



# RITE NOTES

Membership and Recruiting  
15 February 2023

## Organized Planning Before Launching a Membership Campaign

Companions and Sir Knights,

A membership campaign requires careful and exhaustive organized planning before being launched. An organization that rushes pell-mell into a membership campaign without prudent deliberation and a complete, detailed and well thought-out plan of action is apt to fail.

The first consideration of a membership campaign is to evaluate the situation, and adapt an overall plan - just like an architect would do before starting the erection of a building. The plan must run the gauntlet of hard analysis by members of the group with mature experience and skill in each local community you wish to reach. A York Rite Body should welcome suggested alterations of the proposed plan that would put to the test of practicality.

Such a plan needs to contemplate the selection of the right men for the job. It should also include the indoctrination of those Companions and Sir Knights whose loyalty, zeal and stature in the community give convincing evidence of their willingness and capacity to participate. The plan needs to be placed in the hands of men who will give it the necessary time and attention to follow through until it is successfully concluded.

Before it begins there must be intensive preparatory work and complete understanding between everyone having any part in the work. A few hours spent in careful planning at the outset will save untold hours of effort for the entire team. As is modern business, organized planning will spell the difference between success and failure.

Many excellent plans have failed because the process of implementation was not rock-solid. In order to consider a membership campaign successful, it must have the process of implementation well defined, measurable (to see that it is meeting the goal), and a high level of accountability.

**There is no substitute for an all-out campaign to strengthen and build our membership. Remember, Membership and Retention is everyone's business.**

**Remember, equip, train and send out the troops, and they will come back with results!**

**EXCERPTS FROM THE GRAND CHAPTER OF FLORIDA**

**SECTIONS 6-12 of ARTICAL XII, Powers and Duties of Grand Officers**

### **Section 6, Proceedings, Approval**

Prior to printing the Proceedings the Grand Secretary is directed to mail, by certified mail, a draft of the Proceedings to the Presiding Grand High Priest and the Junior Past Grand High Priest for their review and corrections. If these proceedings have not been returned to the Grand Secretary within fifteen days from the date material is mailed from his office, he shall proceed with printing them in the original form.

### **Section 7, Manual of Procedures.**

The Grand High Priest shall cause a Manual of Procedures to be a guide to the steps and protocol of handling the various routine functions of the Grand Chapter, but such Manual of Procedures shall not interfere with the Constitutional duties of the Officers, whether elected or appointed. Such Manual of Procedures to be published by the Grand Secretary's Office, for the Grand High Priest and distributed to all Grand Officers with revisions and updates as appropriate. (1997 -Effective May 20, 1997)

### **Section 8. Grand Representatives.**

The Grand High Priest is authorized and requested to appoint Representatives of this Grand Chapter near the several Grand Chapters, which have appointed Representatives near this Grand Chapter; provided, that such Grand Chapters have been recognized by this Grand Chapter.

### **Section 9, Grand Treasurer.**

It shall be the duty of the Grand Treasurer to take charge of all funds, securities and vouchers of the Grand Chapter; to pay all orders signed by the presiding officer and attested by the Grand Secretary, predicated upon a previous action by the Grand Chapter, to report annually to the Grand Chapter his receipts and disbursements by items, and the amount of securities in his hands and to file such Report with the Grand Secretary as of May 31st of each year. (May 24,m 1999)

### **Section 10. Grand Secretary**

It shall be the duty of the Grand Secretary:

- a. To record all transactions of Grand Chapter that are proper to be written, and to superintend the publication of the proceedings within 180 days after the close of each Grand Convocation. (1997 - Effective May 20, 1997.)
- b. To keep a registry of the members of all Chartered Chapters;
- c. To receive and duly file and safely keep, all the documents of the Grand Chapter;
- d. To keep the Seal of the Grand Chapter and affix the same, with his attestation, to all instruments emanating from Grand Chapter and to all the written official acts of the Grand High Priest, when by him requested.
- e. To receive all moneys due Grand Chapter and to pay the same to the Grand Treasurer, taking his receipt therefore, keeping a just and true account of all moneys received by him, and paid over to the Grand Treasurer, in books provided for that purpose (to which the Grand High Priest shall at all times have free access), and at each Annual Grand Convocation to make out a true and accurate statement and report of the same, to be laid before the committee on Finance and Budget for examination;
- f. To close his books and cash accounts on the 31st day of May, and report at each Annual Grand Convocation (or as often as required by the Grand High Priest) the amount of moneys received by him and the items of specific source from which received; (May 24, 1999).
- g. To report all Chartered Chapters which have neglected to render proper returns or which are in arrears, and such other general information on the state of the Chapters in this jurisdiction as may be proper for the information or action of Grand Chapter.
- h. To report to the Grand Chapter all communications and correspondence which may have been received or sent by his office during the recess of Grand Chapter and which are pertinent to be reported on, and furnish the respective Committees with all necessary reports, papers, documents, and records to them referred;
- i. To attend, with all necessary books and papers under his control, all Convocations of Grand Chapter.
- j. To procure and maintain a permanent surety bond, in an amount to be determined by the Finance Committee, written by a surety company approved by said committee; said bond to cover the Grand Secretary, the Grand Treasurer, and the Secretaries and Treasurers of all constituent Chapters (the amount of coverage on each officer shall be determined by the Finance Committee, and the bond shall be conditioned to save the Grand and constituent chapters safe and whole for any loss they may sustain because of the misfeasance of any of the said officers; the cost of bonding constituent Chapter Officers shall be assessed by the constituent Chapters proportionate to the membership of each.)

- k. To perform the duties of Registered Agent for the Corporations of the Grand Chapter, R.A.M. of Florida and the constituent Chapters thereof; and, to receive, monitor and forward to the Secretary of State for Florida the Annual Corporate Reports with amount of fees due for constituent Chapter. (1997 - Effective May 20, 1997)
- l. To furnish constituent Chapters with all necessary blank forms as may be prescribed, or may from time to time, be developed and prescribed by the Grand Chapter; and, to provide all necessary blank forms of Chapters, dispensations, diplomas, etc., and to cause the same to be properly executed under the seal of the Grand Chapter when required. (1997 - Effective May 20, 1997.)
- m. To notify, by the most expedient means, the Grand High Priest, all living Past Grand High Priests, elective and Appointed Officers of the Grand Chapter, R.A.M., and the several constituent Chapters of the death of a Past Grand High Priest, Elective Grand Chapter Officer, and other prominent York Rite Masonic Person, with the time and place appointed for the funeral. Such notice shall state if an emergent Grand Convocation of the Grand Chapter is called by the Grand High Priest, giving time and place for convening. (1997 - Effective May 20, 1997.)
- n. To perform such other duties appertaining to his office as the Grand High Priest or Grand Chapter may direct or require. (1997 - Effective May 20, 1997.)

### **Section 11. Subordinate Officers**

The duties of the Subordinate Grand Officers (viz.: the Grand Captain of the Host, Grand Principal Sojourner, Grand Royal Arch Captain, three Masters of the Veils, and Grand Sentinel), shall be those duties that are defined in their Installation Charges and instructions when installed, and such other duties as may be assigned them by the Grand High Priest.

### **Section 12. District Deputies**

Duties of the District Deputy Grand High Priest shall be as follows:

- a. General Duties: Each District Deputy Grand High Priest shall visit every Chapter in his District at a stated or Called Convocation at least twice during his term of office, and he shall give notice to the High Priest or Secretary of the Chapter of such intended visit at least 30 days prior to said visit. He shall examine the records of the Chapter, and see if they are regularly kept. He shall inform himself of the number of members, inquire into the conditions of the Chapter, and assist the Chapter in any way he can. He shall, so far as is proper, make a report of the state of each Chapter in his District and forward the same to the Grand High Priest immediately after each visit; his second report to be made not later than the first of April each year. He needs no dispensation to hold a district meeting, but if the Chapter is opened, it must be under the auspices of a Chapter of a District. Should he be called upon to answer a question on Capitular Law, his answer is only advisory, and it must be referred to the Grand High Priest at once for conformation or rejection.
- b. Schools of Instruction. Each District Deputy Grand High Priest shall establish dates and locations within the District, both in the last quarter and the first quarter of the year, for a school of Ritualistic Instruction, such duties to be established by cooperation with the Chairman of the Committee on Work. Planning and accomplishment of these meetings to be reported to the Grand High Priest in a timely fashion.

**SECTIONS 13 through 17 will be published in the March Rite Notes.**

**Remember, equipment, train and send out the troops, and they will come back with results!**

**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, for the Spring and Fall of 2023 and I will put it in the next newsletter, and on the website. Remember, Membership and Retention is everyone=s business.**

**There is no substitute for an all-out campaign to strengthen and build our membership.**

**Membership by District for 2023:**

DISTRICT	LOCATION	#	DISTRICT	LOCATION	#
1	Palm Beach		6	Cocoa	
	Ft Lauderdale			Melbourne	
	Miami			Fort Pierce	
2	Manatee/Bradenton/Trinity		7	Jacksonville	
	Sarasota/Venice/Trinity			Fernandina	4
				St Augustine	4
	Fort Myers			Palatka	
3	Tampa (Ivanhoe)		8	Lake City	1
	St. Petersburg (Sunshine)			Middleburg	
	Clearwater (Springtime)			Gainesville	
4	Lakeland		9	Tallahassee	
	Plant City			Marianna	
	Sebring (Highlands)			Panama City	
5	Daytona (Halifax)	12	10	Fort Walton Beach	
	Lake Sumter	3		Crestview	
	Sanford	1		Pensacola	
	Orlando				

**Palatka had one brother who completed Chapter and Council but due to COVID was unable to complete the Orders**

**REMINDER: MASONIC MEMBERSHIP SOLUTIONS (MMS) RULES STATE THAT NEW COMPANIONS AND SIR KNIGHTS NEED TO BE PLACED IN MMS WITHIN 15 DAYS. If this is not done, the magazine will not be sent automatically. The Secretary will have to contact Grand Encampment.**

**MMS IS NOW ON GOOGLE CHROME**

**New Membership by York Rite Body 2023:**

DIST	DATE	LOCATION	KNIGHTED
1			
2			
3	4 & 11 Mar	Tampa	
4			
5			
6	31 Mar-1 Apr 23	Ft Pierce	
	29-30 Sep 23	Ft Pierce	
7	4 & 18 Feb 23	Palatka, Lake City(1), Sanford(1), St Augustine(4), Daytona(12), Lake Sumter(3), Fernando(4)	25
8			
9			
10			

<b>TOTAL 2023 KNIGHTINGS</b>	25
<b>TOTAL 2022 KNIGHTINGS</b>	125

Also, as soon as your area determines the dates for the Spring Festival, **PLEASE** let me know so they may be included.

Fraternally,  
Henry A. Adams  
HENRY A. ADAMS, KYGCH

**Every Christian Mason Should Be A Knight Templar"**

Some excerpts, from the Grand Commanders Handbook, published by the Grand Encampment of Knights Templar of the United States, reprint from Aug 2009, intro. and Grand Commandery of Florida, Baderstadt, Jon L. " Making Members" pp 73-75, and from the Grand Commanders Handbook given to the Grand Line Officers. Membership Development, Grand Encampment, 2003-2006

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