

Battalion Commander's & Deputy Battalion Commander's Handbook 2019-2020



Grand Commandery Knights Templar of Indiana

INDEX

Expectations of Officers	3
Communication.....	4
Introduction.....	5
Preparing for an Inspection.....	5
Battalion Commander’s Responsibilities.....	7
Deputy Battalion Commander’s Responsibilities.....	8
Battalion Reports and Dues Dates.....	9
Reviewing the Books – What to look for:	
Minutes.....	9
Financial Records.....	10
Other Books and Reports.....	10
Templar Protocol.....	12
Templar Titles.....	12
Reception of Distinguished Guest at Commandery Functions.....	12
Honors Accorded to Officers of Various Ranks.....	13
Protocol for Constituent Commandery Inspections.....	14
Setting Up a Head Table.....	14
Grand Commandery Titles and Precedence.....	15
Grand Encampment Titles and Precedence.....	16
Introductions at Grand Conclave.....	17
Precedence of Grand Commanderies.....	18
The Templar Uniform	
Standard Uniform.....	20
Ceremonial Robes.....	20
Jewels and Bars.....	23
Ritual Award Program.....	25

Expectations of Officers of the Grand Commandery

As a Battalion Commander, you will:

- a. Organize and conduct at least two (2) Battalion meetings per year.
- b. Perform inspections in accordance with Templar Law and the instructions of the Grand Commander and the Grand Inspector General.
- c. Prepare inspection reports and forward copies as instructed within two (2) weeks of the inspection date. Reports are to be sent to the REGC, VEDGC, GIG, GR, and the Recorder and Eminent Commander of the Commandery(s) that were inspected, electronically or by mail.
- d. See that inspection and reception dates are selected and reported on a timely basis. Both dates are due no later than April 1.
- e. In addition to your own inspections, attend as many other inspections as possible. All Grand Officers should make it a high priority to attend all receptions.

Travel and Attendance at Functions:

- a. Called Grand Officer meeting: Mandatory
- b. Out of State Conclaves: Elected Grand Officers: minimum 2 per year, Appointed Grand Officers: minimum 1 per year.
- c. East Central Department Meeting: Dias Officers: mandatory, other Elected Officers: high priority, Appointed Officers: highly recommended.
- d. Grand Encampment Triennial: Dias Officers: mandatory, other Elected Officers: high priority, Appointed Officers: highly recommended.
- e. Reception Lines: All should participate if possible.
- f. BC/DBC training, Summer Meeting, Winter Meeting, Newby-Avery-Vaught, Grand Conclave. As a Grand Commandery Elected or Appointed officer these functions should be a given: Mandatory.

Communication

The Grand Commandery, as most organizations, operates under a semi chain of command system. If you are not familiar with the chain of command, please google it. In a smoothly running organization information is supposed to flow from the top down, and likewise, from the bottom up. Thus, information disseminated from the Grand Commander should reach the ear of the lowest ranking Constituent Commandery Officer, and likewise, issues within the Constituent Commandery should be brought to the attention of the Battalion Commander and passed on to the Grand Commander (thus, the semi part of the chain of command, not requiring the steps up the ladder). In the “good old days” this process required human interaction, either by face to face communication, or by a telephone call. Times have changed.

The problem with the chain of command has always been: one weak or non-complying link can disrupt the whole system and throw the whole organization into disarray and turmoil. The fix for this is obvious; either remove that particular link, or skip it all together, neither of which is optimal for a well-run organization.

With the electronic age emails and texts are sent within seconds. They are also received in meetings, church, restaurants, and a zillion other locations, soon to be forgotten and the next text or email read. As a body we must acknowledge certain correspondence. Leaving the sender in limbo as to whether a message was received or not is unacceptable.

Due to the number of emails and texts we all receive, it is immediately required that if you expect a response to your email or text that it be marked **Reply Required**, either in the Subject line or in a prominent location.

Introduction

There are many things for you to remember as a Battalion Commander or a Deputy Battalion Commander – Tactics, Ritual, Protocol, how to examine the books, paraphernalia, etc. All these things will be discussed in this handbook in detail, but there is one fact that needs to be stressed up front.

Everyone in our fraternity is a ***VOLUNTEER***.

That means everyone, from the Grand Commander to the newest Sir Knight. They deserve to be treated with the respect due to anyone who gives of his time to our fraternity. Remember to treat every Sir Knight and every Commandery, as you would like to be treated. We are taught in the Entered Apprentice degree that Charity is the greatest of virtues and “extends beyond the grave through the boundless realms of eternity”.

Countless harm has been done by the slip of the tongue. Be guarded in what you say and how you say it because even an innocent comment may be perceived as criticism or ridicule. If you are a Deputy Battalion Commander, and you find something that needs correcting, bring it to the attention of your Battalion Commander and allow him the courtesy of making the necessary decision.

Preparing for an Inspection

In preparing to attend an inspection, it is recommended that you make yourself familiar with the following details:

- The Order being conferred
- Whether there is an actual candidate
- The names of the officers of the Commandery

Order being Conferred -- It is a good idea to sit down and review the scoring outline and scan the ritual and tactics of the Order prior to the inspection.

An actual candidate – You usually will not know this before you arrive in the Commandery’s Asylum, but it is important to find this out as early as possible. If they have an actual candidate, he becomes the most important person of the evening. Everything should be done to insure him of an impressive conferral.

Know the names of the local officers -- The “Red Book” is one of your best resources but you must make sure you keep up to date. The Grand Recorder sends each Grand Officer, including present, past and appointed, copies of his newsletter. “Notes from the Grand Recorder’s Desk” which includes “Red Book” updates.

It is also a good idea to be aware of any Grand Officer, Past Grand Officer or Sir Knights holding honors, such as the Knight Templar Cross of Honor, who might be attending an inspection. Be sure to let the Battalion Commander know should you become aware of such a person.

Battalion Commander's Responsibilities

1) Assist and provide counsel to the Grand Inspector General and the Deputy Battalion Commanders.

Since you must assist the Grand Inspector General and the Deputy Battalion Commanders in their duties you need to know what they are. Here is the list and some additional suggestions.

Each Battalion Commander selects two or three (2 or 3) Deputy Battalion Commanders. The DBC's normally selected to this honor are Eminent Commanders or Past Commanders in rank. Keep in mind that the Deputy Battalion Commander's performance, and the training they receive during this learning period, often provides an excellent pool for future Grand Commandery line officers.

When looking at or recommending a Knight to serve as a Deputy Battalion Commander, look closely at the knight and think of how he will work within your Battalion team. With a good Battalion team, everyone is happy because of the success that is transpiring. Make sure he is committed to attend any school of instruction, keep his uniform in good repair and is willing to serve you as the Battalion Commander.

Provide counsel, assistance and leadership to the Commanderies within your Battalions.

You may be assigned by the Right Eminent Grand Commander or the Very Eminent Deputy Grand Commander to assist one or more of the Commanderies within your Battalion. Work with them to the best of your ability but be careful not to make suggestions without getting approval.

Effectively communicate the goals and objectives of the Grand Commandery.

Communication with the Right Eminent Grand Commander, the Very Eminent Deputy Grand Commander and Deputy Battalion Commanders is extremely important to help them achieve their duties. They need to know what your schedule is and when you will not be present at an inspection or meetings within your battalion.

Represent the Right Eminent Grand Commander when requested. All Grand Officers, including Deputy Battalion Commanders, represent the Grand Commandery at all times. Keep in mind, your actions, uniform and speech will also be observed at all times.

Attend Scheduled Schools of Instruction prior to inspections. Your attendance will not only be needed at the inspections, but you should also plan to attend the Battalion or Group meetings and offer a report at the Grand Commandery Summer, Winter and Grand session meetings.

As Battalion Commander, you are to conduct the annual inspections of your Commanderies within your Battalion. In addition to the inspections within your Battalion, you are encouraged to attend inspections/receptions in neighboring Battalions.

Be ready to assist, upon request, in all portions of the inspection – reviewing the books, inspecting the Commandery on tactics and ritual, and doing the little detail jobs that need to be completed.

Provide communication to the Right Eminent Grand Commander and the Very Eminent Deputy Grand Commander of activities with the Commanderies.

It is extremely important that the Grand Officers know what activities are going on within your Commanderies, as well as, other concerns within your Battalion. It is hard for the Right Eminent Grand Commander and the Very Eminent Deputy Grand Commander to know what is happening without your help.

Maintain harmony among all Sir Knights. This is perhaps one of most difficult tasks that we address and the one where you may be the biggest help. As Battalion Commanders, you will be visiting all of your Commanderies. It is important that you keep the Right Eminent Grand Commander and the Very Eminent Deputy Grand Commander informed of problems of which you may become aware. In the event of problems, you should not interfere unless instructed to do so.

2) Be Early, Not Late

This is your chance to make a good impression on the officers of the Commandery. Being early tells them that you are concerned about their inspection and them. Also, much of the inspecting is done prior to opening time. The Recorder and Treasurer's books must be reviewed which can be very time consuming. Always remember that you represent the Grand Commander and his officers.

3) Share Responsibilities

The Battalion Commander and Deputies should meet prior to an inspection and divide the responsibilities. You may want to meet and travel to the inspections together. Be ready to lend a helping hand as needed by the team.

4) Don't Interfere with the Work

When you are inspecting a Commandery you should make every attempt to be "invisible". If you feel corrections need to be made, refer them to the Eminent Commander and allow him to correct them, as he deems necessary.

5) Be courteous, you are an extension of the Grand Commandery

As a Battalion Commander, you are an officer of the Grand Commandery. The way you treat those around you will be observed. If you are rude or haughty toward others, it will reflect on the Grand Commandery and the Grand Commander, and may result in your immediate dismissal.

6) Don't publicly compare Commanderies

Each Commandery deserves to be judged on its own merits, held only to the standards of the Ritual and Tactics.

7) Be helpful in assisting Commanderies if requested

The key words are "*if requested*", do not interfere. One of the goals of the Grand Commandery is to get constituent Commanderies to help each other. One of the best ways to assist a Commandery is to encourage them to contact other Commanderies for assistance.

8) Keep your uniform impeccable

Good leadership is leadership by example. You can't expect Sir Knights to follow uniform regulations if you don't.

9) Defer ritual interpretation to the Battalion Commander

If there are questions about the Ritual, they should be referred to the Very Eminent Deputy Grand Commander. It's his responsibility to answer these types of questions.

10) Be a good listener and observer

You are an extra set of eyes and ears for the Right Eminent Grand Commander and the Very Eminent Deputy Grand Commander. If there are irregularities, inform them so that they can make corrections. If there are other kinds of problems, they should be informed immediately. Remember that communication is extremely important to the function of any team.

11) Attend meetings of the Grand Commandery

As a Battalion Commander, you are expected to attend the Battalion Inspections, the Grand Commandery Summer Meeting and the Winter Meeting as well as the Newby-Avery Banquet. And of course, the annual State of Indiana Conclave.

Deputy Battalion Commander's Responsibilities

The Battalion Commander's responsibilities listed above will also be your responsibilities, with the exception that you answer to your Battalion Commander and he, to the Grand Inspector General and the Grand Line Officers. It is important that all of your communications go through the Battalion Commander so that he is informed of what is happening within a Commandery. The general guidelines for the Deputy Battalion Commanders are as follows:

GUIDELINES FOR DBC's:

1. Assist Battalion Commanders with inspection.
 - a. Know the details
 - i. The Order being conferred.
 - ii. Names of Local Officers.
 - iii. The paraphernalia required.
 - b. Corrections are to be made by the Inspecting Officer.
 - c. Make helpful suggestion to the Battalion Commander that may help in conferring the work.
2. Assist Battalion Commander with the Operation of the Battalion.
 - a. Take an interest in the activities of the Commanderies.
 - b. If assigned to a Commandery, work with them, but only suggest things approved by the Battalion Commander.
 - c. Refer any feedback (positive or negative) to the Battalion Commander quickly.
 - d. Follow up on any duties assigned to you.
 - e. Maintain peace and harmony among all Sir Knights.
 - f. Report all activities within the Battalion to the Battalion Commander.

Battalion Reports & Due Dates

Committee Reports

All committee reports are due two weeks before the summer and winter meetings

Battalion Reports

1. Inspection reports (Due two weeks after the date of inspection.)
2. Reception reports (Due two weeks after the date of reception.)
3. Summer meeting report (Due two weeks before the date of the summer meeting)
4. Winter meeting report (Due two weeks before the date of the winter meeting)
5. Battalion annual report including the activities and status of each Commandery to be completed and submitted on later than March 31, to be included with the Grand Commandery reports in April at the annual conclave.

Reports should be sent to the following officers:

1. Right Eminent Grand Commander
2. Very Eminent Deputy Grand Commander
3. Eminent Grand Recorder
4. Grand Inspector General
5. You should also send copies of the inspection and reception reports to the individual Commanders and Recorders of each Commandery that you inspect.

Reviewing the Books - What to Look For

The Recorder and Treasurer of a Commandery have worked hard all year long on the books. They are proud of the job they have done. When you sit down to review the books, you owe them the courtesy of knowing what you are doing.

Review Monthly Conclave Minutes

Open the Minutes book to the Called Conclave for last year's annual inspection. Using the *Inspection Report Check Sheet and Activities Sheet* as guidelines, scan the minutes making sure that they contain certain information and work up to the latest Conclave. This shouldn't take a lot of time, but should be thorough. Every set of minutes should contain basic information such as day of week, date, time, officers present, members present, visitors present, communications, bills, financial reports. Invite the Recorder and Treasurer to participate.

There should be reports of Knighting's and other activities (see Activities Sheet)

The minutes should be neat and of good appearance. Most of the Recorders are now using computers to keep their records. Hard copies (printouts) must be available at the inspection.

They should be signed by the Commander or his proxy and attested to by the Recorder.

You should be able to see a cross section of the business of the Commandery in the minutes. If you can't, call this to your Battalion Commander's attention.

Thank You -- When you finish going through the Minutes, thank the Recorder for allowing you to look at his books. If they warrant praise, tell him so. Recorders are never paid enough for the work they do (some aren't even paid at all) and so, the praise they receive helps compensate them.

Financial Books and Records

- Remember that you are not the **Auditing Committee**. You are just looking at the books to make sure that the financial life of the Commandery is being handled in a business-like manner. You are assisting your Battalion Commander. Advise him of your findings.
- Start with the Report of the Auditing Committee from the past year. It should be in, or attached to, the Minutes of the first Stated Conclave of the year. If it's not there, call your Battalion Commander's attention to the omission. The inspection is not considered complete without an audit.
- Check the carried forward balances of each month and check the arithmetic. Carry a calculator if necessary. For example: Does the ending balance in March match the beginning balance in April?
- Spot-check the warrants. Verify that the warrants drawn match the warrants recorded.
- Verify that the warrants drawn match the checks issued by the Treasurer.
- The Treasurer's cash balance should closely match the bank statements.
- Compare the Treasurer's balance and the Recorder's financial statements. Do they match?
- Monthly meeting financial statements should include any Certificates of Deposit, Passbook Savings, etc.

Finally, thank the Recorder and Treasurer for allowing you to look at their books and **compliment** them as **merited**.

Other Books and Reports Required

By-Laws - The current by-laws are to be available. You do not need to read them in detail because the Grand Commander originally approved them.

How old are they? If they have not been updated within the last five (5) years let your Battalion Commander know so that he can make suggestions.

Monthly Reports – **If the Recorder is using the Grand Encampment Data Base, *the Recorders are no longer required to make monthly reports to the Grand Recorder.* However, if the Recorder is not using the Data Base, he must file Monthly Reports with the Grand Recorder, which shall include all knightings's, deaths, affiliations, demits and suspensions.**

Membership Book - If the Recorder is using the Grand Encampment Data Base, the cross check against the Monthly Reports is no longer necessary. *However*, if the Recorder is not using the Data Base check to see if the Commandery Membership Book is up to date

Rituals and Tactics -- Each Commandery is required to have eleven (11) Rituals (latest revision) and three (3) copies of the new loose-leaf Tactics book. They may have more. Also keep in mind that many Sir Knights now keep the Tactics Manual on electronic devices and no longer use hard copy manuals. This is acceptable.

List the Rituals by number and officer as you see them. The Tactics do not have number assigned to them, so only keep a record of how many they have and who has them.

Manual of Templar Jurisprudence -- Each Commandery is required to have two (2) copies each.

Laws of the Commandery of Indiana (revised 04/29/2016)

Constitution, Statutes & Rules of the Grand Encampment (revised 08/03/2016)

(These are available for downloading from the Grand Commandery web site and the Grand Encampment web site.)

Officer's Handbook -- Each Commandery is required to have five (5) copies.

Templar Protocol

Purpose

Protocol is defined as “the customs and regulations dealing with formality, precedence, and etiquette”. We observe Templar and Masonic protocol for the same reasons that we have rituals and tactics, so that we may perform our duties with the greatest possible efficiency and dignity. Templary has both a military and religious heritage; hence our tradition for detailed written instructions for the performance of our ritual as well as for the conduct of our meetings and other official ceremonies.

Traditional Templar protocol grows from certain approved and sanctioned ceremonies; from the military manuals of procedure used over a long period of time; from common sense; and from a large volume of Templar and Masonic practice (some unwritten) that comes down to us from the Order’s earliest organized Masonic period.

Templary has long been known as a Masonic organization that conducts its affairs in a right and proper manner. The instructions that follow will assist each Templar, each Commandery, and members of the Grand Commandery of Indiana to conform to Templar protocol, as it is understood in this Grand Commandery.

Templar Titles

The proper usage of Templar titles is well covered in the Tactics book. In this section are a few reminders to assist you when you must assist with the introductions or when introducing yourself at Templar functions and at other Masonic related meetings.

When an officer refers to himself or designates his rank or station on his official stationery or when signing letters or documents, he will use only his official title.

Examples:

“Eminent Commander, I am John Jones, Deputy Battalion Commander for Battalion VIII, Grand Commandery of Knights Templar of Indiana”.

“Worthy Matron, I am John Jones, Deputy Battalion Commander for Battalion VIII, Grand Commandery of Knights Templar of Indiana”.

“Sir Knights, I have the honor to present Sir Knight John Jones, Eminent Commander of DeMolay Commandery #99, Knights Templar of Indiana”.

Reception of Distinguished Guests at Commandery Inspections

You may be asked by your Battalion Commander to assist in forming the groups for the reception of distinguished guests. Your Battalion Commander may use index cards to assist him in his introductions.

The **First Group** consists of the Right Eminent Grand Commander or his representative, followed by the Past Grand Commanders in order of their seniority.

The **Second Group** consists of the line Officers of the Grand Commandery, in order of their rank, recipients of the K. T. C. H., Grand and Past Grand Lodge Officers (not the Grand Master), Grand and Past Grand Chapter Officers, Grand and Past Grand Council Officers, heads of appendant bodies, and General Grand Officers.

The **Third Group** consists of the Past Grand Masters of the Grand Encampment and the Grand Encampment Officers.

The **Fourth Group** consists of the Most Eminent Grand Master of the Grand Encampment.

The **Fifth Group** consists of the Most Worshipful Grand Master of the Grand Lodge.

Honors Accorded to Officers of Various Ranks

Arch of Steel

The following distinguished guests are the only ones that are entitled to be received under an

Arch of Steel

1. The Right Eminent Grand Commander or his representative (this would include the Inspecting Officer, regardless of rank, when the Grand Commander is not present).
2. Past Grand Commanders.
3. Past Grand Masters of the Grand Encampment.
4. The Most Eminent Grand Master of the Grand Encampment or his representative.

Present Swords

All other distinguished guests, this includes the Most Worshipful Grand Master of Masons who, though honored as the titular head of Masonry and introduced last, is not of rank in the Order and is therefore received at **Present Swords**.

Attention

A Commandery is always called to "**Attention**" when distinguished guests are received into the asylum. They are always presented to the presiding officer. The presiding officer will present and introduce the distinguished guests to the Commandery. All distinguished guests may be received whether they are in full Templar uniform or not.

Persons introduced should salute or bow to the Grand Standard. It is representative of the Commandery.

Protocol for Constituent Commandery Inspections

Uniforms

The Inspecting Officer and his staff should arrive at the inspection in black business suit, black blazer or fatigue uniform.

During the Opening and Closing of the Commandery, they should be in full Templar uniform including white gloves.

During the conferral, they should be in an approved Templar uniform and white gloves.

Dinner

It is the duty of the Eminent Commander to introduce the following:

1. His Lady
2. Those responsible for the meal
3. The Officers of the local Commandery
4. The presiding officers of local bodies
5. The speaker for the evening (if any)
6. The Inspecting Officer

It is the duty of the Inspecting Officer to introduce the Grand Commander or, if the Grand Commander is not present, make the introductions usually made by him.

The Right Eminent Grand Commander introduces:

1. His Lady
2. The Lady of the Inspecting Officer
3. Other Grand Commandery Officers and their Ladies
4. All other Ladies of visiting Distinguished Guests
5. All other Sir Knights and Ladies which has not been introduced

Setting Up a Head Table

This is included because you may be asked to assist the Commander to arrange the head table for dinner.

The size and number of tables govern the seating at the head table(s). A minimum would be the Eminent Commander and his lady, the Grand Commander and his lady (if present), the Inspecting Officer and his lady (if present) Prelate and his Lady (if present). **NOTE: A Lady should never sit on the end of the Head Table**

Seating is arranged according to rank but alternating on either side of the head table.

Flag

IO	L	L	EC	P	GC	L	L	PRE
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IO Inspection Officer

EC Eminent Commander

GC Grand Commander

EC Eminent

L Lady

PRE Prelate

P Podium

Grand Commandery Titles and Precedence

Right Eminent Grand Commander
Very Eminent Deputy Grand Commander
Eminent Grand Generalissimo
Eminent Grand Captain General
** Right Eminent Past Grand Commander
Eminent Grand Senior Warden
Eminent Grand Junior Warden
* Eminent Grand Prelate
** Grand Prelates Emeritus
Eminent Grand Treasurer
Eminent Grand Recorder
* Eminent Grand Standard Bearer
* Eminent Grand Sword Bearer
* Eminent Grand Warder
* Eminent Grand Sentinel
* Eminent Grand Organist
Recipients of the Knight Templar Cross of Honor
* Deputy Battalion Commanders
* Deputy Grand Inspector Generals
* Aides to the Right Eminent Grand Commander

* - Appointed Officers

** - Permanent Title

Each year, the Battalion Commanders recommend the appointment of Deputy Battalion Commanders to the Grand Commander. They are appointed to assist the Battalion Commander in their Battalions. They are referred to or introduced as “Sir Knight John Jones, Deputy Battalion Commander for Battalion No. VIII”.

There are generally two Sir Knights appointed as Deputy Grand Inspector General, by the Grand Inspector General. They are referred to or introduced as “Sir Knight John Jones, Deputy Grand Inspector General”.

In addition, the Grand Commander may appoint one or more Sir Knights (usually Past Commanders) as his personal aides during his term of office. They are referred to or introduced as “Sir Knight John Jones, Personal Aide to the Right Eminent Grand Commander”.

Recipients of the Knight Templar Cross of Honor (K.T.C.H.) are highly respected and are introduced and referred to as “Sir Knight John Jones, recipient of the Knight Templar Cross of Honor”.

Grand Encampment, Knights Templar, U.S.A.

Most Eminent Grand Master

Right Eminent Deputy Grand Master

Right Eminent Grand Generalissimo

Right Eminent Grand Captain General

** Most Eminent Past Grand Master (According to Seniority of Service)

** Right Eminent Past Deputy Grand Master

** Right Eminent Past Grand Generalissimo

** Right Eminent Past Grand Captain General

* Right Eminent Department Commander (Precedence as the M.E.G.M. may direct)

* Right Eminent Grand Senior Warden

* Right Eminent Grand Junior Warden

* Right Eminent Grand Prelate

* Right Eminent Grand Treasurer

* Right Eminent Grand Recorder

* Right Eminent Grand Standard Bearer

* Right Eminent Grand Sword Bearer

* Right Eminent Grand Warder

* Right Eminent Grand Captain of Sword

* - Appointed Officers

** - Permanent Title

Section 237 (a) (b) (c) and (d) of the Statutes of the Grand Encampment provides for Honorary or Emeritus titles to be awarded to Sir Knights who have rendered long, outstanding and distinguished service at the Constituent, Grand Commandery and Grand Encampment levels. Section 237 (e) outlines the precedence of rank for such extraordinary situations.

Chairmen and members of Grand Encampment Committees are sometimes recognized and introduced in connection with their specific duties. In such case, precedence would follow all regular elected and appointed offices and they would be recognized in order of the naming of the committee in Section 93 of the Statutes of the Grand Encampment.

Section 93. The Standing Committees of the Grand Encampment shall be:

Templar Jurisprudence

Finance

Foreign Relations

Printing

Religious Activities

Necrology

Triennial Conclave

The Educational Foundation

The Knights Templar Eye Foundation

Drill Regulations

Triennial Conclave Expense

Ritualistic Matters

Membership

Introductions at Grand Conclave

- Group 1 Grand Officers of the Grand Commandery Knights Templar of Indiana
- Group 2 Past Grand Commanders, Grand Commandery Knights Templar of Indiana
- Group 3 Grand Prelates Emeritus of Indiana
- Group 4 Recipients of Knight Templar Cross of Honor
- Group 5 Deputy Battalion Commanders
Deputy Grand Inspector General's
Grand Commander's Aides
- Group 6 Representatives of the Order of DeMolay
Jobs Daughters
Rainbow for Girls
- Group 7 Y.R.S.C. Governors
- Group 8 Representatives of the Red Cross of Constantine & Holy Royal Arch Knight
Templar Priests (INTENDANT GENERAL – PRECEPTORS)
- Group 9 Distinguished Sir Knights from other Grand Jurisdictions – Grand
Representatives
- Group 10 Junior Grand Commandery Officers from other Grand Jurisdictions
- Group 11 Grand Lodge of Indiana – Junior Officers, Past Grand Masters
- Group 12 Representatives of Eastern Star
Worthy Grand Matron
Worthy Grand Patron
- Group 13 Grand Officers and Past Grand High Priests, Grand Chapter Royal Arch Masons
of Indiana
- Group 14 Grand Officers and Past Illustrious Masters, Grand Council of Cryptic Masons of
Indiana
- Group 15 Representatives of the Scottish Rite
- Group 16 Representatives of General Grand Chapter, R.A.M.
- Group 17 Representatives of General Grand Council, Cryptic Masons International
- Group 18 Past Grand Commanders of other Grand Jurisdictions
- Group 19 Grand Commanders of other Grand Jurisdictions
- Group 20 Grand Officers of the Grand Encampment
- Group 21 Most Eminent Past Grand Masters of the Grand Encampment
- Group 22 Past Right Eminent Department Commanders
- Group 23 Right Eminent Department Commanders
- Group 24 Most Eminent Grand Master or his Personal Representative
- Group 25 Most Worshipful Grand Master of Masons of Indiana

Precedence of Grand Commanderies Based Upon the Dates of Their Respective Organization

1.	Massachusetts and Rhode Island	May 6, 1805
2.	New York.....	June 18, 1814
3.	Virginia	Nov 27, 1823
4.	Vermont	June 27, 1824
5.	New Hampshire	June 13, 1826
6.	Connecticut	Sept 13, 1827
7.	Ohio.....	Oct 24, 1843
8.	Kentucky	Oct 5, 1847
9.	Maine	May 5, 1852
10.	Pennsylvania	Apr 12, 1854
11.	Indiana.....	May 16, 1854
12.	Texas	Jan 18, 1855
13.	Mississippi	Jan 21, 1957
14.	Michigan	Apr 7, 1857
15.	Illinois	Oct 27, 1857
16.	California	Aug 10, 1858
17.	Tennessee.....	Oct 12, 1859
18.	Wisconsin.....	Oct 20, 1859
19.	New Jersey	Feb 14, 1860
20.	Georgia.....	Apr 25, 1860
21.	Missouri	May 22, 1860
22.	Alabama	Nov 29, 1880
23.	Louisiana.....	Feb 12, 1864
24.	Iowa.....	June 6, 1864
25.	Minnesota.....	Oct 23, 1865
26.	Kansas	Dec 29, 1868
27.	Maryland	Jan 23, 1871
28.	Nebraska	Dec 27, 1871
29.	Arkansas.....	Mar 23, 1872
30.	West Virginia	Feb 25, 1874
31.	Colorado.....	Mar 14, 1876
32.	North Carolina	May 10, 1881
33.	South Dakota.....	May 14, 1884
34.	Oregon.....	Apr 2, 1887
35.	Washington	June 2, 1887
36.	Wyoming.....	Mar 7, 1888
37.	Montana	May 14, 1888
38.	North Dakota.....	June 16, 1890
39.	Arizona.....	Nov 16, 1893
40.	Florida	Aug 15, 1895
41.	* Indian Territory.....	Dec 27, 1895
42.	District of Columbia	Jan 14, 1896
43.	* Oklahoma.....	Feb 10, 1896
44.	New Mexico.....	Aug 21, 1901
45.	Idaho	Aug 31, 1904

- 46. South CarolinaMar 25, 1907
 - 47. Utah..... Apr 20, 1910
 - 48. Nevada Apr 15, 1918
 - 49. Philippines, TheDec 31, 1963
 - 50. DelawareAug 1991
 - 51. Italy Aug 2001
- (* - Consolidated October 1, 1911, as the Grand Commandery of Oklahoma)

Templar Uniform (Standard)

The official uniform of the Grand Commandery of Indiana consists of the three button, double breasted short Templar dress coat, black trousers (no cuff), black socks, black belt, plain white shirt (no button-down collars), chapeau or Pershing style cap, white gloves, and sword as described in the Constitution and Statutes of the Grand Encampment and Laws of the Grand Commandery of Knights Templar of Indiana.

All of these are well described in detail, so it is not necessary to go into great detail here except to caution you to have your uniform clean, neat and in good repair. The impression you make in the asylum can do a great deal of good or bad. If you seem proud of your uniform, it can influence the Sir Knights to follow your example. The opposite is also true - sloppiness begets sloppiness.

Ties worn with the uniform are to be **plain black four-in-hand** style necktie. Don't wear a knit tie or one with some type of pattern in the tie. The ties with the cross and crown embroidered into them is also incorrect if the symbol is visible.

The shirt (as mentioned above) is supposed to be a standard, plain, white, dress shirt (without collar buttons), but you will still see ones with button-down collars and patterns in the material or those with white on white material. Set a high standard for yourself so that you can set a good example for the others. Current law states that shirt can be either long or short sleeved.

Ceremonial Robes

The Grand Commandery of Indiana Ceremonial has approved robes and caps for wear at Constituent Commanderies.

This clothing may, by choice and vote of a constituent Commandery, be used as the official uniform for all occasions, provided, however, that when appearing in public, the entire Commandery must be dressed in like manner - either all in standard uniform or all in cap and mantle.

- A. **Templar Mantle:** In general, the mantle shall be of the style worn by medieval Templars and by members of the Sovereign Great Priories. It shall consist of white material, with hood, reaching to approximately twelve inches from the floor and ornamented as follows:
1. For members of the order below the rank of Commander. The mantle shall be of white; the hood to be lined with silky white material; the Passion Cross in bright red, nine inches in height, on the left breast; the mantle to tie closely around the neck with white cords and white tassels.
 2. For Commanders and Past Commanders: The mantle shall have a single red ribbon, one inch wide, stitched one-half inch from the outer edge; the hood to be lined with a similar red material; the Passion Cross in red with gold rays, nine inches in height, on the left breast; the mantle to tie closely around the neck with red cords and red tassels.

3. For Grand Officers and Past Grand Officers entitled to permanent rank: The mantle shall have the ribbon of a Past Commander and an additional red ribbon one-half inch wide, stitched one-half inch from said ribbon; the Templar Cross in red, nine inches in height, on the left breast; the mantle to tie closely around the neck with red cords and red tassels.
 4. For the Grand Commander: The mantle shall have a single red ribbon two inches wide, stitched one inch from the outer edge; the hood lined in red with a similar material; the Templar Cross in red, nine inches in height on the left breast; the mantle to tie closely around the neck with red cords and red tassels.
 5. For Past Grand Commanders: The mantle shall have a single purple ribbon one and one-half inches wide, stitched three-quarters of an inch from the outer edge; the hood lined in purple with a similar material; and the Templar Cross in purple material on the left breast, nine inches in height; the mantle to tie closely around the neck with purple cords and purple tassels.
- B. Templar Cap:** The Templar cap shall follow the design and specifications of the style worn by the Sovereign Great Pories, three inches in depth and very slightly flared at the top.
1. For all members of the Order below the rank of Past Grand Commander: The cap shall be of bright red velvet (or silk) and the cross displayed on the front of the cap shall be of appropriate rank – red Passion Cross for members below the rank of Commander; red Passion Cross with gold rays for Commanders and Past Commanders; and red Templar Cross for all Grand Officers and Past Grand Officers entitled to permanent rank.
 2. For Past Grand Commanders: The cap shall be of purple velvet (or silk) with purple Templar Cross.
 3. For all ranks: The Cross shall be two inches high.
- C. Commandery Badge:** The distinctive badge of a constituent Commandery shall be worn on the right breast of the mantle. The badge will be no less than five inches or more than eight inches in height. The badge of the Commandery shall be superimposed upon the Malta Cross, or the Malta Cross shall be incorporated within the Commandery badge. The design must be approved by the Grand Commandery Committee on Jewels and Uniforms.

The mantle badge approved for use by all constituent Commanderies in the Grand Commandery of Indiana, and in accordance with the rules of the Grand Encampment, is as follows:

The badge shall be seven inches from top to bottom and left to right. The central part of the badge shall be superimposed on a Maltese Cross of white with the cross outlined in gold. The center portion shall be a stylized belt and buckle of black, outlined in gold, and with the word “INDIANA” in stylized lettering and also in gold, centered on the top of the belt. The interior of the belt shall be black. The center portion within the belt shall be a Paschal Lamb outlined in black and with a halo of white and gold. The pole, carried by the Lamb, shall be of gold and topped with a gold Maltese Cross. The banner borne by the Lamb shall be of white, having thereon a red cross. The background behind the Lamb and banner shall be of pale blue.

This shall not preclude any Commandery from adopting a mantle badge of their own design, which is in conformity with the rules of the Grand Encampment and approved by the

Uniform Committee of the Grand Commandery. (1993)

- D. **Under Apparel:** During the conferring of the Order of the Temple, a white tunic may be worn under the mantle and reaching to the knees, to be fastened at the back or invisibly in the front. The tunic shall bear a Latin Cross of red reaching from two inches below the neck to two inches from the hem of the skirt. (OR) Regular black Templar clothing as prescribed by Indiana regulation (OR) dark business suit with white dress shirt and black tie, (OR) a white long-sleeved dress shirt, black tie, black trousers and in all cases with black belt, black shoes and hose. Gloves will be worn as defined in Section 483(a).
- E. **Sword/Sling:** The sword and scabbard shall conform to the regulation of the Grand Encampment. The sword shall be suspended when, required to be worn on a sling to be worn over the right shoulder, of black leather one and one-half inches wide, or tailored or adjustable length according to the height of the Sir Knight, to terminate in two straps with snaps.

Jewels and Bars

It seems that there is no other subject that can cause as much controversy than the placement and number of Jewels worn on the Templar uniform. At the inspections, we must set the example when approaching this subject. Let's look at the regulation.

“SECTION 482. (b) Only Templar jewels are to be worn on the Templar Uniform. Meritorious Jewels, Badge of Commanderies and Malta Jewel shall be worn on the left breast welt, placed in the order named and spaced 1/8” apart. If the Malta Jewel only is worn, it shall be centered horizontally on the welt. **The top of the jewel or jewels worn should be even with the top edge of the pocket welt.** Jewels of Office may be worn suspended from a black neck cord or silver chain. United States Armed Forces Service Bar, as applicable to active military veterans, shall be centered above jewels worn.

Provided also, that the Jewels of the Officers and Past Grand Commanders of this Grand Commandery may be worn on a chain collar of a design as may from time to time be approved, while appearing in civilian dress and representing the office to which the wearer has been duly elected or appointed.

Provided also, that the Grand Commander of the Grand Commandery, Knights Templar of Indiana, may wear as a part of his official uniform the double red cordon for the Grand Commander's Jewel”.

Only Templar jewels are to be worn on the Templar Uniforms. Reasonable enough isn't it - Templar Uniform and Templar Jewels. But you still see Past Master Jewels, Past High Priest Jewels, Past Illustrious Master Jewels, Knight Masons Jewels, and Knight York Cross of Honor Jewels worn on or with the Templar uniform. **These jewels just mentioned are not Templar Jewels and should NEVER be worn on the Templar uniform.** You are likely to see a Triennial Medal worn well after they should be in display cases (they are temporary medals to be worn at Triennial only).

RESOLUTION ON THE WEARING OF JEWELS

Adopted April 2000

Whereas; Good order and appearance are encouraged by consistency and uniformity in the sequence of jewels or awards worn on the standard Templar uniform. And Whereas; The lack of authoritative guidance results in excessive time and effort being expended repeatedly to re-examine the issue.

Therefore, it is resolved as follows.

A person may not simultaneously wear more jewels than can fit in a single line in the appropriate place on a standard Templar uniform. For many Sir Knights, this entails choosing which jewels to wear or omit. Any jewels that are worn should be in the following sequence from the wearer's right to left. The wearer's right is the edge closest to the center of the uniform front.

Centered above the jewels a Sir Knight may wear approved service bars. Only three bars may be worn in a row, but multiple rows are permitted. Service bars should be worn in the order listed

from the top rows down and from the wearer's right to left. Thus, if multiple rows are worn, the highest ranked bars are in the top row.

JEWELS

1. Office Jewels
 - a) Grand Commandery Office
 - b) Past Grand Commander
 - c) Grand Prelate Emeritus
 - d) Knight Templar Cross of Honor
 - e) Grand Encampment Membership Jewel
 - f) Constituent Commandery Office
 - g) Past Commander
2. Meritorious
 - a) Past Commander's Association
 - b) Distinguished Service Award
 - c) Triennial Drill Bars
 - d) State Drill Bars
3. Commandery Badges
 - a) Grand Commandery Badge
 - b) Constituent Commandery Badge (actual membership)
 - c) Commandery Badge (honorary membership)
4. Malta Jewel
5. Red Cross Jewel

SERVICE BARS

1. Armed Forces Service Bar
2. Masonic Service Award
3. Distinguished Service Award
4. Ritualist Award
5. Indiana Templar Academy

The following examples may help you in arranging the jewels on your uniform.

Figure 1) The Red Cross Jewel (if worn) is worn closest to the left arm. Next the Malta Jewel then any meritorious jewel and lastly, the Jewel of Office.

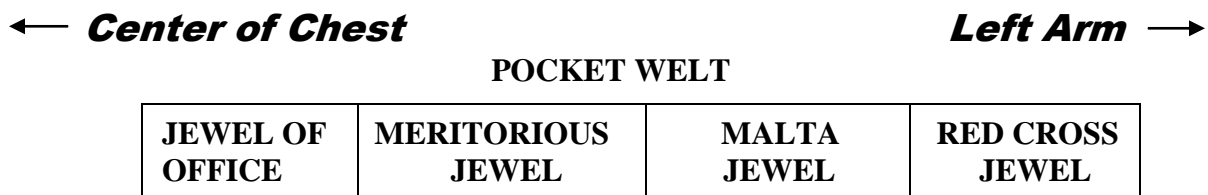
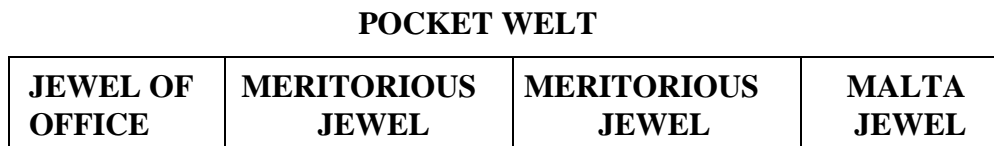


Figure 2) If you omit the Red Cross Jewel, you can wear an additional meritorious jewel.



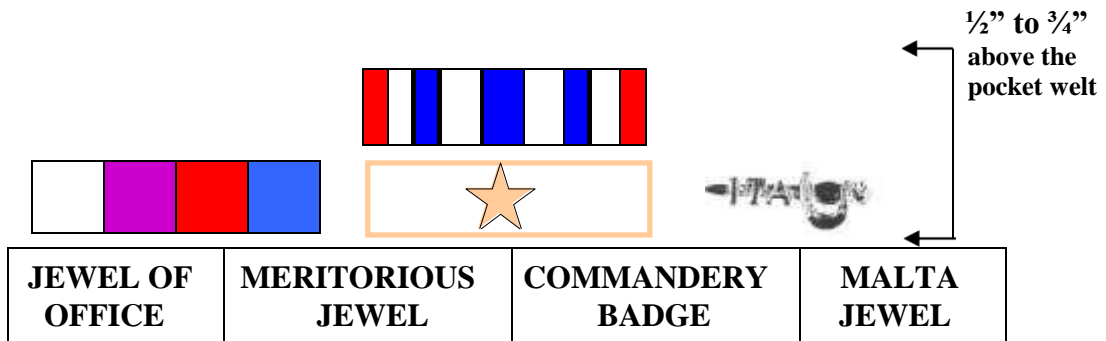
OR

Figure 3) If the Red Cross Jewel is not worn, the Commandery Badge may take the place of the Malta Jewel, which will move to the left.

POCKET WELT

JEWEL OF OFFICE	MERITORIOUS JEWEL	COMMANDERY BADGE	MALTA JEWEL
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Figure 4) The United States Armed Forces Service Bar and /or the Distinguished Service Award bar are worn centered and approximately 1/2" to 3/4" above the pocket welt. If you have a Masonic Service Award Bar it will be worn to the left of the Distinguished Service Award and if you have the Indiana Templar Academy award it will be worn to the right of the Distinguished Service Award.



**INDIANA GRAND COMMANDRY
RITUAL AWARD PROGRAM
FOR SIR KNIGHTS**

As a way of increasing the interest and participation in the ritual work at the local level, the Grand Commandery of the State of Indiana has instituted a **“Ritual Award Program.”**

The program is based on the three Orders conferred in the Commandery. The award is to be a Bar to be worn on Uniform and a certificate to be printed with the level of proficiency. Each part must have been performed two (2) times for credit. All work is to be done from memory and in full form. You are expected to do a creditable job in the part you are exemplifying. This implies not just rote memorization but also correct tactics, vocal emphasis, gestures, etc. appropriate to the part. Credit for previous exemplifications will be accepted on your honor as a Knight Templar. All work done is to be attested to by the application of your signature and the signature of your local recorder to this form.

There are four levels of proficiency for the Program:

Level 1: Pilgrim – 255 points



Level 2: Warrior – 600 points



Level 3: Knight – 1,050 points



Level 4: Commander – 1,455 points
Same bar as Knight with a diamond chip in the center.



The Challenge

As a Knight Templar, you are challenged to select and perform from the various parts and lectures from the rituals of three Orders that make up the Commandery. This provides you with an opportunity to play an active role within your Commandery. By taking part in this program, you will be making YOURSELF a dedicated Ritualist and your Commandery stronger.

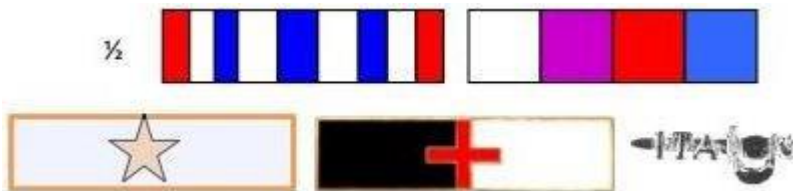
On the reverse side of this form are the point values for the different parts. Please initial by the point value for that part. Total up the points and submit this form along with a check made out to Grand Commandery of Indiana in the amount of \$10.00 to your local Recorder. He will sign off on the form and submit it to the Grand Recorder:

Awards will be sent to the local Recorder for proper presentation.

Incomplete or improper forms will be returned to the Recorder.

(The \$10.00 is the cost for the first award. After attaining enough points to move to the next level, you have to update your form and resubmit it along with your previous award bar.)

The Ritual Bar is to be worn to the right of the ITA bar. In the absence of an ITA bar, it will be worn where the ITA bar is shown below. If the ritual bar is the only bar worn, then it will be centered $\frac{1}{2}$ " to $\frac{3}{4}$ " above the pocket welt.



**INDIANA GRAND COMMANDERY
RITUAL AWARD PROGRAM**

Order of the Red Cross		
Sovereign Master	120	_____
Prince Chancellor	15	_____
Prince Master of the Palace	15	_____
Master of Cavalry	10	_____
Master of Infantry	100	_____
Excellent High Priest	70	_____
Master of Finance	5	_____
Master of Dispatches	5	_____
Warder	35	_____
Jewish Guard	5	_____
Persian Guard	15	_____
Vow	45	_____
Sash	10	_____
Sword	10	_____
Means of Recognition	30	_____
Banner of the Order (<i>Jewish Council</i>)	10	_____
Jeremiah	10	_____
Isaiah	15	_____
Haggai	10	_____
Hosea	15	_____
Obadiah	10	_____
Amos	15	_____

Mediterranean Pass		
Prior	60	_____
Chaplain	5	_____
Marshall	15	_____
Captain of the Outpost	15	_____

Order of Malta		
Prior	170	_____
Lieutenant Commander	5	_____
Captain General	5	_____
Chaplain	5	_____
Marshall	75	_____
Captain of the Outposts	15	_____
Birth Banner	15	_____
Life Banner	15	_____
Death Banner	30	_____
Resurrection Banner	15	_____
Ascension Banner	15	_____
Knight at the West Table	30	_____
St. John Banner	20	_____
Malta Banner	5	_____

Order of the Temple		
Commander	205	_____
Generalissimo	15	_____
Captain General	25	_____
Senior Warden	55	_____
Junior Warden	90	_____
Prelate	160	_____
Standard Bearer	5	_____
Sword Bearer	10	_____
Warder	40	_____
Hermit	10	_____
Prelate's Escort	5	_____
Guards	5	_____
Ode to the Skull	15	_____
Sword	25	_____
Baldric	10	_____
Spur	5	_____
Chapeau	10	_____
Remaining Attributes	45	_____
Banners	15	_____
Flag Lecture	20	_____
Explanatory Lecture	80	_____

Procedure to submit form for award:

1. Review the list of parts and lectures.
Initial the points by the parts that you have given from Memory twice during the Orders.
2. Add-up the total points.
3. Enter the total here _____

PLEASE PRINT:

Name: _____

Address: _____

City: _____

State/Zip: _____

Telephone: _____

E-Mail: _____

Commandery: _____

Signature: _____

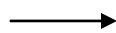
Date: _____

Local Recorder's Signature

There are three levels of proficiency for the Program:

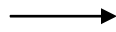
Level 1: **Pilgrim** -

255 points



Level 2: **Warrior** -

600 points



Level 3: **Knight** -

1,455 points



THE CHALLENGE

As a Knight Templar, you are challenged to select and perform from the various parts and lectures from the rituals of three Orders that make up the Commandery. This provides you with an opportunity to play an active role within your Commandery. By taking part in this program, you will be making **YOURSELF** a dedicated Ritualist and your Commandery stronger.

On the reverse side of this form are the point values for the different parts. Please initial by the point value for that part. Total up the points and submit this form along with a check made out to **Grand Commandery of Indiana** in the amount of \$10.00, to your local Recorder. He will sign off on the form and submit it to:

George A. Ingles, Jr., KCT, PGC, Grand Recorder
3601 North Vienna Woods Drive
Muncie, IN 47304

Awards will be sent to the local Recorder for proper presentation.

Incomplete or improper forms will be returned to the Recorder.

(The \$10.00 is the cost for the first award. After attaining enough points to move to the next level, you have to update your form and resubmit it along with your previous award bar.)

<u>Illustrious Order of Red Cross</u>		
Sovereign Master	_____	100
Prince Chancellor	_____	15
Prince Master of the Palace	_____	15
Master of Cavalry	_____	5
Master of Infantry (CC)	_____	90
Excellent High Priest	_____	80
Warder	_____	30
Jewish Council		
Jeremiah	_____	10
Isaiah	_____	15
Haggai	_____	10
Hosea	_____	15
Obadiah	_____	10
Amos	_____	15
Jewish Guard	_____	5
Persian Guard	_____	10
Means of Recognition	_____	20
Banner of the Order	_____	10
Vow	_____	45
Sash	_____	10
Sword	_____	10
<u>Mediterranean Pass/Order of Malta</u>		
Prior	_____	210
Marshall	_____	70
Captain of the Outpost	_____	25
Table of Eight	_____	25
Banners		
Birth	_____	10
Life	_____	10
Death	_____	25
Resurrection	_____	10
Ascension	_____	10
St. John	_____	20
Malta	_____	5
<u>Order of the Temple</u>		
Commander	_____	190
Generalissimo	_____	10
Captain General	_____	10
Senior Warden	_____	40
Junior Warden	_____	80
Prelate	_____	185
Warder	_____	30
Hermit	_____	10
Guards	_____	5
Ode to the Skull	_____	15
Baldric	_____	10
Spur	_____	5
Sword	_____	20
Chapeau	_____	15
Remaining Attribute	_____	35
Banners	_____	15
Flag Lecture	_____	20
Explanatory Lecture	_____	80
Procedure to submit form for award:		

1. Review the list of parts and lectures.
2. Initial the points by the parts that you have given from Memory during any of the Orders.
3. Add-up the total points.
4. Enter the total here _____

PLEASE PRINT:

Name: _____

Address: _____

City: _____

State/Zip: _____

Telephone: _____

E-Mail: _____

Commandery: _____

Signature: _____

Date: _____

Local Recorder's Signature

The Ritual Bar is to be worn to the right of the ITA bar. In the absence of an ITA bar, it will be worn where the ITA bar is shown below. If the ritual bar is the only bar worn, then it will be centered 1/2" to 3/4" above the pocket welt.

