



Rite Notes
Membership and Recruiting
Grand York Rite Bodies of Florida
15 October 2010



Ideas for a successful Festival

As we complete the last for festivals and long term classes, remember that any idea can be modified to the users or Commanderies taste, with a little of one ingredient and a little less of another. It is never too early to began planing for our fall festivals. One of our big problems is that we wait to late to advertise our festival and prospective members have made plans or can't get off work. Determine your dates, put your degree teams together, prepare letters and other information materials and discuss one-on-one with prospective candidates. **Don't let time creep up on you.** Following are some ideas on preparing for a festival in the Spring.

1. Establish an "Organizing Team" and assign the following areas of responsibility:
 - a. General Chairman
 - b. Secretary/Recorder
 - c. Site Chairman
 - d. Director of Work
 - e. Publicity Chairman
 - f. Membership Chairman

2. Determine Asylum or site for the event:
 - a. What is the occupancy of the site for both work and dining?
 - B. Does adequate parking exist?

3. Confirm date and time for the event:
 - a. Establish a date that minimizes conflicts with other Masonic events.
 - b. Confirm Asylum availability, and date with other York Rite leaders.
 - c. What date will prerequisite Degrees/Orders be portrayed?
 - d. What time will each begin and conclude?
 - e. What time will lunch and/or dinner be served during the schedule?
 - f. Make an event schedule, and plan to "stay on time".

4. Cost estimation:
 - a. Traditionary or customary Monitors, jewels, certificates, etc.
 - b. Determine meal menu costs. Offer an upscale menu.
 - c. Estimate printing cost for programs, letters, flyers, etc.
 - d. Estimate postage costs for mailing invitations , announcements, etc.
 - e. Cost of any complimentary meals planned.

- f. Add up meal cost estimates, subtract complimentary meals and divide by estimated paying attendees. This is your meal unit cost target, if you plan to charge.
5. Establish a unit price for each event:
 - a. Candidate price (meals, York Rite per capita, etc.)
 - b. Member price (General meals only)
 - c. Add a small amount for unforeseen expenses or “coverage”.
6. Secretary/Recorder duties:
 - a. Mails announcement to all nearby York Rite Bodies and Blue Lodges.
 - b. Sends invitations to Officers of the Grand Commandery, Chapter and Council.
 - c. Prepares forms for registration of both Candidates and Members.
 - d. Prepares programs for the Event.
 - e. Orders Candidates certificates, Pins, Jewels, etc.
 - f. Prepares/Mails meal reservation forms for Candidates and members.
7. Site Chairman Duties:
 - a. Establishes registration desk for the event.
 - b. Organizes Paraphernalia for all Degrees/Orders.
 - c. Verifies Asylum is clean and prepared.
 - d. Coordinates people responsible for meals.
 - e. Assigns people for “last minute errands”
 - f. Provides optional organist for background music.
8. Director of Works Duties:
 - a. Assigns one Chairperson responsibility for each Degree and Order who:
 - (a) Selects experienced casts from various York Rite Groups.
 - (b) Encourages each Cast member to bring one candidate.
 - (c) Identifies various cast “back-ups”, as they will be needed.
 - (d) Inspects and inventories of paraphernalia required
 - (e) Schedules rehearsals with Degree/Order Chairman
 - (f) Identifies “stage crews” for Degree/Order set-ups.
 - (g) Schedules prerequisite Chapter and Council Degrees for completion on or before the scheduled dates.
9. Publicity Chairman Duties:
 - a. Prepares Invitation/Mailing list for Secretary
 - b. Completes new Candidate packages for members to use in recruiting.
 - c. Prepares event posters/flyers for mailings to all nearby Blue Lodges.
 - d. Creates a “Campaign” Speakers Bureau for promotion.
 - e. Selects and invites “After Dinner” Speaker(s).
 - f. Promotes family attendance at the dinner.
10. Membership Chairman Duties:
 - a. Utilizes existing local Commanderies Membership Committees..
 - b. Organizes and develops specific area Blue Lodges to be contacted.

- c. Seeks approval as a program speaker at all Lodge Stated Meetings.
- d. Prepares and presents a “York Rite Story” including Philanthropies
- e. Distributes new Candidate Packages and ask for a signed Petition.
- f. Acquires lists of non-death suspensions from Secretaries/Recorders.
- g. Assigns restoration target lists for calling/contact by members.
- h. Establish reporting procedure for new petitions/restorations.

11. General Chairman Duties:

- a. Assures all local Commanderies participate.
- b. Provides overall supervision of the event.
- c. Provides updates to the Grand Commander and keeps him informed.
- d. Orders Candidate and “Top-Line Signer” Pines and Certificates.
- e. Is the final decision maker on event details.

The primary ingredient in the “recipe” above, for a successful membership development program is to establish an organizational structure with clearly defined areas of responsibility to ensure program success. A Campaign to inspire all Officers and members to unite in a common goal with uncommon results is necessary. Use your best judgement.

Our Fall festivals are almost over. As mentioned earlier, we now are now preparing for our Spring festivals. Lets continue our efforts and began the process of bringing new brothers into our bodies. Allow them to take a seat in the leadership of the body. If all seats are filled, encourage them to get involved in the ritual work as part of a degree team, but let them know that they are needed.

Note: If any York Rite Bodies plan weekend festivals, Short of Time or Slow Classes, please let me know, with the date, time, location and contact person, and I will put it in the next newsletter, and on the website. Remember, Membership and Retention is everyone’s business.

			<u>Knighted</u>
Dist 1	24 Apr	Miami/Ft Laud.YRB (Chap/Council) 25,Melita	13
Dist 2	9 Feb, 9 Mar, 13 Apr	Ft Myers YRB	
	11 May, 8 June	(Chap/Council)	5
	21 Sep, 12&26 Oct	(Orders)	4
Dist 3	3 & 10 April	Tampa	3
	5 & 12 Oct	Tampa	
Dist 4	Slow Class		
	13 Mar, 10 Apr, 8 May	Lakeland-Winter Haven YRB	7
	12 June, 26 June 2010		
	27 Apr	Highlands YRB(at Sebring)	

		(Chap/Council)	Bartow(Orders)	
Dist 5	4,11,18 Feb. 6,27 Mar 11 & 25 September	Eola, Orlando Eola, Orlando		5 10
Dist 6	March 12-13, 2010 October 1-2, 2010	Fort Pierce YRB Melbourne YRB, Harbor City Lodge		12 16
Dist 7	March 18-20, 2010 October 7-9 3, 4 Apr 4, 5, 13 Nov 11 Sep	Jax YRB Jax York Rite Temple Palatka Palatka Fernandina Beach(Chap degrees)		15 6
Dist 8	2, 13, 16 Feb, 2, 6 Mar 2010 3, 6, 9, 10 July 18&16 June 2010 Sep/Oct/Nov 2010	Gainesville Gainesville Ocala (4-Ocala-3 Eustis) Ocala		1 4 7
Dist 9	10 April 2010	Tallahassee		4
Dist 10	27 Mar. & 10 Apr 2010 18 & 25 September 2010	Pensacola Pensacola/Mariana		5 13
Year ending 2009, Knighted 232		Year ending 2010, Knighted 130		

If any of the above dates are incorrect OR if you have dates or numbers that should be changed, please let me know.

Henry A Adams

HENRY A. ADAMS
Eminent Grand Captain General
Chairman, Membership Committee

“Every Christian Mason Should Be A Knight Templar”

*some excerpts, from Guidelines for Membership, published by the Grand Encampment of Knights Templar of the United States, p20-21 and Grand Commandery of Florida,, Beaderstadt, Jon L. Making Members, And from the Grand Commanders Handbook given to the Grand Line Officers. Membership Development, Grand Encampment, 2003-2006

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