



Subordinate Chapter and Council Officer Training

**Grand Chapter Royal Arch Masons in Virginia
Grand Council Cryptic Masons in Virginia**



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Prepared by the Grand Chapter and Grand Council Committee on Education and Service

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LEADERSHIP

Masonry in general is in dire need of good leadership. By the very nature of our society and our fraternity, some must lead while others must follow. To be a good leader means accepting the responsibility of getting things done and of motivating others to act. To be a good leader, you must demonstrate enthusiasm for what you are doing. A leader must be willing to do that which is asked of others. A leader must have the energy and desire to concentrate on challenges, to handle emergencies and be willing to do what it takes to complete the mission. A leader must not only demonstrate these attributes but must be able to inspire them in others. Faith, assurance, strength, and courage are desired ingredients in the aspiring leader. A leader continually strives for the better way to do things and to experiment in the interest of that which he has selected to devote his time, energy, and affection.

It is said that leaders are born, but it has been proven that with the right kind of encouragement, counsel, and training, many of our Companions can become leaders. They can be developed with a little discipline, enthusiasm, encouragement, and faith. Leaders must believe in themselves, their members, their objectives, and they must become a living symbol of that belief.

Great leaders never consider themselves the smartest person in the room but endeavor to surround themselves with the smartest possible people, solicit and cultivate their input and leveraging that input to make the best possible decisions. They also work to develop future leaders and at putting those people in positions and circumstances to succeed.

A part of the leadership formula is always working to achieve the correct answers on a given subject when the occasion demands it with the willingness to conduct an evaluation, make a decision, evaluate that decision, and adjust if the decision did not yield the best result. This demonstrates executive ability. The right morals, ethics, sense of justice, obedience to established laws, love of country, and acceptance of The Great Architect all have a major place in the fiber of the aspiring leader, the perspiring leader, and eventually the patriarch.

STEPS IN BECOMING A GOOD MASONIC LEADER

1. DESIRE: Becoming a good leader is up to the individual. The ability to lead is latent in all of us and the first step is to have the enthusiasm, the desire and the willingness to serve the Fraternity as a leader. If you possess these traits, together with your faith in The Great Architect, you have passed the first big step.
2. IDENTITY OBJECTIVES: Action breeds action so first you must attack the assignment you have been given and go on the offensive. You must have an objective; it is essential to have one even if you must set up a temporary one as a target. Keep an open mind in order to make changes as your thinking progresses. The mere fact that you have an objective in mind gives you something on which to work. It may become necessary to write your objective down and to keep notes on your thinking; this will make your next step easier.
3. PLAN: Once you have clarified what you intend to do or what the objective is, start a definite plan to meet that objective. Keep a record of your thoughts and sometimes what seems insignificant can prove to be very helpful. Build your plan step-by-step, and you will find you are

developing and clarifying your objective which will help you to reach your goal. Also, you will begin to see where you can assign others to certain tasks or action within your Chapter/Council. Many times, the solution to a complicated problem is more simple than it appears. As you clear away the unimportant facts or unworkable ideas, you can begin to see a solution. By simplifying and combining your ideas, the solution begins to appear. Look for the easiest way and you will be more inclined to act.

4. ACT: It is always easier to act when there is something definite to do. The sooner you can start thinking in terms of certain people, materials, money and definite procedure, the sooner you can start definite action.

5. BE PRESENT: Some of us are inclined to give up if we fail in our first attempts. A characteristic among Masonic Leaders is to put off until later-or a better time. You must be persistent! Once you make a positive start, what looked impossible begins to take shape.

6. INVOLVE OTHERS: As a leader, your action is almost always concerned with action by others. The sooner you can involve members, the sooner you can have the benefit of their thinking. If you can organize some intermediate objective, it will be easier to get others interested and active. This has an added advantage of building enthusiasm in your members because they become partners rather than just another cog.

7. FOLLOW THROUGH: Even though you persist initially in getting action started, there is a frequent danger of action terminating unless you follow through to completion.

With these guidelines, you will make it your business and your heart's desire to become a good Masonic leader. In addition to the steps above, it follows that there are characteristics that should be avoided in a good Masonic leader. They are as follows:

1. A compulsion to criticize and find fault
2. A feeling of inferiority
3. Too much "I" and too little "you" or "we"
4. Pleasure in poking fun at people behind their backs
5. Desire to dominate others
6. Talking too much and listening too little
7. Bossiness
8. Exaggeration
9. Sarcasm
10. Grumpiness
11. Showing off your knowledge
12. Lack of dependability

We owe it to ourselves and our organization to become good leaders.

Remember always that Masonry is a fraternity, that its members come of their own free will and accord and that all workers are volunteers. To be a successful Masonic leader, you must have a team working for and behind you, united around a common goal. When forming this team, harness energies, leverage the individual strengths, achieve buy-in by seeking input, and communicate it into – SUCCESS!!

TIMELINE OF MASONIC DEGREES

To better understand the complete York Rite, it is important to learn how the degrees would be presented if portrayed in chronological order, including the Orders of Chivalry in the Commandery.

1. The portion of the Royal Arch antedating the building of the Temple (Chapter).
2. The Entered Apprentice (Lodge).
3. The Fellow Craft (Lodge).
4. The Mark Master (Chapter).
5. The Royal Master. First section (Council).
6. The Select Master (Council).
7. The Master Mason (Lodge).
8. The Royal Master. Second Section (Council).
9. The Past Master (Chapter).
10. The Most Excellent Master (Chapter).
11. The Super Excellent Master (Council) and one section of the Royal Arch (Chapter).
12. The Concluding Section of the Royal Arch (Chapter).
13. The Red Cross (Commandery).
14. The Order of Malta (Commandery).
15. The Order of the Temple (Commandery).

It is evident from the composition of this list that a Mason would certainly need to double his constant and close attention in order to understand and derive meaning from the teachings of the Symbolic Lodge, Chapter, Council and Commandery. The journey in the Craft is life long and provides as many opportunities for improvement as one wants to uncover.

OFFICERS OF THE DEGREES

The following chart identifies the correlation of officers across Capitular and Cryptic Masonry.

Mark Master	Past Master	Royal Master	Select Master	Most Excellent Master	Royal Arch Chapter
Right Worshipful Master	Right Worshipful Master	Thrice Illustrious King Solomon	Thrice Illustrious King Solomon	Most Excellent Master	High Priest
Senior Warden	Senior Warden	Hiram King of Tyre	Hiram King of Tyre	Senior Warden	King
Junior Warden	Junior Warden	Principal Conductor of Work	Principal Conductor of Work	Junior Warden	Scribe
Same	Same	Same	Same	Same	Treasurer
Secretary	Secretary	Recorder	Recorder	Secretary	Secretary
Master of Ceremonies	N/A	N/A	N/A	N/A	Captain of the Host
Senior Deacon	Senior Deacon	Captain of the Guard	Captain of the Guard	Senior Deacon	Principle Sojourner
Junior Deacon	Junior Deacon	Inside Guard	Inside Guard	Junior Deacon	Royal Arch Captain
Master Overseer	N/A	N/A	N/A	N/A	Grand Master of the 3 rd Veil
Senior Overseer	N/A	N/A	N/A	N/A	Grand Master of the 2 nd Veil
Junior Overseer	N/A	N/A	N/A	N/A	Grand Master of the 1 st Veil
Same	Same	Same	Same	Same	Stewards
Same	Same	Same	Same	Same	Tiler/Sentinel

TITLES OF GRAND AND SUBORDINATE CHAPTER AND COUNCIL OFFICERS

Grand Chapter	Subordinate Chapters
Most Excellent Grand High Priest	Excellent High Priest
Right Excellent Grand King	King
Right Excellent Grand Scribe	Scribe
Right Excellent Grand Treasurer	Treasurer
Right Excellent Grand Secretary	Secretary
Right Excellent Grand Captain of the Host	Captain of the Host
Right Excellent Grand Principal Sojourner	Principal Sojourner
Right Excellent Grand Royal Arch Captain	Royal Arch Captain
Right Excellent Grand Master of the Third Veil	Grand Master 3rd Veil
Right Excellent Grand Master of the Second Veil	Grand Master 2nd Veil
Right Excellent Grand Master of the First Veil	Grand Master 1st Veil
Right Excellent Grand Chaplain	Chaplain
Right Excellent Grand Marshal	Marshal
Right Excellent Grand Lecturer	Lecturer
Right Excellent Grand Provost	Education Officer
Right Excellent Grand Almoner	Almoner
Right Excellent Grand Parliamentarian	
Right Excellent Grand Tiler	Tiler
Right Excellent Grand Steward	Steward
Right Excellent Grand Musician	Musician
Right Excellent Grand Webmaster	
Right Excellent Grand Photographer	
Right Excellent Grand Physician	

Grand Council	Subordinate Councils
Most Illustrious Grand Master	Illustrious Master
Right Illustrious Deputy Grand Master	Deputy Master
Right Illustrious Grand Principal Conductor of the Work	Principal Conductor of the Work
Right Illustrious Grand Treasurer	Treasurer
Right Illustrious Grand Recorder	Recorder
Illustrious Grand Captain of the Guard	Captain of the Guard
Illustrious Grand Conductor of the Council	Conductor of the Council
Illustrious Grand Chaplain	Chaplain
Illustrious Grand Marshal	Marshal
Illustrious Grand Steward	Steward
Illustrious Grand Sentinel	Sentinel

SLATE OF OFFICERS FOR ELECTION & APPOINTMENT

High Priest	_____	Elected
King	_____	Elected
Scribe	_____	Elected
Treasurer	_____	Elected
Secretary	_____	Elected
Captain of the Host	_____	Appointed
Principle Sojourner	_____	Appointed
Royal Arch Captain	_____	Appointed
GM 3 rd Veil	_____	Appointed
GM 2 nd Veil	_____	Appointed
GM 1 st Veil	_____	Appointed
Tiler/Sentinel	_____	Appointed
Stewards	_____	Appointed
Chaplain	_____	Appointed
Musician	_____	Appointed
Education Officer	_____	Appointed
Lecturer	_____	Appointed
Stage Manager	_____	Appointed
Almoner	_____	Appointed
Lodge Liaison Officers	_____	Appointed

LODGE LIAISON OFFICERS

The Chapter/Council should appoint one Lodge Liaison Officer to each Lodge that feeds it. This officer should be knowledgeable, active in the Chapter/Council and make it a point to be aware of Chapter/Council activities. He should also be well respected in the Lodge he is assigned to be the liaison to. His responsibilities would be to:

- Request 2-3 minutes to speak at the Lodge stated meeting to advise the Brethren of Chapter/Council activities they may participate in.
- Present a York Rite Program to the Lodge each quarter.
- Request to wear his Chapter/Council jacket to the meetings when speaking.
- Make himself available to the Brethren to answer questions about Chapter/Council.
- Notify the Chapter/Council leadership and find a competent Companion to replace you, well in advance, if you are unable to attend a meeting.
- Review and become familiar with the lessons from the Program for Progress.
- Visit at least once a year the other Chapters/Councils in your District.
- Visit and support the youth groups.
- Seek out and get to know your contemporaries up through the District and Grand Chapter/Council and in other Grand Jurisdictions.
- Attend Grand Chapter/Council meetings.
- Complete an article for inclusion in the Chapter/Council Newsletter.
- Complete the Grand Chapter/Council Leadership Correspondence Course.

CHAPTER/COUNCIL ALMONER

The Chapter/Council should appoint an Almoner who is personable and works well with others. The Grand/Chapter website has many resources available. He would be responsible for the following:

- Promoting the three official philanthropies of the Grand Chapter and Grand Council which are The Alzheimer's Association, The Masonic Home of Virginia Memory Unit and Project Lifesaver.
- Organizing two (2) events annually for the Chapter/Council to raise funds for the charities.
- Update the District Almoner of the Chapter/Council's philanthropic activities and events and coordinate with him to support the other Chapters.
- Make at least one (1) presentation each Capitular year to the Chapter/Council on the charities, providing references on how the Companions can best support them.
- Notify the Chapter/Council leadership and find a competent Companion to replace you, well in advance, if you are unable to attend a meeting.
- Review and become familiar with the lessons from the Program for Progress.
- Visit at least once a year the other Chapters/Councils in your District.
- Visit and support the youth groups.
- Seek out and get to know your contemporaries up through the District and Grand Chapter/Council and in other Grand Jurisdictions.
- Attend Grand Chapter/Council meetings.

- Complete an article for inclusion in the Chapter/Council Newsletter.
- Complete the Grand Chapter/Council Leadership Correspondence Course.

CHAPTER/COUNCIL LECTURER

The Chapter/Council should appoint a Lecturer who is well versed in performing the work and is proficient in the delivery of the major parts in all or most of the degrees. He should be willing and able to mentor Companions as they learn the work. His responsibilities are:

- To be proficient/knowledgeable in the ritual of each degree.
- Be able to deliver with confidence the major parts of each degree.
- To be the only and official prompter for the Chapter/Council.
- To be the only and official prompter for the Chapter/Council.
- Prompt or correct without belittling.
- Notify the Chapter/Council leadership and find a competent Companion to replace you, well in advance, if you are unable to attend a meeting.
- Review and become familiar with the lessons from the Program for Progress.
- Visit at least once a year the other Chapters/Councils in your District.
- Visit and support the youth groups.
- Seek out and get to know your contemporaries up through the District and Grand Chapter/Council and in other Grand Jurisdictions.
- Attend Grand Chapter/Council meetings.
- Complete an article for inclusion in the Chapter/Council Newsletter.
- Complete the Grand Chapter/Council Leadership Correspondence Course.

CHAPTER/COUNCIL STAGE MANAGER

The Chapter/Council should appoint a Stage Manager who thoroughly comprehends all the working parts of each of the degrees. He should be able to organize the casts with ease understanding which Companion would best fit each role. He possesses the ability to expand his expertise with each degree. His responsibilities are:

- To confirm the casts for each degree are complete prior to the work beginning.
- During the conferrals he is to be actively engaged in making things go smoothly by ensuring that the correct props are appropriately placed, and Companions are at the right place at the right time.
- Notify the Chapter/Council leadership and find a competent Companion to replace you, well in advance, if you are unable to attend a meeting.
- Review and become familiar with the lessons from the Program for Progress.
- Visit at least once a year the other Chapters/Councils in your District.
- Visit and support the youth groups.
- Seek out and get to know your contemporaries up through the District and Grand Chapter/Council and in other Grand Jurisdictions.

- Attend Grand Chapter/Council meetings.
- Complete an article for inclusion in the Chapter/Council Newsletter.
- Complete the Grand Chapter/Council Leadership Correspondence Course.

CHAPTER/COUNCIL EDUCATION OFFICER

The Chapter/Council should appoint an Education Officer who is conversant in each of the degrees, knows the Grand Chapter/Council website and its resources and is well spoken. The Grand Chapter/Council website has many resources available. His responsibilities are:

- Advocate for continued the continued advancement in the lessons of Capitular and Cryptic Masonry through education.
- Provide or organize educational programs for each meeting.
- Complete the Grand Chapter/Council Leadership Correspondence Course.
- Organize and conduct educational events for the Chapter/Council including group correspondence course collaborative sessions.
- Ensure the Grand Chapter/Council brochures for each degree are used.
- Advise the District Education Officer of the activities of the Chapter/Council.
- Notify the Chapter/Council leadership and find a competent Companion to replace you, well in advance, if you are unable to attend a meeting.
- Review and become familiar with the lessons from the Program for Progress.
- Visit at least once a year the other Chapters/Councils in your District.
- Visit and support the youth groups.
- Seek out and get to know your contemporaries up through the District and Grand Chapter/Council and in other Grand Jurisdictions.
- Attend Grand Chapter/Council meetings.
- Complete an article for inclusion in the Chapter/Council Newsletter.

CHAPTER/COUNCIL MUSICIAN

The Chapter/Council should appoint a Musician who would be well acquainted with the art of music and its place in our forms and ceremonies. He would be responsible for ensuring the appropriate incorporation of music in the activities of the Chapter/Council. The Grand Chapter/Council website has a section dedicated to the use of music to “Brighten the Light”.

- Notify the Chapter/Council leadership and find a competent Companion to replace you, well in advance, if you are unable to attend a meeting.
- Review and become familiar with the lessons from the Program for Progress.
- Visit at least once a year the other Chapters/Councils in your District.
- Visit and support the youth groups.
- Seek out and get to know your contemporaries up through the District and Grand Chapter/Council and in other Grand Jurisdictions.

- Attend Grand Chapter/Council meetings.
- Complete an article for inclusion in the Chapter/Council Newsletter.
- Complete the Grand Chapter/Council Leadership Correspondence Course.

CHAPTER/COUNCIL CHAPLAIN

When there is cause for Chapter/Council prayer, the Chaplain shall lead the devotions, and when the Chapter/Council is at refreshment, he shall ask the Blessings of the Great Architect at the table. The Chaplain should commit to memory all the prayers and be intimately familiar with the Bible passages for all the degrees.

- Notify the Chapter/Council leadership and find a competent Companion to replace you, well in advance, if you are unable to attend a meeting.
- Review and become familiar with the lessons from the Program for Progress.
- Chair the Welfare Committee which would be charged with, among other duties, making contact with and communicating the needs of the Sweethearts (widows) and orphans.
- Offer a memorial prayer in remembrance of any Companion who has laid down his working tools since last the Chapter/Council met.
- Visit at least once a year the other Chapters/Councils in your District.
- Visit and support the youth groups.
- Seek out and get to know your contemporaries up through the District and Grand Chapter/Council and in other Grand Jurisdictions.
- Attend Grand Chapter/Council
- Complete an article for inclusion in the Chapter/Council Newsletter.
- Complete Grand Chapter/Council Correspondence Courses
- Develop or arrange for programs for the St. John's Days
- Develop or arrange for a program for Thanksgiving Day
- Coordinate with the Lodge(s) to have Chapter/Council members accompany them to services at a local church or at a national landmark place of worship when they do so, typically for St. John's Day (June) each year.

CHAPTER/COUNCIL STEWARDS

The Stewards are responsible for assisting as detailed below and to learn the ritual in order be able to fill in wherever and whenever need.

- Prepare the Candidates for all degrees.
- Keep Preparation Room Clean and Organized.
- Keep degree costumes and paraphernalia clean and organized.
- Provide refreshments according to the direction of the Grand Masters of the Vails and or the Scribe.
- See that the kitchen, dining hall, and storage rooms are kept clean and orderly.

- Regularly inventory supplies such as plastic dishware, cups, napkins, coffee, etc., and resupply as needed.
- Notify the Chapter/Council leadership and find a competent Companion to replace you, well in advance, if you are unable to attend a meeting.
- Review and become familiar with the lessons from the Program for Progress.
- Visit at least once a year the other Chapters/Councils in your District.
- Visit and support the youth groups.
- Seek out and get to know your contemporaries up through the District and Grand Chapter/Council and in other Grand Jurisdictions.
- Attend Grand Chapter/Council meetings.
- Complete an article for inclusion in the Chapter/Council Newsletter.
- Complete the Grand Chapter/Council Leadership Correspondence Course.
- Other duties as assigned.

CHAPTER/COUNCIL TILER/SENTINEL

The Tiler/Sentinel must be a Companion of knowledge and experience and he shall verify the qualifications of visitors while the Chapter/Council is in session. He should receive just compensation from the Chapter/Council for his services. In addition to assigned duties without the Door he should be the keeper of the Ledger, to assure that visitors and members sign in and to see that all are furnished with an apron.

- Notify the Chapter/Council leadership and find a competent Companion to replace you, well in advance, if you are unable to attend a meeting.
- Review and become familiar with the lessons from the Program for Progress.
- Visit at least once a year the other Chapters/Councils in your District.
- Visit and support the youth groups.
- Seek out and get to know your contemporaries up through the District and Grand Chapter/Council and in other Grand Jurisdictions.
- Attend Grand Chapter/Council meetings.
- Complete an article for inclusion in the Chapter/Council Newsletter.
- Complete the Grand Chapter/Council Leadership Correspondence Course.

GRAND MASTERS OF THE VEILS

Together with Royal Arch Captain and the Tiler, the Grand Masters of the Veils guard and protect the approaches which lead to our sacred tabernacle, and therefore permit none to pass except those who are qualified to beautify and adorn the Temple. Beyond this official but symbolic duty, the Masters of the Veils may be called upon to support the important task of providing refreshment to the Companions and assist the Royal Arch Captain and/or the Captain of the Host accomplish their duties. The appointment of a Companion as Master of a Veil serves as a means for keen, visible assessment to help the membership determine if a Companion has

the interest, dedication, and capacity for advancement in the Chapter, and ultimately, potential fitness for service as High Priest.

- Help prepare the Temple and return it to its original condition upon conclusion of each Capitular Degree.
- Assist to ensure all equipment and paraphernalia is correctly identified, arranged and stored for the continuing benefit of the Companions.
- Notify the Chapter/Council leadership and find a competent Companion to replace you, well in advance, if you are unable to attend a meeting.
- Review and become familiar with the lessons from the Program for Progress.
- Visit at least once a year the other Chapters/Councils in your District.
- Visit and support the youth groups.
- Seek out and get to know your contemporaries up through the District and Grand Chapter/Council and in other Grand Jurisdictions.
- Attend Grand Chapter/Council meetings.
- Complete an article for inclusion in the Chapter/Council Newsletter.
- Complete the Grand Chapter/Council Leadership Correspondence Course.

ROYAL ARCH CAPTAIN

The most important duty assigned to the Royal Arch Captain is his responsibility to hail alarms at the Door at the direction of the Captain of the Host. Responding to alarms at the Door not only alludes to challenging intruders but also in receiving distinguished visitors, more especially on the occasion of official visits. He is expected to be ritualistically proficient in this important duty. His further responsibility is the usual election by the membership to serve as proxy in absence of the Scribe at Grand Chapter/Council Convocations. Additional responsibilities include:

- Notify the Chapter/Council leadership and find a competent Companion to replace you, well in advance, if you are unable to attend a meeting.
- Review and become familiar with the lessons from the Program for Progress.
- Visit at least once a year the other Chapters/Councils in your District.
- Visit and support the youth groups.
- Seek out and get to know your contemporaries up through the District and Grand Chapter/Council and in other Grand Jurisdictions.
- Attend Grand Chapter/Council meetings.
- Complete an article for inclusion in the Chapter/Council Newsletter.
- Complete the Grand Chapter/Council Leadership Correspondence Course.

PRINCIPAL SOJOURNER

The duties of the Principal Sojourner during a regular convocation of the Chapter are purposely limited to afford this officer the opportunity to focus his attention on Masonic awareness, and preparatory readiness during the conferral of the degrees. In this vital and symbolic role, the Principal Sojourner is the voice and touch whom every raised, advanced, received and acknowledged candidate first perceives upon their entry. The actions of the Principal Sojourner not only helps set the tone and pace of the degrees, but few duties hold greater significance to the Craft and the meaningful experience for candidates. The steadfast confidence and perfection in delivery of the rituals serve as the guiding link between blind candidates and the beauty of the degrees. His further responsibility is the usual election by the membership to serve as proxy in absence of the King at Grand Chapter/Council Convocations. Additional Responsibilities include:

- Notify the Chapter/Council leadership and find a competent Companion to replace you, well in advance, if you are unable to attend a meeting.
- Review and become familiar with the lessons from the Program for Progress.
- Visit at least once a year the other Chapters/Councils in your District.
- Visit and support the youth groups.
- Seek out and get to know your contemporaries up through the District and Grand Chapter/Council and in other Grand Jurisdictions.
- Attend Grand Chapter/Council meetings.
- Complete an article for inclusion in the Chapter/Council Newsletter.
- Complete the Grand Chapter/Council Leadership Correspondence Course.

CAPTAIN OF THE HOST

The station of Captain of the Host is the second most highly visible role in the organization and he is charged with the duty to ensure the proper performance of the rites and ceremonies of the Capitular rituals, Masonic protocols, and all other manner of ancient customs, usages, and landmarks of Capitular and Cryptic Masonry. It is therefore essentially necessary he demonstrate a readiness and the preparedness for advancement and trustworthiness to dedicate the time, effort, and skills necessary for eventual service in the Chair to the benefit of the Chapter/Council.

His further responsibility is the usual election by the membership to serve as proxy in absence of the High Priest/Illustrious Master at Grand Chapter/Council Convocations. It is therefore imperative, that he is well aware of his advance calendar and to make known any scheduling conflicts which may preclude such service to the organization, and either take responsibility to rearrange his schedule or otherwise decline election as proxy.

In performing the labor of opening the Chapter/Council, he is directly responsible for assuring all present are qualified to be in attendance. An especially important duty that is too often unknown or ignored concerns his responsibility to ensure all officer stations are properly filled or to answer for each station that may be necessarily vacant.

Ensuring visiting Companions are properly introduced to the High Priest/Illustrious Master is a significant facet of Masonic protocol, and an important role of the Captain of the Host. It should become a matter of routine practice for him to review the register and keep a vigilant eye for visitors. In concert with the Royal Arch Captain and Sentinel, discovering a visitor that is not recognized he should always consider the dignity of the visitor but equally remember safeguarding entry is the first priority. Second, all appropriate information is verified for completeness to the benefit of the Secretary's records. And finally, if the name is difficult to pronounce, he should take great care to in his effort to convey respect to the visitor. It is critical to maintain harmony by ensuring all visitors are acknowledged as Companions and afforded the greatest personal respect and rendered honors appropriate to their station.

It is prudent to understand that his duty far more than qualifying visitors but encompasses the extension of fraternal friendship on behalf of the High Priest/Illustrious Master and Companions. To avoid any perception of ignorance or neglect, he should be responsive to visitors by also making their introduction among the Companions; ensure they receive have a comfortable seat and can engage in conversation during dinner; learn the location of the restroom, cloakroom and other facilities within the building. Other officers and Companions will be more than eager to assist in accommodating visitors when given appropriate direction and example. Additional responsibilities include:

- Notify the Chapter/Council leadership and find a competent Companion to replace you, well in advance, if you are unable to attend a meeting.
- Review and become familiar with the lessons from the Program for Progress.
- Visit at least once a year the other Chapters/Councils in your District.
- Visit and support the youth groups.
- Seek out and get to know your contemporaries up through the District and Grand Chapter/Council and in other Grand Jurisdictions.
- Attend Grand Chapter/Council meetings.
- Complete an article for inclusion in the Chapter/Council Newsletter.
- Complete the Grand Chapter/Council Leadership Correspondence Course.

SECRETARY

The Secretary manages the administrative affairs of the organization and provides the continuity from one year to the next. The importance of accurate and timely communications between the Chair and Secretary cannot be overstated. Although much information is provided in this Chapter Officer Training, it is important to note that it is impossible to capture everything this dedicated Companion does for the membership. For faithful performance of his duties, it is customary that the Secretary is made exempt from the payment of annual dues and may receive an honorarium in such amount as the Chapter/Council shall from time to time approve. Below is a list that encompasses the major parts of his responsibilities:

- Have charge of all books, records and permanent papers of the Chapter/Council, all of which shall, be open to the examination of any member Companion, upon reasonable notice.

- Prepare and issue all correspondence, giving timely notice of all Stated and Special communications as well as dues notices.
- Keep or cause to be kept the true and accurate record of all proceedings for immediate business concerns as well as for the benefit of future review.
- Certify resolutions of the Chapter.
- Keep the Seal of the Chapter and affix it to all official documents.
- Receive all money due the Chapter, keep a just and fair account of the same and immediately pay them over to the Treasurer, in accordance with an established system of receipt accounting.
- Keep all records including the charter, deeds, mortgages, bonds, contracts, notes and other instruments executed by the Chapter/Council.
- Maintain a correct register of the names, accounts and contact information of all members, and annually present a statement of all unpaid balances with the names of delinquent accounts, and whenever else so directed.
- Prepare and transmit in a timely manner all reports due to the Grand Chapter/Council.
- Make such additional reports to the Internal Revenue Service, local governing authority, and perform such other duties as are incident to the office or are properly required by the High Priest/Illustrious Master or directed by the Chapter/Council.
- Deliver to the successor when installed, or to a committee appointed for that purpose, the aforementioned records, documents, seals, supplies, equipment, and all other paraphernalia in possession of the Secretary and belonging to or in any way appertaining to the Chapter/Council.
- Notify the Chapter/Council leadership and find a competent Companion to replace you, well in advance, if you are unable to attend a meeting.
- Review and become familiar with the lessons from the Program for Progress.
- Visit at least once a year the other Chapters/Councils in your District.
- Visit and support the youth groups.
- Seek out and get to know your contemporaries up through the District and Grand Chapter/Council and in other Grand Jurisdictions.
- Attend Grand Chapter/Council meetings.
- Complete an article for inclusion in the Chapter/Council Newsletter.
- Complete the Grand Chapter/Council Leadership Correspondence Course.

TREASURER

The Treasurer manages the financial affairs of the organization and performs all fiduciary duties incident to the office or which are properly required by the Bylaws and Digest of Laws. All assets, tangible and intangible, including but not limited to monies, securities, real property, equipment, materials, accounts, records, statements and reports shall be the property of the organization and subject to its order. The organization may therefore demand that previous to assuming the duties of office, the Treasurer shall give bond, with a responsible bonding company as surety, in such sum as shall be prescribe. For faithful performance of his duties, it is customary that the Treasurer is made exempt from the payment of annual dues and may receive an honorarium in such amount as the Chapter/Council shall from time to time approve. The

following descriptions offer a comprehensive list of responsibilities to better illustrate the duties of the Treasurer.

- Receive from the Secretary all funds belonging to the organization, give receipt therefore and deposit same in the name of the organization in such bank or depository as the organization shall designate.
- Withdraw funds as directed by the High Priest/Illustrious Master or by vote of the Chapter/Council.
- Keep regular books of accounts, and cause to be kept a record of all monies, bills, notes, deeds, leases, mortgages, and similar property belonging to the organization.
- Disburse the funds of the Chapter/Council in payment of the just demands against the Chapter/Council, or as may be ordered by the High Priest/Illustrious Master and or by vote of the Chapter/Council, taking proper vouchers and receipts for such disbursement.
- Maintain the annual operating budget and keep the High Priest/Illustrious Master, Officers and Committee Chairs informed of budget account balances throughout the year.
- Render to the membership a periodic accounting of all transactions, and of the financial condition of the Chapter/Council including its assets, liabilities, receipts, disbursements, gains and losses, together with such other accounts as may be required.
- Submit all records and statements of accounts to the Finance and Audit Committee immediately as may be directed by the High Priest/Illustrious Master or organization Bylaws.
- Deliver to his duly elected and installed successor, or to a committee appointed for the purpose of the same, all monies, securities, evidence of debt, books, writings or other property, papers, supplies, equipment and other such assets and paraphernalia in his possession and belonging to or in any way appertaining to the organization.
- Notify the Chapter/Council leadership and find a competent Companion to replace you, well in advance, if you are unable to attend a meeting.
- Visit at least once a year the other Chapters/Councils in your District.
- Visit and support the youth groups.
- Seek out and get to know your contemporaries up through the District and Grand Chapter/Council and in other Grand Jurisdictions.
- Attend Grand Chapter/Council meetings.
- Complete an article for inclusion in the Chapter/Council Newsletter.
- Complete the Grand Chapter/Council Leadership Correspondence Course.

SCRIBE

The third ranking and last of the principal officers, who in absence of the High Priest and King is responsible for presiding over the Chapter/Council. He ensures the established committees are satisfactorily performing their stated duties by meeting on a regular, appropriate basis submitting periodic written progress reports, and interacting with committee chairmen to help satisfy the expectations of the Chapter/Council. He is to confirm that arrangements are made for refreshment to be provided on all occasions. His enhanced depth of awareness of developing issues and agenda items provide him with the knowledge to direct the planning and preparing for

the refreshment of the Chapter, and in so doing support the High Priest in maintaining a healthy and harmonious membership.

- Should become qualified in timely accordance with the requirements of the Chair.
- Superintend refreshment of the Craft.
- Assist in the preparation of the Annual Plan.
- Assist in the preparation of the Operating Budget.
- Refine awareness of Digest of Laws, Bylaws, periodic administrative reporting requirements, and strategic plans.
- Review and become familiar with the lessons from the Program for Progress.
- Assist in ensuring committee assignments, special projects, and other interests and tasks of the Chapter are accomplished in a timely and effective manner.
- Assist with the planning and performance in the conferral of the degrees.
- Work to enhance knowledge of history, symbols, practices and traditions in Capitular/Cryptic Masonry.
- Assist in the selection process of officer appointments, project development and committee chairs/members for the ensuing year.
- Assist the King in the planning and governance of a "special" Stated Communication, such as "Move Up Night".
- Notify the Chapter/Council leadership and find a competent Companion to replace you, well in advance, if you are unable to attend a meeting.
- Visit at least once a year the other Chapters/Councils in your District.
- Visit and support the youth groups.
- Seek out and get to know your contemporaries up through the District and Grand Chapter/Council and in other Grand Jurisdictions.
- Attend Grand Chapter/Council meetings.
- Complete an article for inclusion in the Chapter/Council Newsletter.
- Complete the Grand Chapter/Council Leadership Correspondence Course.

KING

This is the second highest ranking principal office, who is responsible for opening, closing and governing when in the absence of the High Priest/Illustrious Master. He should be equally concerned to ensure all necessary preparations to qualify and ascend to the East have been satisfied in a timely manner. He should receive and review all reports scheduled to come before the Companions prior to a Communication, to better learn the development of issues, and of course, to adequately serve the Companions in the event of the High Priest/Illustrious Master's absence. He should also regularly meet with the line of officers to guide and evaluate their proficiency in preparation of their potential progression through the line His duties include the following:

- Should become qualified in timely accordance with the requirements of the Chair.
- Prepare and submit an Annual Plan to the Companions for input and once elected and installed, present it to the District Deputy Grand High Priest.
- Incorporate the lessons from the Program for Progress in the Annual Plan.

- Prepare for the ensuing year and submit for the Companions to review and comment an Operating Budget.
- Refine awareness of Digest of Laws, Bylaws, periodic administrative reporting requirements, and strategic plans.
- Ensure committee assignments, special projects, and other interests and tasks are accomplished in a timely and effective manner.
- Assist with the planning and performance in the conferral of the degrees.
- Enhance knowledge of history, symbols, practices and traditions in Capitular/Cryptic Masonry.
- Directly assist the High Priest in the selection process of officer appointments, project development and committee chairs/members for the ensuing year.
- Plan and govern "special" Stated Communications, such as "Move Up Night".
- Notify the Chapter/Council leadership and find a competent Companion to replace you, well in advance, if you are unable to attend a meeting.
- Visit at least once a year the other Chapters/Councils in your District.
- Visit and support the youth groups.
- Seek out and get to know your contemporaries up through the District and Grand Chapter/Council and in other Grand Jurisdictions.
- Attend Grand Chapter/Council meetings.
- Complete an article for inclusion in the Chapter/Council Newsletter.
- Complete the Grand Chapter/Council Leadership Correspondence Course.

HIGH PRIEST/ILLUSTRIOUS MASTER

The highest elected principal officer in the Chapter/Council is honored by the designation of "Excellent" or "Illustrious" and serves as the chief presiding officer. He may rule as he sees fit within the confines of the law and his decisions may not be overruled or overturned by anyone in the Chapter/Council. He is responsible for setting the direction of the Chapter/Council for the year. He may call Special Convocations as needed by giving Companions due and timely notice, may refuse to recognize a motion or refer it to a committee for further investigation, or end debate at any time, and presides in the Chapter/Council when it is at labor. He may appoint any member in good standing to any appointed officer position or committee position. All discussion within the Chapter/Council should be directed to the East, unless he gives expressed permission to address a particular Companion or address the Chapter/Council in general. Finally, he is ultimately responsible for the conduct and harmony in his Chapter/Council, and therefore should be actively involved. The following are his responsibilities:

- Become suitably aware of the Digest of Laws in concert with the powers, prerogatives and limitations of the position.
- Attain interpretative and empirical knowledge of symbols, history and customs of Capitular and Cryptic Masonry.
- Exhibit courteous, respectful, and friendly character and mannerisms.
- Incorporate the lessons from the Program for Progress.
- Timely submission for Claiborne Wilson Award Application.
- Timely submission of a nominee for the John Dove Award.

- Timely submission of a nominee for the Ish Sodi Award.
- Resist regression to outmoded ideas/methodologies for comfort or convenience.
- Ensure best impressions with appropriate appearance, attire and awareness.
- Instill excitement and importance among the Companions for all Masonic labors, business functions, and community events.
- Confer, or cause to be conferred, the Capitular/Cryptic Degrees.
- Perform meaningful and appropriately rendered Masonic introductions and honors.
- Attend and contribute meaningful input to schools, and other official events.
- If serving another year, prepare and submit a Chapter Annual Plan to the District Deputy Grand High Priest and an End of Year Report as well.
- If serving another year, prepare for the ensuing year and submit for the Companions to review and comment an operating budget.
- Confirm that the Chapter/Council annual return is completed and filed in a timely manner.
- Confirm that the Chapter/Council completes its annual filing with Internal Revenue Service.
- Ensure the Chapter is properly prepared and represented at all Grand Chapter Convocations.
- Actively assist in the preparation of your successor.
- Notify the Chapter/Council leadership and find a competent Companion to replace you, well in advance, if you are unable to attend a meeting.
- Visit at least once a year the other Chapters/Councils in your District.
- Visit and support the youth groups.
- Seek out and get to know your contemporaries up through the District and Grand Chapter/Council and in other Grand Jurisdictions.
- Attend Grand Chapter/Council meetings contribute meaningful input.
- Complete an article for inclusion in the Chapter/Council Newsletter.
- Complete the Grand Chapter/Council Leadership Correspondence Course.

PROXIES

The requirement to elect Proxies is too often given little thought. The Grand Chapter/Council Digest of Laws delineates the rights and requirements of proxy representatives. As a traditional practice, the High Priest usually nominates the Captain of the Host; the King selects the Principal Sojourner, and the Scribe proposes the Royal Arch Captain. Of course, any Companion in good standing may serve as proxy. However, in making any nomination, it is best to first confer with the availability of each proxy in advance of elections. A surprise nomination, made without first confirming consent and availability may result in a lost vote when it counts the most.

- Attend Grand Chapter/Council meetings for which you are a proxy.
- Attend Grand Chapter/Council meetings to learn.
- Notify the Chapter/Council leadership and find a competent Companion to replace you, well in advance, if you are unable to attend a meeting.
- Complete the Grand Chapter/Council Leadership Correspondence Course.

COMPANIONS

The Companions should understand all the duties of the Chapter/Council do not fall just to the Officers, but that every Companion, whether as a Past Presiding Officer or a newly initiated member, has much important work to accomplish. The Companions should be actively and positively encouraged to participate in discussions, its routine business, committee projects, and the labors of its ritual work. Conversely, the Companions should not hesitate to offer their time, energy and experience to the benefit of the Chapter/Council by enthusiastically engaging in such endeavors as:

- Constructively present new ideas, perspectives and voice differences to help continuously paint a larger picture of the Craft.
- Meet and welcome interested candidates and ensure new members are well educated and accepted into the membership and its activities, to help them find their place in the Chapter/Council.
- Support charitable causes and public awareness by attending various Masonic social and philanthropic hosted events.
- Readily and consistently serve in accomplishment of committee objectives and special projects.
- Assist in the development of and/or attend training conferences, Schools of Instruction, Grand Convocations and annual York Rite sessions, among the many other learning/leadership opportunities.
- Prepare and present Masonic educational programs explaining etiquette, protocols, and decorum, as well as lessons of the history, traditions and symbolism of the Craft.
- Initiate personal study of the Grand Chapter/Council Code of Laws, Chapter Bylaws, effective leadership, and administering the business of the Chapter/Council, or assist others in their preparation for ascending to the East.
- Voluntarily offer and immediately respond in assistance to the High Priest and his Officers.
- Notify the Chapter/Council leadership and find a competent Companion to replace you, well in advance, if you are unable to attend a meeting.
- Review and become familiar with the lessons from the Program for Progress.
- Visit at least once a year the other Chapters/Councils in your District.
- Visit and support the youth groups.
- Seek out and get to know your contemporaries up through the District and Grand Chapter/Council and in other Grand Jurisdictions.
- Attend Grand Chapter/Council meetings.
- Complete an article for inclusion in the Chapter/Council Newsletter.
- Complete the Grand Chapter/Council Leadership Correspondence Course.

SUGGESTED COMMITTEES

Advancement / Degree Work _____

Audit _____

Awards _____

Communications _____

Community Service _____

Education _____

Fraternal Visitation _____

Finance/ Fundraising _____

Historical _____

Membership/Retention _____

Newsletter _____

Public Relations/Publicity _____

Recreation/Events _____

Temple _____

Welfare _____

Widows / Sweethearts _____

Youth _____

SUGGESTED THEMES FOR CHAPTER AND COUNCIL PROGRAMS

1. District Deputy's Official Visit
2. DIW Official Visit
3. DEO Official Visit
4. District Almoner Official Visit
5. Charter / Council Members or Old Timers Night: Commemorate the Chartering of your Chapter / Council and show the older members a good time. Put on the "Rusty Nail" Degree.
6. Past Leaders Night: An opportunity to honor the Past High Priests and Past Illustrious Masters your Chapters and Councils.
7. Visit of the Grand Officer of your choice: (This should be scheduled 1-2 years in advance)
8. Youth Organizations: Invite the DeMolay, Rainbow or Job's Daughters or other youth group to confer a degree or put on a program. (Our youth will appreciate the opportunity.)
9. Fifty-Year Member Recognition: This should be an open portion of the meeting with family and friends of the recipient present.
10. "Unsung Heroes" - The Proficient Member: Honor the "Stand-by" who can fill any station. Due recognition should be given to each.
11. York Rite Night: Invite the Commandery or York Rite Sovereign College to speak.
12. Scottish Rite Night: Invite a representative to speak.
13. Shrine Night: Invite a representative to speak.
14. Memorial Day: Memorial Service for members who died during the year.
15. Independence Day: Work with the Veterans of your group. Invite the Commandery to present the flag in uniform.
16. Admission Day / Constitution Day: Bring in a speaker (member of Congress) to speak on the history of the Constitution (Masonic signers), or the Admission of the Commonwealth of Virginia into the Union.
17. Veteran's Day: How about a speaker from the Armed Services? Recognize members who have served.
18. Ladies Night
19. Public Safety Officers Night
20. Famous Masons Birthday Program: Pick one and have a program surrounding his life
21. Table Chapter/Council
22. Invite a Research Chapter or Council to speak

MASTER PLAN WORKSHEET

<i>MONTH</i>	<i>DATE</i>	<i>ACTIVITY</i>
September	_____	_____ (Elections & Elect Grand Chapter / Council Proxies)
October	_____	_____ (Read Grand Chapter / Council Proposed Resolutions)
November	_____	_____ (Attend Grand Chapter / Council)
December	_____	_____
January	_____	_____
February	_____	_____
March	_____	_____
April	_____	_____
May	_____	_____
June	_____	_____
July	_____	_____
August	_____	_____ (Appoint Audit Committee)

MONTHLY WORKSHEET

MONTH _____

STATED MEETING

- ❖ Speaker secured well in advance of date/time/topic
- ❖ Speaker verified 1 to 2 weeks before meeting
- ❖ Agenda completed
- ❖ Coordinate with Secretary / Recorder re: petitions, correspondence, and other business
- ❖ Remind officers about meeting and any specific responsibilities
- ❖ Get the word out to the Companions
- ❖ Gifts or presentations where appropriate
- ❖ Confirm that refreshments are coordinated

CALLED COMMUNICATION

- ❖ Cast assigned for degree conferral and a lecturer confirmed
- ❖ Candidates notified of date/time/place
- ❖ Rehearsal for degree
- ❖ Cast verified and reminded a few days prior to conferral
- ❖ Candidates verified and reminded a few days prior to conferral
- ❖ Check paraphernalia and be sure candidate clothing is laundered
- ❖ Get the word out to Companions
- ❖ Refreshments lined up

TO DO LIST AND NOTES:

Date:

Item:

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

SUGGESTED STATED MEETING AGENDA

Open / Pledge

Welcome

Introductions

CEO Educational Minute

Speaker

Ill & Distressed

Masonic Birthdays

Petitions or Applications

Secretary Clear Desk / Bills/Correspondence

Treasurer's Report

Committee Reports

Old Business

New Business

Review Calendar – Highlight Upcoming Events

Discharge Stewards / Invite all to stay for refreshments following the meeting

Read and approve minutes

Close Chapter / Council

INTRODUCTIONS

A. (NOT PRESENTED AT ALTAR)

NOTE: EACH CATEGORY WILL RISE AT THEIR SEATS AND BE INTRODUCED AS A GROUP. WELCOME THEM & GIVE ROUND OF APPLAUSE

All Who Have Not Served As High Priest / Illustrious Master

All 50 Year & Older Royal Arch / Cryptic Council Veterans

All Past High Priests / Illustrious Masters and Past District Deputy Grand High Priests / Illustrious Masters, Who Have Not Attained A Higher Office or Hold Title in Grand Chapter / Council

All District Almoners, District Education Officers, District and Assistant District Lecturers

All Presiding Officers of Appendant or Associated Bodies

All Grand Lodge Officers

(Ask Grand High Priest or Most Illustrious Grand Master, if present, if he would like to introduce them)

B. (PRESENTED AT ALTAR)

NOTE: APPOINT A COMMITTEE TO PRESENT THE FOLLOWING AT THE ALTAR. WELCOME THEM, PRESENT THEM IN THE EAST & GIVE GRAND HONORS

All Past Grand Masters

All Recipients of the “Ish Sodi Award”.

All Recipients of the “John Dove Meritorious Service Award”.

All Virginia and Visiting Presiding Grand Officers

All High Priests and Illustrious Masters

All District Deputy Grand High Priests / Illustrious Masters

All Past Grand High Priests / Most Illustrious Past Grand Masters
(The Grand High Priest / Most Illustrious Grand Master, if present, may introduce)

All Grand Chapter Officers
(The Grand High Priest / Most Illustrious Grand Master, if present, may introduce)

The Grand Master of Masons in Virginia

RESOURCES

- General Grand Chapter Royal Arch Masons, International - Operations and Training Manual for Chapter Officers – A practical guide for governance in the Oriental Chair of King Solomon – 2015 Edition
- General Grand Council Cryptic Masons International - Manual for Cryptic Masons
- Grand Chapter/Council in Virginia website
- Grand Royal Arch Chapter of Texas website
- Grand Council of Texas website
- Grand Chapter Royal Arch Masons of Alberta website
- Grand Chapter Royal Arch Masons of California website
- Grand Chapter State of New York, Royal Arch Masons website
- Guide to the Royal Arch Chapter by John Sheville P.G.H.P and James L. Gould P.G.H.P.
- The Virginia Textbook of Royal Arch Masonry by John Dove P.G.H.P.