

**GRAND COMMANDERY
KNIGHTS TEMPLAR OF OHIO**



**COMMANDERY
OFFICERS HANDBOOK**

FOREWORD

This section is presented to the officers of the constituent Commanderies of Ohio as a partial answer to the self-imposed queries- "What is my job?" "Where can I turn to find, readily and concisely, advice as to proper procedure in my office?" "How can I best serve Templary?"

It is assumed at the outset that each Officer desires to contribute to the limit of his knowledge and ability toward making Templary MEANINGFUL. That should be his aim. But first of all he must inform himself on the specific duties of his office. This material, therefore, is in response to many inquires asking for guidance as to the conduct of Commandery Officers and committees.

This manual is not meant to supersede the Laws and Regulations of the Grand Commandery of Ohio, or those of the Grand Encampment of the United States, but rather to enhance a collection of essential material that may authoritatively aid and guide Commandery Officers in management and procedure. Adherence to the content of this manual will discourage carelessness and produce uniformity so essential to the orderly, expeditious and impressive conduct of the business of the constituent Commanderies of the Grand Commandery of Ohio.

No claim is made to originality in what here appears. Considerable research has been done, and this material is a condensed compilation of the best material available. If the material suggests to you improved or more effective methods for performing your duties, it will have served its intended purpose.

We sincerely trust, therefore, that it will prove to be just what its title implies: a handbook or guide for ready consultation and assistance.

GRAND ENCAMPMENT OF KNIGHTS TEMPLAR OF THE UNITED STATES OF AMERICA

A number of attempts were made in the early 1800's to form a national body of Knights Templar. On June 20 and 21, 1816, in New York City a committee composed of Templars from the states of Massachusetts, Rhode Island and New York met and drafted a constitution for the General Grand Encampment of Knights Templar and Appendant Orders for the United States of America. The Grand Encampment of Massachusetts, and Rhode Island approved the action in 1817 and New York followed shortly thereafter. At the second meeting in 1819 the first Encampment to be chartered by the new body was Mt. Vernon Commandery No.1 on September 16, 1819, and it was located in Worthington, Ohio. The constitution of the General Grand Encampment provided for meeting every seventh year.

In 1826 the constitution was amended to provide for triennial meetings and has remained in effect to this date. There were some 17 Encampments chartered at that time including the original founding Encampments. By 1856 the 47 Grand Encampments had dropped the word Encampment and Massachusetts and Rhode Island remained as one Grand Commandery. The present body is divided into Departments composed of a number of Grand Commanderies by geographical location. Each Department is headed by a Department Commander who is appointed by the Most Eminent Grand Master. The Departments meet annually.

THE GRAND COMMANDERY OF OHIO

The history of the Grand Commandery of Ohio began on the 14th day of March in 1818 when John Snow, in his home in Worthington, Ohio, received a Dispensation to form the first Commandery, west of the Allegheny Mountains. It was issued by Thomas Smith Webb who was Deputy General Grand Master of the General Grand Encampment of the United States of America and credited with being the father of the American system of the York Rite of freemasonry. He was a business associate of John Snow and visited frequently in the Snow home.

On September 17, 1819, Mt. Vernon Commandery No.1 received its Charter.

On September 17, 1841, the Rev. and Sir Knight Robert Punshon, on behalf of the Commanderies in Ohio, applied to the General Grand Encampment of the United States of America for leave to constitute a Grand Commandery for Ohio. Those Commanderies were Mt. Vernon No.1, Chartered on September 16, 1819; Lancaster No.2, Chartered on December 16, 1835 and Cincinnati No.3, Chartered on September 17, 1841. The prayer of the petition was granted and the Grand Recorder directed to issue the proper document under his hand and the seal of the General Grand Encampment.

Massillon No.4, was Chartered July 5, 1843 and Clinton No. 5 was Chartered July 22, 1843. In compliance with a circular addressed to the several Commanderies by Sir Knight William J. Reese, General Grand Generalissimo of the General Grand Encampment in July 1843, delegates from the five Commanderies met at the Hall of Lancaster Commandery No, 2, which met in the Old Market House, on the 24th of October, 1843 for the purpose of forming and constituting a Grand Encampment (now Grand Commandery) for the State of Ohio.

It was resolved there was a constitutional number of legal Encampments duly represented to proceed in constituting and organizing the Grand Encampment for the State of Ohio, and proceed to the election of Officers for the same. The Officers were elected and offices affixed to their respective names. They were to continue in office until the adoption and ratification of the Constitution and By-Laws by said Grand Encampment when it met in Grand Conclave in the city of Columbus, on Saturday, October 26, 1844. Thus the Grand Commandery of Knights Templar of the State of Ohio, a new and powerful force for moulding American manhood and the American way of life had its birth.

Selection of Officers

Careful consideration should be given to this important subject. The success of every Commandery depends first upon qualified leadership. Interest, attendance, ritualistic ability, and executive ability are key factors in selecting a new line officer. A good officer should exhibit some measure of all these virtues but the greatest emphasis should be placed upon executive ability. It should be the desire of every line officer to preside eventually as Commander, and this involves the executive duties of planning, administering, and supervising social, financial and ritual functions. It is here that executive ability can contribute so generously to the stability, growth, and opportunity of Templar Masonry to assume its proper place in the community as an influence for good.

Consideration should also be given to the number of other Masonic positions which a Sir Knight may be filling. Time available to devote to this very desirable activity will be limited, and an Officer who spreads his efforts too thin will not find them very satisfying to himself nor very beneficial to his Commandery.

Advancement, as well as selection, should be based upon merit. If an officer is shown to be ill-prepared for advancement consideration should be given to have him remain in his present station until his skills improve. Should he not be willing to apply himself thereafter, then and in that event, he should not stand or expect to stand for reelection,

General Suggestions To Commanders: In order that you may be a successful Commander, there are certain general standards you should be careful to establish for yourself - and endeavor to follow. They are not inflexible, but you should know them well, and how they should be applied to your work. The following are offered as suggestions:

1. First we suggest: Plan your year. Look ahead during the year before you assume command. Make planned schedules of the Commandery activities, and determine to meet them. Don't leave it to "last minute chance".
2. Every Commander should hold conferences with his fellow officers - not only to familiarize them with the scheduled work of the Commandery and train them for future responsibility, but that he may have the benefit of their viewpoints and their suggestions.
3. Your position is one of great responsibility. Therefore seek the advice and counsel of experienced Sir Knights, remembering always, that the final decision rests with you. If sometimes you find yourself in doubt - and if competent advice is not immediately allowable postpone action (if possible) until a later time.
4. It cannot be too strongly urged that you make it a practice to study the Laws of the Grand Commandery of Ohio, and those of the Grand Encampment of the United States, along with the By-Laws of your Commandery. It is your duty to require the officers and members to obey them. You should set a good example by knowing what they are and obeying them yourself.
5. Be kind and gentle - yet firm. Be sure you are right before you go ahead. You are not to command in an arbitrary or dictatorial manner - yet you are to command. Be dignified without being haughty; courteous without being subservient, firm without being arrogant. Keep your attitude on a friendly and Knightly basis, even while observing proper dignity and decorum.
6. Promptness and punctuality are essential to success. It is better to be ahead of time than late so that you can open your Commandery on time, regularly. If you do not, members will come to expect you to be late and will themselves act accordingly. Eventually those who like promptness will stop attending.
7. After you have opened, conduct the business with proper dignity and decorum - and with dispatch, so that you will be able to close early enough for those who wish to go home early. Dilatory habits in you will produce like traits in your members. (It is better for those who wish to have a social time to do so after closing the Commandery rather than before it opens - or during the session.)

The Commander

The Commander is the head of the Commandery, and has the power to make any and all decisions pertaining to the operations of the Commandery, subject, of course, to the rules and regulations of the Grand Encampment, the Grand Commandery and the By-Laws of the Commandery.

1. He appoints and supervises those committees necessary for the effective and efficient operation of all Commandery activities and areas of concern.
2. Appoints those committees required by Grand Commandery Law and is responsible for their compliance to the requirements of corresponding Grand Commandery committee requests.
3. Presides over the Commandery at all Stated Conclaves and at the conferral of The Order of the Temple.
4. Shall provide for the funeral service of a deceased Sir Knight when requested.
5. Makes all policy decisions. (it is strongly urged that any changes in policy or principle be discussed with the Officers of the line before any abrupt or drastic changes are instituted.) Final decisions must rest with the Commander, but in the interest of team work and understanding, the thoughts and opinions of the Junior Officers can be helpful and beneficial.
6. Calls meetings of the Officers when deemed necessary in order to promote harmony and better understanding of the responsibilities of leadership.
7. To make such assignments of responsibilities to the Junior Officers as he may deem necessary. This provides the Junior Officer with an area of leadership training which will benefit him as he moves up in the Officer line, and relieves the Commander of minor details, thereby permitting him to devote more of his time and talent to his office.

Generalissimo

The Generalissimo, as second in command is the liaison Officer of the Commander. It is his duty to assist the Commander in the performance of his duties and to this end he shall: -

1. Assist the officers in becoming proficient in their duties, ritual and tactics. He shall cause to be called, and conduct, such Officer practice sessions as deemed necessary.
2. Preside in the absence of the Commander, which is in accordance with the Constitution of the Grand Encampment and the Laws of Templar Masonry in Ohio
3. Serve as a member (or ex-officio) of the following committees:-
 - a) Budget and Finance
 - b) Dues and Assessments
 - c) Membership
 - d) Nominating
4. Thoroughly familiarize himself with the following:
 - a) Constitution, Statutes, Disciplinary Rules, Standing Resolutions, Ceremonies and Forms of the Grand Encampment of Knights Templar of the United States of America.
 - b) Laws of Templar Masonry of Ohio and the
 - c) By-Laws of his Commandery, the Rituals of the Grand Encampment and Instruction Book of the Grand Commandery as approved in their latest form.

Captain General

The Captain General, as third in command, receives his orders from the Commander and/or the Generalissimo. It is his duty to assist the Commander and the Generalissimo as they may require. He shall be in charge of the Drill Corps and all functions thereof unless otherwise provided. To this end he shall:

1. See that the Asylum is in suitable array for the Conclaves of the Commandery and for the conferral of the Orders, and to attend rehearsals of the same.
2. See that the uniforms of the Officers are clean and neat in appearance, that badges and jewels are properly worn, and that all uniforms conform to the Grand Commandery regulations, and that these regulations are adhered to.
3. See that the Commandery is prepared for the Full Form Opening, requiring necessary practice and rehearsals to perfect the same.
4. Preside in the absence of the Commander and the Generalissimo, which is in accordance with the Constitution of the Grand Encampment and the Laws of Templar Masonry in Ohio.
5. Serve on any committee that he may be appointed to by the Commander.
6. Thoroughly familiarize himself with the:-
 - a) Drill regulations of the Grand Encampment of Knights Templar of the United States of America.
 - b) Constitutions, Statutes, Disciplinary Rules, Standing Resolutions, Ceremonies and Forms of the Grand Encampment of Knights Templar of the United States of America.
 - c) Laws of Templar Masonry in Ohio.
 - d) By-Laws of his Commandery and the Rituals and Manuals of Asylum Ceremonies as approved in their last form by the Grand Encampment and the Grand Commandery of Ohio.

Senior Warden

The Senior Warden has the responsibility to conduct the candidate in an impressive and dignified manner. His deportment and the perfection and skill he employs in performing his duties will both impress the candidate and serve him well in his advancement to higher office. He should conduct himself with thoroughness, dispatch and dignity.

He shall serve on those committees that the Commander or Commandery By-Laws direct his appointment thereto. His prompt attendance and punctual appearance at all Commandery functions are mandatory and set an example for the remaining Junior Officers to emulate. He should be supportive and assist the Generalissimo in the instruction of Ritual and Tactics. His knowledge of and rendering of his duties will further aid in his advanced duties.

Junior Warden

The Junior Warden's responsibility in his first contact with a candidate will undoubtedly leave lasting impressions. His conduct and instructions pertaining to Ritual and Tactics should be precise and dignified. Lengthy explanations tend to confuse the candidate's own learning process which must take place through the candidate's own participation. The manner in which the Junior Warden conducts himself in the matters of Ritual and Tactics should be both impressive and dignified. The dignity and skill of his rendition of the "Pre-Chamber and Chamber of Reflection" Lectures and subsequent duties will both impress the candidate as well as lay the foundation for his own advanced responsibilities.

He may be appointed to and shall serve on those committees that the Commander and/or Commandery By-Laws prescribe. His promptness and punctual attendance are mandatory and necessary in maintaining the dignity and impressiveness of his Ritualistic responsibilities. Like the Senior Warden he should conduct himself with thoroughness, dispatch and dignity.

Since he is the first Sir Knight to come in close contact with the candidate, it shall be the responsibility of the Junior Warden to propound to and ascertain of the candidate if a problem exists (religious, personal, etc.) relative to the requirement to partake of wine during the Order of the Temple.

This should be done in making the following statement during the preparation and robing of the candidate.

"During the ceremonies of the Order of the Temple you will be asked to partake of wine. If for any reason you choose not to do so an equally suitable substitute will be provided for your use." If any such problem is found to exist, this will allow ample time for changes to be made at the Triangle for the act of participation in the Libations.

Prelate

The station of the Prelate, next to the Commander, in conferring the Ritual demands the highest degree of dignity and decorum. His delivery of the Ritual, like the Commander, should be flawless and rendered in a meaningful and articulate manner. It should be noted that a Prelate can leave a lasting impression on the candidate with a simple but meaningful delivery of the Ritual. False or exaggerated mannerisms, unnecessary waving of the arms, movements of the head or body tend to distract and take away from the simple beauty and truth of the deeply significant messages that are to be imparted. The Prelate should practice his delivery before a mirror or with the aid of another person who can critique his delivery. He is directly responsible to the Commander and should work closely with the Commander in his role as Prelate both in the Asylum, at the funeral of a Sir Knight, and in all religious observances of the Commandery. His role is evident, and the degree of reverence and sincerity that he evinces to his fellow Officers and the candidate will only speak well for Templary as a whole.

Treasurer

The Treasurer shall receive all monies collected by the Recorder and keep a just and true account thereof. A more specific outline of these duties are to be found in the Constitution of the Grand Encampment of the United States of America, the Laws of Templar Masonry of Ohio, and the By-Laws of the Commandery. His strict and punctual performance of those duties are mandatory and no laxness should be tolerated on his part of those duties or those who are required to respond to him. His selection should be based on integrity and honesty. He must familiarize himself with the various regulations pertaining to his office and ever be ready to offer good counsel and advice in the financial affairs of his Commandery. He will serve ex-officio on all committees dealing with the administration of all Commandery funds and financial affairs.

Recorder

The Recorder shall perform all those duties specified in the Constitution of the Grand Encampment of Knights Templar of the United States of America, Laws of Templar Masonry of Ohio, By-Laws of the Commandery and elsewhere, as indicated in the Disciplinary Rules of the Grand Encampment. The Recorder may from time to time be required to perform other duties pertaining to that station at the direction and order of the Commander. He shall keep the Commander informed on all matters pertaining to and directly affecting the Commandery and its membership, including copies of all correspondence sent out and communications received unless directed otherwise. He shall, at the direction of the Commander, make the necessary arrangements for the funeral service of a deceased Sir Knight, notifying the necessary Officers and Funeral Committee, if one exists.

The Recorder, like the Treasurer, should be selected for his honesty and integrity, and proven ability to execute the duties of this important station with the proper decorum and dispatch. Promptness and fairness should be the constant demeanor in his relations with the Sir Knights, remembering always that he serves in the interest of the Commandery that has elected him to that important office.

He will serve ex-officio on those committees that may be ordered under the By-Laws of the Commandery or at the direction of the Commander.

In compliance with the Grand Encampment Statutes and Grand Commandery of Ohio Laws the Recorder shall:

- Record correctly all transactions of the Commandery,
- Collect all dues and assessments and other monies due to the Commandery and promptly turn over the same to the Treasurer taking his receipt thereof,
- Have in charge the seal of the Commandery and affix it to all papers requiring the same,
- Prepare and forward to the Grand Recorder, prior to date due, the Annual Return and with said report remit all dues and fees due the Grand Commandery.
- Issue Certificate of Good Standing, under seal, and forward to member or Recorder requesting the same.
- Issue an application for Demit and forward to member or Recorder requesting the same,
- Issue summons to Trial, under seal, as directed by Conclave and forward in prescribed manner by Certified Mail,
- Post Annual Dues to member ledger record promptly,
- Prepare and mail Dues Notices,
- Record payments in cash journal and to members ledger records,
- Prepare and promptly mail Dues Cards,
- Report delinquents to Commander at Stated Conclaves held in September and each month thereafter,
- Notify Grand Recorder, within twenty-four hours, names and addresses of all newly elected Officers,
- Notify Grand Recorder, within twenty-four hours, of vacancies in elective offices,
- Notify Grand Recorder, promptly, names of deceased Past Commanders,
- Answer promptly all correspondence, by direction of Commander or on own initiative,
- Perform such other duties as directed by the Commander or Commandery.

Standard Bearer

The Standard Bearer's station and its duties are no less important than those of any other Officer. This station is equally impressive and important to the Ritual. The dignified and military manner with which the duties and ceremonies of his office are conducted also add to the solemnity and importance of the Ritual. His knowledge of the Ritual, Tactics and proper handling of the Grand Standard, Beauseant and American flag are a must, and he can also be of assistance to the other Officers in the West in their performance of the required Tactics.

Sword Bearer

The Sword Bearer, while having no speaking part in the Ritual, has an important supportive role. He should be thoroughly knowledgeable in the duties and Ritual of the Junior Warden. He should be ready and available to assist that Officer with the Preparation of candidates for the Chamber of Reflection. The prompt and dignified performance of his duties in the Ritual will add to its impressiveness and the timely progression of that conferral. He may, in some Commanderies, be required to assist in and have responsibility for the lighting effects during Ritual. His promptness in performing those duties will enhance the conferral of the Ritual. His responsibilities, depending on the location of the sentry door to his station, also require that no one be permitted to enter or retire from that entrance other than what is permissible in the Ritual. This is the "learning" station and should be utilized as such. The duties of this station are not heavy and should be utilized to observe and memorize the Ritual and Tactics of those stations ahead.

Warder

The Warder has the responsibility of answering all alarms at the entrances to the Asylum, admitting and retiring of Warden's and obeying the orders of the Commander and Captain General. His deportment and dispatch with the manner in which he performs his duties will set the pattern for the conduct of the Ritual and Tactics and prepare him for his advanced duties. He must be prompt and punctual for the Opening of the Commandery. It would be well advised if he were sufficiently early to assure that the Asylum is suitably prepared and his assistance to the Sentinel will be valuable and helpful. His knowledge of the Ritual and Tactics of his station are absolutely necessary and he should perform those duties with exactness as required, permitting no deviation therefrom. His study and knowledge of the duties of the next two stations in the West will prove helpful to all the Officers in the West.

Sentinel

The Sentinel's primary duty is to guard the entry door, to require all visitors to provide evidence of current membership in a Commandery, to inform the Commander of distinguished visitors from other Commanderies, the Grand Commandery and the Grand Encampment. He will usually be the first Officer to greet candidates upon their arrival and should see that they are placed in the charge of the proper Officer. His outward demeanor, courteousness and the efficiency with which he handles his duties and contacts will greatly enhance the impressiveness that others conceive of the Commandery.

Much can be said about the character and deportment of this important Officer. He is usually the first friendly face to greet a stranger. He has complete control over the entrances to the Asylum and the passageways thereto. He should not permit any loud talking, levity or other distractions that could mar and hinder the solemnity and orderly progression of the Ritual. He should permit no congregating in the passageways, visitation of the candidates in the preparation room, or other activities that will impede the duties of the other Officers.

As custodian of the Register, it is his responsibility to see that all Sir Knights are registered.

Guards

The Guards are appointed by the Commander and perform those duties as indicated in the Ritual. They are required in most cases to also perform the Ritualistic work of the Hermits. They should have their work memorized so that it can be rendered in a normal and impressive manner. Their promptness and punctual appearance are to be expected as it would be of any other Officer, and they should adopt the habit of early arrival that they may assist with the preparation of their equipment and costumes and see that all is in readiness and good condition.

Officers' Meetings

Officers' meetings should be held periodically (perhaps once a month) apart from official Conclaves or functions. These should be for the purpose of planning work and programs, receiving the Commander's plans in advance, helping the Commander and Officers with questions and handling small problems that need not come up at the Conclaves. This can be most helpful in learning items of jurisprudence in advance and having questions or motions ready to be properly presented at regular Conclaves.

Officers' meetings are also the proper place to review past practices and prepare to improve or obtain proper answers concerning the same if needed.

If proper and well operated Officers' meetings are not held, there is a strong likelihood that little progress will be accomplished. These meetings should also be held periodically with other committees in attendance, and it is suggested that all Officers faithfully be present. Well attended and planned Officers' meetings can be the backbone of the Commandery and in most instances will make for better fellowship and understanding among the Officers, and for more efficient Conclaves and Commandery activities.

Membership Attendance and Participation

A major problem found in most Commanderies is the lack of participation by the membership. A well-planned program for the year, and proper notice to the membership will do much to solve that problem. As the membership gets active and involved they will help to generate new members. Following are some guidelines, which will aid in improving membership participation in Commandery activities:

- 1. Calling Lists:** Establish calling lists and assign members (and wives) to contact those on their list and remind them of each Commandery function. Then check with those assigned to make the calls and determine that they have performed their duty. Do not allow your members to be inactive.
- 2. Follow Up On New Members:** A special effort should be made to specifically remind newly created Sir Knights of forthcoming Commandery meetings. Give each of them some duty to perform so they will feel needed. It can be helpful to assign a Past Commander to each new member and invite them to attend the meetings or functions with them.
- 3. Ritualistic Work:** See that all of the Officers and Order Teams have learned their work and are proficient by the end of the summer. The work is much more impressive to the candidates and those in attendance when it is done properly and from memory. Every effort should be made to have candidates, as this causes the officers to be more attentive while impressing the lessons on the candidates.
- 4. Uniforms, Regalia, Etc.:** As far as possible, have the Sir Knights attend in full dress uniform. This is not only impressive to the candidate, but also has a psychological value to the Sir Knights. The full dress uniforms and also the regalia for the first two Orders should be kept clean and neat. The Commandery should maintain a continuing program of updating and replacing its equipment and paraphernalia.
- 5. Drill Team, Escorts, and honor Guard:** The organization and maintenance of a good Drill Team is indispensable to the existence of a thriving Commandery. Select some member of the Commandery (generally the Captain General) and assign him to the duty of forming and/or promoting a Drill Team. This will require a great deal of thought and effort. Then follow through to see that the job is done. No single activity inspires the entire Commandery more than having its own Drill Team participate in the competitive drills at the Annual Conclave of Grand Commandery. Those Commanderies that do not have a Drill Team, should utilize those Sir Knights used in the Full Form Opening as a nucleus. The members of the Drill Team can also be used for escorts, honor guards, and street parades.

The more activity they have, the more enjoyment they get, and it also helps to promote the Commandery by exposing Templary to the general public.

- 6. Publicity and Promotion:** The success of any activity, or of the Commandery in general, depends upon having proper publicity and notification of what is planned. Particular attention should be given to this facet, to insure full communication to the membership, and when appropriate, to the general public.
- 7. Special Events:** Special events add much to a Commandery year. Some of these are required for all Commanderies to observe, but there are many more that can be planned and be successful. These all take advanced planning and preparation, but are well worth the effort. Each new Commander should have his events planned and arranged by the time he takes office. Following are some examples of these events:
- **Easter Observance:** Being an order of Christian Knights, it is only fitting that we have an observance of this special time in the Christian religion.
 - **Ascension Day:** Occurs 40 days after Easter. Plans for this, as well as the other observances, should be made well in advance. Attempts should be made to visit various churches of different Sir Knights for these observances rather than the same church all of the time.
 - **Grand Commandery Conclave:** This is held in October of each year. Plans should be started in May. Periodic checks on those Sir Knights showing interest in attending are important. At the Grand Conclave, Commandery or Division Hospitality Rooms are recommended.
 - **Annual Inspections:** These will be well attended if sufficient publicity is given. Invitations should be sent to surrounding Commanderies and Grand Commandery Officers. Set the inspection date so that it will not conflict with inspections of near-by Commanderies. Visitations to other inspections should be stressed, as it assists your Commandery in learning the work and encourages others to visit your inspection.
 - **Christmas Observance:** This is a tradition in Templar Masonry. Start planning for this at an early date, and choose a speaker who will have a message. This is a beautiful ceremony, and the Sir Knights who are to give the toasts should be chosen with care and should rehearse. This is open to the public, and adequate publicity should be given to it.
 - **Past Commanders Night:** It is good to have a Past Commanders Night and honor them for their service. It is a good time for a dinner and entertainment, and to have the Past Commanders confer the work on a candidate during an Order of the Temple.
 - **York Rite Festivals:** Are a good way to stimulate interest in all the bodies, **and** get them working together for our mutual benefit; and for obtaining new members who wish to complete their journey through the York Rite in a short period of time.
 - **Inter-Commandery Visitations:** Help stimulate member interest in watching others at work, and promote return visits to your own Commandery.
 - **Public Installations:** Publicize your installation and encourage friends and Brothers to attend. This helps to show who we are and can aid in recruiting new members.
 - **Ice Cream Socials, Picnics, etc.:** These types of summer activities make Commandery enjoyable for the entire family, and promote goodwill among all the members, their families, and the general public.
 - **Visitations:** To other Masonic groups is strongly encouraged. It is in his manner that the Commandery shows that it is involved and interested in the welfare of all facets of the Craft.
 - **Ladies Night:** A special night to honor the ladies for their help and patience throughout the year. None are more deserving.
 - **Youth Night:** Honor one of file youth groups, and encourage them to portray heir work for you. It is well to remember that it is the impression that the young receive from us that calls them to the adult organization.
- 8. Involve the Ladies:** More than any other Masonic Body, the Knights Templar have their ladies participating with them. This includes the widows of deceased Sir Knights. Even so, their participation may not be sufficient. A Ladies Auxiliary is desirable. They will be most helpful in many activities including; (a) serving on a calling committee (b) promoting and even supervising the sale of K.T. money makers (c) making and/or repairing costumes for the first two Orders (d) helping find qualified applicants for the Educational Foundation, etc. Given a chance, the ladies will more than perform their duties.

- 9. Commandery Funerals and Memorial Services:** These never come at a convenient time, but when requested they should be provided. Great care should be taken to have the work given proficiently and with dignity.

Committees

Every Commandery has committees to support its administrative actions. Some are required by Templar Law. These committees are outlined in "Laws of Templar Masonry" and must be appointed by the Commander on or before his installation. There are several other committees that can be utilized and serve at the appointment of the Commander.

Required Committees

1. Audit/Finance
2. Dues and Assessments
3. Grievance

Optional Committees

This list of optional committees can be as long and varied as the need or choice dictates. A list follows of those which might be considered:

- | | |
|--------------------------|------------------------------------|
| 1. Jurisprudence | 8 Educational Foundation |
| 2. Calling | 9 York Rite |
| 3. Drill Team | 10. Patriotic and Civic Activities |
| 4. Building & Facilities | 11. DeMolay |
| 5. Eye Foundation | 12. Awards |
| 6. Uniform | 13. Holy Land Pilgrimage |
| 7. Membership | |

- **Calling** - The objective is to formalize and distribute the task of telephoning calling of members when the need arises.
- **Drill Team** - To form, organize, maintain, and promote a Drill Team.
- **Building and Facilities**- To represent the Commandery at meetings on building usage, etc.
- As well as the following:

- | | |
|-----------------------|------------------------------------|
| Archives | Ice Cream Social |
| Commandery Magazine | Inventory and Robes |
| Monthly Letter | Installation |
| Bowling | Insurance |
| Camera | Music |
| Youth Activities | Neighborhood Breakfasts |
| Commander's Aides | Order of Red Cross and Malta Teams |
| Dinner Reservations | Nominating |
| Distinguished Guests | Patriotic |
| Easter Observance | Picnic |
| Funeral Participation | Publicity |
| Golf Outing | Refreshments |
| Historian | Grand Conclave |

OHIO'S TEMPLAR AWARDS

Knights Templar Cross of Honor

This is the most coveted and highest award that can be earned by a Knight Templar. It is given for exceptional and meritorious service rendered far beyond the call of duty and beyond service usually expected of an Officer or member.

This is a Grand Encampment Award and may be conferred by the Most Eminent Grand Master or his personal representative upon only one deserving recipient of our Grand Commandery each year for each ten thousand members or major part thereof. It is presented to the recipient or recipients at the annual Conclave of the Grand Commandery in October.

A nomination must be submitted on the Grand Encampment form furnished by the Grand Recorder, to each Recorder with the General Orders. All instructions on the reverse side should be read carefully and the form completed in its entirety. **THE NOMINATION MUST BE RECEIVED BY THE GRAND COMMANDER NOT LATER THAN JUNE FIRST OF EACH YEAR.**

Meritorious Service Award

This award is presented to worthy Sir Knights for distinguished service to Templary. The rules for the selection of the recipients are as follows:

1. The recipient must be a member in good standing of a Commandery within the jurisdiction of Ohio;
2. The Eminent Commander of each Commandery may nominate one **(1)** Sir Knight from his Commandery each year (should be someone who has not received it previously).

The nomination shall be forwarded on the MSA form provided by the Grand Recorder's Office, **no later than June 1" of each year**, to either the Grand Commander or the MSA Committee. The award shall be presented at the Grand Commandery Conclave.