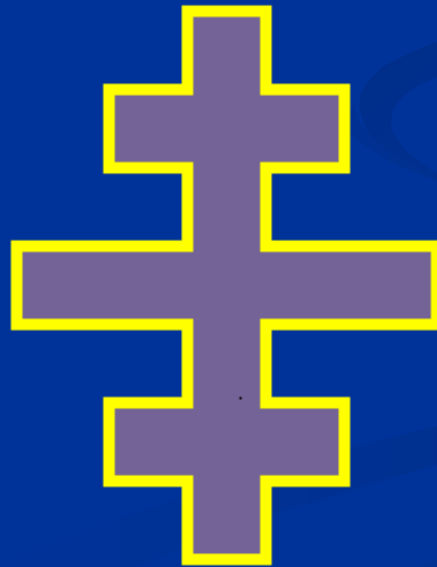


The Grand Encampment of Knights Templar



Protocol -- *meaning*

MODERN VS. TRADITIONAL MEANING

- **protocol** -- (forms of ceremony and etiquette observed by diplomats, heads of state, etc.)
also: -- (code of correct conduct)

Introduction

■ Why is protocol necessary?

- To treat each Sir Knight and visitor with the proper respect
- To maintain uniformity and order
- To maintain our beautiful heritage
- To maintain the dignity of office
- To show respect for our flag

Why observe protocol?

- Not just who gets introduced; but when and how
- Respect
 - Visitors
 - Office
 - Our flag
 - All Sir Knights
- Common Sense
 - How would you like to be treated?

Titles - Honorary

→ Sir Knight

- Applies to all Templars
- Goes with names
 - SK Henry Jones or SK Jones
- Goes with Commandery Office
 - SK Warder; SK Senior Warden
 - *Never* combine with other Honorary Titles
- *Never* Eminent Sir Knight or SK Eminent Commander

Titles - **Honorary** cont'd

→ **Eminent**

- Commander or Past
 - Eminent Commander
 - SK Bill Jones, Em Comm. of.....
 - SK Joe White, Em Past Comm...
- Grand Commandery Officers
 - Eminent Grand Warder
 - SK Robert Jackson, Em. Grand Warder

Titles - **Honorary** cont'd

◆ **Very Eminent**

- Deputy Grand Commanders *only*

◆ **Right Eminent**

- Grand Commanders
- Past Grand Commanders
- Department Commanders
- Grand Encampment Officers

◆ **Most Eminent**

- Grand Master
- Past Grand Masters

Titles - Official

+Titles of office

- Commander
- Past Commander
- Grand Generalissimo
- Deputy Grand Commander
- Grand Commander
- Past Grand Commander
- Department Commander
- Grand Master
- Past Grand Master

Titles - Official & Honorary

- The *office holder* never uses the **honorary** title, just the **official** title
 - I am John Smith, the Grand Captain General of the GC, not the Eminent Grand Captain General of the GC.
 - In referring to an officer
 - SK John Smith, Eminent Grand Captain General of the GC

Titles - Official & Honorary

- **Honorary** title goes with **official** title, *not with name*
 - Eminent Grand Capt General
 - Not Em. John Smith, Grand CG
 - SK John Smith
Eminent Grand Captain General

Titles

To Maintain the dignity of the office of GM

- In a tiled Conclave or banquet

Formal address or referring to...

- Most Eminent Grand Master
 - Never just GM- SK Goodwin- SK Dave- Dave, etc

- In a Dept Conference- or other non-tiled meeting--less formal

- Grand Master (may drop the honorary title)
 - Still never by name

Titles

- In a social setting
 - Addressing or referring to
 - Still Grand Master....not name
- In a private meeting of the Officers of the Grand Encampment or one on one alone
 - First names are appropriate

Titles

- Grand Encampment Officers
 - Conclaves or banquets- Formal only
- Department Conferences – social settings
 - May be more relaxed than Grand Master
SK Duane- SK Vaught- etc or Official Title
 - Deputy Grand Master, Grand Generalissimo etc
 - First names as appropriate

Reception or march

- Receive in inverse order of rank
- Oldest Grand Commandery last
 - Listed by date in GE proceedings
- Highest ranking individual last

Reception

- Various local and state bodies as determined by Grand Commander
- Grand Lodge Officers as a group
- Grand Encampment Officers by rank (see statutes)
 - Past, Dept Comm, PGM, elected
- GM of GE or representative
- Grand Master of Masons or representative

Arch of Steel

- Grand Commanders
 - Personal representatives in limited situations
- Past Grand Commanders
- Grand Master of Masons
 - If your jurisdiction has approved
 - Permissive legislation
 - If not, should have changed as respect for leader of Freemasonry
 - his personal representative also entitled

Conclave Invitations

Required

Grand Master of Grand Encampment
or Representative

Department Commander

and their Ladies

General Order Issued
January each year

Conclave Invitations

Optional but
Customary

Grand Master of Grand Lodge

Department Red Cords

Grand High Priest /
Illustrious Grand Master

Others?

Conclave Invitations

Written – **BY MAIL**

Additional e-mail acceptable

From Grand Commander

**GRAND COMMANDER
RESPONSIBILITY**

All necessary
information

Conclave Invitations

All Necessary Information

WHERE - Address – Hotel and Conclave
Local Transportation

WHAT IS THE SCHEDULE

First & Last Event requiring
attendance

DATE & TIME

DRESS CODE

WHEN ARE AWARDS PRESENTED

GUESTS CAN'T READ THE GCs MIND
OR KNOW STATE CUSTOMS

Signing Correspondence

Within Templary

Courteously,

Signing Correspondence

External

Yours truly,

Sincerely,

Don't use Honorary Titles

Requirements at Conclave

Provide (pay for) all required or official meals

- Provide (pay for) Hotel rooms for
- Grand Master or Representative
 - Department Commander

Must provide Hotel Accommodations

Hotel Accommodations are to be provided for ALL necessary nights

If guest has to arrive a day early or leave a day late it is because of schedule – If they don't like it then change the schedule

This is a requirement of the office

It is not up to the GHP, a committee, or Grand Commander.

Officer Visits

- For Conclaves or Special Events
 - Determine which airport to fly into
 - Will the officer use a hotel shuttle or be picked up
 - If not, must he use separate transportation
 - Will there be any activities requiring special dress
- Where you have control, please use PDF fillable forms

Officer Visits

- **Dept Commander to remind the Grand Commander**
 - Remember, you are honoring the office, not the man
 - Immediately after the General Order for Conclaves is released
 - the **Grand Commander** must invite the **GM or Official Representative**, the **Department Commander**, and their ladies to attend as guests

Seating - Conclaves

- **Dais (looking out)**
 - **Grand Commander**
 - Center, Left or right of center
 - **GM of Masons or representative**
 - Right of center or of REGC
 - **GM of GE or representative**
 - Left of Grand Commander
 - **Past Grand Master**
 - Left of GM of GE or representative
 - **Department Commander**
 - Left of GM of GE or representative, or PGM
 - **Other dignitaries- as GC may desire**
 - May vary as needed

Seating - Banquets

- **Head Table (looking out)**
 - **Grand Commander**
 - Center, Left or right of center
 - **GM of Masons or representative**
 - Right of center or of REGC
 - **GM of GE or representative**
 - Left of Grand Commander
 - **Past Grand Master**
 - Left of GM of GE or representative
 - **Department Commander**
 - Left of GM of GE or representative, or PGM
 - **Other dignitaries**
 - **Ladies on left of escort**
 - Ladies never on end of table
 - May vary as needed

Order of Speaking

- ◆ Guests as the REGC may choose
- ◆ Grand Encampment
 - Department Commander
 - Grand Recorder, Treasurer
 - Past Grand Masters
 - Elected Officers (GCG, GG, DGM)
 - Grand Master or representative
- ◆ Grand Lodge
 - Grand Master or representative

Salutes

- Junior officer salutes first
- Returned by senior officer
- Call title or name to get attention
 - Then salute
 - Don't talk through the salute
- Salute at opening and closing of conversation

United States Flag



◆ Show respect for US Flag

■ When in motion

■ In tiled asylum

- All Sir Knights-Right hand salute, present or salute swords

■ In public

- Covered in uniform- Right hand salute, present or salute swords
- Civilian dress or uncovered-Place hand over heart

Pledge of Allegiance

- 
- Templar protocol prohibits speaking through a salute

Except to salute the flag- Koon Dec #1

- In a tiled asylum
 - Hand Salute, hold, recite pledge, drop salute
- In Public
 - Covered and in uniform- same
 - Uncovered or civilian dress
 - Hand over heart, recite pledge

Introducing Ladies

- Wives of Knights are always introduced as *Ladies*
- Sir Knight Jerry Parker and his *Lady Barbara*
- *Lady Barbara Paker, wife of.....*
- My *Lady Elaine*

Standing Ovation

- Sign of respect for office
- **Mandatory** for highest officer from Grand Encampment and Grand Lodge
- Stand and applaud at introduction and again at closing of remarks
- Can give for others as desired

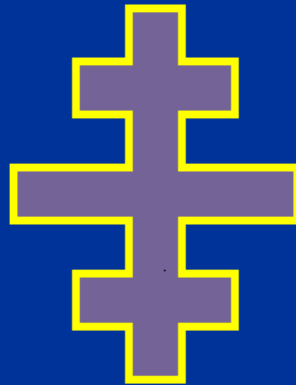
In Conclusion

- Protocol is
 - Respect
 - Common Sense
 - Everyone's Responsibility

■ About our Structure

- Grand Encampment
- Grand Commanderies
- Commanderies

● Officers Visits



About our structure

Grand Encampment

- Conclaves

- ⇒ Stated (triennial conclaves)

- ⇒ Special

- Convenes and adjourns

- Composition

- Past Grand Commanders

- Dias Officers, Grand & Subordinates

About our structure

Grand Commanderies

- Hold Conclaves
 - Annual or special
 - Convene and adjourn
 - Composed of 3 or more Constituent Commanderies

About our structure

Commanderies

- Hold Conclaves, not meetings
 - stated or special
 - Meet in an asylum
 - Open and close
 - No subordinate bodies
 - This is where the rubber meets the road!

Officer Visits

- As guests, all necessary hotel nights and meals related to the conclave are to be paid for by the Grand Commandery.
- Make the necessary hotel reservations for both visitors
- Send each a schedule of events along with dress codes- including those for ladies

Officer Visits

- **Every attempt should be made to make the visit easy and enjoyable**
 - **Arrange airport transportation as necessary**
 - **Assign a host to the visitor**
 - **Reconfirm details with visitor a month or so before conclave**
 - **Advise of any potential problems**

