

Introductions – *I have the honor to present* is the correct language when escorting distinguished guests to the altar or in the West.

The Grand Chapter of Maine, Order of the Eastern Star is only given after the first person (s) introduced and not given if that introduction involves General Grand Chapter Appointments.

Early in the year, the Conductress learns the pattern of the labyrinth so that she may be competent when it comes time for the first initiation. The labyrinth is made up of beautiful figures which are really not difficult to learn, because the figure is repeated five times. Some Conductresses have a special little way to remember their next move. It is called “Skip Two”, which means that when they leave one Star Point station, they skip the next two and circle the third.

In order that she may lead or conduct successfully, the Conductress should always remember to offer her arm, her elbow in front of the candidate, so that she may guide her/him securely, and give her/him a feeling of confidence.

After the formation of the labyrinth has been completed, the Conductress should pay strict attention to the final movement where she leaves the labyrinth and makes a circle of the room, being careful to “tie” the circle at the end in front of Adah’s station.

The Conductress needs to study the secret work in order to work with the Worthy Patron during the conferring of degrees. She should check the signet to make certain it is working order and refer to the Ritual for the diagrams and instructions for the Prayer Circle. The “last in and first out

”reminds her that going to it, the Conductresses with the candidates come in last and leave first.

Presentations are an important duty of the Conductresses and the Associate Conductress follows her lead. When there is only one member to be presented the Conductress handles that. When there are two, the Conductresses each take a member by the arm. Usually when there are three or more distinguished guests in a category the Conductress leads and the Associate Conductress comes at the end of the line. The exception is when there are both Past Grand Matrons and Past Grand Patrons, the Associate Conductress gives her arm to the one Past Grand Patron, or leads the Past Grand Patrons.

When the Associate Conductress is an honored guest, the Marshal takes the place of the Associate Conductress and the Marshal takes her place in conducting

As instructions may be given at anytime by the Worthy Matron, the Conductress needs to stay alert to assist the Worthy Matron and the Associate Matron.

Corley Anne Byras
Worthy Grand Matron



The Conductress

Each officer in a chapter is important. All officers are charged with specific duties at the time of installation. Each officer should strive to perform these duties in a manner becoming the solemnity of our Order. To make our Ritualistic work as impressive as possible, all officers should memorize their work.

Among the most interesting and vital of all the offices in our Chapter is that of the Conductresses They are positions of learning because every duty is a new experience.

Working together promotes a special teamwork with these two officers. Whether in introductions, in escorting, in initiatory work, or in marches, we look to the Conductresses to work together as a capable team.

Leading others is a special responsibility and a unique privilege to exemplify capability and good leadership. These offices allow the Conductresses to welcome new members, both inside and outside the door, making them feel comfortable and at ease.

Every Chapter office is represented by a meaningful badge and emblem which embody the character of the office. The Conductress wears a scroll and baton which reminds her of how

necessary it is to make accurate and workable plans and then to fulfill those plans carefully and well.

In Opening and Closing marches the Conductresses work together and should insure these marches are pleasing to observe. Rehearsals are important and the Conductresses should take time to rehearse as they perform much of the floor work and should learn to gauge their movement with each other.

In the proving of the Chapter, the Conductresses go to the end of the East of the South and North marching line, turn towards the South and North and proceed towards the West.

If they locate a visitor who they have not set in chapter with, they ask that person to *Please rise* and then states (see Ritual page 26).

The Associate Matron informs them when this visitor has been vouched for. The Conductresses then would say *Thank-you* to the member that has been vouched for so they know they can sit.

The Conductress has the duty of opening our Holy Bible and performing our Altar work in order to create an atmosphere of reverence as well as reminding the membership to conduct themselves in a peaceful manner.

After being instructed to attend at the Altar during the opening ceremony, the Conductress leaves her station (if there is a pedestal at her station she leaves on the east side of it, if possible), advances to the marching line, then west of a point two to four steps beyond Esther's chair which permits her to make an acute angle and advance directly to the Altar. She then proceeds according to the Ritual, page 41,

fine print. All movements at the Altar must be done slowly and reverently.

To properly open the Bible, the Conductress places her right hand firmly on the center of the front edges and places her left hand firmly on the back edge, opposite her right hand. With her right hand she raises the front edges of the Bible and with her left hand she guides the back edge of the Bible to the center of the Altar. She then moves the left hand slowly up the front side of the Bible until it meets the right hand and opens the Bible with both hands, lowering both sides of the Bible at the same time. She draws both hands away in the Salutation Sign, being careful not to interrupt this movement to straighten the Bible marker if it becomes disarranged. The marker may be adjusted after the Salutation Sign has been given. Refer to the Ritual, page 41, fine print, for completion of this action.

Facing the Altar, the Conductress then steps back in the circle of officers midway between Ruth and Esther where she remains until after the Warder reports to the Worthy Matron. Or she takes one step back, turns towards the South and goes between Ruth and Esther.

To correctly close the Bible, the Conductress places her hands on the center of the front edges of the Bible and raises both sides of the open Bible at the same time.

She holds the front edges firmly with the right hand and moves the left hand slowly down the center of the front side of the Bible to the back edge, so she may guide the Bible to the center of the Altar, as she lowers the front edges onto the

Altar with her right hand. She then draws both hands away at the same time and concludes this ceremony in accordance with the Ritual, fine print, page, 47.

Without Ceremony or Form – The Conductress enters and leaves the Labyrinth in the same manner as when opening the Bible in form, opens and closes the Bible with no sign or bows, backs out from the Altar and returns to her station immediately. The Worthy Matron will call up the Chapter, and the members assume the Reverent Attitude.

The Reverent Attitude is not a secret sign, and does not appear in the Secret Work, so it may be used when nonmembers are present.

When opening or closing the Bible, the Conductress makes the Salutation Sign to the open Bible, not to the Worthy Matron. It's a nod of the head to the Worthy Matron.

When the Conductress has backed away from the Altar after opening the Bible, and the Chaplain has backed away from the Altar after the prayer, the positions of the Star Point Officers, Conductress, and Chaplain form an arc of a circle.

When Conductresses are escorting guests to the East, they should always keep the guests they are escorting on the inside, or next to the Altar. The Sisters are escorted with the right arm and the Brothers with the left arm.

Make an effort to be friendly and helpful to all those guests you will be presenting. As visitors, they will remember your kindness to them.