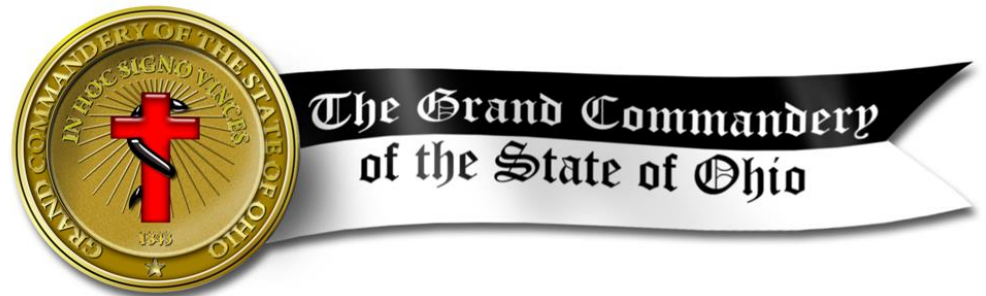


# What is Protocol?

- Protocol, for our purposes, is the official procedure or system of rules governing a formal occasion, such as Annual Inspection.



# Why is Protocol Important?

- Maintain Respect and Dignity
- Preserves Order and Courtesy
- Promotes Chain of Command

**TEMPLARY IS THE LAST BASTION OF  
PROPER ETIQUETTE IN THE MASONIC  
FRATERNITY.**



# TWO AREAS OF FOCUS

- Lining up Distinguished Guests for Introductions in the proper order.

Who is responsible?: The DDC

- Arrangement of seating at the Head Table.

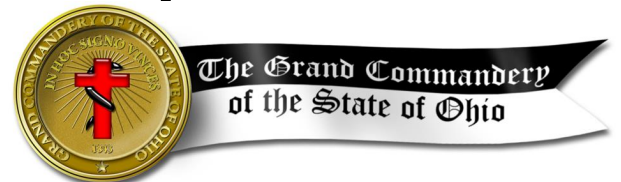
Who is responsible?: The DDC (and his Lady)



# Where To Begin

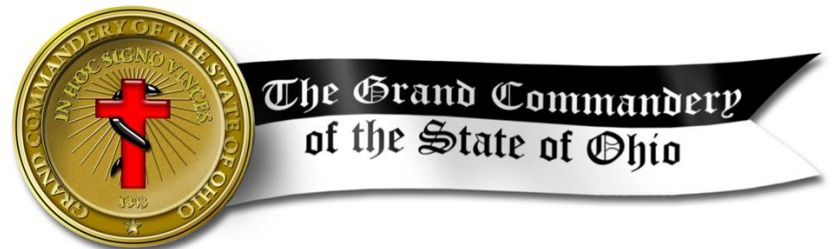
Always Start with the  
Sir Knight's  
Highest Templar Office  
or Rank

(Exception: Grand Master of  
Masons in Ohio)



# Precedence of Rank for Grand Commandery Officers

- The Grand Commander
- The Deputy Grand Commander
- The Grand Generalissimo
- The Grand Captain General
- The Past Grand Commanders, according to seniority of service
- The Grand Senior Warden
- The Grand Junior Warden
- The Grand Prelate
- The Grand Treasurer
- The Grand Recorder
- The Grand Standard Bearer
- The Grand Sword Bearer
- The Grand Warder
- The Grand Sentinel



## PROTOCOL

Suggested PROTOCOL as it would be applied in any meeting sponsored by KNIGHTS TEMPLAR, remembering when introductions are made, they should be made from the bottom up or reverse of the order herein listed.

- Grand Master of Masons
- Grand Master of the Grand Encampment
- Elected Officers of the Grand Encampment
- Past Grand Masters of the Grand Encampment
- Grand Treasurer, Grand Recorder and Grand Prelate of the Grand Encampment
- Department Commanders of the Grand Encampment
- Other Appointed Grand Officers of Grand Encampment (Starting with Grand Senior Warden)
- Past Department Commanders of the Grand Encampment
- Personal Aides of the Grand Officers of the Grand Encampment
- Grand Commander
- (At Annual Inspection) Inspecting Officer
- Grand High Priest of the Grand Chapter RAM
- Grand Illustrious Master of the Grand Council R.& S. M.
- Deputy for the State of the Supreme Council Scottish Rite
- Platform Officers of the Grand Commandery Knights Templar
- Appointed Grand Encampment Committee Members
- Past Grand Commanders (In order of the year served)
- Grand Commandery Officers (Starting with Grand Senior Warden)
- Past Grand Presiding Officers of the Grand Lodge, Grand Chapter RAM, Grand Council R.& S. M.
- Elected Officers of the Grand of the Grand Lodge, Grand Chapter RAM, Grand Council R.& S. M.
- Deputy Division Commanders (in this order: NW, WC, SW, SE, EC, NC, NE)
- Past Deputy Division Commanders
- Recipients the Knight Templar Cross of Honor
- Recipients of the Knight-Grand Cross of the Temple
- Recipients of the Knight Commander of the Temple
- Council for Templar Advancement Officers
- Appointed Deputies of the Grand Lodge, Grand Chapter, Grand Council, i.e. DDGM, DDGHP, Arch Inspectors.
- Commanders of Commanderies by Commandery number.
- Generalissimos, Captains General of Commanderies by Commandery number.
- Past Commanders in order of Commandery number (lowest to highest) and year served (most senior first).
- Elected or Appointed Officers of Commanderies starting with Senior Warden and below

## PROTOCOL

WHERE APPROPRIATE, CONSULT THE ROSTER FOR NAMES AND YEAR OF SERVICE

-----BELOW ARE PART OF THE INSPECTING OFFICER'S STAFF AT ANNUAL INSPECTION-----

- Grand Commandery Dais Officers (excluding the Right Eminent Grand Commander)
- Past Grand Commanders, by seniority of service
- Grand Commandery Officers (beginning with the Eminent Grand Senior Warden)
- Past Grand Presiding Officers of the Grand Lodge, Grand Chapter RAM, Grand Council R.& S. M.
- Elected Officers of the Grand of the Grand Lodge, Grand Chapter RAM, Grand Chapter R.& S. M.
- Division Commanders who are not Grand Line officers (in proper order of the Division Name, beginning with the Northwestern Division then in this order: WC, SW, SE, EC, NC, NE)
- Deputy Division Commanders (in proper order of the Division name beginning with the Northwestern Division then in this order: WC, SW, SE, EC, NC, NE)
- Past Deputy Division Commanders, by seniority of service
- Recipients of the Knight Templar Cross of Honor, by seniority of date received
- Recipients of the Knight-Grand Cross of the Temple, by seniority of date received
- Recipients of the Knight Commander of the Temple, by seniority of date received

-----BELOW ARE TYPICALLY INTRODUCED BY DDC AT ANNUAL INSPECTION-----

- Council for Templar Advancement (CTA) Officers
- Appointed Deputies of the Grand Lodge, Grand Chapter, Grand Council, i.e. DDGM, DDGHP, Arch Inspectors
- Eminent Commanders of Commanderies, by Commandery number
- Generalissimos and Captains General of Commanderies, by Commandery number
- Past Commanders, by seniority of service and grouped by Commandery number

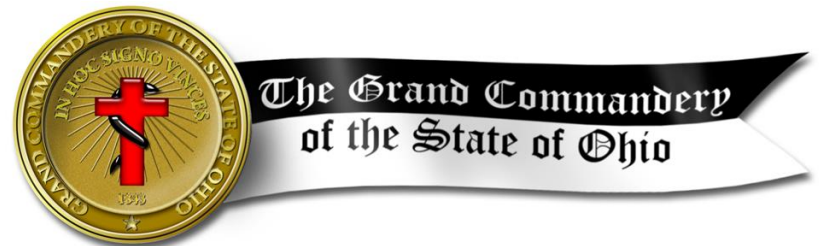
-----BELOW ARE TYPICALLY INTRODUCED BY A CTA OFFICER AT ANNUAL INSPECTION-----

- Elected or Appointed Officers of visiting Commanderies starting with Senior Warden and below.

# The Arch of Steel is Templar Grand Honors

Who is Entitled?

- Grand Master of Masons (or representative)
- Grand Master of the Grand Encampment
- Grand Commander (or representative at Annual Inspection)
- Past Grand Commanders





# Seating Arrangement at the Banquet

- The **Eminent Commander** and his Lady are seated to the immediate left of the podium. The **highest-ranking Templar** and his Lady are seated to the immediate right of the podium. Seating by rank (see Protocol list) is then alternated as follows:
- The **Grand Commandery Officers**, from the rank of **Deputy Grand Commander** on down to and including the **Grand Captain General**,
- The **Past Grand Commanders** in order of their seniority. Sir Knight Richard J. Brady would be seated closer to the Commander than Sir Knight Dennis L. Hughes because Sir Knight Brady was Grand Commander before Sir Knight Hughes,
- The Grand Commandery Officers starting with the **Grand Senior Warden on down through the Grand Sentinel**,
- The **Division Commander**, if he is not a Grand Line Officer,
- The **Deputy Division Commander** and any **visiting Deputies**,
- The **Candidate**,
- The **Prelate** (if space available).



# Seating Arrangement at the Banquet

## HEAD TABLE SEATING ARRANGEMENT (INSPECTING OFFICER ONLY)

### FRONT of Head Table

Division Commander	Lady of the Division Commander	Past Grand Commander	Lady of the Past Grand Commander	Lady of the Commander	Commander	Inspecting Officer	Lady of the Inspecting Officer	Grand Officer	Lady of the Grand Officer	Deputy Division Commander	Lady of the Deputy Division Commander	Lady of the Candidate	Candidate
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Stand **IN BACK** of the table to set up the Place Cards

**The candidate and his lady are always at the Head Table. We do not ever place a lady at the end of any table!**

If the Grand Officer, Inspecting Officer or Commander **do not have a lady** it looks very nice for three Sir Knights (i.e., Grand Commander, Inspecting Officer and Commander) to sit in the middle of the table, adjust the ladies as necessary

# Seating Arrangement at the Banquet

HEAD TABLE SEATING ARRANGEMENT (GRAND COMMANDER PRESENT)

HAVE PLACE CARDS MADE UP AND READY TO GO

This is the **FRONT** of the Head Table

Candidate	Lady of the Candidate	Grand Officer	Lady of the Grand Officer	Inspecting Officer	Lady of the Inspecting Officer	Lady of the Commander	Commander	Grand Commander	Lady of the Grand Commander	Past Grand Commander	Lady of the Past Grand Commander	Lady of the Division Commander	Division Commander
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You stand **IN BACK** of the table to set up the Place Cards

**The candidate and his lady are always at the Head Table. We do not ever place a lady at the end of any table!**

The Deputy Division Commander, Associate Deputy Division Commander, Prelate and their Ladies **DO NOT** have to be at the head table

If the Grand Commander, Inspecting Officer or Commander **do not have a lady** it looks very nice for three Sir Knights (i.e., Grand Commander, Inspecting Officer and Commander) to sit in the middle of the table, adjust the ladies as necessary



# Seating Arrangement at the Banquet

## BANQUET SEATING ARRANGEMENT (DEPARTMENT COMMANDER AND GRAND COMMANDER PRESENT)

### FRONT of Head Table

Candidate	Lady of the Candidate	Past Grand Commander	Lady of the Past Grand Commander	Grand Commander	Lady of the Grand Commander	Lady of the Commander	Commander	Department Commander	Lady of the Department Commander	Inspecting Officer	Lady of the Inspecting Officer	Lady of the Grand Officer	Grand Officer
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Stand **IN BACK** of the table to set up the Place Cards

**The candidate and his lady are always at the Head Table. We do not ever place a lady at the end of any table!**

If the Grand Commander, Inspecting Officer or Commander **do not have a lady** it looks very nice for three Sir Knights (i.e., Grand Commander, Inspecting Officer and Commander) to sit in the middle of the table, adjust the ladies as necessary

# Order of Introductions at the Banquet

The order of introduction would be as follows:

**1st**-Officers and Past Commanders of the Commandery being inspected.

**2nd**-Masonic Dignitaries not members of the Grand Commandery or Grand Encampment family, i.e., DDGM, DDGHP, Arch Inspector, etc.

**3rd**-Division CTA Officers-Treasurer, Secretary, Vice Presidents, and Presidents.

**4th**-The officers of the Grand Commandery beginning with the lowest in rank up to and including the Grand Senior Warden; then the Past Grand Commanders, the youngest in point of service first; then the Grand Captain General, the Grand Generalissimo, the Deputy Grand Commander; then the Inspecting Officer; then the Grand Commander (if present); then the Grand Master (if present). If the Grand Master of Masons is present, he will be introduced **last**.



# Banquet Seating and Introductions (Supplemental Instructions)

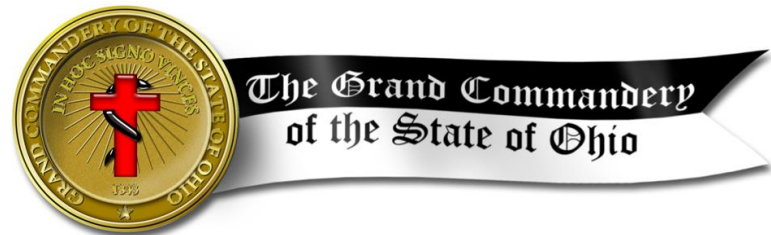
If visiting Grand Officers of other Grand Jurisdictions are present, they should be seated at the head table, the lower head table, or as close to the head table as possible. Protocol suggests they be introduced just before our Ohio Grand Officers. Do not fail to present their ladies when introducing the men and do not fail to present your wife. The best place to do that is just before presenting the Inspecting Officer.

The other dignitaries should also be introduced according to their official titles, with the prefix “Sir Knight”:

Sir Knight \_\_\_\_\_, Most Worshipful Grand Master of Masons in Ohio.

Sir Knight \_\_\_\_\_, Most Excellent Grand High Priest of the Grand Chapter of Royal Arch Masons of Ohio,

Sir Knight \_\_\_\_\_, Most Illustrious Grand Master of the Grand Council of Royal and Select Masons of Ohio.



# Protocol and Knightly Courtesy

- Be on time (including with reports).
- Communicate, Communicate, Communicate!
- Prior to Annual Inspection, ask the IO what time he and his Lady plan to arrive.
- Accommodate the IO's Lady. Make sure she is not alone when the IO is performing his duties. Same for the candidate's Lady.
- Focus on our new Sir Knight. He is the center of attention at Annual Inspection.



# Correct Use of Titles

- Honorary Titles (Eminent, Right Eminent, etc.) follow the office, not the man. They are bestowed by others. Do NOT introduce yourself as the “EMINENT Grand \_\_\_\_\_,” you are simply “The Grand \_\_\_\_\_”.
- In writing, do not refer to yourself as the “Eminent Grand \_\_\_\_\_”. Your honorary title may be included as part of printed letterhead, but in the closing of a letter associated with your signature, drop the honorary title.
- We are all “Sir Knights”. There is no such title as “Eminent Sir” or “Right Eminent Sir”. “Sir Knight” always precedes our Christian and surname, our title follows it.





# Wearing of Jewels and Badges

## Page 89 of Ohio Tactics:

- Starting in center of coat Jewels will be worn on the LEFT BREAST ONLY in the following order:
- Grand Commandery Jewel
- Commandery Jewel of Office
- K.T.C.H. Jewel (if it is not a collarette)
- Past Deputy Division Commander Jewel
- Past Commander Jewel
- York Rite Service Jewel goes above Past Commander Jewel
- Veterans Bar goes above 1<sup>st</sup> jewel worn below:
- Grand Encampment Drill Bar
- State Drill Bar
- Commandery Service Award
- Commandery Badge
- Malta Jewel
- Red Cross Jewel (if worn)



# Final Thoughts on Protocol

- Just as we would never disrespect the Flag of our country or our Templar uniform, we should never disrespect our institution by failing to follow proper protocol.
- Protocol is an “open-book exercise”! Memorization is not required. Use all tools at your disposal to make certain we are following the prescribed protocol for every occasion.

