*Being A Big Brother*



This Workbook belongs to:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My Little Brother’s Name and

Phone # are:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My Little Brother’s Parent’s Name and Phone # are:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My Little Brother’s Other Parent's Name and Phone # are:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My Little Brother’s Emergency Contact Name and Phone # are:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Big Brother Workbook

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# Introduction

Congratulations on becoming a Big Brother. You have taken one of many steps in our organization to better yourself and others. Your primary focus during this program should be to help ensure your Little Brother gets started on the right foot and that he feels welcomed.

The Big Brother Program has two primary goals. First, to help new brothers learn about and get immediately involved with DeMolay. The second goal is to encourage experienced DeMolays, such as yourself, to become more interactive with the new brothers and establish an integrated way of passing on our teachings and having fun at the same time! Your participation is not merely for the benefit of your Little Brother, but also for your benefit as a DeMolay leader.

The Workbook which you now hold will serve as your guide through the next 6 months as a Big Brother. We hope that you will use it and refer back to it regularly to ensure you are being the best Big Brother you can be!

As you move through this program, remember to guide your Little Brother. He has no experience being a DeMolay and will benefit greatly from someone who can teach him and help him fit in. This is also a great learning opportunity for you on how to teach others, so strive to better yourself. Please keep in mind that this will all be very new to your Little Brother. There may or will come a time when your Little Brother makes mistakes and that will be the perfect time to guide him. Remember, DeMolay is about learning in a safe environment so that new skills may be practiced without fear. Finally, have fun.

# Initial Objectives (Weeks 1-2)

Start by meeting up around a week after his initiation to discuss with the Little Brother the concepts of the Big Brother Program and everything it includes! Before doing this make sure you read all of your pamphlet and that you know all of the information you need to know about DeMolay in order to instruct the Little Brother.

**Choose a Location for the Meeting:**

1. Decide upon the location of the meeting with your Little Brother either at his house, your house, the Starbucks down the street or even the lodge.
2. There are no limits to your meeting location, but keep in mind the Little Brother will be out of his comfort zone not knowing a lot about DeMolay so make sure he feels welcome and safe wherever you meet.

**What to Talk about in the Meeting:**

1. Bring this pamphlet to take notes, you should write down your Little Brother’s personal information in the inside cover of this pamphlet and fill out Pages 19-20.
2. Start the meeting off fun by telling a joke, getting a snack or playing a quick game. The aim is to put your Little Brother’s nerves at ease, so try something fun and not overly aggressive.
3. Introduce yourself and have the Little Brother introduce himself; make sure that he has your contact information.
4. Explain what it means to be a DeMolay and give a brief history of our organization, how it started, who started it, when it started, where it started, why it started, and what we do currently in DeMolay like State Events and within your Chapter.
5. Instruct the Little Brother about the purpose of the Big Brother Program. Make sure that your Little Brother has read through the introduction in his pamphlet.
6. Find out what the Little Brother is interested in and does for fun. If he has specific interests in sports, games, or hobbies, write it down. You want to get to know your Little Brother and at the same time you want to inform your Little Brother more about you and your interests. (See Page 19)
7. Show and give the signs and grips of both degrees and the password of a DeMolay to your Little Brother (if he has had both degrees conferred upon him) and help him memorize them. Go over the Ritual Book giving him basic knowledge of how to navigate the Ritual, where the appendix is, all of the diagrams, and how to find specific parts (e.g. M.C. means Master Councilor). Review how DeMolay’s kneel for prayer. (Bonuses are awarded if you can review the process of getting into and out of the kneeling position and if you can discuss with the Little Brother why DeMolay’s kneel in this fashion).
8. Teach your Little Brother how to conduct himself in a Chapter meeting. Talk about how to stand and wait to be addressed by the Master Councilor. Review that as a courtesy, he should address the Master Councilor by saying, “Brother Master Councilor” before continuing on to what he has to say next. (E.g. Brother Master Councilor, thank you for this opportunity to speak about myself…).
9. Discuss with the Little Brother the proper manner to address fellow DeMolays and Advisors. For instance, in a meeting or formal setting you would refer to a fellow DeMolay as “Brother \_\_\_\_\_\_\_\_\_” and in all settings you would refer to an Advisor as “Dad” or “Mom” and non-Advisor adults as “Mr.” or “Mrs.”
10. Get the calendar from your current Master Councilor prior to your meeting and go through it with your Little Brother. Inform him about obligatory days, when you have meetings, what time meetings start, special events for your Chapter, and State Events. Talk about how to dress for events including casual, business casual, and formal.
11. Get the current contact list of your Chapter from your Master Councilor prior to your meeting to give to your Little Brother. Inform your Little Brother about who are the youth and adult leaders of the Chapter.
12. Very important - ask your Little Brother if he has questions!

**After your Meeting...** Remind your Little Brother to familiarize himself with his Ritual!

#

# First DeMolay Meeting

Your Little Brother’s first meeting can be quite intimidating. He will have a hard time following along with the meeting and you need to remind him that he will do great. In DeMolay, we strive to provide a safe and welcoming environment where your Little Brother can feel comfortable participating without fear. During the meeting you should have your Little Brother shadowing you or another experienced DeMolay. You will have him stand when you stand and walk where you walk. Have him replicate your movements precisely.

As you move through the Opening, Business, and Closing of the Chapter, you want to whisper tips and explanations to your Little Brother to help him follow along. Invite your Little Brother’s parents to the meeting so that they can see the meeting and, more importantly, the mentoring their son is receiving.

**Prior to and during this meeting, you should make sure your Little Brother knows how to…**

1. Perform the Step, Sign and Token
2. Give the Grips and Passwords
3. Kneel
4. Shadow you though your Ritual Part. Ensure he pays attention to how you square your corners, turns, and kneels.
5. Listen carefully during the business portion of the meeting. Make sure he is attentive to upcoming events that he may want to participate in.
6. Make sure that he is taking notes about any questions he may have that you cannot answer during the meeting and address them with him after the meeting.
7. Encourage your Little Brother to give remarks to the Chapter in Good of the Order. Inform him of how to stand and wait to be addressed by the Master Councilor, how to address the Master Councilor, and a few suggestions for what he might say.
8. **BONUS:** You have now had an opportunity to meet your Little Brother on a more personal level. Consider giving brief remarks to the Chapter about your Little Brother, his interests, and how excited you are to be working with him and to have him in the Chapter.

# First Month Objectives

Following your Little Brother’s first meeting, it is vital that you continue to engage your Little Brother in DeMolay activities. You should meet up with your Little Brother again in the two weeks following the first meeting. Instead of an informal meeting, you should try to schedule a little time out during another function you are both attending. This does not necessarily have to be a DeMolay function, but you and your Little Brother should find or manufacture an activity. Some ideas might include, going baseball game, water park or arcade, visiting another Chapter within your Region, or attending a DeMolay activity.

**During this Month, you should:**

1. Go out to a fun event with your Little Brother. Plan an activity for you and your Little Brother to do like watching a ball game, going to the water park, arcade, etc.
2. Visit another Chapter within your region with your Little Brother. Make sure that your Little Brother’s parents are okay with him traveling to that Chapter or, even better, get his parents to go with the both of you! Introduce him to all the members of that Chapter and have him meet some of the Advisors as well. Make sure that your Little Brother is participating and having fun. Share with him some background information on the other Chapter.
3. Show your Little Brother how to do floor work and escorting. Show your Little Brother where each marching band is in the Chapter room. Teach him how to square his corners with his outside foot smoothly, how to about-face by putting his right foot behind him standing on ball of his foot and pivoting 180 degrees, how to salute the flag, and stand and sit at attention.
4. Share with your Little Brother some memorizing techniques. (See page 21).
5. Have your Little Brother invite his parents to attend a meeting to get to know what DeMolay is about and encourage them to participate with your Little Brother in events.
6. Teach your Little Brother how to tie a tie. For something fun after your Little Brother has mastered the standard knot, consider both learning a new tie knot that you both like and rock it at the next meeting.
7. Have your Little Brother meet and get to know your Dad Advisor, Chairman, and Advisory Council.

# Second Month Objectives

You made it through your first month. Keep up the good work. It is okay if not every element listed in your first month objectives is not fully mastered. Keep working with your Little Brother to help him fit in. During your second month of the Big Brother Program, you should continue to work on helping your Little Brother learn the skills which you have already been developing while seeking to broaden the horizon. During this month, you should talk to your Master Councilor about assigning your Little Brother a pro-tem ritual role during your Chapter’s meetings, help him seek out and meet new brothers from your Chapter or others, and begin learning about DeMolay.

**During this month, you should....**

1. Have an event with all the members of your Chapter and your Little Brother. Plan to have your Little Brother attend a fun event with everyone like laser tag, basketball, magic tournament, etc. During this event you want to help your Little Brother get familiar with every member of the Chapter. You want to make sure that your Little Brother is having fun always and that his interest in DeMolay stays active.
2. Have the Master Councilor assign your Little Brother a pro-tem office, which is an office that he can fill in for the rest of the term until he gets installed into a new office at the beginning of the next term. Show your Little Brother his pro-tem part. Preferably this would be a steward, standard bearer, or Junior Deacon part that will be relatively easy for him to start on. Help your Little Brother to start memorizing his part.
3. If your Chapter wears capes in your meetings, then teach your Little Brother how to wear a cape and how to hold a sword. If your Chapter doesn't typically wear capes in your meetings, then you should have your Chapter wear capes during one of your meetings so that you can show him the finer points of tying the knots and sitting with the cape on.
4. Discuss some awards and honors that he might see such as membership awards, merit bars, Chevalier, etc. Review some traditions that may be specific to your Chapter.
5. Help your Little Brother connect on social media with the rest of your Chapter and with the State/Region. Ask permission from his parents to help him create social media accounts if he does not have one. Don’t forget to show him the Washington DeMolay website, DeMolay Update App, Billboard of Brotherhood, DeMolay.org, eScribe, and DeMolay.University.

# Third Month Objectives

Now that you have gotten a handle on being a Big Brother, you will now begin working on a more crucial part of the Big Brother Program... Proficiency. This month you will help your Little Brother begin learning his Obligations. You want to keep in mind that this will be his biggest task as a new DeMolay, but that you must reassure him that it is easy enough to do and that all you need is a bit of time and a bit of practice.

**During this month, you should...**

1. Go out and have fun with your Little Brother, go to the park, watch a sports game, watch a movie. This is another opportunity for you to have fun and bond with your Little Brother!
2. Visit a Chapter outside of your region, preferably a Chapter that you never get to visit often. Make sure that your Little Brother’s parents are okay him traveling to that Chapter and always follow the DeMolay travel rules. Introduce your Little Brother to all of the members of that Chapter and have him meet new Advisors, and make sure that he is participating in what the Chapter is doing.
3. Help your Little Brother memorize the examination queries for the Initiatory Degree and the first three paragraphs of the Initiatory degree part of the Obligation. This should be committed to memory by the beginning of the 4th Month of the Big Brother Program. Help him schedule times to practice his Obligation. Be sure to reinforce memorization techniques such as breaking it down into smaller portions to memorize. Have a time where you meet with him and help him memorize a bulk of the three paragraphs in one sitting to show him that it is easy to do. Help make memorizing his obligation be as fun as possible by having him take breaks to play videogames, grab ice-cream or other fun activities.
4. Bring your Little Brother to discussions on planning events and have him participate.
5. Make sure that your Little Brother is participating in the Chapter meeting and discussions. Inform your Little Brother that he can participate, but he cannot vote until he is proficient and that he needs to finish his obligations.

# Fourth Month Objectives

How is your Little Brother doing? Is he having fun and meeting new people? Has he finished the first three paragraphs of the Initiatory Degree Obligation. If any of the above is a “no,” then you need to figure out a way to make it a “yes!” You've made it past the half way point, congratulations!!!

**During this month, you should...**

1. Before a Chapter meeting while the room is set up, have a couple of Rituals and do a walkthrough of each Office. You want to explain what each stations’ job entitles and what it means to do that position. You also want to explain the relationship between all of the stations like the correlation of the Master Councilor and the Senior Councilor and how one is lower in the line of the Chapter.
2. Help your Little Brother complete the memorization of the first six paragraphs of the Initiatory Degree Obligation part committed to memory by the beginning of the 5th month of the Big Brother Program.
3. Encourage your Little Brother to continue attending Chapter ritual practices. Have your Little Brother talk with your ritual Advisor as they may have different insights on ritual that can help your Little Brother with memorization.
4. Have your Little Brother bring a calendar to every meeting to make changes and take notes on what is being planned for those events. Emphasize on the importance of staying up to date on Chapter events and communication on events. Remind him that whenever your Chapter talks about events and planning of events, that he will want to talk to his parents about the events and the availability for him to attend.
5. Encourage your Little Brother to bring one of his friends to an event put on by your Chapter, Region or State. Teach your Little Brother how to treat his friend like a prospect for DeMolay and how he wants to be an advocate for DeMolay. DeMolay is best when shared with friends and, after all if he is having fun, why wouldn’t he want to share that with his friends. Lastly, but most important, is to always have fun!

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# Fifth Month Objectives

This is a crucial month in the Big Brother Program. There are two big steps in your Little Brother’s DeMolay experience in this this month. First, you will help your Little Brother get set up for completing his proficiency so that he will be ready and prepared next month where he will actually be proving up on his Obligation. Second, you and your Little Brother will work together to plan an event, which will be his first co-planned Chapter event!

**During this month, you should...**

1. With the blessing of your Master Councilor, co-plan a Chapter event with your Little Brother that will happen after the Big Brother Program is finished. When planning an event, you will need to pay attention to:
	1. The Budget, which will include your projected costs and income for the event.
	2. Promotion, including promoting your event through the use of flyer and word of mouth.
	3. Location, including thinking about not only the where, but also the amount of people you want to attend the event.

After the planning is complete, you want your Little Brother invite his friends and family to the event! You can do a dance, party, movie night, game night, go to a sports game, etc. The event is supposed to be yours and your Little Brother’s to create and do whatever you want to do with it...so have fun! Make sure you are coordinating with your Chapter’s Councilors and Dad Advisor regarding the planning of this event.

1. Help your Little Brother memorize the rest of the Initiatory Degree Obligation, including the queries and all nine paragraphs of the obligation. Make sure that your Little Brother has the Initiatory Degree solid enough in memory that he could say the part out loud in Chapter without any prompts.
2. Plan a practice with your Little Brother, which you should hold in the middle of the month. During the practice you want to go over the Initiatory Degree part of the Obligation, making sure that your Little Brother can say his Obligation part from memory. At this practice, you want to practice as though he were proving up in Chapter. Inform him of the full process - that he will be saying the part without the ritual including the opening questions and that he will have to give the step, sign and token, word of emulation and grip of the Degree at the end. Make sure that your Little Brother is ready and not too nervous to perform his part in front of his brothers.

# Sixth Month Objectives

You are in the home stretch. By this point in the program your Little Brother should finalizing his First Proficiency and begin working on his Second. Following completion of his proficiencies, you will help him with his first lesson in the Leadership Correspondence Course. Completion of this program is a giant leap in your DeMolay experience and you can and should be proud, however don’t let your activity and interest lapse merely because you have completed the Big Brother program. You should work towards another goal in your DeMolay career and possibly take on another Little Brother.

**During this month, you should...**

1. Help your Little Brother complete the memorization of the DeMolay Degree Obligation and make sure your Little Brother is ready to prove up on the DeMolay Degree in Chapter by the end of the 6th month.
2. Have a practice with your Little Brother towards the middle of the month to check up on your Little Brother. Make sure that he has fully memorized or almost completed memorization of the DeMolay Degree Examination Queries. Motivate your Little Brother by reminding him that this is the last part of the proficiency process. Work with your Little Brother get ready to prove up in Chapter on the DeMolay Degree.
3. Have your Little Brother complete proving up in Chapter on both Degrees of the Obligation.
4. Continue to work with your Little Brother to plan and execute your Chapter Event.
5. Help your Little Brother complete the first lesson in the Leadership Correspondence Course (DeMolay.University) after he has proven up in Chapter. You will need to take the LCC online and talk to your Dad Advisor about getting your Little Brother’s DeMolay Membership Number.
6. Have a meeting and ask your Little Brother what more he would want out of the program, write it down and report it using the evaluation form.
7. Celebrate completion of the Big Brother Program after the Little Brother has fully proven up and has completed the first lesson of the LCC.
8. Hold the Chapter Event you co-planned previously. Make sure to give full credit for all success to the Little Brother.
9. Complete the Evaluation at the end of this Pamphlet and forward it to office@wademolay.org. This will be a great help in modifying this program to make it more useful in the future.

# Resources

**First Meeting Notes**

**Input Info About Your Little Brother**

**Address**

**Phone Number**

**Email Address**

**Birthday**

**Favorite Color**

**Favorite Restaurant**

**Favorite Game for Fun**

**Favorite Sport**

**Favorite School Activity**

**Do you have any animals**

**Do you have any siblings**

**Favorite Book**

**Favorite Video Game**

**Favorite Candy Bar**

**Favorite Food**

**Do you like to help others**

**Do you do volunteer work**

**Do you play any card games**

**Notes From First Meeting**

**Memorization Tips**

* Read through the entire ritual part before memorizing it. It helps to have a strong understanding of the message or purpose of the part before getting bogged down on word proficiency.
* Next, break the ritual part into smaller sections for easier memorization. E.g. “In the presence of God…. In the presence of God and with my right hand… In the presence of God and with my right hand upon His holy word…”
* Some people have a problem with connecting ritual parts past periods or breaks, a good way to fix that is to practice a few words before and after the period together only.
* In the ritual, there are reoccurring words at the start of sentences, you can emphasize on these starting words when practicing as they may help you define start and end points of sentences.
* Practice saying ritual while doing something else, preferably something that doesn’t take a lot of brain power. For example, while mowing the lawn, doing dishes, exercising, or playing video games. Also, if possible, consider listening to soft ceremony music while memorizing as this will help you develop additional brain connections and help with cadence. You can find ceremony music in the DeMolay Update App.
* After a certain point of learning a large new ritual part, you may start having problems, including on parts that you previously mastered. When this happens, you want to stop practicing ritual until the next day. While you may generally learn during your waking time, sleep is when your brain transfers short term memories (small capacity) to long term memory (larger capacity). Start again the next day and you will be amazed at how easily it all comes back.

**Program Review to be Submitted back to State Corps**

**What did you like about the program?**

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**What worked the best?**

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**What would make the program better?**

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**How did your Little Brother feel about the content of the program covered?**

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**What is one take away that you got from the program that you want to share with your Chapter?**

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**Is there a specific training topic you would like to have covered by the State?**

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**Were the timelines for the program reasonable?**

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**Should the program have been shorter or longer?**

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**Were there tasks that should have been included to help the Little Brother?**

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**Did the tasks seem to be redundant?**

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**Is your Little Brother still active in DeMolay?**

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**Is your Little Brother more likely to stay active?**

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**Are your Little Brother’s parents involved?  If not, why not?  If so, why so?**

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**Are there any other resources that you would have wanted in the program?**

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**Thank you for participating in the Big Brother Program!**