

School of Instruction Script – Canopy of Stars 2011-2012

Opening remarks by Mary Ann and Chuck. (Please turn off cell phones or place them on vibrate.)

Introduction of the Jurisprudence Committee.

Opening remarks by Jurisprudence.

Tell options

Bible verse

Arrest Charter

GL: “I would like to welcome everyone to today’s school of instruction. The information provided today is taken from the Red Book with a reprint date of 2009 and the Book of Instruction, with a reprint date of 2004, and the Ritual copyright date 2009. New Rituals started to be available in January 2010. When you purchase new Rituals, please remember it is imperative that the old Rituals be destroyed. Many of the old Rituals as well as Secret Work are finding their way into the hands of non-members. These people can use the information to form clandestine Chapters. We will be collecting your old Rituals at each SOI for secure destruction. Additionally, turn in all old Secret Work. The new Secret Work is printed on watermarked paper. The old Secret Work will be destroyed properly.

“For today’s instructions you are welcome to follow along in the ritual or red book, but please do not disturb the work in the Chapter room (such as by turning pages loudly or sharing your book and a comment with neighbors). Take notes as we go along. Ask your questions when they are called for at the end of each section. The Grand Treasurer will be the Prompter for today except during Initiation and when the WGM and AGM will prompt for the WGP and AGP. REMEMBER there is to be only one Ritual book open at any time. If someone other than the designated prompter will be prompting, the main prompter’s Ritual must be closed until the other Ritual is closed. Also, please remember, there should be no prompting from the sidelines. Members, please watch, listen and learn from the instruction being exemplified on the floor. This year the DL’s will truly be your teachers! They will focus on floor work, ritual work and in assisting the worthy patron who is responsible for ensuring the officers are proficient in their ritual and memory work. We want DLs to be more actively involved in your Chapter instruction, and be out on the floor assisting your members.

“For today’s instruction, everyone in attendance will stand ONLY for the entrance of the Bible, the Pledge of Allegiance, Patriotic Ode, the Opening and Closing odes and the retiring of the Bible. Please remain seated at other all other times to allow everyone in the room to view the work being exemplified.”

“At the end of each segment there will be a question and answer time so please hold your questions until then. When you have a question, please stand and give your name and Chapter. Remember that any member wishing to leave the Chapter room must go west of Esther’s station, give the Salutation sign and receive the response from the East before leaving the Chapter room. No response should be given from the West.”

“We hope everyone will enjoy the day and learn something new or remember something they forgot. We will begin the day by having Sister Barbara review how a Chapter room should be set up.”

Setting up Chapter

WGP: “A Chapter cannot be opened without the presence of a charter or a dispensation, the Holy Bible opened upon the Altar at one of the proper places. The three proper places are: the WGM’s Bible verse, Mark 8:36; 2nd Matthew or the choice of the individual Chapter. Additionally, a copy of the Grand Chapter Constitution and Bylaws, the Grand Chapter Book of Instructions, the current Grand Chapter proceedings, the Chapter Constitution and Bylaws, the Articles of Incorporation and the Bylaws of the Robert Russell Eastern Star Masonic Center must be present in the Chapter room.” **(Red Book pg 87)**

Sister Barbara will demonstrate setting up the labyrinth. All star points chairs are equal distance from each other from the altar.

“There must be an Altar, a pedestal with a gavel in the East for the use of the presiding officer, and a pedestal in the West. There may be pedestals in the North and the South. There must be pedestals or tables at each of the Star Point stations for the emblems. This year our preference is to have the star point pedestals placed in one of the three recognized positions as the individual WM/WP desires. The pedestals may be placed in front, behind or on the altar side of the chair.

Sister Barbara will now demonstrate the movement of the star points. Whenever the Star Points approach the pedestals, they do so in a triangular pattern by taking three to five steps straight back when standing beside their chairs, then approaching their pedestals on an acute angle. They return by reversing this pattern.

“The Signet is to be placed in the Northeast corner of the Chapter room but must not obscure the flag. The chairs for the Star Points may either face the East or be partially turned toward the Altar. When the Star rug is used Esther’s chair is placed directly in back of the white point and the other four chairs are placed with the inside front leg in line with the corresponding point and the Altar. If there is no Star rug, the chairs should be placed equi-distant from each other and the Altar. No other chairs may be placed within the Labyrinth or by the Star Point chairs. The station of the Organist is at the instrument. **Remember to keep the floor around the pedestals and chairs free from purses and bags to avoid tripping hazards.**”

“In placing the Emblems on the pedestals:

The point of Adah’s sword is placed toward the Altar.

The bow of the sheaf faces the Altar.

The scepter goes through the crown and over the top of the front of the crown and points Northeast.

The cut side of the broken column faces the Altar.

If Electa’s cup has engraving on it, the engraving faces the Altar.”

It should be each Star Point Officer’s responsibility to make sure their emblem has been

placed correctly.

“If small Bibles are needed for the ceremony of Initiation, the Conductresses will see that the small Bibles are placed on the Altar at the Northeast and Southeast corners, with the backs facing toward the North. Also, every Chapter should have a small Bible placed outside the door of the preparation room at every meeting for the use of the Examining committee if needed.” **(Ritual pg 166, BOI pg 2)**

****Are there any Questions****

Grand Officers/Grand Escort Introductions

GL: “To open a meeting there must be at least seven members of the Chapter in good standing therein, and must include one of the first four officers: WM, WP, AM, AP. When there are not enough to fill all the stations the following stations must be filled: WM or WP, AM, Secretary, Conductress, Chaplain, Warder and Sentinel.” **(Red book pg 87, Ritual pg 166)**

“Prior to the opening of the Chapter, a ceremony such as bringing in the Bible or an entrance march for hostesses or emblem bearers may be performed but must be held BEFORE the hour set by the Chapter for opening. If emblem bearers march in before the entrance of the Bible, the Worthy Patron can give three raps to signal members to stand. Members do not assume the Attitude of Reverence for the entrance of the emblem bearers. If the WP does not rap three times, members will remain seated for the emblem bearers.” **(BOI pg 4)**

“The WP will give three raps on the door of the Chapter room to signal members to stand and assume the Attitude of Reverence for the entrance of the Bible. The Bible Bearer does NOT make the Salutation sign when placing the Bible on the Altar; she/he merely places the Bible on the Altar, takes one step back, turns right and leaves the Labyrinth. The Bible is to be placed on the Altar, and should be centered far enough back so the Chaplain’s hands will not touch it during the prayer.” **(Ritual pg 23, BOI pg 4)**

“If you have a Couple bring in the Bible, the Gentleman should be at the Lady’s RIGHT, gently cupping her RIGHT Elbow. He should stop at the edge of the Labyrinth, ASSUME THE ATTITUDE OF REVERENCE and allow her to proceed to the Altar to place the Bible on the Altar. When she turns to come back, she may take his RIGHT arm with her LEFT hand. He will hold the Attitude of Reverence as she places the Bible on the Altar and will drop it when she reaches him and takes his arm.”

“Please note that you may open your meeting with the Bible on the Altar and the Emblems in place and they may remain there after the meeting closes.”

Entrance of the Bible

WP: Three raps on the Chapter door (all should stand today).

Glenna and Bob will bring in the Bible and return to their places for the Officers' incoming ceremony.

Opening:

GL: "At the entrance of the Chapter room the three officers form a triangle. The Worthy Patron, Associate Patron and the Associate Conductress form a triangle (Associate Conductress at Associate Patron's right, making the base, Worthy Patron the apex) inside and near Chapter room door facing East. The Organist, already at the instrument, then furnishes music for associate Conductress, Associate Patron, and Worthy Patron to assume their stations. After the Worthy Patron ascends the dais, he gives on blow of the gavel and proceeds according to the Ritual." **(Ritual pg 23, BOI pg 4)**

Entrance WP, AP, AC

WP: "All who are..."

WP: "Sister AC"

AC: "WP"

WP: "You will..."

GL: "The AC observing square corners takes a position directly west of Esther's station, facing west standing in front of the AP (he doesn't stand) and gives the invitation for the officers to enter."

AC: "By order of..."

GL: "The AC goes directly to the position at the head of the north line and the C and AC immediately lead officers into the Chapter room. The WP calls up the Chapter as the officers enter."

GL: In our Book of Instruction, the Line of March is referred to many times. In the East, it is 2 steps in front of the Chaplain and Marshal's Stations and in the West; it is halfway between Esther's Station and the West.

WP: *** (raps) Calls up the Chapter (all stay seated today).

GL: "Any opening march may be used as long as the hollow square is formed either inside the chairs or outside the chairs (not part inside and part outside). The officers will first exemplify the entrance of officers inside the Labyrinth." **(Ritual pg 24, BOI pg 5)**

Entrance of Officers - inside the Labyrinth

	East	
AC		C
Treasurer		Sec
Chaplain		Marshal

Electa			Adah
Martha			Ruth
Esther	AM	WM	Warder

GL: “The C and AC stop at a point even with the stations of Adah and Electa and the other officers line up directly behind the C and the AC about one arms length apart, depending on the size of the room, the Treasurer should be lined up with the Sec, the Chaplain lined up with the Marshal, Electa lined up with Adah, Martha lined up with Ruth, ending with Esther, the AM, the WM and the Warder in a straight line across the back and in front of Esther’s station, everyone must be inside the Labyrinth. Remember to leave a space when an officer is absent.” **(Ritual pg 24, BOI pg 5)**

WP: “Sister C, you will escort the WM to the East.”

GL: “When the lines are formed inside the Labyrinth the C marches down the south marching line to a point even with Esther’s station, then turns north. As the C turns north the WM turns right to face the C. The C approaches the WM and gives her a slight bow, which is only a nod of the head; the WM does not bow to the C. The C offers her right arm and escorts the WM to the north marching line. No applause is given until the WM has reached the north marching line. The AP will begin the applause so listen for him and join in when he starts. When the C and WM arrive in the East at a point just in front of the WM’s station the C and WM give each other a slight bow. As the WP assists the WM to the dais and presents the gavel to her, the C returns directly to her place at the head of the south line to await the WM’s instructions. Please note, WPs when handing the gavel to the WM; grasp the head of the gavel and present the handle to the WM so it is ready to be used. The officers will now retire and exemplify the entrance of the officers outside the Labyrinth.” **(Ritual pg 24, BOI page 5)**

Entrance of Officers - outside the Labyrinth

WP: *** (raps) Calls up the Chapter (all stay seated today).

GL: “The C and AC stop outside the Labyrinth at a point even with the stations of Adah and Electa and the other officers line up directly behind the C and the AC about one arms length apart, depending on the size of the room, Esther, the AM, the WM and the Warder must be in a straight line across the back behind Esther’s station, all officers must be outside the Labyrinth. Remember to leave a space when an officer is absent.” **(Ritual pg 24, BOI pg 5)**

GL: “When the lines are formed outside the Labyrinth, the C marches down the south line, to a point one step beyond the line of officers, and turns north. As the C turns north the WM turns right to face the C. The C approaches the WM, gives her a slight bow and offers her right arm and escorts the WM through the Labyrinth diagonally in front of Esther’s station to the East. No applause is given to the WM until she has left the Labyrinth. The AP will begin the applause. The C and WM give a slight bow to each other. The WP assists the WM to the dais and presents the gavel to her, the C returns directly to her place at the head of the south line, to await the WM’s instructions.” (Present gavel handle first)

WP: “Sister C, you will escort the WM to the East.”

GL: “All officers will acknowledge the WM with a nod of the head, done in unison, after she makes one blow of the gavel and before they retire. This nod is the same whether they line up inside the Labyrinth or outside.” **(Ritual pg 24, BOI pg 5)**

WM: “The officers will take their respective stations and prepare for the active duties of the Chapter.” *rap

GL: “Once the officers are instructed to take their stations, the AM follows in the AC line and will end up at her station at the same time as the C and AC. The other officers, led by the C and AC will assume their respective station. The Chapter may use any march as long as the AM, C and AC are the last to reach their stations. This year the WGM would like for the C and AC to meet at the Altar at the end of the march, slight bow to each other, turn towards the east and then walk to their respective stations – instead of backing out to the edge of the Labyrinth and turning. Once all officers have reached their stations the Marshal will nod to seat the officers. If the Marshal is absent the WM will seat the officers. **(BOI pg 5 & 6)**
(Also GGC BOI pg 15 – Rennie okay w/AM joining AC line)

****** Are there any Questions ******

Securing the doors

GL: “When the Warder is directed by the WM to inform the Sentinel, she/he first closes all other doors. If there are doors in the East that should be secured the Warder may cross between the East and the Bible instead of going all the way around the room, as the Bible has not been opened. If the Warder is unable to secure the other doors the WM may appoint someone else. Once all of the doors inside the Chapter room have been secured the Warder advances to the door of the Chapter room, opens the door and gives instructions to the Sentinel in a voice that is audible. The Warder then closes the door. Remember there are no raps on the Chapter room door until the Bible has been opened.” **(BOI pg 6)**

WM: “Brother Warder.”

War: “WM.”

WM: “You will see...”

War: “Brother Sentinel...”

Sent: “There will be...”

War: “The doors are secure and there will be...”

WM: “It is well. Sisters...”

****** Are there any Questions ******

Proving of Chapter

GL: “Today the Grand Officers will exemplify the several ways of proving Chapter which occur on a less frequent basis. DL’s please be sure to review and practice the other methods. Remember, to vouch for someone you must have personally sat in Chapter with the member,

meaning a closed Chapter meeting or closed Grand Chapter session. Remember when vouching say 'I vouch for this Sister or Brother,' not 'I can vouch' or 'I will vouch.'"

WM: "Sister AM"

AM: "WM"

WM: "You will ascertain..."

AM: "Sisters C and AC, ascertain and report if . . ."

GL: "The C and AC move in unison approaching the East, when one step in front of the stations of the Chaplain and the Marshal, the C and AC turn left and right respectively, advance a few steps, bow to each other, which is a slight a nod of the head, (**BOI pg6**), then turning toward the WM, they march to the north and south lines turn and advance west, always observing square corners. As they march to the west the C and AC observe the sidelines to ensure they can vouch for all present. The C and AC must wait for the AM to tell them the member is vouched for before continuing with proving the rest of the Chapter."

GL: "First AC stops in the NE and AM vouches for a member."

AC: "Sister AM, I find a visitor in the north for whom I cannot vouch"

AM: "Sister AC, I vouch for this Sister/Brother." **Ritual-26, BOI-7**

C and AC Continue on

GL: "C stops in the SE - AM cannot vouch, however a member who has been vouched for can."

C: "Sister AM, I find a visitor in the South for whom I cannot vouch."

AM: "Is there a member present who can vouch for the visitor?"

Member who the C has passed: "Sister AM I vouch for this Sister/Brother."

AM: "Sister C the Sister/Brother in the South is vouched for." (**Ritual-26, BOI-7**)

C and AC Continue on

GL: "C stops in the SW- AM cannot vouch and the member, who can vouch, has NOT been vouched for yet."

C: "Sister AM, I find a visitor in the south for whom I cannot vouch"

AM: "Is there a member present who can vouch for the visitor?"

Side liner to the West of the visitor: "Sister AM, if someone will vouch for me, I vouch for this member"

AM: "I vouch for this Sister/Brother"

AM: "Sister C, the Sister/Brother in the south is vouched for"

C and AC continues on

GL: “AC stops in the NW- AM cannot vouch, however the member was examined prior to the meeting and the Chairman of the Examining committee can vouch for the member.”

AC: “Sister AM, I find a visitor in the North for whom I cannot vouch?”

AM: “Is there a member present who can vouch for this visitor?”

Chairman of Examining Committee: “Sister AM, I have met with the visitor prior to the meeting and vouch for this Sister/Brother.”

AM: “Sister AC, the Sister/Brother in the north is vouched for.” (**Ritual-26 BOI-7**)

The C and AC will continue to the West marching line.

GL: “When the C and AC meet in the West they are to face each other standing approximately 4 feet apart in order not to obstruct the view between the West and the East, while forming a triangle with the AM. The AC reports to the C then both turn to face the AM, where the C will report to the AM, then both turn to face the WM. Once the WM responds to the report from the AM they return to their stations.” (**Ritual pg 26 BOI pg 6 & 7**)

AC: “Sister C, I find . . .

C: “Sister AM, I find . . .

AM: “WM, all present are . . .

WM: “It is well”

C and AC return to their stations in the East to exemplify more vouching.

Proving of Chapter at special nights and Official Visits.

GL: “The AM is to use a proving sheet that will be provided to each Chapter when Proving Chapter for special occasions such as Official Visits and friendship nights, and when there are visitors present for whom the AM can not vouch. Before your Official Visit, your DL should sit with the AM at the sign-in table to help fill out the Proving Sheet. It is also helpful for the Conductress to sit at the sign-in table to prepare for who will be introduced. *The DL should also provide the WM with a list of Distinguished Guest to be introduced, this way she will not have to call on all titles, just those in attendance.* The AM will request the visitors to stand and remain standing until they have been vouched for. This year the WGM and WGP’s Chapters will be called first and then the remaining Chapters will be called in numerical sequence. Members of the Chapter will be requested to stand and will remain standing until the C’s have passed. This way, the WGM and WGP will be able to see the Chapter members in attendance. Remember no one may vouch for another before the meeting, and no one may vouch for another member unless they have sat in Chapter with them within the past year.” (**BOI page 8**)

WM: “Sister AM.”

AM: “WM”

WM: "You will ascertain..."

AM: "Sisters C and AC, you will ascertain and report..."

GL: "The Conductress and Associate Conductress move in unison, on the South and North marching lines to the East. When they are one step in front of the Chaplain and Marshal, the Conductress and Associate Conductress turn left and right respectively, advance a few steps, bow to each other, then turning toward the Worthy Matron, they proceed to the Southeast and Northeast corners checking the East and stopping at their waiting stations. This year, if your AM cannot vouch for the visitors, the WM, if able should vouch for the visitors. If she is not able to do so, please let me know so I can let the WGM and WGP know and they will be prepared to vouch for the visitors. **Also, AMs please pause before vouching for the members standing at the Official Visit so the members can be counted. Thank you.**"

AM: "The visitors will please..." Call up Dawn #125

AM: "I vouch for these members."

AM: Call up Loyalty # 145.

AM: "I vouch for these members."

AM: Call up several pre-selected Chapters.

AM: "If there are visitors who's Chapters have not been called..."

Pre-selected members: "Sister AM, Chapter Name and #."

AM: "I vouch for this member."

GL: "Remember if your Chapter was omitted you will stand, address the AM and give the name of the Chapter, your Chapter number and the city where your Chapter is located if it is not in the name of the Chapter. You do not give your personal name." **BIG EMPHASIS!!!!!!!!!!**

AM: "The members of Canopy of stars Chapter #120 will stand and remain standing until the C's have passed."

C and AC will march west along the north and south marching lines and report to the AM.

AC: "Sister C, I find..."

C: "Sister AM, I find..."

AM: "WM, all present..."

WM: "It is well."

C and AC return to their seats.

GL: The C and AC will only vouch for the East once this year. When the C and AC leave or return to their stations they should enter on the East side of their pedestal, if a pedestal is used. The information for Proving Chapter is included in the DL, AM and WM packets."

******Are there any Questions******

GL: “We will now be dismissed for a 15 minute break. We will resume at _____ o’clock.”

*****After a 15-minute break**

Ritualistic Opening:

GL: “Regular form (erroneously called “Long Form”) of the Ritualistic Opening should be performed at every meeting this year except when you are exemplifying Initiation. The Ritual says you can use ‘short form’, (the bracketed portions being omitted), providing it is not habitually disused. **(Ritual page 28)** Please get in the habit of always using Regular Opening as it adds so much to the beauty of our Order. To use the short form of opening more than *four* occasions during a year would be an abuse of this privilege.” **(GGC BOI pg15)**

“All officers should stand with their hands to their sides during the ritualistic opening. Note: that if the Star Point pedestals are in front of the Star Points, they stand in front of their chairs, not to the side. When addressed by the WM the Officers will nod their heads slightly BEFORE responding and again AFTER the charge is given. Think of the nods as quotation marks. Don’t speak to the floor and do not talk before or after your nod. Also, please note that every charge ends with WORTHY MATRON and your nod EXCEPT when the Warder says “In front of and AT the right of the Worthy Matron”, and when the Chaplain says, “In front of and AT the left of the Worthy Patron”. Please note there is sometimes confusion as to whether it is “**at**” or “**to**” the left or right or 2nd point of the star. AT is the place, TO is a direction; therefore “at” is correct. (Ritual) The Chaplain, Marshal, Secretary and Treasurer will turn to face the WM before responding. The WM and WP should step to the side of the podium when indicating their badges. Star Points when stating ‘casting the eyes upward,’ are to only raise their eyes upward, not their head. Each Star Point is to hold her sign until after the pass is given by the members of the Chapter. She does NOT give her pass. Neither does the Worthy Matron as she has asked the question. If a Star Point is absent, the Conductress will respond to the WM for that Star Point and give the Sign belonging to that station, but not the lecture - members will repeat the pass as usual. (Conductress would not since she gave the sign.)

Example – Esther is absent – Ruth responds to the WM as normal (third point of the Star WM)

WM: “Sister Esther”

C: “WM”

WM: “Have you ...?”

C: “I have ...”

WM: “Sisters and Brothers...”

WM: “Where is the...”

Continue as normal. If all are gone, C would exemplify all the signs.

GL: “Brother Chuck will show us how to indicate our badges.”

WGP: “Officers will indicate their badges with either their right or left hand on the word

‘badge’ and will drop their hand on the word ‘emblem.’ Hold your hand to the side of the badge, never touch the badge or cover it with your hand.” (BOI pg 9)

WM: Calls up the officers with two raps. “Sister AM...”

WM to all officers: “What is your duty and explain the badge of your office?” ...**going through all of the stations.**

WM: “Sister C you will attend at the Altar.”

GL: Conductresses, please note the difference between attending at the Altar as just presented and simply “Opening or Closing” the Bible. When asked to Open or Close the Bible, you do so without ceremony. In other words without the Salutation Sign or nodding to the Worthy Matron. “The C marches to a point midway between Esther’s station and the West, turns right making an acute angle, enters the Labyrinth between Ruth and Esther, and advances to the Altar. The Marshal will nod to the Star Points as soon as the C turns at the point to enter the Labyrinth, signaling the Star Points to turn to face the altar. They assume the Attitude of Reverence once the C reaches the edge of the Labyrinth.” (Ritual pg 16)

“The C makes a slight bow to the WM, places both hands on the Bible, sliding the back of the Bible to the center of the Altar and guides the Bible to an upward position, she then opens the Bible to the appropriate place or the 2nd Chapter of Matthew, then lowers the open Bible down onto the Altar. The C then gives the Salutation sign to the open Bible, *after which she may make any necessary adjustments such as rearranging the Bible marker, turn on the Altar light if necessary*, then backs into the circle using Electa as a reference point and assumes the Attitude of Reverence. The Conductress may turn and walk out if she/he is unable to back out. **C, make sure to stay on the edge of the circle (this is the middle of the arc from Star Point to Star Point.)**” (Ritual pg 41, BOI page 10)

C: Approaches the Altar and opens the Bible.

WM: “That we may have the needed...”

GL: “The Chaplain marches west midway between Esther and the west on the north marching line, turns left, making an acute angle and enters the Labyrinth between Esther and Martha. She/he may stand *if physically unable to* kneel. Chaplain kneels *once* the music has stopped. Members bow their heads when the Chaplain kneels.” (Ritual pg 16 & 42, BOI Page 10)

Chaplain: Approaches the Altar.

Chap: “Bless O Lord...”

Response: “So may it ever be”

GL: “The Chaplain rises when the response is given by the members, and the members raise their heads once the Chaplain rises. The Chaplain backs into the circle stopping between Martha and Esther, using Adah as a reference point for backing out. The Chaplain may turn and walk out if she/he is unable to back out. Members drop the Attitude of Reverence and

Star Points turn to face the East when the Chaplain has joined the circle. **Chaplain, make sure to stay on the edge of the circle (this is the middle of the arc from Star Point to Star Point.)**” (Ritual Page 42, BOI page 10 & 11)

WM: “Let us unite...”

Opening Ode: *Sunny Side of the Street*

WM: “I now declare...”

WM: “Brother Warder...”

Warder gives the raps ** ** *

Sentinel responds with raps ** ** *

Each responds back one time each * *

War: “Brother Sentinel...”

The Warder closes the door

War: “WM, your order...”

GL: “Immediately after the Warder reports, the C turns toward Ruth and the Chaplain turns toward Martha and they return to their stations in the same manner that they entered the Labyrinth. Remember it is not necessary for the C and Chaplain to arrive at their stations at the same time. REMEMBER – now is not the time to admit visitors, they must wait until after the Flag Ceremony.” (BOI page 11)

C and Chaplain return to their stations.

NOTE: The opening and closing odes are part of the ritual and should not be omitted.

******Are there any Questions******

Flag Ceremony

GL: “This year the WGM and WGP would like for the Chapter to use the provided flag ceremony. The flag may be presented by the AP or the Marshal and should already be in the Chapter room in the West. Members do not turn around, but should salute the flag when it is in their line of sight or at the first touch of the flag by the Marshal or AP. The flag should be brought through the Labyrinth between Esther and Martha. The Marshal or AP pause West of the Altar then posts the flag in the East. She/he will take a step back, then salute and join in the Pledge. The WP may, at his discretion, invite the Sentinel to observe the flag ceremony. The Warder would give the proper raps on the Chapter room door; as the Bible is open and invite the Sentinel to stand in the entrance of the Chapter room. If there are visitors outside the Chapter room door, the Warder must immediately close the door and no information is given the WP. The Sentinel is to rap on the door after the Chapter is open for the visitors to gain admittance.” (Ritual pg 43, BOI pg 11) “Members hands should drop from their salute between the Pledge of Allegiance and the National Anthem.”

Flag Tribute 2011-2012

WM: “Worthy Patron, I invite you to preside for the Flag Ceremony.” (*Hand the WP the gavel, handle first.*)

WP: “Brother Warder, you will open the door so that the Sentinel may participate in the flag ceremony, providing there are not members or visitors waiting to be admitted.”

WP: “Sister Marshal (or Brother AP) you will present the Flag.” *** Rap up the Chapter (since will be sitting at SOI)

The flag should be brought through the Labyrinth between Esther and Martha. The Marshal or AP pauses at the Altar and then continues to the East to post the flag. The WP will give the following while the flag is escorted from the west to the Altar.

WP: “Sisters and Brothers, our Flag is an emblem of a free society. May we ever stand ready to shield and defend it as we promote its principles throughout the world.”

Once the Flag is posted in the east:

WP: “Please join me in pledging allegiance to the flag of the United States of America, after which we will sing our patriotic ode, The Star Spangled Banner. I pledge....”

**Rap - WP will rap the membership down once the pledge and ode are completed and will return the gavel to the WM.*

*****Are there any Questions*******

“Only as a reference for discussion purposes-preference is to salute the flag with the hand over the heart.”

Sister Rennie Oton, Most Worthy Grand Matron, concurs in the use of the hand salute by veterans and out-of-uniform military personnel in our meetings.

Retirees and Vets Allowed to Salute Flag

Traditionally, members of the nation's veterans service organizations render the hand-salute during the national anthem and at events involving the national flag while wearing their organization's official head-gear. The National Defense Authorization Act of 2008 contained an amendment to allow un-uniformed service members, military retirees, and veterans to render a hand salute during the hoisting, lowering, or passing of the U.S. flag. A later amendment further authorized hand-salutes during the national anthem by veterans and out-of-uniform military personnel. This was included in the Defense Authorization Act of 2009, which Former President Bush signed on Oct. 14, 2008.

Late Arrivals

GL: “The door of the Chapter room is not to be opened and no late arrival admitted, nor is the Warder to respond to any raps on the door until after the flag ceremony has been completed. The Warder is the only one who opens and closes the Chapter room door once the meeting is in session. The door of the preparation room is to be handled by direction of the WM. When there is a rap at the door, the Warder will notify the WM, but does not interrupt ANY order of business (For example, if Introductions are in progress, the Warder would not announce visitors until after that specific introduction is completed.) The WM will request the Warder to ascertain the cause of the alarm, and direct her/him that if it is a member or visitor properly vouched for; he/she will admit them. If the Sentinel has vouched for the visitors, the Warder does not report back to the WM. She/he immediately admits the members. We will now exemplify the admittance of a member.” (BOI pg 12)

Sent. Raps on the door ** ** *

War: “WM, there is an alarm...”

WM: “Brother Warder, you will ascertain the cause of the alarm and if it is a member or visitor properly vouched for, you will admit them.”

Warder: ** ** *

Sent: *

Warder: *

Visitors are vouched for by the Sentinel and admitted.

GL: “The member enters the Chapter room, placing items they carry in their hands on the floor. A purse or bag may remain on the shoulder as long as the hands are free. She/he advances in front of the AM and AP, faces the East and places her/his hands on a level with the elbows, in the same position as when holding the Bible at the Altar, and with a slight bow will retire or be seated once they have received the response from the chair. The chair’s response is given by placing the right hand upon the left breast, then moving it slowly forward, palm upward, and the full length of the forearm.”

Member will exemplify how to enter or leave the Chapter room

Member will be seated

GL: “Once the Chapter is open, the WM may invite the Sentinel to sit IN the doorway to observe the meeting but the Sentinel should NEVER go into the Chapter room, unless someone takes her or his station.” (BOI pg 12)

****Are there any questions****

Grand Office SOI – Mary Ann will exemplify signs first.

GL: “We will now have the Star Points come to the East to exemplify their signs. I will give specific directions and have comments, after which they will exemplify their signs.”

“Adah’s veil is raised from the shoulder to the eye. Remember there is no AND before ‘casting the eyes upward’ and when ‘casting the eyes upward’ the head is not raised.”

GL: “Sister Adah.” (Exemplifies)

GL: Are there any questions? Thank you Sister Adah.”

“Ruth: the forearms are from the elbow forward so tuck the elbows to your sides. Ruth’s hands held culms or stems of barley, which were light and very small so hands should be loosely closed. There is no AND before casting and don’t forget the word THEN in ‘THEN drawing...’”

GL: “Sister Ruth.” (Exemplifies)

GL: “Are there any questions? Thank you Sister Ruth.”

“Esther does not touch the crown or shoulder or scepter during the ritualistic opening, it is simply ‘AS THOUGH.’ She does touch them during her lecture in the initiation. Don’t forget the word THEN before, ‘THEN the left shoulder and THEN extending the hand...’ The hand is elevated slightly.”

GL: “Sister Esther.” (Exemplifies)

GL: “Are there any questions? Thank you Sister Esther.”

“Martha’s hands are raised from the side into a prayer position then opened to form a triangle and then raised just above the eyes so that Martha can look through the triangle made by her hands. Her hands return to the prayer position and then drop straight down to her sides after the pass. Remember the word THEN before ‘THEN raising it above...’ There is no AND before ‘casting the eyes upward.’”

GL: “Sister Martha.” (Exemplifies)

GL: “Are there any questions? Thank you Sister Martha.”

“Electa’s hands are closed when crossing each other, left over right. There is no AND before ‘casting the eyes upward.’”

GL: “Sister Electa.” (Exemplifies)

GL: “Are there any questions? Thank you Sister Electa.”

Motion to change the order of business

GL: “The order of business may be varied at any meeting by a two-thirds vote of the members present.” (Red book pg 91)

“Dispensations are required from the Grand Chapter when Candidates are to be initiated

before the regular time.” (**Red book page 44 & 117 ‘Conferring of Degrees’**).

“The degrees may be conferred at any stated meeting or special meeting of the Chapter. They shall not be conferred upon any candidate less than two weeks after said candidate was elected except by authority of a dispensation.

GL: “We will now exemplify a motion to change the order of business.”

AM: “WM, I move we change the Order of Business to Ballot and Initiation at this time.”

AP: “Second”

WM: “We have a motion and a second to change the Order of Business to Ballot and Initiation at this time. Is there any discussion? All vote by the sign of the Order. Hands down. All opposed – same sign. Motion carries.

WM: “Sister Secretary, you will read the dispensation.”

Sec: Reading of the dispensation to ballot and initiate on the same night.

****Are there any Questions****

Balloting: BIG EMPHASIS

GL: “All members, when present in their Chapter at the time of balloting on a candidate for the Degrees of the Order are entitled to vote and shall vote unless excused by the WM. Ballots upon petitions may only be taken at a stated meeting. After the ballot has been opened, and until it is closed, no one should leave or enter the Chapter room except the Sentinel and the person taking her/his place. The WGM has requested that the petition signers and Investigating Committee ballot; this would include the Sentinel if she/he was on the committee or signed the petition.” (**Ritual pg 13-15, Red book pg 114&115**)

“If the Bible is required to be moved for the ceremony of Balloting, the C moves the Bible informally without ceremony or instruction from the WM while the AC is preparing the ballot box. There should be 1 black cube for every ten white balls and 3 black cubes are required to reject a petition. No report is made on black cubes in the ballot unless there are three.” (**Red Book pg 114**)

WM: “Sister AC, you will prepare and present the ballot box.”

GL: The AC advances east, secures the ballot box, moves to a position one step in front of and to the right of the Chaplain where, facing west, she examines both compartments, making sure the drawer is empty and that the other compartment has sufficient ballots to permit each member to vote. The AC places the ballot box in the left arm, with the fingers securing the drawer. The AC then advances south and east where she ascends the dais, places the ballot box on the pedestal with the drawer facing east, for the inspection of the WM and WP. After inspecting the ballot box, the WP is seated.” (**BOI pg 43**)

WM: “Sisters and Brothers, we are about to ballot on... (Milky Way and Shooting Star) I now declare the ballot open.” She gives one rap of the gavel.

GL: “At the sound of the gavel the AC picks up the ballot box, places it on her left arm, with fingers securing the drawer, and faces west as the WM ballots and is then seated. Then the WP stands, casts his ballot and is seated. The ballot box is always carried on the left arm with the voting compartment at the back, and the AC never sets the ballot down – each Officer stands and casts their ballot while the box is on the AC’s arm. The AC then descends to the floor and advances to the Organist for her/his vote. If the Organist is not convenient at this time, then the Organist may vote after the AM and AP. The AC may ascend the steps in the West or remain on the floor, depending on the layout of the Chapter. She turns and faces east. The AM stands, casts her vote and is seated, the AP then stands, casts his vote and is seated. The AC then advances to the Warder, who stands and casts his ballot. The AC will then advance to the south marching line facing east, to await further instruction from the WM.”

WM: “All members who are not going to the Altar to ballot will please raise their hand.”

One member pre-selected will raise their hand.

“The AC will carry the ballot box to the sideliner and the sideliner should stand to vote, if able. Sideliners do not make a Salutation Sign or nod, they just vote. The AC then goes to the Altar, entering the Labyrinth between Ruth and Esther, and places the ballot box on the Altar at the left of the Bible or on the Altar’s slide tray if so equipped; only the AC should handle this tray.”

“The AC, setting the example for all who are to ballot at the Altar, makes the Salutation Sign to the open Bible, drops her hands to her sides, takes one step left, and deposits her ballot. Balloting can be done with either hand. She then takes one step backward and turns, toward Martha’s station, and walks out of the Labyrinth between Esther and Martha to a point two steps beyond a line with Esther’s station where she turns left, marches south and east to a position directly behind Ruth’s station and stands facing the Altar, in order to guard the ballot box, until the WM declares the ballot closed.”

“When the AC is in her position behind Ruth’s station the Marshal gives a slight nod and all officers on the south side rise.”

“The officers are to remain **STANDING IN FRONT OF THEIR CHAIRS**, so that the officers can walk past. The south line must stand as close as possible to Adah’s and Ruth’s chairs so that when officers and members have finished voting they will be able to return to their seats unobstructed. Sideliners do not enter the line until the officers have passed.”

Pause

“The Marshal advances to the Altar and ballots. The Secretary stops at the edge of the Labyrinth; and Adah stops at the point, facing the Altar. The C stops at Ruth’s station, to form a triangle, (NOTICE the triangle and remember to always position yourself to be part of the triangle if you are one of the next three to ballot.) followed by Ruth and the members on the south side. Each member ballots as exemplified by the AC. When the officers and members

reach their seats they are seated. As the member ahead completes their vote and leaves the Labyrinth, the other officers and members on the south side simultaneously move up and take the place of the one preceding them until all have voted.”

Pause

“While the next to last member from the south side is voting, the **Chaplain** gives a slight bow and all officers on the north side rise. The officers are to remain **STANDING IN FRONT OF THEIR CHAIRS** until it is time to enter the line. The officers on the north are to stay closest to the sideliner chairs so the officers and members on the North may return to their stations and seats unobstructed. Esther enters the line to vote by going to the right of her chair and then going behind her chair, advances to the north to join the line behind Martha, the side liners join behind Esther.”

“The Chaplain needs to time her/his march so that they will fall in behind the last member to vote on the south side, crossing the west to a point slightly beyond a line with Ruth’s station. Here the Chaplain turns left, making an acute angle, and proceeds to the Altar between Ruth and Esther. The Treasurer follows to the edge of the Labyrinth; Electa follows to the point and turns, facing the Altar, Martha stops west of Esther’s station, to form a triangle, followed by Esther and the members on the North. Officers and members on the north vote in the same manner as those on the South side.”

“As Officers and members on the North return to their stations or seats, they keep a straight line close to Martha’s station so as not to interfere with members who may be proceeding to the Altar to vote and once they reach their seats are seated.” (**Ritual pg 13, BOI pg 43-45**)

GL: “If the Sentinel does not wish to ballot, the WM will state, ‘The Sentinel has requested to be excused from balloting’ and then proceeds to close the ballot. If the Sentinel has elected to vote or is a signer of the petition or on the visiting committee, then the Sentinel will vote after all others have voted.”

WM: “Sister/Brother _____, please retire and invite the Sentinel to enter the Chapter room.”

GL: “The Sister or Brother who is retiring to take the station of Sentinel is to advance to a position in front of the AM and AP and give the Salutation sign to the WM. The Warder should be watching for those leaving the Chapter and, while the response is being given by the East, should be giving the raps at the door. The Sister or Brother retires and takes the Sentinel’s place and badge outside the door. The Sentinel then enters, advances to a position in front of the AM and AP and gives the Salutation sign to the WM. Once the response is received from the East, the Salutation sign is dropped.”

WM: “Brother Sentinel, we are balloting upon the petition of...”

GL: “The Sentinel then turns right, goes south to a point slightly beyond a line with Ruth’s station and proceeds to enter the Labyrinth between the stations of Ruth and Esther. She/he votes in the same manner as the others, then leaves the Labyrinth between Martha’s and Esther’s station and advances to a position midway between Esther’s station and the West and gives the Salutation sign. After the response from the WM and the proper raps at the door, she/he retires. The substitute member enters, advances in front of the AM and AP, facing East and gives the Salutation sign. After the response from the East, she/he returns to their seat in the Chapter room. DL’s ensure that new members know how to ballot. Stress mentor responsibility here.”

WM: “Sister AC, have all...”

AC: “WM, all have...”

WM: “I now declare...” and strikes one blow of the gavel.

WM: “Sister AC, you will...”

GL: “The AC backs up to a point two steps beyond a line with Esther’s station, then advances to the Altar, picking up the ballot box, and places it on her left arm. She closes the slide tray on the Altar, if necessary, and then backs all the way out to a point two-steps beyond a line with Esther’s station. At this time the AM and AP stand up. The AC turns right and advances south and west to the station of the AM and AP. The AC places the ballot box squarely on the pedestal in the West with the drawer compartment to the West, then takes one step left and turns to face the East. The AM opens the drawer and the AP looks into but does not touch the ballot box. Both inspect the ballot box, after which the AM closes the drawer.

WM: “Sister AM.”

AM: “WM”

WM: “How is...”

AM: “The ballot is...”

WM: “Sister AC, bear...”

GL: “The AC picks up the ballot box, advances east to within two steps of Esther’s station, then turns left, goes to the north marching line and advances east to within a step of the Chaplain’s station, turns south then east and ascends the dais at the north side of the WM pedestal with the drawer compartment to the East places the ballot box on the pedestal. She then stands in front of and to right of the WM and faces west. The WM opens the drawer of the ballot box, as it rests on the pedestal, and both the WM and WP inspect the ballot. The WP is seated immediately after answering the WM’s question.”

WM: “WP...”

WP: “The ballot...”

WM: “The ballot being...”

WM: “Sister Secretary, you will so inform the petitioner.”

GL: “The WM strikes one blow of the gavel and then destroys the ballot and the ballot box is handed back to the AC to return it to its original position near the Treasurer. During this time the C, without instruction, will rearrange the Bible if it was moved and both proceed to their

seats.” (BOI page 47)

Sec. 9. Ballot on Petition for Degrees or for Affiliation.

Petition for the degrees or for affiliation may be balloted upon in the same group; said ballot shall be inviolably secret without debate, and no inquiry shall be permitted or statement made concerning any member’s vote. When several petitions are to be balloted upon, a collective ballot may be taken in groups of five or less. If no more than two black cubes appear, the ballot is considered clear and the Worthy Matron shall declare all petitions in that group elected. If three or more black cubes appear, the ballot shall be taken separately on each petition in the group. If upon a separate ballot, three black cubes are cast, the Worthy Matron shall not announce the result but shall immediately order another ballot taken. This second ballot shall be final and the result shall be declared.

GL: “WMs remember to read up in the Red Book as to what you are to do if the ballot is not clear.

(Article XIV Section 9 of the Bylaws Pg. 115

If Balloting on one petition and 1 or 2 Black Cubes are present, the ballot is clear. If 3 Black Cubes appear on the first ballot, a second ballot is spread. If 3 Black Cubes appear on the second ballot, the petition is rejected.

[For DL school have unclear ballot exemplified]

If Balloting on multiple petitions and 2 Black Cubes appear, the Ballot is clear. If 3 Black Cubes appear on the first ballot, you must ballot on each petition individually and 3 Black Cubes must be present to reject.

WM: “The ballot will be repeated voting on one candidate at a time”

WM: “Sisters and Brothers, we are about to ballot on the petition of _____.”

WM: “The ballot not being clear, I have to announce that the petition of _____ is rejected.”

Then, the WM, reads from the By-Laws governing the Subordinate Chapters of Colorado Article XIV Section 11 of the Bylaws Pg. 116 - Rejected Petitioner. “A rejected petitioner is entitled to no other information than that the petition was rejected, which information shall be conveyed only by the Secretary and within twenty-four (24) hours of the ballot.”)

****Are there any Questions****

GL: “When requested to close the Bible informally, the Chapter is called up and the C approaches the Altar. She does not make the Salutation sign to the Bible nor does she nod to the WM, she just closes the Bible, takes one step back, then turns toward Ruth’s station and returns to her seat.”

WM: “Sister C, you will close the Bible informally.”

WM: “Sister Marshal, you will proclaim this School of Instruction called from labor to refreshment to reconvene promptly at _____. (45 min)”

M: "I proclaim..."

ANY ANNOUNCEMENTS?

WM: "The officers will retire informally leaving their badges at their stations."

Lunch

WM: "Sister AM, you will ascertain if all present are entitled to remain."

AM: "If there is anyone who was not here this morning, please stand and remain standing until properly vouched for."

AM: "WM, all are entitled to remain."

WM: 1 rap of the gavel. "Sister Marshal, you will proclaim this School of Instruction from refreshment to labor."

M: "I proclaim..."

GL: "When requested to open the Bible informally, the Chapter is called up and the C approaches the Altar. She does not make the Salutation sign to the Bible nor does she nod to the WM, she just opens the Bible, takes 1 step back, then turns toward Ruth's station and returns to her seat."

WM: "Sister C, you will open the Bible informally."

GL: "Please remember if you turned your cell phones on at lunch, to turn them off and refrain from texting or using your phone. We will now hear about the 2012 Grand Trip and the charity projects of a Service dog for the disabled (WGM) and Diabetes (WGP)."

(Make sure the candidates are outside the Chapter room.)

Initiation:

GL: "A sister or brother should be designated to sit with the candidates until the AC retires. The Initiation Ceremony is the same for men as for women and both may receive the Degrees at the same time. The officers should be careful to change the words, adapting them to the initiation of a woman or a man, as circumstances require. It is mandatory that a Brother be present and presides during the Conferring of Degrees. REMEMBER there is to be only one Ritual book open at any time. If someone other than the designated prompter will be prompting at certain times, such as for the AP during his lecture, the main prompter's Ritual must be closed until the other Ritual is closed." (**Ritual pg 49, BOI pg 29 & 62**)

WM: "Sister AC."

AC: "WM."

WM: "You will retire and ascertain..."

GL: "The AC advances to a position in front of the AM and the AP facing east, gives the Salutation sign. During this time the Warder is giving the usual raps and opens the door. The

AC receives the response from the East and retires. Outside the door the AC ascertains the names of the candidates and then immediately has the Sentinel cause an alarm at the door of the Chapter room.” **(Ritual pg 49, BOI 29)**

War: “WM, there is an alarm at the door of the Chapter room.”

WM: “Brother Warder, you will ascertain the cause and if it is the AC you will admit her.”

WAR: Answer the raps at the door and opens the door to admit the AC.

AC: “WM, I find in waiting...” (Milky Way and Shooting Star)

WM: “Sister Secretary.”

SEC: “WM.”

WM: “Have these candidates...”

SEC: “They have, WM.”

WM: “Sister AC, you will retire and prepare...”

GL: “If your Chapter would like to present a ribbon ceremony it will be performed at this time. If flowers or ribbons are used, they shall be placed at the Marshal’s station before the Chapter opens. If the Chapter gives flowers, the men should receive a boutonniere before he enters the Chapter room; if the Chapter gives ribbons then ribbons are presented to both the women and the men. The ribbon ceremony may be presented like the one from the Book of Instructions or you may write your own. Today we will exemplify the ceremony written by our Grand Marshal.”

GL: “The Marshal picks up the flower or ribbons, stands and steps to the side of her/his chair and gives a slight bow to the Star Point officers who rise and stand in front of their chairs.”

Marshal: “My Sisters, may your lessons teach our new Member(s) how to use fidelity, constancy, loyalty, faith and love in their daily lives.”

GL: “The Marshal moves west along the south marching line to within three steps of Adah, then turns slightly to face Adah, as Adah turns to face the Marshal.”

Marshal: “Sister Adah, may this blue ribbon remind our new Member(s) of Adah’s fidelity to her father’s vow.”

GL: “The Marshal and Adah give a slight bow to each other. The Marshal then advances to Adah and gives her the flowers or ribbons appropriate to her color. The Marshal then takes three steps backward before advancing and presenting flowers or ribbons in the same manner to Ruth.”

Marshal: “Sister Ruth, may this yellow ribbon remind our new Member(s) of Ruth’s constant devotion to the widow Naomi.”

GL: “In going to Esther, the Marshal turns north at a point three steps beyond a line with Esther’s station and turns as Esther turns south to face her/him.

Marshal: “Sister Esther, may this white ribbon remind our new Member(s) of Esther’s loyalty to her family, her friends and her God. Let our life be an example for others.”

GL: “The Marshal and Esther give a slight bow to each other, and then the Marshal advances to Esther and gives her the flower or ribbons. From Esther the Marshal takes three steps backward, then continues north, turns a square corner, and advances three steps beyond Martha’s station where she/he turns to face Martha as Martha turns to face her/him.

Marshal: “Sister Martha, may this green ribbon remind our new Member(s) that even through a sister’s grief, Martha’s faith remained strong.”

GL: “The Marshal and Martha give each other a slight bow and the Marshal advances to Martha and gives her the flowers or ribbons. The Marshal then takes three steps backward, turns and advances three steps beyond Electa, turns and presents the flowers or ribbons in the same manner.”

Marshal: “Sister Electa, may this red ribbon remind our new Member(s) of Electa’s generous hospitality and love, even in the face of adversity. Let our love bring peace and comfort to all we meet.”

GL: “After presenting the flowers or ribbons to Electa the Marshal again takes three steps backward, and then advances to the west to a point one step beyond a line with Esther’s station, then south and east. On arriving at her/his station the Marshal stands at the side of her/his chair and gives a slight bow to the Star Point officers. The Star Point officers then place the flowers or ribbons on their pedestal. The Marshal then gives a slight bow to the Star Point officers and all are seated in unison.” **(BOI pg 30 & 31)**

****Are there any Questions****

“For the purpose of today’s instruction we will now have the AC present the ‘Hats and Gloves lecture’ at the door of the Chapter room. At your Chapter’s Official Inspection, the AC should also give the lecture at the Chapter room door so the members may hear it, unless you have an actual candidate. Once the lecture is completed the AC will move with the candidates to the preparation room door, where the AC will exit per the Ritual and give her second lecture in the doorway so the membership may hear it.” **(BOI pg 30)**

DL, if you have a real candidate, you must exit the room with the AC to hear her two lectures. DL follow AC into the room after the second lecture and return to your seat. Salutation signs must be given on leaving and entering **(BOI pg 42)**

AC gives the Hats and Gloves Lecture, then leaves the Chapter room and proceeds to the preparation room door and present the Initiation Lecture. Then she closes the door of the preparation room and proceeds per the Ritual with the knocks on the door.

AC: gives five raps on the door of the preparation room

C: “WM, there is an alarm...”

WM: “Sister C, you will ascertain the...”

GL: “The C will advance to the door of the preparation room. She answers the alarm and opens the door slightly, so as not to allow the candidate to see inside the Chapter room.”

C: "Who knocks at the door..."
AC: "The AC with candidates..."
C: "Are they properly prepared?"
AC: "They are."
C: "Sister AC, you will..."
C: "WM, the alarm was caused..."
WM: "Are the candidates..."
C: "They are."
WM: "You will admit them."

GL: "If there is no ribbon ceremony, when the AC retires the second time, Adah and Esther stand at the same time, pick up their veil and crown and are seated. Esther watches Adah so they stand and are seated at the same time. Adah arranges the veil on her head and Esther places the crown on her head. The lights are dimmed. If there is a ribbon ceremony, Adah and Esther must retrieve the veil and crown and put them on their heads just before the lights are dimmed and before the door is opened to admit the candidates." **(BOI pg 31)**

C: "It is the order of the WM..."

GL: "The C offers her LEFT arm to the candidate. If there are two candidates, the AC will offer her RIGHT arm to the other candidate. If there are more than two candidates the others will form couples between the C and AC. After the candidates are led inside the door and are turned to face north, the AC closes the preparation room door, then returns to her place at the west end of the line. ACs DO NOT CLOSE THE DOOR BEHIND YOU! The C then steps in front of the candidates forming a triangle and gives her lecture." **(Ritual pg 53, BOI pg 31)**

C: "You have doubtless..."

GL: "When the lecture is concluded the C offers her RIGHT arm to the candidate and if there are two candidates the AC offers her LEFT arm to the other candidate. If there is only one candidate, the AC steps out of line when they reach her station and is seated. Instrumental music may be played or scriptures found in the ritual may be recited from memory by the WP or AP or another brother. It is the WGM and WGP's request that this year the scriptures be recited, if at all possible." **(Ritual pg 54 & 55, BOI pg 32)**

Scriptures recited.

C: "Sister AM."
AM: "Sister C."
C: "I have the honor of introducing..."
AM: "My friend..."
AM: "Sister C, you will cause the candidates to face the East."

GL: "The AM will remain standing in front of the candidates until the C and AC have passed with the candidates before she ascends the dais to assume her seat." **(BOI pg 32)**

AM: “WM, I have the honor to present...whose petitions...”

WM: Rises and addresses the candidates.

WM: “It is with pleasure...WP...I therefore invite you to preside.”

WP: “The Obligation you are about to take...are you willing to proceed?”

Candidates: “I am.”

WP: “Sister C, you will cause the...”

GL: “When the C reaches the Altar she instructs the candidates to kneel. The C and AC step to the northeast and southeast of the Altar to give instructions. The C will pick up the small Bible from the northeast corner in her right hand and the AC will pick up the small Bible from the southeast corner in her left hand. The Bibles are to be held in an upright position, with the open edges up. As they reach the northeast and southeast corner of the Altar, they turn together to face the candidates.”

C: “Both hands...”

GL: “The C then places the Bible over the left shoulder of the candidate nearest her and the AC places the Bible over the right shoulder of the candidate nearest her, working toward the center if there are more than two candidates. The C’s then move to a position west of the Altar in line with the candidates.” **(Ritual pg 58, BOI pg 33)**

C: “WP, the candidates are in...”

GL: “The WP calls up the Chapter, Star Points turn and face the Altar and all assume the Attitude of Reverence, as the WP enters the Labyrinth. **(Ritual pg 58, BOI pg 33)** This year, the WGM would like for the AP or the C to prompt the WP, if necessary.”

WP: “You will repeat after me...”

GL: “When the obligation is completed the C’s remove the Bibles from the same side as they were given to the members starting at the center of the Altar. The Bibles are then returned to the Altar and the C’s again take their positions in line with the new members, but they do not assume the Attitude of Reverence this time. If the Altar is to be draped later during the meeting, the Bibles should not be returned to the Altar; instead, the C will hold the Bibles in her hand, open edges up, with fingers separating each Bible. They are given to the Marshal who in turn gives them to the Secretary at the beginning of the march around the Labyrinth. The WP causes the new Sister or Brother to rise using his right hand, being careful not to reach over the open Holy Bible.” **(Ritual pg 59, BOI pg 33)** The lights are turned up at this time and the candidates are now MEMBERS.

WP: “Arise, my Sister...in this solemn Obligation.”

GL: “WP moves back 3 steps from Altar but remains within the Labyrinth.”

WP: “You are now received into the Order...”

GL: “All members will drop their hands and the Star Points will turn and face the East when the WP leaves the Labyrinth.”

WP: One blow of the gavel to seat the Chapter.

C: Conducts the new members to the station of Adah.

AP: Scripture

GL: “The C’s and the new members will form straight lines in front of each Star Point officer, centering on the Star Point officer, this will make an apex of the triangle. Star Point officers remain seated until addressed by the C. When addressed, the officer rises before addressing the C. Since the pedestals are in front of the Star Point Officers, they will remain standing in front of their chairs and not move to the side of their chair. If the pedestals are behind or beside their chairs, the Star Points approach the pedestals in a triangular pattern by taking three to five steps straight back when standing beside their chairs, then approaching their pedestals on an acute angle. They return by reversing this pattern.” **(Ritual pg 60, BOI pg 35)**

“Each Star Point officer indicates the color of her degree when saying the name (such as blue) and does so by a slight gesture of her hand toward the pedestal. If flowers/ribbons are used, the Star Point officer picks up the flower/ribbon with the right hand and explains the color. In giving flower/ribbon she begins with the new member next to C and works toward AC. Flowers/ribbons are given to all new members after the explanation.”

“Star Point officers pick up the emblem with the right hand, rest it in the palm of the left hand and then explain the emblem.” **(BOI pg 35-37)**

C: “Sister Adah.”

Adah: “Sister C.”

C: “I present...”

A: “Jephthah...”

GL: “Each Star Point does not return the emblem to her pedestal until after the C’s and new members have passed around her chair. Then she returns the emblem to the pedestal and is seated. The new member is then conducted around Adah’s chair, leaving the chair to the right, then across the Star, leaving the Altar to the left, around Martha’s chair, passing to Ruth for instruction. After each lecture, the Labyrinth is followed in a similar manner, always leaving the chairs to the right and the Altar to the left. From Ruth around Electa to Esther; from Esther around Adah to Martha; from Martha around Ruth to Electa; from Electa around Esther and around the outside of the Labyrinth of the Star to the WP.”

C: Conducts the new members to the station of Ruth.

AP: Scriptures

C: “Sister Ruth.”

Ruth: “Sister C.”

C: “I present...”

R: “About...”

GL: “The new members are conducted around Ruth’s chair, leaving the chair to the right, then across the Star, leaving the Altar to the left, around Electa’s chair to Esther for instruction.”

C: Conducts the new members to the station of Esther.

AP: Scriptures

C: “Sister Esther.”

Esther: “Sister C.”

C: “I present...”

E: “Esther...”

GL: “The new member is conducted around Esther’s chair, leaving the chair to the right, then across the Star, leaving the Altar to the left, around Adah’s chair around Martha’s chair to Martha for instruction.”

C: Conducts the new members to the station of Martha.

AP: Scriptures

C: “Sister Martha.”

Martha: “Sister C.”

C: “I present...”

M: “The history...”

GL: “The new member is conducted across the Star leaving the Altar to the left, around Ruth’s chair around Electa’s chair to Electa for instruction.”

C: Conducts the new members to the station of Electa.

AP: Scriptures

C: “Sister Electa.”

Electa: “Sister C.”

C: “I present...”

E: “The second...”

Electa: “Sister C, you will...”

GL: “If flowers/ribbons were presented, the Marshal will stand and receive them from the new members as they are conducted to the WP. The Marshal places them on the Secretary’s desk.” **(BOI pg 37)**

C: “WP, I present...”

WP: “My Sisters/Brothers...”

WM: “My Sisters/Brothers...”

Prayer Circle

GL: “The WP calls up the Chapter immediately after the WM says ‘Let us unite in prayer.’ As the Chaplain leaves her/his station, the Officers, with the exception of the C’s, start moving slowly. Treasurer, WM, Marshal, Secretary advance four abreast; from the east. Immediately after the WM passes, the C turns, faces north, turns left and countermarches with the new members and AC standing in a straight line in the East facing West until all of the Officers are in their places and have joined hands.”

“The Star Point Officers, including Esther, move in back of their stations. The AM and AP approach from the West on either side of Esther. All Officers reach the circle simultaneously and immediately join hands as the Chaplain reaches the West side of the Altar and kneels. The C and new members then march west, to the open space in the circle between Adah and the WM. The C’s join hands with Adah and the WM but the C’s do not join hands with the new members until the Chaplain says ‘the Golden Chain.’ All join hands and raise their hands to the level of the shoulder.”

“With the words ‘each link shall fall away’ the hands are lowered one by one beginning with the WM’s right. This should be timed so that the WM drops her left hand just as the Chaplain says ‘Amen.’ As soon as each Officer lowers her/his hands, she/he should assume the Attitude of Reverence with bowed head until the prayer is finished. Chaplain assumes the Attitude of Reverence when she/he stands at the Altar after the prayer.” **(Ritual pg 178 & 179 Prayer Circle; BOI pg 37 & 38)**

CHAP: “Source of all Wisdom...”

Members: Response

All sing: Bless Be the Tie that Binds

GL: “All officers stay in Attitude of Reverence until after the ode is sung and the WM drops hands. The C’s and new members turn south, countermarch and return to the East. Remaining officers return to their stations as soon as the C’s start to move east. WM goes directly to the East and the WP seats Chapter as soon as all are in their proper positions.” **(Ritual pg 80 BOI pg 38)**

WP seats the Chapter

WP: “In taking upon yourself...The grip of the Order is given by...”

GL: “Please note that the C positioned herself to the side of each member to give the Grip as not to obstruct the view of the WP who is watching that the sign is done correctly.”

WP: “The Signet is prepared...”

WP: “Sister C, you will conduct this sister and brother to the AP in the West”

GL: “The WGM has requested that the long form lecture be given by the AP.”

AP: “My Sister, led by the guiding hand...Sister C, you will conduct this Sister to the WP.”

WP: “Finally, my Sister...You will be conducted to the Secretary’s desk ...conducted to the East facing West.”

GL: “The C escorts the new member to the Secretary’s desk. The AC stays in line with new members until the last one has been escorted to the Sec’s desk. As the C escorts the last new member to sign the Bylaws, the AC takes her position at the end of the line on the south and waits for the C to bring up the last member. The C’s should not begin moving until the Chapter is called up and members have begun to sing.” **(Ritual pg 91, BOI pg 39-40)**

Welcome song is sung. (on song sheet)

WP: “Sisters and Brothers, our Sister and Brother have passed...”

GL: “The C and AC should step out and turn towards the new members to greet them. The C’s should return to a spot one to two steps behind the new members, allowing only the new members to be greeted. This is not the time to tell the C’s they did a good job. It is “all about” our new members at this time and their first impression of our warmth and friendship. The WM and WP will descend the dais from the south-east side and begin the line for all to greet the new member(s). Starting with the south side, all will greet the new members in the East. During the initiation members are allowed to step between the Altar and the East. All must move counterclockwise around the room to return to their seats. Once all have greeted the new members the WP will restore order and the C’s will escort the new members to their seats in the Chapter room and return to their stations. This additional greeting of the new members is up to the discretion of the WM.

WP gives one rap of the gavel to restore order.

Conductresses return to their seats.

GL: “Please make sure that your new members are given proficiency training starting as soon as possible after their initiation. Remember, no one can hold office until they have received their proficiency card.” It is important to have a Big Sister, Big Brother or a Mentor appointed for each new Member to help them. We need to encourage our new Members in every way possible. Each New Member needs to be given a Ritual and their dues card. Remind them to sign it and carry it with them to all meetings. This year MaryAnn and Chuck are encouraging Chapters to provide a mentor for each new member.. Remember, it is up to each member to exemplify our loving kindness and encourage our new members to attend and take an active part in our Chapter.

*****Are there any questions*****

GL: “We will now explain the Star Point officer’s signs and action words. After my comments, each Star Point officer will come to the near East and demonstrate while giving her lecture.”

GL: “Adah uses both hands to raise then lower the veil during her lecture, dropping her hands to her sides between the movements, as she is demonstrating that two people, Adah and her father, were handling the veil at different times. The first action words for Adah are ‘taking hold.’ Adah continues with movements as indicated in the lecture, lowering the veil the third time to her shoulders and retaining hold of it on ‘She as resolutely...’ and dropping her hands to her sides after ‘the fatal blow.’”

Adah will stand and demonstrate action words while giving that part of her lecture.

“Adah removes the veil, which she does with the left hand while holding the sword in a horizontal position. Hold the veil at the hilt with the right thumb to keep it from slipping. Always drape the sword AWAY from you. When you are finished, the right end of the veil should be on the west side of the sword next to your body, and the left end of the veil should be on the east side of the sword, AWAY from you, the longest end of the veil should be at the *hilt* of the sword. Remember each Chapter’s sword and veil are different and Adah will need to become familiar with the use of the veil and draping the Chapter’s sword.” (BOI pg 36)

Adah demonstrates.

Are there any Questions*

GL: “Ruth brings her hands up already loosely closed as she says, ‘Raises her hands...’ then bringing them to the breast on ‘placed them meekly.’ The sign is lowered after ‘appealing to God.’”

Ruth will stand and demonstrate action words while giving that part of her lecture.

****Are there any questions****

GL: “Esther begins the sign on ‘touching her,’ lightly touch the crown and then the left shoulder. The arm should be extended straight and slightly raised on ‘laying her hand upon.’ The sign is dropped after ‘Kingdom.’”

Esther will stand and demonstrate action words while giving that part of her lecture.

GL: Esther picks up the scepter with her right hand, removes the crown with her left hand and puts the scepter through the crown from the bottom so that the scepter will point to the northeast.”

Esther demonstrates.

**** Are there any Questions ****

GL: “Martha begins the sign on ‘raising her hands’ into a prayer position, waist high. She opens her hands into a triangle on ‘ask of God.’ Raise hands as high as the eyes and look through on ‘God will give.’ Hands lower to the prayer position and then straight down to sides after ‘thee.’”

Martha will stand and demonstrate action words while giving that part of her lecture.

****Are there any Questions****

GL: “Electa brings the closed right hand to her left breast on ‘received’ and the closed left hand to her right breast on ‘pressed.’ Hands are lowered after ‘Christian faith.’”

Electa will stand and demonstrate action words while giving that part of her lecture.

**** Are there any Questions ****

WGM and WGP: Remarks

Workshop

GL: “We will now be dismissed for breakout sessions (20 minutes) followed by a 10 minute break returning at _____ o’clock. The officers will leave their badges at their stations and retire informally.” District lectures you may visit with any officer at their station for further individual instruction.

GL: “When requested to close the Bible informally, the Chapter is called up and the C approaches the Altar. She does not make the Salutation sign to the Bible nor does she nod to the WM, she just closes the Bible, takes 1 step back, then turns toward Ruth’s station and returns to her seat.”

WM: “Sister C, you will close the Bible informally.”

*****After a 10-minute break**

GL: “When requested to open the Bible informally, the Chapter is called up and the C approaches the Altar. She does not make the Salutation sign to the Bible nor does she nod to the WM, she just opens the Bible, takes 1 step back, then turns toward Ruth’s station and returns to her seat.”

WM: “Sister C, you will open the Bible informally.”

Introductions:

GL: “It is expected that District Lectures will assist by visiting each Chapter once a month.

This year all Altar introductions will be done and all other introductions will be done through District Lecturers at every meeting. The balance of the introductions should be done at the WM's discretion. This allows your C's to keep in practice with the process of introductions."

WM: "Sisters C and AC, you will prepare for introductions."

GL: "When passing each other in the West, the C should be closest to the Altar and when assuming their positions in the East they should face each other." **(BOI pg 13)**

"Escorting is done by the C and AC moving in unison at all times, the C on the north side and the AC the South. The C sets the pace and is in control of the floor. When conducting use the RULE OF ONE, which is used to determine if you should extend your arm or have members follow. The rule is: if there is more than one member on either side, for example, one on the south and three on the north, then all must follow on both sides. The C will offer her right arm and the AC will offer her left arm."

"The C's will always countermarch along the West marching line to the middle (usually Esther's station) and then to the angle point for escorting West of the Altar or to the North or South marching line for escorting West of Esther's station as far as needed to form a straight line. Again, this signifies the base of the triangle with the WM as the apex. There will be one exception to this rule and that is escorting of the WGM and WGP, countermarching will not be necessary."

As a MEMORY AID, remember that in the Conductress' charge she says to PRESENT, INTRODUCE AND ESCORT. Remember the word "PIE". . As a MEMORY AID, the Conductress is asked to present, she then introduces, she then escorts.

"This year the presiding officers will not leave the East to be introduced on the floor. The C will need to make sure to start with those in the East if they are to be introduced in a group. Likewise when escortees are to introduce themselves, the C would say 'starting in the East'." (Example: the WM is also a Grand Representative)

"Introductions are always made by the C. When introducing distinguished guests west of the Altar the C will say, "I have the **honor** to present." When the C is introducing members west of Esther's station the C will say, "I have the **pleasure** to present." After introductions, the C and AC simultaneously take one step backward and remain in this position until further instructions are received from the WM. Please remember there should be no applause given when members are west of the Altar, even if a greeting is very good. The Chapter is called up by the WM and applause given when the distinguished guests leave the Labyrinth."

"Once all of the members have been escorted to their seats, the members should remain standing until the C nods her head to seat them. Although there are two waiting stations either in the East or the West, this year we will only use the waiting stations in the East. The C's always return to the East, then face each other. Grand Honors are to be given to only those introduced west of the Altar; they are not to be given when introduced from the sidelines. The WGM has requested that the WP stand next to the WM during introductions. The WP should

extend greetings at least up to the point of Grand Representatives.” **(Ritual p. 17 & BOI pg 13)**

WM: “Canopy of Stars, #120 is honored this evening by the presence of the WGM, WGP and other distinguished guests.”

WM: “Will the WGM and WGP please stand? Sisters C and AC you will present our WGM and WGP west of the Altar.”

GL: “The C’s will march north and south respectively to a point directly in front of the WGM and WGP who on the night of your Official Visit will be seated in the East. At other meetings they may be seated anywhere in the Chapter room. On those occasions the C’s will advance to where they are seated and escort from there. From the East give a slight bow and then extend your arm, march to the west to a point midway between Esther’s station and the West, turning right and left making an acute angle entering the Labyrinth advancing to the Altar, forming a straight line.” **(BOI pg 16)**

C: “WM, I have the honor to present the WGM and the WGP of the Grand Chapter of Colorado, Sister Maryann Gold-Weidler and Brother Charles Anderson.”

WM and WP: Extend greeting.

WM: “Sisters C and AC, you will escort our WGM and WGM to the East.”

WM: Three Raps. “As they leave the Labyrinth, Sisters and Brothers you will join me in SALUTING our WGM and WGP with Grand Honors.” One rap to seat the Chapter.

GL: “The WM and WP will give grand honors to both the WGM and WGP. Starting first with the WGM, followed by the WGP.” **(BOI pg 17)** Also notice, the Marshal and Chaplain should turn towards the East when the guests ascend the dais to receive Grand Honors so they are already in position to give Grand Honors. Additionally, this would allow them to be in a position to assist those ascending and descending the dais if needed.

GL: “This year Colorado has no General Grand Chapter Officers. These introductions are before the GGCCM and made west of the Altar, and they are given Grand Honors in the East.”

WM: “Will the General Grand Chapter Committee Members please stand? Sisters C and AC you will present our General Grand Chapter Committee Members west of the Altar.”

GL: The officers are introduced alphabetically by committee; women first, and then gentlemen committee members. Remember to include any additional titles they may hold. For example: ‘WM, I have the honor to present the General Grand Chapter Committee Member: Brother Bill Carlson, PGP of Colorado serving on the Chapter Restoration Committee and a member of the Board of Directors, Order of the Eastern Star.’ When possible form a straight line not a semi circle. The straight line is the base of the triangle with the WM as the apex.”

Use this type of wording

C: “WM, I have the honor to present the General Grand Chapter Committee Members: Sisters, Jane Wullbrandt, PGM of CO serving on the Heart Committee and Eileen Norris, PGM of CO serving on the Youth Committee and PGM of CO; Brothers Bill Carlson, PGP of CO serving on the Chapter Restoration Committee, and Member of the Board of Directors and Dallas Lloyd, PGP of CO, serving on the Registration Committee, Order of the Eastern Star.”

WM: Greeting. “Sisters C and AC you will escort the General Grand Chapter Committee members to the East.”

WM: Three raps. “As they step out of the Labyrinth, Sisters and Brothers you will join me in saluting our General Grand Chapter Committee members with Grand Honors.” One rap to seat the Chapter.

WM: “Sisters Conductress and Associate Conductress you will escort our General Grand Chapter Committee Members to their seats in the Chapter room.”

GL: “If there are visiting WGM and WGP from other jurisdictions they will be introduced west of the Altar after the GGCCM have been introduced.”

GL: “If Past Grand’s are seated on opposite sides of the room, they will be responsible for positioning themselves in the proper order and on the proper side for introductions. If there are too many PGMs and PGPs to form a straight line then the Cs will form a semicircle around the Altar, trying to stay within the Labyrinth.” **(BOI pg 19)** In order to shorten the length of introductions, please give any additional titles the members may be entitled to so they are only introduced once. An Example would be: "WM, I have the honor to present the Past Grand Patron Gordon Girod, also Chairman of the Jurisprudence Committee."

WM: “Will the Past Grand Matron and Past Grand Patrons please stand?” “Sisters C and AC you will present the PGM’s and PGP’s west of the Altar.”

C: “WM, I have the honor to present the Past Grand Matrons and Past Grand Patrons of the Grand Chapter of Colorado, Sisters...and Brothers...”

WM: Greeting, “Sisters C and AC you will escort the PGMs and PGPs to the East.”

WM: Three raps. “As they step out of the labyrinth, Sisters and Brother you will join me in saluting our PGMs and PGPs with Grand Honors.” One rap to seat the Chapter.

WM: “Sisters C and AC you will escort the PGMs and PGPs to their seats in the Chapter room.”

WM: “Will the Grand Officers and Special Appointments please stand? Sisters C and AC you

will present the Grand Officers and Special Appointments west of Esther's station."

GL: "The AGM and AGP will be seated next to the AC's station in the northeast corner of the Chapter room. The C will nod to the entire group from the center of the section. All of the Grand Officers will stand. The C will move to the AC's station and the AGM and AGP will lead the line of officers. The Cs will march to a point midway between Esther's station and the West, here they will meet behind Esther's station and immediately countermarch, C turns left with her line and the AC turns right being careful to gauge how far east to go according to how many officers." **(BOI pg 20-21)**

C: "WM, I have the pleasure to present the Grand Officers and Special Appointments of the Grand Chapter of Colorado: Sister Patricia Andrea, AGM; Brother John Williams AGP; Sisters Valerie Grundvig, Grand Secretary; Charlotte Scriven, Grand Treasurer; Cyndie House, Grand Conductress; _____, Associate Grand Conductress; Robin McCauley, Grand Chaplain; Brother John Harrington, Grand Lecturer, Past Grand Master, Grand Lodge of Colorado; Sister Carol Peck, Grand Marshall; Brother Jeff Brothers, Grand Organist; Sisters Susan Miller, Grand Adah; Karen Hinton, Grand Ruth; Johnna Meston, Grand Ester; Elizabeth Spangler, Grand Martha; Mary Ann Knowski, Grand Electa; Brothers Rudy Vietel, Grand Warder; _____ Grand Sentinel; Sister Carol Neiswonger, Personal Secretary.

GL: "The WM should call up the Chapter as the line of Grand Officers start moving and seat the Chapter when the Grand Officers have arrived in the northeast. This rap is only to seat the Chapter; the C will still nod to the GOs to seat them."

"On the night of a Grand Officer's Official Visit, the Grand Officer whose Chapter is being visited will be seated in the east after being introduced. Once the WM instructs the C and AC to escort the Grand Officers and Special Appointments to their seats in the chapter room, the Grand Officer will go stand behind the C to be first in line and escorted to the east once the others have taken their seats."

WM: Greeting. "Sisters C and AC you will escort the Grand Officers and Special Appointments to their seats in the Chapter room." *** (when at seats *)

GL: "Members may only introduce themselves once, giving all titles at the same time, unless they were unable to introduce themselves on the floor. Grand Escorts may also be introduced twice. For example if you are a Grand Representative and also have another title, give it all at the time you introduce yourself as a Grand Representative.

GL: This is the point where any General Grand Chapter Special Appointments would be introduced. These would be Deputies, IGRA Executive Members, and International Headquarters Administrator. They will be introduced West of Esther's station and escorted to the East for a warm welcome.

GL: "Remember Emeritus means one and Emeriti means more than one."

WM: "Will the Grand Officers Emeriti please stand and introduce your selves.

WM: Greeting.

WM: “Will the Grand Representatives please stand? Sisters C and AC you will present the Grand Representatives west of Esther’s station.”

GL: At Official Visit if the C or AC is a Grand Representative, the GC or AGC will step in and assume her role during this introduction. Also, remember it is not Grand Reps – it is Grand Representatives.”

C: “WM, I have the pleasure to present the Grand Representatives who will introduce themselves.”

GL: “The Grand Representative who is next to the C will introduce her or himself first. Please try to put new Grand Representatives in the middle so they can hear how to do their introduction correctly. If the C is a Grand Representative, she will introduce herself last, except at Official Visit when the Grand Conductress will have taken her spot as Conductress. The Grand Representatives are to introduce themselves by stating their name, Chapter name and number (and city if not part of the Chapter name) and then the name of the state they are representing. For example: Susie Star, Loyalty #145, Westminster, Oregon.”

G Rep: Introduce themselves.

WM: Greeting. “Sisters C and AC, you will escort the GR’s to their seats in the Chapter room.”

GL: This is the point at which any Special Appointments of the MWGM and MWGP, (Secretaries and Cardinal Crew) would be introduced West of Esther’s station and returned to their seats in the Chapter room.

GL: “The WM should always call for the Boards of Directors and Trustees because she is always to state their ‘responsibilities’ even if there are none present.”

WM: “Will the Board of Directors please stand? (wait for them to stand) This board is responsible for the finances of the Grand Chapter. Please introduce yourselves starting on my right.”

WM: Greetings. (The C does not seat these members.)

WM: “Will the Board of Trustees please stand? (wait for them to stand) This board is responsible for the operation and maintenance of the Robert Russell Eastern Star Masonic Center. Please introduce yourselves, starting on my right. (wait until done) Please remain standing while the members of the House of Delegates stand (wait for them to stand) please introduce your selves starting on my right.”

WM: Greetings. (The C does not seat these members.)

WM: “Will the District Lecturers please stand? Sisters C and AC you will present the District Lecturers west of Esther’s station.”

GL: “Again, at Official Visit if the C or AC is a DL the GC or AGC will assume their station for this introduction. The District Lecturers will introduce themselves by stating their name, Chapter name, number and city if not in the name and the Chapter name and number of those they are instructing. If a WM is a District Lecturer she will introduce herself from the East first.”

C: “WM, I have the pleasure to present the DLs who will introduce themselves.”

WM: Greetings. “Sisters C and AC, you will escort the DL’s to their seats in the Chapter room.”

GL: “Worthy Matrons, please make sure you let Bob know how many 50 year members you have before the meeting starts. The Cs will remain at their waiting stations until the Grand Escorts have reached the 50-year members. The 50-year members, when escorted, should be closest to the Altar. The Grand Escorts will not begin moving until the Cs have moved in front of the 50 year members and Grand Escorts. Conductresses, please make sure you invite the 50 year members and Grand Escorts to follow you, then proceed west of Esther’s station where the Grand Escorts will move directly behind the 50-year member they are escorting. The C will give the name of the 50 year member and the numbers of years, starting at the right of the C. Again, if the C or AC is 50 year members, the GC and/or AGC will assume their station for this introduction.” **(BOI pg 23)**

WM: “Will the 50 year members of Canopy of Stars Chapter #120 please stand? Sisters C and AC, with the assistance of the Grand Escorts, you will present our 50 year members West of Esther’s station.”

C: “WM, I have the pleasure to present the 50 year members of Canopy of Life Chapter #120, Sister Glenna Anderson, __# of years ____, Brother Gary Neiswonger, __# of years.”

WM: Greetings

Greeted by the WGM and WGP in West.

GL: “All members will stand and applaud. This is done without waiting for the WM to rap you up; therefore if you get up without a gavel you may sit without a gavel.” “The WGM and WGP will greet the 50 year members in the West. When they are done greeting, the Cs along with the Grand Escort will escort any 50 years members that are not PMs or PPs to their seats and then the Grand Escorts will return to their seats. The WM will then call for the PMs and PPs to stand.”

WM: “Sisters C and AC, with the assistance of the Grand Escorts, you will escort the 50 year members to their seats in the Chapter room with the exception of those who are Past Matrons and Past Patrons.” Rap to seat the Chapter if they haven’t already seated themselves.”

GL: “The WGM asks that the PMs and PPs introduce themselves and if a Past Appointed Grand Officer, give the station they served and the year they served or the name of their Grand Family. Again, if the C or AC are PMs the GC and/or AGC will assume their stations for this introduction.” **(BOI pg 24)**

WM: “Will the PMs and PPs of Canopy of Stars Chapter #120 please stand? Sisters C and AC you will present the PMs and PPs west of Esther’s station.” (Only a few Escorts will go.)

C: “WM, I have the pleasure to present the PMs and PPs of Canopy of Stars Chapter #120 who will introduce themselves.”

WM: Greets

Greeted by the WGM and WGP in West.

WM: “Sisters C and AC, you will escort the PMs and PPs to their seats in the Chapter room.”

WM: “Will the visiting 50 year members please stand and introduce your selves, starting on my right.” Greeting

WM: “Will the visiting WMs and WPs please stand. Sisters C and AC you will present the visiting WMs and WPs west of Esther’s station.” (WM/P for 2011-12)

C: “WM, I have the pleasure of presenting the visiting WMs and WPs who will introduce themselves.”

WM: Greeting. “Sisters C and AC, you will escort the visiting WMs and WPs to their seats in the Chapter room.”

GL: “On Saturday OV’s the Grand Escorts will be seated in order in the northwest corner of the Chapter room and will be presented on the floor west of Esther’s station. When the escorts are returned to their seats they will follow the AC. On regular meeting nights and nights when the Official Visit is held on a Saturday, the Grand Escorts will introduce themselves at their seats.” **(BOI pg 25)**

WM: “Will the Grand Escorts please stand? Sisters C and AC, you will present the Grand Escorts west of Esther’s station.”

C: “WM, I have the pleasure to present the Grand Escorts who will introduce themselves.”

WM: Greeting. “Sisters C and AC, you will escort the Grand Escorts to their seats in the Chapter room.”

GL: Presiding Grand Officers of other organizations basing their membership on the Masonic Fraternity will be introduced together west of Esther’s station. They will introduce themselves

giving their title and organization. The WM and/or WP will extend a greeting, rap up the Chapter and ask everyone to extend a hearty welcome. This will allow us to be inclusive of all presiding officers of the other Masonic organizations including our youth groups. *This would be the Most Worshipful Grand Master, or his representative, Royal Grand Matron/Patron of Amaranth, Grand Worthy Advisor, Grand Bethel Honor Queen, Potentate of the Shrine, Daughters of the Nile, etc.*

WM: “Will the Presiding Grand Officers of other organizations basing their membership on the Masonic Fraternity please stand. Sisters C and AC you will present the Presiding Grand Officers of other Masonic Organizations west of Esther’s station.”

C: “WM, I have the pleasure to present the Presiding Grand Officers of other Masonic Organizations who will introduce themselves giving their name, title and organization.

WM and WP: Greeting – ***Rap up Chapter, “Sisters and Brothers you will join me in extending a hearty welcome to our Presiding Grand Officers of other Masonic Organizations.”, *Rap Down, “Sisters C and AC you will escort our Presiding Grand Officers of other Masonic Organizations to their seats in the Chapter room.”

GL: “The WM will extend a welcome to all other visitors not previously introduced. She does not ask them to stand or have them introduced.”

WM: Greets those not introduced.

WM: “Sisters C and AC, this completes introductions.” **(BOI pg 24)**

C and AC return to their seats without applause.

GL: “After introductions are complete, if the WM wants a member to be conducted, she may call on only the Conductress. It is not necessary for the AC to assist after introductions.” **(BOI pg 13)**

GL: “This year, the husband and wife of the WGM and WGP have asked not to be escorted to the East for the purpose of presenting Honorary Memberships at your Official Visits. These memberships should be given before or after the official visit.”

GL: Please remember that if the C or AC is a Grand Representative, DL, 50-year member or PM the GC and/or AGC will assume their station for their introduction at Official Visit. It is not necessary to address the CG or AGC with their “Grand” title when they are filling in for introductions. When the GC or ACG are absent, the AGM or Personal Secretary will assist for those introductions.”

****Are there any Questions****

Draping of Charter and Altar:

GL: “The Chapter is called up as soon as the WM says ‘Illness and Distress.’ Members

should immediately assume the Attitude of Reverence, and hold it until the WM seats the Chapter. The Charter shall be draped for a period of 30 days for a deceased member and the Altar shall be draped for a period of 30 days for deceased Grand Officers, Past Grand Matrons and Past Grand Patrons. The Altar is only draped after the memorial is read. If there are memorials for more than one member or for more than one Past Grand Matron or Patron, it is suggested that the Charter or Altar be draped only once. The Chapter, at its own discretion can drape the Altar and Charter for each member. If draping both the Altar and the Charter, drape the Altar first. If there are small Bibles on the Altar the WM shall direct the C to remove the Bibles prior to the ceremony of draping the Altar. Remember if your Charter is hanging on the wall it still needs to be draped.” (BOI pg 41)

WM: “Illness and Distress.”

WM: Three raps of the gavel.

Officers: Stand and assume the Attitude of Reverence.

WM: “Sister Secretary, you will read the memorial.”

SEC: Reads the memorial.

WM: “Sisters C and AC, assisted by the Chaplain, you will drape the Altar in memory of our deceased _____.”

GL: “The Chaplain proceeds to the Altar along the north marching line. When the Chaplain turns at the point midway between Esther’s station and the West to advance to the Altar; the AC and C, carrying the drape, move forward and enter the Labyrinth, all arriving at the Altar at the same time. The Marshal should nod to the Star Points when the Chaplain turns at the point toward the Labyrinth, so they know when to turn. They assume the Attitude of Reverence when the Chaplain enters the Labyrinth. The Chaplain slides both hands under the open Bible, lifts it from the Altar and takes one step back. The C places the drape over the Altar for the AC to take one end, and then together they slowly lower it, after which the Chaplain places the Bible back on the Altar. The Chaplain, C and AC then assume the Attitude of Reverence. A hymn may be sung at this time or the WM may repeat an appropriate verse. The Chaplain, C and AC drop their hands (and the Star Points turn back toward the East). The Chaplain, C and AC slowly back out of the Labyrinth at the same time. The C and AC stop at the point between Esther and Electa on the north and between Ruth and Adah on the south until the Chaplain has passed, then they turn and return to their stations.” (BOI pg 41 & 42)

NOTE: Please remember you don’t drop the Attitude of Reverence when the Conductresses and Chaplain drop theirs. You need to hold the Attitude of Reverence until the Worthy Matron seats the Chapter. Star Point Officers will stand up, in front of their chairs and assume the Attitude of Reverence when the Chapter is called up. When the Conductresses and Chaplain enter the Labyrinth, the Marshal will nod to them. They will drop their hands, turn to face the Altar, re-assume and **hold the Attitude of Reverence**, reversing this process as the Conductresses and Chaplain leave the Labyrinth. Two good ways to remember are:

1) You shall assume and hold the Attitude of Reverence from Gavel to Gavel (except for the Star Point Officers, Chaplain, Marshal and Conductresses) and

2) no one in the Chapter room shall move while your hands are in the Attitude of Reverence.

Chaplain, C and AC drape the Altar.

WM: One blow of the Gavel to seat the Chapter.

GL: “If the Charter is positioned in a location other than in front of the pedestal in the East, the WM will direct the Marshal alone to drape the Charter in memory of the deceased member.” **(BOI pg 42)**

WM: “Illness and Distress”

WM: Three raps of the gavel.

Officers: Stand and assume the Attitude of Reverence.

WM: “Sister Secretary, you will read the memorial.”

SEC: Reads the memorial.

WM: “Sister Marshal, you will drape the Charter.”

GL: “The Marshal will pick up the drape; take approximately three steps toward Adah’s station, turn left making an acute angle, moving forward, toward the Charter. The Marshal will then drape the Charter, back up approximately three steps, move forward, returning to the left of his/her station. The Marshal shall assume the Attitude of Reverence and remain standing until the WM seats the Chapter.” **(BOI pg 42)**

Marshal drapes the charter.

WM: One blow of the gavel to seat the Chapter.

GL: “If the Charter is positioned in front of the pedestal in the East, the WM will instruct the Marshal, with the assistance of the Chaplain, to drape the Charter in the memory of the deceased member.” **(BOI pg 42)**

WM: “Illness and Distress”

WM: Three raps of the gavel.

Officers: Stand and assume the Attitude of Reverence.

WM: “Sister Secretary, you will read the memorial.”

SEC: Reads the memorial.

WM: “Sister Marshal, assisted by the Chaplain, you will drape the Charter.”

GL: “The Marshal and Chaplain stand in unison; the Marshal picks up the Drape. Both the Marshal and Chaplain march toward the West approximately two steps in front of the stations of Adah and Electa, making an acute angle, turning right and left and moving forward to reach the points in front of and to the sides of the Charter. The Marshal extends the drape to the Chaplain and both drape the Charter at the same time. Then moving backward to the points two steps in front of the stations of Electa and Adah, they advance east to the right and left of their stations, turning west and assuming the Attitude of Reverence until the WM seats

the Chapter.” (BOI pg 42)

Marshal and Chaplain drape the charter.

WM: One blow of the Gavel will seat the Chapter.

*****Are there any Questions****

Closing of Chapter:

GL: “The Chapter is always closed in Ritualistic form, except for open installation. AMs, remember when addressing the WM, state her position first and then give your response. WMs and Warders, remember there is no CEREMONY in closing Chapter. We are **just** closing.”

(BOI pg 59)

WM: “Sister AM...”

AM: “WM.”

WM: “Do you know...”

AM: “WM, There...”

WM: “Brother W, you will...”

WAR: ** ** *

SEN: ** ** *

WAR: *

SEN: *

WAR: “Brother S, we are...”

WAR: Closes the door.

WAR: “WM, your order...”

WM: “It is...”

WM: Calls up the Chapter. “Let us unite in...”

Closing Ode: *When You Wish Upon a Star*

GL: “Remember, the Closing Ode is not optional. The Chaplain, without turning to the WM, approaches the Altar, offers the prayer and retires to the circle of Star Point officers between Esther and Martha facing the Altar and assumes the Attitude of Reverence.” **(Ritual pg 46)**

WM: “Let us . . .

Chaplain: Prayer

WM: “Sister C, you will . . .

GL: “The C advances to the Altar gives the Salutation sign to the open Bible, places both hands on the sides of the Bible raising the sides simultaneously, then guides the upright Bible to the center of the Altar, then slowly lowers the Bible down. The C withdraws her hands,

makes a slight bow the WM, turns off the Altar light if lighted, then steps back into the circle, and all officers drop the Attitude of Reverence and face the East.” (Ritual pg 47, BOI pg 59)

WM: “Sisters and Brothers, we go...”

WM: “I now declare...”

WM: One strike of the gavel on the word “closed.”

WM: “Brother W, you will...”

WAR: “Brother S, Canopy of Stars Chapter #120 ...”

GL: “Immediately after the Warder reports to the Sentinel that the Chapter is closed, the C and Chaplain return to their stations and the Officers immediately start the retiring march.” (BOI pg 59) *Note: The Marshal can watch for the Warder to turn away from the Sentinel and nod to the C and Chaplain to return, this will help if they can’t hear the Warder and keep things moving.*

*****Are there any Questions*****

WGM and WGP: Remarks

Closing of the school.