

INSTRUCTIONS FOR THE CONDUCTRESS

GENERAL INFORMATION:

- ❖ The Conductress stands in front of her chair.
- ❖ The Conductress always observes square corners unless specified by the diagrams in the Ritual and Book of Instruction. Refer to Diagrams.
- ❖ Prior to the Opening of Chapter, the Conductress and Associate Conductress should verify that some member can vouch for the visitor if neither of the Conductresses can.
 - A member can visit on a Demit for one year.
 - If no member of the Chapter can vouch for the visitor, the Worthy Matron will appoint an Examining Committee to examine the visitor, preferably before the Opening.

OPENING

- ❖ The Conductress and Associate Conductress each leads a line of Officers as they enter the Chapter room.
- ❖ The Conductress escorts the Worthy Matron to the East by the North marching line, according to the fine print on page 24 of the Ritual.
 - As the Conductress approaches, the Worthy Matron turns to face the southwest.
 - The Conductress nods to the Worthy Matron who does not return the nod.
 - The Conductress takes the Worthy Matron on her right arm and escorts her to the East.
 - When they reach the East, the Worthy Matron and Conductress exchange nods.
 - The Conductress returns to the head of her line of Officers.
- ❖ The Conductress and Associate Conductress continue the march to seat all Officers observing square corners.

PROVING CHAPTER Ritual pages 26-27; Law Book, Sections 134-135, 158; Book of Instruction, pages 15-16

- ❖ When directed to do so, the Conductress and Associate Conductress rise and march to the East, turning toward the sidelines to face the West when they reach the East. Wait for Associate Matron's instruction to visitors.
- ❖ The Conductress and Associate Conductress work independently to vouch for the visitors.
 - The term "visitor" is used until the person is vouched for, then she/he is referred to as a "member".

- ❖ The Conductress vouches for a visitor by nodding to them as she approaches them. If the Conductress can vouch for a visitor seated on the Associate Conductress' side of the room she responds as any member to the Associate Matron with her avouchment.
- ❖ When both the Conductress and Associate Conductress have arrived in the West, the Conductress reports to the Associate Matron after receiving the report from the Associate Conductress.
- ❖ The Conductress and Associate Conductress both turn toward each other to face the East after the report is given and return to their stations when the Worthy Matron responds to the Associate Matron.

ALTAR SERVICE Book of Instruction, pages 18-20, 68-69; Ritual Page 41

- ❖ When instructed to "Attend at the Altar", the Conductress marches on the South marching line to a point two to four steps beyond Esther's station, turns to the right, and enters the Labyrinth between Ruth and Esther's stations.
- ❖ When the Conductress reaches the Altar, she waits for the music to stop, and nods to the Worthy Matron to acknowledge the order.
- ❖ To open the Bible, the Conductress:
 - Places her right hand at the center of the front edges and her left hand on the back edge, opposite her right hand.
 - Raises the front edge with her right hand as she slides the back edge to the center of the Altar.
 - Moves her left hand to the front edge and, with both hands, slowly opens the Bible to Matthew 2:2, securing the pages with her thumbs.
 - Gives the Salutation sign to the Bible while all members repeat silently, "We have seen His Star in the East and are come to worship Him."
- ❖ The Conductress steps back one step, turns to her right, walks forward to the edge of the Labyrinth between Ruth and Esther's stations, turns to her right again and assumes the Reverent Attitude.

INTRODUCTIONS Book of Instruction pages 21-46; Ritual, page 17.

- ❖ The Conductress may leave introduction cards at a registration table outside the Chapter room for guests to sign and then carry the cards with her.
 - Consider the cards as a tool, not a crutch. Carry and use them for any Introduction.
- ❖ The Conductress introduces all Sister; if there are only Brothers to be introduced, the Conductress escorts the Brothers. If there are both Sisters and Brothers to be introduced, the Associate Conductress escorts the Brothers.
- ❖ If the first guests to be introduced are Sisters and Brothers and are seated on the same side of the room, the Conductress (if guests are on the south) or the Associate Conductress (if guests are on the north) waits at her station until the other one nearly reaches her before she leaves her station.
- ❖ When one guest is to be introduced, the Conductress offers her arm to her/him. If there is more than one guest, the Conductress asks them to follow her.
- ❖ If the Conductress and Associate Conductress meet and pass each other, the Conductress is always nearer the Altar.
 - The Conductress always has the “right of way”.
- ❖ The Conductress centers the guests at the Altar or behind Esther's station by counting the number of guests being introduced (including Conductresses), dividing by two and taking that many steps from the center of the Altar or Esther's station.
- ❖ The Conductress stands at the North end of the line of guests when at the Altar or behind Esther's station. The Associate Conductress is at the South end.
- ❖ When guests are escorted to the East, the Conductresses stands toward the center without crossing the space between the Worthy Matron and the Altar.
- ❖ The Conductress doesn't wait for the music to begin before she starts to move.
 - She waits for the music to stop before she speaks.
- ❖ The Conductress takes one step back from the line of guests after each introduction and steps forward when addressed by the Worthy Matron.
- ❖ When several guests are to be introduced, the Conductress escorts guests starting from the side where she receives her instruction.
 - She begins with the guest seated nearest the East.
- ❖ If the Conductress must countermarch to put her line into proper position, she countermarches in the West, centering guests back of Esther's station.
- ❖ If guests are to be assembled, Sisters are assembled two steps inside the marching line behind Ruth's station; Brothers, behind Martha's station.
 - Sisters seated on the North side of the room are escorted to the head of the line.
 - Brothers seated on the South side of the room are escorted to the head of the line.
- ❖ Guests are introduced on the floor only once. If all guests in a group are to be introduced a second time, those guests stand in their places to be recognized and the Conductress makes the introduction from behind Esther's station. Book of Instruction, p 24, #5
- ❖ In seating more than one guest, the Conductress takes one step forward, stand in front of first guest and ask the guests to follow her.

- ❖ When all introductions have been completed, the Worthy Matron nods to the Conductresses and they return to their stations.

INITIATION

- ❖ Before an initiation, the Conductress ensures that the Signet is turned on and operating properly, an appropriate number of small Bibles on the Altar, and kneeling benches are in place.
- ❖ Before the meeting, the Conductress asks each candidate if s/he is able to kneel at the altar or would prefer to stand.
- ❖ When escorting the candidate(s) into the Chapter room, the Conductress offers her left arm to the first candidate and the Associate Conductress offers her right arm to the last candidate.
 - The Conductress centers herself on the candidates to give her lecture.
 - The Conductress escorts the candidate/new member on her right arm during the remainder of the ceremony.
- ❖ When placing the Bibles for the Obligation, the Conductress (and Associate Conductress if more than one candidate) places the Bible with her right hand over the right shoulder of the candidate.
 - The Conductresses work from the East to West sides of the Altar. This may also be visualized as working from the outside candidate to the inside/center candidate.
- ❖ After the Obligation, the Conductress (and Associate Conductress) removing the Bibles from the left side of the candidate with her left hand.
 - The Conductresses work from the West to East sides of the Altar to remove the Bibles. This may also be visualized as working from the inside/center candidate to the outside candidate.
- ❖ The Conductresses replace the Bibles on the Altar before stepping back into place.
 - Book of Instruction, *page 60*
- ❖ At each Star Point, the Conductress positions the new member(s) so as to be centered where the Star Point will be standing at the side of her chair.
 - The Conductress and new members should be in a straight line. In leaving the Star Points, the Altar is always to the left of the Conductress.

PRAYER CIRCLE

- ❖ The Conductress waits until the Worthy Matron has just passed her to countermarch the new members to face the West.
- ❖ When the Chaplain is standing at the Altar and the other officers have joined hands, the Conductress brings the new members into the circle by marching forward in a straight line.
- ❖ The Conductress takes the right hand of Adah but doesn't take the left hand of the new member next to her until the Chaplain says, "Oh may the golden...".
- ❖ When the hands are lowered to the Reverent Attitude, the Conductress assumes the Reverent Attitude and assists the new members to do so also.
- ❖ After the Worthy Matron has passed her, the Conductress countermarches the new member(s) and marches abreast to the East.

SECRET WORK

- ❖ The Conductress faces the southwest while giving the secret work.
- ❖ The Conductress looks at the Worthy Patron as they repeat the Cabalistic Work and Motto, but she turns to the new members to repeat it to them.
- ❖ The Conductress remains with the first new member while the Worthy Patron completes the instruction on the grip of the Order.
 - After the instruction, she proceeds to demonstrate the grip to the other new members.
 - If there is only one new member, she goes directly to the Signet;
 - If more than one, she walks behind them to go to the Signet.

SIGNING BY-LAWS Book of Instruction, pages 65-67

- ❖ If there is one new member:
 - The Conductress escorts the new member, on her right arm, to the Secretary's desk and waits, facing North, for the member to sign.
 - She offers her right arm to the new member and faces West.
- ❖ If there are two new members:
 - The Conductress countermarches halfway to the Secretary's desk. The Associate Conductress and the other new member follow her.
 - The Conductress instructs them to wait, escorts the first new member to the Secretary's desk and waits, facing the North.
 - She offers her right arm to the new member, returns to the marching line and faces West.
 - The Associate Conductress escorts the other new member to the Secretary's desk and waits, facing South.

- ❖ If there are more than two new members:
 - The Conductress asks the new members and Associate Conductress to follow her as a couples.
 - She turns left, countermarches halfway to the Secretary's desk and instructs the other new members to wait until she nods to them.
 - She escorts the first new member to the Secretary's desk and waits, facing the North.
 - When the new member has signed, the Conductress offers her right arm to the new member, places her/him on the marching line, facing West, and nods to the next new member (closest to the Altar).
 - The Conductress returns to stand facing North waiting for each new member (accept the last one that is escorted by the Associate Conductress) as they sign the book then offering her right arm (nodding to next new members as she offers her right arm to the new member who has completed signing) escorting them to their place in the line of new members on the South marching line facing West.
 - The Conductress continues until all new members have signed, the Associate Conductress offers her right arm to the last one and escorts her to the marching line.
- ❖ When all new members have signed and the Worthy Patron has called up the Chapter, the Conductresses and new members circle the Chapter room ending in a straight-line facing West.
- ❖ Following the Welcome song and a hearty welcome, the Conductress(es) seats the new members in the Chapter room.

CLOSING

ALTAR SERVICE Book of Instruction, pages 18-20, 68-69; Ritual Page 41

- ❖ When instructed to "Attend at the Altar", the Conductress marches on the South marching line to a point two to four steps beyond Esther's station, turns to the right, and enters the Labyrinth between Ruth and Esther's stations.
- ❖ When the Conductress reaches the Altar, she waits for the music to stop, and gives the "Salutation sign".
- ❖ To close the Bible, the Conductress:
 - Places both hands on the center of the front edges and slowly closing the Bible by bringing both edges together, while keeping the book upright.
 - Holding the front edge in her right, she slides her left had to the back edge and guides the Bible to the center of the Altar as she lowers the front edge.
- ❖ The Conductress nods to the Worthy Matron.
- ❖ She steps back one step, turns to the right, walks forward to the edge of the Labyrinth between Ruth and Esther's stations, and turns to the right again.
- ❖ The Conductress and the Chaplain return to their stations when the Organist begins to play. No response is given by the Warder to the Worthy Matron.