

Provincial Priory of Somerset



AIDE - MEMOIRE for PRECEPTORS' and PRECEPTORY MARSHALS'

General Points of Order.

1. Knocks are never to be given in this Order, either in the Temple or at the Festive Board
2. Knights should not Bow or Nod, any acknowledgement should be made by bringing the Sword or Baton to the Recover.
3. Knights should never cross their legs when seated.
4. The ME & SGM considers that, the Ceremony of Installation of a Knight should be an individual one and does not approve of Double Ceremonies.
5. Great Officers not qualified to carry a Baton are required to draw Swords where practical.

The Duties of the Marshal prior to the Ceremony.

1. Arrive early to ensure the Regalia and Furnishings are in Order and no items are missing.
2. Make sure the Regalia of the Candidate fits, is placed on the correct Cushion,
 - a. The Belt and Sword are placed on the Sepulchre, in addition to the Preceptory Belt and Sword.
 - b. Ensure the Clasp on the Star is undone and the protector pin of the Templar Cross removed.
3. Leave the Scabbard of the Candidate with the Guard outside the door.
4. Ensure the Small stone is on the Sepulchre and only stipulated objects are on the Sepulchre and the Altar.
5. Ensure that the Bread, Water, and Wine are provided and that the Candidate can drink Alcohol.
6. A Card or Marker may be placed in the Holy Gospels at John, Chapter 1, to assist in opening when wearing Gloves, but, remove the Card when the Holy Gospels are open.
7. Ensure the Candles are Lit before the Ceremony and are large enough to last throughout.
8. Make sure the loose Candle is in the correct position.
9. Do not veil the Cross, until the Marshal veils it prior to the entry of the Candidate.
10. The Marshal should consider his Sword as a Badge of Office, it must be Drawn when accompanying Knights and Candidates around the Preceptory.
11. The Sword may be placed on the Sepulchre when opening and closing the Holy Gospels.
12. Ensure all the Officers are present and a Past Preceptor is positioned to make the first Challenge.
13. All Orders and Commands are to be given in a distinct voice. Do not shout.

14. When calling the Knights to Order, first command, 'Brother Knights', wait for all the Knights to stand. Then, second command, 'To Order'. The Marshal shall set the time for drawing the sword, all the Knights should take the timing with the Marshal.
15. Learn the Badges of Rank, the Prefixes and the appropriate number of Salutations to be given.
16. The Marshal shall ensure all Knights can present a Sword correctly and that the E.P. can receive and return the Sword correctly.

The Duties of the Marshal during to the Ceremony.

1. When opening the Holy Gospels do so in time with the Chaplain.
2. The Marshal should not touch the Candidate after arming, or any Knight when being escorted or presented.
3. When presenting the Candidate to the Constables, lead him to a point about 2 metres in front of the Constable and not to one side.
4. The Constable should present his Sword to the Pilgrims breast horizontally.
5. To enable the Candidate to make the Sign, withdraw the Sword slightly but maintain the threat.
6. Before saying, 'Pass in the Name ...', the Sword must be brought to the Recover and then the Carry.
7. When Guarding the Sepulchre, regardless of the number of Knights employed, they are to be positioned on the Sides and the Ends, never on the corners.

NB: Corners are used at a Catafalque.
8. During the Pilgrimage, the Marshal should commence with a Brisk step and then become progressively slower as though tiring. Instruct the Candidate to keep pace with you.
9. When the Candidate is being dressed as a Soldier of the Cross ensure:
 - a. The Armour is presented to the Marshal as though the Standard Bearer was wearing it.
 - b. The Marshal should not have to reverse it.
 - c. Do not step forward to receive the equipment.
 - d. Always walk behind the Novice to receive the next piece.
 - e. Hold the Helmet above the Head of the Candidate, to enable the Deputy Marshall to place the Cap on his Head, he then takes the Helmet from the Marshal.
 - f. Ensure the Cap is on straight and the Cross is central.
10. During 'Warfare':
 - a. When Challenging the Novice, the Sword should be raised High as a Warning.
 - b. At the Command 'Guard your Head', the Sword is brought down to the Sword of the Novice to form a Cross.
 - c. After the Question, 'Who comes here', the Novice replies under the direction of the Marshal.
 - d. The Marshal gives the Sign with the Novice.
 - e. Ensure the Word is pronounced correctly.
11. The Marshal should unveil the Crucifix and not the Novice, position the Veil in your favour and practice the unveiling.
12. When presenting the Scull and Taper, ensure they are held close together.

13. Return the Taper to the Sepulchre before the Scull.
14. The Chaplain should learn the portions of Holy Writ and not attempt to read them by Candlelight.
15. Be prepared to demonstrate the Casual Sign and repeat the password.
16. On Re-admission:
 - a. Check the Guard has given the Candidate his Scabbard.
 - b. Ensure the Candidate gives the Captain of Guards the Casual Sign and Pass word.
17. Practice the presentation of the Quill and Stone.
18. Return the Dagger to the Sepulchre before drawing your Sword and collecting the Stone.
19. The Marshal shall present his Sword to the E.P./ Pr.Prior during the Accolade.
20. During the Accolade, allow the Knight conducting the Accolade to remove the items from the cushions, except for the Mantle which is held by the Marshal.
21. Assist the Knight by moving the left arm forward to receive the sash.
22. The Person giving the Accolade should practice handling the Star whilst wearing gloves.
23. During the Symbols, ensure the Penal Sign is given with the Thumb and not the Forefinger.
24. Ensure the Taper is relit from one of the Great Lights and not a Smaller one.

Brother Preceptors and Marshals, please advise the Provincial Marshal if you believe additional items may be appropriate for inclusion in this Aide-Memoire.

Yours in the Bonds of the Order

D. J. Tadman

Provincial Vice-Chancellor, Somerset