

## GENERAL INSTRUCTIONS

**Book of Instruction:** Pages 4 – 5 (a portion of the instruction)

**Quorum :** Ritual pg 166

- 7 members and the offices that must be filled are – WM **or** WP (to preside), AM (to prove Chapter), Secretary (to take the minutes), Conductress (to attend at the Altar), Chaplain (to give the Prayers), Warder and Sentinel (to guard the doors).
- Visiting members may help your Chapter reach quorum. They do not vote or ballot.

**Common courtesies members should demonstrate during meetings:**

- Speak loud enough so all may hear.
- March with hands at our sides.
- Sit with both feet flat on the floor; don't cross your legs.
- Purses and other items are left on the sidelines and not on the floor or under the chair. (This is an important factor in promoting the dignity and beauty of our Chapter Room.)
- Address members as Sisters and Brothers. When addressing both genders at the same time say "Sisters and Brothers". "Sisters" is spoken first, Brothers second.
- **Nodding and speaking are two separate actions.** When speaking during the meeting, rise (if able to do so), face the East and nod when addressed by the Presiding Officer, wait for her/his recognition before speaking. Perform each action alone, then follow with the other action.
- Hats and gloves are only worn in the Chapter room for medical or religious purposes.
- There should be no talking during balloting or initiation by the officers or those on the sidelines. Communications are very difficult when members cannot hear and are distracted.

**Titles:**

- Worthy Grand **NOT** Grand Worthy. (Grand is the middle name.)
- Past Grand Matrons and Past Grand Patrons are no longer "worthy" and neither are Past Matrons and Patrons. (They are only Worthy while holding that office.) Past Appointed Grand Officers do not retain their titles in Nebraska. (You may find in other jurisdictions they do retain their titles and are introduced that way.)

### Memorization –

- Officers should memorize their work and speak clearly.
- Encourage all work be memorized to include the Pledge of Allegiance, Mizpeh Benediction, and the Star-Spangled Banner.
- Work on memorization a little bit each day. Don't wait until the last minute! Instill **PRIDE!!** Nebraska Grand Chapter has a rich history and tradition of work done well and beautifully. Please make every effort to maintain this level of excellence. No one is perfect. Perfection is of God and we are his best work. Let us strive for continuity, accuracy, authenticity, and beauty. Our work continues to leave lasting impressions; let's strive for that impression to be one of impressiveness and beauty

### Prompter-

- There should be ONLY ONE open Ritual in the chapter room at a time.
- There is only one prompter in the chapter room, and we need to allow ONLY that person to do the prompting. Everyone wants to help but that can be confusing to the officer needing the assistance and distracting for our attenders and new members.
- There are times when you may need two prompters, especially in large Chapter Rooms, for the officers to hear BUT ONLY ONE Ritual should be opened at a time. Only ONE prompter should speak at a time.
- What is an acceptable scenario if a member is protem and does not have work memorized, or for any other reason the acting Officer is struggling and needs ongoing prompting? The Officer may have a ritual in their hands, they address the prompter that they need to open their ritual and the prompter would then close their ritual allowing only one ritual to be open at the time.
- The prompter should have a copy of the Secret Work anytime it is used (Opening and Initiation).
- When the Secretary or Marshal is the prompter, someone else needs to prompt during the Prayer Circle. How about the WP or the Organist? Or a sideliner is another great Prompter. Inviting someone from the sidelines to prompt involves another member.

### Long Form Opening- Law Book Section 148, Book of Instruction) pg 18

- Each Chapter must use the long form of Opening for at least 8 stated meetings a year.

### Presiding –

- The Worthy Matron and Worthy Patron **DO NOT** exchange places when the WP presides. The WP always stands to the left of the podium.

### **Addenda and Coin Marches –**

- All addenda, coin marches and gift presentations must be done after the Chapter is closed.

### **Response to Prayer –**

- Response to prayer is “So may it ever be”.
- This is not a part of the Secret Work or Ritual so it may be given at all Eastern Star functions.

### **Demonstrate Signs - Ritual, Page 17**

- Take the opportunity at a stated meeting of the Chapter to demonstrate the signs and correct wording of the passes.

### **The Grand Honors –**

- The wording of the Grand Honors is “With **THE** Grand Honors’.
- When honoring a member with the Grand Honors, hands are open (not like Electa’s sign with closed hands).
- Grand Honors are given in one motion by crossing the arms over the breast with hands open, the left over the right with a slight bow. The bow is to be slight, not from the waist.
- Grand Honors are only given to the person closest to you.
- No applause is given following the Grand Honors. (Other Jurisdictions or other Masonic organizations may do this, but **not Nebraska OES.**)

### **Salutation Sign (Secret Work #18)**

- Salutation Sign is given in the same manner in which we held the Bible at our initiation. (Go to the Altar and pick up the small Bible and demonstrate this.)
- Hands should be level with elbows. You want to be able to see the floor through the triangle that you have formed with your fingers.
- This sign must be given by everyone entering or leaving the Chapter room while the Chapter is in session. It is given by standing behind Esther’s chair, facing east, giving the salutation sign, and giving a slight nod.
- The salutation sign is also given by the Conductress as she attends at the Altar in opening and closing the Bible.

### **Response to the Salutation Sign (Secret Work #18)**

- The response to the Salutation Sign is given by the Presiding Officer by placing the right hand over the left breast then extending it forward palm upward the full length of the forearm.

### **Reverent Attitude** (Ritual Pg. 16 - ALTAR SERVICES)

- Loosely clasped hands, palm to palm, left over right or right over left, it doesn't make any difference which hand is on top.
- The Reverent Attitude is assumed when:
  1. The Conductress enters the Labyrinth in the Opening and held until the Chaplain backs out of the Labyrinth.
  2. When the Chaplain enters the Labyrinth in the Closing and held until the Conductress backs out of the Labyrinth.
- The Chaplain and Conductress do not assume the Reverent Attitude while marching from their stations to the Altar nor while they are moving in the Labyrinth.
- The Chaplain and Conductress never move while holding the Reverent Attitude.
- The Reverent Attitude is assumed for all Prayers, Obligations and for the Prayer Circle during Initiation.

### **Attitude of Prayer** (Ritual Pg. 16)

- The Attitude of Prayer is the Reverent Attitude with head bowed. It is assumed during prayer and is held until after the response “ So may it ever be.” is given.

*All members: It is a good routine to practice signs in front of a mirror to see how they are giving the sign and watch for accuracy. Also a good practice to recite your memory work in front of a mirror.*

### **Labyrinth** -

- The Labyrinth is an imaginary line around the **outside edges** of the Star Point chairs but does not include the pedestals of Adah and Electa.

*All Members: Members and officers do not turn their backs on the open Bible in the Labyrinth or pass between the Altar and the East when the Bible is open, except as prescribed in the Ritual and the Diagrams of the labyrinth.*