

III. GENERAL INSTRUCTIONS

Tactics and Manual of Asylum Ceremonies, Grand Commandery of Missouri
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1. The importance and responsibility of the Officer in all Templar formations and duties cannot be over-emphasized. He should be a model of promptness, dress, appearance, and efficiency; and should be devoted, enthusiastic, and untiring; and to succeed must be a student and a gentleman.

2. Discipline and courtesy are essential among Templars as with military men, and must be maintained, yet the leader should not forget that his men are gentlemen, who, out of ranks, are his peers.

3. It is absolutely essential to good discipline that there be no talking in ranks; suggestions, criticisms, remarks, laughing, or the indulgence in any levity is sure to divert attention, not only of the offender, but of those who may hear him. When the exercises close, questions may be asked or suggestions made, but while in ranks Sir Knights should give strict attention to the business in hand.

4. The Orders of Knighthood admit of no frivolities, and officers should not indulge in any conversation with the candidate, nor in his presence, not prescribed by the ritual or necessary to his instruction. Dignity should mark the whole ceremony and every character should be impressively presented. The first impression is the lasting one, and the candidate has a right to have the Orders properly conferred; it is likewise due the Commandery. During the transaction of business, also, the Eminent Commander should preserve the dignity of his office by maintaining strict discipline and good order.

5. The Asylum is suitably arrayed under the direction of the Captain General. He should give strict attention to details, and before business or work is commenced, he should see to it that all properties and paraphernalia are ready for use at the proper time.

6. In the Asylum the United States Flag shall be in the East at the extreme right of the Dais. The United States Flag is never dipped, to any person or anything.

7. The Grand Standard is placed to the right and rear of the Standard Bearer. The Beauseant is placed to the right and rear of the Warder. If the State Flag is displayed it is placed to the right and rear of the Sword Bearer.

The Standard Bearer should be equipped with a sling for the convenient carrying of the Beauseant.

If the Standard Bearer has the Beauseant at the carry he will dip it when saluting, or when the Commandery is brought to present swords.

8. An Officer should always have his sword drawn when giving a command to Sir Knights under arms.

9. In saluting the junior in rank salutes first, looking toward the Officer or Sir Knight saluted. When the salute is with the hand, execute the first motion, and when acknowledged drop the hand to the side simultaneously with the ranking Officer. When the salute is with the sword, an Officer executes the first and second motions, which being acknowledged by the ranking officer both come to a carry simultaneously.

10. When an Officer, while seated, is addressed by a senior, he will rise, take one step forward, and give hand salute; when the senior has completed his order, the junior will draw his sword and salute, which is acknowledged by the senior.

11. An Officer making a report shall hold the salute, which will be acknowledged by the senior at the completion of the report.

12. To attract the attention of a Senior Officer, a junior will execute the hand salute, or the first and second motions of sword salute, then address the senior by his proper title.

13. The Prelate, if in uniform salutes with the hand; if in his official robes, he acknowledges a salute with a bow.
14. An Officer in ranks or formation, at attention, does not salute when receiving an order but will salute at the completion of the order.
15. The Grand Master of the Grand Encampment of Knights Templar, the Grand Commander, or their personal representatives, and Past Grand Commanders are the only ones entitled to the Arch of Steel.
16. An Officer does not execute his own commands. He executes the movement either before or after the command to the lines; for instance: Sir Knights, Draw, SWORDS, he draws his sword before giving the command; for Sir Knights, Return, SWORDS, he returns after the Sir Knights have executed the command. For Uncover, he uncovers after the Sir Knights have executed his command; for Recover, he recovers before giving the command.
17. In forming the commandery, the lines, or an escort, care should be taken to establish the right at a sufficient distance from the furnishings of the Asylum, so that any movement which may be directed, can be properly executed without obstruction.
18. There are two kinds of commands, one which tells what to do, the other, when to do it; as Forward, MARCH, Present, SWORDS. The former are called Cautionary or Preparatory commands; the latter are commands of Execution.
19. In commandery movements, unless otherwise provided, an Officer marches to the objective point by the shortest route, not by right angles.
20. Alignments: The command right or left dress may be given by the Officer in charge when in front of center, or at the right or left of the line.
At the command DRESS, the Commander or Platoon Leader places himself in prolongation of the line, two paces from and facing the flank toward which the dress is made, verifies the alignment, commands FRONT, and takes his post by the shortest route, unless otherwise provided.
21. When seated, at the command, Commandery, ATTENTION, the Sir Knights will all rise, and remain standing at attention until further orders. Swords will not be drawn unless so ordered.
22. Although the Commander may relinquish his station to an Officer or a Sir Knight whom he designates, he will not surrender the command of the Commandery to anyone, except the Grand Master of the Grand Encampment or his personal representative, or the Grand Commander or his personal representative. He does not surrender his sword.
23. The Commander shall rise when addressing the Commandery, or when receiving a visitor.
24. The Warder shall attend the door. In all ceremonies he shall open and close the door for anyone entering or retiring. He should have his sword drawn when attending at the door, and give the sword salute when one entering or retiring is entitled to a salute.
25. Alarms: Alarms on the door should be made with the left hand.
26. The chairs or stations of the S.W. and the J.W. are placed a little west of a point midway between the stations in the East and the stations in the West, and not more than thirty (30) inches from the side lines. In purging and returning to their stations, the S.W. and the J.W. will march between their chairs or stations and the Tri. or the center of the Asy., close to the inside of their chairs.
27. When specific instructions are not given in reference to units moving into formation from their stations, or out of formation to their stations, the officer in charge will use his judgment in giving commands, without making unnecessary movements, or giving unnecessary commands.