

THE PRINCIPALS MANUAL



SUPREME GRAND ROYAL ARCH CHAPTER OF NEW ZEALAND

Approved by the Management Council

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CONTENTS

- 1 Chapter Principals - Duties and Responsibilities
- 2 Duties and Responsibilities – Scribe Ezra, Treasurer, Director of Ceremonies
- 3 Succession Planning
- 4 Membership
- 5 Communication and Publicity
- 6 Planning and Finance
- 7 Social Activity, Family Involvement, Community Involvement
- 8 Education and Mentoring
- 9 Ritual, Dress, Refectory
- 10 Premises, equipment, regalia
- 11 Annex 1 – Constitution and Laws of Grand Chapter
Annex 2 – Altar Layout

CHAPTER PRINCIPALS - DUTIES AND RESPONSIBILITIES

OVERVIEW

As Principals, much of the success of the Chapter will depend on your efforts and commitment. Key elements in this are Planning, Co-ordination and Communication. The role of Principals should be to lead and encourage.

Planning: it will be beneficial for the Chapter if it has, collectively developed, a Plan which has both short and long-term objectives. This will give you the framework around which you can organise the Chapter's functions and activities and to which, in your year as First Principal, you can add your own inputs.

Any such Plan should be relatively simple with clear, measurable goals and objectives that are achievable. It should have sufficient flexibility to adapt to changing circumstances without damaging its direction, and should have been discussed, agreed and adopted by the whole Chapter prior to implementation.

Co-ordination: by acting with your fellow Principals to ensure the various tasks and activities in your Chapter are carried out competently and successfully, not only will the Chapter run smoothly for the benefit of the Companions, but workloads will be shared amongst you. By being fully conversant with all the activities, and by providing your own input, you will be well equipped, when the time comes, to assume further responsibility in the Chapter.

Communication: by giving thought to, establishing and operating the simplest and most effective two-way communication within the Chapter, members will feel included, informed and more likely to readily participate. Poor communication will result in apathy and disillusionment inevitably leading to membership loss and thus good communication is essential.

FIRST PRINCIPAL

As the senior of the Principals of the Chapter, it is your responsibility to ensure, by your leadership and administrative skills, that the Chapter functions efficiently and that the interests of the Companions are catered for.

- 1 Be sure to involve as many members of the Chapter as is appropriately possible in the various functions and co-ordinate that involvement by delegating tasks to your two assisting Principals. They can share the oversight of tasks such as
 - Ceremonial work – in conjunction with the Director of Ceremonies,
 - Finance and Planning – with the Treasurer,
 - Pastoral care – with the Almoner where appointed,
 - Social Activities,
 - Communication and Publicity,
 - Membership,
 - Education, Ritual,
 - Premises, equipment and regalia
- 2 Whether or not you have experience in running a meeting, ensure that, together with Scribe Ezra of your Chapter, you have prepared an Agenda for each meeting, that you are well versed in the administrative matters to be dealt with and that the business session is conducted efficiently and expeditiously. Avoid time-consuming over-formality. Enlist help from suitable Companions for guidance in conducting meetings if needed.
- 3 Have the Executive/Management/Standing Committee of the Chapter meet regularly to consider and recommend courses of action to you as appropriate and ensure its meetings are open to all Chapter members.
- 4 By acting as “The Chairman”, with various tasks having been delegated to competent members of the Chapter, your workload can be less onerous and more rewarding. You will be able to direct your efforts where you most wish to contribute during your year. Your Plan for the year prepared in advance (and in conformity with the Chapter’s Plan) and having been detailed to the Chapter, can be implemented.
- 5 Additionally, your duties and responsibilities encompass effort to some degree, in all of the topics set out in this publication, and the suggestions made should be noted by you. It is very worthwhile for a First Principal to produce a monthly newsletter for his Chapter, to fulfil his “pastoral” obligations and to be aware of any special attributes and/or exceptional service of members that may warrant recognition via preferment or awards.

- 6 Ceremonial Work – it is normal that the First Principal of a Chapter conducts the Ceremony of Exaltation to the Royal Arch Degree for Candidates and thus in your planning for ceremonial work you need to ensure that adequate notice of allocated work for those participating is given; that a well conducted rehearsal takes place and that the Candidate will be present.

Your attention is drawn to the explanatory notes on the meaning and presentation of the Royal Arch Degree appended in Annex 2.

- 7 Within your District, endeavour to visit, together with other Companions, neighbouring Chapters; attend District or other meetings called by your Grand Superintendent with your Scribe and encourage the communication of all aspects of Royal Arch Masonry within Craft Lodges.

8 Divisions/Districts

There are three Divisions – Northern, Central and Southern with their own Districts and are made up as follows:-

Northern Division – Northland, Auckland and Hauraki

Central Division - Hawkes Bay, Ruapehu/Taranaki and Wellington

Southern Division – Nelson/Marlborough/Westland, Canterbury, Otago and Southland

It may be useful to remember that the success of your Chapter will be ensured by catering for the needs and wants of your existing members – and that while new members are important to sustain numbers, enthusiastic members themselves will be good advocates of Royal Arch Masonry for your Chapter.

- 9 A reminder to First Principals – don't forget at the Installation of your successor you are required to bind him in Office. The Charge is as follows:- "Do you submit to these articles as recited and promise to observe and perform them well and faithfully".

SECOND PRINCIPAL

It may be useful to remember that the success of your Chapter will be ensured by catering for the needs and wants of your existing members – and that while new members are important to sustain numbers, enthusiastic members themselves will be good advocates of Royal Arch Masonry for your Chapter.

1 Administration Tasks

Whilst there are generally no formally allocated administrative tasks for a Second Principal, it may be worthwhile to detail, by agreement with the other two Principals, the tasks you are to undertake for the year. These may be by overseeing functions carried out by Chapter members or by participating and directing particular areas of activity. Thought and planning preparation for the time when you become First Principal should include such matters as:

- The team of officers for your year
- Your desired particular inputs to the Chapter (projects, goals etc)
- Planning your year's programme (workings, lectures, social and Charitable activities etc)

By the end of your term as Second Principal you will be well-equipped for progress if you are conversant with all the topics covered in this manual and you have consulted widely within the Chapter to obtain a good understanding of the members' needs and wants so that you can continue to maintain their interest whilst providing an environment potential members would enjoy.

2 Ceremonial Work

As Second Principal it is usual that your main ceremonial task will be that of Worshipful Excellent Master in a Lodge of Excellent Masters and to conduct the Degree working. You should ensure that you are capable of conducting the Ceremony by knowing those parts of the ritual that you are to deliver and by allocating the various Charges in the Ceremony in ample time to allow all to be well prepared. Consider allocating substitutes/standby members for the Charges. You should ensure that at least one fully attended rehearsal for each working takes place; that the Officers and Brethren are confident of their roles and that the Candidate(s) will be present for the Ceremony of Acknowledgement.

Your attention is drawn to the explanatory notes on the meaning and presentation of the Excellent Degree appended in Annex 2.

THIRD PRINCIPAL

1 Administration Tasks

The administrative tasks undertaken by the Third Principal for the year will be those as agreed between all Principals. It will be helpful to ensure a balanced allocation results and that you contribute fully – especially in those areas for which your skills might be particularly appropriate. Generally, you should, like the other Principals, be aware of all the activities that are undertaken by the Chapter and their relevance to the Chapter's Plan, so that some continuity from year to year is maintained.

2 Ceremonial Work

The Third Principal, apart from being responsible for the opening and closing prayers (many Third Principals in Chapters present these from memory) is commonly also Installed as Mark Master and carries out the Ceremony of Advancement. The importance of the good performance of this Degree is stressed – it is the first impression the Candidate has of Royal Arch Masonry and that significance should be well comprehended by the Third Principal. As with other workings, ensure that your Officers and those presenting Charges know their roles and have ample time to prepare. Be certain to have a fully attended rehearsal and as with other Degrees, consider allocating alternates/back-up Companions for each Charge.

DUTIES AND RESPONSIBILITIES OF SCRIBE EZRA, TREASURER AND DIRECTOR OF CEREMONIES

This brief section is included so that Principals can relate directly to those Officers who can assist them in managing the Chapter.

1 Scribe Ezra

Scribe Ezra is effectively the Chief Administration Officer of the Chapter. His core duties are set out in the Book of Constitution in Clause 14.9.

Additionally there will be many and varied tasks asked of the Scribe throughout a Chapter year. Any member taking on the task should be selected for the relevant skills (organisational ability, computer skills, experience in the Chapter and Royal Arch Masonry, willingness to contribute, being some examples) but care should be taken that he not serve that position for too long, or be put upon to continue because of a lack of other Candidates. A Chapter might consider identifying a member capable of being trained and helped in order to replace a Scribe after an agreed period – say 5 years or so.

Whilst financial planning of the Chapter may rest predominantly with the Treasurer and the Principals, the Scribe's information on SGRACNZ charges mean that he could usefully be included in budgeting matters. Additionally, the Scribe can maintain the Chapter's database , which if including an Attendance and a Charges register, will be useful for those involved with educational training in the Chapter.

Where the Offices of Scribe Ezra and Treasurer are combined in Chapters, both the workload and importance for the good running of the Chapter means that competence in all aspects mentioned is essential.

2 The Treasurer

The duties of the Treasurer are set out in the Book of Constitution in Clause 14.10. Competence in, and knowledge of, simple accounting is essential for the proper maintenance of records of financial matters and the production of suitable sets of accounts capable of being examined correctly. The Principals of the Chapter should be able to rely on the Treasurer preparing adequate information to ensure the Chapter remains financially stable (an Annual Budget supported by regular reporting of the financial position should be the minimum) and that its overhead costs are met. A

budget planning exercise prior to the establishment, each year, of Annual Dues, carried out by the Principals, Scribe E and Treasurer is a simple and necessary task.

3 Director of Ceremonies

The role of the Director of Ceremonies is well known and defined in each Chapter. The function he performs in relation to allocating the ceremonial charges is a matter for each Chapter's customs and practices. Whether Charges allocated for each of the three Ceremonies is done by the Principal carrying out the Degree, the Director of Ceremonies or both, the Director of Ceremonies needs to work closely with the Principal and the member to ensure that the appropriate standards of ritual are achieved and additionally, that some progression in skills and learning of the Ceremonies also takes place. This is a valuable part of Masonic Education.

By the inclusion of these three officers in planning and operation within the Chapter, Principals will ensure administrative efficiency and enjoyment of ceremonial activities.

SUCCESSION PLANNING

Principals in their planning as they progress through the positions need to confirm that the "ladder" of the Chapter is working appropriately. They must ensure that as members assume Offices each year – in a pattern leading ultimately to the position of First Principal – they are both worthy of the promotion and capable of carrying out the task.

The Principals might consider preparing informative procedure guidelines for each position, (Inner Guard, Wardens, Overseers, Sojourners, Conductors, etc) detailing perambulations, correct salutes, Candidate handling, special effects for eg in a printed folder capable of being passed on to successors. In this way, basic teaching and instruction can be held consistent and the Chapter's customs and practices established clearly.

Suggestions for alterations, and discussion on possible changes, can be made on an annual review session which each position incumbent.

MEMBERSHIP

People join Royal Arch Chapters for many reasons. Common among these are:

- To meet and work with members of other Lodges of the district,
- For an experience that will add to their Masonic knowledge,
- For opportunities to learn and continue to develop their Masonic skills and talents,
- To continue to serve others and make a difference, and
- To have fun.

The Chapter environment should therefore be one that encompasses at least those reasons and constantly ensures those members' needs and wants are met. In order that new members can be recruited, and importantly retained in Royal Arch Masonry, the Chapter needs to be well organized and efficiently run in all aspects ensuring that new members will be prepared to make commitment and proactively contribute.

Recruitment for Royal Arch Masons can and should be pro-active. By the Chapter having a list of all members showing their individual Lodge membership, it can appoint Chapter representatives (officially if need be) to these Lodges as the link and make certain that they act as the resource base for Craft Masons. Such representatives need to have print material that is current and informative available, and should be well-informed experienced members. Additionally, it may be possible for a Chapter, or perhaps a Royal Arch District "team" to be established with the purpose of having suitable presentations about Royal Arch Masonry, offered to Craft Lodges. Common reasons given for not joining a Chapter can be overcome by making it clear that apart from meeting attendance, there is no compulsion to undertake extra responsibility – that being a personal matter.

By including prospective members and their wives/partners in Chapter social activities, the wider appeal of the Order can be experienced.

Retention of members is paramount. As already stated, the Chapter environment must be such that members genuinely enjoy their meetings, contribute according to their skills and ability to commit time and energy, and feel acknowledged for their input. By knowing and identifying the skills of individual members, Principals can make best use of those resources, plan for training, advancement or just simple enjoyment and create a harmonious and fun environment. By constant communication with members, Principals can be well placed to evaluate the

effectiveness and relevance of the Chapter's Plan and activities and respond accordingly. The "them" and "us" feeling, prevalent in some Chapters can therefore be obviated.

There are many operational suggestions for care and retention of members amongst which are:

- Establishing "Phone trees" – to cover transport arrangements, Almoning activities or irregular attendees,
- Producing Chapter Newsletters,
- Allocating responsibilities at an appropriate level,
- Keeping new members inside the Chapter room,
- Sharing Steward duties,
- Providing Mentoring support,
- Providing frequent socialising events,
- Promoting fellowship in the Chapter –especially in relation to new members

Principals should be ever cognisant that it is a duty of all members to seek to obtain new members and that the Chapter must have its "own house in order" so that new members remain. It may be that a Membership Plan and or Recruiting Team is appropriate for the Chapter to ensure a co-ordinated approach is taken and to establish that members understand what is involved. Any such Plan or Team should establish sensible, achievable goals and have the disciplines in place to review them.

COMMUNICATION

Communication is a two-way process and to be effective, there has to be thought given as to the type, manner of performing and to the effect on each partner in the process. It is key to the Chapter and the Principals' leadership in ensuring that it happens effectively. Members should never feel inhibited in expressing their views and Principals need to be sure they are listening to their Companions and where cases of dissention occur, that these are capably and expeditiously resolved.

Communication is seen as being both intra-Chapter and inter-Chapter.

Communication within the Chapter can take various forms and commonly a Newsletter is produced. Such Newsletters can be onerous to produce and few members want this on a long-term basis. Thus, contributions by members and the sharing of editorial compilation can be an

integral part of its continued existence. The Newsletter content should be topical, informative, containing among other items, such things as Masonic questions for answer, Masonic regalia for sale, changes of members contact details, “thumb-nail” sketches of members new or old, good quality photographs, perhaps an open Forum/Letters to the Editor for eg apart from Newsletters, the Chapter’s Notice of Meeting might have brief information paragraphs either about the Candidate or the Ceremony to be performed, to add interest. Communication within the Chapter should also relate to administrative matters. The First Principal should always ensure that members are informed of decisions made by their Executive/Standing Committee, of news, information and directions from the Grand Superintendent or Grand Chapter, of planning and financial matters and other matters of general concern. Unless there has been full and open communication throughout the Chapter prior to its implementation or amendment, the Chapter’s Plan will fail. Whilst modern email communication techniques will be used predominantly, the Chapter must cater adequately for those members without computer access.

As mentioned in the previous section “Membership”, “Phone trees” for a variety of purposes aid communication, as does a car-pooling system. An up-to-date comprehensive Member List, regularly maintained, is a valuable communication tool when provided to all members. The list should include meeting hall telephone numbers for emergency use.

Communication outside the Chapter consists of providing other Chapters with Notices of Meeting, with Newsletter copies, and things such as notification of any special events planned by the Chapter. The provision on noticeboards in meeting halls of Chapter information (Meeting dates and times, programme, contact people) or a complete District Directory, can be of use both inter-Chapter and to prospective members. The ultimate format of the SGRACNZ website will, it is hoped, be the Order’s shop-window to the world as well as providing a seamless communication system for Royal Arch Masons throughout New Zealand.

PUBLICITY

Publicity is the window of any organisation – either good or bad. It may be internally or externally organised. Publicity for Royal Arch Masonry in New Zealand is currently in the hands of Chapters, Districts and Supreme Grand Chapter. And indeed, also Grand Lodge of NZ via “The New Zealand Freemason”.

Each Chapter will have a requirement for some publicity from time to time, which differs from its core communication needs. Such publicity should be relevant, effective, concise and properly handled. Poor layout and content will do harm – it may be publicity by virtue of it being bad, and some say bad publicity is better than none; but it will portray our Order poorly. Those in the Chapter preparing publicity need to be chosen carefully. Similarly, the publicity prepared for any District needs the same expertise. There is a role established in Grand Chapter of a Publicity Officer, and via Grand Scribe Ezra, his services might be available to Chapters.

Where Chapters embark on a Recruitment Campaign as perhaps part of their overall Plan, there might be need for a concurrent Publicity Campaign. The reason for it, its content, goals, intentions and likely success need to be carefully understood and detailed, so that its relevance and effect are maximised. Considerable skill is needed to achieve long-term favourable publicity and such campaigns should not be undertaken lightly.

The establishment of individual Chapter websites, properly managed and updated within the SGRACNZ website may become a publicity possibility in future.

FINANCE & PLANNING

Sensible financial planning and control is essential and will do a great deal to maintain the strength and success of the Chapter.

Simple budgeting disciplines allowing for realistic income and expenditure streams are necessary and annual budgets (integral parts of longer term budgets if devised) should be prepared by the Treasurer, together with co-opted suitably skilled help where needed.

Chapter income – predominantly from dues (but may also include revenue from specific fund-raising activities or premises hireage etc) needs to be adequate for both budgeted expenditure and for generation of some cash reserves. Not only do dues need to be set at realistic levels, but also the Treasurer must ensure that cash flow of funds is under control. With the assistance of Principals where needed, timely payment of dues from all members should be effected.

Chapter expenditure should be strictly in accord with budgeted items. Care therefore is needed to allow fully for all fixed and variable cost items. Where discounted or rebated services are provided to the Chapter, their inclusion at full rates as expenditure items is prudent.

The Annual Budget should be prepared for discussion prior to, or shortly after the conclusion of the Chapter's financial year. This enables the level of dues to be recommended; for discussion to take place and agreement reached.

Suggested items (not exhaustive) for inclusion in the Budget are:

Expenditure:

- Rent,
- Furniture and fittings and R&M (including Chapter regalia),
- Equipment,
- Capitation SGRACNZ (self-cancelling in effect as is income as well),
- Certificates – Principals, other degrees,
- Annual Convocation contributions,
- Centennial Award fund and Jubilee Scholarship Fund,
- Regalia presentations (PZ jewel etc),
- Subscriptions (Research Chapter etc)
- Honours Board updates,
- Printing, stationery, postage,
- Telephone charges,
- Bank charges,
- Cleaning,
- Refectory costs,
- Subsidised social activities (Widow's entertainment etc),
- Publicity, newspaper notices (inc funeral notices),
- Contingencies

Income:

- Dues,
- Special levies/contributions,
- Refectory contributions,
- Fundraising revenue,
- Interest income,
- Capitation (self-cancelling as is expenditure as well),
- Jubilee Scholarship or Centennial Award contributions,
- Sale of regalia,
- Hireage

By-laws

The Principals, Scribe Ezra and the Treasurer need to be fully conversant with their Chapter By-laws and in particular any clauses relating to Fees & Subscriptions which may affect income to the Chapter.

In a wider context, it is sensible to keep By-laws under constant review as to their suitability and relevance. Where it becomes necessary to update them it may well prove worthwhile to adopt the Model By-laws devised by SGRACNZ (available from Grand Scribe Ezra) suitably tailored for the Chapter.

SOCIAL ACTIVITY

Family Involvement and Community Involvement

Chapter Principals should be aware that whilst members join and remain in a Chapter for a variety of reasons, the fun and social aspect of Royal Arch Masonry is a very significant portion of that reasoning.

It can be stated with some certainty that Chapters with a strong social programme (and a high standard of refectory food and proceedings) are very successful.

The Chapter Plan should therefore have a significant emphasis on social activities that include wives and partners and there is merit in having a small committee within the Chapter responsible for arranging several social functions each year. Such a social programme, published well in advance to members will assist members to plan and thus gain support and attendance.

Modern Masonry is inclusive – it is no longer appropriate for women to be excluded completely.

The types and frequency of social occasions is a matter for each Chapter to determine, but as well as being events for the Chapter itself, District-wide social events and those special “fraternal” relationships between Chapters that exist, provide good opportunities.

Amongst members there will be those whose families are happy to be included and participate as well as those whose families see Masonic involvement as something for the Mason alone. Either way that situation can be catered for without judgement and the purpose of social

interaction should be to enjoy company and bring us together as a wider family, enabling Masonry to be undertaken in the manner most suitable to the man and his family.

Chapters can be active in community affairs and Principals may seek to undertake projects within the community. Such projects are publicity made visible and where well determined and defined, and where manageable without difficulty, will prove worthwhile. Community involvement allows for the opportunity to show Masonry, and in particular Royal Arch Masonry at work in an environment other than for the benefit of our members. It can advance the talents of our members to the community, increase the self-esteem of members and provide us with additional outlets for companionship. The considerable diversity of skills and experience of members in a Chapter is a valuable resource within the community – suitable for a variety of projects where effective contribution can be other than monetary. Recruitment opportunities that such efforts afford should not be overlooked.

EDUCATION

The Principals together with the Director of Ceremonies, Preceptor (if appointed), Senior Grand Chapter Officers within the Chapter, and the Grand Lecturer all have responsibility for continuing education within the Chapter.

Not only is education general in terms of Freemasonry and Royal Arch Masonry in particular; it is specific in relation to the Chapter. Principals should ensure that each member, and particularly newly admitted members are fully informed about special aspects or features of their Chapter and its history and customs so that they understand peculiar differences that may occur and can explain detail when asked by prospective recruits.

The knowledge imparted either formally via educational courses, lectures or participatory discussions must be accurate, personalised as far as possible, and tailored to the needs of members; it should contribute positively to members daily advancement of Masonic learning.

The Chapter's Plan, and each First Principal's yearly programme, should contain educational elements. The educational content should be such as to firstly be able to secure the members' interest and secondly to stimulate thought and discussion among members. A synopsis of the content of each occasion might usefully be included in the Notice of Meeting thus creating interest.

There are a variety of resource bases for material including libraries, bookshops and the Internet. Grand Lecturers, appointed for their knowledge and ability to impart information, provide yet a further resource and their input to a Chapter's educational programme affords great benefit.

In devising the educational content of the Chapter Plan the following suggestions may be of assistance:

- ask members what aspects they would like information about,
- choose presenters with different styles and techniques,
- ensure that there is participation from members,
- plan for take-home materials including further reference data,
- consider non-Masonic presentations (covering charity work or other general interest topics).

By making the educational aspects of the Chapters' activities relevant and a planned component of the year's programme, the fear that a lecture is simply a 'fill-in' because of lack of ceremonial work should be allayed.

Venues for the presentations can be both within the Chapter room and in Refectory. Attendance can be augmented by collaborating with other Chapters in the District, and by using the event as an occasion for a dining refectory/social occasion.

Concurrent with the educational events during any year, a Chapter may well devise an ongoing long term educational curriculum of study for new members.

Such a programme could include topics like:

- The Mark Degree and its relationship with Craft Masonry,
- The relevance of the Excellent Degree,
- The Royal Arch – who was Zerubbabel?
- The Degrees of Red Cross of Babylon, Ark Mariner and the Cryptic Degrees,
- The Tracing Board lectures,
- The Lectures on the Jewel and the Altar,
- The Masonic Time Line,
- Question and Answers,
- Research Chapter publications

A planned course of study, undertaken at the new member's pace and appropriate level will lead to good understanding and greater enjoyment of Royal Arch Masonry – additionally it will demonstrate the importance members place on learning.

Principals must make sure that the publication **"A Welcome to the Royal Arch"** from The Research Chapter of NZ No 93 is presented to every newly Exalted Companion. It contains extremely worthwhile articles essential for basic understanding of Royal Arch Masonry.

MENTORING

It has already been pointed out in the Membership section that retention of members in Royal Arch Masonry is paramount. History shows that the rate of attrition in the Order– from resignations alone, has been as much as 4.5% per annum.

There might well be many reasons attributable, but Principals need to be sure that within their Chapter such resignations are not the result of factors that they, and their members, might have been able to avoid.

In a very real sense, the functions of communication, planning, social activities and other elements of the Chapter's make-up, and the supervision of these aspects by the three Principals, combine to make the mentoring – or just "caring" component, important. Without "buy-in" and the feeling of belonging, disenchantment and ultimately resignation will occur.

Principals should consider the aspect of mentoring an integral part of their Chapter's functions. This mentoring can be on a variety of levels, formal or informal, on-going or short-term depending on the situation. But effectively managed, the mentor/mentee relationship will be helpful to new members (as well as older ones) and friendships deepened both within and outside the Chapter.

Mentoring is not a formal programme to be started, worked through and signed off when complete, nor is it peculiar to Masonry. Mentoring is a component of the glue that maintains interest in Masonry and membership retention.

Where a formal mentoring scheme is introduced, it may be helpful to have a suitably skilled, knowledgeable member as a co-ordinator who can facilitate the appropriate match of mentor and mentee. Whilst the Proposer and Secunder will have been instrumental in guiding and caring for the new member, it may be that neither is suitable nor wishes to assume the larger mentoring task. In this case, the mentee should be permitted to select a mentor for himself and

by agreement, the task undertaken. Flexibility in the duration of the mentor/mentee relationship should be permitted.

Potential mentors should consider the task seriously; evaluating the amount of effort, knowledge, skill and experience they can contribute so that real benefits to both can occur. The role will entail being a guide, facilitator, teacher, communicator and friend and mentors should not consider themselves inadequate if aspects of the relationship might be better handled by other members in the Chapter (answers to specific questions, interpretations of ceremonies etc) to whom they should direct their mentee.

RITUAL

Rituals in the Royal Arch Degrees are demanding on both presenters and their audience but well conducted workings containing good ritual presentation add immeasurably to the lustre of Royal Arch Masonry. Not only should those presenting the ritual understand the material, it should be comprehensible to the Candidate.

The sometimes archaic language can inhibit clear understanding and members of the Chapter who understand the language, allegory, pronunciation and intent of the words should be encouraged to aid where needed. Time spent clarifying this aspect will help the learning and presentation of the Charges.

Appended in Annex 4 is a Pronunciation List that should be made available to members. It will be helpful if Principals ensure words are correctly pronounced.

Just as in Craft Lodges there are those who excel and enjoy delivering Charges, so too do many in Royal Arch Masonry. For those whose contribution is predominantly other than delivering ritual, Principals should ensure that equally their efforts are acknowledged.

In conjunction with, or by request to, the Preceptor or Director of Ceremonies, Principals should attempt to have newer members progressively learn and deliver Charges as their skills and knowledge increase. It is unwise to rely solely on older members to give Charges or allow them to "own" a particular piece of ritual. By having a Charges Register kept current by the Scribe, Preceptor or Director of Ceremonies, suitable allocation of Charges can be made; members encouraged to take on learning and adequate participation by all wishing to do so, achieved.

Fully attended rehearsals are essential and Principals might consider having back-up/alternates designated to the Charges. Prompting, in a clear voice by a competent member charged with the task that knows the Charge deliverer's indicators for help, can be effective and go almost unnoticed. Principals should not permit unsolicited prompting from senior members, nor as a matter of courtesy permit any whispering or conversation in the Chapter during ceremonial work.

In addition to the ritual of the Ceremonies, Principals should endeavour to have occasions when the Tracing Board lectures, as well as the Chair, Altar and Jewel lectures are given.

Whilst recognition of well-presented ritual is acceptable, it should not be either obtrusive within the Chapter or over effusive outside the Chapter.

DRESS

Masonic dress is defined in Annex 1, Items 1-6 in the Collected Rulings and Notifications of Management Council, Book of Constitution and Laws, SGRACNZ.

Whilst the subject of regular debate, it seems generally acceptable that apart from Installations and Annual Grand Convocations where evening dress or tails are usually worn, dark lounge suits, white shirt and tie are an accepted norm at regular Chapter meetings. The need for formal attire should not be permitted to dissuade potential members.

Royal Arch jewels are to many Craft Masons, a novelty. As such they can serve as useful introductions to Royal Arch Masonry and desirably should be worn on all suitable occasions. Consideration should however be made if it is known that some Craft Lodges discourage wearing any jewels and cognisance of the Craft District Grand Master's views on the matter needs also to be made.

Principals can advise their members that Royal Arch jewels are recognised by Grand Lodge just as the three Degrees of Royal Arch Masonry constitute part of pure antient Freemasonry.

REFECTORY

The Refectory proceedings should be a period of relaxation and socialising after the labours of the evening. The format, whilst maintaining decorum and following an established pattern should nevertheless be relaxed as well.

Care should be taken with planning to ensure that this part of the meeting is meaningful and that members attend for the enjoyment.

Food and beverages should be of the highest quality affordable. Variation in the type of supper fare offered is essential, and where pre-meeting or post-meeting dining with a full meal takes place, this should similarly be high quality.

Principals when discussing budgeting with the Treasurer might suggest that dues include a component for covering entertainment of visitors so that they are not requested to pay. It is more hospitable to entertain visitors at the Chapter's cost and this practice may well encourage visitors.

Speeches in Refectory should be kept short and topical. Addresses from invited speakers or members should similarly not be too long. Toasts in the appropriate format should always be included.

Just as the proceedings inside the Chapter are a measure of its strengths, so too do the post meeting Refectory activities illustrate its concern to do everything well.

The Third Principal of a Chapter should assume responsibility for the Refectory, its stewarding and proceedings so that the Director of Ceremonies can conduct the occasion efficiently.

PREMISES, EQUIPMENT AND REGALIA

Whether tenant or building owner, the Chapter should ensure that it has adequate storage for its regalia, equipment and records/archive material. The storage should be dry, secure and protected from fire.

The method of storage of regalia, chattels and furnishings should be such as to ensure minimum damage over time. Principals might consider, if not already done, to arrange all material for each of the Three Degrees to be placed in three separate plastic, wheeled containers, inventoried and checked out and in for each occasion of use.

For insurance purposes it is wise that a comprehensive inventory is made, kept up to date and augmented by photographs of the items burned onto a CD held off premises. The Chapter should clearly record the basis of insurance – if covered by the Lessor is it adequate? Is an annual valuation needed and notified to the Lessor? If the Chapter carries its own insurance, are all terms and conditions appropriately fulfilled?

Expenses related to property repairs and maintenance should be catered for in the Chapter's budgeting, and these should contain elements for regalia and chattel replacements and cleaning as well as any likely bricks and mortar needs.

Items of historical interest (jewels, regalia, records) whilst irreplaceable might be suitably displayed in the premises adding interest for visitors and members alike. Amongst members there may be a historian to whom care of such displays can be given.

The exterior and interior of the premises should be well maintained to display a good image to the public and hall owners encouraged to ensure this is the case. Both heating and ventilation of the building should be of a standard normally accepted for domestic premises.

ANNEX 1

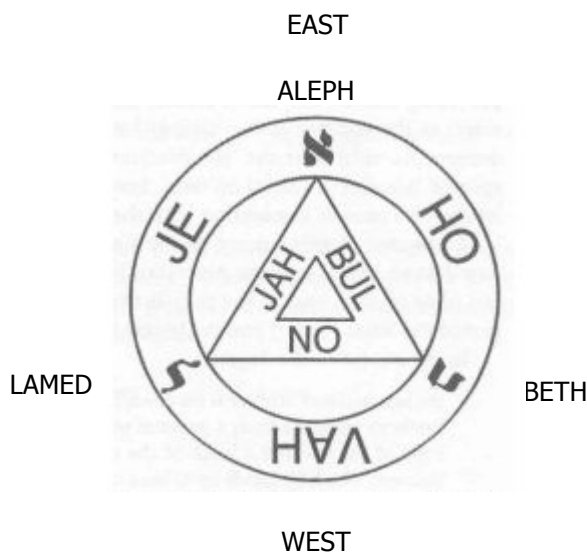
Constitution and Laws of Supreme Grand Royal Arch Chapter of NZ

CD is available on the website

w.w.w.royalarch.org.nz

ANNEX 2

ALTAR LAYOUT



The apex of the triangle is in the East – as the light spreading its rays to the West.

The Characters on the Triangle

The characters placed on the angles of the triangle are Aleph, Beth and Lamed of the Hebrew alphabet. Their combinations are exceedingly important and it is immaterial how they are arranged as they all have reference to the Deity or some Divine attribute.

Taking Aleph and Beth they form the word Ab meaning Father.

Taking Aleph and Lamed they form the word Al signifying Word

Taking Lamed, Aleph and Beth they form the word Lab signifying Spirit

Taking Beth, Aleph and Lamed they form the word Bal signifying Lord.

Taking each of the first three words in conjunction with the last they form the following:

Ab Bal, Al Bal, Lab Bal which signify Father Lord, Word Lord, Spirit Lord

Source: SGRAC of Queensland (Scottish) Ritual. *Slight variations made from the original logo.*



CORRECT PRONUNCIATION OF WORDS
USED IN THE VARIOUS DEGREES
UNDER THE CONTROL OF THE SUPREME GRAND ROYAL ARCH CHAPTER OF NEW ZEALAND

Originally produced by the Ritual Committee of Grand Chapter and approved by Supreme Committee on 3 March 1983. Updated 2012.

| <u>Degree</u> | <u>or Office</u> | <u>Word</u> | <u>Phonetic Pronunciation</u> |
|---------------|------------------|-------------|-------------------------------|
| MMM | | Joppa | YOP – ah (JOP - ah)* |
| MMM | | Kebraoth | KAY-bra-oth |
| IMM | | Habbonim | HAR - bo - nim |
| IMM | | Sar | SAHR |
| EM | | Aholiab | uh - HOL - lee - ab |
| EM | | Ammi | um - mee |
| EM | | Bezaleel | BEZ –uh-leel |
| EM | | Rabboni | rab - BO - nye |
| EM | | Ruhamah | roo - AH - mah |
| RA | | Bul | BOOL |
| RA | | Jehovah | yih - HO - vuh |
| RA | | On | on |
| HJ | | El | ell |
| J | | Elohe | ell – O -ay |
| J | | Israel | YIS-ro-ale |
| Z | | Jah | YAH |
| H | | Shaddai | SHAD - eye |
| WCN | | Apobaterion | APpo-bat-EER-ion |
| WCN | | Ararat | Ah - rah- rat |
| RAM | | Elion | ELL - ee - on |
| RAM | | Japheth | YAH-feth |
| RAM | | Lamech | lam-uch (as in Loch) |
| RAM | | Methuselah | mih- THOO- suh-luh |
| RAM | | Noah | NOH-ah |
| RAM | | Shem | shem |
| MEC | | Adar | AY - dahr |

| | | |
|-----|----------------|-------------------------------------|
| RCB | Benjamin | BEN - yah - min |
| RCB | Emeth | EMET |
| RCB | Hephesbah | HEF - es - bar |
| RCB | Judah | YOO - dah |
| RCB | Libertas | LEE- bair - tass |
| RCB | Shether-Boznai | shee'thar-BOZ- nye |
| RCB | Tatnai | TAT - nye |
| RCB | Veritas | Werry-tass |
| MEC | Zerubbabel | ze- RUB-ah-buhl |
| RM | Arnbat | Am - bat |
| RM | Hiram | <u>CHi</u> ram (as in <u>Loch</u>) |
| RM | Saphan | saf - ann |
| SM | Giblim | GEEBLEEM |
| SM | Ish | ish |
| SM | Sodi | SO — dye |
| SEM | Boni | BO - nye |
| SEM | Nazon | NAY - zon |
| SEM | Saul | sorl |
| SEM | Solyma | sol-EE-ma |
| SEM | Zazon | ZAR - zon |
| TIM | Adonai | A- don - EYE |
| TIM | Gomer | GO - mair |

* Note: Correct pronunciation of the letter “J” in this context is with a “Y” sound but it is acknowledged that there may be difficulty in effecting change in this regard.