

COMMANDERY OFFICER'S HANDBOOK



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FORWARD

This section is presented to the Officers of the constituent Commanderies of Indiana as a partial answer to the self-imposed queries:

- What is my job?
- Where can I turn to find advice to the proper procedures in my office?
- How can I best serve Templary?

It is assumed at the outset that each Officer desires to contribute to the limit of his knowledge and ability toward making Templarism MEANINGFUL. That should be his aim. But first of all, he must inform himself on the specific duties of his office. This material, therefore, is in response to many inquiries asking for guidance as to the conduct of Commandery Officers and committees.

This manual is not meant to supersede the Laws and Regulations of the Grand Commandery of Indiana or of the Grand Encampment of the United States of America, but rather to enhance a collection of essential material that may authoritatively aid and guide Officers in Commandery management and procedure. Adherence to the content of this manual will discourage carelessness and produce uniformity so essential to the orderly conduct of the business of the constituent Commanderies of the Grand Commandery of Indiana.

No claim is made to originality in what here appears. Considerable research has been done, and this material is a condensed compilation of the best material available. If the material suggests to you improved or more effective methods for performing your duties, it will have served its intended purpose.

We sincerely trust, therefore, that it will prove to be just what its title implies a handbook or guide - for ready consultation and assistance.

GRAND ENCAMPMENT OF KNIGHTS TEMPLAR OF THE UNITED STATES OF AMERICA

A number of attempts were made in the early 1800's to form a national body of Knights Templar. On June 20 and 21, 1816, in New York City a committee composed of Templars from the states of Massachusetts, Rhode Island, and New York met and drafted a constitution for the "General Grand Encampment of Knights Templar and the Appendant Orders for the United States of America". The Grand Encampment of Massachusetts and Rhode Island approved the action in 1817 and New York followed shortly thereafter. At the second meeting in 1819

the first Encampment provided for meetings every seventh year.

In 1826, the constitution was amended to provide for triennial meetings and has remained in effect to this date. There were some 17 Encampments. By 1856 the 47 Grand Commanderies had dropped the word Encampment and Massachusetts and Rhode Island remained as one Grand Commandery. The present body is divided into Departments composed of a number of Grand Commanderies by geographical location. Each Department is headed by a Department Commander who is appointed by the Most Eminent Grand Master.

Indiana is part of the East Central Department, which also includes Ohio, Kentucky, Illinois and Michigan.

GRAND COMMANDERY OF KNIGHTS TEMPLAR OF INDIANA

Templary in Indiana traces its roots to May 1848. A large assembly of Masons was expected in Indianapolis at that time since the Grand Chapter of Royal Arch Masons was scheduled to meet on May 18, with the Grand Lodge of Indiana holding its meeting during the week of May 22-26. With this in mind, nine (9) Sir Knights gathered on May 17, as petitioners for an "Encampment", which was the designation for Commanderies at that time.

Under the leadership of Reverend William H. Raper, a presiding elder of the Methodist Church of Ohio, the group was granted a Dispensation from the General Grand Master of the General Grand Encampment of Knights Templar in the city of Indianapolis. Empowered by this dispensation, the small group of Knights Templar set to work.

Beginning on May 17, 1848, and continuing for 12 days, the Encampment convened in the Governor's Mansion, which was located on the northwest corner of Illinois and Market Streets. During this 12-day session the original nine Sir Knights conferred the Chivalric orders on a total of 22 new Sir Knights, with the first candidate to be knighted in the Hoosier State being Governor James Whitcomb.

Raper Encampment No.1 was granted a Charter to hold jurisdiction over the entire state on October 16, 1850. The size of Raper's jurisdiction being too large to effectively manage, permission was granted to organize Encampments at Greensburg, Lafayette and Fort Wayne within three years. These four original

Encampments became the Constituent Encampments that formed the Grand Encampment (later to become known as the Grand Commandery) of Indiana. Gathering in convention on May 16, 1854, at the Masonic Hall in Indianapolis, the Sir Knights adopted a constitution and elected Grand Officers, with SK. Henry C. Lawrence (1820-1862) elected as Indiana's first Grand Master of the Encampment of Indiana. His grave site is in the Old Stevens Cemetery in Knowlesville, NY. Serving three years in that office. He was also serving as the 21st Grand Master of Masons in Indiana from 1853 – 1855.

The Grand Commandery Knights Templar of Indiana, with the modest beginning of four constituent Commanderies with a total membership of 168 Sir Knights, has grown both in size and prestige over the years. Providing three (3) Most Eminent Grand Masters to the Grand Encampment of the United States of America and with its Drill Teams being among the best in the Nation, the Grand Commandery of Indiana has earned a place of preeminence in American Templary.

BATTALION STRUCTURE - INDIANA

The State of Indiana has eight (8) Battalions comprised of thirty-five (35) Constituent Commanderies representing approximately 3,100 Sir Knights. Thus, each Battalion has 4-5 Commanderies assigned depending on the geography.

BATTALION COMMANDERS

The following eight (8) elected or appointed Grand Commandery Officers who serve as Battalion Commanders:

Grand Generalissimo	Grand Captain General
Grand Senior Warden	Grand Junior Warden
Grand Standard Bearer	Grand Sword Bearer
Grand Warder	Grand Sentinel

DUTIES OF A BATTALION COMMANDER

- Provide counsel, assistance and leadership to Commanderies within Battalions
- Effectively communicate the goals and objectives of the Grand Commandery
- Represent the Right Eminent Grand Commander when requested
- Schedule Schools of Instruction prior to Inspections
- Schedule and perform annual inspections of Commanderies within the Battalion assigned

- Provide communication to Right Eminent Grand Commander of activities within Commanderies
- Maintain harmony among all Sir Knights

DEPUTY BATTALION COMMANDERS

Each Battalion Commander selects two (2) or three (3) Deputy Battalion Commanders shortly after the Annual Grand Conclave. The DBC's selected to this honor should be Eminent Commanders or Past Commanders in rank. Usually the DBC's are selected after interviews from among the Commanderies contained within the Battalion.

GUIDELINES FOR DBC's

- A. Assist the Battalion Commander (BATCOM) with inspections
Know the details:
 1. The Order being conferred
 2. Names of local officers
 3. The paraphernalia required
 4. Corrections are to be made by the inspecting officer – bring them to his attention
 5. Make helpful suggestion to the Battalion Commander that may help in conferring the work
- B. Assist Battalion Commander with Battalion operation
 1. Take an interest in the Commanderies
 2. If assigned to a Commandery, work with them, but only suggest things approved by the Battalion Commander
 3. Refer any feedback (positive or negative) to the Battalion Commander quickly
 4. Follow up on any duties assigned to you
 5. Keep peace and harmony among all Sir Knights

BATCOM TRAINING OF DEPUTY BATTALION COMMANDERS

- A. Meet with Battalion Commander and review all expectations and job responsibilities
- B. Conduct training sessions for DBC's in own Battalion, and attend the DBC School of Instruction held by the Grand Commander
- C. Know and provide the training needed to DBC's:
 1. Tactics: be familiar and have understanding of how to perform
 2. Rituals: be familiar with each Order and understand how it is meant to be used

3. Uniform - Know how uniform is to be worn and what it consists of
4. Books: Know what to look for and what is expected of local Recorders in caring for same
5. Paraphernalia: Know what is needed for each Order. Make yourself familiar with all
6. Conduct: Conduct yourself as a gentleman at all times
7. Protocol: Be familiar with all including:
 - Seating arrangements at banquets,
 - How to introduce distinguished guests,
 - How to greet distinguished guests and line up for introductions,
 - **NO ONE SPEAKS AFTER THE GRAND COMMANDER OR GRAND MASTER.**

SELECTION OF OFFICERS - CONSTITUENT COMMANDERIES

Careful consideration should be given to this important subject by all local constituent Commanderies. The success of every Commandery depends first upon qualified leadership. Interest, attendance, ritualistic ability, and leadership ability are key factors in selecting a new line officer. A good officer should exhibit some measure of all these virtues, but the greatest emphasis should be placed upon leadership ability. It should be the desire of every line officer to preside eventually as Commander, which involves the executive duties of planning, administering and supervising social, financial and ritual functions. It is leadership ability that contributes generously to the stability, growth, and future of Templar Masonry.

Consideration should also be given to the number of other Masonic positions which a Sir Knight may be filling. Time available to devote to this very important duty will be limited, and an Officer who spreads his time and effort across too many of them will find his duties unfulfilled, commitments not completed, and a general lack of focus resulting in personal frustration and disappointment to the York Rite Fraternity.

Selection, as well as advancement, should be based upon merit. If an officer is shown to be ill-prepared for advancement, consideration should be given to have him remain in his present station until his skills improve. Should he not be willing to apply himself thereafter, he should not be nominated for re-election.

GENERAL SUGGESTIONS TO COMMANDERS

In order that you may be a successful Commander there are certain general

standards you should be careful to establish for yourself, and endeavor to follow. These are flexible, but you should know how to apply them to the responsibilities of this office.

The following are offered as suggestions:

- A. First, we suggest planning your entire calendar year in advance of your election as Commander. Begin the planning process during your assignment as Generalissimo or Captain General. Establish schedules of the Commandery activities for the entire year and make the commitment to meet them.
- B. Every Commander should hold planning meetings with his fellow Officers - not only to familiarize them with the scheduled work of the Commandery and train them for future responsibility, but that he may have the benefit of their viewpoints and their suggestions. Teamwork and sharing your responsibility is critical.
- C. Your position is one of great responsibility. Therefore, seek the advice and counsel of experienced Sir Knights, remembering always, the final decision rests with you. If sometimes you find yourself in doubt - and competent advice is not immediately available, logical thinking and common sense will generally solve the issue.
- D. It is strongly urged that you obtain a copy and become familiar with the **Laws of the Grand Commandery of Knights Templar of Indiana** (April 29, 2016 Publication), (Down loadable from the Grand Commandery Web site. <http://www.indianaknightstemplar.com/>) As well as a copy of the **Constitution and Statutes of the Grand Encampment of Knights Templar of the United States of America** (August 3, 2016 revision). These are available for down load from the Grand Encampment web site <http://www.knightstemplar.org/>. Each Commandery is to have two (2) copies of each of these documents. It is your duty and your subordinate officers to comply with these rules and regulations at all times. As Commander of your Commandery, you should set a good example by referring to these publications frequently. One (1) additional document that should be reviewed is the Digest of the Approved Decisions of the Grand Masters of the Grand Encampment, Knights Templar of the United States of America, which lists a chronological sequence of decisions rendered from 1816 to 2016.
- E. Be kind and gentle - yet firm. Be sure you are correct before you proceed. You are not to command in an arbitrary or dictatorial manner - yet you are to command. Be dignified without being haughty; courteous without being

subservient; firm without being arrogant. Keep your attitude on a friendly and Knightly basis, while observing proper dignity and decorum. Recall that Templary is a "voluntary" organization.

- F. Promptness and punctuality are essential to success. It is better to be early than late. Always open your Commandery stated conclaves on time consistently. If you do not, members will come to expect you to be late and they themselves will act accordingly. Eventually those who like promptness will stop attending.
- G. After you have opened, conduct the business with proper dignity and decorum - and with dispatch, so that you may be able to close early enough for those who wish to be home early. It is better for those who wish to have a social time to do so after closing of the Commandery rather than before it opens - or during the session.
- H. Include special programs with your Stated Conclaves on a regular basis. This increases interest among the attendees and eliminates the boredom of routine business, and will increase attendance over time. Examples of suggested programs could include the following:
 - 1. Charter Anniversary Celebration
 - 2. Past Commanders Night
 - 3. Patriarch's Night (for those over age 70)
 - 4. Special recognition (Job's, DeMolay, etc.)
 - 5. Sojourner's Night (invite a nearby Commandery)
 - 6. Father and Son Night
 - 7. Widow Recognition Night
- I. Meet deadlines and critical dates as follows:

January	Grand Commandery winter meeting Newby/Avery Banquet Audit Treasurer and Recorder records
January 15	Annual report due to Grand Recorder Founder's Day at Grand Lodge
February 1	Grand Commandery dues payable to Grand Recorder
February 1	Knights Templar Cross of Honor nomination Due (see Grand Commander's Bulletin)
February 1	Distinguished Service Award Nominations Due (see Grand Commander's Bulletin)
March/April	York Rite Class honoring the Grand Master
April/May	Grand York Rite Meetings
August-December	Inspections

September 15	Nominations due for Ministers to Holy Land (see Grand Commander's Bulletin)
December-April	Voluntary Eye Foundation Campaign

J. As the Commander, do not lose enthusiasm if things do not go "just right". Do not give up too quickly! In this respect, Templary is no different from business or daily life. You must learn to expect some setbacks, but you must learn to strive consistently and determinedly toward your goals. Most likely you will have some members of your committees, some officers, and others who will disappoint you from time to time, but do not let disappointment become discouragement. Remember, the more thought you give to your selections or appointments, the more cooperation and assistance you will receive from these Knights.

K. No Commandery or any other organization can endure without acquiring new members or can it thrive unless these new members are assimilated. Well-conceived programs can be of great help in this process. Encourage every new member to become familiar with the history of Templary, acquaint he and his wife with his fellow Templar family, involve him in ritualistic presentations, stimulate his interest, and keep him informed on all Templary activities and projects. Only then will he become a working Templar and a substantial asset to your Commandery. This goal is worthy of your every effort as Eminent Commander.

THE COMMANDER

The Commander is the head of the Commandery, and has the power to make any and all decisions pertaining to the operations of the Commandery, subject, of course, to the rules and regulations of the Grand Encampment, the Grand Commandery Regulations and the By-laws of the local Commandery.

- A. He appoints and supervises those committees necessary for the effective and efficient operation of all Commandery activities and areas of concern.
- B. He appoints those committees required by Grand Commandery Law, and is responsible for their compliance to the requirements to corresponding Grand Commandery Committee requests. The following committee chairman should be appointed and the activities of each committee included in your annual report:
 - Knight Templar Eye Foundation
 - Holy Land Pilgrimage

- Membership
 - Knight Templar Educational Foundation
 - Audit
- C. He presides over his Commandery at all Stated Conclaves and at the conferral of The Order of the Temple.
- D. He shall provide for the funeral service of a deceased Sir Knight when requested, unless the Sir Knight was a Past Commander and the local Commandery custom permits the Past Commanders to conduct the service. All arrangements should be approved through the Commander, and compliant with Grand Encampment Regulations (See public ceremonies booklet).
- E. He makes all policy decisions. It is strongly urged that any changes in policies be reviewed with your officers and your Battalion Commander prior to implementation. Final decision must rest with the Commander, but in the interest of team work and understanding the thoughts and opinions of the Junior Officers can be helpful and beneficial.
- F. He calls monthly meetings of your subordinate officers and committee chairmen in order to maintain continuity in the accomplishment of goals, and to promote harmony while reinforcing the responsibilities of good leadership.
- G. He makes such assignments of responsibilities to the Junior Officers as he may deem necessary. This provides the Junior Officer with an area of leadership training which will benefit him as he moves up in the Officer line, and relieves the Commander of minor details, thereby permitting him to devote more of his time and talent to his office.
- H. He attends stated York Rite group meetings and functions. This will provide the atmosphere and the forum for all York Rite masons to review their plans, activities, and programs in harmony and cooperation.
- I. He establishes the date of the Annual Inspection and the degree which will be conferred with the concurrence of the respective Battalion Commander. The date should be recommended to the Battalion Commander in the May-June timeframe for planning purposes and appropriate scheduling. The Battalion Commander will later confirm the date in writing.
- J. He is responsible for requesting in writing dispensations from the Right Eminent Grand Commander as necessary, and responsible for enforcing all General Orders issued by the Grand Commander.
- K. The charges of an Eminent Commander as directed in your installation are

to:

- Endeavor to correct the vices, purify the morals, and promote the happiness of those brethren who have attained this magnanimous order.
 - Never suffer your Commandery to be opened unless there be present at least nine regular Knights of the Order.
 - Not confer the Orders upon anyone who has not shown a charitable and humane disposition nor upon anyone who has not attained a reasonable proficiency in Masonry.
 - Seriously endeavor to promote the general good of the Order and on all proper occasions be ready to give and receive instruction, particularly from Grand Officers.
 - Preserve the solemnities of our ceremonies and behave in open Commandery with the most profound respect and reverence as an example to your brethren.
 - Not acknowledge or hold communication with any Commandery that does not work under a constitutional Dispensation or Charter.
 - Not admit any visitor into your Commandery unless he has been knighted in a lawful Commandery.
 - Pay due respect and obedience to the instructions of the Grand Officers, particularly those relating to the several lectures and charges, and will resign our station to them when any visit your Commandery.
 - Support and maintain the Constitution and Statutes of the Grand Encampment, and the Constitution, Laws and Regulations of the Grand Commandery under whose authority you act.
 - Bind your successor in office to the observance of these rules.
- L. There are other important duties, which require diligence of the Eminent Commander:
- Make sure fifty (50) year members receive their awards when they are due
 - Recognize deserving members of neighboring York Rites who work in your Commandery with honorary memberships
 - Follow the instructions of the Grand Commander and Battalion Commander as you plan your inspection. Require your officers to be able to open and close in their own stations
 - Constantly work on membership as approximately 6% of our members are annually lost by suspension, death" or demit
 - Encourage your Captain General to start a class "C" or "D" drill team. Instructions for movements are available from the State Drill Team

Committee Chairman

- Constantly work with your local Recorder as the cooperation of both is necessary

GENERALISSIMO

The Generalissimo, as second in command, serves as the liaison Officer of the Commander. It is his duty to assist the Commander in the performance of his duties and to this end he shall:

- See that the Asylum is in suitable condition for the conferral of the Orders, and to attend rehearsals of the same.
- Assist the Officers in becoming proficient in their duties, ritual and tactics. He shall cause to be called and conduct such Officer practice sessions as deemed necessary,
- Preside in the absence of the Commander, which is in accordance with the Constitution of the Grand Encampment and the Laws of Templar Masonry of Indiana.
- Serves as a member (or ex-officio) of the following committees,
 - Budget and Finance
 - Nominating
- Thoroughly familiarizes himself with the following:
 - Constitution, statutes, Disciplinary Rules, Standing Resolutions, Ceremonies and Forms of the Grand Encampment of Knights Templar of the United States of America
 - Laws of Templar Masonry of Indiana
 - By-Laws of his Commandery
 - Rituals of the Grand Encampment
 - Tactics of the Grand Commandery as approved

CAPTAIN GENERAL

The Captain General, as third in command, serves as a dais officer and receives his orders from the Commander and/or the Generalissimo. It is his duty to assist the Commander and the Generalissimo as they may require. He shall be in charge of the Drill Corps and all functions thereof unless otherwise provided. To this end, he shall:

- See that the Asylum is prepared for the Full Form Opening, requiring necessary practice and rehearsals to perfect the same.
- See that the uniforms of all Sir Knights (including Officers and Past

Commanders) are clean and neat in appearance, that all badges and jewels are properly worn, and that all forms of the uniform regulations are adhered to.

- Preside in the absence of the Commander and the Generalissimo, which is in accordance with the Constitution of the Grand Encampment and the Laws of Templar Masonry of Indiana.
- Serve on any committee that he may be appointed to by the Commander.
- Thoroughly familiarize himself with the,
 - Drill regulations of the Grand Encampment of Knights Templar of the United States of America, - Constitutions, Statutes, Disciplinary rules, Standing Resolutions, Ceremonies and Forms of the Grand Encampment of Knights Templar of the United States of America
 - Laws of Templar Masonry of Indiana
 - By-Laws of his Commandery and the Rituals and Instruction Book as approved in their latest form by the Grand Encampment and the Grand Commander of Indiana.

SENIOR WARDEN

The Senior Warden has the responsibility to conduct and instruct the candidate in an impressive and dignified manner. His perfection and skill employed in performing his duties will both impress the candidate and serve him well in his advancement to higher office. He should conduct himself with thoroughness, dispatch and dignity.

He shall serve on those committees that the Commander or Commandery By-Laws direct his appointments thereto. His prompt attendance and punctual appearance at all Commandery functions are mandatory and set an example for the remaining Junior Officers to emulate. He should be supportive and assist the Generalissimo in the instruction of ritual and tactics. His knowledge of and rendering of his duties, will further aid in his advanced duties.

JUNIOR WARDEN

The Junior Warden's responsibility in his first contact with a candidate will undoubtedly leave lasting impressions. His conduct and instructions pertaining to ritual and tactics should be precise and dignified. Lengthy explanations tend to confuse and are an impediment of the candidate's own learning process which must take place through the candidate's own participation. The manner in which the Junior Warden conducts himself in matters of ritual and tactics should be both impressive and dignified.

The dignity and skill of his rendition of the "Chamber of Reflection" and subsequent duties will both impress the candidate as well as lay the foundation for his own advanced responsibilities. Familiarity and levity are not to be tolerated under any circumstances when a candidate is under his direction and control.

He may be appointed to and shall serve on those committees that the Commander and/or Commandery By-Laws prescribe. His promptness and punctual attendance are mandatory and necessary in maintaining the dignity and impressiveness of his ritualistic responsibilities. Like the Senior Warden he should conduct himself with thoroughness, dispatch and dignity.

Since he is the first Sir Knight to come in close contact with the candidate, it shall be the responsibility of the Junior Warden to propound to and ascertain of the candidate if a problem exists (religious, personal, etc.) relative to the requirement to partake of an alcoholic wine during The Order of the Temple. If a substitution is requested by the candidate, this will allow ample time for changes to be made.

PRELATE

Similar to the Commander, the station of the Prelate in conferring the ritual demands the highest degree of dignity and decorum. His delivery of the ritual, like the Commander, should be flawless and rendered in a Meaningful and articulate manner. It should be noted that a Prelate can leave a lasting impression on the candidate with a simple but meaningful delivery of the ritual. False or exaggerated mannerisms, unnecessary waving of the arms, movements of the head or body tend to distract and take away from the simple beauty and truth of the deeply significant messages that are to be imparted. The Prelate should practice his delivery before a mirror or with the aid of another person who can critique his delivery. He is directly responsible to the Commander and should work closely with the Commander in his role as Prelate both in the Asylum, at the funeral of a Sir Knight, and in all religious observances of the Commandery. His role is obvious, and the degree of reverence and sincerity that he portrays to the Candidate and his fellow Officers will speak well for Templary as a whole.

TREASURER

The Treasurer shall receive all monies collected by the Recorder and keep a just

and true account thereof. A more specific outline of these duties is to be found in the Constitution of the Grand Encampment of the United States of America, Laws of Templar Masonry of Indiana, and the By-Laws of the Commandery. His strict and punctual performance of those duties is mandatory and no laxness should be tolerated on his part or those who are required to respond to him. His selection should be based on integrity and honesty. He must be ready to offer good counsel and advice in the financial affairs of his Commandery. He will serve ex-officio on all committees dealing with the administration of all Commandery funds and financial affairs.

RECORDER

The Recorder shall perform all those duties specified in the Constitution of the Grand Encampment of Knights Templar of the United States of America (Section 74 and 75), Laws of Templar Masonry of Indiana (Section 840-841), By-Laws of the Commandery and elsewhere, as indicated in the Disciplinary Rules of the Grand Encampment. The Recorder may from time to time be required to perform other duties pertaining to that station at the direction and order of the Commander. He shall keep the Commander informed on all matters pertaining to and directly affecting the Commandery and its membership, including copies of all correspondence sent out and communications received unless directed otherwise. He shall, at the direction of the Commander, make the necessary arrangements for the funeral service of a deceased Sir Knight, notifying the necessary Officers and Funeral Committee, if one exists.

The Recorder, like the Treasurer, should be selected for his integrity and honesty, and proven ability to execute the administrative duties of this important station with the proper decorum and dispatch. Promptness and fairness should be the constant demeanor in his relations with the Sir Knights, remembering always that he serves the interests of the Commandery that has elected him to that important office.

He will serve ex-officio on those committees that may be ordered under the By-Laws of the Commandery or at the direction of the Commander, and:

- Maintains the York Rite Information System for his Commandery
- Give notice of all Called (Special) Conclaves at least 3 days prior thereto, stating business to be considered at these Conclaves,
- Record correctly all transactions of the Commandery
- Collect all dues and assessments and other monies due to the Commandery and promptly turn over the same to the Treasurer taking his

receipt therefore

- Have in charge the seal of the Commandery and affix it to all papers requiring the same
- Be compliant with Section 841 of the Knight Templar Indiana Regulations.
- Prepare and forward promptly to the Grand Commander copies of all approved Standing Resolutions
- Prepare and provide to the Battalion Commander the Annual Activity Report on the date of the Annual Inspection
- Issue Application for Demit and forward to member or Recorder requesting same
- Issue Summons to Trial, under seal, as directed by Conclave and forward in prescribed manner by Certified Mail
- Post Annual Dues to member ledger records prior to March 1 yearly
- Prepare and mail Dues Notices during first week of November for the subsequent year
- Record payments in cash journal and to members' ledger records
- Promptly mail Dues Cards upon receipt of dues
- Report delinquents to Commander at appropriate Stated Conclave
- Notify Grand Recorder within 24 hours, of vacancies in elective offices
- Answer promptly all correspondence, by direction of Commander or on own initiative
- Give bond as required by Grand Commandery
- Incorporate the December Annual Audit Committee Report in the approved January meeting minutes
- Perform such other duties as directed by the Commander or Commandery

SWORD BEARER

The Sword Bearer, while having no speaking part in the ritual, has an important supportive role. He should be thoroughly knowledgeable in the duties and ritual of the Junior Warden. He should be ready and available to assist that Officer with the preparation of candidates for the Chamber of Reflection. The prompt and dignified performance of his duties in the ritual will add to its impressiveness and the timely progression of that conferral. He may, in some Commanderies, be required to assist in and have responsibility for the lighting effects during ritual. His responsibilities, depending on the location of the sentry door to his station, also require that no one be permitted to enter or retire from the entrance other than what is permissible in the ritual. He should also see that there is no passage of Sir Knights behind the Officers in the West. This is the 'learning' station and

should be approached as such. The duties of this station are not heavy and should be utilized to observe and memorize the ritual and tactics of those stations ahead.

STANDARD BEARER

The Standard Bearer may or may not be a moving station in the Commandery Officer line. In any event, this station and its duties are no less important than those of any other Officer. This station is equally impressive and important to the ritual. The dignified and military manners with which the duties and ceremonies of this office are conducted also add to the solemnity and importance of the ritual. His knowledge of the ritual, tactics and proper handling of the Grand Standard, Beauceant, and American Flag are a must, and he can also be of assistance to the other Officers in the West in their performance of the required tactics.

WARDER

The Warder has the responsibility of answering all alarms at the entrances to the Asylum, admitting and retiring the Wardens and obeying the orders of the Commander and Captain General. His deportment and dispatch with the manner in which he performs his duties will set the pattern for the conduct of the ritual and tactics and prepare him for his advanced duties. He must be prompt and punctual for the opening of the Commandery. His knowledge of the ritual and tactics of his station are absolutely necessary and he should perform those duties with exactness as required, permitting no deviation there from. His study and knowledge of the duties of the next two stations in the West will prove helpful to all the Officers in the West.

SENTINEL

The Sentinel has the responsibility to see that the Asylum is in order for the meetings of the Commandery, both Stated and Special. His primary function is to guard the sentry door, to require all visitors to provide evidence of current membership in a Commandery, to inform the Commander of distinguished visitors from other Commanderies, the Grand Commandery and the Grand Encampment. He will usually be the first Officer to greet the candidate(s) upon their arrival, and see that each is placed in the charge of the proper Officer. His outward demeanor, courteousness and efficiency with which he handles his duties and contacts will greatly enhance the impressions that others conceive of the Commandery. He should arrive at least an hour before scheduled or special Conclaves in order to properly arrange the Asylum. It is recommended that he

have an assistant (i.e. Guard) or two to aid in preparing the furnishings of the Asylum, the Chamber-of-Reflection, and preparation of the candidates under direction of the Junior Warden.

GUARDS

The Guards are appointed by the Commander and perform those duties as indicated in the ritual. They are required in most cases to also perform the ritualistic work of the Hermits. They should have their work memorized so that it can be rendered in a normal and impressive manner. Their promptness and punctual appearance are to be expected as any other Officer, and they should adopt the habit of early arrival that they may assist with the preparation of their equipment and costumes and that all is in readiness and good condition. They should familiarize themselves with the latest Ritual and Tactics Books of the Grand Commandery of Indiana and the requirements pertaining to their duties.

MASONIC EMBLEMS

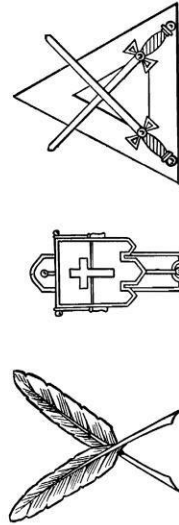


Figure 9
Grand Recorders and Recorders
(See Sec. 242)

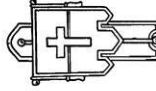


Figure 10
Grand Standard Bearers and Standard Bearers
(See Sec. 242)

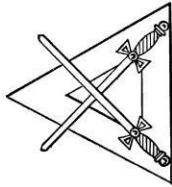


Figure 11
Grand Sword Bearers and Sword Bearer
(See Sec. 242)

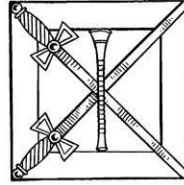


Figure 12
Grand Wardens and Wardens
(See Sec. 242)

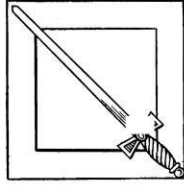


Figure 13
Grand Captains of the Order, Grand Masters and Sentinels of Subordinate and Confraternities
(See Sec. 242)

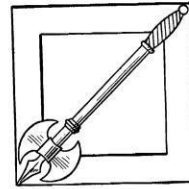


Figure 14
Guards of Subordinate Commanderies
(See Sec. 242)



Figure 15
Emblem of the Order
(See Sec. 242)



Figure 16
Knight Templar Button
(See Sec. 244)

MASONIC EMBLEMS

ILLUSTRATIONS OF DETAILS OF COMMANDERY OFFICERS' JEWELS

Description on Pages 73-74

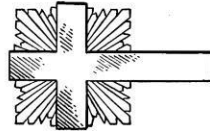


Figure 1
Grand Commanders and Commanders
(See Sec. 242)

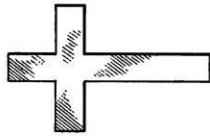


Figure 2
Deputy Grand Commanders
(See Sec. 242)

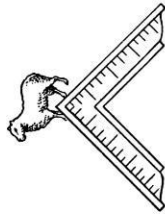


Figure 3
Grand Generalissimo and Generalissimo
(See Sec. 242)

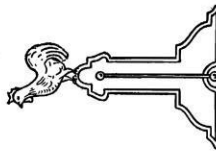


Figure 4
Grand Captain-General and Captain-General
(See Sec. 242)

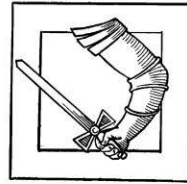


Figure 5
Grand Senior Wardens and Senior Wardens
(See Sec. 242)



Figure 6
Grand Junior Wardens and Junior Wardens
(See Sec. 242)

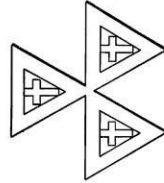


Figure 7
Grand Prelates and Prelates
(See Sec. 242)

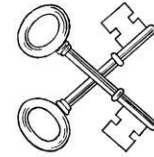


Figure 8
Grand Treasurers and Treasurers
(See Sec. 242)

JEWELS OF OFFICE

THE BY - LAWS OF YOUR COMMANDERY

It is the duty of the Eminent Commander to be familiar with and enforce the by-laws of your Commandery. Read the by-laws in their entirety, and you will learn that most by-laws contain the following types of instruction for the Eminent Commander. Duties:

- See that the By-laws of this Commandery are fully observed as well as the Laws of the Grand Commandery and the Laws of the Grand Encampment of the United States of America.
- See that the General Orders from the Grand Master of the Grand Encampment or from the Grand Commandery of Indiana are given prompt attention and compliance
- See that the other Officers of the Commandery perform their respective duties.
- See that proper records are kept by the Trustees, the Treasurer, and the Recorder
- See that the Annual Report is made on time and the amount due the Grand Commandery is paid on time
- Appoint all committees unless the committees are named by action of the Commandery

Procedure to Change By-laws

- All requests for revision, alteration or amendment to the By-laws of a constituent Commandery shall be submitted to the Grand Recorder for his approval, subject to the review of the Grand Commandery By-Law Committee
- A careful check should be made to see that the proposed revision, alteration or amendment is not in conflict with the Constitution and Statutes of the Grand Encampment Knights Templar of the United States of America and the Laws of the Grand Commandery Knights Templar of Indiana
- The revision, alteration or amendment should be submitted to the Grand Recorder in DUPLICATE
- In altering, revising or amending its By-Laws, each constituent Commandery must comply with the procedure for changing which is specific in its own By-Laws
- The copies of the change of By-Laws submitted to the Grand Recorder

should indicate how the particular section now reads and how it will read after the revision of alteration. If it is just an addition, only the new section should be submitted

- Once the change is approved by the Grand Commandery By-Law Committee, one copy will be returned to the constituent Commandery and one copy will be retained by the Grand Recorder.

BUDGET PLANNING

Financial planning and accurate budgeting are important parts of Templary Administration. In order that the Commandery may function properly, provide programs, both social and educational, while contributing to the "relief" of worthy Sir Knights and accurate tally of our fiscal resources must be maintained.

There are no real secrets that must be unraveled. A basic comparison of the income (dues, fund raisers, etc.) versus what may be spent will aid the prudent Commander in planning his objectives for the year. Remember, if the outgo is greater than the income total, it will be necessary to reduce the outgo by cutting programs and services or find ways to increase income.

DISPENSATIONS

A Dispensation is generally referred to as "a permission to do that which, without such permission, is forbidden by the Constitution and Statutes of the Grand Encampment or the Laws of the Grand Commandery of Knights Templar of Indiana." By definition, a Dispensation is a special exemption granted from the requirements of the Constitution, Law, or Rule. The word permission, as it relates to Indiana Templary, means a written authorization from the Grand Commander to exercise a singular exemption.

Procedure for securing dispensation

The Grand Commander may grant dispensations to constituent Commanderies for the following purposes:

- To confer Orders outside the asylum
- To relocate a Charter temporarily or permanently
- To hold a special election
- To hold a public installation outside of the asylum
- To waive physical defects of a petitioner

- To appear in public in Templar uniform

The Grand Commander may not grant dispensations that are contrary to the By-Laws of constituent Commanderies

- to change the date or location of a stated Conclave
- to change the date of the Annual Conclave (election of officers)

Dispensations are not needed for the following purposes:

- To appear in public in Templar uniform at funerals or to attend a religious service
- To hold a public installation in the asylum
- To receive and ballot on petitions at a stated or special Conclave

REQUESTS FOR DISPENSATIONS SHOULD BE SUBMITTED TO THE GRAND COMMANDER as soon as the date of the activity is determined. Every effort should be made to submit it at least ten (10) days in advance of the particular activity for which the dispensation is needed.

A request for a dispensation should specify the following:

- Name of the activity
- Date and time of the activity
- Building, city and state in which the activity will be held

GRAND COMMANDERY ACTIVITY REPORT

This report is required from each Commandery and must be completed and signed by the local Recorder at the annual inspection and provided to the inspecting officer (Battalion Commander) for signature. All activities are graded by the inspecting officer who then verifies the point values submitted in each category. The inspecting officer then submits the Activity Report to the Deputy Grand Commander and the Grand Recorder for reporting purposes. The report covers in detail the following categories to which specific detail and support information is required:

Activities Sheet (Revised) 2017-2018

Commandery: _____ Number: _____

Activities

Reception of Commander, Guests, Rehearsal, Inspection, Form Triangle	(50 points private, 100 points public)	_____
Drill Display at Reception	(100 points)	_____
Open Commandery and Conferral	(200 max for each Order, not same Order)	_____
Easter Observance	(25 points private, 75 points public)	_____
DC Easter Sunrise Trip	(50 points each per SK & Lady)	_____
Ascension Day Observation	(25 points private, 75 points public)	_____
Christmas Observance	(25 points private, 75 points public)	_____
Commandery Drill Team in Competition	(50 points each time)	_____
Commandery Pass-in-Review without competing	(25 points)	_____
Fund raiser project – amount raised \$ _____	(50 points)	_____
Templar Board	(50 points)	_____
Father and Child/Family night Banquet	(25 points)	_____
Widows and Wives Night	(25 points)	_____
Honor Past Commanders	(25 points)	_____
Family Picnic	(25 points)	_____
Full Meals before Stated Meetings	(25 points each time)	_____
Dinner or Activity with a Blue Lodge	(25 points)	_____
Open Installation of Officers	(25 points)	_____
Present Flag at a Lodge	(50 points each time)	_____
Present Flag at a School	(50 points each time)	_____
Present Flag at Eastern Star / Amaranth	(50 points each time)	_____
Present Flag at Scottish Rite	(50 points each time)	_____
Present Flag at a Youth Group/ Hold Honor Night at Asylum	(50 points each time)	_____
March in a Patriotic Parade in uniform	(100 points each time)	_____
Honor Guard for Deceased Sir Knight (Points go to Cmdry of Deceased)	(25 points)	_____
Other Activity	(Max of 75 determined by Battalion Commander)	_____

Activities SUB-TOTAL _____

Membership

Visit a Lodge (10 points per Knight, 100 Maximum)		_____
Visit a Second Lodge (10 points per Knight, 100 Maximum)		_____
Masonic Night at Commandery (10 points per Non-Commandery Mason)		_____
Knighted locally (10 Points Each)		_____
Knighted in class (not local) (5 Points Each)		_____
Commandery had a gain in membership for the year (50 Points)		_____
Project Out-Reach (joint activity of active Commandery with inactive area) (50 points)		_____
Bring in "Templar Crusaders" for Lodge presentation (50 points each time)		_____

Membership SUB- TOTAL _____

Attendance

Average Attendance at Stated and Called Meetings			
9 to 10 (5 Points),	11 to 12 (6 Points),	13 to 14 (7 Points),	
15 to 16 (8 Points)	17 to 19 (9 points),	20 + (10 points)	Sub-Total * _____

*(Include on Next Page)

Activities Sheet (Revised) 2017-2018

Attendance (Continued)

Dais Officers plus Recorder Attend Battalion Meeting	(25 Points)	_____
Other Knights attending Battalion Meeting	(3 Points Each)	_____
Dais Officers plus Recorder attend Grand Conclave	(50 Points)	_____

Attendance SUB-TOTAL _____

Relief

Newby Avery	(25 Points per \$250, 100 Point Max)	_____
Knight Templar Eye Foundation	(20 Points per \$100, 60 Point Max)	_____
Holy Land Pilgrimage	(50 Points per \$100, 200 Point Max)	_____
Knight Templar Crusader	(15 Points per \$100, 60 Point Max)	_____
Sponsor Youth Camp Participation	(15 Points per \$100, 60 Point Max)	_____
Held a Children's Eye Clinic at a Masonic Temple	(50 Points each)	_____
Send Cards to Sick Sir Knights	(25 Points)	_____
Visit Sick and Shut-in Sir Knights	(25 Points)	_____
Assisted a Sir Knight Who Needed Relief	(25 Points)	_____
Donation to Youth Groups; DeMolay/ Jobs/ Rainbow	(50 Points per \$100)	_____
Donation to IMH New Assisted Living Wing	(100 points per\$250.00)	_____

Relief SUB- TOTAL _____

Communications

Publish Commandery or York Rite Newsletter	(Min 2X per Year) (25 Points)	_____
Article Submitted to Knight Templar Supplement	(25 Points)	_____
Website	(25 Points)	_____
Calling Committee to Contact Sir Knights Who Do Not Attend	(25 Points)	_____

Communications SUB-TOTAL _____

Leadership

Written (1) Year Plan	(25 Points)	_____
Written (5) Year Plan	(25 Points)	_____
Templar Academy Number of Graduates Who Are Current Officers	(10 Points Each)	_____
Commandery Has a Financial Surplus for the Year	(20 Points)	_____

Leadership SUB-TOTAL _____

TOTAL POINTS _____

Include the Activity Sheet Points (Sub-Totals by categories and Grand Total) on the Inspecting Officer's Report and send to our Deputy Grand Commander SK Terry Kehrer and SK James L. Dove, PGC, GIG – within two weeks of completion of the inspection.

Recorder's Signature _____ Date: _____

Inspecting Officer Signature _____ Date _____

It is the local Recorders' responsibility to provide a narrative supporting each activity. All activities are graded and the total figure is reported in the annual proceedings of the Grand Commander.

The local Eminent Commander should periodically review the progress being made toward credit on the activity report with his Recorder. It is suggested that this report be a topic of discussion at Officer's meetings in order to measure goal accomplishment which will help improve the Commandery.

OFFICER'S MEETINGS

Officer's meetings should be held periodically (perhaps once a month) apart from official Commandery Conclaves or functions. These should be for the purpose of planning work and programs, receiving the Commander's plans in advance, helping the Commander and Officers with questions and handling small problems that need not come up at Conclaves. This can be most helpful in learning items of jurisprudence in advance and having questions or motions ready to be properly presented at regular Conclaves.

Officer's meetings are also the proper place to review past practices and prepare to improve or obtain proper answers concerning the same if needed. If proper and well operated Officer's meetings are not held, there is a strong likelihood that little progress will be accomplished. These meetings should also be held periodically with other committees in attendance, and it is suggested that all Officers faithfully be present. Well attended and planned Officer's meetings can be the backbone of the Commandery and in most instances will make for better fellowship and understanding among the Officers and for more efficient Conclaves and Commandery activities.

MEMBERSHIP ATTENDANCE AND PARTICIPATION

A major problem found in most Commanderies is the lack of participation by the membership. A well-planned program for the year and proper notice to the membership will do much to solve that problem. As the membership gets active and involved they will help to generate new members. Following are some guidelines, which will aid in improving membership participation in Commandery activities.

- **CALLING LISTS:** Establish calling lists and assign members (and wives) to contact those on their list and remind them of each Commandery function.

Then check with those assigned to make the calls and determine that they have performed their duty. Do not allow your members to be inactive.

- **FOLLOW UP ON NEW MEMBERS:** A special effort should be made to specifically remind newly created Sir Knights of forthcoming Commandery meetings. Give each of them some duty to perform so that they will feel needed. It can be helpful to assign a Past Commander to each new member and invite them to attend the meetings or function with them.
- **RITUALISTIC WORK:** See that all of the Officers and Order Teams have learned their work and are proficient by the end of the summer. The work is much more impressive for the candidate and those on the side lines when it is done properly and from memory. Every effort should be made to have candidate, as this causes the Officers to be more attentive while impressing the lessons on the candidates.
- **UNIFORMS, REGALIA, ETC.:** Whenever possible, have the Sir Knights attend in full dress uniform. This is not only impressive to the candidate, but also has a psychological value to the Sir Knights. The full dress uniforms and also the regalia for the first two Orders should be kept clean and neat. The Commandery should maintain a continuing program of updating and replacing its equipment and paraphernalia.
- **DRILL TEAM, ESCORTS, and HONOR GUARDS:** The organization and maintenance of a good drill team is indispensable to the existence of a thriving Commandery. Select some member of the Commandery (generally the Captain General) and assign to him the duty of thought and effort. Then follow through to see that the job is done. No single activity inspires the entire Commandery more than having its own drill team participate in exhibition drills at the Annual Conclave of Grand Commandery. Those Commanderies that do not have a drill team should utilize those Sir Knights used in the Full Form Opening as a nucleus. The members of the drill team can also be used for escorts, honor guards, and street parades. The more activity they have, the more enjoyment they get, and it also helps to promote the Commandery by exposing Templary to the general public.
- **PUBLICITY AND PROMOTION:** The success of any activity or of the Commandery in general, depends upon having proper publicity and notification of what is planned. Particular attention should be given to this facet, to insure full communication to the membership, and, when appropriate, to the general public.
- **SPECIAL EVENTS:** Special events add much to a Commandery year. Some of these are required for all Commanderies to observe; but there are many

more that can be planned successfully. These all take advance planning and preparation, but are well worth the effort. Each new Commander should have his events planned and arranged by the time he takes office. Rituals for Religious Observances are found in the Manual of Public Ceremonies issued by the Grand

Encampment. Following are some examples of these events:

- Easter Observance - Being an order of Christian Knights, it is only fitting that we have an observance for this special time in the Christian religion. Plan to attend a local church service as a group including wives. You may wear full Templar uniform (less sword) for this public observance.
- Ascension Sunday - Occurs 40 days after Easter, and is observed on the sixth Sunday following Easter. Plans for this, as well as the other observances, should be made well in advance. Attempts should be made to visit various churches of different Sir Knights for these observances rather than the same church all of the time.
- Grand Commandery Conclave - This is held in late April/early May annually. Periodic checks on those Sir Knights showing interest in attending are important. Local Commandery "get-togethers" in the city in which the Conclave is held is helpful to retain interest and to make the Sir Knights feel at home.
- Annual Inspections - These will be well attended if sufficient publicity is given. Invitations should be sent to surrounding Commanderies and Grand Commandery Officers. Set the inspection date on a coordinated basis with your Battalion Commander so that it will not conflict with inspections of nearby Commanderies. Visitations to other Commanderies' inspections should be stressed, as it assists your Commandery in learning procedure and encourages others to visit your inspection as well.
- Christmas Observance - This observance is a fundamental tradition in Templar Masonry. Start planning this at an early date. There are two methods to accomplish this tradition: a guest Templar speaker at your December stated Conclave, or attending a local church service as a group in full Templar uniform (less sword) including wives and widows.
- Past Commanders Night - It is always good to have a Past Commanders night and honor them for their service. It is a good time for a dinner and entertainment. You might consider having the Past Commanders confer the work on a candidate during an Order of the Temple.

- York Rite Festivals - These festivals are a good way to stimulate interest in all of the bodies, and promote working together for our mutual benefit; and for obtaining new members who wish to complete their journey through York Rite Masonry in a short period of time.
- Inter-Commandery Visitations - These visits help stimulate member interest in watching others at work, and promote return visits to your own Commandery.
- Ice Cream socials, picnics, Etc. - These types of summer activities make the Commandery enjoyable for the entire family, and promotes good will among the members, their families, and the general public.
- Masonic visitations - These visits to other Masonic groups is strongly encouraged. It is in this manner that the Commandery shows that it is involved and interested in the welfare of all facets of the Craft.
- Ladies Night - This activity is designed to honor the wives and widows of Sir Knights for their help and patience throughout the year, as none are more deserving.
- Youth Night - Honor one of the youth groups, and encourage them to portray their work for you. It is well to remember that it is the impression that the young receive from us that calls them to our adult organization.
- INVOLVE THE LADIES: More than any other Masonic Body, the Knights Templars have their ladies participating with them. This includes the widows of deceased Sir Knights. A Ladies Auxiliary (Beauceant) is desirable. They will be most helpful in the many activities which include: serving on a calling committee, promoting and frequently supervising Knight Templar fund raisers, making or repairing costumes, helping find qualified applicants for the Educational Foundation, etc.
- COMMANDERY FUNERALS AND MEMORIAL SERVICES: These never come at a convenient time, but when requested they should be provided. Great care should be taken to have the work given proficiently and with dignity. This should be coordinated by the Commander and the Committee on Religious Activities consistent with the Grand Encampment General Regulations (General Order No. 7). The Grand Encampment General Regulations involving Knight Templar Memorial Services have been inserted in the Indiana Tactics Book, and are available from the Grand Recorder if needed.

COMMITTEES

Every Commandery has committees to support its administrative functions.

Some are required by Indiana Templar Law (Section 700). These committees must be appointed by the Commander on or before his installation. Past Commanders should frequently be consulted before appointments are made to the various committees. The appointment of committees and committee leadership is the responsibility of the Eminent Commander. The following are general guidelines for the Eminent Commander in the delegation of the committee assignments:

- Select a chairman for each committee who is qualified and interested in the work of a particular committee
- Personally contact his choice for chairman to secure acceptance before his name or the names of other members of the committee are made public
- Solicit the assistance of the chairman in designating other Sir Knights to serve on the committee with him
- Call for a report from each chairman of the committee regularly at Stated Conclaves
- Determines the number of Sir Knights comprising each committee
- Appoint special committees to carry out the programs of the Commandery

The following are the primary duties of suggested committees for constituent Commanderies:

- **BANQUET AND REFRESHMENTS COMMITTEE**
Plan and make arrangements for preparation and serving refreshments or dinners when needed
- **DRILL TEAM OR DETAIL COMMITTEE**
 - Arrange for a location, dates, and times for drill practice
 - Plan and execute fund raising projects for the drill team
 - Assist in recruiting new members for the Drill Team
 - Plan and execute social activities for the Drill Team including families and guests
- **ENTERTAINMENT COMMITTEE**
Plan and administer all social events of the Commandery
- **EYE FOUNDATION COMMITTEE**
 - Plan and execute campaigns to secure Life Sponsors and voluntary contributions

- PRELATE
 - Plan arrangements for Easter, Ascension Day, and Christmas Observances
 - See that cards or flowers are sent and visitations made to Sir Knights who are ill
 - See that proper floral arrangements are present for funerals of Sir Knights
- MEMBERSHIP COMMITTEE
 - Plan and implement promotional meetings with other York Rite Bodies
 - Make visitations to Lodges, Chapters, and Councils in the area
 - Present Square and Compass pin to each newly raised Master Mason in the area
- PATRIOTIC AND CIVIC ACTIVITIES COMMITTEE
 - Plan and implement at least one patriotic or civic activity each year
 - Be alert for any civic activity in which the Commandery might appropriately engage
- PUBLICITY AND PUBLIC RELATIONS
 - Prepare news releases for local newspapers and radio stations before or after the activity
 - Arrange for pictures of newsworthy events
 - Submit articles and pictures to the Editor of Indiana Knight Templar Magazine
- RECEPTION COMMITTEE
 - Arrange for local Sir Knights to greet all Sir Knights as they arrive at the Asylum
 - Ensure that Ladies are available to greet visiting Ladies as they arrive
 - Express appreciation for the attendance of everyone as they leave
- RITUALISTIC COMMITTEE
 - Assist the Commander in selecting Directors of Work for each of the Orders
 - Plan rehearsals in cooperation with the Directors of Work
 - Assist the Directors of Work in selecting casts
 - Encourage the Officers to observe the conferral of the Orders at other Commanderies
- YORK RITE COOPERATION COMMITTEE
 - Arrange and oversee plans for York Rite festivals
 - Assist the presiding Officers at the York Rite Bodies in planning the calendar for ritualistic work

- AUDITING COMMITTEE
 - Assist the Recorder and Treasurer in maintaining the financial records
 - Perform a complete audit of the records annually in late December, and submit a signed report to the Commander.

DIRECTORS OF WORK

The Commander should appoint a Director of Work for each of the Orders of the Commandery. The Sir Knight should be very familiar with the ritual and tactics used in conferring the Order. The Director of Work should:

- Assemble all paraphernalia needed for the Order
- Schedule all rehearsals
- Appoint the cast including substitutes
- Select assistants if needed

YORK RITE FESTIVALS

A York Rite Festival is the conferring of Degrees and Orders of the Chapter, Council, and Commandery in one or two days usually on successive Saturdays. These York Rite Festivals are held to stimulate membership campaigns and to accommodate candidates who may be desirous of receiving the degrees on an accelerated basis or may not be available to receive them during the weekday evenings. Tips on planning a York Rite Festival:

- Jointly decide on a date with the local York Rite group presiding officers. This date should be cleared by the Grand York Rite presiding officers to minimize overlap or conflict with other festivals scheduled
- Line-up which Chapters, Councils, and Commanderies who will be conferring the work
- Organize a committee to plan the meals. For a two-day festival, you will need to provide lunch and dinner on the first day and a lunch and optional dinner on the second day
- Assign a committee to be responsible for the regalia and paraphernalia
- Assign a Director of Work for each of the Chapter, Council, and Commandery Orders who will be responsible for assembling the casts and substitutes
- Correspond with neighboring York Rite Groups and solicit their candidates, participation, and attendance
- Develop a timetable and stick to it

PHILANTHROPIES



"A Masonic Charity"

The Knights Templar Eye Foundation

The Knights-Templar Eye Foundation, Inc., is a 501(C) 3 charity, sponsored by the Grand Encampment of Knights Templar of the United States of America and was founded in 1956. Mission Statement, *"To improve vision through research education, and supporting access to care."*

From its inception \$135 Million has been spent on research, patient care and education. The Foundation is also a co-sponsor of the Seniors Eye Care Program, a public service foundation of the American Academy of Ophthalmology which provides eye care at no cost to those who qualify through its corps of 7,000 volunteer ophthalmologists nationwide.

The Foundation is funded by donations from the Knights Templar membership as well as contribution made by Masons from throughout the Masonic Family. These tax-deductible donations go to either general or endowment funds. Many members, as well as non-members, leave bequests as part of their estates supporting the Knights Templar Eye Foundation, Inc. in the preservation of sight. More information can be obtained through the web site: www.knightstemplar.org/ktef or by writing Knights Templar Eye Foundation, Inc. 1033 Long Prairie Road, Suite 5, Flower Mound, TX 75022.

Educational Foundation

The capital for the Education Foundation was raised by an assessment of \$1.00 per year from 1924 to 1933, by each Sir Knight in the Grand Encampment. This money was allocated to the various Grand Commanderies for student loans. Indiana has approximately \$200,000 in assets.

In approximately 2004, the Grand Encampment added a stipulation that a Grand

Commandery could either continue the student loan program or go to a program of grants. In 2005, Indiana voted to move toward grants because of the large number of defaults we were experiencing, the expense to administer the program and the time it took to select from the applicants.

In 2005, we began awarding a grant to a Divinity College for a worthy student, which they would select based on need and scholarship. These grants are based on the income we receive from our savings and not from the principal. We have plans to award a second scholarship in the area of science, if and when our savings generate enough income.

Sir Knights may give voluntary contributions to the Foundation. (No active solicitation is made.)

HOLY LAND PILGRIMAGE

The objective of the Pilgrimage is the spiritual enrichment of Christian Ministers who are given the opportunity to travel for ten days in the Holy Land. Since its inception in 1977, 256 Ministers have been sent from the United States by the Sir Knights. Forty-four have been sent by the Sir Knights of Indiana.

The number of Ministers selected depends on the contributions received from the Sir Knights. The cost per minister is about \$3,000, which includes airfare, meals, lodging, and fees to various sites. The Grand Prelate and the Former Grand Prelates make the selection from those nominated. Any Sir Knight may nominate a Christian Minister through his Constituent Commandery. Nominations are due October 31.

TEMPLAR AWARDS

Knight Templar Cross of Honor

This is the most coveted and highest award that can be earned by a Knight Templar. It is presented annually for exceptional and meritorious service rendered far beyond the call of duty and beyond service usually expected of an Officer or member.

This is a Grand Encampment Award and will be conferred by the Most Eminent Grand Master or his personal representative, upon one or more deserving Sir Knights of the Grand Commandery of Indiana each year. It is presented to the

recipient at the Annual Stated Conclave. The number of KTCH's awarded depends upon the membership count of the Grand Commandery.

Nomination forms are mailed to each Recorder of Constituent Commanderies in Indiana annually before November. Nominations for this honor are optional, but if submitted by the Eminent Commander, THE NOMINATION MUST BE RECEIVED BY THE GRAND COMMANDER NO LATER THAN FEBRUARY 1 EACH YEAR.

Distinguished Service Award

The Distinguished Service Award was established in order to recognize distinguished service by a Knight Templar. Each Commandery in Indiana can nominate up to two (2) of its Sir Knights annually to be a recipient.

Nominations forms are mailed to each Recorder annually before November via General Order. The Eminent Commander, Generalissimo, Captain General, and Recorder can nominate up to two (2) Sir Knights. The Grand Commander has the authority to self-nominate and present a maximum of five (5) of these awards during his term of office. The recipient of this award will receive a recognition jewel and certificate. The cost of this jewel will be billed to the local Commandery by the Grand Recorder.

Nominations for this honor are optional, but if submitted by the Eminent Commander, THE NOMINATION MUST BE RECEIVED BY THE GRAND COMMANDER NO LATER THAN FEBRUARY 1 EACH YEAR.

Distinguished Service Award for Friends

The Distinguished Service Award for Friends of the Commandery was established in order to recognize distinguished service by a non-member of the Knights Templars. Each Commandery in Indiana can nominate up to two (2) Friends of the local Commandery annually to be a recipient.

Nominations forms are mailed to each Recorder annually before November via General Order. The Eminent Commander, Generalissimo, Captain General, and Recorder can nominate up to two (2) Friends of the Commandery. The Grand Commander has the authority to self-nominate and present a maximum of five (5) of these awards during his term of office. The recipient of this award will receive a recognition jewel and certificate. The cost of this jewel will be billed to the local Commandery by the Grand Recorder.

Nominations for this honor are optional, but if submitted by the Eminent Commander, THE NOMINATION MUST BE RECEIVED BY THE GRAND COMMANDER NO LATER THAN FEBRUARY 1 EACH YEAR.

Membership Awards

Any Knight Templar who, as a first line signer recommending favorable action, shall have after May 2, 1980, secured and presented petitions of others for membership in one or more Commanderies in Indiana of which he is then a member, a new member for such Commandery; shall be eligible to receive:

- For 3 petitions: A White Shoulder Cord
- For 6 petitions: A Silver Shoulder Cord.
- For 9 petitions: A Gold Shoulder Cord
- For 15 petitions: A Red Shoulder Cord
- For 20 petitions: A Red and White Shoulder Cord
- For 25 petitions: A Red and Silver Shoulder Cord
- For 30 petitions: A Red and Gold Shoulder Cord
- For 35 petitions: A Red and Purple Shoulder Cord
- For 40 petitions: A White and Purple Shoulder Cord
- For 45 petitions: A Silver and Purple Shoulder Cord
- For 50 petitions: A Gold and Purple Shoulder Cord
- For 55 petitions: A Green and White Shoulder Cord
- For 60 petitions: A Green and Silver Shoulder Cord
- For 65 petitions: A Green and Gold Shoulder Cord
- For 70 petitions: A Green and Red Shoulder Cord
- For 75 petitions: A Blue and White Shoulder Cord
- For 80 petitions: A Blue and Silver Shoulder Cord
- For 85 petitions: A Blue and Gold Shoulder Cord
- For 90 petitions: A Blue and Red Shoulder Cord
- For 95 petitions: A Blue and Purple Shoulder Cord
- For 100 petitions: A Black and White Shoulder Cord

To qualify, the petitioner must receive the Order of the Temple and thereby become a member of an Indiana Commandery. If a Sir Knight signing such as a petition is not a member of the Commandery to which such petition is presented it must be recommended by two other Sir Knights who are members of the Commandery.

All awards presented in accordance with this program shall remain the property of the Grand Commandery of Indiana and shall be returned to it when the

recipient receives a subsequent award for additional petitions, ceases to be a Knight Templar or is deceased.

Shoulder cords in the specified colors shall be a braided cord with a loop. The loop shall attach to a black button sewed on top of the left shoulder of the coat of a Standard Templar Uniform and three and one-half (3 1/2) inches from the shoulder seam. Such awards are worn on the left shoulder and under the sleeve and only one award shall be worn at any time by any Sir Knight. That award being the latest Shoulder Cord that has been presented to him.

Sir Knights obtaining One-Hundred and three (103) or more petitions may receive a white cord and thus begin to progress again through the award sequence above while retaining the black and white cord which in such cases shall still be worn on the left shoulder but over and outside the sleeve.

The wearing of the Membership Award is optional; but if worn, it shall be worn only on a Commandery uniform. Only one such award shall be worn at any time by any Sir Knight; and that one is the latest Shoulder Cord that has been presented to him.

Templar Protocol and Practices

Compiled by Sir Knight Ronald L. Ellis, KCT, PGC 08/10/2005
Modified by Lawrence V. Kaminsky, KCT, PGC 08/21/2010

I. Definition

II. Terminology

III. Templar Titles

IV. Precedence of Rank: Constituent Commandery

V. Precedence of Rank: Grand Commandery

VI. Precedence of Rank: Grand Commandery

VII. Honors Accorded to Officers of Various Ranks

VIII. Practice and Protocol for Commandery Inspections

IX. Templar Dress

I. Definition

Protocol is defined as “the customs and regulations dealing with formality, precedence and etiquette.”

We observe Templar and Masonic Protocol for the same reasons that we have rituals and tactics

- That we may perform our duties with the greatest possible efficiency and dignity
- Templar has both a military and religious heritage
 - Our tradition of detailed written instructions for the performance of our ritual as well as the conduct of our conclaves and ceremonies.
- Templar Protocol grows from certain approved and sanctioned ceremonies
 - Military Manuals
 - “Common Sense”
 - Templar and Masonic Practices
- Bottom Line
 - Do it in a “Right and in a Proper Manner”

II. Terminology

- One member of a Commandery is referred to as a “**Knight Templar**”
- Members of a Commandery are referred to collectively as “**Knights Templar**”
- A Commandery under the jurisdiction of a Grand Commandery is called a “**Constituent Commandery.**”

- Commanderies hold
 - Stated Conclaves
 - Special Conclaves
 - They are not meetings
- Constituent Commanderies
 - Open and Close
- Grand Encampment and Grand Commanderies
 - Convene and Adjourn
 - They do not Open and Close
- Commanderies hold their Conclaves in an "ASYLUM"
- Commanderies confer "Orders of Knighthood"
 - The Illustrious Order of the Red Cross
 - THE Order of Malta
 - THE Order of the Temple

III. Templar Titles

- Every member of the Order of Knights Templar has the honorary title of: **Sir Knight**
- An assemblage of Knights Templar has the honorary title of: **Sir Knights**
- The honorary title shall be used in addressing or referring to a member or members: "**Sir Knights**, I have the honor to present **Sir Knight Jones.**"
- The word "**Sir**" should always be used in conjunction with the word "**Knight**", thus
 - Sir Knight Jones
 - It is incorrect to say "Sir Jones" or "Eminent Sir"

IV. Precedence of Rank: Constituent Commandery

Honorary Title

Eminent Commander
 Eminent Past Commander
 S.K. Generalissimo
 S.K. Captain General
 S.K. Senior Warden
 S.K. Junior Warden
 Excellent Prelate
 S.K. Treasurer
 S.K. Recorder
 S.K. Standard Bearer

Official Title

Commander
 Past Commander
 Generalissimo
 Captain General
 Senior Warden
 Junior Warden
 Prelate
 Treasurer
 Recorder
 Standard Bearer

S.K. Sword Bearer	Sword Bearer
S.K. Warder	Warder
S.K. Sentinel	Sentinel

V. Precedence of Rank: Grand Commandery

Honorary Title

Official Title

Right Eminent Grand Commander	Grand Commander
Right Eminent Past Grand Commander	Past Grand Commander
Very Eminent Deputy Grand Commander	Deputy Grand Commander
Eminent Grand Generalissimo	Grand Generalissimo
Eminent Grand Captain General	Grand Captain General
Eminent Grand Senior Warden	Grand Senior Warden
Eminent Grand Junior Warden	Grand Junior Warden
Eminent Grand Prelate	Grand Prelate
Eminent Grand Treasurer	Grand Treasurer
Eminent Grand Recorder	Grand Recorder
Eminent Grand Standard Bearer	Grand Standard Bearer
Eminent Grand Sword Bearer	Grand Sword Bearer
Eminent Grand Warder	Grand Warder
Eminent Grand Sentinel	Grand Sentinel

- The honorary title of an officer is used only when:
 - addressing him directly
 - when referring to him by name in the course of an introduction
 - when alluding to him by name in written material
- An officer uses only his official title when:
 - referring to himself
 - Designating his rank or station
 - Signing letters or documents
- Deputy Battalion Commanders and Aides to the Grand Commander
They are addressed only by the honorary title of "Sir Knight Jones"
They are referred to and introduced as:
 - "Sir Knight John Jones, Deputy Battalion Commander for Battalion II."
 - "Sir Knight John Jones, Personal Aide to Right Eminent Grand Commander Dove."
- Grand Prelates Emeritus
 - Sir Knights who have served in the office of Eminent Grand Prelates are

- termed "Grand Prelates Emeritus" and not "Past Grand Prelates."
- They are introduced as "Sir Knight John Jones, Grand Prelate Emeritus."
 - Recipients of the Knights Templar Cross of Honor
 - They are referred to and introduced as "Sir Knight John Jones, Recipient of the Knight Templar Cross of Honor."
 - Section 237 of the Statutes of the Grand Encampment outlines the precedence of rank for honorary and emeritus titles awarded for service rendered to the Constituent, Grand Commandery and Grand Encampment
 - Chairman and members of Grand Encampment Committees are recognized and introduced in connection with their specific duties
 - They would be recognized in the order of the naming of the committee in Section 93 of the Statues of the Grand Encampment

VI. Precedence of Rank: Grand Encampment

Honorary Title

Most Eminent Grand Master
 Right Eminent Deputy Grand Master
 Right Eminent Grand Generalissimo
 Right Eminent Grand Captain General
 Most Eminent Past Grand Master
 Right Eminent Department Commander
 Right Eminent Past Department Com
 Right Eminent Grand Senior Warden
 Right Eminent Grand Junior Warden
 Right Eminent Grand Prelate
 Right Eminent Grand Treasurer
 Right Eminent Grand Recorder
 Right Eminent Grand Standard Bearer
 Right Eminent Grand Sword Bearer
 Right Eminent Grand Warder
 Right Eminent Grand Captain of the Guard

Official Title

Grand Master
 Deputy Grand Master
 Grand Generalissimo
 Grand Captain General
 Past Grand Master
 Department Commander
 Past Department Commander
 Grand Senior Warden
 Grand Junior Warden
 Grand Prelate
 Grand Treasurer
 Grand Recorder
 Grand Standard Bearer
 Grand Sword Bearer
 Grand Warder
 Grand Captain of Guard

VII. Honors Accorded to Officers of Various Ranks

- **Arch of Steel**
 The following distinguished guests are the only ones entitled to be received under and Arch of Steel:

- The Grand Commander or his representative when the Grand Commander is NOT present (Inspecting Officer)
 - The Grand Master of the Grand Encampment, or his Representative
 - Past Grand Masters of the Grand Encampment
 - Past Grand Commanders
- **Present Swords**
 - All other distinguished guests
 - **Attention**
 - A Commandery is always called to "Attention" when distinguished guests are received
 - They are always presented to the Presiding Officer
 - The Presiding Officer will present and Introduce the distinguished guests to the Commandery
 - All distinguished guests will be received, whether or not they are in full Templar uniform

VIII. Practice and Protocol for Commandery Inspections

The Inspecting Officer

- **Uniform**
 - Upon Arrival -- Business Suit or Fatigue Uniform
 - Opening and Closing of the Commandery – Full Templar Uniform WITH Sword and Gloves
 - Order conferral – Full Templar Uniform WITHOUT Sword and Gloves
 - Dinner – Full Templar Uniform (less Chapeau, gloves and sword)
- **Dinner**

The Eminent Commander Introduces:

 - His Wife
 - Persons responsible for the meal
 - Officers of his Commandery
 - Presiding Officers of local York Rite Bodies
 - Presiding Worshipful Master of Local Lodge
 - Candidate and his wife by name
 - Speaker/Entertainment (Optional)
 - 50 year Members
 - Widows of deceased Sir Knights

- Introduces Inspecting Officer

Inspecting Officer Duties:

- Remarks
- Inspecting Officer introduces:
 - The Right Eminent Grand Commander (if present)

Grand Commander (if present) introduces:

- His Wife
- Wife of Inspection Officer
- Wives of the Distinguished Guest by name
- Visiting Distinguished Guest
- Remarks for the good of the Order

IX. Templar Dress

- **Conclaves**
 - The most appropriate dress for a Templar during all Conclaves is full Templar Uniform with Sword
 - Fatigue uniform as prescribed in the statutes should be worn when performing duties during the Conclave where those duties for which a full Templar uniform would be inappropriate
 - Whichever Uniform is worn, it should be worn in full, which means Chapeau or Cap and in the case of full Templar uniform, Gloves
 - Dark business suit with white shirt and tie is preferred for those in attendance at a Conclave when not in uniform
- **Other Masonic functions**
 - Attendance at other Masonic events would dictate dark business suit, white shirt and tie
 - Or, in formal dress should occasion requires
 - There may be ceremonial occasions when full Templar uniform is required but these situations should be obvious
 - Officers of the Grand Commandery may wear jewel of office suspended from a chain collar in any situation where usual Masonic practice would dictate, but only when wearing a business suit or formal dress
- Every Officer and Knight participation in the conferring of the Order of the Temple, including the opening, shall be in attired in full Templar dress uniform or regulation ceremonial robes, all as prescribed for his office

- The Commander, if in Full Uniform, shall wear a double breasted Templar dress coat. Insignia, sword, belt in worn, and chapeau shall be gold-trimmed
- The Generalissimo and Captain General shall wear the regulation Templar uniform with appropriate shoulder straps
- Past Commander will continue to wear his Past Commander's shoulder straps



The Templar Uniform Jewels and Bars Source: Section 900

Indiana Manual for Templar Jurisprudence

Compiled by Sir Knight Rex Sohn 03/28/2008
Modified by Lawrence V. Kaminsky 08/21/2010

I. Standard Uniform

Consists of the following:

- A. Black coat and trousers
- B. Jewels
- C. Bars
- D. State/Commandery pins
- E. Name tag
- F. Shoulder boards
- G. White shirt
- H. Black necktie
- I. White gloves
- J. Black socks
- K. Black shoes
- L. Black belt
- M. Chapeau
- N. Sword

A. Black Coat shall:

- Be double breasted w/ 3 buttons (Cross and Crown)
- Have no outside pockets, but may have 2 lower straight flaps
- Have left breast welt (1" w x 6" l) for fastening permitted jewels
- Have 2 inside breast flaps
- Wearers left side will be a 4" horizontal opening for sword belt chains/sling
- Length of coat to be 1" below wearers crotch line
- Have roll collar w/ peak lapels 3" wide at the peak
- On point of collar ½" above lapel seam and ½" from outside edge of collar, shall be a 1" Cross of appropriate rank
 - Sir Knight - silver Passion Cross
 - Past or current Commander- gold Passion Cross
 - Grand officer- gold Templar Cross

B. Jewels:

- Have only Templar jewels placed on coat
- Jewels to be worn on left breast welt, placed in order and spaced 1/8" apart
- If Malta jewel only is worn, it shall be centered
- Top of jewel/jewels to be even with top edge of welt
- Jewel of office may also be worn suspended from black cord or silver chain
- KYCH is not a Templar jewel so is not to be worn with uniform

C. Bars

- Those who have been awarded the Distinguished Service Award may wear a service bar (white bar w/ gold star centered) in lieu of jewel
- US Armed Forces Bar may be worn by applicable military veterans
- Single bar to be centered above left breast welt

D. State/Commandery Pins

- **Optional:** State of Indiana abbreviations and Commandery numeric lapel device may be worn on respective lapels. 1 ½" below the notch and collar seam and ½" in from the outside edge of the lapels
 - Sir Knights: silver ½" "IN" on right lapel silver ½" Commandery numeral on left lapel
 - Past and current Commanders: gold ½" "IN" on right lapel gold ½" Commandery numeral on left lapel

- Grand Commandery: gold $\frac{1}{2}$ " "IN" on both lapels.

E. Name Badges

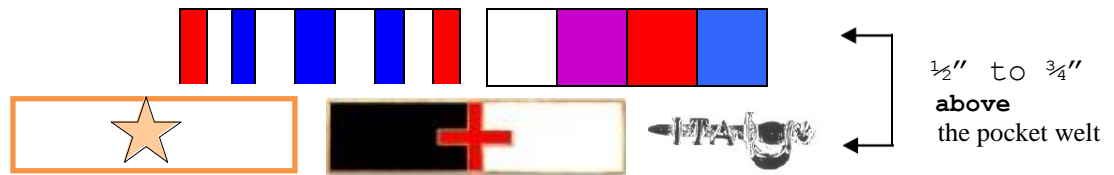
- **Optional:** Name tag shall be worn on the right breast, centered and horizontal with the left breast welt

F. Shoulder Boards

- Commandery Officers- emerald-green velvet 1 $\frac{3}{4}$ " to 2" wide by 4" long, bordered with one row of embroidery of gold bullion/Mylar $\frac{1}{4}$ " to $\frac{3}{4}$ " wide. The emblem of their station shall be in the center
- Past Commanders- same as Commander but with red silk velvet
- Grand Commandery Officers- red silk velvet 1 $\frac{3}{4}$ " to 2" wide by 4" long, bordered with one row of embroidery of gold bullion/Mylar $\frac{1}{4}$ " to $\frac{3}{8}$ " wide. A gold Templar Cross shall be in the center
- Past Grand Commanders- purple silk velvet 1 $\frac{3}{4}$ " to 2" wide by 4" long, bordered with one row of embroidery of gold bullion/Mylar $\frac{1}{4}$ " to $\frac{3}{8}$ " wide. A gold Templar Cross shall be in the center

← **Center of Chest**

Left Arm →



POCKET WELT

JEWEL OF OFFICE	MERITORIOUS JEWEL	MALTA JEWEL	RED CROSS JEWEL
------------------------	--------------------------	--------------------	------------------------

POCKET WELT

JEWEL OF OFFICE	MERITORIOUS JEWEL	MERITORIOUS JEWEL	MALTA JEWEL
------------------------	--------------------------	--------------------------	--------------------

POCKET WELT

JEWEL OF OFFICE	MERITORIOUS JEWEL	COMMANDERY BADGE	MALTA JEWEL
------------------------	--------------------------	-------------------------	--------------------

G. White shirt shall:

- Shall consist of a cotton or cotton-blend fabric
- Collar will be plain (no button-downs, snap-tab or pin type)
- Fabric weave will be plain (no pattern weave)
- Shirt can be long or short sleeve

H. Black necktie shall:

- Be a standard plain four-in-hand or ready tied
- Fabric shall be plain with no pattern
- No designs or tie tacks to show above lapels

I. White gloves shall:

- Be buff or white in color

J. Black socks shall:

- Be all black in color

K. Black shoes shall:

- Be a plain rounded toe black laced oxford or similar styled boot without ornamentation

L. Black belt shall:

- Be all black in color

M. Chapeau shall:

- Be black,
- Be trimmed with two black plumes and one duplex white top plume
- Extend 3" beyond the rear peak of the chapeau and to be not less than 6 $\frac{3}{4}$ " wide

Sir Knights

- Rosette of silk-velvet and ribbon with embroidered silver bullion/Mylar trimmed Passion Cross with or without rays. The filling of the Cross is to be red

Commanders/Past Commanders

- Rosette of silk-velvet and ribbon with embroidered gold bullion/Mylar trimmed Passion Cross with rays. The filling of the Cross is to be red. There shall be gold slashing 1 $\frac{1}{2}$ " wide on both sides, front and back and gold tassels on front peak

Grand Officers and Past Grand Commanders

- Rosette of silk-velvet and ribbon with embroidered gold bullion/Mylar trimmed Templar Cross. The filling of the Cross is to be red or purple appropriate to rank. There shall be gold slashing 1 $\frac{1}{2}$ " wide on both sides, front and back and gold tassels on front peak
- Past Grand Commander can wear vine and berry pattern in place of gold slashing

N. Sword

Sir Knight

- Be straight, narrow 19mm pattern, 34" to 40" in length, inclusive of scabbard
- Pommel shall a silver helmeted head of knight with visor closed
- Blade to be etched with Knight Templar emblems and owners name
- Grip to be black ebony with silver Passion Cross
- Hilt shall be straight solid pattern without chain
- Scabbard shall be of nickel or silver plated, clean cut emblematic

mountings and without etchings

Commanders/Past Commanders-

- Same as Sir Knights sword except all metal to be gold plated
- Grip to be white imitation ivory with silver Passion Cross and owner's initials

Grand and Past Grand Officer

- Same as Commander/Past Commanders except that the Templar Cross shall be used instead of Passion Cross

II. Fatigue Uniform

A. Coat shall:

- Be of the same material as the uniform coat
- Be double-breasted with 3 buttons on each side
- Have 2 lower imitation pockets with square pocket flaps. Under left pocket shall be a zippered slot
- Have on left breast an imitation pocket with "Indiana" embroidered in gold, ½" tall
- 1 ½" to 2" Sleeves crosses according to rank shall be sewed on center and 1" from end of sleeve
- Shoulder epaulets with rank appropriate crosses

B. Cap shall:

Sir Knight

- Be a bell crown or Pershing cap of black cloth with black braid, metal side buttons and silver lace front strap
- Have Passion cross on the front may be silver bullion, Mylar or metal 1 ½" to 2" high
- Have drooping visor

Commander/Past Commander

- Be a bell crown or Pershing cap of black cloth with black braid, gold side buttons and lace front strap
- Have Passion cross on the front may be gold bullion, Mylar or metal 1 ½" to 2" high

Grand Officer

- Be a bell crown or Pershing cap of black cloth with gold braid, gold side buttons and lace front strap

- Have Templar cross on the front may be gold bullion, Mylar or metal 1 ½" to 2" high with red back ground
- Have drooping visor

Past Grand Commander

- Be a bell crown or Pershing cap of black cloth with gold braid, gold side buttons and lace front strap. May be vine and berry design
- Have Templar cross on the front may be gold bullion, Mylar or metal 1 ½" to 2" high with purple back ground
- Have drooping visor

Cap & Mantle Uniform

A. Mantle shall:

- Shall be in a style worn by medieval Templars
- Shall consist of white material, white hood
- Shall reach 12" from the floor
- Jewels of office may be worn suspended from a black neck cord or silver chain. No ornamentation or Templar jewels, other than the Commandery Badge, shall be worn on the mantle
- Shall be ornamented as follows:

Sir Knights

- Shall be white
- Have hood lined with silky white material
- Have 9" Passion Cross in bright red on left breast
- Tie closely around the neck with white cord tassels

Commanders/Past Commanders

- Shall be white with single 1" wide red ribbon 1" from edge
- Have hood lined with silky red material
- Have 9" Passion Cross in bright red with gold rays on left breast
- Tie closely around the neck with red cord and tassels

Grand and Past Grand Officers entitled to permanent rank

- Shall be white with single 1" wide red ribbon and single ½" red ribbon 1" from edge
- Have hood lined with silky white material
- Have 9" Templar cross in bright red on left breast
- Tie closely around the neck with red cord and tassels

Grand Officers

- Shall be white with single 2" wide red ribbon 1" from edge
- Have hood lined with silky red material

- Have 9" Templar Cross in bright red with gold rays on left breast
- Tie closely around the neck with red cord and tassels

Past Grand Officers

- Shall be white with single 1 ½" wide purple ribbon and single ½" red ribbon ¾" from edge
- Have hood lined with silky purple material
- Have 9" Templar Cross in purple on left breast
- Tie closely around the neck with purple cord and tassels

B. Cap shall:

Sir Knights

- To be bright red velvet or silk
- 2" red Passion Cross trimmed in silver

Commanders/Past Commanders

- To be bright red velvet or silk
- 2" red Passion Cross trimmed in gold with gold rays

Grand Officers

- To be bright red velvet or silk
- 2" red Templar Cross trimmed in gold

Past Grand Commanders

- To be purple velvet or silk
- 2" purple Templar Cross trimmed in gold

Templar Board

The Templar Board is an ideal setting to honor Sir Knights for their service to the Commandery, to have a festive board, promote a Templar charity or have a speaker.

The outline of the ceremony and Traditional Toasts is given in the General Instructions section of the Indiana Tactics, beginning on page 11.

The following figure shows the arrangement (tables, candles, etc.) that may be used for the festive Board.

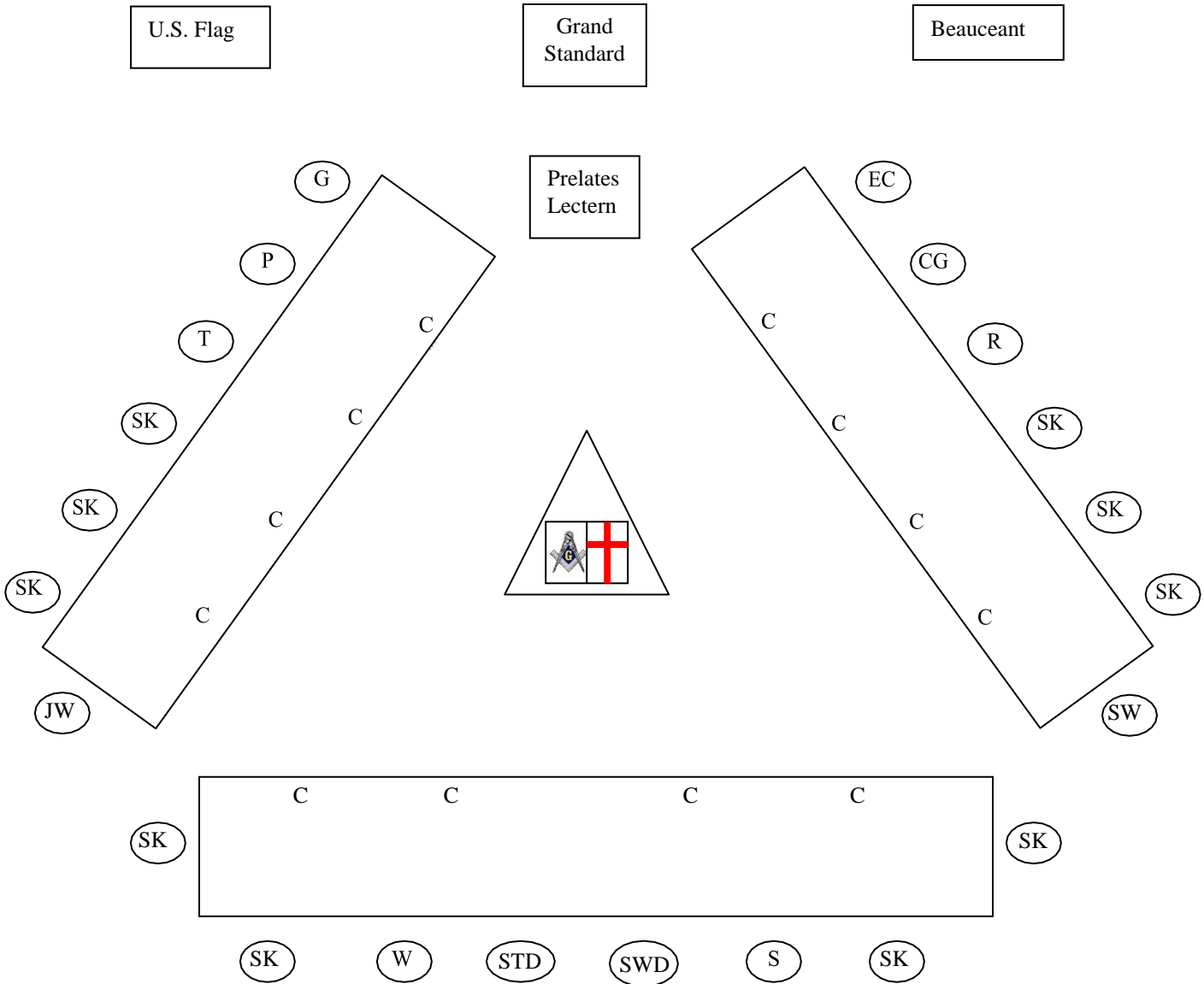
Note that the tables are arranged to form a triangle. Additional tables may be added around the periphery for additional Sir Knights. The Triangle (from the Order of the Temples) or a small table covered with a black cloth may be used in

the center as an altar. The Bible should be opened thereon to Matthew 28 with the Cross on the right and the Square and Compass on the left. Three tall tapers arranged in triangular form circumscribe the Holy Bible. Each represents one of the Knights Templar Orders. Four additional candles per table for a total of twelve are to be placed on the festive tables near the altar.

The Prelate's lectern should be at the peak of the triangularly arranged tables. The U. S. flag is to be displayed to the rear and left of the lectern. The Grand Standard and Beauceant may be displayed but they are not required. The former goes behind the lectern and the latter to the left. If the meeting is open to the public the Grand Standard should not be displayed.

During the Ceremony, the Eminent Commander should explain the Traditional Toasts as follows. To make ready, hold the glass at shoulder height with the right arm extended. After the Toast is repeated, take a sip from the glass, raise it to the level of the forehead; move it to the right breast; left breast, center of the breast; thus, forming the Sign of the Cross. Return the glass to the table with a report. Repeat each Toast under the direction of the CG, using the same procedure. The business of the Commandery may be conducted, if the public is not present, during the Toasts.

A GUIDE FOR A COMMANDERY AT THE TEMPLAR BOARD



RITUAL

EC: Sir Knights, Attention.

I am about to convene a Conclave of **(Commandery Name)** Commandery at

the Templar Board.

SK Sentinel: *(Exchange Salutes)* you will attend to the stated duties of your office. *(Exchange Salutes)*

Excellent Prelate, *(Exchange Salutes)* please offer up an invocation to Deity that what we do and of what we partake here this day maybe done in His name; remembering those absent from us because of illness and also our departed Fraters. *(Exchange Salutes)*

P: *(Offers suitable prayer)* Amen.

SKs: Amen.

EC: Sir Knights, be seated and enjoy the fellowship of the festive Templar board until called to order.

(Meal follows)

EC: Sir Knights, I call on you again to give attention to the East. I declare that *(Commandery Name)* Commandery Number (*NN*) is duly opened in form at Templar Board, requiring all Knights present to govern themselves according to the sublime principles of this Magnanimous Order.

SK Sentinel, *(Exchange Salutes)* be mindful of your duties. *(Exchange Salutes)*

Sent: Sir Knight Captain General, *(Exchange Salutes)* call us to our patriotic duty. *(Exchange Salutes)*

CG: Sir Knights, Attention.

Give heed to Sir Knight () who will review our respect to the flag of our country. *(Templar selected gives flag lecture)*

CG: Sir Knights, let us pledge our allegiance to the flag.

Hand Salute

(Give pledge)

Return Right

Be Seated

EC: Sir Knight Generalissimo, *(Exchange Salutes)* I call upon you to exercise your duties as Sir Knight Hospitaler. *(Exchange Salutes)*

G: The basket of Templar Charity has tonight been designated to _____ . Let us attend to SK _____ as he reviews with us the needs and purposes of this philanthropy.

(Sir Knight chosen or Generalissimo gives a very brief resume of the chosen philanthropy.)

G: Sir Knights Standard Bearer and Sword Bearer, *(Exchange Salutes)* you will serve as the Sir Knights Almoner this evening. *(Exchange Salutes)* Remember, Sir Knights, the words of our Blessed Savior, Jesus Christ, who said that it is more blessed to give than to receive.

(The StdB and SwdB. will pass the baskets from their positions so that the baskets will arrive at the apex of the tables where they will receive them and hand them to the Prelate at that time at the lectern. The Prelate will elevate the baskets and say :)

P. All things come of Thee, O Lord, and of Thine own have we given Thee.

(Prelate hands baskets to JW who gives them to the Treasurer as he passes him on the way to his station.)

TRADITIONAL TOASTS

(The Commander will give explanation of the method of giving the Toasts. To make ready, hold the glass at shoulder height, the arm extended. After the Toast is repeated, take a sip from the glass, then raise the glass to the level of the forehead; move it to the right breast; then to the left breast, then to the center of the breast, thus forming the sign of the Cross. Bring the glass to rest on the table.)

EC: Sir Knight Captain General, (*Exchange Salutes*) you will make-ready the Toasts. (*Exchange Salutes*)

CG: Sir Knights, Attention!
Raise your glasses.

G: EC. I propose a Toast to our Country and our President.

(Knights: Repeat Toast and partake, taking their cue from the EC.)

EC: Sir Knights, be seated.

(A presentation or portion of business may be transacted here if the public is not present, during the Toasts.)

(In each Toast that follows, the same procedure as with the first Toast is followed, with the CG making ready the Toasts. (Sir Knights, Attention! Raise your glasses.)

SW: EC, I propose a Toast to the Most Worshipful Grand Master and the Craft.

(Knights: Repeat Toast and partake, taking their cue from the EC.)

JW: EC, I propose a Toast to the Most Eminent Grand Master,
_____.

(Knights: Repeat Toast and partake, taking their cue from the EC.)

EC: Sir Knights, be seated.

(Another presentation or portion of business may be presented here.)

SwdB: EC, I propose a Toast to our Guests.

Knights: Repeat Toast and partake, taking their cue from the EC.

W: EC, I propose a Toast to all Knights Templar where so ever dispersed over the face of the earth.

Knights: Repeat Toast and partake, taking their cue from the EC.

EC: Sir Knights, we have enjoyed the festive Templar Board, we have reviewed our patriotic duty; we have offered the age-old Toasts; we have received instruction; our evening's fellowship and work is nearly done. It remains only for us to observe proper form in closing the Conclave. Sir Knights, Attention. - Excellent Prelate, dismiss us with a prayer.

P: Now, as we leave this place to resume our labors in the world of men, may the Blessing of God Almighty, the Father, Son and Holy Spirit go with us and abide with us all, both now and evermore. Amen.

Knights: Amen.

EC: This conclave of **(Commandery Name)** Commandery No **(NN)** is now closed. S.K. Sentinel, your work is complete.

EC: Sir Knights, go in peace to love and serve the Lord.

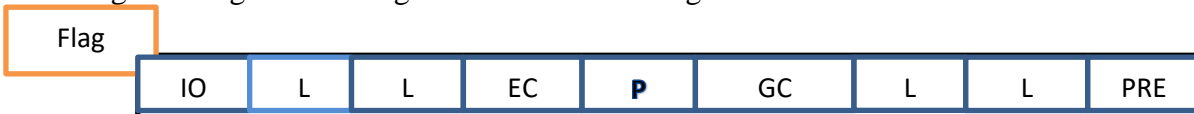
Knights: Thanks be to God. Amen.

(END)

Setting Up a Head Table

The size and number of tables govern the seating at the head table(s). A minimum would be the Eminent Commander and his lady, the Grand Commander and his lady (if present), the Inspecting Officer and his lady (if present) Prelate and his Lady (if present). **NOTE: A Lady should never sit on the end of the Head Table**

Seating is arranged according to rank but alternating on either side of the head table.



IO Inspection Officer
 EC Eminent Commander
 GC Grand Commander

EC Eminent
 L Lady
 PRE Prelate

P Podium