

PROTOCOL GUIDE

Oregon DeMolay

• Typical Introductions at Chapter Meetings and Installations •

This is the approved order of introduction for dignitaries and guests at Oregon DeMolay events, most notably chapter installations and meetings. Introductions are made in descending order: International, Jurisdiction, Region, and Chapter. Introductions at each level are made youth first, adults second. Definitions of directions are at the end of this listing.

DeMolay Introductions:

- | | |
|---|-----------------------|
| 1. State Master Councilor for Oregon DeMolay | A to E by MC |
| 2. Oregon State Senior Councilor / State Junior Councilor | A to E by MC |
| 3. Oregon State Sweetheart | A to E by MC |
| 4. Executive Officer for Oregon DeMolay | A to E by MC |
| 5. Grand Master of DeMolay | A to E by MC |
| 6. Members of ISC (Active, Deputy, Honorary, Emeritus) | Altar |
| 7. Region VIII Cabinet Member | A to E by Mar |
| 8. Visiting DeMolay Congress Cabinet Members | Altar |
| 9. State Council Members for Oregon DeMolay | Seats |
| 10. Executive Officer's Staff | Seats |
| 11. Visiting Chapter Master Councilors | East |
| 12. Visiting Sweethearts | East |
| 13. Visiting Master Squires | East |
| 14. Visiting DeMolays, Squires, and Advisors | Seat (thank as group) |

Masonic Introductions

- | | |
|---------------------------------------|--------------|
| 15. Worshipful Masters | Altar |
| 16. Grand Lodge Elected Line Officers | A to E by MC |
| 17. Grand Master of Masons in Oregon | A to E by MC |

Masonic Introductions

- | | |
|--|-----------------------|
| 18. Dignitary from Your Sponsoring Body | East |
| 19. Worthy Advisors and Bethel Honored Queens | Altar |
| 20. Presiding Officers of Local Masonic Family organizations | Seats |
| 21. Visiting Rainbow Girls and Job's Daughters | Seat (thank as group) |

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PROTOCOL FLOOR WORK NOTES:

While the above listing may appear as if hours will be spent in introductions, it is well to keep in mind that the above list covers every possible introduction. It is highly unlikely that everyone listed will appear at a single event.

Individuals should be introduced only ONCE. If an individual has several titles, introduce the individual at his senior office and incorporate his other positions at that time.

Never ask if a particular dignitary is present. Ask someone to observe the guests as they arrive and make a listing of the dignitaries and their positions that are present.

Explanations:

A to E by MC: Escorted to the Altar (MC gives three raps of gavel) and presented to the MC by the Marshal; MC escorts dignitary to the East via the North side of the chapter room and introduces guest to audience. MC tenders the gavel to the guest to seat the audience.

A to E by Mar: Escorted to the Altar by Marshal and presented to the MC; Marshal then escorts dignitary to the East via the North side of the chapter room and remains in the NE corner of the chapter room. MC receives the dignitary in the East and introduces dignitary to audience. Following applause, MC asks Marshal to re-conduct the dignitary to his/her seat in the chapter room.

East: Escorted by the Marshal directly to the east, via appropriate side: DeMolays and Masons via North side of chapter room; females to the south side of the chapter room.

Altar: Escorted by the Marshal to Altar; Master Councilor introduces dignitary to audience and asks the Marshal to re-conduct the dignitary to his/her seat.

Seat: Dignitary is asked to rise at his/her seat. MC introduces the dignitary, leads in applause, and then gives one rap to seat the dignitary.

NOTE: Group introductions at seat are just that. Do not embarrass yourself and guest by asking them to introduce themselves. Instead, thank the group for attending and ask the audience to give them a warm welcome. Following applause, MC gives one rap to seat the group. This applies especially to: visiting DeMolays, Sorority members, Squires, Chapter Advisors, and Rainbow and Job's Daughters.

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• Complete Listing of All Possible Introductions •

NOTE: The following is the accepted order for introduction on dignitaries at Oregon DeMolay events, most notably Chapter installations. There are two levels of introductions: The first level is for DeMolay dignitaries; the second level is for all other Masonic family dignitaries. Introductions are made in descending order: international, jurisdiction, region, and chapter. Introductions within each level are made youth first, adults following.

DeMolay Introductions:

- | | |
|---|------------------------|
| 1. International Master Councilor/International Congress Secretary | A to E by MC |
| 2. Grand Master, DeMolay International | A to E by MC |
| 3. State Master Councilor | A to E by MC |
| 4. Executive Officer | A to E by MC |
| 5. Elected DeMolay State Officers | A to E by Mar |
| 6. State Sweetheart | A to E by Mar |
| 7. Region VIII Cabinet Member | A to E by Mar |
| 8. Region VIII Representative | A to E by Mar |
| 9. Members of ISC (Active, Deputy, Honorary, Emeritus) | A to Seat |
| 10. Visiting DeMolay Congress Cabinet Members | A to Seat |
| 11. Visiting Jurisdictional Officers (out of state)
(including Jurisdictional Sweethearts) | A to Seat |
| 12. State Council Members | Seats |
| 13. Visiting Executive Officer Staff | Seats |
| 14. Visiting Chapter Master Councilors | Seats |
| 15. Visiting Sweethearts | Seats |
| 16. Visiting Master Squires | Seats |
| 17. Visiting DeMolays, Members, Squires, and Advisors | Seats (thank as group) |

Masonic Family Introductions

18. Grand Master of Masons in Oregon	A to E by MC
19. Other Elected Grand Line Officers	A to E by MC
20. Grand Lodge Team Members	Seats by GM
21. SGIG, Scottish Rite, Orient of Oregon	A to Seat
22. Shrine Potentates	A to Seat
23. Visiting Worshipful Masters	A to Seat
24. Grand Worthy Advisor, Grand Bethel Honored Queen and Miss Oregon Job's Daughters	A to E by Mar
25. Rainbow Supreme Inspector and Job's Grand Guardian	Seats
26. Presiding Officers of State Masonic Family bodies	Seats
27. Presiding Officers of local Masonic Family bodies	Seats
28. Visiting Rainbow and Job's Daughters	Seat (thank as group)

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Individuals should be introduced only ONCE. If an individual has several titles, introduce the individual at his senior office and incorporate his other positions at that time.

Never ask if a particular dignitary is present. Ask someone to observe the guests as they arrive and make a listing of the dignitaries and their positions that are present.

Explanations:

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A to E by Mar: Escorted to the Altar by Marshal and presented to the MC; Marshal then escorts dignitary to the East via the North side of the chapter room and remains in the NE corner of the chapter room. MC receives the dignitary in the East and introduces dignitary to audience. Following applause, MC asks Marshal to re-conduct the dignitary to his/her seat in the chapter room.

East: Escorted by the Marshal directly to the east, via appropriate side: DeMolays and Masons via North side of chapter room; females to the south side of the chapter room.

Altar: Escorted by the Marshal to Altar; Master Councilor introduces dignitary to audience and asks the Marshal to re-conduct the dignitary to his/her seat.

Seat: Dignitary is asked to rise at his/her seat. MC introduces the dignitary, leads in applause, and then gives one rap to seat the dignitary.

NOTE: Group introductions at seat are just that. Do not embarrass yourself and guest by asking them to introduce themselves. Instead, thank the group for attending and ask the audience to give them a warm welcome. Following applause, MC gives one rap to seat the group. This applies especially to: visiting DeMolays, Sorority members, Squires, Chapter Advisors, and Rainbow and Job's Daughters.

Tips on Introductions

Introductions should follow the Oregon DeMolay Protocol List. **The Installing Officer should normally handle introductions.** Confirm this with your Installing Officer. The Installing Officer can do the Protocol List of Introductions either after the formal opening of the Chapter and before the installation of officers or immediately after the installation of officers and declaration and prior to the presentation of the gavel of authority. The preferred and suggested method is to make introductions immediately after the formal opening of the Chapter and prior to the installation of officers. If the State Master Councilor is present, you may wish to ask him to handle introductions. He will always be happy to do so.

In you elect to handle introductions, the Installing Officer will turn the program over to you. It will be YOUR turn. Up to this point, everyone else has been doing the talking and the doing; all you had to do was follow. Now it is your turn. You get to preside during the “your personal introductions, presentations, awards, remarks, and thank you and acknowledgements.” This will let everyone in the room know how much preparation you have done for this day.

Remember that, in spite of preparation, you are going to be just a tad excited that night, if not just a little nervous and down right scared. Would you believe that many newly installed Master Councilors just got their gavel turned over to them and can’t even of their parents’ names and usually end up saying something “cutesy,” immature, dumb remark just when they wanted to come off sounding polished and mature? What can you do?

First – Practice. Even doing the practice in front of the mirror isn’t such a bad idea. Take a look at how others will be seeing you as you introduce your family. Start with your parents. Decide who will be first, or should you introduce them as Mr. And Mrs. Doe? What sounds best? John and Mary? This is my Dad, John and my Mom, Mary? Practice until you get it the way you really want it, and then practice it some more.

Now you can start practicing what else to do, like withy your hands, your facial expressions, your tone of voice. Practice some more. Decide how to introduce all those other relatives, friends, and dignitaries that will be there. Almost every family some “sticky situations” when it comes to introductions, like a step-parent or friend (boyfriend or girlfriend) or a relative brings a friend you haven’t meet yet.

Second – Use Cards. Family isn’t all you have to introduce that night; you will have to introduce people you don’t even know. Get some 5” x 8” lined index cards and type or print at the top of each card. You will need one that say “State Officers,” “Master Councilors,” etc. according to each category on the protocol list. Have these cards at the guest book table. Have your attendant learn how to pronounce unusual names. Remember a person only gets introduced once, so try to get all the titles in the first introduction. When beginning, use a variety of openings: “I have the pleasure...” or “It is with pleasure...” or “I’m honored to introduce....” Say things like: “Please join me in showing your appreciation...” or “Help me thank...for coming.” Be sincere.

Even the best plan goes awry. You may only have five (5) names on your card and six (6) people stand. Don’t panic! If you know the person, no problem. If you don’t, simply ask them to introduce themselves and then acknowledge them by name and thank them for coming. One

more suggestion about the cards, number them according to the protocol list and ask your attendant to put them in order for you.

Order of Introductions. The following should be followed in all cases: Family and special friends of the MC, SC, and JC. Each in turn should make any pertinent remarks as he introduces his group. Be sure to tell they will be doing introductions.

To do self-introductions, you simply call on people who fit each category listed on the next page to stand and introduce him/herself.

Example 1:

“Will all Masters of Masonic Lodges who have not been previously introduced, please stand and introduce yourself.”

It is important to personalize the introduction. After an individual or group of individuals in a certain category introduce themselves, say something in appreciation of their attendance.

Example 2: (following the self-introduction in Example 1)

“Thank you for being with us tonight. Our chapter really appreciates the support we receive from the Masonic lodges in our community.”

Marshal introducing from the Altar:

“Brother Master Councilor, it gives me pleasure to present to you Brother/Dad/Mr./Mrs./Ms. _____ name _____ who is _____ title _____.”

Master Councilor:

It is an honor for me to introduce Brother/Dad/Mr./Mrs./Ms. _____ name _____ who is _____ title _____. Please join me and greet him/her with a very warm welcome.” (If he is in the East, offer him/her the gavel to seat the audience, and to speak if you desire, and if he wishes to make comments at this time.

Remember:

1. You will note that introductions are listed in descending order: International, State, Region, Chapter, DeMolay, and then Advisors.
2. All male Masonic dignitaries are presented to the north side of the East; all females and non-Masonic males are presented on the south side of the East.
3. The Grand Master of Masons in Oregon should be given the opportunity to introduce his Grand Line Officers. If the Grand Master is not in attendance, but other Grand Lodge Officers are, they should be introduced after the Executive Officer’s staff.

Remarks

NOTE: There is no requirement for the Master Councilor to call on anyone for remarks. Whether a person is asked to speak is solely at his discretion. If he does call on people to make remarks, the following is the accepted order for remarks from dignitaries at Oregon DeMolay events.

1. Presiding Officers of Masonic Family organizations
2. Grand Worthy Advisor and Grand Bethel Honored Queen.
3. Master Councilors
4. Visiting DeMolay Congress Cabinet Members
5. Region VIII Cabinet Member
6. International Master Councilor
7. Executive Officer
8. Grand Master of DeMolay
9. Grand Master of Masons in Oregon

The Grand Master of Masons in Oregon, or his representative, is always the last person to give remarks. No one is to speak after the Grand Master, except to close the meeting.