

COMMUNICATION GUIDELINES

1. Be a ready listener and do not answer until the other person has finished talking. Proverbs 18:21; 25:11; Job 19:2; James 3:8-10; I Peter 3:10; Matthew 7:12; Philippians 14:8-9; Proverbs 18:13; James 1:19
2. Be slow to speak. Think first. Don't be hasty in your words. Speak in such a way that the other person can understand and accept what you say. Proverbs 15:23; 15:28; 21:23; 29:20; James 1:19.
3. Speak the truth always but do it in love. Do not exaggerate. Ephesians 4:15; Colossians 3:9; Proverbs 15:1; 25:15; 17:20; 28:23; I Peter 3:10; Colossians 3:12-14; Galatians 5:22; 1 Corinthians 13:6; Proverbs 24:26; Zechariah 8:16.
4. Do not use silence to frustrate the other person. Explain why you are hesitant to talk at this time. Ephesians 4:25; Ecclesiastes 3:7; Matthew 7:7-12; Psalm 32:3.
5. Do not become involved in quarrels. It is possible to disagree without quarreling. Proverbs 17:14; 20:3; Romans 13:13; Ephesians 4:31; Proverbs 27:15; Colossians 3:16.
6. Do not respond in anger. Use a soft and kind response. Ephesians 4:26-27; Colossians 3:8; Ephesians 4:31; Proverbs 14:29; 15:1; 25:15; 29:11; I John 4:20; Luke 6:36; I Corinthians 13:4-5; Matthew 5:22.
7. When you are in the wrong, admit it and ask for forgiveness. I John 1:7-10; Jeremiah 31:34; Luke 15:21; Luke 6:37; Psalm 32:3-5; Luke 18:10-14; Matthew 5:23-24.

When someone confesses to you, tell them you forgive them. Be sure it is forgotten and not brought up again. Ephesians 4:32; James 5:16; I John 3:18; Proverbs 17:9; Colossians 3:13; I Peter 4:8; Mark 11:25-26; John 20:23; Matthew 18:18; 18:21-35; Luke 15:1-32; Luke 6:37; Matthew 5:23-24.

8. Avoid nagging. Proverbs 10:19; 12:18; 27:15; Ecclesiastes 5:2.
9. Do not blame or criticize the other but restore them, encourage them and edify them. Ephesians 4:29; Romans 15:2; Proverbs 16:24; 31:26; Galatians 6:1; I Thessalonians 5:1; Luke 6:37; Hebrews 10:24-25; Romans 12:8; I Thessalonians 5:11; Colossians 3:16-17.

If someone verbally attacks, criticizes, or blames you, do not respond in the same manner. Ephesians 4:31; Romans 12:17; Romans 12:21; I Peter 2:23; 3:9-17; Luke 6:27-31; Galatians 5:26.

10. Try to understand the other person's opinion. Make allowance for differences. Be concerned about their interests. Romans 14:1-23; Philippians 2:1-4; Ephesians 4:2; Romans 12:16.