



GENERAL INSTRUCTIONS

This revision has been prepared under the authority and direction of DeMolay International by the Committee on Ritual and Regalia.

SEVENTH EDITION

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DeMolay International recommends that these Open Ceremonies be used at appropriate opportunities. Written invitations to Masonic and community dignitaries will be beneficial toward improving community relations. These ceremonies can also increase Chapter enthusiasm for performing our ritual. A good effect can be achieved by combining various ceremonies, but care should be taken to avoid lengthy programs.

When more than one ceremony is presented on the same occasion, repetitious use of entrances and exits of Officers can materially detract from the beauty of the occasion. Therefore, it is recommended that there be only one formal entrance and exit of Officers on such occasions. Changes in Officers' stations may be done informally, but in as dignified and graceful a manner as possible.

The texts of these ceremonies must be followed to the letter; no additions or deletions are permitted, except the options that are provided in this Monitor. The occasion may be amplified with such special features as a musical program, addresses, presentation of jewels or other tokens, as may be desired. These ceremonies should be made as impressive as possible, since they are opportunities for DeMolays to explain and exemplify the purposes of the Order to those who may never learn them otherwise.

This Monitor of Ceremonies of the Order of DeMolay is the official standard for all non-secret ceremonial work of the Order. It presumes the existence of ideal conditions for the presentation of the work. In those instances in which the Chapter room or meeting place imposes physical limitations, the Chapter may make necessary adjustments, adhering as closely as feasible to this official standard.

Guidelines

Bible: References to the "Holy Bible" are made throughout this Monitor to refer, in general, to the word of God. Because of the wide variety of religious beliefs of our members, we enjoy a diversity that we should celebrate. As such, the Holy Bible may not be the only appropriate religious text in some Chapters. With permission of the Executive Officer, Chapters may decide to use an alternate religious text in place of the Bible, or may use more than one religious text. In place of the phrase "Holy Bible," the speaker should then use the title of the book (if using an alternate text) or "Books of our faith" (if using multiple texts).

Gender-Specific Language: In this revision of the Monitor of Ceremonies, most gender-specific references have been removed. In some instances, the original language was retained to preserve the cadence and tone of the statement (for example, addressing officers). When the situation requires it, these references should be appropriately altered by the speaker.

Multiple Recipients: The ceremonies in this Monitor related to honors and awards assume that there are multiple recipients. When there is only one recipient, the language should be altered by the speaker as appropriate.

Obligations: With permission of the Executive Officer, the presiding officer may administer the obligations by kneeling at the Altar. His hands may rest on the Bible, but should not touch the designate(s) receiving the obligation.

Unauthorized Ceremonies and Modifications: The ceremonies included in this Monitor are authorized for use by every DeMolay Chapter, and should be presented as prescribed, except where a modification has been approved, in writing, by an Executive Officer, for his Jurisdiction. The use of unauthorized ceremonies risks becoming a violation of youth protection policy because they may degenerate into comedy, horseplay, or hazing. Therefore, additional ceremonies are not permitted, except by written authorization from the Executive Officer, for his Jurisdiction.

Room Arrangement and Paraphernalia

Room Arrangement: The Altar, the Councilors' seats and pedestals, the stations of the officers and chairs for the members should be arranged as shown on Diagram One or as close to that arrangement as the circumstances of the room permit. For example: some Chapters may find it necessary to place Preceptors 1, 2, and 3 on the South side of the room and Preceptors 4, 5, 6, and 7 on the North side. If the door through which most officers, members and others normally enter the Chapter room is not located at the point indicated as "A" on Diagram One, the Junior Deacon and Sentinel would necessarily be relocated to that door to enable them to control access.

Required Paraphernalia: In an open meeting, a Chapter room should be furnished with the following paraphernalia: two gavels, seven candlesticks with candles, Bible, school books, National flag in standard, and gong.

Optional Items: Altar cloth, flowers, Chapter banner, baton for Marshal, and Bible marker.

Candlesticks: The candlesticks should be arranged about and to the East of the Altar as shown on Diagram One.

Flag and Banner: The National flag and the Chapter banner (if used) should be placed in standards in the East. Example positions are shown on Diagram One that conform to the United States Flag Code. Chapters have flexibility in choosing these locations, so long as the National flag is in the Northeast, to the right of the Master Councilor's station, and the Chapter banner (if used) is in the Southeast, to the left of the Master Councilor's station.

Gavels: A gavel should be on the pedestal at the stations of the Master Councilor and Senior Councilor.

Altar: In an open meeting, only the Holy Bible and school books must be placed on the Altar. If desired, only an Altar cloth, Bible marker and flowers may be added. Some ceremonies may specify other items.

If flowers are used, they should be placed around the Holy Bible, but not on it. If a Bible marker is used, the DeMolay emblem upon it, if any, should be toward the West side of the Altar, whether the Bible is open or closed. When the Chapter is in session, the Bible marker should be unfolded, visible, and in the middle of the Bible, whether open or closed. If there is a DeMolay emblem on the Altar cloth, it should be on the West side.

Robes: The uniform robe adopted by DeMolay International for use by Chapter Officers is a black cape lined with red with the DeMolay emblem on the wearer's right breast. That robe is for use by all Officers in the Ceremonies of the Order, as permitted by the Executive Officer.

Pronunciations and Definitions: Appendix A contains a brief dictionary of words used in DeMolay ceremonies, including correct pronunciations. In order to more effectively teach the lessons contained in the ceremonies, DeMolay members preparing a ritual part should consult Appendix A for a thorough understanding of the meanings of the words and correct pronunciations.

Music: Appendix B contains information on the use of music in Degrees and Ceremonies of DeMolay along with a few suggested music titles. The use of music in all DeMolay ritual work is strongly recommended. Throughout the text, cues for the entry of suggested music are provided.

Diagrams and Figures: Appendix D contains diagrams showing the Chapter room setup, the positions of the Officers, the letter designations used in describing the floor movements, and figures displaying a series of photographs of the correct way of conducting people, carrying the flag, etc.

Conduct in the Chapter Room

Floor Movements: After the Master Councilor or the equivalent presiding officer has called the Chapter to order, no person shall pass between the Altar and the East except when this Monitor expressly requires it.

All floor movements should be made in a clockwise direction except when specifically noted otherwise. The shaded area on Diagram One represents a walking band, which is always wide enough for two Officers to walk side by side. All Officers' movements about the Chapter room are directed by the letters on Diagram One. X is the station of the Officer(s) being directed. Z is the point on the walking band nearest the station of the Officer(s) being directed.

An Officer directed to move X Z moves directly forward from his station to the walking band, except: the Councilors, Scribe and Treasurer will move by the most direct route to the walking band, but around the pedestals or desks in their paths. An Officer directed to move Z X returns to his station by retracing his X Z route.

Floor Movement Examples: Movements of the Chaplain and Marshal from their stations by way of the South to the West side of the Altar would be noted thus: Ch. and Mar. move X Z I J. Their return from the West side of the Altar by way of the North to their stations would be noted thus: Ch. and Mar. move J K V Z X.

Recognition: When a person wishes to be recognized by the Master Councilor, or the equivalent presiding officer, he should rise, face the Master Councilor, and remain silent until he is recognized. When a person is addressed by the Master Councilor by name, or an Officer by title, he shall rise immediately and face the Master Councilor. No other salute of any kind is to be given to the Master Councilor. Except during prayers, all Officers (including the Master Councilor) and all others stand when speaking.

Gavel Raps: Except when directed otherwise, when a gavel is rapped once, all Officers standing at stations and all others standing will go to appropriate seats and sit down; when rapped twice, all Officers sitting will stand; when rapped three times, everyone sitting will stand.

Marshal Conducts: When the Marshal conducts an Officer or any other person, he shall use his right arm and hand to take hold of that Officer's or person's left forearm and wrist as shown in Figure 1. If a second person is being conducted, that person would follow them. The Marshal may carry a baton. If he does so, one end of the baton should be in his left hand; the other end should be tucked under his left arm as shown in Figure 1.

Prayers: During prayers, all Active DeMolays (except the Chaplain, Marshal, and any officer when holding the flag) kneel facing the Altar, when possible. An Active DeMolay kneels on his left knee, his right elbow resting on his right knee, his forehead resting in his right hand, his left hand around his right elbow (see Figure 2). The Chaplain kneels at the Altar on both knees, both hands palms down on the Holy Bible, body erect, and head slightly turned up; eyes may be opened or closed (see Figure 3). All present who are not Active DeMolays remain standing facing the Altar. Active DeMolays kneel and rise in unison with the Chaplain. Special rules are here set forth for the Marshal. The Marshal in the formation of the Triangle kneels with the other Officers. If the Marshal is carrying a baton, he kneels placing the baton across his right leg, behind his right elbow (see Figure 4).

At the close of prayers and before rising, all present respond "Amen," except after the Nine O'clock Interpolation prayer, when Active DeMolays (and any others who choose to join in) will respond, "God bless mother. God bless father. God bless the purposes of DeMolay. Amen."

Forms of Address: An Active DeMolay who is not an Officer of the Chapter is addressed by the title "Brother" followed by his last name. An Officer of the Chapter is addressed by the title "Brother" followed by the title of his office. A male Advisor is addressed by the title "Dad" followed by his last name. A female Advisor is addressed by the title "Mom" followed by her last name. A Senior DeMolay who is not an Advisor is addressed by the title "Brother" followed by his last name. A Master Mason or male visitor who is not an Advisor, a Senior DeMolay, or an Active DeMolay is addressed by the title "Mister" followed by his last name. A female visitor who is not an Advisor is addressed by the title "Mrs.," "Miss", or "Ms." followed by her last name.