

## INTRODUCTIONS

### General Instructions:

**BOI: pgs 21-47a**

**Diagrams: BOI pgs 91-95**

- We encourage our Chapters to do introductions. It is a great way to honor those who are attending and dedicated to our Order.
- The information here is a highlight of the complete instructions from the Red Book of Instruction.
- The Worthy Matron can introduce anyone she wishes, and this is a great opportunity to acknowledge people for various reasons such as someone who received a special award or someone who did something special for the Chapter or community.
- Go through your Chapter membership to make sure you know of everyone who needs to be introduced and have their correct titles. Always have that information at hand so the introduction can be made when needed.
- Have and use current Introduction Cards. These are brought to you by your District Grand Supervisor and current through the Grand Chapter year. After Grand Chapter, the Grand Chapter office will prepare new Introductions Cards. You may request them, and the current cards will come to you.
- Use Introduction Cards. These are a tool for uniformity and accuracy. They are not a crutch. They are a tool. The words are not from the Ritual but from our Book of Instruction; therefore, all words can be written, copied, and read.
- When having a special meeting with guests in attendance, it is important to acknowledge those members in your chapter who should be introduced. It is an honor for them as well as for your chapter.
- It is important for the Worthy Matron and Conductress to carefully follow the instructions given in our Book of Instruction to make proper introductions.
  - **Wording for all our Introductions is included. Please use the correct wording, it can be copied and inserted into your notes or notebook.**
- Communication is critically important. The Worthy Matron should let the Conductresses know ahead of the meeting time when introductions will be made and if she knows of guests that will be attending. This gives the Conductresses time to properly prepare for making introductions.

- Check the sidelines before the meeting starts to make sure you have all the information that is needed to make the proper introductions.
  - A. Check for proper title.
  - B. Check correct pronunciation of names.
  - C. This is a good time to make sure there is someone to vouch for all visitors.
- Square corners should be observed at all times.
- You may ask your guests to sit in a certain section of the Chapter room. Seat them to facilitate simple floor work for introductions.
- If the first guests to be introduced are seated on the same side of the room, the Conductress (if all the guests are on the south side) or the Associate Conductress (if all the guests are on the north side) will wait at their station until the other Conductress nearly reaches her before she leaves her station.
- If only **one** Sister/Brother is to be presented or introduced, s/he is **escorted**. If **more** than one, they **follow the Conductresses**.
- When Conductresses meet and pass one another, the Conductress is always nearest the Altar. Associate Conductress yields right of way to Conductress.
- Conductresses center their guests at the Altar or Esther's station.
  - Know the number of guests you have in both lines and both Conductresses.
  - Divide the total by 2 – this is the number of steps you take at the Altar or behind Esther's station to center your guests.
- The Conductresses stand at the end of the line at the Altar or behind Esther's station but are in the center of the lines when in the East, keeping the space open between the Altar and the East.
- The Conductresses should not wait for the music to begin before moving.
  - The organist should play for all movement around the chapter.
  - However, the Conductress does not speak until the music ceases.
- After giving each introduction at the Altar or behind Esther's station, the Conductresses take a step back and then step forward when addressed by the WM. Conductresses do not step back from guests when in the East.
- Sisters are always presented on the WM's side and Brothers are always presented on the WP's side.
- When several introductions are to be made: The Conductresses escort guests starting from the side where they have received their instruction, beginning with the guest seated nearest the East.

- Guests are introduced on the floor only once. If they are to be introduced a second time, they stand in their place to be recognized only **after** the others are lined up at the Altar or in the West (This can be confusing for the Conductress if they stand too soon – they think they have forgotten someone.)
- If Conductresses must countermarch to get in proper position, they do so in the West, centering the guests on Esther’s Station. (Always keep in mind how many guests you are escorting.)
- In escorting more than one guest to their seats, Conductresses take one step forward, face the line and ask them to follow.
  - The guests simply step into line. NO Snaking.
  - After seating each group, the Conductresses turn to face the East for further instructions.
- If all guests in a group have already been introduced once on the floor, the Conductress goes behind Esther’s station and the guests stand at their seats as the Conductress makes the introduction.
- When all introductions have been completed, the WM nods to the Conductresses and they return to their stations.

### **Instructions for the Conductress:**

- The Conductress makes all introductions from the floor.
- She escorts all Sisters.
  - She offers her right arm to a Sister because “they are always right”.
  - She goes to the left of a Sister to offer her right arm.
- If only Brothers are introduced, the Conductress escorts him/them.
  - She offers her left arm to a Brother because “he is always closest to her heart.”
  - She goes to the right of a Brother to offer her left arm.
- Study the diagrams in the Book of Instructions and use them.
- Speak clearly and distinctly and loud enough for all to hear.
- Be kind, smile and know your work well.
- Check with the WM regarding introductions **before** the meeting starts.
- You can ask guests to sit in order and in a section of the Chapter room.
- Use the Book of Instructions and know the wording and proper arrangement prior to the meeting.
- **Use Introduction Cards provided by the Grand Chapter.** If your chapter needs more cards or updated cards, contact the **Grand Secretary**.
- **Worthy Matron please use the exact wording for Introductions in the Book of Instructions pages 25-47a. Red Book may be copied.**
- Remember, in Eastern Star, “Grand” is the middle name.
- Practice assembling and disassembling guests.
  - When you practice assembling and disassembling, review at the Diagrams in the Book of Instruction and use them.

- Note: If the Conductress is to be introduced, make arrangements for someone to act as the protem Conductress to escort the Conductress for her introduction. Any other officer or member except the Associate Conductress can be asked to serve as the Conductress.

### Instructions for the Associate Conductress

- The Associate Conductress should always be aware of the Conductresses movements and mirror or follow her lead as possible.
- The Associate Conductress **only escorts**. **She never introduces** guests.
- When Sisters and Brothers are introduced together, the WM will instruct the AC to assist.
- The Associate Conductress escorts only Brothers.
  - She escorts the Brothers on her left arm. (They are closest to your heart.)
  - She goes to the right of the Brother to offer her left arm.
- **If the Conductress is to be introduced:**
  - The Worthy Matron asks another Officer or Member to assume the office of the Conductress.
  - The Associate Conductress **does not introduce**.
- If the Associate Conductress is not assisting, she returns to her station after the WM gives the next instruction.
  - When you practice assembling and disassembling, review the Diagrams in the Book of Instruction and use them.
- When all introductions are completed, the WM nods and the Conductresses return to their seats.

### ASSEMBLING GUESTS:

**Book of Instruction pgs. 23 and Diagrams 93-94**

1. Analogies to help clarify and commit to memory “guidelines” of the Chapter room:
  - a. **“Home”** refers to the side of room on which the Conductress or Associate Conductress is stationed.
  - b. “Home” for the Conductress is on the south side of the room.
  - c. “Home” for the AC is on the north side of the room.
  - d. Your **“family”** are those seated on your side of the room.
2. Those on the opposite side of the room would be **“guests”**. Naturally, when you have guests, they should be first while your family goes last.
3. Likewise, when you assemble, **“guests”** go at the head of the line and **“family”** placed at the end.
4. The Conductress assembles the **Sisters on the South** side of the room – one step in from the south marching line near the back of Ruth’s chair, facing west. Those guest(s) from the north side will be at the head of her line.

If there are only **Brothers** to be introduced, the Conductress assembles them on the North side of the room behind Martha’s station.

5. The Associate Conductress assembles the **Brothers in the North**, one step in from the north marching line, back of Martha's chair, facing west. The guest(s) from the south side will be her guests and will be at the head of the line.
6. When all are assembled, the Conductresses lead the Sisters and Brothers behind Esther's station, centering them in a line facing east. The Conductress is on the North end of the line and the AC is on the South End of the line.
7. To center the guests at the Altar or behind Esther's station, count the number of guests, add the Conductresses and divide by 2. Both Conductresses start moving at the same time with the Conductress closest to the Altar behind Esther's station. The Conductress counts the number of steps required for centering when she passes Esther's station.
8. The Associate Conductress waits behind Esther's station until the Conductress has her line in position, then the AC steps into the line and continues south for the number of steps required to have the line centered behind Esther's station.

## GROUP I

### Book of Instruction pgs. 25 - 34, and Diagrams pgs. 91-92

- Group I is the only group of introductions where the **gavel** is used to call the Chapter up.
- This group consists of those serving in the East or who have served in the East in Grand Chapter.
- They are presented at the Altar and escorted through the Labyrinth to the East where they are given **THE GRAND HONORS**.
- They are brought to the Altar from the West marching line. As the Conductresses meet, the Conductress is always nearest the altar.
  - The Conductress and the Sisters enter between Martha and Esther, and the Associate Conductress and Brothers, between Ruth and Esther, to a position centered directly west of the Altar. (Diagram pgs. 91-92)
- The wording in this group is: Worthy Matron says: **“you will present”**
- The Conductress says: **“I have the honor of presenting”** (HOP).
- If the Conductress has only one guest to present, she escorts her/him through the Labyrinth (the Sister on the north side of the Altar; the Brother on the south side of the Altar). Sisters are always presented on the WM's side and Brothers are always presented on the WP's side. Turn outward on the East Marching line to face the West, keeping the guest moving forward.
- The Grand Honors are given by crossing the arms over the breast, Left over the Right, with hands **open**, and then a slight bow. (Ritual pg. 17)
- The Grand Honors are just given to the person who is standing closest to you. (No bobbing in both directions, this is more of a nod than a bow.)

- If the guests are to be **seated in the East**, the Conductresses proceed through the Labyrinth to the East and the WM & WP extend their hand and assist the guest up on the dais.
- If more than one guest is **not to be seated in the East**.
  - a.** The Conductress leads sisters through the Labyrinth turning left in front of Electa's station, then east and south following the marching lines and observing square corners to a position north of the pedestal in the East facing West.
  - b.** The Associate Conductress leads the brothers through the Labyrinth turning right in front of Adah's station, then east and north following the marching lines to a position south of the pedestal in the East facing West.
- To reseat guest(s), the Conductresses take one step forward, face the guest asking them to please follow you and then pass in front of the line.

### **ORDER OF PRESENTATION FOR GROUP I**

#### **Book of Instruction pg. 26-33**

Order of Presentation is shown in the Book of Instruction, page 27

1. Worthy Grand Matron and Worthy Grand Patron
2. General Grand Chapter Officers and Appointments
3. Worthy Grand Matrons and Worthy Grand Patrons of Other Grand Jurisdictions.
4. Past Grand Matrons and Past Grand Patrons (alphabetically and chronologically by Jurisdiction).

We have special instructions for introducing General Grand Chapter Committee Members for the 2018-2021 Triennium.

- The WM says: **“Sister Conductress, you will present the Ambassador and General Grand Chapter Committee Members”** (if there are Brothers, also) **“Sister Associate Conductress you will assist.”**
- The Conductress says: **“WM, I have the honor of presenting:**  
 “Sister Jan Thoman, Ambassador to the Philippines, Luzon, of the General Grand Chapter and Past Grand Matron of Nebraska”.  
 Sister Sharlene Coulter, Member of the Appeals and Grievances Committee of the General Grand Chapter and Past Grand Matron of Nebraska,  
 Sister Cynthia Norman, Member of the Eastern Star Journal Committee of the General Grand Chapter and Past Grand Patron of Nebraska  
 Sisters Judy Wehrbein, Member of the Service Dog Committee of the General Grand Chapter and Past Grand Matron of Nebraska, and  
 Beverly Donham, Member of the Youth Committee of the General Grand Chapter and Past Grand Matron of Nebraska

- The WM gives a welcome and then says, “**Sisters Conductress and Associate Conductress, you will escort the Ambassador and General Grand Chapter Committee Members to the East.**” The Chapter is called up with 3 raps (\* \* \*) as they leave the Altar. They are escorted through the Labyrinth.
- When the guests reach the East, the WM says: “**Sisters and Brothers, you will unite with me in saluting the Ambassador and General Grand Chapter Committee Members with the Grand Honors.**”
- If the guests are not to remain in the East, the WM says, “**Sisters Conductress and Associate Conductress, you will seat our guests.**”
- **When introduced in this group, the name is given first and then the titles.**
- Chapter is seated with 1 rap (\*) of the gavel.

## GROUP II

**Book of Instruction, pg. 34-42**

**The Order of Presentation for Group II is in the Book of Instruction, page 35**

- The Chapter **is not** called up for any introductions in Group II. (No gavel) However, the guests are escorted to the East.
- This Group consists of those who have “Grand” in their titles, but have not served in the East in Grand Chapter.
  - a. They are presented behind **Esther’s** station.
  - b. **Always** escorted to the East and given a hearty welcome.
  - c. In this group the **Title comes first**, then name and office.
- The wording used by the Worthy Matron is “. . . **you will present**” and the Conductress says “**I have the honor of presenting...**” Remember it is **HOP to those with Grand** in their names.)
- If both Sisters and Brothers are presented, the Conductresses lead their lines to the East at the same time. The Conductress is on the North marching line and the Associate Conductress leads the Brothers on the South marching line.
- The Conductresses lead their lines toward each other in the East leaving a space in the center, never crossing between the East and the open Bible.
- **Special Appointment by the MWGM/MWGP – Campfire Friend**  
During this Triennium, Nebraska has received the honor of a special appointment from our MWGM. Laurie Sieg has been appointed as **Special Appointment by the MWGM/MWGP – Campfire Friend. Her Introduction is in Group II and follows the Grand Officers Emeriti and precedes Grand Representatives.**
- **Elected Grand Officers and Appointed Grand Officers** are introduced according to rank. If there is more than one state represented, they are also placed alphabetically by Jurisdiction and rank.
- **Grand Representatives** are introduced alphabetically first by the Grand Jurisdiction they represent and then by their own Jurisdiction.
- **District Grand Supervisors** are presented numerically according to their assigned district.

- **An example of introducing Grand Representatives:**
  - This is a group that is most likely to be present and able to be introduced in many Chapters.
  - WM: **“Sister Conductress, you will present the Grand Representatives.”** If needed, **“Sister Associate Conductress you will assist.”**
  - They are presented back of Esther’s Station. Conductress **“... the honor of presenting, the Grand Representatives (do not abbreviate), Sister (her name) (Jurisdiction she represents; for example, Colorado) in Nebraska.”**
  - WM: (gives welcome) **“Sisters Conductress and AC you will escort the Grand Representative to the East.”**
  - WM: **“Sisters and Brothers you will unite with me in giving her a hearty welcome.”**
  - WM: **Sisters Conductress and AC, you will seat our guest.”**

#### **ORDER OF PRESENTATION FOR GROUP II**

1. Grand Master of Masons
2. Past Grand Master(s) of Masons
3. All Elected Grand Officers
4. All Appointed Grand Officers
5. Grand Officers Emeriti
6. Special Appointment of the MWGM and MWGP/ Campfire Friend
7. Grand Representatives
8. District Grand Supervisors

#### **GROUP III**

**Book of Instruction pgs. 42-47**

**The Order of Presentation for Group III is on page 43**

#### **General Instructions:**

- The Chapter **is not** called up for any introductions in Group III.
- This group consists of **anyone the Worthy Matron wishes to honor.**
  - The Worthy Matron may want to introduce monthly birthdays or if someone has received an honor.
  - Guests can be seated where the Worthy Matron wants in the Chapter room to make introductions easier for the Conductresses. (For example: Visiting Worthy Matrons could be on the south side and the visiting Worthy Patrons on the north side. This will eliminate the need for assembling.)
- The wording used is: **WM “... You will introduce ...”**  
**Conductress: “... I have the pleasure of introducing ... “**



- Guests may be:
  - Introduced behind Esther’s station, brought to the East, given a hearty welcome and then seated.
  - Introduced behind Esther’s station, given a hearty welcome and then seated.
  - Introduced on the sidelines and given a hearty welcome. **(This introduction would be given by the WM only.)**
- Seating Guests:
  - If guests are escorted to the East and given a hearty welcome, the Conductresses pass in front of their lines and ask their guest to follow them to be seated.
  - If guests are given a hearty welcome in the West – Book of Instructions, Diagram pg. 95
    - a. The Conductress will step in and say to those whom are to be seated on the south side **“Please wait here.”**
    - b. She then seats those Sisters on the north side of the room.
    - c. She returns to her line, passing in front of her line, seating them in the south.
    - d. The Associate Conductress will step in and say to those Brothers from the north side of the room, **“Please wait here.”**
    - e. She seats the Brothers on the south side of the room first (they are in the front of her line). She returns and passing behind the line, asks them to follow and seats them on the north side.
- If guests are introduced from the sidelines:  
The Worthy Matron says: **“I have the pleasure of introducing . . . (Name). . . . (Title, if they have one)”. Sisters and Brothers, you will unite with me in giving them a hearty welcome.”**

### ORDER OF PRESENTATION FOR GROUP III

1. Visiting Worthy Matron(s) and Worthy Patron(s)
2. Officers of other Masonic Bodies
3. Newly Affiliated Members
4. New Plural Members
5. Grand Companions
6. Any guest the Worthy Matron wishes to honor