

# Officer's Handbook

CONSTITUENT COMMANDERIES

KNIGHTS TEMPLAR

OF THE

*GRAND COMMANDERY OF*

*THE DISTRICT OF COLUMBIA*





# **Officer's Handbook**

**for the**

**Constituent Commanderies**

**Knights Templar**

**of the**

***Grand Commandery of***

***The District of Columbia***

*Second Edition*



*Acknowledgements:*

This new edition of the District of Columbia, Officer's Handbook has been updated from the initial printing, which was extracted from the previous manual compiled for Columbia Commandery No. 2 by Sir Knight Michael J. Kastle, REPGC, and from material written by Sir Knight Paul S. Newhall, REPGC. New material has been added to reflect clarity on duties, responsibilities, and goals and update the awards section.

The bulk of the thanks must go to Sir Knight Jack Campbell, EPC, KTCH for his guidance and support over the years both of me and this project. He will always be missed.

And, of course, thanks for their combined dedication on behalf of Knights Templar in general, and for Columbia Commandery No. 2, in particular.

Elijah C. Mills, EPC, KTCH  
13 April 2021  
Washington, DC



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## Introduction

### Greetings,

Sir Knights of the District of Columbia, I'm pleased to support the update and publication of this 2018/2019 Edition of the District of Columbia *Knight Templar Officer's Handbook*.

If each officer knows what is expected of him, he can accomplish the Knight Templar work or activities expected of a Sir Knight. Knowing what is required should produce excellent floor work, rituals, and increase brotherhood. Our Grand Encampment Grand Master recently remarked “ if we do good work, and we display this to our Masonic Brothers – and others – we will attract better men to Masonry and into our Commanderies.”

Detailed guidelines and a check list are included for Commandery self-inspection, individual and unit awards. The individual award for Sir Knight performance and unit award for accomplishments of your Commandery will be reflected in the Commandery Checklist. Awards are to be based on objective measurable criteria.

Our goal in implementing new incentives is to recognize excellent work that our brothers are accomplishing and encourage more innovation and inclusiveness of our junior Sir Knights. Some of our more active members are the junior Sir Knights, who have not yet been elected or appointed as officers in their commandery and need an updated Handbook for reference in their Knight Templar activities. Rewarding excellent work objectively is necessary in a volunteer organization. The awards acknowledge many hours of dedicated time and detailed work our Sir Knights and Commanderies contribute to Knight Templary.

Utilize these tools that the principal drafters have included in this manual. You will become a better Sir Knight, a better leader for your Commandery and the Grand Commandery. These building blocks will enhance an enduring future for Knight Templary in the District of Columbia!

Thank you for your steadfast contributions and dedication for Knight Templary. Use this *Officer's Handbook* especially when you are in doubt!



James W. Mitchell, KCT  
Grand Commander, A.O. 900  
*Grand Commandery  
of the District of Columbia*

## Forward

This document was created, and now presented, to the officers of the constituent Commanderies of the District of Columbia as a guide to the duties of their office with guidelines on what “best practices” to apply for success. We assume that each officer’s principal aim is contribute his best knowledge, ability, and experience toward making his and other’s experiences in the Knight Templars meaningful. That aim should ever guide his actions in and outside the Commandery.

To achieve that goal, one must instruct themselves on the specific duties of his office. This guidebook, therefore, sets out to clearly define the expectations of each office -- as well as providing focus and guidelines – or help and inspiration for each year. This guidebook cannot, however, address every contingency or foresee how Templary might change in the coming years, so each Sir Knight reading this should seek out additional advice as needed and be guided by those valuable watchwords: adopt, adapt, improve.

This manual is meant to clarify the laws and regulations of the Grand Commandery of the District of Columbia or the Grand Encampment of the United States of America. This is a collection of essential material that may authoritatively aid and guide officers in Commandery management and enhance individual priorities and procedures. Employment of the contents of this manual will discourage carelessness and produce the uniformity that Templars are known for – and that is essential to the orderly conduct of the business of the constituent Commanderies.

No claim is made to originality in what here appears. Considerable research is reflected in this material. It is a distillation of the best historical and current material available. If your study of this material inspires you to offer improved or more effective methods for performing your duties, it will have served its intended purpose.

This author sincerely trusts and hopes that it will prove to be a valuable handbook and guide throughout whatever offices you may come to inhabit.

Yours in Christ,

Elijah C. Mills, KTCH  
Commander, A.O. 900  
Columbia Commandery No. 2





## Selection of Officers and Standard Operating Procedures

Careful consideration should be given to this important subject by all Commanderies. The success of your Commandery depends first upon its officers and their qualified leadership. Interest, attendance, ritualistic ability, and leadership are all key factors in selecting a new line officer. A good officer should exhibit some measure of all these virtues, but the greatest emphasis should be placed upon leadership ability. Further, an officer should own a uniform as soon as is possible and he must have a complete uniform by the time he is elected to the dais. It should be the desire of every new line officer to preside eventually as Commander, which involves the executive duties of planning, administering, and supervising social, financial, and ritual functions. It is leadership ability that contributes generously to the stability, growth, and future of Templary.

Consideration should also be given to the number of other Masonic positions which a Sir Knight may be called to fill. What time he has available to devote to this very important duty will be limited, and an officer who spreads his time and effort across too many tasks will find his duties unfulfilled, commitments not completed, and a lack of focus resulting in personal frustration and disappointment from the broader York Rite.

Selection, as well as advancement, should be based on merit. If an officer is shown to be ill-prepared for advancement or fails to attend regular meetings, consideration should be given to have him remain in his present station until his skills improve. Should he not be willing to apply himself thereafter, he should not be nominated for re-election. We must all remember that this frail organization exists merely through the continued and dedicated work of its officers. If such duty were to falter, the York Rite suffers. Nothing deflates so fast as a punctured reputation.

These duties will be in addition to the duties contained in the Commandery ritual and by-laws.

### **Commander:**

So, why do you desire to be Commander? Are you doing it to better yourself? Do you think you have skills and talents which the Commandery would benefit from? Perhaps you were moved up because no one else would do it? Whatever the reason, understanding your own motivations can go a long way towards making your year as Commander the best it can be. It is encouraged that you do some self-reflection before standing in the East and leading your Commandery. Each Sir Knight was symbolically required to travel the path of a pilgrim, wage years of warfare, and suffer a journey of penance to be dubbed a Knight. Reflect on these principles and align your heart with that of God and your Savior and he will lead you aright.

In order that you may be a successful Commander, there are certain general standards you should be careful to establish for yourself, and endeavor to follow as well as instill in your successor. These are flexible, but you should know how to apply them to the responsibilities of this office. The following "Rules to Live By" are offered as suggestions:

### Rules to Live By:

1. ***Planning is Critical.*** Plan your entire calendar year in advance of your election as Commander. Begin to plan during your assignment as Generalissimo or Captain General. Establish schedules of the Commandery activities for the entire year and make the commitment to meet them. Start with your installation and plan when that will be. Moving from there, lay out the major markers for your year (required observances, department conference, etc.) and fill in when you will have the Orders for your new Sir Knights. What is left are the meetings you need to fill with an interesting program or event.
2. ***Teamwork is Required.*** Every Commander should hold planning meetings with his fellow officers – not only to familiarize them with the scheduled work and train them for future responsibility, but that he may have the benefit of their viewpoints and their suggestions. Teamwork and delegating your responsibility is critical. Your job as Commander is also to know your ritual and tactics and instruct your officers to be sure they are proficient in theirs. If one of your officers struggles with the ritual or tactics then schedule a personal session with him to practice.
3. ***Guidance from Others.*** Your position is one of great responsibility. Therefore, seek the advice and counsel of experienced Sir Knights, remembering always, the final decision rests with you. If sometimes you find yourself in doubt – and competent advice is not immediately available, logical thinking and common sense will generally solve the issue.
4. ***Know the Limits.*** It is strongly urged that you obtain a copy and become familiar with the bylaws of your Commandery (although you should already have these), the laws of the Grand Commandery of D.C., and a copy of “Constitution and Statutes of the Grand Encampment of Knights Templar of the United States of America.” The latter is available for download on the Grand Encampment’s website ([www.knightstemplar.org](http://www.knightstemplar.org)). Each Commandery is to have two copies of each of these documents. It is your duty and your subordinate officers to comply with these rules and regulations always. As Commander of your Commandery, you should set a good example by referring to these publications frequently. One additional document which can be of invaluable assistance when faced with tough, legal decisions is the “Digest of the Approved Decisions of the Grand Masters of the Grand Encampment, Knights Templar of the United States of America,” which lists chronological decisions rendered from 1816 to 2016.
5. ***Get Along for the Long-Term.*** Be kind and gentle – yet firm. Be sure you are correct before you proceed. You are not to command in an arbitrary or dictatorial manner, yet you are to command. Be dignified without being haughty; courteous without being subservient; firm without being arrogant. Keep your attitude on a friendly and Knightly basis, while observing proper dignity and decorum. Recall that Templary is a voluntary organization.
6. ***Time Management is Important.*** Promptness and punctuality are essential to success. It is better to be early than late (“Early is on time; on time is late”). Always open your Commandery’s stated conclaves on time. If you are not consistent, members will come to

expect you to be late and they themselves will act accordingly. Eventually, those who like promptness will stop attending. It would be better to start a meeting on time, with some people late, than it would be to hold the whole meeting up for one or two errant Sir Knight.

7. ***Be Efficient.*** After you have opened, conduct the business with proper dignity and decorum – but with dispatch. There are little things filled with such tedium as a business meeting that goes on for too long. Rather, conduct the business quickly and efficiently; after which, those who wish to remain and socialize will have the freedom to do so – don't keep hostages. A normal business meeting should never exceed an hour.
8. ***Attitude Starts at the Top.*** As the Commander, do not lose enthusiasm if things do not go exactly as planned. In this respect, Templary is no different from business or daily life. You must learn to expect some setbacks, but you must learn to strive consistently and determinedly toward your goals. Most likely, you will have some members of your committees, some officers, and others who will disappoint you, but do not let disappointment become discouragement. Remember, the more thought you give to your selections or appointments, the more cooperation and assistance you will receive from these Knights.
9. ***Membership is Life.*** No Commandery can endure without acquiring new members, nor can it thrive unless these new members are well assimilated into the culture and social life of your Commandery. Well-conceived programs can be of great help in this process. Email your new Sir Knights regularly to personally invite them to upcoming conclaves after they are knighted. Encourage every new member to become familiar with the history of Templary (what is in the "New Member Packet" is just the beginning), acquaint him with his fellow Templar family, involved him in ritual work, and keep him informed on all Templar activities and projects. Only then will he become a working Templar and a substantial asset to your Commandery. This goal is worthy of your every effort as Eminent Commander.
10. ***Share the Glory.*** Your duty is also to work with the other two Commanders in this jurisdiction. Templarism is a particularly tight knight group in DC and your attention should be on having frequent and clear communication with the other Commanders in this jurisdiction. Only together can Templary thrive.

### **Commander's Authorities:**

The Commander is the head of the Commandery and has the authorities to make all decisions pertaining to the operations of the Commandery, subject, of course, to the rules and regulations of the Grand Encampment, Grand Commandery, and bylaws of his Commandery. His duties include the following:

1. The charges of an Eminent Commander as directed in your installation are to:

- a. Endeavor to correct the vices, purify the morals, and promote the happiness of those brethren who have attained this magnanimous order.
  - b. Never suffer your Commandery to be opened unless there be present at least nine regular Knights of the Order.
  - c. Not confer the Orders upon anyone who has not shown a charitable and humane disposition nor upon anyone who has not attained a reasonable proficiency in Masonry.
  - d. Seriously endeavor to promote the general good of the Order and on all proper occasions be ready to give and receive instruction, particularly from Grand Officers.
  - e. Preserve the solemnities of our ceremonies and behave in open Commandery with the most profound respect and reverence as an example to your brethren.
  - f. Not acknowledge or hold communication with any Commandery that does not work under a constitutional dispensation or charter.
  - g. Not admit any visitor into your Commandery unless he has been knighted in a lawful Commandery.
  - h. Pay due respect and obedience to the instructions of the Grand Officers, particularly those relating to the several lectures and charges, and will resign your station to them when any visit your Commandery.
  - i. Support and maintain the Constitution, Laws, and Regulations of the Grand Commandery under whose authority you act.
  - j. Bind your successor in office to the obedience of these rules.
2. He presides over his Commandery at all stated conclaves and, preferably, at the conferral of the Order of the Temple.
- a. He shall provide for the funeral service of a deceased Sir Knight when requested, unless local custom dictates otherwise. All arrangements should be approved through the Commander and compliant with Grand Encampment Regulations (see public ceremonies tactics for more).
  - b. He makes all policy decisions. It is strongly urged that any changes in policies be reviewed with your officers prior to implementation. Final decision must rest with the Commander, but in the interest of team work and understanding the thoughts and opinions of the junior officers can be helpful and beneficial – after all, they are the ones who will continue (or discontinue) your policies. Thoughts should be given to policy decisions as they play out over the long term, particularly their possible financial impact, and not just immediate considerations.
  - c. He calls monthly meetings or regularly communicates online with his subordinate officers and committee chairmen to maintain continuity in the accomplishment of goals and to promote harmony while reinforcing the responsibilities of good leadership.
  - d. He makes such assignments of responsibilities to the junior officers as he may deem necessary. This provides the junior officer with an area of leadership training which will benefit

him as he moves up in the officer line and relieves the Commander of minor details, thereby permitting him to devote more of his time and talent to his office.

3. He appoints and supervises those committees necessary for the effective and efficient operation of all Commandery activities and areas of concern.
4. He appoints those committees required by Grand Commandery law and is responsible for their compliance to the requirements to corresponding Grand Commandery requests. The following committee chairmen should be appointed and the activities of each committee included in your annual report:
  - a. Knight Templar Eye Foundation
  - b. Holy Land Pilgrimage
  - c. Membership
  - d. Knight Templar Educational Foundation
  - e. Audit
5. He attends stated York Rite group meetings and functions. This will provide the atmosphere and forum for all York Rite masons to review their plans, activities, and programs in harmony and cooperation. It cannot be stressed enough that the York Rite in D.C. is sufficiently small that everyone must work together with clear communication. The Commandery cannot exist without the Chapter and Council.
6. He is responsible for requesting, in writing, dispensations from the Grand Commander as necessary and for enforcing all General Orders issued by the Grand Commander through the office of the Grand Recorder.
7. There are other important duties which require your diligence:
  - a. Make sure fifty (50) year members promptly receive their awards when they are due.
  - b. Require your officers to be able to open and close in their own station.
  - c. Constantly work on membership; this is not just limited to the obvious activities of planning the conferral of orders, but also talk up your commandery when you are sitting in other Masonic bodies. Encourage your friends and associates from every Masonic body to begin their progression through the York Rite of Freemasonry. Building up excitement to join an organization won't come from one event, but rather a steady and reliable reputation that the organization has value.

### **Generalissimo:**

**Manages the Officers and Business.** The Generalissimo, as the second in command, serves as the officer link between the officers, the members, and the Commander. It is his duty to preside in the absence of the Commander and to aid the Commander in the performance of his duties. The major concern for the Generalissimo should be the planning for the activities and plans for the coming year, in anticipation of being elected Commander. Planning is a critical element of a successful year so

thinking about the coming year should be begun early. In addition to this, the Generalissimo should serve as a coordinator between the officers below him. It is important that the Generalissimo frequently communicate his vision with those who will be in his officer line and communicate the vision of the broader Commandery to them, so that they may work in concert and have a consistent year-by-year approach. The Generalissimo shall also:

1. See that the Asylum is in suitable condition for the conferral of the Orders and attend rehearsals of the same.
2. Assist the officers in becoming proficient in their duties, ritual, and tactics. He shall cause to be called and conduct such officer practice sessions as deemed necessary.
3. Thoroughly familiarize himself with the following:
  - a. Constitution, Statues, Disciplinary Rules, Standing Resolutions, Ceremonies, and Forms of the Grand Encampment of Knights Templar of the United States of America.
  - b. Laws of the Grand Commandery of Knights Templar of the District of Columbia.
  - c. By-laws of this Commandery.
  - d. Rituals of the Grand Encampment, especially those outside of the conferral of Orders.
  - e. Tactics of the Grand Commandery.
4. Receive and escort distinguished guests into the Asylum. Provide name & proper titles for guests & members to be introduced, according to tactics.
5. Chairman of the Audit, Finance, and Ritual Committees.

### **Captain General:**

**Manages the Officers.** The Captain General, as third in command, serves as a dais officer and receives his orders from either the Commander and/or the Generalissimo. It is his duty to assist the Commander and the Generalissimo as they may require. He shall also oversee all drill and ceremonial tactical maneuvers which may be needed, unless otherwise provided. As the junior dais officer, the Captain General is the leader of the Officers and the chief communicator between the Wardens and the Commander. He communicates the needs of the Commander to them and ensures they are properly equipped and trained for their duties. Tactically, the Captain General occupies an unusual position in the line as sometimes he moves and acts with the dais, and sometimes with the broader Commandery and the Wardens. He should then strive to productively communicate the needs of the dais to the junior officers. In the absence of the Commander and the Generalissimo, it is the responsibility of the Captain General to preside, so he should familiarize himself with the requirements of this as a contingency. Additionally, the Captain General shall:

1. See that the uniforms of all Sir Knights (including Officers and Past Commanders) are clean and neat in appearance, that all badges and jewels are properly worn, and that all forms of the uniform regulations are adhered to.
2. Supervise the set up and breakdown of the Asylum for each meeting with the Senior and Junior Warden, requiring necessary practice and rehearsals to perfect the same.
3. Thoroughly familiarize himself with:
  - a. Drill regulations of the Grand Encampment of Knights Templar of the United States of America as well as the Constitutions, Statues, Disciplinary Rules, Standing Resolutions, Ceremonies, and Forms of the Grand Encampment.
  - b. Laws of the Grand Commandery
  - c. Bylaws of this Commandery and the tactics manual as approved in their latest form by the Grand Encampment and Grand Commandery.
4. Chairman of the Membership and of the Tactics Committees.

#### **Senior Warden:**

**Aligns the Asylum for Floor Work.** The Senior Warden has the responsibility to conduct drill and instruct the candidate in an impressive and dignified manner. His perfection and skill employed in performing his duties will both impress the candidate and serve him well in his advancement to higher office. He should conduct himself with dispatch and dignity. He is also responsible for coördinating with C-G, the Junior Warden and director of the Orders on how the candidates will be received, and the tactics for the evening.

The Senior Warden's prompt attendance and punctual appearance at all Commandery functions are mandatory and set an example for the remaining junior officers to emulate. He should be supportive and assist the Generalissimo in the instruction of ritual and tactics. His knowledge of and rendering of his duties will further aid his advanced duties. In addition to this, the Senior Warden is to set up and breakdown the Asylum for each meeting with the Junior Warden, under the guidance of the Captain General. For most meetings, the primary duty of the Senior Warden is to examine all visiting Sir Knights and ensure that all present for the meetings are either knights known to him to be in good standing or are properly vouched for. He should also endeavor to assist the Generalissimo in relaying any names and titles of distinguished guests who might be in attendance.

#### **Junior Warden:**

**Directs and interfaces with the Candidates.** The Junior Warden's responsibility is his first contact with a candidate during the Order of the Temple will undoubtedly leave lasting impressions. His conduct and instructions pertaining to ritual and tactics should be precise and dignified. Lengthy explanations made outside of ritual tend to confuse and are an impediment of the candidate's own

learning process which must take place through the candidate's participation. The way the Junior Warden conducts himself in matters of ritual and tactics should be both impressive and dignified.

The dignity and skill of his rendition of the Chamber of Reflection and subsequent duties will both impress the candidate as well as lay the foundation for his own advanced responsibilities. Familiarity and levity are not to be tolerated in any circumstances when a candidate is under his control. His promptness and punctual attendance are mandatory and necessary to maintain the dignity and impressiveness of his ritualistic responsibilities. Like the Senior Warden, he should conduct himself with thoroughness, dispatch, and dignity. It is also his duty to assist the Senior Warden, under the direction of the Captain General, with the set-up and breakdown of the Asylum for each meeting.

Since he is the first Sir Knight to come in close contact with the candidate, it shall be the responsibility of the Junior Warden to propound to and ascertain of the candidate if a problem exists (religious, personal, et cetera) relative to the requirement to partake of an alcoholic drink during the Order of the Temple. If a substitution is requested by the candidate, this will allow ample time for changes to be made. He should also endeavor, once a candidate is made a Sir Knight, to be social towards him and incorporate him into the culture of this Commandery.

#### **Standard Bearer:**

**Has in charge the banners of the Orders.** The Standard Bearer may or may not be a moving station in the Commandery officer line. In either event, this station and its duties are no less important than those of another officer. This office is equally impressive and important to the ritual as the Standard Bearer is in charge of both the Beauceant and the United States Flag. The dignified and military manners with which the duties and, often public, ceremonies of this office are conducted also add to the solemnity and importance of the ritual. His knowledge of the ritual, tactics, and proper handling of the Grand Standard, Beauceant, and American Flag are a must and he can also be of assistance to the officers on the dais in their performance of the required tactics.

#### **Sword Bearer:**

**Assists and supports the Standard Bearer.** The Sword Bearer, while having no speaking part in the Orders, has an important supportive role. He should be thoroughly knowledgeable in the duties and ritual of the Standard Guard and is frequently called on to assist in another capacity in the west or give movement commands. He might also be called upon to aid the Junior Warden in the preparation of candidates for the Chamber of Reflection. The prompt and dignified performance of his duties in the ritual will add to its impressiveness and the timely progression of that conferral, especially as it is the position of this Commandery that the Chamber of Reflection be conferred on only one candidate at a time. He should also see that there is no passage of Sir Knights behind the officers in the west – they must pass in front of the Standard Guard. This is a learning station and should be approached as such. The duties of this station are not heavy and should be utilized to observe and memorize the ritual and tactics of the stations ahead.



## **Warder:**

**Relays the Commander's orders to the Sentinel.** The Warder has the responsibility of answering all alarms at the entrances of the Asylum, admitting and retiring the Wardens, and obeying the orders of the Commander and Captain General. As such, he should pay particular study to the proper titles and honorifics that all visiting or late Sir Knights might be properly announced to the Commander and Commandery. His deportment and dispatch with the way he performs his duties will set the pattern for the conduct of the ritual and tactics and prepare him for his advanced duties. He must be prompt and punctual for the opening of the Commandery. His knowledge of the ritual and tactics of his station are necessary and he should perform those duties with exactness as required, permitting no deviation therefrom. His study and knowledge of the duties of the next two stations in the west will prove helpful not only to himself, but to all the officers in the west.

## **Sentinel:**

**Guards the Asylum.** The Sentinel has the responsibility to see that the Asylum is furnished with the materials to prepare it for the conclave of the Commandery, both Stated and Special. His primary function is to guard the sentry door, to require all visitors to provide evidence of current membership in a Commandery and to inform the Commander prior to the opening of distinguished visitors from other Commanderies, the Grand Commandery, and Grand Encampment. His outward demeanor, courteousness, and efficiency in greeting and accommodating guests prior to opening and while they wait to be admitted will greatly enhance the impressions that others conceive of this Commandery. He should arrive as early as is practicable prior to the stated start time to aid in the setting up of the Asylum either for the conferral of Orders or for Stated Conclaves.

## **Prelate:**

**The spiritual guide.** Similar to the Commander, the station of the Prelate in conferring the ritual demands the highest degree of dignity and decorum. His delivery of the ritual, like the Commander, should be flawless and rendered in a meaningful and articulate manner. It should be noted that a Prelate can leave a lasting impression on a candidate with a simple but meaningful delivery of the ritual. False or exaggerated mannerisms, unnecessary waving of the arms, or other movements tend to distract and take away from the simple beauty and truths of the messages to be imparted – in other words, the role shall be conducted in a refined and solemn manner. The Prelate is directly responsible to the Commander and should work closely with the Commander in his role as Prelate both in the Asylum, at the funeral of a Sir Knight, and in all religious observances of this Commandery. It is commonplace, but not the rule, that the Prelate preside at the required religious observances. He might also seek to make suitable arrangements, with the Generalissimo's aid, at a suitable church. His role is obvious and the degree of reverence and sincerity that he portrays to the candidate and his fellow officers will speak well for Templary.

**Recorder:**

**The Continuity and Heartbeat of the Commandery.** The Recorder shall perform all those duties specified in the Constitution of the Grand Encampment of Knights Templar of the United States of America (Section 74 and 75), the Constitution of the Grand Commandery of the District of Columbia, and by-laws of this Commandery. The Recorder may, from time to time, be required to perform other duties pertaining to that station at the direction and order of the Commander. He shall keep the Commander informed on all matters pertaining to and directly affecting the Commandery and its membership, including copies of all correspondence sent out and communications received, unless directed otherwise. He shall, at the direction of the Commander, make the necessary arrangements for the funeral service of a deceased Sir Knight, notifying the necessary officers and Funeral Committee, if one is established.

The Recorder, like the Treasurer, should be selected for his integrity and honesty as well as his proven ability to execute administrative duties of this important station with the proper decorum and speed. Promptness and fairness should be the constant demeanor in his relations with all Sir Knights, remembering always that he serves the interests of the Commandery that has elected him to that important office. It should also be noted that as a Recorder often serves for many consecutive years and is usually as Past Commander, although these are not rules, he is *de facto* the repository of many local and important traditions of this Commandery. He should endeavor, however, to exercise this special knowledge as instruction only and not in a controlling manner.

In addition to these duties, the Recorder shall also:

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| <ol style="list-style-type: none"><li>1. Maintain the York Rite information system for his Commandery.</li><li>2. Give notice of all Special Conclaves as required by law, stating the business to be considered at these Conclaves.</li><li>3. Record correctly all transactions of the Commandery.</li><li>4. Collect all dues and assessments, as well as other monies due the Commandery, and promptly turn over the same to the Treasurer taking his receipt therefrom.</li><li>5. Have in charge the seal of the Commandery and affix it to all papers requiring it.</li></ol> | <ol style="list-style-type: none"><li>6. Prepare and forward promptly to the Grand Commander copies of all approved Standing Resolutions.</li><li>7. Issue applications of demit and forward to member or Recorder requesting the same.</li><li>8. Issue Summons to Trial, under seal, as directed by Conclave and forward in prescribed manner by certified mail.</li><li>9. Post annual dues to member ledger records promptly.</li><li>10. Prepare and mail dues notices during first week of November for the subsequent year.</li></ol> |
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| <ul style="list-style-type: none"> <li>11. Record payments made in a proper ledger and in a manner that can be easily accessed; i.e. electronically.</li> <li>12. Mail dues cards promptly on receipt of dues.</li> <li>13. Report delinquents to Commander at the appropriate Stated Conclave.</li> <li>14. Notify the Grand Recorder within 24 hours of vacancies in elective offices.</li> </ul> | <ul style="list-style-type: none"> <li>15. Answer promptly all correspondence by direction of the Commander or on own initiative.</li> <li>16. Give bond as required by the Grand Commandery.</li> <li>17. Incorporate the end of year annual finance and audit committee report in the approved next minutes.</li> <li>18. Chairman of the Knight Templar Eye Foundation Committee.</li> </ul> |
|---|---|

**Treasurer:**

**The financial officer.** The Treasurer shall receive all monies collected by the Recorder and keep a just and true account thereof. A more specific outline of these duties is to be found in the Constitution of the Grand Encampment of the United States of America and by-laws of the Commandery. His strict and punctual performance of those duties is mandatory and no laxness should be tolerated on his part or those who are required to respond to him. His selection should be based on integrity and honesty. He must be ready to offer good counsel and advice in the financial affairs of his Commandery. He will serve ex-officio on all committees dealing with the administration of all Commandery funds and financial affairs.

## Executive Leadership

This section deals with the more personal factors that are involved in conducting a meeting, whether you are the Commander or a committee chair. A man must want to preside. He should be, or should train himself to be, an effective executive to properly conduct all the affairs of a presiding officer. Ritual conferral can be assigned or delegated – executive leadership cannot.

The presiding officer should be moral and upright before God, of good repute before the world, obedient to the moral law, and hold the deepest respect and confidence of his fellow men. He should know and understand the lessons of the ritual and be able to teach others. It is not enough that he has completed the chairs before the presiding office, although this can be a good foundation, he must also have devotion to the Order coupled with the skills detailed below to have a successful year and be a benefit to his Commandery.

Preparation to preside begins when a man assumes his first office, long before he is called to preside. No one person can be expected to possess all the desirable and personal attributes necessary, but many of them will be required. A reasonable proficiency should be developed in:

1. Public speaking
2. The rituals
3. The principles of leadership
4. Personnel management
5. Financial management
6. Conducting meetings
7. Parliamentary procedures
8. Administration
  - a. Digest of Masonic Law
  - b. Constitution, laws, and regulations
  - c. Publications of Grand Bodies
9. Lessons and history of the degrees and orders

A general rule, the presiding officer should know ahead of time everything that is likely to transpire during the meeting and have a plan of action for each event. Also, no officer should ever begin a meeting or practice session without a carefully worked-out and detailed agenda. The agenda should be so good that another person could use it to conduct the meeting with equal success and clarity.

Some of the steps to follow in preparing an agenda follow. It is important to have done all of these before the meeting to greatly shorten the amount of time spent trying to decide what to do next:

1. Review the past agenda sheets for any unfinished business.
2. Check the annual schedule for major events for the month.
3. Check the Order schedule for individual practices.
4. Check with the Recorder for (do not bring these items up and waste time if the Recorder does not have any of them on his desk):

- a. Petitions
  - b. Bills
  - c. Demits
  - d. Correspondence requiring action
  - e. Routine correspondence
  - f. Sickness and distress
5. Check with committee chairman regarding reports
  6. If there is matter you wish to bring up that is not appropriate to introduce from the chair, contact a member to do it for you who can present it clearly, or plan to tender command of the Commandery until the matter is resolved.
  7. Check to see that all officers will be present.

After the agenda has been worked up, look at it and ask yourself these questions:

1. Will the members enjoy the meeting?
2. What does it offer other than “read the minutes and pay the bills?”
3. If ladies, gentleman, or non-Templar guests are going to be involved after the meeting (and it’s suggested they not be – Templary is, quite simply, for Templars) will they be properly entertained while the meeting is in progress?

Possible additions to a meeting:

1. Short presentation by Grand Officers on events at the national level (any of the four York Rite Grand bodies).
2. Practice sessions for the ritual
3. York Rite education subjects (suggested topics follow):
  - a. Masonic symbolism
  - b. Ritual history
  - c. Lessons of the ritual
  - d. York Rite history
  - e. Workshop reports
  - f. Grand Session highlights
  - g. Social function planning
  - h. Membership planning

Just before the meeting:

1. See that the room is comfortable, with attention to climate control.
2. Check to see that the paraphernalia is in place.
  - a. Although it is the responsibility of junior officers to prepare the room, the commanding officer must ensure the paraphernalia is available and their job is possible.
3. Meet and greet all members and visitors.
4. Assure that the visitors are introduced to members.
5. Check to see that all officers are present.

When the meeting commences:

1. Start on time.
2. Open and conduct all business in a professional manner.
3. Tell the Sir Knights what is going to happen other than routine business.
4. Speak gently but with authority and loud enough that the hard of hearing can understand all that is said. Do not ramble and do not waffle. Be decisive and concise with everything you say.
5. If you have difficulty speaking in public, memorize the first sentence or two of any extemporaneous remarks you plan to make. This smooths the way.
6. Maintain eye contact with the Sir Knights. Let them know you are aware of them always.
7. Keep things moving along deliberately without haste.
8. Call off for refreshments if unexpected and potentially lengthy delays occur – don't hold people hostage while there is an interruption; they will begin to fidget and lose interest.
9. Do not have conversations with officers in the East that cannot be heard by all present.
10. Be alert for members who stand to speak.
11. Exercise courtesy and friendliness – always.
12. Be prepared for emotional debates and try to keep from taking sides so that you will be in a better position to arbitrate. A better practice still is to discuss issues in advance with your Sir Knights so they are not unpleasantly surprised during a meeting. Try to have discussion at stated conclaves reserved for ratifying plans, not a long debate.
13. Do not let a Sir Knight depart in anger.
14. Be forewarned of controversial matters and investigate members' feelings before the meeting.
15. Recognize and comment on good works done by members outside of the meeting room.
16. Remember to commend publicly and admonish privately. However, do not give false praise if a job was not completed or was completed poorly. This aggravates those who did their job well and makes them feel their effort has been wasted.
17. Recognize past presiding officers when possible (but don't belabor a meeting by recognizing someone everyone knows on a normal meeting night).
18. Recognize visitors and solicit comments.
19. Announce any refreshments if they are to be served.
20. Announce any informal meetings or practice sessions to follow the meeting and indicate the names involved (it has been the recent trend that drinks follow Conclaves at a nearby establishment).
21. Close the meeting promptly after business is completed.
22. The business side of every meeting should be kept to an absolute minimum and done with the greatest efficiency; nothing will drive away Sir Knights than making them feel like they're stuck in a business meeting. To repeat – a normal business meeting should not exceed an hour in total.

Before the next meeting:

1. List the deficiencies you noted in the ritual work.
2. Record any ideas that occurred to you which should be discussed with your officers on an informal basis.

3. List agenda items you thought of for the next meeting.
4. Ask yourself-
  - a. What did members gain by attending?
  - b. Which members did not participate? Why?
  - c. Were members or visitors sitting alone? Why?
  - d. How could the meeting have been improved?

## **Officer's Meetings**

Officer's meetings should be held periodically (perhaps every other month between meetings) apart from official Commandery Conclaves or functions. These should be for planning work and programs, receiving the Commander's plans in advance, helping the Commander and officers with questions and handling small problems that need not come up at Conclaves. This can be most helpful in learning items of jurisprudence in advance and having questions or motions ready to be properly presented at regular Conclaves. The proper place to learn jurisprudence limitations is not on the floor of the Asylum. It is useful to remind any Commander that a Conclave should be primarily for ratifying decisions made. It is vital the major decisions be discussed and agreed to in advance so that a single option may be presented to the membership for their consideration and approval. This will greatly speed up and smooth out Conclaves.

Officer's meetings are also the proper place to review past practices and prepare to improve or obtain proper answers concerning the same if needed. If proper and well operated officer's meetings are not held, there is a strong likelihood that little progress will be accomplished. It is almost always the case that there is no time to discuss important things on the night of a Conclave, prior to opening as everyone will want to speak with you already and you will be distracted replacing missing officers, making sure the paraphernalia in the Asylum is set up correctly, and greeting any visitors. These meetings should also be held periodically with other committees in attendance, and it is suggested, strongly, that all officers faithfully attend these meetings, as is their duty. Well attended and planned officer's meetings can be the backbone of the Commandery and in most instances, will make for better fellowship and understanding among the officers, and for more efficient Conclaves and other Commandery activities.

## **Membership Attendance and Participation**

There is no magic bullet for solving the monster of attendance of membership. This is exacerbated by the size of the Grand Commandery of D.C.'s jurisdiction and the pool we have to draw from. Despite these unique challenges, it has been demonstrated that the problems which plague Templary in any jurisdiction are the same ones we have here and the ways of improving membership are just the same. This section will list some of the suggestions and give advice on how to keep members active and engaged.

Follow up on new members. This, perhaps simple sounding, advice is vital in the first few months of a new Sir Knight's knighting. If a new Sir Knight feels ignored and cast aside once he has taken his Orders he is very unlikely to make the effort to come back. As a corollary to this, be sure to at no point treat the Orders as a burden on you or the Commandery in general and be especially careful to never speak disparagingly about the great effort they take to put on to the new Knight. One does not like to feel like they are a burden. If you are serving as Commander, make the extra effort to get to know your new Sir Knights if they are not previously acquainted with you. This is a small Grand Commandery and personal relationships are paramount in membership retention.

Ritualistic work must be proficient. Much has been written on the importance of memorization so that will not be repeated here. What is important is keeping in mind the importance of the event to the candidate or new Sir Knight. Not all of us are gifted ritualists, nor should we be, but we can all help perform the ritualistic work. Particularly in Commandery, it is more than the large, often presiding roles that shape the success of a conferral; it is also due in no small part to the work which goes into putting an Order on in the weeks leading up to the conferral. Props must be checked, counted, organized, cleaned, and brought out so that the cast may have them ready at hand during the conferral. If you feel that ritual is not your strong suit, you can aid the director or quartermaster with the props and setting up / tearing down. If you can learn a part, no matter the size, be committed to learning your work in advance, with attention to delivery. It is much more impactful to the candidate to have a line delivered well and with the right style than it is for the line to be word-perfect. The candidate doesn't know the lines anyway, and will likely never remember any small errors you make, so focus on getting the essence across in a meaningful way.

Uniforms must be precise and uniform. There is perhaps no more frequently discussed topic in Templary, especially with the profane, than the uniform. The terrible irony is, however, that the outfits rarely live up to that designation. In other words, we are not uniform. To complicate this issue further, we then welcome a new Sir Knight among us and ask him to purchase a rather unique and costly uniform (which he cannot wear outside of our conclaves) while many of us walk around in uniforms that neither match each other nor comply with the DC regulations. If we expect to be taken seriously we must first take ourselves seriously. What follows is a difficult ask, but we must ask it of ourselves: to educate ourselves on what is regulation according to the DC regulations and then to purchase the correct gear, not what is the most affordable. There is a list kept current with prices and merchants that are all within regulation (and a few items listed as warnings and labelled as such) which can be sent to you if you do not have it. If there are any other questions on an item please ask your Recorder, Grand Recorder, or whoever in your Commandery oversees uniforms **before** you purchase something. Taking the extra time to review purchases before they are completed will save much time in the long run and help prevent hard feelings. As of writing, the three Commanderies of DC have assistance programs for purchasing the uniform which are part of the working budget. Please do not hesitate to take advantage of them or to contact your Recorder for details.

Drill Teams, Escorts, Honor Guards, and Public Ceremony Teams. Currently DC lacks a drill team and honor guards or public ceremony teams are formed *ad hoc*. The culture in DC seems less interested in drilling and more interested in the ceremony and esoteric elements of Templary – this is unlikely to change soon. However, the Captain General is, traditionally, tasked with knowing the basic



drill formations and reception rituals for visiting dignitaries, public ceremonies, and the occasional drill maneuvers in the Orders. Although, at the time of this writing, there are no cohesive public ceremony teams, it is the suggestion of this manual that each Commandery identify who in their Commandery can serve on a public ceremony team, learn the basic maneuvers, and represent Templary in a professional way to the outside world. It is worse to have a sloppy team which is lost in what to do than it is to have no drill team at all.

Publicity and Promotion are vital to recruitment. The success of any activity in general or the Commandery in particular relies on having proper publicity before the event as well as a report on it after. It is strongly urged that each Commandery maintain a Facebook page or group (as they see fits their needs best), an active email list, and any other means of communication necessary to reach the members who do not come to every conclave. Furthermore, as officers of your Commandery, you must be seen to support and attend all the programs of your Commandery. If the new Sir Knights or prospective members see that half of the officers do not bother to attend an event, why should they make the extra effort? Once an event is over, be sure to post to email or Facebook the success of the event to encourage more people to join in next time.

Special Events add flavor to an individual year. It can be assumed that in every chivalric year there will be elections, installations, the Orders, etc., but hosting special events can bring a unique and exciting element into the routine cycle of events. Some of these special events are required and some are optional and local, such as the biennial visitation between Mary Commandery No. 36 of Pennsylvania and Columbia Commandery No. 2 of our jurisdiction. Each new Commander should have his events planned and arranged by the time he takes office. Rituals for Religious Observances are found in the Manual of Public Ceremonies issued by the Grand Encampment. What follows are some examples of these events:

- Christmas Observance – One of the three required services, the Christmas observance is a fundamental tradition to Templary. Because of the peculiar characteristic of DC with many Sir Knights leaving the area around the holidays, it is advised that the planning for this event begin earlier. In recent years this has taken the form of a joint dinner, program, and speaker as near the holy day as possible.
- Easter Observance – This is required in DC both to be on every Commandery’s calendar and for all Sir Knights to attend. Thankfully, we have the Grand Encampment which hosts the Easter Sunrise service at the George Washington Masonic National Memorial on Easter Sunday. Every Sir Knight, with emphasis on the officers, should plan on attending.
- Ascension Sunday – Occurs 40 days after Easter, traditionally on a Thursday (although commonly shifted to the following Sunday by some churches). This is one of the three required services for a Commandery to have and Sir Knights of DC to attend every year. The trend in the last few years has been to have a program at a lodge hall near the date, but the more traditional option was to visit a church (either a designated “friend” of the Commandery or perhaps the Commander’s church) as a uniformed body (less sword).
- Grand Commandery Conclave – This occurs in March of every year and it is strongly suggested that all Sir Knights be in attendance. As we have a unique jurisdiction, every vote is of great importance and an individual Sir Knight can have more impact on the proceedings than is usually expected in other bodies. Each of the dais officers has a vote

at the Grand Commandery and each must appoint a proxy in the event he cannot attend. More details on this can be found through the office of the Grand Recorder.

- Commandery Funerals and Memorial Services – These never come at a convenient time, but when requested they should be provided promptly. Great care should be taken to have the work given proficiently and with dignity. This should be coordinated by the Commander and the Committee on Religious Activities consistent with the Grand Encampment General Regulations. The Grand Encampment General Regulations involving Knight Templar Memorial Services are available from the Grand Recorder if needed.

### **Committees & Directors of Work**

Every Commandery has committees to support its administrative functions. These committees should be appointed by the Commander on or before his installation. The appointment of committees and committee leadership is the sole responsibility of the Commander. The following are general guidelines for the Commander in the delegation of the committee assignments:

- Select a chairman for each committee who is qualified and interested in the work of a committee.
- Personally contact his choice for chairman to secure acceptance before his name or the names of other members of the committee are made public. No one appreciates finding out they are on a committee by reading about it after it is public.
- Solicit the assistance of the chairman in designating other Sir Knights to serve on the committee with him.
- Call for a report from each chairman of the committee regularly at Stated Conclaves.
  - This is a particular issue which needs highlighted. Some committees naturally won't have anything to report (funeral, investigation, etc.) in the absence of an event, but most committees should be working on a task. The Commander must not be afraid to call for a report and to ensure his chairmen stay on top of their task.
- Appoint special committees as needed to carry out special programs or tasks of the Commandery.

The following are the core committees of a Commandery with their duties. Of course, more committees should be used as needed, but the incoming Commander needs to be prepared for at least these before he is installed:

- Audit
  - Traditionally chaired by the Generalissimo.
  - Assist the Recorder and Treasurer in maintaining the financial records
  - Perform a complete audit of the year's activities annually in the winter; signed report to be submitted to the Commander before the last conclave of the calendar year so that the incoming Commander will be able to plan his budget.

- Publicity and Public Relations
  - Prepare Facebook posts prior to and after an activity.
  - Arrange for pictures of events
  - Although as of this writing this has not been done, consider establishing an email newsletter with updates of the activities of the Commandery.
- Religious Observance
  - The Prelate is an obvious choice for chair, but ensure he can perform the duties.
  - Coördinate arrangements for Easter, Ascension Day, and Christmas. We are lucky in DC to have the Grand Encampment Easter Observance nearby at the George Washington Masonic National Memorial, so the chair must drive up attendance and consider arranging transportation for those who need it.
  - See that cards or flowers are sent and visitations made to Sir Knights who are ill.
  - See that proper floral arrangements are present for funerals of Sir Knights.
  - Coördinate funeral service for any deceased Sir Knight who wishes it.
- Membership
  - Plan and implement promotional meetings with other York Rite bodies.
  - Work with the Publicity and Public Relations committee to coördinate membership events and their advertisement.
  - Make visitations to Lodges, Chapters, and Councils in the area.
  - Most importantly, be sure to talk up your Commandery at Masonic functions. In the end, if we are having a good and meaningful time at Commandery, other Masons will want to come and join in on it. Sometimes the best advertising is just sharing what excites you most about Commandery and why you think they should join.

The Commander should appoint a Director of Work for each of the Orders of the Commandery. It has been the recent tradition that Columbia and Potomac Commanderies put on the full form of the three Orders throughout the summer and into early fall. The Sir Knight chosen should be very familiar with the ritual and tactics used in conferring the Order. More than that, the Director of Work needs to understand the meaning and philosophy taught to the candidate through the Order he is chosen to direct. This will aid him immeasurably in making creative decisions to convey a meaningful Order. The Director of Work must:

- Assemble all paraphernalia needed for the Order.
- Schedule all rehearsals (typically the Sunday before the Order).
- Appoint the cast.
- Reach out individually to the cast to ensure they have their lines ready in preparation of the practice.
- Distribute / ensure the cast have a script and tactics.
- Establish a timeline of deadlines to advertise the Order, petition for the first Order, cast the Order, and purchase any paraphernalia as needed.
- Select assistants, if necessary.

## Budget Planning and Fiscal Responsibility

Financial planning and accurate budgeting are important parts of Templary administration. In order that the Commandery may function properly, provide programs (both social and educational), while contributing to the relief of worthy Sir Knights, and, frankly, to be able to continue to exist, an accurate tally of our fiscal resources must be maintained.

There are no real secrets that are peculiar to Templar budgeting. However, it has been the trend in recent decades to neglect our finances and, in some rare cases, go as far as fiscal irresponsibility sufficient to have warranted removal from office in any other professional setting. So, this section has been added to address the concerns of the Commanderies and the Sir Knights chosen to handle the finances.

First, it cannot be stressed enough that accurate record keeping is paramount. It is all well and good to know you have enough money to pay the rent and do the programs you want for your year, but for the greater interests of Templary, we must each of us be stewards of what we have inherited not only with an eye to our year, but for all the years to come. It is extremely probable that once you find yourself in the Commander's chair, you will oversee funds that you did not entirely supply. Rather, the funds of the Commandery are the collective efforts and hopes of the many Sir Knights over the many decades left in charge for the execution of a purpose that they all jointly believe and believed in.

Lest that seem daunting, I hasten to add that a judicious Commander, or Sir Knight tasked with finances, should not be cheap in his expenditures. Frugality should be embraced always but cheapness rejected when encountered. As has been written about many times in the last couple of decades, new Masons, let alone Sir Knights, have no interest in coming to a meeting to fumble with ritual, pay bills, and perform their conclave duties with sub-par equipment and in sub-par surroundings. In other words, one thing which always draws in and helps retain new Sir Knights is providing a valuable and quality experience, down to the dress of the members, the kind of plates you eat from, and the quality of the regalia; people want things that are extra-ordinary. To bring this back to the subject of frugality, springing for the slightly nicer item or experience will often leave a more positive memory in the mind of the Sir Knight which in turn will have a positive budget impact down the line. Consider what the expense proposed is for: is it something re-usable like regalia or is it a one-time expense like catering; and what the goal is with spending the money. Ultimately, it is up to the Commander to steer his Commandery as he sees fit, but it is the recommendation of this manual that he walk the fine line between frugality and cheapness.

Now, on to budget planning guidelines. The greatest aid to a Commander in keeping track of his finances is to form by appointment his finance and audit committee and charge them to audit the preceding year's accounts and propose a budget for the following year – so, this means by the time the Commander has come into office and been installed, they have (hopefully) a working budget from the previous year and will be forming one for the following year. It is imperative that the finance and audit committee be as free from bias as possible (the Recorder, Treasurer, Trustees, and Commander should not be on the committee but will be useful to provide the hard data and goals to create the report). Ask a Sir Knight you know to be reliable who will meet the deadline you give and provide a

working budget. This should then be circulated among the members at a stated conclave and voted upon. This has the side benefit of showing the newer or less experienced Sir Knights how their Commandery is spending the money and gives them the chance to understand and take part in this important process. It is unacceptable to go through the chivalric year without a budget and spending without care or thought. That is one of the fastest ways to put the Commandery in danger and is a reckless abuse of the resources the Sir Knights who came before left for our use.

Some big budget items for every finance and audit committee to consider are:

- Should the Commandery provide refreshments of some kind before or after the conclaves?
- What Orders are being planned and what regalia is needed for them, if any?
- What special events (installation, visitations, etc.) are planned?
- What does the Commandery want to give a new Sir Knight when he is knighted?
- What does the Commandery provide a past commander, if anything?
- Should the Commandery pay an honorarium to any of its officers?

Many of the above issues or topics are expected (one way or the other) by the individual Sir Knights and there is not always the best level of communication between those expectations and what is being planned.

The other important element, and the one which is neglected most, is the active management of a Commandery's finances, whether in the trustee funds or general accounts. Investing the assets, which are not projected to be used in the fiscal year, of your Commandery will offset much of the rising costs of operation and allow you to keep the dues at a lower rate. In other words, income primarily will come from: 1) dues; and 2) investments. Generally, the Commandery will be best served by having the assets actively managed by a professional manager in an asset like a mutual fund. As of this writing, bonds, CDs, and similar, low-interest bearing accounts should never be used. Their return is often less than the average rate of inflation, meaning your Commandery will have **lost** money that year by owning a low-interest bearing account. That is not to say the money should all be put in speculative or risky assets – rather, the trustees and finance & audit committee need to meet with a professional advisor regularly (once a year at a minimum) to review the goals and options of their accounts. A Commandery is not like a person – it can grow assets over many decades with no need to plan for retirement. Therefore, it is crucial that the Commandery allow the assets to grow over time as much as they possibly can so that future generations of Sir Knights will have the stability and financial support many of us take for granted.

A brief aside must also be made for life endowment funds. The life endowment fund, in addition to the legal requirements placed on them by the Grand Commandery and Grand Encampment, are intended to pay the expenses and per capita costs of a Sir Knight for the duration of their life. The funds should be spent over time and not treated as a permanent asset. The Commandery needs to set them up to annuitize over the expected lifespan of a Sir Knight. As a corollary, the life membership fee should be sufficiently high to meet the financial burden of a life payment of per capita fees.

## Budget Proposal

\_\_\_\_\_ Commandery No. \_\_\_\_, Knights Templar of DC

Chivalric Year \_\_\_\_\_

1. Income (Receipts)

- |  |            |
|--|------------|
| a. Dues  | = \$ _____ |
| b. Interest and Income from Investments        | = \$ _____ |
| c. Interest on Savings                         | = \$ _____ |
| d. Fees for the Orders (average of past years) | = \$ _____ |
| e. Ways and Means projects                     | = \$ _____ |
| f. Other                                       | = \$ _____ |
| <br>   |            |
| g. Total Income                                | = \$ _____ |

2. Anticipated Disbursements

Fixed

- |  |            |
|--|------------|
| a. Rent                                | = \$ _____ |
| b. Per Capita Tax and Assessments      | = \$ _____ |
| c. Fees to Grand Commandery for Orders | = \$ _____ |
| d. Salaries                            | = \$ _____ |

Variable

- |   |            |
|---|------------|
| e. Stationary and Other Supplies          | = \$ _____ |
| f. Bulletins, Newsletters, Other Printing | = \$ _____ |
| g. Postage                                | = \$ _____ |
| h. Refreshments                           | = \$ _____ |
| i. Donations                              | = \$ _____ |
| j. Other Expenses                         | = \$ _____ |

Projected Disbursements = \$ \_\_\_\_\_

## Cast and Regalia List for the Orders of the Commandery

### **Illustrious Order of the Red Cross**

Cast:

Sovereign Master  
Prince Chancellor  
Prince Master of the Palace  
Master of Cavalry  
Master of Infantry (Companion  
Conductor)  
Excellent High Priest  
Master of Finance  
Master of Dispatches  
Standard Bearer  
Sword Bearer  
Warder  
Jewish Guard 1 & 2  
Persian Guard  
Historical Lecturer

Regalia:

6 swords, scabbards, and slings  
Royal Arch Apron  
Scepter and Crown for SM  
Eight Chairs for Jewish Council  
Green sash  
Sword, scabbard, and sling for  
candidate  
Functional bridge  
Garb of slavery  
Fetters  
Robe and coronet for Z  
Decree scroll  
Altar with: bible, square & compass,  
kneeler  
Black (preferably velvet) cushion with  
red cross jewels

### **Degree of St. Paul or The Mediterranean Pass & The Order of Malta**

Cast:

Prior  
Lieutenant Commander  
Captaing General  
Chaplain  
Marshal  
Captain of Outposts  
Guard  
Five Banner Guards  
Eight Knights in the West

Regalia:

- Degree of St. Paul:
  - Silver Salver
  - Small table
  - Cup of water
  - Small piece of bread
  - Towel
  - White mantle with red cross and sword and belt for candidate

- Order of Malta
  - Table 6' x 3' with red tablecloth depicting upper and transverse arms of the Latin cross
  - Eight chairs
  - Chaplain's lectern and chair
    - Bible
    - Candles
    - Black mantle with white Maltese cross
    - Black (preferably velvet) cushion with Malta Jewel
  - Altar with black cover
    - Bible
    - Black cross
    - Naked sword
    - Kneeling cushion
    - Two high candles
  - Five stations for ceremonial banners (chairs, banner stands, candelabra)
  - 10 full Malta costumes, 3 additional mantles and helmets for guards, eight additional full outfits of Malta for Knights in the West (optional), one black robe and candle holder for acolyte.
  - Chaplain to wear: 1) underrobe of white, sleeves plain, standing collar; 2) over-robe of long flowing black material, white Maltese cross on left breast, fastened with a white twisted cord with heavy tassels; 3) stole of white satin line in white, made of single piece, with circular collar, fastened behind, edged in white gilt lace, lace with gilt fringe on bottom, three black Maltese crosses graduated in size on the front; 4) biretta of black material with black tassel and white Maltese cross on front.

## The Order of the Temple

Cast:

Commander Generalissimo Captain General Senior Warden Junior Warden Warder / Sepulcher Guard Standard Bearer Sword Bearer Sentinel		Prelate Hermits 1-4 Guards 1-3 Prelate's Escort 1-4 Baldric Presenter Sword Presenter Spur Presenter Banner Lecturer Flag Lecturer
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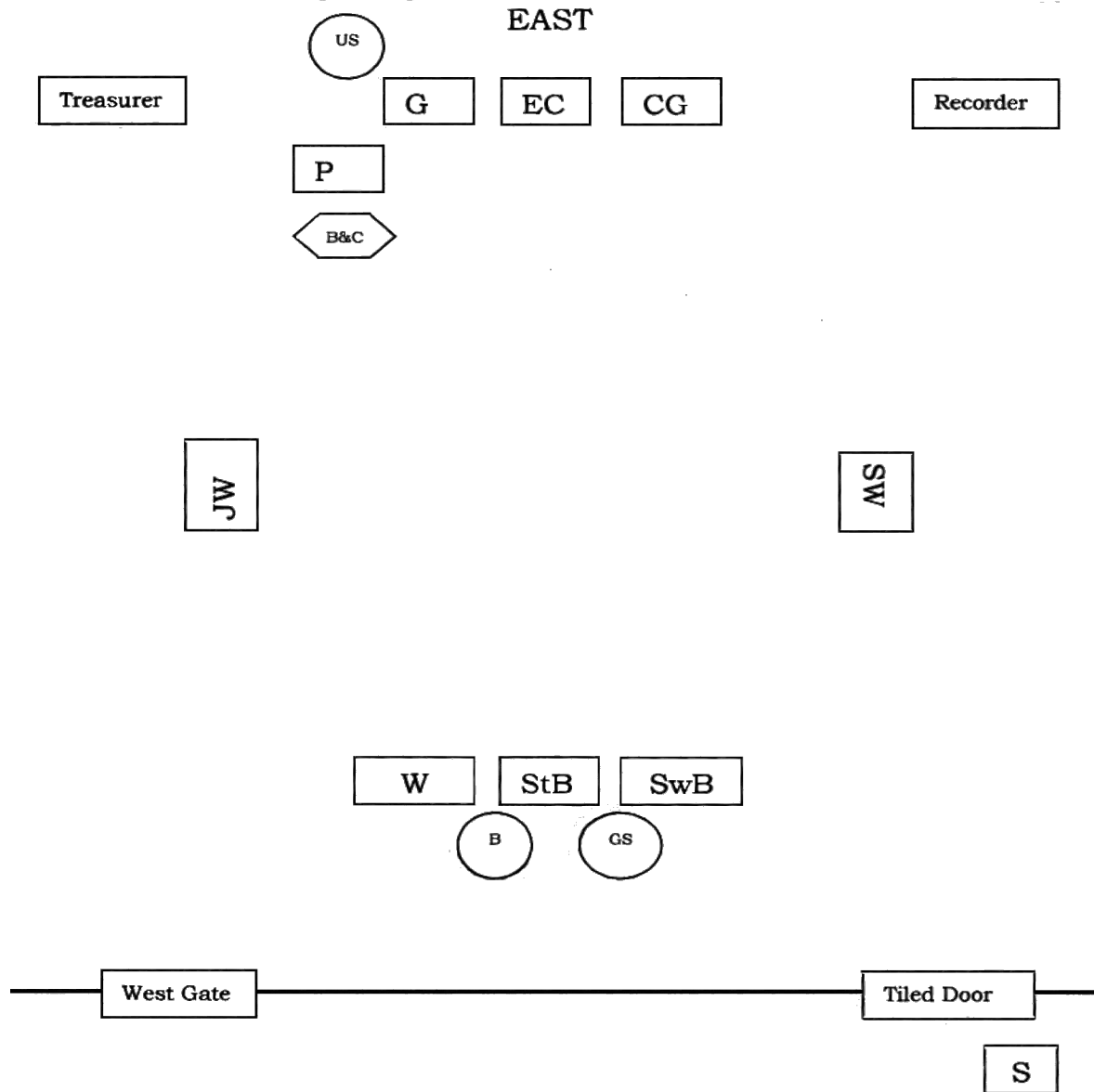
Regalia:

- Chamber of Reflection:
  - Table & Chair
  - Basin of water, towel
  - Hour glass



- Bible
- Candle
- Hoodwink
- Pen & blank questions
- Relics & cover
- Asylum
  - Beauceant
  - Grand Standard
  - Pedestal with bible and black wooden cross
- Pilgrimage
  - White robe, hat, sandals, staff, musette bag, water skin
  - Hermits robe
  - Hut with two stools, table, water, and bread
- Prelates Apartment
  - Altar with: bible, square & compass, four swords, kneeler, scabbard & sling, buckler
- 1<sup>st</sup> Triangle
  - Triangle with: 12 candles, 12 cups, bible, relics, black relic cover, pitcher of water and wine, cups for additional candidates, white robe, taper candle
- Holy Shrine and Ascension
  - Projector and slides
  - Cross on necklace
- 2<sup>nd</sup> Triangle
  - Triangle with: 12 candles, 12 cups, bible, relics, black relic cover, pitcher of water and wine, cups for additional candidates
  - White curtain
  - Enough swords, scabbards, and slings for all candidates

Asylum Layout for Stated Conclaves



Legend:

- |                       |                         |
|-----------------------|-------------------------|
| EC – Commander        | W – Warder              |
| G – Generalissimo     | S – Sentinel            |
| CG – Captain General  | US – United States Flag |
| SW – Senior Warden    | GS – Grand Standard     |
| JW – Junior Warden    | B – Beauceant           |
| SwB – Sword Bearer    | B&C – Bible & Compass   |
| StB – Standard Bearer |                         |

### Suggested Agenda for a Stated Conclave

- Opening
  - One of the easiest things to bog down a meeting. Begun on time and done professionally, a smooth opening will set the field for a smooth conclave.
- Pledge of allegiance to the flag
- Brief summary of the minutes of proceeding conclave; it is the suggestion of this writing that the minutes be printed, circulated before opening, and approved to save time on boring items.
- Petitions or applications
- Correspondence and bills
- Treasurer's report
- Committee reports
  - Do not be afraid to call upon a committee if there is need to have them make an official report, even if they have made no progress. If there is an issue with them getting things done, do not be afraid to replace them.
- Any other business
- Introductions
  - As this is a smaller jurisdiction, introductions only need to be done in full for visitors from outside the Grand Commandery of D.C. For locals, it is sufficient to have them stand when you call their name and give them the courtesy of applause.
- Program for the evening
- Announcements
- Close
- Possible refreshments
  - It has been the practice of most of the Commanderies recently to adjourn immediately following the meeting to a nearby tavern for a few drinks. This has proven to be beneficial to building up the *esprit de corps* of Templary.

## Modes of Address & Order of Introductions

### **Modes of Address**

The presiding officer refers to himself only as “Commander” and uses this title below his signature on documents; however, he is properly addressed and referred to by others using the honorary title of “Eminent Commander.” Referring to oneself as “Eminent Commander” is gauche and somewhat like clapping to congratulate oneself – don’t do it.

When speaking of one Sir Knight, use the singular form, Knight Templar, and when speaking of two or more Sir Knights, use the plural form, Knights Templar. Never use the word form, “Templars.”

Special honorifics are used in York Rite Masonry. In Commandery, the commander’s honorific is “eminent,” but the Templar usage is a bit different, in that the honorific attaches to the office and not the name. Thus, a commander is never “Eminent Sir Knight,” but always “Sir Knight [Name], Eminent Commander” or just “Eminent Commander.” Again, when a commander or past commander introduces or refers to himself, or signs official correspondence or documents, it is never correct for him to use his own honorific to describe himself, so he would simply sign as “[Name], Commander,” or in a formal context, say that he is “Sir Knight [Name], Commander of [Name] Commandery.”

Sir Knights who have served a term as commander are always thereafter entitled to the honorific “eminent,” so they will be “Sir Knight [Name], Eminent Past Commander” (sometimes abbreviated E.P.C.). Unlike the practice in the lower York Rite bodies, though, it is not the custom in Templary to greet or refer to a past commander as “Eminent” or “Eminent Sir”; they are still addressed as Sir Knight.

All Templars, regardless of office, are always Sir Knight, with one exception: an ordained Christian minister is “Reverend and Sir Knight [Name].” Never use “Sir” without the addition of “Knight,” and such expressions as “Most Eminent Sir” and “Sir [Name]” are completely improper. Thus, we correctly say: “Sir Knight [Name].” When addressed in his official capacity as an officer, he may be addressed thus: “Sir Knight Captain General” or “Sir Knight Sword Bearer.” A presiding officer wishing to acknowledge or greet a dignitary from another Masonic body would recognize him by his commandery offices, and then after could mention other positions, saying something like, “Sir Knight [Name], Eminent Past Commander, and the Most Illustrious Grand Master of Cryptic Masons of the District of Columbia.” Any time a group of Sir Knights is addressed, one speaks to Sir Knights, even if the group includes past commanders or other entitled to honorifics.

Higher-level organizations have additional honorifics. For example, one might have “Sir Knight [Name], Eminent Grand Generalissimo,” or perhaps one might address a Sir Knight by his office only, and have “Sir Knight Eminent Grand Warder.” The Grand Commandery adds two new honorifics: the deputy grand commander is “very eminent” and the Grand Commander is “right eminent.” The Grand Encampment requires all its officers to be past Grand Commanders, so they are all “right eminent.” The Grand Master takes on the honorific of “most eminent.”

The following examples of correct usage of titles are given:

(a) In addressing or referring to an Officer:

Honorary Title	Official Title
	(Grand Encampment)
Most Eminent	Grand Master
Right Eminent	Deputy Grand Master
Right Eminent	Grand Senior Warden
	(Grand Commandery)
Right Eminent	Grand Commander
Very Eminent	Deputy Grand Commander
Eminent	Grand Senior Warden
	(Constituent Commander)
Eminent	Commander
Sir Knight	Senior Warden

(b) In referring to an Officer by name:

Title	Name	Honorary Title	Official Title
Sir Knight	[Their Name]	Most Eminent	Grand Master
Sir Knight	[Their Name]	Right Eminent	Deputy Grand Master
Sir Knight	[Their Name]	Right Eminent	Grand Commander
Sir Knight	[Their Name]	Eminent	Commander

(c) In speaking of himself:

	Title	Name	Official Title
I am	Sir Knight	[Your Name]	Grand Master
I am	Sir Knight	[Your Name]	Grand Commander
I am	Sir Knight	[Your Name]	Commander

(d) In signing a letter or document:

Name	Official Title
[Your Name]	Grand Master
[Your Name]	Commander

## Order of Introductions

- |   |   |
|---|---|
| 1. Visitors who have not served in the East.  | 6. Heads of other Masonic bodies.                     |
| 2. Visiting Past Commanders who do not hold office or title in the Grand Commandery of D.C.                           | 7. Grand Commandery committeemen and representatives. |
| 3. Past Commanders who are members of this Commandery who do not hold office or title in the Grand Commandery of D.C. | 8. Visiting commanders of other commanderies.         |
| 4. Worshipful Masters.  | 9. Grand Commandery officers.                         |
| 5. High Priests.  | 10. Past Grand High Priests and Grand High Priests.   |
|   | 11. Past Grand Commanders and Grand Commanders.       |
|   | 12. Past Grand Masters.                               |

## Drill Instructions

All drills are executed at **attention**. Every movement should be executed with smartness and precision. There should be no talking, laughing or indulgence in any levity, which is sure to divert the attention, not only of the offender, but those who may hear him.

In saluting, the junior in rank address and salutes first, which salute in all cases is promptly acknowledged. The knight addressed, if seated, will arise and step forward one (1) pace. He will face the knight addressing him and give a hand salute. The Commander, if seated, does not rise to acknowledge a salute. If the knight addressed has his sword drawn, he will salute with the sword.

The Prelate, if in uniform, gives a hand salute; if in his official robes, he acknowledges a salute with a bow.

In a Templar body, when a member is addressed by the presiding officer, such member will arise, take one (1) pace forward, and execute the hand salute, but will not repeat the title of the presiding officer. After the conversation, an exchange of hand salutes should be made.

Pledge to the Flag – When called to attention to recite the Pledge of Allegiance, Sir Knights who are in uniform will face the United States flag, execute the hand salute, repeat the Pledge, and complete it by dropping the hand to the side. Sir Knights who are in civilian dress and covered will uncover with the right hand, carrying the head covering to the left chest, repeat the pledge, and recover. Sir Knights who are in civilian dress, and uncovered, will place the right hand over the heart, repeat the Pledge and drop the hand to the side.

A Knight Templar in full Templar uniform with sword drawn should, on all occasions, salute the flag with the sword. A Knight Templar in full uniform without sword or with sword in scabbard, or a Knight Templar in civilian clothes in the asylum should all hand salute. The Commander, Generalissimo, and Captain General salute by the “Officers Present” which is the position of “Salute Swords.” When marching, the salute is executed six paces from the Officer; the “Carry” is resumed six paces beyond him.

### **Steps and Marching**

All steps and marching are executed from a halt, except right step, and begin with the left foot. The length of the full step in quick time is thirty (30) inches, measured from heel to heel, and the cadence is at the rate of 120 steps per minute. When marching, care should be taken to plant the feet properly, successively landing on the heel and shifting the weight to the ball of the foot. Do not “shuffle” nor slide the feet nor “prance.” The command of execution for all movements while marching is given as either foot strikes the ground, except as otherwise prescribed. The movement commences when the following foot is planted.

Manual of the Color: The “Carry” is the normal position of the National Flag, Beauceant, and the State Color when on the march. At the *Carry*, the foot of the staff rests in the socket of the sling,

held as near vertical as possible; the right hand grasps the staff at the height of the shoulder, and the left hand assists the right when necessary. When saluting, slip the right hand up the staff to the height of the eye, then lower the staff by straightening the arm to the front. At the *Order*, the foot of the staff rests on the floor near the right toe, the right hand holding the staff in a vertical position. At *Present*, the Beauceant will salute (dip) and at Inspections will be dipped in acknowledgement of the Inspecting Officer's Salute. A sling must be worn to properly execute the "Carry" and the required color salutes.

An Officer executes his own commands either before or after the commands to the lines. For instance: for *Sir Knights, Draw, SWORDS*, he draws his sword before giving the command. For *Sir Knights, Return, SWORDS*, he returns his sword after the Knights have executed his command. For *Un-COVER*, he uncovers after the Knights have executed his command. For *Re-COVER*, he recovers before giving the command.

At all commands to *Present, SWORDS* when the commandery is at attention, Knights not under arms or not in uniform covered and uncovered will *Hand, SALUTE*.

To revoke a Preparatory command, or, being at a halt, to begin a new movement improperly begun, the command *AS YOU WERE* is given at which the movement ceases and the former position is resumed.

To form a column from a line or to form a line from a column, the twos (2s) or threes (3s) wheel on a fixed pivot. To change direction (Column Right or Left) twos or threes wheel on a moving pivot (thirty [30] inch radius). The Knight on the flank takes a full step and looks toward the pivot. All keep touch of elbows toward the pivot. The Knight on the pivot and the number two (2) knight turn head and eyes to marching flank and regulate their step accordingly. When change of direction is completed, all turn head and eyes smartly to the front.

#### Attention

- Command: 1. Atten, 2. TION
- Action: Heels on the same line and as near each other as the conformation of the Knight permits. Feet turned out equally and forming an angle of about 45 degrees. Knees straight without stiffness. Hips level and drawn back slightly; body erect and resting equally on hips; chest lifted and arched; shoulders square and falling equally. Arms and hands hanging naturally; thumb along seam of the trousers. Head erect and square to the front, chin slightly drawn in; eyes straight to the front, weight of the body resting equally upon the heels and balls of the feet.

#### Hand Salute

- Command: 1. Hand, 2. SALUTE
- Action: Raise the right hand smartly till the tip of the forefinger touches the lower part of the headdress (if uncovered, the forehead) above the right eye, thumb and fingers extended and joined, palm to the left, forearm inclined at about 45 degrees, hand and wrist straight; at the same time look toward the person saluted.; (2) drop the arm smartly to the side.

### Right Dress

- Command: 1. Right, 2. DRESS
- Action: At the command *DRESS*, the entire rank dresses into line touching lightly the elbow toward the side of the guide. Each Knight, except the base guide (number one or the Senior Warden) executes *Eyes, RIGHT* without command. The commanding Officer verifies alignment from two paces to the right of the base guide, facing down the line and orders up or back such Knights as are not in line. When the rank is aligned, the Officer commands *FRONT* at which each Knight will turn his head and eyes smartly to the front.

### Forward March

- Command: 1. Forward, 2. MARCH
- Action: At the command *Forward*, the Knights shift the weight of the body to the right leg, left knee straight. At the command *MARCH*, the Knights step off smartly with the left foot straightforward thirty (30) inches, the arms swinging naturally (six [6] inches to the front and three [3] inches to the rear).

### Column Left (Right) March

- Command: 1. Column Left (Right), 2. MARCH
- Action: Being in march, the leading rank wheels on a moving pivot. The other ranks move forward and wheel on the same ground.

### Twos Right March

- Command: 1. Twos Right, 2. MARCH
- Action: Being in line, the twos wheel to the right on fixed pivots, dressing automatically toward each other, and when the wheel is completed continue at march.

## Sword Manual

The sword should be carried with a flexible wrist and without grasping the grip tightly. The grip should be held at position of Carry by the thumb and forefinger, as if holding a pen, and covering about two thirds of the grip below the guard. When marching, the left hand may steady the scabbard when necessary.

### Draw and Carry Swords

- Command: 1. Sir Knights, 2. Draw, 3. SWORDS
- Action: Being in line at a halt with swords in scabbards, at the command *Draw*, grasp the scabbard with the left hand, near its mouth, incline the hilt a little forward, seize the grip with the right hand, and draw the blade until the right forearm is horizontal, back of hand toward the breast. At the command *SWORDS*, draw the sword quickly, raising the arm to its full length at an angle of about 45 degrees, the sword in a straight line with the arm, edge down, extending in the same direction as the right foot. (TWO) Bring the back edge of the blade against the shoulder blade vertical back of the grip to the rear, the arm nearly straight down, the thumb and forefinger embracing the grip, the thumb against the thigh (seam of the trousers), and the other fingers extended and joined in the rear of the grip. This is the position of Carry Swords and where all other movements after begin, unless otherwise specified.



### Present Swords

- Command: 1. Present, 2. SWORDS
- Action: Raise and carry the sword to the front, cross hilt as high as the chin and six (6) inches in front of the neck, edge to the left, point six (6) inches farther to the front than the cross hilt, thumb extended on the back of the grip, wrist straight, all fingers grasping the grip.
- Command: 1. Carry, 2. SWORDS
- Action: Resume the carry in one motion without throwing the right hand to the front, or the point to the rear.

### Salute Swords

- Command: 1. Salute, 2. SWORDS
- Action: Execute present swords. (TWO) Drop the point of the sword, edge to the left, to about fifteen (15) inches in front of and in prolongation of the right foot, arm hanging naturally, the elbow close to the body, the side of the hand down, at the seam of the trousers.
- Command: 1. Carry, 2. SWORDS
- Action: Resume the position of carry swords in one motion. The Salute Swords is the Present Swords used by the Commander, Generalissimo, and Captain General. At the command *Present*, they execute present swords, and at the command *SWORDS*, they execute the second motion of Salute Swords. Junior officers execute the Present unless otherwise specified.

### Order Swords

- Command: 1. Order, 2. SWORDS
- Action: Drop the sword point to the ground, blade inclined to the rear, back of the blade to the front, cutting edge forward. (TWO) Bring the blade to a vertical position against the right toe, and place the hand on top of the hilt, three fingers in front of the grip, thumb and little finger in the rear, elbow close to the body.

### On Guard

- Command: 1. On, 2. GUARD
- Action: Turn the left foot square to the left, turning on the left heel, and plant the right foot firmly about eighteen (18) inches to the front, feet at right angles, the weight resting principally on the left foot, the shoulders oblique to the front head and eyes square to the front. At the same time, raise the sword hand on a line with the lower part of the torso, the guard three (3) or four (4) inches to the right of center. Drop the sword diagonally to the left, the blade about eighteen (18) inches in front of the left shoulder, edge to the front, thumb on back of grip, the sword held without restraint.

### Cuts or Parries

- Command: 1. Give, 2. CUTS
- Action: First take the position On Guard, keeping the feet at right angles and looking into the eyes of the knight opposite. The flats of the blades should be crossed about ten (10) inches from the points, the sword arm straight. Cuts should be given with spirit, but the swords touching lightly.
- Command: 1. Carry, 2. SWORDS
- Action: At the first command *Carry*, come to the position of On Guard and at the command *SWORDS*, bring the right foot back to the original line and resume the Carry.

### Form Arch of Steel

- Command: 1. Form Arch of Steel, 2. Cross, 3. SWORDS
- Action: The commandery being formed in two lines, facing inward, and about three (3) paces apart, at Carry Swords, the command will be given. At the command *Cross*, execute Present Swords. At the command *SWORDS*, advance the right foot and take the position of Cut One.
- Command: 1. Carry, 2. SWORDS
- Action: At the command *Carry*, bring the sword to the position of Present and replace the feet and at the command *SWORDS*, resume the position of Carry Swords.

### Return Swords

- Command: 1. Return, 2. SWORDS
- Action: At the command *Return*, seize the scabbard near the mouth with the left hand, inclining it a little forward, and keeping the right hand near the body. Drop the sword blade forward and to the left so that the point is about six (6) inches from the floor and pointing to a line which is a prolongation of the left foot. Move the sword hand to the left then raise the hand drawing the sword blade between the first two fingers of the left hand. Insert the point of the blade in the mouth of the scabbard, edge to the front, assisted by the thumb and fingers of the left hand, eyes to the front, thrust the blade into the scabbard until the right forearm is horizontal (first motion of draw). At *SWORDS*, return the blade smartly and drop the hands to the side. Note: In inserting the point, avoid turning the scabbard to meet the sword or looking down.

### Uncover and Recover

- Command: 1. Un, 2. COVER
- Action: At the command *COVER*, take the chapeau by the visor with the left hand, (TWO) raise the Chapeau from the head and place it on the right shoulder, slightly to the front, holding it in that position with the left hand. Note: Uncover is never executed unless the swords are in the scabbard or in the position of Order Swords.
- Command: 1. Re, 2. COVER
- Action: Extend arm outward with chapeau in hand, (TWO) replace the chapeau on the head, (THREE) use left hand to ensure chapeau is fitted and placed properly, (FOUR) drop the hand to the side.

### Kneeling

- Command: 1. Sir Knights, 2. KNEEL
- Action: Carry the left foot about twenty-four (24) inches to the rear. (TWO) Kneel on the left knee, the body and left thigh erect, the right leg below the knee nearly vertical, both hands hanging at the sides.

### Deposit Chapeaux

- Command: 1. Deposit, 2. CHAPEAUX
- Action: From uncover while kneeling; at the command *CHAPEAUX*, place the chapeau on the floor to the left, rosette up, prow pointed toward the body. Resume position of Kneel.

### Secure Chapeaux

- Command: 1. Secure, CHAPEAUX
- Action: Grasp the visor of the chapeau with the left-hand, place it on the right shoulder.

## Honors, Titles, and Invitational Bodies

### **Honors of the Grand Encampment**

#### **Knight Templar Cross of Honor**

This is the most coveted and highest award that can be earned by a Knight Templar. It is presented annually for exceptional and meritorious service rendered far beyond the call of duty and beyond service usually expected of an officer or member. No present or past elected officer of a Grand Commandery is eligible for this award. This is a Grand Encampment award and will be conferred by the Most Eminent Grand Master or his personal representative, upon one deserving Sir Knight of the Grand Commandery of D.C. each year. It is presented to the recipient at the annual meeting of the Grand Commandery.

Nomination forms are mailed to each Recorder of Constituent Commanderies annually in the fall and are due by the end of the year. Nominations for this honor are optional, but if submitted by the Commander, the nomination must be received by the deadline to be considered.

#### **Knight Commander of the Temple**

Any holder of the KCT may make nominations for the Knight Commander of the Temple award to the Deputy of the College of Honors in each Grand Commandery. The Deputy is either: 1) an emeritus member of the College of Honors; or 2) appointed by the Grand Master if there are no emeriti in that Grand Commandery. KCTs are selected by that Deputy in accordance with the number allotted to each Grand Commandery and their names are then forwarded to the College of Honors. Since this honor is given for service to the Order, the Fraternity, the community, or mankind, it is left to the Deputy of each jurisdiction to prioritize nominations within the guidelines given. The Deputy is also free to accept or reject any nomination for the KCT. The number of Knights Commander of the Temple selected for each Grand Commandery annually is determined as follows: five KCTs may be awarded to Grand Commanderies with fewer than 7,500 members and ten KCTs awarded to Grand Commanderies with more than 7,500 members. All Department Commanders are ex officio awarded the KCT if they have not previously received this distinction.

The award consists of a neck jewel on a purple ribbon, a lapel pin of the same design as the center of the jewel, and a patent. The jewel may be worn on the uniform or with the formal Templar “alternative” dress (white tie). The recipients may also use the letters “KGC” or “KCT” (as appropriate) after their names. They should be introduced along with the Knights Templar Cross of Honor holder. The Deputy or some holder of the KCT he designates shall perform the installation, with an appropriate ceremony chosen, public or private.

## **Companion of the Temple**

Similar to the KCT, an additional recognition of the Grand Encampment is the Companion of the Temple (CT) award. Companions of the Temple may be nominated in the same manner as listed above for the KCT, but are not subject to any numerical limitation. All nominations must be made through the Deputy for the program. As with the KCT, any member of the College of Honors may nominate any suitable person for the Companion of the Temple with the same guidelines, however, the recipient need not be a Knight Templar or even a Mason. Both men and women are eligible for the CT award. In a similar fashion as used for the KCT, all CT's are to be invested with honor, utilizing a format or ceremony designated by the Deputy or the one available from the Grand Encampment.

## **Honors of the Grand Commandery of DC**

### Individual Awards:

**Order of Merit** – Grand Commander can award up to two medals each year for Sir Knights that are not elected to the Grand line and have shown significant contributions to all phases of Commandery activities. Given by the Grand Commander to two or fewer Sir Knights that have not been elected as Grand Commander. Cannot be awarded to the same individual twice.

Specific criteria (up to 5 points per item): Number of scheduled meetings attended for their Commandery meetings over the year; number of Commandery Orders worked (all Commanderies); elected or appointed office held in a constituent Commandery; attended Year One of the York Rite Leadership Conference; and attended the Grand Commander's Mid-year session. Nominations should describe the specific contributions and endorse how the Sir Knight contributed to/improved their constituent of Grand Commandery by supporting activities, ritual, or membership in their Commandery.

**DC “Banner Knight” Award** – Each Commandery can select one Knight to receive a ribbon/uniform pin and certificate that is given at Grand Banquet by the Grand Commander to a new Sir Knight for excellence in service.

Specific Criteria (up to 5 points per item): Held OT for less than two years; visible spirit of support for Templary; 100% participation in Commandery business meetings; at least 50% Grand Commandery business meetings; and cross-commandery visiting. Attended conferrals of the Orders; Attended Easter Sunrise Service at George Washington Masonic Memorial. Supported KTEF and Holy Land Pilgrimage.

**DC Commander of the Year** – Plaque for most successful constituent Eminent Commander at the end of his term. To be presented at the Grand Session.

Specific Criteria: Honor Committee selects awardee using specific criteria associated with the Commandery Assessment Checklist included in the DC Officer's Handbook/Guide.

**Grand Commander Challenge Coin:** To be given by the Grand Commander for those individuals performing excellent, inspiring work as he perceives it,

**Unit Award:**

**DC Commandery of the Year** – Annual plaque awarded to highest scoring Commandery based on competition with self, against criteria using standing Commandery Checklist in Handbook, not against other Commanderies.

Specific Criteria: Awards/Honors Committee identifies awardee using specific criteria associated with the Commandery Assessment Checklist included in the DC Officer's Handbook/Guide.

**Activity Focused Awards for Units and Individuals:**

**DC GC Ritual Award** – GC ribbon bar given by the Grand Commander at a time and place of his choosing.

Specific Criteria: Any Sir Knight may apply for this award following the attached Ritual Score sheet.

**Membership/Growth Award:** For the Commandery that appoints a Membership Committee and Chairman; develops a membership plan; gives Membership presentations to other Masonic bodies; and, has the most positive growth in a year.

**Commandery: Plaque:** Given by the Grand Commandery to the Constituent Commandery that institutes a membership program and increases membership by the greatest net percentage in the Templar Year.

**Individual: Coin/Certificate/Ribbon:** A coin/certificate/ribbon given to each Sir Knight that brings one new member during the Templar Year.

Specific Criteria: Recorder and Membership Chairman review documents and make recommendations based on documented activities.

**Knight Templar's Eye Foundation (KTEF) Award** – Certificate of Recognition to be given by the Grand Commander at the annual banquet for those Commanderies that have reached sufficient giving levels to join the Grand Master's Club and the Grand Commander's Club – or higher giving levels. Individuals: Are presented a civilian lapel pin to match the KTEF shield for their level of giving.

Specific Criteria: Follow the criteria for Grand Encampment medals that acknowledge specific levels of contribution by self and Commandery.

# Invitational Bodies

## **Allied Masonic Degrees**

- Honorary, invitational, limited membership.
- Masonic research body.
- Governing body: Grand Council of Allied Masonic Degrees of the United States of America.

## **Red Cross of Constantine**

- Honorary, invitational, limited membership
- Governing body: United Grand Imperial Council of the Knights of the Red Cross of Constantine and Appendant Orders for the United States of America, Mexico, and the Philippines.

## **Sovereign Order of Knights Preceptor**

- This service degree (or Order) is open to all who have been elected to the office of Commander in a subordinate or constituent Commandery.
- This Order must be worked at night and is normally conferred on the evening preceding the Grand Commandery meeting and following the York Rite dinner.
- It provides a meaningful and powerful lesson in taking charge of an organization and is well worthwhile for any eligible Sir Knight. The officer's jewels and necessary paraphernalia are all made of wood in an obvious reference to the Cross of our Blessed Savior.

## **Knights of the York Cross of Honor [KYCH]**

- Honorary, invitational.
- Must have presided over the four York Rite bodies.
- Nominated by a member and pass the ballot.
- Governing body: Convent General Knights of the York Cross of Honor.
- When a member has presided over a Grand York Rite Body he is invested with the rank of Knight York Grand Cross and awarded a quadrant to wear on his jewel.

## **Knight Masons of the United States of America**

- Invitational
- Must be presiding or have presided over a York Rite body.
- Nominated by a member and pass the ballot
- Governing body: Grand Council of Knight Masons of the United States of America.

## **York Rite College**

- Invitational
- Must be a member of all four York Rite bodies.
- Nominated by a member and pass the ballot.

- Governing body: York Rite Sovereign College of North America
- Honors:
  - Order of the Purple Cross of York (OPC) – Considered to be the highest York Rite honor.
  - Knight Commander of the Purple Cross.
  - Gold Honor Award.

#### **Holy Royal Arch Knight Templar Priest (HRAKTP)**

- Honorary, invitational, limited membership.
- Must be a Past Commander.
- Nominated by a member and pass the ballot.
- Governing body: Grand College of America Holy Royal Arch Knight Templar Priests.

#### **Royal Order of Scotland**

- Honorary, invitational.
- Must be a Master Mason for five years.
- Must be a Trinitarian Christian.

#### **Societas Rosicruciana in Civitatibus Foederatis (MSCRICF)**

- Honorary, invitational, limited membership.
- Masonic Rosicrucian and philosophic research society.
- Governing body: High Council.

### Calling Off and On

To Call off the Commandery:

Commander: Commander, Attention! I now declare the business of the Commandery suspended. Sir Knight Warder *(H)(H)*, inform the Sentinel. *(H)(H)*

Warder: (at the door) Sir Knight Sentinel, the business of the Commandery is suspended (leaves door open).

(Prelate covers cross on bible.)

Warder: (at his station) Eminent Commander *(H)(H)*, the Sentinel is informed. *(H)(H)*

Commander announces purpose of suspension.

To Call on:

Commander: (at his station) Sir Knight Warder, I am about to resume business in the Commandery. See that the Sentinel is informed and that he guard accordingly.

Warder: (at the door) Sir Knight Sentinel, the Commander is about to resume business in the Commandery. Take your post and guard accordingly. (Warder returns to his station and reports) Eminent Commander *(†)(H)*, the Sentinel is at his post and the Asylum is duly guarded. *(†)(H)*

Commander: Sir Knight Senior Warden *(†)(H)*, ascertain if all present are Knights Templar (commands and procedure as in the full form opening tactics). I now declare business resumed in the Commandery. Sir Knight Warder *(H)(H)*, inform the Sentinel. *(H)(H)*

Warder: (at the door) Sir Knight Sentinel, business has been resumed in the Commandery.

(Prelate uncovers cross on bible.)

Warder: (at his station) Eminent Commander *(†)(H)*, the Sentinel is informed. *(†)(H)*



## Dinners and Banquets

One of the most important parts of a successful evening is a delicious dinner served in an atmosphere of sociability and friendship. A memorable dinner is no accident but rather the result of careful planning, attention to detail, and hard work on the part of many people. The stage is set by how gracefully the honored guests are received and how well the other guests are made to feel welcome.

A comfortable place for the guests to assemble as they arrive, wait for dinner, meet friends, sign the guest book, sign officers' registration cards, is of paramount importance. The location of the cloak room should be clear. The location of the tables to handle guest books and registration should be located so that the people being served at those stations will not block the normal flow of traffic. All spaces should be a comfortable temperature and well ventilated.

### **Planning the Dinner:**

When planning for a dinner, the decisions will be influenced by the purpose of the dinner, where it will be held, the number involved, and the food preferences of the group. The choice of menu may be influenced by the age group of the people, whether the weather will be hot or cold, the number to be served, how fast the kitchen crew can dish it up, how fast the waiters can serve it, and the cost. It should be remembered that an inexpensive dinner graciously served in a hospitable environment is considerably superior to an expensive meal that is not enjoyed.

### **The Head Table:**

The head table should be located in a position which is easily accessible when the host leads the guests of honor in to dinner. There should be an unobstructed view between the head table and the audience, and the acoustics should be such that the audience can hear without difficulty what the people at the head table are saying when speeches are made. If public address systems are used, they should be tested to assure that they are understandable from all locations in the room.

After ascertaining the names of the special guests it will become necessary to determine which of them will be seated at the head table. Extreme care should be taken to assure that the number of persons invited to sit at the head table does not exceed the number of seats provided. Those who cannot be seated at the head table should be assigned to reserved seats in prominent positions near the head table. Simple place cards such as a 4"x6" or 3"x5" card folded lengthwise in half and placed at the desired table seating can save time, embarrassment, and confusion when the multitude descends on the dining room. All persons who are assigned seats at the head table or specifically seated should be advised that they have reserved seats and told where they are located. There should be someone assigned to assist in directing them to their assigned seat.

The host should be prepared to expect some of the head table to not show up, due to unavoidable circumstances, and for a few who fail to make specific reservations to show up ten minutes before going to dinner. An efficient committee is most helpful in these circumstances.

## **The Dinner Committee:**

The presiding officer of the host body should have a dinner committee to assist in the planning, arranging for, and handling of all the details of the dinner. The principle duty of the presiding officer during the dinner should be to see that the people being honored have his undivided attention and that his concern be directed toward their comfort and welfare.

The dinner committee should be responsible for securing a suitable place, large enough for the expected attendance, obtain the services of some person or group of persons capable of preparing food for that number, and competent personnel to serve the food properly and without delay if the food is to be served hot. The choice of the menu should be made in consultation with the presiding officer in order to take into consideration any preferences of the honored guests or particular biases of the members.

It should always be remembered that if the meal is to be a hot meal that it must be served hot to be good. If the kitchen crew cannot dish it up fast enough or the waiters cannot serve the food promptly, it is best to make other arrangements or to not have the dinner.

The committee should assist in directing the honored guests to their seats and to assist the other guests to find seats in an orderly fashion to avoid embarrassment. They should be alerted to be able to set up extra tables if necessary to care for those who show up late without reservations. They should arrange for sufficient waiters to assure not only for the prompt service of the food but for the beverages such as coffee, tea, water, or wine as the menu specified. They should be alert to help the physically handicapped and take them to the dining room before the crowd comes surging in. They should be alert to take care of any minor calamity which might cause embarrassment to any of the guests.

## **Seating:**

- Ladies, gentlemen, or personal guests seated to the left of their Sir Knights
- Grand Commander and his lady or gentleman seated to the right of the Commander.
- Other Grand Commander officers, distinguished guests, et cetera seated by rank per available room at the head table.
- If Grand Commander is not present, the official representative of the Grand Commander or the highest ranking grand officer is seated in his place.

## **Suggested After Dinner Schedule:**

- Introduction of distinguished guests.
- Roll call of Commanderies and their announcements when recognized.
- Recognition of host group or groups, if the dinner is served or catered by a Masonic related group.
- Announcements.
- Entertainment if provided.

- Remarks by the Grand Commander or ranking grand officer. It perhaps goes without writing, but under no circumstances is anyone called upon for any remarks after the Grand Commander has given his (excepting the Prelate's benediction or an announcement of time and place of further work within the temple in the same evening).
- Closing benediction.

## Reception Planning Check List

### Advance Planning

1. Organization:
  - Purpose:
  - Date:
  - Time:
  - Place:
  - Honored Guests:
  - Ladies/Gentlemen Invited:
  - Ladies' Dress:
  - Men's Dress:
2. Invitation list.
3. Invitations with directions & map.
4. Hotel registration for VIP.
5. Program to printer / pick up.
6. Guest book.
7. VIP register.
8. Corsage list.
9. Corsages.
10. Decorations.
11. Photographer.
12. Parking / pick up for the VIP.
13. Publicity / telephone / email list.
14. Entertainment.
15. Greeters.
16. Ushers.
17. Committees.
18. News media.

### Parking / VIP pickup at hotel / Escort:

#### In the Lobby:

1. Register the VIPs.
2. Corsages.
3. Ticket sales / collection.
4. Guest book.
5. Greeters.

### Seating Arrangements:

1. Seating plan:
  - a. Dining room.
  - b. Meeting.
2. Brief ushers on seating plan.

### Program:

1. Master of Ceremonies.
2. Detailed program for the MC.
3. Entrance of VIPs.
4. Reception of special VIPs.
5. Welcome speech.
6. Pledge of Allegiance.
7. Invocation.
8. Program.
9. Entertainment.
10. Introductions.
11. Courtesies.
12. Benediction.

### Dining Room:

1. Set up crew.
2. Set tables/cloths.
3. P.A. system.
4. Decorations.
5. Host(ess).
6. Waiters.
7. Clean up crew.

### Kitchen:

1. Food procurement.
2. Cooks.
3. Food servers.
4. Coffee makers.
5. Tea makers.
6. Clean up crew.

### Thank you cards

### Templar Date Enumeration

Freemasonry has several different ways of enumerating the year in dates on official documents, and documents do not always include the familiar year in the form of “*anno Domini*” (*A.D.*) or “in the common era” (C.E.). The Commandery of Knights Templar is no different and it is encouraged that you use the enumeration either in conjunction with the profane date or exclusively. Here, in brief, is the format for the Commandery:

Knights Templar Commanderies use *anno ordinis* (**A.O.**), meaning “in the year of the Order,” referring to the year **1118 A.D.**, when the original Knights Templar military order was first created by the King of Jerusalem.

<b>Body</b>	<b>Current Year</b>	<b>Calculation</b>	<b>Masonic Year</b>
Blue Lodge	2019 A.D.	+ 4000	6019 A.L.
Royal Arch	2019 A.D.	+ 530	2549 A.I.
Cryptic Council	2019 A.D.	+ 1000	3019 A.Dep.
Commandery	2019 A.D.	– 1118	901 A.O.

## Suggested Special Events

As an aid to those in the Commandery charged with making its events and meetings popular, interesting, and worthwhile, the following list of occurrences, arranged in calendar sequence may prove useful in planning the year's program.

Some of these can be stated conclaves, others can be used in conjunction with called conclaves, while others would be proper for open or public meetings. With careful planning and organization, your Commandery can be everything that is desired.

1. Long-serving Members Night:
  - a. Commemorate the birth of your Commandery and show the old members a good time.
2. Past Commander Night:
  - a. An opportunity to honor the past presiding officers of your organization. This should not be limited to the conferring of an Order or Degree. Furnish the past presiding officers with a list of the members that were exalted, greeted, or knighted in his year and invite them to enter as a class of that year. Put your attendance committee to work and get an outstanding attendance.
3. Grand Officers and Past Grand Officers Night:
  - a. Build a program around the Grand or Past Grand Officer who is a member of your organization. It may be possible to make it an open night and invite craft lodge participation. Excellent for new membership contacts.
4. Fifty Year Award:
  - a. Ask the recipient to be present, if possible; go to him if necessary. Give him an evening to be remembered. Make a fuss over these faithful members.
5. The Proficient Member:
  - a. Honor the stand-by who can fill any station. Due recognition should be given to each of these workers. This shouldn't be an entire program, but is something nice to tack on as a surprise to a particularly hard worker.
6. Masonic Home:
  - a. A thorough discussion of the Masonic Home. Invite a member of the Grand Lodge to be speaker.
7. Palm Sunday and Holy Week:
  - a. Proper observance on nearest meeting night or visitation to a church.
8. Feast of Bernard of Clairvaux:
  - a. Program on the ancient Rule of the Templars.

## **Knight Templar Charities**

### **Holy Land Pilgrimage**

This program sends as many ministers to the Holy Land as funds collected will support. In the past, we have sent as many as five in one year. Any Commandery can nominate any number of ministers for this program. We urge that nominees be in the early years of their ministry so that its impact can have the greatest long-term advantage on the recipient's ministry.

For the selected individuals, all expenses are paid from New York City to the Holy Land and back to New York. All the ministers have expressed the utmost gratification in their visit. These people make excellent speakers and can assist greatly in getting contributions from your members. Keep them in mind as speakers.

The campaign for this Charity runs from May 1 through November 30 each year. A goal is set of \$2.00 per Knight Templar. For whatever reason, there are some Commanderies which contribute little or nothing to this effort. A natural reason for this could be, however, that in recent years the program has been little discussed and even less promoted. This is a wonderful opportunity and should be the focus of every year to have a broader impact on the DC community as well as help keep our name in the public sphere. This places a burden on the members and Commanderies, who do contribute, to reach the Grand Encampment goal.

Every Commander must appoint a Holy Land Pilgrimage Chairman for his Commandery. The local chairman should be in contact with the Grand Commandery Chairman in order to keep the members informed with the latest information from Grand Commandery and Grand Encampment. A minister nomination form for this program is mailed to each Commandery. Additional forms are available from the Grand Commandery Chairman. Call or write the Grand Commandery Chairman for additional information. Get him to come out to your Commandery and assist in raising funds and explaining the program.

### **The Knight Templar Eye Foundation**

Our most prominent charity is the "Knight Templar Eye Foundation." Each one of us donates each year to some deserving charity. It is suggested that you assess your priorities in this coming year and decide if the Eye Foundation should not be at the top of your list.

As part of our annual Campaign, each Commander must appoint a Chairman for his Commandery. The Chairman should be an enthusiastic member who will contact each member by a circular-letter or flier telling them of the great things we are doing in restoring sight to those who have trouble seeing.

This Campaign begins on December 1 and runs through April 30. The foundation furnishes this aid to any who are in need, regardless of Masonic affiliation, race, creed, or national origin. Information on this program is available from the Grand Commandery Chairman: call him for information.

## **Educational Foundation**

### **Mission Statement**

The Knights Templar Education Foundation Committee considers all applications for scholarships, without regard to age, race, religion, National origin, gender, of Masonic ties or affiliations. These scholarships are not "grants in aid", but are open to all students regardless of their financial circumstances.

### **Purpose**

Provide financial assistance to students who meet the required qualifications, which may vary from state to state.

### **How to apply for a grant**

Application forms are available from the office of the Grand Recorder of the Grand Commandery of each Division or Division Chairman.

### **Contacts for information**

Office of the Grand Recorder of Grand Encampment, the name and address may be found on [www.knightstemplar.org](http://www.knightstemplar.org). The application form may be printed from the website by going to Related Links and looking under the state where the applicant resides. The name of the Grand Recorder may be found in this area of the website.

### **History and transition of the Knights Templar Education Foundation**

In 1922, the Grand Encampment launched the Knights Templar Education Foundation with the words: "We feel that the Grand Encampment can build no greater monument nor inaugurate a more worthwhile movement than to establish a plan which will put into effect a plan which will provide educational advantages for the youth of our beloved country, thereby enabling them to become more useful members of society and better Citizens of the United States of America."

The Foundation was sustained and perpetuated by each Sir Knight paying annually the sum of \$1.00 for a period of nine years beginning July 1, 1924. This Fund became available for student loans. Through the years the fund has grown and Grants and Scholarships are available in several states. However, some states still continue to use the Loan program where the student is expected to repay the loan at a low interest rate. States have either Grants or Scholarships or Loans but not both.

### **The Need for Education**

Education beyond high school is essential in a technological age. It may be obtained today in:

1. A vocational school, which trains artisans and craftsman.



2. A technical school, which prepares technicians for various specializations.
3. A professional school, which offers preparation, in medicine, law, theology, engineering, business, agriculture and others.
3. Colleges and university, which give a firm foundation for business, trade or profession.

### **The Record**

Since its founding the Knights Templar Educational Foundation has assisted more than 80,000 students for an aggregate monetary value of over 38 million dollars through Loans and Scholarships to deserving youth thereby exemplifying the purpose and principles for which it was created.

**Appendix 1 – Constitution and Regulations of The Grand Commandery Knights Templar of  
The District of Columbia**

Adopted January 19, 1948  
Amended May 10, 1975  
Amended March 18, 1989  
Amended March 19, 1993  
Amended 25 September 2010 1

**PREAMBLE**

This Grand Commandery shall be governed by the Constitution, Statutes, and Rituals of the Grand Encampment of Knights Templar of the United States of America, and by the following Constitution and Regulations.

Approved under my hand and the seal of the Grand Commandery, 25 Sep 2010

Michael J. Kastle, KTCH, OPC  
Grand Commander

## CONSTITUTION

### NAME

Sec. 1. This body shall be designated and known as “The Grand Commandery of Knights Templar of the District of Columbia,” by virtue of a charter granted by the Grand Encampment of Knights Templar of the United States of America, from which it derives all its powers and privileges, and to whose Constitution, Statues and Rituals, implicit respect and obedience shall ever be paid by its Officers and members.

### MEMBERSHIP

Sec. 2. The members of this Grand Commandery shall be those specified in Section 35 of the Grand Encampment Constitution.

### CONCLAVES

Sec. 3. The Annual Conclave of the Grand Commandery shall be held on the third Saturday or Friday immediately preceding the third Saturday at such time and place in the District of Columbia as may be designated by the Grand Commander, or elsewhere within the Washington Metropolitan Area.

Sec. 4. Special Conclaves of the Grand Commandery may be called by the Grand Commander in accordance with Section 36 (b) of the Grand Encampment Constitution.

### CONDUCT OF CONCLAVES AND VOTING THEREIN

Sec. 5. Each member present in person or by proxy shall be entitled to vote in accordance with the provisions of Section 38 of the Grand Encampment Constitution.

Sec. 6. The Commander, Generalissimo, and Captain General of each Constituent Commandery may be represented and vote by proxy, said proxy being at the time of service a member of the same Commandery as his principal and producing a properly authenticated certificate of his appointment; provided, that such proxy does not become a member of the Grand Commandery by virtue of his designated authority.

### POWERS AND DUTIES

Sec. 7. This Grand Commandery shall have the powers and duties enumerated in Section 41 of the Grand Encampment Constitution.

Sec. 8. The Officers of this Grand Commandery shall be:

- (a) The Grand Commander
- The Deputy Grand Commander
- The Grand Generalissimo
- The Grand Captain General
- The Grand Senior Warden
- The Grand Junior Warden
- The Grand Treasurer
- The Grand Recorder

all of whom shall be elected at the Annual Conclave, and

- (b) The Grand Prelate  
The Grand Standard Bearer  
The Grand Sword Bearer  
The Grand Warder  
The Grand Sentinel

to be appointed by the Grand Commander at the Annual Conclave, or as soon as possible after his election.

## **DUTIES OF OFFICERS**

### **THE GRAND COMMANDER**

Sec. 9. The Grand Commander shall have the specific powers and duties enumerated in Section 48 of the Grand Encampment Constitution.

Sec. 10. It shall be the duty of the Grand Commander, attended by the other Officers of the Grand Commandery to make a visitation to each Constituent Commandery at its stated Conclave in February of each year.

### **THE DEPUTY GRAND COMMANDER**

Sec. 11. The Deputy Grand Commander shall have the specific powers and duties as enumerated in Section 49 of the Grand Encampment Constitution.

### **THE GRAND GENERALISSIMO AND THE GRAND CAPTAIN GENERAL**

Sec. 12. The Grand Generalissimo and the Grand Captain General shall have the specific powers and duties as enumerated in Section 50 of the Grand Encampment Constitution.

### **ATTENDANCE AT CONCLAVES OF THE GRAND ENCAMPMENT**

Sec. 13. It shall be the duty of the Grand Commander, the Deputy Grand Commander, the Grand Generalissimo, and the Grand Captain General, in person or by proxy, to attend all Conclaves of the Grand Encampment. This includes all Grand Encampment Mid-Atlantic Departmental Conferences.

### **THE GRAND TREASURER**

Sec. 14. The Grand Treasurer shall perform such duties as are prescribed by the Constitution and Statutes of the Grand Encampment, and in addition the following:

- (a) He shall invest, from time to time, upon recommendation of the Committee on Finance, in such manner as the Grand Commandery may direct, all moneys which may come to his hands belonging to the Grand Commandery.
- (b) He shall render to the Grand Commandery, at its Annual Conclave, a true account of his transactions, together with an account of all moneys received and the earnings thereof accrued from investments, and the amounts disbursed by him during the Templar year, and shall, not later than five days preceding each Annual Conclave, submit his books for inspection by the

Committee on Finance. He shall transmit a summary of his accounts to the Grand Commander by the first day in March of each year. He shall not pay any money except upon authority of the Grand Commandery and upon the warrant or order of the Grand Commander, attested by the Grand Recorder.

- (c) He shall examine the books of the Treasurer of each Commandery and report to the Grand Commander, at the annual visitation, the financial condition of the Commandery for the year ending December 31.
- (d) He shall receive for his services, an annual salary, payable at the end of the Templar year, the amount of which shall, from time to time, be determined by the Grand Commandery, upon the recommendation of the Committee on Finance.

### **THE GRAND RECORDER**

Sec. 15. The Grand Recorder shall perform such duties as are prescribed by Section 52 of the Grand Encampment Constitution, and, in addition, the following:

- (a) He shall, at least ten days prior to the date thereof, issue a notice to each member of the Grand Commandery of all the regular and Special Conclaves; in the notice for Special Conclaves, he shall specify the business to be brought before the Grand Commandery; and he shall issue all summonses directed by the Grand Commander or the Grand Commandery.
- (b) He shall keep correct minutes of the transactions of the Grand Commandery, edit all material to be included in the printed proceedings, and, upon approval of the edition by the Grand Commander, cause the same to be printed.
- (c) He shall collect and receive and promptly pay to the Grand Treasurer all the revenue of the Grand Commandery. He shall, not later than five days preceding the Annual Conclave, submit his books for Inspection by the Committee on Finance.
- (d) He shall examine the books of the Recorder of each Commandery for the year ending December 31, and report to the Grand Commander, at the annual visitation, the number of members Knighted, affiliated and reinstated; the number lost by death, dismissal and suspension; the number on the roll at the end of the year.
- (e) He shall received for his services an annual salary, payable quarterly, the amount of which from time to time be determined by the Grand Commandery, upon the recommendation of the Committee on Finance.

### **QUALIFICATIONS OF ELECTED GRAND OFFICERS**

Sec. 16. All elected Grand Commandery Dais Officers must be Current or Past Commanders of a DC Commandery, beginning in 2012. All other elected and appointed officers must be Past Commanders of a DC Commandery, beginning in 2012.

## **THE REMAINING OFFICERS**

Sec. 17. The duties of the other Officers of the Grand Commandery are such as are appropriate to their respective stations, and such as may be assigned to them by the Grand Commander or by the Grand Commandery.

## **REVENUES AND FINANCES**

Sec. 18. The fee for a Charter for a Constituent Commandery shall be One Hundred Dollars (\$100.00).

Sec. 19. There shall be paid to the Grand Commandery in annual dues from each Commandery the Sum of Twenty-five Dollars (\$25.00) for each Sir Knight returned as a member thereof. This Sum must be reviewed prior to the Annual Grand Conclave by the Committee on Finance for appropriateness.

## **PETITIONS**

Sec. 19A. Petitions for the Orders and for membership may be received and balloted upon at the Stated or Special Conclave at which they are read in the Commandery, without dispensation from the Grand Commander.

## **CONSTITUENT COMMANDERIES**

Sec. 20. The Constituent Commanderies of this Jurisdiction shall be governed by Section 57 to 84, inclusive of the Grand Encampment Constitution.

## **AMENDMENTS**

Sec. 21. The Grand Commandery, upon concurrence of three-fourths of its members present at any Special or Stated Conclave, may revise, amend or alter this Constitution, and by a two-thirds votes of its members present, may revise, amend or alter the Regulations; provided however, that a written copy of the motion so as to revise, amend or alter shall be signed by at least three members of the Grand Commandery and shall be filed with the Grand Recorder at least one month before the Conclave at which such motion is to be considered, and a copy thereof shall be inserted in the notice of the Conclave issued by the Grand Recorder; provided that, the proposed amendment may be modified in any manner by the Grand Commandery while it is under consideration.

## **REPEALING CLAUSE**

Sec. 22. All constitutional provisions and amendments heretofore approved and not included in this Constitution are hereby repealed.

## **TRUSTEES**

Sec. 23. There shall be three (3) Trustees, one of whom shall be elected by ballot at each Annual Conclave for a term of three (3) years.

- (a) They shall have custody of the securities in such depository as designed by the Grand Commandery, collect interest due on the same, and pay it over to the Grand Recorder, make a report in writing at each Annual Conclave of the securities under their custody.
- (b) They shall have custody of the valuable property as designated by the Grand Commandery make a report in writing at each Annual Conclave of the property under their custody.

(Sections 24 – 40 reserved for possible future use.)

## **REGULATIONS**

### **APPOINTED OFFICERS**

Sec. 41. The appointed officers of the Grand Commandery shall be:

The Inspector General  
 The Assistant Inspector General  
 The Instructor General of the Work  
 The Assistant Instructor General of the Work  
 The Grand Quartermaster/Armorer

all of whom shall be appointed by the Grand Commander and shall serve until the close of the next Annual Conclave, or at the pleasure of the Grand Commander.

### **DUTIES OF APPOINTED OFFICERS**

Sec. 42. The Inspector General shall attend the inspections of the Constituent Commanderies, examine uniforms and see that they conform to the regulations of the Grand Commandery, note the military proficiency and bearing of the several Commanderies, make a record of the number present at each inspection, and the number present on all occasions. When after examination, in his opinion, said Officers are proficient, he shall issue certificates of proficiency in the sword manual and tactics to the Commanders-elect, Generalissimo-elect and Captain General-elect. He shall submit a report of his official acts and observations to the Grand Commandery at the Annual Conclave. It shall be the responsibility of the Inspector General to formally inspect each constituent Commandery once per quarter and report the results to the Grand Commander for his disposition.

Sec. 43. The Assistant Inspector General shall assist the Inspector General in the performance of his duties.

Sec. 44. The Instructor General of the Work shall conduct such schools of instruction as he, with the concurrence of the Grand Commander, may decide is necessary for the instruction of the Officers of the various Commanderies in the ritualistic and floor work of the several Orders as determined by the Grand Encampment and this Grand Commandery; inspect the ritualistic work of the Orders including the full Form Opening by the Officers of the Commanderies; pass upon the ritualistic proficiency of the Commanders-elect, Generalissimos-elect, and the Captain Generals-elect as qualification for advancement, and when, after examination, in his opinion said Officers are proficient, shall issue certificates

therefore; and report on his official acts and observations at the Annual Conclave of the Grand Commandery.

Sec. 45. The Assistant Instructor General of the Work shall assist the Instructor General of the Work In the performance of his duties.

### **STANDING COMMITTEES**

Sec. 46. The Standing Committees of the Grand Commandery shall be:

- (1) Committee on Templar Jurisprudence
- (2) Committee on Finance
- (3) Committee on Charters and Dispensations
- (4) Committee on Grievances
- (5) Committee on Correspondence
- (6) Committee on Religious Services
- (7) Committee on the Educational Foundation
- (8) Committee on Uniforms
- (9) Committee on York Rite Cooperation
- (10) Committee on Ritualistic Work and Asylum Tactics
- (11) Committee on the Knights Templar Eye Foundation

Sec. 47. The Standing Committees shall be appointed by the Grand Commander and shall serve until the close of the Annual Conclave, or at the pleasure of the Grand Commander.

### **DUTIES OF COMMITTEES**

Sec. 48. The Committee on Templar Jurisprudence shall consist of three members. It shall consider all decisions upon questions of Templar law and usage reported by the Grand Commander and such other matters as may be referred to it by him or the Grand Commandery, and its conclusions and recommendations shall be reported to the Grand Commandery. It shall advise upon all questions of Templar law and report upon all proposed amendments of the Constitution and Regulations of the Grand Commandery, and all proposed amendments of the bylaws of the Constituent Commanderies.

Sec. 49. The Committee on Finance shall consist of three members. It shall audit the books, accounts and vouchers of the Grand Treasurer, the Grand Recorder, the Education Foundation Committee, and of such other committees, Officers and members of the Grand Commandery, and shall report its findings and submit its recommendations at the Annual Conclave. It shall recommend the amount of the bonds to be given by the Grand Treasurer, the Grand Recorder, and such other members of the Grand Commandery as it may deem advisable, and shall pass upon the sufficiency of the sureties given. It shall report on any proposed investment of funds of the Grand Commandery and no appropriation of funds for investment shall be made until the proposal therefore has been referred to the Committee on Finance and its report thereon made. It shall have authority in an emergency to invest or reinvest the funds of the Grand Commandery if its failure to do so would be detrimental to the interests of the Grand Commandery. It shall also submit to the Grand Commandery at the Annual Conclave a proposed budget of operating expenses for the ensuing Templar year.



- Sec. 50. The Committee on Charters and Dispensations shall consist of three members. It shall carefully examine all Commanderies working under dispensation and all groups requesting charters as Commanderies and report to the Grand Commandery its observations and recommendations.
- Sec. 51. The Committee on Grievances shall consist of three members. It shall examine into all cases of grievances and appeal referred to it by the Grand Commandery or the Grand Commander and report thereon as early as possible.
- Sec. 52. The Committee on Correspondence shall consist of three members. It shall examine all the correspondence of the Grand Commandery referred to it and report thereon.
- Sec. 53. The Committee on Religious Service shall consist of three members. It shall arrange and be in charge of all religious services conducted by the Grand Commandery.
- Sec. 54. The Committee on Educational Foundation shall consist of five members. It shall administer the funds of the Educational Foundations of the Grand Encampment which are in the care and custody of the Grand Commandery in accordance with the regulations promulgated by the Educational Foundation Committee of the Grand Encampment. The Committee shall also submit a detailed report of its acts, financial transactions and condition at the Annual Conclave of the Grand Commandery.
- Sec. 55. The Committee on Uniforms shall consist of three members. It shall consider all proposed amendments to the Regulations pertaining to specifications for uniforms and report thereon to the Grand Commandery.
- Sec. 56. The Committee on the York Rite Cooperation shall consist of the four (4) Dais Officers, the Grand Recorder, and the Grand Treasurer. It shall represent this Grand Commandery on the Joint Committee on York Rite Cooperation.
- Sec. 57. The Committee on Ritualistic Work and Asylum Tactics shall consist of three members. It shall be charged with the duty of investigating changes recommended in asylum tactics, may on its own initiative recommend such changes, and shall submit its recommendations of any proposed changes of asylum tactics to the Grand Commandery at its Annual Conclave. It shall be charged with such other duties in connection with ritual and tactics as may be delegated to it by the Grand Commander.
- Sec. 57-A. The Committee on the Knights Templar Eye Foundation shall consist of four members. It shall foster and publicize the work of the Knights Templar Eye Foundation.

## **RITUALS**

- Sec. 58. The rituals of the Grand Encampment shall be issued by the Grand Recorder as follows:
- One copy to the Grand Commander
  - One copy to the Deputy Grand Commander
  - One copy to the Grand Generalissimo
  - One copy to the Grand Captain General
  - One copy to the Grand Recorder

One copy (full text) to the Instructor General

Ten copies to the Recorder of each Constituent Commandery, who shall issue them to the Commandery Officers.

The Officers named shall carefully preserve the same and return them at the end of their terms to the Grand Recorder, who shall Issue them In like manner to their successors. A penalty of Ten Dollars (\$10.00) shall be imposed under the law of the Grand Encampment for the loss of the ritual.

### **AFFILIATE MEMBERSHIP**

Sec. 58-An Affiliate membership may be held:

- (a) In Commanderies under the Jurisdiction of this Grand Commandery.
- (b) In Commanderies under the Jurisdiction of any other Grand Commandery whose laws so provide.
- (c) Affiliation Fees may be set by the Constituent Commanderies, but must include Thirty Dollars (\$30.00) for Life Membership in the KTEF.

### **FISCAL YEAR**

Sec. 59. The fiscal year shall be:

- (a) For the Grand Commandery from 01 January to 31 December. Books are reconciled and reports issued by 31 January.
- (b) For Constituent Commanderies from 01 January to 31 December. Books are reconciled and reports issued by 15 January.

### **CONSTITUENT COMMANDERIES**

Sec. 60. The Constituent Commanderies of this jurisdiction shall be governed by Chapters 6 to 15 inclusive, of the Statues of the Grand Encampment.

### **MINIMUM FEE FOR THE ORDERS**

Sec. 61. A Commandery shall confer the Orders for a sum no less than One Hundred Dollars (\$100.00) and Thirty Dollars (\$30.00) for Life Membership in the KTEF, for a sum no less than \$130.00, and such fee shall accompany the petition. For each Petition, the Grand Commandery will receive a Fee of \$10.00.

### **QUALIFICATIONS OF OFFICERS**

Sec. 62. The Commander-elect, the Generalissimo-elect and the Captain General-elect of each Constituent Commandery, shall qualify in the ritualistic work, floor work, sword manual, and have the required Uniform as specified by the 'DC Grand Commandery Uniform Regulation' for their prospective offices prior to Grand Visitation, to be eligible for the Installation there at. If any of these Officers-elect shall fail to qualify for Installation within one month after the annual Grand Visitation and Installation of the Officers In the Commandery, the Grand Commander in his discretion may declare the office vacant and

order a special election in the Commandery to fill said vacancy. The person so elected shall qualify for installation thereafter as herein before provided.

### **ANNUAL ELECTION OF OFFICERS**

- Sec. 63. Each Commandery shall hold its annual election of Officers at a Special or Stated Conclave in January or at a Special or Stated or Stated Conclave in February prior to the Grand Visitation in February. The Officers chosen shall be installed by the Grand Commander or such person as shall be deputized by him, before the Annual Conclave of the Grand Commandery; provided however, that whenever from unavoidable causes, a Commandery is prevented from installing any of its Officers within the time prescribed, the Grand Commander may issue a dispensation for installing such Officers at another time.
- Sec. 64. The Commander of each Commandery, immediately after the Installation of Officers, shall appoint a committee on inspection of uniforms presented to it and to insist that said uniforms comply strictly in every particular with the Regulations of the Grand Commandery relating thereto; and it shall be the duty of every Sir Knight providing himself with a uniform to submit the same to said committee for inspection and approval. After each uniform has been approved by the committee, a certificate showing that fact shall be filed with the Recorder.
- Sec. 65. Uniform Regulation for the DC KT **Full Dress Uniform**, published separately.
- Sec. 66. Uniform Regulation for the DC KT **Summer Uniform**, published separately.
- Sec. 67. Uniform Regulation for the DC KT **Fatigue Uniform**, published separately.
- Sec. 68. The Grand Treasurer Is hereby designated as custodian of all Past Grand Commander's jewels in his possession. He shall issue a Past Grand Commander Jewel to each new Past Grand Commander and register said Jewel within the Proceedings of the Grand Commandery. The Grand Treasurer will conduct an annual inventory of all Past Grand Commander Jewels in his possession. This inventory will be presented at the Annual Conclave.

### **STANDING RESOLUTION**

It is the sense of this Grand Commandery that it shall be within the discretion of each Grand Commander to designate by General Orders some day during his term, for the holding of an Annual Inspection and Drill, the time and place for said event to be determined by the Grand Commander.

(Adopted May 9, 1905)

## **Appendix 2 – Awards of the Grand Commandery**

**Background:** At the 4 August 2018 Grand Commandery Mid-Year Conclave, the Grand Commander asked the Membership/Awards Committee to establish a variety of awards to incentivize each Commandery and recognize each Sir Knight that further commits to the organization and ritual; supports the Grand Commandery; and, supports our charities.

Specifically, The Grand Commander asked for the Committee to create local awards to recognize the hard work that is done by the commanderies – and individuals -- in the areas of leadership, membership, ritual, and plain, hard work.

Below is a list of recommended awards for the Grand Commandery to decide upon. Each of these is listed with Guidelines for the appropriateness, and criteria to be compared against.

**General:** The Grand Commander will guide the DC Grand Commandery Awards Committee. The period of performance for each award is the Grand Commandery's chivalric year, beginning and ending with the Annual Grand Conclave. All awards will be presented at either the Grand Session or the Banquet. If an awardee is not available for either, the Grand Commander may present the award at a suitable opportunity.

**Selection:** The Grand Recorder will assist with the administrative details of Awards preparation and presentation and will publish the Grand Commander's Order that identifies an impartial committee. The Grand Commandery's Awards Committee can consist of the Grand Commander, Deputy Grand Commander, Grand Generalissimo, Grand Captain-General, and one representative from each DC Commandery if none of those have submitted an award for approval. The recommendation of the Awards Committee provides advice for the Grand Commander, not direction. The Awards Committee is to be provided with guidance to ensure independence and is expected to vote for the good of the Grand Commandery, not their individual commandery.

**Application Delivery and Deadline:** Applications shall be by letter or memorandum originating from any Sir Knight -- or nominating Eminent Commander for Unit Awards. No self-nominations will be accepted. Applications should be filed with the Grand Recorder of the Grand Commandery of the District of Columbia by the second Saturday in January.

**Statistics and Supporting Documentation:** Use the Checklist of Qualifying Activities that is an appendix to this document to evaluate the various criteria and scores for Unit Awards. The applications will reflect a score for each activity with available data to support an overall Commandery Score and is to be documented with a simple folder reflecting the Commandery's planned, scheduled, and completed activities.

### **Summary of DC Grand Commandery Awards:**

#### **Individual Awards:**

- Grand Commander Challenge Coin
- Meritorious Service Award

- Order of Merit
- DC Commander of the Year

**Unit Award:**

- DC Commandery of the Year

**Activity Focused Awards for Units and Individuals:**

- GCDC Ritual Award
- Membership/Growth Award (*Commandery and Individual*)
- Knight Templar's Eye Foundation (KTEF) Award

**Award Details:**

**Individual Awards:**

**Grand Commander Challenge Coin:** To be given by the Grand Commander for those individuals performing excellent, inspiring work as he perceives it. Currently, this is awarded to Sir Knights who have held the Order of the Temple for two or fewer years. Otherwise, this is entirely in the gift of the Grand Commander and serves as his personal mark of recognition for a job well done among the new classes. There are no limits to how many or few are given out.

**Meritorious Service Award** – The second highest rank of award this Grand Commandery has, the Meritorious Service Award is given to a new Sir Knight, also two or fewer years since knighting, who displays visible support of the Commandery.

This visible support includes but is not limited to: 100% participation in Commandery business meetings; at least 50% Grand Commandery business meetings; and cross-commandery visiting. Attended conferrals of the Orders; Attended Easter Sunrise Service. Supported KTEF and Holy Land Pilgrimage.

One is awarded per Commandery per Grand Commandery year and costs \$150 to nominate.

Specific Criteria: Listed below in Appendix 3.

**Order of Merit** – The Order of Merit is the highest award given by this Grand Commandery and is given to a Sir Knight who has not been elected Grand Commander. Some factors that go into the awarding are: Number of meetings attended over the year; number of Commandery Orders worked (all Commanderies); elected or appointed office held in a constituent Commandery; attended Year One of the York Rite Leadership Conference; and attended the Grand Commander's Mid-year session. Only one total is given out per Grand Commandery year. \$150 to nominate.

Specific criteria: Listed below in Appendix 3.

**DC Commander of the Year** – Plaque for most successful constituent Eminent Commander at the end of his term. To be presented at the Grand Session.

Specific Criteria: Honor Committee selects awardee using specific criteria associated with the Commandery Assessment Checklist included in Appendix 3 as well as any supporting and extraneous evidence not covered in the point calculation.

**Unit Award:**

**DC Commandery of the Year** – Annual pennant awarded to highest scoring Commandery based on competition with self, against criteria using standing Commandery Checklist in Handbook, not against other Commanderies.

Specific Criteria: Listed below in Appendix 3.

**Activity Focused Awards for Units and Individuals:**

**GCDC Ritual Award** – GC ribbon bar given by the Grand Commander at a time and place of his choosing.

Specific Criteria: Any Sir Knight may apply for this award using Appendix 4.

**Membership/Growth Award:** For the Commandery that appoints a Membership Committee and Chairman; develops a membership plan; gives Membership presentations to other Masonic bodies; and, has the most net growth in a year.

**Commandery: Plaque:** Given by the Grand Commandery to the Constituent Commandery that institutes a membership program and increases membership by the greatest net percentage in the Templar Year.

**Individual: Coin/Certificate/Ribbon:** An award given to each Sir Knight that brings one new member during the Templar Year.

Specific Criteria: Recorder and Membership Chairman review documents and make recommendations based on documented activities.

**Knight Templar's Eye Foundation (KTEF) Award** – Certificate of Recognition to be given by the Grand Commander at the annual banquet for those Commanderies that have reached sufficient giving levels to join the Grand Master's Club and the Grand Commander's Club – or higher giving levels. Individuals: Are presented a civilian lapel pin to match the KTEF shield for their level of giving.

Specific Criteria: Follow the criteria for Grand Encampment medals that acknowledge specific levels of contribution by self and Commandery.

**Appendix 3 – Commandery Annual Report**

	<b>Membership</b>	<b>Total</b>	<b>Points</b>
Number of Knightings <i>No. x 5 = points</i>			
Number of Reinstatements <i>No. x 10 = points</i>			
Total Membership (no points but record the total)			
<b>Membership Total</b>			

	<b>Condition</b>	<b>Total</b>	<b>Points</b>
Average Attendance per conclave <i>Number divided by total members x 100 points</i>			
Number of Officers in Uniform at Installation <i>2 points each</i>			
Number of Stated Conclaves Held <i>1 point each</i>			
Number of Called Conclaves Held <i>1 point each</i>			
Number of Full Form Openings in the year <i>2 points each</i>			
Opening and Closing Ritual Quality: <i>Excellent 10 points / Fair 5 points / Poor 0 points</i>			
Condition of Recorder's Notes: <i>Excellent 10 points / Fair 5 points / Poor 0 points</i>			
<b>Condition Total</b>			

	<b>Activity</b>	<b>Total</b>	<b>Points</b>
Held Divine Services <i>5 points per: Ascension, Christmas, Other ____</i>			
No. of SKs who Attended Easter Sunrise <i>No. x 3 points</i>			
Held Social Events <i>5 per: Table Commandery, Festive Board, Other ____; 3 points for Refreshments organized before or after</i>			
Commandery visitations (minimum of 5 SKs) <i>5 points per to a max of 10 in each category: Lodge, Chapter, Council, AASR, Other ____</i>			
Number of organized programs at conclaves lasting at least 20 mins (not to include practice) <i>15 points per occurrence</i>			
Practices held in addition to called or stated Conclaves <i>5 points each</i>			
Average number of SKs at practices <i>1 point per each SK x practices</i>			
<b>Activity Total</b>			

	<b>Grand Conclave &amp; Grand Encampment</b>	<b>Total</b>	<b>Points</b>
Number of dais officers attending Grand Conclave <i>5 points per</i>			
Recorder and Treasurer attending Grand Conclave <i>5 points per</i>			
Number of other officers attending Grand Conclave <i>3 points per</i>			
Number of other SKs attending Grand Conclave <i>1 points per</i>			
Number of dais officers attending Semi-Annual Grand Conclave <i>5 points per</i>			
Recorder and Treasurer attending Semi-Annual Grand Conclave <i>5 points per</i>			

Number of other officers attending Semi-Annual Grand Conclave <i>3 points per</i>		
Number of other SKs attending Semi-Annual Grand Conclave <i>1 point per</i>		
Number of SKs attending MADC <i>5 points per</i>		
Number of SKs attending Emerging Leaders Conference <i>5 points per</i>		
<b>Grand Conclave &amp; Grand Encampment Total</b>		

	<b>Conferral of Orders</b>	<b>Total</b>	<b>Points</b>
Illustrious Order of the Red Cross Full Form w/ costumes & without reading <i>10 points per</i>			
Illustrious Order of the Red Cross Full Form w/ costumes & read <i>3 points per</i>			
Illustrious Order of the Red Cross Short Form without reading <i>5 points per</i>			
Illustrious Order of the Red Cross Short Form read <i>2 points per</i>			
Knight of St. Paul & the Order of Malta Full Form w/ costumes & without reading <i>10 points per</i>			
Knight of St. Paul & the Order of Malta Full Form w/ costumes & read <i>3 points per</i>			
Knight of St. Paul & the Order of Malta Short Form without reading <i>5 points per</i>			
Knight of St. Paul & the Order of Malta Short Form read <i>2 points per</i>			
Order of the Temple w/ all parts filled, full props, without reading <i>15 points per</i>			
Order of the Temple read <i>5 points per</i>			
Order of the Temple (read or not) missing significant props <i>5 points per</i>			
<b>Commandery possesses and keeps in good condition paraphernalia for:</b>			
Red Cross <i>5 points for having &amp; 5 for good condition, 3 for average, 0 for poor</i>			
Knight of St. Paul & Order of Malta <i>5 points for having &amp; 5 for good condition, 3 for average, 0 for poor</i>			
Order of the Temple <i>5 points for having &amp; 5 for good condition, 3 for average, 0 for poor</i>			
<b>Conferral of Orders Total</b>			

	<b>Philanthropy</b>	<b>Total</b>	<b>Points</b>
Total KTEF Life Sponsorships <i>No. x 10 points</i>			
No. of SKs with donations over \$50 in KTEF Current Campaign <i>No. x 10 points</i>			
No. of SKs with donations over \$50 in KT Educational Foundation <i>No. x 10 points</i>			
No. of SKs with donations over \$50 in KT Holy Land Pilgrimage <i>No. x 10 points</i>			
<b>Philanthropy Total</b>			



	<b>Communication</b>	<b>Total</b>	<b>Points</b>
Commandery has newsletter / bulletin for each meeting <i>25 points</i>			
Commandery has online presence (website, Facebook, Instagram, etc.) that is current <i>25 points</i>			
Commandery notifies SKs about all activities via email <i>25 points</i>			
<b>Communication Total</b>			

*All above fields total for the Commandery Annual Report and to calculate the “Commandery of the Year” award. The fields below relate to the award named.*

	<b>Meritorious Service Award</b>	<b>Total</b>	<b>Points</b>
Perfect attendance in Commandery business meetings <i>5 points</i>			
Attended at least 50% of Grand Commandery sessions <i>5 points</i>			
Visited the other constituent Commanderies in the jurisdiction <i>5 points</i>			
Attended conferral of the Orders <i>5 points</i>			
Attended Easter Sunrise service <i>5 points</i>			
Support for KTEF and Holy Land Pilgrimage <i>5 points</i>			
Furthermore, it is a requirement that the nominee have received the OT not more than two years before his nomination			
<b>Total</b>			

	<b>Order of Merit</b>	<b>Total</b>	<b>Points</b>
Number of conclaves attended <i>No. x 5 points</i>			
Number of Orders assisted with (ritual or stage crew) <i>No. x 5 points</i>			
Held an elected or appointed office in a constituent Commandery <i>5 points</i>			
Attended Year One of the York Rite Emerging Leaders Program <i>5 points</i>			
Attended Semi-Annual Conclave of the Grand Commandery <i>5 points</i>			
<b>Order of Merit Total</b>			

For this submission to be counted please submit the following attached to your totals calculated above:

- ✘ Current year’s budget execution and next year’s budget
- ✘ Inventory and condition of Commandery physical assets
- ✘ Commander-elect’s calendar with short description of each conclave for the ensuing chivalric year
- ✘ The “Order of Merit” must also include the nominating Commander’s report describing and endorsing how the nominee contributed to the improvement of his constituent commandery and to the Grand Commandery’s supported activities, ritual, and / or membership.

**Appendix 4 – Ritual Award**

<b><i>Illustrious Order of the Red Cross</i></b>	<b>Points</b>
<i>Sovereign Master</i>	205
<i>Prince Chancellor</i>	15
<i>Prince Master of the Palace</i>	15
<i>Master of Cavalry</i>	5
<i>Master of Infantry (CC)</i>	90
<i>Excellent High Priest</i>	80
<i>Warder</i>	30
<i>Jeremiah</i>	10
<i>Isaiah</i>	15
<i>Haggai</i>	10
<i>Hosea</i>	15
<i>Obadiah</i>	10
<i>Amos</i>	15
<i>Jewish Guard</i>	5
<i>Persian Guard</i>	10

<b><i>Order of the Temple</i></b>	<b>Points</b>
<i>Commander</i>	190
<i>Generalissimo</i>	10
<i>Captain General</i>	10
<i>Senior Warden</i>	40
<i>Junior Warden</i>	80
<i>Prelate</i>	200
<i>Warder</i>	30
<i>Hermit</i>	10
<i>Guards</i>	5
<i>Ode to the Skull</i>	15
<i>Baldric</i>	10
<i>Spur</i>	5
<i>Sword</i>	20
<i>Remaining Attributes</i>	35
<i>Banners</i>	15
<i>Flag Lecture</i>	20
<i>Explanatory Lecture</i>	80

<b><i>Knight of St. Paul &amp; the Order of Malta</i></b>	<b>Point</b>
<i>Prior</i>	210
<i>Lieutenant Commander</i>	10
<i>Captain General</i>	20
<i>Marshall</i>	70
<i>Captain of the Outpost</i>	25
<i>Knight in the West</i>	25
<b><i>Banners</i></b>	
<i>Birth</i>	10
<i>Life</i>	10
<i>Death</i>	25
<i>Resurrection</i>	10
<i>Ascension</i>	10
<i>St. John &amp; Malta</i>	25

- Review the list of parts and lectures. Initial the points by the parts that you have given from **memory** during any of the full form Orders.
- Add up the total points.
- Enter the total here: \_\_\_\_\_  
 Tier 1: Pilgrim – 255 points  
 Tier 2: Warrior – 600 points  
 Tier 3: Knight – 1,455 points

**Please Print:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State & Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Commandery: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Local Commander's Signature:

\_\_\_\_\_

Local Recorder's Signature: \_\_\_\_\_