

The Grand Encampment of Knights Templar



DEPARTMENT CONFERENCES

2018 - 2021

Templar Protocol

DO THE RIGHT THINGS!

AND

DO THINGS RIGHT!

Protocol -- *meaning*

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



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?



⌘ Why is protocol necessary?

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



Grand Encampment

- ✠ Conclaves
 - ✓ Stated (Triennial Conclaves)
 - ✓ Special
- ✠ Convenes and adjourns
- ✠ Composition
 - ✓ Grand Commanderies
 - ✓ Subordinate Commanderies



Grand Commanderies

- ✠ Hold Conclaves
 - ✓ Annual or Special
- ✠ Convene and adjourn
- ✠ Composed of 3 or more Constituent Commanderies



Commanderies

- ❖ **Hold Conclaves, not Meetings**
 - ✓ **Stated or Special**
- ❖ **Meet in an Asylum**
- ❖ **Open and close**
- ❖ **No subordinate bodies**



Honorary – Sir Knight

Applies to ALL Templars:

- ✠ **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



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



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 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



- ✠ **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



Reception or March

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



- ❖ 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



- ❖ **Grand Commanders**
 - ✓ **Personal Representatives in limited situations**
- ❖ **Past Grand Commanders**
- ❖ **Grand Master of Masons**
 - ✓ **Or his Representative**
 - ✓ **If your jurisdiction has approved**
 - **Permissive legislation**
 - **If not, should have changed as respect for leader of Freemasonry**



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



Order of Speaking

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- ✠ **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**



- ❖ **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**



Showing respect for the Flag of the USA



✦ When in motion

- ✓ In Tiled Asylum
- ✓ All Sir Knights hand salute, present or salute swords

✦ In public

- ✓ Covered in uniform - hand salute, present or salute swords
- ✓ Civilian dress or uncovered-place hand over heart, veterans may hand salute



Pledge of Allegiance

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- ✠ **Templar protocol prohibits speaking through a salute**
- ✠ **Except to salute the flag – per MEPGM Koon’s Decision No. 1**
- ✠ **In a Tiled Asylum**
 - ✓ **Hand Salute, hold, recite pledge, drop salute**
- ✠ **In Public**
 - ✓ **Covered and in uniform – same as above**
 - ✓ **Uncovered or civilian dress - hand over heart, recite pledge**



Standing Ovation

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- ❖ Sign of respect for an officer
- ❖ **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



- ✠ Always done by someone of Templar rank and knowledgeable of awards and titles
- ✠ At a York Rite function, York Rite Honors only
- ✠ Honors are highest honor to lowest
 - ✓ Knight Templar Cross of Honor (KTCH) should always be acknowledged
- ✠ Honors are always spoken, NO acronyms
 - ✓ Knight York Cross of Honour, not KYCH
- ✠ Try to limit amount of honors recognized; suggest one or two max.
- ✠ Avoid professional titles
 - ✓ No Doctor, lawyer or clergy
 - ✓ Unless specific to office held, i.e. Prelate



Introducing Ladies

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- ✠ Wives of Knights are always introduced as **Ladies**
- ✓ Sir Knight Jerry Parker and his **Lady** Barbara
- ✓ **Lady** Barbara Parker, wife of.....
- ✓ My **Lady** Elaine
- ✓ If recipient of COT, please include



- ❖ 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



Official Visits - Cont'd

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- ❖ **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**



- ❖ **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**



Within Templary

Courteously,

or

Yours in Knightly Courtesy



Signing Correspondence – Cont'd

External

Yours truly,

or

Sincerely,

Do NOT use Honorary Titles



Protocol is

- ✠ Respect
- ✠ Common Sense
- ✠ Everyone's Responsibility
- ✠ It's what Separates us from the Others



**The Eyes of the Fraternity are ALWAYS on
YOU**



Do the Right Things!

and

Do Things Right!