

Constituent Commandery Drill and Tactics Manual



Produced by the Grand Commandery of Knights
Templar of Pennsylvania

Adopted - September 1970

Revised - May 1994

Approved with Revisions - May 2002

Approved with Revisions - November 2012

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Note: The Manual of the Sword, the Order of
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located in the Records and Resources Section
<http://pagrandcommandery.org/blog/2011/05/31/general-order-no-1-4/> .

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GENERAL REGULATIONS and INSTRUCTIONS

WEARING AND DECORUM OF THE TEMPLAR UNIFORM

The Pennsylvania regulation Templar Uniform is the short, double-breasted, black coat, with pocket flaps and plain black buttons. The high-collar, long style coat, with outside sword belt, is no longer permitted. The sword belt is to be worn under the uniform coat, without a scabbard control chain.

The tie must be black. When worn with the Templar Uniform there should be no visible decorations, stick pins, or embroidery. A bow tie is not part of the Templar Uniform.

There are to be no pins, flags, patches or decorations on the Templar Uniform other than those designated and / or permitted by the Grand Commandery of Pennsylvania or the Grand Encampment.

Collar crosses are to be worn on the upper lapel, one-half inch from the outer and notch edges, the vertical axis being parallel with the outer edge of the lapel. Sir Knights and floor officers will wear crosses outlined in silver; dais officers and Past Commanders will wear crosses outlined in gold.

Shoulder Straps are to be placed parallel with and not more than 3/8" from the sleeve seam and worn on top of the shoulder. Two thirds of the strap should be forward of the shoulder seam. Shoulder Straps of the Generalissimo and Captain General are to be placed with the Square or Level toward the seam of the sleeve and the Lamb or Cock looking forward or with the Lamb or Cock looking inward toward the neck and the Square or

Level toward the front. Refer to Uniforms Figures and Diagrams on page 41.

Templar Uniform trousers are to be black, without cuffs or stripes. Tuxedo trousers are not acceptable or permitted. Socks or hose are to be plain black in color. Shoes should be black, plain styled and clean.

The Passion or Templar Cross emblem is to be worn on the left side of the chapeau. Pennsylvania regulations do not permit a yellow or gold bullion stripe on the sides of the chapeau.

A Past Commander who is re-elected and re-installed into the office of Commander, Generalissimo or Captain General will wear the shoulder straps and jewel of the office instead of his Past Commander shoulder straps and Past Commander jewel.

When serving as an Appointed Grand Officer, a Sir Knight will wear the Templar Cross on the chapeau and collar, rendered in gold metallic thread. Appointed Grand Officers are also permitted to wear a tassel rendered in gold metallic thread on the front of the chapeau. After an appointment is completed, the Sir Knight will revert to wearing the Passion Cross on his chapeau and collar, but is entitled to retain the chapeau tassel.

The Cap and Mantle has been approved as an alternative to the uniform described above.

JEWELS

Templar jewels will be worn on the left breast, in the following order, from right to left (from collar toward the sleeve):

- Knights Templar Cross of Honor
- Jewel of Office
- Past Commanders Jewel

- Meritorious Jewel
- Commandery Badge or Membership Jewel
- The Malta Jewel

No more than three jewels may be worn on the Knights Templar Uniform, one of which must be the Malta Jewel. The only exception to this rule is a recipient of the KTCH, who may wear this honor as a fourth jewel.

PUBLIC APPEARANCE IN TEMPLAR UNIFORM

Commanderies shall not appear in public in Templar Uniform without a dispensation from the Grand Commander, except for funeral occasions or to attend religious services. They may, without dispensation, appear in Templar Uniform upon invitation to attend meetings or sponsored activities of other Masonic or Masonic-related bodies.

When attending other Masonic meetings in Templar Uniform as individuals, Sir Knights should appear without sword or chapeau and wear the Masonic apron of the Masonic body of which he is attending.

RENDERING AND EXCHANGING SALUTES

Upon addressing or being addressed, the junior officer will always make the first salute and will hold his salute until it is acknowledged by a salute of the senior officer; both will drop their salutes together, with the senior officer's hand or sword starting down first.

A junior officer, having received an order, will exchange salutes with the senior officer who gave the order. He will render the salute when addressed with the hand or the sword (depending on whether the sword is currently being held.)

A Sir Knight does not render a salute when making a report that does not require further action; for example, "Your Order has been obeyed." In this situation, the Sir Knight would make the report, return his sword and sit down or remain standing at "Carry - Swords" (depending on if the Sir Knights in the Asylum are sitting or standing at "Carry - Swords.")

The sword should never be drawn specifically for the purpose of rendering or returning a salute. A Sir Knight being addressed should hand salute after receiving an order then draw his sword to the "Carry - Swords" position prior stepping off to execute the order. The only exception is when a senior officer needs to issue a command to the Sir Knights as a group or to a subordinate officer.

Sir Knights will not talk through a hand or sword salute. The Sir Knight should address the officer first and then render the salute, holding it until the senior officer acknowledges his salute; both Sir Knights will drop their salutes together, with the hand of the senior officer starting down first. The only exception is when saying the Pledge of Allegiance

If a Past Commander or other officer is serving in a station on the floor of the Asylum, he assumes the rank of that station and will render the sword salute for that station (instead of the Officer's Sword salute.) Any Sir Knight serving as Captain of the Escort will use the Officer's Sword salute. Current Elected Officers, Past Commanders, Grand Elected and Grand Appointed Officers, who are serving in the lines of an escort, will render the

standard "Present - Swords" when the Captain of the Escort gives the command to "Present - Swords."

GIVING COMMANDS

An Officer issuing a command does not execute his own commands. For example, if the Commandery is at "Attention" and at "Carry - Swords" and a prayer is to be given, the commanding officer will command "Order - Swords" followed by "Un - Cover." When all others have executed his command and ordered swords and uncovered, he will then "Order" his Sword and uncover. Upon completion of the prayer the commanding officer recovers and comes to "Carry - Swords." Only then does he give the commands of "Re - Cover" and "Carry - Swords" to the Sir Knights.

Any officer or Sir Knight should be at "Carry - Swords" prior to issuing a command or giving an order. However, the Commander or the officer in charge of the Asylum may issue an order to a single Sir Knight without having his sword drawn. Sir Knights should never give an order or make a report while in the hand salute or sword salute position. All commands and reports should be given at the "Carry - Swords" position.

DECORUM OF OFFICERS AND SIR KNIGHTS IN ASYLUM

When a Sir Knight is seated or fills a station, he should be seated erect, with both feet on the floor and holding his sword in his lap, as if standing in the "Secure-Swords" position.

On the command "Draw - Swords" only the Sir Knights in the front row (or who are in a position where drawing a sword does not create a hazard) will draw their swords.

When the Commandery is standing at "Attention" and the command "Present - Swords" is given, all the Sir Knights without a drawn sword, whether in uniform or not, covered or uncovered, will render the hand salute. This direction covers when presenting the U.S. Flag, receiving guests, and all other situations. This does not apply to the Flag Ceremony, as it is considered a part of the opening tactics.

The United States flag is never dipped. It is carried in an upright position, as near to perpendicular as possible.

A Sir Knight will not, at anytime, draw his sword nor return his sword while marching or moving. Drawing and returning of swords is to be done only while standing at "Attention." When commanding Sir Knights to "Draw - Swords," the command "Carry - Swords" is unnecessary. When the sword is drawn it must always be brought to the "Carry - Swords" position. Additionally, the sword must always be brought to the "Carry - Swords" position prior to being returned to the scabbard.

When the sword is drawn and the Sir Knight is moving, his sword is to be at the "Carry - Swords" position. In Commandery movements, unless otherwise directed, an officer or Sir Knight marches or moves to his designated place or position by the shortest and most direct route.

The Penal Sign is used only upon entering or retiring from the outer door of the Asylum, and then only when the Asylum is tiled and a Commandery has been declared open; at all other times a hand salute is given.

The Altar is placed in the Northeast corner of the Asylum, parallel with the dais, leaving sufficient space to the East and North sides to permit a Sir Knight to walk around it if necessary.

DECORUM OF THE COMMANDER

The Commander may remain seated during the opening and closing tactics and during his meeting, except when the Commandery is called to "Attention." The Commander need not arise to acknowledge the salute of a subordinate officer. Additionally, he need not have his sword drawn to issue a Command or directive to a single officer. However, he must be standing and at "Carry - Swords" to issue commands directly to the Sir Knights as a group.

The Commander need not execute the commands of the Captain General unless he desires to or the tactics specify otherwise.

When performing the opening and closing tactics and during conferral of the Orders, the Commander must be covered to acknowledge the bow from the Prelate with a hand or sword salute. After saluting, the Commander then uncovers.

The position assumed by the Commander when declaring the Commandery open or closed is the "Arch-of-Steel, Cross-Swords" position. This position is reached, by first executing "Present - Swords" and then, after a slight pause, moving to the

“Cross-Swords” position. Likewise, the movement back to “Carry - Swords” is done by returning to “Present - Swords,” and then after a slight pause, to the “Carry - Swords” position.



Commander remains at "Carry-Swords" after the Captain General's command of "Present - Swords."



First and initial movement to the "Present - Swords" position.



Second and final position for the declaration by the Commander.

DECORUM OF THE PRELATE

The Prelate shall wear his robes of office while officiating in the conferring of the "Orders" and may wear them outside the Asylum when attending a Templar funeral or Templar religious service. At all other times he shall wear the regulation Templar Uniform and jewel of office. While in his robes, the Prelate will render salutes by bowing ceremoniously with his right hand over his heart.

When in uniform, the Prelate will wear a chapeau but will not carry a sword. He will render all salutes with the hand.

UNCOVERING AND RECOVERING MOVEMENTS AND POSITIONS

All motion in the “Un - Cover” and “Re - Cover” commands occur at the execution command of "Cover.” No motion is to take place on the preparatory commands of "Un" or "Re.”

To “Un - Cover,” whether standing, kneeling, or seated, take the chapeau by the front piece with the left hand, raise it from the head and place it on the right breast and shoulder, slightly to the front. The Chapeau should be close to the neck and not canted or leaning over the edge of the shoulder.

If the command "to your devotions" is given, all Sir Knights should “Un - Cover,” whether kneeling or standing.

PLEDGING ALLEGIANCE AND SINGING OF THE NATIONAL ANTHEM

A Sir Knight will pledge allegiance to the flag of the United States of America and sing the National Anthem in the manner described below for the situation.

In the Asylum:

Sir Knights who are able will have sword drawn, standing at "Carry - Swords,” will face the flag and recite the pledge and sing the anthem (if the anthem is to be sung.)

Sir Knights without a drawn sword, with or without a chapeau, in Templar Uniform or civilian clothes, will place the right hand over the heart, face the flag, recite the pledge

and sing the anthem (if the anthem is to be sung.) This does not apply during the opening tactics.

Members of the Standard Guard will stand at "Carry - Swords" or at "Attention" and will not recite the pledge or sing the anthem.

Members of an Escort that is standing at "Present - Swords," "Carry - Swords," or at "Attention," will not face the flag, recite the pledge, or sing the anthem.

Out of the Asylum at a Templar Function

With or without a chapeau, place the right hand over the heart, face the flag and recite the pledge and sing the anthem (if the anthem is to be sung.)

Members of the Standard Guard will stand at "Carry - Swords" or at "Attention" and will not recite the pledge or sing the anthem.

Members of an Escort that is standing at "Present - Swords," "Carry - Swords," or at "Attention" will not face the flag, recite the pledge, or sing the anthem.

Out of the Asylum at Non-Templar Functions

Sir Knights in Templar Uniform with a drawn sword, will stand at "Carry - Swords," face the flag and recite the pledge and sing the anthem (if the anthem is to be sung.) If the Sir Knights are given the command to "Present - Swords" they will not face the flag, recite the pledge, or sing the anthem.

Sir Knights in Templar Uniform, without a drawn sword and wearing a chapeau, will stand at "Attention," place the right

hand over the heart, face the flag and recite the pledge and sing the anthem (if the anthem is to be sung.)

Sir Knights in Templar Uniform without a chapeau, or out of uniform without a headdress, will stand at "Attention," place the right hand over the heart, face the flag and recite the pledge and sing the anthem (if the anthem is to be sung.)

Sir Knights out of uniform, but with a headdress, will remove the headdress with the right hand and hold it at the left shoulder, with the right hand being over the heart, will face the flag and recite the pledge and sing the anthem (if the anthem is to be sung.)

NOMINATION AND ELECTION OF OFFICERS

The nomination and election of officers may be completed by voice vote at the March Stated Conclave, unless there is a contest. Should a contest exist, a ballot must be distributed, a secret vote taken, and counted by tellers. The tellers will announce the results of the vote. A simple majority is needed for election.

A Sir Knight must have received the Order of the Temple to be elected or appointed to an office.

See the section on Balloting for complete procedures.

RULES and GUIDELINES FOR RECEIVING GUESTS

OFFICIAL, HONORARY, AND FULL TITLES

Official Titles

An officer's official title is his given rank – i.e. "Grand Commander" or "Deputy Grand Commander" or "Grand Senior Warden" or "Commander" or "Captain General" or "Senior Warden." The official title is used when referring to an officer, such as "The Commander said...", and as a salutation used on a communication or letter, such as "S.K. John Doe, Commander."

Honorary Titles

Honorary titles consist of additions to the rank. The honorary title of the Grand Commander is "Right Eminent." The Deputy Grand Commander is termed as "Very Eminent." The other Grand Officers and the Commanders of constituent Commanderies are termed as "Eminent".

The honorary title is to be used when an officer is addressed or recognized and it will immediately precede the officer's official title, such as "Right Eminent Grand Commander," or "Eminent Commander."

Full Titles

A Grand Officer's full title would be "Sir Knight John Doe, Right Eminent Grand Commander, of the Grand Commandery of Knights Templar of Pennsylvania."

A constituent Commander's full title would be "Sir Knight John Doe, Eminent Commander of Perfection Commandery Number 00."

A full title is normally used when introducing a dignitary at the foot of the Escort lines or when formally recognizing him on the side-lines.

RULES FOR RECOGNIZING

The person responsible for making introductions should know the dignitary's correct name (including pronunciation of his name), and his proper rank / title, to be used when receiving or recognizing him. When possible, assign introduction duties in advance; make certain that all involved know the specifics of how they are to perform their duties.

Recognize dignitaries for remarks in descending sequence (highest to lowest.) A dignitary / officer should not be required to stand in recognition of one who is his junior in rank, except for an unusual situation. An officer should be recognized by his highest current and / or highest past title or station. For example a Grand Recorder who is also a Past Grand Commander is received as a Past Grand Commander in the order of his seniority, i.e. "Sir Knight John Doe, Right Eminent Past Grand Commander and Grand Recorder of the Grand Commandery of Knights Templar of Pennsylvania."

Grand Officers or Division Commanders are not recognized as Past Commanders, as their current rank is higher than their past rank. A past rank is generally only recognized when it is higher than the dignitary's current rank or station.

USE OF NOTE CARDS

You are allowed and encouraged to make use of note cards if several introductions are to be made. You should put only one dignitary or group of associated dignitaries on each card, giving full names and titles. You should arrange cards in ascending introductory sequence and provide duplicate sets to the receiving officer in the East and the introducing officer for use at the foot of the lines. The time spent doing this in advance will be paid back in a more orderly, proper, and impressive reception and recognition ceremony.

One suggestion is to rotate two or more Sir Knights when a number of introductions are to be made. Provide each with note cards for the persons they are to introduce with full names and titles, one name or group to a card, in ascending introductory sequence. This will shorten introductory time. Remember to have a duplicate set of cards in the East.

INTRODUCING AND RECEIVING GROUPS

When a group is being received it should enter at “Secure-Swords,” so that the most junior member is on the North end of one or more ranks, formed six feet behind the foot of the lines.

The dignitaries, in a group at the foot of the lines, should be introduced and recognized in descending sequence of rank (highest to lowest.)

When a group is being received thru the lines as a group, only the first and highest ranking member of the group will render the salute to the Escort. The others will follow thru the Lines at “Drop-Swords,” without saluting.

INTRODUCING AND RECEIVING INDIVIDUALS

You should introduce and receive individual dignitaries, or individual members of a group, through the Escort lines in ascending sequence (lowest to highest.)

The only Sir Knights entitled to an Arch of Steel are the Grand Commander, Past Grand Commanders, and Officers of the Grand Encampment (or their designates.) A designate is one who has been officially so-named, in writing, to act in place of and to receive the honors due the designating officer. If it is desired to receive someone with an Arch of Steel who is not entitled to that honor, he must be accompanied through the lines by another who is entitled to receive such honor. For instance when you wish to provide the Right Worshipful Grand Master with an Arch of Steel, an officer entitled to that honor should conduct him through the lines.

The honor of an Arch of Steel is permitted for receiving Masonic, political, or youth group dignitaries during a public, non-templar, open installation of officers or other ceremony.

RECEIVING GRAND OFFICERS

A Past Grand Commander of another Grand Commandery should be received separately from the Past Grand Commanders of Pennsylvania. Their recognition is a courtesy. They should be received between the Past Grand Commanders of Pennsylvania and the Grand Senior Warden.

A Past Department Commander must be recognized alone when he is wearing the Patriarchal Cross. When not wearing the cord and cross he may be received with the other Past

Grand Commanders in the order of his seniority as a Past Grand Commander.

In most instances, the Elected Grand Officers of other Grand Bodies will be received by the Grand Commander, or another Grand Commandery officer, after he has been received and control of the Asylum has been turned over to him. Appointed Officers of other Grand Bodies, who are not accompanied by their respective Elected Grand Officers, would be received following the Grand Commandery Appointed Officers.

When an Elected Grand Commandery Officer, being received officially, is accompanied by his junior officers, the Grand Officer will be received through the lines alone. The Grand Officer can then introduce and receive those accompanying him individually or as a group, asking them to approach his station, where they are greeted by him and then by the Commander. Alternately, the entire party may be introduced at the "Foot of the Lines," beginning with highest rank. The entire party is then directed to "Approach" through the lines, the highest ranking officer in the lead and saluting for the group. Each member of the group is greeted by the Grand Officer and by the Commander and then directed to seats.

The Grand Commander and current Grand Encampment Officers or their designates must be received alone through the lines, with the Charter of the Commandery and the station of the Commander being surrendered to him. He may then introduce his accompanying officers as above.

A Grand Presiding Officer of another Masonic body, or his designate, should be received through the lines escorted by the receiving officer to the East without station turnover. The only exception is the Right Worshipful Grand Master of Free and Accepted Masons of the Commonwealth of Pennsylvania, who should assume control the Asylum upon his arrival in the East.

RECEIVING AND BEING RECEIVED

To be received officially through the lines, Sir Knights should be in Templar Uniform and wearing the jewels and regalia of their office. Other Masonic dignitaries should also be attired in the full dress and regalia of their office to be officially recognized through the lines.

At no times should a dignitary salute or go through the lines at "Secure-Swords."

As the introducing officer salutes, after addressing the receiving officer, the party will render the Penal Sign if the Commandery is tiled, or a hand salute, if during a public ceremony.

The receiving officer then addresses the guest(s) by name and official title. The guest steps forward one pace as his name and title are given, hand salutes (or stands at attention if a non-Templar dignitary) and then steps back to his former position. The receiving officer does not return this salute.

The salute to the Escort is rendered as you reach the foot of the lines and is dropped after you pass the head of the lines. Those saluting while passing through the lines are returning the salute of the Escort. The receiving officer does not return this salute.

Officers being received under an Arch of Steel must pass through the lines in single file. Dignitaries being received with "Present - Swords" should pass through the lines in single file according to their seniority.

A dignitary should not proceed through the lines of the Escort until the Escort and the Asylum are standing at "Present - Swords" and / or at an Arch-of-Steel. It is improper to "rush"

the Escort or proceed to the East before the honors being rendered are in place.

The Captain of the Escort renders the Officer's Sword salute and the Officer's Present Swords, when in command of the Escort. Current Elected Officers, Past Commanders, Grand Elected, and Grand Appointed Officers who are serving in the lines of an escort will render the standard "Present - Swords" when the Captain of the Escort gives the command to "Present - Swords."

The Escort takes commands only from the Captain of the Escort. The Captain of the Escort should not retire the Escort until directed to do so by the Captain General or the officer in charge of the Asylum. The Escort is not to be dismissed from the center of the Asylum. It is to be marched to the sidelines or out of the Asylum and then dismissed.

The officers and the Sir Knights on the sidelines take commands only from the Commander, the Captain General, or the officer in charge of the Asylum.

TACTICS AND GUIDELINES FOR OFFICERS AND ESCORT

The introducing officer should control timing of introductions and guests through the lines to allow the Escort to execute commands as required. Remember, the Escort does not "Present - Swords" until the guest is directed to approach the receiving officer's station.

The Commandery is raised to attention and ordered to "Draw - Swords" by the Captain-General as the Escort, or in its absence the dignitary, enters the Asylum. If the Grand Commander or a

Grand Encampment Officer is being received, the order to “Present - Swords,” will also be given by the Captain General with the Sir Knights being brought to “Carry - Swords” after the dignitaries reach the foot of the lines or the center of the Asylum. The receiving officer and the Escort remain at attention.

The Sir Knights on the sidelines are commanded to “Present - Swords” by the Captain General immediately after the Escort assumes the appropriate position as directed by command of the Captain of the Escort. The Escort is brought to “Carry - Swords” by the Captain of the Escort after the dignitaries pass his position at the head of the lines. Those on the sidelines are then brought to “Carry - Swords” by the Captain General.

The Commander or receiving officer does not draw his sword nor salute when the command “Present - Swords” is given by the Captain General. Likewise, he does not salute when the dignitary salutes the Escort while passing through the lines.

Try to avoid raising and seating the Commandery repeatedly or drawing and returning swords excessively. You should not have the Escort and / or Sir Knights stand at “Carry - Swords” for an extended period of time. If it appears that a delay is likely, command the Escort and / or Sir Knights to “Order - Swords,” returning them to “Carry - Swords” as the Escort or dignitary enters the Asylum, or when the delay is about to end.

RECEIVING WITHOUT AN ESCORT

If an insufficient number of Sir Knights are available to form an escort, follow the routines and tactics for receiving dignitaries, deleting the commands and references to the Escort. In such instances, the Sir Knights on the side-lines are

considered to be acting as the Escort. The other rules of reception still apply. The dignitaries being received are escorted by the Generalissimo or introducing officer to the center of the Asylum to be introduced and recognized. As the dignitaries enter, the Captain General commands the Asylum to "Attention" and the Sir Knights to "Draw - Swords."

When the dignitaries are invited to approach the East to be greeted by the Commander or receiving officer, the Captain General commands the Sir Knights to "Present - Swords," returning them to "Carry - Swords" after the dignitaries reach the officer's station.

REFERENCES FOR ALL TACTICS

Spoken dialogue is **bold faced** within the text to help differentiate it from movement instructions and notes. All bold faced text should be spoken.

Movement instructions appear in parenthesis (example movement) and provide guidance on floor work. These instructions should not be spoken.

Notes are provided following certain portions in an effort to provide clarification. Notes appear in *italics* and are not to be spoken. They are for reference only.

Movements Key:

* Hand Salute

Salute Swords for Junior Officers

+ Salute Swords for Dais Officers and PC's

Officer abbreviation key:

C. – Commander

C.G. – Captain General

J.W. – Junior Warden

Sw.B. – Sword Bearer

W. – Warder

R. – Recorder

C.E. – Captain of the Escort

G. – Generalissimo

S.W. – Senior Warden

P. – Prelate

St.B. – Standard Bearer

T. – Treasurer

M. – Marshal

OPENING TACTICS

- C. **Officers, take your stations.** (Officers stand in place.)
Sir Knights, be seated. (Officers sit.)
- C. (Standing) **Sir Knight Senior Warden,** (S.W. arises, *, C. *) **are all present Knights Templar?** (S.W. *, C. *)
- S.W. (Draws sword, faces north and addresses the J.W.) **Sir Knight Junior Warden,** (J.W. arises, faces south and *, S.W. #) **are all on the North Knights Templar?** (J.W. *, S.W. #)

(J.W. draws his sword. Both Wardens face East and march in that direction simultaneously. When the Wardens arrive within two paces (six feet) of the dais, they will halt – Right and Left Inward face (toward each other) – take one Pace forward (toward each other) – Halt – Right and Left Face toward the West – then step off and proceed at route step in that direction, passing inside their respective chairs. En-route, they will scan the sidelines. Having completed their tours, they will face each other in the west approximately two paces East of the Standard Guard where the J.W. will report.)

- J.W. **Sir Knight Senior Warden,** (J.W. #, S.W. #, both return to "Carry - Swords" simultaneously) **all on the North are Knights Templar.**

(Both Wardens face East and march toward their stations nearing their chairs. The S.W. will oblique right and the J.W. will oblique left and each will halt approximately one pace east of his chair. The complete

tour will take place within the Wardens chairs, with the exception of closing any side doors.)

- S.W. **Eminent Commander**, (S.W. #, C., who is still standing *, J.W. remains at "Carry- Swords.") **all present are Knights Templar** (Both Wardens return swords and are seated simultaneously.)
- C. **Sir Knight Warder**, (Warder arises *, C. *) **Post the Sentinel, inform him that Commandery, Number is about to be opened and direct him to guard accordingly.** (W. *, C. *)
- W. (Draws sword, goes to the outer door and opens it, no knocks.) **Sir Knight Sentinel**, (S. *, W. #) **A Commandery of Knights Templar is about to be opened. You are directed to guard accordingly.** (S. *, W #) (W. closes the outer door and gives the proper knocks which are returned by the S. The W. reenters the Asylum and goes to his station where he reports.)
- W. **Eminent Commander**, (W. #, C. *) **The Sentinel is at his post and the Asylum is duly guarded.** (W. returns his sword and is seated.)
- C. (Draws sword) **Commandery - Attention. Sir Knights, Draw - Swords. Sir Knight Sword Bearer**, (Sw.B. #, C. +) **Present the United States Flag.** (Sw.B. #, C. +)
- Sw.B. (Left face) **Sir Knight Standard Bearer**, (St.B. faces right, #, Sw.B. #) **Secure the United States Flag.** (St.B. #, Sw.B. # and faces right) (St.B. returns his sword, passes in front of the Sw.B., and goes to the southwest corner of the Asylum to secure the flag. The

flag must be in a stand. He grasps the staff with his right hand at shoulder height, back of his hand to the front. His left hand steadies his scabbard with the flag being held as close as perpendicular as possible. He then returns to his station, one pace in front of his chair. The Sw.B. and W. will then step forward into line with the St.B.)

C.G. (When the St.B. has returned to his station.) **All Sir Knights who do not have a drawn sword will hand salute when the command “Present - Swords” is given. The pledge of allegiance will be given at hand salute or by placing the right hand over the heart.**

Note: Placing the right hand over the heart is an option for those in civilian dress.

Note: MARCH Decision No.1 8/27/11

C.G. **Sir Knights, Present - Swords.** (C. +, G. +, C.G. +, and all others will either # or *.)

Note: While escorting the Flag, either in motion or at rest, the Standard Guard will remain at “Carry - Swords” and not speak or sing. When the Standard Guard halts between the Senior and Junior Wardens they become part of the Standard Guard and they will remain at “Carry - Swords” and not speak or sing. The Senior and Junior Wardens, will revert to their normal station on the order of the Captain General to present swords at the end of the Pledge and National Anthem (if sung.)

Sw.B. **Standard Guard, Forward - March.**

Note: The Standard Guard advances to a position directly between the Senior and Junior Wardens.

Sw.B. Standard Guard, Halt.

C.G. (Comes to “Carry – Swords”) **Sir Knights, Carry - Swords.** (pause) **Return – Swords. Join the Eminent Commander in pledging allegiance to our flag. Hand – Salute.** (Comes to “Present – Swords”)

Note: All, including the Commander, return swords with the exception of the Standard Guard and Captain General. The Captain General “Presents - Swords” during the pledge and/or anthem, but does not pledge or sing. He acts as part of the Standard Guard. Pledge is given. National Anthem may be sung or played.

C. I pledge allegiance liberty and justice for all.

C.G. (Comes to “Carry - Swords”) **Sir Knights, Order - Arms,** (pause) **Draw - Swords.** (pause) **Present - Swords.**

Note: The Senior and Junior Wardens will take the order of the Captain General to Present Swords and will cease to be part of the Standard Guard at this time.

Sw.B. Standard Guard, Forward - March.

Note: The Standard Guard marches to within two paces of the dais.

Sw.B. Standard Guard - Halt. Sir Knight Standard Bearer, place the United States Flag. Standard Guard, Present - Swords.

Note: Standard Bearer does not move until the Standard Guard is at "Present - Swords." There should be no hesitation between the above orders.

Note: When the Standard Guard has come to "Present - Swords" the St.B. then steps-off and ascends the dais, places the flag in the holder, takes two steps backward, draws his sword and comes to "Carry - Swords" and then to "Present - Swords."

C.G. (Comes to "Carry - Swords") **Sir Knights, Carry - Swords.**

Note: All Sir Knights, including the Standard Guard will take this order from the Captain General and come to "Carry - Swords".

Sw.B. **Standard Guard, About - Face.** (The Standard Guard and the St.B. about face to the west and the St.B. takes his place between the Sw.B. and W.) **Forward - March.** (Standard Guard then marches to its station in the west.) **Standard Guard - Halt. About – Face.**

C. **Excellent Prelate,** (P. in uniform *, C. +) **Lead our Devotions.** (P. in uniform*, C. +)

C.G. **Sir Knights, Invert - Swords.** (C.G. inverts swords.)

P. **Sir Knights, join me in reciting the Apostle's Creed.**

"I believe in God the Father Almighty, Maker of Heaven and Earth, and in Jesus Christ His only Son, our Lord; Who was conceived by the Holy Ghost, Born of the Virgin Mary; Suffered under Pontius Pilate, Was crucified, dead and buried; He

descended into Hell; The third day He rose again from the dead; He ascended Into Heaven, And sitteth on the right hand of God the Father Almighty; From whence He shall come to judge the quick and the dead. I believe in the Holy Ghost; the Holy Catholic Church; The Communion of Saints; The Forgiveness of Sins; The resurrection of the body; And the Life Everlasting. Amen."

C.G. (Comes "Carry - Swords") **Sir Knights, Carry - Swords. Order - Swords. Un - Cover.** (C.G. "Order - Swords" and "Un - Covers".)

P. (The P. recites or reads the following prayer or another appropriate prayer.)

"O God, we who have pledged ourselves at Thy Holy Altar to practice and defend the religion as founded by Thy dear Son, our Savior, Jesus Christ, guide and so direct us that we may exemplify in our lives His blessed teachings that this great Order of Christian Knighthood may grow in grace and power. Raise up within our membership, men who shall be Thy messengers of hope and peace; lead us to the attainment of our ideals. Deliver us from despondency and doubt and grant that we may put on the breastplate of righteousness so that we may battle successfully against those who would dethrone Thee and repudiate Thy Son our Lord. Bless the Officers of the Grand Encampment, the Grand Commandery of this State and of our own Commandery. Imbue them with the strength of Thy Holy Spirit that they may lead us in the up-building of Thy Kingdom upon Earth and in the growth of our Order. This we ask in the name of Him whose

Cross we wear, Thy Son, Our Savior, the Lord Jesus Christ, who taught us when we pray to say: Our Father which art in Heaven, Hallowed be Thy Name, Thy Kingdom come, Thy will be done in Earth as it is in Heaven. Give us this day our daily bread and forgive us our debts as we forgive our debtors; and lead us not into temptation but deliver us from evil, for Thine is the Kingdom and the power and the glory forever. Amen".

C.G. (Recovers and comes “Carry – Swords”) **Sir Knights, Re - Cover. Carry - Swords. Present - Swords.** (C.G. Presents - Sword.)

C. (Comes to “Present – Swords” and then moves to the 1/2 of an Arch of Steel position.)

Waiving further ceremony, I now declare

**..... Commandery Number
open for the dispatch of such business as may
regularly come before it, requiring all Knights
present to govern themselves according to the
sublime principles of this magnanimous order.
(Comes to “Present – Swords,” then to “Carry –
Swords.”)**

C.G. (Comes to “Carry – Swords”) **Sir Knights, Carry – Swords.**

C. **Sir Knight Captain General, (C.G. +, C. +) form the lines for communicating the words. (C.G. +, C. +)**

C.G. **Officers, form the lines for communicating the words - March.**

(The officers take their positions in the lines facing East. First Division is in the South, Second Division is in the North.)

(EAST)

Second Division

First Division

G.

C.G.

J.W.

S.W.

W.

Sw.B.

- C. (The C. stays at his station at “Carry - Swords.”)
Officers in line, Inward - Face. The words are to be communicated across the lines. First Division, communicate to the Second Division the Pilgrim Warrior Word.
- C. **Guard - Give Cuts.** (4 cuts given.)
- C. **Communicate.** (The word is given only by First Division.)
- C. **Carry – Swords.** (Officers in line will come to the “Present – Swords” position and then move to the “Carry – Swords” position.)
- C. **Second Division, communicate to the First Division the Pilgrim Penitent Word.**
- C. **Guard – Give Cuts.** (4 cuts given)
- C. **Communicate.** (Both Sir Knights advance their left foot and place it beside the left foot of the other Sir Knight. Each Sir Knight places his left hand on the other Sir Knight’s right shoulder. The word is then given by the Second Division and the response is made

by the First Division. The “Communicating Position” is to be held until the command “Carry – Swords” is given.)

- C. **Carry - Swords.**
- C. **Sir Knights, Return - Swords.** (C. remains at “Carry – Swords.” All other Sir Knights in the Asylum return their swords.)
- C. **First Division, communicate to the Second Division the Immaculate Word.** (If all officers are able to kneel, the command "**Officers in line – Kneel.**" will be given at this time. If any Officers are unable to kneel, this command will not be given and all officers will stand.)
- C. **Sir Knights, Un – Cover.** (All Sir Knights in the Asylum will “Un – Cover,” except the Commander.)
- C. **Officers in line, Deposit - Chapeau.** (Done) **Interlace fingers.**

(The First Division crosses arms and hands, right over left. The Second Division extends arms and hands uncrossed and interlaces fingers with the Sir Knights opposite of them.)

- C. **Sir Knights, as your fingers are thus strongly interlaced so should the hearts of all Knights Templar be firmly united in the bonds of friendship and brotherly love. Over this symbol of our faith,** (C. “Orders - Swords” and “Un - Covers”), **Communicate.**

(The First Division gives the word. When done the Second Division crosses their arms and hands and gives the reply. Hands are dropped.)

- C. (C. "Re - Covers" and comes to "Carry - Swords")
Officers in line, Secure - Chapeau. (Chapeau is placed on the right shoulder in the "Un - Cover" position.)
- C. **Sir Knights, Re - Cover.** (All Sir Knights in the Asylum will "Re - Cover" at this time.) (If the Sir Knights are kneeling, the command "**Officers in line – Arise.**" will be given at this time.)
- C. **Officers in line, to your stations – March.** (C. returns his sword while the officers are in motion.)
- C.G. (Draws Sword) **Sir Knights, Un - Cover.** (C.G. "Orders - Swords" and "Un - Covers")
- P. (Without command, the Prelate descends to the floor and travels along the North side of the altar. He opens the Bible to the 28th Chapter of the Gospel of St. Matthew. He then places the swords individually in a crossed position on the pages, right over left (as the arms are crossed in giving the Immaculate Word) with the hilt of each sword resting on the bottom corners of the pages and the blade bisecting the upper corners of the pages. The cross shall then be placed on the right page between the swords. The square shall be placed on the left page between the swords and the compasses laid thereon in the Master Mason position. He then returns to his station. See Ritual Figures and Diagrams on page 42.)

Note: The Prelate may stand or kneel while he arranges the altar. If the Prelate is in Templar Uniform, he may deposit his chapeau at his station before attending to the altar.

C.G. (Recovers and comes "Carry – Swords") **Sir Knights, Re – Cover.**

C. **Sir Knight Warder, (W. *, C. *) inform the Sentinel that Commandery No. is now open and direct him to guard accordingly. (W. *, C. *)**

W. (The W. draws his sword and exits to the outer door. He opens the door without knocking.) **Sir Knight Sentinel, (S. *, W. #) The Commandery is now open. Take due notice and guard accordingly. (S. *, W. #)** (The W. closes the door, gives the proper knocks, which are answered by the S. and returns to his station in the Asylum.)

W. **Eminent Commander, (W. #, C. *) your order has been obeyed. (W. returns sword.)**

C.G. **Sir Knights, Be - Seated.** (C.G. "Returns - Sword" and is seated.)

REHEARSAL OF DUTIES

This Rehearsal of Duties may be used at the conclusion of the Minimal Short Form Opening.

- C. (Standing or seated) **Sir Knights, during the Rehearsal of Duties, those officers, when called upon, arise, salute with the hand, and remain standing at your post.**

- C. **Sir Knight Generalissimo, (G. *, C. *) Are you a Knight Templar?**

- G. **That is my title.**

- C. **Where were you created a Knight Templar?**

- G. **In a regular and duly constituted Commandery of Knights Templar.**

- C. **How many compose such a Commandery?**

- G. **There is an indispensable number and a constitutional number.**

- C. **What is the indispensable number?**

- G. **Three.**

- C. **Under what circumstances may three form and open a Commandery?**

- G. **Three Knights Templar, hailing from three separate Commanderies and acting under a lawful warrant,**

may form and open a Commandery of Knights Templar for the dispatch of business.

- C. What is the constitutional number?**
- G. Nine or more.**
- C. When composed of eleven, who are they?**
- G. The Commander, Generalissimo, Captain General, Senior Warden, Junior Warden, Prelate, Treasurer, Recorder, Standard Bearer, Sword Bearer, Warder.**
- C. The station of the Warder?**
- G. On the left of the Standard Bearer and on the left of the Second Division when separately formed.**
- C. Sir Knight Warder, (W. *, C. *) your duty?**
- W. To sound the assembly, post the Sentinel, announce the approach and departure of the Commander and see that the Asylum is duly guarded.**
- C. The station of the Sword Bearer?**
- W. On the right of the Standard Bearer and on the right of the Second Division when separately formed.**
- C. Sir Knight Sword Bearer, (Sw.B. *, C. *) your duty?**
- Sw.B. To assist in protecting the Banner of our Order.**
- C. The station of the Standard Bearer?**

Sw.B. In the west and in the center of the Second Division.

C. Sir Knight Standard Bearer, (St.B. *, C. *) your duty?

St.B. To display, support, and protect the Banner of our Order.

C. Why are you stationed in the West?

St.B. That the brilliant rays of the rising sun, shedding luster upon the Banner of our Order, may animate and encourage all valiant and magnanimous knights and dismay and confound their enemies.

C. The station of the Recorder?

Note: If the Commandery has a Recorder / Treasurer, please use the dialogue provided at the end of this section.

St.B. On the left and in front of the Captain General.

C. Sir Knight Recorder, (R. *, C. *) your duty?

R. Faithfully to record the transactions of the Commandery, collect the revenue, and pay it over to the Treasurer.

C. The station of the Treasurer?

R. On the right and in front of the Generalissimo.

C. Sir Knight Treasurer, (T. *, C. *) your duty?

- T. To receive and charge all funds and property of the Commandery, pay all orders drawn on the treasury and render a true account when required.**
- C. The station of the Prelate?**
- T. On the right of the Generalissimo.**
- C. Excellent Prelate, (P. *, C. *) your duty?**
- P. To minister at the altar and offer up prayers to the Deity.**
- C. The station of the Junior Warden?**
- P. At the north-west angle of the triangle, on the right or in front of the Third Division when separately formed and on the left of the Commandery when in line.**
- C. Sir Knight Junior Warden, (J.W. *, C. *) your duty?**
- J.W. To attend poor and weary pilgrims travelling from afar, accompany them on their journey and in due time recommend them to the Commander.**
- C. The station of the Senior Warden?**
- J.W. At the south-west angle of the triangle, on the right or in front of the First Division when separately formed and on the right of the Commandery when in line.**
- C. Sir Knight Senior Warden, (S.W. *, C. *) your duty?**

S.W. To attend pilgrim warriors, comfort and support pilgrim penitents and after due trial introduce them into the Asylum.

C. The station of the Captain General?

S.W. On the left of the Commander.

C. Sir Knight Captain General, (C.G. *, C. *) your duty?

C.G. To see that due preparation is made for the Conclaves of the Commandery, that the Asylum is in suitable array for the introduction of candidates and the dispatch of business, to execute the orders of the Commander and in his absence and that of the Generalissimo to preside.

C. The station of the Generalissimo?

C.G. On the right of the Commander.

C. Sir Knight Generalissimo, (G. *, C. *) your duty?

G. To assist the Commander in the duties of his office and in his absence to preside.

C. The station of the Commander?

G. In the East or at the head of the Commandery.

C. His duty?

G. To distribute alms to poor and weary pilgrims travelling from afar, feed the hungry, clothe the

naked, bind up the wounds of the afflicted, to inculcate the duties of charity and hospitality and govern the Commandery with justice and moderation.

C. Sir Knights be seated.

Note: If a Commandery has a Treasurer-Recorder, the following dialogue is used where indicated above.

C. The station of the Treasurer - Recorder?

St.B. On the left and in front of the Captain General.

**C. Sir Knight Treasurer - Recorder, (T. - R. *, C. *)
Your duty?**

T. - R. Faithfully to record the transactions of the Commandery, collect the revenue, receive and charge all funds and property of the Commandery, pay all orders drawn on the treasury and render a true account when required.

C. The station of the Prelate?

MEMORIAL CROSS

(The C. announces the formation of the Memorial Cross to honor deceased Fraters.)

C. **Commandery - Attention.**

Note:

- *C. Reads deceased SK's name.*
- *G. Reads date of deceased SK's Knighting.*
- *C.G. Reads date of deceased SK's death.*

OR

- *C. or R. reads the information.*

C. **Officers, form the Memorial Cross - March.**

Note:

- *G. and C.G. take their positions in the cross in line with the S.W. and J.W. facing East.*
- *T. or designated Sir Knight takes position centered between and one step behind the G. and C.G. facing East.*
- *takes a position centered between and one step in front of the G. and C.G. facing East.*
- *S.W. and J.W. stand fast or if needed inward-face and close on the G. and C.G.*
- *St.B. advances to a position one step behind the T.*
- *Sw.B. advances to a position one step behind the St.B.*
- *W. Advances to a position one step behind the Sw.B.*

C. **Excellent Prelate, (P. *, C. *) accompany me to the Memorial Cross. (P. *, C. *)**

Note:

- *P. takes a position centered between the G. and C.G. facing East.*
- *C. takes a position one step in front of the R. facing West.*

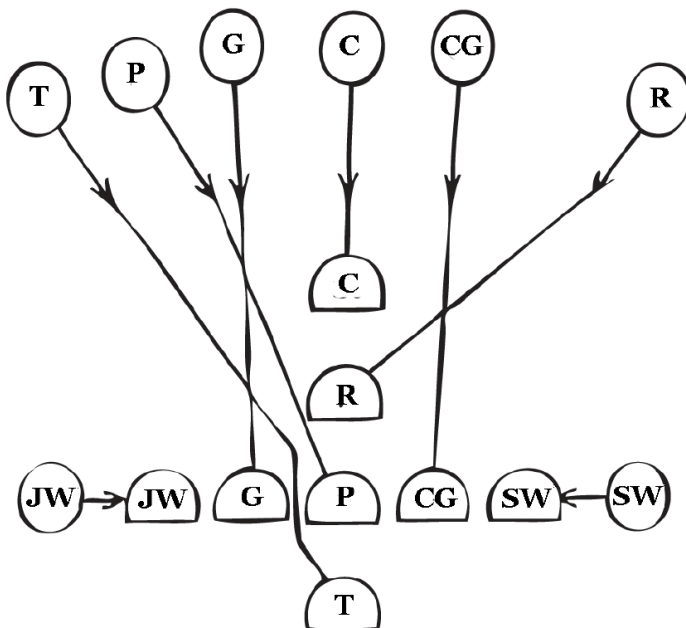
C. **Excellent Prelate, lead our devotions. Sir Knights, Un - Cover.** (C. about faces to the East and “Un - Covers.” The Prelate delivers suitable prayers and devotions. The C. “Re - Covers” and returns to his station in the East.)

C. **Sir Knights, Re - Cover. Officers, to your stations - March.**

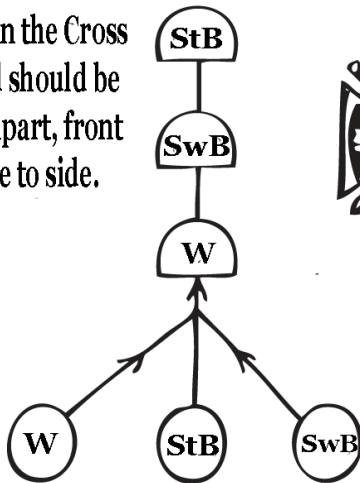
(All participants return and remain standing at their stations. S.W. and J.W. stand fast or “Outward-Face” and return to their stations. C., C.G., T., and R. return to their stations. St.B., Sw.B., and W. about face and return to their stations.)

C. **Sir Knights, be seated.**

MEMORIAL CROSS DIAGRAM



All positions in the Cross face East and should be about 3 feet apart, front to rear, side to side.



RECEPTION OF GRAND OFFICERS AND DIGNITARIES

Note: The Manual of the Sword, the Order of Recognition, and the Order for Receiving Dignitaries are available on the PA Grand Commandery website located in the Records and Resources Section <http://pagrandcommandery.org/blog/2011/05/31/general-order-no-1-4/> .

(The C.E. should have the Sir Knights participating in the Escort seated in the Southeast of the Asylum.)

Retiring Dignitaries to be Received

Note: If the dignitary to be received is in the Asylum, the C. will proceed with the following dialogue. If the dignitary is outside waiting to be received, the C. will proceed to the "Reception of the Marshal," if a Marshal is to be used. If no is to be used, Marshal is used, the C. will proceed to "Forming the Escort and Reception."

- C. **Sir Knight, (name and title) (Guest *, C. *) retire with your party that we may receive you with the proper honors.**

Note: If there are several persons to be introduced use

- C. **All of those to be received will retire at this time.**

(Without command, guests move to the center of the Asylum and, upon the direction of the senior guest, give the penal sign or if a public ceremony, the Guest and his party will render a hand salute, to which the C. returns a hand salute. The party then retires to the anteroom, with the senior guest in the lead.)

Reception of the Marshal

Note: At the option of the Grand Officer being received, a Marshal may be used to announce that the officer and his party are in waiting to visit the Commandery. If not, proceed to the "Forming the Escort and Reception."

(The Marshal will form up the dignitaries in appropriate order. Dialogue between the M. and S. happens outside of the Asylum, in the anteroom. Dialogue between the other officers happens inside of the Asylum unless otherwise noted.)

M. **Sir Knight Sentinel** (S. *, M. *) **sound the alarm.** (S. *, M. *)

S. (Gives alarm of 3 x 3, + 1 knocks on Asylum door.)

W. **Eminent Commander,** (W. *, C. *) **there is an alarm.**

C. **Attend to the alarm.** (W. *, C. *)

(W. draws his sword and proceeds to the outer door and opens it without knocking.)

W. **Who approaches?**

S. **The Marshal for the Right Eminent Grand Commander.** (If the guest is someone other than the Grand Commander, use the name and title of the senior dignitary to be received.)

W. (Closes the door, gives 3 x 3, + 1 knocks, which are answered by the S. with 3 x 3, + 1 knocks. W. then returns to his station in the Asylum.)

- W. **Eminent Commander, (W. #, C. *) the Marshal for the Right Eminent Grand Commander.** (If the guest is someone other than the Grand Commander, use the name and title of the senior dignitary to be received.)
- C. **Sir Knight Warder, admit the Marshal.** (W. #, C. *)
- W. (Returns to outer door and invites the M. into the Asylum. W. closes the outer door and follows the M. into the Asylum, resumes his station and remains standing at “Carry – Swords”.)
- M. (Advances to the Center of the Asylum.) **Eminent Commander, (M. *, C. *) I am directed to announce that Sir Knight** (name and title) **is in waiting to visit this Commandery.**
- C. **Sir Knight Marshal, inform** (title only) **..... that the Asylum is in suitable array for his reception and that an escort will wait upon him.** (M. *, C. *)
- M. (Retires from the Asylum, preceded by the W., who opens the outer door, without knocking, to let the Marshal out.)
- W. (Closes outer door. Gives 3 x 3, + 1 knocks, which are answered with 3 x 3, + 1 knocks by the S. Warder then returns to his station in the Asylum, returns his sword, without command, and is seated.)
- M. **Sir Knight** (name and title) (M. *, Guest *), **the Commander is informed and an escort will wait upon you.** (M. takes his proper place in line for reception.)

Forming the Escort and Reception

- C. **Sir Knight Captain General, (C.G. *, C. *) form an escort to receive Sir Knight (name and title) into the Asylum. (C.G. *, C. *)**
- C.G. (Draws sword.) **Sir Knight Captain of the Escort, (C.E. *, C.G. +) form an escort to receive Sir Knight (name and title) into the Asylum. (C.E. *, C.G. +)**
- C.E. (Draws sword, advances to a position in front of the seated escort.) **Escort, Fall – In.** (Escort forms a single file line, facing East.) **Left – Face. Dress Right – Dress. Ready – Front. Count by Twos – Count. Draw – Swords. Twos Right – March. Escort – Halt.** (Escort lines facing East.) **Sir Knight Captain General, (C.E. +, C.G. +) the Escort is formed.**
- C.G. **Eminent Commander, (C.G. +, C. *) the Escort is formed.**
- C. **Sir Knight Generalissimo, (G. *, C. *) retire with the Escort, present my compliments to the (title), inform him that the Asylum is in suitable array for his reception and that the Escort waits upon him. (G. *, C. *)**
- G. **Sir Knight Captain of the Escort, (C.E. +, G. *) lead on and I will follow. (C.E. +, G. *)**
- C.E. (C.E. will issue such commands as needed to move the Escort from the Asylum to the anteroom.)

- W. (Draws his sword, advances to the door so that the Escort may go through. He then closes the door behind them and remains by the door at “Carry - Swords” until it is time to readmit the Escort.)
- C.E. (Once the Escort is in the anteroom, C.E. issues commands.) **Escort – Halt. Right** (or Left) – **Face.** (If space permits) **Present – Swords.** (C.E. renders officer’s Present – Swords.)
- G. **Sir Knight**, (name and title) (G. *, Guest *) **the Commander of** **Commandery, Number**, **Knights Templar presents his compliments. The Asylum is in suitable array for your reception and the Escort awaits your pleasure.**
- Guest **Lead on Sir Knight Generalissimo, and we will follow** (G. *, Guest *)
- G. **Sir Knight Captain of the Escort**, (C.E. comes to carry swords) (C.E. +, G. *) **lead on and we will follow.** (C.E. +, G. *) (Guest and party will enter the Asylum at “Secure - Swords.” G. enters at “Carry – Swords.”)
- C.E. (If at “Present – Swords”) **Escort, Carry – Swords.** (W. opens the inner door for the Escort. C.E. will issue such commands as needed to move the Escort from the anteroom into the Asylum. Once in the Asylum, the Escort should be positioned on the East – West center line of the Asylum, not less than six feet / three paces from the steps to the dais. C.E. will then have them “Open – Ranks” and “Inward – Face,” with the Escort remaining at “Carry – Swords” until a dignitary is to be

received through the lines. The G., with the Guest and party, remain at the threshold of the inner door until the Escort is in position.)

- C.G. (As the Escort enters the Asylum) **Commandery – Attention. Sir Knights, Draw – Swords.**
- W. (If the officer being received is the Grand Commander or a Grand Encampment Officer, he will say, as the Guest crosses the threshold of the inner door, **“Sir Knights, (title) approaches.”**)
- C.G. (If the dignitary being received is the Grand Commander or a Grand Encampment Officer, he will say, as the guest crosses the threshold of the inner door **“Sir Knights, Present - Swords.”**)
- W. (Closes the inner door, returns to his station, and assumes the position as the rest of the Commandery.)
- Guest (Guest and party line up six to ten feet behind the foot of the lines, standing at **“Secure – Swords.”**)
- G. (Still at **“Carry – Swords,”** conducts the Guest to the foot of the lines.)
- C.G. (If the Commandery is at **“Present - Swords”** he will say **“Sir Knights, Carry – Swords.”**)
- Guest **Drop – Swords.**
- G. **Eminent Commander, (G. *, C. *)** (When the G. and C. exchange salutes, the Guest and his party will simultaneously render the Penal Sign, if within a tiled

Asylum, else they will render a hand salute.
Generalissimo then proceeds with introducing the primary guest.)

- C. (Offers welcoming remarks.) **Approach my station.**
(Or, if the visitor is so entitled “**Approach my station under an Arch of Steel.**”)
- C.E. (Gives appropriate commands to execute the C.’s directives.)
- C.G. **Sir Knights, Present – Swords.**
- Guest (Proceeds through the line, rendering a hand salute.)
- C.E. (As the dignitary clears the head of the line) **Escort, Carry - Swords.**
- C.G. (Immediately following the C.E.’s command) **Sir Knights, Carry - Swords.**
- G. (If the guest is going to introduce the rest of the party, the G. parallels Guest to the North side of the Asylum, outside of the lines, and returns to his station. Else, he “Stands – Fast” with the party.)
- C. (Greets dignitary appropriately. If the dignitary is the Grand Commander or a Grand Encampment Officer, the C. will say “**Sir Knight** (name and title) **I surrender to you the Charter of this Commandery and my station.**” C. then steps aside.)
- G. (If the G. is still with the party at the foot of the lines, he will introduce them individually with name and title. As they are announced, each guest will take one step

forward and render a hand salute. The C. will then return the salute and the guest will return to their initial position.)

Guest (If the Guest so chose not to use the G. for introductions, he will introduce the rest of his party through the lines.)

Note: If there are more than one group of dignitaries, such as a Grand Commander and his party, as well as a Grand Encampment officer and his party, the this process will need to be repeated until all have been properly introduced.

Dismissing the Escort

Guest **Eminent Commander, dismiss the Escort** (with compliments if appropriate.)

C. **Sir Knight Captain General, (C.G. +, C. *) dismiss the Escort** (with compliments if appropriate) **and seat the Commandery.** (C.G. +, C. *)

C.G. **Sir Knight Captain of the Escort** (C.E. +, C.G. +) **dismiss the Escort.** (with compliments if appropriate) (C.E. +, C.G. +)

C.E. (Issues appropriate commands to return the Escort to the Southeast corner of the Asylum or another designated dismissal point. Once the Escort reaches that position) **Sir Knights, you are dismissed** (with compliments if appropriate. Escort takes seats with the Commandery.)

- C.G. (As the Escort moves to the dismissal point) **Sir Knights, Return – Swords. Be seated.** (C.G. returns sword and is seated.)
- Guest (Completes his business.) **Eminent Commander** (C. *, Guest *), **I return to you the Charter of this Commandery and your station.** (Guest takes appropriate seat.)

CLOSING CEREMONY

Note: Prior to beginning the "Closing Tactics," the C. should call on the following.

- **"Sir Knight Recorder, have you any further business?"**

- Distinguished guests, using name and title, in descending order of highest rank to lowest rank. **Sir Knight**
 (name),
 (title), **have you anything to offer for Templary in general or this Commandery in particular?** (Example: Sir Knight John A. Doe, Right Eminent Grand Commander, have you anything to offer for Templary in general or this Commandery in particular?)

- Further guests, using name and title in descending order of highest rank to lowest rank. **Sir Knight**
 (name),
 (title), **have you anything to offer?**

- Visiting Sir Knights, using name and title, in descending order of highest rank to lowest rank. **Sir Knight**
 (name),
 (title), **have you anything to offer for Templary in general or this Commandery in particular?** (Example: Sir Knight John A. Doe, Commander of Perfection Commandery No. 00, have you anything to offer for Templary in general or this Commandery in particular?)

- Further visitors, using name and title in descending order of highest rank to lowest rank. **Sir Knight**
 (name),
 (title), **have you anything to offer?**

- Alternately, you can call on the visitors as a group with the following: **Do any of the visiting Sir Knights have anything to offer?**
- Past Commanders, called on individually, addressed as follows: **Sir Knight** (name), **Past Commander, have you anything to offer for Templary in general or this Commandery in particular.**
- Alternately, you can call on the Past Commanders as a group with the following: **Do any of the Past Commanders have anything to offer?**

Note: All of the above hand salute when addressed, or upon rising to speak. The C. returns the salute.

CLOSING TACTICS

- C. **Sir Knight Generalissimo**, (G. rises, faces left *, C. *) **have you anything to offer for Templary in general or this Commandery in particular?** (Remarks)
- C. **Sir Knight Captain General**, (C.G. rises, faces right *, C. *) **Have you anything further to offer?** (As soon as the C.G. concludes his remarks and without a salute, the C. continues.)
- C. **Sir Knight Captain General, I am about to close this Commandery. See that the Sentinel is informed and that he guard accordingly.** (C.G. *, C. *)
- C.G. (Faces West and draws sword) **Sir Knight Warder**, (W. rises and *, C.G. +) **inform the Sentinel that the Commander is about to close this Commandery and direct him to guard accordingly.** (W. *, C.G. +)
- W. (W. draws sword, goes to the outer door and opens the door without knocking.) **Sir Knight Sentinel**, (S. *, W. #) **the Commander is about to close this Commandery and you are directed to guard accordingly.** (S. *, W. #) (W. closes the door, gives knocks which are answered by the S., returns to his station in the Asylum and reports.)
- W. **Sir Knight Captain General**, (W. *, C.G. +) **the Sentinel is informed.** (W. returns sword and is seated.)
- C.G. (Right Faces) **Eminent Commander**, (C.G. +, C. *) **your order has been obeyed.** (Faces West)

Commandery, attention. Sir Knights, Draw - Swords.

- C. **Excellent Prelate**, (P. in uniform *, C. +) **lead our devotions.** (P. in uniform *, C. +)
- C.G. **Sir Knights, Order - Swords, Un - Cover.** (C.G. "Orders – Sword" and "Un – Covers.")
- P. (The Prelate, from his station, gives the following prayer or other appropriate prayer.) **"May the blessings of Christ's love be with us and with all Knights Templar. May we practice throughout all our lives, the teachings of Jesus as they have been vividly portrayed in the rituals of our Order. May the virtues of the Immaculate Jesus, who died that we might live, guide us into all truth and assist us to magnify Him as King of Kings and Lord of Lords, now and evermore. Amen.**
- C.G. ("Re - Covers" and comes to "Carry - Swords") **Sir Knights, Re – Cover. Carry – Swords. Present - Swords.** (C.G. +)
- C. ("Presents-Sword," then moves to the 1/2 of an Arch of Steel position) **I now declare**
Commandery Number **duly closed.** (comes to "Present - Swords" then to "Carry – Swords.")
- C.G. (Comes to "Carry - Swords") **Sir Knights, Carry – Swords. Order – Swords. Un – Cover.** (C.G. "Order - Swords" and "Un – Covers.")
- P. (The Prelate without command, descends to the floor and travels along the North side of the altar. He

removes the compasses, closes it and returns it to the Southeast corner of the altar. He then removes the square and returns it to its position to the right of the Bible as pictured in the Ritual Figures and Diagrams on page 42. The cross is then removed and is likewise placed to the right of the Bible. He removes the right and left swords respectively and places them on either side of the altar. The Bible is closed and centered on the altar. The Prelate then returns to his station.)

Note: The Prelate may stand or kneel while he arranges the altar. If the Prelate is in Templar Uniform, he may deposit his chapeau at his Station before attending to the altar.

C.G. (Comes to “Carry - Swords” as the Prelate mounts the steps to dais. He continues the dialogue when the Prelate has reached his station.) **Sir Knights, Re – Cover. Carry – Swords.**

C. **Sir Knight Warder, (W. #, C. +) inform the Sentinel that Commandery No. is now closed. (W. #, C. +)**

W. (W. goes to the outer door and opens it without knocking.) **Sir Knight Sentinel, (S.*, W. #) The Commandery is closed. (W. leaves door open, no knocks, returns to his station in the Asylum and reports) Eminent Commander, (W. #, C. +) the Sentinel is informed.**

C.G. **Sir Knights, Return - Swords. (C.G. returns sword.)**

C. **Sir Knights, you are dismissed. (C. returns sword.)**

BALLOTING PROCEDURES

Immediately following the reading of the records of the previous Conclave and any other communications, the Recorder shall read the communication from the Grand Recorder (Sect. 312 and 313) stating that there is nothing on the records against the petitioner. As soon as the Recorder is finished, the Captain General, without orders, will get the petition(s) from the Recorder and hand them to the Commander and be seated.

- C. **Sir Knight Junior Warden, (J.W. *, C. *) Prepare the ballot box. (J.W. *, C. *) Anyone wishing to be excused from balloting will arise.** (Reference Grand Commander Constitution, Sect. 316) **Be seated.**

(The Junior Warden goes North of the altar to the ballot box on a direct line from his station, prepares it, holds it in the left hand and then presents it to the Commander. The Commander examines the box.)

- C. **The ballot box will be placed upon the altar for the approval or rejection of Brother / Companion, age years, occupation, residence**
White balls approve, a black ball rejects; govern yourselves accordingly.

(If more than one petition is received, the Commander will say "**I have a similar petition for** " and reads everything from the name to the end.)

(After reading petitions, the Commander votes. The Junior Warden then holds the ballot box for the

Generalissimo to vote. He then goes to the Captain General by descending to the Asylum floor around the altar, saluting as he crosses the Asylum. After the Captain General votes, the Junior Warden proceeds to the altar by descending to the Asylum floor, saluting as he crosses the Asylum. He places the ballot box on the Southwest corner of the altar, not on the Bible, drawer facing West.)

- C. **For the purpose of voting, the members do not have to salute when crossing the Asylum. Members will vote.**

(The Junior Warden will salute and vote, then proceed to the Northwest corner of the altar, facing East. He will draw his sword and come to "Carry - Swords." He remains there until the Commander directs him to proceed with the ballot box. All members salute before voting.)

- C. **Have all the members voted?**

(All members must vote unless excused. [Sect. 316] This includes the Sentinel. If the Sentinel desires to vote, the Commander directs the Warden to take the Sentinel's station while he votes.)

- C. **Sir Knight Junior Warden, (J.W. #, C. *) proceed with the ballot box. (J.W. #, C. *)** (The Junior Warden returns his sword, closes the ballot box, and proceeds to the Captain General, saluting as he crosses the Asylum. The Captain General examines the ballot box.)

C.G. Eminent Commander, (C.G. *, C. *) the balls are all white. (or "**The balls are not all white.**" as the case may be.)

(The Junior Warden then proceeds with the ballot box to the Generalissimo by descending to the Asylum floor, saluting as he crosses the Asylum. The Generalissimo examines the ballot box.)

G. Eminent Commander, (G. *, C. *) the ballot is in favor of the applicant. (or "**The ballot is not in favor of the applicant.**" as the case may be.)

(The Junior Warden then holds the ballot box for the Commander. The Commander examines the ballot box.)

C. Confirming the reports of the Generalissimo and the Captain General, the ballot being favorable, Brother(s) / Companion(s) (names) has / have been found worthy of having the prayer of his / their petition granted and becoming a member of this Commandery.

(If ballot is not favorable, the Commander will say:
Confirming the reports of the Generalissimo and the Captain General, the ballot being unfavorable, Brother(s) / Companion(s) (names) has / have not been found worthy of having the prayer of the his / their petition being granted.

(The Commander breaks the ballot immediately after he examines it, and before making his announcement. If balloting is done collectively and a black ball(s) is

found, then each petitioner must be balloted on separately. In the case of an unfavorable ballot the Commander may, if he thinks an error was made, order one additional test ballot before the result of a ballot upon any separate petition has been announced and before any member of the Commandery has left the Asylum. All members must vote during a test ballot. If there is a test ballot, the Commander will say: **Sir Knights, this being a test ballot, all members must vote.**)

(If there is a rejection, the Commander will say: **Sir Knight Recorder (R. *, C. *) read that portion of the by-laws of the Commandery pertaining to a rejection. (R. *, C. *)**

- C. **Sir Knight Junior Warden, (J.W. *, C. *) retire the ballot box. (J.W. *, C. *)**

OPTIONAL TACTICS

Optional opening prayer for the Excellent Prelate:

Most Holy Lord God, Divine Architect of the heaven and earth, revealed to us in Jesus Christ, in whose name we here assemble, direct our undertakings with Your gracious favor, promote all that is worthy in them, that in all our doings Knights Templary, begun, continued and ended in Your glory alone, we may be blessed with that peace Which passes human understanding and be dedicated together in the prayer which Jesus taught the disciples saying: (the Lord's prayer.)

CLARIFICATIONS ON RITUAL

- The word "Commandery" is only used with "Attention." It is incorrect to couple "Commandery" with Draw, Present, etc.
Example: Commandery, Attention. Sir Knights, Draw - Swords. Sir Knights, Present - Swords, etc.
- Officers of a lesser rank should always face the officer with a superior rank when being addressed and should always salute first.
- Sir Knights "arise," they do not "rise."
- When the Warder addresses the Sentinel he always 1. Informs Sentinel 2. Knocks after closing door 3. Reports to Commander.
 - No knocks before opening a door.
 - All knocks after closing a door.

- The command "To Your Posts" must always be followed by the command "March."
 - Example: Escort, to your posts - March.

- The committee on Ritualistic Matters (G.E.) finds no reference to "Colors" or "Color Guard." (See page 129 of 1974 G.E. Ritual)
 - In all uses of "Colors" replace with "United States Flag."
 - In all uses of "Color Guard" replace with "Standard Guard."

UNIFORM FIGURES AND DIAGRAMMS

SHOULDER PATCH

Placed on the Left Shoulder

Patch well up into shoulder.
Name of Commandery about
one inch below the seam.



“Pennsylvania” to be level and at a
right angle with sleeve center-line.

NAME TAG AND JEWELS

No more than three jewels may be worn on the uniform. One
must be the Malta jewel (KTCH excepted.)

Name tag is worn
on the right breast
in line with other
Templar jewels.

It should be ½”
to 5/8” tall
and 3 inches long,
with white letters on
a black background.

No other emblems, except that of a Past Division Commander.



SHOULDER STRAPS

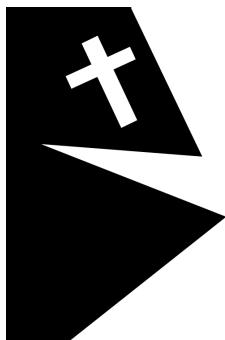
Shoulder Straps are to be placed parallel with and not more than 3/8" from the sleeve seam and worn on top of the shoulder. Two thirds of the strap should be forward of the shoulder seam.



NECK TIE

The tie must be black. When worn with the Templar Uniform there should be no visible decorations, stick pins, or embroidery. A bow tie is not part of the Templar Uniform.

COLLAR CROSSES



Collar crosses are to be worn on the upper lapel, 1/2" from the outer and notch edges, the vertical axis being parallel with the outer edge of the lapel.

RITUAL FIGURES AND DIAGRAMMS

Figure 1- Altar Disarranged as before opening and after closing of the Commandery.

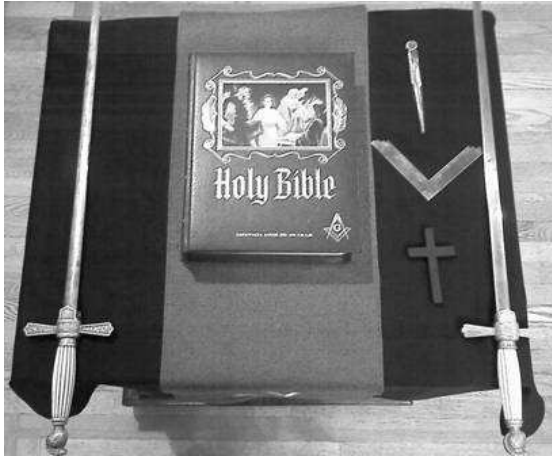


Figure 2- Altar Arranged

