

Royal Arch Capstone Course

“Completing the Arch of Capitular Education”

Lesson Plan: Royal Arch Capstone Course

Prepared by: Grand Chapter RAM Education Committee

SCOPE: To educate RAM Companions especially Chapter Line Officers in the evaluation and workings of a Chapter. Planning and setting goals and objectives, trestleboards, setting up a Chapter Year, the actual make up of a Chapter, the Grand Chapter and it's make-up, Grand Chapter Officers, History, and Protocol.

OBJECTIVE: The participants will become dynamic Chapter Leaders who will be able to take a proactive approach to solve the challenging problems of their Chapters; they will be able to create a long range plan that strengthens their Chapters that builds annually upon each accomplishment and success of each team member.

Student References:

- 1- The Royal Arch Mason Handbook and Leadership Guide
- 2- Tablet Paper for note taking
- 3-Grand Chapter Constitution
- 4-Your Chapter Bylaws
- 5-Trestleboard work sheet (online)
- 6- DDGHP Visitation form (online)
- 7-AGL Visitation form (online)

Instructors References:

- 1- Same resources as Students
- 2- Lesson Plan
- 3-Grand Chapter Directory
- 4- Supply of yellow and white promotional pamphlets from Grand Chapter

Instructional Aids:

Instructors Discretion- (whatever your imagination brings to mind!)

Pass out Materials, Excerpts from books, Pictures

Power point Presentations

24 Inch Guide

Introduction

Objective

Goal

A- Start up

- 1-Moderator greets and welcomes
The class
- 2-Opening Prayer
- 3-Pledge of Allegiance to the Flag

A- Welcome and
Introductions

B- Instructors will introduce themselves to the group

- 1-Name
- 2-Title
- 3-Background
- 4-Experience in the Craft

B-Instructors should
attempt to establish
a rapport with the
group

C- Introduction of the Class

- 1- Name
- 2- Title
- 3- Background
- 4-Expierence in the Craft

C-Learn about the Students.
Gives clues of the experience
of the class

D- Reason for Course

- 1- Scope
- 2- Objective

D- Tell them why we
are giving the course

E- Overview of the Course

- 1- Topics
- 2- Lectures
- 3- Discussions
- 4- Quiz
- 5- Break

C- Tell them about the
course and what to
expect

F- Time Frame

- 1-How long the entire course will take?
- 2-How much time will be taken for each topic?
- 3-Instructors to set & evaluate priorities of material.

F- Suggested: This course
Give entire course in
1 Day (9-5) or
Two- 4 hour sessions

Lesson #1

Elements of Organizational Planning References Chapter 2 & 3

- What is an organizational (strategy) plan?
- What are short vs. long range plans
- Developing a consensus of opinion

The 5 steps in developing an organizational (strategy) plan:

1. Develop the Mission/Vision of our Chapter
2. What are the objectives
3. Critical Success Factors (CSF) (*What things must go right to meet our objectives*)
4. Goals for our Chapter – ONCE ESTABLISHED--
5. What action plans are flowing from our goals and objectives?

Develop a consensus of opinion. Discuss techniques to build consensus of opinions.

Discuss steps necessary to develop an Organizational (Strategy) Plan for your Chapter

VISION/MISSION *A statement at the highest level why the organization exists*

OBJECTIVES *General statements about the direction the organization intends to go*

CRITICAL SUCCESS FACTORS *Statements about what absolutely must go right*

GOALS *Specific targets that are intended to be reached by a given time*

ACTION PLANS *How goals are to be implemented*

Develop an Organizational Plan for the Chapter. Evaluate and assess the condition of the Chapter. Categorize the Chapter into one of five categories.

Dysfunctional

- Doesn't/can't communicate with its membership
- Doesn't/can't communicate with Grand Chapter - even to file the annual return
- Doesn't hold meetings
- Provides no formal contact points - no member(s) take(s) responsibility for the Chapter
- but.....the Chapter still holds a **Charter**

Dormant

- One or more *active* Companions
- An easily reached contact point
- Communicates with its members and Grand Chapter
- Holds regular meetings, but cannot open without assistance
- Has no program

Operational

- Enough Companions to open without assistance
- Limited or no program

Functional

- Confers one or more, but not all degrees
- Limited programs

Mature

- Confers all degrees at least once/year with a minimum of outside help
- Program for every meeting

Defining the Chapter Mission Statement

“The mission of the Chapter of Royal Arch Masons is the preservation and transmission of the ritual under its jurisdiction”

Developing Objectives to Support the Mission

- Quality
- Efficiency
- Selectivity

Changing the Plan

Review and evaluate, monthly and yearly.

- Did we meet our objectives?
- Where did we fall short?
- What did we learn?

Critical Success Factors (CSFs)

Review critical items that must go right or your plan will fail before it gets off the ground.

Objective

A- Lesson #1

- 1- Student should be able to evaluate health of Chapter
- 2- Student Should understand the mechanics of writing
A Chapter plan

References

Chapter 2 and 3

Lesson #2

Chapter Goals and Action Plans Developing a Chapter Year References Chapter 3

Review: Definition and Goals of Dormant Chapters:

GOAL 1 - DEVELOP AN ORGANIZATIONAL PLAN
GOAL 2 - RECRUIT REQUIRED RESOURCES
GOAL 3 - GET CANDIDATES EXALTED
GOAL 4 - SET UP OFFICERS LINE
GOAL 5 - BEGIN OPENING AND CLOSING RITUAL WORK

Review: Definition and Goals of Operational Chapters:

GOAL 1 - SELECT A DEGREE TO FOCUS ON
GOAL 2 - DEVELOP AN UNDERSTANDING OF THE DEGREE YOU SELECT
GOAL 3 - ASSIGN RESPONSIBILITIES
GOAL 4 - DEVELOP A SCHEDULE

Review: Definition and Goals of Functional Chapters:

SAME AS OPERATIONAL
GOAL1-ADD REMAINING DEGREES TO REPERTOIRE

Review: Definition and Goals of Mature Chapters:

GOAL 1 - DEVELOP MAINTENANCE PROGRAM
GOAL 2 - IMPROVE DEGREES
GOAL 3 - EXPAND YOUR HORIZONS AND ADD NEW PROGRAMS

Planning the Chapter Year

- Develop a Calendar of meetings and events
- Plan each meeting
- Develop a budget

Regular Meetings- Current long range plan action plans (ex. degree rehearsal)

Other programs - (ex. Family Night, Table Chapter, Apron Presentation), Administrative (Elections and Installations), Official Visits (DDGHP, AGL, Grand Chapter Officer)

Extra Events - Christmas Party, Summer Picnic, Officers meeting (Exec, Committee, Temple)

Developing a Yearly Calendar of Meetings and Events include:

- District Events
- Grand Lecturers Convention/School of Instruction
- Council Officers
- PHPs Association
- Festivals
- Joint installations
- Visits to sister Chapters
- Grand Chapter Events
- Annual Convocation
- Order of High Priesthood
- Regional Meetings
- Dedication or Rededication

- 1. Review Calendar for a Functional Chapter**
- 2. Review Calendar for a District**
- 3. Review Calendar for Grand Chapter**

Review Programs

- Wanting Value vs. Wanting Social

Administrative

- Elections (social)
- Installation (social)
- DDGHP Visit (social, educational)

Objective

B- Lesson #2

1. Breakout Session
2. Student should be able to create a customized
3. Chapter trestleboard for his Chapter.

References

Chapter 2 and 3

Lesson #3

Implementing - A Guide for Presiding Officers References Chapter 3

Review the need to developing a Budget

- Strike a balance between running a good program and financial security
- Address financial situations early. If you need more money, work toward a dues increase
- Financial hardship is one of the best reasons to consider a merger.

Implementing - A Guide for Presiding Officers

- Plan Each Meeting
- Organize
- Delegate
- Listen to your Companions, then make a decision
- Admit your mistakes
- Read up on the subject of management
- Observe and learn from other managers - good and bad
- Delegate
- AND MOST OF ALL -Be committed to leaving the Chapter, as good as, or better than you found it!

Communicate

There are three ways to communicate with Companions:

- Face to Face
- By Phone
- By Mail (including e-mail!)

Presiding

- Stay Calm
- Have an agenda
- Meet with the Secretary and Treasurer
- Roberts Rules of Order
- Limit speeches and debates from the floor
- Know the opening and closing ritual
- Know how to ballot
- Start and end the meetings consistently on time
- Be honest.
- PHP sit in the East with you for guidance

MaybeLead

LEADERSHIP TRAITS

1. Comfortable with people
2. Ability to influence and convince
3. Higher energy level than average
4. Unshakable belief in yourself and your ideas
5. Ability to paint a vision
6. Do not depend on others for strength, rather give your strength to others in tough times
7. Commitment
8. Ability to evaluate the capability of others quickly and use them to your (and their!) advantage
9. Ability to speak and present yourself well

Review the Plan!

- Have you bumped against a Critical Success Factor - something that has to go right, but isn't?
- Is an action plan taking longer than anticipated or completely stalled out?
- Have goals changed?
- Is another approach needed for an action plan?
- Did you lose a critical resource?

There are three ways to re-plan:

- *Start over*
- *Continuous improvement*
- Reengineer

Objective

C- Lesson #3

References

Chapter 3

Student should understand how to delegate, manage, Communicate, preside, and identify leadership traits

Lesson #4

Chapter Organization References Chapter 4

Review the following pages:

- **The Big Three - Master Masons, Candidates, and Companions**
- **The Good, the Bad, and the Rest of Us**
- **A Few Words About.....Division of Labor**

1. Discuss the three pages of text. The perception of Master Masons towards Royal Arch, and their potential to join Royal Arch Masonry. Delinquent members and causes, and collecting dues.
2. Discuss a Demit.
3. Discuss the role of Sideliners and why they may not attend.
4. Discuss delegation and the Division of Labor

Elected Officers - Role and Responsibilities

The High Priest, CEO, Plan, Delegate, Preside, Lead by Example, set expectations, conduct officer meetings, and coordinate Chapter activity. Support Long Range Planning. Commit to moving the Chapter forward during your term

The Secretary, Keep the records of the Chapter, Attendance near 100%., Send out the dues notices, and manage collections, Record bills and give them over to the Treasurer for payment, Insure all records and property are available for inspection by the Deputy, Submit the Annual Return to Grand Chapter - on time Secretaries should maintain good records including a register, a Book of Marks, an up-to-date inventory, an up-to-date roster, and, of course, a minute book

The Treasurer, Prepare the budget, receive and deposit income, Pay bills, maintain the financial records of the Chapter, prepare a yearly report of budget performance.

The Trustees, Manage, report and track the property of the Chapter. Manage long term financial investments.

Note: An Elected Officer should hold only one elective office at a time. This means Secretaries shouldn't be HPs or Trustees, for example.

An Elected Officer can also hold an Appointed Officer position(s), although, hopefully, as your Chapter grows this won't be necessary.

Appointed officers- serve at the will and pleasure of the High Priest, and are not elected by the Chapter. They generally serve the same term as other officers, but can be replaced without calling an election.

- Learn their ritual parts in the opening, closing, and conferral of degrees
- Help communicate to the members via a phone tree
- More senior appointed officers might also head up degree teams. This would involve make sure all the parts are covered, organizing rehearsals, and set up/tear down of the room before and after meetings
- Serve on committees as required

Sentinels insure that only RAMs enter the Chapter room, particularly after the meeting has started.

Review Other Appointed Officers

Review Committees: Standing and Special

Standing Committees that have a specific mission every year (for example Finance, Auditing, Long Term Planning)

Special Committees that are created to handle one event and then disappear (for example, Bylaws Revision, 125th Anniversary, Merger)

Standing Committees

- The Finance Committee
- The Auditing Committee
- An Investment Committee
- The Long Range Planning Committee
- The Membership Committee
- The Charities Committee

Special Committees

- The Bylaws Committee
- Merger Committees
- Special Event Committees

Objective

D- Lesson #4

References

Chapter 4

Student should understand the Chapter make-up Officers and Committees

Lesson #5

The Grand Chapter Organization References Chapter 5

History of Grand Chapter

Role and Responsibilities of Grand Chapter

- Standardize the work of constituent Chapters
- Resolve disputes between Chapters
- Constitute (Warrant) and dissolve constituent Chapters
- Dedicated and rededicated constituent Chapters
- Provide the legal entity required by the State of New York
- Provide stewardship over the property of the Grand Chapter and its constituent Chapters through its Trustees
- Develop charity programs for the good of RAM and mankind, in general-
- Provide communications and training for and between Chapters through the offices of District Deputy Grand High Priest, Assistant Grand Lecturers, and Regional Officer
- Provide for an Annual Convocation of constituent Chapters
- Maintain a constitution and regulate the bylaws of constituent Chapters
- Provided for a uniform method of correspondence between sister Grand Chapters by maintenance of a Grand Representative system, other Masonic Bodies through the Office of the Grand Secretary and the Grand High Priest, and with General Grand Chapter through its Past and Present Grand High Priests
- Anoint and consecrate the elected High Priests of constituent Chapters by the administration of the Order of High Priesthood

What happens at the Grand Chapter Convocation?

How do you sign up for the Grand Chapter Convocation?

Review the make up of ballots:

If your Chapter has 50 or less Companions you get three votes - one for each Council Officer. For each additional 50 or less members, you get one additional vote. The additional votes are cast by the senior Council officer present. So if your Chapter has 102 members and all your council officers attend, the Scribe has 1 vote, the King has 1 vote, and the High Priest has 3 votes - one for the first 50, one for the second fifty, and one for the next 2.

Review what is a **Permanent Members** are Past Grand High Priests. Past and present Grand Council officers, and past and present Grand Secretaries and Treasurers are also Permanent Members.

Trustees & duties & Funds

- The Trustees of Grand Chapter maintain five major funds, which are:
- The Permanent Fund
- The Diseases of the Lungs Relief Fund
- The Royal Arch Mason Scholarship Fund
- The Royal Arch Medical Research Foundation
- A Miscellaneous Fund

Who are the Elective Officers & duties

Who are the Appointed Officers & duties

Grand Chapter Committees.

- Finance and Accounts
- By-Laws
- Credentials
- Fraternal Correspondence
- Jurisprudence
- Masonic Education
- Assistance of Royal Arch Masons & Their Dependents with Respiratory and Chronic Diseases of the Lungs
- Custodians of the Work
- Appeals and Grievances
- Royal Arch Library and Museum
- Royal Arch Mason Scholarship Aid Fund
- The Royal Arch Medical Foundation, Inc

Special Committees

- Masonic Home Royal Arch Exhibit
- Charters
- Arrangements
- Mileage and Per Diem
- Publicity and Publications
- New York Supplement in the Royal Arch Magazine
- Royal Arch Charity
- Royal Arch Seals
- Long Range Planning

Publications

- Constitution
- Directory
- Proceedings

- Ritual
- Chapter Manual

Forms

- Petitions
- Applications for:
- Scholarships
- Assistance for diseases of the lungs
- Checklists for forming new Chapters
- Checklists for the consolidation of two or more Chapters
- DDGHP visit report forms
- Recommendations for DDGHP, AGL, and Grand Representatives, MC
- Chapter Record Keeping - the Secretary

Corresponding with Grand Chapter

Office of the Grand Secretary
 Royal Arch Masons
 Masonic Home
 Utica, New York 13501 (315)-798-4887

General Grand Chapter - Organization

- Formation
- Permanent Member
- Regional Officers
- Ambassador
- Triennial
- Royal Arch Education and Research
- Communications
- Royal Arch Promotion
- Starting and Mentoring new Grand Chapters
- Support of Masonic Youth
- Bronze medal, a Silver medal, and gold medals

The Charity Program in New York State

Grand Chapter supports three Charities in New York State:

- The Royal Arch Scholarship Fund
- The Medical Research Foundation
- Assistance of Royal Arch Masons and Their Dependents with Respiratory and Chronic Diseases of the Lungs

Objective

References

E- Lesson #5

Chapter 5

Student should understand the role of Grand Chapter
The duties of Grand Chapter Officers
How to attend Grand Chapter, Charities etc.

Lesson #6

DDGHP, AGL, Roles & Responsibilities, Receiving, Protocol, etiquette, Draping the Altar

References Chapter 6

THE CAPITULAR DISTRICT

The leader of the District is the **District Deputy Grand High Priest**. He is appointed by the Grand High Priest to represent him when he can't personally be present in a particular District. Although the DDGHP has counterparts in other Masonic organizations, beware. The rules governing DDGHPs are in several cases different, as we will explain shortly.

The **Assistant Grand Lecturer** is responsible for improving ritual performance in the District through interpretation, training in individual Chapters, and holding District Schools of Instruction. Although appointed by the Grand High Priest, he actually works for the Grand Lecturer, who like the GHP has trouble being everywhere at once.

The DDGHP and AGL are the primary District staff. They can add additional team members as required.

Role and Responsibilities

- To officially visit each Chapter once a year.
- Deliver the message of the GHP
- To examine the books and records of the Chapter. These include the minute book, Treasurer's records, Register, Book of Marks, and the Warrant.
- To call and organize a District meeting twice a year with the Council Officers and Secretaries of each Chapter in the District.

In addition, the Deputy should:

- Provide information on Grand Chapter charities
- Promote cooperation between Chapters
- Provide guidance to weak and rebuilding Chapters
- Promote the development of District Organizations
- Help Chapters work through problems and difficulties
- Provide training and guidance to Chapter officers
- Provide information on Grand Chapter

What Deputies can't do:

- Deputies can't issue dispensations. This privilege resides only with the GHP
- On official visits and business, DDGHPs outrank all but the GHP. However, when not on official business, the DDGHP is outranked by all the Grand Line Officers, Grand Chaplains, the Judge

Advocate, and the Grand Lecturer. *This is different than other Masonic Organizations.* When not on Official business, the Deputy must make an alarm to enter a Chapter

The Official Visit

Each year the DDGHP is required to make an *Official Visit* to each Chapter in his District. The visit formats can vary, but the following general format is usually followed:

Audit the Secretary's and Treasurer's records and the condition of the Chapter's equipment
Optional dinner hosted by the Chapter

Chapter opens (Deputy may be present or wait outside; if present he is asked to retire and be officially received)

Deputy received and given Grand Honors and the gavel

Deputy recognizes AGL, active Grand Reps, current Grand Chapter Officers, and PGHPs
Staff Officers give presentations (optional) Deputy delivers GHP's message, Question and Answer period, Deputy retires.

Chapter closes

Informal refreshments

What is a School of Instruction?

A School of Instruction is held at a host Chapter and is a District event. Once a year, the Grand Lecturer visits each District to conduct a School of Instruction. The AGL may hold other sessions during the year using a similar format. The GL's School is conducted as follows:

Optional Dinner

1. Chapter is opened if it is held on a regular meeting night for the host Chapter. (Keep business to minimum)
2. Deputy receives GL
3. GL conducts the ritual to be reviewed (AGL makes sure that Companions from the District are prepared to exemplify the ritual)
4. GL ends session
5. Chapter closes
6. Informal refreshments

Note that the GL usually remains in the Chapter room for opening and closing.

Two popular Districts organizations:

- Past High Priest Association or Fraternal Union
- Council Officers Organization

Review selection process and Regional Officers

What is Protocol?

Do all Masonic bodies have the same protocol?

No. Each has slight variations. If you are in charge, you need to obtain the correct protocol. The host organization determines the protocol!

At many events, a protocol list can't be found, and much discussion ensues. Who has the final word?

The senior officer present or his designate.

How are visitors from other jurisdictions received?

Generally, first, since they have no rank in our jurisdiction

Remember that many jurisdictions don't require the Past Master degree. Companions who haven't received it must be obligated before being admitted. *Regardless of rank.* Generally, the Chapter is opened, dropped to a PM Lodge and the visitor(s) admitted and obligated. Work is then resumed in the Chapter. Cards are available from the Grand Chapter that proves that a Companion has received the PM degree.

Review the Order of Entrance

The DDGHP is always received on the degree of Royal Arch Mason. The HP of the Chapter should appoint someone in his Chapter to act as escort for the DDGHP. All business should be cleared from the Secretary's desk and announcements made before the DDGHP is received.

Review Receiving Visitors

All Chapters routinely receive Companions who wish to enter the Chapter after it is opened - mostly their own Companions who are late. These Companions are introduced without name or title. When Companions are received officially they are introduced specifically by name and title.

DDGHPs may enter by right in their own district, so the mechanics are a bit different

The GHP also enters a Chapter by right anywhere in NY under the direction of the Grand Captain of the Host

Class exercise: Assign parts and Simulate Receiving the DDGHP

Review the procedure of Draping the Altar on the death of a Companion(s):

Before reading the name(s) of departed Companion(s), the HP shall raise the Chapter. He then orders the CH to see that the Altar is draped for a period of thirty days. The CH orders the PS to drape the Altar. The PS accompanied by the RAC advances to the Altar in a coordinated fashion.

The RAC holds the Holy Bible while the PS places the cloth of mourning on the Altar (black cloth of reasonable size to fit the Altar) the cloth is *never* placed over the Holy Bible. The Chaplain may then lead the Chapter in a short prayer. During the ceremony, the Chapter remains standing until the sound of the gavel in the East

Review Chapter Etiquette or the Well Dressed RAM

At Chapter Meetings:

There is no official dress code for Chapter activities. The Grand Chapter recommends the following:

Companions should wear a business suit or sport jacket *with tie*. Officers can wear a tux at every meeting (many Chapters do), but should wear a tux for any special events *especially degree conferrals*.

Companions must wear a Royal Arch apron (white trimmed with red) and should wear the apron of the highest office. Past or present, they are entitled to when wearing an apron, the coat is **buttoned**, and the apron is worn on the **outside of the coat**. The only exception is when wearing a cutaway coat, which most Companions never do.

Companions may wear a jewel (medal) if they are entitled to (e.g.. PHP or PDDGHP) on the left breast pocket or on a ribbon around the neck. Companions may also wear honorary medals (e.g.. General Grand Chapter medal) and are encourage to do so. A name badge may be worn. Regalia (e.g.. aprons and jewels) of other Masonic bodies should not be worn at Chapter meetings.. *Modest* jewelry from other organizations (e.g.. lapel pin) may be worn. KYCH pendants on a ribbon or cord may be worn, but *never* with other jewels hung around the neck.

At Public Events:

Chapter regalia is never worn in public, unless the Chapter is to perform a ceremony as a unit, and has permission from the DDGHP. Examples are public installations and parades. Modest jewelry (e.g.. lapel pin) may always be worn in public. Chapter dinners and social events:

- Aprons and jewels of office are *never* worn
- Honorary jewels should be worn
- KYCH pendants on a ribbon or cord may be worn around the neck
- Name badges may be worn

Jewelry

Suits generally have one lapel button hole for a boutonniere (this term is from the French for buttonhole). If you're not wearing a flower, a lapel pin may be substituted Note: **one buttonhole - one pin**. You probably have many- choose one for the evening. Some jackets don't have a buttonhole on the lapel. A flower or pin goes on your *left* lapel Don't wear inappropriate jewelry with formal wear (e.g.. tie clips on lapels) Excessive jewelry is considered bad taste.

Accessories

When wearing a tux, there are many accessories (tie, vest, cummerbund, suspenders). You can never go wrong if all accessories are black. Always wear black shoes (not boots) and black dress socks. You may

wear red accessories for accent. Typically a tie. Be careful, too much makes you look garish. When wearing a suit, the same rules apply. Less is better than more. Avoid boots, belts with big buckles, non-dress shirts, string ties (this is a Chapter event, not a rodeo!)

**Remember:
You are somebody's idea of a RAM.
Make a good impression!**

Objective

References

F- Lesson #6

Chapter 6

Student should understand the roles of the DDGHP, and AGL.
Should be able to receive the DDGHP, setting up a head table and have an understanding of proper wearing apparel.

Lesson #7

Ordering Aprons, Supplies, TSW, Awards, How to Ballot, Elections, Installations, New Chapter, Dedications, Rededications Presenting Aprons, DDGHP, AGL, Roles & Responsibilities, Receiving, Protocol, etiquette, Draping the Altar

References Chapter 6

Chapter Management & General Topics

Where to look for banners, swords, a triangular altar, officer and Companion aprons or any of the myriad of other Chapter furnishings here's where to go:

- Check you own District for equipment that may be available due to consolidations, or a Chapter giving up its charter. *Check with the Grand Chapter for other districts that may have equipment.* If you want to buy new, contact Macoy etc.
- If you can't get what you need from them, try the Grand Chapter office for other sources. Many Chapters have built or adapted commonly available items for some of their needs (e.g. seven branch candle stick, pot of incense, Arron's rod, the ark, the altar) Chapter pennies should generally be ordered through the Grand Secretary's office.

Royal Arch Regalia

There are two items that are Chapter Regalia: Aprons and Jewels (medals). These can be consider part of the normal and required Chapter uniform, as opposed to items such as lapel pins, which are optional. The High Priest is entitled to wear an apron and jewel of his office. New York has not defined a standard for High Priest's regalia.

You are pretty safe in ordering aprons and jewels from Macoy, and Klitzners that are specified for a High Priest. They shouldn't resemble Grand Chapter (DDGHP, AGL, Reps, or line officer) aprons or jewels.

They should not be border in gold which is reserved for Grand Chapter aprons. Grand Chapter aprons and jewels are specified by Grand Chapter and should be ordered at "Fraternally Yours" see manual for complete address.

Pamphlets and Booklets

These items are used to provide potential members with information on the Royal Arch General Grand Chapter has an extensive line of educational pamphlets and booklets. Write or call them for a list. Also inquire as to what you can copy and what you can't. Forms required to conduct Royal Arch activities and business can be obtained from your Chapter Secretary or the Grand Secretary or on the Grand Chapter web site.

Jewelry and other Sundries

Masonry's rich symbolism has inspired many artistic expressions. If you're looking for jewelry, clothing, ornaments, and other visible expressions (some would say guilty pleasures) of membership, consider the following:

- There are usually jewelry stores in larger metropolitan areas that cater to Masonic interests.
- There are several good mail order sources including Macoy, Klitzner. Write or call for catalogs
- Many Grand Chapters (including New York!) issues collectibles every so often. Check the Royal Arch Magazine for ads
- You may find Companions willing to sell you Masonic items
- You can often find Masonic items in flea markets and such
- You can often find Masonic items on the Internet (e.g. eBay)

Books and Education Materials

The Grand Chapter Office has supplies of handbooks and ritual references currently used in New York. New York has one of the best Masonic Libraries in the world in the Chancellor Robert R. Livingston Masonic Library on the 14th floor of the Grand Lodge Building in New York (also a branch in Utica). They allow borrowing of books by mail and have many reading courses including two on the Royal Arch. Consider joining a Masonic Study Group or Research Society:

New York has started a new Research Chapter---Thomas Smith Webb Chapter

There are a few Grand Chapters, such as Massachusetts and Virginia, that have research bodies, and all general Masonic research organizations have some percentage of papers addressing the Royal Arch

New York has three Research Lodges in Buffalo, Utica, and New York City. If you want to be a corresponding (not attending) member join the NYC one. They provide a journal of papers once a year.

The Philalethes Society is perhaps the best known national research society. Membership gets you a very readable bi-monthly magazine

Quatuor Coronati - England's premiere research lodge. It's active contributing members are very scholarly and focus on historical accuracy and research excellence. They also have access to the Library of the Grand Lodge of England. Corresponding membership gets you an annual collection of papers. They also have high quality books for sale

Scottish Rite Research Society - a new comer, it offers an annual collection of papers - the Heredom - a newsletter, and a free book every year as part of your membership

Places to buy books

- A not to be missed history of the Royal Arch in four volumes has recently been reissued by the General Grand Chapter
- Macoy offer books for sale
- The Livingston Library occasionally offers surplus books for sale

- Kessinger provides copies of public domain Masonic literature - much of it from the Masonic romantics such as Waite, Wilmshurst, and Hall. Type quality of these books is only fair - and you need to be knowledgeable to explore this type of literature
- There is a large number of Masonic Internet sites. Use Internet search engines to find these sites

Certificates and Awards

Meritorious Companion

A Certificate of Merit was established by the Grand Chapter in 1936

This award is restricted to a Companion who has never served as a HP, but has a record of unusual loyalty, perseverance, courage and dependability. He may have rendered this service to his Masonic affiliations or the community. In the past Sentinels, Chaplains, Chapter Secretaries, and dedicated sideliners have received this honor.

The Companion should be presented his certificate by the DDGHP, ideally at a public event. The Companion is entitled to the initials M.C. after his name in all Chapter correspondence. An application form can be obtained from the Grand Secretary. Completed forms should be sent to the Grand Secretary. There is a modest charge

Services Awards

Provision for service awards was made in 1943

Companions with 25, 50, 60, 65, or 70 years of continuous membership in good standing are entitled to these awards

The award should be presented by the DDGHP, ideally at an open event

Call or write for services to the Office of the Grand Secretary. There is a modest charge.

Membership Award

Each new Royal Arch Companion will receive a new Royal Arch lapel pin, and certificate signed by the Grand High Priest. In addition, he shall also be given several promotional and informational pamphlets from Grand Chapter.

Review contact addresses with class for:

- Grand Chapter Grand Secretary
- General Grand Chapter, Royal Arch Masons International
- Chancellor Robert R. Livingston Masonic Library
- Macoy Publishing & Masonic Supply Co., Inc
- Harry Klitzner Company
- Kessinger Publishing
- Scottish Rite Research Society
- American Lodge of Research
- The Philatethes Society
- Quatuor Coronati Lodge

How to Petition & Ballot

Review the process of:

- Petitions
- Balloting
- Conducting an election

A **standard petition** maybe obtained from your Chapter Secretary or the Grand Secretary's Office. A petition and the report of the investigating committee may only be received at a stated communication, not at a special communication.

A **ballot** is the only means by which a petition can be accepted or rejected.

The Investigating Committee should meet personally with the petitioner, and give a favorable or unfavorable report.

The Committee should declare its recommendation as a report to the whole Chapter, never to an individual or individual officer.

An unfavorable report can't be used to disqualify a petitioner - only a ballot

The Constitutions clear defines the procedure for further balloting and rejections. Unlike Grand Lodge, **one ballot against means the petitioner must be rejected.**

Conducting an election

Introduction

Chapters should conduct elections once a year in accordance with their bylaws. Chapters should elect the High Priest, King, Scribe, Secretary, Treasurer, and one or more Trustees.

Normally, a Chapter has three Trustees who each serve a three year term. Each year one is elected or reelected. However, various circumstances might dictate electing more than one. Chapters may optionally elect other officers in accordance with their bylaws.

There is no Masonic ritual for elections. Good parliamentary procedure should be followed. Refer, for example, to Robert's Rules of Order.

Elections should be organized, efficient, and above all fair. The procedures in this appendix may be used, but shouldn't be consider the official form.

The vast majority of Chapter elections are non-competitive and are not contested. In such circumstances, a **short form of election** may be used if no Companion objects either publicly or privately. If the request in confidence, it should be kept that way. A short form election is essentially a non-secret ballot Remember only Chapter members in good standing may vote.

Chapter Installation

Each year Chapters should install their elected and appointed offices in accordance to the constitution of the Grand Chapter and their Chapter's by-laws. Installations may be tiled for the benefit of RAMs only, or open to the public. Installations may be conducted by an individual Chapter or as a district event involving several Chapters.

What is a Dedication and Why Do We Need One?

If a Chapter is moving to a location that has never been used for Chapter work by any Chapter before it, the building must be dedicated to the use of Royal Arch Masonry even if it was dedicated by the Grand Lodge for Masonic work.

Every twenty-five years, a Chapter may have the GHP and his officers perform the ceremony of rededication. This ceremony rededicates a Chapter room to Royal Arch use

Apron Presentation

It is a breach of Masonic etiquette to wear an apron to which you are not entitled
All Companions must wear aprons in open Chapter

Chapters should have standard aprons of white, bordered by red, that's all Companions may wear. Chapters should have officer aprons so the officers may be differentiated by the Companions for work and instructions.

Presenting an Apron to a HP/PHP

Most Chapters present aprons to outgoing HPs . Ideally, this is done at the installation of officers, although it can be done at any Chapter meeting. The ceremony is informal. Generally, the new High Priest presents the Apron, although it may be any PHP.

It is customary to offer a few words of appreciation for past service Note that a Companion is entitled to the apron of HP upon due election, installation, and consecration.

A HP may receive his apron when installed if that is the wish of the Chapter

Review: Presenting an Apron to a DDGHP, AGL and Grand Representative

Objective

G- Lesson #7

References

Chapter 6

This chapter is an extremely important chapter as much effort is spent routinely performing these tasks. Student should be fully knowledgeable in the above chapter.

Lesson #8

Dispensations, Order of High Priesthood, Amending bylaws, How to Organize a Table Chapter, Chapter Programs, Masonic Speaking, Forms

References Chapter 6

What is a Dispensation?

A dispensation is a release from an obligation. Contrary to popular belief, a dispensation can't be grant to allow deviation from the constitution of Grand Chapter. Only dispensations specifically stated in the constitution may be invoked by those empowered to do so

Who can Grant Dispensations?

Only the GHP is empowered to grant dispensations under the constitution of of the Grand Chapter
Dispensations are issued by the Grand Secretary under the signature of the GHP
DDGHPs can *never* issue dispensations in Capitular Masonry in New York State

How to Get a Dispensation

The request for a dispensation should be in the form of a letter addressed to the Grand High Priest stating the reason for the requesting of the dispensation if they aren't stated in a motion

It should be signed by the HP and attested to by the secretary with the Chapter seal impressed thereon. Send to the Grand Secretary's office. If time is short, the GHP may give verbal permission to execute the dispensation, *at his discretion*

This is a matter of timing only. In no case may the formal request and the signed dispensation be dispensed with completely. To do is a violation of the constitution. Only the timing may be modified

Common Dispensations

- Failure to elect and install (Section 36 of the constitution)
- To receive and ballot upon petitions at the same convocation (Section 60)
- Invitations to or from a Chapter in a foreign jurisdiction (Section 67)
- Conferral of more than two degrees at the same convocation (Section 74)
- Waiving of the seven day waiting period between the conferral of the Most Excellent Master Degree and the Most Sublime Degree of the Holy Royal Arch (Section 74)
- A change in Tabernacle location, or to hold a convocation in another Masonic Lodge room, within the territorial jurisdiction of said Chapter (Section 30)

IN ADDITION

Although not requiring a dispensation, any Chapter hosting a visit of a GHP from a foreign jurisdiction should inform the GHP of NY as a common courtesy.

Common Requests *Not* Requiring a Dispensation

- To change the date of a stated convocation.. This can only be done by amending the bylaws. Bylaws should have a provision for changing time and/or place of meeting with due and timely notice to members (usually 10 days)
- To hold a special convocation. May be held at the discretion of the HP (Section 30)
- **To wear Chapter aprons at a Symbolic Lodge function**

The Lodge must get the permission of the Grand Master

When in Doubt

If you find the need to do something out of the ordinary, and don't know if a dispensation is required ASK

Call or write the Grand Secretary

All about the Order of High Priesthood

- **History**
- **Requirements and Procedures**
- **Penalties for Not Receiving the OHP**

History

The origins of the Order of High Priesthood are unknown, save that it was undoubtedly of American invention. It appeared for the first time in Masonic literature in the late 1790's. It is thought to have begun as a passing degree, much like the actual Past Master in the Lodge, but was elaborated over time to the form it has today. It is believed that Thomas Smith Webb and others in his circle were involved in its creation and acceptance. In 1802, one of Smith's circle, the ME Erza Ames, our second GHP, conferred it in New York. This is the earliest record of conferral here. ME Ames championed the Order throughout his career. The legends of the degree are taken from Genesis xiv - the battle of the kings and the blessing of Abram by Melchizedek. Central to it is the concept of the priest who also rules.

The degree was irregularly conferred, sometimes as an honorary optional order that a HP might elect to receive; sometimes, as an obligatory order that he must take. In 1853, General Grand Chapter was asked to regularize the degree and determine whether it should be required to assume the office of HP. A committee determine that it was not within the power of General Grand Chapter to do so which effectively allow each state to decide for itself.

The majority of states made the degree honorary under the control of a Council of Anointed High Priests which meets in conventions to confer the Order. In general, it was conferred by Anointed High Priests In a few states, including New York, the Order was made mandatory and was placed under the control of Grand Chapter, specifically the GHP. The Order is conferred at the annual convocation of Grand Chapter (although it can be conferred elsewhere by dispensation)

Although not stated as such, tradition in New York makes the presence of the GHP or a PGHP necessary to confer the Order. The Order, as it exist today, has a austere beauty and spiritual impact unknown in all but a few key pieces of Masonic ritual.

Requirement and Procedures

Any Companion who has been *elected and installed* to the office of HP for the first time *must* receive the OHP. This is a constitutional requirement. The Grand Secretary will inform Chapter Secretaries who file Chapter reports (including a report of elections) concerning the time and place of the Order in the case where a new HP is elected. Failure to receive this notice doesn't absolve the HP from taking the Order - it is provided as a courtesy. The Order is conferred in Albany on the Friday afternoon of the annual Grand Chapter Convocation.

The GHP may issue a dispensation to convene a Convention of not less than three Anointed HPs to confer the Order at other locations and times, *if he deems it appropriate*

- No fee is imposed on a Companion receiving the OHP
- Companions receiving the OHP should dress as they would for a Chapter meeting
- If you are uncertain of what to do, call or write the Grand Secretary
- Companions will receive a certificate proving they have received the Order
- Companions may join the Fraternal Order of Anointed High Priests if they desire - it is not required

Any Companion who has received the OHP may attend any conferral of it. HPs of Chapters are encourage to accompany new HPs to their reception of the OHP

Penalties for Not Receiving the OHP

HPs, although elected and installed, may not exercise any of the duties of their office after the Annual Convocation of Grand Chapter until the next succeeding his election, unless he has received the OHP. No Elected and Installed HP shall be entitled to rank as past or present HP until he has received the OHP

Procedures to Amend By-laws

The Grand Chapter governs itself by the constitutions of the Grand Lodge of Free and Accepted Masons of the State of New York. Since the Grand Chapter has many requirements not covered by these constitutions, it has its own constitutions to supplement those of Grand Lodge. In like manner, individual Chapters have by-laws which cover specific procedures (e.g... time and place of meeting) that can't be specified in the constitutions.

Occasionally Chapters need to change something in their by-laws. Some common reasons are:

- A permanent change of day, time or place of meeting
- Change in fees
- Change in Chapter organizational procedures
- The consolidation of two or more Chapters

If you need to change your bylaws, but don't know how, read on - it's easier than you think!

All by-law changes must be approved by the Grand Chapter. Refer to the Grand Chapter Directory or contact the Grand Secretary to find out how to contact the Chairman of the Grand Chapter By-laws Committee. Contact the Chairman and outline your changes. Insure that you understand the procedure. Summon the Companions of your Chapter to a stated or special meeting for the purpose of voting on the changes. Observe the proper procedure specified in your by-laws and the constitution.

The Constitution of the Grand Chapter, section 325, specifies what must be submitted to the Grand Chapter By-laws Committee for review before by-law revisions can be approved:

- A copy of the Chapter summons and proposed amendments to the current by-laws, both under the seal of the Chapter, signed by the High Priest and attested by the Secretary.
- A verification of the vote of the Companions at the summoned Convocation of the Chapter, under the seal of the Chapter, signed by the High Priest and attested by the Secretary.
- A complete copy of the By-laws existing before the proposed amendment.

Submit the above to the By-laws Committee via the Chairman or the Grand Secretary. If these procedures are followed and the by-laws don't violate the constitutions, there should be no problem with having them approved. If the Committee doesn't approve your by-law amendments, you will be informed and corrections may be submitted. If approved, inform the Companions of the Chapter, make copies, and provide them to all interest Companions of your Chapter.

How to Organize a Table Chapter

Introduction

There is some historical evidence that the Table Lodge (and Table Chapter) format was used by very early Masonic Lodges. It is thought that such Lodges met in private rooms in taverns, and the entire meeting was held at table. Ritual activity is thought to have been done off to the side or perhaps in another room. In any case, the ritual was very perfunctory compare to our modern day conferrals. Our modern practice of having refreshments and social time before and/or after meetings may owe its origins somewhat to the early Table Lodges. There is little evidence that early Royal Arch Chapters, a much later phenomenon, were ever held at table.

Table Chapter

The High Priest, Presiding at Table (not necessarily the HP of the Chapter) calls the Companions to order. An opening ceremony is performed. Be sure to include an invocation and a pledge to the Flag whatever else you do. A brief introduction to the evening's events is also in order.

Remember, early Table Lodges were minimalist...so don't get carried away. A good presiding officer will keep a balance between fun and formality. If held in a restaurant, make sure the staff understands that some of the meeting events are private. Assign a Companion to work with the restaurant staff to insure conformance. Dinner is served and cleared away.

A Typical Table Chapter Agenda

- The first series of toasts
- A total of nine is a good number for a Table Chapter, don't you think?
 1. To our Country and the President
 2. To our Chapter and the HP
 3. To the Grand Chapter and GHP
 4. To the General Grand Chapter and GGHP
 5. To the Grand Lodge and the GM
 6. To our departed Companions
 7. To our new Companions
 8. To our visitors
 9. To Royal Arch Masons whosoever dispersed over the face of the earth

The address

Arrange for a guest speaker such as a respected local Mason or a Grand Chapter officer. Since this is a Masonic ceremony, it is most appropriate to have an address on a Masonic subject. The address should be 10-20 minutes in length.

The remaining toasts

A closing ceremony

A **suitable song** such as Old Lang Syne or God Bless America is a nice way to end the evening.

Benediction

Review the Logistics

All about Toasting Protocol

Chapter Programs

Chapter meetings should last approximately two hours. One half an hour to open and close, one hour for a program, one half an hour for refreshments. The Chapter meeting may last slightly longer for degrees nights. If a dinner precedes a meeting add an hour.

Wanting Value vs. Wanting Social

R&R: Ritual and Rehearsal

Administrative

Programs

Elections (social)

Installation (social)

DDGHP Visit (social, educational)

Some events occur more infrequently:

Hosting a School of Instruction (educational)

Bylaw changes or other non-routine Chapter business

Hosting a Regional Officer's visit (educational, social)

Hosting a visiting Grand Chapter Officer's visit (educational, social)

Conducting a town hall meeting at the Chapter, district, regional, or state level to generate new ideas and answer questions (educational, social)

Apron presentation (social)

Social

Awards Presentations (administrative)

Picnics

Table Chapter

Apron Presentations (administrative)

Visitations (administrative)

Ladies' Night

Installations (administrative)

Educational

Masonic short talk

Short Talk Bulletins from the Masonic Service Association of North America, 8120 Fenton Street, Silver Spring, Maryland 20910-4785, Tel (301) 588-4010 are good sources of ideas

Visitation (administrative, social)

A guest speaker (Local Chapters of AMD or Philalethes are good sources)

A Guest speaker from a Grand Chapter Committee

Charities are particularly good

A guest speaker from another Masonic organization

Moving up night

Bring a Brother Night (open)

Non-Masonic

Clean and polish Chapter furnishings

Build scenery

Make costumes (invite the ladies to teach and help!)

Fund raisers (open)

Putting together the Chapter bulletin

Is there any reason not to have a program every meeting?!?

Communications

Why Publish a Bulletin?

Slingers

Types of Masonic Speaking

Presiding
Questions and answers (you hope!)
From the floor
Ritual
Guest Appearances
Brevities
Remarks
Response
Address
Presentations/Lectures

Each of the above has explanations in the RAM Guide.

A Sample Banquet Agenda

MC calls the guests to order - announces the entrance of the head table
Head table enters - everyone is asked to rise
MC introduces the Chaplain for the Invocation
MC calls for the presentation of the colors (optional-colors may alternatively be place at their stations before the beginning of the banquet)
Pledge of Alliance lead by MC
US National Anthem followed by Canadian National Anthem (optional) (announced by MC)
Every one is seated
Welcome by MC or optionally by another
Head table introduced by MC
Dinner
MC introduces speakers
Brevities
Remarks
Response
Address
MC calls on the Chaplain for the Benediction
MC bids everyone goodnight and a safe trip home!

Forms

Forms Available From the Grand Chapter

Several forms are available from the Grand Secretary. Since these forms are updated periodically, they are not included in this book.

Common forms include:

- Petitions
- Applications for:
- Scholarships
- Assistance for diseases of the lungs

- Checklists for forming new Chapters
- Checklists for the consolidation of two or more Chapters
- DDGHP visit report forms
- Recommendations for DDGHP, AGL, and Grand Representatives, MC

Chapter Record Keeping - the Secretary

Chapter Record Keeping - the Treasurer

Objective

H- Lesson #8

Student should be trained in Dispensations, Order of High Priesthood, Amending bylaws, Organizing a Table Chapter, Chapter Programs, Masonic Speaking, and Forms

References

Chapter 6

End of Course

I- Summary of Course

Celebrate! Wrap up course, perhaps an enthusiastic speech from the presenter topping off the session.

J- Feedback Sheet

Pass out feedback form to students

Royal Arch Capstone Course
“Completing the Arch of Capitular Education”

Critique Form

1- How would you rate Royal Arch Capstone Course?

1-Low to 5-High

1 2 3 4 5

2- What did you LIKE or DID NOT LIKE about the Royal Arch Capstone Course?

Explain:

What did you learn from Royal Arch Capstone Course?

What Topic or Topics would you like to see discussed in Royal Arch Capstone Course?

How would you rate the knowledge and presentation of the Instructors?

COMMENTS: