

District/Regional Grand Officer Suggested Duties and Responsibilities

District Deputy Grand High Priest/Lecturers Regional Deputy Grand Master Regional Grand Commander

For some time, many of you have requested information from your presiding grand officers and the Grand Secretary/Recorder regarding the duties and responsibilities. We have worked together to put together one document to be used by all three bodies, although some information will pertain to you and some will not. This document serves as a guide to try to accomplish that task. There may be a need to update and correct this document from time to time; if you have any suggestions, please feel free to contact the Grand Secretary/Recorder who will maintain the document on file.

As you are well aware, you are the official representative in your region of the presiding grand officer for the body which you represent. You are to take such direction from him as he may deem appropriate, help to promote the growth of membership, education, and leadership in your district/region. You are at all times to conduct yourself with honor and dignity.

You need to have a complete understanding of the administrative responsibilities of each body in your area. In order to do this, you need to understand the Grand York Rite of Missouri as a whole.

The following are but some of your duties:

1. Make official visits to your respective organizations in your region. Share with the membership the goals and objectives of your presiding grand officer for the year. Visits should be made as early as possible in the Grand York Rite year, in September, October, and November, but no later than December. When making your official visits, some of your duties include verification that:
 - a. minutes of the body are well kept
 - b. all monies of the body are well kept, no less than two signatures on all accounts
 - c. the body is not in arrears with the Grand Secretary/Recorder's office, meaning that they are not delinquent in payments of per capita (verified by the Grand Secretary/Recorder's Tabular Statements in the proceedings or preliminary proceedings if the proceedings are not out at the time of your visit.)
 - d. membership records are kept up to date, accurate reflection of new membership, suspensions, dimitions, and deaths, and changes are immediately reported to the Grand Secretary/Recorder's office
 - e. accurate and timely submission of annual return (new deadline is March 1)
 - f. uses current ritual adopted by grand body
 - g. officers have access to rituals, not to be kept by Secretary/Recorder
 - h. inspect charter to see that it is in good repair
 - i. inspect seal to that it is in good repair
2. Observe the conduct of the meeting to include opening, business, closing, and to complete a visitation report (forms available from office or on the web site) to be filed with the Grand Secretary/Recorder and the presiding grand officer.

3. Some of the administrative aspects of your visit should include sharing with the body information about:
 - a. Charities
 - i. Chapter
 1. Royal Arch Research Assistance (Charity of General Grand Chapter)
 2. RARA Penny-a-Day program
 - a. stickers available from the Grand Secretary
 3. Grand Chapter Foundation – interest of which is used to donate to charities of the Grand Chapter, namely youth organizations.
 - ii. Council
 1. Cryptic Masons Medical Research Foundation (Charity of General Grand Council)
 2. Grand Council Charity Endowment Fund
 - a. Penny-a-Day program, stickers available from Grand Recorder
 - b. Pick 3 Calendar fundraiser
 - iii. Commandery
 1. Knights Templar Eye Foundation
 - a. Life Sponsorship for \$30.00, information available from Chairman (Lou Monken)
 - i. Recorders are to deduct \$1.00 for each Life Sponsor on their annual return in the space provided. Technically, the annual dues of each Life Sponsor is \$1.00 less than for everyone else. It is the Recorder’s responsibility to keep up with these. They are also noted on the Grand Encampment membership list sent to each Commandery twice a year.
 - b. Knight of Siloam Medal for \$500.00 contribution
 2. Knights Templar Holy Land Pilgrimage Fund, stickers available from Grand Recorder
 3. Knights Templar Holy Land Pilgrimage Endowment Fund
 4. Knights Templar Education Foundation (information available from the Grand Recorder)
 - iv. Combined/Unified
 1. Memorial contributions – when a member dies, make a \$10.00 memorial contribution to one of the above charities in his honor
 2. York Rite Program Book – used to raise money to help offset the expenses of the Grand York Rite Sessions, raises upwards of \$2,000.00 for grand session expenses

- v. Information about most charities can be obtained from the Grand Secretary/Recorder, the web site, or more specifically, the committee chairman.

- b. **Endowed Membership** – Do not sell **endowed** membership as a life membership, sell it as a life insurance policy for the body. Long after the member is gone, the body will continue to receive income for that member and the grand body will continue to receive per capita on that member. All this helps to sustain the ever increasing needs of the local and grand body. Forms available from the office and on the web.
 - i. Chapter – 20 times a members dues, not less than **\$300.00** (changed at 2004 Grand Chapter). No more need to add one years' dues if purchased after June 30.
 - ii. Council – 20 times a members dues, not less than **\$300.00** (changed at 2005 Grand Council). No more need to add one years' dues if purchased after June 30.
 - iii. Commandery - \$500.00. Member must be paid for one full year before Commandery receives income.

- c. Communications
 - i. Chapters and Councils have Activity Report forms available to provide updates to the office of any changes in membership. They are not mandatory, but are to be submitted whenever a Chapter or Council has a change in membership.
 - ii. Commanderies are to submit Monthly Reports to the Grand Recorder every month even if they have no changes. This is not an option, it is mandatory. Many Recorders do not understand this; some claim they know nothing about it. Forms are available from the office

- iii. Why Chapter/Council/Commandery Monthly Activity Reports? The Grand Encampment tracks its membership – the General Grand Chapter and General Grand Council do not. The Grand Secretary/Recorder is working to validate and correct all of the membership records of the state. Once this is accomplished, these records and updates will be used to generate annual returns as well as move the membership to the same membership database as the Commandery records. Once this is completed, monthly reports will go away. If Secretaries and Recorders do not do this, their job of completing the annual return will become much harder in the future. The office must have accurate membership records for the entire state.
- iv. All bodies must report their installation of officers to the office immediately after said installation, including full address and email address information. Many programs and mailings are sent to the presiding officer, officers, and Secretaries/Recorders. We must maintain accurate officer information at all times.
- v. Email is acceptable as long as all the information is available. Electronic forms are available on the Grand York Rite web site under Document Library. All forms used by the Grand York Rite office are available on this web site.
- vi. Chapter Secretaries are to communicate with Council Recorders those members who have been suspended by the Lodge or Chapter. Likewise, Council Recorders are to communicate with Commandery Recorders those who have been suspended by the Chapter or Council. These are requirements of the by-laws of the Grand Chapter and Grand Council. However, your Grand Secretary/Recorder also reports deaths, dimits, and suspensions to the appropriate Secretaries and Recorders as soon as we become aware.
- vii. Royal Arch Mason Magazine – the Grand Secretary handles all subscription requests now. This information is pulled from the Chapter/Council Activity Reports and reported monthly to the General Grand Chapter. If members are not receiving the magazine, it is because their Secretary is not providing this information to the office. Changes include new membership, deaths, suspensions, changes of address, etc.

- viii. Incomplete documentation will be sent back or brought to the attention of the Secretary/Recorder – it is best to fill in all the blanks the first time. If you have a blank and do not have the information, you need to find it, it is important. Incomplete documentation causes members to be automatically suspended in other bodies; cause members not to receive veteran membership when they become qualified; cause members not to receive magazines, and on and on.
- d. Awards – Many Awards are not presented only because you or the organization Secretary/Recorder do not make the nominations!
- i. Chapter
 - 1. Chapter Exaltation Certificates – available from the office at the request of the Chapter Secretary for any new member, free of charge. Secretaries need only provide name and dates to the Grand Secretary and the certificates will be mailed to the Chapter to present to the new member as soon as he receives the degrees, need at least one week lead time. Certificates may be purchased for any other Companion for 25 cents each.
 - 2. Veteran Membership Awards – awarded to members who have achieved 25 or 50 years of membership in a Missouri Chapter. The office will prepare a certificate for each member who has attained 25 years of membership. The office will prepare a certificate and card for each member who has attained 50 years of membership. A pin will also be sent with 50-year presentations only. This comes only at the request of the Chapter Secretary – the office is not set up yet to let you know when your members are eligible. There is no cost for the certificates and pins.
 - 3. Chapter Lewis and Clark Award – awarded to one Companion per Region per year for service above and beyond the call of duty. Nominee need not be an officer and cannot be a Grand Officer. There is no provision that says that a member may not receive the Lewis and Clark Award because they have received it in another body, this is a Grand High Priest decision only. Nominations are made by the D.D.G.H.P. to the Grand High Priest no later than May 1 of each year. Nomination forms available on line and from the office.
 - 4. Distinguished Chapter Award – awarded to a Chapter for completion of the requirements as outlined by the Education Committee. Forms available on line and from the office.

5. General Grand Chapter Distinguished Royal Arch Mason Award – awarded by the General Grand Chapter to one Missouri Companion per year. Nomination is made by the Grand High Priest to the General Grand Chapter. Anyone may nominate a Companion to the Grand High Priest for this award. Nomination forms are available on line and from the office.

ii. Council

1. Council Greeting Certificates – available from the office at the request of the Council Recorder for any new member, free of charge. Recorders need only provide name and dates to the Grand Recorder and the certificates will be mailed to the Council to present to the new member as soon as he receives the degrees, need at least one week lead time. Certificates may be purchased for any other Companion for 25 cents each.
2. Veteran Membership Awards – awarded to members who have achieved 25 or 50 years of membership in a Missouri Council. The office will prepare a certificate for each member who has attained 25 years of membership. The office will prepare a certificate and card for each member who has attained 50 years of membership. A pin will also be sent with 50-year presentations only. This comes only at the request of the Council Recorder – the office is not set up yet to let you know when your members are eligible. There is no cost for the certificates and pins.
3. Council Lewis and Clark Award – awarded to one Companion per Region per year for service above and beyond the call of duty. Nominee need not be an officer and cannot be a Grand Officer. There is no provision that says that a member may not receive the Lewis and Clark Award because they have received it in another body, this is a Grand Master decision only. Nominations are made by the R.D.G.M. to the Grand Master no later than May 1 of each year. Nomination forms available on line and from the office.
4. Council Merit Award – awarded to a Council for completion of the requirements as outlined by the Education Committee. Forms available on line and from the office.
5. General Grand Council Cryptic Mason of the Year Award – awarded by the General Grand Council to one Missouri Companion per year. Nomination is made by the Grand Master to the General Grand Council. Anyone may nominate a Companion to the Grand Master for this award. Nomination forms are available on line and from the office.

6. General Grand Council Adult Youth Leadership Award – awarded by the General Grand Council to one Missouri Companion per year who has displayed leadership above and beyond in working with Missouri Youth. Missouri Youth is not limited to DeMolay, Rainbow, and Jobs Daughters. Nomination is made by the Grand Master to the General Grand Council. Anyone may nominate a Companion to the Grand Master for this award. Nomination forms are available on line and from the office.

iii. Commandery

1. Commandery Knighting Certificates – available from the office at the request of the Commandery Recorder for any new member, free of charge. Recorders need only provide name and dates to the Grand Recorder and the certificates will be mailed to the Commandery to present to the new member as soon as he receives the orders, need at least one week lead time. Certificates may be purchased for any other Companion for 25 cents each.
2. Veteran Membership Awards – awarded to members who have achieved 40 years of membership in a Missouri Commandery. The office will prepare a certificate and card for each member who has attained 40 years of membership. No pin is available. This comes only at the request of the Commandery Recorder – the office is not set up yet to let you know when your members are eligible. There is no charge for these certificates. In addition, at the request of the Recorder, a special 50-year certificate can be made at no charge. There is no charge for the certificates. 50-year jewels are available for new 50-year members at no charge, and available at a cost of \$25.00 to any 50-year member prior to 2005.
3. Commandery Lewis and Clark Award – awarded to one Sir Knight per Region per year for service above and beyond the call of duty. Nominee need not be an officer and cannot be a Grand Officer. There is no provision that says that a member may not receive the Lewis and Clark Award because they have received it in another body, this is a Grand Commander decision only. Nominations are made by the R.G.C. to the Grand Commander no later than May 1 of each year. Nomination forms available on line and from the office.
4. Honor Commandery Award – awarded to a Commandery for completion of the requirements as outlined by the Honor Commandery Committee. Forms available on line and from the office.

5. Knight Templar Cross of Honor – awarded by the Grand Encampment to one Missouri Sir Knight per year. Nomination is made by the Grand Commander to the Grand Encampment. Anyone may nominate a Sir Knight to the Grand Commander for this award. Nomination forms are available on line and from the office.
 6. Knight of Siloam – awarded by the Grand Commander to any Sir Knight who has made a \$500.00 contribution to the Knights Templar Eye Foundation.
- iv. General – the Grand Secretary/Recorder will work with any body to prepare any type of special certificate of award not mentioned above for any Companion/Sir Knight. If you feel he should be honored, then by all means, honor him.
- e. Ritual
- i. Chapter – The Chapter ritual is available from the office (\$10.00 each). The older ritual and handbook is available free of charge although these two books are consolidated into the new ritual.
 - ii. Council – The Council ritual is available from the office (\$10.00 each).
 - iii. Commandery – Some Commanderies are using a very old ritual. The ritual they should be using is dated 1979, available from the office (\$10.00 each). The older rituals have more coded information and are harder to read. Commanderies needing wording information about the coded parts of the ritual need to contact the Grand Recorder who has the complete ritual in plain English; only one per state. Also available from the office are Tactics for Class-B and Class-C Drill (no charge), the Missouri Tactics and Manual of Asylum Ceremonies (green book, \$3.00 each) is out of print, and Manual of Knights Templar Tactics and Asylum Ceremonies of the Grand Encampment (white book, \$3.00 each). The later book address many things not covered in the Missouri Tactics manual and is little known in Missouri.
 - iv. Proficiency Programs – The Grand Chapter and Grand Council have Ritual Proficiency Programs to award proficiency cards and certificates to those who have shown an expertise in the various parts of the rituals. Those wishing to be examined shall be examined by any combination of the following two Companions: Grand Officer, District/Regional Grand Officer, or Certified Lecturer (in the part being examined). Forms are available on line and from the office.

- v. Ritual Schools – may be conducted by the District/Regional Grand Lecturers. Grand Lecturers are always available for special schools. Grand Chapter Schools are to be conducted in the Regions this year. Grand Council School is always conducted on the 4th Saturday in August each year. For more information, contact the appropriate Grand Lecturer.
- vi. Drill & Drill Competition – each year at Grand Commandery, Missouri Commanderies compete against each other in the opening of a Commandery using either Class A, Class B, or Class C drill. The drill competition rules have changed, you need to get with your drill committee members for more information.

f. Publications

- i. Royal Arch Mason Magazine – quarterly publication published by the General Grand Chapter, is funded by part of membership per capita in the Grand Chapter ~~and Grand Council~~. Each Companion of Missouri in good standing is automatically subscribed to receive this publication. If they are not, it is because the Secretary/Recorder has not submitted his name to the office or the member has moved and has not told anyone. Missouri Chapters and Councils are to submit articles and pictures to the Editor of the Missouri Section for inclusion in the 8 pages allotted for Missouri. Roy L. Gilkey is the Editor. (Update – for the past several years, updates were not processed for a number of reasons. This is currently being fixed and we hope to have all corrections completed by the end of 2015.)
 - ii. Knight Templar Magazine – monthly publication published by the Grand Encampment, is funded by part of the membership per capita in the Grand Commandery. Each Sir Knight in good standing is automatically subscribed to receive this publication. If they are not, it is because the Recorder has not submitted his name to the office or the member has moved and not told anyone. Missouri Commanderies are to submit articles and pictures to the Editor of the Missouri Section for inclusion in the 2 pages allotted for Missouri. Russell S. Hanson is the Editor.
 - iii. The Cryptic Freemason Magazine – quarterly publication published by the General Grand Council, ~~is funded by subscription only. Subscriptions are \$25.00 for five years, \$40.00 for ten years, or \$60.00 for life, available from the General Grand Recorder.~~ (Update – these are now available free on line.)
- g. Annual Returns – the annual returns of each body are used to manage and account for the membership of Missouri York Rite Masons. It is a very important management tool used by the grand officers accounting for membership totals, income, and used to help us determine where we are headed. Part of that return is an annual audit. The audit is not optional. It is a safeguard for your local body to

ensure the responsible maintenance of the body's financial assets. If your annual return is not submitted in a timely manner, the grand body cannot accurately determine its needs with regards to membership and budget. Much happens between March 1 and April 1 to get ready for the grand session. If your return is not submitted and accurate, you are holding up the entire state budget process.

- h. ~~Proceedings—the annual proceedings (and Preliminary Proceedings) of the Grand Chapter, Grand Council and Grand Commandery are a record of the actions of those bodies during the grand sessions. Additional information is published with regards to the local bodies, their officers, who attended the grand session, their membership status, annual returns, and financial information. Upcoming pending legislation is also published and should be reviewed by each body to determine how they want to vote on that legislation. Finally, in the back of the proceedings is a state directory of grand officers, past grands, officers, committeemen, etc. The proceedings are available on CD for those that want it, but will be distributed in paperback to each Chapter, Council, Commandery, grand officer, past grand officers, and committee members the way it always has been. The CD distribution will be primarily for other jurisdictions but is available to all. This is the historical record of the bodies. Any corrections should be immediately addressed to the Grand Secretary/Recorder. (Update – no proceedings have been printed since 2008. We are working on a play to bring these up to date.)~~
 - i. Credentials – Many of the requirement for awards are based on officer attendance at the Grand Sessions. Almost all of the forms submitted are in error based on the Credentials Committee Report primarily due to the member failing to register. If they have not registered with the Credentials Committee, they will not receive credit for their attendance. Proxies are available for officers, although they must be signed and sealed by the Secretary/Recorder.
 - j. Dues Notices – By order of each of the three presiding grand officers, each organization's dues notice is to include voluntary contributions to the ALL of the respective charities. You need to make sure this is being accomplished. The money collected is to be turned over to the Grand Secretary/Recorder when it is collected, throughout the year. Contributions to be added to the dues notice are:
 - i. RARA - \$3.65
 - ii. CMMR - \$3.65
 - iii. CEF (Charity Endowment Fund) - \$3.65
 - iv. KTEF - \$5.00
 - v. Holy Land Pilgrimage Endowment Fund - \$3.65
4. After each official visit, you should complete a Visitation Report (available on line or from the office) and send it to your presiding grand officer and a copy to the Grand Secretary/Recorder. They use this information to understand how each organization under their responsibility stands.

5. It shall also be your responsibility to work with your counterparts to conduct the annual York Rite Conference to be held in your region. ~~During the 2006-2007 year, they are to be held in September, October, and November.~~ This is not expected to be a one-man show; you should call on your counterparts, grand officers, and committee members to do their part. Try to get the most knowledgeable person to make a presentation on the various parts needed (see York Rite Conference Suggested Format & Planning, published by the Grand Secretary/Recorder). Conference dates are to be coordinated with your counterparts and communicated to the Grand Secretary/Recorder for scheduling. Should a conflict occur, you may need an alternative date. It is not the responsibility of the Grand Line Officers to conduct the meeting, neither is it the responsibility of only one of the District/Regional Grand Officers to conduct the meeting. It needs to be a joint effort, well planned and well executed.
6. Official visit reception: you are the personal representative of your presiding Grand Officer when you make official visits. You are entitled to and will receive the grand honors. Any time you are not making an official visit, you will not be entitled to grand honors. If you are making your official visit and the presiding grand officer shows up, you are still entitled to grand honors. Finally, Regional Grand Masters are to wear a cover (hat) when making official visits.
7. The duties and responsibilities of a Regional Grand Officer are not to be taken lightly. If, for any reason, you feel you cannot meet the obligations of the office, please let your presiding grand officer know as soon as possible. This is not a reflection of you personally; many of us are really very busy with job, home, community, etc. and simply cannot provide the amount of time (and money) required to perform the duties of the office as well as they might require.
8. As always, your Grand Officers and the office of the Grand Secretary/Recorder are always available to you. Should you need any assistance or information, simply let us know.
9. Finally, please keep in mind that this is a first draft and there may be a need for corrections and updates. Please send your suggestions to the Grand Secretary/Recorder or, if you feel the need, please address your concerns to your presiding grand officer. We hope this helps to clarify some issues some of you have addressed to us.

~~Robert E. Hardester, Grand High Priest~~
~~Edgar F. Coonrod, Grand Master~~
~~J. Joseph Hayes, Grand Commander~~
Kevin B. Sample, Grand Secretary/Recorder