

Etiquette – Level 1

Etiquette is a word you may not have heard. It was used more in years past. Today we refer to it as having good manners but it really is even more than just that. Etiquette is the way you act that is appropriate for the situation you are in.

Using proper manners will be different around different people, in different places and in different situations. In general, you will be using good manners if you do not make someone else feel uncomfortable or embarrassed by what you do.

Etiquette also involves showing respect for people, places and situations. God tells us to show respect and honor to our parents and anyone else who has authority over us. When we talk about those who have authority over us we are talking not only about our parents but also about anyone God has put in a place of responsibility over us. Included in this group would be older family members, teachers, pastors, Lutheran Pioneer leaders, police officers, government officials, people we work for and in general most adults.

God says in Genesis 20:12 “Honor your father and mother so that you may live long in the land the Lord your God is giving to you.”

Martin Luther in his small catechism explained this commandment in this way:

“We should fear and love God that we do not dishonor or anger our parents or others in authority, but honor serve and obey them and give them love and respect.”

Showing this respect is not only for you as boys but also for all adults. One way we show this respect is by using good manners when interacting with parents, other adults and those who are the same age as us.

RESPECT FOR OTHERS

We can show respect and practice proper etiquette in many ways. When you are in a group in a public place like a mall, store, school or church activity or fast food restaurant, you may find that you have to wait in line. Be ready to do that. Don't push to the front or “cut” in front of others. If you are in line with your brothers or sisters or friends, don't begin pushing each other or fighting with each other. You certainly can visit with each other but don't shout or use crude or coarse language. While this may be funny around a campfire with just the “guys” or during an athletic event, it is not appropriate in a public place.

When possible; let others go first, especially if they are older or if they are females. This shows respect for the other person.

When talking with others, adults or other kids your age, listen to what they are saying. Don't interrupt the person talking, rather take your turn in the conversation. No one really appreciates someone trying to dominate the conversation all of the time.

If you are invited to a friend's home for a meal or if you go out to eat with your family or friends, you should also show respect for those with you. Don't talk with your mouth full of food. It doesn't look very nice and spoils everyone's meal. Take your turn in the conversation if you are involved in it. Keep in mind that adults will often carry on a conversation that is not meant for you to participate in.

There are other things that you can do to show respect but in general if you treat others as you would like to be treated you will do fine. By showing respect to others, especially those that God has given authority over us, we show respect and love for our God.

Summary:

- 1 – Wait your turn.
- 2 – Do Not push or shove while in line.
- 3 – Let the elderly go first, if possible.
- 4 – Let women go ahead of you.
- 5 – Listen to others that are older than you
- 6 – Do Not interrupt an ongoing conversation
- 7 – Do Not talk with your mouth full
- 8 – Do Not chew with your mouth open
- 9 – Do Not reach for thing on the table, ask for them to be passed
- 10 – Always use Please and Thank You.
- 11 – Treat others like the way you want to be treated
- 12 – When walking on a side walk or road the man or boy always walks on the traffic side.

USING THE TELEPHONE

Another time when manners will come into practice is when you answer the telephone or place a phone call to someone else. Because of sin and the problems it causes in our world, we need to be careful when answering the phone. Talk with your parents to see when they want you to answer the phone and when they think it is best if you don't answer it.

A good way to answer the phone is the following:

“Hello, Smith residence, this is Jim. Can I help you?”

If the phone call is one of your friends calling to talk with you, have a nice talk. Remember to not tie up the phone for too long since others may want to use it. If you are going to have a longer conversation, you may want to ask your friend if you can call him back and then first check with your parents or other family members to see if it is okay for you to talk for a longer time. Then you can call your friend back.

If the person asks to speak with someone else in your home, politely ask who is calling and then go get the person they want to talk with. Don't hold the phone in your hand and

holler for the other person to pick up the phone. If your phone has a hold button, use that before you go and get the other person.

If the person they want to talk with is not home, take down any message and a phone number your family member can use to call them back. To make sure you have the message and phone number correct, repeat it to the person calling.

If you should be home alone and answer the phone, don't let the person calling know you are home alone. If they ask to speak to your mother or father and neither one is home, you may want to just say that they can't come to the phone right now.

When you are calling someone else you should let them know who is calling when they answer. Tell the person answering who you want to talk with. If you know your conversation will take some time, ask if it is a good time to talk or if you should call back later.

Try not to call someone during meal time. When they answer, ask if they are busy or if this is a good time to talk. Also, try not to call after about 9:00 PM. Some people need to go to bed early because they must get up early.

If the person you want to talk with is not home you can leave a message or tell them that you will call back later. If you get a wrong number, apologize for the error and hang up. Check your number before calling again.

If you get an answering machine when you call, you can leave a message asking them to call back or telling them you will call back.

Remember, the telephone is a tool we use to communicate with others. It is not a toy.

Summary:

- 1 – Ask permission from your parents if you can answer the phone
- 2 – Practice how to answer the phone
- 3 – Never yell for someone to come to the phone
- 4 – Never tell a caller you are home alone
- 5 – Do not call during meal times
- 6 – Do not call after 9:00 PM
- 7 – Taking Messages:
 - A) Write it down
 - B) Include call back number
 - C) Include any message
 - D) Repeat the message and number back to caller so that you know you have it correct.
- 8 – Apologize if you dial a wrong number

Etiquette – Level 2

CHURCH ETIQUETTE

Your church is often referred to as the Lord's House. It is a very special place to us as Christians. Our church is where we gather with fellow believers to worship and praise our God. Out of respect to our loving God and in respect to other worshipers, there are some things we should do when attending a worship service.

When you are in the part of the church where we worship (we call it the sanctuary) and you need to tell someone something before the service begins, use a quiet voice. There will be people who are listening to the pre-service music, saying some silent prayers or are studying the Word of God they will hear that day. You do not want to disturb them.

Once the service begins, participate. Here is your opportunity to join your fellow believers in worship. Follow along in the hymnal during the liturgy and join in the singing. A worship service is not a time for sleeping or for games. Listen to what God is saying to you through your pastor.

Try to arrive at church with enough time for you to get to your seat and prepare yourself for the coming worship service. You will want to ask God to guide your thoughts during the service.

Don't get up and leave to use the rest room unless it is really necessary. You may disturb the worship of someone else.

A worship service is a special time for you and the other people worshipping with you. Use it to thank God and praise Him for all He has done for you.

Summary:

- 1 – You are to be quiet in church before the service starts
- 2 – Use a quiet voice while in church if you must talk
- 3 – Participate in the church service with singing and responses
- 4 – Arrive at church at least 10 minutes before the start of the service
- 5 – Do Not play games, color in coloring books etc. during the service
- 6 – Do Not get up to go to the bathroom during the service, go before the service starts.

RESTAURANT ETIQUETTE

For this section we are talking mainly about a nice family restaurant where you sit down for a meal and have a waiter or waitress who will serve you. This is a very public place and there will usually be many other people there so you need to use some special manners.

When you first get to the restaurant, you will probably need to register. Your hostess will then take you to the table. As you follow her be careful not to bump into other tables or people who are eating. That means no shoving or fooling around. When you get to your table, wait for any females with you to be seated first. You can hold the chair for them so they can be seated and then seat yourself. When you sit down at the table, keep your elbows off the table. Don't sprawl across the table, it is meant for eating.

When you get a menu, look through it. Most menu's are set up the same with a section for appetizers, another for sandwiches, another for full meals, a section for drinks and another for desserts. Read through the menu and don't be afraid to ask any questions of your parents, if they are with you, or of the waitress.

You may want to ask the waitress what types of potatoes come with the meal, what kind of salad dressings they have with the salad and anything else you aren't sure about. Make your decision about your meal. If you need more time to decide, ask the waitress to come back. This gives her time to help someone else and then get back to you.

Depending on how fancy the restaurant is you will have different types of items to use in eating your meal. You may have a bread plate that you can use. You will also have a napkin that is for your use. Once you have ordered, you should put the napkin on your lap.

You may have a variety of utensils to use with your meal. In general, you work from the outside toward your plate when using the utensils. Usually, if you have multiple items they will be spoons or forks. The spoons are usually for soup and for use with coffee or dessert. The forks that you may have would be a salad fork, a meal fork and a dessert fork. The utensils are not toys so don't play with them. Use them in the way they are meant to be used.

If your meal includes soup, it will usually come first. Use the soup spoon, usually more round in shape, to eat the soup. Don't pick up the bowl and drink the soup. Another little trick that helps to keep you from spilling on yourself, is to use the spoon moving away from you rather than toward yourself.

The second item you may get is a salad. If there are parts of the salad you don't like, eat around them or push them to the side of the plate with your fork. Don't put them on the table or in your napkin.

How you handle your food in the main course will depend on what you are eating. If you are having steak you will probably get a steak knife to use in cutting the meat. Cut it into small pieces and if you trim off waste push it to the edge of your plate but not off. If you are eating chicken, turkey or duck you can use your hands to hold the meat while you tear off pieces with your fork. Ribs are eaten in the same way, with the hands. You will need to wipe your hands often when eating these items.

The last course of your meal may be dessert. Often this needs to be ordered separately and there may be a menu just for dessert. Depending on what you are eating, you will use your dessert fork or a spoon.

While you are eating there are several things you will want to keep in mind. Don't talk with your mouth full. It looks terrible and can spoil the meal for those with you. Don't burp loudly, if you must burp, cover your mouth with your napkin. Visit with your friends in a quiet manner. There is no need for loud, boisterous talking. You can have a good time without disturbing everyone around you. If you need to talk with the waiter or waitress, motion for them to come or watch for them to come near your table and then get their attention. There is no need for you to holler loudly or wildly wave your arms to get their attention. A good waiter or waitress will be watching to see if you need anything.

When your meal is done, the waitress will bring you the bill. Again, depending on the restaurant, either you will take the bill to a checkout counter or the waitress will take your payment and bring you your change. In either case, you will want to leave a tip for your waitress. Usually, you will give a tip of 15% to 20%, depending on the service you receive. The tip should be left on the table when you leave.

Summary:

- 1 – Do not bump into other patrons while you are being taken to your table
- 2 – Do Not push and shove others while in the restaurant
- 3 – Females are to be seated first
- 4 – No elbows on the table
- 5 – Learn how to read a menu
 - A) They usually have sections for different meals or parts of meals
 - B) Ask questions if you do not understand something on the menu
- 6 – Once you have ordered put the napkin in your lap
- 7 – Utensils are to be used from the outside in for example:
 - A) Salad fork
 - B) Meal Fork
 - C) Desert Fork
- 8 – Utensils are NOT toys
- 9 – Food you are not going to eat stays on your plate.
- 10 – Always cut your food into small pieces so that they will fit easily into your mouth.
- 11 – Do NOT talk with your mouth full
- 12 – Do NOT chew with your mouth open
- 13 – Do NOT burp at the table
- 14 – Do NOT talk loudly at the table

15 – Tip your waiter or waitress

- A) 15% - 20 % is usual for expected service
- B) Pay with the bill if charging the meal
- C) Leave on table if paying at a register

Etiquette – Level 3

DATING:

When going out on a date you will be nervous. There are many things that you will need to know and do on a date. The first and foremost you must treat the woman with respect. Holding doors open, including car doors, for them, letting them go first, asking them what they would like to do or see is all part of respecting them. On a date the woman is the center of attention, not you.

A date may involve going out to eat, going to the movies, going to a park or hanging out at a party. The etiquette you have learned previously must be displayed at all times when you are with a woman. The woman's well being comes first at all times. If she does not want to see a certain movie and you do, don't see that movie, go see another. Men and women like different things and enjoy different things. Maturity shows when you go to things that the woman likes and you may be indifferent about it.

Women are to be respected at all times. You do not talk negatively about another person especially a woman. Do not call her derogatory names.

When a woman says no, she means no. Do not belittle her or use your friends to talk her into doing or going someplace she does not want to go to or do. She usually has a good reason for her decision and a public place is not the place to discuss these matters. If she wants to be taken home, take her home. Many parents have curfews for their children and the guy must abide by those rules.

If you are driving a car, do not show off to the woman. The woman does not like to be in a speeding car or in a car that is being driven erratically. Respect for her means that you will drive the speed limit and obey all traffic rules and signs. Many teens and young adults die each year from this behavior.

Do not touch a woman in her private or inappropriate places. This is actually considered rape in many municipalities. The woman must give you permission before you touch her in her private places. Women under the age of 17, by law, cannot give permission to for such touching. Sexual activities are also not to be engaged in prior to marriage.

Summary:

- 1 – Respect the woman at all times
- 2 – Plan the date with their help
- 3 – Hold doors open for them, including car doors
- 4 – Go to the door of her house to pick up the woman
- 5 – Respect the woman at all times
- 6 – When a woman says no, she means no.
- 7 – Drive the car respectfully with no showing off
- 8 – Do not touch a woman inappropriately
- 9 – Follow all the etiquette rules

CONCLUSION

These are just a few things you can do to make your life and lives of those around you more enjoyable. As Christians we represent our Lord and what we say and do reflects on how we feel about Him and what He has done for us. By showing honor and respect to others through the use of good manners and etiquette we demonstrate our love for our Lord and our willingness to serve Him.

“Etiquette is the grease that makes the world move smoothly.”