

## HELPFUL HINTS FOR THE WORTHY MATRON

- Preparation before each meeting (including communication with your secretary) is the greatest gift you can give yourself and your members. Meetings can be more efficient, effective and inclusive with your preparation.
- Communications are so valuable. Share the communications you receive about events, projects, and other opportunities for your members so that you and your chapter are able to be a part of the broader circle of our Order.
- Our primary philanthropy of Service and Therapy Dogs is an exciting tool for energizing your members and serving those around us. Ensure that your Chapter has a representative to the Service and Therapy Standing Committee. Communications regarding this philanthropy may well serve as a key to energy, excitement, and involvement for your members and community.
- As you plan events for your Chapter, reach out into your community find ways to serve and encourage awareness of Eastern Star within your community.
- Introductions are an opportunity to honor and respect our dignitaries. Preparation helps them go smoothly and with grace and dignity. Copy introduction information from the Red Book so you have the correct wording in front of you. Plan ahead and have a set of current Introduction Cards available to your Conductress and encourage her to use them. The Introduction Cards are a tool, not a crutch, so please use them.
- Group 3 Introductions can be done from the sidelines. Escorting is not required.
- All Introductions can be made from the sidelines at Installations, if your chapter prefers.
- If there is a need to shorten Introductions, it is acceptable to escort Group 1 and complete the introductions of Group 2 and 3 from the sidelines.
- Familiarity with the Ritual, Law, Book of Instructions, and Chapter Bylaws is so important for you, as Worthy Matron. Continue to study and learn; review and refer to these documents when questions arise. You received a Red Book that was provided to your Chapter by Grand Chapter. You may make notes in it, tab, and copy from it.
- The Red Book is also available online ([www.neoes.org](http://www.neoes.org)). It is password protected. Use the words of Electa's pass (no spaces and all lower case) for the password. When accessing the Red Book, you can choose to see the current updates or the complete book. **HELPFUL HINT: when using the complete online book, choose "command (Ctrl in Windows) F" and in the lower left corner of the window you can utilize a word search function. This helps you find each and every entry in the Law and BOI regarding your subject or search.**
- Don't hesitate to ask questions. You have resources. The Grand Secretary and Worthy Grand Matron are available to assist you. Your District Grand Supervisor is also a valuable resource.

## GENERAL INSTRUCTIONS FOR WORTHY MATRON

- ❖ The Worthy Matron presides over the meetings of the Chapter except when the degrees are being conferred.
- ❖ The Worthy Matron shall appoint all committees. If not provided for in the Chapter's Bylaws, she shall appoint an Auditing Committee (Sec. 93). **It is most important that the Worthy Matron see to it that the Auditing Committee completes a thorough audit of the Chapters books as soon after December 31 as possible. Instructions to this Committee are included with these instructions and the Worthy Matron should see that the committee receives these instructions before the audit is conducted.**
- ❖ The Worthy Matron shall see that the officers faithfully perform their duties and that the Constitution and Bylaws of the Order are strictly obeyed.
- ❖ She shall see that the Landmarks of the Order are read to the Chapter at least once a year.
- ❖ The Worthy Matron shall see that the officers exemplify the ritualistic work at least once during the year in addition to the time it is given for the District Grand Supervisor.
- ❖ She shall immediately notify the Worthy Grand Matron and Grand Secretary of the death of a Past Grand Matron, Past Grand Patron, Grand Chapter Officer, Grand Representative or District Grand Supervisor who was a member of her Chapter.
- ❖ In the absence of the Worthy Patron and Associate Patron, she shall request a Brother, who is in good standing, to act as Worthy Patron *pro tem* in order to preside during initiation or balloting.
- ❖ The Worthy Matron should make use of the Red Book (Constitution, Bylaws and Book of Instruction) and the Ritual that are assigned to her use. She may tab, highlight or underline as necessary. She may copy from the Red Book. She may share the Red Book.
- ❖ Official questions to the Worthy Grand Matron must have the seal of the Chapter on them.
- ❖ The wording for the Flag Salute is found on page 21 of the Book of Instruction. This may be copied.
- ❖ The proper wording the Worthy Matron uses for alarms at the door is found on pages 9-11 of the Book of Instruction. This may be copied.
- ❖ When more than one person is to be given Grand Honors, the Worthy Matron gives the Grand Honors to the one closest to her and does not turn and give to others.
- ❖ The Worthy Grand Matron grants dispensations for changes of meeting dates.
- ❖ Draping the Charter may be done under new business or after the Chapter is closed. The drape may be removed and put away with the rest of the paraphernalia after the meeting or it may be left on until the next meeting.

- ❖ The Worthy Matron should sign the minutes during the meeting or right after the meeting. The outgoing Worthy Matron signs the minutes of Installation.
- ❖ The Worthy Matron grants Demits.
- ❖ The Worthy Matron announces reinstatements at the first stated meeting after the payment of dues.
- ❖ Gift presentations and addenda shall be done after Chapter is closed.
- ❖ Grand Chapter mileage is paid to the top-ranking officer (Worthy Matron, Worthy Patron, Associate Matron or Associate Patron) attending Grand Chapter or to the member present holding the proxy of the highest-ranking officer.
- ❖ At Grand Chapter, registration of credentials begins at 9:00 a.m. on Tuesday and closes at noon on Wednesday.
- ❖ Remind your members that every member in good standing can vote when registered and attending Grand Chapter.
- ❖ New rituals have been printed during 2019 by General Grand Chapter. Make sure your Chapter owns one.
- ❖ The words in the ritual for the Worthy Matron's second lecture of Initiation have changed. The new ritual does not include the second half of the opening sentence. Strike from your lecture: "however, the Order is no part of the Ancient Institution."

## INITIATION

- ❖ If a visiting Worthy Patron or Past Patron is invited to assist, he should be brought to the East during Introductions and be seated in the East.
- ❖ The Worthy Patron receives the gavel from the Worthy Matron and places it **IMMEDIATELY** on the pedestal. The Worthy Patron always stands to the left of the pedestal, not behind it.
- ❖ The Worthy Matron begins the ceremony by addressing the Associate Conductress. Upon directing the Associate Conductress to retire and prepare the candidates, the Worthy Matron is seated.

## PRAYER CIRCLE

- The Worthy Patron, Warder, Sentinel and Organist do not participate in the Prayer Circle.
- Following the Worthy Matron's lecture, the WORTHY PATRON calls up the Chapter.
- Chaplain steps into marching line and begins their journey to the altar. Worthy Matron moves slowly to cue other officers to move.
- The Conductress waits until the Worthy Matron has passed her shoulder and then causes the new member(s) to face the West (Ritual, pages 78-79).
- The Chaplain is the first to enter the Labyrinth.
- The Worthy Matron is the first in the circle of gathering officers to cross the Labyrinth.

- As Chaplain reaches west side of Altar:
  - The officers join hands.
  - The members assume the Reverent Attitude.
  - The Conductress(es) bring candidates into the Prayer Circle.
  - When Conductresses reach the circle of officers, they all join hand with officer next to them, but not with new member(s).
  - When dropping hands from links to assume the reverent attitude, Worthy Matron completes the prayer by closing her hands together on the word “AMEN”.
- After singing of “*Bless Be The Tie That Binds*”, all members drop the Reverent Attitude.
- Worthy Matron begins the outward movements of the circle of officers following singing of one verse. She crosses the labyrinth first.
- Conductresses begin their countermarch with the new members after the officers have cleared the labyrinth.
- The Chaplain remains at the Altar until officers are out of the Labyrinth.
- When all (including Chaplain) have returned to their stations and candidates are in place in the East, the Worthy Patron seats the Chapter.
- **Note:** A substitute prompter may be designated for the prayer at the Altar if the regular prompter participates in the Prayer Circle.

### **INSTRUCTIONS FOR CLOSING OF CHAPTER**

- Following the closing ceremony, Worthy Matron does not use the gavel to seat the officers and members. She leads them to be seated by taking her seat.
- Any coin march, addendum, special presentations take place after the closing ceremony.