

EXAMINATION OF A VISITOR

Book of Instruction: Pages 11 & 12

Ritual: (Test Oath) Pages 17 & 18

Examining Committee

- Who appoints the examining committee? The Worthy Matron
- How many members are there on this committee? 3
- One of them must be a Brother.
- Can they be officers? It is better if they are not as they would not be able to return during the Opening if they must leave to examine a visitor.

The examination of a Visitor can be required three times-

1. **A visitor comes early.** It is determined that no one can vouch for the visitor. The visitor must be examined prior to the meeting by the Committee.
2. **A visitor who comes late and neither the Sentinel nor the Warder, nor anyone inside the Chapter Room can vouch for the Visitor.** The Worthy Matron instructs the Examining Committee to retire and make the proper examination.
 - ✓ The committee retires in form, examines the visitor and then returns to the Chapter Room door. When the Opening ceremony is completed, the Sentinel gives the alarm, it is answered by the Warder when instructed to do so and then the Warder announces: “**Worthy Matron, the alarm was caused by the Examining Committee wishing to return**”. The Worthy Matron says: “**Sister/Brother Warder, you will admit them**”. The Committee and the Visitor enter in form and the Chairman reports to the Worthy Matron from behind Esther’s station.
3. **Visitor who cannot be vouched for during Proving of Chapter.** Never let this happen! Conductresses, know who is in the Chapter Room before the meeting starts, and should ensure there is someone who can vouch for any visitor. If this does occur, the Worthy Matron asks that the Marshal escort the visitor to the Preparation Room door. The Examining Committee and the visitor leave the Chapter room. The Marshal returns to his/her station. The Committee and examined visitor now known as a Sister or Brother return in form through the Warder’s door after the Flag Salute and the report is given behind Esther’s Station.

Examining a Visitor prior to Opening :

- Visitor is taken to a place of sufficient secrecy – only one visitor can be examined at a time.
 - If a group is attending the meeting and all need to be examined because no one present can vouch for any of them, do you go through the examination with them all?

One visitor can be examined and then that visitor could vouch for the rest of the group during Proving of Chapter.

- The Chairperson would first ask to see a **dues receipt** (current or preceding year are fine) or a **demit** (not over one year old) and checks for a raised seal and a signature on the receipt.
THIS IS A RECEIPT! To be valid the amount paid in dues should be written on the dues receipt.
- A complete Bible is used, opened at random, the Chairperson addresses the Visitor and the Committee members as follows: **“Please place your right hand on the Bible, say I, your name and repeat after me.”** Book of Instructions on page 12,
- The Chair then administers the Test Oath, **Ritual pg. 17**, which is repeated in unison by the visitor and the Committee members. **The Test Oath should be memorized.**
- The visitor is asked to give the signs and passes; it is not necessary to give the wording for the signs.
- If the visitor is unable to give the signs and passes, the Committee may ask other questions such as the cabalistic work and or motto **or something they remembered about their initiation.**
- Above all - be kind, gentle, considerate and flexible.
- Once the Committee is satisfied that the Visitor is a member of the Order, be sure she/he feels welcome.
- During Proving of Chapter, the proper wording for reporting the examination of a visitor is **“Sister Associate Matron, the Committee has examined Sister/Brother _____(Name) a member of _____(Name of Chapter and Number, Town and State) and found him/her to be a member in good standing.”** Book of Instruction page 17.

If an examination is necessary during Proving of Chapter:

The Examining Committee and Visitor are escorted out of the Chapter Room to the Preparation Room. They return through the Warder's door after the Flag Salute and the report is given to the Worthy Matron from behind Esther's Station.

- If this process is needed, it is important that the Examining Committee encourage the visitor to take their purse with them, making sure that the receipt for dues or demit is with the visitor as they retire to the preparation room.
- It is important that the WM does not appoint the Associate Matron, Conductress, Associate Conductress, Chaplain or a Star Point to the Examining Committee as the opening ceremony will continue and those that retire cannot re-enter until after the Flag Salute. The Examining Committee takes a small Bible with them as they leave the Chapter room.

All Members: We also encourage our members to visit other chapters and there may be a need for an examination, so knowing what the process of examining a visitor is helpful. It will help them feel less awkward. It will help you feel less awkward.