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## IFCA Discipleship Institute

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### **Counselling Abuse and Addictive Behavior of Drugs and Alcohol – Part 1 SELF-PACED COURSE GUIDE**



“Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.”  
” 2 Timothy 2:15



Welcome to this course! The completion of this course will prove to be a significant blessing to you both academically and spiritually. We recommend that you thoroughly read the entire study guide before you actually begin working on the Course Projects. If you are uncertain or unclear on any matter, contact IFCA Discipleship Institute for clarification (1-216-261-4214 or [yvonne@ifcabiblecollege.com](mailto:yvonne@ifcabiblecollege.com)). Above all other things, we encourage you to pray for God's guidance before you begin this course, and each time you work on it.

The instructions in this study guide are related to course formatting and submission. You may also refer to your original Student Orientation Page. **IMPORTANT:** The instructions on the study guide always supersede any other instructions. If there seems to be a conflict between this study guide and other instructions, always follow the instruction of the study guide.

We strongly recommend that you use reliable word processing software and make frequent use of the spell checker and grammar suggestion aspects. Be sure to save your work frequently, and backup copies of course work you have submitted.

The total length of time required to complete this course is different for each person. This is because already acquired knowledge of the subject, previous education, and personal situations all influence study habits and ability. If it will take longer than three months for you to complete a course, please contact the IFCA Discipleship Institute.

The time between the submission of your coursework, until it is returned to you (graded) will vary, but generally courses sent by postal mail may require as much as two weeks in transit (to and from), and another two weeks to get through the recording and grading process. Email submissions (preferred) generally require about two weeks. These are only averages. Be absolutely certain that you keep IFCA Discipleship Institute immediately informed if you change your email, postal mailing address or telephone numbers.



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# IFCA-DI Writing Guidelines

The standard for academic papers (to be used in all your courses at IFCA-DI) should reflect the following:

## *Formatting*

1. Use the following guidelines to format all research papers and writing assignments
  - a. Use Times New Roman, 12-point font, double-spaced throughout (see “Hot Tips” below for permissible exception for footnotes)
  - b. Set margins 1” top and bottom, and 1.25” right and left
  - c. The use of subtitles or subheadings is encouraged: (set subheadings in bold on the left margin)
  - d. Do not use a cover page. Rather, enter the following in the upper left corner of the first page of the paper:
    - Your name
    - Course Number, assignment number
    - Date submitted
    - Word count
  - e. Insert page numbers at the bottom center of all pages, including the first page.
  - f. Foreign terms (terms not listed in a common English dictionary) should be italicized the first time they are used, and thereafter should not be italicized.
2. Use of ellipsis dots:
  - a. Leave a space before and after three ellipsis dots.  
EXAMPLE: “For God so loved ... that he gave his only begotten son” (John 3:16a).
  - b. Do not use ellipsis dots at the beginning or ending of a quote.  
INCORRECT EXAMPLE: The scriptural phrase “... God so loved ...” has become an extremely influential formative dynamic for the church.  
CORRECT EXAMPLE: The scriptural phrase “God so loved” has become an extremely influential formative dynamic for the church.

## *Citing Sources*

1. Direct quotes must be footnoted, as should sources used in paraphrased form and major ideas drawn from other authors.
2. Avoid overusing direct quotes. Reword the idea to express your understanding (paraphrase).
3. Use block quotes sparingly.
  - a. Block quotes should be single-spaced, having no quotation marks
4. When adding citations, use the following guidelines:
  - a. A superscript number is used in the text, following the footnote or citation. The footnote is numbered at the beginning, either as a number followed by a period or as a superscript number. Either footnotes or endnotes may be used; ask your professor which they prefer.
  - b. The first line of the endnote or footnote is indented 5 spaces.

5. Biblical references may be placed in the text (rather than in the footnotes), following the quote and in parentheses; unless more than three Scripture texts are cited. Use the standard abbreviations (found below) when referencing biblical texts by chapter and verse (e.g., Dan 3:20-21)
- In narrative, spell out the name of the Bible book: e.g., “in Daniel 3:20-22, we read...”
  - However, never write out the chapter and verse references: e.g., “in the third chapter of Daniel, verses twenty to twenty-two, we read...”

***Old Testament***

|              |                         |                 |              |
|--------------|-------------------------|-----------------|--------------|
| Genesis      | Gen.                    | Proverbs        | Prov.        |
| Exodus       | Exod.                   | Ecclesiastes    | Eccles.      |
| Leviticus    | Lev.                    | Song of Solomon | Song of Sol. |
| Numbers      | Num.                    | Isaiah          | Isa.         |
| Deuteronomy  | Deut.                   | Jeremiah        | Jer.         |
| Joshua       | Josh.                   | Lamentations    | Lam.         |
| Judges       | Judg.                   | Ezekiel         | Ezek.        |
| Ruth         | Ruth                    | Daniel          | Dan.         |
| 1 Samuel     | 1 Sam.                  | Hosea           | Hos.         |
| 2 Samuel     | 2 Sam.                  | Joel            | Joel         |
| 1 Kings      | 1 Kings                 | Amos            | Amos         |
| 2 Kings      | 2 Kings                 | Obadiah         | Obad.        |
| 1 Chronicles | 1 Chron.                | Jonah           | Jon.         |
| 2 Chronicles | 2 Chron.                | Micah           | Micah        |
| Ezra         | Ezra                    | Nahum           | Nah.         |
| Nehemiah     | Neh.                    | Habakkuk        | Hab.         |
| Esther       | Esther                  | Zephaniah       | Zeph.        |
| Job          | Job                     | Haggai          | Hag.         |
| Psalms       | Ps. ( <i>pl. Pss.</i> ) | Zechariah       | Zech.        |
| Malachi      | Mal                     |                 |              |

***New Testament***

|                 |          |                         |               |
|-----------------|----------|-------------------------|---------------|
| Matthew         | Matt.    | 1 Timothy               | 1 Tim.        |
| Mark            | Mark     | 2 Timothy               | 2 Tim.        |
| Luke            | Luke     | Titus                   | Titus         |
| John            | John     | Philemon                | Philem.       |
| Acts            | Acts     | Hebrews                 | Heb.          |
| Romans          | Rom.     | James                   | James         |
| 1 Corinthians   | 1 Cor.   | 1 Peter                 | 1 Pet.        |
| 2 Corinthians   | 2 Cor.   | 2 Peter                 | 2 Pet.        |
| Galatians       | Gal.     | 1 John                  | 1 John        |
| Ephesians       | Eph.     | 2 John                  | 2 John        |
| Philippians     | Phil.    | 3 John                  | 3 John        |
| Colossians      | Col.     | Jude                    | Jude          |
| 1 Thessalonians | 1 Thess. | Revelation<br><i>or</i> | Rev.<br>Apoc. |
| 2 Thessalonians | 2 Thess. |                         |               |
|                 |          | Apocalypse              |               |



***The following are examples of proper citation formatting:***

***Book/One Author***

<sup>1</sup>Michael Green, *Evangelism in the Early Church* (Grand Rapids, MI: Eerdmans, 1970), 27.

<sup>2</sup>Justo L. Gonzalez, *The Early Church to the Dawn of the Reformation*, vol. 1 of *The Story of Christianity* (Peabody, MA: Prince Press, 1984), 91.

***Book/Two Authors***

<sup>1</sup>Paul R. House and Eric Mitchell, *Old Testament Survey* (Nashville: Broadman Press, 1982), 27.

***Anthology: Emphasizing the editor's comments***

<sup>1</sup>Alister E. McGrath, ed., *The Christian Theology Reader*, 2<sup>nd</sup> ed. (Malden, MA: Blackwell Publishing, 2001), 27.

***Anthology: Emphasizing the author of a work included in the anthology***

<sup>1</sup>Cyril of Jerusalem, "Cyril of Jerusalem on the Role of Creeds," in *The Christian Theology Reader*, 2<sup>nd</sup> ed. Ed. Alister E. McGrath (Malden, MA: Blackwell Publishing, 2001), 27.

***Article in reference dictionary, encyclopedia, or the like***

<sup>2</sup>*Oxford Dictionary of the Christian Church*, 3<sup>rd</sup> ed. (New York: Oxford University Press, 1997), s.v. "Septuagint."

***Commentaries***

<sup>2</sup>Raymond Brown and Sandra Schneiders, "Hermeneutics: The Literal Sense of Scripture," in *The New Jerome Biblical Commentary*, ed. Raymond E. Brown, Joseph A. Fitzmyer, and Roland E. Murphy (Upper Saddle River: Prentice Hall, 1990), 1148-1149.

***Electronic media, not including information found on a website(for example, CD media).***

<sup>3</sup>Flavius Josephus, *The Wars of the Jews*, Book 2, Chapter 17 in the *Works of Josephus*, 1451; available from the *AGES Digital Library* (Albany, OR: AGES Software, 1999).

***Lecture***

<sup>4</sup>David Belles, "Historical Overview: Part One" (lecture, T101, Session 1 Lecture 2, IFCA Bible College, 30 March 2016).

***Website***

<sup>5</sup>Gerald Wilson, "The Poetry of the Psalms," available from <http://home.apu.edu/~geraldwilson/HebrewPoetry.html> (Note: omitting the period at the end helps avoid confusion)



# Counseling Abuse & Addictive Behavior Of Drugs & Alcohol

Instructor: Yvonne Edge

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## **Purpose**

This course gives an overview of how to counsel people who abuse and are addicted to drugs and alcohol.

## **Objectives**

The purpose of this course is to enable the student to do the following:

- Provide Christian Clients an understanding of drugs & alcohol
- Comprehend the basic principles of Counseling people who abuse and are addicted to substance
- Develop a communicating style in Counseling the abused & addictive person,
- Be familiar with some of the many drugs that are out there today.

## **Learning Outcomes**

After completion of this course, the student should be able to do the following:

- Be able to identify drugs & alcohol and what an abusive or addictive person looks like.
- Understand how to counsel either group.
- Understand how useful faith is for helping the client.

## **Texts**

### *Required Materials*

Clinebell, Howard, PhD "Understanding and Counseling Person with Alcohol, Drug, and Behavioral Addictions" ISBN 0-687-02564-8 Revised Edition

Arterburn, Stephen and Stoop, David "The Life Recovery Workbook" ISBN 978-1-4141-1328-3

## **Grading**

View all lectures: 30%

Reflection paper: 10%

Paper on counselling people suffering abusive or addictive behavior due to drugs or alcohol: 10%

Following correct APA style: 20%

Final Paper: 30%

## Assignments

### *Pre-Course Assignment*

- Read the assigned textbook

### *In Course Assignments*

- Write a reflection paper on Counseling Abuse & Addictive Behavior on Drugs & Alcohol from the books and audio. Think of how it has influenced your thinking on alcoholic and drug addictive persons. What are your views of counseling effectively to reach the Christian population struggling with addiction? This must be a **minimum of 3 pages** APA Style.
- Write a paper explaining a substance abuse/addictive counseling. Identify some of the different between abuse and addiction. Explain the Jellinek Stages of Alcoholism. How does alcohol affect the brain? What are some religious approaches to addiction and what do you believe? This must be a **minimum of 7 pages**.
- Final Paper you must complete the Life Recovery Workbook for yourself. How can the 12 steps apply to everyday living? What have you learned from applying the 12 steps to your own life? This must be a **minimum of 5 pages**. All papers must be written APA style of writing. You should have a sample of APA Writing Style on-line.

## **How to Use this Guide?**

**Before you proceed with this course make sure you read the course syllabus in the previous section and the information below.**

The following pages in this study guide provide the summaries, readings, and assignments for each class session. After some of the sessions there are post-lecture reading, and writing assignments. Please submit all assignments to the Discipleship Institute.

## **Course Schedule**

### ***Section One Defining Substance abuse/addiction***

- I. This section will cover the following topics:
  - a. A define the differences of Abuse and Addiction
  - b. Causes of Addiction
  - c. Understanding drug dependence
  - d. Identifying commonly abused/addictive drugs

### ***Section Two The three phases of Alcoholism***

- I. This section will cover the following topics:
  - a. Prodromal Phase
  - b. Acute Phase
  - c. Chronic Phase
  - d. Jellinek Chart: symptoms and phases of alcoholism
  - e. Alcohol's Effects on the Brain
    - i. What happens in different areas of the brain
    - ii. Answering the question sheet.

### ***Section Three: Personality & The Alcohol/Drug Addict***

- I. This section will cover the following topics:
  - a. The gradual changes of the personality
  - b. Answering the question sheet.

### ***Section Four: The Consequences of Alcohol/Drugs Use***

- I. This section will cover the following topics:
  - a. Relationships
  - b. Finances
  - c. Health
  - d. Vocation
  - e. Legality

### ***Section Five: Understanding and Helping Those at Special Risk of Addiction***

- I. This section will cover the following topics:
  - a. Adolescents
  - b. Seniors
  - c. Minority addicts
  - d. Health care professionals
  - e. Gay Men and Lesbians
  - f. Women
  - g. Men

### ***Section Six: Alcoholics Anonymous***

- I. This section will cover the following topics:
  - a. History
  - b. How and Why A.A Works
  - c. Celebration Recovery
  - d. Effectiveness of A.A.

### ***Section Seven: Dynamics of Religious Approaches***

- I. This section will cover the following topics:
  - a. The Spiritual Dynamics of Recovery
  - b. Addictions, Religious Experience, and Grace
  - c. Healthy vs. Unhealthy Religion and Ethics.

### ***Section Eight Understanding Ethical Issues in Addiction and Recovery***

- I. This section will cover the following topics:
  - a. Sin, Sickness, Alcoholism, and Drug Addiction
  - b. The Problem of Responsibility in Addictions
  - c. Objections to the Disease Concept of Addictions
  - d. A Perspective from History.