

## **District/Regional Grand Officer Suggested Duties and Responsibilities**

### **District Deputy Grand High Priest/Lecturers Regional Deputy Grand Master Regional Grand Commander**

For some time, many of you have requested information from your presiding grand officers and the Grand Secretary/Recorder regarding the duties and responsibilities. We have worked together to put together one document to be used by all three bodies, although some information will pertain to you and some will not. This document serves as a guide to try to accomplish that task. There may be a need to update and correct this document from time to time; if you have any suggestions, please feel free to contact the Grand Secretary/Recorder who will maintain the document on file.

As you are well aware, you are the official representative in your region of the presiding grand officer for the body which you represent. You are to take such direction from him as he may deem appropriate, help to promote the growth of membership, education, and leadership in your district/region. You are at all times to conduct yourself with honor and dignity.

You need to have a complete understanding of the administrative responsibilities of each body in your area. In order to do this, you need to understand the Grand York Rite of Missouri as a whole.

The following are but some of your duties:

1. Make official visits to your respective organizations in your region. Share with the membership the goals and objectives of your presiding grand officer for the year. Visits should be made as early as possible in the Grand York Rite year, in September, October, and November, but no later than December. When making your official visits, some of your duties include verification that:
  - a. minutes of the body are well kept
  - b. all monies of the body are well kept, no less than two signatures on all accounts
  - c. the body is not in arrears with the Grand Secretary/Recorder's office, meaning that they are not delinquent in payments of per capita (verified by the Grand Secretary/Recorder's Tabular Statements in the proceedings or preliminary proceedings if the proceedings are not out at the time of your visit.)
  - d. membership records are kept up to date, accurate reflection of new membership, suspensions, dimitts, and deaths, and changes are immediately recorded using MMS.
  - e. accurate and timely submission of annual return (new deadline is March 1)
  - f. uses current ritual adopted by each grand body
  - g. officers and members have access to rituals, they are not to be kept by Secretary/Recorder
  - h. inspect charter to see that it is in good repair
  - i. inspect seal to that it is in good repair

2. Observe the conduct of the meeting to include opening, business, closing, and to complete a visitation report (forms available from office or on the web site) to be filed with the Grand Secretary/Recorder and the presiding grand officer.
3. Some of the administrative aspects of your visit should include sharing with the body information about:
  - a. Charities
    - i. Chapter
      1. Royal Arch Research Assistance (Charity of General Grand Chapter)
        - a. RARA Penny-a-Day program, stickers available from the Grand Secretary
      2. Grand Chapter Foundation – the interest of which is used to donate to charities of the Grand Chapter, namely youth organizations.
    - ii. Council
      1. Cryptic Masons Medical Research Foundation (Charity of General Grand Council)
      2. Grand Council Charity Endowment Fund,
        - a. Penny-a-Day program, stickers available from Grand Recorder
    - iii. Commandery
      1. Knights Templar Eye Foundation
        - a. Life Sponsorship for \$30.00, information available from <https://www.ktef.org/set-donations/life-sponsor>
        - b. Knight of Siloam Medal for \$500.00 contribution
      2. Knights Templar Holy Land Pilgrimage Fund, stickers available from Grand Recorder
      3. Knights Templar Holy Land Pilgrimage Endowment Fund
      4. Knights Templar Education Foundation (information available from the Grand Recorder)
    - iv. Combined/Unified
      1. Memorial contributions – when a member dies, make a \$100.00 memorial contribution to one of the above charities in his honor
    - v. Information about most charities can be obtained from the Grand Secretary/Recorder, the web site, and/or more specifically, the committee chairman.
  - b. **Endowed** Membership – Do not sell **endowed** membership as a life membership, sell it as a life insurance policy for the body. Long after the member is gone, the body will continue to receive income for that member and the grand body will continue to receive per capita on that member. All this helps to sustain the ever

increasing needs of the local and grand body. Forms are available from the office and on the web.

- i. Chapter – 20 times a members dues plus General Grand Chapter Life membership.. No more need to add one years’ dues if purchased after June 30.
- ii. Council – 20 times a members dues plus General Grand Council Life Membership. No more need to add one years’ dues if purchased after June 30.
- iii. Commandery - \$500.00. Member must be paid for one full year before Commandery receives income.

c. Communications

- i. All bodies must report their installation of officers via MMS within 10 days following said installation. We must maintain accurate officer information at all times.
- ii. Electronic forms are available on the Grand York Rite web site under the Document Library. All forms used by the Grand York Rite office are available on the website.
- iii. Chapter Secretaries are to communicate with Council Recorders those members who have been suspended by the Lodge or Chapter. Likewise, Council Recorders are to communicate with Commandery Recorders those who have been suspended by the Chapter or Council. These are requirements of the by-laws of the Grand Chapter and Grand Council. However, your Grand Secretary/Recorder also reports deaths, dimits, and suspensions to the appropriate Secretaries and Recorders as soon as we become aware.
- iv. Royal Arch Mason Magazine – the Grand Chapter no longer subscribes to the Royal Arch Magazine. Individual subscriptions are available for \$5 per year through the General Grand Secretary of the General Grand Chapter.

d. Awards – Many Awards are not presented only because you or the organization Secretary/Recorder do not make the nominations!

i. Chapter

1. Chapter Exaltation Certificates – available from the office at the request of the Chapter Secretary for any new member, free of charge. Secretaries need only provide name, dates, and MMS Member ID numbers to the Grand Secretary and the certificates will be mailed to the Chapter to present to the new member as soon as he receives the degrees, need at least one week lead time.

2. Veteran Membership Awards – awarded to members who have achieved 25 or 50 years of membership in a Missouri Chapter. The office will prepare a certificate for each member who has attained 25 years of membership. The office will prepare a certificate and card for each member who has attained 50 years of membership. A pin will also be sent with 50-year presentations only. This comes only at the request of the Chapter Secretary – the office is not set up yet to let you know when your members are eligible. There is no cost for the certificates and pins.
3. Chapter Lewis and Clark Award – awarded to one Companion per Region per year for service above and beyond the call of duty. Nominee need not be an officer and **cannot** be a Grand Officer. There is no provision that says that a member may not receive the Lewis and Clark Award because they have received it in another body, this is a Grand High Priest decision only. Nominations are made by the D.D.G.H.P. to the Grand High Priest no later than May 1 of each year. Nomination forms are available online and from the office.
4. Distinguished Chapter Award – awarded to a Chapter for completion of the requirements as outlined by the Education Committee. Forms available online and from the office.
5. General Grand Chapter Distinguished Royal Arch Mason Award – awarded by the General Grand Chapter to one Missouri Companion per year. Nomination is made by the Grand High Priest to the General Grand Chapter. Anyone may nominate a Companion to the Grand High Priest for this award. Nomination forms are available online and from the office.

ii. Council

1. Council Greeting Certificates – available from the office at the request of the Council Recorder for any new member, free of charge. Recorders need only provide name, dates, and MMS Member ID numbers to the Grand Recorder and the certificates will be mailed to the Council to present to the new member as soon as he receives the degrees, need at least one week lead time.
2. Veteran Membership Awards – awarded to members who have achieved 25 or 50 years of membership in a Missouri Council. The office will prepare a certificate for each member who has attained 25 years of membership. The office will prepare a certificate and card for each member who has attained 50 years of membership. A

pin will also be sent with 50-year presentations only. This comes only at the request of the Council Recorder – the office is not set up yet to let you know when your members are eligible. There is no cost for the certificates and pins.

3. Council Lewis and Clark Award – awarded to one Companion per Region per year for service above and beyond the call of duty. Nominee need not be an officer and cannot be a Grand Officer. There is no provision that says that a member may not receive the Lewis and Clark Award because they have received it in another body, this is a Grand Master decision only. Nominations are made by the R.D.G.M. to the Grand Master no later than May 1 of each year. Nomination forms available online and from the office.
4. Council Merit Award – awarded to a Council for completion of the requirements as outlined by the Education Committee. Forms available online and from the office.
5. General Grand Council Cryptic Mason of the Year Award – awarded by the General Grand Council to one Missouri Companion per year. Nomination is made by the Grand Master to the General Grand Council. Anyone may nominate a Companion to the Grand Master for this award. Nomination forms are available online and from the office.
6. General Grand Council Adult Youth Leadership Award – awarded by the General Grand Council to one Missouri Companion per year who has displayed leadership above and beyond in working with Missouri Youth. Missouri Youth is not limited to DeMolay, Rainbow, and Jobs Daughters. Nomination is made by the Grand Master to the General Grand Council. Anyone may nominate a Companion to the Grand Master for this award. Nomination forms are available online and from the office.

### iii. Commandery

1. Commandery Knighting Certificates – available from the office at the request of the Commandery Recorder for any new member, free of charge. Recorders need only provide name, dates, and MMS Member ID numbers to the Grand Recorder and the certificates will be mailed to the Commandery to present to the new member as soon as he receives the orders, need at least one week lead time.

2. Veteran Membership Awards – awarded to members who have achieved 40 years of membership in a Missouri Commandery. The office will prepare a certificate and card for each member who has attained 40 years of membership. No pin is available. This comes only at the request of the Commandery Recorder – the office is not set up yet to let you know when your members are eligible. There is no charge for these certificates. In addition, at the request of the Recorder, a special 50-year certificate can be made at no charge. There is no charge for the certificates. 50-year jewels are available for new 50-year members at no charge, and available at a cost of \$25.00 to any 50-year member prior to 2005.
  3. Commandery Lewis and Clark Award – awarded to one Sir Knight per Region per year for service above and beyond the call of duty. Nominee need not be an officer and cannot be a Grand Officer. There is no provision that says that a member may not receive the Lewis and Clark Award because they have received it in another body, this is a Grand Commander decision only. Nominations are made by the R.G.C. to the Grand Commander no later than May 1 of each year. Nomination forms available online and from the office.
  4. Honor Commandery Award – awarded to a Commandery for completion of the requirements as outlined by the Honor Commandery Committee. Forms available online and from the office.
  5. Knight Templar Cross of Honor – awarded by the Grand Encampment to one Missouri Sir Knight per year. Nomination is made by the Grand Commander to the Grand Encampment. Anyone may nominate a Sir Knight to the Grand Commander for this award. Nomination forms are available online and from the office.
  6. Knight of Siloam – awarded by the Grand Commander to any Sir Knight who has made a \$500.00 contribution to the Knights Templar Eye Foundation.
- iv. General – the Grand Secretary/Recorder will work with anybody to prepare any type of special certificate of award not mentioned above for any Companion/Sir Knight. If you feel he should be honored, then by all means, honor him.

e. Ritual

- i. Chapter – The Chapter ritual is available from the office (\$10.00 each).

- ii. Council – The Council ritual is available from the office (\$10.00 each).
  - iii. Commandery – All Commanderies should be using the Grand Encampment white ritual book issued in 2019. All ritual is now in clear text, it is no longer cyphered.
  - iv. Proficiency Programs – The Grand Chapter and Grand Council have Ritual Proficiency Programs to award proficiency cards and certificates to those who have shown an expertise in the various parts of the rituals. Those wishing to be examined shall be examined by any combination of the following two Companions: Grand Officer, District/Regional Grand Officer, or Certified Lecturer (in the part being examined). Forms are available online and from the office.
  - v. Ritual Schools – may be conducted by the District/Regional Grand Lecturers. Grand Lecturers are always available for special schools and may set special schools when requested. For more information, contact the appropriate Grand Lecturer.
  - vi. Drill & Drill Competition – each year at Grand Commandery, Missouri Commanderies compete against each other in the opening of a Commandery using either Class A, Class B, or Class C drill. The drill competition rules can change, but are always communicated out to all Commanderies.
- f. Publications
- i. Royal Arch Mason Magazine – is quarterly publication published by the General Grand Chapter,=. All Royal Arch Masons can subscribe to the magazine through the General Grand Secretary of the General Grand Chapter.
  - ii. Knight Templar Magazine – a quarterly publication published by the Grand Encampment, is funded by part of the membership per capita in the Grand Commandery. Each Sir Knight in good standing is automatically subscribed to receive this publication.
  - iii. Missouri York Rite Beacon – a regular electronic publication produced by the Publication Committees for the Grand Chapter, Grand Council, and Grand Commandery. Past copies are always available on the website, and anyone interested in receiving a copy in their inbox can subscribe through the website.
- g. Annual Returns – the annual returns of each body are used to manage and account for the membership of Missouri York Rite Masons. It is a very important

management tool used by the grand officers accounting for membership totals, income, and used to help us determine where we are headed. Part of that return is an annual audit. The audit is not optional. It is a safeguard for your local body to ensure the responsible maintenance of the body's financial assets. If your annual return is not submitted in a timely manner, the grand body cannot accurately determine its needs with regards to membership and budget. Much happens between March 1 and April 1 to get ready for the grand session. If your return is not submitted and accurate, you are holding up the entire state budget process.

- h. Proceedings – the annual proceedings (and Preliminary Proceedings) of the Grand Chapter, Grand Council, and Grand Commandery are a record of the actions of those bodies during the grand sessions and they are available in the Document Library on the website.
  - i. Dues Notices – By order of each of the three presiding grand officers, each organization's dues notice is to include voluntary contributions to the ALL of the respective charities. You need to make sure this is being accomplished. The money collected is to be turned over to the Grand Secretary/Recorder when it is collected, throughout the year. Contributions to be added to the dues notice are:
    - i. RARA - \$3.65
    - ii. CMMR - \$3.65
    - iii. CEF (Charity Endowment Fund) - \$3.65
    - iv. KTEF - \$5.00
    - v. Holy Land Pilgrimage Endowment Fund - \$3.65
4. After each official visit, you should complete a Visitation Report (available online or from the office) and send it to your presiding grand officer and a copy to the Grand Secretary/Recorder. They use this information to understand how each organization under their responsibility stands.
5. It shall also be your responsibility to work with your counterparts to conduct the annual York Rite Conference to be held in your region. This is not expected to be a one-man show; you should call on your counterparts, grand officers, and committee members to do their part. Try to get the most knowledgeable person to make a presentation on the various parts needed (see York Rite Conference Suggested Format & Planning, published by the Grand Secretary/Recorder). Conference dates are to be coordinated with your counterparts and communicated to the Grand Secretary/Recorder for scheduling. Should a conflict occur, you may need an alternative date. It is not the responsibility of the Grand Line Officers to conduct the meeting, neither is it the responsibility of only one of the District/Regional Grand Officers to conduct the meeting. It needs to be a joint effort, well planned and well executed.
6. Official visit reception: you are the personal representative of your presiding Grand Officer when you make official visits. You are entitled to and will receive the grand

honors. Any time you are not making an official visit, you will not be entitled to grand honors. If you are making your official visit and the presiding grand officer shows up, you are still entitled to grand honors. Finally, Regional Grand Masters are to wear a cover (hat) when making official visits.

7. The duties and responsibilities of a Regional Grand Officer are not to be taken lightly. If, for any reason, you feel you cannot meet the obligations of the office, please let your presiding grand officer know as soon as possible. This is not a reflection of you personally; many of us are really very busy with job, home, community, etc. and simply cannot provide the amount of time (and money) required to perform the duties of the office as well as they might require.
8. As always, your Grand Officers and the office of the Grand Secretary/Recorder are always available to you. Should you need any assistance or information, simply let us know.
9. Finally, please keep in mind that this is a first draft and there may be a need for corrections and updates. Please send your suggestions to the Grand Secretary/Recorder or, if you feel the need, please address your concerns to your presiding grand officer. We hope this helps to clarify some issues some of you have addressed to us.

*Donald MacCormick*

*Grand Secretary, Grand Chapter  
Grand Recorder, Grand Council*

*Roger D. Fler*

*Grand Recorder, Grand Commandery*