

DISTRICT DEPUTY GRAND HIGH PRIEST MANUAL

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LETTER OF WELCOME

My Companions,

Welcome and Congratulations on your selection to the distinguished office of District Deputy Grand High Priest for the 2011-2012 Capitular Year!

As your Grand High Priest of Royal Arch Masons in Virginia, it will be my honor to appoint you District Deputy Grand High Priest for the district in which you have been nominated.

You, have a very important job! By accepting this appointment you have assented to this *extremely* vital position. It is important to always keep in mind that, when you are installed, you will have given your word as a Master Mason and Royal Arch Mason. You affirmed that you will carry out all the duties as spelled out in the Digest of Laws, Rules and Regulations of the Grand Chapter Royal Arch Masons in Virginia, and are emphasized in this manual, without fail, bearing in mind your health or family considerations.

You, are the main representative in your district to the Grand Royal Arch Chapter, holding only to the Grand High Priest, and I expect you to conduct yourselves as such. *Set an example of leadership for the companions.* Do everything that you can to ensure that the officers of the Chapters are proficient in their ritualistic work and are truly leaders in the craft. Encourage the Chapters to invent ideas to increase their attendance and have dinners, programs, etc. and include the wives and widows, as they are a vital part of Royal Arch Masonry.

Always *encourage* your new members, make them feel welcome, mentor them, and whenever possible *include* them in the work of the Chapter. *Make them feel needed*, they are a vital part of your Chapter, and you know how important they are to our continued survival!

For this capitular year my theme will be “*Perform the Obligations*” and will emphasize **Chapter Leadership.** There are three simple words that are so vital to our existence as Royal Arch Masons that we cannot survive without them, **FELLOWSHIP, LEADERSHIP, and MEMBERSHIP** these three words are the key to having a successful Chapter I look at these three words as the three “Key Stones” in our Royal Arch.

I also refer to the three words as “**My Three Ships.**” These three ships form the **ARMADA** for the defense of Capitular Masonry. *Without them the cause is lost*, we must always strive to keep them in excellent working order and well staffed with capable and knowledgeable Masons for our defense.

I look forward to working with you and visiting you in your individual districts this year. By working together as leaders in our Chapters, Districts, and Grand Chapter, we can make

a difference as we ***“Perform the Obligations, here in enjoined on us”***we will all work together for the betterment of masonry and the Royal Arch of Virginia in particular.

I would like to thank you for accepting the most important and vital position of the District Deputy Grand High Priest. You were nominated by your companions for being an outstanding Royal Arch Mason and an exemplary leader. I am honored to have you serving the Grand Royal Arch Chapter of Virginia as I serve you as your Grand High Priest for this ensuing year.

Sincerely and Fraternally,

**Nelson Crane Trinkle, Sr.
Grand High Priest, 2011-2012**

EXPECTATIONS OF THE 2011-2012

DISTRICT DEPUTY GRAND HIGH PRIESTS

- *General Duties*

- Represent the GHP in your District
- Visit each Chapter “Officially” at least quarterly, as prescribed in the Digest
- Make and complete all reports on time. **This is an absolute must.**
- Issue necessary dispensations as requested, or as needed
- Present and help implement the GHP’s program for this Capitular year

- *Specific Duties*

- Disseminate the GHP’s plan to all your Chapters
- Plan and direct the necessary business for the “Official” visit of the Grand High Priest, his officers and wives, to your District
- Send out invitations to the Grand Chapter Officers and there Ladies, (elected and appointed), Grand High Priests, any Widows of your Chapter or Grand Chapter in your area.
- Invite Masonic Youth Groups, and any Boy Scout, Girl Scout, Four H, who have reached Eagle, Gold, and Star awards, as you deem appropriate.
- Provide any necessary maps, addressed for GPS, and written instructions for the location of the visit and Hotel accommodations, if used.
- If certificates of merit or appreciation are to be awarded, make sure the Grand High Priest and Grand Secretary are informed in advance of the meeting.
- If any 25, 50, or 60 year veteran awards are to be given notify well in advance the Grand Secretary and Grand High Priest.
- **MOST IMPORTANT, NO SURPRISES!!!** Make sure the Grand High Priest knows in advance your agenda for the evening and what is going to take place at the convocation. The convocation will flow as planned and you and the Chapters will look good. **(With guests present this is imperative).**

- *Specific Targeted Areas*

- Chapter Leadership
- Chapter Fellowship
- Membership Enhancement (Continue to “Be Prepared”)
- York Rite Unity (Continue “United We Stand”)
- Philanthropic Endeavors
- Support Masonic Youth
- Chapter Ritual Excellence

- *Statewide/District/Chapter Goals*

- Support and attend Ritualistic programs of the Grand Lecturer, Associate Grand Lecturer, and District Lecturers.
- Attend the Alzheimer's Walk-a-thon in April, MAHOVA Family Day in October, and The Grand Convocation in November, also as many District Official Visits as you can.

- ***District Level***
 - Aid in leadership development
 - Promote unity in all branches of Freemasonry
 - Always promote a positive and upbeat attitude
 - Ensure that you know the Digest of Laws pertaining to the government of your District and the Chapters in it.
 - See that a Royal Arch Ambassador is appointed to each Blue Lodge in the District. He will advertise the dates of the Degrees as conferred in the Chapter and Recruit Candidates from the Lodges.

- ***Chapter Level***
 - Support your Chapters at their Stated Meetings and Work Nights
 - Visit and support our Youth programs
 - Be a spokesperson promoting the Royal Arch Chapter in all meetings and gatherings
 - **Have each Chapter appoint a "Chapter Instructor of Work." He is the only one who may have a Ritual open at an any meeting except at ritual schools.**
 - **Ensure that the Grand Council Officers in the Chapters know the laws in the Digest that pertain to the government of the Chapter and the Companions.**

Fellowship, Leadership and Membership are the keys for this capitar year!

DUTIES AND RESPONSIBILITIES OF THE DISTRICT DEPUTY GRAND HIGH PRIEST

The office of District Deputy Grand High Priest is one of great importance and carries with it certain general and specific duties and responsibilities.

The DDGHP is the personal representative of the Grand High Priest, and is the highest ranking officer in the District in the absence of the Grand High Priest. No other Grand Officer is accorded a higher rank in the District than the DDGHP. The DDGHP is therefore, charged with comporting himself in such a manner as to bring credit upon himself, the office he represents, and the Craft in general. He is also charged with promoting the cause of Royal Arch Masonry in general and the programs and policies of the Grand High Priest and Grand Chapter in particular.

You have been given copies of the latest Digest, so study them thoroughly so you are **absolutely** knowledgeable about your duties as spelled out in the Digest. If you have any questions, please call me. **I want no misunderstandings as to your duties and responsibilities.**

The duties of the District Deputy Grand High Priest are set forth in Sections 77 through 84 of the Grand Chapter Digest and are briefly as follows:

- Sections 77 and 78 require the DDGHP make an Official Visit to each Chapter in his District before March 1 and **“shall report immediately to the Grand High Priest on forms furnished by the Grand Secretary”.**
- Section 79 requires the DDGHP review each Chapter’s files, records, operations and ritual work and to recommend corrections if necessary.
- Section 80 requires the DDGHP take action to correct any Masonic errors or evils he discovers in the District and inform the GHP as soon as possible as to your actions. I need to stay informed !
- Sections 81 and 82 require the DDGHP handle questions of Masonic law as appropriate. **Do Not Make Such Decisions without referring to the appropriate sections of the Digest** and to further protect yourself to **refer the questions to the Grand High Priest for his action.**

You must never change or “set aside the law.”

- Section 83 requires the DDGHP review the by-laws of each Chapter in his District and to pass on any amendments that are submitted.
- Section 84 requires the DDGHP to take possession of the funds and property of any Chapter that becomes extinct and to forward them to the Grand Secretary.
- Section 160 requires all appeals from decisions of High Priests to be taken through the DDGHP, unless the High Priest whose decision is appealed is also the DDGHP.

It is incumbent upon each District Deputy Grand High Priest designee to study the foregoing Sections of the Digest as well as sections 87, 88 to 97, 98 to 108, 115 to 139, 141 to 257, in order to be completely conversant with the duties of his office prior to formally assuming same. This means you must read and study the Digest and refer to it frequently so as to be completely competent in your job as District Deputy.

There is no excuse for a District Deputy not knowing the laws as they relate to his duties. If you don’t understand the Law, ask questions. Additionally, each DDGHP is required to submit certain reports and forms as follows:

REPORTS AND FORMS

<u>REPORT</u>	<u>SEND TO</u>	<u>WHEN</u>
Official Visit of DDGHP With comments	GHP, GK, copy to Gr. Sec.	<u>Within 10 days after visit</u>
Quarterly Report of DDGHP With comments	Original to GHP, copy to Gr. King, Gr. Sec., GM3V	<u>Jan. 1, Apr. 1, July 1, Oct. 1</u>
Annual Report of DDGHP With comments	Original to GHP, copy to Gr. King, Gr. Sec. GM3V	<u>on or before November 1</u>
GHP Official Visit	Grand High Priest	<u>6 weeks before date of visit</u>
By-law Change	Grand Secretary	As required
Applications for Veterans' Emblems	Grand Secretary	As required
Dispensation	Copy to GHP	When issued

You were nominated by your Companions and you will take a solemn Obligation to uphold those duties, and I expect to hold yourself to those obligations, therefore, I will insist that you adhere to the "WHEN" above AND GET YOUR REPORTS IN AS SPECIFIED, COMPLETE AND ON TIME. I will be in the Grand Secretary's office each week to keep tabs on this. THERE IS NO EXCUSE FOR NOT DOING YOUR DUTIES AS A DISTRICT DEPUTY.

IMPORTANT ADDRESSES

GRAND HIGH PRIEST

Mt. Ex. Nelson C. Trinkle, Sr.
12431 Whisana Lane
Ashland, VA 23005

GRAND SECRETARY

Mt. Ex. Gordon H. Sprigg
4101 Nine Mile Road
Richmond, VA 23223-4999

GRAND KING

Rt. Ex. James A. Fields.
20 St Ives Drive
Fishersville, VA 2939-0567

GRAND MASTER 3rd VEIL

Rt. Ex. Joe Broce
4720 Straley Valley
Blacksburg, Va. 24060

NOTE: There is no prescribed form for the Annual Report of the DDGHP, but there is a prescribed format in the pages that follow. This report is intended as a recapitulation of the events which have occurred after taking office, and in order to be meaningful, should include specific recommendation as to the needed areas of improvement for each Chapter, together with concrete suggestions as to how such recommendations can be implemented. Please note that failure to submit this form may disqualify you from being considered for the Grand Line Bowl!

DISTRICT DEPUTY GRAND HIGH PRIEST PRACTICE TIPS

1. Arrange to meet with the Council Officers in each Chapter as soon as possible and certainly before the Annual Convocation of Grand Chapter, to be held on 18th and 19th of November in order to:
 - Apprise them of the incoming Grand High Priest's goals and discuss implementation of the same within the Chapter and throughout the District. This is most important as I want them to start thinking about how they can improve and develop leaders in their Chapters.
 - Ascertain the condition of the Chapter and how it may be improved;
 - Ascertain the particular strengths and weaknesses of the Chapter; pay particular to leadership issues, as well as ritual proficiency, financial well being, membership attendance, and the overall happiness of the Chapter.
 - Assist the incoming High Priest in preparing and planning, including scheduling programs, (see 9. below), and Official Visits;
 - Inquire as to matters of particular interest or concern to the Chapter;
 - Exchange names, addresses and means of contact and communication.

Of course, other matters should be addressed as needed; the foregoing list is not exclusive and should be expanded in accordance with the circumstances and needs of each Chapter. If your High Council has competent leaders, then have them mentor those behind them in the line so they will also become competent to lead the Chapter.

2. Arrange to be installed as DDGHP in your home Chapter. Although your appointment and authority become effective upon the presentation of your warrant at Grand Chapter, you should be installed in your home Chapter in accordance with the installation ceremony found on pages 79 and 80 in the 1992 edition of the Digest Part II. Additionally, you should publicize this event to all Chapters in the District and to disseminate this event in your community.
3. Visit each Chapter in your District as often as possible, but **at least quarterly**, and advertise the dates of your visit as widely as possible.
4. Coordinate with the District Lecturer and arrange a convenient time, date and place for a **District School of Instruction** to be held during your tenure. Of course, you should advertise this school and encourage the Officers and Companions in each Chapter to attend and participate. I would also like to know the date and place, as I may want to attend. In addition encourage the Chapters to hold practices on a regular basis. Frequent practice makes us all better.
5. Emphasize the benefits of attending Grand Chapter; not only is it informative, but it is also a lot of fun!
6. Emphasize the need for each Chapter to submit a recommendation for the Meritorious Service Award (i.e., the "John Dove" Medal), and assist the

Companions in preparing their letters of recommendation. With 60 Chapters in Virginia, there is simply no excuse in having only a few recommendations submitted annually. I am further requiring each District Deputy to see that there is at least one nominee from your District. I want the Committee to have at least 17 applications to consider.

7. Explore the possibility of forming a “Royal Arch Association” within your District. To be effective, each Chapter must agree to its formation and meet less informally, break bread together, and discuss what is happening in the District. A short educational component may be added to spark additional interest.
8. Assist each Chapter in compiling and publishing a trestle board or newsletter for dissemination within and without the District. Communication is one of the keys to success. A short news release to the membership, including dates and times of Convocations and other functions is necessary if the Chapters are to remain active. A possibility could be a combined newsletter within the District. Explore the new RoBo-Call or “Voice shot” as a way of contacting the members by a personal phone call. It is a inexpensive way to notify your members of upcoming events.
9. Assist the Officers of the Chapters in finding suitable programs to be used for the benefit of the Companions at stated Convocations. All Chapters should have meaningful programs at those stated convocations where they are appropriate. Many Districts and even Scottish Rite Valleys have speaker bureaus that can provide speakers and programs for the meetings where appropriate. No Chapter should only open, conduct some business, and close without some sort of program where it will fit. **If you do, attendance will soon drop off. The convocations should and must be interesting.**
10. Have a leadership and education session with the High Priests and Officers in your District. This should be done at least twice during the Capitular year. If need be have the sessions at a Stated Convocation or a District leadership and education, which ever works best for your District.

DISTRICT DEPUTY GRAND HIGH PRIEST ANNUAL REPORT

This report is NECESSARY to enable the Grand High Priest and Grand King to assess the status of Royal Arch Masonry in the Commonwealth of Virginia and to assist in determining the winner of the Grand Line Bowl.

Please use the following format. Send one copy to the Grand High Priest, one copy to the Grand King, and one copy to the Grand Master of the Third Veil by November the 1st.

- Short introductory statement regarding the District.

- Activities held in the District to support the Grand High Priest's programs and promote Royal Arch Masonry in the District.
- Comments on the strengths and weaknesses, and a critical assessment of the overall status of Royal Arch Masonry in the District, focusing on the question: "Is Royal Arch Masonry growing or declining in this District?" **This is most important and must be done in as much detail as possible.**
- Recommendations for improving Royal Arch Masonry in the District and the Grand Chapter.

DISTRICT CONVOCATION TO RECEIVE THE GRAND HIGH PRIEST

The District Convocation to receive the Grand High Priest gives an opportunity for the Grand High Priest to meet and greet the companions. The main purpose of the Grand High Priest Official Visit is to **observe the state of the Craft in a particular District.** My talks will stress the points on the Grand Chapter programs that I feel will help the District. **My message to the Companions will be in a tiled Chapter.**

Communication

You will be furnished with a form covering the Grand High Priest's official visit. Please send these forms to me at least **six (6) weeks in advance.**

The Officer's Guide Manual, Program for Progress, contains a suggested agenda and procedure for recognizing distinguished guests. To make your job easier, I have included a few pages in this booklet which should help.

Send me your agenda for the meeting with the form for the Grand High Priest's official visit.

I will be present in the Chapter for opening and will retire immediately after the District Deputy Grand High Priest assumes the East. He will receive me in the East and continue with introductions. I will sit in the Scribe's chair until the DDGHP turns over the gavel to me. At that time, **I will ask the DDGHP to give a short report of the district. He may then wish the High Priests to respond with a short written report on their Chapter.** To me this is one of the most important parts of My visit.

Regarding the short report for the DDGHP and High Priests of the Chapters in the district, if there is anything you would like to bring up to me in Private I will make myself available to You or the High Priests after the tiled meeting. **I want to hear everything that's going on, not only "The good, but the bad, and the ugly". I know some don't want to wash dirty laundry in public so we will meet in private.**

After the reports of the DDGHP and High Priests, I will ask for any announcements and then give my talk and close the Chapter. If the Grand Chaplain or Associate Grand Chaplain is present, he will give the closing prayer. If not, I will do so. Normally, I will dispense with the reading of the minutes. They must then be approved at the next convocation of the HOST CHAPTER, a copy of the approved minutes must be sent to the Grand High Priest, Grand Secretary, and each of the participating Chapters.

It is the duty and responsibility of the District Deputy Grand High Priest to make all the arrangements necessary to formally receive the Grand High Priest on the occasion of his official visit to the District.

Each DDGHP will be provided a form titled, “**Grand High Priest Information Form for a District Convocation**”. Please complete and return this form and your agenda to me at your very earliest convenience, and preferable at least six (6) weeks in advance of the date of the District Convocation.

Frequently, a dinner or banquet is served prior to the District Convocation. The Grand High Priest, District Deputy Grand High Priest, and High Priests of the Chapters within the District should be seated at the head table, together with their ladies. Ascertain as to whether or not the Grand Chaplain or Associate Grand Chaplain will be in attendance and if so, if there is room, I would like them at the head table as well, and request that he offer the invocation and benediction. Otherwise, designate a Companion to perform this function.

Following dinner, the DDGHP should introduce the High Priests of the several Chapters in his District and their ladies – and the District Lecturer and Assistant District Lectures, if they have any in the District. The DDGHP should introduce the GHP *last*, and I will introduce the Grand Officers and Past Grand High Priests in attendance.

If the Ladies and Widows are invited to dinner, please arrange for their comfort and entertainment during the Convocation. You can also refer to the Agenda for GHP Visits on pages 9 and 10 of “The Officers Guide Manual” Program “for Progress”.

Please refer to the authorized ritual, pages 127 & 128, for the “Ceremonies for Receiving the Grand High Priest at a District Convocation.” After my remarks, I will close the Chapter.

Checklist for the Official Visit of the Grand High Priest

Commensurate with your other responsibilities as District Deputy Grand High Priest is the successful conduct of the Official Visit of the Grand High Priest. The following items will assist you in arranging this visit.

Preliminary Preparations

COMMUNICATION GET THE WORD OUT!!

- Notify all Grand Chapter Officers, including the Grand High Priest, using the form provided for that purpose, by e-mail and/or U.S. mail of the exact date, time, and place of the dinner and meeting **at least six (6) weeks** in advance. **Use the forms provided.**
- Notify all District Deputy Grand High Priests of the exact time and place of dinner and meeting.
- Notify all District Deputy Grand High Priests and Chapter secretaries in contiguous Districts of the exact time and place of dinner and meeting.
- Notify all Past Grand High Priests of exact time and place of dinner and meeting.
- Notify all Chapter High Priests and secretaries in your District.

DINNER PRECEDING THE GRAND HIGH PRIEST VISIT

- Invite wives and widows in Chapters within your District
- Keep the price charged for dinner to a minimum
- **Do not charge** Grand Chapter officers and wives for their meal, unless the District just cannot afford it. It is greatly appreciated by the Grand Officers as they are not compensated for their travels.
- Provide entertainment for the ladies during the tiled meeting
- Using this occasion as a fundraiser for Alzheimer's is acceptable as long as it does not significantly increase the price

COMMITTEE FOR INTRODUCTIONS (This is most important.)

- **Pick your Committee for introductions well in advance of the District meeting. Do not wait until the night of the meeting to pick the Committeemen.**
- **Pick two (2) individuals who are knowledgeable of the names and titles of those to be introduced** I have included card forms for all Distinguished Guests to fill out to help with the introductions. *Use them!*
- **Pick one alternate to assist when necessary**
- **Do not pick Committee members who will be introduced at the Altar**

TRANSPORTATION

- Provide written travel directions to everybody whom you invite to the District Convocation. Maps are often helpful, but precise written directions including street addresses for GPS are preferred.
- Determine when and where the Grand High Priest expects to arrive in your District, and **arrange to meet him.**
- Arrange a parking space for the Grand High Priest or, better yet in the alternative, **arrange to escort him to and from the meeting site.**

ACCOMMODATIONS

- Determine whether the Grand High Priest will remain in your district overnight and, if so, make reservations for him at a clean and comfortable motel or hotel.
- If overnight accommodations are required, provide the name, address, with street address for use in GPS, and telephone number of the facility, and any other information that may be necessary in the announcement.
- Please forward the confirmation number to the Grand High Priest for his reservation.
- If overnight accommodations are not required, please provide a place for the GHP to rest and refresh himself prior to the commencement of the meeting.
- Have a lectern available of adequate height and lighting.
- **Be sure to inform all the address (Street No.) for GPS, and directions to the Lodge Hall or meeting place.**

MEALS AND REFRESHMENTS

- If a dinner or banquet is scheduled to precede the Convocation, inform the Grand High Priest of the time, date and place of same, and whether he will be expected to deliver any remarks.
- If you desire the GHP to participate in any other meals, such as fellowship breakfasts, lunches, picnics, and the like – please inform him as soon as practicable in order that he may arrange his itinerary accordingly. Keep in mind that the meeting is to be held in the Grand Chapter Officers will be in Tuxedo.

DRESS

- The Grand Chapter Officers including, District Deputies, will wear black tuxedo with black accessories from September 16 through May 15. White jackets will be worn from May 16 through September 15. Red coats and dark trousers are acceptable for unofficial functions.

NOTE: If tuxedo is normal dress in your Chapters, by all means, wear them. If you wear business suits, that is fine also.

DISTRICT DEPUTY GRAND HIGH PRIEST OFFICIAL VISIT TO CHAPTERS

If there is a dinner where any ladies or guests are present, the District Deputy should make welcome remarks and introduce any Visiting dignitaries, High Priests, Worshipful Masters or District Deputy Grand Masters, etcetera. before dinner.

The High Priest of the Chapter opens a Royal Arch Chapter and welcomes all the Companions present.

The Pledge of Allegiance to the United States Flag is then given.

The High Priest then appoints a committee of two (2) Past DDGHP's, or Past High Priests (according to availability), to present the DDGHP at the Altar. He is welcomed to the meeting, escorted to the East, and saluted according to the custom of the Craft. **Choose the committee members well in advance and have back-ups in case of unavoidable absentee.**

The DDGHP makes whatever remarks he deems appropriate and is seated in the Scribe's Station. The Scribe descends to the sidelines with the Companions.

After the business of the Chapter is concluded, the High Priest turns the Royal Arch Chapter over to the DDGHP.

The DDGHP will make all introductions. He will then present his program and remarks to the Companions.

After the conclusion of his remarks, the DDGHP will have the minutes read and approved, and then close the Royal Arch Chapter in due form.

INTRODUCTIONS

This protocol is to be followed to the letter, so please learn it and appoint your committeemen well before the meeting with back ups in place just in case. You can use the distinguished guest introduction card provided here.

Print them off and use as a help to your committees.

When the word “**Recognize**” is used introductions are made at their seats.
When the word “**Present**” is used the committee will bring the Companions to the East to be saluted “*according to the custom of the Craft*”. Give three raps of your gavel when the Committee leaves the Alter.

ALL introductions at seats must be complete before escorting anyone to the East.

- 1) **Recognize** all who have not served as **High Priest at their seats**. If time permits, have each Companion introduce himself.
- 2) **Recognize** all **Past High Priests and Past District Deputy High Priests who have not attained a higher office, or who do not hold title in Grand Chapter at their seats. (Titles: “Excellent” and/or “Right Excellent”).**
- 3) **Recognize** all **Commanders and District Deputy Grand Commanders at their seats**. (Titles: “Sir Knight, Eminent Commander,” or “Sir Knight Eminent, District Deputy Grand Commander”).
- 4) **Recognize** heads of **Appendant Bodies at their seats**.

SPECIAL NOTE: The following should be introduced at the Altar, please **rap up the Companions before escorting to the East** and then saluted according to the custom ordinarily recognized as to rank, etc. **The presiding officer should have his committee appointed in advance for each group to be introduced.**

In order to conserve time, each person should be introduced only once. All other titles and positions can be mentioned when he is introduced the first time.

- 5) Have a Committee **present** holders of the **John Dove Award**. (Titles: “Companion,” “Excellent,” “Right Excellent,” or “Most Excellent”).
- 6) Have a Committee **present** all **District Lecturers and Assistant District Lecturers at the Altar**. (Titles: “Excellent,” “Right Excellent or “Most Excellent”).
- 7) Have a Committee **present** the **Sovereign Grand Inspector General** at the Altar. (Title: “Illustrious”).
- 8) Have a Committee **present** the **Past Grand Commanders of Virginia** at the

Altar. (Title: “Sir Knight _____ Right Eminent Past Grand Commander”).

- 9) Have a Committee **present** the **Grand Commander of Virginia** at the Altar. (Title: “Sir Knight _____ Right Eminent Grand Commander”).
- 10) Have a Committee **present** all **Worshipful Masters and District Deputy Grand Masters** at the Altar. (Titles: “Worshipful” and “Right Worshipful”).
- 11) Have a Committee **present** all **Past Grand Masters** at the Altar. (Title: “Most Worshipful” ---Have all respond).
- 12) Have a Committee **present** all **Grand Lodge Officers, except the Deputy Grand Master**, at the Altar. (Titles: “Right Worshipful” and “Worshipful”).
- 13) Have a Committee **present** the **Deputy Grand Master** at the Altar. (Title: “Right Worshipful”).
- 14) Have a Committee **present** all current **High Priests** at the Altar. (Title: “Excellent”).
- 15) Have a Committee **present** all current **District Deputy Grand High Priests** at the Altar. (Title: “Right Excellent”).
- 16) Have a Committee **present** all **Past Grand High Priests of Virginia** at the Altar. (Title: “Most Excellent”).
- 17) Have a Committee **present** all **visiting Grand and Past Grand High Priests** at the Altar. (Title: “Most Excellent”).
- 18) Have a Committee **present** all **Grand Chapter Officers** at the Altar. (Titles: “Right Excellent” or “Most Excellent”).
- 19) Have a Committee **present** the **Grand Master of Masons in Virginia** at the Altar. (Title: “Most Worshipful”).

“SPECIAL NOTES for Committeemen” the officer presiding in the East is addressed as “Most Excellent High Priest.” The correct address for the District Deputy Grand High Priest – when he is presiding – is “Most Excellent High Priest.” If a committeeman is presenting a group at the Altar, they should address the presiding officer. At District Convocations, when the Grand High Priest is also in the East and you are responding for a group, the correct response is **“Most Excellent High Priest,” Most Excellent Grand High Priest,” etc.**

All committees – and persons making introductions – should be appointed in advance. They should have note cards or, some other appropriate means to identify the person or group they are to introduce. A lot of this can be **taken care of in advance if it is known who will be attending.** However, if there is no prior notice the use of index card forms provided in this manual might be employed. Simply ask those who are to be introduced –

before the meeting – to **PRINT** the title of their office and how they would like to be introduced at the Altar.

Do not present a person or group at the Altar and then have them introduce themselves. This action shows poor planning and poor execution, and does nothing to enhance the image of Capitular Masonry. After all, it is our intention to honor those who are presented at the Altar, not embarrass them.

RECEIVING THE GRAND HIGH PRIEST AT A STATED CONVOCATION

The High Priest opens a Royal Arch Chapter. He welcomes all present to the meeting and makes whatever appropriate remarks are necessary.

The flag of our country is presented and the Companions renew their Pledge of Allegiance.

The High Priest then appoints a committee of three (3) Past Grand High Priests or Past DDGHP's or Past High Priests – according to availability – (the Captain of the Host stands at this time), to retire with, wait upon, return with, and present the Grand High Priest. Note: *If any of My DDGHP's are present I want them to be the Committee. If there are none present, the Senior Officers present, Most Excellent or Rt. Excellent.*

COH: "Companion Royal Arch Captain – permit the committee with the Grand High Priest to retire."

RAC: Goes to the tiled door, gives one rap and is answered by the Tiler. The Royal Arch Captain then opens the door and tells the Tiler, "Permit the committee with the Grand High Priest to retire." The Royal Arch Captain then closes the door and returns to his station and is seated.

The Grand High Priest, or Tiler, gives one rap on the outside of the tiled door.

The Royal Arch Captain stands, gives the due guard and says, "Companion Captain of the Host, there is an alarm at the door."

COH: "Companion Royal Arch Captain, attend the alarm."

RAC: Goes to the tiled door, gives one rap, and opens the door.

Tiler: "The committee with the Grand High Priest."

RAC: Closes the door, remains at the door and reports, "Companion Captain of the Host, the committee with the Grand High Priest."

Chairs for the Three Veils are then moved to the sidelines, and out of the way of the Veils men and the committee.

COH: "Admit them." The Royal Arch Captain remains at the door and puts his sword away.

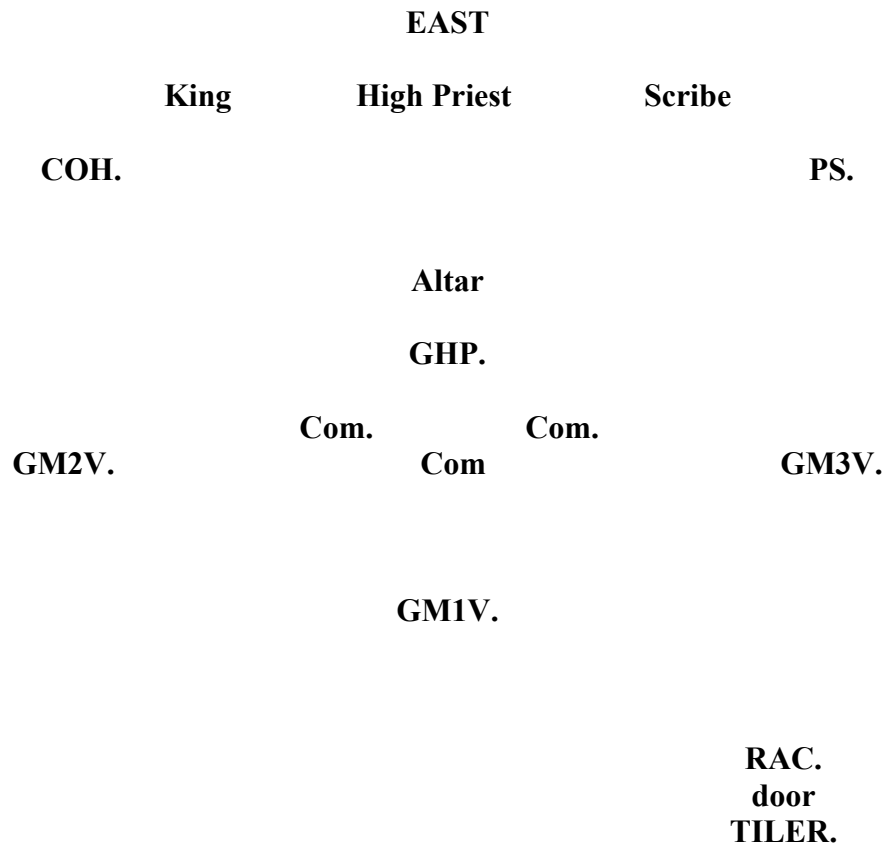
The first Veils man remains at his station facing east. The second Veils man goes to the north near the sidelines, just west of the west edge of the Altar facing south. The third Veils man goes to the south near the sidelines just west of the edge of the Altar facing north.

The Royal Arch Captain then opens the door. When the Grand High Priest enters the Chapter room the DDGHP gives three raps of his gavel for everyone to stand. The Veil men hold the due guard until the Chapter is seated. As the Grand High Priest leaves the Altar the second and third Veils men turn and face east. The Royal Arch Captain remains at the door until the Grand High Priest seats the Chapter. The Royal Arch Captain then returns to his station and is seated. The Scribe will then descend and be seated on the sidelines with the Companions.

(NOTE: When the Grand High Priest, and his committee, arrives at the Altar they form a triangle within a triangle.)

(NOTE: ONLY the three Veils men use swords when the Grand High Priest and his committee enter the Chapter room, if swords are to be used. If no swords are used then the Veils men will simply use the due guard.)

(NOTE: After the Grand High Priest is saluted in the East he will either assume the East or be seated in the Scribe's station.)



GRAND CHAPTER GOALS FOR 2011-2012

Grand Chapter goals have essentially remained the same for several years. However, they remain at the forefront as the desired result of the activities of Royal Arch in the Commonwealth of Virginia. We must continue to strive to build strong Chapters with qualified leaders and a strong membership base.

I have established these eleven goals to help you in attaining Royal Arch Chapter Excellence.

1. Membership (Chapter) Enhancement
2. Leadership Enhancement and Development **MY THEME OF EMPHASIS THIS YEAR.**
 - Provide regional leadership and educational conferences
 - Require each District Deputy Grand High Priest to arrange for a Leadership Conference in his District during the Capitular year
3. Ritualistic Excellence (Improvement)
 - Continue the Statewide ritual schools
 - Encourage Schools of Instruction within the individual Chapters and require the appointment of **Chapter Instructors of Work. I want this to happen in all Chapters this year.** A good leader is proficient in the ritual. If he isn't he won't be an effective leader.
 - Require each District Lecturer to visit each Chapter in his District, at least quarterly
 - Require each District Lecturer to conduct a District-wide ritual school in his District during the year
 - Require District Lecturers to report the names of companions who are awarded certificates, the date and number of the certificate issued to the Grand Secretary
 - Revive the presentation of "Scarlet Cards" and "Certificates of Proficiency" and explore the possibility of creating other forms of recognition for those who undertake to learn the ritual
4. Royal Arch Philanthropic Programs (Support)
 - Support the "Walk-a-Thon" within the Commonwealth
 - Encourage each Chapter to sponsor and participate in a fund-raising effort, with all or part of the proceeds to be donated to the Alzheimer's Association.
 - Encourage every Chapter to host a program on Alzheimer disease or Mental Health in each Chapter
 - Encourage participation of Youth Groups in the Alzheimer's Walk at Virginia Beach or in your locality.
 - "Project Lifesaver" with your local Sheriff's Department.
5. York Rite Unity (With All Bodies of Masonry and yes, the Scottish Rite as well)

- Appoint ambassadors to the Symbolic Lodges within the District

I want each DDGHP to insure that each Blue Lodge in his district has a Royal Arch ambassador to inform the Brethren about the local Chapters and the time and place of the conferral of the Degrees.

- Arrange to confer a degree in Symbolic Lodge (preferably in red coat), or an Order in the Commandery and fill all the stations
 - Cooperate in the publication of a joint newsletter or trestle-board with the local Symbolic Lodge and/or Commandery
 - Encourage each Chapter to sponsor a “York Rite Night,” or an “Every Companion Bring a Brother to Chapter Night” and remember if you become a leader in your Blue Lodge it will only help you in recruiting new Companions into your Chapter.
6. Masonic Youth Program Support
 - Sponsor a program by a Masonic Youth Group in each Chapter
 - Encourage each Chapter member to attend at least one meeting of the DeMolay, Job’s Daughters, or Rainbow Girls, and present a program of interest to the youth group being visited
 7. Honor Veterans and those on active duty in your community. If you are a veteran and have a Junior ROTC detachment in your local High School, arrange to be present for awards ceremonies.(Which usually happens in the spring time)
 8. Encourage participation in Masonic Home Day in October. **I want to see lots of Scarlet Coats present in the parade.**
 9. Assist Chapters or Districts in the conferral of all Royal Arch Chapter Degrees
 10. Provide Grand Chapter assistance in Degree conferral when requested.
 11. Perpetual Membership
 - Set Chapter goals for obtaining Perpetual members. You will be provided with appropriate literature to hand out to your individual Chapters
 - Request that you or your designee speak to Chapters and explain the benefits of Perpetual Membership

You should consult the “Chapter Officer’s Guide Manual” and the “Program For Progress” contained in the same for additional ideas and information. You may obtain a copy of this publication from the Grand Secretary or your Grand Chapter Liaison Officer.

FORM LETTERS

GET THE WORD OUT EARLY!!!

- 1) **Official Visit Invitation** send to the following as guests of the district:
 - a) All Past Grand High Priests
 - b) All Grand Officers
 - c) Widows of Past Grand High Priests (they still like to be included)
- 2) **Official Visit Invitation** send to the following:
 - a) All District Deputy Grand High Priests
 - b) Chapters in your area of the state
 - c) All Grand Commandery Officers
 - d) Grand Lodge Officers in your area, who are Royal Arch Masons.
- 3) Official Visit Reservation Form
- 4) Introduction cards (cards are a good readable size when cut out) reproduce as needed and use them.
- 5) Special Anniversary (25, 50, 60, and 65 year members – please find out if there are any from the Secretaries in your District. If preferred, I can make presentations at Official Visit or to members when in the area for official visits, let me know in advance if you have any of these. ***I WOULD LIKE TO DO THIS.*** IT IS A GREAT HONOR FOR ME TO HONOR OUR ROYAL ARCH VETERINS, SO PLEASE FIND OUT FROM YOUR CHAPTER HIGH PRIESTS AND SECRETARIES AND LET ME KNOW IN ADVANCE BEFORE ARRIVE AT THE MEETING.

GRAND HIGH PRIEST INFORMATION FORM FOR AN OFFICIAL VISIT

District No. _____ Date of Visitation _____
Host Chapter _____

Location of Visitation _____
(Provide street address and other information necessary for the Grand High Priest)

Activities planned for the Visitation _____
(including the presentation of veterans awards and other awards)

Time & Location of Dinner (if applicable) _____
(street addresses for GPS)

Dress for Chapter Officers _____

Dress for Ladies _____

Location of accommodations for the Grand High Priest and his party:
(Prior to and/or after visitation)

Companions to contact in case of emergency situation(s):

Name	Address	Telephone
_____	_____	_____
_____	_____	_____

Name of Companion to assist or guide the Grand High Priest upon his arrival:

Name	Address	Telephone
_____	_____	_____

Is the Grand High Priest expected to present any awards or special presentations?
(If so, please explain)

Note: Send two copies as soon as plans are completed to:

Nelson C. Trinkle
12431 Whisana Lane
Ashland, VA 23005

YOU ARE REQUESTED to return this form and one copy at least six weeks prior to the date of the visitation. A confirmation will be returned to you. Maps, directions, street address for GPS. etc. will be very much appreciated.

Please make arrangements to have me met if there is an overnight stay. We can coordinate this meeting by cell phone while I am en route to the hotel.

_____, District Deputy Grand High Priest

Companions, you will be introduced only once. Please PRINT.

NAME: _____

CHAPTER: _____

INTRODUCED AS: _____

Companions, you will be introduced only once. Please PRINT.

NAME: _____

CHAPTER: _____

INTRODUCED AS: _____

Companions, you will be introduced only once. Please PRINT.

NAME: _____

CHAPTER: _____

INTRODUCED AS: _____

TO: (District Deputy Grand High Priest)

FROM: Rt. Ex. _____ Capitular District _____

RE: Official Visit of Most Excellent Nelson C. Trinkle, Sr. Grand High Priest

DATE OF VISIT:

LOCATION:

I would like to invite you and your lady to attend this special occasion to welcome our Grand High Priest and his lady, Karen, to our district.

Dinner will be at _____ p.m.
Cost for the dinner tickets will be \$ _____.

Tiled meeting will be at _____ p.m.

If you plan to attend, please let me know how many will be attending by _____.
Please send check for dinner tickets to:

The Grand High Priest will be staying at: _____
In the city of _____

A block of rooms are on hold until _____ date.

Telephone:
Directions:

Sincerely and fraternally,

Name
Address
Telephone

TO: (Widows of Past Grand High Priests, Mrs.) _____

FROM: Rt. Ex. _____ Capitular District _____

RE: Official Visit of Most Excellent Nelson C. Trinkle, Sr. Grand High Priest

DATE OF VISIT:

LOCATION:

I would like to invite you to be our guest at this special occasion to welcome our Grand High Priest and his lady, Karen, to our district.

Dinner will be at _____ p.m.

Tiled meeting will be at _____ p.m.

If you plan to attend, please let me know how many will be attending by _____.

The Grand High Priest will be staying at: _____

In the city of _____

A block of rooms are on hold until _____ date.

Telephone:

Directions:

Sincerely and fraternally,

Name

Address

Telephone

TO: (Grand Lodge Officer)

FROM: Rt. Ex. _____ Capitular District _____

RE: Official Visit of Most Excellent Nelson C. Trinkle, Sr. Grand High Priest

DATE OF VISIT:

LOCATION:

I would like to invite you and your lady to attend this special occasion to welcome our Grand High Priest and his lady, Karen, to our district.

Dinner will be at _____ p.m.

Cost for the dinner tickets will be \$ _____.

Tiled meeting will be at _____ p.m.

If you plan to attend, please let me know how many will be attending by _____.

Please send check for dinner tickets to:

The Grand High Priest will be staying at: _____

In the city of _____

A block of rooms are on hold until _____ date.

Telephone:

Directions:

Sincerely and fraternally,

Name

Address

Telephone

TO: (Past Grand High Priests and Grand Chapter Officers)

FROM: Rt. Ex. _____ Capitular District _____

RE: Official Visit of Most Excellent Nelson C. Trinkle, Sr. Grand High Priest

DATE OF VISIT:

LOCATION:

I would like to invite you and your lady to be our guest at this special occasion to welcome our Grand High Priest and his lady, Karen, to our district.

Dinner will be at _____ p.m.

Tiled meeting will be at _____ p.m.

If you plan to attend, please let me know how many will be attending by _____.

The Grand High Priest will be staying at: _____

In the city of _____

A block of rooms are on hold until _____ date.

Telephone:

Directions:

Sincerely and fraternally,

Name

Address

Telephone

TO: *(Royal Arch Chapter Secretaries)*

FROM: Rt. Ex. _____ Capitular District _____

RE: Official Visit of Most Excellent Nelson C. Trinkle, Sr. Grand High Priest

DATE OF VISIT:

LOCATION:

I would like to invite your Chapter to attend this special occasion to welcome our Grand High Priest and his lady, Karen, to our district.

Dinner will be at _____ p.m.

Cost for the dinner tickets will be \$ _____.

Tiled meeting will be at _____ p.m.

If you plan to attend, please let me know how many will be attending by _____.

Please send check for dinner tickets to:

The Grand High Priest will be staying at: _____

In the city of _____

A block of rooms are on hold until _____ date.

Telephone:

Directions:

Sincerely and fraternally,

Name

Address

Telephone

[illegible]

Special Anniversary/ 50 Year Members Form

Chapter Secretary, please return:

SPECIAL ANNIVERSARY

Chapter No. _____ (year) Anniversary

Date of Anniversary: _____ Time: _____

Anniversary to be held at: _____

Street Address: _____

City: _____ State: _____

Contact Person: _____

Telephone Number: () _____ - _____

50-YEAR MEMBER

Please print.

District: _____ Chapter No. _____

Official Visit date: _____

1) Name: _____

Date of exaltation: _____

2) Name: _____

Date of exaltation: _____

PLEASE RETURN BEFORE September 25, 2011 TO:

**Nelson C. Trinkle, Sr.
Grand King
12431 Whisana Lane
Ashland, VA 23005**

Biographical Sketch
For use in meetings

Companion Nelson Crane. Trinkle, Sr.
12431 Whisana Lane
Ashland, Virginia 23005

Most Excellent Nelson Crane Trinkle, Sr., born June 7, 1939 in Lexington VA.

Son of Colonel Robert J. and Eleanor C Trinkle

Two siblings: one Brother, Robert J. Trinkle, Jr., deceased, and one sister, Anne W. Obendorfer of Bridgewater Virginia.

Married January 1979 to Karen L. Trinkle, retired Lieutenant Colonel United States Air Force and Virginia Air National Guard

He is father of two sons, Nelson C. Trinkle, Jr. and Robert B. Trinkle, with a daughter in law Julie and three grand daughters Beverley, Leslie, and Alexandria Trinkle, and daughter Eleanor C. Nelson with son in law Wesley Nelson and one grand son Colton Nelson.

Attends St. James the Less Episcopal church in Ashland, Virginia and the First United Methodist Church in Mathews, Virginia.

He was educated in the Lexington public school system and graduated from Greenbrier Military School in Lewisburg, West Virginia. Attended the Virginia Military Institute, graduating with a Bachelor's Degree in Biology and was Commissioned a Second Lieutenant in the United States Air Force.

Retired from the United States Air Force and Air Force Reserves as a Lieutenant Colonel completing 28 years service with service as a Command Pilot, Instructor Pilot, and Chief of Command and Control. Also worked at the Park 500 Division Philip Morris Inc. as an Operations and Process Engineer and retired with 30 years service.

He holds a Commercial Pilot's License with Instrument rating in Multi-Engine Jet, turboprop, and single engine land. Is a Certified SCUBA Diver, Advanced Class, and holds an Amateur Radio Operator Advanced Class License,

He is a Life Member of the Veterans of Foreign Wars, and Air Force Association, as well as a member of The National Audubon Society and The Cornell Laboratory of Ornithology, The American Federation of Mineralogical Societies, and the Richmond Gem and Mineral Society.

His active hobbies include Aviation, Ornithology, Geology, and Amateur Radio.

Masonic Résumé

Raised a Master Mason in Washington and Henry Lodge No. 344 May 1993.

Served as Master of Henry Lodge No. 344 in 1997.

Served as DDGM for District 15 C in 2003.

Member of Virginia Research Lodge No. 1777.

Became a 32nd Degree Scottish Rite Mason in 1994

Elected Senior Warden in the Lodge of Perfection, Ancient and Accepted Scottish Rite, Richmond Valley, Orient of Virginia in 2012 and is a member of the Scottish Rite Guard and The Knights of St. Andrews.

Cast Member of the Seventh and Fourteenth Degrees in The Richmond Valley. Has been invested with the Rank and Decoration of Knight Commander Court of Honor (KCCH).

Member of the Scottish Rite Research Society

Is a Scottish Rite Master Craftsman

Past High Priest of Washington RAC No. 9, 2003-2004. With the accompanying degrees of Super Excellent Master, Anointed High Priest, and Thrice Illustrious Master, and a member of Manchester RAC No. 48 and Virginia Research Chapter No. 1753

Elected Grand Master of the First Veil of the Grand Royal Arch Chapter of Virginia on November 2004.

Past Commander of Richmond Commandery No. 2 in 2005-2006

The Grand Recorder Emeritus of the Grand Commandery, Knights Templar of Virginia

Member of the Royal Order of Scotland

Member of Red Cross of Constantine, St. Polycarp Conclave

An active Officer or past Officer in the following Appendant Bodies:

Past President and Past Commander of Fort Lee-Richmond Chapter, National Sojourners and James Monroe Camp Hero's of 76.

Past President and now Secretary Treasurer of Virginia Chapter Philalethes Society

Past Sovereign Master of The Allied Masonic Degrees, William T. Buckner Council 130. Is a holder of the Red Branch of Eri.

Past Governor of Commonwealth York Rite College No. 50

Past Excellent Chief of King Darius Council No. 17, Knight Masons of the U.S.A

Masonic Society Rosicrucian's of the United States, Seventh Degree

Trinity Chapter No. 12, Commemorative Order St Thomas of Acon, Cellarer.

Masonic Honors and Awards

Knight Commander Court of Honor in The Ancient and Accepted Scottish Rite

Knight of the York Cross of Honor

De Molay Legion of Honor, Honorary

Order of the Purple Cross, York Rite Sovereign College

Knight Commander of the Temple, Grand Encampment
Knights Templar in U.S. A.

Holder of "*The Sovereign Order Knights Preceptor*" of the Knights Templar

Grand Chapter Officers 2011-2012

MT. EX. NELSON C. TRINKLE, SR. (KAREN)

12431 Whisana Lane
Ashland, VA 23005
E-mail: ntrink64@gmail.com

Grand High Priest

(804) 798-5089 (HOME)
(804) 337-3069 (CELL)

RT. EX. JAMES ARTHUR FIELDS (HELEN)

20 St. Ives Drive
Fishersville, VA 22939-0567
E-mail: fieldsja@cfw.com

Grand King

(540) 943-1521 (HOME)
(540) 649-2059 (CELL)

RT. EX. CLYDE MCAVOY PERRY (MARCIA)

1239 Meadow Lake Road
Virginia Beach, VA 23454
E-mail: clydep.123@verizon.net

Grand Scribe

(757) 496-0488 (HOME)
(757) 635-2725 (CELL)

MT. EX. GORDON H. SPRIGG, JR. (SUSAN)

11010 Cross Club Court
Providence Forge, VA 23140
E-mail: gsecgrac@comcast.net

Grand Secretary

(804) 966-8441 (HOME)
(757) 209-1766 (CELL)
(804) 222-9120 (O)

RT. EX. MICHAEL EARL WILLIAMS (ANN)

8907 Michaux Lane
Richmond, VA 23229-6339
E-mail: mew317@comcast.net

Grand Treasurer

(804) 754-2727 (HOME)

RT. EX. DONALD L. MCANDREWS (SUZANNE)

12045 Kahns Road
Manassas, VA 20112
E-mail: donmca@extravalue.net

Grand Captain of the Host

(703) 582-5408 (HOME)

RT. EX. JAMES MILTON SCEARCE, JR.

4811 Hunting Hills Court
Roanoke, VA 24018-8775
E-mail: jmscearce.grac@verizon.net

Grand Principal Sojourner

(540) 774-2020 (HOME)
(540) 520-1002 (CELL)

RT. EX. DAN H. SURFACE (CINDY)

P. O. Box 1127
Marion, VA 24354
E-mail: danandcindy2001@comcast.net

Grand Royal Arch Captain

(276) 783-2992 (HOME)
(276) 759-2962 (CELL)
(276) 783-3500 (BUSINESS)

RT. EX. JOE BROCE (DEBORAH)

4720 Straley Valley
Blacksburg, VA 24060
E-mail: brojoebro@aol.com

Grand Master Third Veil

(540) 522-8018 (HOME)
(540) 230-5449 (CELL)

RT. EX. FLOYD BYRON GOODWIN

1821 Kings Fork Road
Suffolk, VA 23434
E-mail: fggmplus@earthlink.net

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RT. EX. J. BRUCE CATRON)

P.O. Box 477
Hopewell, VA 23860
E-mail: j.catron@verizon.net

RT. EX. KENNETH "THAD" DECKER, JR. (BRENDA)

P. O. Box 71
Bena, VA 23018-0718
E-mail: revdecker@cox.net

RT. EX. GEORGE BARRY LODGE)

408 Pleasant Drive
Hopewell, VA 23860
E-mail: jb4414@verizon.net

RT. EX. JOHN T. BRAME (KATHY)

7918 Nashua Drive
Midlothian, VA 23112-7613
E-mail: ldd-41@yahoo.com

RT. EX. RANDY W. JOHNSON (DONNA)

145 Wilson Drive
Chesapeake, VA 23322-5219
E-mail: darcoent@verizon.net

RT. EX. THOMAS K. STAPLES (JOYCE)

20 Little Street
Fredericksburg, VA 22405
E-mail: tojo123@cox.net

MT. EX. STEWART WILSON MINOR (GERTRUDE)

7409 Spring Village Drive Apt. 421
Springfield, VA 22150
E-mail: swminer@aeitv.com

MT. EX. JEFFERY GLEN BURCHAM (TAMMY)

439 Faulkner Avenue
Martinsburg, WV 25401-2619
E-mail: vaghp01@aol.com

Grand Master Second Veil

(757) 539-5540

Grand Master First Veil**Grand Chaplain**

(804) 452-1444 (HOME)

Associate Grand Chaplain

(757) 581-0969 (HOME)

Grand Marshal

(804) 458-1123 (HOME)

Grand Tiler

(804) 564-5617 (HOME)

Grand Lecturer

(757) 547-0478 (HOME)
(757) 650-9358 (CELL)

Associate Grand Lecturer

(540) 371-4037 (HOME)
(540) 538-1160 (CELL)

Grand Parliamentarian

(703) 451-4423 (HOME)

Associate Grand Parliamentarian

304) 263-6675 (HOME)
304) 267-9936 (OFFICE)
304) 267-9365 (FAX)

RT. EX. JOEL DAVID RATLIFF, SR.(SANDY)
 757 Point Road
 Bentonville, VA 20136
 E-mail: widowsson08@wildblue.net

Grand Senior Steward
 (540)635-6127 (HOME)
 (540) 622-3498 (CELL)

RT. EX. HARLESS THOMAS DOBBINS, JR.
 105 Walkers Cove Drive
 Colonial Heights, VA 23834
 E-mail: hdobbins16@comcast.net

Associate Grand Steward
 (540) 890-4945 (HOME)

Rt. EX. DAVID MCANDREWS (LAURA)
 6174 Hidden Canyon Road
 Centreville, VA 20120
 E-mail: davidmc@z-goat.com

Grand Web Master
 (703) 599-3472 (CELL)

RT. EX. DR. FRANKLIN J. PEPPER
 4600 Duke Street #424
 Alexandria, VA 22304-2578
 E-mail: fjpeppermd@aol.com

Grand Musician
 (703) 751-0770 (HOME)
 (703) 823-2311 (OFFICE)

RT. EX. E. KEITH WINDER
 199 Merrimac Trail, Apt. 5
 Williamsburg, VA 23185
 E-mail: ddghp2012@gmail.com

Deputy Grand Secretary
 (757) 696-3675 (CELL)

RT. EX. HENRY G. SHARBER
Treasurer
 P.O. Box 393
 Prince George, VA 22875-0393
 E-mail: hsharber@panix.com

Deputy Grand
 (804) 541-3830 (HOME)

MT. EX. HOWARD F. COLEMAN (SUE)
 10364 Cedar Hill Lane
 King George, VA 22485-2754
 E-mail: hfc Coleman@msn.com

Grand Secretary Emeritus
 (540) 775-7728 (HOME)

RT. EX. JAY L COTNER (ELLEN)
 3031 Colonial Drive
 Charlottesville, VA 22911-9114
 E-mail: jaycotner@comcast.net

Deputy Grand Secretary Emeritus
 (434) 978-3809 (HOME)

District Deputy Grand High Priests

District No. 1

ROMULO MAGNAYE CAPUNO (Grace Eva E.)

7323 Rolling Oak Lane
Springfield, VA 22153-2015
(703) 644-7818 (HOME)
(703) 855-7023 (CELL)
E-mail: qualitygti@aol.com

Mt. Vernon No. 14, Arlington No. 35, Annandale No. 77

District No. 2

TIMOTHY MICHAEL MORAN (Cathy)

1208 Lake Point Drive
Chesapeake, VA 23320
(757) 420-1789 (HOME)
(757) 403-4248 (CELL)
E-mail: tmoran@verizon.net

Norfolk United No. 1, Great Bridge No. 82, Princess Anne No. 1607
Virginia Research Chapter No. 1753

District No. 3

E. KEITH WINDER

199 Merrimac Trail Apt. 5
Williamsburg, VA 23185
(757) 696-3675 (Cell)
E-mail: ddghp2012@gmail.com

Kecoughtan No. 42, Warwick No. 80

District No. 4

CHARLES WARREN SEWARD (Donna)

11925 Sunflower Lane
North Chesterfield, VA 23236
(804) 897-3309 (HOME)
(757) 304-2686 (Cell)
E-mail: chuck9382@verizon.net

Richmond No. 3, Washington No. 9, Manchester #48

District No. 6

J. BRUCE CATRON

P.O. Box 477
Hopewell, VA 23860-0471
(804) 452-1444
E-Mail: j.catron@verizon.net

Petersburg Union No.7, Tyrean No. 8

District No. 7

CHRISTOPHER MARK REMBOLD (Vicki)

125 Annhurst Drive

Danville, VA 24540

(434) 835-0456

E-mail: groplants@yahoo.com

Lynchburg No. 10, Euclid No. 15, Martinsville No 40

District No. 8

BARRY NEIL COLLINS (Fredia)

4711 Glen Ivy Circle

Roanoke, VA 24018

(540) 989-7920 (HOME)

(540) 537-4578

E-mail: barry.collins@xerox.com

Murray No. 22, D.C.Shanks No. 31, Bedford No. 60

District No. 9

JOEL K. CAGLE (Cora Leigh)

P.O. Box 331

Bland, VA 24315

(276) 688-1419 (HOME)

(276) 266-5283 (CELL)

E-mail: jcagle@bland.org

Pearisburg No. 29, Pulaski No. 39, Wythe No. 51

Taylor No. 70, Galax No. 87

District No. 10

BRUCE RICHARDSON (Sue)

619 Mudfork Road

N. Tazewell VA 24630

(276) 988-2208 (HOME)

(276) 701-1944 (cell)

Email: banjoie@yahoo.com

O'Keefe No. 26, W.G. Bottimore No. 28, E.H. Gill No. 50

Marion No. 54

District No. 11**LESTER EUGENE PRINCE (Mary)**

P.O. Box 90

Wise, VA 24293

(276) 328-2049

E-mail: LesterPrince@verizon.net

Craig No. 30, Castlewood No. 34, Barrett No. 76

Coeburn No. 79

District No.14**STEPHEN LYNN YOUNG (Roxane)**

41 South Inglewood Place

Fishersville, VA 22939-2121

(540) 943-0833

Email: s.l.young@comcast.net

Waynesboro Union No. 2, Covington No. 18, Alleghany No. 24

Rockbridge No. 44

District No. 15**MICHAEL L. GOODWIN (Jennifer)**

728 Riverview Drive

Luray, VA 22835

(540) 743-6378 (HOME)

(540) 742-4227 (CELL)

E-mail: mlgoodwin@embarqmail.com

Luray No. 4, Rockingham No. 6, Shenandoah No. 17

John Dove No. 21, Hiram NO. 45

District No. 17**DAVID C. McANDREWS (Laura)**

6174 Hidden Canyon Road

Centreville, VA 20120

(703) 559-3472 (HOME)

E-mail: davidmc@z-goat.com

Warren No. 5, Fauquier No. 25, Loudoun No. 55

Manassas No. 81, Potomac No.88

District No. 18**WILLIS PAUL (Buddy) SNOOTS**

P.O. Box 1666

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Arvonina No. 64

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Fredericksburg No. 23, Westmoreland No. 41, Urbanna No. 59

District No. 20**WILLIAM JOSEPH TARR (Tammy Taylor)**

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Mt. Horeb No. 11, Mt. Nebo No. 20, Port Norfolk No. 36

Cradock No. 72

Living Past Grand High Priests

1966-1967

Richard Minor Hamrick, Jr. (Martha)

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Staunton, VA 24401-5302

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E-mail: dic937@comcast.net

1985-1986

Stewart Wilson Miner (Gertrude)

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1988-1989

Howard Frederick Coleman (Sue)

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1989-1990

Meredith Craig Hutto (Elaine)

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1991-1992

James Warren Smith (Alene)

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Annandale, VA 22003-6104

(703) 354-8034

1994-1995

Thomas Randolph Jones (Becky)

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(276) 346-2010

1997-1998

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1998-1999

Douglas Lawrence Jordan (Nancy)

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1999-2000

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2000-2001

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Russel Ghee Snodgrass (Joanne)

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2002-2003

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2003-2004

Philip Edgar Thiem (Darlene)

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2004-2005

Gordon Hector Sprigg, Jr. (Susan)

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2005-2006

Wayne Sawyer Flora (Mary Ann)

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2006-2007

Charles Warren Wagner (Kathryn)

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2007-2008

Paul Steven Newhall (Georgia)

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2008-2009

Dale John Gurney (Bonnie)

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2009-2010

Charles Edwin Cave (Brenda)

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2010-2011

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PAST GRAND HIGH PRIEST * & GRAND OFFICERS WIDOWS +

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P. O. Box 396
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Mrs. Retta Sheppard *
P.O. Box 905
Ridgeway, VA 24148-0905

Mrs. C. Frank Goodrich *
4403 Clove Court
Chesapeake, VA 23321

Mrs. A.E. Wilkinson *
2918 Lyndhurst Court
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Mrs. Judy Friel +
1128 Two Church Lane
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104 Piedmont Avenue
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Mrs. Pat Eggleston *
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Mrs. Arnold A. Dudley *
104 Regency Court
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Mrs. Mary Ellen Chapman *
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Cincinnati, OH 24153-5312

Mrs. Clyde W. Rodgers *
198 Wickersham Road
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Mrs. Virginia Stevens *
12100 Chancellor's Village Lane
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Mrs. Edwin P. Elliott, Jr. +
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Mrs. Margaret Y. O'Holloran *
5370 Glengary Lane
Viewtown, VA 22746-1902

Mrs. Susan . Wettstone +
10214 Pepperhill Lane
Richmond, VA 23228

Mrs. Katherine (Kitty) Hughes *
8005 Galaxie Circle
Richmond, VA 23228

Mrs. Bob Priode *
P. O. Box 11
Front Royal, VA 22639-0011

Committees 2010-2011

EDUCATION AND SERVICE

It shall be the duty of this Committee and disseminate Masonic educational material; to administer the Grand Royal Arch Chapter's Leadership Correspondence Course; and to prepare reports as required by the Grand High Priest. All expenditures are to be approved by the Grand High Priest.

James A. Fields, Jr. (540) 943-1521 Chairman

20 St. Drive, Fishersville, VA 22939

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1821 Kings Fork Road Suffolk, VA 23434

FINANCE

It shall be the duty of the Committee on Finance to audit and examine the books and accounts of the Grand Secretary and Grand Treasure; to make suitable investments of all funds of the Grand Chapter Royal Arch Masons in Virginia in the name of the Grand Chapter Trustees; and to report its actions at each Grand Annual Convocation. During the recess of the Grand Chapter, the Committee may, with the approval of the Grand High Priest, authorize each expenditure by the Grand Treasure as it shall deem necessary and proper. The Committee shall prepare and present to the Grand Royal Arch Chapter at the first session of each annual Grand Convocation a tentative budget of the estimated receipts and expenditures from all sources and all expenditures for the current capitular year, provided that a copy thereof shall be presented to the Grand Annual Convocation in each year. Nothing herein shall be interpreted as infringing upon the prerogative of the Grand High Priest to control the funds of the Grand Chapter Royal Arch Masons in Virginia.

Albert A. Dranoff, Chairman (804) 262-7358

3001 Avenue, Richmond, VA 23229

E-mail: aldranoff@aol.com**Dr. Taliaferro C. Dickerson, III (434) 589-1517**

19 Wisteria Way, Palmyra, VA 22963

George Edward Talbot, Jr. (757) 483-4349

4418 Point West Dr., Portsmouth, VA 23703

Frederick R. Dixon (757) 480-4955

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GRAND TREASURER AND DEPUTY GRAND TREASURER - -EX OFFICIO**FRATERNAL RELATIONS**

It shall be the duty of this Committee on Fraternal Relations to peruse the Proceedings of other Grand Royal Arch Chapters and Grand Councils in correspondence with the Grand Chapter Royal Arch Masons in Virginia and, at each Annual Grand Convocation, to report a review of such proceedings. It shall carry on correspondence with other Grand Jurisdictions with the purpose of recognizing Fraternal Relations, exchanging Grand Royal Arch Chapter representatives, and making recommendations to the Grand Chapter Royal Arch Masons in Virginia and the Grand High Priest. If a Grand Council of Royal and Select Masters is in fraternal relations with any Grand Royal Arch Chapter recognized by the Grand Royal Arch Masons in Virginia then, on application by that Grand Council, recognition is automatically extended. All Grand Representatives are encouraged to make every effort possible to be in contact with the counterparts. Any and all information that they deem pertinent to the Craft should be forwarded to the Chairman of the Committee by August.

Samuel L. Cochran, Chairman (304) 724-6445

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E-mail: samuel_cochran@hotmail.com**Howard F. Coleman, ((540) 775-7728**

10364 Cedar Hill Lane, King George, VA 22485-2754

E-mail: hfc Coleman@erols.com**W.B. HUBARD MEMORIAL FUND**

It shall be the duty of this Committee to administer the W.B. Hubbard Memorial Fund and make an annual report to the Grand Chapter Royal Arch Masons in Virginia. A copy of the report should be forwarded to the Grand High Priest and Grand Secretary by October 10 prior to the Grand Annual Convocation.

Edwin C. Whitlock, Chairman (757) 410-0586

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Wayne S. Flora (757) 650-6721

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JURISPRUDENCE

It shall be the duty of this Committee to implement Section 34 of the Digest, reviewing all resolutions and propositions, preparing them, in collaboration with their proposers, to insure proper form, text and purposes, and to submit its findings to the Grand Secretary for presentation in printed form to the Grand Royal Arch Chapter for consideration. It shall be the duty of the Committee to further study the Digest, recommending revisions when necessary, and to update for publication in the Digest such annotations, decisions, recommendations, and laws as have previously been approved by the Grand Chapter Royal Arch Masons in Virginia.

In order for the Grand Secretary to forward a copy of proposed legislation to the individual Royal Arch Chapters for their review and perusal, it is strongly recommended that all resolutions be forwarded to the Grand Secretary by August 15th, one month prior to the prescribed time noted in Section 34 of the Digest. The intent is to give all the Chapters adequate time to review with their Companions the proposed resolutions that will appear before the Committee of the Whole Grand Chapter at the Grand Annual Communication.

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E-mail: vaghp01@alo.com**Meredith C. Hutto (757) 547-4713**

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1442 Creekside Court, Vienna, VA 22181-1701

E-mail: edmundcohen@verizon.net**MERITORIOUS SERVICE**

It shall be the duty of this Committee to review nominations for the John Dove Meritorious Service Award submitted by the Companions; selecting and recommending one of the Nominees to receive the Award.

Howard F. Coleman Chairman (540) 775-7728

10364 Cedar Hill Lane, King George, VA 22485-2754

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Garnet R. Bailey (703)591-6311 (703) 946-3306 (C)

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E-mail: usna.fiftytwo@verizon.net**Daniel S. Kidd Sr., (540) 362-2805 (540)798-3145 (C)**

342 Club House Dr. N. East, Roanoke, VA 24019

E-mail: DKidd3336@aol.com**STEWARDS AND ARRANGEMENTS**

This Committee shall direct and control the Grand Steward in the discharge of all the duties of his office during the Convocations of the Grand Chapter Royal Arch Masons in Virginia. This Committee shall assist the Grand High Priest in preparing for all meetings, banquets and fellowship times at the Grand Convocation. Special attention shall be given to assure proper audio equipment is available for all meetings, and that adequate time is allowed for the hotel to arrange the facilities for the next designated meeting.``

Joel D. Ratliff, Sr. Chairman(540) 635-6127 540-622-3498 (C)

757 Point Road

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E-mail: widowsson08@wildblue.net**Harless T. Dobbins, Jr.(540) 890-4945 (H)**

105 Walkers Cove Drive

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E-mail: hdobbins16@comcast.net**COMMITTEE ON WORK****Randall W. Johnson, Grand Lecturer (757) 547-0478**

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E-mail: darcoent@verizon.net **Thomas K. Staples, Sr. ,Associate Grand****Lecturer (540)371-4037**

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Richard Thomas (757)393-4706 (757)675-8598 (C)

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GRAND CHAPTER TRUSTEES

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Wayne S. Flora (1 Year) (757) 427-1822

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GRAND CHAPTER PERPETUAL MEMBERSHIP TRUSTEES

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YORK RITE BUILDING

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YOUTH

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Grand High Priest's Itinerary (Tentative)

NOVEMBER 2011

10th, 11th, 12th Grand Lodge of Virginia, (Richmond)
16th, 17th, 18th, 19th GRAND CHAPTER (WILLIAMSBURG)
 22nd Richmond Commandery No. 2
 28th Richmond Scottish Rite, Grand Masters Reception
 30th Buckner Council 130 Allied Masonic Degrees

DECEMBER 2012

2nd Red Cross of Constantine, Richmond
6th Homecoming Washington RAC No. 9, Richmond
 7th, 8th GRAND CHAPTER of PA.
 9th VA Research Lodge, York Rite Ingathering,
 Richmond
 12th Washington Henry 344, Stated (Mechanicsville)
 14th MAHOVA Board Meeting, Christmas Observance at
 Richmond No. 2

JANUARY 2012

2nd Manchester RAC No 48 (Powhatan)
 3rd Washington RAC No 9 (Richmond)
 4th Fort Lee Richmond Chapter, National Sojourners
 5th Richmond RAC No 3 (Richmond)
 9th Wash and Henry 344 Stated (Mechanicsville)
 11th Masonic Home Board Meeting (Richmond)
21st GRAND HIGH PRIEST OFFICIAL VISIT DIST. 4
(MAHOVA) (RICHMOND)
 23rd Richmond Scottish Rite (Richmond)
 24th Richmond Commandery No. 2 (Richmond)
28th GRAND HIGH PRIEST OFFICIAL VISIT DIST. 6

FEBRUARY 2012

1 st	Fort Lee Richmond Chapter, National Sojourners
4TH	GRAND HIGH PRIEST OFFICIAL VISIT DIST. 18
6 th	Manchester RAC No 48 (Powhatan)
7 th	Washington RAC No 9 (Richmond)
8 th	Masonic Home Board Meeting
8 th , 9 th , 10 th	AMD Week (Alexandria)
13 th	Wash and Henry 344 Stated (Mechanicsville)
18th	GRAND HIGH PRIEST OFFICIAL VISIT DIST. 19
27 th	Richmond Scottish Rite (Richmond)
28 th	Richmond Commandery No. 2 (Richmond)
29 th	Buckner Council 130 Allied Masonic Degrees

MARCH 2012

2 nd	GRAND HIGH PRIEST OFFICIAL VISIT DIST. 1
3 rd	GRAND HIGH PRIEST OFFICIAL VISIT DIST. 17
5 th	Manchester RAC No 48 (Powhatan)
6 th	Washington RAC No 9 (Richmond)
7 th	Fort Lee Richmond Chapter, National Sojourners
8 th	Richmond RAC No 3 (Richmond)
10 th	Grand Chapter of Delaware (Wilmington DE.)
11 th , 12 th	Grand Chapter South Carolina ??
14 th	Masonic Home Board Meeting
17 th	Grand Chapter, District of Columbia
18 th , 19 th , 20 th	Grand Chapter North Carolina
24 th	Scottish Rite Work Shop, (Richmond)
26 th	Richmond Scottish Rite (Richmond)
27 th	Richmond Commandery No. 2) Richmond

APRIL 2012

2 nd	Virginia Night in The District of Columbia (?)
3 rd	Washington RAC No 9 (Richmond)
4 th	Fort Lee Richmond Chapter, National Sojourners
5 th	Richmond RAC No 3 (Richmond)
9 th	Wash and Henry 344 Stated (Mechanicsville)
11 th	Masonic Home Board Meeting
13 th	GRAND HIGH PRIEST OFFICIAL VISIT DIST. 7
14 th	GRAND HIGH PRIEST OFFICIAL VISIT DIST. 8
20 th	GRAND HIGH PRIEST OFFICIAL VISIT DIST. 21
21 st	GRAND HIGH PRIEST OFFICIAL VISIT DIST. 2 VA Beach Alzheimer's Walk-A-Thon VA Research Chapter 1753
23 rd	Richmond Scottish Rite (Richmond)
24 th	Richmond Commandery No. 2 (Richmond)
26 th	Virginia Chapter Philalethes Society
27 th	GRAND HIGH PRIEST OFFICIAL VISIT DIST. 15
28 th	GRAND HIGH PRIEST OFFICIAL VISIT DIST. 14

MAY 2012

1 st	Washington RAC No 9 (Richmond)
2 nd	Fort Lee Richmond Chapter, National Sojourners
3 rd , 4 th , 5 th	Grand Commandery of Virginia (Charlottesville)
7 th	Manchester RAC No 48 (Powhatan)
9 th	Masonic Home Board Meeting
11 th	GRAND HIGH PRIEST OFFICIAL VISIT DIST. 3
12 th	GRAND HIGH PRIEST OFFICIAL VISIT DIST. 20
14 th	Wash and Henry 344 Stated (Mechanicsville)
17 th	GRAND HIGH PRIEST OFFICIAL VISIT DIST. 11
18 th	GRAND HIGH PRIEST OFFICIAL VISIT DIST. 10
19 th	GRAND HIGH PRIEST OFFICIAL VISIT DIST. 9
20 th - 23 th	Order of the Eastern Star (Roanoke)
28 th	VFW Memorial Day Observance (Richmond)
29 th	Richmond Commandery No. 2 (Richmond)
30 th	William Buckner Council 130 AMD.

JUNE 2012

4 th	Manchester RAC No 48 (Powhatan)
5 th	Washington RAC No 9 (Richmond)
6 th	Fort Lee Richmond Chapter, National Sojourners
7 th	Richmond RAC No 3 (Richmond)
9 th	York Rite Ingathering (Richmond)
11 th	Wash and Henry 344 Stated (Mechanicsville)
13 th	Masonic Home Board Meeting
14 th	Flag Day Celebration
23 rd - 25 th	General Assembly of Rainbow Girls (Richmond)
26 th	Richmond Commandery No. 2 (Richmond)

JULY 2012

2 nd	Manchester RAC No 48 (Powhatan)
3 rd	Washington RAC No 9 (Richmond)
4 th	Forth of July Celebration
9 th	Wash and Henry 344 Stated (Mechanicsville)
11 th	Masonic Home Board Meeting (Richmond)
12 th - 14 th	Jobs Daughter (Ferrium College)
23 rd	Richmond Scottish Rite (Richmond)
24 th	Richmond Commandery No. 2 (Richmond)
27 th , 28 th	DeMolay Grand Conclave (Radford College)

AUGUST 2012

1 st	Fort Lee Richmond Chapter, National Sojourners
4 th - 18 th	Vacation
27 th	Richmond Scottish Rite (Richmond)
28 th	Richmond Commandery No. 2 (Richmond)
29 th	William Buckner Council 130 AMD

SEPTEMBER 2012

4 th	Washington RAC No 9 (Richmond)
5 th	Fort Lee Richmond Chapter, National Sojourners
6 th	Richmond RAC No 3 (Richmond)
10 th	Wash and Henry 344 Stated (Mechanicsville)
12 th	Masonic Home Board Meeting (Richmond)
24 ^h	Richmond Scottish Rite (Richmond)
25 th	Richmond Commandery No. 2 (Richmond)
28 th , 29 th	Scottish Rite Conference

OCTOBER 2012

1 st	Manchester RAC No 48 (Powhatan)
2 nd	Washington RAC No 9 (Richmond)
3 rd	Fort Lee Richmond Chapter, National Sojourners
4 th	Richmond RAC No 3 (Richmond)
8 th	Wash and Henry 344 Stated (Mechanicsville)
10 th	Masonic Home Board Meeting (Richmond)
13th	Masonic Home Family Day (Richmond)
22 nd	Richmond Scottish Rite (Richmond)
23 rd	Richmond Commandery No. 2 (Richmond)
26 th -27 th	Grand Chapter Maryland (?)
31 st	Buckner Council 130 AMD (Richmond)

NOVEMBER 2012

1 st	Richmond RAC No 3 (Richmond)
5 th	Manchester RAC No 48 (Powhatan)
6 th	Washington RAC No 9 (Richmond)
8th, 9th, 10th	Grand Lodge of Virginia (Richmond)
12 th	Wash and Henry 344 Stated (Mechanicsville)
14 th	Masonic Home Board Meeting (Richmond)
14th, 15th, 16th, 17th	Grand Royal Arch Chapter in Virginia (Williamsburg)

