry . . .

The *Keys for Living* are “people helper” resources based on the fundamental principles of the Bible. You and I have no power, the *Keys* have no power, but the Word of God is “supernatural power.” Truth can miraculously build the desire within a seeking heart to **enter** into a relationship with Jesus Christ.

Something that gives an explanation or identification . . .

The *Keys for Living* purposely begin by identifying the problem with biblical word studies, explanations and illustrations. The intent is to develop God's perspective on any situation you may encounter.

To supply with instructions and cross-references . . .

The *Keys for Living* instruct people how to grasp God's heart and God's ways through Scripture verses and references that point the way to spiritual victory.

That which provides solutions . . .

The *Keys for Living* conclude with diverse Steps to Solution which are relevant and practical. They encourage every person to rely on the two-fold counsel of Scripture and the indwelling Spirit of Christ.

*“The precepts of the LORD are right,
giving joy to the heart.
The commands of the LORD are radiant,
giving light to the eyes.”*
(PSALM 19:8)



What Are the Topics in the *Keys for Living Library*?

Addiction and Recovery

Alcohol & Drug Abuse
Anorexia & Bulimia
Codependency
Gambling
Habits & Addictions
Overeating
Sexual Addiction
Workaholism

Thoughts and Emotions

Anger
Anxiety
Depression
Envy & Jealousy
Fear
Forgiveness
Grief
Guilt
Hope
Identity & Self-Image
Loneliness
Rejection & Abandonment
Self-Worth
Stress
Temptation
Worry

Attitude and Character

Critical Spirit
Ethics & Integrity
Lying vs. Truthfulness
Manipulation
Perfectionism
Prejudice
Pride & Humility
Rebellion
Sexual Integrity
Stealing

Faith and Apologetics

Assurance of Salvation
Atheism & Agnosticism
The Bible: Is It Reliable?
Child Evangelism
Cults
Death & Heaven
Euthanasia
Evil & Suffering ... Why
God: Who Is He?
The Holy Spirit
Homosexuality & SSA
Islam
Jehovah's Witnesses
Jesus: Is He God?
Jewish Evangelism
Mormonism
New Age Spirituality
The Occult
Prosperity Theology
Salvation
Satan, Demons, and Satanism
Spiritual Warfare

Crisis and Trauma

The Abortion Dilemma
Abuse Recovery
Bullying
Childhood Sexual Abuse
Domestic Abuse
Midlife Crisis
Pregnancy ... Unplanned
Sex and Human Trafficking
Sexual Assault & Rape Recovery
Spiritual Abuse
Suicide Prevention
Terminal Illness
Trials
Verbal & Emotional Abuse
Violence

Marriage and Family

Adoption
Adultery
The Blended Family
Considering Marriage
Dating
Divorce
The Dysfunctional Family
Infertility
Marriage
Parenting
Single Parenting
Singleness
Teenagers
The Unbelieving Mate
Widowhood

Counseling and Coaching

Aging Well
Alzheimer's & Dementia
Boundaries
Caregiving
Chronic Illness & Disabilities
Communication
Conflict Resolution
Confrontation
Counseling
Decision Making
Employment
Financial Freedom
Friendship
Intimacy
Leadership
Mentoring, Coaching, and Discipling
Procrastination
Purpose in Life
Reconciliation
Success through Failure
Time Management

To order *Keys for Living* topics or to learn more about the resources of Hope for the Heart, call 1-800-488-HOPE (4673) or visit HopeForTheHeart.org.

What Is the Purpose of the *Keys for Living*?

“All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work.”
(2 TIMOTHY 3:16–17)

Because the *Keys for Living* are in outline form, they are easy to read and comprehend for access to quick understanding, even when going deeper into unfamiliar insights. Each of the *Keys* is custom-designed to unlock and address unique problems within each topic. All the *Keys* conform to a basic structure of four main components: **DEFINITIONS**, **CHARACTERISTICS**, **CAUSES**, and **STEPS TO SOLUTION**, which correspond to the four goals found in 2 Timothy 3.

TEACHING

In Greek, the word didaskalia means “instruction.”
See **DEFINITIONS**.

REBUKING

In Greek, the word elegchos means “proof” or “conviction.”
See **CHARACTERISTICS**.

CORRECTION

In Greek, the word epanorthosis means “a straightening up again.”
See **CAUSES**.

TRAINING

In Greek, the word paideia means “education” or “training.”
See **STEPS TO SOLUTION**.



What Is the Design of the *Keys for Living*?

It is impossible to build a structurally sound home without design plans and blueprints. With the same idea for our mission of building structurally sound, biblical, counsel resources as we speak to everyday life struggles, we have a design plan for the *Keys for Living*. Our purpose is to communicate God's truths for today's problems, and 2 Timothy 3:16–17 is the design: *"All Scripture is God-breathed and useful for . . ."*

DEFINITIONS begin to develop your understanding of the problem from God's perspective.

- Identify word origins and meanings
- Explain, clarify, and identify terms and concepts
- Use biblical illustrations and real life situations
- Present myths and truth, common questions and answers
- Include applicable Scriptures printed out for quick reference

"A man of understanding delights in wisdom."
(PROVERBS 10:23)

CHARACTERISTICS seek to be a spotlight of truth, convicting and exposing the need for a change.

- Describe both physical and emotional symptoms
- List obvious and not-so-obvious characteristics
- Reveal appropriate and inappropriate behavior
- May include checklists and self-tests
- Serve as a tool to identify the problem

*"The wisdom of the prudent is
to give thought to their ways,
but the folly of fools is deception."*
(PROVERBS 14:8)

CAUSES bring to light legitimate inner needs that we are trying to meet in illegitimate ways.

- Reveal the underlying reasons for the symptoms
- Distinguish between surface and root causes
- Identify the basic God-given need or needs we seek to meet in sometimes inappropriate ways
- Expose a wrong belief system and how we seek to meet our own needs
- Identify a *scriptural principle that applies to the right belief*

*“There is a way that seems right to a man,
but in the end it leads to death.”
(Proverbs 14:12)*

STEPS TO SOLUTION give action plans for breaking bondages and building Christlike character.

- Begin with a key verse to memorize
- Present a key biblical passage that applies to the problem
- Identify biblical principles to act on that will bring about change
- Outline practical steps to victory and ultimate healing
- Include illustrations and ten “Scriptures to Memorize” for the renewing of your mind

*“Do not conform any longer
to the pattern of this world,
but be transformed by the
renewing of your mind.”
(Romans 12:2)*



How to Use the *Keys for Living*

Build your foundation for using the *Keys for Living* more effectively by reading and becoming familiar with the specific topics of the *Library*. This basic material gives biblical insights into understanding God-given inner needs, as well as reinforcing the importance of biblical counseling that is centered in the grace and regenerating power of Jesus Christ. As Christians, we are all called to be “ministers of reconciliation” . . . reflecting the truth of God’s love to those around us who are hurting.

Many of the *Keys for Living* topics have companion training videos from our Lifeline to Hope Lay Caregiver Training Program. These approximately one-hour training videos offer guidance for addressing real-world issues, bringing to life and conversation the *Keys for Living* topics. Together, the books and videos, represent two critical pieces that work hand-in-hand, offering a broader and more in depth review of the topics.

Having the books and the videos will help prepare you to personally apply God’s truth to your life and to those to whom you minister and provide care or counsel. If you desire a more in-depth personal training to unlock your calling with the right tools for your outreach, consider Lifeline to Hope, a 10-week core training program. It is video-based with an interactive format that could be offered at your organization or church to equip a group of individuals who will be better able to:

- **More fully recognize** and help meet the needs of hurting people
- **Utilize faith-based resources** from experts guiding you through case studies and interactive exercise geared to help you listen and counsel more effectively
- **Establish a network of caregivers** who are able to assist church leaders, support existing caregiving efforts, and/or launch a dynamic lay caregiving ministry
- **Present opportunities** for personal and spiritual growth, transformational and biblical insights and leadership development

The Lifeline to Hope Lay Caregiver Training Program is tailored to work in conjunction with the Lifeline Training Videos and will best prepare you with the right tools at the right time to utilize the resources found through the *Keys for Living Library*. (See [page 16](#) for additional details.)

“Be a good minister of Christ Jesus, brought up in the truths of the faith.”

(1 TIMOTHY 4:6)

How to Begin Sharing the *Keys for Living*

Each of the four major sections of the *Keys for Living* is a self-contained unit that can be used in unique ways to get to the heart of the problem. Individual experiences will be different, but as you talk on-on-one with others who share their real life struggles, you will begin to discern which of the segments (**DEFINITIONS, CHARACTERISTICS, CAUSES, or STEPS TO SOLUTIONS**) will be the most applicable. Be flexible! Allow the Lord to direct you in choosing the specific key for unlocking a door of hope.

Pray

“Pray in the Spirit on all occasions with all kinds of prayers and requests.”

(EPHESIANS 6:18)

Pray for God’s anointing on your time together.

Pray for God’s protection from interference by the enemy. Remember, you are dealing with truth, and Satan is the author of confusion and lies.

Pray for the one who needs help to have an open heart . . . receptive to hearing God’s truth.

Pray for God’s discernment and direction as you seek to determine the individual’s specific need.

Listen

“Let the wise listen and add to their learning.”

(PROVERBS 1:5)

Listen carefully to what is being said, asking yourself, “What is the general emotion being expressed? Is it anger? Fear? Grief? Or some other strong emotion?”

Listen for the particular problem that is causing concern.

Listen initially without giving a lot of “helpful information.”

Listen for information that reveals the level of spiritual maturity. Be especially alert for evidence of, or the lack of, personal salvation. (See “How to Talk about a Person’s Real Need?” on [page 11](#).)

Share

“The wise in heart are called discerning, and pleasant words promote instruction.”

(PROVERBS 16:21)

At an appropriate time, make a transition in the conversation, such as . . .

- “Would you like to seek God’s wisdom in this area?”
- “I have some material that may be helpful in this area.”
- “No problem is too big for God. Would you like to talk more about this?”

Ask God to direct you to the specific *Keys* and the specific section that He can use to clarify, convict or encourage the person you are talking with. The following illustrations are examples of how various sections of the *Keys* can be useful. You may not want or need to begin with **DEFINITIONS**.

EXAMPLE #1

If the emotion of anger is observed, ask what event has happened to evoke the anger. Go to the *Keys for Living* on Anger, the **CAUSES** section. Using the *Keys*, explain and illustrate the underlying causes of anger (there are four: hurt, injustice, fear and frustration). Ask, “Do you recognize what is behind your anger?” Listen as the story unfolds. Then ask, “Would you like to know how to handle your anger in a more constructive way?” Plan to meet again, and next time discuss the **STEPS TO SOLUTION** section.

EXAMPLE #2

If you have just heard that a young woman in your friend’s family is pregnant and unwed, the friend or family member probably does not need to hear from the **CAUSES** section first, but rather needs to be helped to understand what the young woman is feeling. Look at the **CHARACTERISTICS** section of the *Keys for Living* on Pregnancy . . . Unplanned to bring out feelings of compassion and empathy.

Perhaps, instead, you would want to affirm the friend’s own feelings of disappointment and possible anger. Share from the last section, **STEPS TO SOLUTION** for “Parents in Pain” and the accompanying scriptures, followed by the “Dos and Don’ts for Family and Friends” also found in that section.

EXAMPLE #3

If the problem seems to be one in which a wife is fearful of, but protective about, her husband, go to the *Keys for Living* on Domestic Violence. You may want to share insights from the **DEFINITIONS** section on what constitutes spousal abuse. Many do not realize that verbal and emotional abuse, as well as physical abuse, are destructive, harmful and wrong.

Encourage

“Be prepared in season and out of season; correct, rebuke and encourage—with great patience and careful understanding.”

(2 TIMOTHY 4:2)

Show care and concern, but maintain a hopeful, optimistic spirit.

Set an appointed time to discuss the situation further.

Encourage your friend to . . .

- Choose one of the Scripture memory verses at the end of the *Keys for Living*
- Keep a written copy at hand.
- Read the verse aloud several times a day.
- Thank God for the life-changing truth of His Word.

Consider the opportunity to pray with the person before parting. The following are only suggestions to help you begin if needed. Prayer should come from your heart.

- Praise God for His limitless love, His inconceivable patience and His all-encompassing understanding of our hurts and difficulties.
- Confess that we all sin, we go our own way, and we make our own choices that go against His plan and purpose for our lives.
- Thank God for His compassion, His loving care and concern with the intimate details of our lives.
- Seek God’s protection and guidance in your own life and in the life of the person to whom you are ministering.
- Keep a written copy at hand.

Quick Reference Guides are also part of the *Keys for Living Library* and can be useful as a memory aid. You can use them to help you as you share or to give away as something for the person you are counseling to take home.

Quick Reference Guides for each topic in the *Keys for Living Library* are available individually or in packs of 25 from hopefortheheart.org.



How to Talk about a Person's REAL NEED

*"I will give you a new heart and put a spirit in you;
I will remove from you your heart of stone
and give you a heart of flesh."*

(EZEKIEL 36:26)

Often, the **heart of the matter** for someone who is having an unusually hard struggle and coping with life's difficulties is really a **matter of the heart**. When you are not sure that a person has experienced authentic salvation, these two penetrating questions may be helpful for revealing whether the **real need** is a personal relationship with the Lord Jesus Christ.

Questions to Reveal the Real Need

QUESTION #1

"Have you come to a place in your spiritual life where you know for certain that if you were to die today, you would go to heaven?"

Depending on the answer, you might share 1 John 5:13:

"I write these things to you who believe in the name of the Son of God so that you may know that you have eternal life."

QUESTION #2

"Suppose you were to die today and stand before God and He were to say to you, 'Why should I let you into Heaven?' What would you say?"

If the answer refers to "good works" or anything we can do to earn or merit God's acceptance, then an authentic salvation experience may not have occurred.

The answer must be based on these truths: Salvation is a true gift and eternal life is received only through acceptance of the death of Jesus Christ as payment for our personal debt of sin.

"For it is by grace you have been saved, through faith—and this not from yourselves, it is the gift of God" (Ephesians 2:8).

"If you declare with your mouth, 'Jesus is Lord,' and believe in your heart that God raised him from the dead, you will be saved" (Romans 10:9).

(The above two questions are used by the Evangelism Explosion Ministry of Fort Lauderdale, Florida.)

God's Plan of Salvation

If your friend, or the person you are counseling, is not saved, but you're not secure in your ability to lead someone through God's plan of salvation, you can use "4 Points of God's Plan" near the end of **CAUSES** in every *Key*. We've included a copy here for reference.

4 Points of God's Plan

Whether you're trying to make sense of your past, trying to overcome something in the present, or trying to make changes for a better future, the Lord cares about you. He loves you. No matter what challenges you or your loved ones are facing, no matter the pain or difficult feelings you may be experiencing, no matter what you've done or what's been done to you, there is hope. And that hope is found in Jesus Christ.

God has a plan for your life, and it begins with a personal relationship with Jesus. The most important decision you can ever make is whether you will receive His invitation. If you have never made that decision, these four simple truths can help you start your journey together with Him.

*"For I know the plans I have for you," declares the LORD,
'plans to prosper you and not to harm you,
plans to give you hope and a future.'"*

(JEREMIAH 29:11)

1. God's Purpose for You: *Salvation*

- What was God's motivation in sending Jesus Christ to earth? To express His love for you by saving you! The Bible says, "*God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life. For God did not send his Son into the world to condemn the world, but to save the world through him*" (JOHN 3:16–17).
- What was Jesus' purpose in coming to earth? To forgive your sins, to empower you to have victory over sin, and to enable you to live a fulfilled life! Jesus said, "*I have come that they may have life, and have it to the full*" (JOHN 10:10).

2. The Problem: *Sin*

- What exactly is sin? Sin is living independently of God’s standard—knowing what is wrong and doing it anyway—also knowing what is right and choosing not to do it. The apostle Paul said, *“I know that nothing good lives in me, that is, in my sinful nature. I want to do what is right, but I can’t. I want to do what is good, but I don’t. I don’t want to do what is wrong, but I do it anyway”* (ROMANS 7:18–19 NLT).
- What is the major consequence of sin? Spiritual death, eternal separation from God. The Bible says, *“Your iniquities [sins] have separated you from your God”* (ISAIAH 59:2). Scripture also says, *“The wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord”* (ROMANS 6:23).

3. God’s Provision for You: *The Savior*

- Can anything remove the penalty for sin? Yes! Jesus died on the cross to personally pay the penalty for your sins. The Bible says, *“God demonstrates his own love for us in this: While we were still sinners, Christ died for us”* (ROMANS 5:8).
- What is the solution to being separated from God? Belief in (entrusting your life to) Jesus Christ as the only way to God the Father. Jesus said, *“I am the way and the truth and the life. No one comes to the Father except through me”* (JOHN 14:6). The Bible says, *“Believe in the Lord Jesus, and you will be saved”* (ACTS 16:31).

4. Your Part: *Surrender*

- Give Christ control of your life, entrusting yourself to Him. Jesus said, *“Whoever wants to be my disciple must deny themselves and take up their cross and follow me. For whoever wants to save their life will lose it, but whoever loses their life for me will find it. What good will it be for someone to gain the whole world, yet forfeit their soul?”* (MATTHEW 16:24–26).
- Place your faith in (rely on) Jesus Christ as your personal Lord and Savior and reject your “good works” as a means of earning God’s approval. The Bible says, *“It is by grace you have been saved, through faith—and this is not from yourselves, it is the gift of God—not by works, so that no one can boast”* (EPHESIANS 2:8–9).

Has there been a time in your life when you know you've humbled your heart and received Jesus Christ as your personal Lord and Savior—giving Him control of your life? You can tell God that you want to surrender your life to Christ in a simple, heartfelt prayer like this:

“God, I want a real relationship with you.
I admit that many times I've chosen to go my own way
instead of your way.
Please forgive me for my sins.
Jesus, thank you for dying on the cross
to pay the penalty for my sins.
Come into my life to be my Lord and my Savior.
Change me from the inside out and make me the person
you created me to be.
In your holy name I pray. Amen.”

What Can You Now Expect?

When you surrender your life to Christ, you receive the Holy Spirit who empowers you to live a life pleasing to God. The Bible says, *“His divine power has given us everything we need for a godly life . . .”* (2 Peter 1:3). Jesus assures those who believe with these words:

*“Truly I tell you, whoever hears my word
and believes him who sent me
has eternal life and will not be judged
but has crossed over from death to life.”*
(JOHN 5:24)





Connecting a life in need with a life in Christ

Do you have a heart for people who are hurting and broken? Has God used you to come alongside others who are in deep emotional pain? If so, then Lifeline to Hope is a brand new “one of its kind” lay caregiver training program designed just for you!

Most pastors and ministry leaders are not necessarily equipped or even called into counseling ministries, and yet must often function as critical first responders within their faith communities.

Train and deploy more caregivers . . . people who are able to effectively provide support, encouragement, and spiritual care.



Visit

**www.hopefortheheart.org/lifeline-to-hope
for more information.**

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