

**Grand Commandery Knights Templar
of Iowa
OFFICER'S HANDBOOK**

DRAFT!

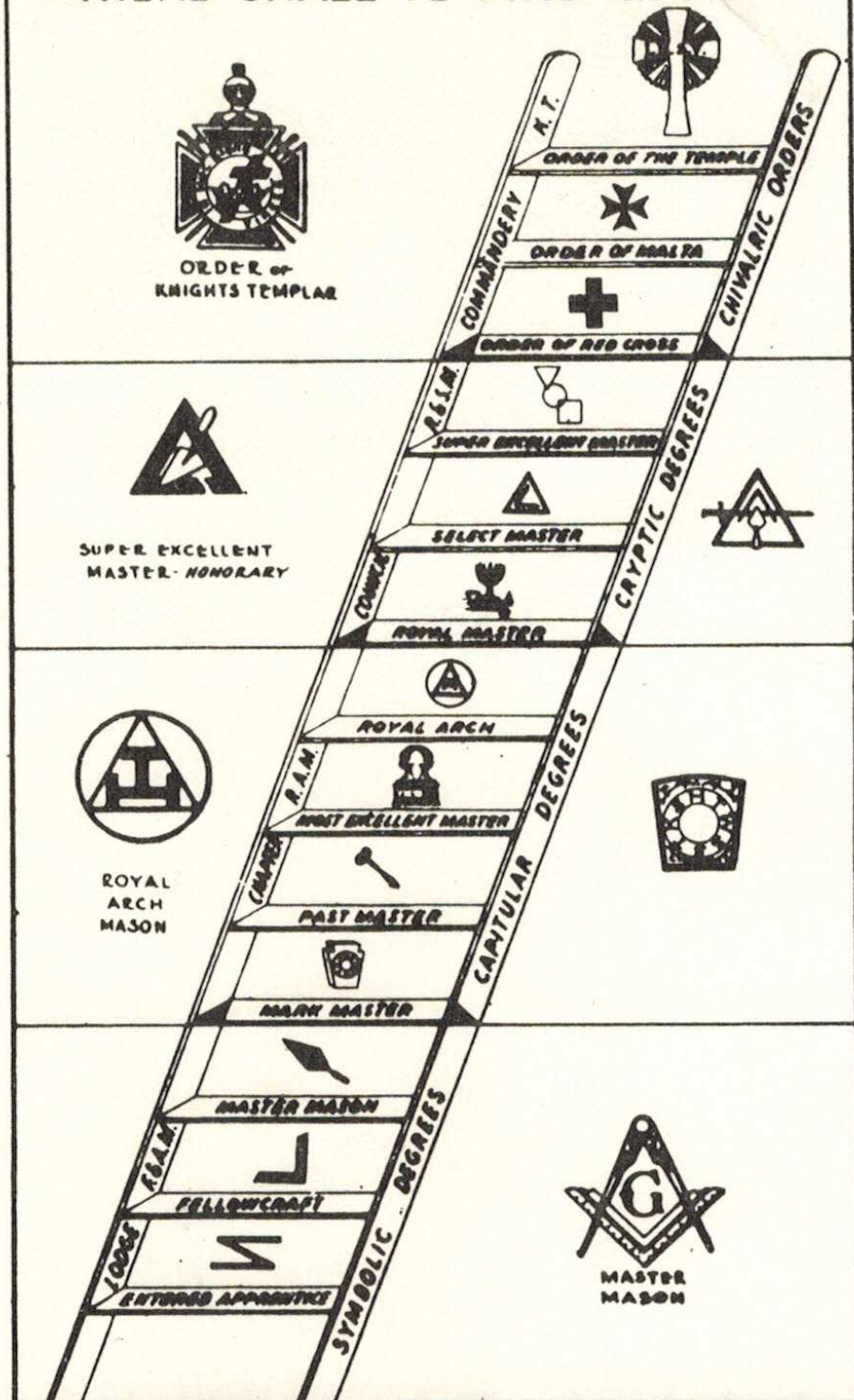
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Reformatted and republished in 895th Year of our Order and the 150th Year of the Grand
Commandery of Iowa

Terry L. Hudik, Grand Commander

George J. Harrison, Grand Recorder

"THERE SHALL YE FIND LIGHT"



SYMBOLIC LADDER YORK RITE OF FREEMASONRY

Grand Commandery Knights Templar of Iowa

OFFICER'S HANDBOOK

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One-Day York Rite Festivals

A Capsule Chronicle of Templary

Guidelines for the Junior Officer

Guidelines for Membership: How to Develop an Effective Membership Program

Guidelines for Patriotic and Civic Activities

Guidelines for Publicity and Public Relations

Guidelines for Religious Activities

Grand Commandery Knights Templar of Iowa

OFFICER'S HANDBOOK

FORWARD

This hand book for Commanders has been compiled in an effort to provide some assistance to the newly elected Commander. It is in no way intended to be the final word, for you can add to or expand it as you see fit. However, it can serve as a foundation upon which you can plan a successful year. An interesting and productive year will not just happen. Petitions do not just automatically appear. The leadership you provide should result in not only abundant fellowship but also the satisfaction that comes from completed goals. The growth of Templary in your area depends to a great extent upon you and the inspiration you will provide. Remember; you should enjoy your year as Commander and with proper planning you will.

Make every effort to see that your committees really function. Search your membership roll and then select and personally ask those whom you want to serve. Make it clear that what they are doing is important. Let them know that you will be asking for reports at the stated conclaves. Do not hesitate to ask a Knight who may never have been active before. You could recruit a new active member.

Plan your special days before your installation if at all possible. They are all important. The school of instruction should be held as soon as possible. Expect your officers to know their part by the first conclave. If they do not, then encourage them to seek assistance from your instructor, or schedule special sessions with them yourself. If you do not have a qualified instructor in your Commandery, then make every effort to get at least one qualified during your year. If you have one or more then try to get a new knight qualified.

As Commander, you must be responsible to see that The Illustrious Order of the Red Cross, The Order of Malta, and the Order of the Temple are all conferred in due form according to the Statutes of the Grand Commandery of Iowa and the Grand Encampment. Pages in this manual are provided so that you can keep a record of those of your members who are qualified for each part. If you have parts that cannot be filled, then you should attempt to develop new ritualists from your membership. Of course a backup for each part is highly desirable and one of the goals you should set. This infers the use of degree teams for all three Orders, and this will prove to be beneficial for most Commanderies.

Pages are also included in this manual for the degrees of the Council and the Chapter. As Commander, it is NOT YOUR PROVINCE to be responsible for these degrees. But you should be an active, participating member of both Council and Chapter, and as such it is your responsibility to cooperate with and assist the Illustrious Master and High Priest in their ritualistic responsibilities. It is important that you work either in the ritualistic teams or in some other way in your Council and your Chapter. As Chapter and Council are both prerequisite to the Commandery in Iowa, you should at least know who is qualified for all the parts. Make sure that you do NOT in any way dominate; all three bodies are working for the same goals. York Rite Cooperation is a three-way street. Make sure that you give more than your allotted measure for this cooperation.

As Commander it is also your responsibility to oversee the rituals. Rituals are the property of the Grand Encampment and are leased thru the Grand Commandery of Iowa to the constituent Commanderies. Know where the rituals are and see that they are kept up to date with the changes sent out.

You will also find a section in this manual for plans for Stated Conclaves. Make your overall plans prior to your installation. Then detail each stated conclave on the page provided. Your committees are printed at the bottom for your convenience in getting reports at your stated conclaves.

The Guidelines from Grand Encampment are inserted for your benefit. Use them. If you need more, order them directly from Grand Recorder of the Grand Encampment. Remember; your Grand

Officers are anxious to help you in any way possible. Call on them.

STUDY STATUTES OF GRAND COMMANDERY & GRAND ENCAMPMENT

THINGS TO KNOW

Grand Conclave: Held on the first full weekend in June each year. As an officer of your Commandery you are required to attend, if possible. You are a voting member of the Grand Commandery. A General Order will be published about six weeks before Conclave) giving you the dates, place, time and reservation information.

Grand Commander's Program: Provides for re-imbusement of funds used to purchase equipment or repair your asylum. You must have paid for the equipment or improvements and include a copy of the invoice (or check) when you send in the program. Points (dollars) are awarded for knighting, Religious observances, Friendship nights and other activities you should be doing away. Your Annual Return must be on time to qualify. Details on this program are sent out at the beginning of the Grand Commandery year (July 1.)

Honors Commandery: This program is a competition between Commanderies. Like the Grand Commander's Program, points (not dollars) are given for various activities your Commandery should be doing away. Certificates are given to all Commanderies over 500 points. The most points receive a gold certificate; second highest gets silver; and the third highest gets bronze.

Religious Observances: Required for Christmas, Easter and Ascension. See special days for more information.

Iowa York Rite Website: www.iayorkrite.org is the place to go to learn more about the York Rites of Iowa. Click on the Commandery tab to get forms, copies of the handbook, Religious Observance dates Statutes, a listing of all York Rites in Iowa and the principle officers of all three bodies, and more.

Grand Encampment Website:

www.knightstemplar.org provides you with information on the Grand Encampment, Knights Templar of the United States. Click on the Constitution link to age a pdf copy of the Constitution.

KEY ACTIVITIES ESSENTIAL TO A HEALTHY COMMANDERY

MEMBERSHIP

There is no big secret to getting petitions. The most important ingredient is effort and then more effort. You must be well informed on York Rite. Know your subject. If the York Rite is important to you, it will show in your words and actions. Be proud that you are a Knight Templar (but not arrogant.) Then ask the proficient Master Mason to take the explanatory degrees (not higher degrees.) Do not expect everyone to say yes immediately. Be careful never to dose the door on your prospect; the next time you visit with him you may have an opportunity to discuss York Rite again. Have printed materials with you, as a visual aid will always augment what you might say. Invite the Master Mason to become a part of our order, and then invite him again if necessary. He will be able to sense that you are proud to be a Knight Templar. Very seldom will it do any good to leave a petition with him. Fill it out and then ask him to sign it and write a check or pay the fee. Once upon a time someone asked you.

FELLOWSHIP

Fellowship is the responsibility of every member. It is one of the important parts of York Rite. This committee is the mascot for this important quality.

YORK RITE COOPERATION

In order to make this more than just hp service, you must take into consideration the welfare of all three bodies, Chapter-Council-Commandery. This is relatively easy to accomplish where all three meet on the same night in same temple as the efforts of all three are directed toward the whole as a general rule. In those cases where the Knights belong to more than one Council and Chapter, an extra effort has to be expended to accomplish true cooperation, and this is essential.

RITUAL – COMPITITION

This committee should be composed of those who are most proficient, of course. Their efforts should be directed to getting more certified Knights, for the overall proficiency of the Commandery in Ritual and tactics, and for drill team activity.

Over the past several years the Board of Instruction has used various parts of the Order of the Temple. This gives you the opportunity to perfect your ritual while you form a strong group of knights who can compete at Grand Conclave. Contact the Board of Instruction to get the competition rituals.

CO-OP DINNERS

If a co-op dinner is not held preceding the stated Conclave, then you should give this consideration. In most cases this has proven a stabilizing force for the Commandery. Usually the wives favor it. It will usually build your attendance.

SICK VISITATION

"And bind up the wounds of the afflicted."

BLUE LODGE PROFICIENCY

Primary allegiance is always to the Blue Lodge. Teams to assist with the proficiency of Blue candidates is one important way of helping. The reward beyond satisfaction is that this is also an important source of York Rite candidates.

EYE FOUNDATION

Special efforts should be made for life sponsors and for special events to raise money. Attention should also be given for wills to include Templary.

EDUCATIONAL LOAN

This committee should be on the lookout for young men and women that might need this

service. Insist that this committee function actively.

RELIGIOUS OBSERVANCE

The three obligatory days, Christmas, Easter, and Ascension Day, will be the responsibility of this committee. Grand Encampment guidelines can assist.

FINANCE

This committee should be aware of the income and the outgo of monies for the j Commandery and lend a guiding hand. Budget is also their responsibility.

PATRIOTIC

Grand Encampment guidelines are again available for this important part of your Commandery.

PUBLIC RELATIONS

Grand Encampment guidelines are also available for this committee.

COMMITTEES

Membership

Education Committee

Fellowship

Religious Observance

York Rite Cooperation

Finance

Ritual & Drill

Patriotic

Meals

Public Relations

Sick Visitation

Other

Blue Lodge Proficiency

Other

Eye Foundation

Other

Grand Commandery Knights Templar of Iowa

SPECIAL DAYS

School of Instruction

What: Schools of Instruction are offered by the Board of Instruction to help a Commandery perfect its skill in the sword manual, basic tactics, opening and conferring the Order of the Temple.

Why: Two reasons, your knights become more skilled and more interested in Templary and you get points toward the Grand Commander's Program.

How: Call the Secretary of the Board of Instruction to set a date. Once set, announce it to your knights and encourage them to come. Provide a meal either before or after the event.

Date: _____

Inspection

What: An inspection is like a test. It is conducted to let you display your skill in opening a Commandery (in either 10-man for full-form) and confer the Order of the Temple. An Inspector will be assigned to you and he will recorder errors in tactics and ritual for all parts and all officers. Best of all, he will tell you what you are doing wrong so you can become more proficient. Inspections can be done with or without a candidate, but it is much more fun with a candidate. Inspections should be held every calendar year.

Why: Again, for two reasons, first your Commandery becomes more skilled in their tactics and ritual, and, second, you get points toward the Grand Commander's Program. There is a third reason. Inspection scores are compared and the best (lowest) score in each class (under 100, 100 to 200 and over 200) are honored at Grand Conclave.

How: Again, call the Secretary of the Board of Instruction to set up a date. Schedule practices. The Order of the Temple does not come easy, it takes WORK!

Date: _____

Religious Observances

What: There are three religious observances required by the Grand Encampment. These are:

Easter
Ascension Sunday
Christmas

Why: Templary is a Christian Order. It is only right that we give special observance to these three days critical to our Savior.

You also get points for the Grand Commander's Program.

How: Observances can be done in a number of ways. The Grand Prelate of the Grand Commandery is require to prepare and distribute a message for Easter and Christmas. The Grand Prelate of the Grand Encampment does too. The messages are sent to the constituent Commanderies. You can hold an Easter or Christmas Observance any way you want, as long as it is respectful. Many Commanderies hold an observance dinner, with or without ladies and have the messages read as part of a program after the meal. You can also combine your observance with other Commanderies in our area or with the Scottish Rite. Invite members of area Blue Lodges too. It is a great way to introduce a new Mason to the York Rite.

Ascension may be observed in many ways as well. Some Commanderies arrange to attend church together on the Sunday before or after ascension. You can also plan a special meal and program dealing with ascension.

Dates:

Easter Observances: _____

Ascension: _____

Christmas: _____

Degree Work

Without new members we cannot survive. There are two ways to get it done. First, you can confer one or more degrees on your regular meeting night. Second, you can conduct a one or two day Festival. Both have their advantages. Which one you choose is up to you.

Can't do it yourself? There is help. There are several York Rites in the state that do regularly scheduled Festivals. Des Moines, Waterloo, Sioux City, Estherville, just to name a few. Contact the Secretary Recorder of one of these York Rites to find out when. There is no charge for the degree work, but may be for food.

Second, you can contact the York Rite College and ask them to assist you in staging a Festival. They will help with props, costumes and ritualists. Google Iowa York Rite College No. 37 based in Marshalltown or Lewis & Clark York Rite College No. 199 based in Sioux City. They will also help locate a Companion or Sir Knight who can fill in for a single part.

There follows a list of the parts for each of the required 9 degrees and orders. Plan you cast in plenty of time before the conferral. Be sure you let each cast member know what they are expected to do and when. It is a good idea to rehearse!

Mark Master Degree Team

R. W. Master: _____

Sr. Warden: _____

Jr. Warden: _____

Sr. Deacon: _____

Jr. Deacon: _____

Master Overseer: _____

Sr. Overseer: _____

Jr. Overseer: _____

Marshall: _____

Lecture: _____

Charge: _____

Tyler: _____

Past Master Degree Team

R. W. Master: _____

Sr. Warden: _____

Jr. Warden: _____

Secretary: _____

Sr. Deacon: _____

Jr. Deacon: _____

Marshall: _____

Charge: _____

Tyler: _____

Most Excellent Master Degree Team

1st Section:

R. W. Master: _____

Sr. Warden: _____

Sr. Deacon: _____

Jr. Deacon: _____

Marshall: _____

Tyler: _____

2nd Section:

Prologue: _____

K. Solomon: _____

H.K.T.: _____

High Priest: _____

Lecture: _____

Charge: _____

Acolytes, Priests, Levites:

Royal Arch Degree Team

Joshua: _____

Zerrubbabel: _____

Haggai: _____

Capt. Host: _____

Pr. Sojrn: _____

RAC: _____

M 3rd V: _____

M 2nd V: _____

M 1st V: _____

Lecture: _____

Key Lec.: _____

Apron Lec: _____

Expl Lec: _____

Charge: _____

Chaplain: _____

Sentinel: _____

Royal Master Degree Team

Prologue: _____

King Solomon: _____

HKT: _____

Hiram Abiff: _____

Capt. Guard: _____

Cond. Council: _____

Steward: _____

Lecture: _____

Sentinel: _____

Select Master Degree Team

Prologue: _____

King Solomon: _____

HKT: _____

Hiram Abiff: _____

Capt Guard: _____

Cond Council: _____

Steward: _____

Ahishir: _____

Craftsmen: _____

Lecture: _____

Charge: _____

Apron: _____

Charge: _____

Sentinel: _____

Order of the Red Cross Degree Team

1st Section:

Worshipful Ruler: _____

Council: _____

Warder: _____

Zerrubbabel: _____

Capt Guard: _____

Journey:

Zerrubbabel: _____

Escort: _____

Jewish Guard: _____

Persian Guard: _____

2nd Section:

Sovereign Master: _____

Pr. Chancellor: _____

Pr. M of Palace: _____

Master Cavalry: _____

Master Infantry: _____

Master Finance: _____

Master Dispatch: _____

Warder: _____

Order of the Malta Degree Team

Prior: _____

Lt Comm.: _____

Prelate: _____

Marshall: _____

Capt. OP: _____

White Banner: _____

Red Banner: _____

Black Banner: _____

Yellow Banner: _____

Banner of St. John: _____

Banner of Malta: _____

Knights at Table: _____ (speaker)

Order of the Temple Degree Team

Commander: _____

Generalissimo: _____

Capt Gen: _____

Sr. Warden: _____

Jr. Warden: _____

Prelate: _____

Treasurer: _____

Recorder: _____

Std Bearer: _____

Swd Bearer: _____

Warder: _____

Sentinel: _____

1st Grd: _____

2nd Grd: _____

3rd Grd: _____

Planning

Nothing beats planning if you want a successful event! Use the following pages to plan your Stated meeting or other events. Underline or circle the committees that will be involved and make sure they know what they are expected to do.

Be as detailed as possible. Use extra sheets if needed. You can copy as many as you want. Use different sheets for each committee if necessary.

When event is over, use the sheets to record what went well and what went wrong and how to fix it.

Remember nothing goes perfectly the first time out. Try, try and try again.

Finally, make sure that your Recorder does his job and records the event on the Grand Commander's Program and Honors Commandery worksheets and sends them in on time to the Grand Recorder.

Plans for:

Date: _____

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> Membership Fellowship York Rite Co-op Ritual & Drill Blue Proficiency Other _____ | <ul style="list-style-type: none"> Meals Finance Patriotic Sick Visitation Other _____ | <ul style="list-style-type: none"> Eye Foundation Education Committee Religious Observance Public Relations |
|---|---|---|

Plans for:

Date: _____

Membership
Fellowship
York Rite Co-op
Ritual & Drill
Blue Proficiency Other _____

Meals
Finance
Patriotic
Sick Visitation
Other _____

Eye Foundation
Education Committee
Religious Observance
Public Relations

Plans for:

Date: _____

Membership
 Fellowship
 York Rite Co-op
 Ritual & Drill
 Blue Proficiency Other _____

Meals
 Finance
 Patriotic
 Sick Visitation
 Other _____

Eye Foundation
 Education Committee
 Religious Observance
 Public Relations

Notes on Layouts and Properties

The following layouts were designed for lodge rooms with the tyler's door in the south west and a preparation room door in the north west. If your lodge room has a different layout make appropriate changes to positioning of props set in the preparation room or at the preparation room door.

Mark Master has one layout, but the overseer's gates are removed after the first section. Set the Overseers chairs if they are out of the way of the procession. If this is not possible, reroute the procession to allow passage.

Past Master: Different York Rites use different ways of creating confusion. If yours uses a letter or other prop, it should be added to the layout shown.

Most Excellent Master: The processions layouts are suggested routings. They may be changed to meet the requirements of the your lodge room and actors available.

Use the path on the last slide for all three processions. The first, all should remain facing east. The second and third processions, all should face inward. First Procession – brings in and sets the keystone. Second Procession – brings in sacred vessels. One at a time they are handed to the high priest in the Sanctum Sanctorum. Third Procession – brings in and places the Ark of the Covenant. Once placed, the procession moves to the north east corner of the lodge room and are seated for the dedication ceremony.

Properties, First Section

Altar with Bible, square & compass

Gavel at RWM & SW stations
Keystone at preparation room door for receiving
Black cloth over J.W's chair
Wreath on JW's chair
Charter at Secretary's desk
Sword for sentinel

In Preparation Room

6 strand cable tow

Spot light

Second Section

First Procession:

Keystone to be set over arch.

Two poles and board to carry keystone

Second Procession

A variety of gold objects to be set in the temple

Third Procession

Ark, with Cherubim

Two poles and board to carry Ark

Royal Arch: If you only have a single room the candidates should be out of the lodge room when the rough and rugged road is set up. Some York Rites set it up in a hall way or in several smaller rooms.

Royal Master: 1st Section: The council room should be set up as in ppt#1. A representation of the Cherubim should be formed by the use of nine standards, each with a burning taper, connected by silk rope enclosing the altar with an opening in the south.

In the northeast corner of the room there should be a table on which are several articles as described in Kings I, verses 48-50 and a trestle board on which are several geometric designs. HA is at work there as the degree opens.

Candles on the table remain lighted throughout the entire first section. House lights are dimmed throughout first section.

Each of the three GMs should have a pedestal with a lighted candle upon it. All three are at their stations when the class is brought in. HA remains there until after the prologue.

Aprons should not be worn over robes, except HA, who puts his on after repairing to the northeast corner.

When all is ready the CC will conduct the candidates into the Council chamber and seat them on the south side of the room east of the CC station. CC assumes station and is seated.

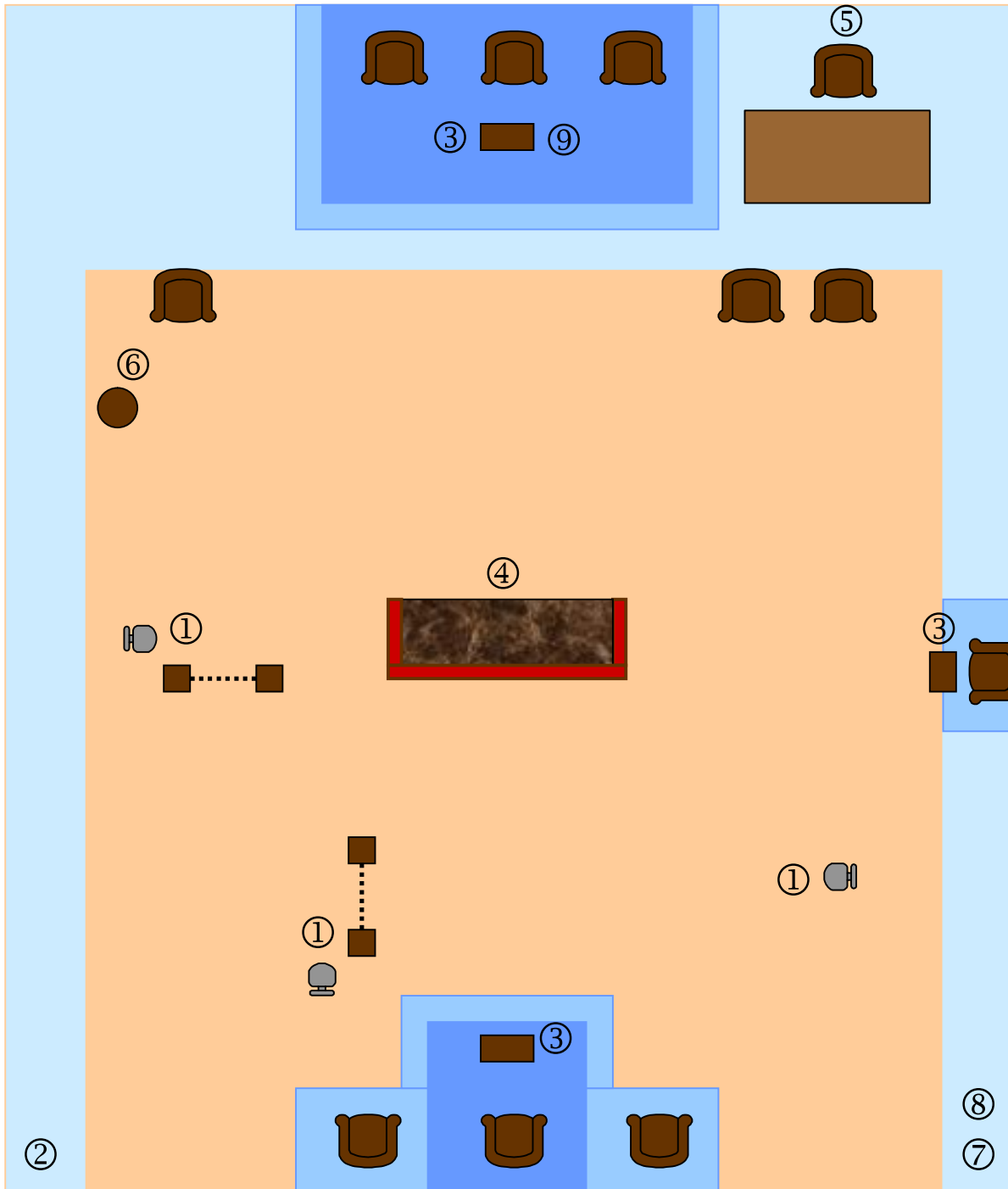
All candidates should wear white aprons. Only one active candidate should be used. The IM may give the prologue, or it can be done by another companion.

Select Master: Different York Rites use different properties to define the nine arches. Anything from a wall to candelabras will work.

Super Excellent Master: If your York Rite doesn't do this, contact the York Rite Colleges in Iowa to schedule a special night in your area to have this beautiful degree preformed.

Red Cross and Malta: Shown in full form.

Order of the Temple: The lays outs shown should be modified to meet the needs of your Commandery.



Mark Master

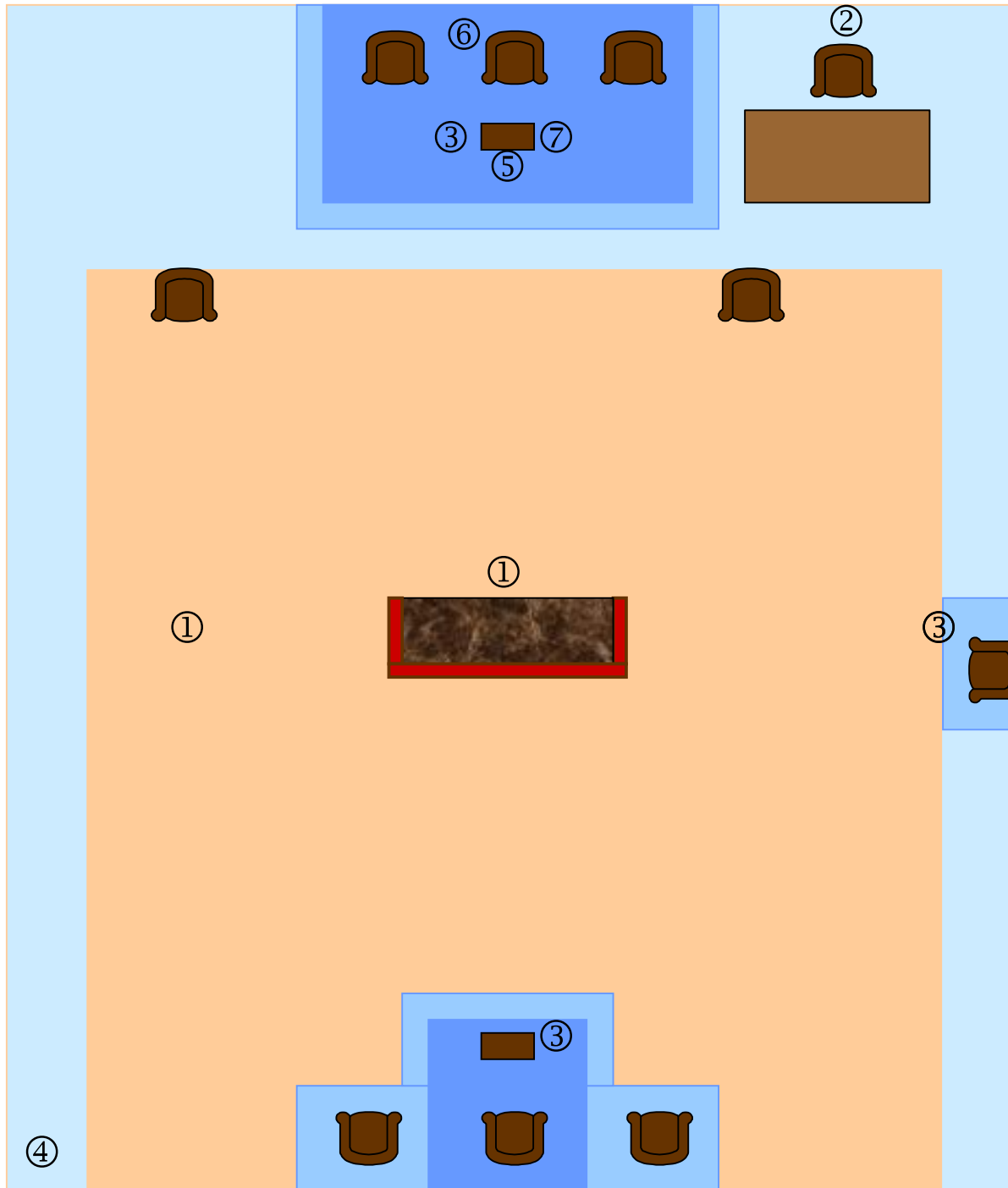
1st Section

- Gates with squares & aprons
- Mallet & chisel
- Gavel
- Bible, square & compass
- Charter
- Banner with Marks
- Pay Window
- Coin box
- Copy of Keystone

In Preparation Room

- Keystone for candidate
- Stone for Senior Deacon
- 4 strand cable tow

Remove gates after the first section.

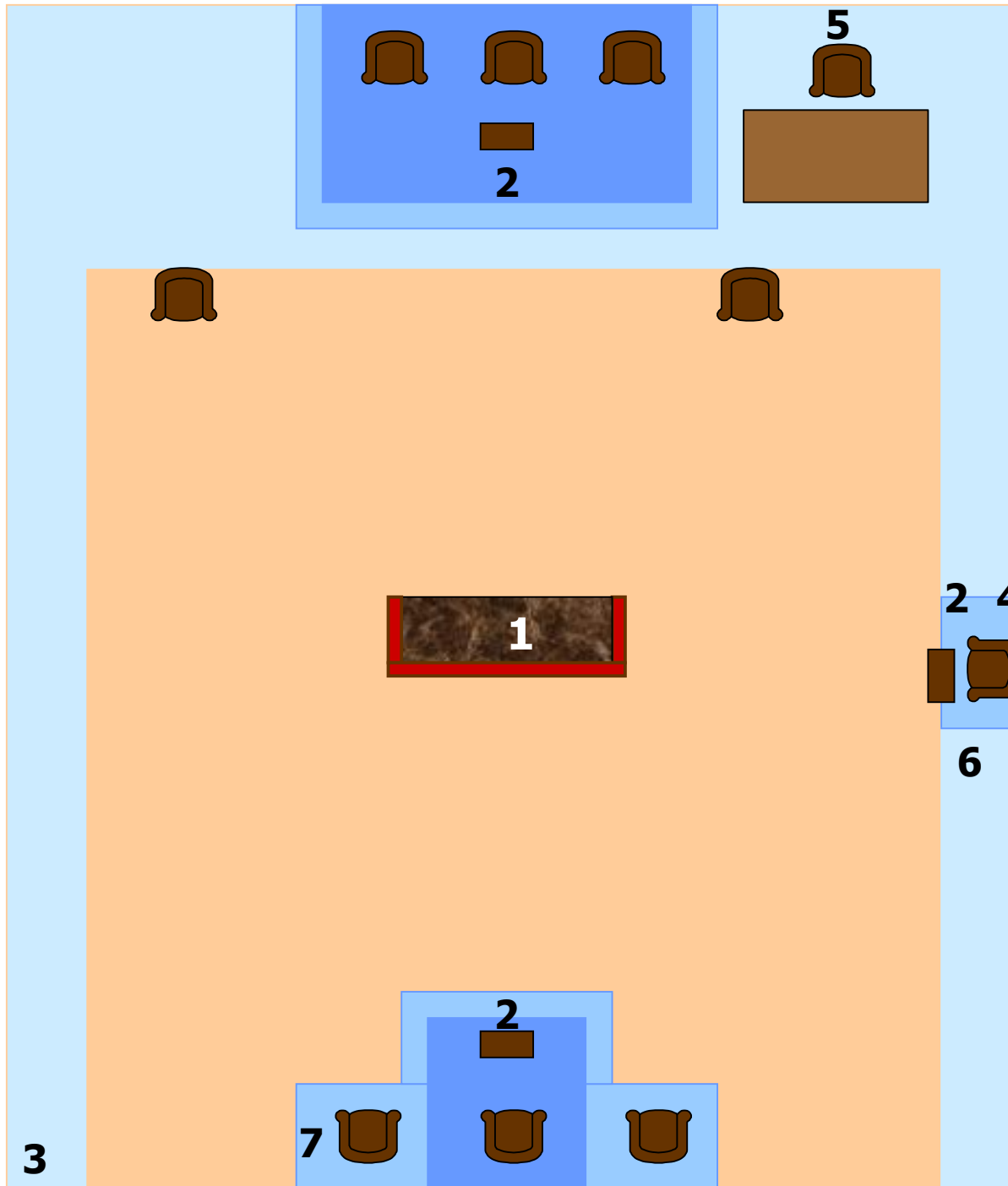


Past Master

- Bible, square & compass
- Charter
- Gavel
- Gavel for Receiving
- Past Master's Jewel
- Master's Hat
- Master's Scroll

In Preparation Room

5 strand cable tow

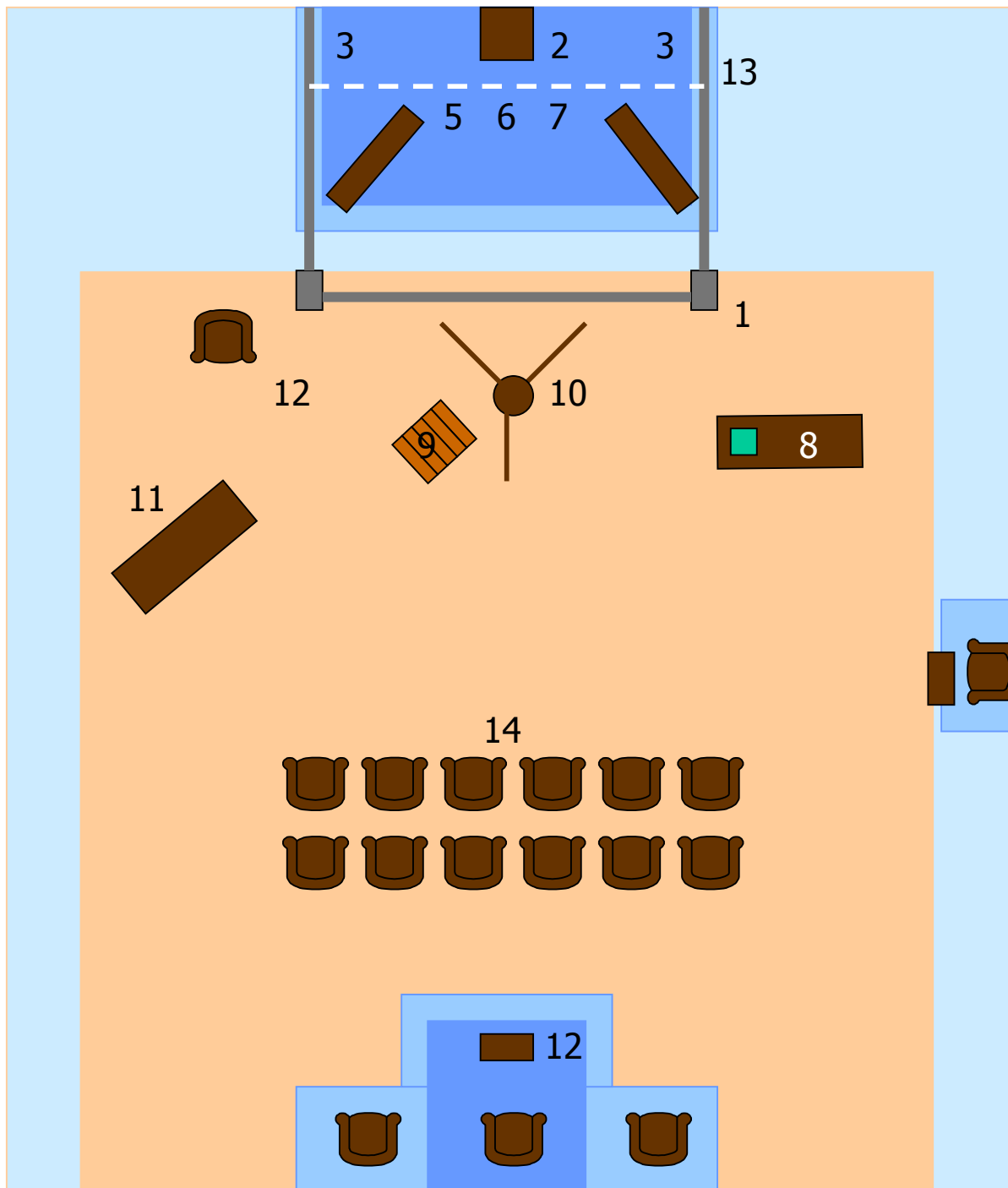


Most Excellent Master

- Bible, square & compass
- Gavel
- Keystone for receiving
- Black cloth over J.W's chair
- Charter
- Wreath on JW's chair
- Sword for sentinel

In Preparation Room

- 6 strand cable tow
- Master's hat
- Spot light



Most Excellent Master

- Sanctum Sanctorum
- Pedestal with Lamp Overhead
- 4 spot lamps directed at the pedestal
- 4 lace curtains
- 2 benches
- 2 seven branch candelabras
- Matches
- Stone altar with rug
- Ladder
- Block & tackle
- Altar
- Gavel
- Electric junction box
- Candidate chairs

In Preparation Room

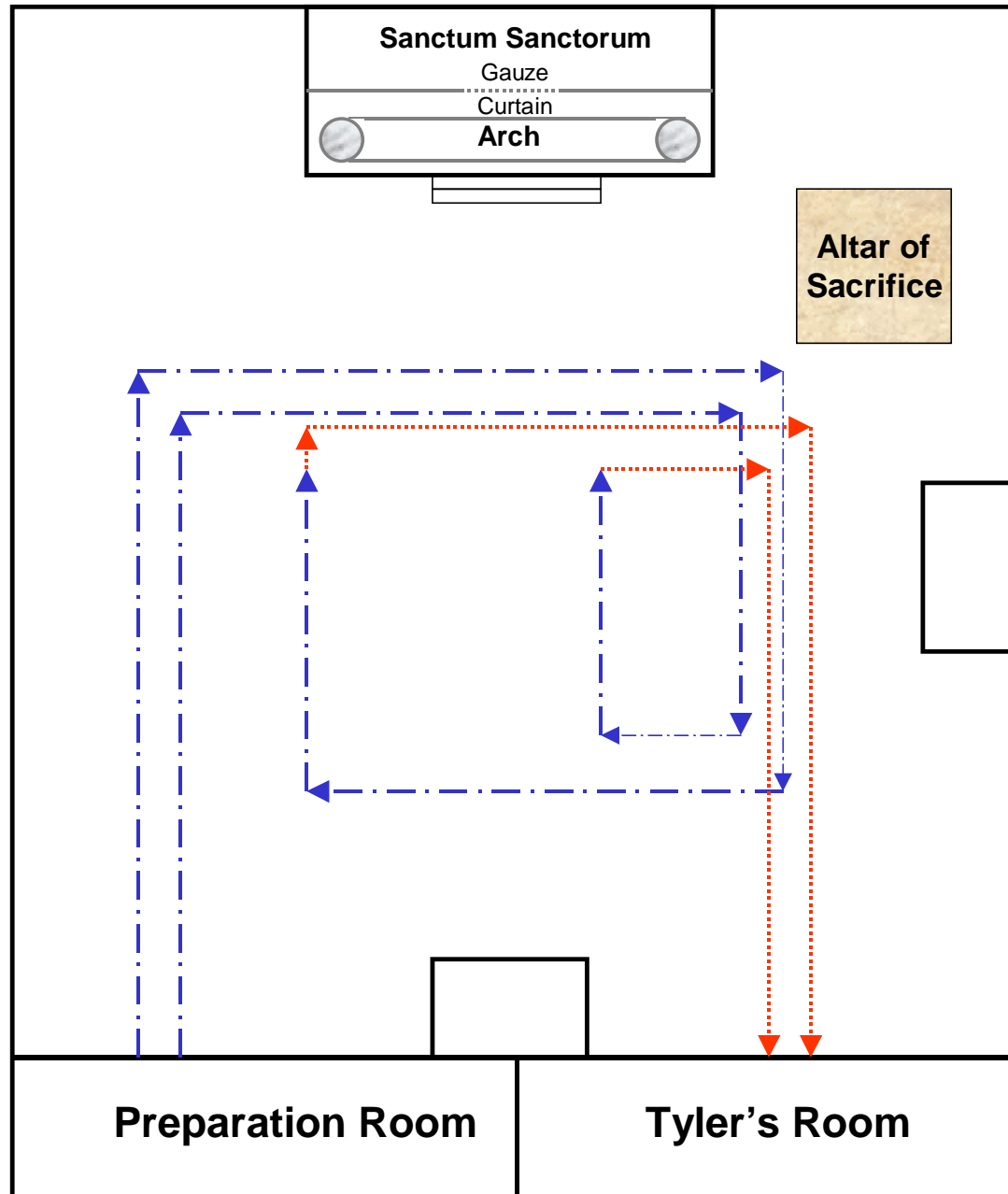
Golden vessels

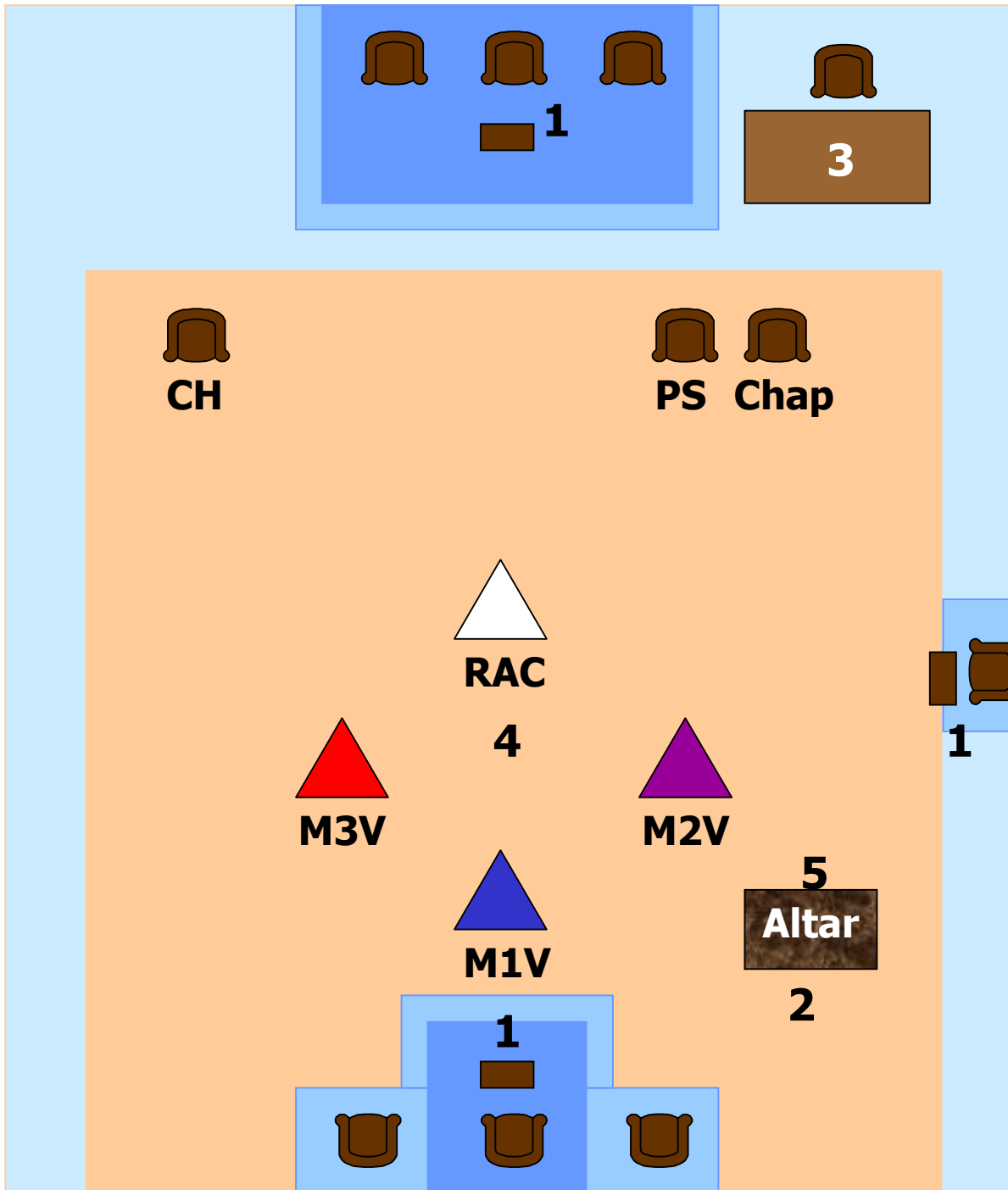
Keystone

Carrying poles with board

Plain box with Cherubims

**Most
Excellent
Master Room
Setup**



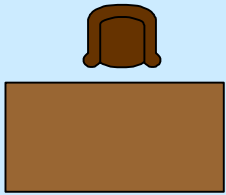
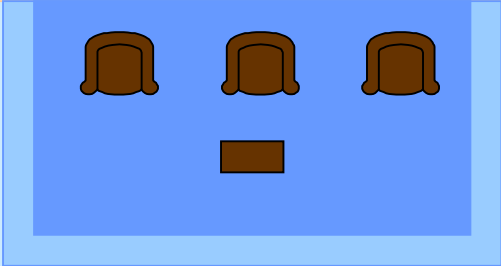


Royal Arch 1st Section

- Gavel
- Bible, square & compass
- Charter
- Veils men chairs with banners
- Altar
- 3 squares with purple ribbon
- Fruit & water

In anteroom

- 7 strand cable tow
- 3 hoodwinks with eye protectors
- 3 candidate hookups



Royal Arch
Rough & rugged road

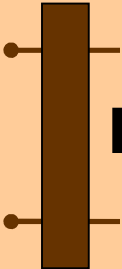
Grass &
Refreshments



Rocks

Water

Rocks



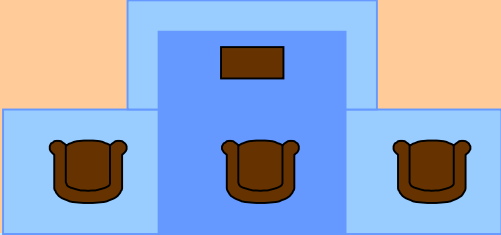
Bridge

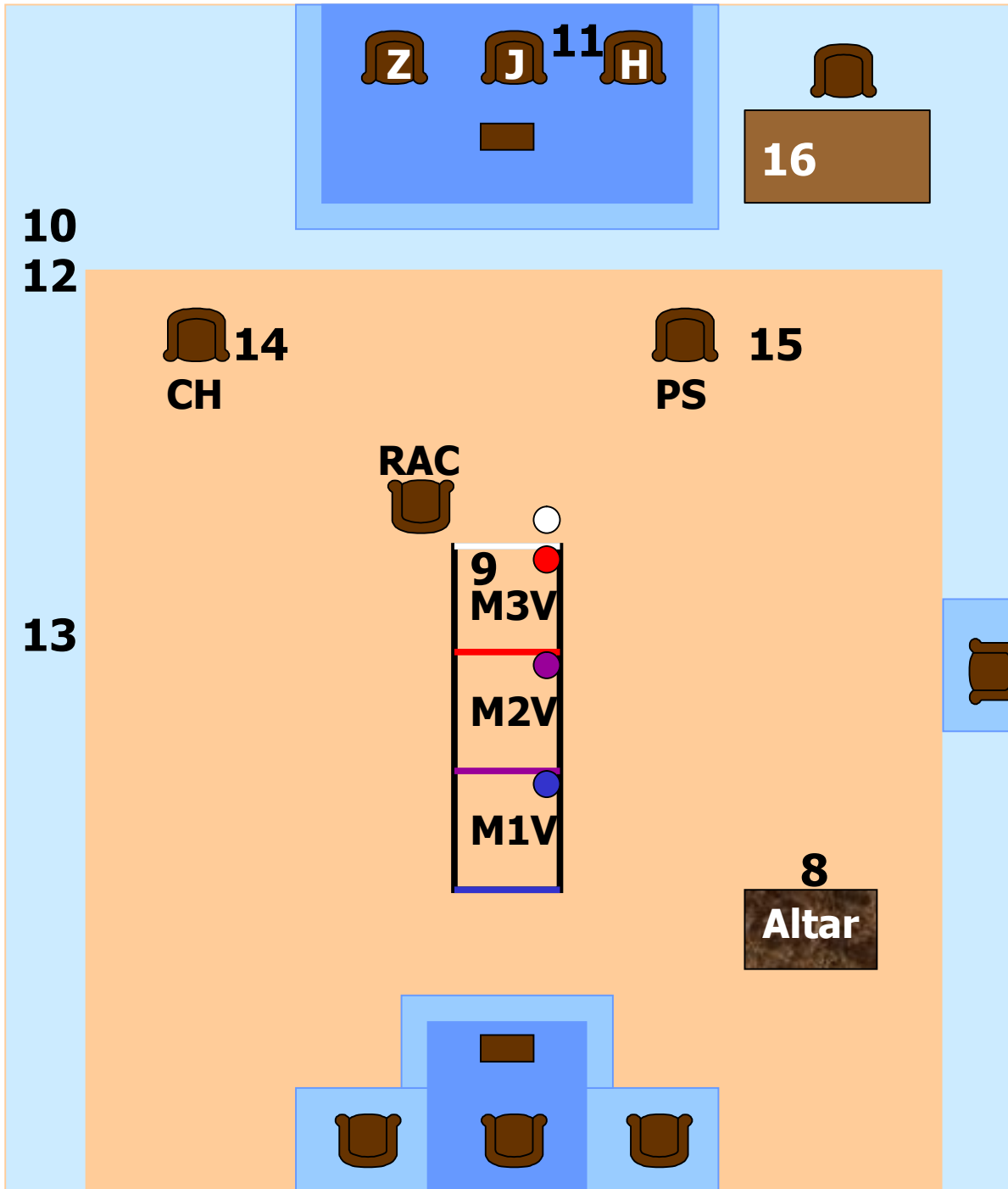


Swords & Shields



Trees








Royal Arch 2nd Section

8. Altar
9. Signet on Third Veil Chair
10. 2 Carrying poles
11. Lamp over center chair
12. Keystone in rubbish
13. Key lecture board, 2 squares and 1 gavel.
14. Pedestal by CH's chair
15. Pedestal, incense burner, incense
16. Working tools: Square, triangle, circle, square and compass

Royal Master Degree 1st Section

Key:

- 1 – Illustrious Master
- 2 – Deputy Master
- 3 – Principle Conductor of the Work
- 4- Captain of the Guard
- 5 – Conductor of the Council
- 6 – Steward
-  Lite taper
-  Defines Sanctorum
-  Sanctorum

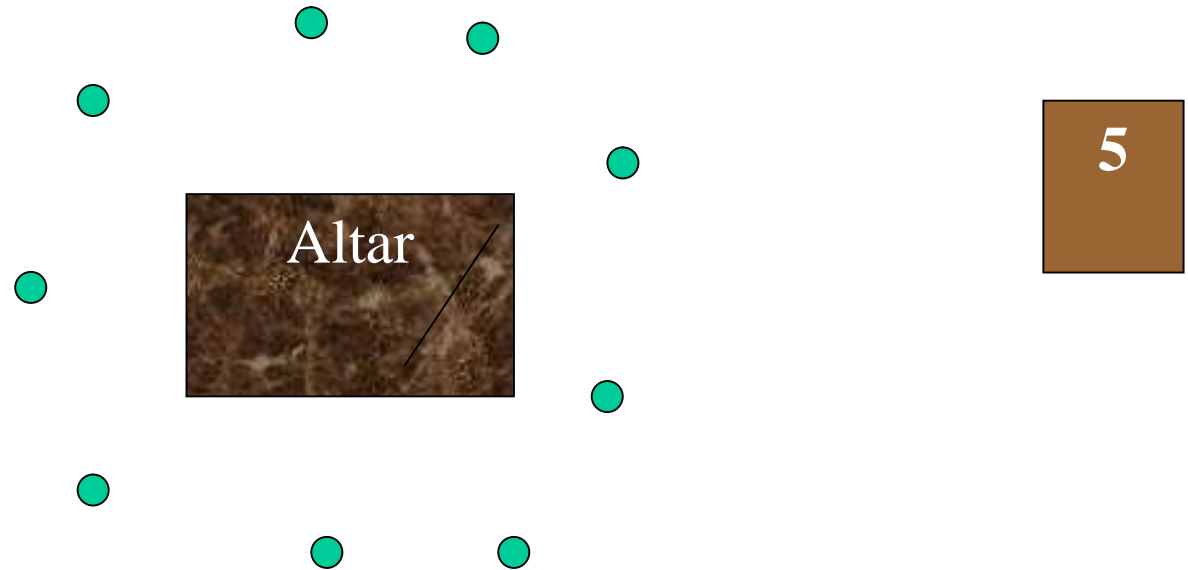
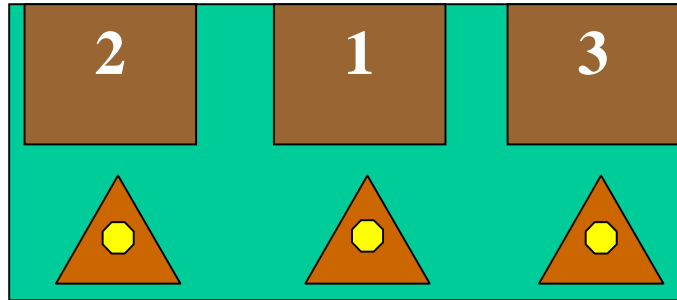
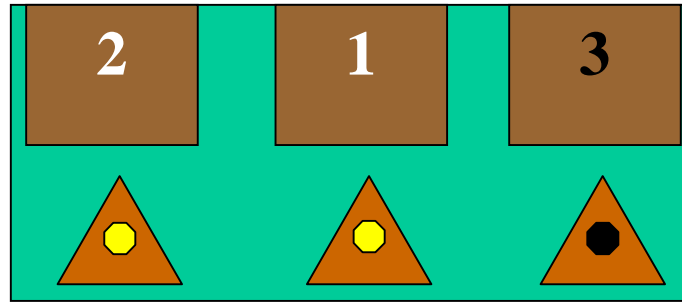


Table with tracing board, golden vessels and Hiram's Apron.





Candidate enters holding a model representing 3 burning tapers.

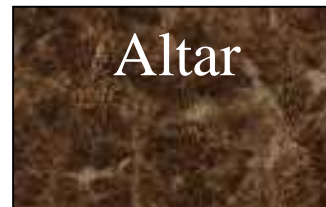




Royal Master Degree 2nd Section

Key:

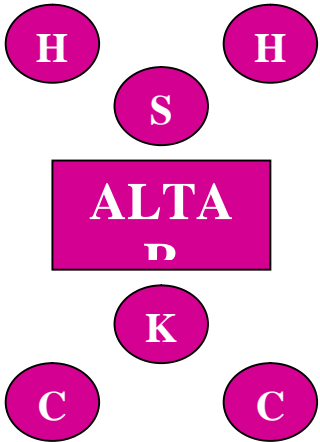
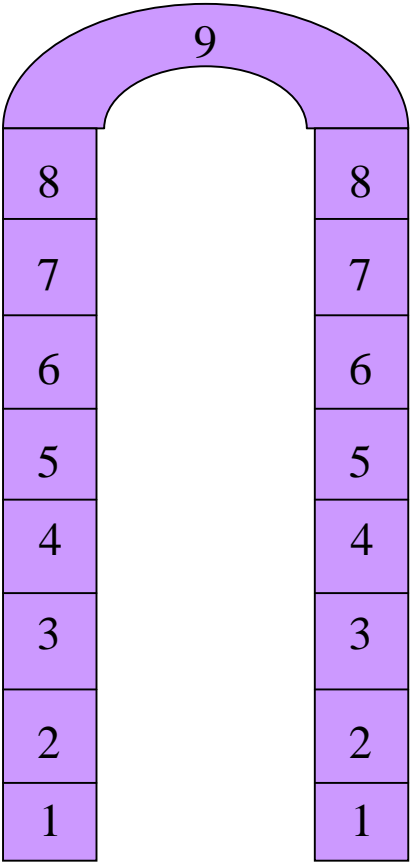
- 1 – Illustrious Master
- 2 – Deputy Master
- 3 – empty chair draped
in black
- 4- Captain of the Guard
- 5 – Conductor of the Council
- 6 – Steward
-  Lite taper
-  Extinguished taper
-  Defines Sanctorum
-  Sanctorum



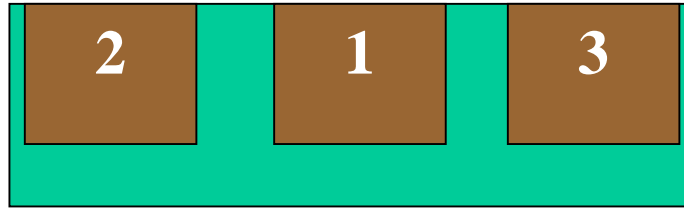


Select Master Layout

Ninth arch is veiled.
 There may be up to 24 workmen at the first eight arches.
 Workmen are dressed in aprons. Sword and trowel at each station.



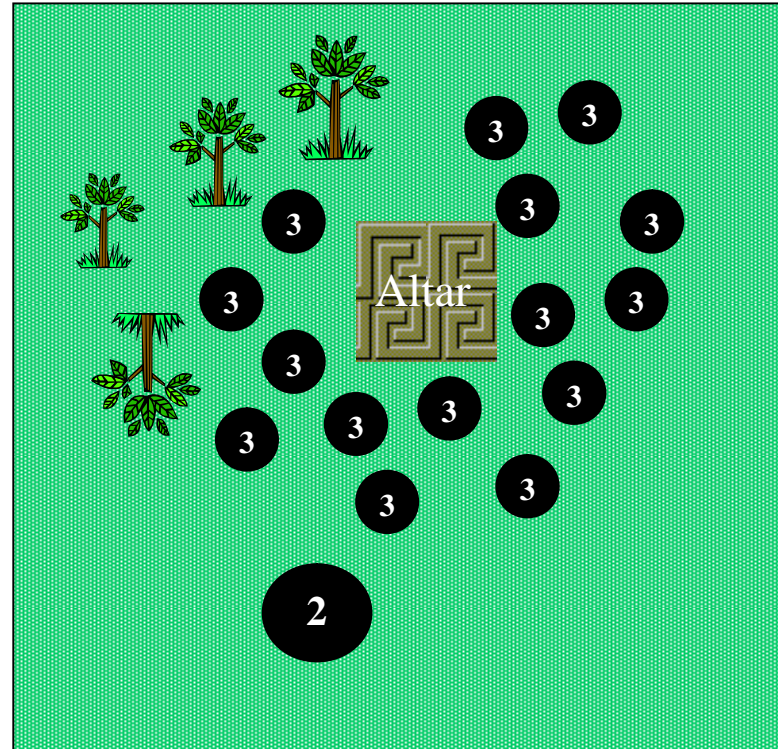
SEM, Act 1



- 1 – Illustrious Master with scroll
- 2 – Deputy Master
- 3 – Principle Conductor of the Work
- 4 – Captain of the Guard
- 5 – Conductor of the Council
- 6 – Steward
- 7 - Recorder



SEM, Act 2
Scene 2

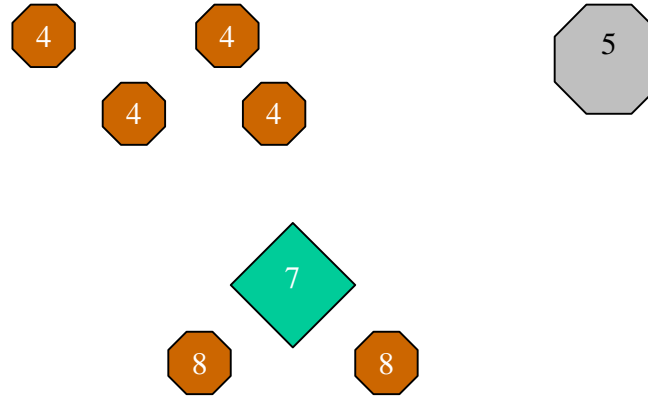
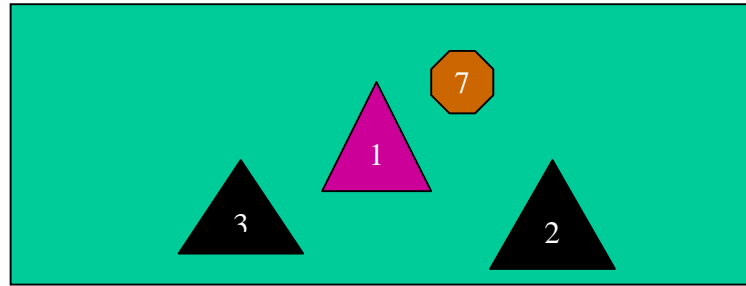


A small oasis with a grassy area, altar and several palm trees.

2 – Ezekiel

3 – Jews resting

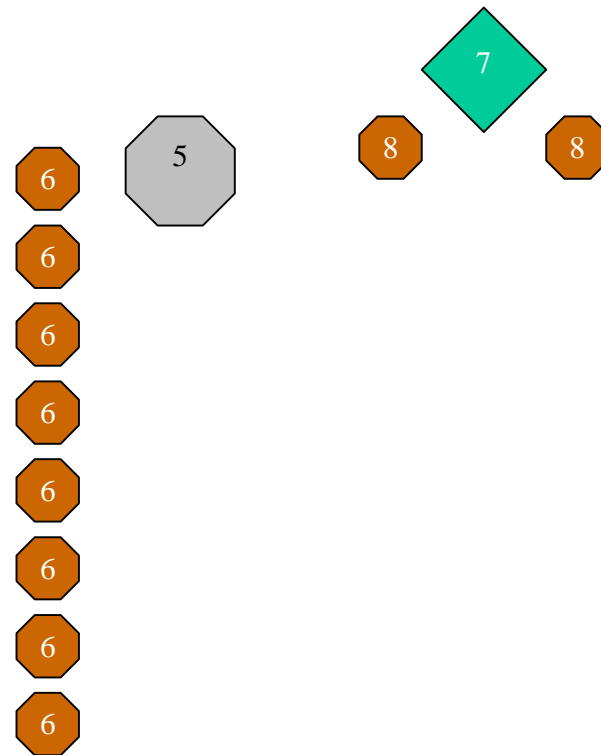
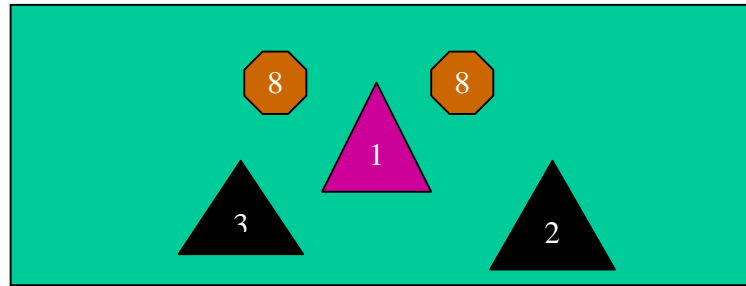
SEM, Act 2
Scene 2



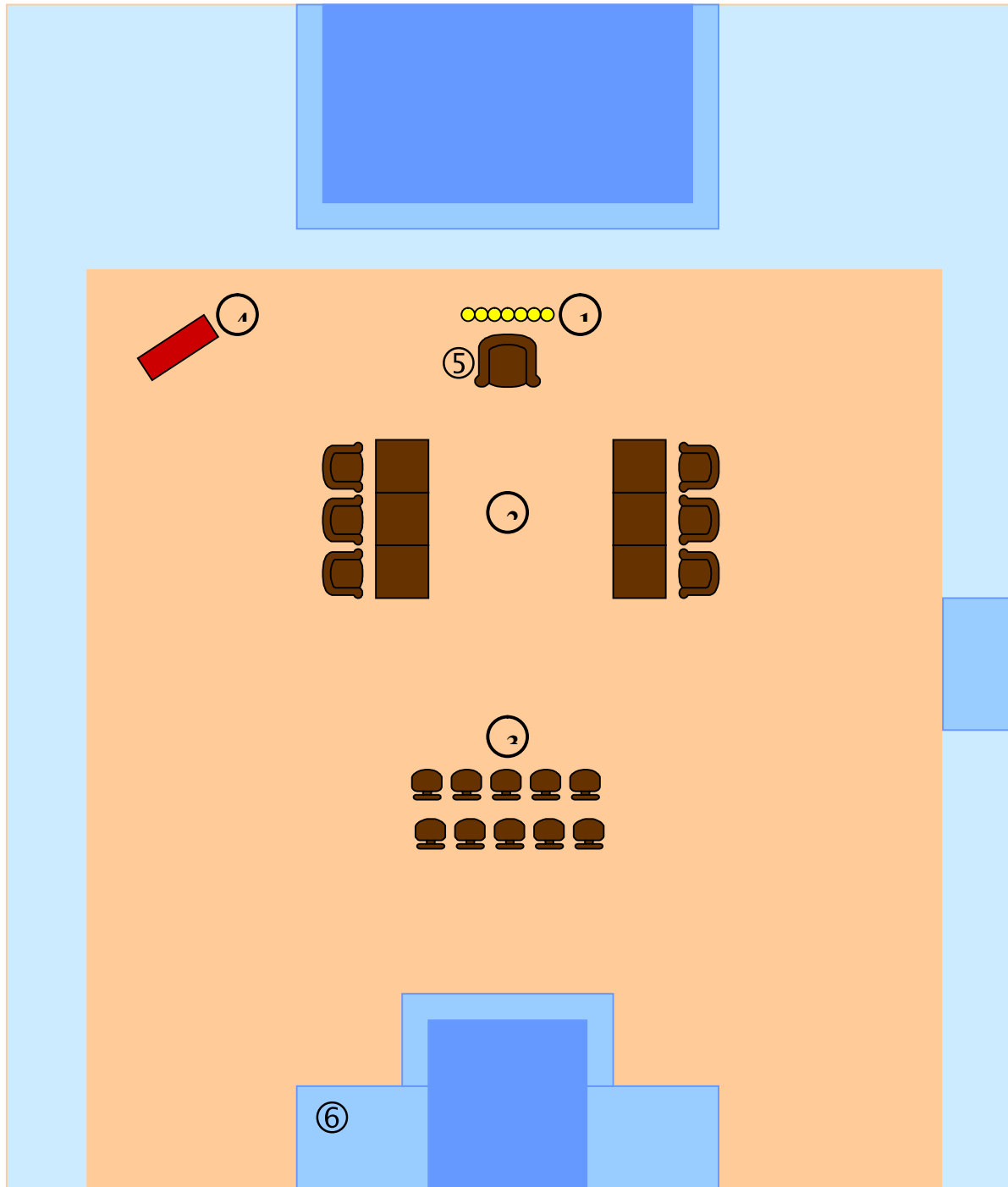
- 1 – Zedekiah
- 2 – Pashur
- 3 – Zephaniah
- 4 – Concubines
- 5 – Gedeliah
- 6 – Keepers of the Temple
- 7 – Wine Server



SEM, Act 2
Scene 3



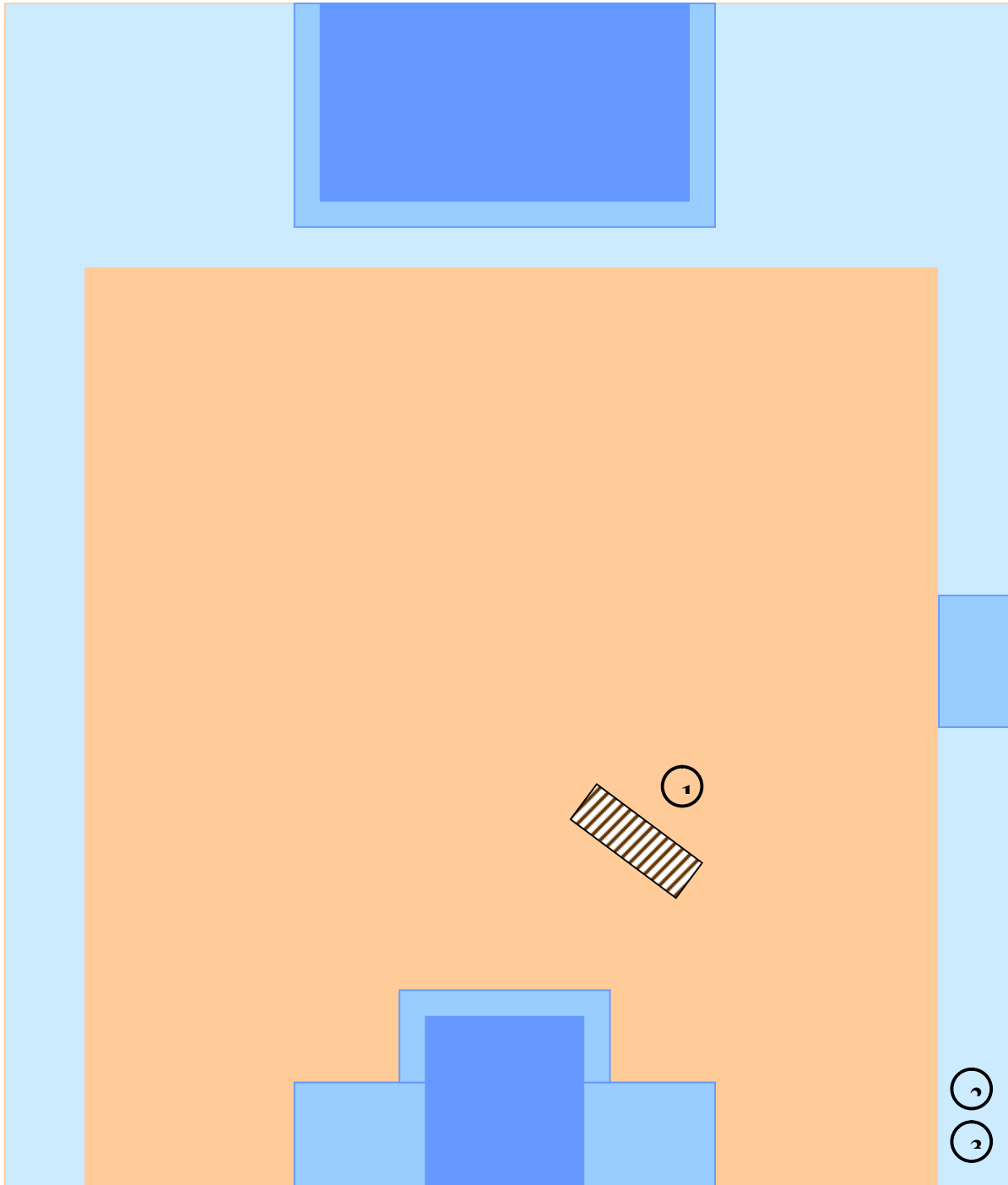
- 1 –Nebuchadnezzar
- 2 – Chair for Nebuzaradan
- 3 – Idiot
- 4 – Satraps
- 5 – Nebuzaradan
- 6 – Army and band
- 7 – Zedekian
- 8 - Guards



Order of the Red Cross

1st Section

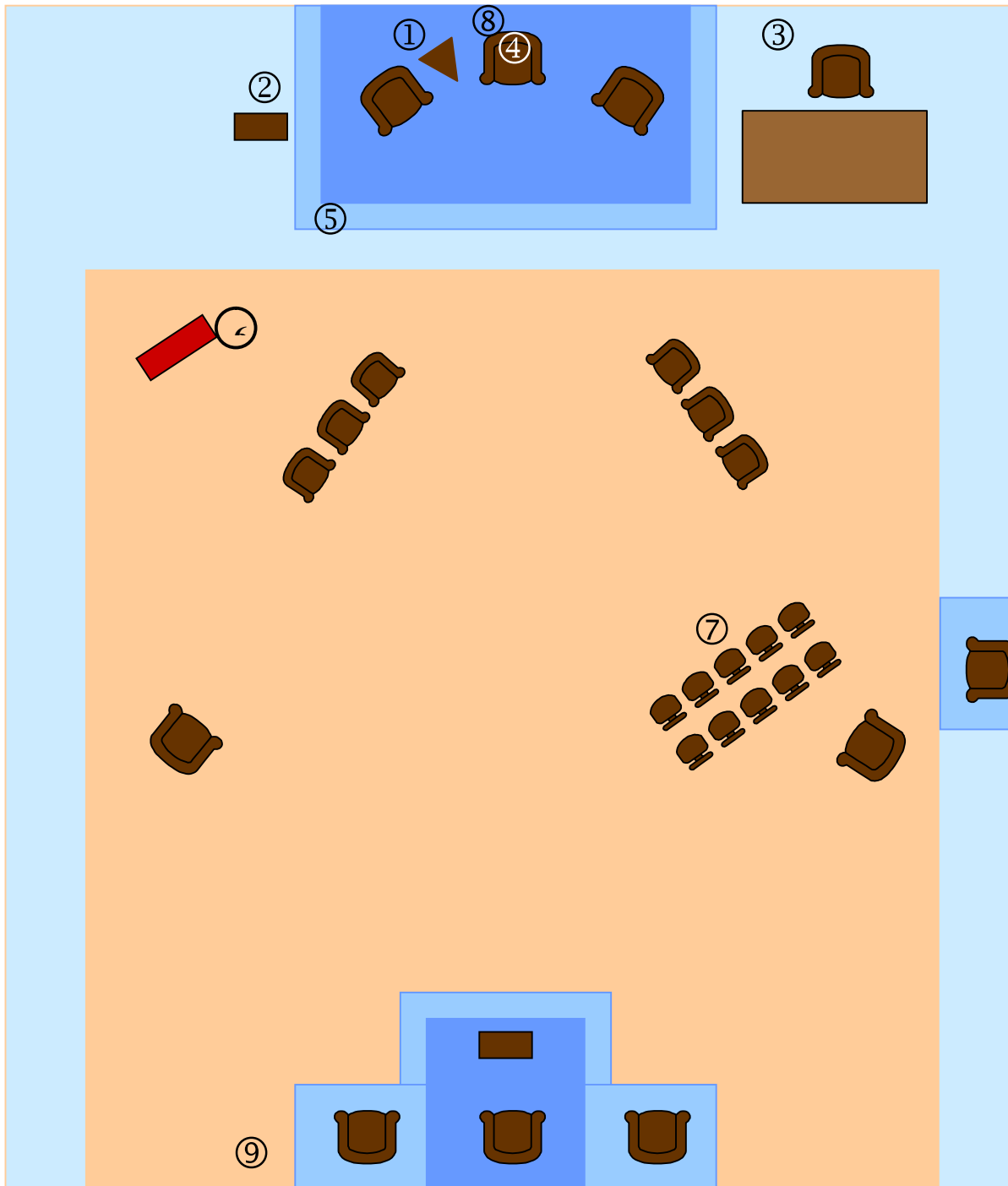
- Seven branch candelabra
- Card tables with Green cloths, scrolls, and electric candles
- Candidate chairs
- Red cross podium
- Gavel
- Green sash



Order of the Red Cross

Journey

- Bridge
- Shackles
- Slave's garb

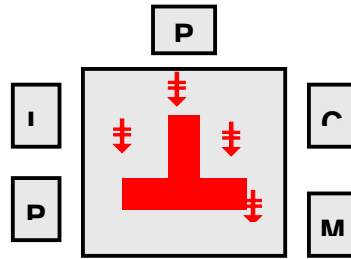
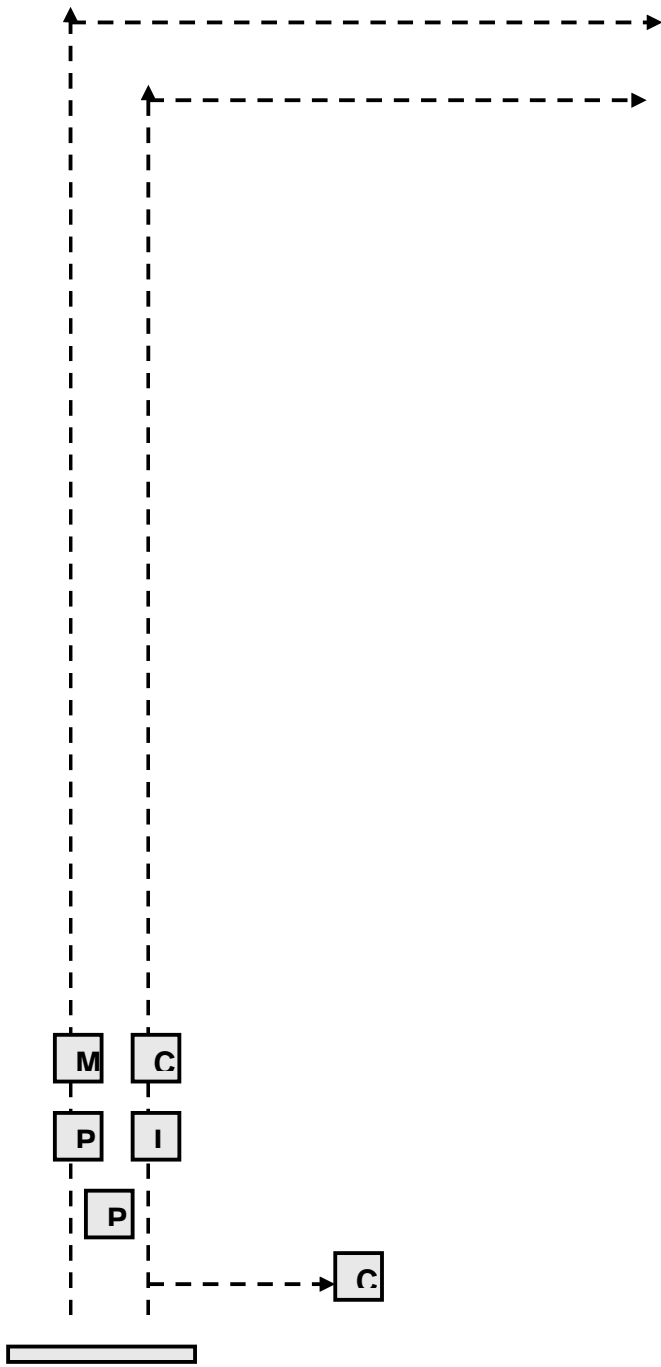


Order of the Red Cross

3rd Section

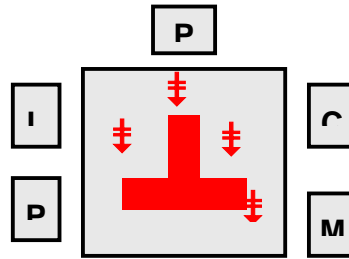
- Triangle table with pen & quill
- Jewelry Box
- Zerubbabel's cape & crown
- Scroll & Scepter
- Banner
- Red Cross
- Candidate's chairs
- Light over center chair
- Green sash and sword

In Preparation room:
Altar with bible, square and compass.

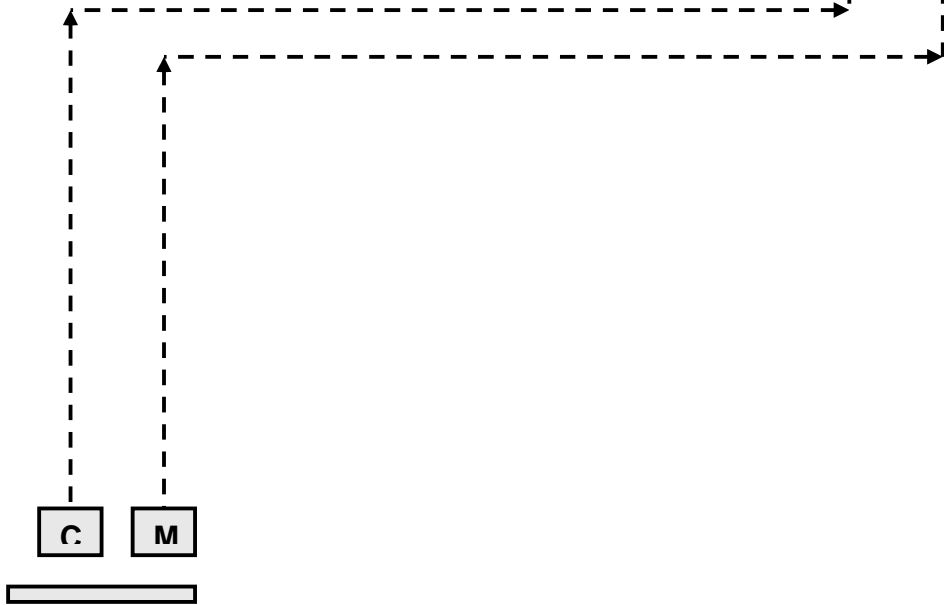




Table



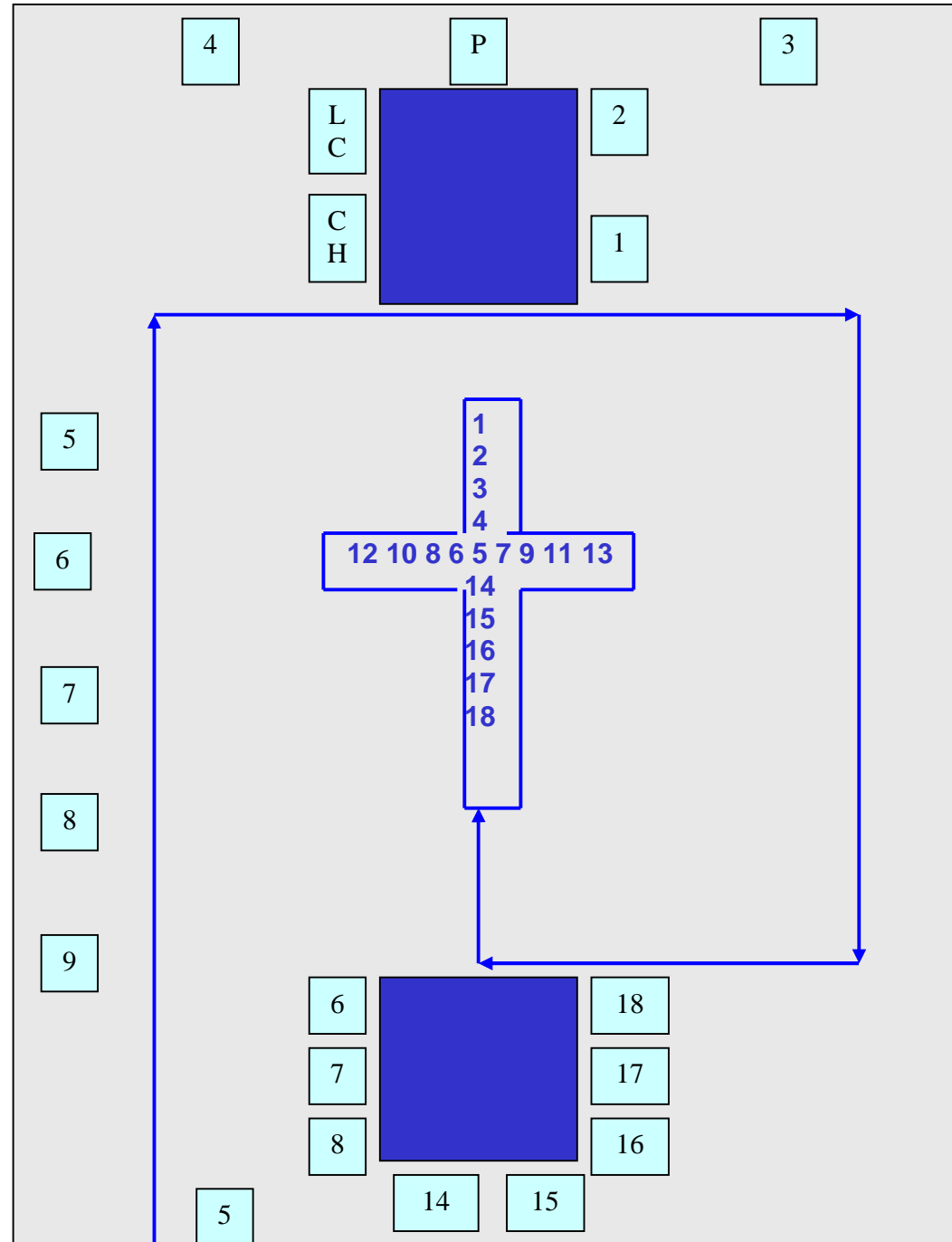
K M

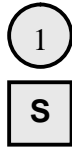


Malta

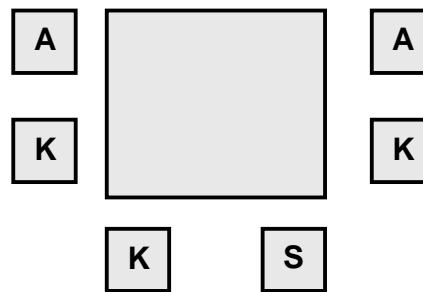
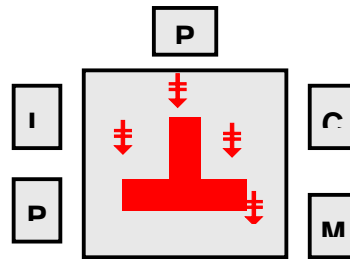
Order in Prep Room

- 1 – CG
- 2 – Mar
- 3 – M
- 4 – J
- 12 – K
- 13 – K
- 10 – CO
- 11 – K
- 8 – L
- 9 – B
- 6 – R
- 7 – D
- 5 – A
- 14 – K
- 15 – SK
- 16 – K
- 17 – K
- 18 – K



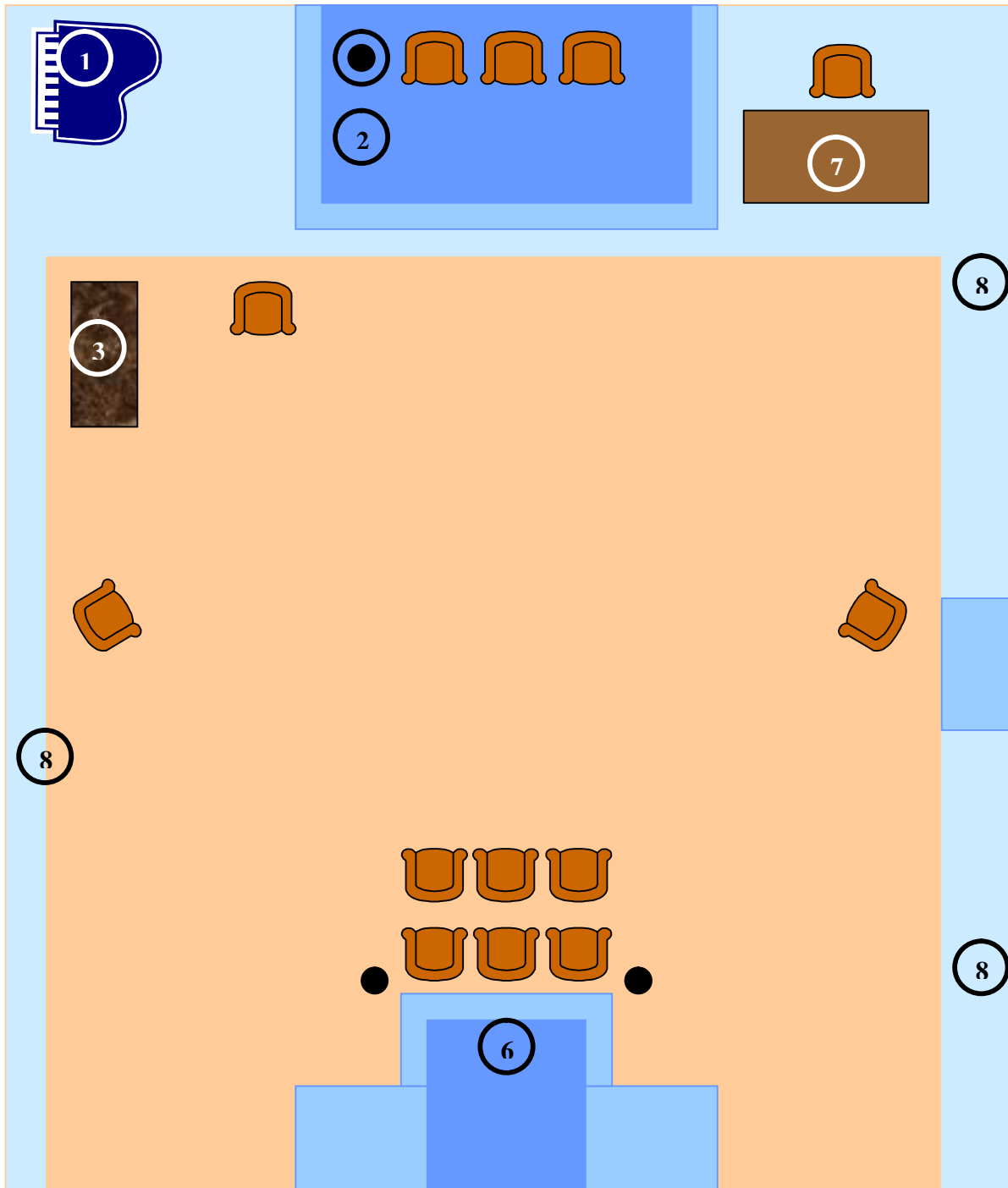


Table



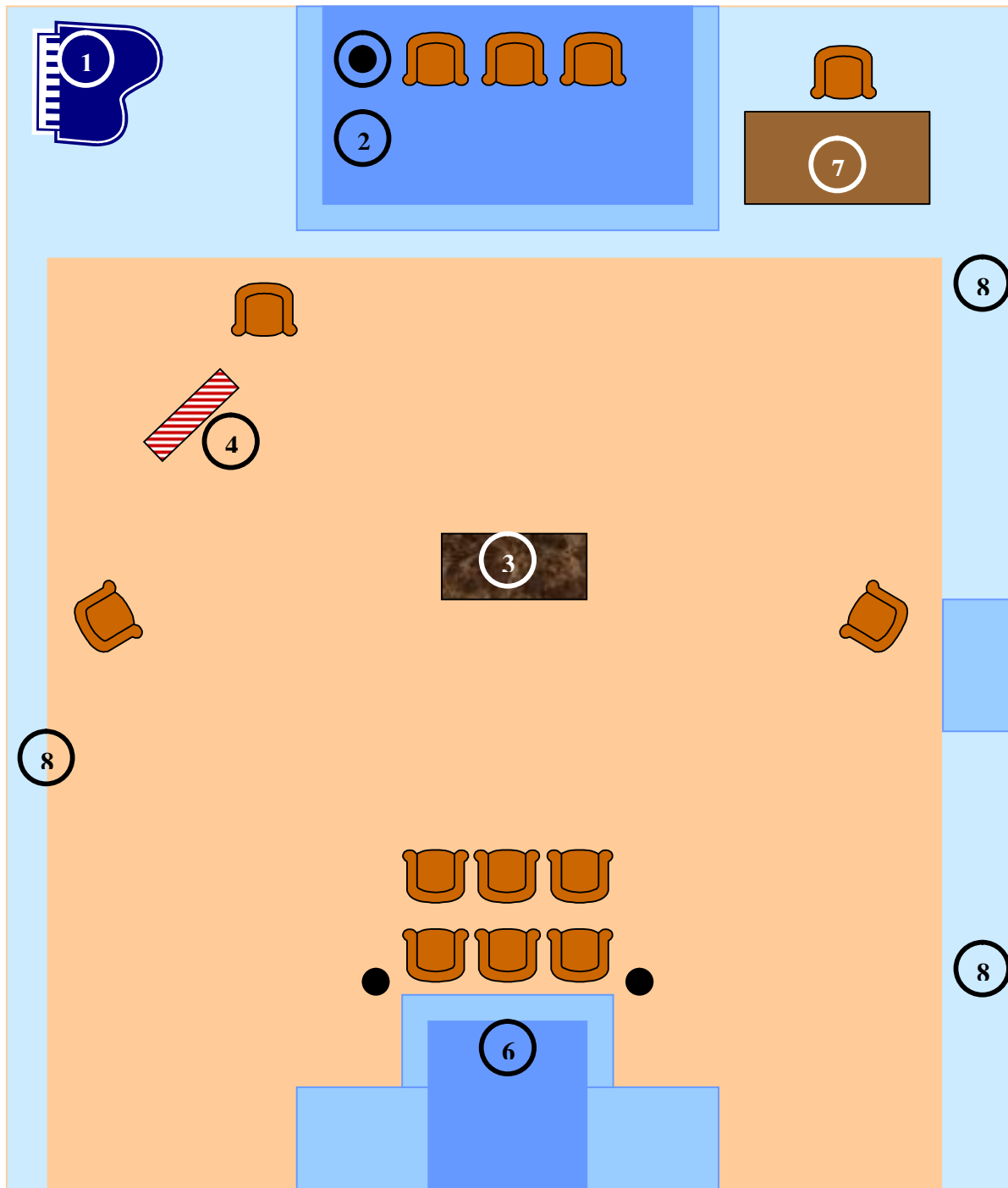
- Banner of St. John
 - Maltese Banner
 - Table
 - Lace table cloth
 - Candle holder
 - Maltese cape
 - Cross with ribbon
 - Cushion with
 - Maltese cross
 - Glass of water
 - Plate of bread
- In Preparation Room
- Alter with open bible, cross and sword, black cloth, square & compass





Order of the Temple Opening

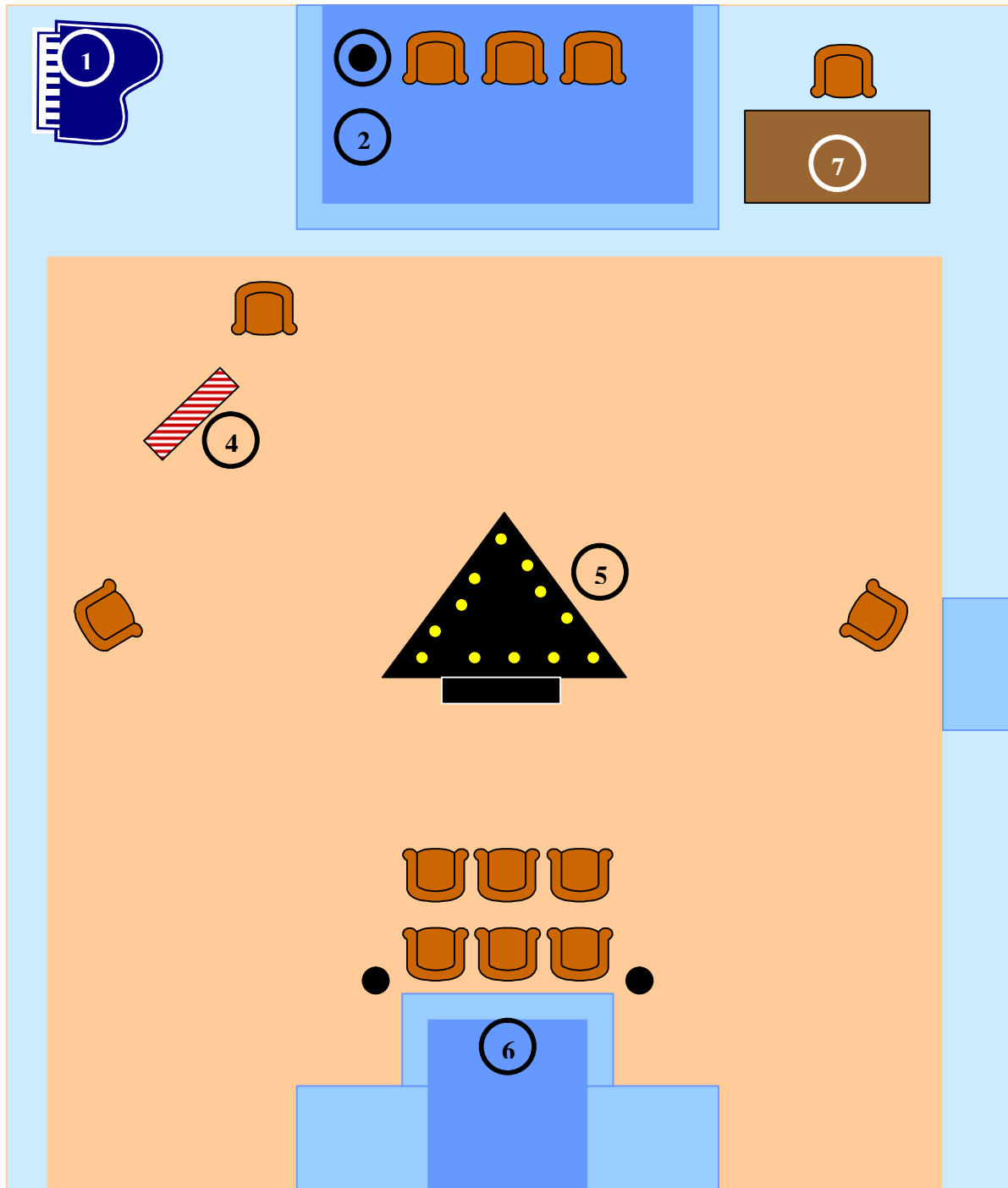
- Wine Pitcher & Tray (preset)
- U.S. Flag
- Altar with Bible, square, compass, 4 PC swords, sword for candidate (preset)
- Banners
- Charter
- Tents, 3 folding chairs, candle, plate of bread, glass of water, lesson, hermit's robe & wig



Order of the Temple

Start of conferral

- Wine Pitcher & Tray (preset)
- U.S. Flag
- Altar with Bible, square, compass, 4 PC swords, sword for candidate (preset)
- Red Cross podium
- Banners
- Charter
- Tents, 3 folding chairs, candle, plate of bread, glass of water, lesson, hermit's robe & wig (set for pilgrimage)



Order of the Temple After Warfare

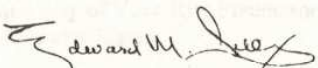
- Wine Pitcher & Tray (preset)
- U.S. Flag
- Prelate's Podium
- Triangle with 12 candles & goblets (two with wine and water) Bible with draped relic
- Banners
- Charter
- Tents removed after pilgrimage

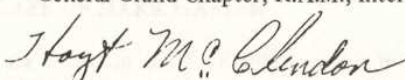
In preparation room:
Projector with slides.


SUGGESTED RITUALISTIC OUTLINE

ONE-DAY YORK RITE FESTIVALS

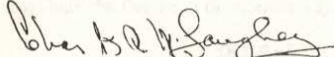
Authorized for
distribution
August 16, 1974
by
THE INTERNATIONAL YORK RITE COUNCIL

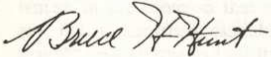

EDWARD M. SELBY, General Grand High Priest (1972-1975)
General Grand Chapter, R.A.M., International



HOYT McCLENDON, General Grand Master (1972-1975)
General Grand Council of Cryptic Masons, International


ROY WILFORD RIEGLE, Grand Master (1973-1976)
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U.S.A.

Reissued in common agreement
May 1989

SUGGESTED RITUALISTIC OUTLINE

ONE-DAY YORK RITE FESTIVAL

In order to confer all of the York Rite in one day, it is necessary to abbreviate certain portions of the ritualistic work. It is very important that each candidate receives all of the teachings of each Degree and Order without subjecting him to a tiring experience that will cause him to remember his physical fatigue and discomfort longer than the spiritual lessons portrayed.

Our concern for the candidate's welfare, both mental and physical, should be uppermost in our minds at all times. We want him to understand and appreciate the beautiful and dramatic philosophy of York Rite Freemasonry. Let us assume that we have a class of twenty-four candidates.

Open on Royal Arch - Call On and Call Off

DEGREE OF MARK MASTER

Twenty-three candidates are seated in some suitable location in the Lodge Room in such a position that they may see and hear all that transpires.

The first section of the Degree is conferred in its entirety on the participating candidate. The M.O. and candidate retire to the preparation room, leaving the balance of the class seated. The second section proceeds in the usual manner, except for the four passages of scripture which are read by the R.W.M. as the S.D., and the candidate makes four circumambulations of the room. The ritual continues as printed through the working tools without exception. The class will rise during the obligation and repeat it with the exemplar.

The lecture and charge may be deleted, but the parable of the vineyard will conclude the Degree in the normal way.

DEGREE OF PAST MASTER

No opening ceremony except declaration. The twenty-three candidates will remain in the room so that the ceremony may continue without interruption, and the participating candidate may be presented by the S.D. in the usual manner. The Degree will continue in the regular manner, up to the charge, which may be omitted. The class will rise and repeat the Obligation.

DEGREE OF MOST EXCELLENT MASTER

No opening ceremony except declaration. The first section of the Degree proceeds in the regular manner, except that the six scriptural readings are given as the S.D. and the candidate make one circumambulation of the room. As before, the remaining candidates rise for the Obligation.

The candidates should be seated during the second section of the Degree in such a position and manner as to afford them a clear view of the scene portrayed. Care should be taken to insure ample room for the entrance of the three processions. (One procession may be used instead of three, combining all of the articles of furniture and H.V. used in the ceremony.) There should be no delay between sections. A prologue may be used, and there should be music for the procession(s). The lecture and charge may be deleted, and the retiring march of the characters will conclude the Degree. (Normally the entire cast would remain in the room to maintain the beauty of the scene thus created, until the lecture and charge are completed, and then retire in a formal march with appropriate music.)

Declare labor resumed in (Tabernacle) Royal Arch Degree

DEGREE OF ROYAL ARCH MASON

The candidates should retire from the room so that they may be properly received as they enter the room to receive the Royal Arch Degree. All but three candidates should be seated in such a manner and position that will enable them to see and hear all that transpires.

The printed ritual should be followed without further alteration until after the Obligation (in which repetitions are omitted) and the Chapter is seated. The P.S. omits all of the journey except the last two paragraphs on page 107 which concludes the first section.

The second section, beginning on page 107, should be given as written with the possible exception of the last portion of the instructions given by the three veils men beginning with the "words of explanation are found."

It is suggested that a representation of the "ruins of the first temple" be represented within the Chapter room so that all candidates may see and hear everything concerning the exchange between the three active candidates and the two officers - C.H. and P.S. Bring up all discoveries at one time.

The Degree should continue according to the ritual without exception through the Apron Lecture and stop there. The lecture and charge may not be given. (All ritual can thus be rendered in two and one half hours.)

COUNCIL DEGREES

Only the Royal and Select Master Degrees are required for the completion of the Cryptic Rite and for advancement to the Orders of the Commandery. The Super Excellent Master Degree should be scheduled at a later date.

DEGREE OF ROYAL MASTER

The ritual of this Degree begins in the normal manner, but the candidates do not make the eight circumambulations of the room, and the eight passages of scripture may be omitted. One candidate may represent the class which is seated where each member may observe the entire proceedings. The lecture is not given.

DEGREE OF SELECT MASTER

All candidates except one remain in their seats for the simple declaration that the Council is closed on the Degree of Royal Master and is duly at labor on the Degree of Select Master.

The participating candidate enters the room by way of the sleeping Ahishar. The work continues without alteration to the lecture. The lecture and charge are not given. (All ritual can thus be accomplished in less than 1½ hours.)

DEGREE OF SUPER EXCELLENT MASTER

The class should be told that they will be expected to return at a future date to receive the Super Excellent Master Degree, which is considered by many to be the most dramatic and spectacular Degree in all Freemasonry. (One hour required.)

The work to this point can be accomplished in about three hours. To do this, all preparations and as many settings as possible should be made in advance to insure a minimum of delay between scenes and Degrees.

COMMANDERY OF KNIGHTS TEMPLAR
ILLUSTRIOUS ORDER OF THE RED CROSS

Grand Encampment regulations permit a short form conferring of the Order of the Red Cross under certain circumstances. It is suggested that for the purposes of a one-day York Rite Festival, this expedient be employed.

ORDER OF MALTA

Grand Encampment regulations permit a short form conferring of the Order of Malta under certain circumstances. It is suggested that for the purposes of a one-day York Rite Festival, this expedient be employed.

It is the feeling of many that there is justification for conferring the first two Orders in short form to expedite and enhance the desirability of a successful one-day York Rite Festival.

ORDER OF THE TEMPLE

It is suggested that the J.W. conduct the entire class through the ceremonies of the C.R. at the same time. There are other abbreviations which can be used »and which will not destroy the teachings or the benefits of the Order of the Temple.

A mold for appropriate "cups" to be used during the fifth L. so that all of the class may participate in unison has been located, a manufacturer has not. Availability and price information expected in near future. With careful handling, the work of the Commandery can be accomplished in a period of two to three hours, depending on the number of abbreviations and the care and planning which go into the portrayal of the work.

OBSERVATIONS

It is becoming the general consensus of opinion that there is a place in our thinking for one-day York Rite Festivals. All are agreed that this type of ritualistic expedient is not intended to replace the normal full form conferring of Degrees and Orders at other times during the year.

It is generally believed that many busy men, from farmers who find it almost impossible to leave their fields for several days at a time or at an early hour on seven or eight different occasions to receive the Degrees to business and professional men who cannot always leave their offices for a similar period of time, find it impossible to participate in the York Rite in the normal manner. Conversely, we are aware that one-day festivals seem to attract goodly numbers of brethren who might not otherwise petition the York Rite. While membership alone is not the goal of the York Rite, we must have both numerical and financial stability in order to promote the high ideals of York Rite Freemasonry.

Two and one half hours will be ample for the Commandery portion of the entire ritual of the York Rite. This offers festival planners a total of six and one half hours (6½) for all of the ritual. Add to this two 15 minute breaks, one in the morning and one in the afternoon, and 45 minutes for lunch and we find less than eight (8) hours consumed in the entire festival.

INTERNATIONAL YORK RITE COUNCIL

The International York Rite Council, established in 1968, is a continuing organization for the cooperative advancement of the York Rite of Freemasonry. Its membership consists of the Masons occupying dais positions in the three bodies including the Grand Recorders and Secretary.

Additional copies of this outline may be secured from the General Grand Secretary of the General Grand Chapter, R.A.M., International; the General Grand Recorder of the General Grand Council of Cryptic Masons International, or the Grand Recorder of the Grand Encampment of Knights Templar, U.S.A.

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Bernard F. Mandlebaum, General Grand Master, General Grand Council (1984-87)

Donald Hinslea Smith, Grand Master, Grand Encampment (1985-88)

GUIDELINES
For
THE JUNIOR OFFICERS
of a
COMMANDERY

*Interest, Knowledge
Enthusiasm, Service
prepare for. . .*



Leadership

Suggestions
Recommendations
Observations and
Comments compiled by
the late
John B. Cottrell, Jr.
R.E. Grand Captain General
(1971)

Reissued – October 1990

*Distribution by authority of
the
Most Eminent Grand Master
of the Grand Encampment Knights Templar of the U.S.A.
14th Printing
October 1990*

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Introduction...

These 1971 recommendations and observations, as a Grand Encampment service for Commandery officers, have been prepared under the direction of the Grand Master by John B. Cottrell, Jr., Grand Captain General, and executed through the office of the Grand Recorder in Chicago.

Copies are available from that office free of charge for all present and prospective officers of a Commandery of Knights Templar.

As a point of information, it is noted that the guidelines primarily are in the form of suggestions and that specific application may vary from Commandery to Commandery.

The multiple-theme, however, is constant and unalterable for any Sir Knight now serving or aspiring to serve as a Templar officer: INTEREST, DESIRE, KNOWLEDGE, INVOLVEMENT, CONSISTENT SERVICE IN A CHRISTIAN CAUSE - and LEADERSHIP.

TO THE JUNIOR OFFICERS OF A COMMANDERY

As an elected Junior Officer of your Commandery, you have good reason to believe that you will progress through the limes until you attain the highest honor and assume the greatest responsibility your Commandery can confer - the rewarding and demanding attributes of Eminent Commander. To be worthy of that honor should be the aim of every officer who appreciates the value of Christian Masonry and understands its Commandery's contributory role in the Templar structure.

LOOKING AHEAD

The duties of your present office should be well known to you and should be executed to the best of your ability. Additionally, it is of vital importance that you look ahead and prepare yourself with diligence and dedication to the time when your fellow Sir Knights will elect you to executive leadership of your Commandery. The duties of a Commander are as numerous as they are important. They extend far beyond the conferral of the Orders and the conducting of the Conclaves.

It is, however, within the capabilities of every Eminent Commander who has prepared himself in advance to perform those duties with zeal and distinction if he realizes that his primary function is to serve Templars and Templary and if he has become fully acquainted with the demands for this once-in-a-lifetime experience and opportunity.

This booklet of comment and recommendations is dedicated to you as a Junior officer with the hope that it will be of assistance to you during your preparatory years. The booklet emphasizes two major points - first, fulfilling the needs of your present office willingly and effectively; second, preparing yourself in every way for your future duties, powers, responsibilities and privileges.

WHAT TO EXPECT

When you become Eminent Commander of a Commandery of Knights Templar you must preside and you must govern. It will behoove you to be careful and considerate so that your conduct and your decisions are both wise and just, and that they will need to be made "on the spur of the moment" without the opportunity to receive counsel and advice from others. There will be instances where the circumstances cannot be foreseen. However, the majority of decisions to be made can be anticipated with proper study and knowledge, thus giving you time to prepare.

It is impossible to stress the importance of preparation too strongly. The need for personal preparation is an obvious and fundamental fact. Long before you are about to become Eminent Commander, you should study and become thoroughly acquainted with the Constitution and Statutes of the Grand Encampment of the United States of America, the laws and regulations of your Grand Commandery and the By-Laws of your own Commandery. Do not wait to apply zeal and diligence until the time arrives for you to be elected Commander.

QUALIFICATIONS

The qualifications of an Eminent Commander are Masonic, Templar and Personal. Each man elected to this station should have those virtues which are normally associated with a Christian member of the Masonic Fraternity.

He should be moral and upright before God and of good repute before the world, obedient to the moral law, holding the deepest respect and confidence of his fellow men. He should know the ritualistic work and be able to teach it. Above all, he should either be, or train himself to be, an efficient executive in order to properly preside and conduct all the affairs incumbent upon the individual elected to head his Commandery. Ritual conferrals can be assigned; executive leadership cannot.

He should be familiar with the tools provided him by the Grand Encampment - the variety of

guidelines on such subjects as Membership, Religious Activities, Patriotic and Civic Activities, Public Relations, the Knights Templar Educational Foundation - and, to remain current and well informed, the Knight Templar Magazine. These written materials give you valuable information, directly and indirectly, and will be particularly helpful in your selection of Sir Knights in guiding and directing them in the various committees it will be your duty to form.

THE COMMANDER AS AN EXAMPLE

No one man can be expected to possess all the desirable personal traits, but an Eminent Commander should have quite definite personal qualifications. Some, if not already possessed, can be acquired. It must be remembered that every Sir Knight is a mirror for Templary, but none reflects the presence or lack of. Christian principles so graphically as the Templar who serves as Eminent Commander. What he says and what he does can make a tremendous difference in what the Order means to others, both inside and out of the asylum. He can attract or repel by personal example.

PLANNING

The length of time you will have for preparation varies among the different Commanderies, but it is recommended that you always keep a minimum of "one year ahead" in your study and in your planning. This may seem like an unnecessary injunction to many who are serving in the Commandery line because it is so obvious and logical. However, as you perhaps may have observed, there are instances where a Knight Templar reaches a certain station, either that of Commander or of a Junior officer, without having a knowledgeable conception of what the office entails until he is elected

In business and commercial activity, especially if the individual knows he is going to be regularly advanced, learning the next man's job would be a mandatory and obvious practice. Templary deserves the same kind of consideration - or more. Look ahead as far as possible and become as familiar with the aspects of Commandery operations as possible. When you become Generalissimo, you have just one year in which to make your final preparations for the important year of Commander. Your term as Generalissimo can be especially productive in making your next year successful and rewarding. Use the time during this last year fully and wisely and your efforts will reap a rich dividend for you, for your Commandery and for Templary in general.

APPOINTMENTS - WHO AND HOW

When Generalissimo, give particular time and attention to those you will select as appointed officers and committee chairmen and members. Appointments should be made with the utmost care, bearing in mind that you need more than friendship to support you in your work for the Commandery. You need good and faithful officers and committee members to achieve Commandery Progress. Also, remember that some of the men you select may advance ultimately to the office of Commander. Therefore, use unbiased judgment in your selections.

You should not be influenced by politics, friendship, "mercenary or any other improper motive" in planning your appointments. As a Templar your appointees should demonstrate among other characteristics these qualities: regular church attendance, exemplification of the highest type of knighthood, punctual in engagements, ardently interested in Templar activities, capable of mixing with fellow Sir Knights, have some ritualistic abilities and, especially, a potential for executive leadership. Obviously, as a Knight Templar, your appointments should be also charitable, humane, kind, considerate and diplomatic - as well as practical.

Here is one suggested method of developing your slate of appointments in a pleasant and harmonious manner: First, make your list of appointees and their respective offices, then several months before your election - possibly before a Stated Conclave - arrange a dinner (perhaps a "Dutch Treat" affair) at the Temple or in a nearby restaurant where you can have a private room for

discussion. To this dinner invite your Commander, Captain General, Recorder and the active Past Commanders.

During or following the dinner, for their information, consideration and comment, present the name of each appointee, and his office, one by one. Listen to the comments and suggestions. Be ready to detect any possible objections that may be caused by improper motives, but, above all, listen for the viewpoints and the expressions of Templar opinion. When you have gone through the list, considering each name separately, you will have received an educated evaluation of the individuals you have planned to appoint. If you receive agreement from this group, you will have surmounted an important hurdle and will have made a most significant gain in cooperation and support.

Later, but still well in advance of election, a second dinner would be helpful of the same general type. This time, invite the Commander, Captain General, Recorder and all of your tentative appointees. On this occasion you should briefly but directly state precisely what you and the Commandery will expect from each person to be appointed, stressing such particular items as punctuality, efficiency,, obedience to the rules and regulations, consistency of performance, an understanding of the value and need for "programs of continuity" and a matching desire, with you, to plan and work not only during your term hut to project programs and ideas for the continued progress of your Commandery. When each appointee has indicated Iris acceptance of the proffered office or committee appointment and has obligated himself to be present for installation, you are ready to make your official appointments upon your election to the post of Eminent Commander.

A Commander generally can appoint such special committees as he feels will help the Commandery maintain interest and participation and make progress -' in the basic needs of Christian Masonry. Additionally, there are a number of committees which are strictly required and which are quite essential to the well being of the Commandery and of Templary.

In selecting Sir Knights for your committees, guard against the automatic naming of the most active Knights. Your selection should be made from the entire roster of members, choosing those who have special talents along the lines required by the work to be performed by the committee. Too often we overlook those Sir Knights who are sometimes "just waiting" to be asked to do something and whose talents, if studied, would show that they can contribute much to your Commandery.

Frequently a member will become enthusiastic because you have given him incentive and because he may have received for the first time as a Templar an opportunity to use his talent and to contribute to a project in which he has convincing belief. In general, pick the persons you believe are the most capable and the most willing to carry out the work of the Commandery, but be sure to keep looking for those supposedly "inactive" Templars who might suddenly become active if you give them something worthwhile to do.

COMMITTEES THAT CONTRIBUTE

Undoubtedly the most important committee you will appoint is the Committee on Membership. Ideally, this committee should consist of Sir Knights who are active in each Lodge, Chapter, Council, Consistory and Shrine Temple in the area served by your Commandery. The size of this Committee is governed by the needs of your Commandery and your own considered judgment as to whether a small and compact committee or a large and diversified committee would be the more productive. Either way, it must have as Chairman an active Mason who will not allow the members of the committee to forget or neglect their duty to the Commandery.

Other committee membership requirements are sometimes apparent. Examples: the Religious Activities Committee should be comprised of Templars who are ministers, lay leaders and others interested in religious programming and observance; the Patriotic and Civic Activities Committee

should include judges, municipal officials, members of the police, civic leaders and others who have shown interest and concern in community activities; school men, youth workers and those with some knowledge of young people and education generally will make the most appropriate members of the Knights Templar Educational Foundation Committee.

The Knights Templar Eye Foundation Committee could be composed of such persons as doctors, welfare workers or others who have concern and knowledge of the public's need and the Foundation's Operations.

One of the most important committees at any level is the Committee on Public Relations. Almost every activity can be hindered or helped by the personnel on your Public Relations Committee. Make use of this committee not only for the usual kind of newspaper, radio and television "publicity," but also to help promote among your own members your various programs and projects for the year. In other words, the work of the Committee on Public Relations applies both internally and externally. To be most helpful, the membership should include newspaper men, photographers, writers, speakers and others who are acquainted with or have a flair for self expression generally and whose contact with members and the public will represent Templary not only with dedication but also with intelligence.

THE COMMANDER AS PROGRAMMER

Since you are not appointing these committees simply to fill the roster of appointments, it becomes quite clear, that your first and foremost consideration is to plan your program for your year as Commander. You should not necessarily go off on a tangent just to be different from your predecessors, but if changes are needed you should try to institute them. It is to be remembered, however, that no one man in one year can change the entire course of the Commandery. You need "continuity" in your theme and in your programming for the year, the kind of continuity that will foster a continuance, through consultation and agreement among your Junior Officers, of projects for years to come.

Interesting programs for all Stated Conclaves are extremely important. You need to plan programs that will attract and inspire members to be present. Once your membership becomes aware that the Commander has arranged a series of truly worthwhile programs for the year's Conclaves, you will find attendance automatically increasing. Planning programs of this type takes serious thought, lots of work and the cooperation of your fellow officers and committee members. It is something that cannot be done "as you go," but must be planned well in advance.

It is suggested that at the beginning of his term of office the Eminent Commander should know what his programs will be specifically for at least the next six months - preferably for the full year. It is especially important, both for your own benefit and that of the Commandery, that your other officers be kept well informed of your plans and your aims. In other words, you as Commander should plan, your work and work your plan, and keep the Junior Officers so well advised that they could keep the plans in Operation if something should prevent the attendance of the Commander at any Conclaves.

In selecting programs for your Conclaves you will find a wide and diversified field. Those which are herein enumerated and briefly described are only a few. Your own ingenuity and imaginative ability will find many others which might be particularly helpful in your Commandery. Please remember, that these are only suggestions and that you are encouraged to seek others.

1. *Anniversaries*: An anniversary program might commemorate the granting of a charter or some other special event in the history of your Commandery. The celebration could take the form of a dinner meeting or appropriate ceremonies in the asylum - or both.

2. *Past Commanders Night*: For such an occasion an Order could be conferred with a Past

Commander in each station Different Past Commanders could be designated to speak briefly on their, recollections of Commandery activities of the past. A Memorial Service could be held for deceased Past Commanders.

3. *Patriarchs Night*: This could be a program to salute members who are 70 years or more of age, or those with 25 or 50 years of membership as a Templar, all of whom could be invited guests at a dinner or, meeting in their honor. One, perhaps two or more, could be scheduled to speak in the open Commandery.

4. *Class Night*: On this night each Past Commander would be asked to have presented as many as possible of the members who were Knighted during his year as Commander. There could be a special "blue ribbon" award for the Past Commander having the greatest percentage (or number) present of those Knighted during his year.

5. *Open Forum*: Select three or four well-informed Sir Knights to form a panel to answer any questions on Templary. This may be a difficult assignment for the panel but it does create interest and it does result in the dissemination of some helpful information. The questions could come from a "question box" set up in the anteroom for several Conclaves prior to this particular night, or cards or sheets of paper could be distributed at the opening of the Conclave so that any member could jot down questions which might be in his mind. These could then be collected and presented to the panel by a Moderator, who probably should be a Grand Commandery officer or an Inspection officer. It may be necessary to have a few "planted questions," especially if you are planning for the questions to come from the floor.

6. *Recognitions*: There is always an opportunity to give well-deserved recognition to some member or members, particularly those who have achieved honor and recognition in Templary, in Masonry, in charities or in the general community. Honor those who have been of service to DeMolay, to Job's Daughters or Rainbow Girls. Honor those members who are Knights of the York Cross of Honour. And certainly recipients of the Knights Templar Cross of Honor should be recognized in their own Commandery.

7. *Sojourners Night*: Set aside one of your Conclaves to specifically invite the attendance of Templars who live in the vicinity but who are not members of your particular Commandery. In addition to the general good fellowship this engenders, it is quite possible that you will help to reactivate some Templar who hesitates to project himself but will respond to a personal invitation

8. *Invitation Night*: On this night Templars from a local industry could be invited to attend as a group. They may be from an oil refinery, from a railroad, from a steel mill, from a manufacturing plant, law offices or from any one of a number of enterprises. One of the benefits is that it enables the individuals to become acquainted with members of other Commanderies with whom they may be associated in their places of employment. Assemble them in the anteroom and admit them as a group there is a wide range of opportunity for this type of activity. Perhaps one of the group could be scheduled as a guest speaker for the evening.

9. *Father and Son Night and/or Kin Night*: This one calls for an invitation to go to each father and-son combination in your Commandery or in the general Templar area. Each such combination attending could be recognized and honored in some fashion. If the father-and-son combinations would not appear to attract a sufficient number to make a program, you may wish to broaden the scope and extend an invitation to a "family combination" within Templary. These might include fathers, sons, brothers, nephews, uncles, son-in-laws, brothers-in-law - and even including cousins if you wish! The family combination having the greatest number present should be especially recognized or perhaps an award given to the senior member of any of the families present.

10. *Personal Anniversary of Knighting*: Certainly every Commandery should recognize the

"Templar Birthday" of each Sir Knight. To accomplish this, it is recommended that the Recorder be requested to notify each member whose Knighting anniversary occurs during the month and ask him to be present for the Conclave of the month. The Eminent Commander should plan a special acknowledgment and appropriate tribute to each of those members who are present during their personal anniversary month.

These are but a few of the possibilities. One of the determining factors in the success of any program, whether one of those suggested or one of your own selection, is proper and adequate promotion among the Commandery membership. Your Committee on Public Relations can assist you in this respect, but there are other ways and means of communicating with your membership to encourage their attendance. Give them as much advance notice as possible, and give it to them frequently. The fact that you announce an event once may seem sufficient to you but "advertising" to be successful must also be repetitious. Do your announcing and communicating in a variety of ways. And be sure to delegate specified details to other members so that everything is in readiness for your programs well in advance of the Conclaves themselves. Nothing - but nothing - should be left to be done at .the last minute.

THE COMMANDER AS PRESIDING OFFICER

In conducting your Conclaves, keep these elementary rules in mind:

- 1 - Start on time,
- 2 - Close at a reasonable hour.
- 3 - Between the start and the close have something "special" in the way of Conclave program.
4. - Preside with consideration but with authority.
- 5 - Show friendliness and concern for. your fellow members.
6. - Foster good fellowship during refreshment and social periods.

One of the most illogical statements heard in the majority of Commanderies is, "we have always done it that way." Perhaps in some instances there is a very good reason for doing something in a particular way, and perhaps the reason has been forgotten. On the other hand, it is quite possible that "we do it that way" because a better way has never been found. Let's look for that better way. Changes should not be made for the sake of change, but if there is something you can do to improve your Conclaves or your attendance, give it careful consideration - then, if you are convinced, try it!

Not everyone is a born leader but everyone can develop interest and enthusiasm and can learn the essentials of leadership if you remember that others would like to work with you if you are optimistic and enthusiastic, if you are capable of instilling the desire to support and cooperate in your plans for the Commandery. The major purpose of a Commander is not to win a popularity contest but, on the other hand, he can accomplish far more if he is thoughtful, considerate, understanding and pleasant with others. Keep in mind that team-work is essential in everything you do, not only in Templary.

As Commander, don't lose your enthusiasm if things do not go "just right." Don't give up too quickly! In this respect, Templary is no different from business or daily life. You must learn to expect some reverses, but you must also learn to strive consistently and determinedly toward your goals. Most likely, you will have some members of the committees, some officers and others who will disappoint you from time to time, but do not let that disappointment become discouragement. And remember, the more thought you give to your selections or appointments, the more cooperation and assistance you are going to receive from the appointees.

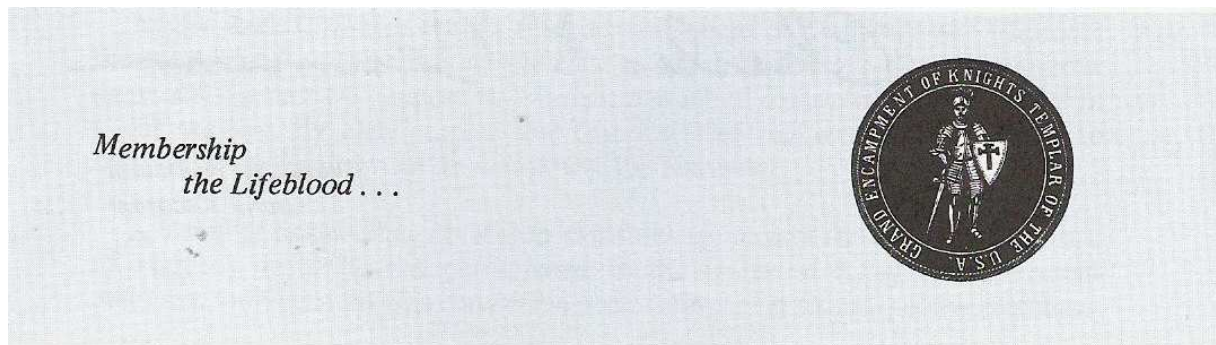
No Commandery, or any other organization, can endure without acquiring new members nor can it thrive unless these new members are assimilated. Well conceived programs can be a great help in these assimilation process. Make every new member familiar with these surroundings, acquaint him with his fellow Sir Knights, stimulate his interest and his enthusiasm, keep him informed on Templar activities and projects. Only then will he become a working Templar and a real asset to your Commandery. Before he can be truly "sold" on our Order, he must see and recognize the beauty and truth of Templary.

This goal is worthy of your every effort as Eminent Commander.

...AND FINALLY

Good work - and good luck!

GUIDELINES
For
MEMBERSHIP
“HOW TO DEVELOP AN EFFECTIVE MEMBERSHIP PROGRAM”



Committee on Membership
Grand Encampment of Knights Templar
of the United States of America

Reissued – June 1992

I**PREAMBLE**

In 1970, the Committee on Membership of the Grand Encampment was appointed by the 1967-70 Grand Master, Sh Knight John L. Crofts, Sr., to prepare in cooperation with the Grand Recorder, Guidelines for suggested use by Grand, Subordinate and Constituent Commanderies. The Committee was composed of Robert E. Billings, P.G.C., Wisconsin; Henry J. Weisser, P.G.C., California; and, as chairman, Gordon J. Brenner, P.G.C., New Jersey.

In 1979, Edward T. Bloomquist P.G.C., Texas, was appointed Chairman of the Grand Encampment Committee on Membership by the incoming Grand Master, Kenneth C. Johnson. Sir Knight Bloomquist and his Committee – J. B. McQuirt, P.G.C., South Carolina, and T. Olin Gore, Jr., P.G.C., Mississippi – then proceeded to study the problem at hand. What developed was a series of letters directed toward attracting new members and retaining those already on the Commandery roles. These letters are appended to this brochure for possible use by any Grand Commandery.

II OBTAINING NEW MEMBERS

A. Inspirational

To enlist Christian Masons we, ourselves, must be completely "sold." And must know "our product" in order to "sell" others. We must convince the Christian Mason that we have something he needs and deserves. Let's learn to express our own conviction to let him know that Templary stands for the highest ideals of Christianity. It represents the noblest in humanity. It reveals Christianity in action!

In Templary a Christian finds Masonry expressed in terms he can best understand and appreciate. He finds a Christian climate to match his Christian commitment. He finds a loyal band of Christian warriors with whom he has much in common. He can give service to the broad objectives of Christianity by combining his practical efforts with others of kindred minds and hearts

Assure each Christian Mason that his enlistment in Templary will stimulate the good impulses and the forces of right in which he believes. Show him by our daily actions that we support the upright and moral causes in the community in which we live. By high purpose and demonstrated zeal we will be prepared to sally forth to recruit Christian manpower for Templary.

A Templar knows that no Mason can fully appreciate the depth of the work of Masonry until he has participated in the Order of Knighthood. Present members imbued with this conviction need to impart it to prospective members.

Some men are so constituted that they need to be "sold" on the most essential qualities of life - and Templary is no exception. We need constantly to consult old and consider new ways to win men to our Christian Masonic fraternity.

Leadership in Commanderies calls for men of the finest caliber - men who are not only inspired, but who are also diligent, active and talented.

Let us assure our Commanderies by our concerted membership efforts that we will always have men of leadership qualification to assume leadership posts.

B. Organizational

To present its membership program successfully and secure new members each Grand Commandery should have a Grand Commandery Membership Committee, several Zone Membership Chairmen and individual Constituent Commandery Membership Committees. Suggested duties and functions of these Committees are:

1. Grand Commandery Membership Chairman

- a. Recruit and train Zone Membership Chairmen.
- b. Arrange Grand Commandery membership meetings. These meetings of various Zone Membership Chairmen must provide the initial dynamics for the entire program. General policy should be discussed and problems in the different Zones analyzed and solutions formulated. All successful methods and ideas should be considered, adopted and developed.
- c. Arrange State Festivals.
- d. Help to encourage state patriotic and civic activities, religious activities and all prescribed committee projects, including the Knights Templar Educational Foundation and Eye Foundation.
- e. Receive all Zone membership reports, analyze, condense and present written summaries to the Grand Commander and Grand Recorder. A periodic progress report should also be sent to the Grand Encampment Membership Chairman.

2. Zone Membership Chairman

- a. Train and assist Membership Chairmen of the Constituent Commanderies.
- b. Hold Zone membership meetings These meetings should develop fellowship, competition among the Commanderies and discussions on procedures and successful aids. The Zone Membership Chairman should be prepared to answer any questions which the membership chairmen ask.
- c. Arrange Zone Festivals
- d. Promote and assist in all accepted projects which contribute to a favorable image of Templary in the area. Promoting and aiding these activities on a Zone basis can be more effective than a Constituent Commandery basis
- e. Report to and cooperate with the Grand Commandery Membership Chairman

3. Constituent Commandery Membership Committee

- a. Recruit Membership committeemen. Chairman to recruit at least one committee member for each Blue Lodge and/or Royal Arch Chapter within the Commandery area.
- b. Plan Membership Meetings. Chairman to keep committeemen posted on zone festivals, state festivals, zone activities and local situations. Committeemen to report on activities in their territories and what progress is being made to obtain new members. Assistance needed from Zone or Grand Commandery committees should be reported.
- c. Formulate Membership Program. Committeemen to gather trestle boards for all Lodges and Chapters in their territories. Committeemen to attend Lodge meetings on degree nights and meet the candidates. The same procedure should be followed for the Chapter meetings (and Council meetings where the Council is a prerequisite). Committeemen to supply each resident member of the Constituent Commandery with a petition and convince the member to secure one new member or to reactivate a demitted or suspended member.
- d. Report to Zone Committee Each month the Commandery, Chairman, to furnish the Zone Membership Chairman with a list of names of candidates accepted for membership by Lodge or Chapter (or Council) in the Constituent Commandery territory. This list should show the .dates on which the candidates received the Master Mason or Royal Arch degree. Also report the number of Commandery petitions secured and all other activities of the Committee. The report should include' details of committee meetings held, also any requests and suggestions of the committee. Consistent and knowledgeable reporting will guarantee considerable success.

III

KEEPING PRESENT MEMBERS

In extolling the merits of Templary to prospective members, keep in mind those members who, because of some problem that has prevented attendance and participation, may, need to be reminded of the priceless heritage of Templar membership. Awaken their pride in membership and lend your assistance in all programs and projects in which present members can add their re-activated strength and support.

A dynamic Commandery with energetic leadership and a well-organized-and motivated Membership Committee assisting will interest present members and attract new members at the same time.

Where there is weakness, where Commandery planning and programming are ineffectual or absent, lend your constructive support to improving the situation. Words alone don't help actions do.

How is this accomplished? Two productive essentials are training officers and stimulating the membership.

A. Training the Officers

Generally speaking, every individual WANTS to do a good job of whatever he attempts. In many cases, an officer may miss his goal of achievement because he has not learned - authoritatively and clearly - his duties and responsibilities. It takes a trained instructor to give correct and complete information.

Every Commandery should provide a set of instructions for each officer, outlining specific functional duties of his office in the operation of the Commandery. (Obviously, these are not the duties which appear in the Ritual.) The instructions should include the absolute minimum of what is expected of the Knight holding the particular office, including his committee assignments.

Secondly, all new officers should be exposed to a short, intensive training session conducted- by qualified former Commandery officers or Grand Commandery personnel. After these two steps have been successfully completed, ritual assignments and duties can be considered.

Many Commanderies use the appointive offices as a proving ground for training Council Officers and for those members who wish to be active but do not want to progress in line. However, to lengthen the span of continuity, consideration should be given to selecting as Senior Warden the (Sir Knight) best qualified for Captain General the following year.

B. Stimulating the Membership

One helpful communication gain has been the every-member distribution of the Knight Templar Magazine. Now, every Templar, regardless of residence, can find news and views of Templary - to help broaden his Masonic horizon, to motivate greater interest and encourage a larger understanding.

While the Magazine will help increase his awareness and may inspire even a long-dormant Templar to attendance, personal contact is still necessary and helpful in channeling that renewed interest into activity.

Communicate your own enthusiasm and lend your assistance in having him participate in conferring Orders, if only as a guard or hermit, and taking part in the annual inspection or official visit. He should be given the opportunity to assist in the voluntary Knights Templar Eye Foundation program, the Knights Templar Educational Foundation work, in DeMolay projects and local programs. If it is not feasible for him to take an active part he can at least be made aware of the importance of Templary and its purposes and projects, and what his Commandery is doing. He will become proud of his membership as an active and contributing instrument for good in these times of uncertainty and confusion.

If you are like many of us, in all forms of endeavor, you feel that it's easier to do something yourself than to help influence others to assist in projects and activities. But these things ESPECIALLY in Christian Masonry, are more productive, more rewarding and more worthwhile if they are TEAM efforts. Spread the opportunity to participate; many a man is waiting to be asked. Your efforts in this direction will help make your Commandery consistently and progressively successful.

OBSERVATION

The Committee notes that some Grand Commanderies, particularly those with Division Inspector systems, already have standardized methods of training officers and improving quality and performance. The recommendations and suggestions herein presented - in all categories - are designed to direct immediate attention to membership and leadership with the hope that they will help to create productive activity, whether or not the specific points are applicable in all jurisdictions. The major purpose is to get

results!

LETTERS

Letter 1: Directed to Constituent Commanderies and Membership Chairmen

Letter 2: Directed to members about to be suspended for Non-payment of Dues.

Letter 3: Directed to members about to be suspended for Non-payment of Dues.

LETTER NO. 1

Directed to Constituent and Subordinate Commanders and Membership Chairmen Dear Sir Knight:

Dear Sir Knight:

If our Templar Membership Program is to be successful, more of our members are going to have to become involved in the affairs of our Commanderies, and YOU as a leader will have to show the way.

The first step in a successful Membership Program is to *keep the members you have*.

No man wants to be suspended for non-payment of dues. However, in this day and time, many of our members, because of sickness, old age or small income, are just unable to pay their dues. When this occurs, their dues should be remitted.

Now we have tried the *investigating committee approach* for years without much success. This was caused partly because many men are embarrassed by admitting that they cannot pay their dues. Most of the dues reminders that are sent out when a member has not paid his dues are cold and in some cases are downright insulting. Remember, when a member is suspended because of his inability to pay dues, *you not only lose the member, but in most cases you lose an entire family for years to come because his Sons and grandsons will always remember that when their dad or grandfather could not pay his dues, he was turned out*. When a member pays his dues for many years and then suddenly stops paying, the Recorder should know that something is wrong.

If two months have passed and a member has failed to pay, the Secretary or Recorder should send the member Letter No, 2a (following), which reminds him that he is a very valuable member and that he has probably forgotten to send in his dues; however, if he is unable to pay his dues we still want him as a member. Invite him to just write across the letter that he cannot pay at this time, then remit his dues. If he fails to reply, then two months before he is to be suspended send him *Letter No. 2b* saying his dues have been remitted and send him his card. *Very few men will take advantage of any Masonic body by not paying if they are able to do so.*

If YOU really get involved, others will follow. Try it - you'll like it.

Sincerely and fraternally,

LETTER NO. 2a

Directed to Members About to be Suspended for Non-payment of Dues My Dear Friend and Sir Knight:

Never in the history of this great country of ours has it been so important for men who believe in the things that have made America the greatest country in the world, to remain bonded together in a Fraternity such as our Masonic Order. The principles and teachings of Masonry are a mighty bulwark against those who would destroy this great country of ours.

You are a very important member of our Fraternity, and even though you may not be able to attend or give the time that you wish, the fact that you by your dues have contributed to our Masonic charities makes you very important to all of Masonry.

We find that your dues for this year have not been paid as yet. If for reason of age, illness or financial difficulty you feel that you are unable to pay your dues, we still want you as a member. Just drop me a line with the simple statement - "I am unable to pay my dues at this time" - and the dues will be remitted for this year in keeping with our Masonic teachings of caring for a worthy Brother.

May our Heavenly Father bless and keep you and yours for many years to come.

Sincerely and fraternally,

LETTER NO. 2b

Directed to Members About to be Suspended for Non-payment of Dues My Dear Friend and Sir Knight:

You are a very important asset to our Masonic Fraternity, even when you are not able to attend, because our many Masonic charities depend in part on a portion of your dues for their support. However, if our Masonic teaching means anything at all, it means taking care of our distressed Brethren.

We find that your dues for this year have not been received. If for any reason such as age, sickness or financial difficulty you feel that your dues have become a burden, we still want to keep you as a member in good standing.

At our last Stated Meeting, a list of all delinquent members was read, and it was unanimously adopted that the dues for these Sir Knights would be remitted for one year. We are, therefore, most happy to send you your dues card for this year.

We hope that you will accept this dues card as a gift from your Brethren in the spirit in which it is given because we want YOU as a member. When a member's dues are remitted for a year, they cannot be repaid because the member's account has been credited as paid for the year.

May our Heavenly Father bless and keep you and yours for many years to come, and may your membership in our Fraternity be a real joy to you.

Sincerely and fraternally,

GUIDELINES
for
PATRIOTIC and CIVIC ACTIVITIES

*“... Promote the General
Welfare and Secure the
Blessing of Liberty to
ourselves and our
posterity...”*



Committee on Patriotic and Civic Activities
Grand Encampment of Knights Templar
of the United States of America

Reissued - 2002

PATRIOTIC AND CNIC ACTIVITIES

At the 49th Triennial Conclave of the Grand Encampment at Philadelphia in 1964, the purpose of this Standing Committee was re-stated:

The Committee shall foster and supervise activities of a patriotic and citizenship nature, whether in peacetime or in wartime, and shall present its recommendations for civic responsibility by Knights Templar individually and collectively, compatible with the patriotic principles of Templary. -

Grand Encampment Committee on Patriotic and Civic Activities:

(1967-1970 Triennium)

Robert G. Wilson, Jr., P.G.C., Massachusetts and Rhode Island

Edward S. Piggins, P.G.C., Michigan

Ralph H. Slocum, P.D.C., California

Arthur J. Peterson, P.G.C., Minnesota

Albert W. Cross, P.G.C., Wyoming

Hai A. Burnett, P.G.C., Texas

John B. Cottrell, Jr., P.D.C., Pennsylvania, Chairman

THE PREMISE

The true image of Templary is exemplified by deeds, not only words. It is important that others - the general public - know what we are and what we stand for, but before we can transmit that awareness to them, we must be doing something, and that "something" must be an activity that demonstrates the purpose of Templary.

Our general concerns and interests as Knights Templar are in four significant areas: Christianity, Country, Community and Commandery. Encompassed under these headings are all the tenets of our Order and the Templar code of ethics.

The Grand Encampment Committee on Patriotic and Civic Activities has been charged with the assignment of providing Guidelines and suggestions for Templar programs and projects in the categories of Country and Community.

It is the Committee's conviction that the major accent, particularly at the Constituent Commandery level, belongs in the realm of Community Activities. The Community is the "Blue Lodge" of our Country - the first step, the parent body, so to speak. Before there could be a Republic there had to be Communities. There can be no better Templar program to show our love for Country and for our fellow citizens than participation, constructively and willingly, in Community Affairs.

This means no lessening of emphasis on the theme of Patriotism, as the term is understood. Every Templar, by conviction and training, is a loyal citizen. Individually and collectively, every Templar needs to communicate love and respect for his Country to his fellowmen - not by mere flag waving, but by education (programming), and by example in his daily life.

One of the Webster definitions of a patriot is this: "one who loves his country and zealously supports its authority and interests." Let's carry that a step further in Templary and add another line to the definition: "and one who strives to implant and strengthen those feelings of love and support in others."

On the following pages are suggestions and examples of Patriotic and Civic Activities and recommendations for Grand Commandery and Constituent Commandery organization in these fields.

We are hopeful that they will provide a platform upon which each Commandery can build a strong and effective structure of programs and projects - especially in the history and development of our Country and in Community Involvement. As Templars, we have a splendid opportunity to plan and participate in programs designed to commemorate the third century of our nation.

The Grand Encampment of Knights Templar strongly urges support for the observance of patriotic holidays, but equally important is local involvement on the part of Constituent and Subordinate Commanderies. The Committee suggests **'ARTICIPATION IN COMMUNITY AFFAIRS OF EVERY HELPFUL AND PROGRESSIVE NATURE.**

I.

THE GRAND COMMANDERY

Patriotic and Civic Activity has long been recognized as an integral part of Templar responsibility but has suffered from a lack of direction. It needs to receive full and wholehearted programming in every Grand Commandery.

The functions of a Grand Commandery Committee for Patriotic and Civic Activities are:

1. To have a Patriotic and Civic Activities Committee formed in every Commandery in the jurisdiction.
2. To insist the Committee be representative of the membership rather than from a list of officers or past officers. It may be the means of reactivating a member whose interest in Templary is waning or was never motivated.
3. To encourage and assist each Commandery to plan and execute at least one appropriate project during the Templar year.
4. To enlist a panel of informed and able speakers on patriotic and historic subjects in every section of your state who will be available to speak at Commandery Conclaves and at Commandery-sponsored meetings where non-Templars might be invited to attend.
5. To plan and supervise. State-wide patriotic observance at historical sites and patriotic shrines within the state.
6. To evaluate and follow the progress of the Committee in each Commandery and to re-encourage and re-activate those Commanderies not reporting activity.
7. To inform the Grand Encampment Committee of the progress of the overall program and to report any outstandingly effective and productive program or activity.

II.

THE CONSTITUENT COMMANDERY

The Grand Encampment Committee has made a survey study of programs and activities and offers the following as suggestions; some are appropriate for a single meeting, some as a continuing project and some for both. These are suggestions and not more than one or two should be planned by most Commanderies. Each Commandery Committee must be governed by local conditions and opportunities as well as by the number of Sir Knights and the financial capabilities of the Commandery. No Commandery should feel bound to use these specific suggestions. All Commanderies are encouraged to use their local initiative in planning Patriotic and Civic Activities.

1. Assist your Commander in planning a patriotic program for a Conclave national holiday.
2. Lead a discussion on the Asylum floor discussing how your Commandery can express itself in the Community by service.
3. Plan a program stressing law and order either for a Conclave or, preferably, for a Commandery-sponsored public meeting.
4. Sponsor or join in sponsoring a Naturalization Court. Sponsor a recognition dinner for new citizens with judges and other public officials in attendance
5. Encourage members to register and vote in every public election. Sponsor or join in sponsoring a public campaign to register and vote.
6. Develop a dinner with a patriotic theme, patriotic speaker, patriotic decorations and patriotic music.

7. Join with other organizations in patriotic parades and public patriotic displays.
8. Encourage members to assist all youth organizations: DeMolay, Rainbow, Job's Daughters, Boy Scouts, Girl Scouts and others.
9. Sponsor junior citizenship awards and patriotic competitions in your Community.
10. Sponsor school essay contests on patriotism.
11. Provide speakers to carry the message of the Knights Templar Eye Foundation and the Knights Templar Educational Foundation to service clubs, youth organizations, parent associations, medical societies and similar groups.
12. If possible, arrange a presentation at a local school assembly on historic themes: The American Flag, Declaration of Independence, etc., or plan a program around an individual - a local patriot and/or Mason - whose name is recognized in the community.
13. Seek a Community need and go to work to alleviate it. Provide hospital bed loans, wheel chair loans, crutch and walker loans, respirator loans.
14. Bring Commandery activity and co-operation to Community causes - blood bank, United Campaign, Christmas Seal drive and others.
15. Organize assistance to police and juvenile courts.
16. Plan picnics, parties, programs and outings for local orphans and underprivileged children and senior citizens.
17. Charge every Sir Knight with his responsibility:
 - a. To set an example to his children and others by obeying the laws himself.
 - b. To vote his convictions at every public election.
 - c. To accept the Bill of Responsibility as well as the Bill of Rights.
 - d. To become part of the vocal majority as well as a part of the statistical majority.
 - e. To learn about his police department, his school board and his local courts of law.
 - f. To know his children's friends and associates.
 - g. To co-operate and assist in his Commandery's Patriotic and Civic Activity Program.

KNIGHTS TEMPLAR AND THE U.S. FLAG

Historically, Knight Templary is the most visible branch of Freemasonry, participating in uniform in parades and patriotic observances. Swords, plumes and flags flashing in the breeze, we represent the entire Masonic fraternity to the profane world.

When a Knight Templar fails to show the proper respect for the Flag of the United States, it brings discredit upon the Order, as well as the Flag. A few simple rules of flag etiquette, if observed by ALL Sir Knights, will serve as an example for everyone. As militant Christian Masons, we must be ever vigilant in showing the way "by precept and example."

HOW TO DISPLAY THE FLAG

Laws have been written to govern the use of the flag and to insure a proper respect for the Stars and Stripes. Custom has decreed certain other observances in regard to its use. Rules on flag display having direct bearing on Asylum usage are, given below. What follows, however, is not intended as a complete list of rules.

The National flag should be raised and lowered by hand. Do not raise the flag while it is furled.

Unfurl, then hoist quickly to the top of the staff. Lower it slowly and with dignity. Place no objects on or over the flag. A speaker's table should never be covered with the flag.

When displayed in the Asylum (or on a platform in a church) the flag should be placed on a staff at the Commander's (or clergyman's) right; other flags at his left.

When displayed over the middle of the street, the flag should be suspended vertically with the union to the north in an east-west street, or to the east in a north-south street.

When displayed with another flag from crossed staffs, the flag of the United States of America should be on the right (the flag's own right) and its staff should be in front of the staff of the other flag.

When flags of states or cities or pennants of societies are flown on the same halyard with the flag of the United States of America, the latter should always be at the peak. When flown from adjacent staffs the Stars and Stripes should be hoisted first and lowered last.

When the flag is suspended over a sidewalk from a rope extending from house pole at the edge of the sidewalk, the flag should be hoisted out from the building, toward the pole, union first.

When the flag is displayed in a manner other than by being flown from a staff, it should be displayed fiat, whether indoors or out. When displayed either horizontally or vertically against a wall, the Union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window it should be displayed in the same way, that is, with the Union or blue field to the left of the observer in the street. When festoons, rosettes or drapings are desired, bunting of blue, white and red should be used, but never the flag.

When a number of flags of states or cities or pennants of societies are grouped and displayed from staffs with our National flag, the latter should be at the center or at the highest point of the group.

Do not use the flag as a portion of a costume or athletic uniform. Do not embroider it upon cushions or handkerchiefs nor print it on paper napkins or boxes.

When the flag is used in unveiling a statue or monument, it should not serve as a covering of the object to be unveiled. If it is displayed on such occasions, do not allow the flag to fall to the ground, but let it be carried aloft to form a feature of the ceremony.

Take every precaution to prevent the flag from becoming soiled. It should not be allowed to touch the ground or floor, nor to brush against objects.

When carried the flag should always be aloft and free - never fiat or horizontal. We can do a big service for the Masonic-oriented youth groups by advising them of this, as well as other methods of displaying the flag.

Never use the flag as drapery of any sort whatsoever. Bunting of blue, white, and red - arranged with the blue above, the white in the middle, and the red below - should be used for such purposes of decoration as covering a speaker's desk or draping the front of a platform.

No other flag may be flown above the Stars and Stripes, except: (1) the United Nations flag at U.N. Headquarters; (2) the church pennant, a dark blue cross on a white background, during church services conducted by naval chaplains at sea.

More than fifty years ago it was the custom to salute the National flag by uncovering; nowadays the hand salute is rendered by the entire personnel of the Armed Forces and all Knights Templar in uniform.

During the ceremony of hoisting or lowering the flag, or when the flag is passing in a parade or

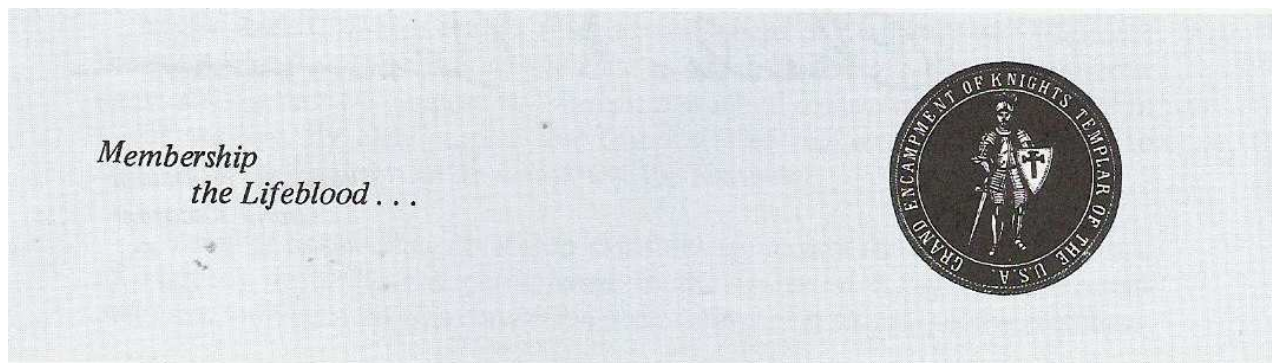
in a review, those present in uniform should render the right-hand salute. When not in uniform, men should remove their headdress with the right hand and hold it at the left shoulder, the hand being over the heart; men, not covered, and women should place the right hand over the heart.

It is the universal custom to display the national flag from sunrise to sunset on buildings and on stationary flagstaves in the open on all days that weather permits, but especially on national holidays and other days that may be proclaimed by the President of the United States. The U.S. flag may be displayed 24 hours a day if properly illuminated during hours of darkness.

The flag can be displayed on all days when the weather permits, especially on New Year's Day, January 1; Inauguration Day, January 20; Lincoln's Birthday, February 12; Washington's Birthday, February 22; Easter Sunday (variable); Mother's Day, second Sunday in May; Armed Forces Day, third Saturday in May; Memorial Day (half-staff until noon), May 30; Flag Day, June 14; Independence Day, July 4; Labor Day, first Monday in September; Constitution and Citizenship Day, September 17; Columbus Day, October 12; Veterans Day, November 11; Thanksgiving Day, fourth Thursday in November; Christmas Day, December 25; such other days as may be proclaimed by the President of the United States; the birthdays of States (dates of admission); and on State holidays.

When the flag is in such a condition, through wear or damage, that it is no longer a fitting emblem for display, it should be destroyed in a dignified way, preferably by burning.

GUIDELINES
For
PUBLICITY and PUBLIC RELATIONS



Committee on Public Relations
Grand Encampment of Knights Templar
of the United States of America

Reissued – January 1992

I.

PREAMBLE

Woodrow Wilson was asked how much time he needed to prepare a ten-minute speech. His answer, "Two weeks." When asked how long it would take him to prepare a one-hour talk he replied, "I'm ready now."

The example also applies to writing. It is easy to ramble, to ignore limitations of space and length. It takes considerable effort to concentrate on essentials, to organize information in orderly fashion and to condense a composition.

Wordiness in writing, as in speaking, generally needs to be avoided. There can be exceptions but benefit usually results if needless words are eliminated. Facts of information are the basis of publicity and public relations and these are projected more clearly if they are not beclouded with an overabundance of words.

There are other points of importance. Some of them are covered in the following suggestions and recommendations. The Committee respectfully submits these guidelines for your consideration and asks your indulgence if a number of the listings appear to be elemental.

Originally Prepared by the Grand Encampment Committee on Public Relations (1967-70
Triennium)

Warren H. Deck, P.G.C., New York
Samuel J. Chapman, P.G.C., Montana
Paul C. Rodenhauser, Grand Recorder, Chairman

II.

BASICS

A RESUME OF RANDOM DOS AND DON'TS

1. DO know your subject before you try to tell anyone else about it.
2. DO learn to know your media, the correct contact at each; learn what they will use, how they want it prepared and when they want it.
3. DO be brief! It's easy to ramble and fill space. It takes more work to organize facts and keep them condensed, but you'll get a better reception, more beneficial results.
4. DO remember the essentials - Who, What, Where, When and Why; sometimes How (*)
5. DO be prompt, reliable, accurate - and LEGIBLE!
6. DON'T trust your memory. Train yourself to make notes of the vital facts - especially names, dates and locations.
8. DON'T use a news release to express an opinion or to sell tickets, or to plug door prizes or a raffle.
9. DON'T ask the publication for clippings - or, unless absolutely necessary, to return pictures. Make it easy, not difficult, for your material to be used.
10. DON'T, ask your news media contacts to buy tickets or to pay their own admissions.

The Final Test

Ask yourself this question: "If I were not a member of this organization, would I be interested in reading this story?" If your answer is NO, the experts tell us to skip it.

(*) Rudyard Kipling, as you will recall, put it this way:

I keep six honest serving-men;
(They taught me all I knew)
Their names are What and Where and When
And How and Why and Who.

III.

THE PUBLIC RELATIONS COMMITTEE OF THE GRAND COMMANDERY

A. Primary purposes of the Grand Commandery Public Relations or Publicity Committee:

1. Maintain flow of news and information on Grand Commandery and Grand Encampment activities, projects and personnel to:
 - a. Templar membership of jurisdiction.
 - b. General Masonic membership of jurisdiction.
2. Interpret and publicize the aims and philanthropies and notable events of the Order to the public.
3. Maintain contact with Public Relations Committees of Constituent Commanderies and provide them with:
 - a. News information or releases for adaption and use at local level.
 - b. Continuing suggestions and publicity examples.

B. Methods and Media.

1. Write releases and distribute to newspapers, radio stations, television stations, area publications generally; Masonic papers, magazines and bulletins.
2. Prepare copy for short talks on Templar projects for presentation, as needed, at meetings of service clubs and civic groups - as well as for use in Masonic gatherings.
3. Possibly, where feasible, prepare and distribute direct mail letters of announcements to Masonic members and bodies.

C. Organization and Structure.

1. Step One: Compile list of Chairmen of Constituent Commandery Public Relations or Publicity Committees - with addresses and phone numbers.
 - a. Note the home Commandery of the Grand Commander, and each of the other officers, as guide to news distribution.
 - b. If Constituent Commanderies have no Public Relations Committees, consult Grand Commander regarding need and desirability of such committee.
 - c. Notify Chairmen of existing Public Relations Committees of your aims and planned method of procedure. Ask them, when newsworthy events occur or are planned, to notify you.
2. Step Two: Compile list of publications in the area - Masonic and non-Masonic.
 - a. List their deadlines and publication dates.
 - b. List contact at each - with name, address and phone number.
 - c. Make personal or written approach to each regarding specifications, picture possibilities, attitude and general procedure.
3. Step Three: Compile list of radio and television stations
 - a. Make contact and learn requirements and possibilities.

In general, television and radio if news opportunity not always available - will incorporate "news announcements" in catch-all programs such as "Calendar of Events" which can be helpful.

4. Step Four: Consult the schedule of activities and projects of your Grand Encampment, Grand

Commandery and the Constituent Commanderies and plan tentative preparation-and-release schedule to match.

5. Step Five: Get supply of paper for releases - "newsprint" quality, not expensive, and have it imprinted:
 - a. Identification of Grand Commandery.
 - b. Your name, title, address and phone number.
 - c. Space for release date designation.
 - d. Designated space for current date.
6. Step Six: Start a "morgue" or "library" of current facts, figures, biographical material, fact-sheets on the Educational and Eye Foundations, pictures, rosters and similar reference material.
 - a. Helps you compile releases and announcements with accuracy and completeness.
 - b. Eliminates possibility of overlooking informational details which belong with the story.
 - c. Saves time and effort.

D. Examples of Jurisdictional Publicity Opportunities or Events.

1. Annual Conclaves (advance and follow up)..
2. Installations, especially public.
3. Easter Sunrise Service.
 - a. Check possibility of radio or television coverage if yours is a state or area event for public and warrants such coverage.
 - b. Suggestion: Ask your area radio stations to carry the NBC radio pickup of the Grand Encampment Easter Sunrise Service from Arlington, Virginia - preferably by delayed audio tape. A later hour is more feasible for the station and more conducive to a larger audience.
4. Anniversaries of significance.
 - a. Grand Commanderies.
 - b. Constituent Commanderies.
 - c. Office or membership anniversaries of prominent members.
 - d. Other bodies of Masonry (which Templary can salute!).
5. Visits by Grand Encampment and Grand Commandery officers.
6. Knights Templar Eye Foundation cases. - or large institutional contributions.
7. Knights Templar Educational Foundation figures.
8. Youth groups activities - DeMolay, Jobs Daughters, Rainbow for Girls, etc.
9. Commandery involvement in community events.
10. Templar flag raisings.
11. Templar or Masonic cornerstone ceremonies.
12. Awards or recognitions to individual Templars for "outside" activities and accomplishments - in profession, in community. (Be sure Knight Templar membership is included in coverage.)
13. Outstanding Knight Templar awards, such as Knights Templar Cross of Honor.

14. Almost any event distinguished by:

- a. Large number of participants.
- b. Association with community projects.
- c. Prominent personages.
- d. Religious significance.
- e. Historic connections.

E. Reminders and General Suggestions for Grand Commandery Committee.

1. Maintain a scrapbook for your records.
2. When you prepare a report, stress recommendations for the future, not primarily what you have done in the past.
3. Releases and Information to Constituent Commandery committees should be accompanied by a self-addressed card permitting a return report on use or non-use.
4. Establish lines of communication with Grand Officers and Committee Chairmen in order to receive flow of Information.
5. Because much of material (and much the same process) applies to Constituent Commanderies as well as to the Grand Commandery, don't neglect close contact with local committees.
6. Help correlate news for Knight Templar Magazine by publicizing name and address of the appointed State Editor so information is sent to one source.

IV

THE PUBLIC RELATIONS COMMITTEES OF THE CONSTITUENT COMMANDERIES

A. Four important considerations for the Public Relations Committee of the Constituent Commandery:

1. Media Contacts.

Newspaper, magazine, bulletin, radio, television.

2. Self-Organization.

Prepare yourself and your equipment.

3. Selection of Newsworthy Events.

Don't try to make a mountain out of a molehill.

4. Preparing the Material.

Provide information, not wordage.

B. Media Contacts.

1. Get to know your contacts.

a. Make visit, but don't stay long. They have deadlines to meet.

b. Let them know that you represent the Commandery in field of news.

c. Leave a neatly typewritten sheet listing your name, address and phone number, the identification of your Commandery, the names and titles of the officers.

d. Ask about pictures - whether they provide or you do.

e. Ask about form of material they desire.

f. Learn their deadlines.

g. Ask about anything you don't understand in regard to your connection with them.

2. Your job is to provide them with news information or articles that they can use; their job is to tell you what they can use. (Don't fuss if they change or shorten. That's their privilege.)

C. Self Organization.

1. Don't handle publicity stories or public relations in general by impulse, whim or sudden inspiration.

a. Indoctrinate yourself to think in advance.

b. Prepare yourself with the practical tools:

1) Typewriter and paper.

2) Dated notebook.

3) Scrapbook (for clipping file).

4) Roster of Commandery Officers and Committee Chairmen.

5) Schedule of the year's programs and events.

6) Descriptive and statistical information on Knights Templar Eye Foundation, Educational Foundation, any special projects in your area.

7) List of names and phone numbers of your media contacts.

2. Plan your own schedule (and/or the members of your committee) so that activities of expected news value will be covered.
3. Work with your Officers, Committee Chairmen and project leaders so you know the background information in advance of the event.
4. Start collecting a picture and bio file of individuals and information on objects having possible connection with news releases.
5. Keep in touch with your Grand Commandery Committee on Public Relations for information and assistance.
6. As the public relations man, you should know the answers to these and many others: "What is a Knight Templar?" - "What is Knight Templary?" - "What does it do?" - "Is it something like the Shrine?" - "How does the Eye or Educational Foundation work?" - "What is the Grand Encampment?" - "How old is the Order?" - "What does 'A.O.' mean?" - "Why do you have titles such as 'Commander', 'Generalissimo,' 'Captain General'?"

D. Selecting Newsworthy Events.

1. Study your Commandery's schedule for the year.
2. List the activities you think will be newsworthy.
 - a. Make advance notes about possible picture.
 - b. Where speakers and performers are involved, collect biographical background in advance.
3. Skip the routine. There are ways and means of listing regular and routine items - but don't make "news" stories out of them. /
4. In making your decisions, use this question as the real test of any article's news value: Will in interest non-members in your community?
5. Among the things that make news:
 - a. A large class of candidates.
 - b. A prominent speaker.
 - c. A service or ceremony to which the public is welcomed.
 - d. Collective or individual Knight Templar participation in a community project.
 - e. A significant anniversary.
 - f. Election and installation.
 - g. In other words: special events, special people, special circumstances.
 - h. Activities of prominent local Templar - each time he gets recognition or gives it see that his Templar membership is mentioned.
6. If your Commandery does nothing, there is nothing to publicize. In such a case, the Commandery needs more than Public Relations.
You are then in position to offer suggestions for possible programs which will have news value.
7. In your "news thinking," do not overlook any DeMolay possibilities - and, related groups; also Educational Foundation, Eye Foundation, and anything your Commandery (or any member) is doing in related fields.

E. Preparing the Material

1. Two basic forms - depending upon circumstances and media arrangements in each locality:
 - a. Outline form (listing of basic facts).
 - b. Written news release form.
2. Suggested preparation guidelines:
 - a. Use 8 1/2 by 11 sheets of white paper, one side only.
 - 1) Avoid odd bits, shapes and sizes of paper and the backs of old calendar sheets!
 - 2) Type your name, address and phone number at the top, the release date, and the identification of your Commandery; also date submitted.
 - 3) Double space your typing.
 - 4) Allow wide margins - and do not type to the extreme edge, top or bottom.
 - a) Paper isn't so expensive that you must use every jota of space.
 - b) If your writing covers more than one or two pages, it's possible that your article is too long - not that the paper is too short.
 - b. Be brief and factual.
 - 1) Give essential information and adequate coverage - hut don't pad.
 - 2) Try to start your article with an important part of the event - rather than: "A meeting was held June 1 at . . ."
 - c. Names and titles important.
 - 1) Use middle initial when it applies.
 - 2) A married (or widowed) woman is MRS. JOHN J. DOE, not MRS. MARY M. DOE.
 - a) Subsequent use in the same article - MRS. DOE.
 - 3) First use of man's name is JOHN J. DOE; subsequent use, MR. DOE.
 - a) If John happens to be a Protestant minister, he is THE REVEREND JOHN J. DOE.
 - 4) The title of your Eminent Commander in a news article is COMMANDER; title of the Most Eminent Grand Master, in public press use, is GRAND MASTER.
 - 5) Check and double-check each name for accuracy.
 - 6) Identify by title, name and home town
 - d. Copy suggestions:
 - 1) Avoid becoming unduly academic.

Fancy words not needed if good five-cent words can tell the story.
 - 2) Don't write more than there is to tell - or, again, be concise.

Common misconception is using length as measure of value or prestige. (Always remember the conciseness and impact of Lincoln's Gettysburg Address.)
 - 3) After you have completed the article go over it and cross out all adjectives and all unnecessary words like "the," "a," "an," "that." (Amazing how much better it will "read.")
 - 4) A final thought in news selection and use: Your purpose is to report news of people and events. Do not use releases simply to flatter individuals or court favor or "make them feel

good." If such an article does reach print, you have used valuable time and space for an ulterior motive and have "defrauded" your readers. Give credit where credit is due, where circumstances warrant. List those who should be listed, not just because they are Templar friends and associates, but because they are involved.

And, please - avoid: "lovely" ladies, "sumptuous" banquets, "jammed-to-the-rafters" entertainment event, "inspiring" talks.

Even if any of the terms would be quite accurate, your integrity should call for you to use opposite terms when the reverse is true, as: "unattractive" ladies, "unappetizing" banquet, "deserted" entertainment hall, "dull" talks.

F. Examples of Copy (See Following Pages)

- 1 Outline form
2. One (no-no!) of written coverage.
3. Second (recommended) version of written coverage.

(Example 1)

OUTLINE FORM

(Current Date)

(Your name, address, phone number)

(Name and number of Commandery)

(Release: Immediate or dated)

WHO: Gethsemane Commandery No. 75, Knights Templar

WHAT: Stated Conclave, conducted by John J. Doe, Commander

WHEN: Monday, December 3, 7:30 pin.

WHERE: MASONIC TEMPLE, 331 Locust Street, Libertyville

WHY: Program of evening will be talk by Dr. James J. Jones, President, Sugar Loaf State Teachers College, a Knight Templar, on subject of proposed new free public library for Libertyville. Group discussion.

(the end)

(Example 2)

(WARNING: MAY BE INJURIOUS TO YOUR
MEDIA RELATIONSHIPS - IF USED!)

A special meeting of exceptional interest was held last night in the newly painted social hall of the Masonic Temple by the local Commandery of Knights Templar with more than 200 members in evidence for a dramatic talk and a highly spirited discussion on the proposed new library for Libertyville, which was followed by delicious refreshments expertly prepared and efficiently served by the loyal members of the Ladies Auxiliary, whose President is Mrs. Mary Doe. Her husband is the Eminent Commander of Gethsemane Commandery.

Before partaking of the fine refreshments at the culmination of the assembly, the ladies enjoyed the brilliant piano music of Mrs. Jane Roe at the Steinway, recently purchased by Gethsemane Commandery's outstanding Drill Team.

The members, during this period of entertainment for the ladies, were giving their rapt attention to their speaker of the evening, who was introduced by Eminent Commander John Doe. He was Dr. James J Jones of Sugar Loaf State Teachers College - who, incidentally, is an active member of the valiant and magnanimous Order of Knights Templar, who gave a dynamic talk about the new library proposed for Libertyville. After the talk and a fine discussion, the members joined the ladies for the piece d'occasion, the refreshments, in the social hall.

(the end)

(Please note that the form used above definitely is NOT recommended. Compare it with Example 3 on page 19 to see why.)

(Example 3)

RECOMMENDED FORM

(Same standard heading)

Dr. James J. Jones, President of Sugar Loaf State Teachers College, expressed support of Libertyville's proposed free public library in an address to 200 Knights Templar Monday evening at the Masonic Temple, 331 Locust Street.

"Every citizen owes it to the community to study every detail of the proposal," said Dr. Jones to his fellow members of Gethsemane Commandery No. 75, Knights Templar. He claimed that "apathy is the biggest enemy of the proposal," and that "too many residents think of the library as a toy, a gadget, something we really don't need."

"Such people are uninformed," said Dr. Jones. "If we have any respect for learning and for the cultural growth of our community, if we value books more than pocketbooks, we will see to it that Libertyville gets its free public library."

John J. Doe, Commander, introduced the speaker and conducted a brief question and answer period after the address by Dr. Jones.

The concurrent meeting of the Ladies Auxiliary in the social hall of the Masonic Temple featured piano music by Mrs. Richard R. Roe. Mrs. John J. Doe, President, presided for the meeting.

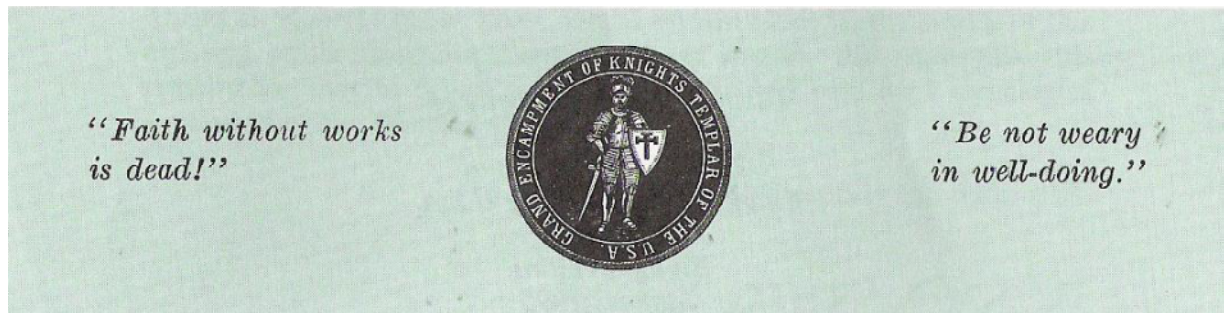
(the end)

Each of seven different Grand Masters has authorized several printings of the Publicity and Public Relations Guidelines first prepared and distributed in 1968. The contents of the current printing remain the same. We hope they will continue to be of some help for Subordinate, Constituent, and Grand Commandery promotional use.

Photographs, biographical sketches and interview materials for visitations of Grand Encampment Officers and Representatives are among other materials available from the Grand Encampment office.

November 1985 Charles R. Neumann, Grand Recorder.

GUIDELINES
for
RELIGIOUS ACTIVITIES



Committee on Religious Activities
Grand Encampment of Knights Templar
of the United States of America

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Distributed by authority of
the
Most Eminent Grand Master
Willard Meredith Avery
Fourth Printing
May 1977

FOREWORD TO THE 1970 PRINTING

KNIGHTS TEMPLAR traditionally defend (support) the Christian Religion and demonstrate a Christian concern for human needs. This simple and basic fact expresses our fundamental motivating dynamic as a purposeful fraternal order, as well as the personal commitment of each individual Knight Templar.

The suggestions contained in this brochure result from discussion and suggestion on a broad base which includes the Committee, its Advisory Committee, Grand Encampment officers and others. It is understood that no Templar unit may be attracted by all of the suggestions made, and our purpose is to suggest rather than to order specific activities.

We express appreciation to the Committee on Religious Activities and to all who have participated by suggestion and discussion, especially to Sir Knight E. Robert Chable, Ph.D., Grand Prelate 1955-58, the author of this resulting publication. We express too, of course, the hope that this presentation may be found useful to many as they plan for a meaningful expression of our Templar profession.

Courteously and fraternally,



Grand Master



INTRODUCTION

Today one cannot read, hear or see any news medium without encountering the word "militant." We are all familiar with the activities characteristic of some of those who seek, by almost any means, revolutionary changes in the political, economic and social life of our nation. Even our established religious institutions are under pressure from within by groups of such "militant" nature.

But long before this contemporary phenomenon Templary itself was a militant organization. It remains militant, and must continue to be so if it is to be true to its historic heritage. Otherwise there is nothing more than an archaic quaintness to the declaration of its own members, each of whom has vowed to "wield my sword" in defense of certain individuals as well as in defense of one specific institution - the Church of Jesus Christ!

There is a difference in being militant for destruction and a militancy dedicated to preservation. The Knight Templar is militant in defense of the Church as the body of which "the Great Captain of our Salvation," our Lord Jesus Christ, is the head.

Thus Templary and the Church are inseparable, the former supporting, supplementing, implementing the latter, never being a substitute for or in competition with the one institution which gives Templary its meaning and reason for existence. Templary can no more separate itself from the defense of the Church and yet remain Templary, than the individual Knight Templar can abandon his Christian faith and yet remain a member of our Valiant and Magnanimous Order!

But faith is not mere belief! Faith is action, acting on the basis of what one believes. Thus the Biblical warning that "faith without works is dead."

It is hoped that this brochure may be helpful in suggestions it makes for Commanderies of Knights Templar to act out the faith they profess. The ideas herein may well engender others, wherever there is imagination and creativity.

But let one question continue to gnaw at every body of Templary - how Christian, and how militant can it be, unless there is within every Grand Commandery, and in every Constituent and Subordinate Commandery as well, a Committee on Religious Activities?

SOME BASIC "DO'S" AND "DON'TS"

1. DO give thought, imagination, time and ingenuity to planning and executing new, creative religious activities in the Commandery. DON'T neglect Templary's traditional observances at Christmastide, Eastertide, Ascensiontide, but remember always that "new occasions teach new duties."
2. This is "the ecumenical age." When inviting clergymen to attend social affairs or other open activities of Commanderies, DO show an awareness of the ecumenical progress of our generation by avoiding any denomination emphasis.
3. DO publicize religious activities before and after they occur. Follow the suggestions in the Grand Encampment Guidelines for Publicity and Public Relations.
4. DO consult the clergy of your locality as to what the Commandery may do to assist them and their Churches. DON'T try to "use" the clergy to promote the Commandery.
5. When a frater has departed this life, unless the family has requested otherwise and the clergyman agrees, DO have separate services. Remember Templary provides for two services: a memorial service and a burial service. Because many clergymen are hypersensitive in such matters, even those who are Masons and Knights Templar, DO try to have the Templar Memorial Service the evening prior to the religious rites of the Church, preferable at the funeral home.
6. If both Templar and ecclesiastical services are to be held, with one following the other immediately, DO let the Church service be last. This is especially important if the Templar service is the one to be used at the grave.. At the very least, have the clergyman give the final benediction.
7. If there is a choice, let the Commandery give the Templar Memorial Service at the funeral home the night before the funeral, and let the committal at the grave be handled by the representative of the church.
8. In a formal, structured Church Service where Templars and their families are invited guests, if there are to be any introductions DO give the presiding clergyman well in advance the correct names and proper titles of Templary personnel. DON'T assume the clergyman knows all about Templary - DO put brief, clear information in writing in his hands well before such occasions.

SUGGESTIONS FOR RELIGIOUS ACTIVITIES COMMITTEES IN GRAND COMMANDERIES

1. Every Grand Commandery should have a Committee on Religious Activities which is not at all the same as a Committee on Necrology, etc. This Committee, in consultation with the minister of the host Church, should plan well in advance the Church Service at every Grand Commandery Conclave. If the Eminent Grand Prelate is not a member of the Committee (as he should be), consult him as an advisor.
2. The Grand Commandery Committee on Religious Activities should pay careful attention to every issue of the Knight Templar Magazine selecting from each issue examples of religious activities successfully promulgated through Templary, and at least quarterly call these to the attention of Commanderies within its jurisdiction.
3. The Grand Commandery Committee on Religious Activities should receive monthly, or at least quarterly, reports of activities of a religious nature which have been sponsored by or have taken place in the Constituent Commanderies. The Grand Commandery Committee should not assume that the local Commandery has reported these to the editor of the Knight Templar Magazine but should itself report them. It is better for the national news organ to have duplicate reports than none at all.
4. To further York Rite Unity, the Grand Commandery Committee on Religious Activities should attempt cooperative endeavors with comparable groups in other York Rite bodies, on the state or district level. There are some occasions, such as St. John's Day, when Commanderies and Symbolic Lodges can together sponsor and participate in meaningful religious activities. Another example would be on Reformation Sunday, the last Sunday in October, when Commanderies and Royal Arch Chapters can combine for a relevant observance.
5. The Grand Commandery Committee should arrange for and execute a fitting Memorial Service for departed fraters at every Grand Commandery Conclave. But let it be positive in tone, celebrating life's final accomplishment - the achievement of immortality. Use a choir from a local church, if possible, to provide music which is a ringing affirmation of our belief in eternal life.
6. The Grand Commandery Committee, or the Grand Prelate, should send a card of sympathy to the surviving family of a deceased frater, the Recorder or Prelate of the Constituent Commandery sending AT ONCE the proper information such as name of the frater, name and address of the next of kin, etc. (Appropriate cards may be procured at nominal cost from Church supply houses, but better to print one's own.)

SUGGESTIONS FOR RELIGIOUS ACTIVITIES COMMITTEES IN CONSTITUENT COMMANDERIES

1. If local conditions make it difficult or impossible to meet on Christmas day for the traditional observance in the Asylum, schedule such a service as close as possible to Christmas Day, but such a service may appropriately be held at any time during the Christian season of Advent. Invite clergy.
2. Consider, as a variation, the scheduling of a suitable activity for Epiphany, or "Twelfth Night." This commemorates the arrival of the Wise Men, and is an excellent opportunity for special programming, perhaps in cooperation with other Masonic bodies.
3. In January each year there is an Octave (or Week) of Prayers for Christian Unity sponsored by interdenominational agencies. Contact your local or area Ministerial Association or Council of Churches and ascertain if one or more of these services can be sponsored by the Commandery, perhaps even held in the Asylum. The Commandery could well precede the service with a dinner, to which local clergy and their wives could be invited.
4. Contact your local Ministerial Association or Council of Churches and determine if the Commandery can participate in some significant way in one or more of a series of special Lenten services. Perhaps one of these could be held in the Asylum. Again, here is an opportunity to invite local clergy and their wives.
5. Encourage attendance at the Grand Encampment Easter Sunrise Service at Arlington, Virginia, by publicity well in advance. For those unable to go, consider one of two things: (A) Hold the traditional Easter Service in the Asylum followed by breakfast; (B) approach well in advance of the date your local Ministerial Association or Council of Churches and determine if the Commandery can participate in a Union Sunrise Service in some significant way. If (B) is chosen, the traditional Templar Easter Service in the Asylum could be scheduled at another time during Eastertide - perhaps at the Vesper Hour on Easter Sunday late afternoon.
6. Sponsor an Ascension Day Service under Commandery auspices, inviting local clergymen to participate. The service may be held in the Asylum, in a local Church, in a local park, etc.
7. Remembering that the Christian Church was born at Pentecost, sponsor a Pentecost service in the Asylum; inviting the community and asking local clergy to participate. Or, as a variant, conduct such a service in local or area institutions such as nursing homes, orphanages, jails, etc.
8. Contact local or area patriotic organizations and arrange for Commandery participation in Memorial Day Services late in May. Conduct such a service at a Veterans Hospital, if there is one in your community.
9. Using the theme, "One Nation Under God" or "In God We Trust," sponsor or participate in an outdoor religious service in conjunction with the observance of Independence Day. Encourage participation by local clergy or area churches.
10. Most communities have union services for the observance of Thanksgiving. Ascertain through your local Ministerial Association or Council of Churches what opportunity there can be for Commandery participation. Such public exposure always helps the image of Templary.
11. Conduct a campaign in the community and especially among the membership to participate in charitable activities following the admonition of the Lord to feed the hungry and cloth the naked.
12. Consider sponsoring Sunday afternoon, Vesper Services in the following:
 - A. Hospital chapels.
 - B. Convalescent Homes.

C. Veterans Hospitals

D. Jails.

E. Homes for Unwed Mothers and similar institutions.

13. Conduct annually an impressive Memorial Service for departed fraters of your Commandery. Consider joining with other local Masonic groups for a combine Memorial Service. Rotate the address, if any, among the clergy of the community, or the music among the church choirs in the community.
14. If it is not in competition with a local Church's Maundy Thursday celebration, consider holding a service of. The Feast of the Paschal Lamb, especially if there is no Scottish Rite observance in the area
15. Consider having the Commandery participate in some meaningful way in a community's. Union Good Friday Tre Ore (Three Hour) Service. For a variation, perhaps such a service could be held in the Asylum. Invite local clergy to conduct the various portions of the service, if it is held in the Asylum. If in a local church, ask for ways the Commandery can assist.
16. If a Union Good Friday Service is scheduled in a community at the traditional hours from noon until three o'clock, the Commandery can take the lead in asking merchants to close for those three hours.
17. Sponsor a luncheon or dinner once each year for the local or area clergy and their wives and children. Present a program which does not involve the ministers in having to speak. They will be glad to be relieved!
18. Supply for all Masonic bodies place mats or napkins with a variety of "table graces" imprinted thereon
19. Celebrate the Commandery's birthday each year, or especially significant anniversaries of the Commandery, by asking each frater to bring his clergyman with him as a special or honored guest.
20. Attend each year in a body the church of the Eminent Commander as an expression of the fraternal regard for him.
21. Constantly encourage at every Conclave of the Commandery the necessity of every able-bodied frater's being in his proper place at his own Church each Sunday morning.
22. At meetings when no Degree Work is involved, a Meditation can be given on some aspect of the Birth, Life, Death, Resurrection and Ascension of our Lord. The Prelate can be in charge, but many laymen are quite capable of presenting such meditations since they have insights unique and different from those of the ordained clergy. The Book of Acts and the New Testament Epistles can be used productively in addition to the Gospels.
23. Sponsor a forum or panel discussion of local or area clergymen on some such topic as "The Mission of The Church Today."
24. Consider providing Hymnals or other needed items for new or impoverished Churches in the community. A bookplate showing presentation by the Commandery can be placed in each Hymnal.
25. Just as the Christian may be "the only Bible someone will ever read," so the Commandery at its Conclaves should frequently remind each frater that the individual Knight Templar, not only when he is seen in public as such, but in the organizations to which he belongs and at all other times, he is "the walking bill-board of Templary." His ethics should be unimpeachable; his conduct always exemplary.
26. Once annually schedule an "Early Morning Praise Service and Breakfast," perhaps on a Saturday or Sunday morning. (Annual Praise Services have been conducted for several decades by Dieu le Veut Commandery No. 45, Wilkes-Barre, Pennsylvania.)

27. When any frater is elected to a Church office of importance, or is chosen to head a Church project in the community, hold a special "Appreciation Night" in his honor, inviting his own clergyman to participate.
28. Consider making available to the community appropriate Easter cards of greeting, perhaps giving samples to the local clergy with the suggestion that if they think them worthy they may announce their availability in local church publications.
29. Through releases to area newspapers, radio stations, etc. sponsor a "Keep Christ in Christmas" emphasis.
30. Ascertain what can be done to support the needs of young people's groups in local Churches, or such movements as Youth for Christ, etc.
31. Give to each newly-created Knight Templar a New Testament.
32. Ascertain from local clergy or the Council of Churches the possibility of the Commandery's sponsoring a joint observance of World Wide Communion Sunday (the first Sunday in October), the service to be conducted by ordained clergy and perhaps using the liturgy of The Church of South India.
33. On Universal Bible Sunday (the second Sunday in December), the Commandery can sponsor an observance and collect contributions to the work of The American Bible Society.
34. Follow your own ideas! Be creative! "Write your own ticket!" This list is intended to be merely suggestive, not comprehensive or exclusive. But DO SOMETHING!
35. Suggested Scripts for Religious Services, another Grand Encampment Guideline, contains suggested services for Christmas, Easter and Ascension. It is available from the office of the Grand Recorder.