

CHAPTER ROOM PREPARATION

Ritual - Pages 166-169

Book of Instruction – Pages 5-8; Diagram- Page 90

General Instructions:

First and foremost, remember that Chapter rooms are like people. They come in all shapes and sizes and have their own personalities. Today, we will talk about the ideal Chapter room set-up, but always keep in mind that concessions may be made.

According to the book of Instruction, the **Associate Matron, Associate Patron, Associate Conductress, and the Marshal** are responsible for the paraphernalia and the setting up and taking down of the Chapter room is done under the direction of the Worthy Matron. However, in most cases, it is whomever gets there first. Therefore, it is very important that all your officers know how to correctly set up the Chapter room so there is more than one or two people who know how to do so.

- All preparations should be completed before the opening hour.
- The paraphernalia is not removed until after the retiring march.

Starting in the East:

- A pedestal with a gavel should be in the center of the dais for the use of the Presiding Officer(s).
- The Emblematic Star should be behind the pedestal on the wall with the white point pointing downward. The Star should be turned on when the Worthy Matron/Presiding Officer declares the Chapter opened and raps on the word “**business**”. It is turned off when she declares the Chapter closed and raps on the word “**closed**”.
- The ballot box is placed on the floor on the north side of the pedestal **if there is to be balloting**. The drawer always faces to the west. The box should always contain sufficient white balls for all members present to ballot and at least six black cubes.

- The American Flag is always placed to the right of the Worthy Matron/Presiding Officer. It should not obstruct the Signet or the view between the Worthy Matron/Presiding Officer and other officers who may be in the northeast.
- The Signet is also found in the northeast and should not obstruct the flag or view between the Worthy Matron and officers in the northeast. Wording on the outside of the Signet (or the entire Signet) may be lighted for all meetings. When used for initiations, it remains lighted until Chapter is closed. The Conductress should check to see that the Signet is lighted prior to the meetings.
- The Organist is usually but not always found in the northeast.
- The Christian Flag and/or Eastern Star Flag may be placed to the left of the Worthy Patron/ Presiding Officer. Again, it should not block anyone's view.
- The Secretary's desk is located in the southeast corner.
- The Charter, which must be present at all meetings, may be found on the wall near the Secretary's desk or on an easel near the desk. However, it may be placed elsewhere in the room or even in a tube on the Secretary's desk. (Locate and view the Charter)

On the Floor:

- In the east, the Marshal's chair is to the left of the Worthy Patron/Presiding Officer and should be in line with Ruth's chair.
- The Chaplain's chair and the Treasurer's chair are to the right of the Worthy Matron/Presiding Officer. There should be enough space between those two chairs so the Chaplain can stand to the right of his/her chair. The Chaplain's chair should be in line with Martha's Chair.
- In Nebraska we do not use a floor rug, so in the center of the floor we will find the alter.

- A closed Bible is placed upon the alter equal distance from north to south and allowing enough room on the west edge for initiates and the Chaplain to comfortably rise and kneel and for the Conductress to comfortably open the Bible. Nothing is placed on or in the Bible except for built-in ribbons. Some Chapters choose to keep Adah's scarf folded in the Bible during storage to facilitate easier opening.
- When initiating, the small Bibles are placed on the east edge of the altar so when the Conductresses pick them up, they can read them. If there is a pentagon-shaped Altar, the Bibles are placed perpendicular to the large Bible.
- The Star Points' chairs should be an equal distance from the Altar. Ruth's chair should line up with the Marshal's chair. Martha's chair should line up with the Chaplain's chair. The outer legs of Adah's and Electa's chairs should line up with the inner legs of Ruth's and Martha's chairs. Esther's chair is placed in line with the East and West.
- The Star Points' pedestals are placed with the back edge of the pedestal in line with the front legs of the chairs. The pedestals for Adah, Ruth, and Esther are placed to the left of their chairs. The pedestals for Martha and Electa are to the right of their chairs. There is nothing on the pedestals but the emblems
- Flower baskets in the Subordinate Chapters are placed in front of the pedestals.

Star Points Emblems:

- Adah's veil is wrapped twice around the sword away from the body starting to the right of the hilt. (This phrase can be used as a reminder: "To Thee, to me, to Thee" for wrapping the veil). The veil is longer at the hilt but should not hang into the flower basket. The sword is placed on the pedestal with the point toward the Altar.
- Ruth's sheaf is placed in the center of her pedestal. If there is some type of decoration on the sheaf, it does not have to be facing toward the East.

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- Esther's crown and scepter are placed on the pedestal with the crown facing east. The head of the scepter is placed on the crown facing northeast and the staff is placed under the crown.
 - Martha's column is placed in the center of her pedestal with the broken edge pointed toward the Altar.
 - Electa's cup is placed in the center of the pedestal. Any engraving on the cup need not face the East.

Conductress and Associate Conductress:

- The Conductress and Associate Conductress sit across from each other in the South and in the North in line with the Altar. If there are pedestals at these stations, the Conductresses leave and return to their stations to the east of their pedestals. Again, nothing is placed on these pedestals.

In the West:

- There is a pedestal at the station of the Associate Matron and Associate Patron. Nothing is placed on this pedestal accept the ballot box during balloting.
- The Warder's chair is placed at the entrance to the Chapter room on either side of the door facing east. Ideally, the Warder's chair should line up with the Marshal's and Ruth's chair.