

AUTHORIZED
MANUAL FOR
CHAPTER OFFICERS

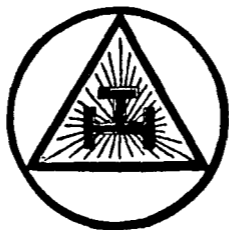


THE GRAND CHAPTER OF THE
STATE OF NEW YORK, R.A.M.

AUTHORIZED

MANUAL FOR

CHAPTER OFFICERS



*Canon covering responsibility, etiquette, ethics,
conduct and performance.*

THE GRAND CHAPTER OF THE
STATE OF NEW YORK, R.A.M.

First Edition — 1952

Second Edition — 1958

Authorized by Resolution of Grand Chapter,
February, 1957

Copyright A. M. Nielsen — 1958

© The Grand Chapter of the State of
New York, R.A.M.— 1958

This Manual is issued by the Grand Chapter of the State of New York and is furnished subject to the following conditions:

- I. It is not to be loaned or given to any other than a Royal Arch Mason.
- II. Three copies of this Manual are distributed gratis to each Chapter for the use of its Council Officers. These Manuals are to be transmitted to their respective successors in office at the Annual Convocation of the Chapter. These Manuals should also be used by the line officers and secretary.
- III. Acceptance of this book will be considered as your agreement to observe these conditions.

We recommend its constant use, for it is only valuable if it is used.

for

*Committee on
Masonic Education and Service.*
A. M. NIELSEN, *Chairman*

TABLE OF CONTENTS

	PAGE
Foreword	v
Leadership	viii
An Order of Business	1
Part I	
Administration	3
Part II	
Officers	31
Part III	
Ritual and Instruction	49
Part IV	
Etiquette	71
Part V	
Royal Arch Education	83
Part VI	
Quick Answers	87
Part VII	
Landmarks, Sources for Books, Pamphlets and Materials	105
Glossary	109
Index	116

FOREWORD

"A long habit of thinking a thing wrong, gives it a superficial appearance of being right, and raises at first a formidable outcry in defense of custom."

These words of Thomas Paine apply readily to much in the conduct and procedure of our Chapters. This book is a response to many inquiries concerning the materials covered herein. Violations of the Constitution will occur at times, usually through ignorance. The real offense is the lack of knowledge, not the violation. This Manual will give the needed knowledge. Observance of the Grand Chapter Constitution and the Chapter By-Laws is fundamental, of course.

These contents are not innovations but are intended for the establishment of customs and the observance of Landmarks, which are the bases of Chapter etiquette and manners, both desirable virtues. If in this book we have done anything to encourage the orderly, expeditious and impressive conduct of the ceremonies and

other activities of constituent Chapters, we feel something has been accomplished.

No Mason in this state is unaware of the marked improvement that has occurred in the Craft since our Grand Lodge made available the little volume *Masonic Etiquette*. Its influence has gone out in all directions; it touches the lives of all Master Masons wherever assembled. It is our express desire that this Officers' Manual shall clarify the duties and responsibilities of Chapter Officers and make their tasks less difficult. It should create a respect for the Royal Craft in the State of New York and we trust merit a cordial reception beyond the bounds of our own jurisdiction.

The first edition of 2,500 copies of this Manual, long since exhausted, was a compilation of the work done by several previous committees. Many have contributed to this present revised and enlarged edition and the Committee makes grateful acknowledgment to all. The dominant desire was to present a Manual for Chapter procedure and etiquette so that the

plea, "He stands accused rather through ignorance on his part" may not be said of any officer. To help, aid and assist is the objective.

In Montesquieu, *Spirit of Laws* V. 7 we read, "The preservation of the ancient customs is a very considerable point in respect to manners. Since a corrupt people seldom perform any memorable actions, seldom establish societies, build cities, or enact laws; on the contrary since most institutions are derived from people of simple or severe morals, to recall men to ancient maxims is generally recalling them to virtue."

*Committee on
Masonic Education and Service.*

LEADERSHIP

The standing and the accomplishments of a Chapter are in no small measure dependent upon the leadership-ability of the Officers selected. Fine *character* and good *standing* in the community are basic to Masonic membership. *Enthusiasm* in the promotion of the principles of Masonry, *willingness* to render service and *executive ability* should be further attributes upon which officer-selection should be made.

A Companion once selected to serve as an officer has a right to aspire to preside over his Chapter but he must remember the obligation and responsibility that is necessary for Masonic preferment. It is understood that no officer is considered qualified for advancement who does not make constant study of the Constitution and Code of Procedure of the Grand Chapter. A working knowledge of them and the By-Laws of his Chapter will prove of incalculable value in the administration of his duties as a presiding officer.

An appointive office, in our system, is

filled by the presiding officer, only, as provided in the Grand Constitution. The Companion so appointed fills his station at the will and pleasure of the presiding High Priest. Progress in the line is not automatic and it does not follow that each successive High Priest will advance each man in the line. Lack of interest, constant unexcused absence and other conditions are ample reasons for removal and the appointment of another. It is better that the one dropped, with his friends, be disappointed, than that the Chapter should suffer. (No individual is bigger than the organization!) Tact and consideration can obviate disgruntlement.

No Chapter will prosper with poor officers. Capable leadership includes the training of future leaders.

The wise leader will at regular intervals call together his fellow-officers for the purpose of discussing the problems of the Chapter. Such matters as finance, budgeting, ritual and social activities, and the special problems of the year also should be considered. How can an Officer

be expected to support or promote a program about which he has been told nothing or which he does not thoroughly understand? How can he be enthusiastic about a program he has had no part in planning? Officers and Companions are sure to take deeper interest in carrying any plan to fruition, if their suggestions are made a part of the adopted program.

The very prosperity of Capitular Masonry is dependent upon the Officers of constituent Chapters. If Officers are capable, trained, zealous, enthusiastic, the Chapters will grow and take their rightful places in Masonry and in the communities. No Officer is indispensable. New material should be developed. Remember every Companion exalted is a potential Grand High Priest. More than one office boy has become Chairman of the Board.

AN ORDER OF BUSINESS

1. Opening of Chapter
2. Recognition of Present and Past High Priests, Right and Very Excellents, and Grand Chapter Officers
3. Reading of Minutes, last Stated Convocation
4. Reading of Minutes, Special Convocation, if any
5. Sickness and Distress (always in order)
6. Petitions presented
7. Reports of Committees, Standing and Special
8. Balloting on Petitions
9. Communications and Bills
10. Unfinished Business
11. New Business
12. Conferring of Degrees
13. Reading and Approval of Minutes, including those of any Special Meeting held since the last Stated Convocation
14. Closing of Chapter

NOTE: i) The minutes must be approved before the Chapter Convocation is closed.
ii) Candidates may well be prepared after item 8 above.

MEMORANDA

PART I — Administration ANNIVERSARIES

Check the date of the Constitution of your Chapter on the Warrant issued by Grand Chapter. A 50-year, a 75-year, a centennial or sesquicentennial anniversary is an important event and should be properly celebrated.

An anniversary fund should be set up at least ten years in advance to which contributions may be made annually and money added by the membership by bequest and in various other ways.

The Chapter anniversary should be planned well in advance of the time it is to be enjoyed. Committees on program, publication, dinner, tickets, music, favors, singers, speakers, publicity, guests — all need ample time to work.

A Church service as a part of such a celebration is always in order. It is usually held the Sunday before the ceremonies in the Tabernacle.

If your Chapter does not have a permanent Historian, do appoint the Com-

panion who will make this very important contribution to the program at least five years before the event to allow time and opportunity to search and gather the material.

The Grand High Priest has many commitments during his tenure of office, many of which are determined months in advance. He, with the Grand Officers, should be extended an early invitation if expected to be in attendance. GET THE DATE SET FIRST. Then make your plans.

BALLOTING

The rules governing balloting are found in the Constitution of Grand Chapter. The ballot protects the Chapter against those not deserving the title of Companion. No one may be excused from the duty of casting his ballot. No Companion will permit his vote to be influenced by selfishness, prejudice or anger, nor will he divulge his vote, even when questioned about it.

Balloting once begun must be completed without interruption or postponement. The ballot for degrees must be

unanimous and secret. The doors should be closely tiled, of course.

When about to ballot, the High Priest orders the Captain of the Host to prepare the ballot-box. He in turn directs the Principal Sojourner to prepare and present the ballot-box. After examination of the ballot-box by the Council Officers, the High Priest, King and Scribe ballot. Direction is then given to the Principal Sojourner to place the box upon the altar (never upon the Great Light) or, better, it should be placed upon a small stand, west of the altar, for the balloting by the Companions. By this means a secret ballot is assured.

All present having balloted (not "all who wish to"), the Sentinel, if a member of the Chapter, should be relieved and instructed by the High Priest before balloting.

The balloting being declared closed by the High Priest, the Principal Sojourner then carries the ballot-box to the East for the inspection of the Scribe, King and High Priest, in this order. The High

Priest announces the result. A ballot, once declared, cannot be reconsidered.

A collective ballot may be taken on several petitioners at the discretion of the High Priest with the approval of the Companions. The Grand Chapter Constitution clearly defines the procedure on further balloting and rejections.

BY-LAWS

Any By-Law in conflict with the Constitution of the Grand Chapter is void. Whenever a new or an amended By-Law has been adopted by a Chapter, it is the duty of the Secretary to send copies thereof in duplicate, to the Grand Chapter Committee on By-Laws for approval, accompanied by a certification, over the signature of the Secretary, and the seal of the Chapter. This certificate should show that such action was taken at a duly summoned Stated Convocation in accordance with the Chapter By-Laws and give the date when adopted. A copy of the adopted change, and effective date, should be sent to the Chapter members subsequent to ap-

proval by the Grand Chapter Committee on By-Laws, thus informing all members of the action taken.

Each High Priest should examine the Chapter Book of By-Laws to become thoroughly acquainted therewith. It should contain the original By-Laws, each amendment thereto, including the date of adoption and date of approval by Grand Chapter. For the purpose of confirming the record and for historical purposes, each By-Law proposal should be signed by the appointed Chapter Committee and also the High Priest and Secretary at the time.

The Chairman of the Grand Chapter Committee on By-Laws will be glad to assist any Chapter in the abridgment and revision of its By-Laws. The By-Laws should include provisions as to:

- i) day and hour of opening of Stated Convocations
- ii) fees, amount
- iii) dues, amount and when payable, and if prorated

- iv) assessments
- v) trustees, duties and term
- vi) finances and auditing
- vii) Standing Committees and duties thereof

It is not necessary to copy the duties of officers which are already listed in the Constitution. However, officers should familiarize themselves with the provisions concerning elective and appointive Companions.

A complete but inexpensive set of By-Laws can be printed or mimeographed on two sides of an 8½ x 11 sheet, and with two or four folds can be easily handled. Every member should possess a copy of the Chapter By-Laws. He promises to act in accordance therewith.

By-Laws are a Constitutional requirement and their importance should never be overlooked. The binder or book which contains them should be limited strictly to the Chapter By-Laws and should not contain the By-Laws of any other Masonic organization.

COMMITTEES

The Committees of any Chapter are useless unless they function. High Priests are urged to appoint only Companions as Chairmen who believe in and will follow through on the purposes of the Committees they are to head. The Chairmanship of a Committee is an honor but it is a working not an honorary appointment, unless so stated.

Committee reports should be made in writing on or before the date set. Reports of the Secretary, Treasurer, Trustees, Auditors and Standing Committees should follow a similar procedure. Of course, the High Priest should have a copy of the report before its presentation at the Convocation.

A small committee generally functions best. Rank and file Companions should not only be on the committee but given an opportunity to head it. This is a means of finding officer material and training the Companions for greater service to the Chapter.

The size and scope of the committee's

task will determine its size. Select members who are *not* at the Convocation when a committee is suggested. Sell the idea of capability and service and your attendance will increase.

The *Entertainment Committee* should be responsible for the social and recreational activities of the Chapter. The Council Officers will assist greatly if dates and occasions are given the Committee. Among the activities to be planned for the Companions may be skits, dramatic programs, musicales, theatre parties, ladies' nights, dinners (covered dish suppers), games, quiz and patriotic programs and so on. Use of the material in the Service Letters of the Committee on Masonic Education and Service will suggest other ideas.

The *Finance Committee* frequently is given no other task than examining and approving the bills before payment. The Annual Proceedings of Grand Chapter give a splendid picture of the responsibilities of the Finance Committee. In many Chapters the Committee is consulted on

investments and in the preparation of the annual budget. This produces interest in the Chapter and attendance at Convocations.

An *Auditing Committee* should be appointed to serve at mid-year and just previous to the Annual Convocation, and, it should submit a written report. Its duties include an examination and a cross-check of all financial accounts, of the records of the Secretary and Treasurer, Trustees and of the membership and dues ledgers. The membership of this Committee should exclude all elective officers. The Chapter Self-Studies have indicated the desirability of a semi-annual audit.

It is good business practice to have all deposits made by the Treasurer in the Chapter's name. Checks should bear the signature of the High Priest and/or the Secretary and Treasurer. Auditing is made easier if all checks are drawn against serially numbered vouchers.

A *Committee on Masonic Education* is a MUST in every Chapter. Its objectives are to make better-informed Royal Arch

Masons thus attacking the three-headed problem of attendance, enthusiasm and candidates. Such are the aims and purposes of the Standing Committee of Grand Chapter on Masonic Education and Service which have been repeatedly stated in fuller form in the Service Letters sent to the Chapters.

Freemasons request more and further Light. Most Excellent Masters are obligated to spread Masonic Light and Knowledge. We can not impart what we do not know. What a challenge to every Companion, to every Chairman of the Chapter Committee and to every officer is the matter of Education.

The Chapter Committee Chairman should be a Sanctuary Officer (CH., P.S. or R.A.C.) who may well serve for two years. Service and work on the Committee will not only assist the Chapter but benefit every potential presiding officer. Do not limit the size of the Committee — add the workers in the Chapter who participate in the program.

The Grand Chapter Committee on

Masonic Education and Service has developed into a working service-station for the Royal Arch Masons in this State. The only motive is a real desire that every one of its services — educational, informational and social activities — be used to the fullest by every Chapter and every member of the Holy Royal Arch. Make personal contact with your Service Man in the district or any member of the Grand Chapter Committee — it is your Committee.

The High Priest, who should sit in on the meetings of the Committee, will help his program for the year if he assigns ten minutes or more to the Committee at every Convocation. Following installation the High Priest should notify the Chairman of the Grand Chapter Committee of the name, address and rank of the Chairman he has appointed.

A *Membership Committee* should be appointed in every Chapter to assemble information, direct the efforts of the Companion Salesmen, co-ordinate their work and, ALL IMPORTANT, promote a defi-

nite plan of FOLLOW-UP after another dues paying member has been added to the Chapter roster. The new member should be made happy and satisfied with his purchase. Then, he will remain a Companion and a booster, even better, another salesman or representative for Capitular Masonry.

Other duties of this Committee are to stimulate attendance at Convocations, to sponsor, counsel and instruct new candidates, to see to it that every officer, Chapter worker and member of the Committee always has a current roster, and to visit the delinquent and stay-at-home Companions.

The High Priest should make certain that every Lodge (where possible) represented on the Chapter roster has a Companion therefrom on the Membership Committee. His job should be to keep in contact with his Lodge Brethren as potential Companions.

COMMUNICATIONS

Communications in writing are essential. Those from the Grand High Priest,

or from such other officers as he may direct, always should be read to the Chapter by the High Priest. All communications — from the Grand High Priest, the Grand Officers, the Official Visitors, and Committees of the Grand Chapter, the Assistant Grand Lecturers and Service Men — should be answered by officers of constituent Chapters fully and promptly. This is essential to the conduct of the affairs and business in Grand and local Chapter alike. It is also a matter of common courtesy.

CONVOCATIONS, STATED AND SPECIAL

The Convocations of a Chapter are of two kinds, Stated and Special, both of which are governed by the By-Laws of the individual Chapter in due conformity with the Grand Chapter Constitution, and approved by the Grand Chapter Committee on By-Laws.

In order to hold its Warrant, a Chapter in this jurisdiction must hold at least two Stated Convocations in each year, and it

must meet the Grand Chapter requirement of being not more than two years in arrears in the payment of the annual Per Capita Tax.

A Stated Convocation is one which is held at a stated time, afternoon or evening, and at intervals as indicated in the Chapter By-Laws. Most Chapters find it desirable to hold two Stated Convocations each month. The time and place of the Stated Convocations of every Chapter in the State are printed in the Proceedings of the Grand Chapter; Officer personnel is also given.

Companions desiring to visit other Chapters within the State should use the data given. Sojourners from other jurisdictions should be sought out by local Companions and given such information in their new residence areas.

The notice or call for a Special Convocation of a Chapter may be at the pleasure of the High Priest on due and timely notice and shall always specify the business to be transacted.

Changes of the Stated Convocations of

a Chapter may be made only by amendment to the By-Laws as prescribed therein.

All Convocations should be opened at the designated hour. A good administrator opens a meeting promptly. No business can be transacted prior to the hour stated in the By-Laws. The Chapter should be closed at a reasonable hour. *Prompt opening, a well-organized meeting and short refreshment periods will make early closing possible.* The observation of these simple procedures will increase the attendance, as surely as failure to observe them will keep members away and be detrimental to the welfare of the Chapter.

The elective and appointive officers, duly obligated, are morally bound to be present at the designated opening time of the Chapter. Officers who may be unable to attend should always advise the High Priest in ample time to be excused so that a substitute may be provided. The opportunity to serve as an officer in a Royal Arch Chapter is a privilege and should be a pleasure. Where duty ends, love begins!

Some High Priests exact a promise of prompt attendance at Stated Convocations from all appointive officers (within their cable tows) before the installation ceremonies. Such action emphasizes officer responsibility and tends to create unity. The High Priest may avoid delay and embarrassment at the meeting by providing alternate officers for each appointive station.

DIMIT

Any Royal Arch Mason in good standing may, in writing, request a dimit at any stated Convocation, and if his dues are paid in full and no charges pending it must be granted. However, he should be interviewed first by a Companion. If he is indigent, unhappy or feels Chapter has lost interest in him, the matter may thus be resolved *without loss of a member*. If the Companion is moving to another jurisdiction, the Secretary should give him the name and location of a Chapter in his new location and then write the Secretary thereof concerning the "Sojourner." The Royal Craft will be made

stronger in either case. Once you have exalted a Companion, never let him go!

HONORARY MEMBERSHIP

Honorary membership may be conferred by a Chapter upon any Royal Arch Mason in good standing to whom it may wish to extend recognition for good and sufficient reasons. It may be conferred by presentation of a resolution or proposition at a Stated Convocation followed by unanimous ballot at a subsequent Convocation. Such honorary memberships should be given sparingly, so that they will be regarded truly as a recognition of Masonic merit and service. An Honorary Member is not subject to the payment of dues, and he has **no right to vote** or participate in the business of the Chapter. He should receive notices and other courtesies as do the other members.

After you have honored a Companion do not neglect him. Call upon him to assist in election, installation and other special programs as one of your own.

INSTALLATION — REQUIREMENTS CONCERNING

The annual installation of the Officers of a Chapter is done by the retiring High Priest, or his Past High Priest proxy. (Past and Present Grand Chapter Officers are always willing to assist when requested.) Section 35 of the Constitution reads: "The installation of the Officers of a Chapter shall take place at the time of election or on or before the next stated convocation, and *no officer can be installed by proxy.*"

The Constitution, Section 36, needs no explanation regarding failure to elect and install. It reads: "If, at the time prescribed, a Chapter shall fail to elect its officers, or within the time prescribed shall fail to install its (executive) officers or any of them, or if, having elected its officers at the prescribed time, any of them shall fail or refuse to be installed within the prescribed time, the Grand High Priest, or the Deputy Grand High Priest, may grant a dispensation to such Chapter to elect or to install such officer,

or officers, as the exigencies of the case may require.

Appointive officers may be installed by the High Priest or his proxy at any stated Convocation. The ceremonies of installation always must take place in a duly opened Chapter, and in our jurisdiction, never in public. The installation of a new Chapter is done by the Grand High Priest, or his proxy.

MERITORIOUS COMPANION

A certificate of merit was established by Grand Chapter in 1936. The award is restricted to a Companion, who has never presided as High Priest, but who has by a record of unusual loyalty, perseverance, courage and dependability become a member of distinction and worthy of "merit". The Companion recommended for this honor must be in good standing in the Chapter and have (a) rendered exceptional service to or shown a real loyalty to his Masonic organizations; (b) rendered outstanding service to his community, state or the nation; (c) performed an act

of heroism, which was over and above the duties of his position.

Through the years many of our loyal Companions have been honored as Meritorious Companions and should be so greeted when attending Convocations.

For application forms write to the office of the Grand Secretary.

MINUTES AND RECORDS

The minutes are not only the authoritative record of a Chapter's activities, but the principal source of historical data of the Chapter from organization onward. The minutes are the only continuous record of the Chapter's activities. Hence they should be accurate, complete, neatly prepared and carefully preserved.

Grand Chapter requires a Chapter to provide the Secretary with the following:

- (1) A Seal for authentication
- (2) A Record or Minute Book
- (3) A Book of By-Laws, for the signature of each Companion Exalted or Affiliated

- (4) A Chapter Register of Membership
- (5) A Book of Marks
- (6) A Book for the alphabetical listing of Expulsions, Suspensions and Rejections.

The Chapter should also provide a place for the safe-keeping of all records, including space for records and material of historical value. This matter should be so stored that the Chapter historian may use it in his work.

PARLIAMENTARY LAW

The usual rules of parliamentary practice (*Robert's Rules of Order or another*) shall be the guide for the presiding officer in the Chapter insofar as they agree with Masonic usage. There must be no conflict with the By-Laws of the constituent Chapter or the Constitution, Rules and Regulations of Grand Chapter.

The Order of Business may be changed by the High Priest when in his judgment it will be best for the good and welfare of the Chapter. (*So that this may be done*

without violating the By-Laws, the Order of Business should not be a part of the By-Laws.) Extended discussion on business should be avoided or postponed if candidates are in waiting or if a Grand Officer, an Official Visitor or other guests are present, either in the Tabernacle or anteroom.

PETITIONS

The controls of admission to a Royal Arch Chapter are contained in Sections 57-66 of the Grand Chapter Constitution. Not only should each Officer familiarize himself therewith but instruction, by direct reading, should be given to the Companions.

A petition may be received only at a Stated Convocation. Never at a Special Convocation! The report of a committee of investigation can only be acted upon at a Stated Convocation.

The investigation of a petitioner should not be perfunctory. The committee of investigation, as a whole, or individually, should personally interview the applicant. The applicant will remember the investi-

gation when he sought to become a Mason. Guard well the inner door! Attendance will improve and there will be fewer N.P.D.'s and dimits on the Chapter in the Secretary's records. Incidentally, once he becomes a candidate all should acquaint themselves with him. Make him feel he is wanted. He will respond by becoming an *active member*—not one who just belongs.

A committee of investigation is required to report its findings in writing to the Chapter at a Stated Convocation within a month (except during a recess), but never to any individual. The report in itself, favorable or unfavorable, shall not be sufficient to elect or reject a petitioner. The Chapter alone shall decide. The ballot is the only means by which any petitioner is accepted or rejected.

Except as to age, Masonic standing and residence, the Chapter is the sole judge of the qualifications—physical, moral and otherwise—of a petitioner. The minimum fee for admission is determined by Grand Chapter.

PUBLIC RELATIONS

The world at large judges Royal Arch Masonry by the words, actions and attitudes of the individual member. The Royal Arch Chapter, as such, also affects the public opinion of the Capitular Rite. Thus Masonic relations, public relations and proper publicity become a factor in Chapter administration.

Public relations has to do with the whole body of contacts between any two or more given societies or organizations and all other segments of the general public with which it has, or seeks to have, contacts. In a sense, Freemasonry lines up with all bodies, religious and secular, which unite themselves in promoting the idea of a brotherhood of man under the Fatherhood of God.

The function of public relations is to establish some general accord with other systems of reciprocal interest. In other words, public relations has to do with general and basic principles.

Publicity assumes that such accord is actual or potential, and thus applies it-

self to the minute details of communication. Publicity has to do only with the means whereby such a body endeavors to make specific contacts.

Publicity should deal only on the much narrower channel of a community of interest in a given neighborhood or society, as for example, those manifested alike by Masons and other fraternal and civic groups or bodies.

Publicity is to public relations what a bucksaw is to a cord of wood.

It is of the utmost importance that these terms shall never become confused. Public relations establish the background; publicity assumes the existence of such a background but never presumes upon more than its general significance.

QUORUM

No Chapter can be lawfully opened unless there be present at least nine regular Royal Arch Masons, including an Officer of the Council empowered to preside. In the absence of all members of the Chapter Council, no Past High Priest may open

the Chapter. With nine sincere officers this regulation should constitute no problem. To conduct business the Stations of High Priest, King and Scribe must be filled. Except when conferring degrees, nine members of a Chapter shall be necessary to constitute a quorum.

SERVICE CERTIFICATES

By action of the Grand Chapter in 1943 Companions who have been in good standing in this jurisdiction for an aggregate period of fifty (50) years are entitled to the award of a certificate from Grand Chapter attesting to this fact.

(Applications for such 50-year certificates should be made to the Grand Secretary, who upon verification will cause the certificate to be executed.)

Such certificates, as with the certificate for Meritorious Companion, should always be presented by a Grand Chapter Officer or a permanent member of Grand Chapter. This ceremony of presentation can well be made one of the finest meet-

ings of the year with an appropriate program.

Some Chapters have the commendable custom of presenting 25-year certificates to Companions entitled to them by continuous membership in good standing for a period of twenty-five years. *Write the Grand Secretary for further particulars.*

SERVICE MAN

A *Service Man* is appointed, with the approval of the Grand High Priest, in each Lecture District as the personal contact Companion in the Chapters for the Grand Chapter Committee on Masonic Education and Service. The High Priest and the Chairman of the Chapter Committee should work closely with the Service Man. He has no honorary title. The work is a labor of love for Freemasonry "without the hope of fee or reward". It is pleasant to work together to make darkness light before our Companions.

MEMORANDA

PART II — Officers

COUNCIL OFFICERS

What follows applies to every Officer, particularly to the Council Officers and expressly to the High Priest.

The High Priest is presumed to be a man of integrity who has attained the highest position in his Chapter by proving himself worthy of the title of Excellent. His qualities should be emulated by all who aspire to positions of government.

The High Priest should be a model of Masonic dignity, loyalty, and dependability, possessing qualities of *leadership* that would insure the success of any enterprise he might sponsor. He is a man of humility who was drafted (did not seek) into high places because of his ability and willingness to serve. His main concern is for the good of his Companions rather than for personal gratification.

A High Priest must be a *practical* leader not afraid to assume the responsibility of his stewardship. As an executive he is no shirker but a man of action with

a definite idea of what is to be done — and he does it. Perseverance permits no discouragements and he offers no alibi.

He seeks counsel but makes his own decisions. He is a man of *high ideals* with the vision to seek long-range goals so that his successors in office may continue the Chapter program and nurture its future growth. He makes a contribution to Capitular Masonry.

Add to all these qualities a pleasing *personality* with tolerance and respect for others, a sense of humor, a love of truth, and a *devotion* to the ideals of Royal Arch Masonry and you have the pattern of a *leader* and a good executive for any successful Chapter.

Have you such a man in your midst? Mark him well! Your Chapter needs him. He will truly *fill* his station. *He* will become a better man and Mason if he serves Royal Arch Masonry.

GRAND HIGH PRIEST, RECEPTION OF

Every High Priest recognizes the dignity of the Grand High Priest and desires

to accord the incumbent all respect and honor. The Grand High Priest does not make Official Visitations — such are assigned by him to Grand Chapter officers and/or permanent members. He may make formal or informal visitations.

The Grand High Priest should always be seated *in the East* not later than nine o'clock in the evening. Courtesy will determine the place and the period of time he “waits without” upon any occasion.

Ever remember that the Grand High Priest should have all necessary information concerning: — a) the circumstances under which he will speak (always submit a copy of the program for his approval *in advance*); b) the purpose for which the Convocation is held; c) arrangements for hotel accommodations and for entertainment (dinner for himself and his lady if she accompanies him); d) committee to wait upon him and his lady while he is at the meeting; and e) confirmed information about transportation, with expected time of arrival and departure.

Proper quarters should be made avail-

able for consultation between the Grand High Priest and the principal officers of the Chapter.

The Grand Captain of the Host, or his proxy, always apprises the High Priest of the presence of the Grand High Priest as follows: The alarm having been given and response made, the Grand Captain of the Host enters the Chapter going directly to the altar, salutes and declares, "The Grand High Priest of the Grand Chapter of the State of New York, Royal Arch Masons, is about to enter," note that his name is not given as it is assumed all know it. After the Grand Captain of the Host has entered the Chapter room, the door is left open until the Grand High Priest has been escorted into the Chapter.

The High Priest (upon the entrance of the Grand Captain of the Host) calls up the Chapter and all remain standing until the ceremonies of reception have been completed. The Grand Captain of the Host escorts the Grand High Priest to the altar (without any comment) where both salute the High Priest. They

proceed to the East, where the Grand High Priest is received by the High Priest with a grip, but there are no remarks. The Grand Captain of the Host immediately steps to the front of the dais and declares: "Companions, Private Grand Honors." He then assumes the station of the Captain of the Host, so acts and remains there until such time as the Grand High Priest after returning the gavel shall leave the platform, or shall indicate to his officer the desire to retire from the Chapter. (Announcement of the retirement of the Grand High Priest and his staff from the meeting is made by the Grand Captain of the Host.)

GRAND HONORS

Grand Honors are a mark of honor and respect and should not be abused by extending them without good reason, but failure to extend when due is equally poor taste. They are always to be extended to Past and Present Grand Officers of the Grand Chapter, Official Visitors and to those Grand Officers who visit from other Grand Chapters.

Since all High Priests are members of the Grand Chapter during their term of office, it is courteous and proper to extend Grand Honors to them, when visiting a Chapter other than their own. All *Right Excellents* receive the same courtesy. This is done at the discretion of the High Priest of the Chapter but *not by* the High Priest. Grand Honors should be extended to a member when created a *Meritorious Companion*, to one awarded a 50-year certificate or to a distinguished guest of the Chapter.

The Companions are led in extending Grand Honors by the escorting officer be he the Grand Captain of the Host, Captain of the Host, or one so acting. Grand Honors may be extended others at the discretion of the High Priest.

HIGH PRIEST, THE

Every High Priest should review the questions found in the Chapter Guide which must be answered in the affirmative upon installation. A prospective presiding officer might well consider the same

questions before installation.

The High Priest selects pro tempore officers when necessary. No officer automatically succeeds to a vacant station, although he should be prepared to fill at least the next station.

In case of the death or absence of the High Priest, the King or, in his absence, the Scribe, will serve as High Priest during such vacancy or absence. He does not acquire the title of Excellent High Priest by such service. While presiding, the officer is addressed as Excellent High Priest.

All Companions respect the several stations of the officers. All Grand Officers outrank the Officers of a constituent Chapter and should be given every courtesy becoming the Grand Body they represent. A line or service officer will ever remember that he that humbleth himself shall be exalted and that arbitrary conduct or unwarranted assumption of authority is never justified by the accident of preferment. This attitude is a mark of *leadership*.

The High Priest should review with the Secretary all correspondence which may come before the Chapter, prior to the opening hour. The business will then be transacted with dignity, understanding and dispatch.

The High Priest should familiarize himself with the history and traditions of his Chapter. He should consult the Secretary regularly (not only on meeting nights) to keep himself informed regarding all financial transactions, dues payments, dues delinquencies and other transactions that affect his administration.

He should also check the annual inventory of all Chapter and ritual paraphernalia, jewels and furniture at the close of his term of office so that his successor may know exactly what materials he inherits from the preceding administrative year. This custom should be perpetuated by each successive officer and the records of inventory dated and kept in the Secretary's files.

HONORS, PRIVATE GRAND

Private Grand Honors are the property of the Grand High Priest of the Grand Chapter of the State of New York, Royal Arch Masons. Only as long as he serves as Grand High Priest is he entitled to receive them. Upon retirement from that office, he shall receive Grand Honors. Private Grand Honors are given under the direction of the Grand Captain of the Host, or the Acting Grand Captain of the Host (who is always designated by the Grand High Priest). These honors are reserved for the Grand High Priest of the State of New York and are never to be given to a visiting Grand High Priest. The General Grand High Priest receives Grand Honors.

SECRETARY, THE

The Secretary is the business man of the Chapter. His work is confined not only to the hours of meeting but between Convocations with official correspondence, filing, and keeping among other things the records of membership and fi-

nance. Filling in the blank spaces on the printed page of a general record is a small part of his duties.

Among the qualities of a good Secretary are: a) punctuality and regularity of attendance at Convocations; b) correctness and completeness in recording the proceedings — noting the attendance, the names and titles of visitors, recording the pertinent remarks of Companions and speakers, and the details of income and disbursements; c) tact and thoroughness in checking all bills; d) noting and reporting dues arrearages; e) maintenance of the membership ledger, Mark Book and other records; f) completeness and promptness in making the official annual returns to Grand Chapter. In the exercise of these qualities the Secretary will compose a permanent record and basis for the history of the Chapter.

The Secretary has the most continuous officer contact with the membership. The far-away Companion, and he who seldom comes to the Tabernacle, in addition to getting the Chapter notice, always hears

from the Secretary about dues. Here the Secretary becomes the fraternal relations ambassador.

In actual practice the efficient discharge of a Secretary's duties requires talents and skills worthy of a statesman and a good Secretary is a joy forever.

TITLES

The official title of the Grand High Priest of the State of New York, Royal Arch Masons is *Most Excellent Companion*. This title is held also by every Past Grand High Priest. All Grand Officers below the rank of Grand High Priest hold the title of *Right Excellent Companion*. The Grand Sentinel's title is *Excellent Companion*. Those who have been honored by bestowal of a commission have the title of *Right Excellent Companion*, during and after the period for which their commission is in effect. Assistant Grand Lecturers are given the title of *Very Excellent Companion*. A Companion who has been issued a Certificate of Merit has the title of *Meritorious Companion*.

Chapter Lecturers have no title unless they have been High Priest, when they hold the title of *Excellent Companion*.

TRUSTEES, THE

Most Chapter By-Laws provide for a Board of Trustees consisting of three members. Each Trustee serves a three-year term, with one term expiring each year. It is a noticeable fact that in many Chapters, the election to the Board of Trustees is naught but a complimentary gesture to the retiring High Priest. The appointment of a Chaplain and the election of a Treasurer are often gestures of affection. All are serious and responsible jobs requiring qualified personnel.

Trustees and their duties are stated in Section 5 of the Benevolent Orders Law under which The Grand Chapter of the State of New York, Royal Arch Masons, is incorporated. Constituent Chapters are not under that Law unless they have filed the necessary certificate.

Trustees for their own protection should act on investments only as voted, author-

ized and directed by the Chapter to purchase and/or sell securities specifically. The Chapter should not delegate its authority or discretion to the Trustees or a Finance Committee as to the sale or purchase of securities held or to be held by or on behalf of the Chapter. Any well-qualified Companion should be given an opportunity to serve as Trustee even though not a Past High Priest.

In small Chapters the Trustees may serve also as a Finance Committee whose duty would be to make recommendations to the Chapter.

Some responsibilities of the Trustees should be — a) to have charge of the permanent or reserve fund; b) to invest in stocks, bonds, mortgages and the like which are legal for investment for Savings Banks in New York as and when voted by the Chapter; c) responsibility for the purchase, handling and upkeep of paraphernalia, property and equipment of the Chapter (money should be provided in the budget); and d) such other duties as may be desirable for a particular Chapter.

The Chairman of the Grand Chapter Committee on By-Laws will be pleased to assist by recommending an appropriate amendment to your By-Laws, as to Trustees if requested to do so.

The Trustees should submit an Annual Report in writing and interim reports if the High Priest should request. Their Annual Report with those of the Secretary and of the Treasurer should be approved by the Auditing Committee and filed with the minutes of the Annual Convocation. Trustees who do not work should be replaced. TRUSTEESHIP IS IMPORTANT.

VISITORS, OFFICIAL

The Official Visitor represents the Grand Chapter and brings with him a message from the Grand High Priest. The hour of entrance is not later than 9 P. M. The Official Visitor is designated by the Grand High Priest and he may be a Present or Past Grand Officer.

The purpose of an *Official Visitation* is three-fold:

- i) To provide an enthusiastic meeting that shall be an inspiration to good work and better attendance during the entire year. *Written notice* of Official Visitations should be sent to each member.
- ii) To afford the Grand Officer and the Companions in the Chapter, with the visiting Companions, an opportunity to become acquainted.
- iii) The several visitations of each Grand Officer afford occasions for wider study. The Grand Officer comes to know, at first hand, something of the peculiar problems facing the individual Chapters. Mutual understanding and cooperative solutions, following discussion, tend to build effective leadership. Fraternal visitations of constituent Chapters offer similar opportunity to all officers concerned. No one stands alone!

Advance Report Forms are sent to each Chapter scheduled for an Official Visitation which are to be filled in by the High

Priest and the Chapter Secretary. These reports are to be delivered to the Official Visitor on or before the date stated on the forms. The Visitor will review each item and, where necessary, discuss it with the Council Officers when he arrives at the place of visitation, offering advice and suggestions.

An inspection may, if agreeable to the Visitor, be held at a special or stated convocation. In anticipation of the Visitation, all necessary preparation should be made to open the Chapter on time and to expedite the business and the reception of the guests. A copy of the program of the evening should be submitted to the Visitor for his approval before he makes the Visitation. No entertainment, other than a solo or a musical number, should be included in the Chapter room program. Similar courtesies should be extended to a guest speaker.

The records and other matter indicated on the Advance Report Forms must be laid out for checking and examination by the Official Visitor.

Visiting High Priests and other guests may be asked to speak before the entrance of the Official Visitor. Past and Present Grand Officers will be called upon by the Visitor who is always the last speaker. All announcements should be made before he is extended the gavel.

The Assistant Grand Lecturer shall check the attendance of all Chapters represented, and a record thereof given the Visitor before he makes his address. The *Official* form for the introduction of an Official Visitor is to be found a few pages further on in this Manual.

The Official Visitor will need an hour or more with the High Priest and Secretary for the examination of the records and the discussion of Chapter activities. Everything that expedites this work shows a gracious courtesy to the visiting officer and will leave an impression of efficiency.

Prompt opening at the hour stated and procedure of the Convocation with dispatch will mean closing at a reasonable hour. A brief social period after the Con-

vocation will develop FRIENDSHIP — the peculiar characteristic of a Master Mason. It will also increase attendance at the next gathering in the Tabernacle.

PART III — *Ritual and Instruction*

ALTAR

The Altar used in the Chapter is triangular in shape including its top. Its apex faces toward the East. Its relation to the Veils and to the Sanctuary is explained at Grand Lecturer's Conventions. On the Altar rests the Holy Bible which sends out its rays of truth and Light. The Great Light is the nucleus of all Masonic life and the point within the circle of our Brotherhood. An appropriate Altar cloth or mourning drape are the only coverings permitted. The Altar must not be covered by the national flag or any other such emblem at anytime.

Before reading the names of departed Companions the High Priest shall raise the Chapter. Then he orders the Captain of the Host to see that the Altar is draped for a period of thirty days. (The practice of holding a Memorial Service and draping in June and December is recommended.) The Captain of the Host directs the Principal Sojourner to drape

the Altar. The Principal Sojourner, accompanied by the Royal Arch Captain, advances to the Altar. The Royal Arch Captain holds the Holy Bible while the Principal Sojourner places the cloth of mourning on the Altar. (Never spread the cloth over the Holy Bible.) It is in keeping with the occasion to have prayer by the Chaplain, or some other well-qualified Companion (Clergyman) and/or to have a hymn sung, either by the entire Chapter, or a soloist.

SUGGESTED HYMNS:

Lead, Kindly Light
Abide With Me
Peace, Perfect Peace
Ten Thousand Times Ten Thousand

SUGGESTED POEMS:

*Sunset and Evening Star — Crossing
the Bar*
Resignation — Longfellow
Psalms 23
Thanatopsis — Bryant
Man Was Made to Mourn — Burns

APRONS AND JEWELS

The apron of the Royal Arch Mason should be worn on the outside of any clothing or costumes for uniformity of appearance. Historically this is what is meant by being properly clothed.

When a Chapter or the Officers of a Chapter plan to attend a Craft Lodge as Royal Arch Masons, it is necessary to obtain permission from the Master of that Lodge, before wearing Royal Arch aprons. This is the Master's prerogative. Such visitations are desirable Masonic activity for both Craft Lodge and Royal Arch Chapter. Wearing the scarlet bordered apron is a commendable practice as Masonic education for the Blue Lodge Mason.

The badge of his office is presented to each officer upon installation in Grand or constituent Chapter. It is commonly referred to as a Jewel of office. Each has significance and should be worn by the proper officer.

The appropriate jewel for each office: High Priest, emblem is the *Mitre*, usually carrying inscription across the face "*Holi-*

ness to the Lord"; he should wear a Breastplate as is always done at ceremonies of dedication and consecration; King, badge is *Crown* surmounted by the *Level*; Scribe, jewel is *Plumb-Rule* surmounted by a *Turban*; the Sanctuary officers wear, Captain of the Host, _____; Principal Sojourner, _____; Royal Arch Captain, _____; Masters of Veils, badge of each is *Sword*; the Sentinel, jewel is *Crossed Swords*; Secretary, jewel is *Crossed Quills* or *Pens*; Treasurer, is *Crossed Keys*.

These jewels should be worn by the Officers (including Grand) at all the Convocations of a Chapter (and in all degrees) Grand and Past Grand Officers and Past High Priests should wear their aprons at Convocations, not only because of office held but because it is inspirational to the Companions.

CANDIDATES, INSTRUCTION

Each Chapter shall provide a Standing Committee, of which the Chapter Lecturer shall be an ex-officio member, on the

instruction of its candidates. *Question and Answer Lecture* pamphlets have been provided by this Grand Chapter to assist in such instruction and may be secured from the Assistant Grand Lecturer or the office of the Grand Secretary.

Instruction of candidates affords an opportunity to put Companions to work. This is a test of *leadership*.

Individual instruction is desirable. However, if there is more than one candidate, then time and space should be arranged to meet with the Standing Committee on Instruction. There are many advantages of group instruction in addition to the ease of learning. Friendship, a sense of belonging to the Chapter, the opportunity to learn some of the history of the Holy Royal Arch and its importance to Freemasonry, the interpretation of the ritual and getting a knowledge of the individual Chapter by the new Brother — are but a few benefits derived when a committee serves well.

DEGREE CONFERRAL

Every Chapter shall adopt and practice the Standard Work and Lectures as promulgated by this Grand Chapter and exemplified by the Grand Lecturer, under direction of the Committee on Rituals, in District Conventions, or in Schools of Instruction by the Assistant Grand Lecturers under the direction of the Grand Lecturer. [*A neglect or refusal to practice the Standard Work as promulgated by this Grand Chapter is an act for which a warrant (charter) may be forfeited.* (Sec. 46 of the Constitution.)]

Degrees in a Chapter of Royal Arch Masons are conferred, not communicated, and every candidate is a participant in the Work. He is entitled to have the words spoken with clarity, meaning and sincerity so that he knows "what it is all about." The officer taking part in a degree shall study the meaning as well as the correct pronunciation, enunciation, and order of the words. A candidate will not appreciate what he cannot hear or understand.

Any team must practice if it is to perform creditably. Such practice, or rehearsal, under the direction of the Chapter Lecturer should always be held before conferring any degree. Not only will the candidate get more out of the conferral, but so also will every one of the officers.

We have the exemplification of the various degrees in Convention to teach, instruct and acquire Masonic knowledge by way of the ritual. The ritual contains all that is necessary for impressive work. Innovations or "stunts" are strictly forbidden.

The ritual of the Grand Chapter may not be perfect, but if properly exemplified, the teachings of Freemasonry are important and essential in the building of the temple of life. Properly done the candidate will see the actual character portrayed. Orators are not necessary, but sincerity of purpose is fundamental.

A Chapter may, by vote, request another Chapter to confer any degree upon a candidate who has been duly accepted by

such requesting Chapter, such request to be in writing and under the seal of the Chapter. Where a Chapter desires another Chapter to confer for it the degree of Mark Master Mason it shall first obtain a dispensation from the Grand High Priest or Deputy Grand High Priest. (Sec. 73 of the Constitution.)

Any Chapter, upon special dispensation by the Grand High Priest, may, upon invitation from a Chapter in a foreign Jurisdiction, visit and confer a degree according to the Ritual in use by the former; and,

Any Chapter, upon special dispensation of the Grand High Priest, may invite a Chapter from a foreign Jurisdiction, to visit and confer a degree according to the Ritual in use by the latter. (Sec. 67 of the Constitution.)

It is to be remembered that there is no short form for the conferring of any of the degrees. The mere obligating of a candidate in any degree does not constitute the conferring of it. Such practices are strictly forbidden.

DISTRICT CONVENTIONS

The jurisdiction of the Grand Chapter of the State of New York, Royal Arch Masons, has been divided into Lecture Districts for each of which there is appointed an Assistant Grand Lecturer.

The Grand Lecturer is required by the Constitution to hold at least one Convention in each Lecture District each year for the purpose of examining the exemplification of the Standard Work. He selects the Chapter, or Chapters and the Tabernacle in which the work is to be done. The date of each Convention is to be set by him well in advance of the time the work is to be reviewed. He assigns the work that shall be done in each of the degrees.

The Officers of each Chapter are subject to an assignment in the exemplification of the work in a Convention. It is required that the Officers of all Chapters shall attend and take part in the work. The Companions are urged to attend.

Convention dates have been carefully co-ordinated with the Grand High Priest's assignments of Official Visitations. Offi-

cial notification of dates and places of District Conventions and Official Visitations are sent to the Chapters before the dates of their annual Convocations so that incoming High Priests may properly program their schedule of work and avoid conflicts — conflicts not only by Chapters, but Masonic and other organization activities. No excuse, therefore, can be accepted claiming ignorance of the time and place of assignment of the work at a District Convention by Chapter officers or Companions. The avoidance of conflicts can be a real contribution to the community by the High Priest.

The Chapters should publicize the District Conventions in their notices, in the public press, and by sending cards to the Officers and members; by calling them on the telephone and/or by personal contact.

Chapters are morally bound to make it possible for their members to attend Conventions. Should a Convention date fall on the same day as that of a Chapter's Stated Convocation, so far as it is possible, such Chapter shall shorten or suspend

that Convocation to attend the Convention. The same holds true for the Official Visitation.

The Chapter in whose Tabernacle the Convention is to be held shall transact its business expeditiously. The Grand Lecturer will open the Convention not later than 8:30 P. M. Please govern yourself accordingly. This will make it possible to close early, have a social and question period and permit the Companions who have travelled some distance to depart at a reasonable hour.

Any Companion accepting a part in the work is expected to perform his duty. Should he be unable to attend, within the length of his cable tow, he should inform the High Priest of his Chapter. It is not always possible to find a substitute to fill a vacancy on short notice. To select a Companion to take a part at the last moment is neither wise nor good practice. Officers and Companions, alike, should realize that the ultimate purpose of a Convention is not merely to make sure that the Chapters adhere to the Stand-

ard Work, but also to encourage pride, thought and understanding of the Companions who shall be and are engaged in the performance of that work.

LECTURERS, CHAPTER

For more than thirty-five years a Grand Chapter resolution has been effective that "the Chapters of this jurisdiction be advised to provide in their By-Laws for an additional officer, to be known as Lecturer, who shall be the Custodian of the Work in that particular Chapter, and whose function it shall be to instruct the Companions in the Standard Work of the Grand Chapter. It is essential that this officer should have a permanent tenure of office, so far as practicable."

Such Chapter Lecturer should perforce work with and under the direction of the Assistant Grand Lecturer of the District.

The duties of this officer are to supervise the rehearsals of Chapter officers, making such corrections as may be necessary; to have direction over the instruction of candidates and certify their profi-

ciency to the High Priest. He should be one whose knowledge of the Ritual is well established, and who is prompted by a desire to be of service, but none of the foregoing releases the High Priest of his responsibility.

LECTURER, THE GRAND

The Grand Lecturer is a staff officer appointed by the Grand High Priest and his duties and prerogatives are indicated in the Constitution. He shall perform all the ritualistic and executive functions of his office and may be assigned special duties by the Grand High Priest.

LECTURERS, ASSISTANT GRAND

The Proceedings of Grand Chapter give the name and address of the Assistant Grand Lecturer for each District. The Assistant Grand Lecturer is appointed by the Grand Lecturer, subject to the approval of the Grand High Priest. His title shall be *Very Excellent*. There is no tenure to his term of office.

The jurisdiction of the Grand Chapter

of the State of New York, Royal Arch Masons, has been divided into Districts for each of which there is appointed an Assistant Grand Lecturer. The responsibilities and duties of an Assistant Grand Lecturer are clearly defined in the special instructions issued with his certificate of appointment.

The Assistant Grand Lecturer shall visit each Chapter in the District as directed by the Grand Lecturer. He shall arrange such occasions when a degree, of his selection, is to be exemplified. It is the duty of the Assistant Grand Lecturer to see that there are no infringements, practices or work not in accordance with the requirements of Grand Chapter and shall report violations promptly to the Grand Lecturer. Such practices are a violation of the Constitution.

It is absolutely essential that the Assistant Grand Lecturer promote, check and report to the visiting officer, the attendance of all Chapter Officers and Companions at the District Convention and at the Official Visitations.

The A. G. L. should be ever ready to assist each Chapter to do *good work, true work, square work*. Work with him. His only reward is a District proud of its ritualistic proficiency.

ORDER OF HIGH PRIESTHOOD

The control of the Order of High Priesthood is vested in the Grand Chapter. Every High Priest-elect is required to receive the Order. This is conferred under the direction of the Grand Chapter on the first day of the Annual Convocation and without fee, none being present but regularly anointed High Priests.

No High Priest shall exercise any of the duties of his office after the Annual Convocation of the Grand Chapter next succeeding his election, unless he shall have received the Order of High Priesthood.

No elected and installed High Priest who fails to receive the Order of High Priesthood, as above provided, shall be entitled to the rank of Present or Past High Priest of his Chapter.

The Grand High Priest, or Deputy Grand High Priest, shall have the power to grant a dispensation for the assembling of a Convention of not less than three duly anointed High Priests, to confer said Order on the newly elected High Priest of a Chapter, under such restrictions and upon such conditions as said officers may deem proper to impose, but in all cases without fee.

No High Priest shall be given the right to have the order of High Priesthood conferred upon him until he has been installed. However, a High Priest appointed to that office by the Grand High Priest or by the Deputy Grand High Priest shall be eligible to have the order conferred upon him.

PARAPHERNALIA

The required standard equipment and paraphernalia for this jurisdiction are enumerated in the Grand Chapter Constitution and in the *Authorized Manual of Instruction* (Chapter Guide). The best supplies available within the means of the

Chapter should be used. The officer using them and the candidate viewing them will both get more from *good work, true work, square work*. The Grand Lecturer should be consulted on this matter.

REDEDICATIONS

The Grand High Priest and the Grand Chapter Officers are always happy to *rededicate* and *reconsecrate* the centennial or sesquicentennial of a Chapter. There is a standard program used by the Grand Chapter of the State of New York for such ceremonies. Arrangements for such a program should be made with the Grand High Priest well in advance of the date.

Full details for the rededication and reconsecration ceremonies will be sent to the High Priest of the Chapter. No changes may be made in the plans after the Grand High Priest has approved the program for the occasion. This is strictly a Grand Chapter matter and not one which the officers of a constituent Chapter may set up for the Grand Officers.

RITUAL, EXEMPLIFICATION OF

A ritual is something repeated over and over again, always in the same form. Yet, ritual is something more than repetition. At least such is the case with Masonic ritual. Our ritual contains many instructions to the candidate concerning his etiquette, conduct and behavior as a Man and Mason. It also contains much of the symbolism, ethics and philosophy of the Craft. Actually, a ritual is a rite or form of instruction. This is what we do with our *ritual* during an *exemplification*—we *instruct*.

Ritual is not an end in itself but a means, a method, used by all ages of mankind in all activities which have to do with human affairs and behavior. It is used in Capitular Masonry and elsewhere to give meaning to the forms and ceremonies. The ritual is the vehicle, the vestibule—indeed, the very Soul of Freemasonry. A deliberate cultivation of behavior both in officers and members results when the ritual is properly executed and understood.

The exemplification of a degree in Chapter, School of Instruction or Convention is not only a rehearsal of parts but the performing officers and observers get the “know-how” of delivery, interpretation and general performance. They become the “characters”, not merely someone speaking the lines.

SCHOOL OF INSTRUCTION

Several Schools of Instruction exist throughout the state for the express purpose of aiding the Chapters. They are supported and maintained by voluntary contributions from the Chapters in the District and the Companions. The Grand Lecturer may visit them from time to time to supervise the Standard Work and to offer constructive suggestions concerning school operation.

Each School is governed by a set of By-Laws approved by the Grand Chapter Committee on Ritual and the Grand Chapter Committee on By-Laws. These By-Laws may be obtained from the Grand Lecturer's office.

The President presides over the School program which may include discussion periods centering around the administrative duties of a High Priest and his prerogatives; Constitutional requirements governing a High Priest; the program of the Grand High Priest and that of the Committee on Masonic Education and Service; auditing, finance and other reports.

The Assistant Grand Lecturer of the District shall preside for ritualistic work in the several degrees. He shall assign the parts among the several Chapters and conduct rehearsals when the happy custom is followed of a School cast putting on a degree for the District.

SUPPLIES

To insure standardization in form, color, material, size, quality and a fair price it is suggested that supplies may be obtained through the *Grand Lodge Sales and Service Committee, 71 West 23rd Street, New York 10*. Thus the supplies

will conform to the standards, colors, and so on approved by the Grand Chapter of the State of New York, R. A. M.

Needless to say, everything used should be clean and in good repair. Broken working tools are worse than none.

MEMORANDA

PART IV — *Etiquette*

DELEGATIONS, RECEPTION OF

A large delegation entering the room is inspiring to all. The delegation may include in order of entrance (each group with an individual escort), Companions, Past and Present High Priests, former and present Right and Very Excellents. Following the salute, each group is introduced and greeted from the East. Grand Honors are accorded collectively where due. Appropriate response may be made by the head of the leading group while West of the Altar. All should be escorted to the East and extended the hand of fellowship with the High Priest on the level.

Do not have too many delegations. The time schedule will determine the number of groups. The Companions will arrive early and come again if your program starts promptly.

As every Council Officer should attend the Grand Chapter Annual Convocation, a word as to procedure may be in order:

Following pronouncement by the Grand

Captain of the Host, the Grand Chapter Officers enter, the Grand High Priest, being escorted last by the Grand Captain of the Host. The visiting delegations from sister Grand Chapters enter in order of date of their constitution — the youngest first and the oldest last. This protocol is followed in most jurisdictions. An observance of this procedure will add to your pleasure while in attendance at Grand Chapter. Grand Honors for all are under the direction of the Grand Captain of the Host.

The practice of receiving a Companion as Past High Priest, again as Right Excellent and perhaps several times more in order to recognize other honors and titles he may have received should be avoided as it is time-consuming and unfair to the Distinguished Visitor. It is suggested that the Distinguished Visitor be received *but once* with the group in which protocol would place him or as he may select. Proper planning will make it possible for the escorting officer to mention other delegations of which the Companion might

have been a member, with his appropriate titles.

It is suggested that only the head of the Masonic organization — District, State or otherwise — be received individually.

Past and Present Grand Officers are always received as a separate delegation. Position in the line when being escorted into the Chapter room is the reverse of the listing found in the Proceedings of Grand Chapter. A nice custom is to have the Senior Past Grand High Priest present enter as the head of the delegations, under escort. It is courteous and proper to introduce him as Most Excellent, Grand High Priest, 19 . . . , rather than Past Grand High Priest. The Companions present will not then ask, "When was he in the Grand East?" (the year for each is in the Proceedings) and it is a compliment due the distinguished visitor.

The ranking Grand Officer should be the last personage received by the High Priest or presiding officer. He will then be at the immediate right of the High

Priest in the East. Following Grand Honors led by the Captain of the Host or escorting officer, the High Priest, with perhaps a request for a few remarks, then will hand the gavel to the ranking officer who should seat the Companions.

Be sure each escorting officer gives the Secretary a written list of all in his group for inclusion in the minutes — name, titles, location.

Every visitor should sign the "Visitors Register" before entering the Tabernacle. This is part of the history of the Chapter.

SPEAKERS

In engaging a speaker — Grand Officer, the Mayor or any other — care should be taken to give him all necessary information including:

- i) The place and circumstances under which he will speak. (A tiled meeting; an open meeting; ladies present; any other speakers and so on.)
- ii) The purpose for which the meeting is to be held.

- iii) The subject upon which the speech is to be based.
- iv) The time, place and hour of introduction.
- v) Information about transportation — train or plane schedule or best route by highway.
- vi) Place and hour of dinner and with whom if the speaker comes from a distance.

All arrangements should be confirmed in writing.

Grand Chapter does not provide expense coverage for special Chapter programs at which a Grand Officer is asked to speak. When a speaker has not indicated that he expects a fee, strict care should be taken promptly to reimburse him for his expenses. (Time and distance affect transportation costs, meals, hotel accommodations, taxi fares and incidentals.) Many fine Masonic speakers are not rich in this world's goods. Treat him as your guest. He may be able to accept an invitation to return or agree to speak elsewhere.

If a fee has been agreed upon it should be paid the same night. Incidentally, the High Priest or one representing him should meet and leave the speaker at the station or at the hotel.

The speaker's name and the title of his address should be prominently printed in the body of the notice. He should receive a copy of that and the succeeding notice. Common courtesy demands a crowded Tabernacle. A letter of appreciation should always be sent to the Guest-Speaker after he has come and gone.

One of the essentials of hospitality to a Guest-Speaker is to see that he is introduced at the time appointed. In return he will repay the courtesy by making it equally important to stop on time.

VISITING OUTSIDE JURISDICTION

When arranging a group visit to, or receiving such a visit from, a Chapter in another Grand Jurisdiction it is necessary that permission be obtained and arranged through the Grand Secretary's

Office. Should it be the desire to have the Grand High Priest accompany a Chapter on such a visit to another Jurisdiction, or to have the Grand High Priest of another Grand Jurisdiction accompany one of his Chapters on a visit to this Grand Jurisdiction, arrangements must be cleared with the Grand Secretary's Office. The heads of Grand Chapters usually have their dates booked months in advance. An early request is more likely to receive attention than a late one. (Also, see ruling on dispensations.)

OFFICIAL VISITOR, INTRODUCTION OF

The Official Visitor comes to the Chapter as the representative of the Grand Chapter of the State of New York, Royal Arch Masons, and not as the personal representative of the Grand High Priest, but brings with him a message from the Grand High Priest.

Sentinel ***** R.E.:....., escort for the Official Visitor desires admission. (Permission is granted. The

Sentinel must leave the door open until Visitor enters the Chapter.)

Escorting officer advances to Altar, salutes and says:

R.:E.:
Grand of the Grand Chapter of the State of New York, Royal Arch Masons, making an Official Visitation and representing the Grand Chapter of the State of New York with a message from the Grand High Priest is about to enter.

H.P.***Calls up Chapter. Official Visitor is escorted to the altar, salutes, and proceeds to the East without introduction. Escorting officer takes C. H.'s station where he remains until the Official Visitor relinquishes the East or retires.

H.P. Companions, R.:E.:
....., Grand of the Grand Chapter of the State of New York, Royal Arch Masons; Grand Honors, taking time from the escorting officer.

Escorting Companion — Grand Honors — *** **

(H. P. tenders the gavel to the Official Visitor who is in charge until the Chapter is closed.)

The Official Visitor has complete control of the Convocation during the visit. All plans for that evening must be submitted to him for approval and execution. It is understood that there shall be no speaker following the Official Address. Past and Present High Priests, V.:E.: & R.:E.: Companions, and Past or Present Grand Officers attending an Official Visitation are to be received before the Official Visitor enters. He is received last, and no one shall be received after he has entered, except as he may desire to extend that courtesy. At the time of this visit, the Official Visitor outranks all Grand Officers present, except the Grand High Priest, who normally would not be present.

THE OFFICIAL VISITOR, THE DEPUTY GRAND HIGH PRIEST AND

THE GRAND HIGH PRIEST SHOULD ALWAYS BE RECEIVED NOT LATER THAN 9 P. M.

OFFICIAL VISITOR, RECEPTION OF

While on Official business the Visitor is a guest of the Chapter and should be so treated. Every effort should be made to make the Visitor feel at home. His time is always limited. Assistance should be given in making hotel reservations; suggestions should be made as to the best local means of transportation; and dining facilities should be provided. It is the personal responsibility of the High Priest of the Chapter in whose Tabernacle the visit is to be held to see that the Official Visitor is aided in his task.

VISITORS

The right to visit is one of courtesy and may be granted or denied at the pleasure of the High Priest. No visitor should be admitted if a member of the Chapter objects. A Grand Officer of the Grand Chapter of the State of New York

in the performance of his duties can, of right, claim admittance to any Chapter in this Grand Jurisdiction at any time. An Official Visitor, representing the Grand High Priest or on special assignment has that same privilege.

135

MEMORANDA

PART V — *Royal Arch Education* PROGRAMS

The chief reason for supplementing your Degree Work and Stated Meetings with programs will be the sincerity of your answer to: "Are you pleased with the present attendance and enthusiasm of your Chapter?"

Each successive Grand High Priest has stressed the importance of having a plan of action — a program for every Convocation — which will mean a Program for the year. The Service Letters have suggested over 100 programs.

Proper programming is not the only answer to the tri-headed bogie of candidates, enthusiasm and inevitable improved Chapter attendance. It takes imagination and Work, but you may be sure that every Chapter with an excellent attendance has an excellent *Plan* or *Program* for producing it.

Plan Your Work and then *Work Your Plan*. Use the Service Letters.

ROYAL ARCH READING COURSES

Your Grand Chapter offers every Companion an opportunity to participate as a member of the largest and best Reading Course conducted for Royal Arch Companions. The books are well chosen; there are beginners and advanced courses; and the only cost is the slight mail charge when returning the books for those that are to follow. *Reading Masons are active Masons.* Registration blanks should be on the Secretary's desk and both new and old Companions should be encouraged to enroll for the Course. The Royal Arch Reading Course is a MUST for every officer and member of the Chapter Committee on Masonic Education and Service.

SERVICE LETTERS

The Service Letters cover a wide field of material. It is not expected that every High Priest will use all the suggestions but he is entitled a full opportunity of selection. A wise Line Officer will make himself thoroughly acquainted with the

working tools available.

The Binder containing the Service Letters and all material issued by the Grand Chapter Committee should not only be read by each Chapter Officer but should be a topic of discussion at officers' meetings. The Chapter copy of this Binder is to be transmitted to successive High Priests following their installation.

THE ROYAL ARCH MASON

THE ROYAL ARCH MASON is the official organ of the General Grand Chapter of Royal Arch Masons. While primarily directed toward Royal Arch Masons its reading matter is of interest to Freemasons around the world. The magazine is published quarterly in Trenton, Missouri. Subscription rates are scaled from One Dollar (\$1.00) for a two-year subscription to Ten Dollars (\$10.00) for a life subscription. It may be ordered directly by sending the subscription price to *The Royal Arch Mason, Box 529, Trenton, Missouri*, stating clearly your Chapter, name, street address, city and state.

Every Royal Arch Mason should be a subscriber. Master Masons are interested and should be encouraged to read. Have several copies, with your Chapter name and meeting dates clearly written thereon, in the anteroom of the Lodge.

The Secretary should have blanks at his desk, always. What better time to interest the Companion in further knowledge of Royal Arch Masonry, than when he steps to the Secretary's desk to sign the By-Laws? He will thank you.

PART VI — Quick Answers

The following *Highlights* pinpoint many of the queries received by the Grand Chapter Committee on Masonic Education and Service and those asked Official Visitors. All are fundamental to an active, healthy Chapter. Many are of particular interest to the High Priest — present and potential. They are presented as *DO'S* and *DON'TS* for quick and easy reference.

DO . . .

Open punctually and do close early.



Issue an interesting and lively Chapter notice. That is an obligation to your far-away Companions.



Check all Chapter correspondence with the Secretary before each convocation.



Approve minutes before closing. A must.

DO . . .

Know your Constitution, By-Laws, Manual of Instruction (Chapter Guide), Manual for Officers and Proceedings.



Have a working and thinking finance committee.



Give committees ample time to arrange and publicize events assigned. Obviously there should be accord with the program for the year.



Have an open-night with entertainment inviting Master Masons and/or the ladies. Your Chapter is a part of the community. Is it an active or an inactive part?



Use Veils to guard extra doors during balloting.



Include candidates in all social events.

DO . . .

Remember that an officer who does HIS BEST is to be commended. Commend him.



Call those who support your meetings — Companions, not side-liners. The title has been conferred.



Make certain all officers are present and prepared to do their work for the convocation.



Appoint a Companion well versed in the Standard Work as the Chapter Lecturer.



Attend Official Visits and Grand Lecturer's Conventions. Remember your obligation as an officer.



Use the facilities and services of the Grand Chapter Committee on Masonic Education and Service.

DO . . .

Select Chapter officers with care on a basis of ability, interest and attitude toward Royal Arch Masonry.



Remember your officers will give stronger support to a program they help to build.



Have frequent meetings with your officers.



Acquaint officers and Companions with your plans for the year.



Remember your officer-selection may one day be the selector.



Check quarterly on the expenditures against the Chapter budget.

DO . . .

Operate the Chapter on income only — from dues and interest on investments et cetera.



Place all surplus from fees in a reserve fund.



Make sure the Chapter seal is clear and distinct.



Tile doors closely during balloting and obligating.



Make a study of your membership — and know their professions, business, education and activities in the community.



Make prompt application for fifty year certificates when due.



Stimulate full discussion by Companions on Chapter activities.

DO . . .

Get suggestions and plan your year when you are Scribe and/or King; start gathering program and notice material before you reach the Council or the East.



Sit in with your committees' meetings.



Have a dinner-party with your officers and their ladies. It may be followed by a talk, cards or the theater.



Try a Covered-dish Supper before a Chapter meeting or a social event. Let each lady supply her specialty. The Chapter to furnish bread, butter, and beverage.



Vary the food every time there are to be EATS. Variety is a spur to attendance and can help to balance costs.



Look and act **ENTHUSIASTIC.**

DO . . .

Plan anniversary programs — Chapter, individual, community, national, historic and others.



Consider value of tuxedo dress for all officers at each convocation.



Follow Masonic etiquette in the conduct of the Chapter — do not embarrass guest speakers, grand chapter officers and official visitors unwittingly.



Know when and how to extend Grand Honors and Private Grand Honors. Do extend them to all past and present grand officers.



Obey the Constitution and insist that the candidates be properly instructed in the lectures of each degree.



Remember that you can extend Grand Honors to visiting High Priests.

DO . . .

Insist that the preparation room is for the use of the candidates and the officers whose duty it is to prepare them for the degree.



Have an ample supply of Question and Answer leaflets on hand for candidates. It may be well to have them in the hands of the Chapter Lecturer.



Contact the Grand Lecturer's office for questions on the Manual of Instruction (Chapter Guide).



Ask the Assistant Grand Lecturer the time needed for a perfect performance for each degree.



Keep your paraphernalia in good repair and appearance.



Let the Captain of the Host, the Scribe, and the King confer a degree. Have a Past High Priest Night.

DO . . .

Your officers a good turn and attend the School of Instruction with them.



Enroll in the Reading Course.



Make certain that every officer is a subscriber and reader of the Royal Arch Mason Magazine.



Visit the Royal Arch Library and Museum when opportunity affords. Do make contributions to this Royal Arch activity.



Be friendly. It is contagious.



Be as proud of your Chapter as you want it to be proud of you.

Your resourcefulness and initiative must furnish many answers to questions which may arise that are not covered in this Manual,— but —

DON'T . . .

Try to open your Chapter in short form. There is no such thing.



Permit your officers to be habitually late or absent.



Lean on the secretary and accuse him of "bossing".



Have long refreshment periods.



Excuse any Companion from balloting. It is a duty and obligation.



Deny sentinel right to ballot if he is a member of your Chapter.



Permit admission or retirement from the Chapter during the process of balloting. (Except Sentinel.)



Neglect to use the talents of YOUR membership.

DON'T . . .

Take yourself too seriously, but be serious and sincere about the job to be done.



Budget initiation fees as income.



Have a program without a purpose.



Have Chapter notices stereotyped. Make constant changes in the materials and contents.



Nominate past or present High Priests for Meritorious Certificates.



Confer too many Honorary Memberships — such practice detracts from distinction intended.



Underrate value of ladies' nights in the Chapter.

DON'T . . .

Overlook the value of DeMolay in the community. Miss a party for the boys and their best girls — dance, home talent and, of course, refreshments.



Have the same set-up and food at succeeding collations. Ask the ladies for suggestions.



Overlook value of rededication and re-consecration programs.



Waste time before and during the conferring of a degree. Time is an essence of good work.



Fail to have candidates, at the first opportunity, view a degree, in which they participated (perhaps a visit to a sister Chapter).

DON'T . . .

Fail to use the Chapter Lecturer at rehearsals. He will make it possible for each officer to concentrate on his own work. Friendliness among officers will result and good work, true work, follows.



Permit visiting or levity in the preparation room.



Plan to confer a degree at every convocation. Special Convocations may be called for that purpose. Social events will promote attendance and Chapter interest.



Argue about the words in the Manual of Instruction (Chapter Guide). Ask the Assistant Grand Lecturer.



Call your supporters sideliners. They are Companions — workers in the quarries.

DON'T . . .

Overlook the requirement that one week must elapse between the Most Excellent Master degree and the Holy Royal Arch.



Expect your officers to be too precise in the manual of the sword. The Assistant Grand Lecturer will gladly explain the use of the sword in the Chapter work.



Confer more than two degrees on any candidate in one evening.



Expect the Grand Lecturer to change the date of Convention. It cannot be done without inconvenience to others.



Permit unnecessary conversation during business or the conferring of the degrees. But, close early for a period of friendly conversation.

DON'T . . .

Keep your speaker waiting beyond the time set for his address.



Fail to treat the guest in your Chapter as you would were he a guest in your own home. Provide transportation to and from your meeting if at all possible.



Fail to confirm by letter an oral invitation to a speaker or other guest.



Neglect recognition of Grand Officers, Meritorious Companions, 50-year members and all visitors.



Smoke, nor permit smoking, while occupying a station. (Smoking is prohibited in many Chapter rooms.)



Lounge in your seat. It is unbecoming an officer.

DON'T . . .

Order degree furniture and paraphernalia without contact with the Grand Lecturer.



Fail to get an active committee at work for Royal Arch Mason Magazine subscriptions.



Fail to have some Chapter discussion on material covered by Reading Course.



Forget to offer payment of travel expenses for a guest speaker.



Let your speaker talk to empty seats. If he is generous enough to give of his time and energy, you should enthusiastically work to give him a large audience.



Neglect the courtesy of permitting the audience to meet the speaker personally, before he leaves.

DON'T . . .

Be remiss discharging the duties imposed by the obligation of a High Priest.



Permit the Trustees to assume the prerogatives of the Chapter Council.



Permit the Trustees to obligate the Chapter for expenditures without Chapter approval.



As Past High Priest, do for the Chapter officers what they should do for themselves.



Fail to publicize the Official Visitation extensively.



Be too proud to take advice as a High Priest — but, do have the courage to make your own decisions.



Hesitate to advance new ideas — a thousand thoughts may precede one successful action.

PART VII — Landmarks, Sources for Books, Pamphlets and Materials, Glossary

LANDMARKS

If a score were kept, questions concerning the Landmarks would probably lead all others. The Landmarks have been discussed by many writers and numbered from four to the fifty-four of John W. Simons in *Masonic Jurisprudence*. Some Grand Lodges and some Grand Chapters list some Landmarks, but there is no uniformity.

Pound, in his *Jurisprudence*, says: "For myself, I should recognize seven landmarks, which might be put summarily as follows: (1) Belief in God; (2) belief in the persistence of personality; (3) a 'book of law' as an indispensable part of the furniture of every lodge; (4) the legend of the third degree; (5) secrecy; (6) the symbolism of the operative art; and (7) that a Mason must be a man freeborn and of age. Two more might be added, namely, the government of the lodge by Master

and Wardens and the right of a Mason in good standing to visit. But these seem doubtful to me, and doubt is a sufficient warrant for referring them to the category of common law."

"Belief in God, the G.A.O.T.U.," says Brother George F. Moore, "is the first landmark of Freemasonry." Doubtless Mackey would have agreed, though in his list it bears the number nineteen.

Hence, the Landmark is a fine topic for the Masonic Education Committee in any Chapter.

Fundamental to Capitular Masonry, of which Most Excellent Charles J. Wells, P.G.H.P. says, "The ritual is but the vestibule to the real realm of Masonry" is Article 2, in the Articles of Union between the two Grand Lodges of England in 1813, reading: "*It is declared and pronounced that pure ancient Masonry consists of three degrees, and no more; namely, those of the Entered Apprentice, the Fellow Craft, and the Master Mason, including the Supreme Order of the Holy Royal Arch.*"

SOURCES FOR BOOKS, PAMPHLETS AND MATERIAL

In addition to the books in the Reading Course, the Grand Chapter of the State of New York has a *Royal Arch Section, Museum and Library*. Write to the *Grand Lodge Library, 71 West 23d Street, New York 10*.

The *Masonic Service Association* has an excellent offering of Masonic plays, digests, bulletins and the like. Write for list to *700 Tenth Street, Washington, N. W. 1, D. C.*

The *Grand Lodge of Iowa Library* at CEDAR RAPIDS, IOWA, operate a lending service for all Freemasons. Postage charges are paid by the borrower.

Over 400 topics are listed in the Film Library Catalog of the *New York State Department of Commerce, 40 Howard Street, Albany 7, N. Y.* The *WNYC Film Unit of the City of New York, New York 7*, has available 16 m.m. sound films. Return postage required.

Programs for social events may be ob-

tained by writing to the *Party Guild*, 1415 Bryn Maur Avenue, Chicago, Ill.

The *General Chapter Educational Committee*, Box 529, Trenton, Mo., offers a *History of Royal Arch Masonry* (3 Volumes) among an extensive list of miscellaneous material on Freemasonry. Write for printed list.

Thomas Smith Webb and the *Beginnings of Royal Arch Masonry in New York* by the Grand Historian, William L. Cummings; *Don't Die on Third*, by the Grand Chaplain, Reverend Charles D. Broughton, Grand Chaplain; the *Complete Masonic Structure*, the *Long Sought Word*, *Statistical Summaries* and a limited number of previous *Service Letters* to the Chapters are available from the *Grand Chapter Committee on Masonic Education and Service*.

Why a *Royal Arch Mason* and copies of this *Manual* are available through the *Grand Secretary's office*, *Masonic Hall*, *New York 10*.

GLOSSARY

- Aaron** (ár' ūn) The first Jewish High Priest.
- Abraham** (ā' brá hām) The founder of the Hebrew nation.
- Adonai** (ād ô nā' i) A Hebrew name for God.
- Aholiab** (ā hō' lī āb) The craftsman who, with Bezaleel, constructed the Ark of the Covenant.
- A.I.** Abbreviation of *Anno Inventionis*, or *The Year of the Discovery*. It is found by adding 530 to the current year.
- altar** (ól' tēr) A raised structure upon which prayers are offered up to Deity.
- anomaly** (ā nōm' á li) That which is out of keeping with traditional practices; abnormal or unusual.
- Ark** Three arks are considered important in Royal Arch Masonry. First is the *Ark of Refuge* made by Shem, Ham, and Japheth at Noah's command. Second is the *Ark of the Covenant* made by Aholiab and Bezaleel at Moses command. Third is the *Ark of Zerubbabel* which was discovered by Jeshua, Zerubbabel and Haggai.
- assiduity** (ās i dū' i tī) Diligence and zeal.
- august** (ó gūst') Of majestic dignity; grand and noble.
- Baal** (bā' āl); **Bel** (bāl) A Babylonian Deity; also a word which means Lord, God, or Master.
- Babel** (bā' bēl) The ancient biblical city and tower where confusion of languages occurred.
- Babylon** (bāb' i lōn) The ancient city, capital of

Babylonia, where the Jews were kept in captivity by Nebuchadnezzar for over fifty years.

Benjamin Jacob's youngest son; also one of the twelve tribes of Israel.

Bezaleel (bê zāl' ê êl) The chief architect of the Tabernacle who, assisted by Aholiab, constructed the Ark of the Covenant.

Chaldaic (kāl dā' ik) The language of the ancient Chaldeans who lived in Southern Babylonia.

Chaldean (kāl dē' än) Pertaining to Chaldea or its people.

cherubim (chēr' û bim) An angelic order of winged beings.

Chronicles (krōn' i k' lz) Two books of the Old Testament.

circumscribe (sūr küm skrib') To restrict or limit; to surround or encircle.

commensurate (kō mēn' shōō rit) Proportional.

covenant (kūv' ē nānt) The promises of God as revealed in the Scriptures.

Cowan (kō' än) One not a regular stonemason.

Cyrus (sī' rūš) The Persian king who released the Jewish captives and sent them back to Judea to rebuild their Temple and country.

Darius (dā rī' ūš) Successor to King Cyrus who confirmed the decree concerning the rebuilding of the Temple.

derogate (dēr' ô gāt) To take away from so as to cause injury or impairment.

edifice (ēd' i fis) A large, palatial building or a massive structure.

Ephod (ēf' öd) A sacred outer vestment worn by the High Priest. It is usually highly decorated.

epoch (ēp' ök) A new period of time marked by striking and unusual occurrences.

Ephraim (ē' frā im) One of the twelve tribes of Israel.

equivocation (ē kwiv' ô kā' shūn) Saying one thing while meaning another.

Giblim (jib' lim) A Masonic word which means capable builder (ritual, stone squarers).

Hiram King of Tyre A devoted friend of King Solomon, who supplied the timber and workmen for the building of Solomon's Temple.

Haggai (häg' ä ī) A Hebrew prophet who flourished during the reign of Darius I.

Ham (hām) The second son of Noah.

Horeb (hō' rēb) A mountain range associated with Mt. Sinai. The mountain where the law was given to Moses; also called Sinai.

ineffable (in ēf' ä b' l) Inexpressible.

Japheth (jä' fēth) One of the sons of Noah.

Jeremiah (jēr ē mī' ä) A great Hebrew prophet.

Jeroboam (jēr ö bö' äm) The founder and king of Israel.

Jeshua (jēsh' ü ä) The first High Priest after the Babylonian captivity. He helped plan the restoration of the Temple.

Jethro (jēth' rō) The priest of Midian who was father-in-law of Moses.

Joppa (jöp' ä) Ancient name of an important coast

town on the Mediterranean about forty miles northwest of Jerusalem.

Josedech (jōs' ē dēk) Father of Jeshua the High Priest.

Judah (jōō' dá) A son of Jacob; one of the twelve tribes; also name of the ancient Kingdom of South Palestine.

Judean (jōō dē' án) Pertaining to Judea or the Jews.

Levites (lē' vits) Those descendants of Levi, son of Jacob, who were not Priests but ministerial assistants.

Melchisedek (mēl kiz' ē dēk) A king of Salem who met with Abraham on the Plains of Mamre. (mām' rē).

Nebo (nē' bō) Mount Nebo was the highest point of Mount Pisgah in ancient Palestine where Moses departed from the living.

Nebuchadnezzar (nēb ū kād nēz' ēr) The king of Babylon who captured Jerusalem.

Nebuzaradan (nēb ū zār ad' án) Captain of Nebuchadnezzar's guard, who successfully conducted the siege of Jerusalem.

obsequies (ōb' sē kwiz) Funeral rites or burial ceremonies.

Order of High Priesthood An order conferred upon those who have been elected to serve as High Priest of their respective Chapters.

omer (ō' mēr) A Hebrew dry measure used to specify a quantity of manna, fed to the Israelites in their journey through the Wilderness.

omnific (ōm nif' ik) All-creating.

oracle (ōr' á k'l) A place of communication from God; also an inspired prophet.

pilaster (pī lās' tēr) An upright rectangular column or shaft in architecture.

Pisgah (piz' gá) The mountain from which Moses viewed the Promised Land before he departed from the living.

propitious (prō pish' ūs) That which favors or is conducive to success.

rabboni (rā bō' nī) In masonic usage this word means Most Excellent Master. Literally, my great master.

Rehoboam (rē hō bō' ám) The son and successor of King Solomon. He was the last king of old Israel and after the revolt the first king of Judah.

Reuben (rōō' bēn) The oldest son of Jacob; one of the twelve tribes.

sacerdotal (sās ēr dō' tál) Relating to the priestly function or office.

sanctum sanctorum (sāngk' tūm sāngk tō' rūm) The Holy of Holies.

Sanhedrin (sān' hē drin) The supreme council of the Jews.

seraphim (sēr' á fim) Celestial beings or ministering angels of Jehovah.

Shealtiel (shē ál' ti ēl) Father of Zerubbabel.

shekel (shēk' ēl) An ancient Hebrew coin.

Shekinah (shē kī' ná) The visible symbol of God's presence which dwelt in the Tabernacle and Temple.

Shem (shēm) Oldest son of Noah.

shewbread (shō' brēd) Unleavened bread which the priests placed before the Lord in the sanctuary.

Sinai (sī' nī) The mountain on which Moses received the Ten Commandments.

Shinar (shī' nār) The country of Babylon and its surroundings.

Solomon (sōl' ō mūn) The great Jewish King who was builder of the Temple. He was the son of King David.

Syriac (sir' ī āk) An ancient Aramaic dialect spoken in western Mesopotamia.

Tetragrammaton (tēt rā grām' á tōn) The four consonants forming the Hebrew "incommunicable name" of the Supreme Being.

Tisri; Tishri (tis' rī; tish' rē) The first month of the Jewish calendar; the month in which the Temple was dedicated.

traduce (trá dūs') To debase or defame.

transient (trán' shēnt) Passing by; not permanent.

Tyre (tir) A famous city of ancient Phoenecia.

Tyrian (tīr' i ān) Pertaining to ancient Tyre or its people.

V.S.L. Abbreviation for Volume of the Sacred Law.

virtual (vūr' tú āl) Essentially but not factually true.

volute (vō lū' téd) Having a spiral scroll.

wicket (wik' it) The small grated window of a latticed cage used by the builder as a place for the payment of wages.

Zechariah (zēk á nī' á) A Hebrew prophet who, with Haggai and Jeshua, persuaded the Jews to rebuild the Temple.

Zerubbabel (zē rūb' á bēl) A descendant of David who superintended the building of the second Temple.

Zedekiah (zēd ē kī' á) The last king of ancient Judah before the destruction of Jerusalem.

Zeredathah (zēr ē dā' thá) A town of Manasseh in the Promised Land.

Zion (zī' ūn) The hill or mountain in the city of Jerusalem upon which the Great Temple of Solomon was built.

NOTE: The diacritical marks and pronunciations used in this Glossary are taken from *Webster's New International Dictionary*, Unabridged, Second Edition.

Additional copies of this Manual, at reimbursement of one dollar each, may be obtained from the Grand Secretary, The Grand Chapter of the State of New York, R.A.M., 46 West 24th Street, New York 10.

INDEX

This index is not exhaustive, but it is designed to expedite the use of the material herein.

Administration, 3
 Altar, draping of, 49
 shape of, 49
 Amendments, 6
 Anniversaries, 3
 A.G.L., 47, 68, 94, 100
 Aprons, 51
 Attendance, 16-7, 83
 Auditing comm., 11
 Balloting, 4-6, 97
 Binders, 84-5
 Book of Marks, 23, 107
 By-Laws, viii, 2, 6-8, 15, 17,
 22, 24, 40, 42, 60, 67, 88
 Budget, 91, 97
 Candidates, 52-3
 Certificates, 6, 21, 28, 36, 62
 Chaplain, 42
 Chapter, By-Laws, 6
 budget, 93, 99
 committees, 9-14, 21, 33
 etiquette, 71-81, 93, 95
 funds, 43
 lecturer, 55
 Mas. ed., many
 minutes, 1, 22-3, 40
 notice, 89, 99
 officers, 31, 57
 register, 23
 Church serv., 3
 Committees, 9-14
 anniversary, 3
 auditing, 9, 11
 entertainment, 10
 finance, 10, 43
 Mas. ed., 10, 12-4, 28
 membership, 13-4
 purposes, 9
 resp. H.P., 13
 Communications, 14, 18, 38
 Constitution, v, viii, 3-6, 20-4,
 54, 56
 Council off., 31-2, 57
 Conventions, 10, 57-9
 Convocations, 1, 14-19, 25, 40,
 46-7, 57-9
 Degree conf., 1, 54-6, 76
 Delegations, 4, 71-4
 D.G.H.P., 20, 56, 64
 Dimt, 3, 18
 Dispensations, 56
 Dues, 40
 D.V., 72
 Etiquette, vi, 71-81, 93, 95
 Fees, 76
 Foreword, v
 For. jurisdiction, 56, 76
 Glossary, 109-115
 Grand Ch. Off., 4, 22, 57, 65
 H.P., 32-5, others
 honors, private, 35, 39
 honors, 35-6, 95
 Lodge, N. Y., 68
 Iowa, 85
 Secy., 13, 22, 28-9, 76, 87
 High Priest, numerous
 Historian, 22, 95
 Hon. memb., 19
 Installation, 20-1
 Instruction, 49, 67
 Inventory, 38
 Investigation, 25
 Jewels, 51-2
 Landmarks, 53, 105-6
 Leadership, viii, 31, 37
 Lecturer, Chap., 55, 60, 96, 101
 A.G.L., 47, 57, 61-2, 68, 96, 102
 G.L., 57, 59, 61, 65, 67, 104

Library, R.A.M., 85
 Lodge, rep., 14
 Manual, authorization, i-iii
 Mark Book, 23, 41
 Mas. ed., iv, vii, 10-13, 28-9,
 84, 87-8, 91
 Memb. comm., 13, 14, 18
 Meritorius comp., 21-2
 Minutes, 22-3, 40
 Museum, R.A.M., 85
 N.P.D., 25
 Notices, 89, 99
 Officers, viii, x, 27-8, 31-48
 council, 71
 escorting, 71-4
 Grand, 73
 Official visitation, 44-6, 57
 Official visitor, 77
 duties, 44-7
 etiquette, 77-80
 O.H.P., 63-4
 Order of busines, 1, 24
 Pamphlets, R.A.M., 53, 96,
 107-8
 Parl. law, 23
 Paraphernalia, 64-5
 Petitions, 24-5
 Private G.H., 35, 39
 Proceedings, 10
 Program, 83, 85-6, 94-5, 99
 Publicity, 27
 Public relations, 26-7, 41
 Q. & A. pamphlets, 53, 94
 Quick answers, 87-103
 Quorum, 27-8
 Reconsecration, 65
 Records, 22-3, 40, 46-7
 Rededications, 65
 Register, 23
 Reports, 9, 10, 40, 44-5
 Ritual and instruction, 49-69
 Ritual, 49, 55-7, 66-7
 Royal Arch Education, 83-104
 Mason, 85-6
 reading course, 84
 School of instruction, 67-8
 Secretary, 9, 18, 39, 41, 47, 88
 qualities of, 40
 Service, viii, x, 27-8, 31, 71-4
 binders, 85
 certificates, 28-9
 church, 3
 letters, 84-5
 man, 13, 29
 memorial, 49-50
 Source material, 22, 68, 107-8
 Speakers at O.Vs, 47
 courtesies, 74-5, 104
 expenses, 75
 fees, 76
 Standard work, 54-7, 60, 67, 91,
 91
 Supplies, 68-9, 107-8
 Titles, 4, 21, 41-2, 64
 Treasurer, 9, 42
 Trustees, 9, 42 4
 Visitors, 72
 etiquette, 19, 71-3, 76, 80
 introduction of, 71-3
 official, 44-8
 protocol, 72-3
 rights of, 80
 register, 73
 Visiting chapters, 16
 Visiting outside jurisdictions,
 76-7
 Warrant, 15, 54