

Ritual Guidelines

2022-2023

H.L. Wanda Pinion

Supreme Lecturer

619-952-0914

wlpinion@yahoo.com

10216 Cristalino Rd. SW

Albuquerque, NM 87121-5423

GENERAL INSTRUCTIONS

Pg. 9 - As many Court Rooms.....Charts are NOT drawn to scale (they are ONLY approximations).

Further down the page.....The arrangement of the Square depends on the size of the Court Room and SHALL NOT be formed TOO LARGE.

The Banners of the Ladies of the Square and the Standard Bearer are placed at the Rear of each Station. The Staffs SHALL BE NOT LESS than Six Feet (6’), Nine Inches (9”) from the floor to the top of the emblem. The Banners SHALL BE hung so the lowest point of the Fringe SHALL BE Forty-Five Inches (45”) from the floor. The Fringe on the Standard SHALL BE Forty Inches (40”) from the lowest point to the floor.

Pg. 10 - Royal Matron/GRM/SRM and Royal Patron/GRP/SRP, ALWAYS PAUSE AFTER ADDRESSING EACH OFFICER, Giving Each Officer Time to RISE, SALUTE, and RESPOND.

Officers at ALL TIMES Will Observe SQUARE CORNERS, unless otherwise indicated in the Ritual

Pg. 11 - ALTAR – NO decorations shall be placed ON or AROUND the Altar. A flower basket or vase shall be placed on the North and South sides of the Altar for depositing of flowers for the Memorial Service and Ceremony of Draping of the Altar.

ATTITUDE OF PRAYER

All Officers and Members stand with hands at their sides. Upon completion of the prayer, Members respond by SAYING “AAMEN” (with long “A”). SING “AHMEN” (with short “A”). They are BOTH spelled “Amen”, BUT ARE pronounced differently.

INSTRUCTIONS for the CONDUCTRESSES

Pg. 12 Paragraph 3 – If Station pedestals are at the Conductresses station, they SHALL ALWAYS LEAVE on the EAST SIDE When Working EAST (TAKING UP the PASSWORD) AND LEAVE ON THE WEST SIDE When Working WEST, Returning to the Most Convenient Side of the PEDESTAL.

Pg. 12 Paragraph 4 - When the ASSOCIATE CONDUCTESS/GAC/SAC ATTENDS the ALTAR ALONE, as in GOING to RECREATION/RESUMING LABOR –AC DOES TAKE THE SAME LINE OF MARCH AS WHEN SHE IS WITH THE COND/GC/SC, BUT the AC/GAC/SAC DOES NOT STEP BACK, SHE JUST TURNS LEFT, SQUARES the ALTAR and RETURNS to HER STATION (OR the PREPARATION ROOM DURING INSTALLATION).

NOTE: *When Placing or Removing the Wreath and/or Bible, DO NOT ALLOW your THUMBS to be EXTENDED. KEEP YOUR THUMBS AS CLOSE TO YOUR HANDS AS POSSIBLE AT ALL TIMES WHEN ATTENDING the ALTAR. ALL ALTAR WORK SHOULD ALWAYS BE DONE VERY REVERANTLY.*

Pg. 12 - INSTALLATIONS –The Royal Patron/GRP/SRP) should explain the gavel raps and responses at ALL OPEN INSTALLATIONS for the benefit of non-members/guests.

Pg. 13 - INSTRUCTIONS FOR THE EXAMINING COMMITTEE – An examination Bible shall be available at the Secretary’s desk.

INSTRUCTIONS FOR THE MARSHALS – the Marshals, when working as a pair, **ALWAYS Keep their Staffs on the OUTSIDE.**

OPENING CEREMONIES

Pg. 20 - 22 – REVIEW the ENTIRE ENTRANCE OF OFFICERS....
Remembering: The ME is next to the Square, ONE (1) step from chairs, MW keeps the outside line TWO (2) steps from the chairs. **MARCHING SHALL BE TIMED SO THAT EACH OFFICER WILL PASS HER/HIS MARCHING PARTNER EAST of the SQUARE in the CENTER.**

Pg. 23 - After the ROYAL MATRON and ASSOCIATE MATRON have assumed their stations, They DISMISS the CONDUCTRESSES with a SLIGHT INCLINATION (NOD) of the HEAD. This is a simultaneous action.

Pg. 25 – ASSUMING STATIONS 1st Paragraph (Small Print)

ALL OFFICERS OPPOSITE EACH OTHER MUST ALWAYS MOVE IN PAIRS AS FAR AS POSSIBLE.

Pg. 25 – 6th Paragraph (Small Print)

ME turns NORTH, the PREL and MW face SOUTH then approach ME. They pass each other in the CENTER of the Back of the SQUARE on the way to their Stations, the PREL WALKS CLOSEST to the ALTAR OUTSIDE the SQUARE. The ME and PREL march EAST opposite each other, and ALL arrive at their Stations at the SAME TIME. The PREL Left About Faces in front of her/his station.

Pg. 27 - SALUTING THE FLAG

There are many protocols regarding paying tribute to the flags of each country. The Royal Matron *PAUSES AFTER* saying “ATTENTION” until ALL Officers and Members have Faced the Flag. She then continues her charge. After the charge, ALL present EXCEPT the ME/GME/SME assume the proper position for saluting the Flag, by standing with the RIGHT hand over the heart until the Pledge of Allegiance is said, the National Anthem has been completed and the Flag is Deposited. Then, ALL lower their hand to the side.

***VETERANS of the United States Military, EVEN THOUGH NOT IN UNIFORM, MAY USE the MILITARY SALUTE RATHER than the HAND OVER THEIR HEART. ***

NOTE: The NATIONAL FLAG BEARER, ME/GME/SME, **DO NOT SALUTE**, **DO NOT SAY** the Pledge of Allegiance and **DO NOT SING** the National Anthem while holding the Flag. VETERANS of the United States of America USING the MILITARY SALUTE, **DO NOT SAY** the PLEDGE OF ALLEGIANCE and **DO NOT SING** the NATIONAL ANTHEM.

ALL PRESENT SHOULD STAND AT ATTENTION FOR ALL FLAGS OF ALL COUNTRIES.

Pg. 29 – 1st Paragraph (Small Print) SENTINEL CLOSES the DOOR. WARDER assumes her/his Station. SALUTES RM (*Public Sign*), Delivers Charge and is Seated.

Pg. 31 – COND-What to do if a member DOES NOT have the password and CANNOT be vouched for...Read the bottom half of this page for the instructions. “Properly Vouched For” IS ONLY USED IF the MEMBER IN QUESTION HAS BEEN VOUCHERED FOR BY ANOTHER MEMBER WHO HAS the PASSWORD.

Pg. 32 – 3rd Paragraph (Small Print) Review the paragraph about “Each Officer, on being addressed” referring to the proper stance from which to give their charge.

Review ALL the StB PROCLAMATION especially (Small Print -for the Placement of the Hand During the Proclamation).

Pg. 38 - Opening Ceremonies

The AM DOES NOT SALUTE and RESPOND AGAIN when the RM calls upon her the SECOND (2nd) time during the Opening Ceremonies.

CONDUCTRESSES – Attending the Altar (Small Print)

CONDUCTRESSES come to within TWO (2) Steps of Each Other BEHIND the Square, Both TURN Toward the THRONE, THEY DO NOT WALK SHOULDER to SHOULDER, THERE IS A SPACE BETWEEN THEM (as though the “SUPREME BEING” is Walking Between Them). For OPENING CEREMONY at COURT/GRAND COURT/SUPREME COUNCIL, They Step FORWARD and STOP TWO (2) Steps BEHIND the Altar. BOTH NOD to the RM/GRM/SRM BEFORE Stepping FORWARD TWO (2) Steps to REMOVE the WREATH and OPEN the BIBLE, then take TWO (2) Steps BACK, Give the PUBLIC SIGN OF SALUTATION BEFORE take TWO (2) Steps FORWARD to LEAVE the ALTAR.

For CLOSING CEREMONY of COURT/GRAND COURT/SUPREME COUNCIL, Both STOP TWO (2) Steps BEHIND the Altar. Both Give the SECRET SIGN OF SALUTATION BEFORE Stepping FORWARD TWO (2) Steps to REMOVE the WREATH and CLOSE the BIBLE, then BOTH Step BACK TWO (2) Steps, NOD to RM/GRM/SRM, BEFORE taking TWO (2) Steps FORWARD to LEAVE the ALTAR.

*(EXCEPT for OPENING/CLOSING the BIBLE for OPEN INSTALLATION- BOTH ONLY GIVE PUBLIC SIGN of SALUTATION) *

Pg. 39 - Review the marching instructions for the Prelate after the Royal Matron directs the Prelate to lead in the Opening Prayer. Note: within ONE step of the Altar. Also Review the marching path for the Prelate to return to her/his station.

Pg. 40 - Notice that the Warder DOES Salute with the SECRET SIGN of SALUTATION when she/he responds to the Royal Matron.

ROLL CALL - Each Officer WILL RISE and REMAIN STANDING UNTIL Roll Call is COMPLETED; each will answer “Present” or (give her/his name) “Pro Tem”. The Warder will answer for the Sentinel or the Sentinel Pro Tem.

Pg. 194 - If there is to be an Installation of Grand or Supreme Officers NOT present at the scheduled Annual Installation, follow this format: Opening, Roll Call, then Installation. If the meeting also happens to be an Official Visit of the GRM, accompanied by the GRP, they will retire with the GMAR and GPage AFTER the Installation. The Royal Matron shall call upon the RP/GRP with the charge listed on this page.

Note: If the Officer(s) to be installed are for a Subordinate Court Office, this is handled under New Business (See item 15d - Order of Business, Pg. 19).

ESCORT

Pg. 45 - Order of Escorts which are announced – Utilize the list provided in the Ritual, RM/GRM/SRM DO SKIP the Categories of Those NOT Present. Example: If the SRM and SRP are NOT visiting your Court, skip that category.

Pg. 48 - The PRESIDING Royal Matron and Royal Patron are NOT escorted to the Throne and given honors (“Officers escorted....”).

Pg. 57 - GENERAL – The Royal Matron will handle the Escorts and Introductions using the scripting on this page. “Honored Ladies and Sir Knights, I have the pleasure of presenting the/these (Rank – see Pg. 45), State the Name, Full Title, and Jurisdiction of Member(s) being presented.

GRAND COURT ESCORT

Escorts are to be done ONLY DURING the Order of Business – Late arrivals MAY BE recognized at their seats as a blanket announcement during Good of the Order.

BALLOTING

Pg. 58 - Every Member of the Subordinate Court present MUST Ballot UNLESS excused by Unanimous Consent (Supreme Const. Part IV, Section 29B Pg. 91) of the members present. All Members MUST Ballot.

Pg. 60 - The AC carries the Ballot Box with the DRAWER TOWARD the FRONT for INSPECTION, and AFTER ALL HAVE BALLOTTED. DURING BALLOTING, the OPENING TOWARD the FRONT.

Pg. 60 - (2nd paragraph) and Pg. 61 (last full paragraph on page) – Placing of the stand/shelf for the Ballot box. Please study this information closely for the “how, when, where” instructions for the AP.

Pg. 63 - (4th paragraph) these are the instructions for the Officers depicting how to exit the Square after balloting, by squaring the Altar. Members seated on the sideline DO NOT square the Altar after balloting (last paragraph).

Pg. 68 - When balloting is complete, there is simultaneous action by the AP and the AC when the ballot is destroyed. Refer to the last 2 Paragraphs on this page for instructions. (Small Print)

INITIATION

Pg. 71 - When the AC is ready to re-enter the room, the WAR addresses the RM, the RM rises, returns the salute when addressed, and remains standing. She will remain standing until she has presented the RP with the Gavel to preside for the Conferring of the Degree.

Pg. 73 - Review and Practice the concurrent action of the STB, AC, Warder and MW as they move about the courtroom to prepare for the entrance of the Candidates. This concurrent action is in the last 4 Paragraphs of the page.

Pg. 75 (Bottom) - Remember, the Conductresses offer their arms, NOT the other way around. The AC takes her position at the RIGHT of the Last Candidate in line, offering her LEFT arm. The CONDUCTRESS offers her RIGHT arm to the First Candidate in line.

Pg. 84 - Sacred Emblems - The AC takes the tray with her RIGHT hand. After the RM has begun her charge, and says the key word “Bread”, she WILL PAUSE for the AC to Uncover the Sacred Emblems toward the East and AC steps back into position. The RM finishes her charge, upon completing, the AC will then step forward again, this time she picks up the tray with BOTH hands.....

Pg. 88 - Chart for the Ladies of the Square. Note that the words RIGHT and LEFT refer to which hand the banner is held in while in the noted positions.

Pg. 92 - 2nd Paragraph – Pay particular attention to the movement of the Ladies of the Square in the formation of the tableau, both in the East and West. This is a fairly fast paced series of movements and is an area where practice can make a big difference.

Pg. 94 - Conferring of the Accolade – The RM speaks and moves the sword while repeating the ritual to the next resting point, etc. Take the time to do this with meaning and reverence as it is one of the most meaningful moments in Initiation. Follow through with the rest of the RM’s charge so that the Candidates can enjoy the lessons included in the Accolade.

CLOSING

Pg. 108 - There is NO Short Form for Closing

Pg. 108 - The RM rises. You will note in reading, that NO place during Closing indicates that the RM is Seated. The RM WILL REMAIN STANDING THROUGHOUT the CLOSING CEREMONY.

Pg. 111 - If the Altar itself is illuminated, it shall be turned off as the Conductresses return to their Stations, if possible.

Pg. 113 - Depositing Jewel of Office – After the RM gives the charge for the Officers to deposit the Jewel of their Office, the instructions state which hand to hold the jewel in. Another way to think about this is to Hold the Jewel in the OUTSIDE Hand as You Would Walking to the West.

Pg. 113 - Last Paragraph – Royal Matron gives the final charge...please study the proper placement of the RIGHT arm – EYE LEVEL – palm downward, lowering the hand AFTER the FAREWELL is COMPLETED.