

KELLY'S BOOK

This material is designed for the newly elected Grand Officer to provide some assistance and guidance as to just what he is supposed to do. It is not the final word and when written is not meant that it could not be changed, but as things are now, what is outlined is meant to be a guide for you in your years to come in the Minnesota Grand Commandery line.

I can only say that leadership needs enthusiasm and you are now a leader in the Grand Commandery and your action in the first seven (7) years in the line as a District Officer will probably set the pattern of your whole Grand Commandery success. There is much hard work ahead - a few tears and much reward if you do your job well. You are no longer just a member of your local Commandery, YOU ARE GRAND COMMANDERY first and above all else.

As a Grand Officer you will be assigned to represent a District. These are selected on a seniority basis with the Senior Grand Commandery Officer allowed to choose his District first each year. Minnesota is divided into seven Districts which are shown on the map enclosed. You will be assigned a District hopefully for a period of seven (7) years. You are the Senior Officer in that District and have absolute command of your District. As such you are called the Grand District Officer. Through you the Commanderies in your District have their contact with the Grand Commandery. If you fail in your contact with those Commanderies, the Grand Commandery tie is lost completely. You are the Leader, the Instructor and absolute authority in that District, second only to the Grand Commander and that right and responsibility should be respected by all other Grand Officers. These Commanderies are your friends and will look to you for Leadership and Guidance.

You will be required to make a visitation to each Commandery in your District on their first regular Conclave in September. During the summer months, plan for this with your letters and explain the purpose of your visit. At this visit you will be called on to make the following appointments in each Commandery in your District (separate forms are provided):

1. Chairman of Commandery Committee on Membership and two (2) other committee members.
2. Chairman and two (2) committee members on the Eye Foundation to promote activities and encourage Life Sponsors and to be ever watchful for recipients and encourage money making projects annually.
3. Appoint a Chairman and two (2) committee members for the Educational Foundation to approve the financial condition of Guarantors and to help applicants get the proper forms filled out.

4. Appoint a Local Commandery District Officer to assist you in promoting our programs and to assist you as an "Instructor" in constituent bodies.
5. Decide on a Inspection Date and an alternate date for the Annual Inspection - to be approved and confirmed by the Inspecting Officer and the Deputy Grand Commander. If this is not agreed upon and approved, inform the Eminent Commander. Once a date is set, no exceptions or changes should be made except in emergencies.

Send a copy of the form with the committees named above to the Grand Recorder as soon as possible so he can compile a list of committees from all Commanderies.

As a Grand Officer, you will select your Commandery to Inspect by Seniority but you will inspect each Commandery in the State during your seven (7) years as a Grand Officer. Inspections should be confirmed by you in writing. On all official correspondence, you should make a "copy" for the Grand Commander, the Deputy Grand Commander, the Grand Recorder and yourself so all parties involved know what is being done. Do not use the telephone to confirm or arrange anything with dates because a record is necessary for reference for all and mistakes happen on the phone.

Inspection forms are provided. These are to be made out and filed with the proper officers (indicated on the forms) as quickly as possible after the Inspection is made. It is a good policy to complete your work copy before you leave the Inspection so that the local Commandery Recorder can see that all names are correct and no slip up occurs.

As a District Officer, try to arrange for at least one Festival of convenience in your District. Remember, start early to plan your dates and Commandery year so you have no conflicts with Blue Lodge, Chapter, Council and Shrine. Try to promote a meeting with the Grand Commandery Chairman and Committee heads you appoint in your District. These men must be willing to cooperate to make our programs a success. Don't appoint someone if he says he cannot or will not do the job for you.

Rituals, tactics and guidelines are provided for your use under separate cover. Individual duties are described in the following general instructions adopted in Jim Stark's year as Grand Commander.

Make sure every Sir Knight, especially the new Grand Sentinel has a current Tactics Ritual, a copy of the Constitution, Laws and Regulations of the Grand Commandery and the Statutes of the Grand Encampment.

INSTRUCTION:

As a District Officer you are responsible for providing instruction to your Commanderies in conferring all three (3) orders and the Full Form Opening for an Inspection. If an Inspecting Officer criticizes a Commandery, he is pointing a finger at you to help these Commanderies correct the places where they are weak. A master list of those who can do Ritual in your Commanderies is a handy thing to have in case you need a substitute in an emergency. If a question arises who is in authority of any ritual or Commandery matters, they are Local Commanders first. If he cannot answer then you, as District Officer are asked, then the Grand Commander. If he has no answer he refers the question to the Jurisprudence Committee and they refer it to the Grand Encampment - in that order. The idea of Line of Staff is always followed. Much disappointment can result in violation of that chain of command. Become familiar with the Constitution, Rules and Regulations of the Grand Commandery and Grand Encampment.

The Eye Foundation Committee should be composed of dedicated Sir Knights. Special efforts of this committee should be to promote at least one money making activity during the annual Grand Encampment campaign. Direct attention to the possibility of gifts or wills and promote Life Membership in the Foundation. Be sure to get qualified people to serve on these committees.

Knight Templar Educational Foundation - many bulletins are available on this and these should be read so you are familiar with this Foundation.

Membership - Membership should always be promoted. Work in close connection with all preceding Degrees to get more members. Make personal contacts to get to know people and offer them our sincere friendship and you have your man. Never let down in this important matter. Work to keep people interested, work to get inactive members active and demitted and suspended members reinstated.

Recorders: Have local recorders check with the Grand Recorder to see if the Recorders in your Districts are making out the proper Grand Encampment forms and if they are attending the Grand Recorders Meeting at the Annual Conclave to learn the proper way to fill out the forms and send in returns properly filled out. See that any and all correspondence is read.

Tradition among the Grand Commandery Officers has been that it is the responsibility of the Grand Sentinel to instruct the incoming Grand Officer in traditions and duties of the new officer. Remember, Sir Knight Grand Sentinel, how well you instruct the "New" Officer is how good your Deputy Grand Commander will serve you. Get to know each other and work for the good of the Order.

DUTIES OF A DISTRICT OFFICER

AS DISTRICT OFFICER:

- A. Upon selecting the District that you will be the District Officer of, you should write to every Commandery in your District, introduce yourself and inform them that you are going to "visit" their Commandery - by announcing the time and place you can avoid any embarrassment.
 - 1. Make a personal visit to each Commandery in your district before October 31st.
 - 2. Remind them to name a Chairman for the Knights Templar Eye Drive, Membership Committee and the Educational Committee.
 - 3. Inquire or try to get a commitment on an Inspection Date.
 - 4. Inquire if there are any special needs or problems.
- B. INSPECTIONS, if you are setting up the dates check with the Inspecting Officer and then 'clear' with the Deputy Grand Commander so that we can eliminate any conflict of dates. Please confirm your dates by letter rather than by phone. Phone calls are convenient but mistakes can be made.
- C. AS THE INSPECTING OFFICER, be sure and fill out your reports promptly!! If you wait time goes by and important events are forgotten. Then send copies to: Grand Commander, Constituent Commandery District Officer, Chairman of Doings of Grand Officers and one for your file. I do believe that it would be appropriate to send one to the Eminent Commander as a memento of his efforts.
- D. AS DISTRICT OFFICER, you are to provide instruction on how the Inspection should be done using our Tactics book. Help in the conferring of our Orders. Keep track of the Sir Knights that can help you put on the Orders in the various Commanderies.
- E. CARRY A YORK RITE PETITION, it is far better to have carried one than to need one and not have one.
- F. CARRY A KNIGHTS TEMPLAR CROSS OF HONOR NOMINATION FORM, in your possession as a reminder that if there is a deserving Sir Knight, that the Constituent Commandery should recommend him. They should be in the Grand Commander's hands no later than 60 days before the Grand Conclave.

- G. Maintain a resume' of your Masonic activities and send them in every two months to the Grand Commander, Deputy Grand Commander, Grand Recorder and the Chairman of Doings of Grand Officers.
- H. COMMUNICATE!! with your fellow Officers, keep them informed of any special events that are happening or will be in the future so that the Grand Commandery can attend this event and show support.
- I. FESTIVALS, set a Commandery Festival in your District. While this may not be the ideal way, it is the way to get new Sir Knights.
- J. BE FAMILIAR, with the Constitution, Rules and Regulations of the Grand Commandery.

AND LAST BUT NOT LEAST, WE ARE HERE TO SERVE THE COMMANDERIES, NOT THEM TO SERVE US. Reward and encourage with kind words, criticism can dampen and disenchant those that work.

GENERAL INSTRUCTIONS FOR
ALL GRAND COMMANDERY OFFICERS
***** LET US COMMUNICATE - IN WRITING *****

In order that we may better organize, implement, instruct and coordinate our activities, certain rules should be followed by all. A copy of all reports should be sent to the Grand Commander, Deputy Grand Commander and the Grand Recorder. A monthly resume' of activities should also be sent to each of the above three by all Grand Commandery Officers, immediately after the end of the month. As much as is practical, keep the other Grand Officers informed of special events in your area. If Knights Templar is to be a live, vital organization in Minnesota, our Grand Commandery Officers must provide the leadership to make it so.

GRAND COMMANDER DUTIES AND RESPONSIBILITIES

Direct the overall activities of the Grand Commandery in the State. Delegate specific duties to others and expect results and reports. (A copy of all reports should go to the Grand Commander, Deputy Grand Commander and Grand Recorder.) Visit neighboring Grand Conclaves, representing Minnesota or appoint the Deputy Grand Commander as his proxy. Attend the North Central Department Conference. Visit Minnesota Grand Lodge, Grand Chapter, Grand Council, Shrine Ceremonials and special events in Constituent Commanderies in Minnesota. Attend his own Commandery and other Masonic Bodies as much as possible.

DEPUTY GRAND COMMANDER DUTIES AND RESPONSIBILITIES

Substitute for the Grand Commander when requested. Be in charge of and coordinate Administration of Districts, which includes Ritualistic Work, Inspections, Membership Drives and Attendance Drives. Make emergency assignments. Provide names of Grand Chapter and Grand Council District Officers to the Grand Commandery Officers so they may have the utmost cooperation in all Districts with a minimum of conflicts. Serve as Chairman of Doings of Grand Officers. Attend special events.

GRAND GENERALISSIMO DUTIES AND RESPONSIBILITIES

Chairman of the Knights Templar Eye Foundation and the Voluntary Fund Raising Campaign. Promote both at every opportunity throughout the State. Serve as substitute Inspecting Officer if called upon. Attend special events within the State always promoting the Knights Templar Eye Foundation. Attend his own Commandery and other Masonic Bodies as much as possible. Send monthly reports of all activities to the Grand Commander, Deputy Grand Commander and the Grand Recorder.

DUTIES AND RESPONSIBILITIES OF THE FOLLOWING:
GRAND CAPTAIN GENERAL, GRAND SENIOR WARDEN, GRAND JUNIOR
WARDEN, GRAND STANDARD BEARER, GRAND SWORD BEARER,
GRAND WARDER, GRAND SENTINEL

Serve as District Officer in your assigned District and as Inspecting Officer in another District as assigned under the supervision and direction of the Deputy Grand Commander. As a District Grand Officer, to serve as General Manager of your District. Work with the Officers of each Commandery so they will want to come to you for information and advice. Coordinate the activities of your District. Be a Leader in your District which will help prepare you to be a LEADER in the State. Arrange Inspection dates for your Commanderies with your Inspecting Officer. Develop a positive attitude in the Officers of each Commandery. Those who take a positive approach get things done. Develop your own programs. Each Commandery is a little different and may have their own peculiar problems. PROMOTE - INSTRUCT - LEAD. As an Inspecting Officer, we must lead and encourage. A kind word will accomplish much more than sharp criticism. Those who are present and working are to be commended. It's those who are absent who are hurting our Inspections and consequently our Commanderies. We must stress attendance with Attendance Drives to regenerate interest in our Order. Work with the District Grand Chapter and District Grand Council Officers and their Deputies to coordinate all in your District. Encourage inter-commandery visitations. Attend your own Commandery and other Masonic Bodies as much as possible. Send monthly reports of all activities to the Grand Commander, Deputy Grand Commander and the Grand Recorder. Attend special events within the State as much as possible.

All Grand Officers should strive to attend the North Central Department Conference.

DUTIES AND RESPONSIBILITIES OF THE DEPUTY GRAND COMMANDER

- A. Serve as the Chairman of the MEMBERSHIP COMMITTEE.
- B. Serve as the CHAIRMAN OF DISTRICTS; to receive and place on file all Inspection Reports from the District Officers and to report the activities in a report at the Grand Conclave. To work with District Officers and the Inspecting Officers of the various Districts to eliminate any "conflicts" with Inspection dates or other important Masonic events. Eliminating the "conflicts" will make it possible for more Grand Commandery Officers to attend the Inspections.
- C. Serve on the FINANCE COMMITTEE as its Chairman.
- D. Attend all Inspections to promote MEMBERSHIP.
- E. Attend all Special Masonic Events (Anniversaries, 100 Year Observances, etc.).
- F. Attend the North Central Department Conference wherever held.
- G. Attend the Grand Conclaves of the various states of the North Central Department.
- H. Attempt to promote UNITY between the Masonic Bodies.
- I. Be ready to represent the Grand Commander, if asked, at various meetings, Com-manderies or other Masonic Bodies wherever directed.
- J. Assist the Grand Commander in the discharge of his Duties and in his absence to Preside.
- K. Be familiar with the Constitution, Laws and Regulations of the Grand Encampment and the Grand Commandery.
- L. MATHISON BIBLE AWARD (for the best Inspection) - be in charge of tabulation and the presentation of the award.

DUTIES AND RESPONSIBILITIES OF THE GRAND GENERALISSIMO

- A. Serve on the KNIGHTS TEMPLAR EYE FOUNDATION as its Chairman; being responsible to make contact with the Constituent Commanderies, through correspondence, visitation, whatever it takes to raise funds. To keep records of such a campaign and other correspondence regarding the Drive.
- B. Attend all Special events (Inspections, Recognition Nights, 100 Year Anniversaries, etc.) held within the State to promote Templary and the Knights Templar Eye Foundation Drive (Campaign runs from December 1st through the 30th of April).
- C. Attend Foreign Jurisdictions holding Conclaves - Wisconsin, Iowa, North Dakota, South Dakota, Illinois, Nebraska if at all possible.
- D. You are required to attend the North Central Conference wherever held.
- E. Serve on the FINANCE COMMITTEE - remember next year you are the Chairman.
- F. Serve on the COMMITTEE OF DOINGS OF GRAND OFFICERS.
- G. Be familiar with the Constitution, Laws and Regulations of the Grand Encampment and the Grand Commandery.

DUTIES AND RESPONSIBILITIES OF THE GRAND CAPTAIN GENERAL

- A. Perform the duties of a District Officer.
- B. Perform the duties of an Inspecting Officer.
- C. Serve on the KNIGHTS TEMPLAR EYE FOUNDATION COMMITTEE.
- D. Serve on the FINANCE COMMITTEE.
- E. Required to attend the North Central Conference wherever held.
- F. Be familiar with the Constitution, Laws and Regulations of the Grand Encampment and the Grand Commandery.
- G. Be in charge of the RALPH E. KIRK MEMORIAL AWARDS. Secure tabulation sheets from constituent Commanderies before May 15th. Secure plaques and award them at Grand Conclave.

DUTIES AND RESPONSIBILITIES OF THE GRAND SENIOR WARDEN

- A. Perform the duties of a District Officer.
- B. Perform the duties of an Inspecting Officer.
- C. Serve on the EDUCATION COMMITTEE.
- D. Be familiar with the Constitution, Laws and Regulations of the Grand Encampment and the Grand Commandery.
- E. Serve as Chairman of the VISITORS COMMITTEE.

DUTIES AND RESPONSIBILITIES OF THE GRAND JUNIOR WARDEN

- A. Perform the duties of a District Officer.
- B. Perform the duties of an Inspecting Officer.
- C. Serve as Chairman of the PATRIOTIC AND CIVIC ACTIVITIES COMMITTEE. Inform various Commanderies that you would like to hear of their activities so that they might be reported.
- D. Be familiar with the Constitution, Laws and Regulations of the Grand Encampment and the Grand Commandery.

DUTIES AND RESPONSIBILITIES OF THE GRAND STANDARD BEARER

- A. Perform the duties of a District Officer.
- B. Perform the duties of an Inspecting Officer.
- C. Serve as Chairman of the COMMITTEE ON UNFINISHED BUSINESS.
- D. Be in charge of equipment belonging to the Grand Commandery, American Flag, Canadian Flag and other paraphernalia and see that they are in turn handed over to the "new" Standard Bearer at the next Grand Conclave.
- E. Be familiar with the Constitution, Laws and Regulations of the Grand Encampment and the Grand Commandery.

DUTIES AND RESPONSIBILITIES OF THE GRAND SWORD BEARER

- A. Perform the duties of a District Officer.
- B. Perform the duties of an Inspecting Officer.
- C. Be familiar with the Constitution, Laws and Regulations of the Grand Encampment and the Grand Commandery.

DUTIES AND RESPONSIBILITIES OF THE GRAND WARDER

- A. Perform the duties of a District Officer.
- B. Perform the duties of an Inspecting Officer.
- C. Be familiar with the Constitution, Laws and Regulations of the Grand Encampment and the Grand Commandery.

DUTIES AND RESPONSIBILITIES OF THE GRAND SENTINEL

- A. Perform the duties of a District Officer.
- B. Perform the duties of an Inspecting Officer.
- C. Be familiar with the Constitution, Laws and Regulations of the Grand Encampment and the Grand Commandery.