

# THE FOUR AGREEMENTS

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By Don Miguel Ruiz

## 1. Be Impeccable With Your Word:

Speak with integrity. Say only what you mean. Avoid using words to speak against yourself or to gossip about others. Use the power of your word in the direction of Truth and love.

## 2. Don't Take Anything Personally:

Nothing others do is because of you. What others say and do is a projection of their own reality, their own dream. When you are immune to the opinions and actions of others, you won't be the victim of needless suffering.

## 3. Don't Make Assumptions:

Find the courage to ask questions and to express what you really want. Communicate with others as clearly as you can to avoid misunderstandings, sadness and drama. With just this one agreement, you can completely transform your own life.

## 4. Always Do Your Best:

Your best is going to change from moment to moment; it will be different when you are healthy as opposed to sick. Under any circumstance, simply do your best and you will avoid self-judgment, self-abuse, and regret.

## TEN RULES FOR RESPECT

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1. If you have a problem with me, come to me (privately).
2. If I have a problem with you, I'll come to you (privately).
3. If someone has a problem with me and comes to you, send them to me. (I'll do the same for you.)
4. If someone consistently will not come to me, say, "Let's go see him / her together. I am sure he / she will see us about this." (I'll do the same for you.)
5. Be careful how you interpret me – I'd rather do that. On matters that are unclear, do not feel pressured to interpret my feelings or thoughts. It is easy to misinterpret intentions.
6. I will be careful how I interpret you.
7. If it's confidential, don't tell. If you or anyone else comes to me in confidence, I won't tell unless (a) the person is going to harm himself / herself, (b) the person is going to physically harm someone else; (c) a person has been physically or sexually abused. I expect the same from you.
8. I do not read unsigned letters or notes.
9. I do not manipulate; I will not be manipulated: do not let others manipulate you. Do not let others try to manipulate me through you.
10. When in doubt, just say it. If I can answer it without misrepresenting something or breaking a confidence, I will.

Source: Christian, Charles. (Summer 1000). *10 Rules for Respect*, Leadership Journal. [www.christianitytoday.com](http://www.christianitytoday.com)

# BOUNDARIES

## How To Set And Keep Them

When you are a person who works with people, it is very important to define for yourself (and for them) where you end and they begin. Good boundaries make good and clear relationships. It is important for you to know what your boundaries are. Most of us can define when someone is standing too close for comfort. We have other boundaries – emotional, spiritual, sexual, and relational. Boundary abuse can be physical, verbal, non-verbal, auditory and visual.

**Emotional boundaries** define the self. You are composed of feelings, values, wishes, and dreams that are unique to you. Your right to say “no” and your freedom to say “yes” strengthens your emotional boundaries. Other things that strengthen emotional boundaries are: respect for feelings, support for personal processing, acceptance of difference, enhancement of uniqueness and permission for expression.

**Spiritual boundaries** allow you to have your own understanding of what you believe without interference of another’s viewpoint, unless asked. It is “metaphysical malpractice” for another to say to you (or vice versa) that something happened because of what you were holding in your consciousness or that you should affirm a certain thing because you have a certain disease. Typical is the question, “What’s wrong with your consciousness?” Here I am not referring to consciousness studies as a class but rather a shaming statement that is accusatory saying that there is something wrong with your consciousness and here is the quick fix.

**Sexual boundaries** refer to anything that creates discomfort for you or another person. Because of your leadership position and because of the others’ need, he/she may be attracted to you and desire to deepen the relationship. As a leader it is never OK to sexualize a relationship. You and the other person do not stand on equal ground.

Set your touch boundaries. In Unity, a hug is a common behavior. If this is not comfortable for you, put out your hand. If you like hugs keep it brief and don’t “whisper” in their ear. Be mindful when the other person begins to pull away. Be careful that you do not step into another person’s boundaries. A safe place to touch someone is on their shoulder and on the elbow. Even then, be sensitive to the signals.

Set your own personal boundaries as to; what you will look at, what you will say, what you will hear. Your non-participation may send a strong enough signal to discontinue the behavior and sometimes you may have to say something directly to the person, such as “I’m uncomfortable with ....”

**Relational boundaries** involve definitions of how you will interact with another. How much you will share? How often will you call? How equal is the relationship in the meeting of needs? If it feels “funny”, it probably is. Honor your intuitive feelings as well as those of others.

Unless we grew up in a very healthy family, we all have struggled with boundary issues. How much is enough? How much is too much? When our boundaries clash with another’s, what do we do? I always advise people, when in doubt, back out. The true test of healthy boundaries is self-knowledge. Receive the help of a therapist, counselor, or spiritual advisor to ensure that your definition of “self” is healthy and that your relationships reflect spiritual leadership.

Sources: Boundaries: Where You End and I Begin. Anne Katherine M.A., Simon & Schuster 2000.  
Edited from How to Do Church by Rev. Claudell County M.A. U.I. Institute

## PRACTICING PRINCIPLE

In Unity we teach that being aware of Principle is only the first step. It is living the Truth we know that makes a difference in our lives and in the world. These principles must also be applied in our role as leaders.

IF YOU BELIEVE ...	THAT WILL TRANSLATE INTO:
God is individualized in each person	♥ Seeing the Christ within each student, parent, sponsor, etc.
Spirituality cannot be instilled from without, only touched and drawn out	♥ Not telling another where they are in their relationship with God ♥ Facilitating opportunities for self-discovery through experiential spiritual lessons
Anyone can experience the presence of God anywhere and at any time	♥ Offering lessons that help students experience God outside of the Sunday morning experience
Prayer and meditation are ways to experience God	♥ Allowing teens to practice prayer and meditation in their own ways ♥ Exposing students to different types of prayer experiences
Law of mind action	♥ Acknowledging student's thoughts, actions and words as a valid part of their experience ♥ Helping teens to understand the consequences of their thoughts & actions
It's more important for students to have an opportunity to explore what they believe, than to hear what someone else believes	♥ Allowing students to take whatever they want, if anything from a lesson ♥ Not setting benchmarks or administering goal-oriented religious education, but allowing spiritual self-discovery to unfold in each person at his/her own pace

Source: Uniteen Program Guide, Part I

## COMMUNICATION MODEL

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The following is an example of how we can structure our communication with others to honor and meet one another's needs. When we recognize that each of us has basic needs and that both of our needs can be met, we communicate in ways that reflect our Truth and create a safe space for building relationships and growing in Spiritual understanding. According to NVC (Nonviolent Communication), using "I" statements rather than "You" statements tends to open the way for better communication.

This is by no means an exhaustive explanation of Nonviolent Communication. For more information on NVC, please visit their website at [www.cnvc.org](http://www.cnvc.org)

**"When you \_\_\_\_\_,**

**I feel \_\_\_\_\_.**

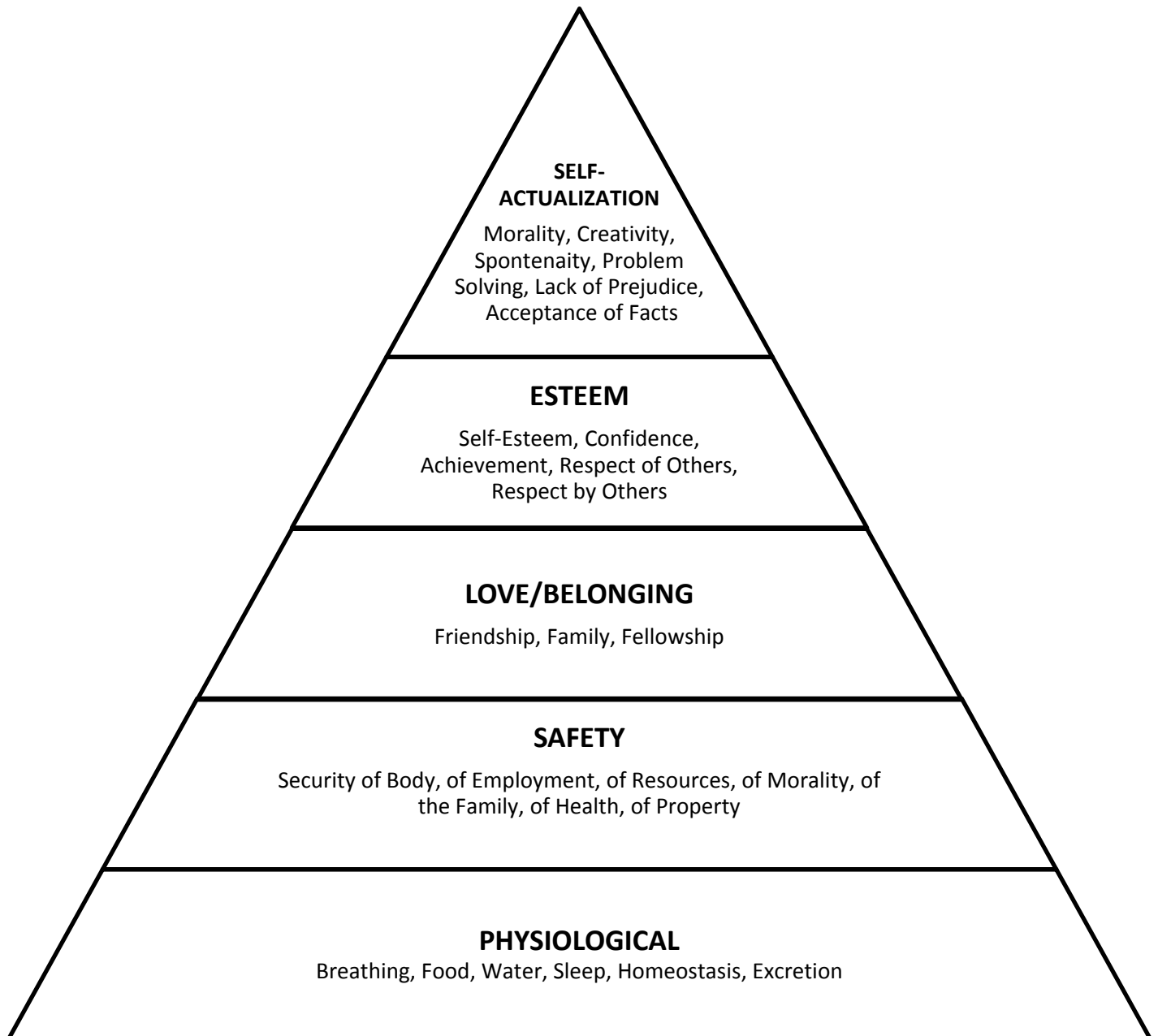
**I NEED \_\_\_\_\_."**

**How can we work together to meet this need?**

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# MASLOW'S HIERARCHY OF HUMAN NEEDS

Maslow's Hierarchy of Human Needs illustrates that basic human needs such as the physiological need for health, food, and sleep will outweigh a person's needs that are higher on the model such as self-actualization. This means that a person's basic needs for health and safety must be met before they can begin to work toward a sense of belonging, improving self-esteem and achieving their own individual potential. In our work as Unity leaders, this tells us that we must first create a "safe" space physically and emotionally if we hope to create a space where spiritual unfoldment can take place.



# UNIVERSAL HUMAN NEEDS INVENTORY

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The following list of needs is neither exhaustive nor definitive. It is meant as a starting place to support anyone who wishes to engage in a process of deepening self-discovery and to facilitate greater understanding and connection between people.

<b>CONNECTION</b>	<b>CONNECTION</b>	<b>HONESTY</b>	<b>MEANING</b>
acceptance	<b>continued</b>	authenticity	awareness
affection	stability	integrity	celebration of
appreciation	support	presence	life
belonging	to know and be	<b>PLAY</b>	challenge
cooperation	known	joy	clarity
communication	to see and be seen	humor	competence
closeness	to understand and	<b>PEACE</b>	consciousness
community	be understood	beauty	contribution
companionship	trust	communion	creativity
compassion	warmth	ease	discovery
consideration		equality	efficacy
consistency	<b>PHYSICAL WELL-</b>	harmony	effectiveness
empathy	<b>BEING</b>	inspiration	growth
inclusion	air	order	hope
intimacy	food	<b>AUTONOMY</b>	learning
love	movement/exercise	choice	mourning
mutuality	rest/sleep	freedom	participation
nurturing	safety	independence	purpose
respect/self-	shelter	space	self-expression
respect	touch	spontaneity	stimulation
safety	water		to matter
security			understanding

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# HEART FEELINGS INVENTORY

## Feelings when your needs are satisfied

<b>AFFECTIONATE</b> compassionate friendly loving open hearted sympathetic tender warm	<b>ENGAGED</b> absorbed alert curious engrossed enchanted entranced fascinated interested intrigued involved spellbound stimulated	<b>EXCITED</b> amazed animated ardent astonished dazzled eager energetic enthusiastic giddy invigorated lively passionate surprised vibrant	<b>EXHILARATED</b> blissful ecstatic elated enthralled exuberant radiant rapturous thrilled  <b>HOPEFUL</b> expectant encouraged optimistic  <b>INSPIRED</b> amazed awed wonder	<b>JOYFUL</b> amused delighted glad happy jubilant pleased tickled  <b>PEACEFUL</b> calm clear headed comfortable centered content equanimous fulfilled	<b>PEACEFUL, cont</b> mellow quiet relaxed relieved satisfied serene still tranquil trusting  <b>REFRESHED</b> enlivened rejuvenated renewed rested restored revived
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## Feelings when your needs are not satisfied

<b>AFRAID</b> apprehensive dread foreboding frightened mistrustful panicked petrified scared suspicious terrified wary worried	<b>ANGRY</b> enraged furious incensed indignant irate livid outraged resentful  <b>AVERSION</b> animosity appalled contempt disgusted dislike hate horrified hostile repulsed  <b>CONFUSED</b> ambivalent baffled bewildered dazed hesitant lost mystified perplexed puzzled torn	<b>DISCONNECTED</b> alienated aloof apathetic bored cold detached distant distracted indifferent numb/removed uninterested withdrawn  <b>DISQUIET</b> agitated alarmed discombobulated disconcerted disturbed perturbed rattled restless shocked startled surprised troubled	<b>DISQUIET, cont.</b> turbulent turmoil uncomfortable uneasy unnerved unsettled upset  <b>EMBARRASSED</b> ashamed chagrined flustered guilty mortified self-conscious  <b>FATIGUE</b> beat burnt out depleted exhausted lethargic listless sleepy tired weary worn out	<b>PAIN</b> agony anguished bereaved devastated grief heartbroken hurt lonely miserable regretful remorseful  <b>SAD</b> depressed dejected despair despondent disappointed discouraged disheartened forlorn gloomy heavy hearted hopeless melancholy unhappy wretched	<b>TENSE</b> anxious cranky distressed distraught edgy fidgety frazzled irritable jittery nervous overwhelmed restless stressed out  <b>VULNERABLE</b> fragile guarded helpless insecure leery reserved sensitive shaky  <b>YEARNING</b> envious jealous longing nostalgic pining wistful
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# MISSION STATEMENTS

## Three Simple Elements to a Good Mission Statement

- ♥ A mission statement should be no more than a single sentence long.
- ♥ It should be easily understood by a twelve year old.
- ♥ It should be able to be recited by memory.

***The greater the mission, the more simply it can be stated.***

It is about following our divinely ordained, **not** our culturally ordained or economically ordained mission.

It is important to know ourselves—what we think about ourselves is clearly and unequivocally reflected in everything we say or do—in our work, our surroundings, our family life, and our service to others.

## FALSE ASSUMPTIONS ABOUT MISSION

FALSE ASSUMPTION	TRUTH
<b>My job is my mission</b>	<i>Your job may be a <b>part</b> of your mission but a mission is larger than a job</i>
<b>My role is my mission</b>	<i>Your mission is always bigger than your current role.</i>
<b>I am not currently living my mission</b>	<i>The goal is to increase your awareness so that you can live your mission to its fullest extent, rather than halfway</i>
<b>I am not important enough to have a mission</b>	<i>No one can escape that privilege—or the responsibility Every word we speak or action we take, has an effect on all of humanity</i>
<b>My mission has to be a grand one or help a lot of people</b>	<i>Raise, heal, or teach one creature and your life can be considered a success</i>
<b>A mission must be full of suffering</b>	<i>Beware of taking on missions that fit someone else's needs—but not your particular interests or gifts</i>
<b>Geography is identity</b>	<i>Look beyond the borders or boundaries of geography</i>
<b>What I am doing is as close as I can get to my real mission</b>	<i>Look carefully to see if you are taking a job that runs parallel to your true heart's desire and mission—but is not actually it Go for what you want directly.</i>

Source: Jones, L. B. 1996. *The Path – Creating Your Own Mission Statement* New York: HYPERION

# CREATING YOUR MISSION STATEMENT

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My mission is to:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Your three verbs)

\_\_\_\_\_  
(core value or values, principle, cause or purpose)

\_\_\_\_\_  
(to, for or with – who are you here to help)

## Some Examples

*My mission is to discover, uphold and support  
trust, honesty and integrity  
in all relationships*

*My mission is to encourage, advance and facilitate  
the evolution of spiritual consciousness  
in all those with whom I interact*

*My mission is to educate, encourage and promote  
Harmonious relationships  
within families*

*My mission is to seek out, enjoy and share  
beauty and joy  
with and for those who are lonely*

*My mission is to think, speak and write  
words of wisdom and love  
to and for whatever audience I encounter*

*My mission is to offer, provide and inspire  
Both comfort and challenge  
to those I am called to serve*

# MY CREDO

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A Credo is a statement of belief...  
what you believe about yourself, about the world, about God.

## What I Believe About ...

God:

My physical body:

My non-physical self:

Free will:

The reasons things happen (karma):

God's laws (the Golden Rule, 10 Commandments, etc.):

## What I Believe, Continued

Evil (or the devil):

After this life (Heaven, Hell, reincarnation):

Jesus:

Prayer:

The Bible:

Your own category: