

Manners

Much has been gleaned from Protocol Matters by Sandra Boswell

Protocol is a broad term for “preferred, correct codes of conduct” that include etiquette, manners, courtesy, decorum, and the social arts.

A well – rounded education must also be a social education. Protocol---the social codes and skills of kind conduct and deference to others --- is one art which everyone should learn in order to become a truly mature and well educated person. Christian principles inspire numerous rules for behavior in common social situations. Christian protocol is one of God’s lovely means of grace. We all need much help in learning how to behave graciously towards one another, and protocol provides a simple means to that end-- - rules that demonstrate respect, kindness, and brotherly love. The rules listed below form a system of orderly codes that aid the development of social character and culture:

1. Respectful speech from children

- a. Speak clearly but not loudly.
- b. Stand up straight.
- c. Use respectful titles like “sir” and “mam.”
- d. Greet adults with a cheerful “good morning” or “hello” avoid slang words like “hey.”
- e. Requests should involve “please” and “thank you.”
- f. When causing a distraction or interruption say “ please excuse me.”
- g. Think before you speak – our words are rarely neutral.
- h. Don’t interrupt another.
- i. Don’t brag, gossip, complain, or use profanity.

When men are consistent in showing simple courtesies, I believe it imparts to others a sense of worth, value, and security. Men with good manners benefit from gaining a sense of leadership, responsibility, gentleness, and humility.

Frank Haughton – A respected southern gentleman in our community

2. Other Manners to Live By (“Do unto others what you would have them do unto you.” --- Luke 6:31)

- a. Offer your chair to older people when other chairs are occupied.
- b. Stand up when greeting or say “goodbye” to another person; remain standing until girls/women are seated.
- c. Open doors for older people, ladies, and children.
- d. Knock on doors and wait for permission to open them before entering a room.
- e. Play fair, take turns, follow the rules, be a good loser, and congratulate the winners.
- f. Be willing to share your things.
- g. Submit to the authorities in your life. Come when called.
- h. Be a willing helper.
- i. Be on time.
- j. Smile (especially when you talk)

- k. Respect other people's property. This includes returning borrowed items promptly.
- l. Be polite to everyone.
- m. Don't laugh at others; don't stare; don't be an irritation for others.

3. Manners at the Dinner Table

- a. Clean up and look presentable for a meal.
- b. Wait until all adults are seated including the hostess.
- c. Wait until the hostess picks up her utensil to begin eating.
- d. Use utensils properly and not your fingers.
- e. Take reasonable portions and pass food to the right.
- f. Never throw or spit food.
- g. Take one bite at a time; don't slurp; chew with your mouth closed.
- h. Return drinking glasses back to their proper position to avoid spills.
- i. Speak only with an empty mouth.
- j. Don't interrupt or monopolize conversations.
- k. Say "please" and "thank you" as appropriate.
- l. Stay seated until the host or hostess excuses the guests.
- m. Offer to help clear the table and wash the dishes.

"The mother of all virtues is gratitude." G.K. Chesterton
(Few things will bring you more affection and respect from others than the ability to express sincere gratitude. This virtue will designate you as a person of character.)

4. Expressions of gratitude for gifts, special favors, dinners, and hospitality

* A phone call the following day is acceptable for family and close friends. But, for others a note expressing one's gratitude is best. These notes should be:

- a. handwritten
- b. sent out within two days of the event or the gift being mentioned
- c. brief and well written expressions of appreciation
- d. complimentary to the host or the giver

Sample Thank You Note

Dear Mr. Thoughtful,

Thank you for coming to see me when I broke my leg. I miss playing with my friends so the time you spent helping me learn chess was fun. It's a good game. Thank you for taking time to show me new moves and strategy. I know you are very busy so the time you spent with me meant a lot. I hope to see you again when I am up and about. May the Lord bless you for your kindness to me.

Fondly,

Holly Grateful

5. **Social Navigation** – Let your speech always be with grace, seasoned with salt, that you may know how you ought to answer each one. (Col 4:6)

- a. Think before you speak – **VIP**.
- b. Remember - conversation is like tossing a ball; don't hog the ball!
- c. Do your best to remember names.
- d. Don't brag or talk too much about yourself.
- e. Ask good questions about the other person; take a sincere interest in them.
- f. Don't be argumentative; state your beliefs clearly but seek to understand the other person's position as well.
- g. Avoid all profanity and off color subjects. Don't embarrass anyone
- h. If you hurt someone's feelings, apologize quickly. If someone apologizes to you, forgive them completely and immediately.
- i. Be willing to say, "I was wrong."
- j. Don't gossip or complain.
- k. Avoid talking about money.
- l. Understand the various levels of relationships between people and speak and act appropriately. Four levels of relationships are described below:
 1. Acquaintances – people you have just met
 2. Casual Associations – people you see on a fairly regular basis
 3. Close Relationships – friends and some family members (people you know and like well)
 4. Intimate Relationships – longtime friends and close family (these are the permanent people in your life, the people you love.)

6. Looking and Smelling Your Best

- a. Bathe or shower daily using soap; be thorough
- b. Shampoo your hair regularly; keep it combed
- c. Keep your nails clean and trimmed
- d. Brush your teeth 2 to 3 times per day; floss daily
- e. Wear clean, neat clothes that are both in style and modest
- f. Use deodorant and mouthwash as appropriate