

BOOK OF INSTRUCTION
OF THE GRAND CHAPTER OF THE
ORDER OF THE EASTERN STAR
OF THE STATE OF NEVADA

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TABLE of CONTENTS

Article 1. Preamble	1
Article 2. Opening	2
Article 3. Proving the Chapter	4
Article 4. Work of the Warder and Sentinel	5
Article 5. Opening the Bible	7
Article 6. Closing the Bible	8
Article 7. Bible Without Form	9
Article 8. Introduction of Grand Officers and Visitors	10
Article 9. Order of Introductions	13
Article 10. Balloting	15
Article 11. Initiation	20
Article 12. Installation	24
Article 13. Draping of the Altar and Charter	25
Article 14. Flag Ceremony	27
Article 15. Retiring the Flag	30
Article 16: Other Ceremonies	31
Article 17: General Information	32
Article 18: Amendments	35
Article 19: Floor Work	36
Article 20: Pronunciation Table	37

Book of Instruction

A Nevada Grand Chapter Regulation

As completely revised and adopted at the 2014 Annual Session

ARTICLE 1. Preamble

The Grand Jurisdiction of Nevada shall conform to the Ritual and to the Ritualistic Work in the General Grand Chapter Book of Instruction. When changes are made in the Ritualistic Work or Resolutions pertaining to Ritualistic Work are adopted in General Grand Chapter, they shall immediately be in force in this Grand Jurisdiction.

ARTICLE 2. Opening

The Chapter room shall be furnished as described in the Ritual, pages 166 & 167.

Quorum is found on page 164.

Study carefully all the fine print in the Ritual.

Wraps should be removed before entering the Chapter room. Hats and gloves are not worn in the Chapter room, including open installations and all other ceremonies.

All visiting members obey the gavel.

The Conductress and the Associate Conductress should assist in welcoming visitors and see as far as possible that all visitors are either vouched for or properly examined before the Chapter opens. They should procure a list of names, titles, Chapters and states of all visitors and see that a copy of the same is given to the Worthy Matron and to the Secretary.

Open your Chapter on time.

The Bible may already be placed upon the Altar or brought in by the Chaplain during a ceremony prior to the opening.

All officers enter the Chapter room wearing their badges.

On entering the Chapter room, during the opening ceremony, the officers enter from one or both doors in the form and order layed down in the Ritual, page 23. In forming the hollow square, Ritual, page 24, study the size of the room and divide spaces equally between officers so that the rear of the room will not be crowded.

This oftentimes may be done better by having the Conductress and Associate Conductress stand two feet or three feet beyond Adah's station. In the opening march, the hollow square is formed completely inside the Labyrinth or completely outside. If formed inside, the Worthy Matron is escorted to the East on the outside

Book of Instruction

behind the Associate Matron – outside all of the officers. If formed outside, the Worthy Matron is escorted to the East through the Labyrinth passing on the right side of the Associate Matron thereby being escorted inside all of the officers.

If any opening march is used, it should be short and simple.

Complete opening ceremony, Ritual, pages 23 - 43.

The Ritual work of the officers should be spoken in a voice loud enough to be heard by all in the Chapter room.

The presiding officer should always rise and remain standing while addressing the Chapter or any officer. Also, she should rise when responding to the Salutation Sign.

It is proper for any member to remain standing while speaking, after first addressing the presiding officer. Members should not leave their seats when the Chapter is in session without the permission of the presiding officer.

The Conductress and Associate Conductress enter their stations on the east side of the pedestal, and turn with their faces toward the East.

Members shall not pass between the Altar and the East after the Chapter has been declared open for the transaction of business, except in ritualistic ceremonies.

At the end of the opening ceremony, the one blow of the gavel on the word “business” by the Worthy Matron only means the completion of the opening. It does not mean for the Chapter to be seated. The Chapter is seated by the Worthy Matron after the flag is presented, Ritual page 43.

Book of Instruction

ARTICLE 3. Proving the Chapter

Proving the Chapter is the responsibility of the Associate Matron, with the Conductresses under her direction. The prescribed form is to be followed, Ritual, pages 26 and 27. The Associate Matron will stand during the proving of the Chapter. The Worthy Matron will be seated after directing the Associate Matron and will remain seated until addressed by her.

After the Associate Matron has instructed the Conductress and Associate Conductress they will step forward from the east side of their pedestals, march to the East, turn and march toward each other with enough steps to prove the East, turn facing the East and pass slowly to the West, carefully observing each person present. They will proceed to a position in front of the Associate Matron to form a triangle. Facing each other, the Associate Conductress will report to the Conductress, they turn in to face the Associate Matron, the Conductress reports to the Associate Matron and they immediately turn toward each other with all three facing East.

If there is a visitor for whom no one can vouch, the instructions are in the Ritual, pages 26 and 27. Refer to the Ritual, page 83 for passing an examination and Ritual, page 17 for the Test Oath.

ARTICLE 4. Work of the Warder and Sentinel

Only the presiding officer may give permission to the Warder to open the ante-room door. The opening and closing of the ante-room door when the chapter is in session is exclusively the duty of the Warder. The Warder must always give the proper raps prior to opening the door when the Bible is open. The raps are never given by the Warder immediately after closing the door.

The raps are explained in the Ritual, page 16.

The work of the Warder and Sentinel, in the opening ceremony is in the Ritual, pages 25 and 43.

No alarm should be reported until the Chapter has been declared open and after the flag ceremony and Memorial. Also important business should not be interrupted by alarms.

When an alarm is given by the Sentinel the Warder will rise and say, "Worthy Matron, there is an alarm at the door." The Worthy Matron will reply, "Sister/Brother Warder, you will ascertain the cause of the alarm."

After giving the proper raps, opening the door and ascertaining the cause, the Warder reports to the Worthy Matron. If the alarm was caused by a Sister/Brother / Visitor, properly vouched for, the Warder will make the following report, "Worthy Matron, the alarm was caused by a Sister /Brother, properly vouched for, who wishes to enter." The Worthy Matron will respond, "Sister/Brother Warder, you will admit her/him."

If properly vouched for, the member may be immediately admitted without further raps and the door closed.

If anyone wishing to enter cannot be vouched for by the Warder or Sentinel, the Warder should report to the Worthy Matron, giving the name, number and location of the Chapter of the visitor. If no one present can vouch for the visitor, the Worthy Matron should instruct an Examining Committee to retire as per instructions in proving the Chapter.

Book of Instruction

It is permissible for the Sentinel to sit inside the doorway with the door open, except during the ritualistic portions of the work (opening, closing, balloting, and initiation). The work of the Warder and Sentinel is found in the Ritual: Balloting, pages 13 and 14; Raps, page 16; Opening, pages 25 and 43; Closing, pages 45 and 47; and Initiation, page 49.

ARTICLE 5. Opening the Bible

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

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

To properly open the Bible, the Conductress places her right hand firmly on the center of the front edges and places her left hand firmly on the back edge, opposite her right hand. With her right hand she raises the front edges of the Bible and with her left hand she guides the back edge of the Bible to the center of the Altar. She then moves the left hand slowly up the front side of the Bible until it meets the right hand and opens the Bible with both hands, lowering both sides of the Bible at the same time. She draws both hands away into the Salutation Sign, being careful not to interrupt this movement to straighten the Bible marker if it becomes disarranged. The marker may be adjusted after the Salutation Sign has been given. Refer to the Ritual, page 41, for completion of this action. With face to the Altar, the Conductress takes one step backwards, turns south and steps back into the circle of officers, midway between Ruth and Esther, and assumes the reverent attitude. She remains there until after the Warder reports to the Worthy Matron. (AM 2013)

The Chaplain, after the prayer, takes one step backwards, turns north and steps back into the circle of officers midway between Esther and Martha and faces the Altar. A semicircle will be formed by Martha, Chaplain, Esther, Conductress and Ruth. The Chapter is not seated until after the flag is presented. (AM 2013)

ARTICLE 6. Closing the Bible

The same directions are to be observed by the Conductress and the Chaplain in the performance of their duties in the closing ceremony as stated for the opening ceremony Ritual, page 47.

To close the Bible, the Conductress places her hands on the center of the front edges of the Bible and raises both sides of the open Bible at the same time. She holds the front edges firmly with the right hand and moves the left hand slowly down the center of the front side of the Bible to the back edge, so she may guide the Bible to the center of the Altar, as she lowers the front edges onto the Altar with her right hand. She then draws both hands away at the same time and concludes this ceremony in accordance with the Ritual, page 47.

At the conclusion of the Warder's report to the Sentinel, the Organist begins playing and the Conductress and Chaplain return to their stations. If a retiring march is used the Presiding Officer says, "The members and visitors will remain standing while the officers retire" or "The members and visitors may be seated while the officers retire." The form of retiring march is optional.

ARTICLE 7. Bible Without Form

The Worthy Matron will call up the Chapter, and the members shall assume the Reverent Attitude. The Conductress enters and leaves the Labyrinth in the same manner as when opening the Bible in form, opens or closes the Bible with no sign or bows, turns and returns to her station immediately. (AM 2013.)

ARTICLE 8. Introduction of Grand Officers and Visitors

Before the opening of the Chapter, the Worthy Matron should ascertain what visitors are present and their titles. Any visitor for whom no one can vouch must be examined before being admitted. The Examining Committee should be at the hall early enough to examine visitors in time to permit the latter to be seated in the Chapter room to witness the opening ceremonies. It is the duty of the Conductress and the Associate Conductress to introduce and welcome visitors at all times when the Chapter is at ease and at other times in accordance with instructions.

All distinguished guests should be introduced immediately after the flag ceremony, except when the Altar is to be draped. On such occasions the introduction of the distinguished guests follows immediately after the Memorial Service.

When there is to be formal escort, the floor work will be as follows:

If the person to be introduced is an Officer or Committee Member of General Grand Chapter, a Worthy Grand Matron or a Worthy Grand Patron, a Past Grand Matron or a Past Grand Patron, the Conductress (and Associate Conductress) shall conduct the dignitary/dignitaries west of the Altar, entering the Labyrinth between Martha and Esther, and between Ruth and Esther, if applicable. The Conductress will introduce member(s) to the Worthy Matron who will give a welcome in fitting words.

The Worthy Matron will request the Conductress and Associate Conductress to escort the member(s) to the East. As they leave the Altar, the Worthy Matron will call up the Chapter. Applause is appropriate.

When the dignitary is received in the East, Grand Honors and a cordial welcome will be given. Ritual, page 17.

At Official Visits and at other times when formal escort is used, it is permissible, in small Chapter rooms where floor space is limited, to introduce from the sidelines. However, the Worthy Grand Matron, Worthy Grand Patron and all Past Grand Matrons and Past Grand Patrons must be presented at the Altar and escorted to the East.

The Worthy Matron instructs the Conductress and Associate Conductress to present the Worthy Grand Matron and Worthy Grand Patron for introduction.

The Conductress offers her right arm to the Worthy Grand Matron and the Associate Conductress offers her left arm to the Worthy Grand Patron, and they escort them to the Altar, entering the Labyrinth as previously described. After the introduction by the Conductress, the Conductress and Associate Conductress step back one step while the Worthy Matron gives a brief welcome. The Worthy Matron then instructs the Conductress and Associate Conductress to escort the Worthy Grand Matron and Worthy Grand Patron to the East. The Conductress and Associate Conductress bow slightly to the Grand Officers, offer their arms, and proceed to the East through the Labyrinth where they turn in and face each other, then step back and exchange bows with the dignitaries. They remain standing in place until the Grand Honors are given and the Chapter is seated.

Past Grand Matrons and Past Grand Patrons follow the Conductress and Associate Conductress in the same manner or in single file if there is more than one.

When the Worthy Grand Matron of this Grand Jurisdiction is introduced, the Worthy Matron invites the Worthy Grand Matron to seat the Chapter. Only those entitled to Grand Honors are to be taken through the Labyrinth.

This form is to be followed when escorting any members who are entitled to Grand Honors.

If a Worthy Grand Matron or a Past Grand Matron is introduced alone, the Conductress offers her right arm and escorts her to the Altar for introduction between Esther and Martha and then proceeds to the East on the north side of the Altar.

If a Worthy Grand Patron or a Past Grand Patron is introduced alone, the Conductress offers her left arm and escorts him to the Altar for introduction between Ruth and Esther and then proceeds to the East on the south side of the Altar.

If there are two or more Past Grand Matrons to be presented, they follow the Conductress to the Altar (senior Past Grand Matron first) through the Labyrinth on the north side of the Altar. A similar procedure is followed when two or more Past Grand Patrons are to be presented, except they are escorted around the south side of the Altar.

All other visitors (see Order of Introduction) are presented in the prescribed manner.

As soon as a category of members is seated, the Conductresses will return to a position behind Esther's chair to receive further instructions from the Worthy Matron. The Associate Conductress stands at the right side of the Conductress. If the Associate Conductress is not needed for the next escort duty, she returns to her station in the North.

This pattern continues until all introductions are completed. The Worthy Matron then says to both Conductresses, "Formal introductions are complete." The Conductresses return to their stations.

Visitors entitled to the courtesies of the East are those who, through service in the Eastern Star or the Masonic Fraternity, are entitled to this special recognition.

The Conductresses, after arriving behind the Altar with those entitled to the Grand Honors, or behind Esther's chair with other members or visitors, shall introduce them each by name, title, and the name and location of their Chapter if applicable except:

- (1) Grand Representatives may introduce themselves at the request of the Worthy Matron, and
- (2) The name and location of their Chapter is not proper in the case of Worthy Grand Matron and Worthy Grand Patron or Past Grand Matrons and Past Grand Patrons.

The Worthy Matron responds to the Conductress' introduction by giving a welcome or some other brief greeting, then instructs the Conductress (and Associate Conductress, if Brothers are also being escorted), to escort (naming the group's title) to the East or to their seats on the sidelines. Individual names and titles will not be repeated in the East; the Worthy Matron will just call for the Grand Honors, and/or a hearty welcome, as appropriate.

ARTICLE 9. Order of Introductions

1. The Worthy Grand Matron and Worthy Grand Patron of this Grand Jurisdiction
 2. General Grand Chapter Officers
 - (a) Most Worthy Grand Matron and Most Worthy Grand Patron
 - (b) Past Most Worthy Grand Matrons and Past Most Worthy Grand Patrons
 - (c) Elected General Grand Chapter Officers
 - (d) Appointed General Grand Chapter Officers
 3. General Grand Chapter Ambassadors and Committee Members
 4. Worthy Grand Matrons and Worthy Grand Patrons of OTHER Grand Jurisdictions.
 5. Past Grand Matrons and Past Grand Patrons of this Grand Jurisdiction
 6. Past Grand Matrons and Past Grand Patrons of OTHER Grand Jurisdictions
All of the above are introduced behind the Altar, escorted through the Labyrinth to the East and given Grand Honors. As they leave the Altar, to be escorted to the East, the Worthy Matron calls up the Chapter.
 7. All Elected Grand Officers followed by Appointed Grand Officers, and Grand Officers Emeritus of this Grand Jurisdiction.
 8. Elected Grand Officers followed by Appointed Grand Officers and Grand Officers Emeritus of OTHER Grand Jurisdictions
- Numbers 7 and 8 are introduced behind Esther's station and escorted outside of the Labyrinth to the East, on the marching line. The Worthy Matron calls up the Chapter and greets them, and a hearty welcome is given. The Chapter is seated and the Grand Officers are escorted to their seats by way of the East.
9. General Grand Chapter Special Appointments
 10. Grand Representatives of OTHER Grand Jurisdictions in Nevada

Book of Instruction

11. Grand Representatives of Nevada in OTHER Grand Jurisdictions
12. Grand Representatives of Sister Jurisdictions in OTHER Grand Jurisdictions
13. Visiting Deputy Grand Matrons may be introduced at the discretion of the presiding officer
14. Visiting Worthy Matrons and Worthy Patrons of this and OTHER Grand Jurisdictions
15. At the Official Visit of the Worthy Grand Matron, the husband of the Worthy Grand Matron and the wife of the Worthy Grand Patron, if present, or their official escort

Number 9 through 15 are escorted, presented and introduced behind Esther's station, given a hearty welcome, and escorted to their seats. The Worthy Matron does not call up the chapter. Subordinate Chapters may combine Nevada and Other Grand Jurisdictions.

16. Masonic Categories:

A. Grand Lodge

1. Most Worshipful Grand Master
2. Grand Lodge Officers
3. Past Grand Masters
4. Worshipful Masters

B. Heads of Appendant Bodies: Defined as HEADS of bodies that ONLY Master Masons may petition

C. Heads of Affiliated Bodies: Defined as HEADS of bodies that Master Masons and/or eligible family members may petition

17. Leaders of Youth Groups

Numbers 16 and 17 may be escorted or introduced from the sidelines as desired. The Worthy Matron does not call up the Chapter.

Article 10. Balloting

Refer to Ritual, pages 13-15 and General Grand Chapter Book of Instructions, pages 30-35. To prepare the ballot box prior to the meeting, the Associate Conductress must ascertain if the required number of balls and cubes, at least six (6) black cubes and enough white balls for the membership present, have been placed in the balloting compartment with the receptacle for the ballot empty.

Appropriate music may be played during balloting. The Warder will allow no interruptions while the balloting is in progress.

It is the choice of the Worthy Matron whether a collective ballot is to be taken on a group of petitions for affiliation, reinstatement or initiation. Petitions for affiliation, reinstatement and initiation are not balloted on together. Each group of petitions **MUST** be separately balloted upon with each petitioner's name being read. Petitions for affiliation are balloted upon first, then reinstatement and then initiation.

The Worthy Matron rises and remains standing during the progress of the ballot until the Star Point officers have returned to their seats. She may then remain seated until all of the members have balloted; except, she must rise to request the members on the south side to ballot, and again when she instructs the members on the north side to ballot.

When the ballot is to be taken, the Worthy Matron will say: "Sister Associate Conductress, prepare the ballot box." The Associate Conductress marches to the northeast where the ballot box has been previously placed, stand so her actions are visible to Chapter members and ascertains if the required number of balls and at least six (6) cubes have been placed in the compartment, leaving the compartment open, if needed, and that the receptacle for the ballot is empty.

The Associate Conductress picks up the ballot box with her right hand, while supporting it on her left arm, and with left fingers securing the closure of the receptacle, she marches to the East, observing the marching lines. She places the ballot box on the pedestal in the East. The Associate Conductress then takes two (2) steps North, turn and faces West, while the Worthy Matron and Worthy Patron inspect the ballot box.

The Worthy Matron announces to the Sisters and Brothers the same ballot information as given to the Sentinel, Ritual page 14. The Worthy Matron then says “I now declare the ballot open.” *(Strikes one blow of the gavel.)*

The Associate Conductress picks up the ballot box in the same manner as previously described. She presents it to the Worthy Matron for her ballot by facing West and moving her arm outward towards the left so the ballot receptacle faces the Worthy Matron. The Associate Conductress should face forward while members ballot so she cannot see how the ballot is being cast. The Worthy Matron turns North to face the ballot receptacle, ballots, and then steps to the right facing North while the Worthy Patron ballots. The Associate Conductress presents the ballot box in the same manner to the Worthy Patron. The Worthy Patron and Associate Patron face West and East respectively while their partner officer is balloting. The Associate Matron follows the same balloting procedure as the Worthy Matron, facing South.

The Associate Conductress carries the ballot box along the north side of the Chapter room, stopping for the Organist to ballot, if that station is on the north side of the room, then to the west for the Associate Matron and the Associate Patron to ballot. The Warder ballots next and then the Organist, if she/he has not already balloted. If there are members in the room whom have physical difficulty balloting at the Altar, the Associate Conductress may present the ballot box to them to ballot before placing it on the Altar. The Worthy Matron, Worthy Patron, Organist, Associate Matron, Associate Patron, Warder and any member to whom the ballot box is presented by the Associate Conductress will rise to face the ballot box when balloting (if able), but do not make the Salutation Sign before balloting.

While the Associate Conductress is presenting the ballot box to the above officers and members, the Conductress may assist her by entering/leaving the Labyrinth in proper form. Without giving any signs, she pulls out the ballot box shelf on the Altar or moves the open Bible to make room for the ballot box. Depending upon the size of the Altar, the open Bible is moved so the ballot box may be placed at the left of the Bible (north side of the Altar) or in front of the Bible (west side of the Altar). (After balloting, when the Worthy Matron declares the results of the ballot and has destroyed the ballot, the Conductress may enter the Labyrinth and rearrange the Altar. Only the Conductress moves the Bible.) The Associate Conductress enters the Labyrinth, places the ballot box on the Altar in the space prepared by the Conductress and ballots per Ritual page 13.

After leaving the Labyrinth, she makes an acute angle at the west marching line, and marches South, back of Esther's chair, to the south marching line, where she turns to march East, and then turns north when she reaches a point behind Ruth's chair. She takes her position back of Ruth's chair, facing the Altar and Labyrinth and remains there until the Worthy Matron declares the ballot closed.

It is the duty of the Associate Conductress to see that only members of the Chapter ballot, and that all members of the Chapter who are present ballot. She should also see that each member pauses at the edge of the Labyrinth while the preceding member is casting her/his ballot. The edge of the Labyrinth is an imaginary straight line between the chairs of the Star Points that form the pentagon. The edge of the Labyrinth is not the edge or the corner of the rug.

All members who cast their ballot at the Altar must approach the Altar and retire according to the prescribed form per Ritual page 13. Members may ballot with either hand. The Salutation Sign must be made as prescribed in the Secret Work, with the eyes on the Bible. The Worthy Matron should not respond when the Salutation Sign is given in balloting at the Altar. Do not linger while inside the Labyrinth in order to keep the flow moving and maintain the triangle concept formed while at the Altar.

As soon as the Associate Conductress is on guard behind Ruth's chair, the Worthy Matron will say "The Star Point officers will ballot." All Star Point officers will rise at the same time, standing in front of their chairs, except for Esther, who steps to the right side of her chair so she will not be standing inside the Labyrinth. Adah and Electa take one step forward, face south and north respectively, then step to their respective marching lines, and march west, keeping directly opposite of each other. Immediately after Adah and Electa have passed the chairs of Ruth and Martha, these officers face south and north respectively, step to their respective marching lines and follow the same plan of march as Adah and Electa.

When Adah and Electa reach the west marching line, Adah turns, forming an acute angle, marches to the Altar, ballots per Ritual page 13 and leaves the Labyrinth, forming an acute angle at the west marching line and returns to her chair. Electa marches across the west marching line until she reaches the point where the preceding officer (Ruth) turned to enter the Labyrinth.

Adah ballots first, then Ruth, Electa, Martha and Esther. After Martha passes behind Esther's chair going to the Labyrinth, Esther steps back of her chair to the

line of march and proceeds south to the acute angle used by the other officers to enter the Labyrinth.

Adah and Electa march opposite each other returning to their stations, as do Ruth and Martha. Esther retires from the Labyrinth by taking one step backward, turns toward the left and marches around the left of her pedestal and chair to the right side of her chair. All Star Point officers should time their steps so they reach the front of their chair at the same time and are then seated at the same time.

After the Star Point officers have balloted, the Worthy Matron requests the members on the south side to ballot. The Secretary, followed by the Marshal, Conductress, and then all members seated on the south side ballot in proper form, return to their places and are seated. When the members on the south side have completed the ballot, the Worthy Matron rises and requests the members on the north side to ballot. The Treasurer, followed by the Chaplain, and then all members seated on the north side ballot in proper form, return to their places and are seated.

The Worthy Matron selects a substitute Sentinel, so the Sentinel may enter the Chapter Room to ballot. The Sentinel ballots per Ritual pages 13 and 14. Members cannot be admitted from the anteroom with the Sentinel and ballot at the same time she/he does. It is permissible for the substitute Sentinel to go out and the Sentinel to come in to ballot with the same tiling of the door. The Sentinel does not relinquish her/his badge.

After ascertaining with the Associate Conductress that all have voted, the Worthy Matron declares the ballot closed. (*Strikes one blow of the gavel*) as per Ritual pages 14 and 15.

Upon order of the Worthy Matron, the Associate Conductress steps back to the south marching line, proceeds to the southwest acute corner, enters the Labyrinth and closes the box, if needed. She picks up and carries the ballot box in the same manner as previously instructed. The Associate Conductress backs into the circle of Star Point officers between Esther and Martha, turns toward the left, walks northwest to the west marching line, turns and bears the ballot to the west. She places the ballot box on the pedestal in front of the Associate Matron and faces east while the Associate Matron and Associate Patron inspect the ballot.

The Associate Patron and Worthy Patron inspect the ballot without handling the ballot box.

When instructed by the Worthy Matron, the Associate Conductress advances to the Worthy Matron's station in the east, observing square corners on the marching lines, and places the ballot box on the pedestal in front of the Worthy Matron. The Associate Conductress then takes two (2) steps north and faces west.

The Worthy Matron and Worthy Patron inspect the ballot, per Ritual page 15. The Worthy Matron announces the result of the ballot. (Strikes one blow of the gavel.)

If the ballot is clear, the Worthy Matron then destroys the ballot. To destroy the ballot is to place all balls and cubes back in the outer compartment so that no one can tell how the last ballot stood. If the ballot is not clear, the Worthy Matron destroys the ballot and immediately declares another ballot taken. If the ballot was a collective ballot, an individual ballot will be taken for each petition. The result of the second ballot is final.

After the ballot is destroyed, the Associate Conductress picks up the ballot box in the same manner and carries it back to the northeast where the ballot box was previously placed. She returns to her station observing the marching lines.

ARTICLE 11. Initiation

Considerations prior to starting the Initiation Ceremony:

See Ritual, pages 49 and 16.

A sufficient number of Bibles (one for each candidate) should be divided equally and placed on or near the northeast and southeast corners of the Altar. The Bibles should be placed prior to the beginning of the meeting. If only one, it should be at the northeast corner. The Bible(s) must contain both the Old and New Testaments.

The “Bylaws” book for signature by the new member(s) must be at the Secretary’s desk.

When the Associate Conductress retires for preparation:

Members can no longer be admitted from the anteroom. The Sentinel must not interrupt with an alarm at any time during the remainder of the ceremony except in emergencies.

If the Marshal has flowers or ribbons they should be distributed at this time to the Star Point stations.

Adah should place the veil over her head.

Esther should place the crown on her head.

If the lights are dimmed, see Ritual, page 53.

Conducting Candidate(s):

See Ritual, page 53.

Altar activity during the Obligation:

See Ritual, page 58.

Conductress (and Associate Conductress, if more than one candidate).

The Conductress stands at the northeast and Associate Conductress at the southeast corner of the Altar while they demonstrate (1) Secret Work.

While placing the Bibles, with the open edges facing up, the Conductress should reach over the left shoulder and the Associate Conductress over the right shoulder being careful not to put her arms around the candidate. The movement should be from the outside to the center when both are working.

After placing the Bible(s), the Conductresses return to the northwest and southwest and continue with Ritual work.

When the Obligation is completed, the Conductresses remove the Bible(s) from the same side as they were given, starting with the member at the center of the Altar. The Bibles are then placed on the northeast and southeast corners of the Altar.

The Conductresses and the candidates remain standing at the Altar at the close of the Obligation until the Chapter is seated.

Prior to the Worthy Patron receiving the newly obligated member(s) he should step back three (3) steps from the Altar, then he may indicate positions of the Star Point Officers as he names them.

A candidate who is unable to kneel may be seated at the Altar, holding the Bible for the Obligation.

A candidate who is unable to walk may be seated in a position to best observe and hear the ceremony after being obligated at the Altar.

Receiving the Star Point Officer Lectures:

The Diagram of the Labyrinth, Ritual, pages 167 - 185, and the Ritual, pages 59 - 76, must be studied carefully for instruction on conducting new members to the Star Points Officers and Worthy Patron. Star Point Officer instruction is also contained within these pages.

When arriving at a Star Point station to receive the lecture, if there is only one candidate and the Conductress, then a triangle is formed with the Star Point Officer at the apex. If there are two (2) or more candidates they all form a straight line on arrival at the station, still forming a triangle with the Star Point Officer being at the apex.

All Star Point's signs are held until after the Pass is given.

After each Star Point Officer has completed her lecture, if the pedestal is on the Altar side of her chair she steps back of the chair to pick up the emblem. If it is behind the chair, she turns and picks it up. The emblem is picked up and held in the right hand, resting it on the left palm. The emblem is held in this position until all have passed the station. The emblem is then replaced and the officer seated.

When Adah is demonstrating her sign with the Veil, she should drop her hands completely between motions as she is demonstrating that two (2) people are handling the veil at different times. The veil is removed from her shoulders with the left hand as she takes the sword with her right hand and explains the emblem. The point of the sword points to the Altar, before and after her lecture.

When Esther is demonstrating her sign she removes the crown with her left hand as she takes the scepter in her right hand and explains the emblem. The scepter points toward the northeast before and after her lecture.

The point of the sword is placed toward the Altar, the head of the scepter points northeast and the cut side of the broken column faces the Altar.

Circle of Prayer – Golden Chain:

See Ritual, pages 78 - 80.

As soon as the gavel is sounded all moving officers should attempt to reach their station at the same time.

The Chaplain moves on the north marching line to the northwest corner, makes an acute angle and goes straight to the Altar, entering the Labyrinth between Esther and Martha.

The Worthy Matron and Adah must leave enough room for the Conductress(es) and candidate(s) to enter between them.

“Bless Be the Tie That Binds” is the ode most commonly used.

Conclusion of ceremony:

Chairs may be provided in the East and/or West for the Conductress(es) and candidate(s) during the remaining ceremony.

It is permissible to pass between the Altar and the East when welcoming the new Sister/Brother. **The Bible should not be closed at this time.**

Presentations should not be made if there is more than one candidate. It could cause embarrassment to others.

After greeting the new member(s), the member(s) should go to their seats. The ceremony is not over until the Worthy Patron sounds the gavel, seating the members.

ARTICLE 12. Installation

The instructions for the installation of Chapter Officers begin on page 93 of the Ritual and extend through page 126. The instructions for the installation of Grand Chapter Officers begin on Ritual page 127 - page 151. Diagrams are on pages 186- 191.

The applicable parts of these instructions, pages 93- 126 or pages 127 - 151 should be studied carefully, with special emphasis placed on the fine print.

The retiring Worthy Matron holds her authority until the gavel is placed in the hands of the incoming Worthy Matron. The incoming Worthy Matron is responsible for the planning of the installation ceremony, the program, decorations, refreshments and all items concerning the installation. She selects the installing officers.

After the Obligation, the Marshal and Officers leave the Labyrinth by passing in front of Adah's station and then behind the semicircle of chairs to the front of the chairs where the Officers are seated.

The semi-circle of chairs should be left in place until the ceremony is completed, Ritual, page 94.

Only one Installing Marshal is allowed.

No escorts are permitted to enter the Labyrinth, Ritual, page 102. If the Installing Marshal uses a baton, she/he may place it on the Altar while she/he invests the officers with their badges.

The Marshal presents the Officers, at the Altar for installation, approaching the Altar between Adah and Ruth. All officers except the Worthy Matron and Worthy Patron leave the Labyrinth between Martha and Electa. The Worthy Matron and Worthy Patron are conducted directly to the East through the Labyrinth.

The titles of those assisting the Installing Officer are predicated upon the title of the Installing Officer. Ritual, pages 94 -96.

ARTICLE 13. Draping of the Altar and Charter

Draping of the Altar and Charter should take place immediately after the flag ceremony.

All memorials will be read before the draping of the Altar, prior to the time the Chaplain, Conductress and Associate Conductress are instructed to move onto the floor.

In case of the death of an officer of the General Grand Chapter, present or Past Grand Matron, present or Past Grand Patron or Grand Officer, Chapters should drape their Altar for a period of thirty (30) days. The Conductress carries the Altar drape and the Associate Conductress carries the Charter drape (if the Charter is to be draped).

In case of the death of a member of the Subordinate Chapter, that Chapter should drape its Altar in white with a sprig of green and Charter in white for a period of thirty (30) days. The Altar should remain draped for any special meeting or installation during this thirty-day (30) period.

After the memorial is read, the Worthy Matron says: “Sister/Brother Chaplain, Conductress and Associate Conductress, you will drape our Altar (and Charter as the case may be) in loving memory of our departed Sister / Brother (giving the title as Officer of General Grand Chapter, or officer of this Grand Chapter, or name of Subordinate Chapter).” When the Worthy Matron calls up the Chapter, the Chaplain advances to her/his position behind the Altar. As she/he passes the station of the Associate Conductress, the Conductress and Associate Conductress follow, and advance into the Labyrinth, the Conductress passing between the chairs of Ruth and Esther, the Associate Conductress between the chairs of Martha and Esther.

The Conductress and Associate Conductress advance at a distance that gives the Chaplain time to pick up the Bible allowing them to form a triangle with the Chaplain as she/he steps forward to the Altar. When the Chaplain reaches the Altar, she/he lifts the open Bible by slipping both hands under it. She/he moves back as the Conductresses approach the Altar with the drape. The Chaplain remains back, holding the open Bible while the Conductresses drape the Altar.

As she/he steps forward to place the Bible back on the Altar, remaining this time with her/his toes touching the Altar or the cushion the Conductresses take two steps back toward the West so that they form a triangle with the Chaplain. The three (3) officers should advance and step back at the same time, always maintaining a triangle. When the Chaplain has returned the Bible to the Altar, all three (3) officers assume the reverent attitude and pause for a moment.

If the Charter is to be draped, the Conductresses will bow slightly to the Worthy Matron, proceed east and drape the Charter in white. After draping the Charter the Conductress steps back to a position at the south and the Associate Conductress to a position at the north so that a triangle will be formed by the two and the Charter. The Worthy Matron will slightly nod her head as a cue for the Conductresses and Chaplain (who has been standing, with toes close to Altar and holding reverent attitude during this time) to return to their stations. The members drop the reverent attitude when the Chaplain reaches the edge of the Labyrinth. The Worthy Matron will seat the Chapter by sounding one rap of the gavel when the Officers have returned to their stations.

If the Charter is not to be draped, the three officers' bow, take one step back and leave the Labyrinth, returning to their stations. (The Chaplain precedes the Associate Conductress on the North marching line as the officers' return to their stations).

If the Altar is still draped from the previous meeting, the drape should be removed before the meeting so that the Altar may again be draped for another deceased member. The Worthy Matron should say "The Altar is still draped for _____. We will now drape it for _____".

The Altar will be draped only one time at a meeting. In the event of the death of a distinguished officer and also the death of a member of the Chapter, draped the Altar for both the present or past distinguished officer and the member, and then also drape the Charter for the member. When a distinguished member who belongs to your own Chapter dies, you should drape the Altar and Charter upon knowledge of the death as you ordinarily would for any member of your Chapter. When the memorial for the distinguished member is received from the office of the Grand Secretary, it should be read at the next stated meeting of the Chapter. The Altar and Charter are draped for a period of thirty (30) days from the date that they were first draped. The Altar should remain draped for any special meeting or installation during this thirty-day (30) period.

ARTICLE 14. Flag Ceremony

This ceremony is conducted by the Worthy Matron, or at her request, by the Worthy Patron. At the Worthy Matron's request, any other parts may be traded for the convenience of the officers.

All officers and members stand at attention, facing the flag, with the right hand over the heart, or a military salute while the flag is actually in motion and during the singing of the National Anthem. At the close of the ceremony the Pledge of Allegiance is given as nationally adopted, during which time the right hand is again held over the heart or a military salute while it is in motion.

The only officers who turn slightly when the flag is brought to the Altar are Adah, Ruth, Martha and Electa, in the same manner as when the Conductress attends at the Altar.

The flag is placed inside the Chapter room, at the left of the station of the Marshal, or at the left of the Associate Patron, if he presents the flag.

The flag ceremony begins immediately after the opening ceremony. The Presiding Officer addresses the Marshal/Associate Patron by saying, "Sister/Brother Marshal/Associate Patron you will present Old Glory."

The Marshal salutes the flag before taking the flag from its stand, by placing her/his hand over her/his heart, or a military salute, and then she/he takes the flag from the stand, carrying it on left side with the right hand high and the left hand low on the staff; the left arm is to be straight at the side. The Marshal/Associate Patron proceeds west along the south marching line until she/he reaches a point two (2) to four (4) steps beyond Esther's station, makes an acute angle and marches into the Labyrinth to a point slightly to the northwest corner of the Altar, so the flag is not over the Bible and does not touch the Altar. When the Marshal/Associate Patron reaches the Altar, all (except the Marshal/Associate Patron) join in singing the National Anthem.

The Flag Ceremony continues as follows: (Note: the officers do not bow to the officer conducting the ceremony.)

Worthy _____: "Sister Associate Conductress, what is the proper position for this banner in a Chapter of our Order?"

Associate Conductress: “In the East, Worthy _____.”

Worthy _____: “Sister Conductress, why is that its proper position?”

Conductress: “Worthy _____, over twenty (20) centuries ago, there arose in the Far East the Star of Bethlehem, which wise men followed to the manger cradle of the Prince of Peace, the Immortal Son of our Heavenly Father, from whom comes all wisdom and strength. So, we place in the East the emblem of a people who we prayerfully hope will yet do much to forward his Kingdom on Earth.”

Worthy _____: “It is well, _____ Marshal; you will bear our flag to its proper position.” The Organist plays a march. The Marshal passes through the Labyrinth and places the flag in a position at the right the Worthy Matron. The Marshal/Associate Parton places the flag in its proper standard and again salutes the flag.

Worthy _____: “Sister Associate Matron, what does our flag symbolize?”

Associate Matron: “The flag symbolizes our aspirations and achievements as Americans – our struggles and sacrifices – our devotion to the ideals expressed by our founding fathers.”

Worthy _____: “My Sisters, you who are the five jewels in our Golden Chain, have you a tribute to our flag?”

Electa: “Worthy _____, the red of our flag symbolizes the fervency and devotion that presided at its birth.”

Esther: “Worthy _____, the white of our flag represents that purity of purpose which should animate our great republic.”

Adah: “Worthy _____, the blue of our flag represents the fidelity of its defenders on many a well contested field.”

Ruth: “Worthy _____, the fifty stars on our flag represent a constellation which should stand in the sky of nations like liberty enlightening the world.”

Martha: “Worthy _____, as Martha I would speak of the faith we have in Old Glory, inspired by its heroic past and its ultimate future.”

Worthy _____: “Sisters and Brothers, we will repeat in unison the “Pledge of Allegiance” to the flag of our country.”

All: “I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.”

The Marshal/Associate Patron returns to her/his station. The Worthy Matron seats the Chapter after the Marshal/Associate Patron arrives back at her/his station.

If the flag ceremony is not to be exemplified, the flag shall be placed in the East in its proper position at all Chapter meetings.

ARTICLE 15: Retiring the Flag

To perpetuate our pride of patriotism and love of flag and country through continued demonstration of respect to our flag, representative symbol of this great nation founded upon the principles of Freemasonry, the flag of the United States of America will be retired during the closing of the Chapter.

The manner of retiring the flag is optional, in that it may be retired by the Marshal/Associate Patron prior to the retiring march, or it may be retired, followed in procession by the Chapter Officers as part of the retiring march. Halting the flag briefly east of the Altar during the retiring march to enable delivery of a short patriotic verse, poem or writing by the Worthy Matron/Worthy Patron or their designee prior to the exit of the flag from the Chapter room is encouraged.

In retiring the flag, since the Chapter meeting and Bible are closed, the Marshal may go directly to the East from her/his station. When she/he picks up the flag, the members stand at attention until the flag has left the room.

The Marshal/Associate Patron may retire the flag directly through the Labyrinth, or to the west on the north marching line, and retire the flag through either door. The Marshal/Associate Patron may hand the flag to the Sentinel or stand it in some convenient place, then return directly to her/his station for the retiring march (leave the flag unfurled on retiring). The only officers who turn slightly when the flag is brought to the altar are Adah, Ruth, Martha and Electa, in the same manner as when the conductress attends at the Altar. Returning to face the East after the flag passes. The members stand at attention with right hand over the heart or a military salute as long as the flag is moving. If used in the retiring march and the flag is stationary at the Altar, the right hand will be dropped but the flag salute must be resumed again as soon as the flag begins to move.

ARTICLE 16. Other Ceremonies

BABY DEDICATION – A Baby Dedication may take place before the Chapter opens, after it closes or during recess called during the Chapter meeting. If a recess is called, the Bible will be closed. During the period of the dedication, friends and relatives (who are not members of the Order) may enter the Chapter room. The Conductress will make sure no hats or gloves are worn into the Chapter. When all have entered, the Worthy Matron will cause the Bible to be opened by the Conductress without form.

After the dedication is completed, the Bible will be closed without form by the Conductress and the visitors will retire.

A Baby Dedication can be requested by Parents or Grandparents as long as they are members of the Order of the Eastern Star.

BIBLE SIGNING – It is proper to have the Worthy Matron and Worthy Patron or the Past Matron and Past Patron sign the Bible at the Altar. However, the Bible should be closed when those who are to sign enter the Labyrinth and opened by the Conductress at the proper place for them to sign when they are at the Altar and closed again by the Conductress after they sign and before leaving the Labyrinth.

It is suggested that the signing take place at the beginning of the terms of the Worthy Matron and Worthy Patron since one or both of them may not be available at the end of the term.

AFFILIATION CEREMONY – Worthy Matrons or Chapters may use their own ceremony or method of affiliating new members, but the signs, passes, or any part of the Secret Work or the Ritual must not be used during such ceremony. Members may not pass between the Altar and the East.

ARTICLE 17. General Information

The Conductress and Associate Conductress should assist in welcoming visitors and see as far as possible that all visitors are either vouched for or properly examined before the Chapter opens. They should procure a list of names, titles, Chapter and states of all visitors and see that a copy of same is given to the Worthy Matron. It is helpful also to give one to the Secretary.

No member should leave her/his seat when the Chapter is in session without permission from the presiding officer.

Members shall not pass between the Altar and the East after the Chapter has been declared open for the transaction of business, except as designated in the initiatory work and installation.

Hats and gloves must be removed before entering the Chapter room.

A ceremony for the Chaplain to place the Bible on the Altar before the Worthy Patron assumes his station to open the Chapter is permissible.

The point of the sword is placed toward the Altar, and the head of the scepter is pointed to the northeast. The cut side of the broken column faces the Altar, thus admitting to the uncertainty of human life.

Nothing should be placed on the Bible when it is on the Altar.

There is no requirement of General Grand Chapter nor the Nevada Constitution that requires officers to wear white formals for special occasions; this is the prerogative of the presiding Worthy Matron.

Upon entering or retiring from the Chapter room while the Chapter is in session, members will give the Salutation Sign to the Worthy Matron, not to the Associate Matron as she is not the presiding officer.

Nothing should be held in the hands during the time a member is balloting, giving Grand Honors, the Flag Salute or the Salutation Sign.

The Worthy Patron shall carry the minutes to the Worthy Matron for her signature immediately after they are approved.

The Star Point Officers hold the sign during the giving of the pass in opening and initiation. The Star Point Officers do not respond to their own pass.

One rap of the gavel should be given to complete each order of business.

The Worthy Patron does not repeat the Cabalistic Motto after the Conductress.

The Signet should be placed to the right of the Worthy Matron and to the left of the Chaplain.

At the close of the Chapter the Worthy Matron gives one rap of the gavel on the word "closed." The Warder opens the door without raps, giving the Sentinel the required information. The Warder does not report to the Worthy Matron.

Carefully study the Ritual and see that nothing is added to conflict with it.

At the election of officers, under New Business, the Worthy Matron will announce: "The Chapter will proceed with the election of officers for the ensuing year." She may request the Worthy Patron to preside during the election of officers if she so desires. Three (3) tellers shall be appointed. Slips of paper and pencils, which have been provided by the Secretary, shall be passed to the members. The Worthy Matron (or Worthy Patron) will then announce the office to be elected and election of officers will proceed according to the laws of the jurisdiction and to the Chapter Bylaws.

Bills are to be read in Chapter even though they have been approved by the Trustees.

Letters addressed to the Secretary are confidential and only the Worthy Matron, Worthy Patron and Secretary should know of their contents until read in open Chapter.

Minutes of the previous meeting shall be read at all stated meetings.

Any member of the Order of the Eastern Star may purchase a Ritual, General Grand Chapter Constitution and Book of Instruction, and Nevada Grand Chapter Constitution and Book of Instructions.

It is permissible for the Sentinel to sit inside of the doorway with the door open, except during the ritualistic portions of the work (Opening, Closing, Balloting and Initiation).

Soft music may be played during the approach to the Altar and during the opening and closing of the Bible but not during the prayer.

A Chapter name and the Star emblem can be used for promotion of a money-making project for the benefit of a Chapter, its charitable or philanthropic purposes and for the visibility and recognition it gives the Order. The Eastern Star name must not be used for solicitations, promotion of a product or for personal gain. Names of Eastern Star members may not be given out for the purpose of solicitation.

If a member has paid all dues for the period of suspension (for nonpayment of dues), this period may be counted toward their years of membership.

Copying, printing or engraving any portion of the Ritual or Secret Work is prohibited. Ritual, page 165.

Any member allowing a nonmember to read the Ritual is subject to suspension or expulsion from the Order.

The Labyrinth may not be woven at any time except during initiation.

On the death of an Eastern Star member, the Worthy Matron should immediately contact the family and inform them that Eastern Star services are available to the family upon request. If a desire for an Eastern Star funeral is expressed then the Chapter members who are to take part, upon proper preparation, fulfill the request.

An alternative funeral service is available for former members who are no longer members due to inability to affiliate re: health and mental conditions or not understanding how to maintain membership. Both services are defined in the Ritual.

Lighted candles should not be used in the Chapter room.

The Eastern Star pin should be worn over the heart in line with other fraternal pins, if others are worn; never below any other pin or used as a utility breast pin. The white point should be pointing down.

If the Altar is small, have the Bible in proportion to allow space for the ballot box when the Bible is open either to the left or west of the Bible.

ARTICLE 18. Amendments

Any proposed amendments to this “Book of Instruction” must be submitted in writing to the Grand Secretary, obtaining receipt for same, prior to August 1st each year. The Grand Secretary shall number each resolution, arrange for typing and distribution to the Secretary of each Subordinate Chapter with instructions per this Article that copies be made available by the Chapter for delegates who will be attending the Annual Grand Chapter Session. Also, prior to September 1st, the Grand Secretary shall forward a copy to the Worthy Grand Matron, Worthy Grand Patron, Jurisprudence Committee and the Floor Work Committee.

If such resolution has the effect of increasing current expense or creating a new expense of the Grand Chapter to the Subordinate Chapters, then such resolution must be accompanied by a statement of the probable cost inherent in the adoption thereof.

The “Book of Instruction” may be amended at any Annual Session of the Grand Chapter by a two thirds (2/3) vote of the members present after the proposed amendment has been referred to and reported on by both the Floor Work and Jurisprudence Committees.

ARTICLE 19: Floor Work

The Grand Chapter will print the Book of Instruction as a separate document and make it available to each subordinate Chapter to duplicate for every officer and member who desires this valuable tool for proficiency in the work of our Order.

Nevada Grand Chapter will make the Book of Instruction available in three (3) forms.

1. Part of the Nevada Rules & Regulations of Subordinate Chapters
2. A separate document to all Secretaries of Subordinate Chapters (1 copy)
3. Post a current copy of the Book of Instructions on the Nevada Grand Chapter website.

ARTICLE 20. Pronunciation Table

From Webster's New Collegiate and Merriam Dictionaries

Address	ə-'dres
Ammon	əm'ɔn
Associate	ə-'sō-s(h)ē-ət
Bade	bād
Baton	bə-'tän
Beneficent	bə-'nef-a-sənt
Boaz	bō'āz
Cabalistic	kə-'bal-lis-tik
Chaos	'kā-, äs
Column	'käl-əm
Culms	'kəlms
Dais	'dā-əs
Discharge	dis(h)-'chärj
Discipline	'dis-ə-plən
Edict	'ē-, dikt
Emperor	'em-pər-ər
Era	'er-ə
Escort	'es-, kó(ə)rt
Fidelity	fə-'del-ət-ē
Filial	'fil-ē-əl
Heroic	hi-'rō-ik
Heroine	'her-ə-wən
Illustrated	'il-əs-, trātd
Inquiry	in-, kwī(ə)r-ē
Installation	,in(t)-stə-'lā-shən
Inviolate	(')in-'vī-ə-lət
Jephthah	jěf'thā
Maintenance	'mānt-nən(t)s
Matron	'mā-trən
Mizpeh	miz'pě
Moab	'mō-əb
Naomi	nā-'ō-mē
National	'nash-ən-l
Pagan	'pā-gən

Book of Instruction

Patron	'pā-trən
Promulgating	'präm-əl- ,gāt-ĭng
Saith	'sēth
Secretary	'sek-rə- ,ter-ē
Sword	'sō(ə)rd
Toward	'tō(-ə)rd
Traversed	'tra-vərst
Vashti	vāsh'tī