

# Program for Progress



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# INTRODUCTION

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**T**he Committee on Education is charged with overseeing the Program for Progress of the Grand Chapter Royal Arch Masons in Virginia. The Program was established to improve the operation of all Royal Arch Chapters in our great Commonwealth. We urge you to study this Manual and use it to strengthen your Chapter.

The Program for Progress was reorganized into three sections in 2020. The first provides information of use by new Companions; the second, provides ideas and programs for use by High Priests and Chapter Officers; and the third, provides information about Grand Chapter awards and certificates.

As a Royal Arch Mason, you are expected to support the High Priest and his officers, to learn the necessary ritual, and to understand the operation of your Chapter. We feel certain that this Manual will help you prepare to execute these duties now and in the future. The “workman that needeth not be ashamed” is also the competent and productive leader.

This Manual presents methods of planning and will help you in the successful execution of those plans. The ideas presented have been found to be workable and helpful, but they are not the only ways to operate and you may develop better ideas. The main point, however, is that without realistic planning, there is little chance for success or improvement.

We do offer one warning: Don’t get carried away with procedures and ignore the people. The fellowship we share, which is the strongest element in our Chapters, should always be encouraged and never be ignored.

Your use and study of this manual will benefit you as you advance within your Chapter, and as you advance in the world outside our Chapters.

The Committee offers its congratulations to you for the personal success you’re enjoying in your Chapter and wishes you continued success.

# FOR THE NEW COMPANIONS

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**T**he Committee on Education and Service would like each new Companion to learn about the Royal Arch and other York Rite Degrees. We believe that the more you know about the ritual and symbolism of our beautiful degrees, the more you will appreciate them and be active in your Chapter. To provide the foundational information you need, we have included further explanation of the degrees and provided other resources that may be useful to you in learning more about the Royal Craft.

# THE YORK RITE

\* BLUE LODGE

\* CHAPTER

\* COMMANDERY

PRESENTS

THE STEPS

OF MASONRY

The true Mason is ever seeking more Light and Knowledge, and when he asks for this Light or Knowledge he is sometimes told by well-meaning but mistaken Brothers that “as a Master Mason he has received all there is in Masonry” and thus, while not being really satisfied, he believes, and the quest for Light ends.

The purpose of this article is to explain to the initiate and to the uninitiated, so far as may be done, the symbolism and connection between the degrees of the York Rite, and the necessity of taking all of them in the pursuit of “more light” in Masonry.

First, we should dismiss from our minds the idea of division or separation between the three sets of degrees that compose the York Rite. Such a separation is merely formal and for convenience sake, not essential.

THE YORK RITE degrees are full of the most important and beautiful moral lessons ever imparted to man. They are entitled, each and all of them, to be respected and loved for themselves alone, and not as stepping stones to something else.

The following is a brief account of the York Rite degrees:

## SYMBOLIC DEGREES...BLUE LODGE

The Entered Apprentice is a bearer of burdens, the Fellowcraft is a skilled workman, and the Master Mason a director of the work.

The **ENTERED APPRENTICE** is taught symbolically to labor building King Solomon's Temple, subduing his passions, and improving himself in Masonry.

The **FELLOWCRAFT** is carefully instructed in the principles of Geometry, and the Orders of Architecture.

The **MASTER MASON** is taught the important lessons governing his conduct in the world and towards others.

## CAPITULAR .. CRYPTIC DEGREES .. CHAPTER

**MARK MASTER.** The work on the Temple is continued as in the preceding degrees of the Blue Lodge. The candidate represents one of the workmen whose custom it was to have their work inspected at the end of each week. He presents a piece of work whose value is not appreciated at first, but later becomes "the head of the Corner." An important lesson is then taught: that we should never claim for ourselves the property of another. The degree stresses the dignity of labor, and that all must work and receive wages according to their deserts.

**PAST MASTER.** This degree begins the preparation for the Holy Royal Arch. The candidate is taught that he must first learn to obey before he can learn to rule, and that he must learn to govern himself before he can govern others.

**SELECT MASTER.** This degree dramatizes one of the incidents that occurred during the building of the Temple. It is closely connected with the Holy Royal Arch degree, and, in fact, it affords the explanation needed for its perfect understanding. It is highly dramatic and of great interest.

**ROYAL MASTER.** This degree dramatizes a key event while Hiram Abif is still alive and imparts to the candidate the sublime teachings of useful labor on earth and a worthy end of life. The tragedy of his untimely death is again brought forward, with the great loss suffered by the craft.

**MOST EXCELLENT MASTER.** In this degree, King Solomon's Temple is at last completed and dedicated with imposing ceremonies to the service of God. King Solomon offers a sublime invocation, and fire comes down from Heaven to consume the burnt offerings and sacrifices. The Brethren rejoice that their labor is ended, lay aside their aprons, are greeted as Most Excellent Masters, and receive their reward. This ends the cycle of degrees having to do with the building of King Solomon's Temple.

**HOLY ROYAL ARCH.** The candidates, three in number, witness the burning bush where Moses was given the command to return to Egypt and lead forth the children of Israel from bondage, and where God imparted to him the Ineffable Name. They then witness the destruction of the beautiful Temple erected by King Solomon and are carried away as captives to Babylon.

After 52 years in bondage, they are permitted to return to Jerusalem to rebuild the city and the House of the Lord. On arriving, they find themselves in the midst of ruins and make themselves known to the Grand Council. Zerubbabel, Joshua, and Haggai set to work to remove the rubbish of the old Temple in order to lay the foundation of the new. Amidst these ruins, they make many valuable discoveries which had lain buried in darkness for ages, and which complete the knowledge gained in the Symbolic degrees.

## **CHIVALRIC DEGREES .. COMMANDERY**

**ORDER OF THE RED CROSS.** Our story goes back to the period of the Holy Royal Arch. In the reign of King Darius, when the Jews were returning to Jerusalem to rebuild the Temple, a grand council was convened. Zerubbabel participated in this council, represented by the candidate, and offered his services to travel to the Persian court to remind the King of his former promise to aid in the work. When Zerubbabel's turn came, he proclaimed the **ALMIGHTY FORCE OF TRUTH.**

The King was so pleased that he granted Zerubbabel's request and founded a new order upon **TRUTH.** This is a proper preparation of the Order of the Temple.

The next degrees move from the building of King Solomon's Temple, its destruction, and the rebuilding of the city and temple, to the period of the Crusades when the Orders of Knighthood were formed to recover the Holy Sepulcher and to protect the pilgrims who went to visit its sacred shrines.

**KNIGHTS OF MALTA AND MEDITERRANEAN PASS.** The members represent soldiers of the Cross, and the Order is dedicated to Saint John the Baptist. The candidate humbly solicits to be admitted to the privilege of the Mediterranean Pass to enable him to safely undertake a pilgrimage to the Holy Sepulcher, and also to be enrolled as a Knight of Malta.

The ceremonies of the Pass degree refer to the shipwreck of Saint Paul upon the island of Melita or Malta, and the viper that came out of the fire and clung to his hand, as related in the Acts of the Apostles.

**ORDER OF TEMPLE.** This is one of the grandest and most impressive degrees in all Masonry, the true capstone of the York Rite. The candidate represents a knight of the period that succeeded the Crusades, who had made a vow to visit the Holy Sepulcher, and seeks admission into the ranks of the Templars, the better to fulfill that vow. As a trial of his worthiness, he embarks upon seven years of preparation, beginning with an unarmed pilgrimage in the direction of the Holy Shrine. After having served six years of this preparation he is commanded to devote the remaining year of preparation to penance as a trial of faith and humility. Beautiful lessons of the death and ascension of our Blessed Savoir are inculcated, and the candidate is at last received into full fellowship, in the most solemn manner.

The ancient order of the Temple was suppressed, its members dispersed, and the warlike spirit of the Order has passed away; but there remains a spirit of refined and moral chivalry which enjoins the members to be ever ready to defend the weak, the innocent, the helpless, and the

oppressed, and at last to be greeted as Brethren, and received into the “widely extended arms of the blessed Emmanuel.”

## **EXPLANATION OF THE CAPITULAR AND CRYPTIC DEGREES**

Some candidates may have doubts about what is being taught them in the conferring of the Capitular Degrees. It is recommended that the Chapter help these candidates understand the events that have occurred by using the following commentaries for explaining the degrees. This is not to be considered part of the Ritual of the degrees but can help the candidate better comprehend the degrees and learn about the Rite.

### **MARK MASTER’S DEGREE**

When the candidate is presented with the Mark, it becomes his permanent possession. In the center of the Mark is a circle in which the candidate will engrave some symbol or design. This design may be his initials, or something symbolic of his profession or occupation. He is requested to draw a sketch of the design selected on a form presented to him and return it to the Secretary prior to receiving the Royal Arch Degree. This design will be filed with the permanent records of the Chapter in the “Mark Book.” The only restriction as to the design selected is that it must not duplicate one already selected by a previous Companion.

The symbolism of the Mark Master’s Degree, unlike all other degrees in Masonry, may be comprehended in the symbolism of one emblem, the Keystone. Around this is woven the whole of the narrative. It was this that caused the humiliation of the skillful craftsman in his desire to produce some good and useful work, and his long period of sorrow and dejection by its rejection. Consequently, to this symbol he owed his honorary advancement and recognition of his skill.

We need no legend to estimate the value of the Keystone in its material sense. To the Operative Mason of today, it is an invaluable aid in the science of architecture. How much more so would it have been in ancient days when it would appear that the knowledge of its use and construction was actually confined to a privileged few of the higher class of temple builders? To Speculative Mark Masons of today, it not only constitutes the jewel of the degree, but also bears the special Mark chosen by the Mark Mason in his advancement to this honorable degree.

The importance of the Keystone in the Mark Master’s Degree becomes greater as we progress through the Capitular Degrees, for we find it as a central feature of a ceremony in the Most Excellent Master’s Degree, and finally when wrenched from the arch in which had been placed, it again became an important feature of the Royal Arch Degree.

There is considerable evidence and proof of the antiquity of this degree and the use of some of the Mark symbols, both in ancient and modern times, among eastern and western cultures as well as heathen and Christian communities. Masonic Marks have been found on columns of the ruins of Herculaneum believed to be over three thousand years old. Other Masonic Marks date back to 1136 at Melrose Abbey. The oldest known record of conferring the degree was recorded at a Conference of Operative Masons held in Holyrood Palace, Edinburgh, Scotland, on December 12, 1598.

## PAST MASTER'S DEGREE

We are convinced that you are seriously engaged in seeking to improve your knowledge of Masonry, else you would not have requested to receive the Degrees as conferred in the Royal Arch Chapter. The remarks which follow are not to be accepted by you as part of the prescribed ritual of the Degree of Past Master, or as suggestions for any modification or addition thereto. They are presented to you for your edification in Masonry, and to prevent any misunderstanding concerning the purpose for, and manner of conferring this degree.

Analysis of the response from many Brethren who have been asked to comment on this Degree indicates that in at least two areas, a lack of complete understanding has caused serious questions to arise in the minds of some candidates as to the desirability of pursuing their advancement in Masonry. Some who have been impressed, and rightly so, by the decorum and harmonious atmosphere of brotherly love which should, and usually does prevail within the walls of the Temple of a Master Mason's Lodge, have been confused and disturbed by the apparent lack of order and disregard for Masonic principles which accompany the conferring of this Degree.

To put your mind at ease concerning this situation, you need to understand that the purpose of this Degree is to teach each candidate the necessity of preparing himself to render satisfactory service to Freemasonry in any office he may be selected to serve. This means that, in addition to the Ritualistic Work, he must also obtain a knowledge of the principles which govern the conduct of a Lodge, he must learn how to control himself in difficult situations, and must, at all times, give primary consideration to the welfare of the Lodge and the Brethren. The manner of conferring the Degree is designed to emphasize these requirements.

The more advanced student of Masonry, seeing in the Progressive Degrees of the Order a comparison of the orderly building of the moral character of a Mason with the orderly construction of the first Temple, often notices the apparent disruption in the continuity of the traditional account caused by the insertion of this Degree at this time - it not having any discernible connection with, or place in, the story of the planning and execution of this wise design by our First Most Excellent Grand Masters. The explanation for this apparent anachronism is based on the fact that it is not possible to countenance an innovation in the Body of Masonry and is amplified by the information which follows.

Previous to the year 1797, all Degrees of Masonry were conferred under the authority of a Master's Warrant or a Charter. By order of the Grand Lodge of Virginia, it became the duty of every Warden of a Lodge, upon being elected, to qualify himself to preside in the Lodge by receiving the Degree of Past Master as it was given prior to 1797. From this we see that to be a Master of a Lodge, one must have received the Degree of Past Master.

During the period when Chapters of Royal Arch Masons were governed by Lodges, in which the Degrees were then always conferred, the only Masons allowed to receive the Degrees were those who had actually presided as Master in the Lodge. We can therefore summarize by saying that

every candidate for the Royal Arch Degree must have been a Past Master. When the Royal Arch Chapters became independent, to abolish this regulation would have been an innovation, so it had to remain in effect.

The Royal Arch Chapter conforms to these tenets and principles by making you a Past Master prior to Exalting you to the Most Sublime Degree of Royal Arch Mason. We trust that a review and study of the Ritual of this Degree and the foregoing explanation will remove all doubt from your mind as to the purpose of this Degree and the manner in which it has been conferred; and that you will continue to advance in Masonry more completely convinced that a beautiful lesson in character building is contained in each Degree.

## **SELECT AND ROYAL MASTER'S DEGREES (CRYPTIC DEGREES)**

The Degree of Select Master is intended to complete the legend and to exemplify the manner of preservation of those sacred treasures which are recovered in the Royal Arch Degree. The scene of this Degree is laid in an underground vault or crypt and the events which characterize it are of intense interest. The Lecture contains the full story of the Degree.

The Degree of Royal Master undertakes to amplify the Degree of Master Mason as conferred in the Symbolic Lodge. It possesses such dignity and beauty that all are surprised at its sublimity and teachings, thus making it one of the most impressive ceremonies of Ancient Craft Masonry. The Lecture is explanatory of the articles contained in the Holy of Holies of the Temple, including the Ark of the Covenant, a knowledge of which is essential to those who would fully understand the Degrees following this one. The principal characters are King Solomon and his royal associates.

These Degrees are also known as the "Council" or "Cryptic" Degrees. In all but two jurisdictions in this country, Virginia and West Virginia, these Council Degrees are conferred in bodies separate and distinct from the Royal Arch, and holding their charters under a Grand Council of Royal and Select Masters. However, in Virginia and West Virginia, each candidate for the Chapter Degrees receives six degrees in the Royal Arch instead of the four received in all the other Grand Royal Arch bodies.

The Grand Council of Virginia was the second Grand Council of Select and Royal Masters in the world, Connecticut being the first. Virginia's Grand Council was organized in Richmond on Christmas Day in the year 1820. Then in 1841, the Grand Council decided to merge with the Grand Chapter of Royal Arch Masons in Virginia under condition that the Grand Chapter would perpetuate the Degrees of Grand Council in their proper form.

Since that date, the Council Degrees have formed an integral part of the Chapters in this jurisdiction, being conferred between the Degree of Past Master and that of Most Excellent Master. To conform to their true chronology, and contrary to the practice in other states, Virginia confers the Select Master's Degree before that of Royal Master. A Council is regularly opened in the bosom of a Royal Arch Chapter, the two degrees are conferred in their proper sequence, the Council is then closed in due form, and the Royal Arch Chapter "resumes labor." In 2015, Grand Chapter passed a resolution reconstituting the Grand Council in Virginia as an intrinsic part of Grand Chapter; each time that Grand Chapter is opened or closed, the Grand High Priest announced that

the Grand Council has been opened or closed as well in ample form.

## **MOST EXCELLENT MASTER'S DEGREE**

The ceremonies exemplified in this Degree represent those at the completion and the dedication of King Solomon's Temple. The workmen have completed their labors. The capstone has been placed in the principal arch, the Temple is completed, and the Ark of the Covenant which has been so long without a resting place has been safely seated.

It was King David who first proposed to build a house wherein the Lord God of Israel might be worshipped. For this purpose, that monarch, long before his death, had numbered the workmen, appointed overseers, prepared a great quantity of brass, iron, and cedar, and had amassed an immense treasure to support his enterprise. Because David was a man of blood, God, through the Prophet Nathan, forbid him to build the house, and that work was reserved for his son, the Wise King Solomon.

The foundation of the Temple was laid on Mount Moriah in the year 2992 and finished in the year 3000, a little over seven years being occupied in its construction. Six months after its completion, the Temple was dedicated with solemn ceremonies to the worship and service of the True and Living God.

Solomon assembled all the tribes of Israel and the people entered the outer courts of the Temple, viewing its magnificence. The High Priest alone entered into the Sanctum Sanctorum. Then a procession was formed to repair to the city of David to bring forth the Ark of the Covenant. Amid the dancing, shouting, and praise of the people, they brought up the Ark and placed it within the Sanctum Sanctorum. King Solomon then ascended a brazen scaffold he had built and offered up that sublime invocation, only a portion of which has been rehearsed for your edification in this degree.

The Masonic Temple which we have been erecting is now completed and dedicated. This Temple symbolically represents our own spiritual Temple. The foreign country, into which, after its completion, every Mason will eventually travel is that "undiscovered country from whose borne no traveler returns." "Know ye not that ye are the Temple of God, and that the Spirit of God dwelleth in you?" Though we might know for a certainty that all earthly things are transient and that in time, the decay of ages will crumble our magnificent temple into dust, yet we are persuaded, if we have erected this temple of our inner life by the Square, the Plumbline, and the Rule, its foundations will never crumble nor decay. The wages for his labors that a Mason is to receive are the rewards of a well-spent life and the knowledge of Divine Truth, which the Great Architect of the Universe will bestow upon all who have faithfully performed their task.

Then let us, my Brethren, take care that each of us labor in the erection of our spiritual temple here so that, when we depart for that far distant country from whence we shall never return, we may there receive the wages of faithful craftsmen.

This Degree is conferred only in the United States and Canada. It is not included in the Degrees in the Royal Arch Chapters of other countries.

## **THE ROYAL ARCH DEGREE**

You have now arrived at the SUMMIT of Ancient Craft Masonry - historically and traditionally perhaps the most important degree. The ritualistic grandeur of this Degree, with the rebuilding of the Temple and the recovery of the True Masonic Word, emphasizes that the Royal Arch Degree, as the SUMMIT, indeed completes the Master Mason Degree. The Word – its loss, recovery, symbolism – and the relationship, hopes, and rewards that can come only with Exaltation are yours as a Royal Arch Mason. The real Meaning of the True Word, in essence, is knowledge of Divine or Absolute Truth, which includes the relation of man to Deity, to the Universe, and to his fellow man. While partially concealed in the language of the Ritual, this is the real teaching and meaning of the Royal Arch Degree.

The Royal Arch degree was first conferred in England in 1740 or shortly thereafter. As was the case of many other Degrees, it was conferred by one Mason upon another. Later, those who received it grouped themselves together in what they termed Royal Arch Lodges and proceeded to confer the Degree under the assumed authority of a Craft Lodge Warrant. According to the records at York, the term “Chapter” was used for the first time on April 29, 1768.

When the second or “Ancient” Grand Lodge was formed in 1751, the Royal Arch was adopted – not as part of the Degree of Master Mason, but as a fourth or supplementary sublime Degree, the Holy Royal Arch. At first it was conferred only upon those who had presided as Masters of Craft Lodges, but later was opened to men who had not so presided thus becoming Virtual Past Masters and eligible to receive the Royal Arch Degree.

The first Grand Chapter in the world was organized in London in 1767, under the sanction of Lord Blaney, immediate Past Grand Master of that Grand Lodge. Despite the fact that the Royal Arch Degree originated on the other side of the Atlantic, the earliest known minutes of its having been conferred are found in the records of Fredericksburg Lodge No. 4 of Fredericksburg, Virginia, dated December 22, 1753. The Brother who presided on that occasion was a military visitor, the candidates being the Master, Junior Warden, and Secretary of the Lodge. There is nothing to indicate that the Degree was again conferred there, nor that it was ever contemplated as a permanent addition to their Work.

The Grand Chapter of Royal Arch Masons in Virginia was organized during the years 1806-1808 in Norfolk, Virginia, by Norfolk United Royal Arch Chapter No. 1, Union Royal Arch Chapter No. 2, and Richmond Royal Arch Chapter No. 3. These numbers were assigned by Grand Chapter in accordance with the age of the Chapters known at that time. They had been in existence since about 1805 after having conferred the Royal Arch Degree under the auspices and Charters of their respective Master Mason Lodges, known as early as 1790. These three Chapters are still working prominent among the other 50 Chapters in Virginia.

## **DEGREE OF ANOINTED HIGH PRIEST**

The Degree of Anointed High Priest as conferred in a Convention of the Grand Council of Anointed High Priest of the Commonwealth of Virginia under the jurisdiction of the Grand Chapter of Royal Arch Masons in Virginia is at least one hundred and eighteen years old. This degree is an honorarium that is bestowed upon the High Priest of a Royal Arch Chapter, and no

one may receive it until he has been duly elected to preside as High Priest in a regular Chapter of Royal Arch Masons. It is also a prerequisite prior to appointment as a District Deputy Grand High Priest. It is recommended that you carefully read Sections 144 and 156 of the DIGEST with reference to the importance of this degree.

Application for the degree must be made to the Secretary, Grand Council of Anointed High Priests, prior to mid-day of the first day after the opening of Grand Chapter. The degree is usually conferred on the afternoon of that day. A beautiful Masonic Bible and a Certificate of Membership are given to each Anointed High Priest.

### **DEGREE OF THRICE ILLUSTRIOUS MASTER**

This degree is an honorarium and is one of great solemnity, impressing the candidate with the principles of filial fidelity and fraternal love. It is intended as a ceremony that exemplifies the relinquishing by a presiding officer of the reins of power and authority to his successor.

This degree is usually conferred following the conferral of the degree of Anointed High Priest. Prospective candidates must register with the Secretary, Grand Council Thrice Illustrious Master, prior to mid-day on the second day of Grand Chapter. Membership cards and emblems are received by each Thrice Illustrious Master.

### **DEGREE OF SUPER EXCELLENT MASTER**

This degree is available to every Royal Arch Mason in Virginia. The Masonic legend of the degree of Super-Excellent Master refers to circumstances which occurred on the last day of the siege of Jerusalem by Nebuzaradan, the captain of the Chaldean army, who had been sent by Nebuchadnezzar to destroy the city and temple, as a just punishment of the Jewish king Zedekiah, for his perfidy and rebellion. It occupies, therefore, precisely that point of time which is embraced in that part of the Royal Arch degree which represents the destruction of the temple, and the carrying of the Jews in captivity to Babylon. It is, in fact, an exemplification and extension of that part of the Royal Arch degree.

As to the symbolic design of the degree, it is very evident that its legend and ceremonies are intended to inculcate that important Masonic virtue, fidelity to vows. Zedekiah, the wicked king of Judah, is, by the modern ritualists who have symbolized the degree, adopted very appropriately as the symbol of perfidy, and the severe but well-deserved punishment which was inflicted on him by the king of Babylon is set forth in the lecture as a great moral lesson, whose object is to warn the recipient of the fatal effects that will ensue from a violation of his sacred obligations.

# DECLARATION OF PRINCIPLES\*

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**F**reemasonry is a charitable, benevolent, educational, and religious society. Its principles are proclaimed as widely as men will hear. Its only secrets are in its methods of recognition and of symbolic instruction.

It is charitable in that it is not organized for profit and none of its income inures to the benefit of any individual, but is devoted to the promotion of the welfare and happiness of mankind.

It is benevolent in that it teaches and exemplifies altruism as a duty.

It is educational in that it teaches by prescribed ceremonies a system of morality and brotherhood based upon the Sacred Law.

It is religious in that it teaches monotheism, but it is not sectarian or theological. The Volume of Sacred Law is open upon its altars whenever a Lodge is in session; reverence for God is ever present in its ceremonies; and to its Brethren are constantly addressed lessons of morality.

It is a social organization only so far as it furnishes additional inducement that men may organize together, thereby providing greater capability for its educational, charitable, and moral purposes.

Through the improvement and strengthening of the character of the individual man, Freemasonry seeks to improve the community. It impresses upon its members the principles of personal righteousness and personal responsibility, enlightens them as to those things that make for human welfare, and inspires them with that feeling of charity, or good will, toward all mankind which will move them to translate principle and conviction into action.

To that end, it teaches and stands for the worship of God; truth and justice; fraternity and philanthropy; and the enlightenment values of orderly liberty, and civil, religious, and intellectual pursuits. It charges each of its members to be true and loyal to the government of the country to which he holds allegiance, and to be obedient to the law of any state in which he may be located.

It believes that the attainment of these objectives is best accomplished by laying a broad basis of principle upon which men of every race, country, sect, and opinion may unite rather than by setting up a restricted platform upon which only those of certain races, creeds, and opinions can assemble.

Believing these things, this Grand Lodge affirms its continued adherence to that ancient and approved rule of Freemasonry which forbids the discussion in Masonic meetings of creeds, politics, or other topics likely to excite personal animosities.

It further affirms its conviction that it is not only contrary to the fundamental principles of Freemasonry, but dangerous to its unity, strength, usefulness, and welfare for Masonic Bodies to take action or attempt to exercise pressure or influence for or against any legislation, or in any

way to attempt to procure the election or appointment of government officials, or to influence them, whether or not members of the Fraternity, in the performance of their official duties. The true Freemason will act in civil life according to his individual judgment and the dictates of his conscience.

*\*Adopted at the Conference of Grand Masters of North America in 1939.*

# OTHER RESOURCES AND INFORMATION

## **“THE ROYAL ARCH MASON” MAGAZINE**

A very interesting and useful Masonic publication is the magazine published quarterly by the General Grand Chapter under the name of “The Royal Arch Mason.” It is an informative, up-to-date, magazine for Masons of all degrees. It informs us about what is going on in Masonry outside of Virginia. If you once read it, you will look forward to subscribing because of the particular interest its articles have for Royal Arch Masons. Your secretary will provide you with an application for subscription and inform you as to the present cost. Any Mason may subscribe, and it makes a nice gift. Subscriptions are currently \$10 per year with discounts for larger periods. You can request the subscription directly at Royal Arch Mason, P.O. Box 205, Maxwell, IN 46154-0205, 317-467-0571.

## **GRAND CHAPTER’S NEWSLETTER**

The Grand Chapter’s Newsletter is called the Keystone. Secretaries are encouraged to summarize pertinent points from the Keystone at Stated Convocations. This is a great source of information and is available on the Grand Chapter website. We recommend that every Companion read each issue.

If you want news of your Chapter published, especially special events, programs, etc., send the information to the editor or the Grand Chapter’s Education and Service Committee. It is suggested that your Chapter’s Education and Service Committee be charged with the responsibility of sending items of interest to the editor. Your success may be of value and assistance to other Chapters.

## **GRAND CHAPTER’S EDUCATION PORTAL**

The Grand Chapter’s website has an Education section, which contains many informative programs about Royal Arch history, degrees, and philosophy. We encourage you to look at the information available in the educational portal, which also has the Royal Arch Correspondence Course. You will learn a great deal about our Royal Craft by taking this Course, and the cost is only \$10.

## **SELECTION OF CHAPTER OFFICERS MORE DYNAMIC LEADERSHIP**

We should not elect men to office in our Chapters simply because they are popular or good ritualists, although these are useful qualities. If our Chapters are to prosper, our Chapter officers

also must be good administrators, leaders, and Masonic role models. Thus, along with their ritualistic accomplishments and their popularity, we must consider their ability to provide real meaning to the lectures delivered to the candidates; to read, understand, and explain the virtues, laws, and landmarks of Freemasonry, and the laws and proceedings of our Grand Chapter; and to be friendly with the Companions in the Chapter, as well as with all good men. We must make certain that their public persona is above reproach, and that they are endeavoring, not only by words, but by deeds, to make Royal Arch Masonry attractive to its members and respected by non-members.

The idea, fostered by some members, that a Mason who is or has been active in some other organization is not good material for Masonic leadership is an opinion based on prejudice rather than on fact. A careful examination of the outline of their biographies would convince any reasoning Mason that many of our truly great Masonic leaders also made significant accomplishments in other areas.

Select for your officers men who are Royal Arch Masons “Not in Word only, but also in Spirit.” These are Companions who have also demonstrated their knowledge and understanding of the moral lessons taught in that Ritual by the lives they live in public and private settings. Choose those who are intelligent, sober-minded, physically capable of performing their duties, and as well liked outside the Chapter as they are within. They should be friendly men who are loyal, competent, and determined, and who have satisfactorily demonstrated their leadership capability in any worthwhile organization, not just in the Chapter.

# FOR THE HIGH PRIEST AND HIS OFFICERS

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**T**he Committee on Education and Service is providing the following information to High Priests and Chapter Officers to help them succeed and their Chapters prosper. There are many valuable ideas contained in these pages, and you should be able to find many ways to improve attendance and ritualistic excellence, and have interesting programs.

# WHAT IS A HIGH PRIEST?

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A Ritualist? Not necessarily, even though he must have a certificate of proficiency to open and close a convocation. If he is able to confer a Degree, even better, though not required.

An Orator? No. A communicator? Yes. While eloquence is an admirable quality, it's not essential for effective communication. Some public speaking is required to be sure, but the self-confidence that comes from having a solid program plan makes it much easier to express concepts and preside at meetings.

An Administrator? Yes, but. While administrative ability is necessary, it is ancillary to his principal role as the overall manager of the Chapter. Bookkeeping and records management ability are not necessarily hallmarks of leadership. The dictionary defines "administrator" as a process manager—someone who handles the business [records] of an organization. Certainly a High Priest must oversee the business of his Chapter, but he should look to the Treasurer and Recorder to handle the day-to-day records keeping and business transactions.

A Director? Definitely! The High Priest is responsible for everything his Chapter does or fails to do. A High Priest can delegate authority—not responsibility. As the Chief Executive, Chief Financial Officer and Chairman of the Board he is personally liable for the welfare and financial stability of his Chapter. When you reflect upon this, you begin to realize the enormity of that responsibility.

Sometimes those who aspire to the office do not understand the nature of this responsibility and when something goes awry, seek to pardon themselves by passing blame to the subordinates who were in charge of various projects and tasks. The High Priest cannot be absolved by passing the buck. There's a lot more to being the "boss" than wearing a title, writing a monthly message, and chairing a monthly convocation!

What is expected of a High Priest? He must first of all be an effective director. The High Priest is the "sparkplug" of his Chapter. He is expected to be a communicator, an innovator, a motivator, and a thinker. He needs to deal with problems, try new things, initiate programs and projects, and have the diligence to see them through. He must be courteous to detractors, but immune to negative influences. At the same time, he must be prudent in his judgment—able to accept and respond to constructive suggestions from peers and superiors.

The High Priest is expected to set the pace, set the standards, and set the example by his commitment, perseverance, and dedication to accomplishing worthwhile goals and objectives.

He is expected to be a facilitator and an enabler; to be prudent in the selection of a cadre to assist him in achieving his objectives. He must be perceptive and sensitive to his officer's strengths and weaknesses and assign tasks accordingly. He must fully explain what is expected, make sure it is understood and then follow up to make certain the objectives are met. He must not allow

confidence in subordinates' capabilities to dissuade him from exercising firm but gentle oversight. He must insist on feedback and periodic progress reports, and take remedial action when needed.

What is the High Priest's first priority? Membership! No matter the nature of an organization, there are always the issues of critical mass and sufficient money. He must maintain an active membership of sufficient number to keep the Chapter alive.

He must require his officers and ask his members to aggressively recruit new members. His programs must make prospects eager to join and the members enthusiastic about attending. It is necessary, therefore, to make his Convocations enjoyable and educational. How can he do this? There is no simple solution, but it is one he must find. The suggestions in this Program for Progress should help.

What must a High Priest know and do to be effective? He must know his capabilities and limitations. He must set realistic and achievable goals for himself and his Chapter. He must know the principal objectives of the Grand High Priest's Program and strive to meet them to the best of his ability.

He must be familiar with the Digest of the Laws, Rules and Regulations of the Grand Chapter of Virginia as they pertain to the operation of Constituent High Priests.

He must know how to develop a budget, generate revenue, organize and manage committees, set up an activities calendar, and properly organize and conduct his Convocations.

How is a High Priest's success measured? The most important measure is a positive membership statistic at year-end with the number of exaltations the primary measure of success. Secondly, his accomplishments will be enumerated as statistics in the District Deputy Grand High Priest's reports on the Chapter's ability to confer the Degrees, average attendance, and participation in activities and philanthropic programs. The financial stability of the Chapter and a reduction or elimination of losses through suspensions are also gauges of success.

# CHAPTER ADMINISTRATION

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The function of the High Priest is to provide the leadership and administrative skills necessary to operate the Chapter efficiently. This does not mean that the presiding officer or manager of any organization should attempt to handle everything himself. This generally leads to failure. It is essential, therefore, that he utilize the skills and abilities of his officers and members. This means he must **learn to delegate**.

The way the various administrative tasks are handled will differ from Chapter to Chapter. The most common method of delegation is through committees charged to undertake or perform certain necessary functions.

The use of committees has a two-fold purpose. First, it helps to get essential tasks done. A second function is to get your members involved in Chapter activities. Active Companions will have more opportunities for fellowship and enjoy their membership in the Chapter. And don't forget, a Companion need not be an officer to serve on a committee. Indeed, assigning him to a committee may be the spur to get him to take a more active part as an officer of the Chapter.

It is useful to integrate the Chapter officers with the Committees and some Chapters have certain officers chair specific committees based on their station. For example, the Chaplain could head a "sick" committee, the King might handle birthdays and the notification and invitation of Companions celebrating their Chapter birthdays. The three Veilsmen could be tasked with setting up the Chapter and storing the implements and regalia after the meeting. Another officer or Companion could be called on to publicize future events. The list can go on and on.

Appointing someone to a committee and assuming that he will be able to complete the task can result in disappointment. Therefore, you also need to provide the communication and support that the Companion needs. He should be contacted and called upon for a report of his progress from time to time. One hour before the project is to be completed is too late to check. He might have misunderstood your instructions or might be unable to accomplish your expectations.

We also find that many Secretaries are overworked and sometimes unable to keep up with the duties of their post. Yet, they don't complain and would be offended if they were not re-elected. An edict was issued several years ago requiring every Chapter to elect or appoint an Assistant Secretary and an Assistant Treasurer. Its purpose was to relieve these officers and to ensure continuity in the event of the incapacity or illness of either. If your Chapter has not done so, this is something that requires your attention as High Priest.

In addition to appointing assistants, another way to solve the overall problem is to "take the job apart," by breaking the job into manageable parts. Depending on the present assignments of the Secretary, the Chapter might consider breaking it down in the following manner:

Committee on Membership and Dues Committee on Newsletter  
Keeper of the Marks  
Committee on Perpetual Membership

If you look, you can find other equally valid breakdowns. Your Chapter and your Secretary will be the better off, if you use this approach.

# SETTING GOALS AND OBJECTIVES

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The next step in the planning phase is setting goals and objectives. Until you have decided upon a destination, you have no idea which direction to take. This information will assist you in reaching your destination by providing a road map (or program plan) for getting there.

## **Goals, Objectives, Requirements**

There are certain goals, objectives, and requirements imposed upon you by superior authorities i.e., the Grand Royal Arch Chapter of Virginia. These, of course, take precedence as you develop the program plan for your year as High Priest. You will also have some personal goals that will round out your master plan for the year.

Once you have a master plan in place (global outline for your monthly activities), you need to distill it down to the macro level (monthly planning sheets) and finally zero in on the micro level (agendas for specific Convocations).

In descending from the global, to the macro, and then to the micro levels of your master plan you must constantly examine planned actions and activities in terms of their actual value in accomplishing your interim goals and meeting final objectives.

Remember that objectives are general but your goals must be specific, measurable, and realistic. For example, implementation of the Grand High Priest's Program is an objective. One of the goals associated with it could be to "exalt four new members by a certain date and another four six months later."

Question each planned action or activity by asking yourself if that action will help you to meet your membership goal?" "How does this action contribute to achievement of your philanthropic goals?" "At the end of the day, what will you have accomplished by doing this?"

In addition to the program requirements imposed by Grand Chapter, you should incorporate some of your personal goals and objectives into your Program Plan. The possibilities are myriad. You might want to do something to honor your charter members and veterans, e.g., issue plaques, certificates, lapel pins for years of membership, participate in charitable or patriotic activities of other organizations. For example, you might have Red Coat Nights at Masonic Lodges, or participate in the local Alzheimer's Association Walk. Many additional ideas are offered in the Program for Progress.

## **Traditions**

Finally, in drafting your program for the year, you need to consider any traditions that are observed by your Chapter. This might be a Founders Day program, Past High Priest Night, Officer Advancement Night, Ladies Night, and Blue Lodge Night, etc. Traditions may also come into play in the method and manner of conducting religious observances for Christmas or St. John's Day.

With respect to traditions, many are time-honored but some may be timeworn. You have to decide whether to “go with the flow” or “try something new.” If a tradition seems to be working well, stick with it. If, on the other hand, there is evidence that a tradition has become passé or “stale,” and your members would probably welcome a change, by all means do something different. Don’t be a hapless victim of the “we’ve always done it that way” syndrome. It takes a strong and determined fish to swim upstream—even a dead one can “swim” with the current.

# CHAPTER LEVEL PRESENTATION

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As there are six degrees in Capitular Masonry, so are there six important steps in your Program for Progress at Chapter Level. As these six degrees lead us to the Summit of Ancient Craft Masonry, these six steps will lead us to our goal: Royal Arch Masonry at the Zenith of its existence. These steps are presented in this Manual as ways to improve your leadership and the progress of your Chapter.

1. Increase proficiency in administrative procedures.
2. Increase proficiency in conferring the degrees.
3. Foster closer relationships with other Chapters.
4. Maintain a close relationship with Grand Chapter.
5. Establish a relationship with Symbolic Lodges.
6. Increase attendance and membership by promoting special programs.

Recommendations concerning the first five suggestions are presented for your consideration, as they apply to all Chapters in much the same way. Several ideas for special programs are listed in suggestion six. The programs that you use and the methods of presentation will depend entirely upon the circumstances existing in your individual Chapter. The establishment of committees to help you have successful programs is presented in the section on "Committees."

## SUGGESTION 1.

### INCREASING PROFICIENCY IN ADMINISTRATIVE PROCEDURES

This is done through improved knowledge of, and better usage of, the "DIGEST." The days are long gone when the average member was unaware of, or unconcerned about, the way in which the business of the Chapter is being conducted. Dissatisfaction in this area often keeps members away from meetings and even causes some to withdraw from membership. None of our Companions will be displeased if the business is conducted in an orderly manner and in compliance with Grand Chapter law. It is therefore recommended that you read your DIGEST carefully, giving sufficient time and effort to study the following items:

1. Officers of the Chapter: Eligibility – Election – Installation
2. Duties and Responsibilities of these officers
3. Fees and Dues: Payment – Non-payment – Remission
4. Petitions: Election or Rejection – Time limits for action
5. Affiliations: Honor Members – Visitors
6. Demits – Suspensions – Expulsions – Reinstatements
7. Ceremonies: Installations – Visitations of GHP or DDGHP – Fifty Year

- Members – Other Awards – Memorial Services
8. District Deputy Grand High Priest: Knowledge of duties prior to recommendation of nominee – Reports from Chapter to
  9. Dispensations: Reasons – Requests for
  10. Grand Chapter: Annual Returns – Attendance – Representation – Voting

If you are not fully able to understand any section of the DIGEST, consult with your District Deputy Grand High Priest.

## SUGGESTION 2.

### INCREASING PROFICIENCY IN CONFERRING THE DEGREES

Some candidates become active, engaged, and participating members of the Chapter, while others are just card-carrying members who will demit in a couple of years. Often this depends on the manner in which the degrees have been conferred and how the Companions in the Chapter interact with their new Companions. To increase your membership, and from it get increased attendance and interest, develop teams of Companions from your Chapter who are able to confer all the degrees. You also must build future capability by finding alternates and replacements to learn the ritual.

It is suggested that you have a meeting with your line officers and determine your Chapter's capability and needs. Then have another meeting and bring in the District Lecturer. With his cooperation, draw up a plan for training your Chapter members in the ritual as required. Set up a calendar of the District Schools and encourage all your members to attend. Have the Lecturer conduct Schools in your Chapter when expedient. Try to establish a group of "Instructors" within the Chapter who will coach those willing to learn when District Schools are not in session.

Proficiency in ritualistic work requires individuals with knowledge of the ritual, carefully prepared teamwork, and the desire to impress upon the candidate the precepts included in the degrees. As they move up, all the line officers should be taking an increasing interest in the work. Having members who are not officers on the teams helps to increase interest and attendance. Do not overlook the importance of encouraging your members to attend the Grand Chapter's Schools of Instruction and the annual William Millican Grand Chapter School. Dates for these schools and additional information concerning them will be provided by your District Lecturer. As previously stated, the details of the ritual are in the hands of the Grand Chapter Committee on Work and may not be discussed in this Manual.

## SUGGESTION 3.

### FOSTERING CLOSER RELATIONSHIPS WITH OTHER CHAPTERS

Take an active part in the proceedings of your District Council Association, if one exists, and help your District Deputy and Area Liaison Officer promote the Program for Progress.

Encourage your officers and members to visit other Chapters in groups as often as possible, especially when there is an official visit or when degrees are being conferred. The strength and existence of Masonry depends upon our demonstration of the “brotherhood of Man,” and is greatly enhanced by the companionship that Royal Arch Masons enjoy and value so much. Friendly relationship between Chapters will stimulate attendance, and this will help increase membership.

Friendly contests between Chapters relative to attendance and proficiency in the Ritual can be beneficial in many ways. Besides improving interest and attendance, they help develop future leaders. Small trophies and awards provided for individuals and Chapters in such contests have had positive results. Persuade the Chapters near yours to join in some of these contests.

#### **SUGGESTION 4.**

### **MAINTAINING A CLOSER RELATIONSHIP WITH GRAND CHAPTER**

Your Chapter is not a component part, but a constituent part of your Grand Chapter. Decisions are made in Grand Chapter by delegates of Chapters voting according to their convictions. **MAKE CERTAIN THAT YOUR CHAPTER’S ANNUAL RETURNS ARE SENT IN ON TIME SO THAT YOUR CHAPTER WILL BE ENTITLED TO A VOTE IN GRAND CHAPTER. BE THERE TO REPRESENT YOUR CHAPTER AND CAST THAT VOTE.** For further information, refer to Sections 9 and 120 of the DIGEST.

Convince all your officers that they should attend Grand Chapter so that they will have had experience with its procedures when they become delegates representing the Chapter at Grand Chapter.

Use every opportunity during Grand Chapter Convocations to become better acquainted with those serving as Grand Chapter Officers. They want to assist and serve all Chapters, but need to be informed as to how, when, and where they can render this service. This improved communication, along with the reports they receive from the DDGHP about your Chapter help them to help you.

Report to your Chapter what has occurred during Grand Chapter Convocation. Your responsibility for this report is an important reason for your being there. Sharing with your members what happens at Grand Chapter will help the Companions realize that their Chapter is a part of Grand Chapter, and not just a visitor looking on. Your best contact will be through your DDGHP and the Grand Officer who is serving as the Grand Chapter Area Representative.

#### **SUGGESTION 5.**

### **ESTABLISHING A RELATIONSHIP WITH SYMBOLIC LODGES**

This is a very important part of your program for increasing membership. Royal Arch Masons, especially the officers of the Chapter, should regularly attend the meeting of their Symbolic Lodge and actively participate in its programs. By attending in groups, they will demonstrate the unequalled benefit of Royal Arch Masonry: true companionship. They will also be showing that they are still interested in their Symbolic Lodge and its activities. Remember that the Master Masons who decide to petition a Chapter because they have been impressed by the conduct of those known to be Royal Arch Masons will make very good Chapter members.

Be present when degrees are conferred in the Lodge, especially when the candidates become Master Masons. Congratulate them and establish a communicative friendship that may result in their desiring to become Royal Arch Masons. Encourage your members to accept the responsibility of coaching Lodge candidates in their Catechisms. Do not seek petitions while the Lodge is in session nor during the fellowship period that may follow. They may be requested, but should be obtained through personal contact in a dignified manner without violating any of the precepts of Masonry. Prospective members should know by the conduct of Royal Arch Masons in the Lodge that the Chapter does not just house a special group, but that it is the permanent dwelling place of the Summit of Ancient Craft Masonry. All Real Masons would like to arrive at that Summit.

Investigate the possibility of having a “Blue Lodge Night” as part of your attempt to increase membership. You will find some suggestions that will apply to such a meeting in the “Special Program Ideas” section of this Manual.

## SUGGESTION 6.

### INCREASING ATTENDANCE, INTEREST, AND MEMBERSHIP BY PROMOTING SPECIAL PROGRAMS

As King and as High Priest, your main objective should be to serve your Chapter in such a way that its membership increases and that, as a result of your programs and projects, the members maintain their interest in the Chapter and attend its meetings. There are a great many programs that can bring about the desired results. We present a few of these as “Special Program Ideas.” If you can successfully implement some of these programs, you will have done a lot for your Chapter. Also, when you begin to use these programs, you may come up with new ideas. If you do, please pass them to the Grand Chapter Committee on Education so they may be shared with other Chapters.

#### IDEA 1. ANNIVERSARY CELEBRATIONS

Try to have an anniversary celebration in your Chapter at least every five years. The items to be considered when planning are: the preparation of a suitable program for the meeting, sending invitation to participants, guests and members, gathering historical information about the Chapter, providing entertainment, and producing tokens of

remembrance.

Planning for 50<sup>th</sup>, 100<sup>th</sup>, or 150<sup>th</sup> anniversaries should begin early enough to ensure that sufficient funds will be available, and that a satisfactory meeting place will be provided. Notify all those you would like to invite well in advance so that they can arrange their schedule to be present.

## IDEA 2. BIRTHDAY CELEBRATIONS

These are the actual yearly anniversaries of the dates of exaltations of members. It is a good program, especially for the smaller Chapters with few exaltations during each year. To be fair to all, the program would have to be set up to include every member. It must be planned so that the time required to greet each Companion who is observing an anniversary does not interfere with other programs you have scheduled for that evening.

If you adopt this program for your Chapter, remember that it will be necessary to send a special invitation to each member at the proper time. This will require a screening of your roster to determine in which month each member was exalted. Transportation may be required by some, and each Companion should be recognized on an equal basis. This is one of the programs that has to be handled with extra care. Should you overlook notifying a member, send him a written apology. Investigate carefully all the factors involved before setting up this program, because starting it and then having to stop is disappointing and not helpful to the Chapter.

## IDEA 3. CHURCH VISITATION

Although we do not discuss religious doctrines in our Chapter meetings, the precepts we are teaching have been revealed to us by the Word of Truth. It will benefit everyone concerned if your Chapter will occasionally attend some religious service in a group, accompanied by their families and Masonic friends who are not Royal Arch Masons.

## IDEA 4. BLUE LODGE NIGHT (In Your Chapter)

At least once during your year as High Priest, have a special Chapter meeting for Master Masons who are not Royal Arch Masons. (The Chapter would not be opened.) Request every member of the Chapter to invite his Masonic friends who have not become Royal Arch Masons to attend this meeting. Let each member introduce his guest. Have a competent Royal Arch Mason present a brief talk on the subject of Royal Arch Masonry.

Provide appropriate entertainment and refreshments during a fellowship period following the meeting. Do not seek petitions during the meeting but have them available should they be asked for. Make a note of those attending and follow up with personal contact, always encouraging Chapter membership whenever the opportunity presents itself.

## IDEA 5. WORSHIPFUL MASTER'S NIGHT

If the Worshipful Master of a nearby Lodge is a Royal Arch Mason, request him to be your guest speaker for a special occasion. The subject of the presentation may be specified by the High Priest or left up to the speaker. Have your members act as an

attendance committee to contact all members of the Lodge who are Royal Arch Masons and persuade them to support their Master during his visit to the Chapter. When you have the chance, tell the Lodge members who do not belong to the Chapter what a good time they missed. The Master may also be a good contact to promote your “Education Night” program.

## IDEA 6. MASONIC EDUCATION NIGHT

Arrange for a competent speaker to present an informative message on a Masonic subject. There are so many topics to choose from and so many sources of information. To get you started here are some suitable topics that are included in our Digest or our Textbook.

Masonic History	The Relationship of Masonic Bodies
Lessons from the Ritual	The Landmarks of Masonry
A Mason’s Responsibilities	Activating New Members
More Dynamic Leadership	Creating a Better Image
Americanism	

For additional topics, consult the Grand Chapter website and, in the information tab on the left, click on Education. There you will find a number of educational programs and materials you can use for an interesting program. In addition, further down on the page under Resources from Other Grand Chapters you will find additional material worth exploring.

## IDEA 7. HIGH PRIESTS’ NIGHT

Invite the High Priests of the Chapters in your District and of neighboring Chapters to be special guests. Recognize them and the Chapter members accompanying them. Have one or more of them speak on topics related to our united effort to improve Royal Arch Masonry. Ask them to tell your Chapter members which special programs have enabled them to make progress. Also ask them for a report on the activity of the District Council Association, if one exists, and what is being planned for next year by that group. Conduct your program in a way that will show appreciation for their leadership and for what they have done for their Chapter and for Royal Arch Masonry as a whole.

## IDEA 8. PAST HIGH PRIESTS’ NIGHT

This program should be planned to show honor, respect, and appreciation for the Past High Priests who have served their Chapter well. If planned and conducted for that purpose, it will encourage them to attend more often and will also encourage those in line to work harder, especially when they have become High Priests. It is suggested that a personal letter be sent to each Past High Priest inviting him to attend. A dinner with the wives prior to the meeting is another excellent way to honor the Past High Priest, and allows the wives to socialize together while the Companions are meeting – but remember to keep the meeting short that evening, so the ladies don’t have to wait a long time for their husbands to return.

## IDEA 9. DEMOLAY NIGHT

This can have a great influence for good, not only on the DeMolay group, but on the Masonic relatives who have not become Royal Arch Masons. As meetings are usually held

on school nights, it is best to invite in the DeMolays before the business meeting and have them attend the Chapter dinner beforehand. Plan to have them exemplify some of their Ritualistic Work or give a presentation on their organization. When they have finished, compliment them and their leadership. Remember that some of them may be prospective candidates for the Symbolic Lodge and also the Chapter.

#### INFORMATION REGARDING THE ORDER OF DEMOLAY – YOUNG MEN ON THE GO

In 1919, Brother Frank S. Land had a glorious dream. Under the genius of his guiding hand, this dream became the Order of DeMolay. This is an organization of young men between the ages of twelve and twenty-one founded by a Mason, guided by Masons, and supported by Masons. Over three million young men have taken the Vows at its Altar, and many of them have gone on to prominent positions in all walks of life. Hundreds of thousands have petitioned Masonry in later adulthood.

In Virginia, many Companions are Senior DeMolays, including many Grand Officers and recipients of the John Dove Meritorious Service Award. Most Excellent Thomas A. O'Halloran was the first DeMolay who served as Grand High Priest, followed later by C. Frank Goodrich, E. Clifton Whitlock, Douglas L. Jordan, Jeffrey G. Burcham, Gordon H. Sprigg Jr., Paul S. Newhall, and Raymond D. Steele.

The Order of DeMolay has a program that enables young men to master the skills of leadership, self-reliance, and responsibility. Each DeMolay Chapter is organized to allow the individual members to plan their own social, athletic, civic, and fundraising activities, and, thus, learn firsthand the lessons of responsible citizenship.

Standing in the background and ready with a friendly word of advice and any other assistance when needed are the adult Masonic Advisors. The Advisors are volunteer Masons who give freely of their time and talent because of their interest in the youth of our communities. The Advisor receives for all of his hard work the personal satisfaction of seeing "his Boys" grow into manhood and take their rightful place as leaders in his city, state, or nation. Posterity will not recognize us because of the size of our bank account, but we will be remembered as having been important in the life of a young man. WILL YOU ACCEPT THIS CHALLENGE?

#### IDEA 10. JOB'S DAUGHTERS' NIGHT

Job's Daughters are young girls, and we should have meetings to honor them. We should invite their parents and Guardian Councils to these meetings. Similar to DeMolay Nights, we should have a dinner for the Job's Daughters, provide some entertainment, and ask them to exemplify some part of their Ritualistic Program. All Companions should be asked to greet the visiting Job's Daughters and those accompanying them. The Chapter meeting can then begin.

#### INFORMATION REGARDING THE INTERNATIONAL ORDER OF JOB'S DAUGHTERS

The Order of Job's Daughters was founded in 1920 in Omaha, Nebraska, by Mrs. Ethel T. Wead Mick. It is now international in scope with Bethels in the United States, the Philippines, Australia, Canada, and Brazil. Members are girls between the ages of ten and twenty who are related to a Master Mason and are banded together for character building through moral and spiritual development. Memberships are also available to girls who have no Masonic relationship but are recommended by a Master Mason.

The meetings include a ritualistic ceremony based on reference to the Scriptural quotation found in the fifteenth verse of the forty-second Chapter of the book of Job: "And in all the land there were no women found so fair as the daughters of Job; and their father gave them inheritance among their brethren."

The Jobies take an active part in many philanthropic and benevolent projects, giving scholarships to deserving Daughters and providing an Educational fund from which a member may borrow to complete her education. The term of office in this Order is six months, and the highest office is that of Honored Queen. Each Bethel functions under adult supervision provided by its Guardian Council and Associate Guardian Council.

## IDEA 11. RAINBOW GIRLS NIGHT

The suggestions regarding Job's Daughters Night apply equally to a night to honor Rainbows. The girls are very willing to meet with adult groups and exemplify ritual work, but since these meetings are often held on school nights and the girls generally have some distance to travel, an early time for their part of the program is deeply appreciated by girls and parents alike.

### INFORMATION REGARDING THE INTERNATIONAL ORDER OF RAINBOW FOR GIRLS

The Order of Rainbow for Girls was founded in Oklahoma by the Reverend Marke Sexson in 1922. Members are girls between the ages of eleven and twenty. A prospective member does not need to have a relationship to a Master Mason or an Eastern Star, but she does need to be recommended by a member of either Order.

The Order is based on the following verse from the ninth Chapter of Genesis: "I do set my bow in the clouds and it shall be a token of the covenant between thee and the earth for perpetual generations." An important part of the ritualistic ceremony is held by the sisters in a bow, where each color stands for a virtue or a study to be cultivated in a girl's daily life: red for love, orange for religion, yellow for nature, green for immortality, blue for fidelity, indigo for patriotism, and violet for service. Each girl is encouraged to belong to a church, but no specific religious teachings are permitted. The concept of service plays an important part in the teachings of the Order and in the activities of the Assembly. The usual term of office is four months, and the highest office is that of Worthy Advisor. Adult supervision is provided by the Mother Advisor and the Advisory Board, which consists of Master Masons, members of Eastern Star, and Majority Members of the Order. The meetings may be attended by Master Masons, members of the Eastern Star, members of Amaranth, parents and guardians of members, as well as members of the Order.

In recent years a subsidiary group of younger girls, called Pledges, has begun to function in some areas. These girls are between eight and eleven, and they pledge themselves to join Rainbow when they are old enough. They have their own ritual and organization and are usually sponsored by and work closely with a Rainbow Assembly.

## IDEA 12. LADIES NIGHT

Occasions should be planned to honor our ladies, whose willingness to have their husbands active in Masonry certainly should be appreciated. Ladies Nights should not be a part of the program at a Stated Convocation, instead, another evening should be set aside for that purpose. The less formal and complicated the program is, the better it will be. Omit long introductions and speeches. Have a nice dinner, entertainment, and perhaps games with prizes and door prizes. Keep things moving fast and smooth, and end the event at a reasonable time.

## IDEA 13. TWENTY-FIVE, FIFTY, AND SIXTY-YEAR MEMBERS' NIGHT

Your Grand Chapter has special lapel buttons to be presented to Twenty-five, Fifty, and Sixty-year members. The requirements for reception of one of these awards are twenty-five or fifty years aggregate membership in a Chapter or Chapters, with the last five years in a Virginia Chapter. If available, a Grand Line Officer should be engaged to make the presentation. A ceremony for the presentation to the Fifty-year member is printed in the Digest. The program should be planned so that these Companions will appreciate the Chapter's recognition of their many years in Capitular Masonry.

## IDEA 14. ACTIVATING NEW COMPANIONS

Activation involves placing new members in a productive role in the Chapter. Respect for our officers and our laws is essential, but we must also convince the new Companion that we respect him for his desire to become a Royal Arch Mason, and that there is opportunity for self-expression in the working of the Chapter. Having these Companions play an active role in the Chapter provides them with the training and experience that they will need if they are to replace us as we pass on.

Study the characteristic of your new Companions carefully and assign them duties commensurate with their abilities. The importance of promoting the understanding and propagation of the ritual cannot be overemphasized, and all new Companions who are capable of learning the ritual and imparting it to even newer candidates should be given frequent opportunities to participate as often as possible. Don't forget, however, that those Companions who are not able to confer the degrees in a manner acceptable to the Committee on Work may be able to do commendable work as committee members. Our Chapters need not only ritualists, but also program planners youth workers, musicians, stewards, entertainers, maintenance men, and visitors.

A new Companion who regularly visits Lodges and other Chapters would be a good candidate to appoint on the visiting committee. Such visits help maintain the bonds of

brotherhood. A Companion who has shown interest in religious and charitable activity would probably make a good member of the committee on sickness and distress. A Companion who likes to work with young people, when found suitable for the job, would be a good choice for you to associate with the DeMolay or the Job's Daughters programs.

Put a Companion who appears concerned about the finances on the committee to contact those delinquent in dues. Use the companion who is a musician or entertainer on your ladies or youth night programs. A Companion with other skills may be valuable on a building and grounds committee. If a companion is interested in public relations and is a good public speaker, help him find opportunities to use this talent in civic organizations as well as in the Chapter and Lodge. Above all, try to make every Companion feel that he is wanted as well as needed. In Masonry, there is a place for every willing worker. Do not give up until you have found something for each member to do in the Chapter, the Lodge, or one of the youth organizations.

## IDEA 15. PERPETUAL MEMBERSHIP

A resolution was presented to establish a Perpetual Membership Program which would be beneficial to the individual Companion, his Chapter, and to the Grand Royal Arch Chapter. This resolution was adopted by the Grand Royal Arch Chapter in 1987.

The plan requires that a Companion contribute a minimum of twenty-five times his annual dues to the Grand Royal Arch Chapter Perpetual Membership Fund. This minimum can be increased by the Grand Royal Arch Chapter. The Grand Royal Arch Perpetual Membership Fund is entirely voluntary.

All contributions are retained by the fund; however, your Chapter and the Grand Chapter will continue to receive dues from your contribution after your death.

Chapters are encouraged to have a program to inform the Companions of the fund and its benefits to the Chapter and the Grand Royal Arch Chapter.

# COMMITTEES

## COMMITTEES SUGGESTED TO BE APPOINTED IN YOUR CHAPTER

### 1. ATTENDANCE COMMITTEE

A committee composed of Companions dedicated to the growth and preservation of their Chapter. This Committee will contact all members they can and make every effort to have them attend regularly. It will be beneficial for the Committee to work closely with the Membership Committee, the Voucher Committee, the local Chapter Committee on Work, and the Special Program committees.

### 2. MEMBERSHIP COMMITTEE

A committee composed of Ambassadors to Blue Lodges and those who find pleasure in conferring the degrees. The members should be fully qualified to explain what Royal Arch Masonry is to a Master Mason. As many of the Committee as are able should be coaching those advancing in their Lodge. Whenever possible, they will attend neighboring Lodges in a group to demonstrate the companionship that is ever present in any assemblage of Royal Arch Masons.

### 3. LOCAL CHAPTER COMMITTEE ON EDUCATION AND SERVICE

A committee of those who can effectively explain to any Companion the content of the Digest and Manual. The members of this Committee work with Chapter officers to improve administrative procedures; with all Companions to emphasize the responsibilities accepted in their several Obligations; and with Lodge members to convince them that Royal Arch Masonry is the prime source of additional Masonic information. This Committee should be headed by the Lodge Education Officer.

### 4. LOCAL CHAPTER COMMITTEE ON WORK

A committee that works closely with the District Lecturer and encourages all the Companions, but especially the line officers, to learn how to confer the degrees. It ensures that the Chapter has teams that can confer all the degrees and communicates with the Attendance Committee to obtain good attendance when degrees are being conferred. This helps convince the candidates that they are entering a worthwhile organization. This Committee should be headed the Chapter Instructor of Work.

### 5. COMMITTEE ON SICKNESS AND DISTRESS

A committee that visits Companions and Lodge members who are invalids, hospitalized, or confined at home because of serious illness. It reports these conditions at Chapter meetings, sends out get-well cards, and has the flowers or other gifts the Chapter might donate delivered to the recipient. It makes visits or condolence calls to the bereaved families, and sends out sympathy cards. It also contacts those in financial difficulty and recommends to the Chapter what it could do to help alleviate the situation.

## 6. COMMITTEE FOR YOUTH ORGANIZATIONS

A committee that assists the Chapter in the establishment, maintenance, and support of Youth Organizations. It is an important committee for developing good and lasting impressions about Freemasonry in the receptive mind of DeMolays, our prospective future Masons, and in those of the Job's Daughters, Rainbow Girls, prospective wives, mothers, and sisters of men who might be future Masons. These young people are our hopes for a better future. First and early impressions are most lasting, and we want them to be positive. Read the commentary on "DeMolay," "Job's Daughters," and "Rainbow Girls," which is presented with the suggested programs for recognition of these organizations.

## 7. VOUCHERS COMMITTEE

A committee that contacts every voucher, either in person, by telephone, or by mail, to remind him that if he wants the person whose petition he has signed to become an active Royal Arch Mason, he, the voucher, should be present during action on the petition and when the degrees are conferred on the candidate. The voucher should be continually reminded that he will be doing a great service for his Chapter if he convinces the newly exalted Companion he has sponsored to attend Chapter meetings regularly. This committee can have a beneficial effect on the growth of membership and attendance and should work closely with the committees appointed to work in those areas.

## 8. DUES AND DEMITS COMMITTEE

A committee that contacts in person, whenever possible, any Companion who has become delinquent in dues. This could be done after the Companion has received proper notification from the secretary regarding his dues status, to convince him that there are reasons why he should not be in arrears. Before a demit is granted, the Companion requesting one should be visited by this Committee, and by his vouchers, in an effort to convince him that he will be losing an important segment of his Masonic life if he withdraws from the Chapter. Should financial problems exist, and the Companion is worthy, remittance of dues might be a better evidence of a true Masonic spirit than the granting the demit.

## 9. SPECIAL PROGRAMS COMMITTEES

Separate committees should be appointed to plan and conduct each special program. This will help keep as many Companions as possible active in the Chapter and will be the means of making use of their capabilities and qualifications. There is no problem having a Companion serve on more than one committee, but be sure that he has an interest in serving on these committees. For example, if a Companion is an Advisor to a DeMolay Chapter, he might be interested in serving on the committee planning the "DeMolay Night Program."

## 10. CHARITY COMMITTEE

A committee led by the Chapter Almoner appointed to carry out the Grand Chapter and District programs to raise money for the Alzheimer's Association and other charities as appropriate. Activities may include encouraging individual contributions, holding activities to raise money such as dinners and golf tournaments, and participating in annual Alzheimer's Walks.

# CREATING YOUR PROGRAM PLAN

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Having defined your goals and objectives and accumulated many ideas, it's time to take pen in hand, and commit your ideas to writing in the form of a Program Plan. This is the "workbook" part of the Guide and it is here that "the rubber meets the road." Feel free to use the forms we have provided.

## **Step 1 – Fill in Your Program Plan**

a. From a yearly calendar, determine the dates for upcoming fixed and known events for each month e.g., Annual Grand Chapter, Grand Lodge, Grand Commandery, and Stated Convocations. Enter these on your Program Plan. A sample form is shown at Figure 4.1

b. Add the dates for Official Visits.

c. Add the dates for conferrals of Degrees.

d. Add your various planned activities for each open Convocation date.

e. ***Remember to test your entries in light of their contribution to your goals!***

If they do contribute, publish your plan and share it with your officers so that they are aware of these dates and can plan accordingly.

## **Step 2 – Fill in Your Monthly Worksheet and To-Do List**

a. From your Completed Program Plan, transfer the dates and activities to the corresponding Monthly Worksheet and To-Do List. A separate sheet is filled out for each month.

b. Once this has been done, you are ready to "flesh out" your plan with the specifics for each of your Stated and Called Convocations, adding any special information in the "to-do" section e.g., the names and phone numbers of presenters or speakers, any logistical considerations such as phoning caterers, meeting someone at the airport, making hotel reservations for your visiting dignitary or speaker, or ordering visual aids.

c. The completed worksheets are now used as checklists of things to do in preparing for each Convocation. They are also the source for schedule information to be published in your monthly communication to your members, along with your message as the High Priest.

d. You should check your worksheet file two months in advance of your Convocations to remind yourself what's coming up and to make any revisions necessitated by unanticipated changes, for example, the availability of speakers.

e. Go over the worksheet one month in advance, adding any pertinent notes.

f. Go over the coming month's worksheet one to two weeks in advance of the Convocation to make sure you've covered all your bases and that there are no last minute glitches have occurred.

g. Key to making your plan effective is to set a regular time for your 2-month, 1-month, and 2-week reviews. Regularity keeps you from forgetting to do this. You might consider doing this the day after a Convocation

while the meeting is fresh in your mind and you can reflect on how well your plan is going and determine if you need to refine your plans for future meetings.

### **Step 3 – Prepare your Convocation Agenda**

As you make your final review (1-2 weeks in advance of the Convocation) use the information in the Worksheet to draw up your agenda and adjust the order of business for the following month's meeting.

This will give you time to share any changes with your Treasurer and Secretary and to incorporate any additions that they may have.

### **Election of Officers and Appointments**

Don't overlook the need to select your installing team well in advance of the ceremony. You may choose to have either an open or a closed installation ceremony, which may affect your choice of installing officers, i.e. "open book" ritual can be used for closed ceremonies. Be sure to follow up periodically with those you selected to make sure that they are still available.

An important factor, and probably crucial to the success of your plan, is lining up your slate of officers and committee chairmen. The selections you make about appointing officers to the bottom of the line and advancing others, will have a long-lasting effect on the well-being of your Chapter. The challenge, of course, is to find Companions who are both qualified and interested in the position being offered. This is discussed at great length elsewhere in this Guide.

Committeemen affect operations to a lesser extent than the officers, but their appointment gets "sideliners" involved in the workings of your Chapter. The suggested committees listed above are almost exhaustive, and it is understood that most Chapters will not have them all.

Finally, review your Program Plan and Monthly Worksheets for completeness and appropriateness with respect to your goals and objectives. Blank Forms for lining up your officers and committees serve as reminders of the positions to be filled.

# PROGRAM PLAN

<b>MONTH</b>	<b>PROGRAM</b>	<b>CHAIRMAN</b>	<b>MEAL/SNACKS</b>
October			
November			
December			
January			
February			
March			
April			
May			
June			
July			
August			
September			
Special Meeting			
Special Meeting			
Officers Meeting			
Officers Meeting			
Officers Meeting			
Officers Meeting			

# AGENDA FOR OFFICER MEETINGS

---

**O**FFICER MEETINGS should be held during the year to ensure that all officers are aware of your plans and the problems and issues facing the Chapter. We suggest that these meetings be held apart from Chapter meetings.

If possible, the ladies should be invited and meet separately while the Chapter officers are holding their business meeting. In this way, the ladies get to know each other better and can build a true bond of friendship.

Although officer meetings are usually less formal, an agenda is still needed to ensure that all necessary business is covered in an efficient manner. The following outline as an example:

1. Review schedule of upcoming meetings.
2. Review the state of Chapter finances and the dues being collected.
3. Review and plan for the coming year:
  - a. New officers.
  - b. Committee assignments.
  - c. DDGHP Nominee.

# QUICK REFERENCE LISTING

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Officers of \_\_\_\_\_ Chapter for 20 \_\_\_\_\_ - \_\_\_\_\_

	NAME	ADDRESS	PHONE
High Priest			
King			
Scribe			
Secretary			
Treasurer			
Capt. Of Host			
Princ. Sojourner			
R. A. Captain			
Gr. M. 3 <sup>rd</sup> V.			
Gr. M. 2 <sup>nd</sup> V.			
Gr. M. 1 <sup>st</sup> V.			
Tiler			
Chaplain			
Committee Chair			

# CONVOCAATION AGENDAS

---

**T**he failure to lay out an agenda for a meeting is the most frequent cause of disorganized and disrupted meetings. A well-run meeting must have an agenda. Failure to prepare one is the first step toward a disastrous meeting.

An agenda is simply a list of things to be handled during a meeting. It should be prepared by the High Priest with the assistance of the Secretary so that the Chapter's business is handled in an orderly, efficient manner. A *sample* agenda follows:

- I. Opening Ritual.
- II. Pledge of Allegiance.
- III. Correspondence - including Petitions (old & new).
- IV. Committee Reports.
- V. Old Business.
- VI. New Business.
- VII. Announcements.
- VIII. Welcome and Introductions.
- IX. Minutes.
- X. Closing Ritual.

Obviously, this agenda will not fit all situations. If there is degree work, this may fit between items IX and X, and, depending on whether the speaker is a Royal Arch Mason and whether has a long way to travel home, you may have him give his presentation before the meeting or after the Pledge of Allegiance.

Your agenda should be detailed enough to ensure discipline and order during the meeting, but flexible enough to allow changes from month-to-month or even during the Convocation itself if something unexpected arises. But the key takeaway is that you need to have a written outline or agenda! Elsewhere you will find specific agendas to be followed on other occasions.

# AGENDA FOR DDGHP OFFICIAL VISITS

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**W**hen the District Deputy Grand High Priest makes his official visit to a Chapter, he has several administrative and audit duties. These are defined in the Digest of Grand Chapter Law.

Following the opening ceremony and Pledge of Allegiance, the High Priest will appoint a committee to present the DDGHP. The DDGHP will usually return the gavel to the High Priest and suggest he continue the business of the Chapter.

When the Chapter business and announcements are completed, the High Priest will surrender the gavel to the DDGHP. The DDGHP will then recognize and have presented those Companions present in the same order as mentioned in Items A through L in the COMBINED AGENDA FOR OFFICIAL VISITS.

He will then present his message and the Grand High Priest's Program to the Companions. After the minutes are read and approved, the DDGHP may close the Chapter or request that the High Priest perform the closing ceremonies.

# AGENDA FOR GHP VISITS

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**F**requently, a dinner is served before the meeting when the Grand High Priest makes his official visit to a district. In this case, the GHP, DDGHP, and the host HP should be seated at the head table with their ladies. Others may be included depending on space. The DDGHP should call on the Chaplain for the invocation.

Following dinner, the DDGHP should introduce Chapter officers and their wives; then the GHP should be introduced. In turn, the GHP should recognize Grand Officers and their wives. If possible, some entertainment should be provided for the ladies while the Companions are meeting.

Companions should then proceed to the meeting. Following the opening ritual, the Pledge of Allegiance should be recited and the High Priest should welcome all in attendance on behalf of his Chapter and District.

The Secretary should then read the dispensation authorizing the Joint Convocation.

The final duty of the High Priest is to appoint a committee to present the DDGHP at the altar, welcome him, and relinquish the gavel to him.

The DDGHP will then appoint a committee of three to retire with, wait upon, return with, and present the Grand High Priest. (If possible, this committee should be composed of Past Grand High Priests; if not, PDDGHP's.) The ritual for this activity is listed in Part II of the Grand Chapter Digest.

After he is presented, it is the prerogative of the Grand High Priest to take charge of the meeting. However, he usually will suggest that the DDGHP continue the meeting through the introductions as listed later in the COMBINED AGENDA FOR OFFICIAL VISITS. In the meantime, the GHP is seated at the Scribe's station.

Prior to the meeting, the DDGHP should appoint a committee(s) to make introductions at the altar as listed in the COMBINED AGENDA FOR OFFICIAL VISITS. Usually, sign-in sheets are available for the Companions to provide their name, Chapter, and title. As an alternative, the committee can arrange for small cards to be distributed to all guests, requesting them to list their name, Chapter, and title. The cards should be returned to the committee for use during introductions at the altar. **Note however, no one should be introduced more than once and Companions should rise only for their highest title, at which time the Companion making the introduction would also mention their other titles and awards.**

# COMBINED AGENDA FOR OFFICIAL VISITS

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**P**resentations and recognitions are made in the order as shown below. Presentation at the altar indicates the Companion(s) will continue to the East after introduction.

- A. Recognize all who have not served as High Priest.
- B. Recognize all 50 Year & Older Royal Arch Veterans.
- C. Recognize all Past High Priests and Past District Deputy Grand High Priests who have not attained higher office or hold title in the Grand Chapter.
- D. Recognize all District and Assistant District Lecturers.
- E. Recognize all Presiding Officers of Appendant or Associated Bodies (includes High Priests).
- F. (If the Grand Master, is present, ask him in advance if he would like to introduce his Grand Lodge Officers and Past Grand Masters when he is presented, and if so skip the following two groups.)
- G. Recognize all Grand Lodge Officers.
- H. Present all Past Grand Masters at the altar.
- I. Present all recipients of the Ish Sodi Award at the altar.
- J. Present all Recipients of the John Dove Meritorious Service Award at the altar.
- K. Present all Virginia and Visiting Presiding Grand Officers (includes: Grand High Priest of Knights Templar; and the SGIG).
- L. Present all High Priests at the altar.
- M. Present all District Deputy Grand High Priests at the altar.
- N. Present all Past Grand High Priests at the altar.
- O. Present all Grand Chapter Officers at the altar.
- P. Present the Grand Master of Masons in Virginia at the altar.

The DDGHP should call for any announcements or further business, and then briefly express the appreciation of all present at the Official Visit. He then asks the GHP to assume the East.

The Grand High Priest assumes the East and delivers his message. **Note:** After the GHP has delivered his message, there should be no further remarks.

The GHP may dispense with the reading of the minutes. **Note:** The host Chapter *must* approve the minutes at its next stated convocation and, after approval, a copy of the minutes must be forwarded to each Chapter in the district and to the GHP.

# Reminder for the Mark Master Degree

---

*Bible open to Matthew XX*

**Paraphernalia:**

Lattice, Sword, Stones, Textbook, 3 Squares, 3 Gavel, Pennies, Mark Card, Candidate's Apron  
(when introduced at door)

**Assignments:**

Right Worshipful Master \_\_\_\_\_

Senior Warden \_\_\_\_\_

Junior Warden \_\_\_\_\_

Senior Deacon \_\_\_\_\_

Second Craftsman \_\_\_\_\_

Junior Deacon \_\_\_\_\_

Conductor \_\_\_\_\_

Marshal \_\_\_\_\_

Master Overseer \_\_\_\_\_

Senior Overseer \_\_\_\_\_

Junior Overseer \_\_\_\_\_

Charge \_\_\_\_\_

Tiler \_\_\_\_\_

*At the conclusion of the ceremony, the candidate is presented his Mark Penny and Mark Card with the admonition that the card must be completed and returned to the Secretary before he receives the Royal Arch Degree. It is also appropriate to review the signs with him before closing.*

# Reminder for the Past Master Degree

---

*Bible open to Ezra I*

**Paraphernalia:**

Ballots, Hat, Jewel, 3 Gavel, Candidates' Aprons

**Assignments:**

Right Worshipful Master \_\_\_\_\_

Senior Warden \_\_\_\_\_

Junior Warden \_\_\_\_\_

Senior Deacon \_\_\_\_\_

Junior Deacon \_\_\_\_\_

First Speaker \_\_\_\_\_

Second Speaker \_\_\_\_\_

P.M. Nominee for W.M. \_\_\_\_\_

Tellers (2) \_\_\_\_\_

Tiler \_\_\_\_\_

*It is customary in this degree that the presiding officer review the happenings of the evening with the candidates. Where appropriate, he may ask all of the candidates certain questions and explain situations which may arise while one is presiding over a Masonic Organization.*

# Reminder for the Council Degrees

---

*Bible open to Ezra I*

**Paraphernalia:**

Veil, Sword, Holy Vessels, Ark of the Covenant with Cherubim

**Assignments:**

King Solomon \_\_\_\_\_

Hiram, King of Tyre \_\_\_\_\_

Principal Conductor (H.Ab) \_\_\_\_\_

Captain of the Guard \_\_\_\_\_

Grand Steward (Ahishar) \_\_\_\_\_

Members of the Craft (6) \_\_\_\_\_

\_\_\_\_\_

Charge \_\_\_\_\_

Tiler \_\_\_\_\_

*The ceremonies of these degrees are explained well in their lectures. However, it is again pointed out the signs should be reviewed with the candidates before closing.*

# Reminder for the Most Excellent Master Degree

---

*Bible open to Ezra 1*

**Paraphernalia:**

Pillars, Arch, Capstone, Ark of the Covenant, 3 Gavel, Candidates' Aprons

**Assignments:**

Most Excellent Master \_\_\_\_\_

Senior Warden \_\_\_\_\_

Junior Warden \_\_\_\_\_

Senior Deacon \_\_\_\_\_

Junior Deacon \_\_\_\_\_

Marshal \_\_\_\_\_

Conductor \_\_\_\_\_

Tiler \_\_\_\_\_

*It may be well here to point out that these ceremonies have a deeper meaning than the reenactment of the dedication of Solomon's Temple. The candidate should understand the following passage of scripture: "Know ye not that ye are the temple of God, and that the Spirit of God dwelleth in you?" Just like we have dedicated the Temple of God, so we need to dedicate our own spiritual temple to the service of Him and each other.*

# Reminder for the Holy Royal Arch Degree

---

*Bible open to Ezra I*

**Paraphernalia:**

Veils, Bridge, Rough Road, Rod, Blood, Pot of Incense, Signet, Burning Bush, Pick, Crow, Shovel, Ropes, 3 Squares, Keystone, Hoodwink, Square and Compasses, Ark of the Covenant (with Pot of Manna, Aaron's Rod, Bible, and Key)

**Assignments:**

High Priest \_\_\_\_\_

King \_\_\_\_\_

Scribe \_\_\_\_\_

Captain of the Host \_\_\_\_\_

Principal Sojourner \_\_\_\_\_

Royal Arch Captain \_\_\_\_\_

Grand Master of the 3rd Veil \_\_\_\_\_

Grand Master of the 2nd Veil \_\_\_\_\_

Grand Master of the 1st Veil \_\_\_\_\_

Conductor \_\_\_\_\_

Tiler \_\_\_\_\_

*Again, it is worthwhile to review the signs. Remind the new Companions that they are needed to participate in the Chapter activities. It may be well to identify the officers of the Chapter in their stations.*

# Sample Congratulatory Letter to the Lodge

---

Dear Brother (Secretary):

Brother \_\_\_\_\_ was exalted in \_\_\_\_\_ Chapter No. \_\_\_\_\_, R.A.M. at our last Convocation. We are indeed happy to share with him the companionship of our Chapter, and congratulate \_\_\_\_\_ Lodge No. \_\_\_\_\_, A.F. & A.M. on this Brother's interest in Masonry and his desire to become a better informed Mason.

Royal Arch Masonry offers much in the way of Masonic enlightenment and understanding of the fundamental truths of the Craft. It has been the privilege of many of the Brethren of your Lodge to enjoy more fully this great heritage through membership in \_\_\_\_\_ Chapter.

Sincerely and fraternally,

# Sample Congratulatory Note to Companion

---

Dear Companion:

We congratulate you on being exalted into \_\_\_\_\_ Chapter No. \_\_\_\_\_, R.A.M. at our last Convocation. We are indeed happy to share with you the companionship of our Chapter, and congratulate you on your interest in Masonry and desire to become a better informed Mason.

Royal Arch Masonry offers much in the way of Masonic enlightenment and understanding of the fundamental truths of the Craft. It has been the privilege of many of your Masonic brethren to enjoy more fully this great heritage through membership in \_\_\_\_\_ Chapter.

Our Chapter meets on the \_\_\_\_\_ at \_\_\_\_\_ P.M. We enjoy a fine meal and great fellowship beginning at \_\_\_\_\_ P.M. before every Convocation. We hope that you will take an active part in our Chapter, take the opportunity to become an officer, and learn our beautiful ritual. We are very proud of what we do. Welcome aboard!

Sincerely and fraternally,

# TRY THEM.....They work!

---

**W**hen you learn of a local Royal Arch sojourner, call on him personally. Place his name on the mailing list to receive Chapter notices. Extend an invitation to attend some Chapter function or Convocation. Call him. Bring him to the meeting, introduce him to all of the members, and do not leave him on the sidelines alone. In fact, consider offering a ride to other Chapter members who may be without transportation or who don't drive at night, but would be very happy to attend if someone would drive them to the meeting. The organization of a Good Turn Club would make many the Companions think about their duty to the other members and their own responsibility to attend. Our suspensions and demits would be reduced to a minimum and affiliations would be increased if we would reach out in this way to our Companions.

---

Form a Phone Tree. Enlist all officers and active Companions in this program. They should call a Companion, invite him to attend Chapter, and offer to drive him to the meeting. It is useful to have a good program at each meeting and to tell the Companions in advance what the program will be, since this also can encourage attendance.

---

Appoint a Vouchers Committee responsible for reminding every voucher of the following occasions when his attendance is requested:

1. When action will be taken on the petition of his candidate.
2. When his candidate is receiving the Degrees. (A reminder should be sent for each Degree night.)
3. When the Chapter meets after his candidate is now a new Companion. Ensure that he attends at least one stated Convocation and several special Convocations to witness from the sidelines the degrees that were conferred on him.

In addition, the voicer should regularly check on the new Companion, offer to bring him to meetings or events, and be his Royal Arch Guardian, or Mentor. If this happens, the Chapter will have two regular attending Companions.

# SUGGESTIONS

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## FOR FULFILLING OUR OBLIGATION AS MOST EXCELLENT MASTERS TO OUR MASONIC BRETHREN

**A**s a Most Excellent Master, you're obligated to acquaint your less informed brethren with the benefits of the Royal Arch Chapter. Formation of a Membership Committee is a good way to approach the task in an organized manner. This committee could be structured and work along the following lines:

### I. The Membership Committee – Formation and Use:

- a. The Membership Committee should have Chapter members from all the Lodges in your District.
- b. Every member of your Membership Committee should be familiar with Grand Chapter leaflets and brochures.
- c. They should attend their Lodge regularly. Remember that a Royal Arch Mason cannot forsake his Lodge for his Chapter; he must be faithful to both.
- d. Their job is to find prospective candidates for your Chapter.
- e. They should be present when Master Masons degrees are held and let the new Brothers know that they are not only their Lodge Brethren but also members of the Royal Arch.
- f. The Chapter representative in his Lodge should obtain the names and addresses of all those raised to the Degree of Master Masons and pass them on to the Membership Committee.
- g. In addition to the formal members of the Committee, we need to consider that every Companion as an unofficial member of the Membership Committee who should promote Royal Arch Masonry and publicize Chapter activities with their Lodge Brothers at every opportunity.

### II. Contact Master Masons in Your District:

- a. Send a congratulatory letter from the High Priest to every new Master Mason in the District.
- b. Forward the next issue of the local Chapter publication to each new Master Mason following the letter from the High Priest.

- c. After he has met the Grand Lodge requirements for membership in other Masonic Bodies, extend a personal invitation to become a member.
- d. Use the several leaflets available from the Grand Chapter. See that every Master Mason receives a copy of “The Long Sought Word.”
- e. Always carry petitions. Remember that it takes personal contacts to obtain results. If you are going to interest your Brethren in Royal Arch Masonry you have to talk to them about it, and don’t be shy about asking them to consider petitioning.
- f. A large delegation from the Chapter should occasionally visit each Lodge from which it gets its support as a friendly gesture of appreciation. Let the Worshipful Master or Secretary know in advance you will be attending. The High Priest or ranking member of the delegation should make a special effort to rise during the meeting and speak about the Royal Arch. Note the effect on these Masons who are not yet Royal Arch Masons. You do not have to talk about getting petitions, but you may be embarrassed if you do not have some in your pocket when Lodge closes.

**TRY IT AND SEE.**

# DEMITTS AND AFFILIATIONS

---

**B**eing a Royal Arch Mason is more important than just being a member of a particular Chapter. The member should carry his Masonic membership with him wherever he goes. Dual membership – permitted in a growing number of jurisdictions – takes care of those who do not care to break home ties.

Keep your non-resident members informed of news and membership doings in his Chapter. A monthly Chapter bulletin is a great help in this. In the absence of monthly bulletins, forwarding some review of Chapter activities with the annual dues notice or membership card would be a nice gesture. Also consider use of Zoom to allow members who do not live close to where you meet to participate in your meetings.

Some Demits by local members are caused by a lack of interest or opportunity to participate in Chapter affairs. This might be avoided by defining necessary activities and assigning them to a committee. Assign inactive members to committees headed by a member experienced in the activity. It is useful, but not essential to have some of your committees chaired by a Past High Priest or a Chapter Officer. Some suggested committees are:

Membership	Entertainment	Telephone
Transportation	Sick & Hospital	Youth Organizations
Vouchers	Fundraising	Lodge and Other Chapter Visitation

Many demits can be saved by a personal call from a Companion showing the Chapter is interested in the member requesting the demit. We shouldn't lose a member without having tried to retain him, particularly in view of the effort involved in recruiting him. It is easier to retain a Companion than it is to replace him. And remember, for a Chapter to remain healthy, the loss of members, whether by demit or death, must be offset by affiliations and new members.

***REMEMBER THAT RESULTS  
CAN ONLY BE OBTAINED  
THROUGH PERSONAL  
CONTACT.***

## HOW TO PREVENT DEMITS . . . SEVEN POINTS TO REMEMBER

*BY RUDOLPH E. LUNDQUIST (WESTERN SUN CHAPTER #67, JAMESTOWN, N.Y.)*

It is essential that more care be exercised in the retention of every Royal Arch Mason who requests a demit from our Chapter's membership. Where there is a sound Capitular Program, it is almost certain that a Companion who keeps his dues paid up, and thus is always eligible for a demit, doesn't want one at all. Even he who moves out of a jurisdiction nearly always prefers to retain his membership in his "Mother" Chapter. In the rare case where a local Companion does request a demit, which must be in writing, the same **should not be issued** to him without first making a strong effort to keep him on the rolls.

1. The first step in this procedure is for the Secretary to communicate the Companion's request privately to the Council Officers. If any one or more of them are intimately acquainted with the one submitting the request, he pays a personal visit in an effort to have said request withdrawn.
2. If none of the key officers is closely associated with the Companion asking for a demit, the subject then becomes part of the agenda for that Convocation. When it is brought up on the floor, inquiry is made as to whether any of the Companions present enjoy a closer acquaintance with the requester. If so, he is charged to contact the Companion who desires a demit in an effort to persuade him to change his mind.
3. Failing this, the Secretary and one of the Council officers undertake the task. In some instances, they will find a grievance to be the underlying motive for requesting a demit. When we discover this cause, we never fail to resolve the grievance and save the membership.
4. We have a few requests, through the years, from members who have become destitute, but never have we granted their request for a demit. Instead, we have remitted their dues, paying the Grand Chapter per capita fee from our treasury. In many instances the Companion's predicaments subsequently changed and they were again willing and able to pay their annual dues. Thus we have "saved" many Companions from the loss of their membership.
5. The dropping of a Companion for "Non-Payment of Dues" is a vicious thing to do. First of all, I maintain it's the fault of the Chapter and the Secretary, in many instances, that a Companion becomes subject to this drastic action. Too many times, as the fiscal year comes to an end, a "Delinquent Committee" is appointed with the power to act on all delinquents. Usually the treatment given is a curt letter to the delinquent with a warning to pay up or be dropped. Very often the delinquent will elect to be "dropped" because his interests in the Chapter have long since waned, due mostly to the fact that **BECAUSE HE WAS IN ARREARS**, he felt guilty when participating in the functions of his Chapter. Thus, he began to stay away and ultimately become a chronic absentee.
6. An alert Chapter and Secretary could have, in most cases, prevented this delinquent condition from existing at all. When one owes for only one year's dues, it's pretty easy to pay up and even the score. The alert Secretary is constantly scrutinizing his books,

and when he sees a Companion who still owes for the previous year, he contacts him in the most expedient way EARLY IN THE NEW YEAR'S ADMINISTRATION, allowing enough time, however, so that the Christmas bills have been properly disposed of and the Companion's financial pressure has been eased. In almost every case, the delinquent can be brought up to date if the dues collecting campaign is started in April. If delayed until August, or even September, the holidays and their bills loom before him and he elects to be "dropped" because he just doesn't have the money to do otherwise at that time of the year. In no case should a Companion be allowed to fall in arrears for more than TWO years. To do so is to invite a demit.

7. I would therefore suggest that the newly installed Excellent High Priest establish a permanent Dues (delinquent) Committee at the very first Convocation of his administration, perhaps chaired by the King or Scribe. A Council officer is preferable because of that officer's special interest (I hope) in the retention of every member. This Committee, collaborating with the Secretary, can become one of the most effective and important agencies in the whole administrative structure if the seven points here recorded are carried out in whole or in part. Remember, where there are grievances this committee can, in most cases, resolve them, and in doing so they have re-activated another important member.

Remember also: that in almost every instance a delinquent member is an inactive member, and what's even more important, if he does not become active, he will not be a member much longer. Don't wait until it is too late. Go after him NOW!

**"Go after him NOW!"**

# PROGRAM FOR PROGRESS

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**T**he Program for Progress was adopted by the Grand Chapter of Royal Arch Masons in Virginia at its Annual Convocation in 1964. A detailed outline is found in the Proceedings of Grand Chapter for that year.

Appropriately, the program was established at three levels with three phases of activity at each level. Three levels are: Grand Chapter Level, District Level, and Chapter Level. The three phases of activity in all three levels are: (1) Increasing Membership; (2) Increasing Attendance and Interest; and (3) Increasing Proficiency. Summaries of the Grand Chapter, District, and Chapter Levels follow.

## GRAND CHAPTER LEVEL

The Program for Progress includes:

1. The establishment of the Committee on Education and Service.
2. The assignment of definite areas of activity to the Grand Line Officers.
3. The quarterly (or more frequent) meetings of Grand Line Officers.
4. Emphasizing the importance of their presence at Schools of Instruction.
5. Requiring certification of qualification of High Priests before their installation.
6. The preparation and distribution of the Chapter Officers Guide Manual.

## DISTRICT LEVEL

At the District Level, the Program for Progress has placed the following into effect:

1. Changing the date period for the selection of prospective appointees for the office of District Deputy Grand High Priest.
2. Requiring quarterly reports from these District Deputies during their term of office.
3. When needed, the organization of District Council Associations, composed of the current High Priest, Kings, and Scribes of the Chapters within the District.
4. The appointment of a District Lecturer within and for each District.
5. The appointment of a District Almoner within and for each District.
6. The organization of District Schools of Instruction.

## CHAPTER LEVEL

At this level, you'll be working in all three of the phases mentioned earlier.

Remember that any progress made by Royal Arch Masonry as a whole is but the sum total of the progress made in each and every Chapter. Please read and study the suggestions and ideas on the above pages and use as many of them as you can to promote progress in your Chapter and in Royal Arch Masonry throughout our Commonwealth.

# GRAND CHAPTER AWARDS

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**T**here are many Awards and Certificates available from Grand Chapter, both for individuals and Chapters. The following pages detail their requirements and how to achieve them.

# AWARDS AND CERTIFICATES

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The Committee requests that all members be made aware of the availability of the awards and certificates and the steps necessary to obtain them. Illustrations are on the pages that follow.

GRAND CHAPTER AWARDS	
Meritorious Service Award.....	John Dove Medal
Distinguished Service Award.....	Ish Sodi Award
Veteran Awards.....	25, 50 & 60 years
District Trophy .....	Grand Line Bowl
Chapter Trophies .....	Grand Chapter Plaques

**Veteran Awards** are available for any Companion who has reached 25, 50, or 60 years of membership. The Grand Secretary will issue the appropriate certificate when requested.

**Grand Chapter Diplomas** are available for any Companion when approved by his Chapter. The illustration is slightly modified. The Diplomas are printed in red, black, and gold on fine parchment paper with the Grand Chapter Seal affixed. The size is 10.75 x 13.5 inches. See sections 214-217 of the Digest.

**Membership Honor Roll Certificates** are awarded to those who have been the first endorsers on four or more petitions during one Capitular Year. Printed on parchment paper, they have the Grand Chapter Seal affixed. For first-line signers of ten or more petitions, a plaque similar to the Grand Chapter plaques is awarded at Grand Chapter by the Grand High Priest.

**Certificates of Qualification** are issued by members of the Committee on Work to Companions who have demonstrated the required proficiency in Capitular Ritual which qualifies them to be installed as High Priest, King, and Scribe.

**Certificates of Proficiency** are issued to any Companion who has demonstrated his ability to confer the degree(s). These are also issued by the members of the Committee on Work and may cover one or all of the Capitular Degrees.

**Attendance Certificates** are provided for any Companion who has attended every Stated Convocation of his Chapter during the Capitular Year. It is also available for any recently Exalted Companion who has attended the twelve consecutive Stated Convocations following the Convocation at which he was exalted.

# Grand Chapter's Awards for Outstanding and Distinguished Service

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**D**uring its Annual Convocation in October, 1975, Grand Chapter added to its Standing Committees a “Distinguished Service Awards Committee” and established a “JOHN DOVE MEDAL” as the Award for Outstanding and Distinguished Service to Royal Arch Masonry in Virginia. In October 1979, the committee was renamed the Meritorious Service Committee (John Dove Award).

The Committee, appointed by the Grand High Priest, is composed of five Companions who have attained the rank of Past High Priest. The Committee is authorized to select one Royal Arch Mason to be the recipient of the Award during each Capitular Year, and the Grand High Priest may, at his discretion, award an additional JOHN DOVE MEDAL each year.



OBVERSE



REVERSE

## THE JOHN DOVE MEDAL

The JOHN DOVE MEDAL Award is the highest honor bestowed on a Royal Arch Mason by our Grand Chapter.

The qualifications of a prospective recipient should be carefully considered, based on the records of his efforts and accomplishments that indicate outstanding and distinguished service rendered to Royal Arch Masonry in Virginia by his dedicated implementation of the Program for Progress.

It is important that the members of every subordinate Chapter realize that, no matter how deserving of the MEDAL a Companion may be, the Committee cannot consider him as a recipient unless his name has been submitted by his Chapter, with a résumé of his activities in Royal Arch Masonry.

No Chapter should let a worthy Companion be deprived of the opportunity of being considered as a recipient by not submitting his name to the Committee for their consideration.



### **THE ISH SODI (OR BEST MAN) AWARD**

In 2007, Grand High Priest Charles W. “Buddy” Wagner initiated the ISH SODI AWARD to recognize distinguished service to Royal Arch Masonry. Ten original recipients were selected based on their many years of past service. Currently, the ISH SODI AWARD may be awarded to two Companions in any one year by the Grand High Priest under the following guidelines:

- A. The nominee may not have been previously awarded the John Dove Award; but the receipt of the ISH SODI AWARD will not preclude him from receiving the John Dove Award.
- B. He must exemplify the highest regards for our precepts, statutes, rules, and regulations.
- C. He may not be a Grand Chapter Officer at the time of his nomination.

# Grand Line Officers' District Trophy

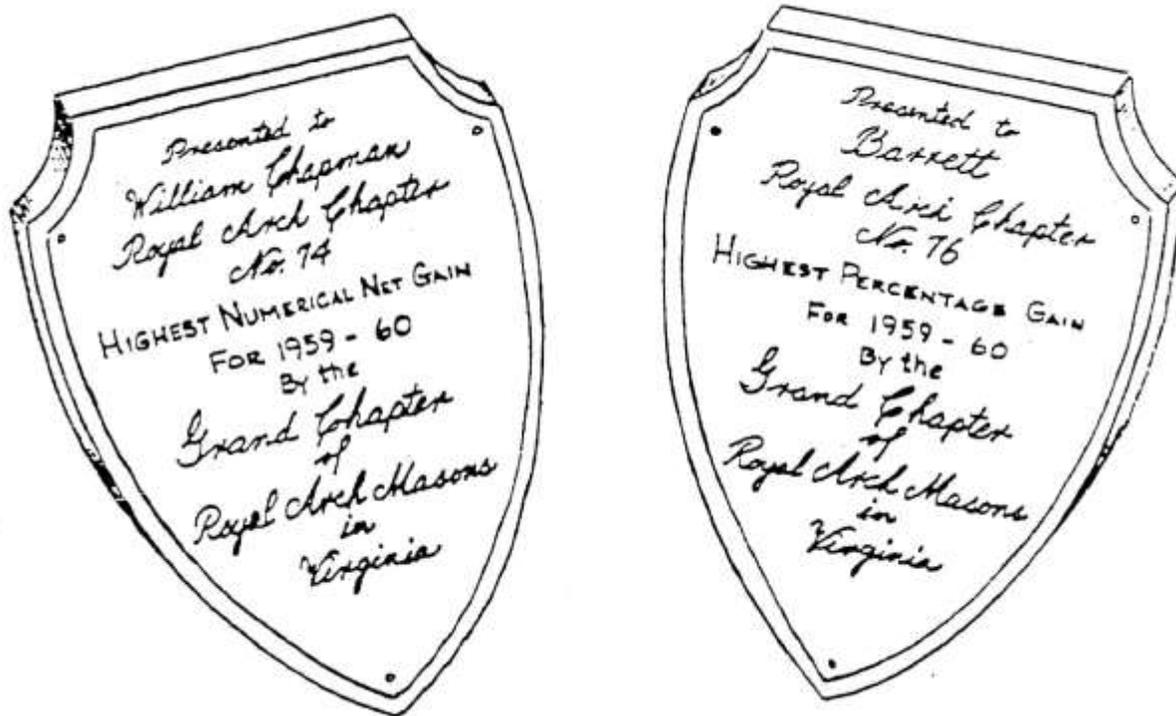
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**T**he Grand Line Bowl is a sterling silver punch bowl of Paul Revere design. It was established as a trophy through the personal contribution of the Grand Line Officers of the 1964-65 Capitular year and is to be awarded at the Annual Convocation of Grand Chapter to the District demonstrating the greatest interest, enthusiasm, and initiative in the Program for Progress. The decision as to which District is the winner will be made by a Grand Chapter Committee composed of the three Grand Masters of Veils. The trophy is engraved with the number of the winning District and will be in that District's custody until the next Annual Convocation of Grand Chapter. In addition, each succeeding Grand High Priest may award a cup or plaque to the District Deputy Grand High Priest of the winning District.

## GRAND LINE OFFICERS' DISTRICT TROPHY



## GRAND CHAPTER PLAQUES



Above are sketches of the plaques presented by the Grand Royal Arch Chapter annually to the Subordinate Chapter attaining the **Highest Numerical Net Gain** and **Highest Percentage Net Gain** respectively.

Awarded first in 1947 by our beloved Past Grand High Priest James N. Hillman, they became a permanent annual award under Past Grand High Priest J. Lewis Gibbs in 1950.

# ROYAL ARCH MASON DIPLOMA

Grand Chapter Royal Arch Masons in Virginia



Most Excellent Grand High Priest

*To all whom these presents may concern, Greeting,  
Know ye, that the beaver hereof, our trusty and well beloved Companion*

*hath been regularly initiated into all the mysteries of Ancient Free Masonry,  
hath taken the degrees of MARK MASTER, PAST MASTER, SELECT MASTER,  
ROYAL MASTER, MOST EXCELLENT MASTER and hath been exalted to the*

*Most Sublime Degree of **ROYAL ARCH MASON on December 10, 2008,**  
and has Performed all his works as a member of*

*NC.*

*under our jurisdiction; to the entire satisfactions of all the Companions.*

*Therefore, we have granted him this DIPLOMA, and do hereby recommend*

*Our said Companion to the attention and confidence of all*

***ROYAL ARCH MASONS** who are good and true, to whom he may present  
Himself; and that this said Diploma may be of use to anyone else; we have  
Caused our said Companion to sign his Common Signature in the margin hereof.*

*Given under the seal of the GRAND  
**CHAPTER ROYAL ARCH MASONS  
IN VIRGINIA** at Richmond, this  
9th day of May A.D. 2011*

---

GRAND SECRETARY

**HIGH PRIEST CERTIFICATE**

**CERTIFICATE OF QUALIFICATION**

The Grand Chapter Royal Arch Masons

In Virginia



In accordance with Section 143 of the Digest of the Law, Rules and Regulations of the Grand Chapter Royal Arch Masons in Virginia, this Certificate is issued to:

Companion \_\_\_\_\_ who has qualified himself to be elected High Priest of a Chapter as prescribed therein by the Grand Chapter Royal Arch Masons in Virginia.

Done this \_\_\_\_\_ day of \_\_\_\_\_ A.I.25 \_\_\_\_\_ A.D. 20 \_\_\_\_\_

No. 0107 \_\_\_\_\_  
*District Lecturer                      Assoc Grand Lecturer                      Grand Lecturer*

No. 0107 \_\_\_\_\_ Date \_\_\_\_\_, 20 \_\_\_\_\_

Issued to: \_\_\_\_\_

of \_\_\_\_\_ Chapter No. \_\_\_\_\_

For the year 20 \_\_\_\_\_ **SEND TO OFFICE OF GRAND SECRETARY**

No. 0107 \_\_\_\_\_ Date \_\_\_\_\_, 20 \_\_\_\_\_

Issued to: \_\_\_\_\_

of \_\_\_\_\_ Chapter No. \_\_\_\_\_

For the year 20 \_\_\_\_\_ **RETAIN FOR YOUR RECORDS**

# CERTIFICATE OF PROFICIENCY



## Grand Chapter Royal Arch Masons in Virginia

### CERTIFICATE OF PROFICIENCY AWARDED TO

Companion .....

AS A TESTIMONY OF HIS PROFICIENCY  
IN THE  
RITUAL OF THE FOLLOWING DEGREES

Mark Master .....	20 .....	Examiner
Past Master .....	20 .....	Examiner
Select Master .....	20 .....	Examiner
Royal Master .....	20 .....	Examiner
Most Ex. Mstr .....	20 .....	Examiner
Royal Arch .....	20 .....	Examiner

\_\_\_\_\_  
Grand Lecturer

VALID WHEN SIGNED BY GRAND LECTURER OR ASSOCIATE



**TWENTY-FIVE YEAR CERTIFICATE**

**Grand Chapter  
Royal Arch Masons in Virginia**



**Holiness to the Lord**

To whom these presents may concern

**Greetings:**

Know ye, that the bearer hereof, our trusty and well  
beloved Companion,

member of Royal Arch Chapter No. in appreciation of his having  
completed

**TWENTY FIVE YEARS**

of membership in the Royal Arch Chapter,  
he having been Exalted is presented with this certificate.

Date

\_\_\_\_\_  
Most Excellent Grand High Priest

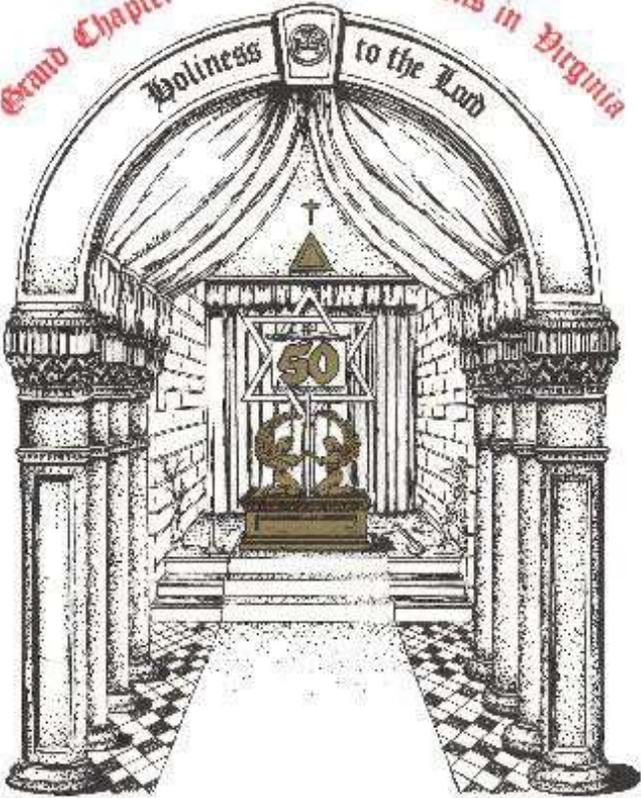
Attest:

\_\_\_\_\_  
Grand Secretary

# FIFTY YEAR CERTIFICATE

*Grand Chapter Royal Arch Masons in Virginia*

Holiness to the Lord



To all whom these presents may concern,

**Greetings;**

Know ye, that the bearer hereof, our trusty and well-beloved companion, \_\_\_\_\_

*member of \_\_\_\_\_ chapter no. \_\_\_\_\_*

*is appreciation of his having completed*

**Fifty Years**

*of Membership in the Royal Arch Chapter*

*He having been Exalted \_\_\_\_\_*

*is presented with this certificate.*

DATE \_\_\_\_\_ GRAND SECRETARY \_\_\_\_\_

YOUR FAITHFUL GRAND LIND. PRIEST \_\_\_\_\_

DRAWN BY GUY R. HARRIS FOR  
LARRY L. SUGARMAN, R.F.P. 1988 YEAR

**SIXTY YEAR CERTIFICATE**

**Grand Chapter  
Royal Arch Masons in Virginia**



**Holiness to the Lord**

**To whom these presents may concern**

**Greetings:**

**Know ye, that the bearer hereof, our trusty and well beloved companion,**

member of      **Royal Arch Chapter No.**  
in appreciation of his having completed

**Sixty Years**

**of Membership in the Royal Arch Chapter**

**is presented with this certificate.**

**He having been Exalted**

Date

\_\_\_\_\_  
Most Excellent Grand High Priest

Attest:

\_\_\_\_\_  
Grand Secretary

# CERTIFICATE OF PERPETUAL MEMBERSHIP

GRAND CHAPTER ROYAL ARCH MASONS IN VIRGINIA



## CERTIFICATE OF PERPETUAL MEMBERSHIP

To whom these presents may come, Greetings. Know ye that

having fulfilled the requirements as set forth by the Grand Chapter, is hereby certified a  
**Perpetual Member of Royal Arch Chapter No.** with  
all the rights and privileges pertaining thereto; and that said Companion is commended  
for his devotion and support of Royal Arch Masonry in Virginia for this and future  
generations.

Done this 9th day of May, A.D. 2011



Grand High Priest

Grand Secretary

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