

DISTRICT OFFICER TRAINING AND GUIDELINES MANUAL

INTRODUCTION

By now you have been appointed and accepted as a District Officer, regardless of which District Office you have accepted, your duties will be basically the same. The District High Priest, District Illustrious Master and District Commander serves the same in York Rite as does the District Deputy Grand Master in the Blue Lodge. The District Capitular Lecturer, District Cryptic Lecturer and District Instructor-Inspector performs the same duties as the District Deputy Grand Lecturer in the Blue Lodge. Now you are ready for your first official visit.

But, what do you do? Where do you go? *When* should you go? What happens while you are there? What should you do when you leave? These questions along with others will, hopefully, be answered in this training guideline.

As you know North Carolina is broken up into ten districts they are listed in the back of the manual. The names of Officers and mailing addresses for the Various York Rite Masonic Bodies are listed in the Grand York Rite Directory. These Directories are usually available at the district meetings or can be obtained from the Grand Secretary/recorder. It is very important that you obtain one of these directories for mailing addresses and phone numbers. (Important note here; at this writing there are 31 Chapters, 29 Councils and 29 Commanderies in our Great State.)

You will be busy as a District Officer, therefore, it should be noted that a good calendar is essential. This calendar should have enough room to make notes for important events, notes for things that need to be done and things that must be done ASAP. Frequent reference to this calendar is a must.

Notify the body at least one month before your Official Visit. Use visitation form letter in the back of the manual for the notification. When the date arrives be punctual. Make a point to speak to everyone present. Courtesy above all else is essential, and it builds a solid foundation for friendship. If you are making an Official Visit as District Commander be sure to be in uniform. You will be expected to make at least one *official* visit per year per body during your tenure as a District Officer.

Think about the remarks that need to be made during your

Official Visitation. Write them down or make a brief outline.

District Officers Guide, Version 2001 Page 4 of 75

Remember to keep your remarks brief and complimentary. Thank the Officers and members for the privilege of addressing them. Before

closing always mention the Philanthropy, (Chapter, Royal Arch Research Assistance; Council, Cryptic Masons Medical Research; Commandery, Knights Templar Eye Foundation).

Get to know the officers in your District, and offer your assistance with their festivals, fund raisers or anything that you may be helpful with. Remember you are a direct representative of a Grand Presiding Officer. Your esprit de corps is a reflection on you and the Grand Officer in whom you represent and often times you are emulated by others. *If* called upon to help with a problem, no matter how large or small, your prompt attention and immediate response is imperative. Keep copies of all written correspondence to and from you as evidence that you are aware of the problem and did respond.

Visit often, in other words, make yourself known. Don't limit your visits to only Official Visits and don't just visit the bodies in your district, visit surrounding districts and *bodies*. Visit the Blue Lodges in your district and surrounding districts. **NEVER** hesitate to mention York Rite in a Blue Lodge that you may be visiting, there may be a brother present who is uneducated in York Rite Masonry. Be willing to talk about York Rite Masonry at any Masonic body. Keep a good supply of York Rite petitions with you at all times.

Attend the festivals in your district and as many of the surrounding districts as you can. Be prepared to take an active part, should you be asked. Festivals are a good place to talk about the philanthropies to the newly made York Rite Masons, so take advantage of the moment.

It would be well noted here that you may need a copy of the:

"Constitutions, and By-laws, of The Grand Royal Arch Chapter of North Carolina.

Constitution, General Regulations, and Standing Resolutions of the Grand Council of Royal and Select Masters in North Carolina

Statutes and Regulations of the Grand Commandery of Knights Templar of North Carolina

They are obtainable through the Grand Secretary/Recorder's office.

After the visitation to a stated communication it is

necessary to let the "Boss" know how that body is doing. You can obtain and or copy the appropriate forms, as illustrated in District Officers Guide, Version 2001 Page 5 of 75 Section 2 in the back of this manual. Fill in the blanks and mail to your Presiding Grand Officer.

A good District Officer should also be a good leader. In short as a District Officer you should "BE PREPARED" to meet the opportunity of the moment. Use the checklist below as a guide.

PERSONAL QUALIFICATIONS

A good leader will:

1. Be dedicated
2. Have dignity
3. Have a healthy outlook on life
4. Be impartial
5. Have feelings for others
6. Be tactful
7. Be firm when necessary
8. Be kind
9. Be patient
10. Have even temperament
11. Speak clearly and slowly
12. Be enthusiastic

KNOWLEDGE

A good leader:

Must know his companions. (so he can use talents to best advantage)

Be familiar with needs of organization. (new members, better attendance, etc)

Must have thorough knowledge of constitution and by-laws.

Must know how to conduct a meeting. (prepare agenda for each one)

Must know duties of each officer. (assign other duties besides those in ritual)

Must be a good planner. (not only for next meeting but should set up plan for next 12 months)

AS AN INSTRUCTOR

A good leader must:

Now to interpret rules and regulations.

Give information to develop understanding, not permit controversy.

Explain the results of a prepared action if group seems undecided or confused.

Help organization (members) to achieve goals.

Give Officers opportunity to actively serve.

Know when to expedite business by general consent.

Teach what they know and know what they should know.

A good leader will:

Prepare an agenda and have it in proper business order.

Recognize those addressing them and assign them the floor.

Give credit where credit is due.

Not attempt to make decisions which should be made by the group.

Share his ideas and plans with other officers (not spring them at a meeting)

Speak of himself in the third person (Your Illustrious Master, etc)

Keep discussions directed at presiding officer (not permitting discussion between members)

Enjoy being presiding officer. Do not complain about the work it takes.

DUTIES OF PRESIDING OFFICER

Should be specified in by-laws.

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

Let's examine the duties of each office more thoroughly, we will begin with the District High Priest.

DISTRICT CRYPTIC LECTURERS

The duties for the District Cryptic Lecturer is taken from:

SEC. 6-08.1-2.

(a) A District Cryptic Lecturer shall be a Certified Cryptic Lecturer well versed in the Laws and Customs of Grand Council.

(b) He shall be nominated by the Grand Cryptic Lecturer and appointed by the Board of Cryptic Lectureship, but shall not become a member of the Board or an officer of Grand Council by virtue of his appointment hereunder; and, Provided, no appointment shall extend beyond the next Annual Assembly of Grand Council. No District Cryptic Lecturer shall be installed or compensated for his services, except his actual and necessary expenses which shall be paid by Grand Council when approved by the Grand Cryptic Lecturer; the rate shall not exceed twenty cents per mile one way actually traveled by the shortest route, and for not more than two official visits to each Council in his District(s) during any Cryptic Year. He shall file an itemized statement of such expenses with the Grand Cryptic Lecturer for approval before February 1st; if approved the Grand Cryptic Lecturer shall forward to the Grand Recorder before February 15th. A District Cryptic Lecturer who has served three consecutive years is not eligible to succeed himself.

(c) No more than two Grand Cryptic Districts shall be assigned to any District Cryptic Lecturer. He need not reside in any District assigned to him.

(d) Duties of the District Cryptic Lecturer.

1. To promote qualifications as Certified Cryptic Lecturers by the Companions of the Councils in his District (s)
2. To visit Subordinate Councils in his district(s) when required, inspect their ritualistic work, advise and instruct them therein, to see that they properly practice the authorized work of Grand Council, correct their errors, and generally supervise, direct, advance and promote qualifications as a Certified Cryptic Lecturer among the Companions of his District(s).
3. To Cooperate fully with the District Master of any District assigned him.
4. To file a Written report with the Grand Cryptic
5. Lecturer and the District Master of the District on the ritualistic work of each Council in his District, with such recommendations as he may consider proper, on or before January 15th each year.

6. Upon recommendation of the Board of Cryptic Lectureship and approval of the Most Illustrious Grand Master, Grand Council by a majority Vote, may grant the honorary title, "Past District Cryptic Lecturer," to a Companion who has served three appointments as District Cryptic Lecturer.

DISTRICT MEETINGS

While we are talking District Officers let's talk about District High Priest, District Illustrious Master, District Commander and their District meetings.

The District Meetings are usually finalized by the time the new Grand Officers take office at Grand York Rite. Soon thereafter the meeting time and place will be announced. Lets backtrack for one brief moment. If you are at the Grand York Rite Meeting at the time of your appointment, make it a point to introduce yourself to the Grand Officer that appointed you. Now back to the District Meeting. The body that will host the District Meeting will usually take care of all the arrangements, but, you should contact the host body and offer your assistance in helping them make the final arrangements. At the time of the District Meeting it is normally the duties of the District Officers to introduce the Grand Presiding Officers to the Companions and Sir Knights herein assembled this is most times a very simple introduction. We will walk through it at this time.

The Grand Officers assemble in the Tyler's Room outside the Lodge Room along with the District officers, at the appointed time the Grand Officers and District Officers will enter the Lodge room and proceed to the West side of the Altar, form a line North and South with the Grand High Priest to the North and the Grand Commander to the South.

The District Officer will then say to the presiding officer *"It is my pleasure to present to you and through you to the (Companions/Sir Knights) herein assembled (Companion/sir Knight) (Most Excellent Grand High Priest of the Grand Royal Arch Chapter of North Carolina or Most Illustrious Grand Master of the Grand Council of Royal and Select Masters of North Carolina or Right Eminent Grand Commander of the Grand Commandery of Knights Templar in North Carolina."* After the introductions the Grand Officers will then be escorted to the East by way of the South. This will finish your official duties at the District Meeting.

BIBLE OPENINGS

CHAPTER

MARK MASTER DEGREE EZEKIEL 44:5
PAST MASTER DEGREE ECCLESIASTICS 4:12
MOST EXCELLENT MASTER DEGREE II CHRONICLES 7:1
ROYAL ARCH DEGREE EXODUS 3:14
ROYAL ARCH CHAPTER OPENING EXODUS 3:14

COUNCIL

ROYAL MASTERS DEGREE 1st KINGS 7:48-50
Square and Compasses on left hand page.
SELECT MASTERS DEGREE EXODUS 16:32-35
Square and Compasses on left hand page.
ROYAL and SELECT MASTERS OPENING EXODUS 16:32-35
Square and Compasses on left hand page.

COMMANDERY

RED CROSS DEGREE EZRA 5
RED CROSS, HIGH PRIEST ADDRESS EZRA 3 & 4

ORDER OF MALTA DEGREE ST. JOHN 19
Black Cross, Naked Sword and Crucifix.

ORDER OF THE TEMPLE

CHAMBER OF REFLECTION MATTHEW 5:13-16
Black Cross, Relics, Candle and water.
ALTAR MATTHEW 28, Square and Compasses, Crossed Swords on Bible, Crossed Swords on kneeling pad.
TRIANGLE MATTHEW 28
Relics on Bible covered with Black Cloth with Red Passion Cross toward candidate kneeling pad.

COMMANDERY OPENING

MATTHEW 28. Bible located at Prelate's station in the north east corner to the left of the U. S. Flag. Top of Bible to the East. Small Passion cross on Right page Square and Compasses on the Left page. Two crossed swords may also be displayed thereon. The Bible is opened immediately after the conclave is declared open and closed immediately after conclave is declared closed (by Prelate)