

INSTRUCTIONS FOR SENTINEL

(Note: Suggestions for the Warder & Sentinel dialog not in the Ritual are printed in bold.)

GENERAL INSTRUCTION:

- ❖ If the chapter is in session, the door to the chapter room may not be opened unless so ordered by the Presiding Officer.
- ❖ The Sentinel gives the alarm at the door when necessary.
 - A method of remembering the raps of an alarm is to rap: FA-TA-L
- ❖ The Sentinel does not give an alarm after a ritualistic ceremony, such as Opening or Closing, has started or before it has been completed.
 - In an emergency, the Sentinel gives the alarm and notifies the Warder of the cause. (Book of Instruction, page 9, #2, 3)
- ❖ The Sentinel does not touch the door. The Warder is responsible for the opening and closing the door.

OPENING CHAPTER:

- ❖ The response given by the Sentinel to the Warder during Opening ceremonies is provided in the Ritual, page 25.
- ❖ There are no specific responses provided in the Ritual for the Sentinel to use when informing the Warder of the cause of the alarm other than during Opening..
 - Some examples of appropriate responses that may be used in other situations include:
 - “_____ Warder, the alarm was caused by a Sister/Brother, properly vouched for, who wishes to enter.”
 - _____ Warder, the alarm was caused by the Examining Committee wishing to return.”
- ❖ If members or visitors arrive after the start of the Opening of Chapter, the Sentinel does not give an alarm until after the Pledge of Allegiance has been given.
 - If a response is not immediately forthcoming, 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.
 - The Sentinel may need to explain that they will have to wait.
 - Members or visitors are not admitted when the Warder informs the Sentinel that the Chapter is open.
- ❖ The Sentinel may open the door slightly or sit just inside the door to listen to the business portion of the stated meeting.
 - The Sentinel should step outside and the door should be closed immediately if anyone is heard approaching.

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 is not 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

- ❖ The Worthy Matron appoints a member to serve as substitute Sentinel and asks the Warder to invite the Sentinel into the Chapter room to ballot.
- ❖ The Warder gives the alarm and the Sentinel responds. The substitute Sentinel retires to assume the Sentinel's station.
- ❖ The Sentinel enters the Chapter room after the substitute Sentinel has retired, so a member is always outside the door.
- ❖ Both the Sentinel and substitute Sentinel enter and retire in form by following the marching lines, observing square corners, to a position behind Esther's station, give the Salutation sign and a slight nod to the Worthy Matron. The Worthy Matron gives the response from the chair and instructs the Sentinel on the ballot.
- ❖ After balloting, the Sentinel retires in form.
- ❖ The Warder gives the alarm at the door, the substitute Sentinel responds, and the Warder opens the door. The Sentinel retires and the substitute Sentinel enters in form and is seated.

INITIATION

- ❖ At the start of Initiation and the Associate Conductress is ordered to retire, the Warder gives the alarm, the Sentinel responds, and the door is opened as the Associate Conductress approaches.
 - After the Associate Conductress exits, the door is shut without raps.
- ❖ When the Associate Conductress approaches to return, the Sentinel sounds the alarm.
 - When the Warder responds, the Sentinel informs the Warder that the Associate Conductress wishes to be admitted.
 - The Warder reopens the door without further raps and admits the Associate Conductress.
- ❖ When the Associate Conductress exits to prepare the candidates for initiation, the Sentinel responds to the Warder's the alarm, and the Associate Conductress exit.

PRAYER CIRCLE:

- ❖ The Sentinel does not participate in the Prayer Circle.

CLOSING

- ❖ No responses to the Warder are defined in the Ritual for the Sentinel.