

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

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

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

**Grand Conclave & Grand Encampment Total**

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<b>Conferral of Orders</b>	<b>Total</b>	<b>Points</b>
<i>Illustrious Order of the Red Cross Full Form w/ costumes &amp; without reading 10 points per</i>		
<i>Illustrious Order of the Red Cross Full Form w/ costumes &amp; read 3 points per</i>		
<i>Illustrious Order of the Red Cross Short Form without reading 5 points per</i>		
<i>Illustrious Order of the Red Cross Short Form read 2 points per</i>		
<i>Knight of St. Paul &amp; the Order of Malta Full Form w/ costumes &amp; without reading 10 points per</i>		
<i>Knight of St. Paul &amp; the Order of Malta Full Form w/ costumes &amp; read 3 points per</i>		
<i>Knight of St. Paul &amp; the Order of Malta Short Form without reading 5 points per</i>		
<i>Knight of St. Paul &amp; the Order of Malta Short Form read 2 points per</i>		
<i>Order of the Temple w/ all parts filled, full props, without reading 15 points per</i>		
<i>Order of the Temple read 5 points per</i>		
<i>Order of the Temple (read or not) missing significant props 5 points per</i>		
<b>Commandery possesses and keeps in good condition paraphernalia for:</b>		
<i>Red Cross 5 points for having &amp; 5 for good condition, 3 for average, 0 for poor</i>		
<i>Knight of St. Paul &amp; Order of Malta 5 points for having &amp; 5 for good condition, 3 for average, 0 for poor</i>		
<i>Order of the Temple 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>
<i>Total KTEF Life Sponsorships No. x 10 points</i>		
<i>No. of SKs with donations over \$50 in KTEF Current Campaign No. x 10 points</i>		
<i>No. of SKs with donations over \$50 in KT Educational Foundation No. x 10 points</i>		
<i>No. of SKs with donations over \$50 in KT Holy Land Pilgrimage No. x 10 points</i>		
<b>Philanthropy Total</b>		

<b>Communication</b>	<b>Total</b>	<b>Points</b>
<i>Commandery has newsletter / bulletin for each meeting 25 points</i>		
<i>Commandery has online presence (website, Facebook, Instagram, etc.) that is current 25 points</i>		
<i>Commandery notifies SKs about all activities via email 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>
<i>Perfect attendance in Commandery business meetings 5 points</i>		
<i>Attended at least 50% of Grand Commandery sessions 5 points</i>		
<i>Visited the other constituent Commanderies in the jurisdiction 5 points</i>		
<i>Attended conferral of the Orders 5 points</i>		
<i>Attended Easter Sunrise service 5 points</i>		
<i>Support for KTEF and Holy Land Pilgrimage 5 points</i>		
<i>Furthermore, it is a requirement that the nominee have received the OT not more than two years before his nomination</i>		
<b>Total</b>		

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

Local Commander's Signature:

\_\_\_\_\_

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

<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

1. 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.
2. Add up the total points.
3. 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: \_\_\_\_\_