



Templar Protocol

DO THE RIGHT THINGS!

AND

DO THINGS RIGHT!

Protocol: forms of ceremony and etiquette observed by diplomats, heads of state, etc.; 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?**

Introduction

- ✘ **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**

About our Structure

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

Titles

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 Commander
 - ✓ Eminent Commander
 - SK Bill Jones, Eminent Commander of...
 - SK Joe White, Eminent Past Commander of...
- ✘ Grand Commandery Officers

✓ Eminent Grand Warder

✓ SK Robert Jackson, Eminent 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, not the Eminent Grand Captain General

✓ In referring to an officer

■ SK John Smith, Eminent Grand Captain General

- ✘ **Honorary title goes with official title, *not with name***
 - ✓ **Eminent Grand Captain General**
 - **NOT Eminent John Smith, Grand Captain General**
 - ✓ **SK John Smith, Eminent Grand Captain General**

Reception or March

- ✘ **Receive in inverse order of rank**
- ✘ **Oldest Grand Commandery last**
 - ✓ **Listed by date in Grand Encampment 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)**
- ✘ **Grand Master of Grand Encampment 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 Or his Representative**
 - ✓ **If your jurisdiction has approved**
 - **Permissive legislation**
 - **If not, should have changed as respect for leader of Freemasonry**

Banquets

- ✘ **Head Table (looking out)**
 - ✓ **Grand Master of Masons or Representative**
 - **Right of center or of Right Eminent Grand Commander**
 - ✓ **Grand Master of Grand Encampment or Representative**
 - **Left of Grand Commander**
 - ✓ **Department Commander**
 - **Left of Grand Master of Grand Encampment 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

- ✘ **Guests as the Right Eminent Grand Commander may choose**
- ✘ **Grand Encampment**
 - ✓ **Department Commander**
 - ✓ **Grand Recorder, Treasurer**
 - ✓ **Past Grand Masters**
 - ✓ **Elected Officers**
 - ✓ **Grand Master or representative**
- ✘ **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

Flag of the USA

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

- ✘ 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

- ✘ Sign of respect for an 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

Introductions

- ✘ 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 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

- ✘ 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 Companion of the Temple, please include

Official Visits

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

- ✘ 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

Signing Correspondence

Within Templary

Courteously,

or

Yours in Knightly Courtesy

External

Yours truly,

or

Sincerely,

Do NOT use Honorary Titles

In Conclusion

Protocol is

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