

HELPFUL HINTS FOR THE WORTHY PATRON

- Encourage and inspire proficiency within your Chapter, Officers and Members.
- Review exact wording of the signs and passes with Star Points, Officers and Members. A mistake becomes a habit very quickly. Refer to the Secret Work for accuracy. It is beneficial for all of us to see and hear the signs and passes with each Opening Ceremony. These unite us. If in your Chapter you are not able to have officers fill these stations each stated meeting, maybe having them all demonstrated at a stated meeting will help keep their memory fresh and the bond secure.
- Communication and partnership with you Worthy Matron goes a long way in building and maintaining healthy Chapter relationships. Be a source of support and encouragement for her. Your participation and attitude will set the tone for your Chapter.
- Familiarity with the Ritual, Law, Book of Instructions, and Chapter Bylaws is so important for you. 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.neoos.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.
 - **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.**

INSTRUCTIONS FOR THE WORTHY PATRON

- ❖ The Worthy Patron shall have a general supervision over the affairs of the Chapter.
- ❖ The Worthy Patron shall advise and assist the officers.
- ❖ The Worthy Patron shall preside during the conferring of the degrees and at other times when requested to do so by the Worthy Matron.
- ❖ He shall require initiates, within 90 days after initiation, to take the proficiency test as prescribed by this Grand Chapter, report the results of the test at a stated meeting and the Secretary shall make a record of this report in the minutes.

- ❖ He shall, in the absence of the Worthy Matron and Associate Matron, request a Sister to act as Worthy Matron *pro tem*.
- ❖ He shall check the wording of the Star Points' signs and passes from the Secret Work.
- ❖ He should instruct new members on the procedure for balloting before they cast a ballot for the first time.
- ❖ He should instruct new members as to what we repeat to ourselves during the Opening and Closing, when the Conductress gives the Salutation sign.
- ❖ He can loan the Secret Work to Star Points or other Officers, but is responsible for his copy, as well as his copy of the Constitution, Bylaws and Book of Instruction and the Proficiency Test.

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.

TO ALTAR FOR OBLIGATION (Book of Instruction pg 60):

- ❖ The Worthy Patron calls up the Chapter.
- ❖ As he enters the Labyrinth, he assumes the Reverent Attitude, as do all members.
- ❖ Following the Obligation, the Worthy Patron continues to stand in the same position as when he administered the Obligation while the Conductress(es) replaces the small Bible(s) on the Altar and returns to her/their proper position.
- ❖ The Worthy Patron then says, "**Arise my Sister/Brother...**" and uses his right hand only to assist candidates to rise, unless they need help. If the new member had remained standing, the Worthy Patron symbolically assists them to rise.
- ❖ The Worthy Patron returns to the front of the Altar, assumes the Reverent Attitude and says, "**We accept the...**"
- ❖ The Worthy Patron takes a few steps back, **still holding the Reverent Attitude**, and positions himself just INSIDE the Labyrinth and continues with, "**You are now...**"
- ❖ He drops the Reverent Attitude, turns and returns to the East. The members drop the Reverent Attitude when he does.
- ❖ He seats the Chapter.
- ❖ The Worthy Patron, Associate Patron or any Brother is allowed to recite from memory the portions of scripture found in the Ritual.

PRAYER CIRCLE :

- ❖ The Worthy Patron, Warder, Sentinel and Organist do not participate in the Prayer Circle.
- ❖ The Worthy Patron calls up the Chapter.
- ❖ 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.
- ❖ After singing of “Bless *Be the Tie That Binds*”, all members drop the Reverent Attitude.
- ❖ 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.

SECRET WORK:

- ❖ The Conductress faces **southwest** while giving the Secret Work. Her attention is focused on the Worthy Patron during the Cabalistic Word and Motto. She turns her head when she repeats the Cabalistic Word and Motto to the new members (Secret Work, p. 3-4).
- ❖ The Associate Patron or the Worthy Patron may give the optional portion of the lecture. (Ritual, p 86-90).
- ❖ After the Bylaws are signed, the Worthy Patron calls up the Chapter for singing the Welcome song.
- ❖ The Worthy Patron seats the Chapter with **one rap** of the gavel following the hearty welcome.
- ❖ The Worthy Patron or Worthy Patron *pro tem* must complete the Ceremony of Initiation. He cannot request the Worthy Matron to complete it.