

## 2021 Ritual Instructions

*Let us make sure we are certain and secure with these simple fundamentals.*

### • OPENING:

#### **WP, AP, AC and Organist enter together**

AP, AC, Organist are seated together without a rap of the gavel

#### **WP use of the gavel:**

One Rap when reaching the podium.

This rap is to call the room to order before addressing the Chapter

#### **WM use of the gavel:**

**REMEMBER: The ritual's use of the direction:**

**“Worthy Matron seats the chapter” is a directive to use the gavel.**

One rap to seat Chapter when she instructs officers to take their stations

Sit (without rap) with officers when officers reach their stations

*#17 page 15 BOI - Opening*

Two raps to call up officers at the completion of Proving Chapter

Three raps when directing Conductress to attend the Altar

One light rap on the word “business” when speaks the Chapter is open

One rap to seat chapter at the completion of the Flag Salute

WM uses a light rap of the gavel for declaration of completion  
of an order of business, each order of business.

#### **Square corners are observed by Conductress for escort of WM**

**REMEMBER:** *Square corners are understood to be used at all times  
unless specific direction is given in the Ritual.*

### • Altar Ceremony:

Instruct and encourage the Conductress and Chaplain Altar Service

Movements and wording as provided:

Step back from Altar

Eyes on Bible in reverence

Conductress turns **right**, proceeds forward to position in circle.

Conductress turns **right** to stand. (Toward Esther)

Chaplain turns **left**, proceeds forward to position in circle.

Chaplain turns **left** to stand. (Toward Esther)

### • Signs and Passes:

Encourage the Worthy Patron:

Choose one meeting during the year where he reviews the Secret Work wording  
and together the Chapter reviews signs and passes.

When in person, Supervisor will demonstrate and chapter may practice  
together.

• **CLOSING:**

**WM:** Ask for Words for the Good of the Order  
ALWAYS - each meeting  
Give time for members to respond, then ask again following each members' remarks

**Ritual of the Closing begins with the WM's address of the AM.**

If there is further business to be addressed, the ritual ceremony ceases.  
The business is addressed.  
The WM again starts the ritual Closing Ceremony again  
beginning with her address of the AM.

**WM use of gavel:**

Calls up Chapter with three raps to sing the Closing Ode

Warder's address to Sentinel that Chapter is closed marks the completion of ritualistic Closing Ceremony.

*No response is given to the WM by the Warder.  
No use of the gavel. (Item #1 Page 69, BOI)  
WM sits with all present. No use of the gavel.*

• **Opening and Closing Odes:**

Both the Opening and Closing Odes are ritualistic.  
They must be included in the ceremonies.  
They made be sung with accompaniment, a cappella, or spoken.  
Selection of the Ode is the prerogative of the WM.  
Odes can vary from one meeting to another.

• **Open Installation:**

WP enters alone and gives one rap of the gavel to call the Chapter to Order.  
Officers enter without direction. **Ritual page 97**

*(BOI: Open Installation; Item #5 Page 76.) If there is no Stated Meeting prior to Installation, the Worthy Patron calls the meeting to order by giving one rap of the gavel and the retiring officers march in and assume their stations without invitation or escort. If it is the desire of the Chapter that this incoming informal march be made to music, the Organist would be seated at the instrument prior to entrance of the Worthy Patron entering. )*

**Regular form to open a Special Meeting (i.e. Open Installation)**

- WM directs Conductress to open the Bible and calls up the Chapter.
- Conductress opens the Bible and returns to her station.
- As directed by WM, Lord's Prayer is prayed in unison.
- WM strikes one rap of the gavel and declares the Chapter open for the special meeting. States the purpose of the special meeting (i.e. for the Ceremony of Installation of Officers)
- WM directs the Pledge of Allegiance and the singing of the National Anthem.
- WM seats the Chapter.
- WM welcomes and recognizes distinguished guests. **RITUAL PAGE 97**  
*This grants the opportunity for recognition of guests from the side lines.*