

**BENEVOLENT and PROTECTIVE
ORDER OF ELKS**

Ritualistic Manual



*Prepared by
Grand Lodge Ritualistic
Committee
2012*

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Your Grand Lodge Ritualistic Committee is pleased and willing to serve you. If you have any questions concerning the ritual of our Order, please direct your correspondence to the Grand Lodge Committeeman representing your state.

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FOREWORD

This manual has been prepared by the Grand Lodge Ritualistic Committee as a guide for Subordinate Lodge officers, ritualistic coaches, judges, and computers in better preparing for all ritual work of our Order and as an aid to all ritualistic committeemen and officials in the preparation for and the conduct of district, state, and Grand Lodge contests.

As judging in ritualistic contests at all levels will follow the procedures as set forth under “ritual in contest form” and as outlined under the “rules and regulations governing contests,” and as amended at the 2009 Grand Lodge session, the Grand Lodge Ritualistic Committee suggests that these procedures, rules, and regulations be closely followed by all participants.

Every effort has been made to interpret and to clarify the rules as set forth by the Grand Lodge Ritualistic Committee. While rules are necessary to insure fair and uniform contests, it is not the intention of the committee to discourage new ideas. Teams and coaches may use their own initiative with reference as to the use of gestures and in the delivery of the charges, as long as it does not violate the instructions in this manual, or the impressiveness of the charge is not adversely affected.

Likewise, it is not the intention of the committee to stereotype the delivery of the various officer charges, as each officer is an individual and, as such, should not be expected to necessarily follow the same pattern as would another officer delivering the same charge. This manual, however, will attempt to point out some basic principles of an impressive delivery, along with illustrations of some common errors in delivery, which tend to detract from impressiveness.

Similarly, suggestions in coaching procedures, and in the conduct of ritual practice, are intended only as a guide and are not intended to discourage other ideas or methods.

The Grand Lodge Ritualistic Committee welcomes your suggestions. Please direct your correspondence to your state Ritualistic Committee for forwarding to the Grand Lodge committeeman representing your state. Reference – inside page of the back cover.

The duties of the Grand Lodge Ritualistic Committee among others, are to promote and encourage good ritual, stress the importance of good initiations and impress the need of impressive ritual, in doing so, the committee stands ready to assist the Lodges of the Order.

The masculine words appearing herein shall include the feminine gender as circumstances require.

PURPOSE OF RITUAL

The whole purpose of the exemplification of the ritual is to impress the candidate with the lesson it teaches. The ceremony should be presented at all times from this standpoint. There is no activity throughout Elkdom that more consistently and continually furthers the fundamental principles of our Order than a dignified and impressive rendition of the ritual.

The first impressions are usually the most lasting and the opportunity for Lodge officers to impress the candidate with the principles of our Order is on the night he is initiated. It must be remembered that the first knowledge of the aims and principles of Elkdom is experienced when a candidate is being inducted as an Elk. Therefore, one of the most important contributions the officers of all Lodges can make is an impressive induction of a candidate into our great Order.

Subordinate Lodge officers must realize that their paramount obligation is the importance of rendering in an impressive and dignified manner the principles and teachings so clearly defined in our ritual, which we as Elks expound.

Lodge officers should not overlook the importance of an impressive and well-conducted opening and closing of the Lodge, special Lodge and public services, which are vitally important to the image and success of all Lodges.

RULES & REGULATIONS GOVERNING CONTESTS

1. The Ritual of initiation as amended at the 1996 Grand Lodge session is the only one that shall be used for judging in all ritualistic contests.
 - 1a. The following will not be allowed in any Grand Lodge Sponsored Ritual Contest:
 - (a) The "alternative" Initiation Ceremony
 - (b) Degree teams (refer to section 4.410 Annotated Statutes)
 2. The competing teams shall be composed of the regular elected, appointed, and installed Subordinate Lodge officers for the term ending immediately preceding the next Grand Lodge session or provided, however, that any state association may vote to have its representative in the next succeeding Grand Lodge ritualistic contest to be the officers of the Subordinate Lodge year in which the Grand Lodge contest is held. Written notice of such vote must be given to the Grand Secretary within fifteen (15) days after such vote. Provided, further, that if a state association desires to revoke such vote, written notice of such revocation must be given to the Grand Secretary within fifteen (15) days after such revocation is voted, but such revocation shall not be effective until two (2) years thereafter.
 - 3a. Teams shall be marked on the memorized presentation of the initiatory ritual of the Exalted Ruler, Esteemed Leading Knight, Esteemed Loyal Knight, Esteemed Lecturing Knight, Esquire, Chaplain, and Inner Guard. In case of an emergency, any Elk member in good standing may substitute for any of the seven competing officers, subject to a 2.00 penalty to be charged against the individual officer's total score; however, substitutions from another Lodge will disqualify the team from any team awards.
- 3b. Officers who attempt to read their part is contrary to both the intent and the spirit of our ritual contests, therefore not allowed in any ritualistic contest.
4. A vacancy on a competing team caused by the death of an officer may be filled by the appointment of any Elk in good standing and no substitution penalty shall be assessed. In case of a catastrophic event which precludes an officer from performing, as determined by a 2/3 majority of the Grand Lodge Ritualistic Committee, the substitution penalty may be waived. In either situation, if the substitute is not a member of the same Lodge, the team will not be eligible for team awards. However, repeat officer penalties will still be assessed if applicable.
5. **THE USE OF REPEAT OFFICERS (ONE WHO HAS COMPETED IN ANY CONTEST IN THE SAME POSITION IN A PRIOR CONTEST CYCLE) IS CONTRARY TO BOTH THE INTENT AND THE SPIRIT OF OUR RITUAL CONTESTS, HOWEVER IT IS ALLOWED, BUT FOR EACH VIOLATION OF THIS STANDARD, AN OFFICER WILL RECEIVE A ONE (1) POINT PENALTY. THIS PENALTY DOES NOT APPLY TO SUBSTITUTE OFFICERS BEING PENALIZED UNDER RULE #3. A REPEAT OFFICER IS NOT ELIGIBLE FOR ALL-AMERICAN AWARDS.**
6. District and state contests are held under the auspices of the state association but shall be in compliance with the Grand Lodge ritualistic manual. (Only Subordinate Lodges that are in good standing with their respective state associations are eligible to participate in the district, state and Grand Lodge ritualistic contests.)
7. Teams intending to compete in district and state contests must give notice of entrance in such manner and form as may be required by the chairman of the state association ritualistic committee. A drawing may be held to determine the order of appearance of each team in the contest.
8. Winners in official state contests shall be eligible to participate in the Grand Lodge contest. In case a winner of a district or state contest cannot compete, the second team, or runner-up of such district or state, shall be eligible to compete.
9. State winners intending to enter the Grand Lodge ritualistic contest must submit a Grand Lodge entrance application, supplied by the area ritualistic committeeman, to the chairman of the Grand Lodge ritualistic committee at least twenty (20) days before the Grand Lodge Session.
10. Audible signals, the music, songs, and the changing of the lights prescribed by the ritual, and the recitation of the "Thanatopsis" shall be omitted. No music shall be permitted.
11. Prompting of a competing officer by another officer, the coach, the candidate, another member of the competing Lodge, or any Elk may result in the disqualification of the team.
12. Excessive slowness in the delivery of a charge, all movements, carrying out instructions, and walking are not desirable and are to be avoided.
13. Excessive time spent in examining the stations and chairs, practicing steps, voice testing after entry into the contest room are not desirable and are to be avoided.

14. Contest chairmen shall have full authority to stop a contest at any time they deem it necessary.
15. Should any officer be unable to continue after a two minute period freeze, the chairman will give the necessary instructions to continue so that the team may continue the contest. The team will not receive a team score but all officers completing their parts will receive their individual scores and awards if eligible.
Example instructions:
 - A. Should the Chaplain be unable to continue after a two minute period freeze, the chairman would say: "Exalted Ruler, you shall instruct the Esquire to place the candidate in position to assume the obligation."
 - B. Should any of the Knights be unable to continue after a two minute period freeze, the chairman would say: "Lodge Esquire, you shall conduct the new member to the station of the _____ for further (Exalted Ruler final) instruction." Should the Exalted Ruler be unable to continue after a two minute period during the final instructions, the chairman would say "Esteemed Leading Knight, please give one rap of the gavel and Lodge Esquire, you will now seat the new member."
16. The correct procedure to be taken by a contest chairman in the event an officer becomes physically incapacitated during the contest is as follows:
 - A. He shall immediately stop the contest and designate the time in writing.
 - B. He shall direct someone to aid the disabled officer.
 - C. He shall direct all the other officers, the spectators, and the judges to remain as they are.
 - D. He shall direct the word judges to mark and indicate placement of stop.
 - E. If the officer is unable to continue the contest after a reasonable period of time, the team will be dismissed by the contest chairman.
 - F. The contest chairman shall make a detailed report of the circumstances to the District, State, or Grand Lodge Ritualistic chairman.
 - G. Depending upon the circumstances, the chairman may require a physician's report and the written permission to continue by the incapacitated officer and spouse.
 - H. After a thorough analysis and an assessment of the circumstances by the ritualistic committee, the team shall be disqualified or directed to continue the contest as to a date and time.
 - I. The contest chairman shall instruct the judges, word judges, and the performing officer at what point the contest shall begin.
17. There shall be only one candidate who must be a member of the Order. The candidate should rehearse with the team before the contest. The candidate may be scored for individual awards.
18. A candidate who cannot continue a contest, due to the inability to perform, may be replaced with another member of the competing lodge or an Elk so designated by the contest chairman.
19. The chairman of the contest shall be notified, by five copies in writing, of any physical handicap of individual officers which may prevent proper movements. The chairman shall thereby provide one copy to each judge prior to the contest.
 - 19a. The various Ritualistic Committees should encourage participation by handicapped members and Judges must be compassionate in judging handicapped officers.
 - 19b. The type of signal or device to be used to notify or assist an impaired officer when or how to make required movements and the name of the designated person assisting the officer if one used.
20. If there are local ground rules established, it is the duty of the Grand Lodge, state, or district chairman to inform each team in writing of such rules prior to the practice session.
21. The Esquire's and the Chaplain's chairs must always be in line with each other and both parallel to the Exalted Ruler's chair. The Inner Guard's chair must be parallel or at right angles to the other officers' chairs. A team is permitted to move the chairs of the Esquire, Chaplain, and Inner Guard provided that by so moving a contest rule is not violated or does not interfere with the normal floor work. Prior to starting the official contest by the chairman, it is permissible for the coach, coaches, and/or any officer of the competing team to arrange and inspect, only, the officers' chairs, gavels, and the Flag.
22. Coaches and officers of competing teams are permitted to wear their contest dress, without the jewels, while witnessing other contests.
23. The contest chairman shall sound the chimes at the proper time for the "Eleven O'Clock Toast" or assign the task to some responsible member present. Any error in improperly sounding the chimes shall not be assessed against the competing team.
24. The contest room shall be set up with stations and the Altar shall be set up and arranged as for a regular lodge meeting.
25. The "official flag" used in the ritual contest is approximately 11" x 17" as supplied by the Grand Secretary's Office.
26. In Grand Lodge, upon receiving the official score sheet on Tuesday afternoon, each team or representative thereof shall draw to determine the order of appearance of each team in the next Grand Lodge contest.
27. The contest chairman shall provide each team with a copy of the official score sheet for that team.

28. In district, state, or Grand Lodge contests, it is, only, permissible to wear officer jewels issued by the Grand Lodge or identically thereto which must be worn around the neck suspended on a purple cloth ribbon or purple velvet backing collar.
29. Coaches of a participating team are ineligible to serve as a judge in a district, state, or Grand Lodge contest. However, a judge may be selected from the lodge of a participating team provided that five judges are used for the contest.
30. The Grand Lodge, state, or district chairman shall arrange for a Tiler and an Outer Door Guard who is an Elk to act throughout all contests.
31. Following the contest, the contest chairman shall check each judge's work sheet under remarks and shall advise the word judges of those errors so noted by the judges.
32. The chairman, whether district, state, or Grand Lodge, shall notify each competing team well in advance of the date, place of the contest, the time of each team's practice and contest appearance, and a schematic floor plan, and specifications of the contest room.
33. When practical and feasible, the Grand Lodge ritualistic committee strongly recommends the use of five judges for the district, state, and Grand Lodge ritualistic contests thereby eliminating the high and low judge for each of the seven officers under each category of deportment, pronunciation, and impressiveness for each competing team.
34. Grand Lodge Registration Fees must be paid by each team prior to performing in the Grand Lodge Ritualistic Contest.
35. An application that misrepresents the status (repeat and/or substitute) of a performing officer may be cause for that officer to be disqualified and the team to not receive a team score.

RITUALISTIC COACHES

An important factor in the development of a good ritual team is a good ritual coach. A coach, who assumes the responsibility of training any ritualistic team, whether it is an experienced team or not, should be thoroughly familiar with all data available from the Grand Lodge ritualistic committee, and he should have a good understanding of the ritual in all its phases. He should make every effort to attend all available officers, coaches, and judges' clinics, and to witness every competing team possible in contests.

Unless a coach has a complete understanding and knowledge of the importance of each phase of the ritual, that is: accuracy, team appearance, pronunciation, deportment, and impressiveness, and their relation to each other, he is not prepared to coach.

Let us briefly review some of the qualifications of a good coach:

1. He must have a genuine interest in the ritual.

2. He must be convinced of the value of the ritualistic program to all officers, his lodge, and to all Elksdom.
3. He must have the ability to gain the respect and the confidence of the entire team. It may help, but it is not a necessity, to have been an outstanding ritual competitor during his time in the lodge chairs.
4. He must be willing to take the time and effort to study all phases of ritual competition. He should attend all clinics and contests possible.
5. He must be able to use good judgment in handling people; some may need to be pushed hard, while others may need to be cajoled and handled with kid gloves to obtain the best results.
6. Although it is important that the coach should be the "boss" he should borrow from Teddy Roosevelt's policy of "speaking softly, but wielding a big stick." A coach should always bear in mind that the officers with whom he is working are not being paid for their efforts and that he is not signing their paychecks.
7. A good coach will be able to convince each officer that the manner in which he wants a part given is proper and is the best method. An officer cannot do justice to a charge unless he has been convinced of this.
8. Last, but certainly not least, a coach should be able to instill a team spirit, rather than an individual spirit. No one person ever won a ritualistic contest, and no one person should ever be blamed for a contest being lost, if he has made a genuine effort to do his best.

RITUAL PRACTICE

The following are some suggestions in organizing and conducting ritualistic practice sessions, which may be used by a coach:

1. Insist that all the officers shall understand the meaning, the usage of every word, and learn their parts thoroughly at the beginning of the lodge year.
2. Some basic rules for practice sessions:
 - A. All officers should be present and on time for practice, this applies as well to the coach and candidate.
 - B. Avoid alcoholic beverages prior to or during practices; again, this also applies to the coach and candidate.
 - C. Attend to business and eliminate all unnecessary conversation and horseplay until after practice. One of the complaints often heard about ritual competition is the length of practices. This will go a long way toward correcting that situation.
 - D. Plan details of the practice prior to the session.
3. Make use of a tape recorder or video camera, if available, for team and individual practice; tape initiation.

4. Vary practice sessions; at times go on completely through the ritual in contest form, without interruptions, with notes being taken for later discussion; at other times concentrate on the various categories for specific periods. Individual practice is very important; arrange to have the officers appear at staggered times occasionally for individual work.
5. Keep records of practice periods to determine if mistakes are repeated week by week. Some coaches make notes on each officer in duplicate, so that a copy may be given to each individual officer.
6. All mistakes noted by any officer should be transmitted to the coach for corrective measures. This may save some hard feelings.
7. If an officer does not appear to understand his part thoroughly, have him write it out in his own language. This may be of great help.
8. If possible, obtain the services of an assistant coach. Call in other coaches and ritual people for aid, especially in the final practices before a contest.
9. Request permission to put on initiations for neighboring lodges for evaluation of a team under different surroundings and circumstances.
10. The coach and each officer cannot be too familiar with this ritualistic manual and other information available – ask or look up; do not bluff or take chances.
11. Timing of a contest depends upon many factors, such as the size of the floor, and though not scored as such, usually runs from 45 to 50 minutes. Officers are graded individually and they should not attempt to make up or slow down team time.
12. Do not waste unnecessary time by having the team practicing the inspection of their stations prior to the chairman's instructions to proceed with the contest. In a contest, officers should briefly check to see that chairs have not been moved and that gavels and the Flag are in place on the stations. This is not the time or place for elaborate and time consuming testing of voices, sitting, and rising, practicing steps, etc.
13. Visit the contest room, if possible; if not, obtain a floor plan and lay it out on your own lodge floor.
14. Any team and its officers entering any contest, whether district, state, or Grand Lodge, never loses; they are always winners. They win the respect of the other officers, their lodge members, their state association, the Grand Lodge, and all Elks. But most of all, it builds in each officer confidence and ability, and enables him to speak easily and confidently in front of any audience regardless of whatever his subject might be. It makes him a much better Elk because he has a fuller understanding and knowledge of what our great Order really inculcates.
15. In order to be the top team, the requisites are not too great. All that it takes is constant study, hard work, practice in contest form, a burning desire to win!!!! Then do it!!!!
16. Contact your district, state, or Grand Lodge committeeman on any question – it may win a contest for your team.

SUGGESTIONS FOR THE FINAL PREPARATION OF A RITUAL TEAM FOR A CONTEST

1. In order that all officers may make the necessary moves without disturbing normal dress, shirt may be tied down with a rubber band if it buckles in front – powder knees and elbows, if necessary – if coat tail rides up, sew in buckshot.
2. Have available mentholatum stick for lips and ice water and lemons, which may be used for a dry throat, or phlegm accumulation.
3. Remove watches, or other jewelry, which may catch sleeves.
4. A coach should make a final check that all officers' chairs are in the right place and that the Flag and the gavels are on the stations of the Exalted Ruler and the Leading Knight.

THE CANDIDATE

The candidate must be a member of the Order. He/She is a most important part of a ritual team. He/She should rehearse with the team in order to be able to move easily with the Esquire, and to follow the Exalted Ruler by repeating the obligation confidently and without hesitation. It is advisable for the candidate to take care in properly pronouncing the words he/she repeats in the obligation. He/She should be attentive at all times while an officer is speaking.

Often the candidate is a Past Exalted Ruler, a coach, or some member well versed in the ritual. This results in many instances that he/she takes charge of the movements on the floor, not the Esquire; that he/she over-shadows the Exalted Ruler in the giving of the obligation. He/She should not attempt to correct errors of the Exalted Ruler in the obligation. Care should be taken by the candidate that these things do not happen, as it will do nothing to enhance the prospects of these officers.

When the Exalted Ruler says: "Please salute our Flag," the new member shall also salute the Flag. When the Flag has been presented to the new member by the Exalted Ruler, it shall be folded and held reverently in the right hand until the contest has been completed.

While judging of the candidate is not mandatory at the state and district levels, the comments contained in this section should be among the criteria considered if the candidate is judged.

ACCURACY – 30%

Word accuracy shall be confined to that portion of the current ritual, as amended by the Grand Lodge at the 2009 session, beginning when the Exalted Ruler is supposed to give the initial rap of the gavel, whether or not it is given, and concludes with the seating of the Esquire.

While judges do not judge word accuracy, they are to report to the word judges, thru the contest chairman, failure of any officer or officers to repeat "Amen" following the prayer or the obligation; the Chaplain saying "Amen" with the other officers after the

prayer; and the giving of rap(s) by the wrong officer. At the time of occurrence, a notation by the judge shall be entered under remarks on the judges work sheet.

If an accuracy error, which includes the addition, subtraction, or repetition of a word(s), alters the meaning of the thought being expressed in an officer's charge, it shall be downgraded under impressiveness.

TEAM APPEARANCE – 3%

Team appearance is initially judged while the officers are before the Altar at the beginning of the contest. It is not judged while the officers are before the Altar at the conclusion of the contest.

All officers must be uniform in dress. Female officers must be uniform with other female officers and male officers must be uniform with other male officers. Nothing precludes all officers from wearing identical dress. Ladies uniforms may be of a different cut than their gentlemen counterparts, but must be of similar color and material. Ladies may wear skirts while the gentlemen wear trousers. They shall be judged independently of one another, but each group must be uniform with the others in their group.

Judges shall note any unusual discrepancy in dress, such as different shoes, loss of tie, hanging of the Esquire's coat, or an officer's misplaced jewel, which may be observed during the contest. At the time of the occurrence, these discrepancies shall be judged, only once during the contest and shall receive one (✓) check mark, only under team appearance.

All hair and facial hair must be well groomed.

Officers who are members of the clergy are permitted to wear their clerical garb while competing, if desired.

Points judged under team appearance are uniformity of dress and neatness of dress.

- | | |
|---|---|
| 1. Dress within each group is alike (same material and design). | 7. Dress is well fitted. |
| 2. Same size and color ties. | 8. Dress is pressed. |
| 3. Jewels placed identically and correctly. | 9. Shirts/Blouses are pressed. |
| 4. Shirt/Blouse cuffs showing alike. | 10. Shoes are shined. |
| 5. Length of trousers or skirts alike. | 11. Normal jewelry is permissible (ear rings, wedding rings, etc.). |
| 6. Men's shoes alike, ladies shoes alike. | |

The judge shall give one (✓) check mark for each instance of lack of uniformity or neatness of dress for each officer. Under team appearance, you have a very short period of time to observe all the points of uniformity and neatness of dress. The judge must closely and accurately scrutinize each officer as quickly as possible.

Demerits in team appearance are charged against the team and not the individual officer.

In district and state contests, in whatever dress is worn, allowances are normally made for possible differences in material, design, dress, etc. (Permissible for the state ritualistic committee to establish ground rules concerning dress.) as styles change it

is not expected that officers be required to frequently buy new dress. In the Grand Lodge contest, the dress shall be the same.

After the score for accuracy, pronunciation, deportment, and impressiveness have been figured by the computers, the score of the judges for team appearance will be added to the total to obtain a final team score.

PRONUNCIATION – 7%

The first authority for the correct pronunciation of all words in the ritual is Webster's New International Dictionary, Third Edition – Unabridged.

Each time a word is mispronounced it shall receive a pronunciation demerit. Watch the accented syllables, for an improperly accented word is a mispronounced word. All mispronounced words are charged one (✓) check mark each time that they are mispronounced. If the mispronounced word alters the meaning of the thought being expressed, such as, "except" for "accept", and "perform" for "perfrom", it shall also be downgraded under impressiveness by one (✓) check mark. Otherwise, a mispronounced word shall not be downgraded under impressiveness.

Slurring or running words together is also considered to be mispronounced words, and each word involved shall receive one (✓) check mark under pronunciation. This may also affect impressiveness, **only, when it alters the meaning of the thought being expressed.**

Where plural is used for singular or vice versa, such is considered a mispronounced word and one (✓) check mark shall be given, only, under pronunciation.

For over-accentuating or enunciating a word or an obviously strained effort to pronounce a word properly, the officer shall receive one (✓) check mark, only, under impressiveness for each violation committed.

Although, pronunciation rates only 7% of the total team score, many times its importance is overlooked. Words must be correctly pronounced and clearly enunciated to be effective.

The manner in which words are pronounced is almost as important as the words themselves.

It is of paramount importance to think before you speak. Common speech presents much slurring, mouthing, mumbling and running together of words. To make speech sounds accurately, you must have good articulation, enunciation and pronunciation.

Articulation is the muscular process by means of which you modify voice or breath with tongue, teeth, lips, and other speech organs to produce speech sounds. Good articulation enables you to speak with the least muscular effort; to speak more distinctly and to focus attention on your message. Good articulation requires proper use of the tongue and lips – speaking with the mouth open and the lips apart.

Good enunciation is necessary for proper pronunciation. Enunciation is the clarity and distinctness of rendering word sounds. You must clearly enunciate each syllable of a word.

WORD PRONUNCIATION GUIDE

Pronunciation is the act or manner of pronouncing the sounds of the words which are made up of the combination of letters and where the diacritical accent marks will be placed. Therefore, the eye must be trained to recognize the letters of the phonetic alphabet; the speech organs must be trained to make speech sounds accurately; and the ear must be trained to hear sounds accurately.

Sometimes, it may be better to take a pronunciation demerit, where an officer must make an obviously strained effort to pronounce some word properly. This is a decision to be made, in each instance, by the coach. A concentrated effort by an officer, aided by his coach, will eliminate most pronunciation errors. Each word of every charge should be checked carefully by using the pronunciation key, word guide, or Webster's dictionary.

PRONUNCIATION AIDS

The following pronunciation aids are compiled for the purpose of making assistance readily available to officers, coaches, and judges in the pronunciation of the words in our ritual.

PRONUNCIATION KEY

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|---|---|
| ā – (long a), āle | ĭ – (Italic short i), charĭ-ty |
| ā – (Half-long a), (same as above (a), except not as prolonged and in an unaccented syllable), vā-ca-tion | ō – (long o), ō-ver |
| â – (circumflex a), câre, âir | ö – (short circumflex o), löss, söft |
| ă – (short a), âm, făt | ô – (Half-long o), (same as Half-long a & e), ô-bey |
| ǎ – (Italic short a), ǎccount | ô – (circumflex o), ôrb, all-ôl |
| ä – (two dot a), pälm, ärt, fäther | ö – (short o), nôt, förest |
| á – (one dot a), ásk, páth | ő – (Italic short o), cön-nect' |
| â – (Italic one dot a), ideâ, sofâ | oo – (long double oo), mōon, fōol |
| ē – (long e), serēne, éve | oo – (short double oo), wōol, gōod |
| ĕ – (Hooked long e), fĕar, hĕre | ū – (long u), pūre, cūbe, dūti |
| è – (Half-long e), (same as above (e), except not as prolonged and in an unaccented syllable), bê-fit' | û – (circumflex u), ûrn, fûrl / u-nite', hu-mane' |
| ě – (short e), mĕt, con-dĕmn | ÿ – (short u), tÿb, ũn'der, ũp |
| ě – (Italic short e), nověl, momĕnt | ÿ – (Italic short u), cau'cÿs |
| ē – (Tilde e), speakĕr, pĕr-vert | th – (voiced), the, then |
| ī – (long i), ī-dĕa, sīght, īce | th – (voiceless), thin, thick |
| ĭ – (short i), hab it, ill | ty – as in picture, na'ture |

A – à – (art). In our ritual this is a dot (â) as in idea, sofa. The long (ā) is not used in our ritual.

About – â bout' (Italic one dot â)

Above – â bŭv' (Italic one dot â)

Absent – âb's'nt

Accept – âk sĕpt' (not except)

Accepted – âk sĕp'tĕd or âk sĕp'tĭd

Acclaim – â klâm' (Italic one dot â as in sofa)

Accomplish – â kôm'plish (as in am, mad)

Addition – âd dĭsh'ŭn

Adherence – âd hĕr'ĕns (long ĕ as in eve)

Administering – âd mĭn'ĭs tĕr ĭng

(five syllables, "ter" nor "tor")

Admission – âd mĭsh'ŭn

Admit – âd mĭt'

Adopted – â dôpt'ĕd (Italic one dot â as in sofa)

Advance – âd vâns'

Adversity – âd vĕr'sĭ tĕ

After – âf'tĕr (tilde ĕ)

Again – â gĕn' (â) as in sofa. (British is a'gân', both are correct)

Against – â gĕnst'

Alarm – â lârm'

Alms – âmz

Alone – â lôn'

Along – â lông'

Altar – ôl'tĕr

Always – ôl'wâz

Amen – â'mĕn' or â'mĕn'

American – â mâr'ĭ kân

Among – â mŭng'

And – and (not an, en, andĕ)

Anew – â nōw'

Animal – ân'ĭ m'l

Another – â nŭthĕr

Answer – ân'sĕr

Anteroom – ân'tĕrōom' (first syllable accented more than last)

Antler – ânt'lĕr

Any – en'ĕ

Anything – en'ĕ thĭng

Appealing – â pĕl'ĭng (Italic one dot â)

Apply – â plĭ' (Italic one dot â)

April – â'prĭl

Approval – â prōov'âl (Italic one dot â's)

Argue – âr'gŭ (Two dot â as in art)

Aside – â sĭd' (Italic one dot â)

Asked – as (k) t

Assist – â sĭst' (Italic one dot â)

Assume – â sŭm' (Italic one dot â)

Assumed – â sŭmd' (Italic one dot â)

Assure – â shōor' (short double oo as in wōol)

Attend – â tĕnd' (Italic one dot â)

Attention – â tĕn'shŭn (Italic one dot â)

Attentive – â tĕn'tĭv (Italic one dot â)

Authority – ô thōr'ĭ tĕ

Avarice – âv'â rĭs

Await – â wât' (Italic one dot â)

Ballot – bâl'ĕt

Beauty – bŭ'tĕ

Because – bê kōz' (Half-long ĕ as in event)

Become – bê kŭm' (Half-long ĕ as in event)

Befit – bê fit' (Half-long ĕ as in event) (not bâ fit)

Before – bê fōr' (Half-long ĕ as in event) (not bã for)

Behalf – bê hâf' (two dot â as in arm); (also bê hâf' one dot â as in ask)

Behold – bê hōld' (not bã hold or bĕĕ hold) (Half-long ĕ as in ĕvent)

Being – bê'ĭng

Believe – bê lĕv' (Half-long ĕ in unaccented syllable)

Believed – bê lĕvd'

Benefactor – bĕn'ĕ fâk tĕr or bĕn'ĕ fâk'tĕr [heavy accent on first syllable or third syllable (both are correct)] ("tĕr" not "tôr")

Benevolent – bê nĕv'ô lĕnt (not bã or bĕĕ)

Bereavement – bê rĕv'mĕnt (not bã or bĕĕ)

Bereft – bê rĕft' (not bã or bĕĕ)

Beside – bê sĭd' (not bã or bĕĕ)

Bestow – bê stō' (not bã or bĕĕ)

Between – bê twĕn' (not bã or bĕĕ)

Bible – bĭ'b'l

Binding – bĭnd'ĭng

Blossom – blâs'ŭm

Brotherly Love – brŭthĕr lĕe

Brotherhood – brŭthĕr hōod

Budding – bŭd'ĭng

Burdens – bŭrd'ns (circ. ũ as in ũrn)

Business – bĭz'nĭs

By Laws – bĭ'lōs

Candidate – kân'dĭ dât (not kân'dĭ dĭt)

Cannot – kân'ât

Cardinal – kâr'dĭn'âl or kâr'dĭ'n'l (two dot â)

Catch – kâtch (not kĕtch)

Ceremony – sēr'ē mōn' nē (Second (e) is preceded and followed by accented syllable; not sēr ä mōnē)
 Character – kār'ik tēr (“tēr” not “tôr”)
 Charitable – chār'ī tā b' l
 Charity – chār'ī tē
 Cherish – chēr'ish
 Children – chil' drēn
 Circular – sēr' kyōō lēr
 Citizen – sit' ī z' n
 Civilian – si vil' yēn
 Clustering – klūs' tēr ing
 Comfort – kum' fērt
 Commending – kō mēnd' ing
 Commercial – kō mūr' shāl
 Committed – kō mīt' tēd (ō as in odd)
 Communion – kō myōōn' yōn
 Companion – kōm pān' yōn
 Company – kōm' pā nē
 Compare – kōm pār' (not kum pār)
 Competent – kām' pē tēnt
 Complete – kōm plēt'
 Comply – kōm plī'
 Concerning – kōn surn' ing
 Condone – kōn dōn'
 Conduct – kōn dūkt' (as a verb the accent is on the last syllable)
 Confidence – kām' fī dēns
 Confidential – kām' fī dēn' shāl (first and third syllable accented; more on third)
 Conflict – kōn flīkt' (as a verb, the accent is on last syllable)
 Conforming – kōn fōrm' ing
 Conscience – kām' shēns
 Constant – kām' stānt
 Constituted – kām' stī tōōt' ēd
 Constitution – kām' stī tōō' shūn (first syllable accented more than third)
 Continue – kōn tin' yōō
 Contrary – kōn trēr ē (not “kun” or “kun”)
 Conversation – kām' vēr sā' shūn
 Cornerstone – kōr' nēr stōn' (heaviest accent on the first syllable)
 Correct – cō rēkt'
 Councils – koun' sīls, s' ls, as in town (not kōn' sūls)
 Country – kūn' trē
 Crescent – krēs' n' t
 Daily – dā' lē
 Decision – dē sizh' ūn
 Declare – dē klār'
 Decorum – dē kōr' ūm
 Dedicated – dēd' ī kāt' ēd

Defend – dē fēnd (not dā or dēē)
 Defense – dē fēns' (not dā or dēē)
 Degree – dē grē' (not dā or dēē)
 Denote – dē nōt' (not dā or dēē)
 Deport – dē pôrt' (not dā or dēē)
 Derive – dē riv' (not dā or dēē)
 Desire – dē zir' (not dā or dēē)
 Destiny – dēs' tī nē
 Determined – dē tēr' mīnd
 Dial – dī' āl
 Dialogue – dī' ā lōg (Italic one dot à)
 Diligently – dil' ī gēnt lē
 Direction – dī rēk' shūn (ī as in charity, not as in die; ū as in circus)
 Directly – dī rēkt' lē (not die)
 Discharge – dis' chārij
 Distinctively – dī stīnk' tiv lē
 Distract – dis trākt'
 Distress – dis trēs'
 Disturb – dis tūrb'
 Drama – drā' mā; also drām' ā
 Duly – dōō' lē; also dū' lē
 During – dōōr' ing
 Duty – dū' tē (ū has ew sound as dew tē)
 Earnestly – ūr' nist lē
 Either – ē' thēr; ī' thēr (both correct)
 Eleven – ē lēv' ēn (not uh or ēē lēv)
 Eliminate – ē līm' ī nāt (not uh or ēē)
 Emblem – ēm' blēm, or ēm' blīm (not ēm blūm', or ēm blem')
 Emotions – ē mō' shūns (not uh or ēē; ū as in circus)
 Endeavors – ēn dēv' ērs
 Enough – ē nūf' (not ūn or ēē)
 Ensure – ēn shōōr' (ōō as in pōōr)
 Enter – ēn' tēr (not in tēr)
 Entire – ēn tīr' (not in tīr)
 Ere – ār (ā as in care)
 Erect – ē rēkt' (not ūh or ēē)
 Esquire – ēs kwīr' (not ess' or ūh' skwīr)
 Esteemed – ēs tēmd' or īs tēmd' (not ess)
 Evade – ē vād'
 Ever – ēv' ēr
 Every – ēv' rē or ēv' ēr ē
 Evil – ē' v' l or ē' vil
 Exacts – ēg zākt's or īg zākt's
 Exalted – ēg zōl' tēd or īg zōl' tēd (not ex as in exlax; accent on second syllable)
 Examination – ēg zām' ī nā' shūn
 Except – ēk sēpt'
 Exemplifying – ēg zēm' plī fī ing
 Exercise – ēk' sēr siz'

Exhibit – ēg zīb' it; īg zīb' it
 Exists – ēg zīsts'; īg zīsts'
 Expression – ēks prēsh' ūn (not ēgs)
 Expunge – ēks pūnj' (not ēss' pūnj)
 Extend – ēks tēnd' or īks tēnd'
 Failure – fāl' yēr
 Faithful – fāth' fūl
 Falling – fōl' ing
 Familiarize – fā mil' yēr īz
 Family – fām' ī lē
 Father – fā' thēr
 Fault – fōlt
 Feeling – fēl' ing
 Fellow – fēl' ō
 Fellowship – fēl' ō shīp'
 Fidelity – fī dēl' ī tē (not fī dēl' ī tē)
 Figure – fig' ūr (not fig' gēr)
 Final – fī' nāl or fī' n' l
 Fireside – fir' sīd'
 Flower – flou' ēr
 For – fōr (not fūr)
 Forever – fōr ēv' ēr
 Forget – fōr gēt' (not fur)
 Forgotten – fōr gāt' n (not fur)
 Forgive – fōr giv' (not fur)
 Forsaken – fōr sāk' ēn
 Foundation – foun dā' shēn
 Franchise – frān' chīz
 Fraternal – frā' tūr' n' l
 Friendly – frēnd' lē
 Friendship – frēnd' shīp
 Further – fūr' thēr
 Gather – gāth' ēr
 Gavel – gāv' l
 Gentle – jēn' t' l
 Gentleness – jēn' t' l nēs
 Goddess – gād' is
 Golden – gōld' n
 Gorgeous – gōr' jūō
 Govern – gū' vērn
 Grant – grānt
 Great – grāt
 Groundwork – ground' wūrck
 Hailing – hāl' ing
 Harbor – hār' bēr
 Heart – hārt
 Heaven – hēv' ēn or hēv' n
 Heedlessly – hēd' līs lē
 Henceforth – hēns' fōrth'
 Here – hēr'
 Hereafter – hēr' āf' tēr
 Highest – hī' ēst or hī' ist

Holy – hō' lē
 Homecoming – hōm' kūm' ing (first syllable is accented more than second)
 Honestly – ān' ist lē
 Hour – our (h) silent
 Identification – ī dēn' tī fī kā' shūn (First ī long; six syllable word, fifth syllable with heaviest accent)
 Identify – ī dēn' tī fī
 Implies – im plīs'
 Important – im pōr' tānt
 Impress – im prēs'
 Impression – im prēsh' ēn
 Increase – in krēs'
 Indirectly – in dī rēkt' lē (not die)
 Influence – in' flōō ēns
 Inform – in' fōrm'
 Initiation – ī nīsh' ē ā' shūn
 Inner – in' ēr
 Insignia – in' sig' nē ā
 Inspiration – in' spī rā' shūn (heaviest accent on third syllable)
 Instruct – in' strūkt'
 Instruction – in' strūk' shūn
 Interfere – in' tēr fēr' (heaviest accent on third syllable)
 Into – in' tōō or in' tōō
 Introduce – in' trō dūs' (heaviest accent on third syllable)
 Invade – in' vād'
 Inviolate – in' vī' ō lāt (Half long ō and ā)
 Itself – it sēlf'
 Just – jūst (not jēst)
 Justice – jūs' tis (not jēs' tis)
 Keeping – kēp' ing
 Kindest – kind' lē ēst
 Kindly – kind' lē
 Kindness – kind' nis
 Knight – nīt
 Knowledge – nāl' ij
 Labor – lā' bēr
 Ladened – lād' nd
 Lasting – lās' ting
 Laughter – lāf' tēr
 Law – lō
 Lawful – lō' f' l
 Leading – Lēd' ing
 Lecturing – lēk' chēr' ing
 Legend – lēj' ēnd
 Liberty – lib' ēr tē
 Lighten – lit' n
 Likely – lik' lē

Likewise – līk' wīz' (heaviest on first syllable)
 Lingering – līng' gēr' īng
 Living – līv' īng
 Lodge – lāj
 Loudly – loud' lē
 Love – lūv
 Loyal – loī' āl (as in oil)
 Made – māđ
 Malice – māl' ĩs
 Manhood – mán' hood
 Manifest – mán' ĩ fĕst (accent on first syllable)
 Mankind – mán' kīnd' (more accent on last syllable)
 Matters – māt' ěrs
 Member – mēm' bĕr
 Membership – mēm' bĕr shĭp'
 Memento – mĕ mĕn' tō (not mō' mĕn tō, mĕĕ' mĕn tō, or mĭn' mĕn tō)
 Memories – mēm' ō rĕz
 Memory – mēm' ō rĕ (Half-long ō)
 Message – mĕs' ĩj
 Midnight – mīđ' nīť
 Misery – mīz' ěr ě
 Misfortune – mīs fōr' tūn
 Moment – mō' mĕnt
 Monitor – mán' ĩ tĕr (not "tōr")
 Motto – māt' ō
 Mountain – moun' tīn, moun' tĕn (not mount' n)
 Mourn – mōrn
 Movement – mōōv' mĕnt
 Myself – mī sĕlf'
 Mystic – mīs' tīk
 Necessary – nĕs' ě sĕr' ě
 Never – nĕv' ěr
 Newly – nōō' lē
 Noble – nō' b' l
 Nobler – nō' blĕr
 Noblest – nō' blĕst
 Nor – nōr (not "nĕr")
 Noted – nōť' ěđ
 Nothing – nūth' īng
 Number – nūm' bĕr
 Nurture – nūr' chūr
 Obedience – ō bĕ' dĕ ěns
 Obey – ō bā' (not uh bā, Half long ō)
 Obligation – āb' lī gā' shūn (four syllables with third stressed more than first)
 Observance – ōb zūr' vāns
 Observe – ōb zūr'v
 Occasion – ō kā' zhūn (short ō as in odd)
 Of – ōv (not ūff)
 Offering – ōf' ěr' īng

Officer – ōf' ĩ sĕr
 Oft – ōft
 Often – ōf' n (not ōft' ěn)
 Olden – ōl' d' n
 Olympus – ō līm' pūs
 Open – ō' pĕn or ō' p' n (not ō' pūn)
 Opening – ō' pĕn īng
 Opinions – ō' pīn' yūns (Half long ō as in ō bey)
 Opportunity – āp' ōr tōō' nī tĕ (five syllables with third stressed more than first)
 Order – ōr' dĕr
 Other – ūth' ěr
 Our – our (like hour, not are)
 Outer – out' ěr
 Over – ō' vĕr
 Overtaken – ō' vĕr tāk' ěn
 Pageantry – pāj' ěnt rĕ
 Palm – pām
 Paragraph – pār' ā grāf'
 Passing – pās' īng
 Pastures – pās' tūrs
 Pathway – pāth' wā'
 Peace – pĕs
 Pealing – pĕl' īng
 Perception – pĕr sĕp' shūn
 Perfect – pūr' fīkt
 Perform – pĕr fōrm' (not prĕĕ fōrm)
 Performance – pĕr fōr' māns
 Permission – pĕr mish' ōn
 Permit – pĕr mīt'
 Personal – pūr' s' n āl
 Political – pō līt' ĩ kāl (Half long ō unaccented and not prolonged)
 Poorly – pōōr' lē
 Position – pō zīsh' ūn (not pū' zīsh un)
 Practice – prāk' tīs
 Prayer – prār
 Prejudice – prĕj' ōō dīs
 Prepare – prĕ pār' (not prĕĕ pār)
 Presence – prĕz' n' s
 Present – prĕ zĕnt' (not prĕĕ or prūh')
 Preserve – prĕ zūr'v (not prĕĕ or prūh')
 Preservation – prĕz' ěr vā' shūn
 Principal – prīn' sāj' p' l
 Privileges – prīv' ĩ lī jīz
 Problems – prāb' lĕms (not prāb' lūms)
 Proceeding – prō sĕđ' īng
 Procedures – prō sĕ' dūrs (Half-long ō and ū)
 Produce – prō dōōs'
 Proffered – prāf' ěrd
 Progress – prāg' rĕs
 Promise – prām' ĩs

Promptly – prāmpť' lē
 Pronounce – prō nouns' (Half-long ō)
 Properly – prāp' ěr lē
 Propose – prō pōz'
 Protect – prō tĕkt' (Half-long ō)
 Protection – prō tĕk' shūn
 Protective – prō tĕk' tīv
 Protested – prō tĕst' ěđ
 Proudly – proud' lē
 Provision – prō vīsh' ūn (Half-long ō not ōō or ūh)
 Punish – pun' ish
 Pure – pūr
 Purity – pūr' ĩ tĕ
 Purpose – pūr' pōs
 Quick – kwīk
 Raiment – rā' mĕnt
 Rapture – rāp' tūr (Half-long ū)
 Rather – rāth' ěr
 Ready – rĕđ' ě
 Realities – rĕ āl' ĩ tĕs
 Received – rĕ sĕvd' (first (ĕ) Half-long)
 Recently – rĕ' s' nt lē
 Recollection – rĕk' ō lĕk' shūn
 Redress – rĕ drĕs'
 Refrain – rĕ frān'
 Regulation – rĕg' yōō lā' shūn
 Relief – rĕ lĕf'
 Relieve – rĕ lĕv'
 Religious – rĕ līj' ūs
 Remain – rĕ mān'
 Remembrance – rĕ mĕm' brāns
 Reminder – rĕ mīnd' ěr
 Renew – rĕ nūr' (Half-long ě)
 Renewal – rĕ nūr' āl (Half-long ě)
 Repeat – rĕ pĕť' (Half-long ě)
 Report – rĕ pōrt' (Half-long ě)
 Represent – rĕp' rī zĕnt'
 Reproach – rĕ prōch' (Half-long ě)
 Request – rĕ kwĕst'
 Require – rĕ kwīr'
 Resolve – rĕ zōlv'
 Respect – rĕ spĕkt'
 Resplendent – rĕ splĕn' dānt or rĕ splĕn' dĕnt
 Responsibility – rĕ spōn' sāj' bīl' ā tĕ (heaviest accent on fourth syllable)
 Retire – rĕ tīr' (Half-long ě)
 Retrace – rĕ trās'
 Reveal – rĕ vĕl'
 Ritual – rīch' ōō āl
 Roster – rās' tĕr
 Royal – roī' āl (as in oil)
 Ruler – rōōl' ěr

Salute – sāj' lōōť' (Italic one dot ā)
 Sanctity – sänk' tī tĕ
 Scatter – skāt' ěr
 Season – sĕ' z' n
 Secretary – sĕk' rĕ tār' ě (not sĕk ah tār ě)
 Sectarian – sĕk' tār' ě ān (not sĕk ah tār ě ān)
 Sentence – sĕn' tĕns
 Session – sĕsh' ūn
 Shadows – shād' ōs
 Significance – sig nīf' ĩ kāns
 Sincerely – sīn sĕr' lē
 Slightest – slīt' ěst
 Smoking – smōk' īng
 Society – sō sī' ě tĕ (Half-long ō)
 Soften – sōf' n
 Solemn – sōl' ěm (not sōl' ūm)
 Sparkling – spār' kīng
 Spectrum – spĕk' trūm
 Spirit – spīr' ĩť
 Spreading – sprĕđ' īng
 Station – stāj' shōn
 Statutes – stāch' ōōts
 Steadfast – stĕđ' fāst
 Stimulate – stīm' ū lāt (Half-long ū, not stīm āh lāt)
 Streaming – strĕm' īng
 Structure – strūk' tūr or strūk' chĕr
 Summons – sūm' ōnz
 Support – sū pōrt'
 Sweetest – swĕť' ěst
 Symbol – sīm' būl or sīm' b' l
 Symbolized – sīm' būl ĩzd or sīm' b' l ĩzd
 Sympathy – sīm' pāj' thĕ
 The – thĕ or thū – thĕ if it precedes a word beginning with a vowel or vowel sound; thū if it precedes a word beginning with a consonant.
 Tablet – tāb' līt
 Teaching – tĕch' īng
 Tender – tĕn' dĕr
 Therefore – thār' fōr
 Thereof – thār' ōv' (ā) as in care; (not "uff")
 Thither – thīth' ěr
 Thought – thōť
 Tiler – tīl' ěr
 Timidity – tī mīđ' ĩ tĕ
 Timorous – tīm' ěr ūs
 To – tōō (not tū)
 Token – tō' kĕn
 Tolling – tōl' īng
 Tribunal – trī byōōn' n' l (long ĩ)
 Unannounced – ūn ā nouns' 'đ

Unattended – ũn ă tĕnd' ěd
Undergo – ũn' dĕr gō' (heavier accent on "gō")
Undertake – ũn dĕr tāk'
Unfit – ũn fĭt'
Unfortunate – ũn fōr' tŭ nĭt or ũn fōr' chŭ' nĭt
Uninvited – ũn' ĭn vĭt ěd
United – ũ nĭt' ěd or ũ nĭt' ĭd (not ũ' nĭt ěd)
Unkind – ũn kĭnd'
Unnoticed – ũn nō' tĭs' d
Unto – ũn' tōō
Unworthy – ũn wŭr' thĕ
Uphold – ũp hōld'
Uplifted – ũp' lĭft ěd or ũp lĭf' tĕd
Upon – ũ pōn' (not ũ pŭn' or ũp' ōn)
Upright – ũp' rĭt'
Utmost – ũt' mōst
Vanish – vān' ĭsh
Villain – vĭl' ĭn
Vindictive – vĭn dĭk' tĭv (not vĭn dĭk' ă tĭv)
Violate – vĭ' ō lāt
Violation – vĭ' ō lā' shĕn
Virtue – vŭr' chōō (not vŭr' tŭ)

Virtues – vŭr' chōōz
Visiting – vĭz' ĭt ĭng
Voting – vōt' ĭng
Wander – wān' dĕr (not wun' dĕr)
Waters – wō' tĕrs
Wealthy – wĕl' thĕ
Weary – wĕr' ě (hooked long e as in here)
Welcome – wĕl' kŭm
Whatever – hwăt' ěv' ěr
Whereupon – hwār' ũ pōn
Wherever – hwār' ěv' ěr
Whisper – hwĭs' pĕr
Wicket – wĭk' ĭt
Wilderness – wĭl' dĕr nĭs
Witchery – wĭch ěr ě
Without – wĭth out'
Wonder – wŭn' dĕr (not wōn' dĕr)
Worthy – wŭr' thĕ (voiced th as in then)
Your – yōōr (not yĕr)
Yourself – yōōr sĕlf'
Yourselves – yōōr sĕlvz' (not yĕr' sĕlvz)

There are some words listed in the preceding and in Webster's dictionary with two correct pronunciations, but with only one acceptable in ritualistic contests, such as:

A – ă, as in sofa, idea
Candidate – kăn' dĭ dăt (not kăn' dĭ dĭt)
Esquire – ěs kwĭr (not ess kwĭr or is kwĭr)
Fidelity – fĭ dĕl' ĭ tĕ (not fĭ dĕl' ĭ tĕ)
The – thĕ before a vowel or vowel sound
The – thŭ before a consonant

DEPORTMENT – 10%

Department is the foundation for impressiveness. It is the correct movements that each officer is required to execute during the exemplification of the initiatory ritual. Refer to paragraph 19b., Rules & Regulations regarding handicapped officer movements.

Judging of deportment shall begin when the Exalted Ruler is supposed to give the initial rap of the gavel, whether or not it is given, and it concludes when the Esquire resumes his seat after seating the new member.

All violations of Grand Lodge rules are errors in deportment.

The penalty for each complete deportment violation, (failure to execute a required movement) is two (✓✓) check marks.

The penalty for each partial, improper, sloppy, hesitant, stiff, jerky, or poorly executed movement or indication is one (✓) check mark under deportment.

All movements omitted by an officer during the exemplification of the initiatory ritual shall be given two (✓✓) check marks, only, under deportment for each movement omitted.

Movements, which are excessively slow or fast, as rising, sitting, walking, giving the civilian salute to the Flag, dropping the hands after the salute to the Flag, voting sign, wave of the hand, extending or lowering the right hand, clenching the right hand, giving or lowering the hailing sign, giving or obeying the rap(s) of the gavel, bowing or raising heads for the prayer, or carrying out instructions shall be given one (✓) check mark, only, under deportment for each violation committed.

Officers are to be marked throughout the ceremony for each violation committed.

MOVEMENTS

NATURAL – DIGNIFIED – NOT MILITARISTIC

The movement, posture, stance, and walk of officers shall be neat and orderly, and in a manner befitting American citizens, who enjoy initiating an American into the Order of Elks in a dignified and sincere manner. Movements of all officers shall be neat and orderly without the use of audible signals.

EACH ACTION OR MOVEMENT SHALL BE COMPLETED BEFORE ANOTHER BEGINS

The officer shall obtain a natural, relaxed, and dignified posture, stance, and walk. At all cost, the officer shall refrain from being stiff or rigid and executing sloppy, hesitant, jerky movements. Officers shall shift positions in a graceful and dignified manner without the involvement of a rocking motion.

For each instance of an officer standing or walking too stiffly, rocking from side to side, spasmodically moving the fingers, moistening the lips, accidentally stumbling, noticeable trembling but not affecting the voice, accidentally hitting the chair, its arm, or the station, Esquire's baton hitting the door; causing the Flag to waver, or Flag hitting the dress (during tribute to the Flag), he shall receive one (✓) check mark, only, under deportment for each violation committed.

A rigid military manner or movement has no place in the rendition of the ritual. For each instance of an executed military movement, the officer shall receive one (✓) check mark under deportment and one (✓) check mark under impressiveness.

All officers shall keep heads and eyes straight ahead, at all times, except when another officer is performing. If an officer fails to comply, he shall receive two (✓✓) check marks, only, under deportment for each violation committed. The complete failure for an officer to be attentive to the performing officer shall be two (✓✓) check marks, only, under deportment for each violation committed.

The turning of the heads by officers to indicate attention shall be a natural and definite head movement, not simply the movement of the eyes. For inattentiveness, wandering of the eyes, or improper head movement, the officer shall receive one (✓) check mark, only, under deportment for each violation committed.

During the delivery of a charge, it is natural and permissible for the normal movement of an officer's head.

Also, in an officer's movements, it is natural and permissible that he may turn his back to the Exalted Ruler.

MOVEMENTS REQUIRED IN UNISON BY ALL OFFICERS:

1. Rising and sitting.
2. Turning to indicate attention must be a natural and definite head movement, not just the eyes.
3. Bowing and raising the heads for the prayer; all officers must assume the same position (including the Chaplain). However, Chaplain's position is then optional.
4. Extending and lowering the right hand; clenching the right hand.
5. Chaplain, Lecturing Knight, Loyal Knight, Esquire, and Inner Guard turning for the Flag salute and turning when the Exalted Ruler resumes his station.
6. Giving the salute to the Flag; dropping the hands after the salute to the Flag.

If officers required to make a unison move are not in unison, only the officer(s) not in unison will be downgraded one (✓) check mark under department.

If an officer fails to make a required unison movement, he shall be downgraded two (✓✓) check marks, only, under department and no check marks shall be assessed to those performing in unison.

If officers required to make a unison "Amen" are not in unison, only the officer(s) not in unison will be downgraded one (✓) check mark under department.

DEPARTMENT: AFFECTING IMPRESSIVENESS

An extremely improper or very poorly executed movement may also result in downgrading under impressiveness. These movements must be very severely improper to be downgraded under both categories of department and impressiveness. Otherwise, it shall be downgraded, only, under department.

POSITION OF HANDS AND FEET OF ALL OFFICERS:

The position of the feet and hands of the officers when seated or standing shall be uniform. Esquire's hand carrying the baton is an exception.

Feet may be together with the toes pointed out, or they may be apart. The position of the feet when required shall be in line with the officers, or candidate/member will be judged by the alignment of the heels (failure ✓✓ dept.).

Position of the hands of the officers, when standing and not performing, shall be at the sides (optional during prayer). Esquire's hand carrying the baton is an exception. Hands may be placed on the station (optional with each officer) when an officer is delivering his charge, but care shall be taken not to appear to be leaning or resting on the station. If this occurs, the officer shall receive one (✓) check mark, only, under department for each violation committed. Possibly, the best position to have the hands while sitting is in your lap rather than on the chair arms. Officers shall not push

themselves or appear to jump out of their chairs while rising. Conversely officers shall not flop or slump into the chair while sitting. When seated, the officer shall not slide, squirm, wiggle or move his body, hands or feet.

For each violation committed, the officer shall receive one (✓) check mark, only, under department.

STEP(S) TO STATIONS:

Where any step(s) to stations are present, it is natural and permissible for an officer to look down at the step(s) in ascending or descending.

Otherwise, officers shall never look at the floor while rising, sitting, walking, or stepping forward.

For each violation committed, the officer shall receive one (✓) check mark, only, under department.

STEP OR PACE:

The distance of a step or pace is identical. An officer shall take a normal step for his individual walking. On an occasion where a step or more forward by an officer, such as the Exalted Ruler and Chaplain at the Altar, is followed by a step or more backward, a long step may result in an awkward and difficult attempt to return to the officer's original position.

TURN:

A left or right turn is made by walking directly into the turn without stopping. A turn is not considered a step or a pace. A full turn is considered to be 90 degrees. For each violation committed, the officer shall receive two (✓✓) check marks, only, under department.

RAP(S) OF GAVEL:

Failure to give the proper rap(s) shall be two (✓✓) check marks, only, under department.

Rap(s) of the gavel shall be firmly and evenly spaced, using a natural and dignified movement of the forearm and wrist. The failure shall be one (✓) check mark, only, under department. It is natural and permissible to look at the gavel while picking up, laying down, or rapping.

The failure of the Exalted Ruler or Leading Knight to lay the gavel on the station quietly shall receive one (✓) check mark, only, under department.

The rap(s) by the Exalted Ruler and the Leading Knight shall be identical, i.e. frequency, loudness and looking at the gavel (failure ✓✓ dept.).

Each rap omitted or added by the Exalted Ruler, Leading Knight, Esquire, and Inner Guard shall count as one word error.

Rap(s) given by the wrong officer shall receive two (✓✓) check marks, only, under department and shall be noted by the judges under remarks on the judges work sheet.

WAVE OF THE HAND: (diagram on page 68)

The wave of the hand is not only the Exalted Ruler's permission to be seated, or to leave the lodge room, but also a friendly and cordial welcome to a late member or a gesture of appreciation to a departing member. The wave of the hand shall be a full gesture with palm of hand turned down, not a chopping motion, and never sloppy or indifferent. The wave of the hand by the Exalted Ruler and the Esquire shall be identical.

Improper wave of the hand shall be one (✓) check mark, only, under department.

VOTING SIGN: (diagram on page 68)

The voting sign is made by uplifting the right hand, palm to the front. The forearm and hand shall not be tilted forward, backward, inward, or outward, and the upper arm shall be parallel to the floor.

Improper voting sign shall be one (✓) check mark, only, under department.

SALUTE TO THE FLAG: (diagram on page 68)

The salute to the Flag is made by placing the right hand over the heart (thumb only touching the clothing) with the thumb hidden. Hand, wrist, and arm shall be in a straight line; hand shall not be tilted up or down, or cupped.

Improper salute to the Flag shall be one (✓) check mark, only, under department.

HAND SHAKE: (diagram on page 68)

The extending of the right hand, when ordered to do so by the Exalted Ruler, is to be made in a natural handshaking position, as though reaching forward to shake hands with another person. Hand shall not be tilted up, or droop. Palm of hand shall not be turned up. Arm shall not be extended stiffly away from the body, but in a natural position with the elbow slightly bent. When closing the fist, do not make a threatening upward motion (if occurs, the officer shall receive one (✓) check mark under impressiveness); simply close the fist in a firm, but courteous manner.

Improper handshake shall be one (✓) check mark, only, under department.

It is improper and very unimpressive for the Esquire to shake hands with the new member after he is seated. **DO NOT SHAKE HANDS!** If this occurs, the Esquire shall receive one (✓) check mark under impressiveness, two (✓✓) check marks under department.

ESQUIRE'S BATON ARM: (diagram on page 68)

The Esquire moves his hand out of the baton carrying position in giving the hailing sign, when placing the candidate in proper position to assume the obligation and when placing the new member at ease. Many lodges have installed a steel, or brass ring, at the end of the handle to aid the Esquire in holding the baton. This practice is permissible.

HAILING SIGN: (diagram on page 68)

To clarify the proper giving of the hailing sign, follow these simple rules:

At the start of the hailing sign, the Esquire lowers his left hand with the baton to his side. With both arms hanging naturally at the sides, start moving them away to a position over the head. While the arms are moving up, turn palms of the hands to the front and spread the fingers and thumbs of each hand. Fingers shall be straight, not curled. In the final position, arms shall be opposite the ears, with thumbs six to nine inches apart, and six to nine inches directly above the head. Hands shall be in an upright position; that is, not leaning forward or backward. Hold the sign in this position until recognized by the complete wave of the hand by the Exalted Ruler. In returning to the normal position, bring the arms, fully extended, in an easy and natural movement to a position at the sides, turning the palms in and closing the fingers and the thumbs as the arms come down. The hailing sign is concluded when both arms are at the Esquire's sides. After the completion of the hailing sign, he then returns his left arm to the proper baton carrying position. An excessive slow or fast hailing sign should be discouraged.

Improper hailing sign shall be one (✓) check mark, only, under department.

IMPRESSIVENESS – 50%

THE BASIC OR FUNDAMENTAL PRINCIPLE OF IMPRESSIVENESS IS COMPLETE THOUGHT UNITS.

Impressiveness is the ability to influence the mind or emotions by articulation. Speaking impressively is a highly creative art representing a synthesis of intellect and imagination.

The first and most important qualification of an effective and successful officer in ritual is to have the knowledge, understanding, sincerity, belief, and desire to impart his knowledge and belief to another person.

To arouse feelings, one must be intensely earnest. Pretense and insincerity rip and destroy the impressiveness of a delivery. Your listeners should feel that you are experiencing the emotional feeling of the context of your charge. Speak with contagious enthusiasm. Do nothing to dull your energy. It is magnetic. A tired officer is neither magnetic or attractive. You should radiate vitality, aliveness, alertness, and enthusiasm.

The manner in which words are spoken is almost as important as the words themselves. It is of paramount importance to think before you speak. The ability to speak correctly is closely allied with the ability to hear speech sounds correctly. Therefore, the ear must be trained to hear sounds accurately; the speech organs must be trained to make speech sounds accurately. You must cultivate sensitivity to sounds and voices and their characteristics.

INITIAL PROCEDURE:

In all probability, 90% of the officers first memorize word by word their charge, thereby disregarding the basic or fundamental principle of impressiveness which is complete thought units. We respectfully suggest that first it is imperative for you to

read, study, and thoroughly analyze each complete thought unit and obtain a thorough personal understanding and knowledge of the context of your charge. You must understand and believe the words that comprise your charge. You must have the desire to share, impress and convince the listener of the true meaning of the lesson that your charge seeks to teach. You should thoroughly understand the entire meaning and significance of each complete thought unit that is being conveyed throughout your charge, and not merely memorize a collection of words to be judged as to word accuracy. You should try to feel emotionally what the author felt when he wrote the charge. You should try to make his spirit your own and let it ring and sing through your voice. You should make your inner thought urge strong enough and you will obtain results.

Then by means of a vertical mark or any other visual designation, you may determine and visibly indicate each complete thought unit in your charge. This method is not to be an arbitrary one. It is suggested to help you understand complete thought unit relationships and the value of the pause. After this is accomplished, you should then proceed to memorize each complete thought unit of your charge.

Why this particular procedure? Basic psychology teaches us that the first impression on the mind, and subsequently implanted in the subconscious mind, is usually the most lasting. By this technique, you are visually and mentally implanting each complete thought unit in your mind and not simply each word of your charge. There are three natural laws of remembering, which are impression, association and repetition. Therefore, by this procedure, you are applying the laws of impression and association – the impression of each complete thought unit and the association of each complete thought unit. Then by constant practice, you will fulfill the third law of repetition.

After you have applied the preceding suggestions and procedures, you are prepared to apply the basic or fundamental principle of impressiveness which is complete thought units.

COMPLETE THOUGHT UNITS:

Each complete thought unit shall contain an idea expressed in words that carry a meaning (to speak in phrases that make sense). You do not speak in a single word, or even two or three words, but in a group of words. In speech, such a group of related words expressing a complete thought is called a complete thought unit. The complete thought unit must answer the question, "Have I said something?" Think what your words mean. Have clearly in mind what you wish to say. Find the words that express your ideas.

A word is an articulated sound, or series of sounds, which stands for and communicates an idea. Therefore, your charge is more than the articulation of sounds or of words. In analyzing word meanings, one must bear in mind the concept that words are merely symbols that are used to express ideas. Words do not have inherent meaning. They acquire meanings through association. To effectively convey the author's words of your charge, you must analyze and understand his words, his thoughts and his moods.

To be impressive, it is necessary to separate the sentences into complete thought units for the listeners. Each complete thought unit should be separated from every other complete thought unit so that the meaning of the sentence is not obscured. For proper complete thought units, you want to fully express the continuity of thought and meaning in a sentence where it will flow smoothly and easily. Complete thought units cannot be conveyed without a common understanding of words. Again, we emphasize the importance of carefully studying the inner meanings of the words in your charge. In order to convey complete thought units effectively and efficiently, you must analyze and understand the meaning of what you want to communicate; you must be able to project that meaning clearly; and you must be able to evaluate the effect of your communication on your listeners. You must master the content and language of your charge with particular concentration upon the sequence of complete thought units and ideas. You must fix firmly in your mind the structure and plan of your charge. You must know how you will progress from one complete thought unit or idea into another. At the moment you say each complete thought unit or idea, you must have a full realization of the exact meaning of what you are saying. Also, you must keep in mind the kind of response you expect from your listeners.

Absentmindedness or partial comprehension will quickly reveal to the listener that you are either not very enthusiastic about your charge or not very well prepared. Your listener should feel that you are experiencing the emotional feeling of the context of your charge. Your main responsibility is to gain and to hold the attention of the listeners so completely that they will think and respond along with you. Have you ever stopped to realize that a listener hears only one word at a time and does not retain words for long after they are heard? Also, to a listener, a word is a sound. If the sound is unpleasant, it handicaps the best intended thought. Therefore the sound, the words, and the complete thought units must convey all the meaning. Spontaneity and flexibility are the essence of speech.

The following are examples of complete thought units.

"He is properly prepared / and I, as an Elk, vouch for his identity." (2)

"Whereupon the Gods with one acclaim did vote her purest, truest, noblest of all the graces." (1)

"The faults of our members we write upon the sand; / their virtues upon the tablets of love and memory." (2)

"There is no such red in budding rose, in falling leaf or sparkling wine;" (1)

"For, while Justice is not vindictive, / it is exacting;" (2)

"I will report to the Exalted Ruler." (1)

"Prosper us in this labor of love." (1)

Judging of impressiveness shall begin when the Exalted Ruler is supposed to give the initial rap of the gavel, whether or not it is given, and concludes when the Esquire resumes his seat after seating the new member.

PAUSES:

Variety in pauses can vitalize your charge.

Proper complete thought units will determine the correct pausing. In the simplest use of the word, a pause is merely a break in the sequence of words, sometimes for emphasis, to separate complete thought units, and to provide a place for proper breath control. As a general rule, a pause within a sentence should be used only between groups of words in a series, or when there is a break in the complete thought units, or when it is desirable for emphasis. The main purposes of a pause are to indicate units of thought to the listeners, to give you an opportunity to get sufficient breath to continue, and to attain a full understanding of the next unit of thought. The careful planning of pauses and the effective use of breath will help keep pauses alive and listeners aware that something more is coming.

To give rules governing the exact length of pauses is impossible. Pauses vary with the rate of your speech, with the type of your material, and with your inherent natural and developed qualities and abilities.

There are many different kinds of pauses. Some of the most widely used varieties are as follows:

Meditative – gives the listener an opportunity to think.

Logical – which separates one complete thought unit from another.

Dramatic – the quality of being dramatic or acting.

Live pause – the listener knows that more speaking is coming even when no speaking is actually being done.

Dead pause – you pause and the listener decides you have finished although you had no intention of stopping.

Some of the most effective writers do not always punctuate according to the rules of grammar. But the fact that you cannot always rely on an author's punctuation is an argument against depending on the punctuation marks to tell you when to pause. Punctuation marks will indicate some of the places where pauses are needed, but will not show all the places where they are needed nor warn you against those that are not needed. In conversation, you do not always pause where a grammarian would place the commas. You do not look to the punctuation for your complete thought units; you look to the punctuation for the meaning; then you look to the meaning for the complete thought units.

EMPHASIS:

No set rule of emphasis on words can apply to the interpretation of the ritual by an individual officer. You must bear in mind that the interpretation of a charge in the ritual may be entirely different, when given by several officers, yet all may be equally impressive.

Emphasis is the weight or stress that is given to a word or group of words to express the meaning of the sentence or complete thought unit. Every sentence has one or more words to be emphasized. They cannot all have equal importance. In order to understand the writer's thoughts and to interpret them to others, you must study each

selection to observe the method used by the author to stress words in order to emphasize some ideas and to subordinate others.

In order to avoid word wise speaking and to convey ideas accurately, it is necessary to stress words properly. It is equally important to know which words not to stress. The linguistic phrase subordinates some words and stresses others. The weakening of less vital words provides variety and helps clarify the meaning of a sentence. Decide just what you mean. Determine what impression you want your listeners to get before you mark the emphasis. Changing the emphasis does not always change the meaning entirely. It may only bring out different shades of meaning or sentiment. Special emphasis may be used to add strength or beauty. It may avoid a sing-song monotonous recital of a brilliant thought.

Note that when you casually speak your own thoughts in any conversation, you unconsciously emphasize the words that are important to you. The stronger you feel about your subject, the greater the emphasis you will place on the key words. Put this practice into use when delivering your charge. And in so doing, you will not stereotype your delivery. Each officer is an individual and, as such, should not necessarily be expected to follow the same pattern as would another officer delivering the same charge.

Do not fail to give the proper importance to key words when speaking of "our Order," "our Flag," "our Country," "The United States of America," or "the Benevolent and Protective Order of Elks." "Our Father," and "God" shall be spoken in a reverent manner.

However, there are instances where emphasis is placed on words in a manner which does not lead to an impressive delivery, such as the following examples:

1. "OF the United States OF America" – "UNITED STATES of AMERICA" are the key words, not the preposition "OF", as it would normally be with any preposition.
2. "ESTEEMED Loyal Knight" – "ESTEEMED LOYAL KNIGHT" is the full title of the officer and each word is of equal importance, as it would be in any of the officers' titles.
3. "of their HOMES and firesides" – two connecting thoughts, which are equal in importance and are entitled to equal emphasis.
4. "gentleness AND timidity" – the conjunction "and" is not the important word; "gentleness" and "timidity" are the key words in this phrase.

SINCERITY AND DIGNITY:

All charges should be delivered in a natural, dignified, and sincere manner, as in any conversation, from the heart "so to speak." In order to do this, you must believe in and practice the principles of our Order. You must be able to present the charge with directness, sincerity and forceful vigor in order to gain the desired response. You must exhibit a genuine and sincere communication of thought, feeling and meaning. You must express the thought and feeling that will communicate to the listener exactly what you intend. You must say what you mean in a way that will hold the attention of your listeners. The charge must be instantly intelligible.

Your appearance and actions can be most effective in your delivery since seeing makes additional impressions on the listeners. A pleasing appearance, an alert posture, a friendly smile at the start and a facial expression that is consistent with your charge, all help in adding appeal and interest. It will make you appear confident and agreeable. Coaches, as well as the individual officers, should diligently strive to develop poise and confidence by bringing out your inherent natural qualities and abilities. You must practice to attain a friendly, confident manner.

A tight voice, an extremely rapid speech and a nervous cough indicate a lack of poise and confidence. You must conceal from your listeners any sign of tension and discomfort. Deep breathing will take your mind off the problem of how you sound and will give you an appearance of poise and confidence. As your self-consciousness lessens, you will feel and look better poised and more confident. After you have risen to deliver your charge, do not be in a hurry to begin. This is the hallmark of an amateur. It is advisable to take a deep breath for a moment before beginning your charge.

To be impressive, you must appear to be natural and at ease. By your manner, poise and delivery, you must capture and hold the interest of the candidate. You must cultivate a most agreeable personality. Like begets like. Therefore, there is every reason that you should make certain your attitude is such as to elicit a warm response.

You should exhibit a pleasant and friendly facial expression but not a forced grin or smirk. A good look at the candidate with a natural welcoming smile relaxes the facial and throat muscles and produces a calming and relaxing sensation. Facial expressions impress the listener and certainly, affect your tonal sounds. Your facial expressions should indicate interest and attentiveness when another officer is performing. Facial expressions should be in accordance with the nature of your material. The raising of the eyebrows or the movement of the eyes and lips may be very effective in conveying emotions. The inexperienced officer would do well to practice in front of a mirror. However, it should be noted that the use of facial mannerisms may interfere with the communication of the idea you are striving to convey if they are inappropriate or exaggerated. Pretense, affectation and insincerity rip and destroy the impressiveness of a delivery. To arouse feelings you must be intensely earnest.

How to feel at ease before an audience is a major problem for most people when they speak. "How can I get rid of stage fright?" Actually, the nervousness you feel in making a speech is quite normal. For in speaking in public, you are going to be tested, criticized and judged. The problem of feeling at ease is not to cure a disease called stage fright, but to control the tension. The control has two aspects which are to keep tension from mounting into a panic fear reaction, and to put to good use the extra energy which is normal in a stirred-up state of the body.

Arbitrarily, most of us cannot alter or change our innermost expressions and feelings which are an integral part of our personality characteristics, although we can develop and attain certain qualities by proper coaching and constant practice. The presentation of the initiatory ritual may differ very little from one officer to another, but the emotional interpretation will be influenced by the officer's feelings about the charge and will eventually determine whether or not he will be impressive or unimpressive.

SPEED:

In order to indicate both the logical and the emotional elements in meaning, speed, timing or tempo is of great importance. You should establish a normal speed in your delivery as if in a normal conversation with a friend. The normal rate for speaking in public is about 125 words per minute, although a good individual rate for you may well be somewhat above or below the average rate mentioned. It is the rate that is both comfortable for you and easy for your listeners to understand.

To emphasize a point, you may slow your delivery and return to a normal speed. Only rarely will speeding up a delivery to emphasize a point improve the impressiveness of a charge; this has a tendency to cause the slurring or running of words together. Speaking too slowly, as well as too rapidly, detracts from the presentation and the charge becomes uninteresting which in turn will affect impressiveness.

You must sense the rhythm of what you are saying. The thought and the mood will help to determine and control the rhythm. The mood of a selection may depend upon the rhythm of the author's words or sentences, and his choice of words to emphasize particular sounds. The essential rhythm of a selection cannot be separated from the dominant mood. You should feel the rhythm as you study the selection for colorful words, imaginative symbols and skillful use of sounds.

VOICE:

Human voices, like other abilities and attributes, vary greatly among individuals. Only about 5 people in every 100 have naturally pleasing and effective voices, but almost anyone can develop and cultivate effective speech.

There are probably no more accurate gauges of a person's emotional, mental and physical well being than voice and speech. It is an integral part of the total personality. Other aspects, such as dress or grooming are external, but speech is inherent. In speaking, think what you say and think very hard. Then, by this process, your brain will help control your voice. The main requisite for improving speech is the desire to improve it. A second requisite is working in a systematic fashion to improve defective sounds, faulty intonation and unpleasing voice quality.

Speech should serve as a means to an end rather than as an end in itself. Indistinctness, inaudibility or slovenliness will mar its effectiveness, while speech that is too conspicuously proper may attract attention to itself thereby interfering with communication. You must have complete control of your voice. You must reflect your feelings and thoughts. Therefore, vigorous and correct voice production requires a great deal of energy. A positive attitude toward life, self-confidence and buoyancy are needed if the voice is to be used with maximum efficiency.

The ability to speak correctly is closely allied with the ability to hear speech sounds correctly. The three fundamental principles of good voice production are correct BREATH CONTROL, RESONANCE and RELAXATION.

BREATH CONTROL:

During normal quiet breathing, inhalation and exhalation occur, unconsciously and rhythmically, approximately 14 to 16 times per minute. During speech, inhalations

are shorter in duration and occur during pauses between complete thought units. Deep diaphragmatic breathing is the very foundation and motivating power of your voice. It is the raw material out of which your words are fashioned. Without it under intelligent control, nothing can be accomplished. High chest breathing with shoulder movement interferes with the supply of air and causes tension in the neck and throat. Proper control of exhalation is essential for the most effective production of the voice.

RESONANCE:

The vibration of the vocal cords results in the vibration of air in the cavities of the throat, mouth and nose, which are the resonating cavities. Effective use of these resonators depends upon a reasonable amount of relaxation of related muscles. Resonance increases the volume of the voice and is a major factor in determining voice quality. Also, muscular action controls the position and tension of the vocal cords as well as the resonating cavities which, in turn, influences the pitch, volume and quality of the voice.

RELAXATION:

Conscious control of speech muscles is possible. You can become aware of the relative amount of tension or relaxation of the throat muscles. Also, you can deliberately move the lower jaw, lips and tongue into the proper positions for making the speech sounds. Without relaxation, the body cannot be well coordinated nor the voice free and vibrant. Posture is a basic factor in relaxation. Good posture is a requisite for health as well as for effective voice.

Nervous tension manifests itself by tightening the muscles of the throat, stiffening the jaw and lips, and preventing agility of the tongue. This produces thin, breathy, harsh and unpleasant tones. Tones that will not carry. Relaxation of the jaw and throat, opening your mouth, extending your lips and keeping your tongue moving actively will produce a distinct, clear, deep, pleasant, rich, strong, vibrant and resonant voice.

You must have complete control of your voice. Proper changes of pitch, inflection, volume, quality of tone and speech will arouse attention and sustain interest. If you do not know what your voice sounds like, then become acquainted by listening to your charge on a tape or the bent ear technique. Your voice must reflect your feelings and thoughts and therefore, does not distract attention from what you are trying to communicate. If you cannot control your voice, then all of the other thoughts, emotions, facial expressions, rhythm and pronunciation may never realize their full potential.

VOLUME:

Volume refers to the power, that is the general or average loudness of the voice, and depends upon controlling the outgoing breath. Impressive and effective speech utilizes the changing of the volume.

Not only should the volume be adequate at the beginning of a complete thought unit, but also it should be sustained to the end of a complete thought unit. The voice should be well modulated, yet loud enough to be heard in all parts of the room. Intrinsic

factors, as the size of the room, the number of persons in the room and the acoustics, determines the volume of the speaker.

You should always remember that one who speaks too loudly, generally, cannot raise his voice much to gain effect; and conversely, when one speaks in a low tone, one has little chance to impress by the softening of the voice. Too loud a tone may jar on the ear of the listeners, distracting their attention; too low a tone may cause them to lose much of the content.

PITCH (MODULATION):

Your voice has its own natural pitch. It may be low or high. Do not try to change it. Only small variations in pitch are needed for good speaking. Pitch is that quality of the voice that spots it in the musical scale. So speak in the tone that is natural, comfortable and easy, thereby, varying up and down from that normal key.

Changes in pitch are of great importance in conveying ideas as well as emotions. Interpret the mood and feeling of the words and project your emotions. To cultivate modulation, practice and establish the habit of tonal variety.

While there is a dominant pitch in every voice, there is also sufficient range in each voice so that adaptations may be made depending upon the material to be spoken. The glide of a voice from one pitch to another, intonation (tune or melody of a language), is an important factor in communication. The lack of variation in pitch (modulation) results in a monotonous tone. Monotony is the enemy of all speakers. This is caused by continually running sentences downhill, by constantly dropping the voice on commas or pauses, by merely reciting, by lack of expression in key words, or by failure by voice inflection to distinguish between opposing thoughts in the same complete thought unit, sentence or paragraph.

QUALITY or TIMBRE:

Quality is said to be the character of a tone (clear, shrill, resonant, nasal, harsh or blatant). It is the voice characteristic that is most important in affecting attitudes and emotions. It is the voice quality as to the audible sound of inner feelings and emotions.

The quality of the voice must match the essential mood of the material. Word meaning may be conveyed by the context and also by the tone, quality and inflection of your voice. When you understand your charge and are prepared, your voice will reflect confidence.

SPIRIT and ENTHUSIASM:

By exhibiting a dynamic, forceful enthusiasm and persuasiveness to your delivery, you can be very impressive and convincing. Therefore, speak with contagious enthusiasm and pronounced vigor. Your spirit and enthusiasm shining through your eyes, radiating through your voice and proclaiming itself through your manner, will communicate itself to your observers. Your impressiveness, personality and eloquence of speech is in the tone of your voice, in your eyes and in the air of your speech as much as in the choice of words. Your faith power can and will work

wonders. No one ever mastered any skill or attained a worthwhile accomplishment or goal except through intensive, persistent and intelligent practice. Without question, you must impress and convince yourself before you attempt to impress and convince others. You must believe in yourself. You must have a profound faith in your abilities. You should utilize the majestic power of positive thinking.

OBLIGATION

The obligation shall be broken into meaningful phrases of words that would be very easy for a previously uninformed candidate to repeat and still be impressive to the listener.

As an example, “the name of a member asking / or receiving aid / or relief from the Order”, breaks up connecting thoughts and is poor phrasing. Breaking on a preposition, such as “I will never apply to / the courts for redress” is poor phrasing.

For each instance of unimpressiveness, due to the improper phrasing of the obligation, the Exalted Ruler shall be given one (✓) check mark, only, under impressiveness.

Do not let the obligation become rhythmical. You have positives and negatives to work on. Use a pleasant and friendly manner.

For each violation committed, the Exalted Ruler shall receive one (✓) check mark, only, under impressiveness.

GESTURES

Officers shall never gesture to objects behind the candidate’s back. Also, it is improper for an officer delivering a charge to gesture with his head toward another officer or object. The one exception is the Inner Guard’s indication to the Esquire that the lodge is ready to receive the candidate.

While there are no other rules against the use of gestures by an officer, their use should be governed by common sense. The place, manner and number of gestures used are left to the discretion of the individual officer and coach.

When gestures are used, they must be given naturally and with proper poise. Therefore, you should expect any gesture to give the appearance of a natural, unrehearsed act, not an apparent studied movement. Gestures are not a thing to be put on at will, which would appear mechanical. They are merely an outward expression of an inward conditioned feeling such as laughter. A general rule to observe in connection with gestures is to use them only when they grow out of the material and when you feel at ease in using them. If you are self-conscious about using gestures, you will cease to communicate effectively and your listeners will immediately sense this break in your trend of thought.

For each instance of an unimpressive gesture, the officer shall be given one (✓) check mark, only, under impressiveness.

EXALTED RULER AIDS

1. Speak clearly; you have the opportunity of testing your voice in speaking to the chairman.
2. Address the lodge in a firm, but sincere tone.
3. In addressing the Inner Guard or the Esquire (except for dialogue with the Esquire), remember that you are issuing instructions and your voice should carry authority in a firm, but not a harsh manner.
4. Never drop key words, such as: GOD – HOLY BIBLE – ELKS – UNITED STATES of AMERICA – OUR ORDER – BENEVOLENT and PROTECTIVE ORDER of ELKS – FLAG, etc.
5. The Eleven O’Clock toast should be set apart by warmth and sincerity and in a different tone and manner than the obligation.
6. Do not use a threatening tone upon clenching the fist, but be firm and positive.
7. Welcome the new member for final instructions with sincere warmth and with a smile, not a forced grin, to indicate that you are really happy that he has taken the step in becoming a member of the greatest fraternal Order in the world.

ESQUIRE AIDS

1. You are the lieutenant running the show; act accordingly.
2. From your chair to the Altar to the door should determine your walking speed, with or without the candidate.
3. While outside the door, stand close enough for your voice to be heard clearly. It may be necessary to speak in a somewhat louder tone than normal in order for the judges and word judges to hear clearly in all parts of the room. Do not return the nod of the head to the Inner Guard.
4. While escorting the candidate, hold his left wrist or arm firmly, but gently; always lead him, do not let him lead you; keep your eyes straight ahead, except when an officer speaks.
5. The Esquire must bear in mind that he does not have a story to tell, but is giving instructions in the delivery of his charge. His explanations should be given clearly and deliberately so that they are readily understood. As each instruction is distinct, it is advisable to pause slightly longer at the end of each paragraph (instruction), than at the end of each sentence within the paragraph.
6. Remember, as Esquire, when you are performing in the dialogue with the Exalted Ruler, it is your best opportunity to demonstrate an impressive delivery by your expression and enthusiasm in what you are saying.
7. Be pleasant, but remember that the candidate is a new member, not a date, so no forced grin. Be firm in speaking to each officer, but polite; you are not beseeching him to rise, or asking him a question, but firmly and respectfully informing him that you are there with a new member for further instructions.
8. Do not shake hands with the new member after he is seated.
9. Remember at all times that you are the Esquire and that you are in complete command of the situation on the floor.

ESTEEMED LEADING KNIGHT AIDS

1. You begin by telling the new member that Charity is the greatest of all virtues; do not lose it.
2. You have eleven paragraphs with seven telling a story; make it that way.
3. You tell what Elks do; you demonstrate with a story; you sum up in the last paragraph; it's this or you have lost your opportunity. Different tones and speeds should be used: (example) the opening; the beginning of the legend; Charity speaking within the legend; back to the legend; the summation. Finally, your instructions to the Esquire should be given in a completely different tone of voice.
4. Every word which modifies Charity is a key word. Other key words are, as an example: WEALTH – RICHES – GREED – AVARICE – PEACE – WAR – JUSTICE – MERCY – RIGHT – FAITH – DOUBT – HOPE – FEAR – HIGH OLYMPUS – RESPLENDENT – PROUDLY – SOFT – MILD – and many more.
5. In addressing the Esquire, remember you are issuing instructions and your voice should carry authority in a firm, but not a harsh manner.
6. Let everyone know that you have had chair experience; be poised and confident.
7. You are next year's Exalted Ruler; show it.

ESTEEMED LOYAL KNIGHT AIDS

1. Part should be said in a pleasant manner; do not talk severely.
2. Remember that your motto is Justice, but the emblem of your station is the Bible.
3. Practice key words, such as: SOLEMN OBLIGATION – BIBLE – JUSTICE – DUTY – ELKS – OBEDIENCE – OUR ORDER – CHERISHED RIGHTS – PRIVILEGES – AUTHORITY, etc.
4. You are giving facts, but to a new member.
5. A distinct change of tone can be made between the first and second paragraphs. This is the one real opportunity for a Loyal Knight to do something beside merely giving out facts. The first paragraph indicates definite things expected and required of an Elk; the final paragraph indicates the right, privileges, and advantages of being an Elk. Make good use of this opportunity for a change in voice and tone.
6. In addressing the Esquire, remember you are issuing instructions and your voice should carry authority in a firm, but not a harsh manner.

ESTEEMED LECTURING KNIGHT AIDS

1. Really welcome the new member with a smile, not a forced grin; let him know that your station represents Brotherly Love.
2. There are five distinct thoughts in your charge; know their meaning fully. Each provides an opportunity to use varied tones, inflections, and speeds to illustrate the thoughts you are expressing. There is the welcoming of a new member; the description of the symbol of our Order; then into the foundation and groundwork of our Order, the Golden Rule; the illustrations of the opportunities offered us; and finally, the instructions to the Esquire to proceed to the next station.
3. Practice key words, such as: OUR ORDER – GENTLENESS – TIMIDITY – GOLDEN RULE – ALL MANKIND – BROTHERS – VIRTUES – LOVE – MEMORY – KINDNESS – GOOD – COMFORT – etc.
4. In addressing the Esquire, remember you are issuing instructions and your voice should carry authority in a firm, but not a harsh manner.

CHAPLAIN AIDS

1. Always address chair in the same position, either ready to sit or to turn with the Exalted Ruler.
2. Prayer should be very deliberate; speed is an enemy; a prayer is prayed, not repeated; reverence and sincerity is a must. In your prayer, you should address – “our heaven”; make a statement – “We thy children”; then request – “Prosper us”; then beseech – “in all our endeavors.”
3. The intent of the entire prayer can be lost without proper presentation of key words, either by speed, enunciation, or tone, or a combination of all.
4. Movements up and back should be made without strain, no waddling, shuffling, or unnecessary leaning forward or backward.

INNER GUARD AIDS

1. Always step forward two paces from the chair or the door when you address or are addressed by the Exalted Ruler, and turn to look at the Exalted Ruler.
2. Your words require much practice as you have little to say, so you must make the best of it in a short time. Remember that as Inner Guard, you are speaking away from the lodge room into an anteroom, so it may be necessary to speak in somewhat a louder tone than normal in order to be heard distinctly by all the judges and word judges.
3. Bear in mind that all eyes are upon you while you are performing. Make all movements in a firm and decisive manner, each action or movement shall be completed before another begins, indicating to all that you definitely know what you are doing, and without a question that you are in command of the station. Be firm, but polite, in speaking to the Exalted Ruler and the Esquire; you are not beseeching the Exalted Ruler to rise, but firmly and respectfully informing him that the Esquire requests admission for the purpose of initiating the candidate; you convey the Exalted Ruler's request for the Esquire to enter in a pleasant, pleased manner.

ELKS RITUAL OF INITIATION IN CONTEST FORM

* Denotes omission of part of the ritual which should be said by the officers, or a rap(s) of the gavel.

Narrator: These are the procedures of the initiatory ritual of the BPOE. They are to be used for instructional purposes under the most careful supervision, maintaining all the confidential nature of this beautiful ceremony. It is presented in contest form.

Chairman: The contest chairman shall announce to the spectators, prior to the entrance of a team, that:

Are the judges ready? We are about to witness the exemplification of the Ritual by _____ lodge number _____. We ask you to cooperate with them so they may perform without distraction.

It shall be necessary for you to keep your seats at all times, refrain from smoking, cease all conversation, and conduct yourself as not to disturb the contestants.

You shall pay no attention to the raps of the gavel, repeat no part of the ritual, or otherwise participate in the ceremony. There shall be no prompting by anyone as this could result in disqualification of the team.

No one shall be permitted to enter or leave the contest room while the team is performing, no tape recorders are permitted, and there shall be no rituals in the room except those in the hands of the word judges, Ritual Officials, and the Contest Chairman.

In fairness to the team, please place all cameras, papers, hats, or anything else that you are carrying on the floor to avoid noise or confusion. Turn off pagers, cell phones, or any other device which may cause an interruption to the contest.

There shall be no applause until the competing team has been dismissed by the chairman and has begun to disassemble.

Chairman: "Lodge Inner Guard, please inform _____ lodge number _____, they may enter when ready, inspect their stations, and assemble before the Altar." (Officers may check chairs, stations, seat for the candidate, Flag, and gavels, and then orderly assemble before the Altar with the Exalted Ruler centered approximately two paces in front center of the Altar. When the team has assembled before the Altar and indicated they are ready, the chairman continues:

Chairman: "Exalted Ruler _____, are these the duly elected, appointed, and installed officers of _____ lodge number _____ for the fraternal year _____?"

Exalted Ruler: Answers.

Chairman: "Are there any substitution(s)?"

Exalted Ruler: Answers. (If affirmative, Chairman asks: "Is/Are the substitution(s) from your Lodge?" Exalted Ruler: Answers). If there is/are sub(s) ask if the sub is a repeat.

Chairman: "The judges will please note the substitution(s)." "You may begin the contest."

Exalted Ruler: May answer or not.

Narrator: The officers then proceed in an orderly manner to their respective stations and are seated with the head in a normal position, straight ahead. It is not required that the officers arrive at their stations in unison. No rap shall be given to seat the officers. After a very short pause, the Exalted Ruler rises, steps forward one pace to a normal position at the station, picks up the gavel with either hand, gives one (*) rap of the gavel (failure ✓✓ dept.) or first word spoken after the failure of the required rap of the gavel (failure ✓✓ dept.), (All officers shall indicate attention to the Exalted Ruler in unison, upon the initial rap of the gavel.) (failure ✓✓, incorrect ✓ dept.), lays the gavel on the station quietly (incorrect ✓ dept.), looks straight ahead (failure ✓✓ dept.), then he looks at the Esquire, (with a definite head movement, indecisive ✓ dept.) and says: [Rap(s) of the gavel shall be firmly given and evenly spaced, using a natural and dignified movement of the forearm and wrist, (incorrect ✓ dept.). It is natural and permissible to look at the gavel while picking up, laying down, or rapping. All officers shall turn their heads in unison (failure ✓✓, incorrect ✓ dept.), to the extent necessary to look at the performing officer not to exceed 45 degrees (failure ✓✓, incorrect ✓ dept.). During the entire procedure, the various officers shall give their attention to the officer who is performing (failure ✓✓ dept.). When no officer is performing, each officer shall look straight ahead (failure ✓✓ dept.). The turning of the heads by officers to indicate attention shall be a definite head movement (if necessary), (failure ✓✓ dept.)].

Exalted Ruler: "Lodge Esquire," pauses.

Narrator: The Esquire turns his head to a normal position, straight ahead (failure ✓✓ dept.), rises, steps forward one pace (failure ✓✓ dept.), makes a left turn without stopping (failure ✓✓ dept.), then turns his head and looks at the

Exalted Ruler (failure ✓✓, sloppy or indecisive ✓ dept.) for each movement). The Exalted Ruler continues when the Esquire is in the proper position with head turned to the Exalted Ruler. Exalted Ruler too fast (✓ dept.).

Exalted Ruler: “you will retire * * * * * * * * * * * * * * .”

All officers shall direct their attention in unison to the Esquire (failure ✓✓, incorrect ✓ dept.) as the Esquire turns his head to a normal position, straight ahead (failure ✓✓ dept.) and then proceeds in an orderly manner to a spot directly in front of the Altar and approximately one pace away from it (failure ✓✓ dept.). Esquire may also approach the Altar two paces away from front center and then step up one pace for the hailing sign – if this is done, he must also step back a pace (failure ✓✓ dept.) before going to the door. He faces the Exalted Ruler and salutes him with the hailing sign (improper ✓ dept.). The Exalted Ruler answers with the wave of the hand (improper ✓ dept.) only at the top of the salute (before ✓ dept.). [The Esquire shall hold the hailing sign until the Exalted Ruler returns his hand down to his side (before ✓ dept.). He shall not turn until the left hand is returned to the position used to carry the baton (before ✓ dept.)] The Esquire now proceeds in a direct and orderly manner to the door (incorrect ✓ dept.). [From the Esquire’s station to the altar to the door shall determine his walking speed, with or without the candidate (fast or slow ✓ dept.).] At the conclusion of the Esquire’s hailing sign (as both the Esquire’s hands reach his side), the Inner Guard looks straight ahead (failure ✓✓ dept.), rises (failure ✓✓ dept.) (fast or slow ✓ dept.), approaches the door in a direct and orderly manner (failure ✓✓ dept.) (incorrect ✓ dept.), and opens it in time for the exit of the Esquire (failure ✓✓ dept.) (slow ✓ dept. – very severe ✓ imp.). [The Inner Guard shall be attentive to the exit of the Esquire. (Failure ✓✓ dept.)] When the Esquire has passed through the door, the Inner Guard closes the door and returns to his station in a direct and orderly manner (incorrect ✓ dept.) and is seated. All the officers now direct their attention to the Exalted Ruler (failure ✓✓, slow ✓ dept.). (The Inner Guard shall face the door, and stop completely (incorrect ✓ dept.) before reaching for the door. The same is true in closing the door; hands shall be at his sides (incorrect ✓ dept.) before he turns (failure ✓✓ dept.) to return to his station. (sloppy or indecisive ✓ dept. for each movement.) The Exalted Ruler now gives three (***) raps of the gavel (failure ✓✓ dept.), lays the gavel on the station quietly (incorrect ✓ dept.) All officers rise in unison (failure ✓✓, slow or fast ✓ dept.), continuing to look at the Exalted Ruler (failure ✓✓ dept.).

Exalted Ruler: The Exalted Ruler while glancing around the room (failure ✓✓ dept., indecisive ✓ dept.) “We are about * * * * .”

Narrator: At the conclusion of the charge, he calls on the Inner Guard.

Exalted Ruler: “Lodge Inner Guard,” pauses.

Narrator: The Inner Guard takes two paces directly forward from his station (failure ✓✓ dept.), continuing to look at the Exalted Ruler (failure ✓✓ dept.), and turns toward him (failure ✓✓ dept.). The Exalted Ruler continues when the Inner Guard is in proper position (fast ✓ dept.).

Exalted Ruler: “inform the Esquire * * * * * * * * * * * * * * .”

Narrator: The Exalted Ruler gives one (*) rap of the gavel (failure or incorrect ✓✓ dept.), lays the gavel on the station quietly (incorrect ✓ dept.), and then steps back one pace (slow ✓, failure ✓✓ dept.). All officers, except the Inner Guard, shall be seated in unison (failure ✓✓, slow or fast ✓ dept.), continuing to look at the Exalted Ruler (failure ✓✓ dept.). The Inner Guard holds his position until the other officers are seated (fast ✓ dept.). All the officers now direct their attention to the Inner Guard (failure ✓✓, slow ✓ dept.). The Inner Guard now turns (failure ✓✓ dept.) and proceeds in a direct and orderly manner to the door (incorrect ✓ dept.) being certain that the door is completely open and his hands are at his sides, before he nods (incorrect ✓ dept.) to the Esquire (sloppy ✓ dept.), closes the door, and in the most direct and orderly manner returns to his station (incorrect ✓ dept.), and resumes his seat. [All officers’ eyes are straight ahead when the Inner Guard is seated. (slow ✓, failure ✓✓ dept.)] After giving the Inner Guard time to be seated, five to ten seconds, the Esquire will give a rap (*) for admission at the door (failure or incorrect ✓✓, fast or slow ✓ dept.). At the sound of the rap on the door by the Esquire, all officers now direct their attention to the Inner Guard in a natural, attentive, and unstrained manner (failure ✓✓, slow ✓ dept.). The Inner Guard rises, then proceeds in a direct and orderly manner to the door (incorrect ✓ dept.), being certain that the door is completely open and his hands are at his side, (incorrect ✓ dept.), before speaking to the Esquire and says:

Inner Guard: “Who seeks admission?”

Esquire: “The Esquire * * * * * * * * * * * * * * .”

Inner Guard: “Is he properly prepared and vouched for?”

Esquire: “He is * * * * * .”

Inner Guard: “I will report to the Exalted Ruler.”

Narrator: The Inner Guard closes the door, turns in an orderly manner (failure ✓✓ dept., militaristic ✓ dept. & ✓ imp.) (this turning movement shall not be considered a step), and in a continuous movement takes two paces directly forward from the door (failure ✓✓ dept.), turns (failure ✓✓ dept.) to face the Exalted Ruler (failure ✓✓ dept.), and says:

Inner Guard: “Exalted Ruler,” pauses.

Narrator: The Exalted Ruler rises, continuing to look at the Inner Guard (failure ✓✓ dept.), and steps forward one pace (failure ✓✓ dept.), to a normal position at the station. The Inner Guard continues when the Exalted Ruler is in proper position (fast ✓ dept.).

Inner Guard: “the Esquire seeks * * * * * .”

Exalted Ruler: “If he is properly prepared and vouched for, admit him.”

Narrator: The Exalted Ruler now gives two (**) raps of the gavel (failure ✓✓ dept.). All seated officers rise in unison (failure ✓✓, slow or fast ✓ dept.), continuing to look at the Inner Guard (failure ✓✓ dept.). While the officers are rising the Exalted Ruler shall lay the gavel on the station quietly (incorrect ✓ dept.), and then step back one pace (failure ✓✓, slow ✓ dept.). Only after the officers have risen, and the Exalted Ruler has stepped back, shall the Inner Guard proceed in a direct and orderly manner to the door (incorrect ✓ dept.), being certain that the door is completely open and his hands are at his side (incorrect ✓ dept.), before speaking to the Esquire and says: “The Exalted Ruler bids you enter.” He shall then step out of the path and allow them to enter. It is also proper for the Inner Guard to step out of the path of the Esquire, and then bid the Esquire and the candidate to enter. This is left to the discretion of the team. The Inner Guard shall be attentive to the entrance of the candidate and the Esquire (failure ✓✓ dept.). The Esquire shall then enter the room escorting the candidate. (It is permissible for the candidate and the Esquire to enter the Lodge room separately, stop, obtain proper position and then continue.) He shall be on the left of the candidate, holding the left wrist or arm of the candidate with his own right hand, and keeping their forearms about parallel with the floor, with the elbows together (failure ✓✓ dept.). The Esquire and the candidate shall proceed in step (failure of Esq. ✓✓ dept.).

As soon as the Esquire and the candidate have entered the room, the Inner Guard shall close the door (failure ✓✓ dept.) (sloppy ✓ dept. Inner Guard), return to his station in a most direct and orderly manner (incorrect ✓ dept.), remain standing, then look at the Esquire (failure ✓✓, slow ✓ dept.). The Esquire conducts the candidate first past the station of the Loyal Knight, if feasible, and approximately two paces away from it (failure ✓✓ dept.). Due to the location of the inner door, it could necessitate the Esquire conducting the candidate first past the station of the Leading Knight and approximately two paces away from it (failure ✓✓ dept.). However, the Leading Knight shall not deliver his initial charge nor shall the Esquire look at the Leading Knight (if so ✓✓ dept.). The Loyal Knight delivers his initial charge as the Esquire and the candidate approach his station, while looking the candidate in the face, not after they pass the center of the station (failure ✓✓ dept., ✓ imp.). The Esquire shall look at the Loyal Knight as he delivers his charge (failure ✓✓ dept.). (NOTE: All officers shall direct their attention to the Esquire and the candidate as they proceed around the room (failure ✓✓ dept.) The chair officers shall not step forward to deliver their initial charge (if so ✓✓ dept.). The candidate shall be the approximate required paces from the station, the first step of the station or platform, or other unavoidable constructed interferences.

Loyal Knight: “Be Just to your fellow man.”

Narrator: They next pass the station of the Exalted Ruler, approximately four paces away from it (failure ✓✓ dept.), and then pass the station of the Lecturing Knight, approximately two paces away from it (failure ✓✓ dept.). The Lecturing Knight delivers his initial charge as the Esquire and the candidate approach his station, while looking the candidate in the face, not after they pass the center of the station (failure ✓✓ dept., ✓ imp.). The Esquire shall look at the Lecturing Knight as he delivers his charge (failure ✓✓ dept.).

Lecturing Knight: “Ever practice Brotherly Love.”

Narrator: They then proceed past the station of the Leading Knight, approximately two paces away from it (failure ✓✓ dept.). The Leading Knight delivers his initial charge as the Esquire and the candidate approach his station, while looking the candidate in the face, not after they pass the center of the station (failure ✓✓ dept., ✓ imp.). The Esquire shall look at the Leading Knight as he delivers his charge (failure ✓✓ dept.).

returns his own hands into proper position (indecisive ✓ dept.), steps one pace to the left (failure ✓✓ dept.; sloppy or indecisive ✓ dept.) and steps forward one pace, in a continuous move (failure ✓✓ dept.; sloppy or indecisive ✓ dept.) to a position beside the candidate, then looks at the Exalted Ruler (failure ✓✓ dept.) and says:

Esquire: “Exalted Ruler, the candidate is in position.”

Narrator: The Esquire then steps back one pace (failure ✓✓ dept.) continuing to look at the Exalted Ruler (failure ✓✓ dept.). All other officers then direct their attention to the Exalted Ruler (failure ✓✓ dept., slow ✓ dept.).

Exalted Ruler: While glancing around the room (failure ✓✓ dept., indecisive ✓ dept.), says: “Please, be attentive while I am administering the Obligation.” The Exalted Ruler now looks at the candidate (failure ✓✓ dept.) and says: “The candidate will say, “I,” pronounce his name in full, and repeat after me.”

Narrator: The Exalted Ruler then gives the Obligation. The Exalted Ruler shall not repeat his own name after the word, “I.” During the Obligation, all officers shall direct their attention to the Exalted Ruler (failure ✓✓ dept.). The candidate shall repeat each phrase after the Exalted Ruler.

Exalted Ruler: “I, _____, in the presence of God * * * * *.”

Candidate: “I, _____, in the presence of God * * * * *.”

Exalted Ruler: “* * * * * of the United States of America.”

Candidate: “* * * * * of the United States of America.”

Exalted Ruler: “Amen.”

Candidate: “Amen.”

All Seven Officers: “Amen.” (the officer(s) not in unison ✓, failure ✓✓ dept.).

Narrator: The Exalted Ruler then looks at the Esquire (failure ✓✓ dept.) and says “At Ease.” As all other officers direct their attention in unison to the Esquire (failure ✓✓, slow ✓ dept.). The Esquire then looks straight ahead (failure ✓✓ dept.), the Exalted Ruler steps back one pace in unison with the Esquire, as the Esquire steps to the right directly behind the new member (failure ✓✓, slow ✓ dept.). He then reaches forward (baton arm is not lowered to side, if so ✓✓ dept.), and lowers both arms of the new member at the same time

(failure ✓✓ dept.). The Esquire now returns his own hands into proper position (indecisive ✓ dept.), steps one pace to the left (failure ✓✓ dept.; sloppy or indecisive ✓ dept.) and steps forward one pace, in a continuous move (failure ✓✓ dept.; sloppy or indecisive ✓ dept.) to a position beside the new member, grasps the new member’s left wrist or arm in his right hand, and together they step back one pace (failure ✓✓ dept.). The Esquire then lowers the new member’s left wrist or arm and lowers his right arm at the same time. Then the attention (heads and eyes) of all officers shall be directed straight ahead (failure ✓✓, slow ✓ dept.). (Chimes shall be started by the chairman after the new member has been stepped back one pace and his arm lowered.) The Esquire then says most impressively:

Esquire: “It is the Hour of Recollection.”

Narrator: The Esquire is performing – all officers shall direct their attention to him (failure ✓✓, slow ✓ dept.).

Narrator: The Esquire then steps back one pace (failure ✓✓ dept.). The attention of all officers shall return to the Exalted Ruler, (failure ✓✓, slow ✓ dept.). The Exalted Ruler now gives the Eleven O’Clock toast. At the conclusion of the toast, there is a perceptible pause (failure ✓✓ dept.). Then the Exalted Ruler while glancing around the room (failure ✓✓ dept., indecisive ✓ dept.), says:

Exalted Ruler: “For the instruction * * * * *.”

Narrator: All officers extend their right hand arm in unison (failure ✓✓, slow or fast ✓ dept.) upon the completion of the words, “renewal of your obligation” (failure ✓✓, fast or slow ✓ dept.), toward the new member (failure ✓✓ dept.) and look at him (failure ✓✓ dept.). (See instructions, pages 21 and 68.) (The Loyal Knight, Lecturing Knight, Chaplain, Inner Guard, and Esquire shall make a slight body turn (not feet) toward the new member in extending the right hand (failure ✓✓ dept.). The Exalted Ruler continues:

Exalted Ruler: “This is to teach you * * * * *.”

Narrator: All officers clench their right fists in unison (failure ✓✓, slow or fast ✓ dept.) upon completion of the words, “these same hands will be clenched” (failure ✓✓, fast or slow ✓ dept.). (This shall not be in a threatening manner, if so ✓ imp.)

Narrator: All officers unclench their right fists in unison (failure ✓✓,

(failure ✓✓, fast or slow ✓ dept.) to give the rap for admission (failure ✓✓ dept.) when described by the Esquire. This rap shall be given upon the completion of the words, “and give a rap for admission” (failure ✓✓, fast or slow ✓ dept.). The Inner Guard shall then return to his station, in the most direct and orderly manner (failure ✓✓ dept.), be seated, and then look at the Esquire (failure ✓✓ dept.). The Esquire shall not wait for him to return to his seat but shall proceed with his charge.

Esquire: “The Inner Guard will open the wicket * * * * * .”

Esquire: “It will be answered by the Exalted Ruler by a wave of the hand.”

Narrator: The Esquire demonstrates the wave of the hand (improper ✓ dept.) without lowering the baton and shall suit the action to the words. He resumes speaking when the right hand is returned to the position at his side (before ✓ dept.). The Esquire continues:

Esquire: “You will then be seated * * * * * .”

Esquire: “For your further instruction * * * * * .”

Narrator: During the instructions, as the Esquire says, “Exalted Ruler,” the Exalted Ruler shall rise (failure ✓✓, fast or slow ✓ dept.). Then upon the completion of the words, “and myself,” the Esquire turns to face the Exalted Ruler (failure ✓✓ dept.). The Exalted Ruler simultaneously (failure ✓✓ dept.) steps one pace forward (failure ✓✓ dept.) to his normal position at the station. Then the Exalted Ruler and the Esquire proceed with the dialogue.

Exalted Ruler: “Give the hailing sign.”

Narrator: The Esquire gives the hailing sign (improper ✓ dept.). The Exalted Ruler answers with the wave of the hand (improper ✓ dept.) only at the top of the salute (fast ✓ dept.). The Esquire shall hold the hailing sign until the Exalted Ruler returns his hand down to his side (before ✓ dept.). The Exalted Ruler shall not resume speaking until the left hand of the Esquire is returned to the position used to carry the baton (before ✓ dept.). At the conclusion of the dialog, the Exalted Ruler steps back one pace (failure ✓✓ dept.), and the Esquire then turns (failure ✓✓, before ✓ dept.) and proceeds in a direct and orderly manner to a position by the side of the new member. Then the attention of all officers shall return to the Exalted Ruler (failure ✓✓, slow ✓ dept.).

Exalted Ruler: “Lodge Esquire, you will now conduct * * * * * .”

Narrator: All officers’ attention shall return to the Esquire upon the completion of the words, “for further instruction,” (failure ✓✓, slow ✓ dept.).

The Esquire looks straight ahead (failure ✓✓ dept.), now takes the new member by the left wrist or arm and they, in unison, turn to the right (failure ✓✓dept.), and then proceed around the room, passing the station of the Loyal Knight, then the Exalted Ruler, and on to the station of the Lecturing Knight. The Esquire looks straight ahead as they turn into the station (failure to turn ✓✓ dept.), releases the arm of the new member, then looks with a definite head movement at the Lecturing Knight with the new member directly in front center of the station, and approximately two paces away from it (failure ✓✓ dept.). [NOTE: All officers shall direct their attention to the Esquire and the new member as they proceed around the room (failure ✓✓ dept.)] The Esquire addresses the Lecturing Knight:

Esquire: “Esteemed Lecturing Knight,” pauses.

Narrator: The Exalted Ruler sits down and the Lecturing Knight rises, both continuing to look at the Esquire (failure ✓✓ dept.). This action shall be in unison, one sitting down and the other rising (not in unison ✓ dept.). The Esquire continues:

Esquire: “by direction of the Exalted Ruler, * * * * * .”

Narrator: The Esquire steps back one pace (failure ✓✓ dept.), continuing to look at the Lecturing Knight (failure ✓✓ dept.). The Lecturing Knight now looks at the new member (with a definite head movement, indecisive ✓ dept.), steps forward one pace (failure ✓✓ dept.), to a normal position at the station, and says:

Lecturing Knight: “I welcome you * * * * * .”

Narrator: At the completion of the charge, the Lecturing Knight steps back one pace (failure ✓✓ dept.), continuing to look at the new member (failure ✓✓ dept.). Then he looks at the Esquire (with a definite head movement, indecisive ✓ dept.), and says:

Lecturing Knight: “Lodge Esquire,” pauses.

Narrator: The Esquire steps forward one pace to the side of the new member (failure ✓✓ dept.), continuing to look at the

Lecturing Knight (failure ✓✓ dept.), and the Lecturing Knight continues:

Lecturing Knight: “you will now conduct * * * * * .”

Narrator: The Esquire looks straight ahead (failure ✓✓ dept.), takes the new member by the left wrist or arm and they, in unison, turn left (failure ✓✓ dept.) and then proceed around the room, passing the station of the Leading Knight, and on to the station of the Loyal Knight. The Esquire looks straight ahead as they turn into the station (failure to turn ✓✓ dept.), releases the arm of the new member, then looks with a definite head movement at the Loyal Knight with the new member directly in front center of the station, and approximately two paces away from it (failure ✓✓ dept.). The Esquire addresses the Loyal Knight:

Esquire: “Esteemed Loyal Knight,” pauses.

Narrator: The Lecturing Knight sits down and the Loyal Knight rises, both continuing to look at the Esquire (failure ✓✓ dept.). This action shall be in unison, one sitting down and the other rising (not in unison ✓ dept.). The Esquire continues:

Esquire: “by direction of the Esteemed Lecturing Knight, * * * * .”

Narrator: The Esquire steps back one pace (failure ✓✓ dept.), continuing to look at the Loyal Knight (failure ✓✓ dept.). The Loyal Knight now looks at the new member (with a definite head movement, indecisive ✓ dept.), steps forward one pace (failure ✓✓ dept.), to a normal position at the station, and says:

Loyal Knight: “Upon the Altar * * * * * .”

Narrator: At the completion of the charge, the Loyal Knight steps back one pace (failure ✓✓ dept.), continuing to look at the new member (failure ✓✓ dept.). Then he looks at the Esquire (with a definite head movement, indecisive ✓ dept.) and says:

Loyal Knight: “Lodge Esquire,” pauses.

Narrator: The Esquire steps forward one pace to the side of the new member (failure ✓✓ dept.), continuing to look at the Loyal Knight (failure ✓✓ dept.), and the Loyal Knight continues:

Loyal Knight: “you will now conduct * * * * * .”

Narrator: The Esquire looks straight ahead (failure ✓✓ dept.), takes the new member by the left wrist or arm and they, in unison, turn left (failure ✓✓ dept.) and then proceed around the room, passing the station of the Exalted Ruler and the Lecturing Knight, and on to the station of the Leading Knight. The Esquire looks straight ahead as they turn into the station (failure to turn ✓✓ dept.), releases the arm of the new member, then looks with a definite head movement at the Leading Knight with the new member directly in front center of the station, and approximately two paces away from it (failure ✓✓ dept.). The Esquire addresses the Leading Knight:

Esquire: “Esteemed Leading Knight,” pauses.

Narrator: The Loyal Knight sits down and the Leading Knight rises, both continuing to look at the Esquire (failure ✓✓ dept.). This action shall be in unison, one sitting down and the other rising (not in unison ✓ dept.). The Esquire continues:

Esquire: “by direction of the Esteemed Loyal Knight, * * * * .”

Narrator: The Esquire steps back one pace (failure ✓✓ dept.), continuing to look at the Leading Knight (failure ✓✓ dept.). The Leading Knight now looks at the new member (with a definite head movement, indecisive ✓ dept.), steps forward one pace (failure ✓✓ dept.), to a normal position at the station, and says:

Leading Knight: “The emblem * * * * * .”

Narrator: At the completion of the charge, the Leading Knight steps back one pace (failure ✓✓ dept.), continuing to look at the new member (failure ✓✓ dept.). Then he looks at the Esquire (with a definite head movement, indecisive ✓ dept.), and says:

Leading Knight: “Lodge Esquire,” pauses.

Narrator: The Esquire steps forward one pace to the side of the new member (failure ✓✓ dept.), continuing to look at the Leading Knight (failure ✓✓ dept.), and the Leading Knight continues:

Leading Knight: “you will now conduct * * * * * .”

Narrator: The Esquire looks straight ahead (failure ✓✓ dept.), takes the new member by the left wrist or arm and they, in unison, turn left (failure ✓✓ dept.) and then proceed around the

room, passing the station of the Loyal Knight, and on to the station of the Exalted Ruler. The Esquire looks straight ahead as they turn into the station (failure to turn ✓✓ dept.), releases the arm of the new member, then looks with a definite head movement at the Exalted Ruler with the new member directly in front center of the station, and approximately four paces away from it (failure ✓✓ dept.). The Esquire addresses the Exalted Ruler:

Esquire: “Exalted Ruler,” pauses.

Narrator: The Leading Knight sits down and the Exalted Ruler rises, both continuing to look at the Esquire (failure ✓✓ dept.). This action shall be in unison, one sitting down and the other rising (not in unison ✓ dept.). The Esquire continues:

Esquire: “by direction of the Esteemed Leading Knight, * * * .”

Narrator: The Esquire steps back one pace (failure ✓✓ dept.), continuing to look at the Exalted Ruler (failure ✓✓ dept.). The Exalted Ruler now looks at the new member (with a definite head movement, indecisive ✓ dept.), steps forward one pace (failure ✓✓ dept.), to a normal position at the station, and says:

Exalted Ruler: “I welcome you * * * * * .”

Narrator: During the final charge to the new member, when the Exalted Ruler says, “Linking the destiny of our Order with the destiny of our country, we have made its Flag the symbol of the crowning virtue.”, the Leading Knight, at a convenient point during the above portion of the charge, rises and steps forward one pace (failure ✓✓ dept.), to a normal position at the station, picks up the gavel with either hand, and be in readiness to give the raps (slow ✓ dept.). When the Exalted Ruler has completed the words, “the symbol of the crowning virtue,” the Leading Knight shall give three (***) raps of the gavel (failure ✓✓ dept.), and then lay the gavel on the station quietly (incorrect ✓ dept.). (Raps of the gavel shall be firmly given and evenly spaced, using a natural and dignified movement of the forearm and wrist (incorrect ✓ dept.). It is natural and permissible to look at the gavel while picking up, laying down, or rapping.) All officers shall rise (failure ✓✓ dept.) and then turn in unison after the third rap (failure ✓✓ dept., slow or fast ✓ dept.), continuing to look at the Exalted Ruler (failure ✓✓ dept.). The Chaplain shall make a full right turn (failure ✓✓ dept.). The Loyal Knight shall make a half right turn and the Lecturing Knight shall make a half left turn (failure ✓✓ dept.). The Inner Guard shall turn in unison

(body and feet, failure ✓✓ dept.). The Esquire shall make a slight body turn (not feet, failure ✓✓ dept.). The Exalted Ruler then looks at the Flag spread on his station (failure ✓✓ dept., indecisive ✓ dept.), with the field of stars in the upper or lower right hand side as viewed by the Exalted Ruler (failure ✓✓ dept.), then reverently grasps the two top corners (incorrect ✓ dept.), (star corner in the right hand and stripes in horizontal position in the left hand), and then while glancing around the room (failure ✓✓ dept., indecisive ✓ dept.), says:

Exalted Ruler: “Please salute our Flag.”

Narrator: The new member shall also salute the Flag.

The Exalted Ruler then looks at the Flag (failure ✓✓ dept., indecisive ✓ dept.), and then raises it to a position in front of, or to the Exalted Ruler’s left (failure ✓✓ dept.), with the field of stars in the upper left hand corner as seen by the new member (failure ✓✓ dept., ✓ imp.). As the Flag is being raised to its proper position by the Exalted Ruler, the other officers shall give, in a natural movement and in unison (failure ✓✓, incorrect ✓ dept.), the civilian salute to the Flag (incorrect ✓ dept.). The Exalted Ruler now continues with the tribute to the Flag. Upon the completion of the words, “sea and sky,” the Exalted Ruler, at his station, shall hold the Flag, unfolded, by the upper corners in front of his chest (failure ✓✓ dept.), shall make a right turn (failure ✓✓ dept.), and proceed in an orderly manner to a position on the floor directly in front of, and one pace away from, the new member (failure ✓✓ dept.). The Exalted Ruler then continues:

Exalted Ruler: “In the name of this great Brotherhood, * * * * * .”

Narrator: As he says the words, “I present you with this our Flag,” the Exalted Ruler steps a half pace forward with either foot (failure ✓✓ dept.), gently hands the Flag to the new member (incorrect ✓ imp.). (The Flag may be laid over the extended palm of the new member’s hand, or the new member may accept the Flag by grasping it with both hands just inside the Exalted Ruler’s hands. If the Flag is accidentally dropped to the floor by the Exalted Ruler (✓ imp. for dropping and ✓ imp. for picking up) and (✓✓ under dept.). Upon the completion of the words, “our Flag,” all officers, including the Exalted Ruler, shall lower their hands in unison (not in unison ✓ dept.), and simultaneously, the Exalted Ruler shall step back one-half pace (failure ✓✓ dept.). The Exalted Ruler then continues:

Exalted Ruler: “Preserve it as a * * * * *”

Narrator: The new member shall fold the Flag as the Exalted Ruler returns to his station, and shall hold it in his right hand.

Upon the completion of his charge, the Exalted Ruler shall make an orderly return to his station (failure ✓✓ dept.). On arriving at his station, the Exalted Ruler shall make a right turn (failure ✓✓ dept.). As he turns, all other officers shall resume their normal positions in unison, continuing to look at the Exalted Ruler (failure ✓✓, slow or fast ✓ dept.). The Exalted Ruler then continues:

Exalted Ruler: “Finally, * * * * *”

Narrator: During the final charge, as the Exalted Ruler says, “may be worthy of an American citizen – one who loves his/her fellow man”, at a convenient point during the above portion of the charge, the Leading Knight shall pick up the gavel with either hand, and be in readiness to give the rap (slow ✓ dept.). Upon the completion of the words, “fellow man,” the Leading Knight shall give one (*) rap of the gavel (failure ✓✓ dept.), and then lay the gavel on the station quietly (incorrect ✓ dept.). Then, simultaneously, the Leading Knight and the Exalted Ruler step back one pace, and the Esquire steps forward one pace to the side of the new member (failure ✓✓, not in unison ✓ dept.). All the officers, with the exception of the Esquire, are then seated in unison (not in unison ✓ dept.), continuing to look at the Exalted Ruler (failure ✓✓ dept.). When seated, the attention of all officers shall return to the Esquire (slow ✓, failure ✓✓ dept.). The Esquire looks straight ahead (failure ✓✓ dept.), takes the new member by the left wrist or arm and they, in unison, turn left (failure ✓✓ dept.) and then the Esquire proceeds with the new member, in a direct and orderly manner (incorrect ✓dept.), with the new member directly in front of the new member’s seat (failure ✓✓ dept.), and approximately one pace away from it (failure ✓✓ dept.). The Esquire releases the arm of the new member and then he is seated. (DO NOT SHAKE HANDS, ✓✓ dept., ✓ imp.). It is natural for the Esquire to look at the new member being seated. The Esquire looks straight ahead (failure ✓✓ dept.), steps back one pace (failure ✓✓, fast ✓ dept.), turns (failure ✓✓ dept.), and proceeds to his station in a direct and orderly manner (incorrect ✓ dept.), and is seated (failure ✓✓ dept.). After a slight pause, all the officers rise and proceed in an orderly manner to a position in front of the Altar.

Chairman: At Grand Lodge, the contest chairman shall announce to the team as follows:

“Exalted Ruler _____, and officers of Lodge number _____, on behalf of the Grand Exalted Ruler _____, the Grand Lodge, and the Grand Lodge Ritualistic Committee, we thank you for your participation in this contest.”

“The first and second place winners of the eastern and western divisions, and the winners of individual honors shall be notified Monday evening, and these awards shall be made at the Grand Lodge session on Tuesday morning.”

“It is now my pleasure to present to your Lodge a certificate of achievement, and to each of you a certificate of participation in this contest.”

NOTE: It is suggested that a suitable announcement be made at district and state contests.

After the presentations, the chairman shall dismiss the team and they shall disassemble.

STATE RITUALISTIC COMMITTEES

State associations are strongly urged to continue their excellent work in promoting district and state contests. The appointment of state and district chairmen interested in ritual work is very important.

The Grand Lodge Ritualistic Committee recommends that, in addition to a state ritualistic chairman, a district, or vice-chairman, should be appointed for each district in the state. Enough committeemen should be appointed to assist these chairmen to adequately cover all lodges in the district. All ritualistic committeemen should be selected from those genuinely interested in ritualistic work, not merely for the purpose of achieving an appointment on the state association level for some member of the Subordinate Lodge.

It is the duty of the state ritualistic committee to assist the officers of their lodges to better exemplify the ritual and to urge them to enter district and state ritualistic contests. They should emphasize to these officers the great benefits derived from their participation in the ritualistic program other than the mere winning of contests. Impressive initiations, opening and closing of lodge, special lodge and public services, and other benefits as pointed out under purpose of ritual are of primary importance to the image and success of all officers and their lodges.

It is the responsibility of the state ritualistic chairman to supervise and coordinate all ritualistic work, clinics, contests, and the selection of contest officials. District chairmen should visit and promote ritualistic work in each lodge in their district and, if necessary, assist in obtaining of a competent coach for each team.

THE GRAND LODGE COMMITTEEMAN REPRESENTING YOUR STATE SHOULD BE NOTIFIED IMMEDIATELY OF THE APPOINTMENT OF THE STATE CHAIRMAN.

The state chairman should work closely with the Grand Lodge Committeeman in all ritualistic work and endeavors.

The Grand Lodge Committeeman of your Area requests the materials and supplies through the Grand Lodge Ritualistic Chairman for his approval and the ordering from the Office of the Grand Secretary. Approximately around September 15th, all ritualistic materials and supplies will be shipped from the office of the Grand Secretary directly to the designated state ritualistic chairman. DO NOT WAIT UNTIL JUST PRIOR TO THE CONTEST TIME. The balance of the supplies shall be retained by the state ritualistic chairman for district and state contests.

The selection of competent judges, word judges, and computers for all district and state contests should be made by the state ritualistic committee. For statewide contests, judges can be exchanged with nearby states through recommendation of the Grand Lodge Committeeman of the Area.

INSTRUCTIONS FOR CONTEST CHAIRMAN

Everything possible should be done by the contest chairman and his committee to insure a smooth-running contest. Every aid, within the limitations of the rules, should be offered to the competing teams.

The Grand Lodge Ritualistic Area Committeeman shall preside as contest chairman for the states of his Area at the Grand Lodge contest.

The chairman of the state ritualistic committee, or some member of the committee designated by him, shall preside as contest chairmen for all official contests in the state.

The following will aid in insuring a well organized contest:

1. The chairman shall notify each competing team well in advance of the date, place of the contest, and the time of each team's practice and contest appearance.
2. A floor plan of the contest room shall be made available to all competing teams well in advance of the contest.
3. Ice water and lemons shall be available in the ready room for competing teams.
4. Officers' chairs may be placed in any position desired by each team as long as contest rules are not violated.
5. Preparation of the contest room shall include:
 - A. Judges' chairs shall be placed in different parts of the contest room, if necessary on a raised platform, in order that the judges shall have a clear view of all competing officers. Each judge shall be provided a table, or a clipboard, to work upon. Block sufficient space around each judge so that spectators do not sit too close to him.
 - B. A work table shall be provided for each word judge. Word judges are to be stationed at each end of the contest room, preferably on opposite sides, in a location which shall not disturb the team at work. It is not necessary to sit them behind screens.
 - C. Several sharpened pencils shall be supplied each judge and word judge. Make certain that there is ample light for these officials.
 - D. Arrange for a Tiler and an Outer Door Guard who is an Elk to act throughout all contests.
 - E. The contest room shall be set up with stations and the Altar shall be set up and arranged as for a regular lodge meeting.
 - F. An extra Flag and two gavels shall be made available at the chairman's table in case some team should forget them.
 - G. A suitable chime, or bell, shall be in readiness, for the Eleven O'Clock toast.
 - H. Place Ritual and Word Accuracy Guide on the contest chairman's table.
6. Arrange for a place with privacy for the computers.
7. Review the rules and regulations governing a contest and follow them in presiding.
8. Prior to all contests, the chairman and his committee shall meet with the persons selected as judges and review with them the current rules and interpretations. If there are local ground rules, the chairman shall inform the judges. Judges shall become familiar with the contest room and with any conditions which might require local ground rules.

9. If there are local ground rules established, it is the duty of the chairman to inform each team in writing of such rules prior to the practice session.
10. The contest chairman shall review procedures in the proper marking of the word accuracy guides with the word judges prior to the contest; also the proper method of filling out the word judge's accuracy work sheets. This will help to assure accurate and consistent accounting for word errors by competing officers.
11. The chairman of the contest shall be notified in writing by five copies of any physical handicap of individual officers which may prevent proper movements. The chairman shall thereby provide one copy to each judge prior to the contest.
12. The chairman shall determine that all judges' and word judges' score sheets are properly filled out prior to the contest.
13. When the computers are through after all contests are over, they shall turn all their papers over to the contest chairman. He shall then announce the results at the proper time. If desired, results may be posted as they are compiled after each contest.
14. All judges, word judges, and computers must be strongly impressed, prior to the contest, that they are not to express at any time their views as to the merits of one team, or officer, over another.
15. The contest chairman shall provide each team with a copy of the official score sheet for that team.
16. Following the contest, the contest chairman shall check each judge's work sheet under remarks and shall advise the word judges of these errors as noted by the judges.

COACHES AND JUDGES CLINICS

The conducting of district and state wide ritualistic clinics, along with the encouraging of good rendition of the ritual in each lodge, is a most important function of the state ritualistic committee. It stimulates interest in our ritual among the officers of our lodges, and it offers the state committee the opportunity to train coaches and judges for ritualistic contests.

We strongly recommend the training of coaches in separate sessions from officers if possible. Well trained members are the most important factor in developing a good ritual team.

It is important the prospective judges be given the opportunity to experience the actual mechanics of judging. This can be accomplished by judging teams at clinics under contest rules and regulations.

To aid state committees to conduct interesting and informative clinics, the following "work sheets" are suggested:

SUGGESTED WORK SHEET FOR COACHING CLINICS:

1. Discuss coaching practices.
2. Discuss organizing and conducting ritualistic practice sessions.

3. Discuss importance of a good candidate.
4. Discuss final preparation of team for contest.
5. Accuracy:
 - A. Errors changing meaning of thought may affect impressiveness.
 - B. Penalty for addition, omitting, or transposing of words.
6. Appearance:
 - A. Uniformity of dress.
 - B. Neatness of dress.
 - C. When judged?
7. Methods used to obtain good pronunciation:
 - A. Keep control sheet for each officer until cleared of all words.
 - B. Coach make typed list of difficult to pronounce words for each officer.
 - C. Make use of a tape recorder.
 - D. Use the pronunciation guide in this manual, with Webster's New International Dictionary Third Edition – Unabridged, as the final authority.
8. Deportment:
 - A. Each officer underscore in the manual every item that affects him.
 - B. Hold deportment practices using first and last lines of parts only.
 - C. List all movements required in unison.
 - D. Explain each specific movement for each officer.
9. Impressiveness:
 - A. Stress naturalness, sincerity, and dignity for each officer.
 - B. Stress proper thought units.
 - C. Review and discuss each officer's aid.
 - D. List and discuss "specifics" in each part.
10. General discussions and questions:

SUGGESTED WORK SHEET FOR JUDGES' CLINICS:

1. Accuracy:
 - A. How errors in accuracy changing the meaning of the thought may affect impressiveness?
 - B. Failure of any officer to repeat "Amen," Chaplain's "Amen," or rap(s) by wrong officer. How noted on judge's sheet and how reported.
2. Team Appearance:
 - A. Uniformity of dress.
 - B. Neatness of dress.
 - C. When and how judged?
 - D. Unusual discrepancy. When and how judged?
3. Pronunciation:
 - A. Mispronounced words.
 - B. Slurring or running words together.
 - C. Accented syllables.
 - D. Plural for singular or vice versa.
 - E. How pronunciation may affect impressiveness.
 - F. When and how all these points are judged?

4. Deportment:
 - A. Violations or partial violations. When and how judged?
 - B. All movements – natural, dignified, not militaristic. How judged?
 - C. Movements required in unison. How judged?
 - D. Deportment affecting impressiveness. When and how judged?
5. Impressiveness:
 - A. Thought units. How judged?
 - B. Thought units.
 - C. Pauses and emphasis.
 - D. Voice: Volume – Pitch (modulation) – Quality or Timbre
 - E. Speed.
 - F. Sincerity and dignity.
 - G. Obligation.
 - H. Freezing.
 - I. Gestures.
6. Specific instructions to judges.
7. General discussion and questions.
8. Tests:
 - A. Written tests.
 - B. Team performance.
 - C. Discussion of each.

It is required that the Grand Lodge Ritualistic Committeeman of the Area be present to conduct the judges' clinics and to conduct the tests necessary for Grand Lodge judges' certification, as is required by the Grand Lodge certification procedure. Given appropriate circumstances, the clinic may be conducted by an individual designated by the Area Committeeman and/or Grand Lodge Ritualistic Committee Chairman. In any event, all tests must be graded by the Area Committeeman.

The preceding work sheets for coaching and judging clinics are very brief, allowing the clinic conductor the opportunity to introduce his own or other materials available.

INSTRUCTIONS TO JUDGES

A judge, who assumes the responsibility of judging a ritualistic team, should be thoroughly familiar with all available data from the Grand Lodge Ritualistic Committee, and he should have a very good understanding of the ritual in all its phases. He should make every effort to attend all available officers, coaches and judges' clinics and to witness every competing team possible in contests. Unless a judge has a complete understanding of the importance of each phase of the ritual, that is, accuracy, team appearance, pronunciation, deportment and impressiveness and their relation to each other, he is not prepared to judge.

Listening is more difficult than speaking. It requires arduous and intense training of the ear and mind to become a proficient listener and judge. As a judge, you should develop a habit of an alert, varied, and discriminating listener. You should become a more critical listener as well as increasing your listening experience. You should cultivate the sensitivity of your ears in detecting shades of differences to sounds, voices and their characteristics. The ear is probably the most important organ for

good articulation. Have you ever heard the speech of a person who was born deaf? This is simply because he cannot hear either what his speech should sound like or what it does sound like.

You should concentrate and listen very intently to the charge. The skill and ability of listening and judging is an active, not a passive act, and requires much concentration. You should cultivate and acquire the proper attitude to listen and judge. You should learn to utilize empathy (capacity to participate in the other person's feelings) toward the officer performing. Do not presuppose deliveries or the way you want to hear the delivery or the method in which you were instructed. Evaluate the delivery, instead of the speaker. You should not compare the delivery of one officer to that of another officer, nor should you become emotionally involved in the delivery and let yourself be distracted from doing a competent job as a judge.

The judging of team appearance, pronunciation, deportment and impressiveness shall be in accordance with the specific rules and directions as set forth in each respective phase of the ritual and the specified demerits so designed in the initiatory ritual in contest form. Judging of deportment and impressiveness shall begin when the Exalted Ruler is supposed to give the initial rap of the gavel, whether or not it is given, and concludes when the Esquire resumes his seat after seating the new member. For each instance of unimpressiveness, the penalty shall be (✓) check mark, only under impressiveness.

The comprehensive judging of each complete thought unit shall consist of the salient points so listed under impressiveness. Every complete thought unit is subject to downgrading under impressiveness. Therefore, every complete thought unit spoken in an unimpressive manner shall be given one (✓) check mark under impressiveness. Any thought unit interrupted by unnecessary pauses shall be given (✓) one check mark under impressiveness for each incomplete phrase. You should learn to listen for the main idea of the complete thought unit instead of becoming absorbed with a minor part of the officer's communication. You should listen for the true meaning of each complete thought unit. You should not presuppose what you thought it would mean. You should listen for the continuity of thought and meaning of the complete thought unit as to whether it flows smoothly and easily.

You must be prepared to accept some variances in gestures and deliveries other than those to which you have been accustomed, as long as instructions are not violated or the impressiveness of the charge adversely affected. You must have an open and flexible mind and be quick to recognize there can be new and better ways of doing things. Because something is said or done differently, it need not be downgraded as long as the contest rules are not violated. You must be fair in your judgement and where there is doubt, the officer shall receive the benefit of the doubt. You must concentrate on the officer delivering the charge. An occasional quick glance around the room will suffice to indicate to you as to the position and attentiveness of the other officers. You must be aware of and anticipate the action required by other officers.

CONTEST SHALL BE JUDGED FROM THE VIEWPOINT OF THE CANDIDATE AND NOT BY THE PERSONAL LIKES AND DISLIKES OF THE JUDGE.

You will establish your own consistent standard of judging complete thought units based upon the intent of the ritual and a thorough knowledge and understanding of the ritualistic manual.

CONSISTENCY IN THE GRADING OF ALL OFFICERS AND TEAMS IS A PRIME REQUIREMENT OF ANY QUALIFIED JUDGE. BE CONSISTENT IN GRADING AT ALL TIMES.

Inconsistency by you will cause even the best judging system to fail and is obviously very unfair to the competing teams. If you are consistent in your judging and always fair to your opinions, then the results of your composite decisions will be ultimately just and right.

Under the Grand Lodge judging system, each team is considered 100% when it enters the lodge room and is to be marked down according to the mistakes it makes. Each mistake, whether in deportment, pronunciation, impressiveness or team appearance, must be marked at the time of the occurrence by the judges.

Use **ONLY** check symbol (✓) in marking. Keep check marks in groups of five (✓✓✓✓✓) to assist the computers. If a check symbol is placed in the wrong category or charged to the wrong officer, **DO NOT ERASE IT**, but circle and initial it, then place the check symbol in the correct category or charge to the proper officer; computers shall not count circled and initialed symbols.

Whenever an officer forgets his part and freezes, impressiveness shall be downgraded, the extent of which will be dependent upon the length of time he freezes. The instant it becomes apparent that an officer freezes, the judge shall give one check mark (✓), only under impressiveness and continue by a cadence of count of 1001, 1002, 1003 then one check mark (✓) under impressiveness until the officer resumes.

Upon receiving the judging work sheet by the contest chairman, each judge shall enter, where designated, his current certified card number.

When substitution(s) are designated by the Exalted Ruler, the judge shall write “sub” above the so-designated officer on the judge’s work sheet.

Judges shall fold the judges’ work sheet at the conclusion of the contest and remain at their stations until the contest chairman, or a designated committeeman, picks them up. Do not wander about the lodge room with the judges’ work sheets.

At all times, proper decorum is expected from the judges.

JUDGES SHALL NOT GIVE ANY OPINION WHATSOEVER ON THEIR VIEWS OF THE OUTCOME OF THE CONTEST OR THE PERFORMANCE OF ANY OFFICER.

ALL JUDGES AND PROSPECTIVE JUDGES SHOULD CAREFULLY STUDY THE ENTIRE RITUALISTIC MANUAL, INCLUDING COACHES’ INSTRUCTIONS, OFFICERS AIDS, RITUAL IN CONTEST FORM, ETC., FOR ALL INFORMATION POSSIBLE, PRIOR TO ATTENDING A CLINIC OR ACTUALLY JUDGING A CONTEST.

INSTRUCTIONS FOR WORD JUDGES

These instructions are prepared for use during the ritualistic contest. It is to aid in following the spoken word of the contestant. Except for the title of the speaking officer and the raps, only the spoken words are shown.

Follow the ritual word for word, and each error shall be marked therein at the time of occurrence.

Any word spoken or omitted by the candidate shall not be assessed against any officer.

Contest starts when the Exalted Ruler is supposed to give the initial rap of gavel, whether or not he gives the rap, and concludes with the seating of the Esquire. Words spoken before the first rap and after the Esquire is seated are not counted.

Each word omitted shall count as one error. Each word added shall count as one error. Each word transposed shall count as one error for the word added and one error for the word omitted, thus making each transposed word count as two errors.

Pay no attention to use of singular for plural, or vice versa, and no charge is to be made for a word error. This shall be covered by the judges under pronunciation.

Each rap omitted or added by the Exalted Ruler, Leading Knight, Esquire, and Inner Guard shall count as one word error.

Rap(s) given by the wrong officer, failure of an officer or officers to repeat “Amen” following the prayer or obligation and the Chaplain saying “Amen” with the other officers after the prayer shall be noted by the judges under remarks on the Judge’s work sheet. Following the contest, the contest chairman shall check each Judge’s work sheet under remarks and shall advise the word judges of those errors so noted by the judges.

INSTRUCTIONS FOR MARKING THE WORD ACCURACY GUIDE

When marking the Word Accuracy Guide, the use of red-leaded pencils is both acceptable and encouraged as it enhances the official’s ability to tally all of the team’s errors.

1. Strike a straight line thru word(s) omitted. Each word counts as one word error.
2. Strike a slant line thru word(s) substituted. Each word counts as two errors.
3. Make a check mark above point where word(s) are added or repeated. Each word counts as one error.
4. | Make vertical line in front of and a closed parenthesis at the end of a paragraph or sentence omitted.) Each word omitted shall count as one error.
5. || Make two vertical lines in front of and two closed parentheses at the end of a paragraph or sentence substituted by another paragraph or sentence.) Each word substituted shall count as two errors.
6. During officers movements, (break in dialogues) mark the number of word errors for each line in the right column. Add errors for each officer and circle the total.

At the conclusion of each contest, total errors committed by each officer shall be listed on the word judges' accuracy work sheet, under the word judges' designated and given to the contest chairman. The word accuracy guide must be returned to the contest chairman.

AS WITH THE JUDGES, WORD JUDGES SHALL REFRAIN FROM OFFERING THEIR VIEWS AS TO THE OUTCOME OF THE CONTEST, OR THE PERFORMANCE OF ANY OFFICER.

INSTRUCTIONS TO COMPUTERS

There are two approved methods of scoring a Ritualistic Contest. The first is a manual operation, and the second by using a personal computer, an IBM or compatible.

At all times in scoring a contest there should be a minimum of two COMPUTERS used (three are recommended); each shall verify all figures and computations.

Basic Grand Lodge Forms or other items needed/used in all operations:

- Judges Work Sheet (RIT 106 latest issue); one from each Performance Judge
- Word Accuracy Guide (RIT 104 latest issue); one from each Word Accuracy Judge
- Word Accuracy Work Sheet (RIT 105 latest issue); one from each Word Accuracy Judge
- Name and Card Number of each judge and word accuracy judge

MANUAL OPERATION additional needs:

- Official Score Sheet (RIT 107 latest issue); one for each Lodge entered in the Contest
- Ritualistic Computing Chart (RIT 121 latest issue); one per contest

PERSONAL COMPUTER additional needs:

- IBM Compatible Computer (386 or greater), DOS 3.3 or higher, VGA colored monitor or greater and a printer
- Grand Lodge approved program developed and distributed by a dedicated Elk. Obtainable from your Grand Lodge Area Committeeman.

BASIC SCORING PROCESS

Once the COMPUTERS receive the individual Lodge packet from the Contest Chairman they may begin their work.

Check the packet to make sure that it includes an entry form listing each officer by name and his status (installed, substitute, and/or repeat officer), one Judges Work Sheet from each Performance Judge and one Word Accuracy Guide and corresponding Word Accuracy Work Sheet from each Word Accuracy Judge.

A minimum of two COMPUTERS should be used to add, tabulate and verify all figures. Each COMPUTER, in turn, shall count the demerits (✓) in each category (department, pronunciation, impressiveness, and team appearance) and record the total number in the block at the bottom of each section. Each COMPUTER shall initial each Word Accuracy and Judge's Work Sheet, as it is tabulated, in the upper

left hand corner signifying that it has been scored. A second COMPUTER should then re-tabulate each work sheet to verify the tallies noted. If in agreement, the second COMPUTER should circle the total. When completed, the second COMPUTER should initial the work sheet, again in the upper left hand corner. NOTE: if there is a disagreement then both COMPUTERS should recalculate the column.

Check for status – substitution or repeat officer. In terms of scoring, the highest point value penalty shall be the only penalty assessed an officer. For example, if a performing officer is a substitute and a repeat officer only the substitution penalty will be used. (Refer to page 2, rule number 5 in this manual.)

Once the work sheets have been tallied and verified, the COMPUTERS are ready to enter the results either on the Official Score Sheet or into the IBM Compatible Computer.

MANUAL OPERATION

Enter the Performance Judges and Word Accuracy Judges card numbers in the appropriate block of the Official Score Sheet.

If the contest is using five Performance Judges, the COMPUTERS must mark out the high and low scores in each category for each officer prior to entering the data, as the scoring in the computing charts is all based on three judges.

Enter the total demerits from each judges work sheet in the appropriate block on the Official Score Sheet. Total all entries on the Official Score Sheet. The second COMPUTER shall recheck totals and circle each total number to indicate that it has been verified.

Apply the word accuracy totals to the individual officer's section in the word accuracy portion of the computing chart (pages 10 thru 16) to obtain the accuracy score. Enter the score on the accuracy percentage line in Section I of the Official Score Sheet.

When computing deportment, pronunciation and team appearance, the total demerits noted on the Official Score Sheet shall be applied to the appropriate column in the computing charts (pages 1 and 2). Each individual officer's score shall then be entered on the appropriate percentage line (Sections II, III, & IX respectively) of the Official Score Sheet.

When computing impressiveness, the total demerits from the Official Score Sheet shall be applied to the computing column figures in the computing charts (pages 3 thru 9) for each individual officer. Enter each individual officer's score on the percentage line for impressiveness in Section IV of the Official Score Sheet.

The COMPUTERS shall check the Judges Work Sheets for substitutions noted and shall circle the penalty indicated for such substitution in Section VI of the Official Score Sheet. Then check for repeat officers and/or Past Exalted Rulers as listed in the Entrance Application. NOTE, if there is a repeat officer they will receive one (1) point penalty (refer to page 2, rule 5 in this manual). The penalty is recorded in place of the substitution penalty; but only if there is no substitution penalty for that officer.

Substitution and repeat officer penalties are to be deducted from the score of the individual officer, section 5, and entered in section 7 for the adjusted officers score.

After the COMPUTERS have computed each officer's score, they shall total the individual officer's score in Section V, or if necessary, the adjusted individual officer score in Section VII and then divide by 7 for the team average figure in Section VIII. The team appearance score is then added to the team average figure for the official team score in Section X. As a cross reference, add the team totals in the last column of the Official Score Sheet.

NOTE: in the event that the figures in the Computing Charts Manual do not cover the total demerits of all judges or word judges, the COMPUTERS shall calculate by hand, based in the rate of penalty percentage as prescribed in the Computing Charts Manual.

NOTE: recheck and proofread all entries on the Official Score Sheet for accuracy.

Replace all material in the envelope prior to calculating the next team score.

All results are to be sealed in an envelope and given to the contest chairman.

COMPUTERS SHALL GIVE NO INFORMATION TO ANYONE, EXCEPT THE CONTEST CHAIRMAN, AS TO THE PROGRESS OF ANY TEAM OR OFFICER, OR AS TO THE RESULTS. ABOVE ALL, THE COMPUTERS SHALL NEVER REVEAL THE SCORING OF THE INDIVIDUAL JUDGES OR THE WORD JUDGES.

The Contest Chairman will determine which copies of the results are to be distributed to the participating teams. The appropriate number of copies should be made on a copy machine.

RITUAL CONTEST – GRAND LODGE SESSION

The United States was divided into an eastern and a western division in 1959. (See division of states inside back cover.) Contests in each division shall be held simultaneously in two lodge rooms at the Grand Lodge session. Contests shall begin on Saturday and end on Monday. The first and second place winners of each division shall then compete on Tuesday afternoon for the Grand Lodge championship. The competing teams shall be notified Monday evening by the Grand Lodge chairman with the official announcement and awards presentation at the Tuesday morning Grand Lodge session.

An all-American eastern and western team shall be selected from each division from the preliminary contests with the official announcements and awards presentation at the Tuesday morning Grand Lodge session.

Five judges and two word judges to be selected from each division shall officiate at the Grand Lodge contest with all judges and word judges officiating at the final contest.

At the Wednesday morning Grand Lodge session, the official announcement and awards presentation will be presented to the teams of the final contest.

GRAND LODGE JUDGES', WORD JUDGES' AND COMPUTERS' CERTIFICATION

In order to provide qualified judges, word judges and computers for all ritualistic contests, your Grand Lodge Ritualistic Committee has instituted a training program, leading to certification of those, who by examination, are found to be familiar with every detail, movement, and instruction to word judges and computers, as described in the ritualistic manual, and also have a thorough understanding of impressiveness.

JUDGES' CERTIFICATION:

The requirements for certification are to attend two Grand Lodge committee sponsored clinics and receive a passing grade in the examinations given at each clinic.

ONLY PAST EXALTED RULERS ARE ELIGIBLE FOR CERTIFICATION. CURRENT EXALTED RULERS MAY TAKE THE TEST FOR FIRST APPROVAL.

The time period between the first approval and final approval shall not exceed two years from the date of the first approval.

Certification shall be effective for a two year period.

To recertify, a judge must be re-examined within two years of the expiration date on the present certified ritualistic judge's card and receive a passing grade at a Grand Lodge-sponsored ritual clinic.

WORD JUDGES AND COMPUTERS CERTIFICATION:

The requirements for certification are to attend one clinic which must fulfill the requirements established by the Grand Lodge Ritualistic Committee and receive a passing grade in the examination given at the clinic.

ANY MEMBER OF THE ORDER, IN GOOD STANDING, IS ELIGIBLE FOR CERTIFICATION.

To recertify, Word Judges and/or Computers must be re-examined within two years of the expiration date on the present Certified Judge's card.

MOVEMENTS



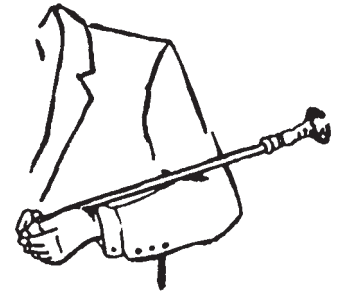
The Hailing Sign



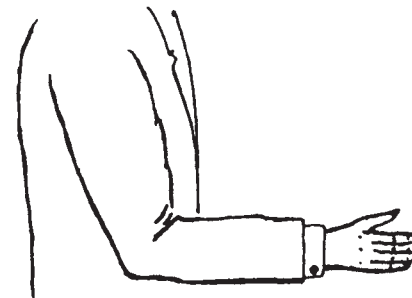
The Voting Sign



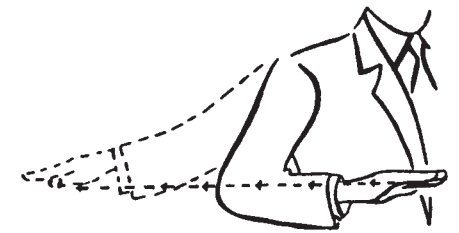
The Civilian Salute



Proper position of Esquire's baton



Extend the hand in token of the renewal of obligation and clenching of hands.



Wave of the Hand

