



GUIDELINE FOR FOR MAKING AMENDS

"Therefore, if you are offering your gift at the altar and there remember that your brother or sister has something against you, leave your gift there in front of the altar. First go and be reconciled to them; then come and offer your gift."

Matthew 5:23-24

1. Identify the offense(s) you have committed.
2. Name and define the pain/loss you or a group of people have inflicted on someone or a group. Acknowledge the hurt this caused.
3. Admit your fault, learn from your mistake, and take direct responsibility for your actions.
4. Express regret for what you have done and live with the consequences of your actions.
5. Ask for forgiveness directly from the person. By asking, you are demonstrating a position of humility and allowing the other person a choice whether to grant you forgiveness or not. The response of the other person is out of your hands.
6. Act on your repentance. Seek to offer reparation or restitution that fits the situation.

HOW TO APOLOGIZE (Sample Dialogue)

1. "I realize now that I've hurt you by ..." (Understand the wrong I've done to you ...)
2. "I was wrong ..." (It was my fault. I take responsibility for ...)
3. "I'm sorry ..." (I regret that I ...)
4. Will you please forgive me for ...?"
5. I will repay you for ..." (I will make restitution or reparation of...)



MAKING AMENDS EXERCISE

1) **ASK** God to reveal to you someone or a group of people with whom you need to make amends. Take time to really pause and listen. Write down any name(s) that come to mind.

2) **NAME** what you did and the pain/hurt caused to this person(s).

3) **LEARN** from the situation. Write down what you learned and what you intend to do differently as a result. (For example, how you will avoid repeating the incident.)

4) **ASK** for forgiveness from that person(s) - ideally, directly. A great way to do this is by writing a letter to the individual using the sample dialogue above, and then either reading or giving the letter to them.

5) **ACT** on your repentance. Pause and ask the Lord what next steps you need to take to make things right. Is there some form of reparation or restitution you need to make?