

R.E.S.P.E.C.T.

COMMUNICATION GUIDELINES

R = take **RESPONSIBILITY** for what you say and feel without blaming others

E = use **EMPATHETIC** listening

S = be **SENSITIVE** to differences in communication styles

P = **PONDER** what you hear and feel before you speak

E = **EXAMINE** your own assumptions and perceptions

C = keep **CONFIDENTIALITY** (Share **CONSTRUCTIVELY** to uphold the well-being of the **COMMUNITY**)

T = **TRUST** ambiguity because we are not here to debate who is right or wrong

Communication is one of the most important elements in building a more inclusive community. People of different backgrounds bring with them different communication styles. Sometimes these differences can cause conflicts among members of a community—often in an unconscious way.

Guidelines for communication are like the traffic rules that one must understand and observe before getting a license to drive a car. We are required to pass a test proving that we know and will follow the rules to lessen the possibility of traffic accidents. With interpersonal communication, we do not require people to pass a test but we do need to remind people about how to interact respectfully. Conditioned by our society, we may react to others who are different with negative attitudes, put-downs, judgments and dismissal. If we are to express the essence of God's inclusiveness, we need to agree to behave differently when we are attempting to build a more inclusive community. The Respectful Communication Guidelines provide a foundation to uphold the well-being of the community.

Mutual Invitation

In order to ensure that everyone who wants to share has the opportunity to speak, we will proceed in the following way:

- *The leader or a designated person will share first.*
- *After that person has spoken, he or she then invites another to share. Who you invite does not need to be the person next to you.*
- *After the next person has spoken, that person is given the privilege to invite another to share.*
- *If you have something to say but are not ready yet, say "pass for now" and then invite another to share. You will be invited again later.*
- *If you don't want to say anything, simply say "pass" and proceed to invite another to share. There will be no pressure to share.*
- *We will do this until everyone has been invited*

The Range of Emotions

Love	Hurt	Sadness	Eagerness	Happiness
affection	aching	blah	anticipating	buoyant
ardent	afflicted	chokes up	avid	carefree
close	crushed	depressed	earnest	cheerful
compassionate	despairing	disappointed	excited	contented
concerned	devasted	discontented	expectant	ecstatic
desirous	distressed	dismal	expectant	elated
devoted	heartbroken	dreary	intent	enthusiastic
enamored	injured	dull	keen	excited
fascinated	isolated	flat	proud	exhilarated
fond	offended	gloomy	zealous	festive
generous	pained	heavy-hearted		giddy
grateful	suffering	in the dumps		glad
passionate	tortured	low		grateful
soft		melancholy		hilarious
tender		moody		inspired
warm		mournful		jolly
		somber		joyous
		sorrowful		jubilant
		unhappy		lighthearted
		weepy		optimistic
				playful
				pleased
				satisfied
			spirited	serene
			thrilled	silly
			vivacious	sparkling

The Range of Emotions

Anger	Physical Sensation	Shame	Fear	Confusion
annoyed	alive	contrite	alarmed	doubtful
belligerent	breathless	embarrassed	apprehensive	dubious
bitter	broken	humiliated	cautious	hesitant
cross	clammy	ill at ease	dismayed	indecisive
enraged	empty	inferior	distrustful	mixed-up
envious	frisky	mortified	edgy	perplexed
frustrated	hard	regretful	fearful	preoccupied
fuming	hollow	rejected	hesitant	questioning
furious	immobilized	remorseful	horrified	skeptical
grumpy	light	self-doubting	insecure	suspicious
indignant	nauseated	shameful	nervous	torn
inflamed	numb	useless	petrified	unbelieving
irate	paralyzed	worthless	pressured	wavering
irritated	repulsed		scared	
jealous	sensual		shaky	
offended	sluggish		suspicious	
resentful	split		terrified	
sullen	stretched		threatened	
	strong		timid	
	tense		worried	
	tired			
	uptight			
	weak			
	weary			