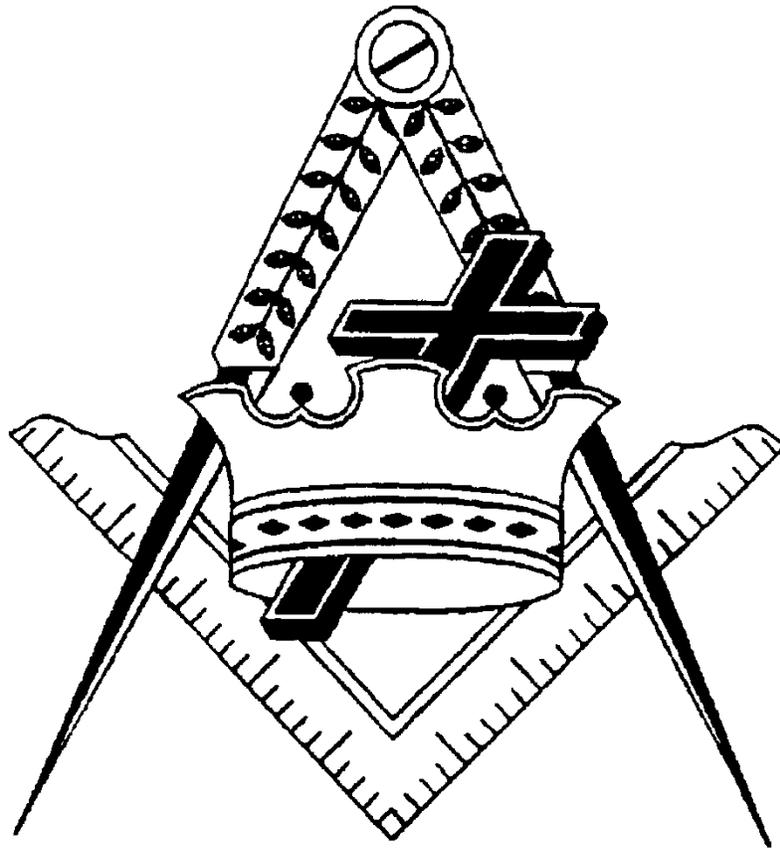


OFFICER'S MANUAL

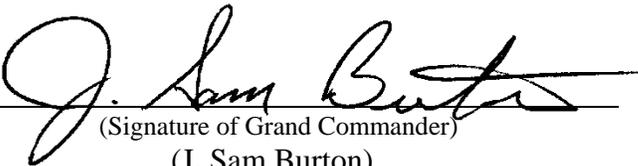


GRAND COMMANDERY
KNIGHTS TEMPLAR
OF
SOUTH CAROLINA

MARCH, 1999
Original

The Officer's Manual of the Grand Commandery of South Carolina is published under the approval of the Right Eminent Grand Commander, attested by the Grand Recorder, and under the Seal.

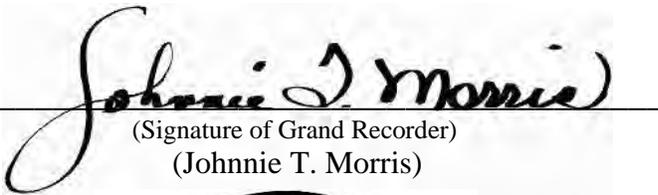
Grand Commander of South Carolina



(Signature of Grand Commander)
(J. Sam Burton)

March 15, 1999
(Date)

Grand Recorder of South Carolina



(Signature of Grand Recorder)
(Johnnie T. Morris)

March 15, 1999
(Date)



SEAL

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- Grand Commandery Knights Templar of North Carolina.

Furthermore, in addition to information gathered from the above listed manuals, information contained in this manual was obtained from the following sources and are listed here as recommended reading and reference material to all South Carolina Sir Knights:

- Manual Of Knights Templar Tactics And Asylum Ceremonies Of The Grand Encampment Of The United States Of America,
- Constitution And Statutes Of The Grand Commandery Of Knights Templar Of South Carolina,
- The York Rite Of Freemasonry - A History And Handbook; by Frederick G. Speidel.

CONTRIBUTORS LIST

J. B. McGuirt, PGM – PGC
Thomas B. Clark, Jr., PGC
Sam L. Grant, PGC
Clarence E. Turner, PGC
Charles C. Adams, PGC
J. Maurice Day, PGC
Norman E. Wood, PGC
Ford M. Thornton, Jr., PGC
Alfred Allsbrook, PGM – PGC
Glenn R. Watts, PGC
Richard L. Harding, PGC
R. Butler Satterfield, PGC
Willard F. Bond, Jr., HPGC
Jerry M. Owens, PGC
James T. Berry, PGC

D. Samuel Tennyson, GM – PGC – GT
J. C. (Mike) Hubbard, Jr., HPGC
G. Ray Marsh, PGM – HPGC
Leroy J. Delionbach, PGC
H. Gregory Heirs, PGC
Jesse C. Branham, PGM – PGC
Johnnie T. Morris, PGC – GR
Lee Roy Bruce, Sr., PGC
Don S. Blair, PGC
Richard A. Wesner, DGC
Harvie Pete Bailey, GG
Robert L. Kinard, GCG
Robert V. (Bob) Pinkston, PGM – PC
Calvin A. Nixon, PC
Lloyd F. Christopher, PC

Section I

Introduction

FOREWORD

This section is presented to the Officers of the constituent Commanderies of South Carolina as a partial answer to the self-imposed queries - "What is my job?" "Where can I turn to find advice for the proper procedures for 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 South Carolina 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 a uniformity so essential to the orderly conduct of the business of the constituent Commanderies of the Grand Commandery of South Carolina.

No claim is made to originality in what appears here. 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.

UP FRONT

There are many things to remember as an Officer or member. Many items will be presented in this booklet and are available in specific publications listed herein. But, there is one fact that needs to be stressed up front:

Everyone in our fraternity is a **VOLUNTEER!**

That means everyone, from the Grand Commander to the newest Sir Knight, deserves to be treated with the respect due to anyone who gives of his time to our fraternity. Remember to treat every Sir Knight and every Commandery as you would like to be treated. We are taught in the Entered Apprentice degree that Charity is the greatest of virtues and "extends beyond the grave through the boundless realms of eternity."

Countless harm has been done by the slip of the tongue. Be guarded in what you say because even an innocent comment may be perceived as criticism or ridicule. If you find something that needs correcting, bring it to the attention of the Commander (or Grand Commander) and allow him the courtesy of making the decision.

Section II

Grand Encampment

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 7th year. In 1826 the constitution was amended to provided for triennial meetings (every 3 years) and has remained in effect to this date. By 1826, 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. South Carolina is part of the South East Department which also includes Alabama, Florida, Georgia, Mississippi, North Carolina, Tennessee, and Virginia.

The Standing Committees of the Grand Encampment are:

1. Templar Jurisprudence
2. Finance
3. Foreign Relations
4. Printing
5. Religious Activities
6. Necrology
7. Triennial Conclave
8. The Educational Foundation
9. The Knights Templar Eye Foundation
10. Drill Regulations
11. Triennial Conclave Expense
12. Ritualistic Matters
13. Membership
14. Patriotic and Civic Activities
15. Public Relations

**PRECEDENCE OF GRAND COMMANDERIES BASED UPON THE
DATES OF THEIR RESPECTIVE ORGANIZATION**

1. Massachusetts and Rhode Island	-	-	-	-	-	-	May 6, 1805
2. New York	-	-	-	-	-	-	June 18, 1814
3. Virginia	-	-	-	-	-	-	Nov. 27, 1823
4. Vermont	-	-	-	-	-	-	June 27, 1824
5. New Hampshire	-	-	-	-	-	-	June 13, 1826
6. Connecticut	-	-	-	-	-	-	Sept. 13, 1827
7. Ohio	-	-	-	-	-	-	Oct. 24, 1843
8. Kentucky	-	-	-	-	-	-	Oct. 5, 1847
9. Maine	-	-	-	-	-	-	May 5, 1852
10. Pennsylvania	-	-	-	-	-	-	April 12, 1854
11. Indiana	-	-	-	-	-	-	May 16, 1854
12. Texas	-	-	-	-	-	-	Jan. 18, 1855
13. Mississippi	-	-	-	-	-	-	Jan. 21, 1857
14. Michigan	-	-	-	-	-	-	April 7, 1857
15. Illinois	-	-	-	-	-	-	Oct. 27, 1857
16. California	-	-	-	-	-	-	Aug. 10, 1858
17. Tennessee	-	-	-	-	-	-	Oct. 12, 1859
18. Wisconsin	-	-	-	-	-	-	Oct. 20, 1859
19. New Jersey	-	-	-	-	-	-	Feb. 14, 1860
20. Georgia	-	-	-	-	-	-	April 25, 1860
21. Missouri	-	-	-	-	-	-	May 22, 1860
22. Alabama	-	-	-	-	-	-	Nov. 29, 1860
23. Louisiana	-	-	-	-	-	-	Feb. 12, 1864
24. Iowa	-	-	-	-	-	-	June 6, 1864
25. Minnesota	-	-	-	-	-	-	Oct. 23, 1865
26. Kansas	-	-	-	-	-	-	Dec. 29, 1868
27. Maryland	-	-	-	-	-	-	Jan. 23, 1871
28. Nebraska	-	-	-	-	-	-	Dec. 27, 1871
29. Arkansas	-	-	-	-	-	-	March 23, 1872
30. West Virginia	-	-	-	-	-	-	Feb. 25, 1874
31. Colorado	-	-	-	-	-	-	March, 14, 1876
32. North Carolina	-	-	-	-	-	-	May 10, 1881
33. South Dakota	-	-	-	-	-	-	May 14, 1884
34. Oregon	-	-	-	-	-	-	April 13, 1887
35. Washington	-	-	-	-	-	-	June 2, 1887
36. Wyoming	-	-	-	-	-	-	March 7, 1888
37. Montana	-	-	-	-	-	-	May 14, 1888
38. North Dakota	-	-	-	-	-	-	June 16, 1890
39. Arizona	-	-	-	-	-	-	Nov. 16, 1893
40. Florida	-	-	-	-	-	-	Aug. 15, 1895
41. Indian Territory (Consolidated October 6, 1911, as the Grand Commandery of Oklahoma)	-	-	-	-	-	-	Dec. 27, 1895
42. District of Columbia	-	-	-	-	-	-	Jan. 14, 1896
43. Oklahoma	-	-	-	-	-	-	Feb. 10, 1896
44. New Mexico	-	-	-	-	-	-	Aug. 21, 1901
45. Idaho	-	-	-	-	-	-	Aug. 31, 1904
46. South Carolina	-	-	-	-	-	-	March 25, 1907
47. Utah	-	-	-	-	-	-	April 20, 1910
48. Nevada	-	-	-	-	-	-	April 15, 1918
49. Philippines	-	-	-	-	-	-	Dec. 31, 1963
50. Delaware	-	-	-	-	-	-	Aug. , 1991

Section III

*Constituent
Commanderies
of
South Carolina*

Officer Selection of 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:

1. 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.
2. Every Commander should hold planning meetings with this 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. Their responsibility is critical.
3. Your position is one of great responsibility. Therefore, seek the advice and counsel of experienced Sir Knights, remembering always that 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.
4. It is strongly urged that you obtain a copy and become familiar with *the Laws of the Grand Commandery of Knights Templar of South Carolina*, and the *Constitution and Statutes of the Grand Encampment of Knights Templar of the United States of America*. To obtain copies of these publications, contact your local Secretary/Recorder or the Grand Secretary/Recorder. It is your duty and that of 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 additional document that should be reviewed is the *Digest of the Approved Decisions of the Grand Masters of the Grand Encampment of Knights of the United States of America*, which lists a chronological sequence of decisions rendered from 1816 to the latest publication date.
5. Be kind and gentle - yet firm. Be sure you are correct before you proceed. You are not to command in an arbitrary, unconstitutional, or dictatorial manner - yet you are to command. Be dignified without being haughty; courteous without being subservient; and 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.

General Suggestions (continued)

6. Promptness and punctuality are essential to success. It is better to be early than late. Open your Commandery's stated conclaves on time **consistently**. If you do not, members will come to expect you to be late and will themselves act accordingly. Eventually those who like promptness will stop attending.

7. 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 its opens - or during the session.

8. 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:
 - Charter Anniversary Celebration,
 - Past Commanders Night,
 - Patriarch's Night (for those over age 70),
 - Special recognition (Job's, Demolay, etc.),
 - Sojourner's Night (invite a nearby Commandery),
 - Father and Son Night,
 - Widow Recognition Night,
 - Patriotism Program.

9. Meet deadlines and critical dates as follows;

Monthly	-	Recorders membership to the Grand Recorder,
January	-	Annual State-wide Instruction Meeting,
January 31	-	Annual report due to Grand Recorder,
	-	Grand Commandery dues payable to Grand Recorder,
March	-	Annual Grand York Rite Meeting (begins 2nd weekend),
October 31	-	Holy Land Pilgrimage nominations due,
December 1	-	Knight Templar Cross of Honor nominations due to Grand
	-	Commander (See Section V - Forms)
	-	Grand Encampment Membership Medal nominations due to Grand
	-	Commander
December	-	Christmas Observance,
December	-	Audit Treasurer and Recorder records,
December/ April	-	Voluntary Eye Foundation Campaign.

General Suggestions (continued)

10. As 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.

11. No Commandery, or any other organization can endure without acquiring new members nor 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 him 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.

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.

1. Appoints and supervises those committees necessary for the effective and efficient operation of all Commandery activities and areas of concern.
2. Appoints those committees required by Grand Commandery Law, and is responsible for their compliance with the requirements to corresponding Grand Commandery Committee requests. The following committee chairmen should be appointed and the activities of each committee included in your annual report:
 - Knight Templar Eye Foundation,
 - Holy Land Pilgrimage,
 - Membership,
 - Audit
3. Presides over his Commandery at all Stated Conclaves and at the conferral of The Order of the Temple.
4. 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.)
5. Makes all policy decisions. It is strongly urged that any changes in policies be reviewed with your officers and your District Representative prior to implementation. Final decisions 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.
6. As required, call 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.
7. 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 this office.

Commander (continued)

8. Attend 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.
9. 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.
10. The charges of an Eminent Commander 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 resign your 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.
 - Recognize deserving members of neighboring York Rites, who work in your Commandery, with honorary memberships.
 - Constantly work with your local Recorder as the cooperation of both is necessary.
 - Bind your successor in office to the observance of these rules.
11. As deemed appropriate, see that nominations are made for the “Knight Templar Cross of Honor” and Holy Land Pilgrimage (See Section V - Forms).
12. See that a Patriotism Program and a Christmas Observance is held at the appropriate time annually.

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:

1. See that the Asylum is in suitable condition for the conferral of the Orders, and to attend rehearsals of the same.
2. Assist the Officers in becoming proficient in their duties, ritual and tactics. He shall initiate a call to conduct such Officer practice sessions as deemed necessary.
3. Preside in the absence of the Commander, which is in accordance with the Constitution of the Grand Encampment and the Statutes of Templar Masonry of South Carolina.
4. Serve as a member (or ex-officio) of the following committees,
 - Budget and Finance,
 - Charity,
 - Nominating.
5. 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 South Carolina.
 - 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 South Carolina.

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, when required, and all functions thereof unless otherwise provided. To this end he shall:

1. See that the Asylum is prepared for the Full Form Opening, requiring necessary practice and rehearsals to perfect the same.
2. 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.
3. 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 South Carolina.
4. Serve on any committee that he may be appointed to by the Commander.
5. 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 South Carolina.
 - By-Laws of his Commandery and the Rituals and Instruction Book as approved in their latest form by the Grand Encampment and the Grand Commandery of South Carolina.

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 to 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 these 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 moneys collected by the Recorder and keep a just and true account thereof. A more specific outline of these duties are to be found in the Constitution of the Grand Encampment of the United States of America, Laws of Templar Masonry of South Carolina, and the By-Laws of the Commandery. His strict and punctual performances of those duties are 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 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 South Carolina, 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 will:

- Prepare and submit Monthly Reports to the Grand Recorder as provided,
- 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 moneys 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,
- Prepare and forward to the Grand Recorder, by January 31, the Annual report for the preceding year,
- Prepare and forward promptly to the Grand Commander copies of all approved Standing Resolutions,
- 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 cards yearly,
- Prepare and mail Dues Notices during first week of December for the subsequent year,
- Record payments in cash journal and to members' ledger cards,
- Prepare and promptly mail Dues Cards,
- Report delinquents to Commander at appropriate Stated Conclave,
- Notify Grand Recorder within 24 hours, of vacancies in elective offices,
- Notify Grand Recorder, promptly, of the name(s) of recent Sir Knight deaths,

Recorder (continued)

- Answer promptly all correspondence, by direction of Commander or with 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 promptness in performing those duties will enhance the conferral of the 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 manner with which the duties and ceremonies of this officer 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. It would be well-advised if he were sufficiently early to assure that the Asylum is suitably prepared, and his assistance to the Sentinel will be valuable and helpful. 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 therefrom. 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 candidates upon their arrival and should see that they are 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 meetings in order to properly arrange the Asylum. It is recommended that he have an assistant 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.

Much can be said about the character and deportment of this important Officer. His is usually the first friendly face to greet a stranger. He has complete control over the entrances to the Asylum and the passageways thereto. He should not permit any loud talking, levity, or other distractions that could mar and hinder the solemnity and orderly progression of the ritual. He should permit no congregating in the passageways, visitation of candidates in the preparation room, or other activities that will impede the duties of the other Officers. He can keep ritualistic work moving by acting as “prompter” or “starter” for the Wardens.

He should have complete charge of all furniture and necessary equipment for the Order of the Temple, (i.e.), Triangle, Triangle cover, Bible, candles and candle holders, relics, libation utensils, wine or other suitable substitute, and candidate robes and equipment. He is custodian of the Register, Asylum Beauceant, Grand Standard, United States Flag, South Carolina Flag, and Christian Flag. It is his responsibility to see that these items are clean and ready for use in their proper places when required. He should not hesitate to admonish where needed and to inform the Commander when these actions are necessary.

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 so that they may assist with the preparation of equipment and costumes and assure that all is in readiness and good condition.

Section IV

Grand Commandery
of
South Carolina

GRAND COMMANDERY OF KNIGHTS TEMPLAR
OF
SOUTH CAROLINA

Organization

The state of South Carolina has 6 districts comprised of 24 Constituent Commanderies representing approximately 9,000 Sir Knights. Thus each District has 3 - 5 Commanderies assigned depending on the geography. The Grand Commandery of South Carolina is composed of the following.

Grand Officers - Elected:

- Grand Commander
- Deputy Grand Commander
- Grand Generalissimo
- Grand Captain General
- Grand Treasurer
- Grand Recorder

Grand Officers - Appointed

- Grand Senior Warden
- Grand Junior Warden
- Grand Prelate
- Grand Standard Bearer
- Grand Sword Bearer
- Grand Warder
- Grand Sentinel
- District Representative of the First District
- District Representative of the Second District
- District Representative of the Third District
- District Representative of the Fourth District
- District Representative of the Fifth District
- District Representative of the Sixth District

Constituent Commanderies - Elected:

- Commander
- Generalissimo
- Captain General

Titles of Officers of the Grand Commandery

The following are the correct titles of address for each of the Grand Officers of the Grand Commandery including Past Grand Officers and Honorary Past Grand Officers.

Any Sir Knight having served as a Right Eminent Grand Commander or any Sir Knight who has had the honor of being elected as an Honorary Grand Commander will maintain the title of Sir Knight _____, Right Eminent Past Grand Commander or Sir Knight _____, Right Eminent (Past) Grand Commander Honorary.

- Sir Knight _____, Right Eminent Grand Commander of the Grand Commandery of Knights Templar of South Carolina.
- Sir Knight _____, Very Eminent Deputy Grand Commander of the Grand Commandery of Knights Templar of South Carolina.
- Sir Knight _____, Eminent Grand Generalissimo of the Grand Commandery of Knights Templar of South Carolina.
- Sir Knight _____, Eminent Grand Captain General of the Grand Commandery of Knights Templar of South Carolina.
- Sir Knight _____, Eminent Grand Treasurer of the Grand Commandery of Knights Templar of South Carolina (and, if applicable, Right Eminent Past Grand Commander).
- Sir Knight _____, Eminent Grand Recorder of the Grand Commandery of Knights Templar of South Carolina (and, if applicable, Right Eminent Past Grand Commander).
- Sir Knight _____, Eminent Grand Senior Warden of the Grand Commandery of Knights Templar of South Carolina.
- Sir Knight _____, Eminent Grand Junior Warden of the Grand Commandery of Knights Templar of South Carolina.
- Sir Knight _____, Eminent Grand Prelate of the Grand Commandery of Knights Templar of South Carolina.
- Sir Knight _____, Eminent Grand Standard Bearer of the Grand Commandery of Knights Templar of South Carolina.
- Sir Knight _____, Eminent Grand Sword Bearer of the Grand Commandery of Knights Templar of South Carolina.

Titles of Officers (continued)

- Sir Knight _____, Eminent Grand Warder of the Grand Commandery of Knights Templar of South Carolina.
- Sir Knight _____, Eminent Grand Sentinel of the Grand Commandery of Knights Templar of South Carolina.
- Sir Knight _____, Eminent District Representative of the First District of the Grand Commandery of Knights Templar of South Carolina.
- Sir Knight _____, Eminent District Representative of the Second District of the Grand Commandery of Knights Templar of South Carolina.
- Sir Knight _____, Eminent District Representative of the Third District of the Grand Commandery of Knights Templar of South Carolina.
- Sir Knight _____, Eminent District Representative of the Fourth District of the Grand Commandery of Knights Templar of South Carolina.
- Sir Knight _____, Eminent District Representative of the Fifth District of the Grand Commandery of Knights Templar of South Carolina.
- Sir Knight _____, Eminent District Representative of the Sixth District of the Grand Commandery of Knights Templar of South Carolina.

Committees of Grand Commandery
(with brief description of duties)

The following committees are required by the Constitution and Statutes:

- Appeals and Grievances - Review and make recommendations for any appeals or grievances sent from constituent Commanders
- Audit - Audit financial records of Grand Commandery
- Credentials and Returns - Review and make recommendations for approving status of visiting (out of jurisdiction) dignitaries
- Doings of Grand Officers - Review and make recommendations for approval of activities of Grand Commandery Officers
- Finance - Coordinate financial matters pertaining to the operation of the Grand Commandery
- Jurisprudence - Review all matters pertaining to Templar Law of the Grand Commandery
- Membership - Development and promote methods to obtain and retain members
- Necrology - Review and inform Grand Commandery of passing of members

The following committees are optional but provide essential assistance to the operation of the Grand Commandery:

- Charters and Dispensations - Review and make recommendations for granting and/or approving disposition of constituent Commanderies charters and/or dispensations
- Christian Relations - Review and make recommendations for improving Christian Relations
- Demolay - Review and make recommendations for promoting Demolay organization
- Honorary Past Grand Commanders - Review and make recommendations for nomination to position of Honorary Past Grand Commander
- Education - Review, recommend, and/or dispense instruction for the Grand Commandery
- Eye Foundation - Review and make recommendations for approval of petitions for assistance from Knight Templar Eye Foundation in South Carolina

Committees (continued)

- Fund Committee - Review and make recommendations for matters pertaining to the increase in funds for operation/maintaining financial health of the Grand Commandery
- Holy Land Pilgrimage - Review and approve candidate(s) for Holy Land Pilgrimage
- Investments - Coordinate investments to obtain highest return of invested funds of the Grand Commandery
- Patriotism - Review, make recommendations, and maintain list of speakers, for Patriotism services/programs for constituent Commanderies
- Per Diem and Mileage - Review funds and make recommendations for per diem and mileage for entitled attendees of Grand Commandery
- Resolution of Appreciation - Propose resolution of appreciation to local committee and host city for Grand Commandery Conclave
- Retirement - Review funds and make recommendations for retirement funds for employees of Grand Commandery
- Strategic Planning - Review and make recommendations for long range planning and objectives for Grand Commandery
- Tactics - Review, promote, and make recommendations for execution of tactics for Grand Commandery
- Time and Place - Review invitations and make recommendation for time and location of future Grand Commandery Conclaves
- Unfinished Business - Review and make recommendations for/or pertaining to all issues having been given proper attention at Grand Commandery Conclave

Districts of Grand Commander
and
Constituent Commanderies

<u>Commandery</u>	<u>City</u>	<u>Commandery</u>	<u>City</u>
<u>First District</u>		<u>Fourth District</u>	
South Carolina No. 1	Charleston	Spartanburg No. 3	Spartanburg
Orangeburg No. 9	Orangeburg	Chester No. 7	Chester
Hampton No. 23	Hampton	Rock Hill No. 15	York
Winyah No. 24	Georgetown	Union No. 16	Union
		Gaffney No. 18	Gaffney
<u>Second District</u>		<u>Fifth District</u>	
Columbia No. 2	Columbia	Camden No. 12	Camden
Greenwood No. 5	Greenwood	Lancaster No. 19	Lancaster
Newberry No. 6	Newberry	Sumter No. 20	Sumter
Aiken No. 14	Aiken		
<u>Third District</u>		<u>Sixth District</u>	
Greenville No. 4	Greenville	Delphi No. 8	Bennettsville
Anderson No. 11	Anderson	Florence No. 10	Florence
Laurens No. 13	Laurens	Myrtle Beach No. 22	Myrtle Beach
S. Manor Martin No. 17	Clemson	Conway No. 25	Conway
Easley No. 21	Easley		

Reception of Grand Commander
for an
Official Visit

(NOTE: Please allow each step to be completed before proceeding with the next.)

OUTSIDE THE DOOR OF THE ASYLUM:

(The Sir Knight Sentinel outside the door will make the following alarm,)

S: XXX XXX XXX X,

(which will be answered by the same number from within.)

W: XXX XXX XXX X.

*(Once the Sir Knight Warder opens the door, the door **WILL** remain open. The Sentinel outside the door will state the following:)*

S: Sir Knight Warder, inform the Eminent Commander that Sir Knight _____, Right Eminent Grand Commander of the Grand Commandery of Knights Templar of South Carolina, is in waiting for an Official Visit and (*demands or desires*) to be admitted.

(With the door still open, the Sir Knight Warder, inside the door, will state the following to the Eminent Commander :)

W: Eminent Commander, Sir Knight _____, Right Eminent Grand Commander of the Grand Commandery of Knights Templar of South Carolina is waiting for an Official Visit and (*demands or desires*) to be admitted.

EC: Sir Knight Captain General - Form the lines for the reception of the Right Eminent Grand Commander (NOTE: CG draws sword, sword salutes EC and remains at “carry swords” throughout the entire tactic.)

CG: Escort - Fall-In, Attention
(Escort forms two lines facing each other at a three pace separation.)

CG: Draw - Swords
(On word: “Draw” - Escort’s right hand on sword hilt,
- Left hand holding scabbard at a slight forward tilt
On word: “Swords” - Draw sword straight out to full arm’s length and bring to “carry sword”)

CG: Right Dress – Front

Reception of Grand Commander
for an
Official Visit
(Continued)

CG: *(Sword Salute)* Eminent **Commander, the lines are formed.**

EC: Commandery, Attention

(Eminent Commander descends from the East and stops at the head of the lines.)

SW: *(At the door with the REGC)* Sir **Knight _____, Right Eminent Grand Commander of South Carolina.**

CG: Form Arch of Steel - Cross - Swords

*(On word: "Cross" - Escort comes to present swords,
- Extend right foot forward,*

*On word: "Swords" - Escort extends sword and right arm at a 45 degree angle,
touching the opposite sword)*

(Hand Salute REGC) **Permit me to escort you to the East.**

CG: Carry - Swords

(On word; "Swords" - Escort brings swords to carry)

CG: Return - Swords

*(On word: "Return" - Escort inserts swords into scabbard to within 6 inches of
scabbard's mouth,*

On word: "Swords" - Escort drops sword into scabbard with a click)

CG: About Face - To Your Posts, March

EC: *(Draws sword and presents hilt to REGC)* **Right Eminent Grand Commander, I welcome you to (Commandery) No. (Number) and tender to you the command of this Commandery.** *(Eminent Commander remains covered.)*

*(NOTE: The Grand Commander or Past Grand Commander **MUST** be in uniform to be received through an Arch of Steel. If the Grand Commander or the Past Grand Commander is not in uniform, they will receive a hearty welcome - clapping of hands only. See Section VI - General Information)*

Opening Ceremony of the Grand Commandery

- REGC:** Officers, take your stations.
Sir Knights, be seated.
Eminent Grand Senior Warden: -- Are all present Knights Templar?
- EGSW:** Right Eminent Grand Commander, all present are Knights Templar.
- REGC:** Eminent Grand Warder, post the Grand Sentinel, inform him that the Grand Commandery of Knights Templar of South Carolina is about to convene, and direct him to guard accordingly.
- [EGW informs EGS, closes door, knocks *** ***, answered by EGS. EGW resumes station and reports.]*
- EGW:** Right Eminent Grand Commander, the Eminent Grand Sentinel is at his post, and the Grand Asylum is duly guarded.
- REGC:** Sir Knights: -- **ATTENTION. UN-COVER.**
Eminent Grand Prelate: -- Lead our devotions.
- EGP:** [Devotions, followed by the Lord's Prayer.]
- REGC:** Sir Knights: -- **RE-COVER.**
Waiving further ceremony, I now declare the Ninety-____ Convocation of the Grand Commandery of Knights Templar of South Carolina convened for the dispatch of such business as may regularly come before it; requiring all Knights present to govern themselves according to the sublime principles of this Magnanimous Order.
- Eminent Grand Warder: -- Inform the Eminent Grand Sentinel, and direct him to guard accordingly.
- EGW:** [Opens the door and says:] Eminent Grand Sentinel, the Grand Commandery is convened. Take due notice and guard accordingly.
- [EGW closes door, knocks *** ***, answered by EGS. EGW resumes station and reports.]*
- Right Eminent Grand Commander, your order has been obeyed.
- REGC:** All Sir Knights who are citizens of this country, join me in the Pledge of Allegiance to our country's flag.
- Present Arms:** -- (Pledge of Allegiance) – **Order Arms.**
- Sir Knights, be seated.
- [Declare other bodies open to receive guests.]*

Closing Ceremony of the Grand Commandery

SECTION 52. Grand Commandery does not “close,” it “adjourns.” Constituent Commanderies do not “adjourn,” they “close.” They do not “call off” but they may close to meet on a day certain, to finish business that is pending.

[Business being disposed of, the Grand Commandery will be as follows]

REGC: Sir Knight Grand Captain General: -- I am about to adjourn this Grand Commandery. See that the Grand Sentinel is informed, and that he guard accordingly.

EGCG: Sir Knight Grand Warder: -- Inform the Grand Sentinel that the Right Eminent Grand Commander is about to adjourn this Grand Commandery, and direct him to guard accordingly.

EGW: *[EGW informs EGS, closes door, knocks *** ***, answered by EGS. EGW resumes station and reports.]* Sir Knight Grand Captain General: -- The Grand Sentinel is informed.

EGCG: Right Eminent Grand Commander: -- Your order has been obeyed.

REGC: Commandery: -- ATTENTION. **Un-Cover.** Eminent Grand Prelate: -- Lead our devotions.

PRAYER.

REGC: Sir Knights: -- Re-**Cover.**

REGC: I now declare this Grand Commandery, adjourned. Sir Knight Grand Warder: -- Inform the Grand Sentinel.

EGW: *[Opens door and says:]* Sir Knight Grand Sentinel: -- The Grand Commandery is adjourned.

[Warder returns to station and reports.]

EGW: Right Eminent Grand Commander: -- The Sentinel is informed.

REGC: Sir Knights: -- You are dismissed.

Reception of District Representative
for an
Official Visit

*(The correct title of each District Representative is: **Sir Knight _____, Eminent District Representative of the _____ District of the Grand Commandery of Knights Templar of South Carolina.** He is a representative of the Grand Commander and the following will be used for an official visit of the District Representative. The Eminent Commander will direct the Junior Warden to present the District Representative West of the Altar for introduction.)*

(The Junior Warden will present the District Representative West of the Altar and state the following:)

JW: Eminent Commander, I present to you and through you to the Sir Knights present, Sir Knight _____, Eminent District Representative of the _____ District of the Grand Commandery of Knights Templar of South Carolina, who is here for an official visit.

(The Eminent Commander will then direct the Junior Warden to escort the District Representative to the East. Once in the East the Eminent Commander will welcome him and then he will offer the District Representative his sword and ask him to preside over the Commandery and offer any remarks.)

(NOTE: For an Official Visit, the District Representative must be in uniform. If the District Representative is not in uniform, he will then receive a hearty welcome - clapping of hands only.)

District Representative Training and Guidelines

The duties of a York Rite District Officer (i.e., Right Excellent District Deputy Grand High Priest, Right Illustrious District Deputy Grand Master, and/or Eminent District Representative of the Grand Commandery) are essentially the same. A District Officer in the York Rite serves the same as the District Deputy Grand Master in the Blue Lodge

South Carolina is divided into six districts. They are listed elsewhere in this manual. The names of officers and mailing addresses for the bodies are available from the Grand Secretary/Recorder's office located in Columbia. (Note: Currently, there are 34 Chapters, 34 Councils, and 24 Commanderies in South Carolina.)

A District Officer should note that a good calendar is essential. The calendar should have enough room to make notes for important events, notes for things that need to be done and things that must be done ASAP. Frequent reference to this calendar is a must.

The District Officer should notify the body at least one month before his Official Visit. When the date arrives, he should be punctual. He should make certain to speak to everyone present. Courtesy above all else is essential and it builds a solid foundation for friendship. If he is making an Official Visit as a District Representative, he is to be in uniform. The District Officer is expected to make at least one Official Visit per year per body during his tenure. He should think about the remarks that need to be made during the Official Visit. It is suggested that the remarks be written down or utilize a brief outline in order to address expected topics. He should remember to keep his remarks brief and complimentary and thank the officers and members for the privilege of addressing them. Before closing, he should always mention the Philanthropy (Chapter, Royal Arch Research Assistance RARA; Council, Cryptic Masons Medical Research Foundation CMMRF; Commandery, Knights Templar Eye Foundation KTEF)

The District Officer should get to know the officers in his District, and offer assistance with their festivals/meetings, fund-raisers, or anything with which he may be helpful. He should remember that he is a direct representative of a Grand Presiding Officer. The esprit-de-corps (professionalism) demonstrated by the District Officer is a reflection on him and the Grand Officer whom he represents, and is oftentimes emulated by others. If called upon to help with a problem, no matter how large or small, his prompt attention and immediate response is imperative. He should keep copies of all written correspondence to and from the body as evidence that he is aware of the problem and did respond.

The District Officer should visit often and make himself known! He shouldn't limit himself to Official Visits. He should visit the bodies in surrounding Districts. He should visit the Blue Lodges in his District and surrounding Districts. He should NEVER hesitate to mention the York Rite during a Blue Lodge visit; there may be brothers present who are uneducated in York Rite Masonry. He should be willing to talk about York Rite Masonry at any Masonic body and always keep a good supply of York Rite petitions.

Training Guidelines (continued)

The District Officer should attend the festivals in his District and as many of the surrounding districts as possible. If asked, he should be prepared to take an active part. Festivals/meetings are good places to talk about the philanthropies to the newly made York Rite Masons, therefore; he should take advantage of the moment.

It would be well noted here that the District Officer may need a copy of the “Constitutions, By-Laws, Regulations and Statutes” of the Grand York Rite bodies. They are obtainable through the Grand Secretary/Recorder’s office.

After a visitation to a stated communication, it is necessary to let the Presiding Grand Officer know how that body is doing. The District Officer will be supplied with the appropriate form. He should fill in the blanks and then mail it to the Presiding Grand Officer quarterly.

A good District Officer should also be a good leader. In short, as a District Officer, he should “BE PREPARED” to meet the opportunity of the moment. The checklist listed below should be used as a guide. These traits are essential to all officers.

PERSONAL QUALIFICATIONS

A good leader will:

- Be dedicated
- Have a healthy outlook on life
- Have feelings for others
- Be firm when necessary
- Be patient
- Speak clearly and slowly
- Have dignity
- Be impartial
- Be tactful
- Be kind
- Have even temperament
- Be enthusiastic

KNOWLEDGE

A good leader must:

- Know his companions. (So he can use talents to best advantage.)
- Be familiar with needs of organization. (New members, better attendance, etc.)
- Have thorough knowledge of constitution and By-Laws.
- Know how to conduct a meeting. (Prepare agenda for each one.)
- Know duties of each officer. (Assign other duties besides those in ritual.)
- Be a good planner. (Not only for next meeting but should set up plan for next 12 months.)

Training Guidelines (continued)

AS AN INSTRUCTOR

A good leader must:

- Know how to interpret rules and regulations.
- Give information to develop understanding, not permit controversy.
- Explain the results of a prepared action if group seems undecided or confused.
- Help organization (members) to achieve goals.
- Give officers opportunity to actively serve.
- Know when to expedite business by general consent.
- Teach what they should know and know what they should know.

ART OF PRESIDING

A good leader will:

- Prepare an agenda and have it in proper business order.
- Recognize those addressing them and assign them the floor.
- Give credit where credit is due.
- Not attempt to make decisions which should be made by the group.
- Share his ideas and plans with other officers (not spring them at a meeting).
- Speak of himself in the third person (i.e., “Your District Representative,” etc.).
- Keep discussions directed at presiding officers (not permitting discussions between members).
- Enjoy being presiding officer. Do not complain about the work it takes.

DUTIES OF PRESIDING OFFICER

- Should be specified in By-Laws.
- Be at meeting a few minutes early and rap gavel/call to order on time.
- Appoint all committees according to By-Laws.
- Stand while presenting business and sit while minutes and reports are being read and during debate.
- Refrain from giving his opinion while in charge of debate.
- Learn to delegate responsibilities to other officers and committee chairmen; help them to be good leaders.
- Vote by ballot only, not when his vote would show his opinion.
- Keep the meeting friendly (make them glad they came).

Section V

FORMS

NOMINATION
for the Award of
“KNIGHT TEMPLAR CROSS OF HONOR”

_____ Commandery No. _____, K. T., Stationed at _____
_____, on _____ day of _____, _____, adopted
State Month Year

a motion to nominate the following Sir Knight, one of its own members, to be awarded the “Knight Templar Cross of Honor” for the Templar Year _____.

1. His full name: _____
(Print Full Name)

2. His residence is: _____
Street (Number) City State Zip Code

3. His Templar Rank: _____

4. The following facts are submitted as a justification for his Nomination: _____

Approved the _____ day of _____, _____; by _____
Commander of _____ Commandery No. _____

Approved the _____ day of _____, _____; by _____
Grand Commander of the Grand Commandery of _____

Approved the _____ day of _____, _____; by _____
Grand Master

IMPORTANT: Please follow instructions for filling in the form for Nomination for the Award of Knights Templar Cross of Honor. Rules and Regulations appear on the reverse side of this form.

Must be in the Grand Encampment office AT LEAST two (2) months prior to presentation

“KNIGHTS TEMPLAR CROSS OF HONOR” RULES AND REGULATIONS

(1) In accordance with the provisions of Section 237½ of the Statutes of the Grand Encampment, as amended at the 50th Triennial Conclave, the meritorious Award known as the KNIGHTS TEMPLAR CROSS OF HONOR, shall be conferred by the Grand Master on behalf of the Grand Encampment of Knights Templar to deserving Sir Knights of Constituent and Subordinate Commanderies upon certain conditions hereinafter set forth.

(2) The KNIGHTS TEMPLAR CROSS OF HONOR shall be awarded “only for exceptional and meritorious service rendered to the Order, far beyond the call of duty, and beyond the service usually expected of an officer or member.” In deciding upon the award, precedents shall be entirely ignored and each case shall be decided upon its own unusual merits. No posthumous award shall be made, and no present or past elected Grand Officer of a Grand Commandery shall be eligible for the award.

(3) Only one nomination may be made from a Grand Commandery membership of 10,000 or less, plus one additional nomination may be made by a Grand Commandery for each additional 10,000 of its members, or major fraction thereof, during any one year. Only one nomination may be made from the total of the Subordinate Commanderies during one year.

(4) The procedure to be followed for making nominations for this Award shall be as follows:

- a. Any Constituent Commandery desiring to make a nomination shall first adopt a formal resolution, setting forth the full name of its nominee, and the nature of the meritorious service upon which such nomination is based.
- b. The Commander of such Constituent Commandery shall thereupon cause to be filled in a Nomination Form to be supplied by the Grand Recorder of his Grand Commandery, giving the date, full name of the nominee, address, Templar rank, name of his Commandery and a statement of the nature of the meritorious service upon which such nomination is based.
- c. Such Nomination Form shall be signed by the Commander of such Constituent Commandery and shall be forwarded by him to the Grand Commander of his jurisdiction for consideration.
- d. Such Grand Commander shall consider all nominations made by Constituent Commanderies of his Grand Commandery upon Nomination Forms and shall select only one nominee (more where qualified) in any one year; upon making such selection, the Grand Commander shall affix his written approval to such Nomination Form and shall thereupon send the name to the Grand Master.
- e. Any Subordinate commandery desiring to make a nomination for this Award shall follow the same procedure as is set forth above for Constituent Commanderies, except that such Subordinate Commandery desiring to make a nomination, shall forward the Nomination Form to be supplied by the Grand Recorder of the Grand Encampment, and the same shall bear the written approval of the Commander of such Subordinate Commandery before being sent by him to the Grand Master.

(5) The KNIGHTS TEMPLAR CROSS OF HONOR medal shall consist of a round, gold-finished medal, the outer circle of which shall bear the words “KNIGHTS TEMPLAR CROSS OF HONOR,” showing through in black enamel, and in the center shall appear the Patriarchal Cross of the Grand Encampment in purple enamel. Such medal shall be suspended from a gold-finished bar by two small chain links on either side; upon the face of the bar shall be engraved the name of the Sir Knight who shall be the recipient thereof.

The KNIGHTS TEMPLAR CROSS OF HONOR Medal may be worn upon the Commandery uniform by the recipient upon all occasions.

(6) A suitable Certificate of Award, issued by the Grand Encampment, signed by the Grand Master and the Grand Recorder, and bearing the seal of the Grand Encampment thereon, shall accompany the medal. The Certificate of Award shall contain a summary of the Citation upon which such Award is based.

(7) It shall be the responsibility of the Grand Encampment of Knights Templar to provide the medals, the Certificates of Award for the KNIGHTS TEMPLAR CROSS OF HONOR, without any cost to the recipient or to his Constituent or Grand Commandery, or his Subordinate Commandery. Presentation of the KNIGHTS TEMPLAR CROSS OF HONOR Medals, Certificates shall be made at an appropriate ceremony by Grand Commanderies and Subordinate Commanderies, and a report thereof shall be sent by the respective Recorder to the Grand Recorder of the Grand Encampment within thirty days thereafter.

**KNIGHTS TEMPLAR HOLY LAND PILGRIMAGE
QUESTIONNAIRE FOR MINISTERS**

Date: _____

1. Full Name: _____

2. Address: _____

City: _____ State: _____ Zip Code: _____

Phone (area code): _____

3. Age: _____ Birth Date: _____

4. Spouses name if married: _____ 5. Number of years married: _____

6. Children's name and age, if any: _____

7. Higher Education - give name of school, years attend and degrees: _____

8. Name of church, address and phone: _____

9. Number of years in full time Ministry. Giving names of churches and years served: _____

10. Have you ever been to the Holy Land? _____ If yes, give the date(s) and the most single inspiring site visited:

11. Masonic Affiliation, if any: _____

12. Would you like to visit the Holy Land? _____

13. Why?: _____

14. Why did you elect to become a Minister? _____

15. If invited to visit the Holy Land as a guest of the Knights Templar, would you have to obtain permission from a supervisor within your organization? _____ 16. If so, give supervisor's name, address and phone: _____

17. Would you be willing to visit the Holy Land as a guest of the Knights Templar? _____ 18. Would you be willing to visit the Holy Land, without your spouse, if any, and with members of other Christian denominations? _____
19. Do you know of any Knights Templar in your organization? _____ If so, please give name(s): _____

20. Are you aware of any health problems preventing or limiting your travel to the Holy Land? _____

21. Size of your congregation: _____ 22. Number of Ministers in your congregation; _____
23. Do you now hold a valid passport for travel to the Holy Land?: _____ Do you foresee any difficulty in obtaining one? _____ 24. Would you be available to go to the Holy Land on or about February _____ -- March _____, _____ for 10 days? _____
25. Has your name ever been submitted as a Holy Land Pilgrimage nominee in the past?: _____

Reverend: _____

Recommended By: _____ Commandery No. _____

Commander

Section VI

General Information

TEMPLAR AWARDS

Knights Templar Cross of Honor (KTCH)

This is a most coveted and highest award that can be earned by a Knight Templar. It is given 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 may be conferred by the Most Eminent Grand Master or his personal representative, upon only one deserving Sir Knight of our Grand Commandery each year. It is presented to the recipient during the Annual Conclave each year.

A nomination must be submitted on the Grand Encampment form furnished by the Grand Recorder (a copy is included in the FORMS Appendix of this manual), to each Recorder. All instructions on the reverse side should be read carefully and the form completed in its entirety. THE NOMINATION MUST BE RECEIVED BY THE GRAND COMMANDER NOT LATER THAN JANUARY 1ST EACH YEAR.

Knight Commander of the Temple (KCT)

This award is bestowed, based upon recommendation and approval of the KCT recipients of South Carolina. It indicates a recipient has made a significant contribution to Templary in South Carolina. Nominations for this award may be made at any time.

Grand Encampment Membership Medal

The requirements for awarding of this medal are to have signed AT LEAST 10 TOP LINES for candidates who have petitioned and become members since September 1, 1991.

The criteria for counting a signature is:

- New Petition signatures - The candidate must have become a full member AND retained his membership since his creation as a Sir Knight after September 1, 1991,
- Re-instatement signatures - The re-instated Sir Knight must have become a full member after September 1, 1991, and must now be a current member.

The criteria for NOT counting a signature is:

- If a candidate was made a full member after September 1, 1991, has been suspended for NPD, and is NOT currently a member,
- Re-instated Sir Knights who were created before September 1, 1991.

The Recorder of each Commandery should review his records and send a list to the Grand Commander of all Sir Knights who meet the criteria listed along with the names of the Sir Knights who have been created or re-instated as a result of their efforts. The Grand Commander will work with the Grand Recorder to verify the qualifications and then obtain the medals so that they may be presented at an appropriate time, preferably during the next Grand Conclave. This list should be submitted NO later than December 1 of each year.

Questions and Answers

This appendix contains items of interest that have been discussed at various instructional meetings. They are presented in no particular order of importance.

Item No. 1 - Pledge of Allegiance

- Q.-1 What is the proper salute of the American Flag when in uniform?
- A.-1 Custom dictates that you “do not talk through a salute.” The resultant method would be to give a hand salute of the flag, recite Pledge of Allegiance, then hand salute upon completion.
- Q.-2 What is the proper salute of the American Flag when **NOT** in uniform?
- A.-2 When **NOT** in uniform, the customary method of placing the right hand over the heart is proper.

Item No. 2 - Words used in the “Lords Prayer”

- Q.-1 What is the proper wording to be used by Knights Templars’ during the “Lords Prayer,” ‘trespasses’ - ‘trespass against us’ **OR** ‘debt’ - ‘debtors?’
- A.-1 As Templars, we use the wording: ‘debt’ - ‘debtors.’
- Q.-2 What is the proper response at the end of prayer for Knights Templar?
- A.-2 The proper response is “Amen.” The Masonic response (So Mote It Be) is **NOT** used in Templary.

Item No. 3 - Color of Gloves

- Q. What is the proper color of gloves used by Knights Templar?
- A. There are two colors of gloves used by Knights Templar; 1- white, and 2 - tan (buff). The white gloves are used during religious services, Christmas Observances, and funeral services. The tan or buff colored gloves are used during all other Templar occasions.

Item No. 4 - Chapeau

- Q. What is the proper method for removal of the Chapeau during prayer?
- A. The Chapeau should be removed with the left hand and placed on the right shoulder. The right hand should be free.

Questions and Answers
(Continued)

Item No. 5 - Sword position for giving commands

- Q. What position should the sword be in when giving a command?
- A. A command should be given **ONLY** when the sword is removed from the sheath. The exception to this statement is for the Commander - the ritual designates when the Commander draws his sword.

Item No. 6 - Salute

- Q. Do you salute a Knight Templar when not in uniform?
- A. **NO**. Salutes should only be given when the Knight saluting and the Knight saluted are in uniform.

Item No. 7 - Reception of Grand Commander and distinguished guests

- Q.-1 Should the Grand Commander be received under an “Arch of Steel” if he is **NOT** in uniform?
- A.-1 **NO**. He should be received through the “lines” with swords at “Present Swords” **NOT** “Arch of Steel.”
- Q.-2 If the Commandery is **NOT** in uniform, is it proper to form the “lines” to receive the Grand Commander?
- A.-2 Do **NOT** form the “lines” using Knights Templar who are not in uniform. Under these conditions, the Grand Commander should be introduced in the East and given a hearty welcome (clapping of hands). The Grand Commander will place his right hand over his heart instead of giving a salute.
- Q.-3 In what position is the Commandery during the reception of distinguished guests?
- A.-3 The Commandery will always be brought to “Attention” during the reception of distinguished guests.
- Q.-4 What are the Grand Honors in Templary and who should receive them?
- A.-4 The Grand Honors in Templary consist of being received under an “Arch of Steel.” Only Grand Commanders, Past Grand Commanders, Grand Encampment Officers, and Grand Masters may receive Grand Honors. Other distinguished guests receive a hearty welcome.

Questions and Answers
(Continued)

Item No. 8 - Jewels worn on uniform

- Q. What jewels may be worn on a Knights Templar uniform and in what order?
- A. In South Carolina, the following jewels may be worn on a Knights Templar uniform: Red Cross Jewel, Malta Jewel, Knight Crusader of the Cross (KCC), Knights Templar Cross of Honor (KTCH), Grand Encampment Membership Jewel, jewels of Templar office (past and present - Constituent Commandery and Grand Commandery). The Knight Commander of the Temple (KCT) Jewel may be worn about the neck; the lapel pin is not to be worn on the uniform as this would be redundant. The lapel pin may be worn on clothing other than the uniform. Only jewels related to and/or presented in the Commandery may be worn on or with the uniform. This *excludes* the Knight York Cross of Honor (KYCH) Jewel, Red Cross of Constantine, Knight Mason, Allied Masonic Degrees, York Rite College, and any other appendant body jewel(s) or insignia(s).

Templar jewels are to be worn in order of reception and importance. The jewels are worn in increasing order of importance from the left arm, inward, to the uniform's left lapel.

The placement of the acceptable jewels are as follows:

Left Lapel	Jewel of Office	Meritorious Jewel	Malta Jewel	Red Cross Jewel	Left Arm
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Item No. 9 - Templar uniform colors

- Q. What are the distinction of Templar uniform colors for shoulder boards, buckles, crosses, etc.?
- A. Colors are used to distinguish rank or previous attainment of rank.

BLACK - A Sir Knight without shoulder boards, wearing a black buckle, without a distinctive cross on his chapeau, is a regular member of our Order.

GREEN - A Sir Knight wearing shoulder boards of green, is a current officer of a Commandery. The insignia embroidered on the board is an indication of rank.

RED - A Sir Knight wearing shoulder boards of red, a buckle of gold and red, and a distinctive red cross on his chapeau, is a Past Commander and/or an officer of the Grand Commandery.

PURPLE - A Sir Knight wearing shoulder boards of purple, a buckle of gold and purple, and a distinctive purple cross on his chapeau, is a Past Grand Commander and/or an officer of the Grand Encampment.

Questions and Answers
(Continued)

Item No. 10 - Forms of openings

- Q. What are the proper methods for opening a Commandery or Grand Commandery?
- A. A Constituent Commandery is to be opened as prescribed in the “Ritual of The Grand Encampment of Knights Templar of the United States Of America” by either “Short Form” or “Full Form” of KNIGHT TEMPLAR OPENING. **NO** other method is acceptable. Examples of frequently used methods (not all inclusive) that are **NOT** acceptable are: 1) “Resuming Labor” and “Suspending Labor;” 2) “Calling On” and “Calling Off;” 3) Declaring Commandery “Opened” and “Closed;” and 4) “York Rite Procedures.” The Grand Encampment has specifically requested that the ritual **NOT** be copied. Ritual books are available for use through the Recorder of a Commandery.

The Grand Commandery opening and closing is listed in the Grand Commandery Section of this Manual.

Item No. 11 - Precedence of Grand Commanderies

- Q. What is the significance of the “Precedence of Grand Commanderies based upon the dates of their respective organization?”
- A. Templar protocol dictates that visiting Grand officers of other jurisdictions will be introduced in order of their Grand Commandery’s date of organization. (i.e.: Massachusetts and Rhode Island was the first organized Grand Commandery, therefore their Grand Officers and dignitaries would be introduced first, then New York, Virginia, etc. See Section II - Grand Encampment.)

Bible Openings for Commandery Orders

Order of Red Cross	-	-	-	Ezra	5
<i>(Red Cross, High Priest Address)</i>	-	-	-	Ezra	3 - 4
Order of Malta	-	-	-	St. John	19
<i>(Black Cross, Naked Sword and Crucifix)</i>					

Order of the Temple

Chamber of Reflection	-	-	-	Matthew	5:13-16
<i>(Black Cross, Relics, Candle and Water)</i>					
Altar	-	-	-	Matthew	28
<i>(Square and Compasses, Crossed Swords on Bible, Crossed Swords on candidate kneeling pad)</i>					
Triangle	-	-	-	Matthew	28
<i>(Relics on Bible covered with Black Cloth with Red Passion Cross toward candidate kneeling pad.)</i>					
Commandery Opening	-	-	-	Matthew	28
<i>(Located at Prelate's station in the North East corner to the left of the US Flag. Top of Bible to the East. Small Passion cross on Right page. Square and Compasses on the Left page. The Bible is opened immediately after the Conclave is declared open and closed immediately after Conclave is declared closed - by Prelate.)</i>					

Bible Openings for York Rite Chapter and Council

Chapter

Mark Master Degree	-	-	-	Ezekiel	44:5
Past Master Degree	-	-	-	Ecclesiastics	4:12
Most Excellent Master Degree	-	-	-	II Chronicles	7:1
Royal Arch Degree	-	-	-	Exodus	3:14
Royal Arch Chapter Opening	-	-	-	Exodus	3:14

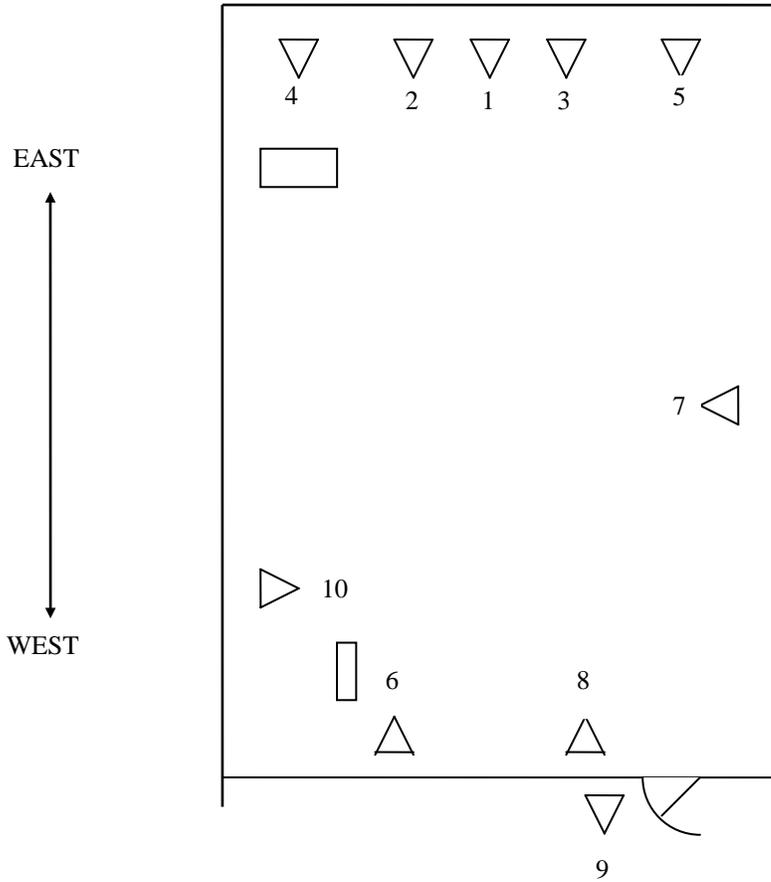
Council

Royal Masters Degree	-	-	-	1st Kings	7:48-50
<i>(Square and Compasses on left hand page)</i>					
Select Masters Degree	-	-	-	Exodus	16:32-35
<i>(Square and Compasses on left hand page)</i>					
Royal and Select Masters Opening	-	-	-	Exodus	16:32-35
<i>(Square and Compasses on left hand page)</i>					

Section VII

Asylum Layout and Paraphernalia

ILLUSTRIOUS ORDER
OF THE
RED CROSS



BIBLE

EZRA III & IV

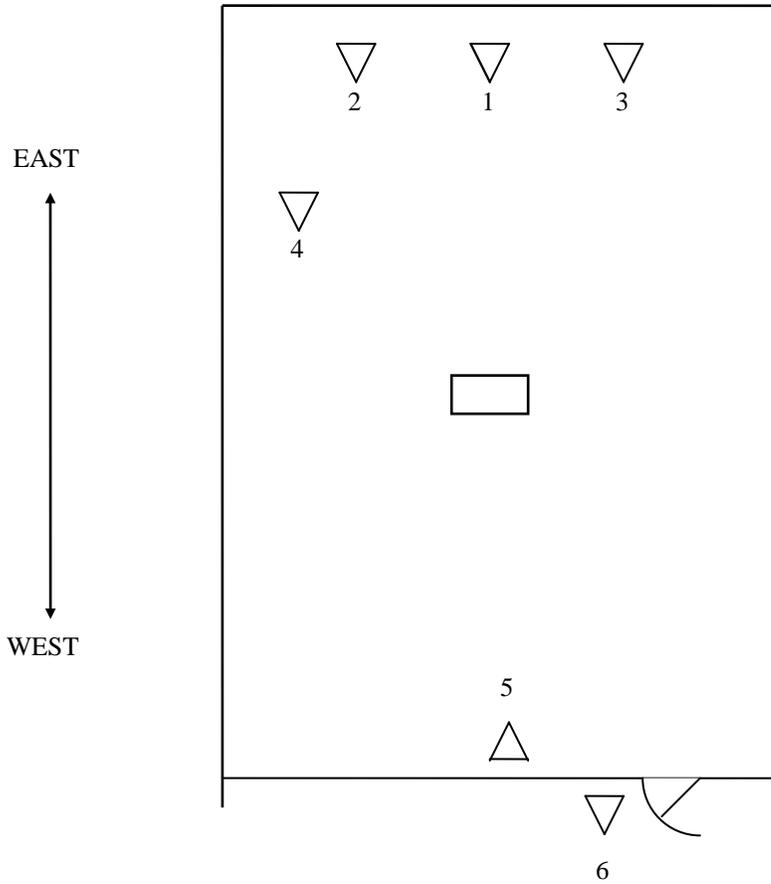
OFFICERS

1. Sovereign Master
2. Prince Chancellor
3. Prince Master of the Palace
4. Master of Finance
5. Master of Dispatches
6. Master of Cavalry
7. Master of Infantry
8. Warder
9. Sentinel
10. Guard

PARAPHERNALIA

- 4 - Swords
- Chains and Fetters
- Garb of Slavery
- Robe and Coronet
- Decree
- Bridge
- Scepter
- Candidates Clothed as
Royal Arch Masons
- Banners at the Bridge

ORDER OF MALTA
(Short Form)



BIBLE

ST. JOHN XIX

OFFICERS

1. Prior
2. Treasurer
3. Recorder
4. Chaplain
5. Marshal
6. Sentinel

PARAPHERNALIA

- 2 - Swords
- Jewel for each Candidate
- Bread
- Cups of water
- Cross on Bible
- Lectern for Chaplain
- Lessons
- Tray

ORDER OF THE TEMPLE

CHAMBER OF REFLECTION

BIBLE

MATTHEW
V: 13 - 16

OFFICERS

2 - Sir Knights
for each Chamber

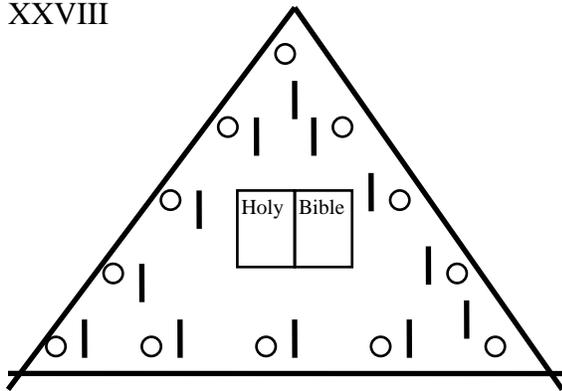
PARAPHERNALIA

Table
Chair
Bowl with water
Paper towels
Hour glass
Candle and matches
Hoodwink
Skull and bones
Pen
The Questions

THE TRIANGLE

BIBLE

MATTHEW
XXVIII

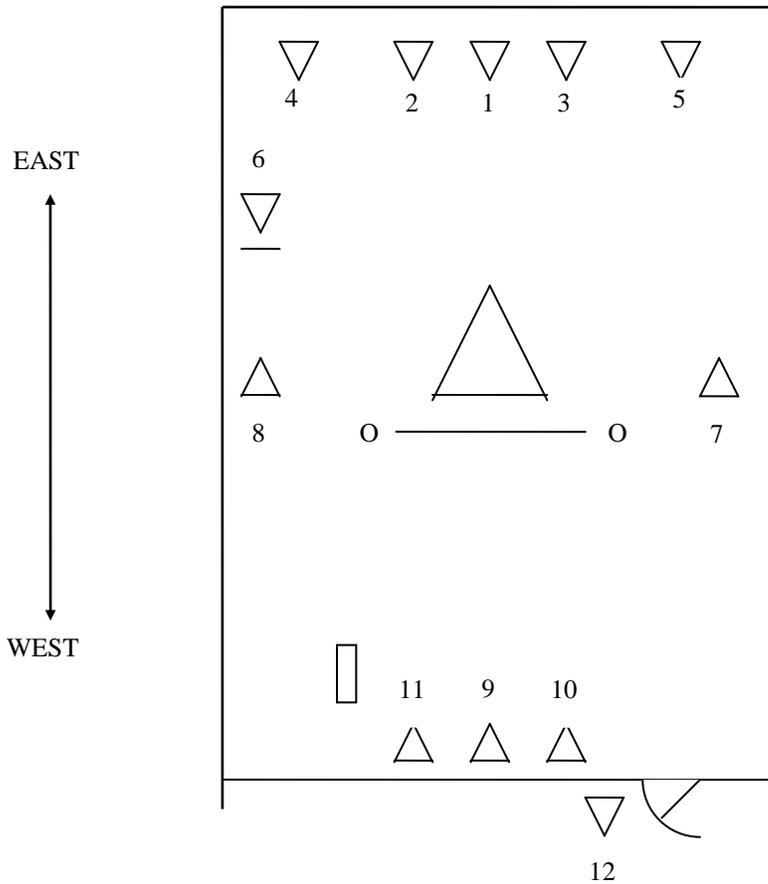


PARAPHERNALIA

LARGE TRIANGLE
Black Cover
12 - Tapers or Candles
12 - Cups or Glasses
BIBLE
Cover for BIBLE
The Cup
Bones or Relics
CRUCIFIX
Wine
Black Pall or Cover
Paper Towels

Note: A separate taper should be used for
the Pilgrim Penitent

THE ORDER OF THE TEMPLE



BIBLE

MATTHEW
XXVIII

Altar with
BIBLE, Square
and Compasses
on Left Page

Cross on
Right Page

Crossed Swords
on Cushion

OFFICERS

1. Commander
2. Generalissimo
3. Captain General
4. Treasurer
5. Recorder
6. Prelate
7. Senior Warden
8. Junior Warden
9. Standard Bearer
10. Sword Bearer
11. Warder
12. Sentinel

PARAPHERNALIA

- Slide projector with white stand
- Lectern and light for Prelate
- Robe, Stole, Biretta, Cross, small BIBLE for Prelate
- Pilgrim robe, sandals, staff, and scrip for Candidate
- White robe, Skull, and candle for Pilgrim Warrior
- Tent for Hermits
- Robes for Hermits

PARAPHERNALIA

Sword and Buckler for Pilgrim Warrior

Baldric

Sword

Spur

Standard

Beauceant

United States Flag

Bread and water

3 - Hermits

3 - Guards

Music

Section VIII

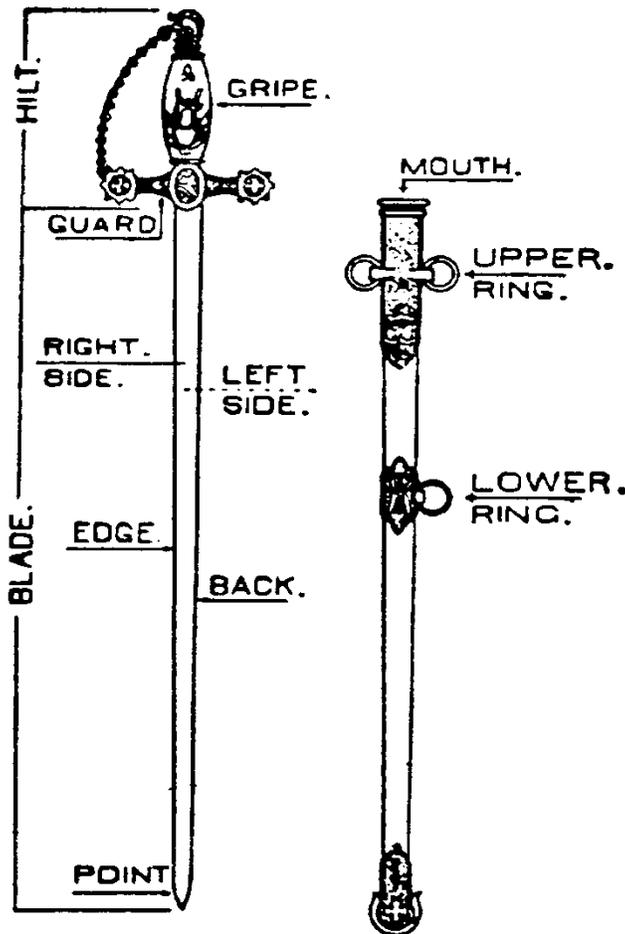
Sword Manual

Newly created Knights should at once be taught marching, drill and sword manual. Ease and grace can only be acquired by frequent exercise. Attention to minor details is essential in order to avoid the forming of awkward habits or taking incorrect positions. Carry the sword with a flexible wrist and without grasping the gripe tightly. The gripe should be held, at position of carry, by the thumb and forefinger, as if holding a pen, and covering about two-thirds of the gripe below the guard. Each command is divided into motions of one-half of a second, which should, at first, be explained and executed separately without reference to cadence. On the march, the cadence corresponds with the step. The manual may first be taught by calling the numbers of motions, the command being prefaced by the words "By the numbers," No. ONE being executed at the command **SWORDS**, or other command of execution, then TWO, THREE, etc., until the command "without the numbers," or until a command is given not in the sword manual. When on march, if the swords are drawn and not at a carry, the Knights will, at the command **HALT**, come to Carry Swords, without command. If in scabbard, the left hand steadies same. While marching, the hands may be allowed to swing forward and back three or four inches for the sake of ease and grace of carriage.

NOTE: With swords drawn or in scabbard, if desired, scabbards may be hooked up, uniformity being maintained. "Hooked up" means hanging by the front upper ring. If hooked up, the scabbard must be unhooked before executing draw or return swords.

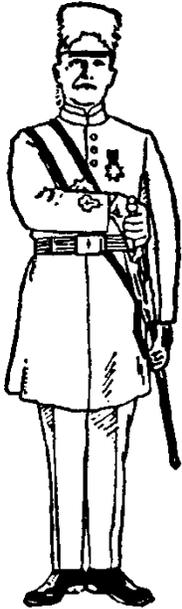
THE SWORD

The sword consists of the hilt and the blade. The hilt is divided into the gripe and the guard. The gripe is the handle grasped by the hand. The guard is the cross piece between the gripe and the blade. The blade is divided into the edge, back, sides and point. The edge and back are determined by the hilt. The right and left sides of the blade and gripe are the right and left sides in the position of carry swords. The scabbard is the receptacle of the sword; the opening of same, its mouth. The hand is in *tierce* (third), when it holds the gripe, with back of hand up, and in *quarte* (fourth), when it holds the gripe with back of hand down. Unless the formation is open ranks, the Knights under instruction should take intervals.

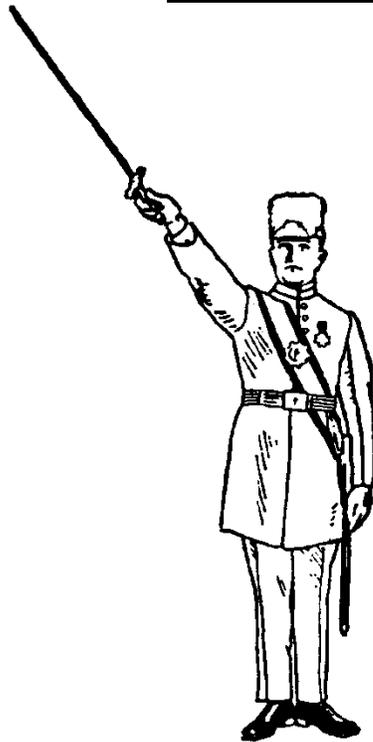


The Sword and Scabbard

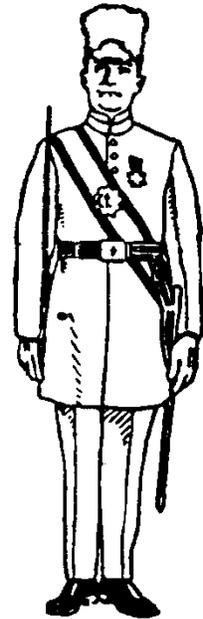
Draw and Carry Swords



Draw Swords
First Motion



Draw Swords
Second Motion



Carry Swords

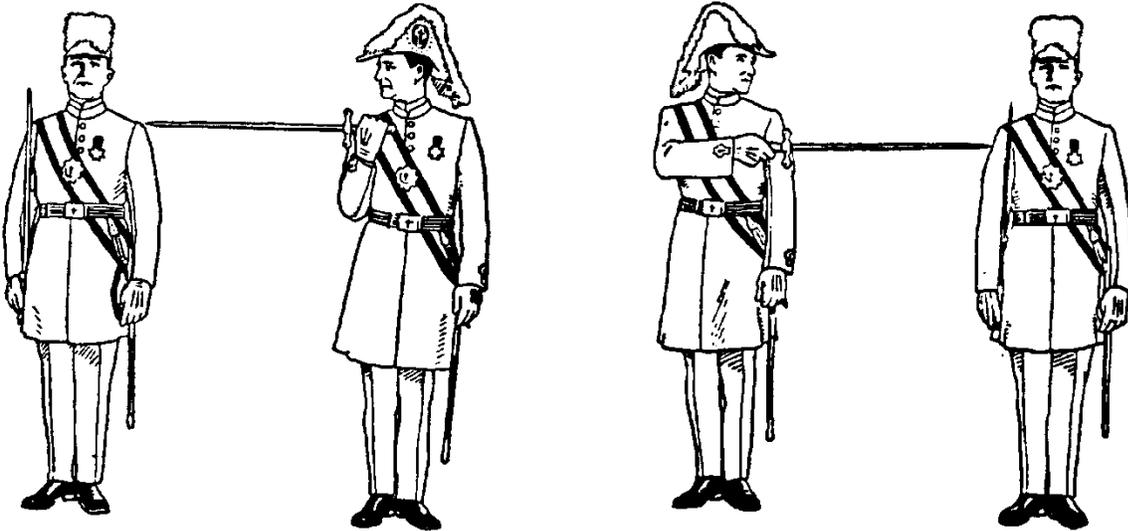
Being in line at a halt with swords in scabbards:

1. Sir Knights, 2. Draw, 3. SWORDS.

At the command Draw, grasp the scabbard with the left hand, near its mouth, incline the hilt a little forward, seize the gripe with the right hand, and draw the blade until the right forearm is horizontal, back of hand against the breast. SWORDS, draw the sword quickly, raising the arm to its full length, at an angle of about 45 degrees, the sword in a straight line with the arm, edge down, extending in the same direction as the right foot. (TWO) Bring the back of the blade against the shoulder, the blade vertical, back of the gripe to the rear, the arm nearly straight down, the thumb and forefinger embracing the gripe, the thumb against the thigh, the other fingers extended and joined in the rear of the gripe. This is the position of CARRY SWORDS. From this position all movements of the sword manual begin, unless otherwise provided.

In all marching movements, except route march, at the command HALT, unless otherwise provided, the sword, if drawn, will be brought to the carry without command.

Sword Intervals



Sword Intervals
From the Right

Sword Intervals
From the Left

1. From the right take sword intervals, 2. MARCH.

At the first command all the Knights except the one on the right, who remains at Carry Swords, execute **eyes right**, raise the right hand in front of and as high as the right shoulder, the back of the hand to the front, and drop the sword blade horizontally to the right, edge up. MARCH, all the Knights except the right file, execute left step. As soon as each Knight has gained an interval so that the point of this sword will clear the left arm of the Knight on his right, he halts, executes **front**, and resumes Carry Swords.

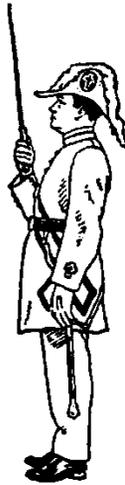
1. From the left take sword intervals, 2. MARCH.

Is executed as above, except that the eyes are turned to the left, the right hand is carried across the body and touches the left arm, the right forearm horizontal, the sword extended in prolongation thereof, edge down.

1. On the right (left) close intervals, 2. MARCH.

The Knight on the right (left) stays fast, the others face him and march forward halting successively when the interval is closed, and facing the front.

Present and Salute Swords



Present Swords



Salute Swords - Officers Present

1. Present, 2. SWORDS.

Raise and carry the sword to the front, cross hilt as high as the chin and six inches in front of the neck, edge to the left, point six inches farther to the front than the cross hilt, thumb extended on the back of the gripe, wrist straight, all fingers grasping the gripe.

1. Carry, 2. SWORDS.

Resume the carry in one motion, without throwing the right hand to the front, or the point to the rear.

1. Salute, 2. SWORDS.

Execute present swords. (TWO) Drop the point of the sword, edge to the left, to about fifteen inches in front of and in prolongation of the right foot, arm hanging naturally, the elbow close to the body, the back of the hand down.

1. Carry, 2. SWORDS.

Resume the carry position of carry swords.

The **salute swords**, is the present swords, used by officers. If not in ranks they will at the command **present**, execute present swords, and at the command **swords**, execute the second motion of salute swords. Junior Officers execute the present unless otherwise prescribed.

Order Swords



Order Swords
First Motion



Order Swords

1. Order, 2. SWORDS.

Drop the sword point to the ground, blade inclined to the rear, back of blade to the front. (TWO) Bring the blade to a vertical position against the right toe, and place the hand on top of the hilt, three fingers in front of the gripe, thumb and little finger in the rear, elbow close to the body.

1. Carry, 2. SWORDS.

Resume the position of carry swords, in one motion.

Support Swords



Support Swords

1. Support, 2. SWORDS.

Bring the sword to the position of present. (TWO) Carry the sword vertically to the left side, lowering the right hand until the forearm is horizontal, edge of the sword to the front, the right hand firmly grasping the gripe about three inches below the guard, at the same time grasp the right forearm near the elbow with the left hand, the left forearm along and in front of the right forearm, the thumb of the left hand over and supported by the right forearm near the elbow, fingers of the left hand extended and joined, the guard resting on the left arm near its elbow, the blade vertical, edge to the front.

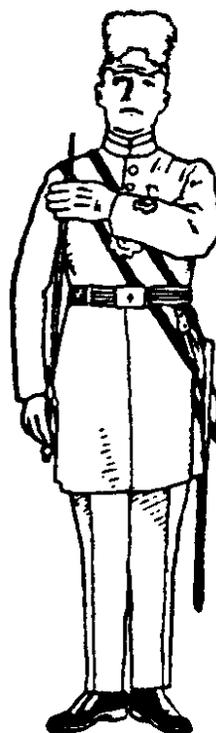
1. Carry, 2. SWORDS.

Bring the sword to the position of present, at the same time drop the left hand by the side. (TWO) Bring the sword to the carry.

Swords Port



Swords Port



Carry from Port
First Motion

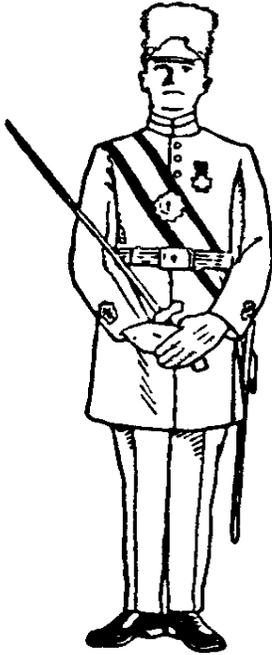
1. Swords, 2. PORT.

Seize the blade in front of the right shoulder with the fingers and thumb of the left hand, the thumb to the rear, the left elbow close to the body. (TWO) With the left hand bring the sword diagonally across and about one inch in front of the body, edge down, the left hand at the height of the left shoulder, the thumb extended along the blade, the fingers closed, back of the hand down, the right hand grasping the hilt and nearly in front of the right hip.

1. Carry, 2. WORDS.

Bring the sword to the carry with both hands, the left hand as high as the right shoulder, pressing the blade to its place, the fingers and thumb extended and joined in front of the blade, the elbow near the body. (TWO) Drop the left hand to the side.

Arms Rest and Shoulder Swords



Arms Rest-Swords



Shoulder Swords

1. Arm Rest, 2. SWORDS.

Carry the hands in front of the center of the body, the arms nearly extended; clasp the hands the left over the right, the blade resting along the right forearm, the right hand retaining the same position on the gripe as at the carry.

1. Carry, 2. SWORDS.

Resume the carry in one motion.

1. Shoulder, 2. SWORDS.

Raise the right hand in front of the armpit and place the flat of the sword blade on the right shoulder, the edge to the left, the elbow close to the body, the point of the sword obliquely to the left, and in the rear, clearing the chapeau.

1. Carry, 2. SWORDS.

Resume the position of carry swords.

Reverse Swords



Reverse Swords
First Motion



Reverse Swords

1. Reverse, 2. SWORDS.

Drop the blade forward and down until it is directed towards a point about one pace in front of the right feet, at the same time allow the fingers to grasp the lower part of the gripe, and move the hand forward about twelve inches. (TWO) Carry the sword by a wrist movement so that the blade will swing to the rear, the point downward at an angle of about 45 degrees, the edge up. As the sword swings into position under the right arm pit, bring the hand in front of the right armpit and grasp the gripe with the thumb and forefinger of the right hand, the other fingers successively curved, resting the blade between the right arm and the right side. The end of the hilt remains about nine inches in front of the right shoulder.

To resume to carry: 1. Carry, 2. SWORDS. Bring the sword to the first position of reverse. (TWO) Resume the position of carry swords. On long marches the corresponding position of left reverse may be taken.

1. Left reverse, 2. SWORDS.

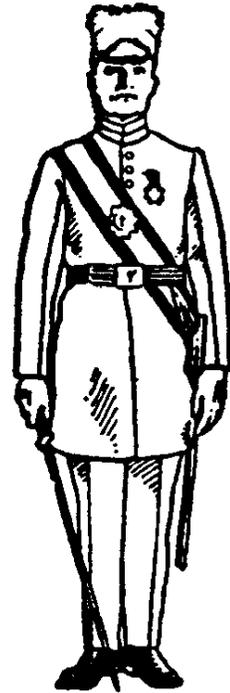
Extend the right hand to the first position of reverse. (TWO) With the right hand swing the sword to the position of left reverse. (THREE) Seize the gripe with the left hand and drop the right hand to the side.

1. Carry, 2. SWORDS. Seize the gripe with the right hand and drop the left hand to the side. (TWO) Carry the sword to the first position of reverse swords. (THREE) Resume the position of carry swords.

Parade Rest



Parade Rest



Attention from
Parade Rest

1. Parade, 2. REST.

Drop (carry) the sword point to the ground in front of the center of the body on a line with the left toe, edge to the right, the palm of the right hand resting on the end of the hilt; the thumb and fingers extended and joined against the gripe, the left hand clasped over the right; at the same time carry the right foot six inches straight to the rear, the left knee slightly bent, the body erect.

1. Squad, ATTENTION, 2. Carry (Order), 3. SWORDS.

At the command **attention**, bring the right foot to the side of the left; drop the left hand to the side, and carry the hilt to the right side, leaving the point undisturbed. At the command **swords**, resume the position of carry (order) swords in one motion.

Inspection and Invert Swords



Invert Swords
First Motion



Invert Swords

1. Inspection, 2. SWORDS.

Execute present swords, and turn the wrist to show both sides of the blade, resuming the carry when the inspector has passed.

1. Invert, 2. SWORDS.

Drop the point of the sword directly forward about fifteen inches, grasping the blade (about nine inches from the guard) with the left hand palm to the front. (TWO) Release the gripe with the right hand and invert the sword with the left hand to a position about four inches in front of the center of the body, blade vertical, edge to the right, guard at the height of the chin, grasp the blade with the right hand at the height of the belt.

1. Carry, 2. SWORDS.

Release the right hand and swing the point of the sword forward and upward, at the same time lower the hilt to the right side and grasp it with the right hand (first position of invert). (TWO) Place the sword in the position of carry, the left hand at the right shoulder, turning the hand. (THREE) Drop the left hand to the side.

NOTE: Invert swords are used for ceremonial purposes, for devotions as in church services during prayer in lieu of present swords.

Guide and Return Swords



Guide Swords



Return Swords
First Motion

1. Guide, 2. SWORDS.

Bring the sword vertically in front of the center of the body, the right hand as high as the neck and six inches in front of it, back of the gripe to the right, at the same time clasp the left hand over the right, elbows close to the body.

To return to the carry: 1. Carry, 2. SWORDS.

Resume the position of carry swords in one motion.

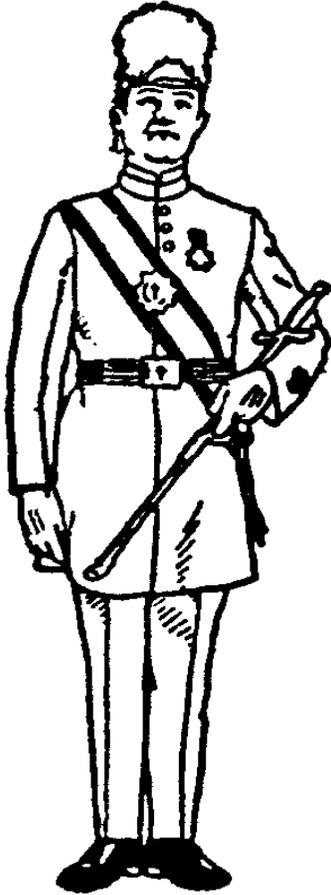
NOTE: Upon taking post on the line, as in successive formations in battalion drill, guides will take this position without command returning to the carry at the command **guides post**.

1. Sir Knights, 2. Return, 3 SWORDS.

At the command **return**, seize the scabbard near the mouth with the left hand, inclining it a little forward, and keeping the right hand near the body, drop the sword blade forward and to the left so that the point is about six inches from the floor and pointing to a line which is a prolongation of the left foot. Move the sword hand to the left, then raise the hand, drawing the sword blade between the first two fingers of the left hand. Insert the point of the blade in the mouth of the scabbard, edge to the front, assisted by the thumb and fingers of the left hand, eyes to the front, thrust the blade into the scabbard until the right forearm is horizontal (first motion of draw). (SWORDS) Return the blade smartly and drop the hands to the sides.

NOTE: In inserting the point, avoid turning the scabbard to meet the sword.

Secure Swords



Secure Swords

1. Secure, 2. SWORDS.

Seize the scabbard with the left hand, palm to the front, the thumb to the left, the arm extended. (TWO) Raise the scabbard, bring the left hand in front, nearly as high as the belt and a little to the left of the belt clasp, the scabbard resting along the left forearm, the back of the hand down, the guard at the hollow of the elbow. (Executed only when swords are in scabbards.)

1. Drop, 2. SWORDS.

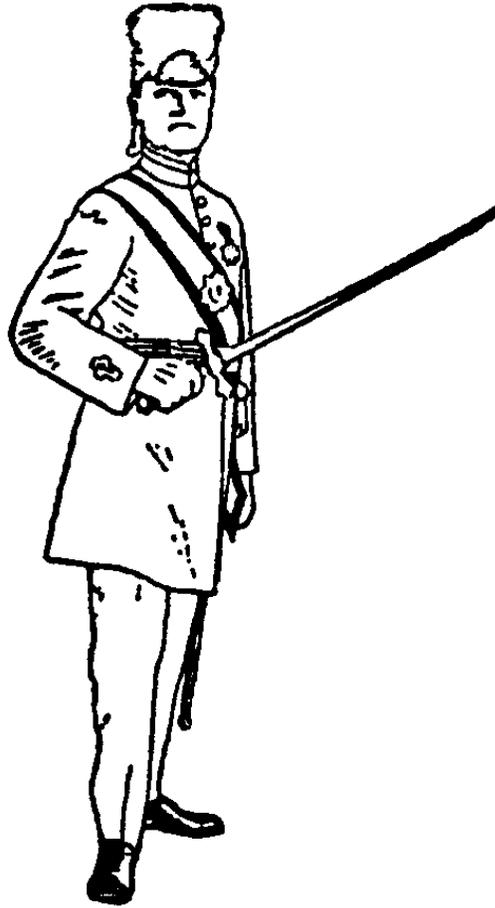
Lower the scabbard to its place, and detach the hand.

NOTE: Only to be used by officers, on ceremonies, and in double time.

Section IX

Sword Manual

On Guard



On Guard

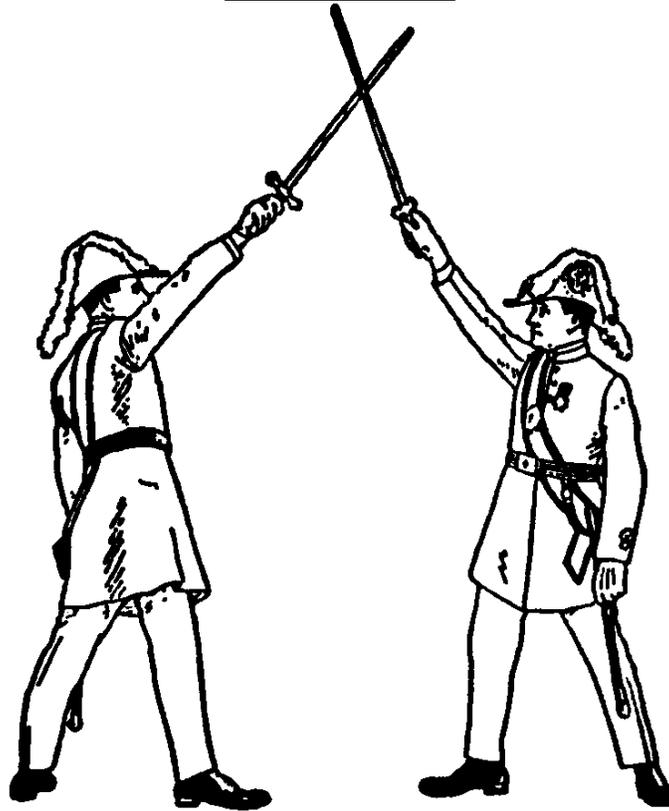
1. On, 2. GUARD.

Turn the left foot square to the left, turning on the left heel, and plant the right foot firmly about eighteen inches to the front, feet at right angles, the weight resting principally on the right foot, the shoulders oblique to the front, head and eyes square to the front. At the same time raise the sword hand on a line with lower part of the belt and about two inches from it, the guard three or four inches to the right of the belt clasp. Drop the sword diagonally to the left, the blade about 18 inches in front of the left shoulder, edge to the front, thumb on back of gripe. The sword held without constraint.

1. Carry, 2. SWORDS.

Resume the position of attention at carry swords.

Cuts and Parries



Parry One - Cross Swords

In giving the parries, first take the position **on guard**, keep the feet at right angles and look into the eyes of the Knight opposite. The flats of the blades should be crossed about ten inches from the points, the sword arm straight; parries should be given with spirit but the swords touching lightly.

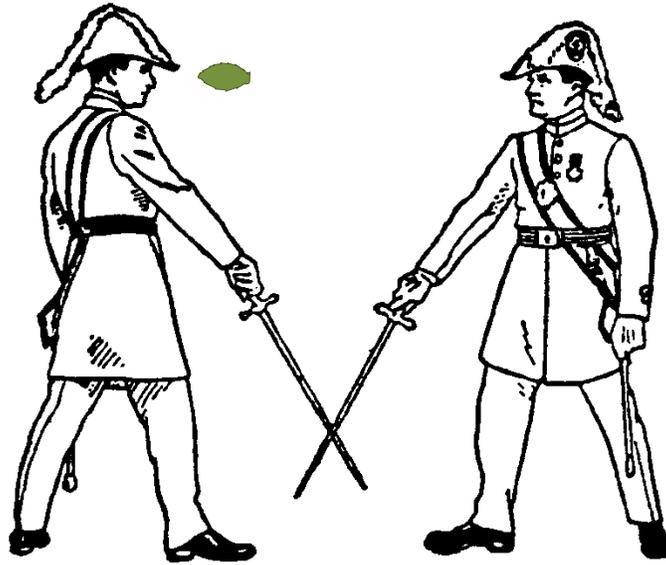
1. Parry, 2. ONE.

Raise and extend the arm, back of the hand to the left and up, without changing the grasp, wrist as high as the head, the edge of the sword up, the blade in prolongation of the forearm, and engage the sword of the Knight opposite.

1. Parry, 2. TWO.

Disengage the sword and describe a circular movement toward the rear and right, back of the hand down, edge of the sword down, the hand on a line with the head, and engage the opposite sword on the right side, crossing the blades as before.

Cuts and Parries



Parry Three

1. Parry, 2. THREE.

Disengage the sword and describe a circular movement toward the left and downward, engage the opposite sword on the left side, the point of the sword near the ground, the edge upward, the back of the hand to the left, and cross blades.

1. Parry, 2. FOUR.

Come directly to the position of **Parry One**.

The parries may be taught by numbers, but when a Commandery is well instructed, they may be given, one division to another, by calling the number of the parry required, as follows: First Division -- to the Second Division --.

1. On, 2. GUARD.

When parries, 1, 2, 3, and 4, or parts of same as required, will be executed by the proper commands. After each word the position of **on guard** will be resumed at the command.

1. On, 2. GUARD.

1. Carry, 2. SWORDS.

Cuts and Parries

After each word is communicated, the position of on guard and carry swords will be resumed as follows: 1. CARRY, 2. SWORDS. At the first command, come to the position of on guard and at the command swords, bring the right foot back to the original line and resume the carry.

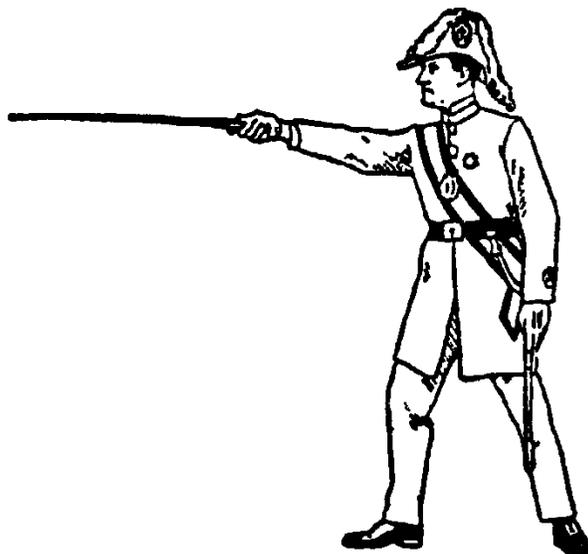
1. Wield,
2. SWORDS.

Raise the sword to the second position of draw swords. Wield the sword four times in a circular motion to the left, stopping at the first position of wield swords.

1. Carry,
2. SWORDS.

Resume the position of carry swords.

To Form Arch of Steel



Charge Swords

The Commandery being formed in two lines, facing inward, and about three paces apart, at carry swords, the command will be given: **Form arch of steel**, 1. **Cross**, 2. **SWORDS**.

(ONE) Execute present swords. (TWO) Advance the right foot and take the position of Parry One.

1. Carry, 2. SWORDS.

Bring the sword to the position of present and replace the feet. (TWO) Resume the position of carry swords.

1. Rest on, 2. SWORDS. (From Kneel at Parade Rest.)

Incline the head forward, the eyes fixed on the point of the sword.

To resume attention, 1. Sir Knights, 2. ATTENTION.

At **Sir Knights**, raise the head.

The Rest on Swords can also be executed from the parade rest without kneeling.

1. Charge, 2. SWORDS.

To Form Arch of Steel

Turn on the left heel, placing the toe square to the left; at the same time plant the right foot forward with a slight shock about eighteen inches, the feet being at right angles, the weight of the body resting on the right foot. At the time of planting the feet, extend the arm to its full length, at the height of the shoulder, back of the hand down, the blade in prolongation of the arm, and pointed at the opponent's breast.

1. Carry,
2. SWORDS.

Resume the position of attention at carry swords.

Un-Cover and Kneel



Un-Cover



Kneel, Rest On-Swords

1. Un-, 2. COVER.

At the command **Cover**, take the chapeau by the front piece with the left hand. (TWO) Raise the chapeau from the head and place it on the right shoulder, slightly to the front, holding it in that position with the left hand.

1. Re-, 2. COVER.

Replace the chapeau on the head. (TWO) Drop the hand to the side.

NOTE: Uncover is never executed unless the swords are sheathed, at an order, or (with the right hand) when at a secure.

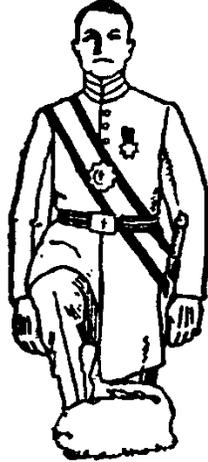
1. Sir Knights, 2. KNEEL. (Swords sheathed.)

Carry the left foot about twenty-four inches to the rear. (TWO) Kneel on the left knee, the body and left thigh erect, the right leg below the knee nearly vertical, the right hand hanging at the side.

The triangle guards kneel, from order swords, same as above, except as to the right hand, which rests on the top of the sword hilt.

To communicate, both lines are moved forward one pace before kneeling.

Deposit Chapeau



Deposit Chapeau

1. Deposit, 2. CHAPEAUX. (From Uncover, kneeling.)

At the second command, place the chapeau on the ground to the left of the right foot, feathers to the left, peak pointing toward the body. The cap is placed with the crown down. (TWO) resume position of kneel.

(After communications)

1. Secure, 2. Chapeau, 3. Re-COVER, 4. Sir Knights, 5. Rise.

At the second command, grasp the visor of the chapeau with the left hand, place it on the right shoulder. (THREE) Replace the chapeau on the head and drop the hand. (FIVE) All rise, bring left feet forward into line.

Both lines are now moved backward one place.

NOTE: The uncover should be made after kneeling and re-cover before rising.

(After devotion)

1. Re-COVER, 2. Sir Knights, 3. Rise.

(ONE) Replace the chapeau on the head and drop the hand to the side. (THREE) All rise, bringing left feet forward into line.

NOTES

