



# **Past Master Councilor Meritorious Service Award**

## **“A DeMolay Leader’s Key to Success”**

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## **Background and Purpose of the PMC-MSA**

Nearly every member of the Order of DeMolay has the ambition of serving his Chapter as Master Councilor. When this goal is within sight as you move up through the Councilor chairs, you should set another goal – that of earning the Past Master Councilor’s Meritorious Service Award.

While the newly elected Master Councilor is the only one who is qualified to apply and earn the award, he cannot do it alone. The requirements can only be met through the combined efforts of the entire Chapter. The Master Councilor must provide the leadership and incentive to inspire and motivate the members of his chapter toward a well-rounded program and the over-all efficiency of Chapter activities.

The PMC-MSA program was created by the founder of DeMolay - Dad Frank Sherman Land. He recognized the tremendous advantage gained by both the Master Councilor and the Chapter in having a pre-planned program for his term of office. When such a program has been planned and distributed to the Chapter membership in printed form, the Master Councilor has gone a long way in achieving the goals he has set.

The goal of Washington DeMolay is to have every incoming Master Councilor apply for and earn the Past Master Councilor’s Meritorious Service Award. This would insure that each and every Chapter has a planned program of activities, and the Chapter members are aware of and involved in the program of the Chapter.

The following information is provided so that every Councilor can be fully aware of the requirements and procedures to apply for and qualify for the PMC-MSA. Every Councilor owes it to his Chapter and its future and to himself to take the initiative to earn the PMC-MSA. Read the requirements carefully; they are very strict and will be fully enforced in order to maintain the high standards of the award program.

The following is a step-by-step guide to assist the Councilor in qualifying for and earning his Past Master Councilor’s Meritorious Service Award.



# Master Checklist

## Past Master Councilor Meritorious Service Award

### • Prior to Installation:

- Memorize Master Councilor's Ritual \_\_\_\_\_
- Print and Distribute the Term Program \_\_\_\_\_

### • First Letter

- Send in your Letter of Intent within 10 days of Installation to:
  - o Director of Awards \_\_\_\_\_
  - o State DeMolay Office \_\_\_\_\_
- Letter should contain:
  - o Statement of Intent to Qualify \_\_\_\_\_
  - o Statement that Ritual work is Memorized \_\_\_\_\_
  - o Copy of Printed Term Program \_\_\_\_\_
  - o Copy of Chapter Term Budget \_\_\_\_\_
  - o Listing of Chapter Officers \_\_\_\_\_
  - o Dates of beginning and end of Term \_\_\_\_\_
  - o Name of your Chapter \_\_\_\_\_
  - o Your name, address, phone, email address \_\_\_\_\_
- Letter of Intent must be counter-signed by
  - o Chapter Dad Advisor \_\_\_\_\_
  - o Chairman of Advisory Council \_\_\_\_\_

### • Complete During Term

- All ceremonies are given from memory \_\_\_\_\_
- Confer both degrees during your term \_\_\_\_\_
- Hold at least one activity in each of the following:
  - o Social \_\_\_\_\_
  - o Civic Service \_\_\_\_\_
  - o Fund Raising \_\_\_\_\_
  - o Masonic Service \_\_\_\_\_
  - o Athletic \_\_\_\_\_

- Initiate your pro-rata share of the Chapter's Annual membership goal \_\_\_\_\_
  - o Chapter Goal \_\_\_\_\_
  - o Pro-Rata Share of Goal \_\_\_\_\_
  - o Total Initiated \_\_\_\_\_
- Be a First Line Signer on petition of one new member initiated during your term \_\_\_\_\_
- A majority of Chapter members present at
  - o Meetings \_\_\_\_\_
  - o Activities \_\_\_\_\_
- Form 10's are submitted on time \_\_\_\_\_
- All required forms/fees are submitted on time to:
  - o DeMolay International \_\_\_\_\_
  - o Washington DeMolay \_\_\_\_\_
- Observe all Obligatory Days falling during your term \_\_\_\_\_
- Present Youth Protection Video Program during term \_\_\_\_\_

• **Final Letter**

- Submit complete recap and explanation of term Program, analyzing chapter meetings and activities \_\_\_\_\_
- Provide an explanation of any program changes \_\_\_\_\_
- Have your final letter countersigned by:
  - o Chapter Dad Advisor \_\_\_\_\_
  - o Chairman of Advisory Council \_\_\_\_\_
- Mail your Final Letter within 10 days after the Installation of your immediate successor as Master Councilor to:
  - o Washington Awards Director \_\_\_\_\_
  - o Washington DeMolay Office \_\_\_\_\_



# Requirements

## The Step-by-Step Guide to Success

The following is a step-by-step guide to follow in qualifying for and earning your Past Master Councilor Meritorious Service Award.

### **Step 1: To be completed Prior to Installation:**

Since the PMC-MSA recognizes proper advance planning, your initial entry into the program must necessarily reflect your advance planning and program development.

- Memorize all of the Master Councilor's portion that appears in the Ritual of Secret Work.  
This includes: Opening, Closing, 9 O'clock Interpolation, Initiatory and DeMolay Degrees – including obligations.
- Print and distribute your program for the term.

This must be reproduced in sufficient quantity so that all members, advisors, Sorority, Squires, parents, Region Deputy and Representative, and the jurisdiction office receive copies.

A variety of formats are acceptable – calendar pages, month and date listings. The exact format is up to you. However, be certain to clearly designate all Obligatory Days, activity events, meeting dates, Advisory Council meetings, Squire and Sorority Meetings (if applicable), Fund Raising events, important Region and State DeMolay events. In addition to the required distribution list, it might be well advised to send copies of the term program to your jurisdiction and region officers and Deputy, other chapters in your region, and member organizations of your local Masonic family (especially your local Rainbow Assembly, Job's Daughters Bethel, and your sponsoring body).

Keep in mind that your term program includes a listing of Chapter Officers – elected and appointed – and term budget.

In planning the Chapter term program, follow the Chapter Program Planning Guide for Washington DeMolay.

### **Step 2: First Letter – Letter of Intent**

NOTE: Your first letter or your letter of intent must be forwarded to the Washington DeMolay Awards Director at the Washington DeMolay Office within ten (10) days of your installation.

- Send your letter of Intent to the Washington DeMolay Awards Director:

**Washington DeMolay Awards Director**  
**1111 A Street, Suite 1919**  
**Tacoma, WA 98402**

- The Letter of Intent should contain the following:
  1. A written statement of intent to qualify for the award.  
The critical parts of your Letter of Intent are:
    1. Your name, mailing address, phone number, and email address (if applicable).
    2. Your Chapter name and location.
    3. The date of your installation.
    4. The expected date when your term will end.
  2. A listing of all Chapter officers – elected and appointed – and advisors.
  3. A copy of your term budget.
  4. A written statement that the Ritual Work has been memorized, counter-signed by the Chapter Dad Advisor.
  5. A copy of Printed term program.
  6. All of other information you deem appropriate. This might include such things as a Chapter Mailing Roster, a copy of the installation program, etc.
- Your Letter of Intent must be counter-signed by the Chapter Dad Advisor and Chairman of the Advisory Council. Their signatures indicate not only knowledge of your intent to qualify for and earn the PMC-MSA, but also their endorsement of your term calendar as complying with the requirements of this award.

### **Step 3: To be Completed During Your Term**

- See that throughout the term, all ceremonies from the Ritual of Secret Work are given from memory.
- Confer both degrees during your term as Master Councilor.
- Hold at least one activity in each of the following areas:
  1. Social
  2. Civic Service
  3. Fund Raising
  4. Masonic Service (preferably your sponsoring body)
  5. Athletics
- Initiate your pro-rata share of the Chapter's annual membership goal. (i.e. – if the Chapter goal is 12 and your term is 6 months, your share is six.)  
If in doubt about your annual Chapter membership goal, check with your Region Deputy or the Washington DeMolay Office. Even if you are unable to initiate your pro-rata share of the Chapter's membership goal, you may still be eligible to qualify for PMC-MSA. If you initiate at least one new member during your term and the balance of the Chapter's annual membership goal is initiated during the term of your immediate successor as Master Councilor, you will meet the membership requirement to earn PMC-MSA. To qualify for an extension on this requirement, submit your second or final letter with a statement that you plan to meet the membership requirement during the term of your immediate successor. Final decision on whether or not to approve your PMC-MSA application will be held for a period of 10 days beyond the expiration of the term of your

successor. You must supply the Washington Awards Director with written proof, that you met the membership requirement during your immediate successor's term of office.

- Be the first line signer on the petition/membership application of at least one member initiated during your term of office as Master Councilor.
- See that at least 8 of the officers' chairs are filled at each meeting, or that at least 50% of the Chapter's active membership is present.

The Master Councilor is responsible for establishing a program, which hopefully increases, but at the least maintains a high level of attendance at Chapter meetings and activities. This should be covered in detail in your second or final letter, including a listing by meeting and activity of the number of DeMolays and advisors attending.

- See that all Form 10's reporting new initiates and fees are mailed to DeMolay International Headquarters in Kansas City and to the Washington DeMolay within 10 days following the initiation. Additionally, see that any Advisor Certification Report or other required reports reach the DeMolay International Headquarter and Washington State DeMolay office within prescribed timelines, if such reports come due during your term of office.

While the Master Councilor is not responsible for actually sending in Form 10s and reports, he is, nevertheless, responsible for seeing that they are submitted.

- Provide for the observance of all Obligatory Days, which fall during your term of office.
  - Patriot's Day
    - Observed: On a day convenient to the Chapter in the month of February.
    - Purpose: To highlight great patriotic events, themes, or individuals.
  - Devotional Day
    - Observed: The Sunday nearest March 18<sup>th</sup>
    - Purpose: To attend some church in a body to demonstrate a DeMolay's devotion to his God.
  - Parents' Day
    - Observed: On or between May 1 and June 20.
    - Purpose: A time for each DeMolay to pay special respect to his parents, showing his appreciation for their efforts on his behalf.
  - My Government Day
    - Observed: A day convenient to the Chapter in the month of July.
    - Purpose: To aid members in the understanding of national, state, or community government.
  - Education Day
    - Observed: A day convenient to the Chapter (usually during the school term).
    - Purpose: To emphasize the importance of education and our system of public schools.
  - Frank S. Land Memorial Day
    - Observed: A day convenient to the Chapter near November 8<sup>th</sup>
    - Purpose: To pay tribute to the Order's Founder, "Dad" Frank S. Land, and DeMolay's Masonic heritage.
  - Day of Comfort
    - Observed: A day convenient to the chapter, either at Thanksgiving or Christmas time (November or December),

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Washington DeMolay Academy

- Purpose: To extend aid and comfort to the distressed.

Note: The Executive Officer may, from time to time, establish dates for observing a particular Obligatory Day.

**DeMolay Month:** Once known as “DeMolay Week,” DeMolay International several years ago expanded the celebration of the founding of DeMolay. While observance is not “obligatory” upon a chapter, a successful Chapter, under the leadership of a Master Councilor with a well-planned term program, will in some manner or fashion observe and celebrate the founding of DeMolay during the month of March each year. Typically, observances can range from activities highlighting some or all of the 7 Precepts of DeMolay to a single activity celebrating DeMolay. Usually, Devotional Day is held during a Chapter’s celebration, but should not, in and of itself, constitute the Chapter’s total celebration of DeMolay Month.

- See that the Youth Protection Video Program is shown to the Chapter Membership and Advisors at least once during your term of office.

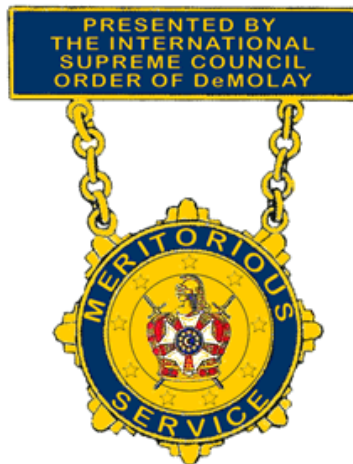
Your Chapter should already have a copy of the Youth Protection Video. Check with your Chapter Dad. If your chapter does not have a copy, contact your Region Deputy or the Washington State DeMolay Office for a copy.

#### **Step 4: Second Letter or Final Letter.**

- Your Final Letter should include the following:
  - A statement that you and all officers performed from memory all ceremonies from the Ritual of Secret Work. This statement must be counter-signed by the Chapter Dad Advisor.
  - A statement indicating which degree(s) you conferred either as Chapter Master Councilor during your term of office or as a Councilor prior to your term as Master Councilor. What is required is proof that you personally have conferred both degrees.
  - A statement that you held at least one activity in each of the following areas:
    - Social
    - Civic Service
    - Fund Raising
    - Masonic Service
    - Athletics
  - A listing by degree date of all new members initiated during your term as Master Councilor. Remember, you are expected to initiate your pro-rata share of the Chapter’s annual membership goal. See discussion under Step 3.
  - A statement concerning Chapter attendance, including a listing of attendance by meeting and activity to show overall membership participation.
  - A statement that all Obligatory Days following during your term of office were observed. Include a short recap statement of when and how each Obligatory Day was observed.
  - A statement that all Form 10’s and applicable Chapter reports were timely filed (within the required filing time frame or before the delinquent date, whichever comes first).



- Include your mailing address, telephone number, e-mail address (if applicable), your chapter name and the beginning and ending dates of your term.
- Submit a complete and in-depth written recap and analysis and explanation of your term program. The eight items referred to in Step 3 should be included in your recap. Use your printed program as the starting point. Your analysis and explanation should include:
  - The results of each activity, including attendance.
  - Any changes made in your term calendar and why these changes were made. This includes changes in date, activity substitution, cancellations, or additions to the program.
- Your Final Letter must be dated and signed by you.
- Your final or second letter must be counter-signed and dated by your Chapter Advisor and Chairman of the Advisory Council, who by signing is indicating approval of your letter and recommending that the PMC-MSA be granted. No reports will be accepted without these endorsements.
- Mail (post-marked) your second or final letter within 10 days after the installation of the new chapter officers. Be prompt.



# Common Problem Areas

- Membership is a key aspect of this program. You cannot receive the PMC-MSA if you do not initiate your pro-rata share of the Chapter's annual membership goal or see that the entire goal is met during the term of your successor as Master Councilor.
- All required signatures must be obtained. Without the signatures of the Chapter Dad Advisor and Chairman of the Advisory Council – indicating endorsement for you in receiving this award – the award cannot be granted.
- Time periods are important. If something happens that will prevent you from having your report(s) mailed (postmarked) within the required time frame, immediately contact the Washington Awards Director to advise him of the delay and reason for it and request an extension in the submission deadline.
- Obligatory Days are essential for earning the PMC-MSA. If Education Day was not held during the term previous to yours, you must include it during your term. While the required observance date is a day “convenient to the Chapter,” nevertheless, Education Day must be observed once each year.
- Participation is critical. Be certain to indicate the number of people (DeMolays, Advisors, guests) in attendance at each Chapter meeting and activity. The PMC-MSA is designed to show that your Chapter membership followed your leadership.
- Spell out your social, civic service, Masonic service, and athletic activities and their general success. Note: a failed chapter activity can count as long as you can evaluate the reason(s) for the failure and outline a strategy to insure its success in held again.
- The Chapter must work with you on Ritual. While there is basically no excuse for you not knowing your ritual work, sometimes a member or two (especially new members) have quite a time getting it all memorized. If you really want this award, get in there and do everything you can to help your officers know and perform their ritual with proficiency. Expectations are more easily met when you don't allow Rituals to be open during a meeting. Certainly by the end of the term, all officers should give ritual parts from memory. If, however, if the chapter is not completely successful in performing all ceremonies from the Ritual of Secret Work from memory, include in your final letter a statement signed by you and counter-signed by the Chapter Dad Advisor, explaining the reason(s) why all chapter ceremonies were not performed from memory.

Sample Letter

**LETTER OF INTENT**

Date

Washington DeMolay Awards Director  
PMC-MSA  
1111 A Street, Suite 1919  
Tacoma, WA 98402

Greetings:

This letter is to inform you of my intent to qualify for and earn the Past Master Councilor's Meritorious Service Award.

I certify that I memorized all of my portion of the Ritual of Secret Works prior to my installation of \_\_\_\_\_ name \_\_\_\_\_ Chapter on \_\_\_\_\_ date \_\_\_\_\_.

All information attached has been reviewed and approved by my Chapter's Dad Advisor and the Chairman of the Advisory Council.

Enclosed you will find a copy of the Program Plan for my term of office. I certify that copies of this Program Plan were distributed to all Chapter members, advisors, and parents prior to my installation.

I further state that I have read and understand the requirements for the Past Master Councilor's Meritorious Service Award and have discussed them with my Chapter Dad Advisor. I have included with this letter all of the information required for my qualifying for and participation in the Past Master Councilor's Meritorious Service Award.

Fraternally,

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Chapter Name

Name \_\_\_\_\_ please print name in full \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

Date Term Began: \_\_\_\_\_

Date Term Ends: \_\_\_\_\_

I certify that \_\_\_\_\_ Name of Master Councilor \_\_\_\_\_ has fully committed to memory the Master Councilor's portion of the Ritual of Secret Work.

His term Program Plan has been approved by the Advisory Council, and I recommend his qualification as a candidate to earn the Past Master Councilor's Meritorious Service Award.

\_\_\_\_\_  
Signature  
Chapter Dad Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Signature  
Chairman of the Advisory Council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

Sample Letter

## FINAL LETTER

Date

Washington DeMolay Awards Director  
PMC-MSA  
1111 A Street, Suite 1919  
Tacoma, WA 98402

Greetings:

This letter outlines my term as Master Councilor of \_\_\_\_\_ Name \_\_\_\_\_ Chapter, and my qualification for the Past Master Councilor's Meritorious Service Award. My term ended on \_\_\_\_\_ Date \_\_\_\_\_.

I have successfully fulfilled all requirements in qualifying for the Past Master Councilor's Meritorious Service Award, as follows:

1. All ceremonies from the Ritual of Secret Works were given from memory. (If not, explain why not).
2. Both Degrees were conferred, at least once, during my term. The following new members were initiated into the chapter on the following dates:  
( list by name, degree, and date conferred)
3. Our Chapter's annual membership goal is specify number. During my term, the Chapter initiated specify number. I met my pro-rata share. (If not, explain why and ask for an extension in order to qualify during the term of your immediate successor.)
4. All forms required by DeMolay International and Washington DeMolay, including Form 10's, were submitted prior to being delinquent.
5. During my term, the Chapter maintained a high level of attendance at Chapter meetings and activities. The following is a list of meetings and activities and the number in attendance:  
(list by meeting, event, date, and attendance number.)  
(If not, explain why not.)
6. The following is an analysis of my Term Program Plan, outlining all activities and explaining their success or failure, including changes, additions, substitutions, and deletions.

Fraternally,

\_\_\_\_\_  
Signature  
Past Master Councilor, \_\_\_\_\_ Name \_\_\_\_\_ Chapter

Print Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

I hereby certify that the above statements made by Brother \_\_\_\_\_ Name \_\_\_\_\_ are true and accurate. I recommend that he be granted the Past Master Councilor's Meritorious Service Award.

\_\_\_\_\_  
Signature  
Chapter Dad Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Signature  
Chairman of the Advisory Council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

Sample

**ATTACHMENT TO FINAL LETTER**

A. Activities held during my term:

1. Social:
2. Civic Service:
3. Fund Raising:
4. Masonic Service:
5. Athletic:

B. Obligatory Days observed during my term:

- 1.
- 2.
- 3.
- 4
- 5.

C. The following is a listing of the variances from the printed Term Program Plan and explanations for the variances:

D. Submit a complete explanation on each of the items listed in Sections A, B, and C.

E. Analyze the Term Program, noting what worked and what didn't and why.

# CHECKLIST FOR TERM PLANNING

## Section 1: Installation

- The following DeMolays have been elected or appointed to serve as officers for the ensuing term. The Scribe is appointed by the Chapter Advisory Council.
  - Master Councilor:
  - Senior Councilor:
  - Junior Councilor:
  - Scribe:
  - Treasurer:
  - Senior Deacon:
  - Junior Deacon:
  - Senior Steward:
  - Marshal:
  - Chaplain:
  - Standard Bearer:
  - Orator:
  - Almoner:
  - 1<sup>st</sup> Preceptor:
  - 2<sup>nd</sup> Preceptor:
  - 3<sup>rd</sup> Preceptor:
  - 4<sup>th</sup> Preceptor:
  - 5<sup>th</sup> Preceptor:
  - 6<sup>th</sup> Preceptor:
  - 7<sup>th</sup> Preceptor:
  - Sentinel:
- The above listed officers are proficient in the Ritual of the Opening and Closing Ceremonies and 9 o'clock Interpolation.
- The officers are proficient in their assigned ritual work for the Initiatory Degree and DeMolay Degree (4<sup>th</sup> Section).
- Members of the Installing Team will be:
  - Installing Officer:
  - Installing Senior Councilor:
  - Installing Junior Councilor:
  - Installing Chaplain:
  - Installing Senior Deacon:
  - Installing Marshal:
  - Installing Musician:
- The Installation will be held:
  - Day:
  - Date:
  - Time:
  - Location:



- Name, address and phone number of the Presiding Officer of the Sponsoring Body for invitation to installation and contact during term on chapter meetings and activities.
- I have a copy of the State Directory for names and addresses of jurisdiction, region and chapter officers for mailing invitations and contact regarding chapter visitations and activities.
- Written invitations have been sent for the installation.
- Advisors and Parents have been contacted for the installation and any assistance needed.
- The chapter has ordered the PMC pin so that it can be presented at the installation.
- The following special features will be added to the installation program:
  - Ceremonies (Ceremony of Light, Flower Talk, Advisory Council installation, majority service, RD Ceremony):
  - Presentations:
  - Awards:
- Introductions will be handled by the Installing Officer. I have asked \_\_\_\_\_ to make a list of special guests at the installation and give them to the Installing Officer prior to the start of the installation.
- I have practiced introducing my family and close friends and members of the Advisory Council, Chapter Sorority, and/or Squires.
- I have prepared and practiced any special remarks about the term, chapter and my installation that I plan to give.
- Your installation program has been finalized and approved by your Chapter Dad Advisor.
- The Installation Program has been printed.

## **Section 2: Chapter Operations**

- The following Obligatory Days have been planned, with a suitable activity on the following dates:
  - Patriot's Day:
  - Devotional Day:
  - Parents Day:
  - My Government Day:
  - Education Day:
  - Frank S. Land Memorial Day:
  - Day of Comfort:
- Activities (specify type and date) have been planned for the following:
  - Social:
  - Civic Service:
  - Fund Raising:
  - Masonic Service:
  - Athletics:

- The following plans have been made for:
  - State Convention:
  - Chapter Visitations:
  - State Events:
  - Region Events:
  - DeMolay Month:
  - Councilors' Workshop:
  - Initiations:
  - Orientation of new Members:
  - LCC:
  - RD:
  - Merit Bars:
- The following plans have been made for communications with Chapter members, advisors, parents, Sorority, Squires and state, region, and local chapters.
  - Chapter Roster with addresses, phone numbers and e-mail addresses.
  - Chapter Web Page
  - Chapter Phone Tree
  - Chapter Newsletter
  - Other:
- The Chapter's annual membership goal is:
- My pro-rata membership goal is:
- Membership Plans:
- Plans for conferring Degrees:
  - Initiatory
  - DeMolay
  - Short Form
  - Grand Master's Class
  - Convention
  - Regional
  - Courtesy by other Chapters
- The Chapter Budget has been prepared and approved by the Advisory Council:
- Chapter Fund Raising projects have been developed and scheduled:
- I will prepare an agenda with the other Chapter Councilors and Chapter Dad Advisor prior to each meeting and will follow it during meetings:
- I have completed the Leadership Correspondence Course (LCC). If not, I will enroll and complete it.
- I have earned my Representative DeMolay Award. If not, I will earn it.