

WADA Councilor Handbook

Washington DeMolay Academy

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INCLUDED INSIDE:

Information for the Councilors in the Chapter to help them with the running of the meetings as well as planning the various activities and events that are held during each term. Additional information about the PMC-MSA as well as other useful info.



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VALUE OF ONE MEMBER

Ten little members, standing in a line.
One disliked the Master Councilor, then there were nine.

Nine ambitious members offered to work late. One forgot his
promise, then there were eight.

Eight creative members had ideas good as heaven.
One lost enthusiasm, then there were seven.

Seven loyal members got into a fix.
They quarreled over projects, and then there were six.

Six members remained with spirit and drive.
One moved away, then there were five.

Five steadfast members wished there were more.
One became indifferent, then there were four.

Four cheerful members who never disagree -
'Til one complained of meetings; then there were three.

Three eager members! What did they do?
One got discouraged, then there were two.

Two lonely members, our rhyme is nearly done.
One joined an athletic club, then there was one.

One faithful member was feeling rather blue -
Met with a neighbor, then there were two.

Two earnest members each enrolled one more-
Doubling their number, and then there were four.

Four determined members, just wouldn't wait
Til each one won another, and then there were eight.

Eight excited members signed up sixteen more,
In another six verses, there'll be a thousand twenty-four!

THE DEMOLAY EMBLEM

The Official DeMolay emblem was introduced in 1949 and was designed by Dad Frank S. Land, the founder of DeMolay. The emblem pin may be worn only by a DeMolay and no others. Every part of the emblem has a particular significance, which should be known by every member.



The CROWN is symbolic of the Crown of Youth and constantly reminds a DeMolay of his obligations and the seven precepts of his Order.

The TEN PRECIOUS STONES of the crown honor our Founder, Frank S. Land, and the nine youths whose ties of friendship drew them together in the formation of the Order of DeMolay.

The RED RUBIES honor those who have passed away and the PEARLS represent those living members of the original nine. When, as comes to every man, the final summons for each one of this honored group comes, a red ruby takes the place of a pearl.

The HELMET is emblematic of chivalry, without which there can be no fineness of character.

The CRESCENT is a sign of secrecy and constantly reminds DeMolays of their duty never to reveal the secrets of their Order or betray the confidence of a friend.

The five armed WHITE CROSS symbolizes the purity of your intentions to always remember the motto of the Order, "No DeMolay shall fail as a citizen, as a leader or as a man."

The CROSSED SWORDS denote justice, fortitude and mercy. They symbolize the unceasing warfare of DeMolay against arrogance, despotism and intolerance.

The STARS surrounding the crescent are symbolic of hope and should always remind us of those obligations and duties which one brother of the Order owes to another.



There are three obsolete DeMolay emblems. The first one was in use in 1919, the second from 1920 to 1931, and the third from 1932 to 1948. The Supreme Council discourages their use now for any purpose. Today, these pins and emblems are recognized as denoting DeMolay of yesteryear.

QUOTABLE QUOTES

- Do things differently as a result of seeing things differently.
- If I always do what I've always done, then I'll always get what I've always gotten.
- I am going to act as if what I do, makes a difference.
- Even if you're on the right track, if you sit still, you'll get run over.
- Will Rogers
- The best way to predict the future is to create it.
-"The X-Files"
- If it is to be, it is up to me. - Ted Nicholas
- Plans are worthless, but planning is essential.
- Winston Churchill
- Whatever the mind can conceive and believe, it can achieve.
- It doesn't matter how many times you stumble and fall down. What really counts is how many times you stumble and get back up.
- Don't let anyone or any thoughts rob you of your goals.
- You can get everything in life you want, if you will just help other people get what they want.
- Practice doesn't make perfect, perfect practice makes perfect.
- Vince Lombardi
- Whether you think you can or think you can't, either way, you're right. - Henry Ford
- My secret to success is that I do one thing at a time.
- Winston Churchill
- Success is sweet, but usually it has the scent of sweat about it.

- Success is the peace of mind that is a direct result of self satisfaction in knowing you did your best to become the best you are capable of becoming. - Jim Wooden
- There are no problems we cannot solve together and very few we can solve by ourselves.
- It is most important to remember that leaders are developed and not born.
- You will never be a leader unless you first learn to follow and be led.
- A great leader never sets himself above his followers, except in carrying responsibilities.
- The best leader is the one who has sense enough to pick good men to do what he wants done and self restraint enough to keep from meddling with them while they do it.
- The character and qualifications of a leader are reflected in the men he selects, develops and gathers around him. Show me the leader and I will know his men. Show me the men and I will know their leader. Therefore, to have loyal, efficient followers -- be a loyal and efficient leader.
- Live your life, don't just spend it.
- Four little words that aren't heard enough are, "You may be right!"
- Never, never, never, never give up. - Winston Churchill
- A leader's role is to raise people's aspirations for what they can become and to release their energies so they will try to get there.
- The truth is out there. -"The X Files"
- Stress is when you wake up screaming and then you realize you haven't fallen asleep yet. - Jeff Brunson

LEADERSHIP I

I. Introduction

- A. True leadership is a positive, rather than a negative force, based on cooperation and mutual trust, not on coercion and fear. The essence of real leadership is the ability to obtain from each subordinate the highest quality of service that he has the capacity to render. Good leadership does not involve the exercise of authority through commands and the threat of punishment for non-compliance, nor is it related to the strength with which the commands are barked.

II. General Considerations

- A. All leaders will sometimes fail to observe the rules of good leadership, because no one can always remember all of them and no one has good enough self control to avoid mistakes.
- B. It has been argued that leaders are born, not made. It can be shown that different successful leaders may use quite different methods; however, this does not prove they were born leaders, but that their personalities are different. They have adopted methods which suit their personalities.
- C. Some leaders succeed in spite of obvious faults, because they are outstanding in other aspects. They could be better leaders if their faults were eliminated.
- D. No one is, nor can be, a perfect leader! But, ALL can become better leaders. Become conscious of as many of your shortcomings as possible and try to correct them. Take full advantage of every opportunity to practice good leadership!

III. Good Leadership

- A. Renders a Service - Leadership serves the interest of the whole activity as well as those of the individual, people are willing to follow a leader who helps them achieve a mutually beneficial and decided upon goal.
- B. Makes Decisions - Movement and progress are initiated and continued through a series of decisions. Indecisiveness results in no movement... only in waiting for someone who is both capable of making right decisions and willing to do so.
- C. Gets Action - The very nature of modern leadership requires persuasion; the response to the leader, measured by and in the actions of those being led is how action is gauged.
- D. Gets Results - The moment of truth in leadership is in the achievement of results. It is the guiding of human energy in a definite direction for a specific purpose. It is BOTH the aiming and shooting that determines whether or not you hit the target.

IV. Basic Steps in Leadership

- A. Planning - This is primarily a problem solving process, considering the alternatives, establishing relating facts in advance, in order to achieve certain results or goals.
- B. Organizing - Considering the job, the people and the place.
- C. Motivating - Furnishing others with the desire to perform in accordance with the plan. Leadership motivates; communication is the key to good motivation.
- D. Controlling - This is the following of the plan. The coordination, timing and supervision that provides the economy and efficiency that makes for a well organized activity. The leader provides the controls.

V. Establishing Good Leadership

- A. Leadership is established by winning the respect, confidence and loyalty of subordinates and the esteem of superiors. In a sense, the leader must be a salesman - for he must sell himself to others.
1. How to earn respect: the leader must have the respect of his subordinates, for men will not give loyalty to, nor have confidence in, a man they cannot respect. Lack of respect for a leader may mean lack of respect for his instructions.
 2. Encourage free speech. No one can consciously want his subordinates to be a "yes man". But too many times subordinates are encouraged to say yes because of the attitude of the leader. Be sure to welcome suggestions and criticisms, consider them fully and if necessary, take corrective action.
 3. Finish what is started. Inaugurating a new plan or campaign involves doing several things.
 4. Obtain approval of superiors. Gain their experiences and suggestions. Evaluate to make sure the idea is feasible.
 5. Will it add to the work of the subordinates?
 - a. Will they be able to take the extra responsibility?
Consider the appointment of extra committees.
 6. Will the new program change any of the existing programs?
 - a. Will it improve efficiency? Is the old program better than the new?
 7. Trying the new program.
 - a. If possible, put the new program to a test before putting it into operation. Watch carefully for expected and unexpected results.
 8. Starting a program and failing to follow it through has two ill effects.
 - a. Loss of time, effort & energy spent in developing it.
 - b. Permits subordinates to disregard instructions.
It may cause them to disregard other current instructions. It conditions them to pay little attention to future requests.

9. Evaluation and follow up are necessary to win and hold respect.
 - a. Keep track of what is started and keep the project moving.
 - b. Evaluate for improvement as the project is progressing. Keep the project alive until it is completed.
10. Upon the completion of the project, evaluate it for improvement the next time.
 - a. Keep improving your activities.
 - b. It may be recognized that the project was not a good idea and you may not want to repeat it again.
11. Be business like in your dealings. This attitude will convey assurance that responsibilities are not being taken lightly. It is possible to be cheerful, pleasant and friendly and still be businesslike. On the other hand, levity or horseplay, particularly at inappropriate times, will cause loss of respect.
 - a. Men may be amused by clowns, but they will not invest them with the responsibilities of leadership.
12. Adequately supervise. Don't permit errors to grow. Clear up questions and misunderstandings at once. An uncorrected error repeated becomes the fault of the superior.
13. Be consistent. Don't change orders without due thought and then only when absolutely necessary.
 - a. Let others know exactly where you stand.
 - b. Let others know where they stand with you.

VI. Good Understanding of Subordinates Creates Good Morale

- A. Understand your co-workers. The better you understand them, the better you can help them. The fact that they selected you for their leader shows that they have confidence in you. By starting from this point, it shouldn't be too difficult for you to gain their confidence as a friend.
- B. Some of the most important facts of understanding people are often over looked.

1. People want to do good work.
 - a. Expect good work and conduct. Let your subordinates know what is expected from them and give them some help in getting started. Don't accept work that is poor in quality. Accepting a job that is poorly done is, in fact, approving it. Any work in the future will be just that much harder to correct.
 - b. Acknowledge good work by appealing to the basic human need to feel important.
 - c. Praise publicly. Praise that others can hear has extra value. It raises morale, standing, and self-confidence. Others are put on notice that good work is observed and this will encourage them in their own work.
 - d. Give credit for good ideas. Tell the individual and others. Make sure that superiors are aware of the origin of the idea and that the author receives due credit.
- C. Criticize constructively. If the work is not up to standard, explain what is wrong as well as what was right, to encourage a better effort next time. If criticisms necessary, pull the individual aside, DON'T CRITICIZE HIM IN PUBLIC.
- D. Morale is never a problem in an alert, progressive organization.
 1. High morale is never found in a slipshod, sub standard group.
 2. High standards alone will not produce high morale, but high morale is impossible without them.

VII. Ten Rules of Human Relations

- A. Speak to People. There is nothing nicer than a cheerful word or greeting.
- B. Smile at people. It takes only 14 muscles to smile and 72 to frown.

- C. Call people by name. The sound of his own name is music to anyone's ears.
- D. Be cordial. Act as though everything you do is a real pleasure.
- E. Be friendly and helpful. If you want to have friends, you must offer friendship.
- F. Be truly interested in people. If you try, you can like most people.
- G. Be generous with praise, but stingy with criticism.
- H. Be considerate of the feelings of others. Remember, the other fellow has rights, too.
- I. Be quick to give service. What we do for others is important.
- J. Add to this a sense of humor, a lot of patience and a little humility. You will be generously rewarded.

VIII. The Art of Delegation

- A. Delegation has been called "the secret of executive sanity". No matter how good an executive you are, your responsibilities will always be greater than your personal capacity to carry them out. The more you do, the less time you can spend on each item and on details. The more that can be delegated, the more involvement you have in the program and the more time per individual to spend on quality and details.
- B. There are two general problems with delegation.
 - 1. Under Delegation
 - 2. Over Delegation
- C. The skill of delegation is know when and how to concentrate those matters that are most important within the circle of the things that you handle yourself. Less important tasks can be passed along to others.
- D. Six Steps to Successful Delegation
 - 1. Pinpoint the task.
 - 2. Select the person.

3. Make the assignment.
 4. Supply support.
 5. Check the program.
 6. Evaluate achievement.
- E. Five Basic Delegation Situations
1. Routine tasks.
 2. Tasks for which you do not have time.
 3. Problem solving.
 4. Changes in your own job emphasis.
 5. Capability building.
- F. How to Delegate
1. Give him the facts about the job.
 2. Explain the relative importance of the job.
 3. Tell him with whom he is to deal.
 4. Prepare him psychologically.
- G. How to Keep Control When Delegating
1. Examine results.
 2. Control by follow up.
 3. Progress reports.
- H. How to Create a Creative Climate
1. Set a value on ideas.
 2. Spotlight the areas of challenge.
 3. Show your willingness to help develop their ideals.
 4. Do not freeze anyone out.
 5. Reward the successful ones, but encourage the others, too.
 6. Emphasize the benefits.
- I. How to Constructively Criticize
1. Focus on the act, not the person
 - a. An error has been committed. Good people have made the same mistake in the past.
 - b. The error can be corrected by doing this, this and this.

2. Be specific about the error.
3. Be specific about the remedy.
4. Choose the right time and place.
5. Use a friendly manner, humor is usually out of place.
6. Follow up.
 - a. Reassure him that you are in his corner. Give the opportunity to ask questions.
 - b. Compliment corrective actions and encourage for better performance.

IX. Your Example

- A. Leadership and understanding are important, but the example you set is probably the most important of all. The leader, by his attitude and conduct sets the style for his followers. A leader who is irregular in his habits, late for appointments, careless with facts, or bored in his attitude, will have all this reflected in his subordinates.
1. A leader must do what he expects others to do.
 - a. He avoids obvious wrongs, such as misuse of supplies and equipment.
 - b. He sets the example for good work habits: promptness, dependability, and courtesy.
 - c. He sets the example for good personal habits: neatness, in both dress and appearance, personal hygiene, language and conduct.
 - d. He exhibits personal integrity. Integrity is the observation of principles of conduct which are NEVER subordinated to expediency. Before a man can lead others, he must learn to control himself.

LEADERSHIP II

Contrary to the old saying that leaders are born, not made, the art of leading can be taught and it can be mastered. What are the qualities we are trying to evoke? The following are the characteristics that are fundamental to leadership.

CONFIDENCE: If a leader does not believe in himself, no one else will. But confidence must be acquired. At every stage, there must be a steady build up of assurance, a conviction of competence based on training and gradual accumulation of experience and skill.

Two thousand years ago, Hannibal believed that he could lead an army of 60,000 men and scores of elephants over the Alps through blinding snowstorms to attack the Romans, in the most daring march in military history. That confidence in himself was planted by his father, the great Carthaginian general, Hamilcar, who trained his son in tactics and strategy, until as a combat leader, Hannibal had no equal in the ancient world.

ENERGY: A leader must be willing to do everything he asks of his followers, and more. He must be able to work harder, concentrate longer, face the extra danger, carry the extra burden and go the extra mile.

This energy comes from within. John Wesley, founder of Methodism, was a frail little man, only five feet, four inches tall. But every morning he rose at four, delivered his first sermon at five and was on the road by six. Every day he traveled 60 or 70 miles on horseback, preaching to anyone who would hear him. At night, he sat up writing books or composing hymns by candlelight. In all his 87 years, he never once spared himself and men loved him and followed him because of it.

TIMING: This is a combination of alertness, imagination and foresight. "No man thinking thoughts born out of time", wrote Woodrow Wilson, "can succeed in leading his generation." Wilson's own career was dramatic proof of this. He led the United States into World War I when the country was ready for it, not before. But later, when Wilson pressed for U.S. participation in the League of

Nations, the country was not ready and his effort ended in crashing failure. Same leader, same country - but wrong timing.

CLARITY: A leader must be able to reason logically, weigh alternatives, make decisions - and then convey his thoughts lucidly. "The man who can think" said Pericles, "and does not know how to express what he thinks is at the level of him who cannot think."

TENACITY: This is the capacity to hang on five minutes longer. The leader not only must have this ability himself, he must also inspire it in others. Perhaps the greatest leader of our time was Sir Winston Churchill, who never flinched from telling his people of the truth, even when the truth was appalling. One of them said of him, "I doubt if any man in history has ever made such grim utterances, yet given his people such a feeling of strength and exuberance - even cheerfulness." One of Churchill's greatest speeches was, "Never give up. Never. Never. Never. Never."

BOLDNESS: This strong and virile characteristic is akin to courage, but more dynamic. It reveals itself in a willingness to take chances, a readiness to experiment, a soaring optimism that rejects and despises the thought of failure.

Leaders of the first rank always have it. Andrew Jackson bristled with it. Theodore Roosevelt reveled in it. He said, "Far better it is to dare mighty things, to win glorious triumphs, even checkered by failure, than to take rank with those poor spirits who neither enjoy much nor suffer little because they live in the gray twilight that know not victory or defeat."

CONCERN: Experience teaches that men will never follow anyone unless they feel that he really cares about them and their problems. George Washington endured the miseries of Valley Forge with his men, sharing every hardship. Indeed concern for others is a sign of imagination and vision, two key ingredients of leadership.

MORALITY: A stern code of ethics, a strong sense of personal morality, "obedience to the unenforceable", these are qualities a leader must have at the core of his being. This is why DeMolay

stresses duty and honor - love of God and Country. Without a firm moral base a man is too unsure of himself to be an effective leader.

FAITH: Above all, a leader must believe in his people, as well as in the goal toward which he is leading them. Napoleon's confidence in the valor of his troops never wavered. Once, at the siege of Toulon, he ordered a battery of cannon placed in such an exposed position that his staff objected. To man the guns was suicide, they said; no soldier would do it. Napoleon ordered a placard printed to be put with the battery, "The Battery of Men Without Fear". Those guns were always manned!

Let no one think that being a leader is easy. Often it is a lonely and difficult business. As Nietzsche said, "Life always gets harder toward the summit -- the cold increases, the responsibility increases, and there is never a guarantee of success."

But the rewards are enormous for those who will strike for the summit, who will take the risks, dare the unknown. "Happiness", wrote President Kennedy, "lies in the exercise of vital powers along the lines of excellence in a life affording them scope." This is the kind of happiness a leader seeks and often finds. If enough of us understand this, and live by it, the future of DeMolay and our nation will be secure.

Is there a "success personality" -- some winning combination of traits that leads almost inevitably to achievement? If so, exactly what is that secret success formula and can any one cultivate it?

A number of traits occur regularly among top achievers. Here are five of the most important.

1. COMMON SENSE: This is the most prevalent quality possessed by top achievers. To most, common sense means the ability to render sound, practical judgments on everyday affairs. To do this, one has to sweep aside extraneous ideas and get right to the core of what matters. The key ability for success is simplifying. In conducting meetings and dealing with regulations, reducing a complex problem to its simplest terms is highly important. Is common sense a trait a person is born with, or can you do something to increase it? The answer is common sense is a leadership trait that can definitely be developed. This may be

accomplished by observing common sense in others and by learning from their, and your own, mistakes.

2. KNOWING ONE'S OWN FIELD: After common sense, specialized knowledge in one's field is the second most common trait possessed by successful people. People who are going to be good managers need to have a practical understanding of the crafts of their business. This may be obtained by practical, on the job training, specialized education and training, and observation of others. "Nothing helps success more than knowing what you're doing. It reduces risks and works like an insurance policy for your own ability." Once obtained, specialized knowledge isn't something you should take for granted. The learning process continues even after major peaks have been scaled. "To achieve success, you need to want it -- then you must work to keep it."

3. SELF RELIANCE: Top achievers rely primarily on their own resources and abilities. Self-reliance is not how you feel or how good you are; rather, it's whether you have the gumption to take definitive action to get things moving in your life. It includes plain old willpower and the ability to set goals. All leaders have clear goals for their lives and careers. Willpower encompasses the ability to be a self-starter and to persevere after a project has begun.

The formula for success is not only pride in what you do, but also the guts and stamina to work the hours required to accomplish the objectives.

4. GENERAL INTELLIGENCE: This is essential for outstanding achievement because it involves your natural ability to comprehend difficult concepts quickly and to analyze them clearly and incisively. Recent studies suggest that many types of intelligence cannot be measured with usual methods, such as IQ tests. General intelligence consists of elements besides IQ; including general knowledge of many subjects, an extensive vocabulary, and good reading and writing skills. "An inquiring mind and broad ranging interests are fundamental to success."

- 5. THE ABILITY TO GET THINGS DONE:** Efficiency in accomplishing your task. There are at least three important qualities of leadership which helps them to get the job done: organizational ability, good work habits and diligence. The success formula is: "Sheer hard work, tenacious work, with the ability to pace oneself." Besides the five listed above, there are other factors that influence success: leadership skills, creativity, relationships with others and of course, luck. But common sense, knowing your field, self-reliance, intelligence and the ability to get things done, stand out. If you cultivate these traits, chances are you'll succeed.



Officer Responsibilities

Each of the officers in a DeMolay Chapter has specific responsibilities to meet in order to help the Chapter run efficiently and smoothly. Some of these duties are outlined by the ISC Statutes, some are suggested in the Leaders Resource Guide, and others have developed over time as reasonable duties for particular offices.

The Master Councilor

1. Shows enthusiasm and dedication; is democratic.
2. Recognizes people's accomplishments.
3. Strives for excellence – his and the Chapter members'.
4. Realizes every member is unique.
5. Has committees running the Chapter while he oversees.
6. Sets goals for himself and the Chapter.
7. Realizes that communication is essential to success.
8. Provides for observance of Obligatory Days.
9. Must motivate others.
10. Have a commitment to good ritual.
11. Provide a term plan and budget.
12. Represent the Chapter at official functions.
13. Provide a complete agenda for meetings.
14. Meets with Councilors and Chapter advisor regularly.
15. Reports to the Advisory Council monthly.
16. Oversees the Scribe's efficiency.
17. Is responsible for compliance with ISC Statutes.
18. Sees that all remittances to DeMolay International and the Jurisdiction are made in a timely manner.
19. Shall see that both degrees are held at least once during his term.
20. Shall preside over all Chapter meetings.
21. Appoint Chapter officers based on interests and needs of the Chapter.
22. Appoint and oversee appropriate committees.
23. Perform all duties appropriate to his office, and those assign to him by the Statutes, Chapter by-laws, Executive Officer, or Advisory Council.

The Senior Councilor

1. Must be prepared to step into the M.C.'s chair if needed.
2. Is the M.C.'s right hand man, provides support at all times.
3. Oversees any committees that are assigned to him.
4. Responsible for the fundraising activities of the Chapter.
5. Responsible for any Chapter of the Year programs that may be running.
6. Should be planning to attend, or previously attended the DLC program.
7. Should be actively preparing for his term as M.C. by developing a term plan and budget.
8. Is ritually proficient, and learning the M.C. parts to be ready in the event he is needed.
9. Oversees the presentation of the Degrees of Initiation.

The Junior Councilor

1. Oversees the Chapters membership programs.
2. Provides assistance in coaching new members with their obligations.
3. Oversees any committees assigned to him.
4. Assists the M.C. and S.C. in execution of Chapter activities.

The Scribe

1. Must be accurate, dependable, and a self-starter.
2. Appointed by the Advisory Council for a full year term.
3. Keeps all meeting minutes, Chapter records, and financial information.
4. Reports new members to DI and the Jurisdiction (FORM 10).
5. Reports all Chapter officer changes via the (FORM 11).
6. Receives Chapter mail and communications.
7. Prepares Chapter roster and any changes.
8. Keeps accurate inventory of all Chapter property and renews each year for insurance.
9. Collects Chapter income and initiation fees and provides a receipt for it. Once recorded it is transferred to the Treasurer and receives a receipt for it.
10. Pays Chapter bills after Chapter votes by obtaining a check from the Treasurer.
11. Keeps possession of the Chapter seal.

12. Prepares ballot materials for necessary votes.
13. Keeps a copy of the Chapter By-Laws on hand and available.

The Treasurer

1. Keeps accurate account of receipts and payments, providing receipts to the Scribe.
2. Keeps balance of Chapter funds and accounts.
3. Prepares checks for the payment of Chapter bills.
4. Provides monthly report to the Advisory Council of Chapter funds and accounts.
5. Elected by the Chapter to serve one year term (calendar year).
6. Prepares a report at the end of each year, to assist in any audits.

Senior Deacon

1. Appointed by the Master Councilor
2. Escorts candidates through initiation.
3. Conducts the proficiency examinations in open Chapter.
4. Helps distribute the Word of the day before Chapter meetings.

Junior Deacon

1. Appointed by M.C. and assists the Senior Deacon with his duties.

The Stewards

1. Responsible for seeing that the paraphernalia is set up and taken down at meetings.

Marshall

1. Assists the Sentinel in greeting visitors.
2. Informs the M.C. of any special guests or visitors
3. Is prepared to escort and introduce any visiting dignitaries.
4. Is usually in charge of Government Day observance.

Chaplain

1. Should be prepared to give non-denominational prayers at chapter functions.
2. Leads Chapter in prayer at meals, saying grace.
3. Is usually responsible for planning Devotional Day observance.

Sentinel

1. Official greeter of the Chapter.
2. Responsible for the attendance register, making sure all in attendance have signed it.
3. Distributes the Word of the Day as members enter the Chapter room.

Standard Bearer

1. With the 7th Preceptor, usually plans the Patriot's Day observance.
2. Responsible for seeing that the flag is present at all Chapter functions.
3. Leads the audience in the Pledge of Allegiance at special Chapter functions, by request of the Master Councilor.

Almoner

1. Under direction of the M.C. or Advisory Council, he shall disburse charity funds of the Chapter, as secured by passing the box of fraternal assistance at meetings of the Chapter (or other methods as determined by Chapter by-laws). The amounts received shall be first disbursed to the relief of distressed worthy members, or the relatives of one. If no such need exists, then it may be used for the relief of needy deserving people.
2. Usually responsible for the Day of Comfort observance.
3. Sends cards and cheers to ill members and their families.

The Preceptors

1. Responsible for the set up and storage of the pedestals.
2. Usually responsible for corresponding activities of DeMolay week.
3. Assist the Deacons in collecting the Word of the Day and other passwords at functions where there is a large attendance.

Order of Business

It is very important to have a printed agenda at every Chapter business meeting. Every Chapter member should have a copy of the agenda to follow.

These are suggested items to serve as the framework for the agenda. You must tailor your agenda to the needs of your chapter and the meeting being held at the time.

Include nominations, elections, and degree conferrals when appropriate.

- 1. Opening**

Performed according to the Ritual

- 2. Roll Call of Officers**

Usually the Scribe calls the name of the officer (both name and office). The Master Councilor responds: "Present," "Absent," or "Excused Absence." The Scribe records the attendance as stated by the Master Councilor.

- 3. Reading minutes of the Previous Meeting**

The Scribe reads the written minutes of the previous Chapter meeting. When the reading is finished, the Master Councilor calls for any corrections or additions to the minutes. Once all corrections and additions have been made, the Master Councilor then calls for a motion to approve the minutes as read (if not additions or corrections), or as corrected and amended. The Master Councilor then calls for a second to the motion. There is no discussion on such a motion; the Master Councilor calls for the vote.

- 4. Almoner's Report**

The Almoner's Fund provides charitable relief to a distressed or ill member of the Order or his family. Members contribute to this fund when a collection is held during the meeting. The Almoner, Scribe, or Treasurer maintain this fund and the Almoner gives a report of its activity and balance to the Chapter at the conclusion of his report.

5. Treasurer's Report

The Treasurer gives a report of the Chapter's finances.

6. Sickness and Distress

Reports on any member or family, who are distressed or ill.

7. Reading of Communications

The Scribe reads all correspondence received since the last meeting.

8. Applications for Membership

The Master Councilor reads new applications for membership for the first time.

9. Reports of Committees on Applications for Membership

The Master Councilor reads applications that have been read once before at a previous meeting and disclosed the report of the Visitation Committee.

10. Balloting on Candidates

Once the application has been read twice and the visitation report given, the Chapter votes on the candidate for membership (See the Balloting on Candidates Section in this Guide).

11. Bills against the Chapter

All bills against the Chapter should be paid promptly. It is important that no expense be incurred in the name of the Chapter unless, it has been duly approved by the Chapter and the Advisory Council. Bills should be submitted to the Scribe, who will read them to the members during the business meeting. All bills must be approved by a majority vote of the Chapter.

12. Reports of Committees

Committee Chairmen and/or Project Leaders give a report to the Chapter on the progress of an activity, program, or project.

13. Unfinished Business

The Chapter discusses activities, issues, and topics that have been discussed at previous Chapter meetings.

14. New Business

The Chapter discusses new activities, issues, and topics that have not been discussed at previous Chapter meetings.

15. Good of the Order

The Master Councilor gives any member, chapter advisor, and visitor an opportunity to make comments or bring greetings. The Master Councilor should call last on the Chapter Advisor (who should speak on behalf of all Chapter Advisors) for his comments, and then conclude Good of the Order with his own comments.

16. Closing

Performed according to the Ritual. Sometimes the Nine O'clock Interpolation is performed at this point or earlier in the evening if it is appropriate.

17. Entertainment and Refreshments

It is important to have something planned after the meeting, even if it is just refreshments. This gives Chapter members a chance to socialize with each other and girls and parents who may have attended the meeting.

Nomination and Election of Chapter Officers

Every Term your Chapter should conduct “Nominations and Election of Officers,” in order to select the leaders for the coming term. Current chapter officers should meet with the Chapter Advisor to determine when Nominations and Elections should be held. Nominations and Elections are open to only those who would normally be permitted in a chapter business meeting.

There are four (4) elected officers of a Chapter: Master Councilor, Senior Councilor, Junior Councilor, and Treasurer. Note: The Chapter Scribe is selected by the Chapter Advisory Council and serves a one-year term.

It is a two-stepped process to select Chapter Officers:

1. Nominations
2. Elections

NOMINATIONS

Your Chapter By-Laws should state when nominations are to be held. Usually they should occur approximately two months before the next installation date and one business meeting before elections.

When it is time to begin nominations, the Master Councilor would declare:

“The Chapter will now hear nominations for the following Chapter Offices: Master Councilor, Senior Councilor, Junior Councilor, and Treasurer.” *(Note: some chapters may only elect a Treasurer once a year or may combine the position with the Scribe’s position, in which case, it would be an Advisory Council appointment.)*

To open nominations, the Master Councilor says:

**“I now open the floor for nominations for the office of _____.
Are there any nominations?”**

Any member of the chapter may rise and when recognized by the Master Councilor, say:



**“Brother Master Councilor, I nominate Brother _____
for the office of _____.”**

A nomination does not require a second.

There are no nominating speeches, unless the advisory council approves this ahead of time.

The Master Councilor then asks:

“Are there any further nominations?”

The Master Councilor asks this three (3) times and if no one rises to make another nomination, the Master Councilor declares the ballot closed or tabled, which ever is appropriate.

“I now declare nominations for the office of _____ closed.” (rap)

ELECTIONS

Elections should take place at the meeting following nominations unless approved by the advisory council.

Elections are conducted by paper ballot.

A candidate must receive a simple majority (50% plus one) of the votes cast, not counting blank or otherwise “spoiled” or unreadable ballots.

Example: If there are 12 votes cast, a candidate must receive 7 votes in order to be elected.

The Master Councilor should appoint a committee of three DeMolays and an Advisor to distribute, collect, and tally the ballots.

Once ballots are distributed, the Master Councilor should declare elections open for a particular office. Officers are elected one position at a time.

“I now declare the election open for the office of _____.” (rap)

At this time, chapter members cast their ballot, which are then collected by a member of the Tally Committee.

When it appears that all ballots have been collected, the MC asks:



“Have all cast ballots been collected?” *(If not, a committee member then collects the ballot and the Master Councilor again asks if all cast ballots have been collected.)*

Once all ballots are collected, the Master Councilor declares the ballot closed.

“I now declare the election for the office of _____ closed.” (rap)

The Tally Committee, from the Scribe’s desk, then announces the vote. One member of the committee reads the ballot aloud, while the Advisor observes. The other two members keep separate tally of the ballots. Votes should be announced as follows:

“One vote, (name of nominee).”

After each five votes for a particular candidate, the two members keeping vote tally should announce:

“Tally.”

Once all ballots have been tallied, the Committee will deliver vote totals to the Master Councilor, so that he can announce the results to the chapter.

“Brethren, the vote is as follows: (begin with the nominee with the fewest number of votes.)

Brother _____, _____ votes

Brother _____, _____ votes

If a majority is reached, the Master Councilor will then declare a nominee elected.

“Brethren by your vote, you have elected Brother _____ to the office of _____.”

The Master Councilor will then ask the officer-elect if he accepts his election.

“Brother _____, you have been elected to the office of _____ for this chapter. Do you accept your election?”

The officer-elect should rise and state simply:

“Brother Master Councilor, I do.”



The Master Councilor should then give one rap of his gavel to indicate the conclusion of this election and lead the chapter in applause congratulating the newly elected chapter officer.

If there are more than two candidates for an office and a majority cannot be reached, the candidate with the fewest number of votes should be dropped from the election and another ballot taken until a majority is reached. The Master Councilor should announce the vote as follows:

“Brethren, the vote is as follows: (begin with the nominee with the fewest number of votes.)

Brother _____, _____ votes

Brother _____, _____ votes

Brother _____, _____ votes

A majority has not been reached. We will now have a second ballot. The nominees for this ballot are Brother _____ and Brother _____. *(The nominee with the fewest number of votes is dropped from this ballot.)*

The balloting process outlined above is then followed to its conclusion with the election of the chapter officer.

When there is just one candidate, the chapter may choose to do a “yes” or “no” written ballot. This method should be employed where there is no dissent to the election of the nominee, even if he is the sole nominee. The Master Councilor should state:

“Brethren, we will now conduct a “yes” or “no” ballot for the office of _____. There is one nominee, Brother _____

If you favor the election of Brother _____ to the office of _____, mark your ballot “yes.” If you do not favor his election, mark your ballot “no.”

The balloting process as outlined above is then followed.

If everyone is in agreement on the candidate, a member may call for a “unanimous paper ballot.” A member rising to make such a motion, should state:



“Brother Master Councilor, I move that the Scribe be instructed to cast a unanimous paper ballot to elect Brother _____ to the office of _____.”

The Master Councilor may call for such a motion from the floor by stating:

“I will now entertain a motion that the Scribe be instructed to cast a unanimous paper ballot to elect Brother _____ to the office of _____.”

Neither motion requires a second. Master Councilor calls for a voice vote. Any dissent to such an election requires that a “yes or no” ballot be conducted.

When an elected is reached, the Master Councilor announces:

“Brethren, by your vote you have just elected Brother _____ to the office of _____.”

Once all elections have been concluded, the Master Councilor should declare:

“I now declare elections closed.” (rap)

Balloting on Candidates

Note: It is the accepted custom, that balloting on candidates for membership by a chapter should follow the accepted Masonic custom on balloting on candidates in that jurisdiction. Chapters should consult a Master Mason on their Advisory Council for advice on the local Masonic custom.

In general, the accepted DeMolay custom is as follows:



1. The Master Councilor reads the names of the applicants for membership.
2. The Master Councilor then says:
“Brethren we are about to ballot on the membership application(s) of _____. Brother Senior Deacon, you will prepare the ballot box.”
3. The Senior Deacon places all the white balls and black cubes in the proper place, and then places the ballot box on the Master Councilor’s podium and then faces west. Note: the Senior Deacon may also first take the ballot box to the Senior and Junior Councilors for their inspection, but this is not required.
4. The Master Councilor inspects the ballot box and displays the empty “ballot drawer” to the Chapter.
5. The Master Councilor then declares the ballot open:
“I now declare the ballot open. Remember, white balls elect, black cubes reject. Be careful in your vote and vote for the good of the Order.”
6. The Master Councilor casts his vote and then raps once.
7. The Senior Deacon then collects the ballot box and goes to the Senior Councilor, placing the ballot box on his podium and faces east.
8. The Senior Councilor then casts his ballot and raps once.
9. The Senior Deacon collects the ballot box and takes it to the Junior Councilor, placing the ballot box on his podium and faces north.
10. The Junior Councilor casts his ballot and raps once.
11. The Senior Deacon collects the ballot box and takes it to the altar where he places it on the northwest corner of the altar, with the “opening” facing west.
12. The Senior Deacon casts his ballot.
13. The Senior Deacon then moves to a position halfway between the altar and the west, and faces west.

14. The Master Councilor calls on all eligible chapter members to vote. *In order to be eligible, the member must have said his obligations for both degrees.*
15. The chapter members, regardless of rank, form a line on the west side of the chapter room between the Stewards stations, and cast their ballots after being admitted by the Senior Deacon.
16. The Junior Deacon relieves the Sentinel so that he may vote.
17. Once it appears that all eligible members have voted, the Master Councilor says:
“Have all eligible members voted?”
18. If there is no response, the Master Councilor states:
“All having voted, I declare the ballot closed.” (rap)
19. The Senior Deacon collects the ballot box from the altar and takes it first to the Junior Councilor, placing it on the podium and faces north.
20. The Junior Councilor inspects the ballot noticing the number of white balls or black cubes and raps once.
21. The Senior Deacons collect the ballot box and take it to the Senior Councilor, placing it on the podium and faces east.
22. The Senior Councilor inspects the ballot noticing the number of white balls or black cubes and raps once.
23. The Senior Deacon collects the ballot box and takes it to the Master Councilor, placing it on the podium and faces west.
24. The Master Councilor inspects the ballot, counting the number of white balls and black cubes.
25. The Master Councilor announces the outcome of the ballot:

POSSIBLE OUTCOMES OF THE BALLOT

1. One black cube or less:
If no more than one black cube appears in the ballot box the Master Councilor declares the applicant elected:

“I declare _____ duly elected to receive the Degrees of DeMolay in this Chapter.”

2. Two or More Black Cubes on More than One Applicant:

If two or more black cubes appear, and the vote is on more than one applicant, it will be necessary to ballot again, this time separately on each applicant. The Master Councilor announces:

“It will be necessary to take a separate ballot on each applicant.”

(The balloting process is then repeated as outlined above.)

3. Two Black Cubes on a single applicant:

If two black cubes appear on the vote of a single applicant, the Master Councilor tables the ballot to the next meeting so that the members have a chance to evaluate the applicant further. The Master Councilor states:

“The application of _____ shall be held over to the next stated meeting.”

4. If only two black cubes appear again at the next ballot, the Master Councilor shall declare the applicant duly elected to receive the Degrees.

5. Three or More Black Cubes:

When three or more black cubes appear on the vote concerning once applicant, the Master Councilor states:

“I declare the application of _____ duly rejected.”

Note: The Advisory Council may, by vote in closed session, declare an applicant either elected or rejected, regardless of the vote of the chapter. Such action should only be undertaken in extreme situations and after full consultation with the elected leaders of the chapter.

26. The Master Councilor then destroys the ballot.

This is done by removing all cubes or balls from the drawer.

27. The Senior Deacon collects the ballot box and returns to his station.

Some chapters have the Junior and Senior Councilor report on the ballot before the Master Councilor announces the outcome of the ballot, using terms like “clear,” “cloudy,” “favorable,” or “dark” to indicate the status of the ballot. This is not required. Consult with your Chapter Advisor on this process. The simpler the process, the easier it is to accomplish the balloting in a reasonable amount of time.

Parliamentary Procedure

Efficiency in handling chapter business does not require a great deal of parliamentary procedure. In fact, the books of parliamentary procedure rules were developed generally for large groups of people with many conflicting opinions. Any chapter from 8 to 15 members, who can cooperate in spirit, can handle its business with orderly information, plus a minimum of parliamentary procedure when it's needed.

The suggested procedure below may be enough to handle most situations within the chapter meeting pattern.

Handling a motion:

A motion may be made by any member except the Master Councilor.

The motion may be seconded by any member except the Master Councilor.

The motion is restated by the Master Councilor.

The motion is discussed by the chapter.

The motion is acted upon by the chapter.

The motion may be passed by majority vote.

It may be withdrawn by the one who made it.

It may be amended by majority vote.

There are eight steps in securing action on a motion, four for the member and four for the Master Councilor.

1. A member arises and addresses the Master Councilor
2. The Master Councilor recognizes the member who arose.
3. The member makes the motion, "I move that..."
4. Another member seconds the motion, "I second the motion"
5. The Master Councilor states (repeats) the motion.
6. The Master Councilor asks, "is there any discussion?" or "are you ready for the question?" (this indicates that debate is in order, and members may discuss the motion)
7. The vote is called for by the Master Councilor (after discussion)
8. The Master Councilor announces the results of the vote and states whether the motion is carried or lost.

The Four Basic Principles of Parliamentary Law:

1. Courtesy and justice to all.
2. Consider one thing at a time.
3. The minority must be heard.
4. The majority must prevail.

Event Planning

This session will explore event planning skills. Listed below are the elements necessary for effective event planning.

Event Planning is a very important aspect to your leadership role. It is well planned activities of an organization that motivate members and encourage non-members to become involved and join.

Bottom Line: As a Leader everyone is counting on you to provide several well-planned activities in the next year. You will be judged and the whole structure will be judged by your performance.

Research the Event: Familiarize yourself with the history of the Event if it is one that has been presented before. Contact others who have presented the Event before. Ask them questions so that you don't make the same mistakes they did. If you have attended the Event in the past, take some time to reflect and consider how you felt about the Event.

Set New Goals: Once you've become familiar with the Event, consider how you would like to have the Event occur. Set goals (i.e. attendance,

publicity, organization, outcome). Consider how you might add a personal touch by having the Event reflect a certain character or style. Then consider alternatives to how things have been done in the past. While you want to continue some of the successes of the past, don't get stuck in the rut of doing the same 'ole thing every year.

Create a Task & Timeline: List all of the tasks that must be performed in order to reach the goals you've set and make the event a success. Put these tasks in order of priority and delegate certain tasks, listing specific duties and deadlines for each individual.

Develop a Budget: List all items that will cause an expense for this Event. List all sources of income for the Event. Determine whether the event should be profit making, breakeven, or deficit spending. Adjust the budget to accommodate the goal.

Follow Up and Evaluate: Using the timeline and budget, follow through on each aspect until in a timely manner. Develop an Event Report to evaluate the Event.

EVENT RESEARCH

EVENT: _____

DATE & TIME: _____

PLACE: _____

List the important facts learned from people who have had experience with the Event in the past:

1. _____

2. _____

3. _____

4. _____

5. _____

As someone who might have been to the Event previously, these are my feelings about the Event's past performance:



GOALS AND ACHIEVEMENTS

SET GOALS

As the chairman of this Event, I would like to accomplish the following and achieve the following goals:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Beginning with the end in mind, I would like this Event to be remembered in this way:

TASK AND TIMELINE

Your Task and Timeline is one of the most critical elements of your Event plan. It is probably the most used document in implementing an Event. Therefore it is most important to give careful and thorough detail in creating the Task and Timeline.

Using the headings provided, list all tasks that need to be completed in order for this Event to be a success. Be as detailed as possible. For example, instead of listing “get referees,” the Task would be more effective if “referees” was merely a heading to several details listed in using referees (make initial referee contact, secure an agreement, make follow-up phone calls, meet with referees on day of, secure payment for referees, send thank you letter to referees, etc.) Use other paper if you need more space.

PROMOTION

Task	Person Responsible	Action Date
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>



REGISTRATION

Task	Person Responsible	Action Date

LODGING/HOUSEING

Task	Person Responsible	Action Date



MEALS

Task	Person Responsible	Action Date

OFFICIALS/CHAPERONES

Task	Person Responsible	Action Date



_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ACTIVITIES

List tasks and actions dates for specific events of the day. A box is provided to place the event or action.

--

Task	Person Responsible	Action Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

--

Task	Person Responsible	Action Date
_____	_____	_____
_____	_____	_____



Task	Person Responsible	Action Date

Event Budget

Use the Task and Timeline as a guide for developing the budget; make sure everything is accounted for.

INCOME: *List all sources of income for this Event. Use the description category to explain an expense or show calculations of income (i.e. 26 tickets @ \$5.00).*

<u>Item</u>	<u>Description</u>	<u>Amount</u>
	Total Income:	

EXPENSES: *List all the items that will cause an expense for this Event. Be sure to scan the Task and Timeline to make sure you have considered all details.*

<u>Item</u>	<u>Description</u>	<u>Amount</u>
	Total Expenses:	

BUDGET WORKSHEET

Income Less Expenses

Subtract the expenses from the income.

If the expenses exceed the income, place parentheses around the difference (i.e. (221.00))

Financial Goals of the Event: Is the Event meant to:

___ Make a Profit ___ Break Even ___ Create Deficit Spending

If the goal is to make a profit, what is the desired profit? _____

If the Event will create deficit spending, how much has been allotted to cover any loss? _____

Does the Income less Expenses match the Financial Goals?

If not, adjust the budget until the Income less Expenses matches the financial goals of this Event.

FOLLOW THROUGH

All of the training and preparation that could possibly take place will never overcome a leader who does not have the will to follow through and take action on a plan.

You have to be committed to this Event from start to finish, never letting its success be out-shadowed by other temptations and aversions.

Here are some tips to help you in completing a project.

1. **Take Action Every Day**
Don't let a day slip by without doing something, even a small task, which will take you one step closer to completion.
2. **Delegate Well**
Make sure there are enough people helping out so that you do not become over-burdened.
3. **Evaluate Your Progress Often**
Periodically ask yourself, "How am I performing as the leader of this Event?" Ask others to evaluate your progress as well.

4. Consider the consequences of non-action.

If you are ever about to procrastinate or put off taking action, ask yourself “will I get greater pleasure by putting off this action or will I get greater rewards by accomplishing the goals of this Event?” How do I want to be considered as a “Procrastinator” or as a “Winner!”

EVENT REPORT

Your final task as the leader of an Event is to prepare an Event Report detailing the outcome and observations of the event. This serves several purposes. First, you are able to evaluate your performance and the overall effectiveness of the Event. Also, others who will follow you will be able to learn from your mistakes and successes.

Your Event Report should include, at minimum, the following:

1. Cover Sheet

Listing the name of the event, the date, time, and place, the name of the Event leader, and the date of the report.

2. Planning Overview

A description of the planning progress outlining the steps that were taken to make the event happen. This would include many items on your Task and Timeline, plus all meetings and contacts that led up to the Event.

3. Event Evaluation

An honest observation of the outcome of the Event.

4. Recommendations and Suggestions

Suggestions that you believe would be helpful to the next person who may lead the Event.

5. Financial Report

TERM PROGRAM PLANNING

I. INTRODUCTION

As Master Councilor of your chapter, you must fully understand the need and method of planning a chapter's activity program for your six months in office. Your chapter's success depends upon this skill and your goals during the term. This will also result in a more effective term with many active members as an added benefit.

In planning a program, it is important that every element of the chapter has a part in the decisions. The councilors should be the leading factor in suggesting specific activities, with the members making general suggestions and the Advisory Council helping to shape and improve the program.

The following material will serve to guide you in preparing your term as Master Councilor. It should be used as a check list, to guide you with ease. If it is followed, you should have no problem in planning or carrying out a highly successful term. Remember....a term calendar is part of the PMC-MSA requirements.

II. PROGRAM PLANNING (Success depends on the 7P's)

Here are a few basic guide lines for planning any event -- especially fund raising activities:

- A. Plan well ahead!
 - 1. Enlist the assistance of ALL MEMBERS, PARENTS, and AND ADVISORS!
 - 2. Assign responsibilities.
- B. Be sure that the activity does not conflict with other events: School; city, other chapters, the Region or Jurisdiction.
- C. Give the event lots of publicity.
 - 1. Chapter, Region, and Jurisdiction publications.
 - 2. Other news media.
 - 3. Signs in the meeting place.
 - 4. Announcements or flyers in other Masonic related organizations.
- D. If a fund raising event - SELL IN ADVANCE!
 - 1. Allows you to plan for needed supplies.
 - 2. Guarantees sales in advance of the event.

III. CALENDAR PLANNING

- A. Gather information:
 - 1. From chapter records:
 - a. Age - Plan specific activities for your age group.
 - b. Schools attended - avoid conflicts with school programs.
 - 2. Financial:
 - a. Current chapter assets - some activities need chapter funds.
 - b. Known chapter expenses - money for other causes may not be used for your activities.
 - 3. Community activities - avoid conflicts with community activities or perhaps your chapter can become a part of the community program.
- B. List regular or annual events

1. Chapter:
 - a. Meetings
 - b. Social activities
 - c. Civic service projects
 - d. Athletic competitions
 - e. Masonic events
 - f. Fund Raising
2. Region and Jurisdiction:
 - a. Athletic Competitions
 - b. Ritual Competition
 - c. Social
 - d. Conclave
 - e. Devotional Day
 - f. Membership Class
3. Supreme Council:
 - a. Obligatory Days
 - b. Athletic contests
 - c. Postal programs
 - d. Report deadlines
 - e. Leadership Conferences

C. Planning Steps

1. Make up a calendar:
 - a. Use information gathered above.
 - b. Add National and State Holidays.
2. Analyze the basic program:
 - a. Consider the total number of activities.
 - b. Note their placement during the month.
 - c. Is there variety?
 1. In events?
 2. In age appeal?
 - d. Does the calendar meet the PMC-MSA requirements?
3. Correct shortcomings:
 - a. Add or delete activities.
 - b. Improve variety in activities.

- c. Make sure that QUALITY is part of the planning.
4. Recheck the program:
 - a. Select the type of program for each activity.
 - b. Vary them when needs require.

D. Calendar Preparation: (Check off items when completed)

1. List all regular chapter and Advisory Council meetings.
2. Enter all known Jurisdiction and Region dates.
3. Review questionnaire and determine desired chapter events.
4. Enter traditional chapter activities.
5. Note conflicting activities (school, community, etc.)
6. Establish membership programs and degree nights.
7. Plan at least one activity for each of the following: (PMC-MSA)
 - a. Social
 - b. Civic Service
 - c. Funding Raising
 - d. Masonic Service
8. Athletic competitions
9. Obligatory Days
10. Deadlines:
 - a. Newsletter
 - b. Jurisdiction
 - c. DeMolay International
 - d. Form 10's
 - e. Annual reports, honors, etc.
 - f. Pre-planned publicity
 - g. Conclave registration.
 - h. Other.
11. Public Relations:

- a. Masonic related organizations.
 - b. DeMolay Month
 - c. Educational programs
- E. Finalize your calendar with your other two councilors and the Chapter Dad, then have it approved by the membership and Advisory Council.
- F. Print the calendar in multiple copy form for distribution to your chapter membership. (PMC-MSA requirement)

Membership

INTRODUCTION

Before you think about membership, take a few seconds to determine your own mental attitude regarding the Order of DeMolay. How do you feel about DeMolay and your Chapter? If you do not believe that DeMolay is the greatest organization in the world for young men or if you are not sold on your chapter and its value to the community, you will have a hard time selling others on DeMolay.

DeMolay is a first class organization and you need to believe that. You should enjoy working with the members and advisors of your chapter have pride in being associated with DeMolay. It stands to reason that getting someone to join, to share the feelings of brotherhood, and to enjoy the experience offered by our various programs should be an easy task. Yet it seems that we all have problems approaching others and asking them to join.

The following information will help you to obtain the membership that DeMolay needs to survive and for the benefit of those new members and your community.

REASONS FOR MEMBERSHIP CAMPAIGNS

- ❖ Without new members, mathematically, DeMolay will cease to exist in 9 years.

- ❖ 60 to 70% of the entire chapter membership may not attend on a regular basis.
- ❖ It provides a focus on obtaining new members within a short period of time.

SOURCES FOR NEW MEMBERS

- ❖ Senior DeMolays and current members
- ❖ YMCA and local Parks and Recreation Centers
- ❖ Boy Scouts, Boy's Clubs, etc.
- ❖ Junior and Senior High Schools
- ❖ Church Youth Groups
- ❖ Masonic Groups

FOUR BASIC APPROACHES TO MEMBERSHIP

1. The Individual Approach: This is the oldest and perhaps most productive approach. It is how DeMolay started and the method Dad Land most recommended. Each DeMolay contacts those young men he knows in school, church, sports programs, etc. Then HE ASKS THEM TO JOIN. It is that simple.

This requires the member to be knowledgeable and articulate concerning DeMolay. Most important of all, it requires him to be willing to sell his friends on DeMolay. One has to expect that not everyone he asks will want to join, and therefore one will never be 100% successful. But the more people he approaches and asks, the better his potential to succeed.

2. The Prospect Party Approach: It is best held in a private home but can also be done at the Chapter's meeting location. You should try to have 3 to 6 prospects and their parents attend along with several knowledgeable members, and advisors.

Have the Rainbow and/or Jobies greet them as they come and in and make them feel comfortable. One of the members will then make a presentation about DeMolay and the particular Chapter. Don't make this presentation too long; try to keep it under 15 minutes. Several resources are available from DeMolay International, such as the pocket sized CD on membership, that can be useful.

After the presentation, serve refreshments and make sure that everyone talks to the prospects and parents and answers any

questions they may have. Have Application forms available and pass them out. Follow up with prospects who do not turn in an application that night. This kind of party should be held regularly and can have about a 50% success rate.

3. The Special Team Approach: Using this approach, the chapter organizes a team of one advisor and two members who are good speakers and knowledgeable about DeMolay. The Chapter members supply names of possible prospects and the team will make an appointment with them at their home with their parents.

The team should come to the home neatly dressed and explain that they are there because the prospect has been recommended for membership in DeMolay and they would like to invite them to join. After a short time talking to the prospect and parents together about DeMolay, the advisor should take the parents aside and explain to them about how DeMolay can benefit their son. At the same time, the members will be talking about the fun that can be had by joining.

Have an application available for them to possibly complete that night. If they are not yet ready, check back with them within a couple days. This approach is highly dependant upon ability of the team and quality of prospects but can have a success rate as high as 80%.

4. Ten Most Wanted List: Collect ten names of prospects most wanted by the chapter. Make copies of the names and give every member a copy. Every time a member sees one of the prospects on the list, he approaches him and tells him how the chapter members want him to join, or that his name was brought up in a meeting and how they thought that he would make a great member, etc.

After several members have talked to him about this, the prospect will usually start asking questions and ask to join. This approach must be a concentrated effort of the Chapter; having only one or two members talk to the prospects will not have the desired effect.

SELLING DEMOLAY

Membership



You are a potential DeMolay salesman
You can reach a level of confidence and ability
You can be a number one salesman
Selling is not merely telling but telling correctly

Organize Your Sales Effort

Organization

Get your act together
Have a definite plan for success
Know what you are going to say
Know who you are going to say it to

Keep it Simple

Confidence

Sincerity

Believe in DeMolay

Look and act like a DeMolay

You are a professional selling the good points of our
Order, arrive neatly dressed.
Make your best first impression. Show him that you
care and that he is important.

Ten Steps to Membership

1. Introduction
 - Introduce yourself
 - Remember the concept of DeMolay may be unfamiliar to the prospect
2. The Pleasantries
 - Have a warm personality
 - Start with “small talk” to start the conversation
3. Statement of Purpose
 - You are there to talk about DeMolay and your Chapter
 - Furnish enough information for them to make a decision
4. The Explanation
 - Your talk should not last longer than 30 minutes

- Don't get too involved in the details- Keep it Simple.
5. Tell Them...
 - The purpose of DeMolay
 - Its founding
 - About your Chapter
 - Current activities
 - What DeMolay means to you
 6. Prospects are interested in...
 - Fun
 - Sports
 - Friends
 - Status
 - Advancement
 7. Parents are interested in...
 - Adult Leaders
 - The purpose of the organization
 - Cost
 - Time involved
 8. Questions
 - Ask them if they have questions
 - Listen to what they have to say
 - Be ready with correct answers
 - Ask them questions that can be answered "yes", keep them in a positive frame of mind
 9. The Close
 - Get them to complete the application and obtain the fees
 - Explain what will happen next
 10. The Exit
 - Thank everyone and leave

Nine Secrets to Sales Success

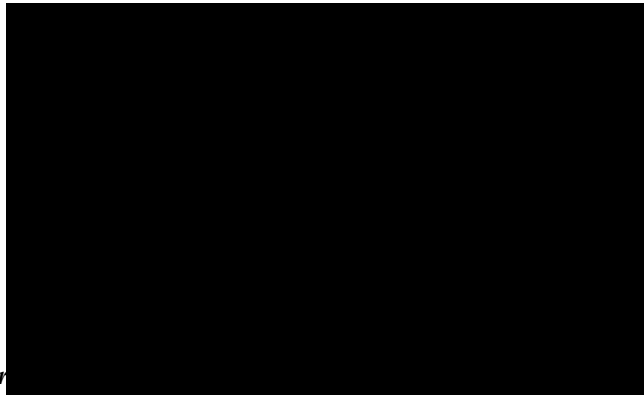
1. Have Confidence
 - You can not achieve positive results with a negative attitude
2. Look Sharp
 - DeMolay is a first class organization. Look and act the part.
3. Be Organized
 - Think about what you want say
 - Have your materials, photos, CDs and other items prepared
4. Be Sincere
5. Be Enthusiastic
6. Keep It Simple
7. Don't Be Afraid
 - Don't let a no response discourage you, keep on trying
8. Take an advisor with you to talk to the parents
9. Limit your time. People are busy, don't waste their time

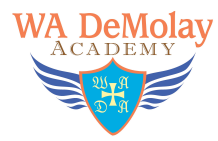
Information your prospect may want to know

1. What should I know about DeMolay?
 - It is a fraternal organization, like college fraternities, but for a younger age group, 12 to 21.
 - You must believe in Supreme Being, but are free to choose your own religion.
 - There is no hazing or horseplay during the ceremonies and parents are encouraged to attend.
 - We provide wholesome activities with the purpose of helping good young men become better citizens through effective adult leadership and worthwhile associates.
 - DeMolay is sponsored by Masonic organizations.
 - DeMolay is fun!

2. Who was Jacques DeMolay?
 - The last Grand Master or leader of the Knights Templars.
 - He was burned at the stake in 1314 for refusing to betray his organization or his fellow soldiers.
3. How and when was the Order of DeMolay started?
 - In 1919, in Kansas City, Missouri, by Frank S. Land.
 - We have over 80 years of heritage.
 - Famous Senior DeMolays include Walt Disney, Scoop Jackson, Pete Rose, and Alice Cooper.
4. What do you do in DeMolay?
 - Athletics
 - Fund raising activities to support the chapter
 - Community and Civic projects
 - Masonic relations activities to support our sponsors
 - Whatever the members want to do as long as it is consistent with our standards

Start Your Own Crusade for Membership





Committees:

Introduction to Committees:

The primary idea of a committee is to make chapter meetings more organized and interesting. Properly functioning committees are the secret of short, interesting chapter meetings. When a committee thoroughly examines a problem and plans an activity it shortens the chapter meeting time. A good committee report will answer the “who, what, why, where, when, how and how much” of each activity.

Committees should meet as often as necessary to accomplish their purpose. Committee reports in chapter meetings should be short and to the point.

The Master Councilor appoints all chapter committees with the approval of the Chapter Dad. The Master Councilor is automatically a member of each chapter committee. An advisor should be assigned to work with each committee.

Chapter committee chairmen are responsible for the planning and staging of a project or activity. They need to be enthusiastic, dependable workers, who have been chosen because of their abilities. Their past performance should be an indication of their abilities.

General Rules for all Committees:

1. Chapter committees should be kept small in number to cut down on the debate within the committee meetings. Chapter members should have the opportunity to present their views to the committee for consideration.
2. The first person named is the chairman of the committee.
3. A Quorum for a committee is a majority of its members.

4. Soon after a committee is appointed, the chairman should call a committee meeting.
5. Committee meetings are informal. The chairman may participate in the discussion. However, his main purpose is to make sure the committee functions properly and stays focused.
6. Committees usually do not keep minutes, but the committee may keep notes for its records.
7. Committee reports should be given to the Master Councilor with a copy to the Chapter Scribe.
8. If the committee report contains a request for action, the person giving the report should be prepared to make a motion for that action. The Master councilor should be told in advance that the committee will have a motion, and who will be making it.
9. Committees cannot commit the chapter for anything.

General Committee Considerations (Not all of the following will be needed by every committee):

1. Site: Indoors or outdoors? Reserve the location for the date of the event, and get the rental costs.
2. Facilities checklist: Stage, decorations, checkroom, rest rooms, dressing rooms, regular and special lighting, sound equipment, signs, telephones, first aid equipment and parking.
3. Regulations: Fire, safety, police, health, licenses, legality, taxes, insurance, permits, and contracts.
4. Equipment: Chairs, tables, props, score cards, programs, maps, ballots, and ballot box.
5. Merchandise: Tickets, pricing, packing supplies, sales, books, and pens/pencils.
6. Money: Cash boxes, necessary change, table/booth, chairs, cashiers, distribution for pre-sales? Are tickets available at the door?
7. People: Chaperons, ushers, hostesses, models, extra helpers, advisors.
8. Food Service: Who is in charge of buying and preparing? What is to be purchased and where? Who is serving, who is in charge of decorations and paper goods?

9. Awards and Flowers: Who selects wording on trophies, who purchases, and when are they to be picked up? Who is picking them up?
10. Extra Attractions: Tie in attractions, details of their placement and operations.
11. Publicity: Promotional; materials, newsletter articles.
12. Leftovers: Who is responsible and what is to be done with them?
13. Clean Up: List the things the clean up committee is to do. What to do with lost and found items, who is on the clean up committee?
14. Finance: When and where to turn in money, accounting for the tickets and ticket sales, payments of bills and completion of financial reports.
15. Thank You: List of those who are to receive special thank you notes, those who are to be thanked at the event and those who are mentioned in the committee report.
16. Records: What reports are needed from the sub-committee chairmen, and what is to be filed in the completed report? Who gets the final report? All records and reports of past activities should be available to each new committee chairman.

How to Chair a Committee Meeting:

1. Develop a written agenda.
2. Define ahead of time the problems and objectives of the committee. Ask what the situation is and what is the committee supposed to accomplish. The chapter committee's job will be easier if their responsibilities are explained to them in detail by the Master Councilor.
3. Calling the meeting: Make sure that all committee members know where and when the committee meeting is to take place. Give them enough notice to avoid time conflicts. The meeting place should be somewhere accessible.
4. Keep the meeting atmosphere relaxed.
5. Allow everyone to arrive and have the opportunity to "check in" and converse for a few minutes.
6. Call the meeting to order.
7. Define the objectives of the project to the committee members.

8. Keep focused on the objective. Try to stay away from tangents. Goofing off during the meeting will cause it to last longer. Goof off later!
9. Set the pace: Not too fast, but defiantly not boring.
10. Intervene on occasion to summarize. This helps the group to remember what it has done, and allows the committee members to focus on the remaining task.
11. Create breaks if the meeting lasts more than an hour.
12. Make sure decisions are made after all member of the committee are able to participate in the discussion. Do not push your won wishes on the committee.
13. Announce when goals have been achieved. Do no allow the group to continue after is has produced the desired result.
14. Thank and reward those members who were the most helpful. We all like praise and will work harder next time if our efforts are recognized.
15. If things need to be done before the next meeting, assign them are ask for volunteers. Often nothing happened because everyone assumed someone else would do it.
16. Have refreshments or something fun to wrap up with. This way everyone leaves feeling good and knowing his time was well spent.

Chapter Standing Committees (Required by DeMolay International):

1. Sick:
2. Auditing:
3. Finance:
4. Entertainment:
5. Membership:

Special Committees:

Special committees are appointed to perform a certain tasks or chapter operation. Examples include, but not limited to:

1. Publicity and chapter newsletter.

The purpose of the Publications Committee is to inform, to unify and to inspire the chapter member within the chapter. It is to promote the chapter, its activities, as well as DeMolay International, the district and jurisdiction through regular

publication of a chapter newsletter. It also sees that chapter information is forwarded to the jurisdiction web page.

2. Obligatory Observances (One committee for each observance).
3. Masonic Relations.
4. Athletics
5. Chapter Relations
6. Civic Service
7. Fund Raising (See Chapter Three)
8. Social

Chapter Dance: This can be a fund raising activity for the chapter. It is a great opportunity to present a quality image to the public who attend. Extra effort should be made to make this event outstanding.

9. Activities
10. Education and Career Guidance
11. Program Planning

Its function is to make sure that the chapter has a balanced activity program. It also makes the selections for the committee chairmen to oversee the activities. This committee is composed of the three councilors and Chapter Dad.

12. Conclave

The purpose of the Conclave Committee is to promote the Region and Jurisdiction Conclave to the chapter members. It is to plan chapter spirit activities for Conclave, and for coordinating the chapter for any campaigning at Conclave.

Costs and Budget:

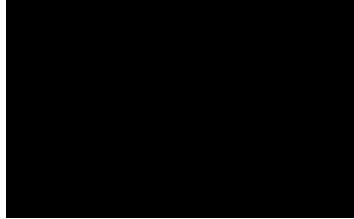
It is important for each activity the committee considers the costs and budget for any events it recommends. The committee report should be accompanied by an accurate cost breakdown in as much detail as possible.

Committee Reports:

All of the details of the committee report should be finalized at the committee meeting BEFORE the report is presented at the chapter meeting. It is very embarrassing for the committee to have missed any details of the report.

1. Reports should be brief, concise, and in writing.

2. The reports should summarize the WHO, WHAT, WHERE, WHY, HOW, and HOW MUCH.
3. The committee report must be approved by the committee advisor or Chapter Dad, and then given to the Master Councilor.
4. The committee should be ready to make any motions for chapter action.



***Past Master Councilor
Meritorious Service Award***

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

- Background and Purpose
- PMC-MSA Checklist
- Requirements - Step-by-Step Guide to PMC-MSA Success
 - How to Apply
 - Your Letter of Intent
 - To be Completed During Your Term
 - Your Final Letter
 - Submitting Your Final Letter
- Sample Letter Of Intent

- Sample Final Letter
- Common Problem Areas
- Checklist for Term Planning

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

Councilor's Handbook





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 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 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 and the Washington DeMolay Office within ten (10) days of your installation.

- Send your letter of Intent to the Washington DeMolay PMC-MSA Advisor:

Washington DeMolay
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:
 - Your name, mailing address, phone number, and email address (if applicable).
 - Your Chapter name and location.
 - The date of your installation.
 - 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 6.)

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 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 18th
- 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 8th
- 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),
- 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.

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- 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

Mom Corrine Flaherty
c/o Washington DeMolay
1111 A Street, Suite 1919
Tacoma, WA 98402

Dear Mom Flaherty:

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

Signature
Chairman of the Advisory Council

Date

Print Name

Address

City, State, Zip



Telephone Number

Telephone Number

Email Address

Email Address

Sample Letter

FINAL LETTER

Date

Mom Corrine Flaherty
c/o Washington DeMolay
1111 A Street, Suite 1919
Tacoma, WA 98402

Dear Mom Flaherty:

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

Signature
Chairman of the Advisory Council

Date

Print Name

Address

City, State, Zip



Telephone Number

Telephone Number

Email Address

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:
- 1st Preceptor:
- 2nd Preceptor:
- 3rd Preceptor:
- 4th Preceptor:
- 5th Preceptor:
- 6th Preceptor:
- 7th 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 (4th 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 and Facebook 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.



Installation Planning Guide

Master Checklist Installation Planning

After Your Installation as Senior Councilor

- _____ Confirm the date of the next installation with the Advisory Council
- _____ Reserve the Masonic Hall for that date
- _____ Confirm the dates for Nominations and Elections
- _____ Meet with Chapter Dad Advisor to begin work on PMC-MSA

Three (3) Months Prior to Installation

- _____ Confirm Masonic Hall reservation
- _____ Complete RD and LCC
- _____ Complete installation budget
- _____ Complete rough draft of the term plan and budget
- _____ Prepare installation invitation list
- _____ Pick installing team members
- _____ Select Theme and decorations scheme
- _____ Make arrangements with family and friends to help on installation
- _____ Make arrangements for photographer, DJ, or other entertainment

Two (2) Months Prior to Installation

- _____ Select and confirm printer for invitations and programs
- _____ Submit Letter of Intent to Advisory Council
- _____ Confirm the following people to assist in installation:
 - _____ Installing Team
 - _____ Master of Ceremonies or Host
 - _____ Persons to Pull Chairs
 - _____ Guest Book Attendants
 - _____ Public Ceremonies ritualists
 - _____ Musician/Vocalist (if desired)
 - _____ Photographer
 - _____ DJ or entertainment



- _____ Others: _____
- _____ Do rough draft of installation program
- _____ Continue to work on Term Plan and Budget

Six (6) Weeks Prior to Installation

- _____ Perfect memorization of the Master Councilor portion of the ritual
- _____ Confirm with Parents and/or Sorority their assistance during Installation and reception

One (1) Week Prior to Nomination and Election

- _____ Select Chapter brother to nominate you for Master Councilor

Immediately After Election

- _____ Conduct Member Interest Survey
- _____ Set Date to meet with Councilors-elect and Chapter Dad Advisor to complete term plan and budget
- _____ Order printing for invitations and programs

One (1) Month Prior to Installation

- _____ Address and Mail Invitations
- _____ Check with Awards Advisor to confirm order of PMC pin and other awards for installation
- _____ Order gavel and sounding block
- _____ Meet with Councilors-elect and Dad Advisor to finalize term plan, budget and select committee chairs and appointed officers.
- _____ Notify appointed officers and chairs of their positions. Ask them to Become proficient in ritual work
- _____ Check Officer robes and paraphernalia needed cleaning and repairs

Advisory Council Meeting Prior to Installation

- _____ Meeting should be held at least one month prior to installation
- _____ Submit Term Plan, officer appointments, and Budget for review and approval
- _____ Finalize installation program
- _____ Review PMC-MSA requirements and obtain needed signatures on submittal letter

Three (3) Weeks Prior to Installation

- _____ Distribute Term Plan, Budget, list of officer and chairmen appointments and updated Chapter Roster to all members, advisors, and parents
- _____ Confirm again with participants - installation time, date, and other details
- _____ Announce installation practice date and time
- _____ Begin preparing your remarks at installation, thank you list, family

- _____ introductions list, and master list of other introductions
- _____ Finalize plans for refreshments
- _____ Order cake and refreshments
- _____ Order flowers
- _____ Purchase Guest Book and pen

Two (2) Weeks Prior to Installation

- _____ Continue to work on remarks and thank you list
- _____ Review plans and details to confirm all is going according to plan
- _____ Confirm with officers that they are proficient in their ritual and will be present at the practice and installation
- _____ Print programs
- _____ Have step-up night meeting

One (1) Week Prior to Installation

- _____ Confirm all arrangements and tie up loose ends
- _____ Hold installation practice (unless it will be held day of installation)
- _____ See that all robes, paraphernalia, and equipment is ready
- _____ Finalize your remarks and review them with Chapter Dad
- _____ Confirm arrival time for officers and installing team on day of installation

Three (3) Days Prior to Installation

- _____ Make arrangements and/or plan for the pick up of the cake, refreshments, flowers, installation programs, or anything that needs to be picked up to and including the day of the installation
- _____ Review the checklist to insure that everything has been completed and ready

Day of Installation

- _____ See that flowers, cake, refreshments, awards, and anything else needed for installation are picked up and taken to Masonic Hall
- _____ Decorate Reception Hall and Chapter Room
- _____ Set up Chapter Room
 - _____ Altar Cloth and Bible on Altar
 - _____ Candle sticks and candles around Altar
 - _____ US Flag at the right of the Standard Bearer's station
 - _____ Chapter Banner at the left of the Chaplain's station
 - _____ Chapter Charter, Dad Land's picture,
 - _____ School Books in the East next to podium
 - _____ Chairs for the Officers in a triangle West of Altar
 - _____ Reserve seats for family and friends
- _____ Hold installation practice (if the plan is to hold it that day)



Night of Installation

- _____ Make sure that everyone who is to assist is present
- _____ Have someone help distribute flowers
- _____ Welcome guests
- _____ Attend to last minute details and changes
- _____ Line Up officers ten minutes before the installation is scheduled to begin
- _____ See that a final list of introductions is placed in East
- _____ Start on time; have the Installing Marshal and Host enter the room at the time the installation is to begin
- _____ Take a deep breath, smile, and enjoy your special night

Within Ten (10) Days After the Installation

- _____ Complete and mail your first letter for the PMC-MSA Award
- _____ Make sure that the Form 11 is completed and mailed
- _____ Send thank you cards to all who assisted and to any special guests who attended

Letter of Intent

A Letter of Intent is a letter that you write to the Chapter Advisory Council informing them of your intention to run for Chapter Master Councilor. Before you write the Letter of Intent, work with the Councilors and Chapter Dad Advisor to determine dates for Nominations and Elections. Put those dates on the Term Program Plan Calendar, and the dates of the Advisory Council Meetings. The Letter of Intent should contain:

1. How long you've been in DeMolay
2. Chapter Offices you've held
3. Awards or recognition you have received, especially the RD and LCC
4. A statement that you have attended the WADA
5. Activities you are planning (thinking) of having during your term
6. Your goals if you are approved and elected as Chapter Master Councilor



Sample Letter of Intent

Frank S. Land Chapter, DeMolay

Re: Letter of Intent for Master Councilor

Dear Dad Crosby and the members of the Advisory Council:

I am writing to inform you of my intent to run for the office of Master Councilor at the next election of Chapter officers to be held on March 15, 2014.

I have been in DeMolay and a member of Frank S. Land Chapter for 3 ½ years. During that time I have held the offices of Chaplain, Marshal, Senior Steward, Senior Deacon, and Junior Councilor. I am currently serving the Chapter as Senior Councilor.

It has been my responsibility to plan several events over the last 3 ½ years. I was the chairman of the Parent's Day Pancake Breakfast. I developed a timeline and budget for this activity and it was successful. I have also been in charge of the Masonic Service Project. As Junior Councilor I was in charge of Membership. We recruited and initiated 4 new members during that term.

I have successfully completed the first 3 lessons of the Leadership Correspondence Course and I am a Representative DeMolay. I have attended both the Junior Councilor and Senior Councilor sessions of the Washington DeMolay Academy. I have earned merit bars in Ritual, Visitation, Conclave, Athletics, Scholastics, Visitations, Merit, Masonic Service, and Attendance.

I am a Junior at Rather Superior High School and maintain a 3.0 grade point average each semester. I am a member of the French Club and participate in intramural sports and the School Computer Club.

If I am elected Master Councilor, I will make membership a number one priority. I will help the Chapter strive to improve communications and plan successful, fun, and well-attended activities. Since State Convention would fall during my term, I would like to see at least 10 Chapter members attend and work hard to see that happens.

I have discussed the responsibilities of being Master Councilor with my parents and they approve of my running. I have also discussed the responsibilities of being Master Councilor with Dad Lower, Chapter Dad. We have gone over the PMC-MSA requirements and I plan to earn this award.

I really look forward to serving our Chapter as Master Councilor next term.

Fraternally,

Alex Abel
Senior Councilor

Begin Work on Your PMC-MSA Early

During your terms as Chapter Junior and Senior Councilor, you should be laying the groundwork for the Program Plan when you are Chapter Master Councilor. You, of course, will want to earn the Past Master Councilor Meritorious Service Award. In addition to recognition for doing an outstanding job as your Chapter's Master Councilor, the Award requirements serve as a blueprint on how to plan a Chapter Program and conduct the Chapter during your term. Get a copy of the Washington DeMolay PMC-MSA Guide Book and begin working the PMC-MSA requirements. You should have received a copy of the Guide Book at the Washington DeMolay Councilors Workshop.

Set the Date

This is the first thing you should do after being installed as Senior Councilor. Many Chapters have installations on Saturday evenings, which is probably most successful. Some chapters have chose Friday evenings or weeknights. The ideal time to state is 7:30pm. The earlier times make it a little more difficult for those who are traveling to attend on time.

1. Check the Masonic Centers calendar to see which dates are available.
2. Check the State calendar to see what events are happening. Check with the Region and the local Chapters. Check with the surrounding Bethels, Assemblies and other Masonic Family organizations to make sure you are not booking on top of their events.
3. Select a date that seems most convenient and get the opinion of the other Councilors and the Chapter Advisor.

Reserve the Masonic Hall

Once you have decided on a date, confirm the date with the proper person at the Masonic Center. Normally the Master of the Lodge can help you determine who the contact person is.

Once the date is on the buildings calendar, send a letter to the contact person to confirm the date, time, cost, and any special arrangements or requirements. Keep a copy of the letter for yourself just in case there is ever a dispute over the use of the building on that day.

Create the Installation Plan

Decide on the general plan for the Installation. Will there be a dance? A reception? Will you have pictures taken? Will there be a special ceremony? Will there be a soloist or musician performing? What is your theme? Decorations?

Write your plans down. This will help with the rest of the planning process.

Develop A Budget

Just as with the Term Budget, a budget is needed for the Installation. Most chapter plan a certain set amount for each Master Councilor elect to help pay for expenses of the Installation. Remember that the installation budget will be part of your overall term budget.

To create your installation budget, detail all of the items that will cause an expense. For example: building rent, refreshments, decorations, DJ for dance, flowers, awards, invitations, postage, programs, etc...

Select the Installing Team

The selection of the Installing Team is very important because they are the ones who can make a difference between a great or a poor installation.

There are six officers on an Installing Team:

1. Installing Officer –
2. Installing Senior Councilor –
3. Installing Junior Councilor –
4. Installing Senior Deacon –
5. Installing Chaplain –
6. Installing Marshal –

When choosing your Installing Officers, you will want to select only individuals that you are sure will perform the ritual by memory. Determine a date and time for a practice with the Installing Team and Chapter Members. The practice should be a few days before the Installation. It

looks bad to have the team and chapter practicing after the guest have started to arrive.

Select Assistants

Select individuals to assist you in the following position:

1. Guest Book – someone to meet and greet your guests and have them sign the guest book.
2. Programs – someone to pass out the programs to the guests.
3. Chair Pullers – someone to pull chairs as the officers are being installed.
4. Photographer – this could be a friend or a professional. Set a specific time for pictures.
5. Musician – music plays a great part in our ceremonies, select someone to play music either from CDs, previously recorded music, or a piano player.

Invitations

Mailing formal invitations have become very rare today. Most chapters make a flyer or send emails. There are many options for you to get the word out to others. However the most important thing is to do something.

What are the most important details that should be included:

1. The date and time of the Installation
2. The location
3. If a reception and/or dance will follow
4. The appropriate attire and/or theme.

Remember to include invitations to Family members, Advisors, Sponsoring Body, Masonic Lodges, local Chapters, Bethels, Assemblies, Friends, Prospective Members, and State Officers.

Publicity

How about informing the Community that you are holding an Installation of Officers? Send the details and a picture to your local newspapers and community newsletters. Contact the Masonic Lodge where you meet and ask them to include it in their newsletter.

Visit the other Masonic Family groups in your local area, attend their installations and public events and get the word out about your installation. If you visit others, they will come to your events.

Appoint Officers

The Master Councilor elect has the privilege and responsibility of selecting the appointed officers for his term. This is not an easy task, whether the Chapter has 8 active participants or 50. When making his selections, he should consult the other Councilors and the Dad Advisor. A tentative list should be prepared early, reviewed carefully and after the new Junior Councilor has been elected, a final list should be done for approval by the Advisory Council.

Care must be taken so that each office is filled with the properly qualified member. Each office requires special talent, and this must be noted. Some chapters have a line of progression, and others do not. No matter what the practice of your chapter, it is important to put people where their talents will be used to their greatest potential. All selections should be made for the best of the Chapter and the Order.

The Advisory Council must approve the list by formal action prior to the installation. Those selected, of course, should be asked to serve. Don't assume they will do it.

Create the Program – Installation Agenda

1. Entrance of the Installing Team. If a Master of Ceremonies or Dad Advisor is used to begin, he should enter first and give welcoming comments. Otherwise, once the Installing Team enters, the Installing Officer should welcome the guests, introduce the Team and then start the ceremony.
2. Opening of the Installation using the most current issue of the Monitor of Ceremonies.
3. Install the Chapter Officers.
4. Install the Sorority Officers.
5. Music entertainment, Flower Talk, Ceremony of Light can be added at this point. It is up to the MC elect to pick what, if anything, he would like to do here.
6. Introductions according to the Protocol Guide (see Page 98).
7. Introductions of the Councilors parents and family (or other special guests not on the Protocol Guide).

8. Presentations and Awards:
 - a. by the family of the new Master Councilor
 - b. Merit Bars
 - c. PMC Pin and other awards
 - d. Gifts by the outgoing or incoming Master Councilors or Sorority President.
9. Other Ceremonies – honors, awards, other Masonic Family groups.
10. Acknowledgements and thank yous to the individuals who assisted (installing team, parents, musician, photographer, servers, etc).
11. Remarks
12. Closing according to the Monitor
13. Chapter Officers retire.
14. Installing Officers retire.

Presentations and Awards

At this time, it is appropriate have ask your family if they have a presentation. Perhaps Mom and Dad have a gavel to give you, so go ahead and call on them. The Marshal will escort them to the East and present you with a gift and say something. Have them speak up so everyone in the room can hear them. If you get a gavel, proceed to test it out with just ONE rap and then smile and say something nice to those who made the presentation to you. Have them escorted back to their seats.

Ask if there are any other presentations. Some lodges make a presentation to the new MC. Perhaps the parents of the outgoing MC has a presentation.

Now its time for awards. Just like introductions, you must have a list of all the awards to be given out. You should be ready to have the Marshal bring your Awards Advisor or whoever will be giving out awards to the East. Make sure you explain to the guests what is happening or what the awards mean as they are presented.

Remarks

Many Chapters ask for “Good of the Order” at the Installation and allow anyone who wants to speak to stand and offer some good comment to the MC and/or Chapter. If you do this, save your dignitary responses until after the Good of the Order. Do not let this portion of your program drag on forever – keep it moving otherwise it will seem like the installation goes on and on.

Remarks by Dignitaries – again you need a list of whom you want and need to call on.

Rule #1: The highest ranking goes last. If the Executive Officer is present, he should be the last speaker prior to your remarks. Even though others have probably said similar things about your installation and congratulated you, the dignitaries usually have something important to say. It is a courtesy you need to extend to them the opportunity to speak. If they have nothing to say, they will tell you.

Rule #2: If you are going to have remarks from the Executive Officer, then don't call on the other adult state staff to make remarks. Only have the highest-ranking make special remarks. The following is the order for dignitary remarks:

- Worshipful Master or leader of the Sponsoring Body
- Region Deputy (unless the EO is present)
- Region Representative (unless the SMC is present)
- State Master Councilor or highest ranking elected State Officer
- Executive Officer
- Your remarks

Rule #3: Your remarks do not have to be long (and preferable not), but you must be PREPARED to give them! Don't read your comments either – nobody else will. Did you remember to make your Thank You's. And again – BE PREPARED! This is the last thing your guests will remember about the installation.

Introductions

Introductions should follow the Washington DeMolay Protocol Guide (see Page 98 of Handbook). The Installing Officer normally handles these introductions. Confirm this with your Installing Officer. The Protocol Guide of Introductions can be done either after the formal opening of the Chapter and before the installation of officers or immediately after the installation of officers and declaration and prior to the presentation of the gavel of authority by the Installing Officer.

After the Installing Officer turns the program over to you, for your introductions, it will be YOUR turn. Prior to this, everyone else was doing the talking and the doing, and all you had to do was follow. Now it is your turn. You get to preside during the "your personal introductions, presentations, awards, remarks, and thank you and acknowledgements."

This will let everyone in the room know how much preparation you have done for this day.

Plan the Reception

The reception should be nice and with the right planning it can be really first class without too much expense or work!

You will want to meet with the other Councilors and Chapter Advisor to discuss the details of the reception. You might need to appoint a committee to help out. This is a great opportunity to get your family in on the planning of the event as well. Things to consider: Food, Beverages, Cake, Decorations, Plates, Napkins, Utensils, etc...

Plan the Dance or After Reception Entertainment

If the dance is held in the same room as the reception, which is usually the case, then there is no need to plan for more decorations. You should publicize the dance or entertainment in your invitations. If you are leaving for entertainment (bowling, movie, etc) make sure you have the proper Advisors and adults lined up for transportation.

Plan the Clean-Up

Make sure you approach the Installation with a plan to clean the building afterwards and put all the equipment back where it belongs. This is something easy to forget when you're caught up in the excitement of the evening.

Assign a committee to insure that everything is clean and neat before you leave the building for the night. This will help greatly with your relations with the Masonic Family who uses the building next and your family who can easily get stuck with cleanup duty.

Thank Those Who Helped

It is very important to thank all of the people who helped out with the Installation.

Within a week after the installation, send a personal thank you note or card to those who helped – no matter how small or big – they deserve a thank you from you.

If the Installation is well planned and well executed, it will be an excellent start for a successful term.

Success begins with a plan and a good start!

PROTOCOL GUIDE

Washington DeMolay

• Typical Introductions at Chapter Meetings and Installations •

This is the Washington DeMolay approved order of introduction for guests at Chapter Meetings and Installations. Introductions are made in order from International, Jurisdiction, Region, Chapter, and Masonic Family. Introductions at each level are made youth first, adults second.

DeMolay Introductions:

1. State Master Councilor for Washington DeMolay
A to E by MC
2. Washington Deputy State Master Councilor / State Senior Councilor /
State Junior Councilor Altar
3. Executive Officer for Washington DeMolay
A to E by MC
4. Members of ISC (Active, Deputy, Honorary, Emeritus)
Seat
5. Your Region Master Councilor
A to E by Mar
6. Visiting Region Master Councilors and State Chapter Officers
Seat
7. Your Region Deputy
A to E by Mar
8. Visiting Region Deputies and State Directors
Seat
9. Visiting Chapter Master Councilors
Seat
10. Visiting DeMolays, Squires, Sorority and Advisors
Seat

(Presiding Offices - depending on how many are present - have them introduce themselves or thank them for coming, as group)

Masonic Family Introductions

11. Presiding Elected State Officers of Masonic Family organizations

East

12. Dignitary from Your Sponsoring Body (WM or Officer)

Seat

13. Worshipful Masters

Seat

14. Worthy Advisors and Honored Queens

Seat

15. Visiting Rainbow Girls and Job's Daughters

Seat

(Presiding Offices - have them introduce themselves or thank them for coming, as group)

16. Visiting Masons

Seat

(Presiding Offices - depending on how many are present - have them introduce themselves or thank them for coming, as group)

A to E by MC: Guest is escorted to Altar by Marshal. MC gives three raps of gavel while guest is escorted. Marshal "presents" guest to MC. MC goes to Altar and escorts guest to East via North side. MC introduces guest to audience. MC hands gavel to the guest to seat audience.

A to E by Mar: Same as above except after Marshal "presents" guest to MC, MC says "Brother Marshal, please escort him to the East". Marshal then escorts the guest to the East via North side. MC introduces guest to audience. MC hands gavel to the guest to seat audience.

East: Marshal escorts guest directly to the East: Males via North side; Females via South side. Marshal waits in NE Corner of Chapter room while MC introduces guest(s) to audience. MC says "Brother Marshal, please escort them back to their seats."

Altar: Marshal escorts guest directly to the Altar. MC introduces guests to audience. MC asks Marshal to re-conduct them their seats.

Seat: Dignitary is asked to rise at his/her seat. MC introduces the dignitary, leads in applause, and then gives one rap to seat the dignitary.

PROTOCOL GUIDE

Washington DeMolay

• Complete Listing of All Possible Introductions • (in order of introduction)

This is the Washington DeMolay approved order of introduction for dignitaries and guests at Chapter Installations and large Events. There are two levels of introductions: first- DeMolay dignitaries and second- other Masonic Family dignitaries. Introductions are made in order from International, Jurisdiction, Region, Chapter, and then Masonic Family. Introductions at each level are made youth first, adults second. Remember that this is DeMolay Protocol, not other organizations protocol. You are to follow our DeMolay Protocol.

DeMolay Introductions:

1. International Master Councilor / International Congress Secretary
A to E by MC
2. Grand Master, DeMolay International
A to E by MC
3. State Master Councilor for Washington DeMolay
A to E by MC
4. Washington Deputy State Master Councilor / State Senior Councilor /
State Junior Councilor Altar
5. Executive Officer for Washington DeMolay
A to E by MC
6. Elected DeMolay International Grand Line Officers
Altar
7. DI Region VIII Coordinator and Representative / Members of ISC
(Active, Deputy, Honorary, Emeritus)
Seat
8. Visiting Jurisdictional Officers (out of state)
Altar
(including Jurisdictional Sweethearts and Sorority)
9. Your Region Master Councilor
A to E by Mar
10. Visiting Region Master Councilors and State Chapter Officers



Seat

11. Your Region Deputy

A to E by Mar

12. Visiting Region Deputies and State Directors

Seat

13. Visiting Chapter Master Councilors

Seat

14. Visiting DeMolays, Squires, Sorority and Advisor

Seat

(Presiding Offices - - have them introduce themselves or thank them for coming, as group)

Masonic Family Introductions

15. Grand Master of Washington Freemasons

A to E by MC

16. Other Elected Masonic Grand Lodge Line Officers

Altar (intro by GM)

17. Grand Lodge Team Members

Seat (intro by GM)

18. SGIG for Scottish Rite Orient of Washington, and Shrine Potentates

East

19. Grand Worthy Advisor, Grand Bethel Honored Queen, and Miss Washington Job's Daughter

East

20. Rainbow Supreme Inspector and Job's Daughters Grand Guardian

East

21. Presiding Elected State Officers of Masonic Family organizations

East

22. Dignitary from Your Sponsoring Body (WM or Officer)

Seat

23. Worshipful Masters

Seat

24. Worthy Advisors and Honored Queens

Seat

25. Presiding Elected Local Officers of Masonic Family organizations

Seat

26. Visiting Rainbow Girls and Job's Daughters

Se

(Presiding Offices - - have them introduce themselves or thank them for coming, as group)

27. Visiting Masons

Seat



(Presiding Offices - - have them introduce themselves or thank them for coming, as group)

PROTOCOL FLOOR WORK NOTES:

While the above listing may appear as if hours will be spent in introductions, it is well to keep in mind that the above list covers most possible introduction. It is unlikely that everyone listed will appear at a single event. If you know someone is not there, then don't ask for them, just move to the next guest. Have the Dad Advisor help you BEFORE starting the event.

Individuals should be introduced only ONCE. If an individual has several titles, introduce the guest at their senior (highest) office and incorporate the other titles in at that time.

Ask your Dad Advisor or Chairman to observe the guests as they arrive and make a listing of the dignitaries and their positions that are present. This will help you preside with confidence and makes the introductions go faster, smoother and puts you in control.

NOTE: Introductions at "Seat" can be very easy and simple. You definitely want to recognize those who made an effort to attend your event but not take up too much time and bore people. Simply evaluate how many you have when asking a group to rise. If you have few standing and/or someone special you want recognized, then ask them to introduce themselves from their seats. It will only take a few moments. If you have a large group standing, instead thank them all for attending and ask the audience to give them a warm welcome. With either option, following applause, MC gives one rap to seat the group. This applies especially to: visiting DeMolays, Squires, Sorority, Advisors, Rainbow, Job's Daughters and Masons.

Remember that this is DeMolay Protocol, not other organizations protocol. You are to follow our DeMolay Protocol. When they are in our house they follow our rules just as you would be expected to do in their house.

Tips on Introductions

Introductions should follow the most current Washington DeMolay Protocol List, it is the most updated and accepted method of doing introductions in DeMolay. Do not follow other organizations protocols. When they are in our house they follow our rules just as you would be expected to do in their house.

During Installations, the Installing Officer should normally handle introductions. Confirm this with your Installing Officer. The Introductions can be done either after the formal opening of the Chapter and before the installation of officers OR after the installation of officers before any other business takes place. Each Chapter has its own traditions; otherwise the preferred and suggested method is to make introductions after the installation of officers. If the State Master Councilor is present, you may wish to ask him to handle introductions. He will do it if you ask.

It is your Installation and if you want to handle introductions, the Installing Officer will turn the program over to you following the presentation of the gavel. It will then be YOUR turn. Up to this point, everyone else has been doing the talking; all you had to do was follow. Now it is your turn. Know that the introductions will set the tone for the balance of the program and let everyone in the room know how much preparation you have done for this day.

Remember that, in spite of preparation, you are going to be just a tad excited, if not a little nervous or down right scared. Would you believe that many newly installed Master Councilors can't even remember their parents' names and usually end up saying something "cutesy," immature or dumb when they wanted to come off sounding polished and mature? What can you do to help yourself?

First – Practice. Even doing the practice in front of the mirror isn't such a bad idea. Take a look at how others will be seeing you as you introduce your family. Start with your parents. Decide who will be first, or should you introduce them as Mr. and Mrs. Doe? What sounds best? John and Mary? This is my Dad, John and my Mom, Mary? Practice until you get it the way you really want it, and then practice it some more. Remember that all your family has names; use their names when making the introductions.

Now you can start practicing what else to do, with your hands, your facial expressions, your tone of voice. Practice some more. Decide how to introduce other relatives, friends, and dignitaries that will be there. Almost every family has some “sticky situations” when it comes to introductions, like a step-parent or friend (boyfriend or girlfriend) or a relative brings a friend you haven’t meet yet. Relax, ask them ahead of time how they would like to be introduced.

Second – Use Cards. Family isn’t all you have to introduce that night; you will have to introduce people you don’t even know. Get 3” x 5” lined index cards and print at the top of each card “State Officers,” “Master Councilors,” etc. according to each category on the protocol list. Have these cards at the guest book table so people can fill them out. Remember a person only gets introduced once, so try to get all the titles in the first introduction. When beginning, use a variety of openings: “I have the pleasure...” or “It is with pleasure...” or “I’m honored to introduce...” When done say things like: “Please join me in showing your appreciation...” or “Help me thank _____ for coming.” Be sincere!

Even the best plan can go awry. You may only have five (5) names on your card and six (6) people stand. Don’t panic! If you know the person; no problem. If you don’t, simply ask them to introduce themselves, acknowledge them by name and thank them for coming. One more suggestion about the cards, number them according to the protocol list and ask your Dad Advisor or Chairman to put them in order for you.

Order of Introductions. The following should be done in all cases: Family and special friends of the MC, SC, and JC are done in turn. All of you should make any pertinent remarks as he introduces his group. Be sure to tell your Councilors that they will be doing introductions. Additionally, DO NOT say, "will all my friends rise". Everyone in the room will stand up for each office and creates a waste of time. In the end this looks tacky and very unprofessional.

Introduction Examples:

“Will all Masons who have not been previously introduced, please stand and introduce themselves, starting on my left.”

Note: In this one sentence you said everything needed. Short, to the point, and gives clear direction. It is important to personalize

your introductions. After an individual or group of individuals in a certain category introduce themselves, say something in appreciation of their attendance like:

"Thank you for being with us tonight. Our chapter really appreciates the support we receive from the Masonic lodges in our community."

Marshal presenting guests at the Altar:

"Brother Master Councilor, it gives me pleasure to present to you Brother/Dad/Mr./Mrs./Ms.

_____ name _____ who is _____ title _____."

Master Councilor introducing guests from the East or Marshal introducing guests from the Altar:

"It is an honor for me to introduce Brother/Dad/Mr./Mrs./Ms.

name _____ who is

_____ title _____. Please join me and greet them/him/her with a very warm DeMolay welcome."

If they are in the East, offer him/her the gavel to seat the audience and to speak if you desire them to.

Remember:

1. Introductions are made in order from International, Jurisdiction, Region, Chapter, and then Masonic Family.
2. Introductions are made youth first, adults second.
3. This is DeMolay Protocol, not other organizations protocol - you are to follow our DeMolay Protocol.
4. All male Masonic dignitaries are presented to the North side of the East; all females and non-Masonic males are presented on the South side of the East.
5. The Grand Master of Masons in Washington should be given the opportunity to introduce his Grand Officers. If the Grand Master is not in attendance, but another Elected Masonic Grand Lodge Line Officer is, they should be afforded the same courtesies as the Grand Master.

Good of the Order or Remarks

This is at the end of your meeting, installation, or formal event where you will ask your guests to bring greetings and behalf of their group and/or make remarks. This is 100% a courtesy and your choice as the leader who you want to speak. Here is the recommend method.

1. Start with asking for remarks from the floor. Wait until someone stands to be recognized and then call on them to speak. If no one stand move on. Also don't let this get carried away. If you have a ton of people attending and the event is going late, you can always call on specific people (i.e. a Special Guest, a visiting MC, Chairman of Advisory Council, and/or Dad Advisor).
2. Ask for remarks from those sitting in the East. They know its coming, so each should be prepared to speak. Start with Local, then Region, then State. Call on Adults first, then the Youth Leaders. For example your Region Representative, Deputy and the SMC are all in the East - ask the Region Deputy to speak first, then the Region Representative, then the State Master Councilor is last. If the Grand Master is present he is always the last to speak.
3. Finally, your remarks. As the presiding officer, you get the last word. Be sure to thank everyone for attending, make any announcements of upcoming events, and leave them with a message of something important to you.



Washington State DeMolay

ARTICLE XVI - Dress Code

Current July 2014

The Washington State Dress Code is as follows:

Formal

Tuxedo or Dark Suit/Sport Coat
Dress Shirt or Banded Collar Dress Shirt (tux shirt)
Must be wearing a Tie
Dress Shoes (leather) and Dress Socks (dark color)
Honors/Awards as desired and appropriate for the occasion

Semi-Formal

Dress Slacks (no Khakis or Cotton Pants)
Jacket, Coat, or Sweater is optional
Dress Shirt or Banded Collar Dress Shirt
Must be wearing a Tie
Dress Shoes (leather) and Dress Socks (color to match pants)

Business Casual

Dress Slacks/Pants or Khakis (no Jeans)
Collared Dress Shirt or Polo Shirt (no tie)
Dress Shoes (leather) and Dress Socks (no Athletic Shoes)

Casual

Nice Jeans (no holes)
Collared or Polo Shirt
Shoes and Socks

DeMolay Casual

Nice Jeans or appropriate Shorts
DeMolay Shirt
Athletic Shoes (no Sandals)

Semi-Casual/Sporting

Jeans or Shorts
T-shirts, Sweatshirts
Athletic Shoes or Sandals

OBLIGATORY DAYS / DeMOLAY MONTH

Note: The I.S.C. Statutes, Article 53 states: “The following days are fixed as special Ceremonial Days and the observance of the same is made obligatory on all members of DeMolay unless prevented by unavoidable circumstance.” The seven days are:

FRANK S. LAND MEMORIAL DAY

Observed: A day convenient to the Chapter near Nov 8.
Purpose: To pay tribute to the Order’s Founder, “Dad”
Frank S. Land, and for the purpose of fund raising
for a Masonic charity.

DAY OF COMFORT

Observed: A day convenient to the chapter, either at
Thanksgiving or Christmas time.
Purpose: To extend aid and comfort to the distressed.

PATRIOT’S DAY

Observed: A day convenient to the chapter in the month of
February.
Purpose: To highlight either great patriotic events, themes or
individual patriots.

DEVOTIONAL DAY

Observed: The Sunday nearest March 18.
Purpose: To attend some church in a body at which a special
service has been arranged.

PARENT’S DAY

Observed: On or between May 1 and June 21
Purpose: A time for each DeMolay to pay special respect to his
parents, showing appreciation for their efforts.

GOVERNMENT DAY

Observed: A day convenient to the chapter.
Purpose: To aid members in the understanding of national, state,
or community government.

EDUCATIONAL DAY

Observed: A day convenient to the chapter.
Purpose: To emphasize the importance of education and our
system of the public schools.

