

INSTRUCTIONS FOR THE WARDER

GENERAL INSTRUCTION:

- ❖ The Warder secures all doors through which a person could enter or exit from outside the Chapter room.
 - In a Chapter rooms with multiple entrances, the Warder checks all difficult to access doors including balcony doors immediately prior to ritualistic Openings. S/he checks routine doors during the opening.
 - The Warder does not need to check door to locations with no outside entrance.
 - The Warder, then having checked “all doors”, can reliably report that the doors are secure.
- ❖ If the Chapter is in session, the door to the chapter room may not be opened unless so ordered by the Presiding Officer.
- ❖ The Warder is always responsible for the opening and closing the door. The Sentinel does not touch the door.
- ❖ If a member wishes to leave while Chapter is in session, the member retire in form. The Warder opens the door with proper raps, the member exits, and the Warder shuts the door and takes her/his seat.
- ❖ A method of remembering the raps of an alarm is to rap: FA-TA-L.
- ❖ The Warder stands in front of her/his chair.

OPENING CHAPTER:

- ❖ The Warder stands in line with the Worthy Matron, Associate Matron, and Esther between Ruth and Martha’s chairs before the Worthy Matron is escorted to the East.
- ❖ When the Worthy Matron instructs the Warder to “secure the doors...” (Ritual page 25):
 - The Warder checks and closes the preparation room door and all doors routinely used for entrance or exit.
 - The Warder addresses the Sentinel, per Ritual page 25, closes the door (no raps) and reports to the Worthy Matron.
- ❖ If the Sentinel gives an alarm after the Opening of Chapter has begun, the Warder does not answer an alarm until after the Flag Salute has been given.
 - The exception to this is in the case of an emergency.
 - Members or visitors are not admitted when the Warder is informing the Sentinel that the Chapter is open.
 - If a response is not immediate, the Sentinel should know that it is not an appropriate time for the Warder to report the alarm and that it will be responded to as soon as possible.

ALARMS AT THE DOOR: (Book of Instruction, pages 9-11)

- ❖ The officer initiating the alarm at the door gives the raps given as described in the Ritual, page 16. Rap: FA-TA-L
- ❖ When an alarm is given by the Sentinel,
 - The Warder rises in front of the chair and addresses the Worthy Matron and announces the alarm by saying, “**Worthy Matron, there is an alarm at the door.**”
 - The Worthy Matron gives the instruction, “You will ascertain the cause of the alarm.”
 - The Warder gives the proper raps, waits for the response from the Sentinel, then opens the door to determine the cause of the alarm.
 - The Warder closes the door, remains standing at the door and reports the cause to the Worthy Matron, then follows the instruction from the Worthy Matron.
 - The Warder opens the door without raps and admits the members who enter in form.
 - The Warder closes the door and takes her/his seat at her/his station.
- ❖ If a member wishes to leave while Chapter is in session, the member retires in form;
 - The Warder initiates the alarm with the proper raps.
 - After the member exits, the Warder shuts the door and takes her/his seat.

IDENTIFYING VISITORS AT THE DOOR: (Book of Instruction, pages 9-11)

- ❖ When a member or member arrives after the Chapter has opened:
 - If the Sentinel or the Warder can vouch for the visitor:
 - The Sentinel gives the alarm.
 - The Warder responds to the alarm according to the Worthy Matron’s instruction. The Warder reports to the Worthy Matron that a member seeks admission.
 - If neither the Sentinel nor Warder can vouch for the member or visitor:
 - The Warder reports to the Worthy Matron, giving the name, number and location of the Chapter of the visitor wishing to be admitted.
 - The Worthy Matron continues with the process of vouching for the visitor, according to the Book of Instruction, pages 10-11).
 - The door should not be held open while discussion takes place but should be closed immediately by the Warder.
 - If no one can vouch for the person wishing to be admitted:
 - The Worthy Matron instructs the Examining Committee to retire and make the proper examination.

- The Warder gives the alarm and the Examining Committee retires in form. The Examining Committee returns after the Flag Salute.
- The Sentinel gives the alarm which is answered by the Warder when directed to do so by the Worthy Matron.
- The Warder will admit the Examining Committee when directed to do so by the Worthy Matron.

BALLOTING

- ❖ When the Worthy Matron appoints a member to serve as substitute Sentinel, she asks the Warder to invite the Sentinel into the Chapter room to ballot.
- ❖ The Warder gives the alarm and the Sentinel responds. After the substitute Sentinel retires and the Sentinel enters the Chapter room, the Warder closes the door and is seated.
- ❖ After balloting, the Warder gives the alarm, the substitute Sentinel responds, and the Warder opens the door. The Sentinel retires *in form*. After the Sentinel retires and the substitute Sentinel enters, the Warder closes the door and is seated.

INITIATION:

- ❖ When the Associate Conductress approaches the West to retire, the Warder gives the alarm, receive the response from the Sentinel, and has the door open when the Associate Conductress approaches to avoid delay.
 - After the Associate Conductress exits, the Warder shuts the door without raps and is seated.
- ❖ When the Associate Conductress approaches to return, the Sentinel sounds the alarm (FA-TA-L).
 - The Warder stands and addresses the Worthy Matron as defined in ALARMS AT THE DOOR above. (**Book of Instruction, pages 9-11**)
- ❖ The Warder does not participate in the Prayer Circle but remains at her/his station to guard the door.
- ❖ During initiation if the Warder is assigned to dim and raise the lights:
 - S/he lowers the lights when the Worthy Matron says to the Conductress, “You will admit...” (Ritual page 53).
 - S/he raises the lights when the Worthy Patron says, “Arise...” after the Obligation (Ritual page 59).

CLOSING:

- ❖ The Warder responds to the Worthy Matron as indicated in the Ritual page 45. The Warder raps before opening the door to inform the Sentinel that the Chapter is closing.
- ❖ At the end of closing Ritual page 47, the Warder opens the door without raps and informs the Sentinel that the Chapter is closed. There is no response.