

RESPECTFUL COMMUNICATION

Rev. Dr. Edward Viljoen

- ♥ If you have a problem with me, come to me (privately for a conversation or email exchange).
- ♥ If I have a problem with you, I'll come to you (privately for a conversation or email exchange).
- ♥ If someone has a problem with me and comes to you, send them to me. (I will do the same for you.)
- ♥ If someone consistently will not come to me, say, "Let's go to the minister together. I am sure s/he will see us about this." (I will do the same for you.)
- ♥ Please do not interpret me - I would rather you ask me what I meant.
- ♥ On matters that are unclear, do not feel pressure to interpret my feelings or thoughts – I would rather you ask me.
- ♥ I will be careful how I interpret you and if I am unclear, I will ask you what you meant.
- ♥ If it is confidential, don't tell me.
- ♥ If it is confidential, don't ask me to tell you.
- ♥ I do not read unsigned letters or notes. I do not respond to unnamed complaints, some of which begin with, "I have heard several people saying."
- ♥ Please do not hint to me, hoping I will understand your need or know what you meant me to hear – I prefer you to say exactly what you mean.
- ♥ I will not hint to you, hoping you will understand my need or know what I meant you to hear – I will try to say exactly what I mean.
- ♥ "Parking-lot" or "hallway" griping is poisonous. If you need to complain, please do it only with the intention of healing it, and even then, tell only the one who can do something about it. (I will do the same.)
- ♥ When in doubt, just say it. The only dumb question is the one that doesn't get asked.