

HELPFUL HINTS FOR THE ASSOCIATE PATRON

- 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. Encourage participation and communication among your members. You are a vital force in the tone of your Chapter.
- Be an actively engaged supporter of the Worthy Matron. Assist, encourage and respond to her needs and requests. Embrace the projects, events, and calendar of your Chapter.
- Be in preparation as your term as Worthy Patron is coming very soon. Use this year as a time to listen and observe your Chapter. Attempt to determine how you can address the members' needs now and plan for the coming year to be one of energy, enthusiasm, and success for your members and Chapter.
- Be dedicated to your Ritual work and its delivery. You instill a meaningful experience for our candidates as they become our new members. Remember the significance of the impressions you can make.
- Greet visitors and members as they arrive for your Chapter's stated meetings. This will give you the opportunity to get acquainted and also help you be aware of anyone in attendance who may need an avouchment. This will allow you to prepare with your other members, seeking to know if someone can vouch for the visitor or if examination is needed. Attempt to prevent anyone from needing to be examined and this examination not to take place before the meeting begins.
- Awareness of 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 have a Red Book provided to your Chapter from Grand Chapter. You may make notes in it, tab, and copy from it. The Red Book is also available online (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 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 ASSOCIATE PATRON

GENERAL INSTRUCTIONS

- ❖ It is the duty of the Associate Patron to assist the Worthy Patron and to preside over the Chapter when the Worthy Patron is absent.
- ❖ The Associate Patron, along with the Associate Matron, Associate Conductress and Marshal, has charge of the paraphernalia, under the direction of the Worthy Matron. (Book of Instruction, pg 5-8)
- ❖ In opening Chapter, the Associate Patron will follow the Worthy Patron into the Chapter, dropping off at his station. When the Associate Patron, Associate Conductress and Organist have reached their stations they will be seated at the same time. The Worthy Patron does not rap them down.
- ❖ The Associate Patron stands in front of his chair, never beside it. If there is a podium, he still stands in front of his chair at all times.

BALLOTING

- ❖ The Associate Patron step down from the dais and comes to the West marching line to ballot, arriving so he is waiting when the Associate Conductress reaches him to present the ballot box. He ballots after Martha.
- ❖ When inspecting the ballot box, only the Associate Matron handles the ballot box. The Associate Patron is seated immediately following that inspection.

INITIATION

- ❖ The Associate Patron and Associate Matron step down off the dais together.
- ❖ The Associate Patron enters the Prayer Circle between Esther and Martha (between Esther and Associate Conductress if she is not assisting).
- ❖ All officers in the Prayer Circle (other than the Chaplain) should enter the Labyrinth (an imaginary line around the outside legs of the Star Point chairs) at the same time.
- ❖ Following the prayer and singing of “Bless Be the Tie that Binds”, all officers drop the Reverent Attitude, back to the edge of the Labyrinth, and return to their stations. All are seated at the sound of the gavel.
- ❖ The Worthy Patron or Associate Patron may give the lecture on pg 86-90 of the Ritual. He may give either the long or short form.
- ❖ The Associate Patron stands in front of his chair for the lecture and uses the wording in the Ritual fine print on pg. 90 to direct the Conductress(es) and new members back to the Worthy Patron.