

*GRAND COMMANDERY of INDIANA
GRAND OFFICER'S HANDBOOK
June 1, 2019*



Deputy Grand Commander

Deputy Grand Commander, this booklet is what some businesses refer to as “Evergreen” meaning it is not cast in stone but is a guide that stays about the same but, as the tree looks the same; it is in a state of constant change. Therefore, as the need arises it is expected that you will make the necessary changes to it. You will very soon be in the position which will enable you to make changes to the Grand Commandery and constituent Commanderies, while still remaining the same Sir Knight you were before you became Grand Commander. You should only make changes after you have given them the utmost thought and consideration, and after you have consulted with your mentors. You should, as Deputy Grand Commander, have read this booklet at least once during the years in the Grand Line.

As Deputy Grand Commander, you should be prepared to make a report at the winter meeting for recommendations for changes to this booklet and perhaps review some items you found of interest during the review.

This agenda and other information is prepared and presented to you and future Grand Officers as a guideline prior to and during your year as Grand Commander. It is not intended to be all inclusive, but to contain some of the things that will be of assistance to you. Remember, it is the prerogative of the Grand Commander to change any part of this procedure he desires to change, as long as such changes are within the limits of our Grand Law and the Statutes and Constitution of the Grand Encampment.

FORWARD

This Handbook is made from a number of sources but primarily from a booklet handed to me after I was installed as Grand Junior Warder by the Grand Recorder Sir Knight John V. Stevens, KCT, PGC.

This booklet is not intended to replace the Indiana Law nor the Grand Encampment Constitution and Statutes, but I hope you will find it interesting and informative.

We tend to make changes in this “Evergreen” type booklet, but not track the updates. Therefore, on this page, please change it each time this booklet is updated and note the pages and date of the change.

<u>Date of change</u>	<u>Pages changed</u>	<u>Changes made by</u>
April 30, 2006	All pages	George A. Ingles, Jr., PGC
December 31, 2009	All Pages	Lawrence V. Kaminsky, PGC, GR
October 9, 2012	All Pages	Lawrence V. Kaminsky, PGC, GR
May 17, 2014	Reviewed & Updated	Michael D. Ritter, GG
January 29, 2015	All Pages	Lawrence V. Kaminsky, PGC, GR
June 1, 2019	All Pages	George A. Ingles, Jr., PGC, GR

THE YEARS IN THE WEST

As an appointed Officer of the Grand Commandery, you have the opportunity to view Knights Templar from a different prospective.

The positions of Standard Bearer, Sword Bearer, Warder and Sentinel are positions which the Grand Commander can appoint and install at any time during his term.

In the recent history of the Grand Commandery, the Grand Commander has chosen to appoint those offices at the time of his election and assign them duties consistent with those of an elected Officer.

In doing so, he has given those positions responsibilities above that of taking care of a number of Commanderies in a designated part of the State. He has given you the responsibility of representing not only himself at some functions, but you are in effect representing all Grand Commandery Officers, both past and present. Just as the entire Masonic Fraternity and the public look at the Grand Commander as the representative of Knights Templar, they also look at you as a future Grand Commander or the Sir Knight they need to emulate in their dress and actions.

From the station in the West, you may be reappointed next year to the same position or you may not be reappointed to the West in any position. If you do serve in the West, it does not mean that the Grand Officers will support you if you decide to aspire for an elected office. What it should be is a year in which you will have the opportunity to experience new growth and make new friends. If you are not enjoying the experience as an appointed officer, you should not consider taking a reappointment from the next Grand Commander and you surely should not consider aspiring for an elected office.

If the Grand Commander decides to appoint you to a committee, consider yourself among the chosen and endeavor to make that committee be the standout of all the committees of the Grand Commandery.

If you should decide that you are the new kid on the block and anything you say could be considered as a step in the wrong direction, you have just made the wrong step. If you have the opportunity to be a part of the decision as to who in the West will be reappointed and who will not, you will find it is not an exact science nor is it a shot in the dark. Be yourself and enjoy the time you are serving the Grand Commandery for however long it may be.

Ritual: As a Grand Officer, when you come to visit my Commandery and I need help, I expect you to walk the talk and get out on the floor and help. After all, you said I am from the Grand Commandery and I am here to help.

One of your primary jobs as an officer is to give instruction and assistance to the Commanderies. As such you will be either grading and / or instructing Commanderies for their inspections. How can you give instruction or grade a Commandery when you can't do the task yourself? As soon as you put this booklet down, pick up your ritual and tactics manual to learn the four stations in the west. After accomplishing that, get a head start by learning and understanding the wording of the next station or the Junior Wardens duties.

Mentoring: You are by duty a mentor to the Commanderies over which you are the Battalion Commander. They will be looking to you for guidance in all communications from the Grand Commander. If someone asks you a question, make sure your answer is one you can go to a manual to point to the answer when challenged. Should you be in error, there is no shame in

admitting you were incorrect but great shame in making it worse by making up your own rules or changing the rules. Don't forget a good answer is always "I don't know but I will find the answer and get back to you." That answer will establish the fact that you don't know everything but when you return with the answer you will find the Knights have greater respect for you and you will also find a couple more questions because they now trust you and respect the fact that even if you don't have all the answers you are there to help them by making sure they have good information.

A short time after I entered the Grand Line I was told to choose two Past Grand Commanders as mentors to go to for advice. While I did come to them for advice, I was taking advice from all Past Grand Commanders as well as numerous other Sir Knights with whom I had contact. Consider the same.

Actions and dress: When the Grand Commander or a senior officer are not present, you represent the Grand Commander. The Grand Commander is the presiding officer of a Christian organization and as such his behavior should be in accordance with the teachings of the Christian faith. As you represent that office your action must be the same. When you are in uniform, you are the Sir Knight who the fellow Sir Knights look at and attempt to emulate. Thus, your uniform should always be neat and clean and in proper form. When not at a Commandery conclave, your dress should always be at least as well as any person you may expect to meet. Remember you represent the Grand Commander twenty-four hours a day seven days a week from this time forward.

Communication skills: We as a Grand Commandery have an advantage over the other Grand lines because we have a publication which each Sir Knight who pays dues in our jurisdiction receives. The Knight Templar magazine has a center page which you have been reading before you became a Grand Officer. As the Grand Commander you are expected to write at least a small article each month. Just as your speaking skills improve the more you speak, so will your writing skills improve with more time writing. If you have performed the function a number of times it will be easier when the pressure is on. Write an article for the Knight Templar magazine each year about your Commandery or a committee you are serving on, a youth group, your Lodge, anything which will give you cause to write will improve this skill set as you serve this Grand Commandery in the future. If you will do this for the years you are in line, when you arrive as Grand Commander the twelve you need to write will flow much easier.

Lawrence V. Kaminsky Commandery: This Commandery is a UD Commandery and is used as a holding Commandery for Sir Knights that do not have a home Commandery. It is also a Commandery of Research and as such will have Sir Knights of interest in doing research to write articles concerning the Commandery. It is not meant to be an Operating Commandery. It is the duty of the Recorder of St. Anselm to move non-Grand Officers to local working Commanderies. St. Anselm UD has a full line of Officers who are appointed each year by the Grand Commander.

In 2018 the then Grand Commander added an additional function to the Commandery. A part of the functions of this Commandery UD is now to serve as a Commandery of Research. Enabling Sir Knights who are interested in many subjects related to Knights Templar to join together and proved lectures and papers of the history and esoteric part of Templary for the benefit of the membership.

Newby-Avery-Vaught

Securing Our Future

The Newby-Avery Fellowship and Chair is a means by which Commanderies, Sir Knights, or Ladies or Honored Ladies of Sir Knights may support the future financial viability of the Grand Commandery of Indiana.



Contributions to the Permanent Fund of the Grand Commandery in amounts of \$250.00 or more receive the designation of a Newby-Avery Fellow or if donated by a Commandery a Newby-Avery Chair. A handsome certificate and a distinctive lapel pin or plaque is awarded for the initial \$250.00 contribution. Fellows and Chairs are also invited to the Newby-Avery-Vaught Banquet. Subsequent contributions of \$250.00 receive a diamond added to your pin.

If you feel that you are financially able, we hope that you will assist in this effort to provide for the long-term needs of the Masonic Order of Knights Templar of Indiana.

The greatest gift we can give to the next generation is to deliver the fraternity intact and viable.

AFTER ELECTION TO OFFICE OF GRAND JUNIOR WARDEN WELCOME TO THE ELECTED GRAND LINE

The success of your year as Grand Commander begins in your first year in the Office of Grand Junior Warden. The next five years are both learning years and working years. They build the Foundation for the year you will serve as Grand Commander. Use them wisely. They go very fast.

It is suggested that one of your first priorities as a Grand Warden be that of making acquaintance with and establishing a friendly working relationship with your counter-parts in the Grand Lodge, Grand Chapter and Grand Council of Indiana. These are the Officers who will be presiding over their respective Grand Bodies the same year in which you preside over the Grand Commandery. Close cooperation between the Grand Lodge and the three York Rite Bodies is essential to the welfare of all.

Among those things which should be considered and discussed and if not agreement reached, at least the honest feeling of each expressed, are receptions, festivals and annual meetings. There may be others just as important, and you will recognize them as time moves along.

As stated, these first five years are working and learning years. The Officers in line ahead of you and the Past Grand Commanders are all anxious to help and assist you in any way you choose. Do not hesitate to go to any of them for assistance. Ask questions - get answers — this is the true learning process. Review the “years in the west” and keep those suggestions in mind as you move forward through the line.

Ritual: If you have served as an officer in the West for the Grand Commandery, you should have all four of those offices well in hand as well as your duties as the Junior Warden. If not, you have some catching up to do and learn them as well as the duties and station of the Junior Warden and the duties of the Senior Warden. As the Commandery Orders are made up not only of the Order of the Temple but also of the Red Cross and Order of Malta, take on the responsibility of picking up parts in them. There are three major parts and a few minor parts in the Red Cross. Learn a major part in the Red Cross. The Malta has two major parts with three long lectures and a few lesser parts. Learn a lesser part. Next year reverse the process and learn a major part in the Malta and a lesser in the Red Cross.

Mentoring: By reading and being a part of the West, you are aware of the duties of an officer of the Grand Commandery to mentor and you should have learned that a part of mentoring is not giving advice but listening for advice from your peers and subordinates. Don't lose sight of the “I don't know but I will find an answer and get back to you”.

Travel and visiting: While you may have additional responsibilities to your Grand Commandery station, you also have responsibilities to your local bodies, work, family, and church. You need to establish relations with the Commanderies throughout the state and in adjoining states. Schedule yourself to visit two out of state Grand Conclaves and meet with your counterparts to see what they are doing and how things work in their jurisdictions. Be sure to make a point to meet with your counterparts at the East Central Department Meeting held each March. We all have some great ideas and some not so great and giving and taking ideas don't stop at your Commandery or the state line in Indiana. When you travel out-of-state, pick up programs, brochures and advance proceedings; then read them. You will learn much about what is going on elsewhere. Pay particular attention to the recommendations of the Grand Commander

as these are usually compiled at the end of his term and denote what he now sees as important or unfinished. You can garner some good ideas here.

Committees: You will probably be the Chairman of at least one committee. Make sure your committee meets and gives a written report of your committee's action or lack thereof at the summer and winter meeting. A five-page report may look like you have done something but probably won't be read past the first half page so be sure and tell what you are going to say in the first paragraph. A good way to start your year as Chairman of a committee is to ask the Grand Commander his expectations, look at a few sets of proceedings from our web site, from previous years and move your committee in a positive direction.

SUGGESTED AGENDA FOR THE INCOMING GRAND COMMANDER PRIOR TO ELECTION

1. At least one year ahead of your Election, you should have in mind those things you wish to accomplish in your year as Grand Commander. During your year as **Deputy Grand Commander** these things should become definite plans. This should include detail committee expectations. If you don't do this, your summer meeting will be without progress toward your goals. If you wait until your election as Grand Commander, you will find the year half gone before any plans you might have can be put into practice. Should your ideas require cooperation with the other York Rite presiding Officers, they should have been previously contacted and working plans coordinated.

2. Set the following dates:

- a. Annual Conclave - Be sure to have an invitation presented to the Conclave at which you are elected
- b. Reception - Work on this date must be started one or two or more years before your election. Avoid conflicts with receptions of the Grand Master, Grand High Priest, Illustrious Grand Master and the date for the Council of Deliberation.
- c. Summer meeting
- d. Summer Picnic
- e. School of instruction (If desired)
- f. Inspection date of own Commandery
- g. Winter Meeting and Newby-Avery-Vaught Dinner
- h. Any Festivals planned during your year.
- i. Annual Christmas Gathering
- j. Founder's Day
- k. Grand Lodge

3. Make request to Finance Committee for any special expenditures of funds desired for the coming year. You will be invited to the Finance Committee meeting prior to your Election. This meeting sets the Budget for your year.

4. Design and order your pins

5. The incoming Deputy Grand Commander will receive a letter similar to the following just prior to the installation of the new Grand Commander.

Grand Commandery Knights Templar of Indiana

MEMO TO: The Very Eminent Deputy Grand Commander

SUBJECT: Looking ahead to the Conclave, your installation and your Conclave

Friday, April 24, 2020	Divine Services
Friday, April 24, 2020	Grand Commander's Banquet
Saturday, April 25, 2020	Grand Conclave
Saturday, April 25, 2020	Drills

The following is a list of things the Grand Recorder will expect from you:

1. List of committee appointments – ASAP – No later than **April 1**.
2. Your biography, as you wish to have it in the proceedings and other uses **April 1**. The length of the biography is your choice. You will probably need a short one for programs but the biography for the proceedings may be as large as you want it to be.
3. Your official color photo (5 X 7). I should have an electronic copy **soon after the winter meeting**. You may deal with the Grand Commander to get the Jewel for the pictures. The winter meeting/ Newby-Avery Banquet is a good time because you will both be in uniform and you can borrow the jewel for some pictures. As an option, when I did it, I gave the Grand Commander's my jewel to wear and no one noticed the difference. There is a new trend of having the newly installed Deputy Grand Commander to have his Grand Commander picture taken at the new Grand Commander's installation.
4. I will need about 5 copies of your signature for scanning. Use varying types of pens so I can get a good scan, or you can send me a good scan that you created yourself. This will be used for General Orders, Bulletins and correspondence. **March 1**.
5. Your list of appointments to official positions, Battalion Commanders, Deputy Battalion Commanders and Aides. I will need names, addresses, wife's name, birth dates (less year) & anniversary date (less year), phone number and e-mail address, **April 1**.
6. Your official list of dates of events during the year so that they can be released, **immediately following Conclave. May 1**.
7. A written copy of your response to the welcome at Conclave **April 1 (as VEDGC)**.
8. A written copy of your acceptance speech at Conclave after elected Grand Commander, **April 1**.

9. You will need to have someone offer an invitation at the close of the Conclave for next year's Conclave. This is usually done by the Eminent Commander of your Commandery. This also in writing for my file due **April 1**:-
10. A list of your installing officers, **April 1**.
11. A copy of your installation program, **April 1**.
12. It will be your job to have a Bible, swords and Cross on the altar prior to your installation.
13. A copy of the inspection/reception schedule, **May 1**.
14. You should have arrangements made to have photos taken at the close of the Conclave. Line up a photographer for your session and any other pictures you may wish to have during the year. I will need the group officer shot as soon as possible after the session. This goes in the proceedings.
15. You or someone you appoint will be responsible for all flags, standards, banners, stands, etc. at the end of the conclave at which you are installed G.C.
16. Choose your Aides *very carefully* as they will be required to perform many functions.
17. Start January 1, to put information on the web site calendar for things during your year.

AT THIS POINT YOU WILL BE THE GRAND COMMANDER

***AS THE GRAND COMMANDER, YOU WILL BE IN CHARGE
THE CONCLAVE YOU PRESIDE OVER FROM THE
SERVICES ALL THE WAY THROUGH TO THE
LUNCHES. YOU WILL PICK ALL MEALS,***

18. (Before your conclave) – April about 28, 29

This is a commentary on what the incoming Grand Commander usually does in connection with the invitations to your Conclave.

- A. Personal invitation letter to all the Grand Commanders in the East Central Department. Include a hotel & meal reservation form and a program folder. I will have these available at or right after the winter meeting. I will help you put this together, so the comps are correct. Visiting Grand Commanders and their wives are given complimentary meals for the Grand Commander's Banquet and conclave lunches, hotel rooms are not included as complimentary.
- B. Personal invitation as above to the Most Eminent Grand Master of the Grand

Encampment, the Right Eminent Deputy Grand Master and the East Central Department Commander and also to the Inspecting Officer (you will find out who that is toward the end of the year). You may invite them all, but they will be your guests. You have to invite, the ECDC and the inspecting Officer, all others are optional. You may also invite William Jackson Jones, PMEGM and William H. Koon II if you so desire. All Grand Encampment receive complimentary meals and hotel rooms.

- C. Extend invitations to the Grand Master of Masons in Indiana and the Deputy of the Scottish Rite. These costs are split when have a joint Session when the meetings are over and can be included in your billing to me for distinguished guests. Currently the Grand Council meets before or after us and if there is a dinner following the last day of the two meeting, the Deputy Grand Master traditionally MC's it. He is given a meal and a room if necessary. The cost of this group will be split by the 2 bodies. This will change if the Grand Chapter decided to return to make it an all York Rite event.
- D. Any other special guests that you wish to invite, remembering that whatever courtesies are extended them are your responsibility. This might include Grand Commandery Widows, although few of them have participated recently except Margaret Cole, and Janet Kaminsky. Still the fact that they are remembered the invitation is appreciated.

The Grand Recorder will send invitations to the out-of-state Grand Representatives, Grand Recorders, Past Grand Commanders, Grand Prelates Emeritus and all recorders of the constituent Commanderies. I usually prepare these and due to cost most will be via email.

You will then need to communicate with the Conclave Chairman the number of meal tickets, etc., that your honored guests will require. You will also probably want to review, with the hotel, the accommodations of your guests so that you are sure that they are receiving what you desire for them. It might be good to have a committee for the conclave to take care of the guests.

Never forget that, you and we all are, stewards of the assets of the Grand Commandery. Funds that will be available for you to cover the costs of distinguished, etc. will be the \$3,200.00 in the budget and the Special Conclave Fund. At the end of the conclave, the Conclave Chairman will send me a bill for the conclave. I will pay the bill with the following:

The Special Conclave Fund: \$3,200

The Grand Commander's Expense Fund: \$5,200.

If you have already drawn down your own Expense Fund and the \$3,200 is not sufficient to pay the balance, you will be billed for the difference.

- 19. Make sure you have lined up a photographer.
- 20. You should have your installation ceremony arranged. You must communicate with the Conclave Chairman all during your year as Grand Commander. Remember, it's his job but your responsibility. Flags, microphones, seating, organist, Bible, etc.

21. If you haven't already done so, begin to think about your "message" to the Sir Knights you will be giving at receptions, inspections, dinners, etc. Also, think of a message you would like to deliver to the youth groups. You most likely will be asked to speak impromptu. Be ready with something or you will be embarrassed.
22. Prepare comments, etc. for the monthly magazine articles if you are going to do so.
23. Your Allocution is due to me on April 1.
24. Let me know if I can be of further assistance.

Fraternally,

George A. Ingles, Jr., Grand Recorder

October 9, 2014
VEDGC Early Notification
of Required
General Orders and Bulletins

General Order No. 1	Annual Inspections	I will need by April 15,
General Order No. 2	Special Dispensations	I will need by April 15,
General Order No. 3	Mentoring	I will need by April 15,
General Order No. 4	Libations (underage)	I will need by April 15,

(Note: The Lawrence V. Kaminsky and Levant Preceptory Dispensations are not a General Order. It is a dispensation under the Charters and Dispensations Committee)

Bulletin No. 1	Conclave Digest	By law, the Grand Recorder does this one.
Bulletin No. 2	Certificate of Merit	I will need by April 15,
Bulletin No. 3	Holy Land Pilgrimage	I will need by May 15,
Bulletin No. 4	D.S.A.	I will need by August 15,
Bulletin No. 5	K.T.C.H.	I will need by August 15,
Bulletin No. 6	Christmas Messages	I will need by November 1,
Bulletin No. 7	Annual Conclave Call	I will need by January 1, next year
Bulletin No. 8	Easter Messages	I will need by February 1, next year

Additional Bulletins and/or General Orders may be sent at any time for changes in the line, deaths in the Grand Family, etc. The number system is not all that important but is generally followed. I just included it here so that you have a good example in hand. Samples are at the end of this manual.

POSSIBLE DATES TO PLAN FOR BEGINNING AS DGC

January

- First weekend in January, as VEDGC for the winter meeting you will give a plan for your expectations for the next year. This is also a good time to check with the Sir Knights you are planning on appointing as chairmen of your committees, IG, Installing Officers.
- The Saturday closest to the 12th is Grand Lodge Founder's Day. As a courtesy, contact the GM and offer him an escort into the Founder's Day meeting.

February

- Read the last four or five sets of Proceedings.
- Read and study the Constitution, Statutes and Laws
- Masonic Week in Washington, DC.
- Picture with Red Cords on for publication. Copies to Grand Recorder and Web Master.
- Battalion meetings

March

- 1st Weekend - Any changes to the Indiana Law to the Grand Recorder for distribution.
- All committee reports, acceptance speech, welcome response, to the Grand Recorder.
- 2nd Weekend - East Central Department meeting.
- Battalion meetings.
- Grand Master's Class 3rd weekend.
- Easter / Washington, DC / Indianapolis Scottish Rite.

April

- Easter / Washington, DC / Indianapolis Scottish Rite.
- 1st weekend - Finalize your committees / appointments, biography and send to the G. Recorder.
- 2nd weekend – Call your installing officer and check with him on your installation.
- 4th weekend – The work is all over, just prance around with the Red Cords on for the next year.

May

- Officers meeting and/or Inspection instructional
- 3rd Monday and Tuesday Grand Lodge Banquets.
- WV and PA Grand Conclaves
- Leadership conference ITA

June

- Order of Amaranth, Grand Session 1st Thursday.
- Grand Commandery Picnic
- Order of Eastern Star, Grand Session 2nd Friday
- WI Grand Conclave.
- Thursday Rainbow Grand Assembly
- 3rd or 4th Friday Job's Daughters Grand Session

July

- IL Grand Conclave
- Council Rededication (New Albany)
- Summer meeting (near end of July or 1st part of Aug.)

August

- Summer meeting
- Triennial 2nd or 3rd week every three years.
- MI Grand Conclave.

- Council of Deliberations

September

- Inspections/Receptions
- KY Grand Conclave.
- Masonic Home Day

October

- Inspections/Receptions
- OH Grand Conclave

November

- Inspections/Receptions
- Last Sunday - Holiday Party. You must make arrangements with whom, when and where.

December

- Invitations to Newby-Avery Banquet to include Elected & Appointed Officers, Past Grand Commanders, All who have contributed to Newby-Avery Fund \$250.00 (see Grand Recorder for list) Any Grand Encampment Officers you wish. (Optional: Widows)

January

- Winter - meeting & Newby-Avery Banquet
- The Saturday closest to the 12th is Grand Lodge Founder's Day.

February

- Masonic Week in Washington, DC.
- Read and study the Constitution, Statutes and Laws

March

- 1st Weekend - Any changes to the Indiana Law to the Grand Recorder for distribution.
- All committee reports, your allocution, and agenda, sent to the Grand Recorder.
- 2nd Weekend - East Central Department meeting.
- York Rite Class honoring the Grand Master (optional).
- Personal invitations to the Grand Master, Scottish Rite Deputy, Visiting Grand Commanders, All Grand Encampment Officers, Widows of Past Grand Officers, Youth, (some do, some don't) others you see fit to invite and pay for.

April

- Easter trip to Washington, DC
- 2nd weekend – Any additional committees Tellers, Counters.
- 4th weekend – Congratulations! YOU HAVE ARRIVED, no more committees, booklet rewrites, mentoring, the work is all over?

COMMITTEES APPOINTMENTS AND MAKE-UP OF COMMITTEES

1. At the close of the Conclave, have the following committee appointments ready to announce and a copy for the Grand Recorder to include in the Conclave Digest:

A Grand Officer listed as a member (...) is not a requirement unless so stated in Indiana Law, but is a recommendation for your consideration.

As the Sir Knight who will be responsible for the administration of this Grand Commandery, you have a better understanding of the personnel in the Grand Lines strong points and those areas which are not as strong.

Just as you are probably not an expert in any one area but have a well-rounded idea of all the committees, so should those who follow. It is therefore your responsibility to ensure that those who follow will have a good working understanding of all aspects of this Grand Commandery and your appointments will afford them that opportunity.

<u>Committee</u>	<u>Law</u>	<u>Members</u>
Jurisprudence	Sec. 437 (705)	All Past Grand Commanders
Finance	Sec. 438 (710)	3 members for 3-year term, the
Grand		Recorder and Grand Treasurer shall also serve on the committee
		Appoint one new member each year. Usually the Grand Captain General is consulted on this appointment as the appointment will be Chairman when he is Very Eminent Deputy Grand Commander.
Triennial Committee	Sec. 440 (725)	Consists of three members appointed for a three-year period at the Annual Conclave following each Triennial.
Credentials	Sec. 441 (730)	Usually 5 (No Grand Officers)
Dispensations and Charters	Sec. 442 (745)	Usually 5 members (DGC, GG)
Visiting Sir Knights	Sec. 443 (732)	Usually 5 members (GSW)
Grievance and Appeals	Sec. 444 (720)	Usually 5 members
Unfinished business	Sec. 445 (738)	Usually 3 members (GSW)
Necrology	Sec. 446 (740)	3 members Grand Prelate Chairman
Uniform	Sec. 448 (750)	5 members, 2 must be Line Officers. (GSW, GJW)
By-Laws	Sec. 449 (800)	3 members, the Grand Recorder is always a member (DGC, GG)
Eye Foundation one.	Sec. 451 ((782)	6 members for 1 year term, GR is
		Voluntary Campaign Chairman shall serve as ex-officio or may be one of the six members.
Educational Foundation	Sec. 452 (780)	5 members for 5 year term, appoint one
		new member each year
York Rite Cooperation	Sec. 454 (752)	GC, DGC, GG and 1 PGC
Ritual and Tactics	Sec. 455 (758)	5 members (GSW)
Competitive Drills	Sec. 456 (736)	5 members (GCG)
Patriotic Activities	Sec. 457 (754)	5 members (G St B)

Holy Land Pilgrimage	Sec. 457A (784)	5 members, All former Grand Prelates are ex-officio members
Membership	Sec. 457B (756)	5 to 15 members (GG, GCG, GSW)
Long Range Planning	Sec. 457C (760)	9 members, DGC, GG, GR annually 3 PGCs, 3 at large for 3 year terms
Publicity & Public Relations	Sec. 457 D ((762)	No Min or Max (GSwdB)
Tellers & Collectors	No Law	Usually 5 each (Jr. PGC Chair)
Arrangements for Conclave	No Law	At the desire of GC
Executive	No Law	(All <u>Elected Officers</u>).
All elected & appointed Officers		Give names (husband & wife), addresses, phone numbers, e-mail, birth date (month/day) of both, anniversary date (month/day) to the Grand Recorder.

2. The following General Orders and Bulletins are made up by the Grand Commander and copy furnished to the Grand Recorder for printing and distribution. Each should be in the hands of the Grand Recorder at least by the dates shown to allow time for printing and distribution to the Constituent Commanderies for reading at a Stated Conclave before their effective date. (Samples in back of this book)

General Order No. 1	Annual Inspections	I will need by April 15,
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(Note: The Lawrence V. Kaminsky and Levant Preceptory Dispensations are not General Orders. They are dispensations under the Charters and Dispensations Committee)		
Bulletin No. 1	Conclave Digest	Grand Recorder does this one.
Bulletin No. 2	Certificate of Merit	I will need by April 15,
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Bulletin No. 5	K.T.C.H.	I will need by August 15,
Bulletin No. 6	Christmas Messages	I will need by November 1,
Bulletin No. 7	Annual Conclave Call	I will need by January 1,
Bulletin No. 8	Easter Messages	I will need by February 1,

Additional Bulletins and/or General Orders may be sent at any time for changes in the line, deaths in the Grand Family, etc. The number system is not all that important but is generally followed. I just included it here so that you have a good example in hand.

3. The Grand Commander's allocution must be in the hands of the Grand Recorder by April 1. This is a requirement for publishing in the Advance Proceedings.

4. Immediately after the Conclave of your Election, check with the Credentials Committee to determine if any Commanderies were not fully represented at the Conclave. If any, they must immediately be placed on probation and so notified by the Grand Commander in accordance with Section 462 (404) of Grand Law.

Grand Representatives

1. Other Jurisdictions near the Grand Commandery of Indiana:
 - a. The Grand Recorder will notify Grand Commander when vacancies occur.
 - b. The Grand Commander will make a recommendation and forward the name to the Grand Recorder. Note: Preference is usually given to Line Officers and then as the Grand Commander desires.
 - c. The Grand Recorder forwards the Grand Commander's recommendation to the Jurisdiction involved. Upon receipt of Commission from that Jurisdiction, the Commission is forwarded to the Grand Commander for presentation as he desires.
2. Indiana near other Jurisdictions.
 - a. Grand Recorder of other Jurisdiction will send a recommendation to Indiana Grand Recorder.
 - b. Grand Recorder prepares Commission and forwards to Grand Commander for his approval and signature.
 - c. Grand Commander returns the signed Commission to Grand Recorder who makes record and forwards to Grand Recorder of another Jurisdiction.

AWARDS

Grand Encampment

Knights Templar Cross of Honor

1. Grand Recorder publishes a Bulletin to all Constituent Commanderies.
2. Deadline for nominations is usually February 15th.
3. All nominations go direct to the Grand Commander.
4. As soon as possible after the deadline date, Grand Commander makes a selection for the Award and forwards the nomination form to the Grand Recorder. He in turn, sends it to the Grand Encampment (Grand Encampment must have application 6 weeks prior to our Conclave to assure the award to be there at that time.)
5. Grand Recorder of the Grand Encampment forwards the award and jewel to the Grand Recorder.
6. Award is usually made at the Grand Commander's Banquet or at Annual Conclave.
7. Nominations not selected by a Grand Commander will be passed on to his successor for future consideration.
8. We currently have 2 nominations available to make (as of 2010).

Membership Jewel

1. Jewel to be worn on the uniform.
2. Contact the Grand Recorder for a form to nominate a Sir Knight who has qualified for the jewel.
3. Recorder of the Commandery must list ten (10) Knighting for which the nominated Sir Knight was the top line signer.
4. Recorder is to forward the list to the Grand Recorder who will forward it to Grand Encampment for final verification.
5. The ten (10) Knights must be members of the Commandery at the time of the nomination.
6. Jewel forwarded to the Recorder of the Commandery to be awarded at a public ceremony.

Grand Encampment College of Honors

During the 1991 – 1994 Triennium, a College of Honors was established with the following designations being conferred by the Most Eminent Grand Master.

Knight Grand Cross of the Temple

Plaque, and jewel for shirt collar and uniform from the Grand Master G. E. K.T. USA.
Honorarium required.

Knight Commander of the Temple

Plaque and jewel for shirt collar, recommended by Deputies established by the Grand Master.
Honorarium required.

Companion of the Temple

This award is granted by Grand Encampment to ladies who have supported their husbands in their many years of work for Templary. Contact the Grand Recorder of Grand Commandery or Grand Encampment for details. Honorarium required.

Grand Commandery

Distinguished Service

1. Grand Recorder publishes a General/ Order to all Constituent Commanderies.
2. Maximum of two awards for Sir Knights and two for Non-Sir Knights per Commandery.
3. Deadline for nominations is usually February 15th.
4. All nominations go direct to the Grand Commander or Grand Recorder.
5. As soon as possible after the deadline date, the Grand Commander approves and sends all nomination forms to the Grand Recorder.
6. Grand Recorder prepares certificates and orders jewels.
7. Only the name of the Commandery making a nomination is announced at the Annual Conclave. Presentation of the award is made in the local Commandery. A representative of each Commandery picks up the certificate and jewel from the Grand Recorder at the Annual Conclave.

MEMBERSHIP AWARDS

J. Rufus Hinshaw Trophy

This trophy is awarded to the Commandery with the highest percentage increase in Knightings. It stays with the Commandery for the ensuring year and is returned each year to be awarded to the next Commandery.

Grand Commander's Trophy

This trophy is awarded to the Commandery with the highest number of Knightings. It is returned each year to the Grand Commandery to be awarded to the next Commandery.

ACTIVITY AWARDS

Commandery of the Year Grand Commandery Guidon

The Commandery with the highest Activity Score for the inspection season receives this award. It stays with the Commandery for the ensuring year and is returned each year to be awarded to the next Commandery.

Battalion Guidon

The Commandery within each Battalion with the highest Activity Score for the inspection season receives this award. It stays with the Commandery for the ensuring year and is returned each year to be awarded to the next Commandery.

First and second place ribbons are awarded for highest Activity score in each Battalion.

Star Recorder of the Year

Sir Knight nominated by the Grand Recorder due to performance of duties as Recorder of the Commandery.

Inspections

1. Refer to Sections 473 (850) and 474 (852) of our Grand Law.
2. Announce at the Annual Conclave the Order to be inspected.
3. Appoint Battalion Commanders. This will be announced in the Conclave Digest published by the Grand Recorder immediately after the Conclave. Get the necessary information to him.
4. Grand Recorder will publish General Order No. 1 "Annual Inspections". Notify Grand Recorder of any changes you desire from previous year. Get this information to Grand Recorder by Grand Conclave.
5. Inspection Schedules are assigned to a Junior Officer to compile, print and distribute normally at Grand Conclave.
6. Appoint a Line Officer to compile the introduction cards and have them ready for distribution as soon as possible after the Grand Conclave.
7. Appoint a Line Officer to collect schedule information and to receive inspection reports from Battalion Commanders. (Grand Commander may have reports come to him if he so desires)
8. Grand Commander or his appointed Line Officer should have a recapitulation of all Scores to the Grand Recorder by December 15.
9. The GIG will see that a supply of inspection forms is available.
10. Hold a school of instruction for Battalion Commanders. This is usually the responsibility of the GIG.
11. Attend as many Inspections as you can.

Agenda for Grand Prelate

1. Prepare short Religious Service for Saturday or Sunday morning following the Annual Summer Meeting. (15 to 30 minutes)
2. Prepare Christmas message and have to Grand Recorder by October 1st.
3. Attend Newby/Avery Dinner
4. Prepare Easter message and have to Grand Recorder by February 1st.
5. As chairman of the Necrology Committee, prepare the report on Necrology for the Grand Conclave. Prepare any memorials to deceased Grand or Past Grand Officers as may be required.
6. Be prepared to lead devotions at all meetings of the Grand and Past Grand Officers, The Grand Conclave and such other Conclaves as you may attend throughout the year in Constituent Commanderies.
7. Prepare a Religious service for the Grand Conclave, usually the evening before the Conclave.
8. You will serve on the Holy Land Pilgrimage Committee.
9. Such other services as may be requested by the Grand Commander.

Conclave Location and Date

1. Determine at least 2 to 3 years in advance.
2. Host Commandery extends a written invitation at the Conclave of Grand Commander's election.
3. Date - Preferably last weekend in April. Grand Commandery fiscal year ends March 31. At least 15 days are needed for auditing and printing of advance report.

Facilities

1. Housing for Distinguished Guests and Delegates.
2. Meeting place for business sessions. (Seating for about 225)
3. Meeting places for Jurisprudence Committee and Line Officers.
4. Grand Commander's banquet for Distinguished Guests, PGC's and Line Officers. Others invited at GC's option
5. Place for noon luncheon of Friday

6. Grand Commandery Dinner on Thursday night.
7. Competitive Drill Area (Check with drill committee on space needed)
8. Awards and drill banquet Saturday lunch
9. Place for special breakfasts or luncheons as requested
10. Public address system for business session (3 mikes - one on Dais — one on floor near Grand Recorder's desk - one in rear of room for introduction of Distinguished guests.)
11. Hospitality room if desired (Option of GC)
12. Registration area – Protocol Officer - For Distinguished Guests, PGC's and Line Officers - For delegates and visitors at or near the Credentials Table.
14. Provide the Credentials committee chairman with the following instructions and material Thursday evening.

Material

- a. (1) 8' table
- b. (230) Ribbons and pins or cards for voting delegates
- c. (1) Alphabetical listing of Grand Commandery voting delegates to include C, G, and CG of each Commandery
- d. (1) List of Officers in each Commandery
- e. (10) Lined sign-in sheet for ALL distinguished guests. At the top listing Name, Title, State
- f. (150) 3X5 Cards ALL distinguished guest who will be introduced must have a completed 3X5 card.

Name: _____
Title: _____

State: _____

- g. (5) Tally sheets listing total voting delegates (c.) and Commandery Officers present or missing delegates for each Commandery (d)

Total eligible to vote _____
 Total Commanderies Represented: _____ Total Commanderies Not Represented: _____

Commandery	All present,	absent C,	absent G,	absent CG
<u>Raper #1</u>	_____	_____	_____	_____ X _____
Baldwin #2	X _____	_____	_____	_____

- h. (10) Extra Credentials for the Sir Knights who forgot to bring theirs.

Instruction

Knight #1 Alphabetical list of “A – M” of voting delegates.
 Check off the names of each Sir Knight and give him a ribbon and pin or voting card. If he is an officer or proxy of a Commandery take his credentials and give it to Sir Knight #3

Knight #2 Alphabetical list of “N - Z” of voting delegates
 Check off the names of each Sir Knight and give him a ribbon and pin or voting card. If he is an officer or proxy of a Commandery take his credentials and give it to Sir Knight #3

Knight #3 receives the credentials and proxies from Knights #1 and 2. Check off the Commandery Officers and stack the credentials in numerical order by rank. (Raper #1: C–G–CG, Baldwin #2: C–G–CG) As each Commandery fills with their officers check them off as all present on the “Tally sheet”

Knight #4 Sign in each distinguished guest on your sheet and have them fill out a 3X5 card with the same information that is on your sheet for introductions. Give the card to the Protocol Officer.

Knight #5 The Chairman should purchase your committee coffee and keep them happy. By 9:15 am, things should have slowed down; do a count of the Alphabetical lists and missing Commandery officers. The Grand Commander will be calling for a report soon.

Finance

Funds available for Conclave (Subject to change by Finance Committee each year)

1. Conclave Budget \$3,200.00
2. Competitive Drills \$1,000.00

These are all Grand Commandery Budget items. Other funds may be procured from local sources.

Programs

1. Furnished and paid for by the Grand Recorder.
2. Mail / emailed to all Commanderies (Recorders), Line Officers, PGC’s and invited Distinguished Guests. The Grand Recorder does this. The Grand Commander invites the Grand Encampment and Grand Commanders in the Department.
3. Number - about 50

Invitations

1. Delegates and other Sir Knights by General Order
2. Line Officers, PGC’s, Widows and Distinguished Guests by the Grand Commander, including Thursday night banquet.
3. Distinguished Guests. The following are usually invited and paid in part by Grand Conclave budget item:
 - a. Grand Commanders of East Central department (Pay meals only)
 - b. Grand Master and other Grand Encampment Officers (Pay room and meals)
 - c. Department Commander of East Central Department (Pay room and meals)
 - d. Grand Master’s Representative if other than Dept. Commander (Pay room & meals)
 - e. Grand Master F & A M, Indiana (Pay room & meals)
 - f. Grand High Priest, Grand Chapter, Illustrious Grand Master, Grand Council (Usually)
 - g. Grand Secretary, of Grand Chapter and Grand Recorder of Grand Council (Optional)
 - f. Deputy for Indiana Scottish Rite (Pay meals)
 - g. Executive Secretary Order of DeMolay (Pay meals)
 - h. Widows of Past Grand Commanders (Pay meals)
 - i. Out of town Drill Judges (Pay room and meals)
 - j. Potentate of Shrine if local (Optional)
 - k. Mayor of local City to greet business session
 - l. Any other Guests may be invited by Grand Commander at his expense.
4. All invitations should be extended about 90 days prior to Conclave.
5. Acknowledge acceptance of invitation. Send Program and Hotel introduction card and Hotel charge card and any other information available.

Hosting of Distinguished Guests

It is the duty of the Grand Senior Warden to welcome and accommodate our visiting brethren and their ladies. As Vice-Chairman of this committee, it is his duty to:

- Talk to the Conclave Chairman for information as to who will attend.
- The Conclave Chairman will also be able to solve any hotel issues.
- Assign a host and hostess for each invited Distinguished Guest and his Lady. In so far as possible, match up visitors as to hosts rank, etc.
- Each host should contact the person he is hosting on arrival at the Conclave. Offer such assistance as may be required; give locations of events, times and dress.
- Arrange to have lunches or breakfasts with them if possible.
- Arrange to meet them prior to Grand Commander's banquet and invite them to Divine Services
- Arrange to pick up out of town visitors flying in from out of state
- Be prepared with emergency phone numbers and a network of Knights that can respond to any type of problem
- Your Aides & their Ladies will assist with any special requirements of the visiting Ladies if necessary.
- MAKE THEM WELCOME - MAKE THEM AT EASE

The Chairman of this Committee and is to act as an advisor to the Grand Senior Warden. He will be at your disposal and will guide you if you need any help with this committee. It is the duty of the Grand Senior Warden to contact and begin to plan for our visitors.

It is the duty of every Grand Officer to see that our visitors are comfortable and informed as to what is going on and where it is happening. The Grand Senior Warden may call on any of you to assist in the performance of his duties. Please remember that this is our moment in the "sun" and we want Indiana to shine brightly. Search out your counterparts from other states and meet and greet them.

Entertainment

You may have entertainment as desired for Thursday night, and/or Friday Night. Hospitality rooms - Optional - Check with the GC.

Divine Service

Arrange for the Divine Service - Usually the afternoon before banquet.

Business Session

1. Seating for about 225 delegates and others
2. Head Table - 4 Dais Officers, Grand Prelate, Grand Master of Indiana or his representative, East Central Department Commander, Grand Master of Grand Encampment or his representative, Grand Treasurer, Grand Recorder - or table on floor.
3. P.A. System - Mike on Dais - Mike on floor near Recorder - if possible one at rear of room for announcing distinguished guests.
4. Agenda – Refer to Section 406 (408) Grand Commandery Rules of Order. Furnish copies to Line Officers and PGCs; insert remarks by Grand Master, of Masons of Indiana and Grand Master of Grand Encampment or their representatives; Secretary DeMolay Foundation; Representative of visiting Distinguished Guests, Others as desired. These can be scattered throughout the agenda as convenient.

5. Organist - Optional - If used, provide instrument.
6. American Flag
7. Installation usually at close of business session (Optional with incoming Grand Commander)

Honorary Memberships

It is customary to give honorary memberships to visiting Grand Commanders and certain other Distinguished Guests. Give a list of these to the Grand Recorder at least two weeks prior to the Conclave for preparation of the certificates.

Procedure for Dispensations

1. Requests for dispensations go direct to the Grand Commander
2. Determine compliance with our Grand Law; approve or disapprove.
3. Grand Commander notifies the Commandery of his decision.
4. Send copy of request and action to the Grand Recorder and the Chairman of Jurisprudence Committee.
5. Grand Commander keeps record of these for Advance Report and Proceedings.
6. The Grand Commander may grant dispensations to constituent Commanderies for the following purposes:
 - a) To confer Orders outside the asylum
 - b) To move asylum temporarily or permanently (with consent of the members attending the Grand Conclave in April)
 - c) To hold special election
 - d) To hold public installation outside of asylum
 - e) To waive physical defects of a petitioner
 - f) To appear in public in Templar uniform
7. The Grand Commander **may not grant dispensations** that are contrary to the By-Laws of constituent Commanderies, i.e. to change the date of a stated Conclave, to change the date of the Annual Conclave (election of officers).
8. Dispensations are not needed for the following purposes:
 - a) To appear in public in Templar uniform at funerals or to attend a religious service.
 - b) To hold a public installation in the asylum.
 - c) To receive and ballot on petitions at a stated or special Conclave.
9. 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.
10. A request for a dispensation should specify the following:
 - a. Name of the activity
 - b. Date and time of the activity
 - c. Building, city and state in which the activity will be held.
 - d. Approximate number of Sir Knights planning to take part in the activity.

The Grand Commander is always pleased to grant any request for dispensation which is in his power to grant and which is in the best interest of the Order.

Procedure for Changing By-Laws

1. All requests for revision, alteration or amendment to the By-Laws of a constituent Commandery shall be submitted to the Grand Recorder (Chairman of the Bylaw Committee) for his approval. He will then obtain the signatures of the Grand Commander, the Deputy Grand Commander and the Grand Generalissimo.
2. 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 of the Knights Templar of the United States of America and the Laws of the Grand Commandery Knights Templar of Indiana.
3. In altering, revising or amending its By-Laws each constituent Commandery must comply with the procedure for changing which is specified in its own By-Laws.
4. The copies of the change of By-Laws submitted to the Grand Commander should indicate how the particular section now reads and how it will read after the revision or alteration. If it is just an addition, only the new section should be submitted.
5. Once the change is approved by the Grand Commander, one copy will be forwarded to the Grand Recorder and one copy will be returned to the constituent Commandery.

Procedure to Procure New Rituals

1. New Rituals are available from the Grand Recorder of the Grand Commander of Indiana. Requests for new Rituals should be accompanied by a check in payment thereof at the rate set by the Grand Recorder to cover prevailing costs.

TRAVEL

Divine Service Thursday - 4 PM (All)

The dress will be Sir Knights in uniform less Sword and Chapeau; Ladies formal wear.

Grand Commander's Banquet Thursday - 7 PM (All)

For the past number of years, there has been a Grand Tourni and ice cream social following the banquet. If you are having an ice cream social, then omit the dessert from the banquet.

The dress will be Sir Knights in uniform less Sword and Chapeau; Ladies formal wear.

The hospitality room may or may not be open following the Grand Tourni at your discretion.

Grand Conclave - Friday - (All) Hospitality Room open 7:00AM to 3:00PM.

Grand Conclave opens at 8:30am. Sir Knights should be in full uniform.

Ladies lunch at 12:00pm. Ladies dress or slacks

Installation -Friday 3:00 PM - (All) Pictures: Red Cords on your uniform, ladies in dresses.

Reception - Friday 6:00PM; Ladies formal wear

Hospitality Room 9 PM to 11:30 PM casual dress

Drills – Saturday 8:00am

The dress will be Sir Knights in full uniform; Ladies casual wear.

Officer's meeting at the discretion of the Grand Commander

Summer meeting- 8:00 AM to 6:00 PM-Dinner - (All)

Hospitality Room, 8:00AM to 4:30PM

Sir Knights in collared shirt and slacks, ladies; casual, slacks, jeans or shorts. Plan something for the ladies to do while we are meeting.

Executive session Friday evening at 7PM (Elected Officers only)

Winter meeting and Dinner- 8:00AM to 4:30 PM (All)

Hospitality Room 8:00AM to 4:30 PM & 9PM To 12 PM

Newby/Avery Dinner - 6PM Sir Knights in uniform less sword and chapeau. Ladies, formal wear.

Founder's Day 9:00 AM – 10:30 AM - Sir Knights only, in full uniform at the Scottish Rite Cathedral in Indy.

Summer picnic is a Commandery function and as such, you should be there.

Grand Encampment Triennial 2021, 2024, 2027etc

Elected Officers are voting delegates and attendance is mandatory.

The Grand Commander is responsible to host an "Indiana" banquet at a local restaurant.

More information will follow. There are numerous accommodations in the area that cost less than the "Host" hotel, but it is highly recommended that the elected officers stay in the Host hotel.

Holiday Party at the Rainbow Lodge in Flat Rock, IN from 1 PM to 5 PM (Casual). The Holiday Party is a Commandery function and as such, you should be there.

Inspections in your Battalion are required. You are required to be at all of them.

Attending Inspections outside your Battalion are not absolutely required however every effort should be made to attend at least one inspection in each Battalion. Remember, the Sir Knights of Indiana elect you annually and if they don't know who you are –well? Bring your Lady.

Sir Knights in full uniform ladies; dress or slacks

Your attendance at the reception/inspection of the Grand Commander's Commandery and the Very Eminent Deputy Grand Commander's Commandery should be required. Bring your Lady.

Sir Knights in full uniform ladies; dress or slacks

If there are rededications of Commanderies, as an officer you are obligated to be there as you have a part.

Sir Knights in full uniform ladies; dress or slacks

If there is a death of a Line Officer or Past Grand Commander, I would hope you would attend the wake and/or funeral.

The following events are nice, so be there when you can.

Easter Sunrise Services, Washington, D. C. – Leave from the Marriott Wednesday morning about 8 AM on the bus to DC return about 11 PM on Sunday. The cost will be about 1,250.00 for two, includes room, bus, 1 lunch and Sunday breakfast. Keep in mind that when you become Grand Commander, you will want the support of your officers.

Visits to the Youth organizations Grand sessions Job's, and Rainbow, in June and DeMolay in July

Out-of-State visits, plan a vacation around one of them. While in the west attend one Conclave in our Department. As a Warden, attend two and Dais Officers should attend all four.

What Should You Should Own

- Full Standard Uniform (Everyone)
- Cap & Mantle Uniform (All Elected Officers)
- Summer Uniform (If desired)
- Fatigue Uniform (If desired)
- Black Tuxedo (White Jacket for Summer)

Requirements of a Battalion Commander

- Organize and hold Battalion Meetings
- Attend Commandery Meetings in Battalion
- Attend Commandery Activities in Battalion
- Mentor Officers in Local Commandery
- Assist Battalion Commanderies to plan and execute Activities
- Conduct Inspections in Battalion. Send report to Deputy Grand Commander.
- Identify players in each Commandery
- Assist in planning Receptions in Battalion.
- Select DBC's who can be appointed to the Grand Line. DBC's must be trained before they can be installed.
- Select members to attend the ITA and Templar Crusader Training
- Serve on Committees as directed by the Grand Commander

Evaluating a Potential Grand Line Officer

MASONIC--morals and ethics consistent with Masonic teachings; has had previous Masonic experiences; has held Masonic offices, is in the forty/fifty age bracket; has the desire and time to serve; does not abuse privileges; will have the support of his spouse; and attends, participates, and supports church activities.

ADMINISTRATIVE MANAGEMENT ABILITIES--accepts and assumes responsibility; ability to plan, organize, and implement; a master at monitoring, auditing, documenting, and delegating; purposeful--has both long and short range goals along with plans, strategies and objectives for reaching those goals; well versed in rules, regulations, policies, practices, decisions, programs and projects; and has professional expertise in his area.

LEADERSHIP--held in high esteem by his peers; sets a good example for his peers; has financial and job stability; is visible in the community; has ability to motivate others; demonstrates pride in his profession, occupation, in York Rite and in other activities; and is a cooperative team player;

COMMUNICATION--expresses self and ideas effectively; communicates well with others; correct in his use of oral and written English; voice and speech are clear and distinct with good inflection and modulation; is free from irritating mannerisms; and has ritualistic and forensic abilities.

EVALUATION--is concerned about increasing his strengths and overcoming his weaknesses; attempts to grow professionally through study, experience, and participation in professional activities; and evaluates self and others effectively, objectively and accurately.

Expectations for Aides of the Grand Commander

SHARE THIS WITH YOUR WIFE!!!!

There is a large amount of information about the duties of Aides for the Grand Commander and Deputy Grand Commander on the web site under "Downloads" [Aides Handbook](#)

Forms, Bulletins, and General Orders

In the past this Handbook had an additional 40 pages of Bulletins, General Orders, and Decisions as a suggested read. I would suggest, you go to our website and check out each of these documents as they are updated each year. If things go as you have planed in the near future, you will be responsible to make changes and give directives to the membership. That happens by the information above. Each of these are also in the near 20 sets of proceeding which are also available on the website under "Downloads".

Remember as an officer you are expected to have the answers to any question the Sir Knight asks of you. "I don't know but I'll see if I can find the answer and get back to you". There is a very good chance you will find the answer in one of the documents on the website.