



GRAND COMMANDERY of KNIGHTS TEMPLAR of Pennsylvania

Workshop Guidelines

Goal:

To bring hands on, face to face drill and tactics instruction to the officers and members of each commandery that will lead to improvement in their work.

Notification:

The commandery officers and members are to be given ample notification of the date for the workshop in order for full participation.

Instructor:

The instructor(s) of the workshop is to be the Division Commander and/or his chosen qualified instructor(s).

Occurrence:

- a. The workshop is to be held during the Templar year. Since it is to be in place of an inspection, it is recommended to take place at the approximate time in the year as the inspection did.
- b. You may do more than 1 workshop per year if the Commandery needs them, but will only report on the first one.

Time:

The workshop is to be the program of the conclave that evening. It is meant to last at a minimum of 20 minutes, but not longer than 30 minutes.

Workshop Topics that can be covered:

1. Manual of the Sword
2. Opening of a Commandery-
 - a. Emphasis:
 - i. Bible opening
 - ii. Passing the Word
3. Sword salutes/Hand Salutes
4. Receiving Dignitaries
 - a. Emphasis:
 - i. Captain of Escort
 - ii. Escort members – forming, emphasis on commands and SW and JW participation
 - iii. Commander and Generalissimo dialogue
 - iv. Escort open and close ranks
5. Closing of a Commandery

*The above are suggested topics.

If you find other topics, please teach them and include in the report. The goal is to start small and build over time – DO NOT try and cover ALL or even multiple topics in a workshop unless you find it necessary. Select the topic the will be best for that commandery. You as Division Commander should know the level of instruction needed for each commandery. If you don't, then start at the beginning.

Other work:

You will inspect Book's, Records, and Uniforms, prior to the start of meeting, as you did with inspection, to make sure the work is being done and the Commandery is in order, also to assist in the correct uniform.

Outcome:

There is to be no grading of the workshop. Although observance of the positive and negative issues are to be recorded for inclusion in a report. That information is needed to build upon future workshops.

Follow up:

The Division Commander is to write a detailed report of the outcome of the workshop of each commandery and email it to the Grand Commander and Section Officer.

Information to be contained in the DC report: E-mailed to the REGC and the Section Officer

1. Commandery name, number, division
2. Date of workshop
3. Names of participants in the workshop
4. Instructors of the workshop
5. Topic(s) covered in the workshop
6. Outcome of the workshop
7. Commandery records in order

The Eminent Commander is to write a report evaluating the workshop and email it to the Grand Commander.

Information to be contained in the EC report: E-mailed to the REGC

1. Commandery name, number, division
2. Date of workshop
3. Name of Instructors of the workshop
4. Topic(s) covered in the workshop
5. Outcome of the workshop
 - a: what you thought (good or bad)
 - b: things to improve or change
 - c: how was the instruction
6. What you would like to see to improve your Commandery