

APPENDIX A

Facilitator Agreement

Four Gifts of Love® Class

We agree to **all** of the following statements: (please check each box ☒)

- ☐ We will create a lifestyle that is honoring to marriage and to Jesus Christ, the Son of God, who I/we declare as Savior and Lord.
- ☐ We previously completed all the assignments in the Four Gifts of Love® Class.
- ☐ We will thoroughly review the Facilitator's Guide and will maintain fidelity to its content and process (i.e., not taking out concepts and/or adding concepts, videos, tapes, or any material from other marriage and/or theological education, or creating new materials based upon part of the class. If I desire to make changes and/or add material, I will submit the request to supportteam1@fourgiftsoflove.com and obtain written permission prior to any changes and/or additions, or provide a different class either before or after the Four Gifts of Love® Class.).
- ☐ We will protect the copyright of the class materials, not making or allowing unauthorized copies of any printed and/or visual material used in this class, and the Four Gifts of Love® Registered Trademark.
- ☐ We will **not** receive funds and/or compensations for facilitating the Four Gifts of Love® Class.
- ☐ We will facilitate the Four Gifts of Love® Class as husband and wife.
- ☐ We will distribute facilitator evaluations and be open to feedback (i.e., distribute and collect the Evaluation Forms at the 7th or 8th session).
- ☐ We will provide data to supportteam1@fourgiftsoflove.org regarding member feedback, as requested.
- ☐ We agree to facilitate **at least one** Four Gifts of Love® Class each year.
- ☐ At any time and for whatever reason, we can be taken off the RCF listing if it is thought that we are not abiding by this agreement or not positively representing the Four Gifts of Love® class.

_____/_____/_____

Print Husband/Wife's Names

Signatures

Date

APPENDIX B

FGL Class Announcement Example

Do you know...

THE FOUR GIFTS OF LOVE®?

You exchange rings on your wedding day. But do you really know what you promised to do? Hopefully your promises included committing to a lifetime of loving your spouse that includes the gifts of love: care, protection, honesty and time.

Together these gifts are essential ingredients for fulfilling your promises to love and care for each other—sustaining a terrific marriage for a lifetime.

These gifts have helped thousands throughout the world develop a wonderful marriage. But these same gifts can also be applied to your relationship with God – developing a more intimate and meaningful relationship with Him.

However, it's one thing to know what gifts to give your fiancé/spouse and God, but quite another to actually DO it! That's why The Four Gifts of Love® Class is being offered—to help you apply and practice these four gifts. This eight-session class will encourage you to create a way of life that allows both of these important and unique relationships to flourish by giving and receiving the **FOUR GIFTS OF LOVE®!**

- Who is invited? This class was originally designed for engaged and newly-married couples. BUT couples married 4, 10, and even 30+ years have also benefited.
- What? The Four Gifts of Love® Class is composed of eight, one-hour, engaging video sessions and seven take-home lessons that involve about **2-3 hours of assignments per lesson** so you can fully understand and apply the main concepts.
- When/Where? (insert information)
- What is Needed? You will need to purchase *The Four Gifts of Love® Participant's Guide* (eBook or print version, Chalmers/Harley, 2016) from FourGiftsofLove.org (Book Store). This guide not only offers the engaging assignments that correlated with the professionally animated companion videos, but it also includes the book, *Four Gifts of Love*, by Dr. Willard Harley Jr.
- Who will teach? (insert information)

SPACE IS LIMITED—Pre-registration is recommended.

If you are looking for an incredible opportunity that will impact
your marriage and your relationship with God,
come and join us!

APPENDIX C

Participant's Agreement

The Four Gifts of Love® Class is an educational program only and not intended as therapy or to replace therapy.

As a participant, you understand that your experience in the Four Gifts of Love® Class, in part or in whole, may create new perceptions and a range of feelings that at times may include uncomfortable emotions. It is **always** an option for each individual to choose to participate or not to participate in the sessions based on one's own comfort level. You clearly understand that it is always your choice as to participate in the experiences.

The Four Gifts of Love® Class is a private and personal experience for each participant. As such, you agree to respect confidentiality of all participants and their remarks and actions, and you agree to keep all such information confidential.

Your attendance and Class participation declare your agreement with the above statements.

APPENDIX D

Couple Attendance Sheet (For Facilitator)

Four Gifts of Love® Class

Session Attendance (#)/Facilitator Contacts (C)*

Names by Couple	1	C	2	C	3	C	4	C	5	C	6	C	7	C	8	1m	4m

Location/time: _____/_____

Date started: _____

Date Ended: _____

*Check attended session, weekly encouragement contacts (C), and 1- and 4-month follow-ups for each person. Mark "A" if absent, then place name in the make-up class schedule below.

Make-up Class Schedule:

Names	Session #	Date/Time	Done ✓

Attendance Sign-In Sheet

Four Gifts of Love® Class

Instructions: Please write your **arrival time** to the class session by your name (e.g., 7:24).

Class Sessions								
Names by Couple	1	2	3	4	5	6	7	8

APPENDIX E

1 Timothy 1:12-17: God's Gifts of Love in Action Four Gifts of Love® Class

1 Timothy 1:12-17: As the Scripture is read, individually underline God's gifts of love in action and then review the underlined gifts together.

¹² I thank Christ Jesus our Lord, who has given me strength that He considered me trustworthy, appointing me to His service. ¹³ Even though I was once a blasphemer and a persecutor and a violent man, I was shown mercy because I acted in ignorance and unbelief. ¹⁴ The grace of our Lord was poured out on me abundantly, along with the faith and love that are in Christ Jesus. ¹⁵ Here is a trustworthy saying that deserves full acceptance: Christ Jesus came into the world to save sinners—of whom I am the worst. ¹⁶ But for that very reason I was shown mercy so that in me, the worst of sinners, Christ Jesus might display His immense patience as an example for those who would believe in Him and receive eternal life. ¹⁷ Now to the King eternal, immortal, invisible, the only God, be honor and glory forever and ever.

APPENDIX F

Colossians 1:9-14: God's Gifts of Love in Action

Four Gifts of Love® Class

Colossians 1:9-14: As the Scripture is read, circle those actions. (Also notice God's other gifts of love in action as underlined.)

⁹ And so, from the day we heard, we have not ceased to pray for you, asking that you may be filled with the knowledge of His will in all spiritual wisdom and understanding, ¹⁰ so as to walk in a manner worthy of the Lord, fully pleasing to him, bearing fruit in every good work and increasing in the knowledge of God. ¹¹ May you be strengthened with all power, according to His glorious might, for all endurance and patience with joy, ¹² giving thanks to the Father, who has qualified you to share in the inheritance of the saints in light. ¹³ He has delivered us from the dominion of darkness and transferred us into the kingdom of His beloved Son, ¹⁴ in whom we have redemption, the forgiveness of sins.

APPENDIX G

On-the-Menu Exercise

Four Gifts of Love® Class

Menu

Pasta Dishes

- **Spicy Penne:** Pasta in a spicy tomato sauce with anchovies, olives, capers
- **Spaghetti Al Pesto:** Cooked in extra virgin olive oil with basil and pine nuts
- **Spaghetti Marinara:** Pasta with medley of seafood, cooked in a tomato sauce

Seafood Dishes

- **Fish Steak:** Grilled fish fillet, topped with creamy mushroom sauce with rice
- **Neptune's Platter:** Assorted seafood with French fries and tartar sauce

Poultry Dishes

- **Chicken Curry:** Chicken cooked in a spicy sauce with rice and tomato salad
- **Fried Chicken** served with French fries and coleslaw

Vegetarian and Casseroles (all served with a fresh garden salad) Dishes

- **Orzo with Zucchini, Tomatoes, and Goat Cheese**
- **Baked Barley with Shiitake Mushrooms and Caramelized Onions**
- **Chili-Cheese Casserole**
- **Vegetarian Lasagna: Spinach layered in fresh pasta and cheese sauce**

Using **one** On-the-Menu sheet, practice the **Four Guidelines for Successful Negotiation** as a couple with the goal of finding **one item** from the **menu above** that you would **both enjoy eating together**.

STEP 1: *Will we make this conversation pleasant? Can we create a smile? ☺*

STEP 2: Wife: Briefly (2-3 sentences, 1-minute max.) share what you **value in a food**, e.g., *I like* (spicy, meaty, no meat, creamy). Husband: Before you briefly share your perspective, **restate her perspective**. When the husband is done sharing his perspective, the wife can restate his perspective. Write perspectives below:

(H)usband: _____

(W)ife: _____

STEP 3: Look over the menu and suggest specific dishes. Write down your suggestions after 1-4 below, based upon **your two perspectives** (remember, **no comments**...just write them down).

H W

- | | | |
|-------|-------|----------|
| _____ | _____ | 1. _____ |
| _____ | _____ | 2. _____ |
| _____ | _____ | 3. _____ |
| _____ | _____ | 4. _____ |

STEP 4: Under "H" and "W" above, give a number (1 to 5 scale rating: "5" is very enthusiastic) for each option. Circle the option chosen with a mutual "4" or "5" rating. If no option ranks that high, ask the person with a "3" rating, "What would make that option a 4."

APPENDIX H

Skills Review Sheet

Four Gifts of Love® Class

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Sharing Emotional Needs:

I'd love it if you would (specific, desired behavior).

I love it when you (specific, desired behavior).

(Remember: Avoid the "would not" or undesired behavior)

Sharing a Love Buster:

I'm bothered when you (specific behavior).

I'd love it if you could (specific, desired behavior).

I need you to (specific behavior).

Valuing Honesty:

Thank you for being honest with me.

How would you feel if....

I'd love it if we could do.... How would you feel about that?

I'm not enthusiastic about that idea. Let's negotiate.

Negotiation Guidelines: (Remember: It's helpful to use a notebook to help guide the process.)

- 1) **Agree to make the negotiation pleasant and safe** (Can you smile?)
- 2) **Understand each other's perspectives.** (Share about 2-4 sentences about your values, why is it important, use I statements, then restate each other's perspective.)
- 3) **Brainstorm** (Avoid comments about the ideas.)
- 4) **Vote** (Use the 1-5 rating or yes-no-maybe; choose idea with mutual enthusiastic agreement.)

Plan for Eliminating Angry Outbursts:

- 1) Understand: Most Love Busters are used when we **don't get what we want.**
- 2) **Chemicals** are released into our brain and body when we don't get what we want; our fight/flight/freeze part of the brain is triggered.
- 3) **Symptoms:** the chemicals produce physical symptoms like a faster heartbeat, "whoosh" or rush feeling, tight chest, tight jaw and forehead, hot or cold feeling...
- 4) When those symptoms are felt, a person is entering **irrational territory** and should consider themselves a potential threat to others.
- 5) Remove yourself from room by saying: **"Sweety, I need to go to the bathroom. I'll be back in 5 minutes."** (If in the car, say, "Sweety, I need 5 minutes of quiet; then I can talk.")
- 6) While away, try to breathe deeper and slower and most importantly, think of an **empathetic thought**... "My wife must have had a rough day at work which might be why she is snapping at me. I've had rough days so I can understand."
- 7) Come up with an *I'd love it if, I need,* or *I'm not enthusiastic about that* statement.
- 8) If you can't tell your *I'd love it if* face-to-face, **write a short note** with your gift of honesty.

Gift of Time: Privacy (Undivided Attention), Objectives (Meet needs of Affection, Sexual Fulfillment, Intimate Conversation, Recreational Companionship), and Amount (15 hours scheduled each week)

APPENDIX I

Evaluation Form

Four Gifts of Love® Class

Thank you for honestly completing this form—your answers are greatly appreciated. If you have additional comments or your answer is “no” to any of the following questions, please use the back side of this form to explain your answer.

Sessions Fully Attended: __ 1 __ 2 __ 3 __ 4 __ 5 __ 6 __ 7 __ 8 __

Assignments Completed: __ 1 __ 2 __ 3 __ 4 __ 5 __ 6 __ 7 __ 8 __

1. Did the facilitator manage the time for each session effectively? Yes__ No __
2. Were you contacted every week by the facilitator? Yes__ No __
3. Did the contacts help you complete the assignments? Yes__ No __
4. Did the facilitator encourage class participation? Yes__ No __
5. Did the facilitator handle distractions well? Yes__ No __
6. Do you feel the material helped improve your relationship with your fiancé/spouse? Yes__ No __
7. Do you feel the material helped improve your relationship with God? Yes__ No __
8. Was the material well organized? Yes__ No __
9. Would you recommend this class to your friends/family? Yes__ No __
10. Do you have any suggestions to improve the effectiveness of this facilitator? (Use back of page, if needed.)

11. Do you have any suggestions to improve the effectiveness of this class?

12. What was your favorite and least favorite assignment, activity, or session?



Favorite:

Least Favorite:

APPENDIX J

Certificate of Attendance and Marital Promise Summary



Four Gifts of Love® Class

Certificate of Attendance

This certifies that _____ attended the **Four Gifts of Love® Class** (a pre-marriage/marriage education that involves 8-1 hour class sessions and over 16 hours of homework) at _____, from ____/____/____ to ____/____/____. Date: _____

Class Facilitators' Names and Signatures

Certificate of Attendance

This certifies that _____ attended the **Four Gifts of Love® Class** (a pre-marriage/marriage education that involves 8-1 hour class sessions and over 16 hours of homework) at _____, from ____/____/____ to ____/____/____. Date: _____

Class Facilitators' Names and Signatures

MARITAL PROMISE SUMMARY

For the Four Gifts of Love® Class

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My marital promises are about
EXTRAORDINARY care for you.

I Promise to give you the **gift of care**: to be a source of happiness.

- Developing skills and habits to meet your most important emotional needs
- Being honest with you about mutuality
- Reviewing my plan of care with you at least every year

I Promise to give you the **gift of protection**: to avoid being a source of unhappiness.

- Developing skills to avoid my Love Busters and create alternative habits
- Valuing your honesty
- Making decisions with mutual enthusiastic agreement
- Reviewing my plan of protection with you at least every year

I Promise to give you the **gift of honesty**: to be completely open and honest.

- Using specific, positive alternative suggestions about my desires
- Giving my complete, transparent honesty
- Avoiding Love Busters when being honest

I Promise to give you the **gift of time**: to give undivided attention, using the time to meet your most important emotional needs.

- Scheduling 15 hours each week for private, undivided attention
- Using the time to meet our intimate emotional needs

APPENDIX K

TELE-EDUCATION INFORMED CONSENT CHECKLIST for the FOUR GIFTS OF LOVE® CLASS (FGL)

Prior to starting tele-educational (video-conferencing) Class sessions, we (husband and wife) discussed and understand the following:

FGL SESSIONS:

- There are potential benefits and risks of video-conferencing (e.g. limits to participant's confidentiality) that differ from an in-person meeting.
- The importance of your privacy still applies for tele-education services, and although the facilitators are instructed to never record the sessions, it cannot be guaranteed that all participants will follow the strict guidelines.
- It is important to be in a quiet, private space that is free of distractions during the sessions.
- If the facilitators feel that anyone in the session is being abusive or causing a distraction, the facilitators will give one verbal warning, but if the behavior continues, the participant's video/audio will be turned off with a future discussion about continuing sessions.
- It is important to be on time.
- As confidentiality cannot be guaranteed within the group session, you may want to change your profile username to first names only or use the "rename" option during the Zoom session, otherwise your full profile name will be displayed.

TECHNOLOGY NEEDED:

- It is preferable to use a webcam during the Class session.
- The video-conferencing platform selected for the FGL Class virtual sessions will be Zoom™. It is up to you to download the application onto the device used for the meetings and secure the needed internet connectivity in preparation for entering the ID and password given.
- It is important to use a secure internet connection rather than public/free WIFI.
- In the event of any technical problems, a back-up plan should be discussed.

CORRESPONDENCE WITH THE FACILITATORS:

- Your facilitators will be using your email and/or text message (if cell-phone information is provided) for Class correspondence.
- Your facilitators do not require use of a secure email or phone program, therefore, any exchanges between you and your facilitator can be intercepted, sent to the wrong address, hacked, impersonated, and response time may take 2 business days.
- The sessions and email/text messages will include discussion about the concepts and upcoming assignments. **No private/intimate information should be shared in the sessions or email/text messages.**

PARTICIPATION:

- This Class is an educational program only and not intended as therapy or to replace therapy.
- The experience in the Four Gifts of Love® Class may create new perceptions and a range of feelings that at times may include uncomfortable emotions. It is **always** an option for each individual to choose to participate or not to participate based on one's own comfort level.

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RESOURCES BY THE AUTHORS

We recommend visiting <https://www.FourGiftsofLove.org/bookstore> for an easy, downloadable **eBook format**. Print format is also available for the following resources.

- ***Let's Get Growing, Christians!*** (Harley/Chalmers, 2003) provides a practical guide for Christians who want to create a lifestyle of doing God's will. This book also provides a group format.
- ***Draw Close*** (Harley/Harley, Revell, 2011) is a devotional that helps you connect with your spouse, build a stronger marriage, and keep God at the center of your commitment to each other.
- ***Surviving an Affair*** (Harley/Chalmers, Revell, 1998, 2013) provides answers to those who find themselves caught in the common tragedy of infidelity. From the moment an affair is first suspected all the way through full marital recovery, this book provides a thorough analysis and step-by-step proven solutions. It's written especially for the betrayed spouse, but has invaluable guidance for everyone involved.
- ***His Needs, Her Needs*** (Harley, Revell, 1986, 2023) helps couples learn to identify and meet each other's most important emotional needs. This classic marriage guide has been translated in over 22 different languages, with over 5 million in print.
- ***His Needs, Her Needs for Parents*** (Harley, Revell, 2003, 2017) is a guide to why and how to keep your marriage healthy. It offers specific, practical steps on meeting each other's needs and giving your kids what they need by putting your spouse first. You can maintain your love for each other, and raise happy and successful children at the same time...this book points the way.
- ***Love Busters: Overcoming Habits that Destroy Romantic Love*** (Harley, Revell, 1992, 2016) helps couples learn to avoid being the cause of each other's unhappiness.
- ***Five Steps to Romantic Love*** (Harley, Revell, 1993, 2002) is a workbook to help couples apply the principles found in *His Needs, Her Needs* and *Love Busters*. The contracts, questionnaires, inventories and worksheets that Dr. Harley has used in his counseling practice are arranged in a logical sequence to help couples follow Dr. Harley's Five Steps: (1) make a commitment to overcome marital problems, (2) identify habits that cause unhappiness, (3) learn to overcome those habits, (4) identify the most important emotional needs, and (5) learn to meet those needs.
- ***He Wins, She Wins: Learning the Art of Marital Negotiation*** (Harley, Revell, 2013) gets to the heart of marital conflicts and offers a time-tested way to resolve them. Then he walks you through the five most common sources of conflict in marriage and how to overcome obstacles to resolve conflicts.
- ***He Wins, She Wins Workbook*** (Harley, Revell, 2015) is a practical workbook that walks couples through scenarios for the five most common areas of conflict in marriage—friends and family, career and time management, finances, raising children, and sex—applying the Policy of Joint Agreement in every situation. Couples practice resolving each of these conflicts the right way, before turning attention to their personal real-life conflicts.
- ***Fall in Love, Stay in Love*** (Harley, Revell, 2001) weaves together the insights and techniques Dr. Harley has collected over the years into a comprehensive plan for building and sustaining the feeling of love. In seventeen sessions it equips you with the tools you need for a happy, successful marriage.
- ***The One: Buyers, Renters, and Freeloaders*** (Harley, Revell, 2002) helps singles turn revolving-door romance into lasting love. It provides a tried and proven plan for building a long-term relationship.

Mobile App Resource/Website:

To refresh your understanding of the FGL concepts, visit <https://www.FourGiftsofLove.org> for online courses and Mobile Apps: **E²: Engage and Explore, Gift of Care, Gift of Protection, Gift of Honesty, Gift of Time, WHY? Four Gifts of Love®, Four Gifts of Love® Class Assignment Planner, and Let's Negotiate.**