

COMMON QUESTIONS and ANSWERS

The following is a list of questions that you might be asked by a prospect. They are by no means the only questions you might be asked, but many of the basic questions are given here. Most have responses printed after them, but there are some the answers to which you must obtain on your own. The answers given are not the only answers and may not necessarily be the best for your Chapter, but they provide you with a good base for responses to questions.

1. *What is DeMolay International?*

DeMolay International is a fraternal organization for young men from 12 to 21 years of age, which is run by its own members.

2. *What is the purpose of DeMolay?*

The major purposes of DeMolay include:

- a. providing an opportunity for a young man to be with good friends;
- b. providing leadership training by first-hand experience;
- c. providing a young man with a balanced program of activities; and
- d. helping young men become good citizens.

3. *What is the difference between DeMolay and any other boys' organization?*

There are two main differences between DeMolay and other boys' clubs. First, the membership is select in that a young man is elected to membership by the members themselves. Second, there is a bond of brotherhood between members found in no other organization available to a young man 12 to 21 years. This brotherhood is founded upon the ritualistic ceremonies of our organization. The ceremonies are secret only in the fact that it is not a matter of public property, there is nothing in it which any young man or his parent would not be proud.

4. *Is DeMolay a Religious Order? A Fraternity? A secret Order?*

DeMolay does not recognize or advocate any particular creed or faith but teaches only a profound faith in one living and true God. (Reverence is one of the Seven Cardinal Virtues).

DeMolay is not a Greek letter fraternity and should not be confused with high school or college fraternities. While DeMolay International has secret signs, words, and modes of recognition, it has no secrets from the world so far as its central purposes are concerned.

5. *What type of activities do you have?*

Besides the regular business meetings, the major activities of a DeMolay Chapter can be broken down into three categories: social, civic, and athletic. Social activities range from all types of parties, to dances and picnics plus lots more. Our civic activities are focused on serving the public, whether collecting items for a charity or lending assistance to the local community. (Give some examples of recent social & civic activities of your Chapter). Athletic activities include basketball, softball, bowling, rifle, volleyball, and just about anything else in which enough interest is shown.

6. *What are the requirements for membership?*

The requirements for membership are simple. To join DeMolay International a young man must:

- Be between the ages of 12 and 21.
- Believe in God.
- Be of good character and reputation.
- Apply for membership.

7. *How much does it cost and are there any dues?*

Under a life membership program, a person is required to pay only one all-inclusive induction fee. There are no dues required after the payment of this fee, which is paid before being inducted. The fee for our Chapter is \$ _____.

8. *What is the induction like?*

The degrees of the DeMolay International are serious and very impressive. They contain no horseplay, hazing, embarrassment or ridicule. The induction consists of two different ceremonies: the Initiatory Degree and the DeMolay Degree. The Initiatory Degree is a service of consecration in which you dedicate yourself to unfaltering love of God, Home and Country. The DeMolay Degree is historical and spectacular and is presented in a dramatic form. Its portrayal of the trials, tortures and final martyrdom of the exemplar and namesake of the Order, Jacques DeMolay. This degree teaches a compelling lesson in fidelity and comradeship. Parents are invited to witness the induction.

9. *Am I a full member after induction?*

Yes, to the extent that new members can attend all functions of the Chapter including meetings. However, to vote in Chapter, hold office or participate in some athletic competitions, new members must memorize the obligations he takes in the two degrees. This is not difficult and takes only a small amount of work.

10. *Who are some of the members of DeMolay?*

Some of DeMolay's outstanding alumni include famous radio, television and film favorites such as John Wayne, Walter Cronkite, Dan Rather and Walt Disney. Government officials such as Bill Bradley and Mark Hatfield all benefited from the leadership experiences provided in DeMolay. (Also talk about your own Chapter members. Be sure to mention the names of the members familiar to him, and especially any friends.)

11. *Are there any girls in DeMolay?*

DeMolay is an organization for young men so there are no girl members. Chapters do have activities which include girls such as dances and parties. Also, many Chapters have one girl known as the "Chapter Sweetheart" who attends their functions. Most Chapters also have either a Rainbow Assembly or Job's Daughters Bethel with which they jointly have many functions.

12. *Who sponsors DeMolay?*

A DeMolay Chapter is sponsored by a recognized group of Masons in a community. Masonry is the oldest and largest fraternal organization in the World. Such sponsorship enables DeMolay to have dedicated adult leadership and the use of Masonic buildings to house DeMolay activities. In particular the sponsor of our Chapter is _____. Some Famous Masons are John Glenn, Arnold Palmer, George Washington and Harry Truman.

13. *Who runs the Chapter?*

A DeMolay Chapter is run by the officers and members of the Chapter with advice and guidance given by the Advisors. The officers consist of the members themselves with the principal officers, including the Master Councilor (president), being elected by the membership. To help supervise, each Chapter has an Advisory Council comprised of interested Masons, Senior DeMolays and parents. One of these Council members is designated as the “Chapter Dad” and is the main Advisor to the Chapter members. He is a friend to whom each member of a Chapter can look as a person that can help him with problems. The Advisory Council does not run the Chapter; rather, they assist the Officers when needed.

14. *Where do the parents fit in?*

Regardless of whether the father is a Mason, Senior DeMolay or not, he and the mother may each serve as an Advisor as they are needed. Many Chapters also have a Parents’ Club. Parents’ Club members help the Chapter by providing support, handiwork, crafts and refreshments.

15. *What happens when a DeMolay reaches the age of 21?*

When a member reaches 21 years he is no longer an “active DeMolay,” but becomes a “Senior DeMolay.” These Senior DeMolays may still attend functions, but they cannot hold office or vote. Many Senior DeMolays later become Advisors.

16. *When, where, and how did DeMolay begin?*

The DeMolay movement was founded in 1919 by the late Frank S. Land and a group of nine high school boys in Kansas City, Missouri. It was their desire to form an organization different from any other for young men, and thus they formed the Order of DeMolay (later renamed DeMolay International). It took only four short years for DeMolay to spread nationally and internationally. There are over 1,000 DeMolay Chapters world-wide with a historical membership of over 3 million.

17. *When and where do you meet?*

(Days, time, and meeting location should be inserted here)

18. *What have you gotten out of DeMolay?*

(The answer to this question must be made up by you. Be prepared for it though, and think carefully.)

Washington State DeMolay By-Laws

ARTICLE XVI - Dress Code Abbreviated

(Effective April 20, 2022)

Section 1. Formal *****

- A. Tuxedo or dark suit (dress jacket required)
- B. Dark dress slacks
- C. Tux or white dress shirt and Tie
- D. Leather belt, dress suspenders, polished dress shoes, and dress socks
- E. Honors/Awards as desired and appropriate for the occasion

Optional items: cummerbund or vest

Section 2. Professional Business with Tie ****

- A. Suit, dress jacket, coat, sweater, or vest
- B. Dress slacks, dress shirt, and Tie
- C. Dress shoes, dress belt, and dress socks
- D. Honors/Awards as desired and appropriate for the occasion

Section 3. Smart Business – open collar without Tie ***

- A. Solid color dress slacks/pants, cotton pants, khakis, or very nice jeans
- B. Collared button-up shirt or polo - open collar, NO neckwear (tie)
- C. Dress or casual shoes, belt, socks or without socks as acceptable
- D. No athletic shoes, tennis shoes, running, open-toe, sandals, slippers, or crocs
- E. Honors/Awards as desired and appropriate for the occasion

Optional items: dress coat or jacket, casual sweater, or vest

Section 4. Casual

Part A. DeMolay Washington Casual **

More stylish and upscale than Sporting.

- A. Casual pants, nice jeans, or appropriate casual shorts (no athletic shorts or joggers)
- B. DeMolay shirt (appropriate shirt that has “DeMolay” or a DeMolay logo, emblem, or design on it)
- C. Casual shoes, sneakers, athletic shoes (no sandals or open-toe); and appropriate socks

Part B. Sporting / Ultra Casual *

- A. Jeans, shorts (casual or athletic), joggers or sweats
- B. T-shirts, sweatshirts, jerseys, tank-tops
- C. Athletic shoes, slides, sandals, crocs; and socks as appropriate and functional for the activity

Remember that you represent one of the finest youth organizations in the world. You are always our “Public Relations” ambassador and a role model to the newer/younger members. Appropriate attire expects appropriate respect.



DeMolay Washington
1111 A Street, Suite 1919
Tacoma, WA 98402

office@wademolay.org

2025

Parental Consent/Medical Release

Chapter

Vancouver DeMolay Of Washington State

Youth Name

I, the undersigned parent or legal guardian of the above named youth, do hereby give my consent and permission for them to participate in activities of the above named Chapter, Order of DeMolay, and the activities and events of DeMolay Washington, and activities and events of DeMolay International.

I hereby give specific consent for the above named youth to participate in all activity(ies) of the above named Chapter, Order of DeMolay.

In case of accident or illness, I give my permission for any DeMolay Advisor to seek medical attention deemed necessary at the time for them. I hereby authorize any adult DeMolay Advisor present to seek and secure, or any first responder in attendance to provide, such emergency medical treatment as shall be deemed necessary in their opinion, including, but not limited to, hospitalization, injections, anesthesia, surgery, x-ray, blood and medications. I acknowledge that neither DeMolay International nor DeMolay Washington nor the above named Chapter maintain any medical insurance and that I will be responsible for all medical costs. I will indemnify and hold DeMolay International, DeMolay Washington and the above named Chapter harmless for the costs of medical care regardless of whether such care may later be considered unnecessary. I have completed the information below, and realize it will be used only as outlined above. I understand that every reasonable effort will be made to contact me prior to treatment. In the case of an emergency and I cannot be reached, I authorize the following named person to act on my behalf:

Name

Relationship

Phone

I further agree to release and hold harmless the above named Chapter, DeMolay International and DeMolay Washington and it's agents from any and all claims or causes of action which may arise out of their travel to and from, participation in and attendance at any planned event of function. The above named youth may participate in all activities except:

(List Exception)

I/we understand that while on the way to, in attendance at, or returning from any DeMolay function or event, I/we are obligated to follow the rules and guidelines of DeMolay International, DeMolay Washington and the above named Chapter as well as my obligations as a DeMolay, Squire, Advisor, parent or guest of DeMolay. The possession or use of alcohol, tobacco or non-prescription drugs is strictly prohibited. If, in the opinion of a DeMolay Advisor, myself or my children is in violation of any of the rules and guidelines stated or implied above, I/we will be sent home at my own expense with a forfeiture of any fees. A complete report will be provided to the Executive Officer for possible action(s) in addition to those taken by the Chapter Advisory Council. I/we understand that permission expires **12/31/2025** and must be renewed annually. **A photocopy or electronic scan of this release has the same force and effect as the original.**

Parent Signature

Date

PLEASE COMPLETE THE FOLLOWING BY PRINTING THE ANSWERS CLEARLY:

Youth Name

Parent/Guardian

Address

Address

City

City

State

Zip Code

State

Zip Code

Phone

Cell

Phone

Cell/Work

Youth's Doctor

Doctor's Phone

Allergies to Medicine

Prescriptions Now Taking

Insurance Carrier

Policy Number

Vancouver DeMolay



This form helps me understand your child better. Please provide as much detail as possible. Your insights are valuable in creating a supportive and effective learning environment.

Basic Information

Child's Name:

Date of Birth:

Grade:

Parent(s)/Guardian(s) Name(s):

Contact Information (Phone/Email):

About Your Child

Describe your child's personality in a few words:

What are your child's strengths and interests?

Are there any specific challenges your child faces?

Learning Style

How does your child learn best (e.g., visual, auditory, kinesthetic)?

Does your child have any preferred learning environments or routines?

Are there any subjects or activities your child particularly enjoys or struggles with?

Social & Emotional Development

How does your child interact with peers and adults?

Are there any social situations where your child feels uncomfortable or anxious?

Meltdowns

Please describe what being overwhelmed or a meltdown looks like for your child and what typically triggers them:

Calming Strategies

What strategies have you found effective in helping your child calm down during or after a meltdown?

Additional Information

Do they need help with their meds? Y N

Are Advisors allow to give over the counter medication ? And if yes what kind? Y N

Is there anything else you would like me to know about your child?

DeMolay Washington

Text Messaging Opt-In Consent Form

By providing your phone number and signing this form, you expressly consent to receive text messages (SMS) from DeMolay Washington regarding events, updates, reminders, announcements, and important notifications.

Frequency: Text messages may vary, but typically will not exceed eight messages per month.

Carrier Fees: Standard text messaging and data rates apply based on your cellular provider's plan. Please contact your provider for details.

How to Opt Out: You can unsubscribe anytime by replying STOP to any received message.

Privacy: Your information will never be shared, sold, or distributed outside of DeMolay Washington.

Support: For questions or support regarding SMS services, reply HELP or contact us directly at [insert contact email or phone number].

Consent:

☐ I agree to receive text messages from DeMolay Washington as described above.

Full Name: _____

Mobile Phone Number: _____

Signature: _____

Date: _____

DeMolay... *What's That?*

**A Parent's Guide to
The Order of DeMolay**



Published by
The Associated DeMolay Chapters of Georgia

Foreword

So your son is considering joining DeMolay..

... and you're wondering whether it is the right thing for him to do.

Any parent who is concerned for the overall growth and development, and the general well-being of their son, and who may not already be acquainted with what DeMolay is all about naturally has plenty of questions.

Since its founding, well over a million young men have become members of DeMolay. Many have gone on to become household names in their chosen profession. However, as each of these young men began his association with DeMolay, there in the background was a concerned parent or guardian asking questions.

This booklet was prepared to give you answers to some of the most frequently asked questions about the Order of DeMolay. A few minutes to review the information provided here will give you an overview of the history, values, operation, sponsorship and activities of a DeMolay chapter. The questions answered here are generally arranged in categories. However, the answer to a question in one category might contain information that would generally fall into a different category. In those cases, to save you reading time, the information will only be presented once.

There may be questions you have other than those answered here. They may be questions of a general nature, or questions specifically related to the chapter your son is considering joining. Whatever your questions, ask them. If a member of the local chapter or its Advisory Council can't answer the question right away, they will help find the answer for you.

We appreciate your willingness to learn more about how this character-building and leadership development organization has aided the growth of thousands of boys into positive, productive men and quality citizens in their communities.

Read on.

General Information

What is DeMolay?

The Order of DeMolay is a character-building and leadership development organization for young men between the ages of 13 and 21. The ultimate aim of the organization is to build better sons which will, in turn, mean better men to be better citizens, husbands, fathers, friends and leaders in the future.

How did DeMolay get started?

In 1919, while employed as the social services director for the Scottish Rite bodies in Kansas City, Missouri, Frank Sherman Land hired a teenager by the name of Louis Gordon Lower to perform odd jobs around the building. As the two became friends, Land found out that Lower's father had died a short time before and that the young man missed having the guidance that a father would provide. Lower also told Land that he had other friends whose fathers were not in the home, whether from divorce, abandonment, or death, and that these young men would also like to have an adult male they could go to for guidance. Land suggested Lower invite some of his friends to the Scottish Rite Temple to discuss starting a club. Within a few days Lower brought eight of his friends to a meeting. The nine young men agreed that the idea of a club was a good one. Soon the Order of DeMolay was born. Within three years chapters had been established in 39 of the then 48 states and the District of Columbia.

Where did the name DeMolay come from?



The name comes from Jacques DeMolay, the last Grand Master of the Knights Templar organization. The original nine members of DeMolay selected the name the Order of DeMolay in honor of Jacques DeMolay and what he stood for.

What is the story of Jacques DeMolay?

Jacques DeMolay was born in France in 1244. At the age of 21, he became a member of the Knights Templars, a group originally called "Poor Soldiers In Christ". Sanctioned by the Pope and the Church Council in 1128, their purpose was to guard the road between Jerusalem and Acre, the Jerusalem port on the Mediterranean. Because of the church sanction, and the fact that the Templars had fought valiantly in several crusades, they were a popular group among the people. The name Knights Templars became synonymous with heroism to such an extent that nobles and princes sent their sons to join the Knights Templars. In 1298 Jacques DeMolay was elected Grand Master of the Templars. Over the years, the Templars organization amassed great wealth and King Philip of France became concerned that they would use their power and wealth against him. False charges were pressed against DeMolay and the Templars by the King in order to brand them criminals. On orders of the King, DeMolay and hundreds of members of the Knights Templar were arrested and thrown into prison. During his seven-year imprisonment, DeMolay was tortured repeatedly in attempts to get him to betray other leaders and members of his beloved Templars. He consistently refused to betray his fellow Templars and was finally sentenced by the King to be burned at the stake on March 18, 1314, along with his most trusted aide, Guy of Auvergne. DeMolay died a martyr to loyalty.

What are the requirements to join?

The requirements for membership are few, but each is important. To join DeMolay, a young man must:

- be between the ages of 13 and 21.
- be of good character and reputation.
- believe in God.
- petition a DeMolay chapter.

What is the initiation like?

The DeMolay initiation consists of two "degrees," the Initiatory Degree and the DeMolay Degree. The Initiatory Degree is a solemn ceremony during which the initiate dedicates himself to uphold the virtues of love of parents, reverence, courtesy, comradeship, loyalty, cleanness and patriotism. The DeMolay Degree is a dramatic portrayal by the members of the Chapter of the trials, torture and martyrdom of Jacques DeMolay. The ceremony is intended to teach the lessons of loyalty and comradeship. To the initiate the DeMolay Degree is much like watching a play that is set in the Middle Ages. The DeMolay initiation involves no hazing or horseplay. The ceremonies are intended to be serious moments during which the initiate is acquainted with the founding principles of the Order of DeMolay.

The Vows of a DeMolay

AT MY CHAPTER'S ALTAR

Humbly and sincerely...

I promised to be a better son
I promised to love and serve God, my country and my fellow-men
I promised to honor and protect every woman
I promised to slander no one
I promised to aid and uphold the public schools
I promised to walk uprightly before God and man

All of these things and more I did promise!

What is the ritual of DeMolay?

The ritual of the Order of DeMolay is truly what sets it apart from other youth groups. The ritual is a series of ceremonies, each of which has a symbolic meaning intended to inspire the young men who belong to the organization to be better citizens, better friends and better men. Included in these ceremonies are standard ways of opening and closing meetings, inducting new members and installing officers in their offices. The DeMolay ritual was written by Frank Marshall, a reporter for the Kansas City Star newspaper in the early 1920's and a friend of DeMolay founder Frank S. Land.

How does the life membership process work?

For each member initiated, a fee is paid to DeMolay International. This fee places the new member among the "life members" of the organization. No annual "dues" are collected from the member. Members are asked, however, to support their chapter's fund raising projects, since a portion of the money raised by the Chapter must be paid to DeMolay International to cover the cost of insurance, and another portion must be paid to the state DeMolay association, to cover a portion of the costs of services provided by the state organization.

A Comment On DeMolay

"I feel a great sense of obligation and gratitude toward DeMolay for the important part it played in shaping my life. Its precepts have been invaluable in making decisions, in facing dilemmas and crises, in holding on to faiths and ideals, and in meeting those tests which are best borne when shared with others in a bond of confidence."

*Walt Disney
Senior DeMolay
Mother Chapter
Kansas City, Missouri*

What types of activities does a DeMolay chapter have?

Within certain parameters, the, activities of a DeMolay Chapter are limited only by the imaginations of its members. Members of DeMolay chapters plan and hold social functions, fund raising and civic service projects, and athletic activities, among other things. Insurance restrictions prohibit chapters from engaging in certain activities. However, overall, Chapters have a wide range of activities from which they can choose as they plan their activities and projects calendar.

Why haven't I heard of DeMolay?

Often DeMolay chapters become so involved in planning, organizing and enjoying their activities, they overlook promoting their Chapter within the community as they should. Even if you haven't heard of the organization, no doubt you have heard of some of its members. They include Walt Disney, creator of Mickey Mouse and Disneyland, actor John Wayne, comedians Tommy and Dick Smothers, professional football star quarterback Fran Tarkenton, news commentator Dan Rather and television weatherman Willard Scott, to name only a few. Many well-known personalities, as well as leaders of business, industry and government credit their success in part to their DeMolay experience.

Is DeMolay a Christian organization?

No. Among the requirements for membership in DeMolay is the belief in a Supreme Being, but not that the Supreme Being be that of one particular doctrine, sect or denomination. A young man's religious convictions are his own. DeMolay's ranks include Christians, Jews, Hindus, Buddhists and members of other religious groups.



Why does DeMolay allow members of all religions to join?

The value in having membership across the religious spectrum is in the opportunity it provides for members of one religion or denomination to understand the perspective of others. This philosophy has allowed tens of thousands of additional young men the opportunity to have the DeMolay experience--to develop themselves physically, spiritually and mentally, to develop their leadership potential, their sense of self and to determine their view of and approach to life. DeMolay is not intended to take the place of the Church in shaping a young man's spiritual life. Instead, it attempts to build on the foundation and value structure provided by the young man's own religious background to help him make decisions on the direction of his life.

Why does DeMolay use a Bible as a part of its Chapter-room furnishings?

The Bible is used as a symbol of the spiritual foundation that all DeMolay members are required to have before they can join. It is not intended to represent an endorsement of the Christian religion over any others. A DeMolay's belief in a particular religious doctrine is something that is between him and God. It is something that must be arrived at through consultation with his family, his pastor or others whose opinion he values, followed by his own deep thought and prayer. Generally the holy book of the predominant religion of that nation or area is the spiritual guide book that is used in the local DeMolay chapter room. However, should a chapter's membership include members from more than one religion, more than one holy book may be used in DeMolay ceremonies.

Where does DeMolay have Chapters?

Approximately 700 DeMolay Chapters operate in countries including the United States, Canada, Brazil, Australia, Germany, Japan, Italy, and the Republic of the Philippines.

Is there a way for the members' parents to be involved?

Many DeMolay chapters have a Parents' Club. Working under the general supervision of the chapter's Advisory Council, this group of parents and friends of the Chapter work to support and encourage the activities and projects of the Chapter. Parents' Clubs often assist their chapter by helping maintain degree costumes, providing transportation to and from chapter and state DeMolay activities and supplying refreshments for the members to have after their meetings, among other things. They hold fund raising activities of their own to help with the finances needed to carry out their projects.

DeMolay Parents' Club Creed

I believe in the glorious heritage of youth
Its aspiration and splendid promise.
I believe in the courage, honor and innate decency
of our young people.
I believe in our sons --
I believe in the principles of the Order of DeMolay
as exemplified in its work of guiding our boys to
better, nobler, knightlier manhood.
And I pledge my loyal support to the organization
so far as I am able.

*Written by Mrs. Jennie Schirmer
Duluth, Minnesota*

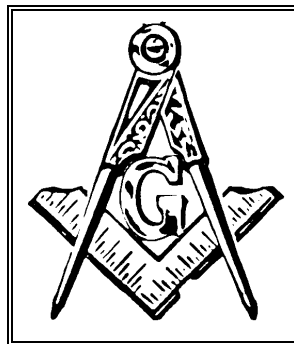
Chapter Sponsorship and Supervision

Who sponsors DeMolay chapters?

Each DeMolay chapter is sponsored by a group of Freemasons, a Masonic Lodge, or some appendant Masonic group such as the Scottish Rite, the York Rite or the Shrine. The responsibilities of the sponsoring body are: to provide the chapter a place to meet; to provide adult leadership and guidance through maintaining an active Advisory Council; to assist the chapter whenever and however needed.

Who are the Masons?

According to legend, the earliest Masons were craftsmen such as stonecutters and metal workers in ancient Egypt and in medieval Europe. They formed guilds and pledged to protect and assist the families and the property of members of the guild who were away in foreign lands plying their trade. While it cannot be proven that this was the origin of the fraternal organization known as the Free and Accepted Masons, this is the belief that some have. Still others believe that today's fraternal order is descended from the Knights Templar, a group of soldier monks who guarded the highways pilgrims traveled into and out of the Holy Land. In either case, the modern Masonic Order has roots that go back at least 700 years. Today's Masons are men who have banded together for mutual improvement in an organization whose basic tenets provide a framework in which to improve themselves morally and spiritually, while giving back to the community through the conduct of various community service and charitable undertakings. Traditionally, the caliber of men who seek membership in the Masonic Order are among the most charitable and civic-minded individuals in any organization.



Are the Masons a secret organization?

No. After all, in town after town Masonic meeting halls are prominently marked. In many locations the meeting time and day of the local lodge is published in the newspaper. Hardly a way for a "secret" organization to operate. In addition to these things, many of the ceremonies and instructional talks used by the Masonic groups are published in books that can be purchased. Primarily, three things have contributed to the impression that the Masons are a secret organization. The first is that the meetings of the local lodges are restricted to members only. The next is the fact that Masons have certain modes of recognition that are kept confidential. Not revealing the modes of recognition to the world at-large provides Masons who do not know each other personally a way to determine that the other is indeed a member of the fraternity. This identification process also helps lodges ensure that unknown men who approach the door of a Masonic Lodge to visit are truly Masons and are not simply trying to get into the meeting out of idle curiosity. The third reason that leads some to believe the Masonic order is a secret organization is the fact that, unlike most other organizations, men are not asked to join Masonry. They must express an interest in membership before conversation regarding their joining can begin.

How did DeMolay and Masonic Lodges come to be associated?

The founder of the Order of DeMolay, Frank S. Land, was himself a Mason. As the DeMolay organization began to grow and new chapters were being formed in the 1920's, Land realized that each DeMolay chapter would require a group of quality men to provide guidance and supervision for the young men. He felt that requiring DeMolay chapters to be sponsored by a Masonic lodge or a group of Masons would ensure that there would always be community service-oriented men to serve on the advisory council of a Chapter.

Is DeMolay a junior Masonic organization?

No. DeMolay's relationship to the Masonic order is through the sponsorship that Masonic groups provide DeMolay chapters and through the members of a chapter's Advisory Council who are Masons.

A DeMolay's Ethics

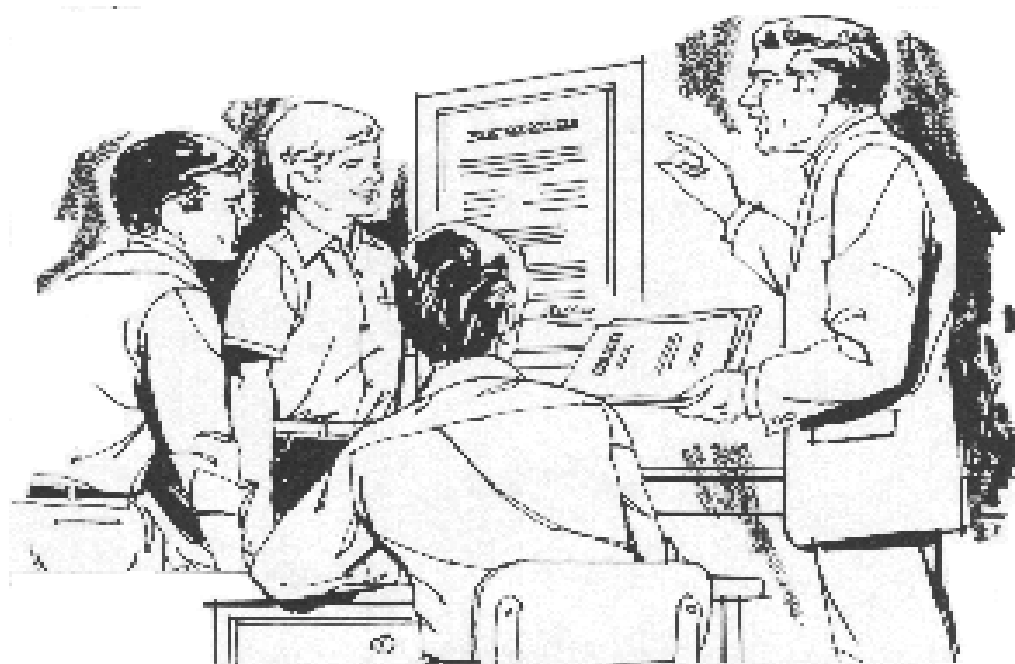
A DeMolay serves God.
A DeMolay honors all womanhood.
A DeMolay loves and honors his parents.
A DeMolay is honest.
A DeMolay is loyal to ideals and friends.
A DeMolay practices honest toil.
A DeMolay's word is as good as his bond.
A DeMolay is courteous.
A DeMolay is at all times a gentleman.
A DeMolay is a patriot in peace as well as war.
A DeMolay is clean in mind and body.
A DeMolay stands unswervingly for the public schools.
A DeMolay always bears the reputation of a good and
law-abiding citizen.
A DeMolay by precept and example must preserve
the high standards to which he has pledged himself.

Who supervises the activities of a DeMolay Chapter?

Activities and projects of a DeMolay Chapter are supervised by a group of men who comprise the Advisory Council. Most often, this body is made up of Masons from the sponsoring organization. However, Masons who are members of other masonic groups can and do serve as DeMolay advisors, along with Senior DeMolays. Senior DeMolays are members of DeMolay who have passed their twenty-first birthday.

What do the Advisors do?

Ultimately the advisors are responsible for overseeing all aspects of the operation of the Chapter and ensuring that the Chapter operates within the statutes set down by the International Supreme Council of the Order of DeMolay, the international governing body. The advisors help the members plan and carry out programs and activities of the Chapter. They also supervise those programs and activities while they are ongoing. The advisors are also responsible for sitting as a hearing board on disciplinary matters involving the members. In addition, they often help the Chapter by acting as the “record-keepers” and administrators of the paperwork that is required in order to keep the Chapter operating.

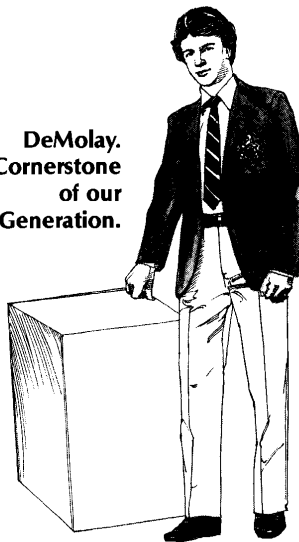


What will be expected of my son as a member of DeMolay?

Your son's involvement in DeMolay is intended to be both fun and rewarding. As with any organization, there are ways for him to maximize the benefit from his membership. The "maximizers" could be considered "expectations."

1. *Become involved.* He will be expected to attend the meetings and activities and get involved in helping make decisions regarding the Chapter.
2. *Approach his involvement with a positive, helpful attitude.* His approach should include a willingness to learn, and a willingness to help others learn. Every DeMolay member has had life experiences that have taught him lessons and given him a unique perspective on issues. Together, the members and their advisors share perspectives and learn from each other as they make decisions that affect the Chapter.
3. *Put the precepts of DeMolay into practice in his daily life.* Some of the guiding principles of DeMolay (love of parents, reverence, courtesy, comradeship, fidelity (loyalty), cleanness and patriotism) may seem "out of fashion" in today's world, but that does not mean that they are without merit. A young man who builds these tenets into his life today will be "ahead of the game" as he assumes the mantle of manhood in the future.
4. *Learn about DeMolay.* Part of being a good member of an organization is being familiar enough with how it operates and being able to tell others about it. He will have books and "open book" correspondence courses, called the Leadership Correspondence Course, available to help him learn about DeMolay, so he can effectively communicate information on DeMolay to others who may be interested in knowing more.

**DeMolay.
The Cornerstone
of our
Next Generation.**



What are the rules members must abide by?

As your son participates in DeMolay activities there are some general rules he must follow for his own benefit, as well as for the benefit of others.

1. The presence and/or use of alcohol or any illegal or controlled drug is prohibited at DeMolay functions. The only exception to this policy is for substances that are prescribed by a licensed medical doctor.
2. The possession of any type of weapon is prohibited at a DeMolay function. The only exception is when the weapon is a integral part of an organized and supervised Chapter function, such as a rifle team competition or other such activity. Even then, the weapon must be placed in the keeping of an advisor until the activity begins, and returned to the advisor after the activity, until the DeMolay member leaves the function.
3. Aggressive, disruptive or destructive behavior has no place at a DeMolay function. Everyone associated with DeMolay wants to be your son's friend and to have your son as their friend. He is expected to act and respond in that manner. He is also expected to treat the facilities he may frequent as a part of his DeMolay involvement with care, as well as the Chapter property with which he may come into contact, and the personal property of others.
4. Even when your son is away from DeMolay functions, his appearance, words and actions are a reflection on the organization and on his fellow DeMolays. He should not let inappropriate dress, words or actions be a detriment to the organization and to his Brothers.
5. When attending a DeMolay function or going on a DeMolay-related outing, he should not try to be "Mr. Independent." At any DeMolay function, he is responsible to the advisors in attendance. Naturally, his first responsibility is to the Advisors from his own Chapter. However, ultimately he is responsible to all advisors. When he is attending a DeMolay function or traveling with advisors, he is expected to let them know where he is and what he is doing at all times.

While there are specific rules governing specific situations in Chapters, these few provide a general overview of what is expected of members of DeMolay. If you are like most parents, these expectations are much like what you expect of your son yourself.

The DeMolay Emblem

What is its meaning?



Every part of the official DeMolay emblem has its significance to a member of the Order of DeMolay.

The Pearls and Rubies and the Crown honor the founder, Frank S. Land, and the nine young men whose ties of friendship drew them together in the formation of the Order of DeMolay. The pearls represent those of the original 10 (the Founder and the original nine DeMolays) who are living. A pearl turns to a ruby as the Founder and each one of the original nine DeMolays goes to his heavenly reward.

The Helmet is emblematic of chivalry, without which there can be no fineness of character.

The Crescent is a sign of secrecy and constantly reminds DeMolays of their duty not to reveal the secrets of the Order nor to betray the confidence of a friend.

The Five-Armed White Cross symbolizes the purity of intentions to always remember the motto of the Order: "No DeMolay shall fail as a citizen, as a leader, or as a man."

The Crossed Swords denote justice, fortitude and mercy. They symbolize the unceasing warfare of DeMolay against arrogance, despotism and intolerance.

The Stars surrounding the Crescent are symbolic of hope, and should always remind us of those obligations and duties that one DeMolay Brother owes to another.

###



DeMolay Obligatory Days and Ideas on how to observe them.

Obligatory Days are fixed as special ceremonial days and their observance is obligatory for all members of DeMolay unless prevented by unavoidable circumstances.

The Seven Obligatory Days

**Patriots' Day
Devotional Day
Parents' Day
My Government Day
Frank S. Land Memorial Day
Day of Comfort
Educational Day**

Patriots' Day

On a day convenient to the Chapter during the month of February, each Chapter should arrange a special Patriots' Day meeting featuring the nation's great patriotic events and the great patriots who participated in them. The Standard Bearer usually directs this observance.

Events on this day can include:

- Presenting a flag that has flown over the capitol building, to a library, school, city or country governmental body, Masonic Lodge, Scottish Rite, or Shrine.
- Sponsor a patriotic speech competition, complete with prizes, of only DeMolays or open it to all young people.
- Attend a firework display together as a chapter.
- Put flags at patriotic memorial sites or on the graves of veterans.
- Pay tribute to living veterans.
- Sell flags for lawn display.
- Have a patriotic speaker at a chapter function.
- Contact your local veterans club and find out what you can do to help.
- Sponsor a member of the Armed Forces and send snail mail, pictures, or a care package to them.

Devotional Day

On a day during the week that includes March 18, it is the duty of Chapter members to attend church or synagogue/temple as a group at which a special service has been arranged. The religious beliefs and creed of each DeMolay are his own, and he is encouraged to be a devout follower of its teachings. Observance of this day allows for an opportunity to publicly show our reverence for those personal beliefs.

Events on this day can include:

- Reading scripture.
- Playing the organ/piano.
- Singing a hymn.
- Purchasing altar flowers.
- Giving a flower to each lady present.
- Providing the refreshments for the social time following a religious service
- Assist in your local Sunday School class.
- Perform the Flower Talk at your local church service.
- Honor a local Clergy member for their service to the community.
- Donate a DeMolay Bible to each member's family.

Parents' Day

Because the home and love of parents is essential to building good citizens, DeMolays should give special emphasis to Parents' Day, which is observed on a day between May 1 and Jun 21. The observance of Parents' Day is often under the direction of the Preceptors.

- Have a Special meeting honoring parents.
- Have a appreciation dinner.
- Perform the Flower Talk
- Prepare Mother's/Father's Day cards before or after a meeting to be sent home with the members.
- Host/Sponsor a Mother and Son activity.
- Host/Sponsor a Father and Son activity.
- Send flowers or balloons to parents at their work place on behalf of their son and the chapter.

My Government Day

Observed during the month of July, My Government Day is designed to explain the government of the country, state, province or community in which the Chapter is located. The Orator and the Marshal may oversee the plans.

Events on this day can include:

- Present a flag to the city, school, or library. Obtaining one that has flown over the local government building adds special meaning to the presentation.
- March in a Parade, using as many chapter members as possible.
- Visit your Capitol or City Hall.
- Hold the observance at a patriotic statue in a park.
- Honor your Mayor/Governor with a presentation or award.
- Shadow your local public officials for a day.
- Obtain a proclamation declaring DeMolay Month/Day/Week.

Frank S. Land Memorial Day

Schedule a convenient day near November 8, the day on which our founder died, to memorialize and pay tribute to Frank S. Land, Founder of the Order of DeMolay. On this day, Chapters are encouraged to carry out special fund-raising effort and donate the proceeds to a DeMolay charity.

Events on this day can include:

- Present a copy of the book "Hi Dad" to a local public or school library.
- Honor a special "Dad" (a father) in the community for displaying qualities of Frank S. Land. This could also be a foster dad or a "Big Brother".
- Have each member present a "Thank you" certificate to a father figure.
- Honor your Advisors for their work with the chapter.
- Plan a special trip to the Gravesite of "Dad" Land and to his office at the Service and Leadership Center.

Day of Comfort

This special day should be held on a day convenient to the Chapter between November 15 and December 31. On DeMolay's Day of Comfort, every member of DeMolay should make an effort to visit the sick and carry words of comfort to those who are confined. The Almoner may be responsible for planning this observance.

Events on this day can include:

- Visit Patients in homes or hospitals. Take something to give out. It does not have to be something major - a flower or a small toy.
- Collect food and or volunteer for the needy, a local community kitchen, food pantry or food bank.
- Volunteer at a day care or custodial care center.
- Sponsor a local needy family.
- Distribute food, clean blankets, coats, warm socks, clothing to a shelter for the homeless.
- Sponsor a bingo or a party at a center for confined elders or youth.

Educational Day

On Educational Day, a day convenient to the Chapter, it is the duty of each Chapter to arrange a program emphasizing the value of an education and the fact that we see the public schools as a bulwark of our liberty. The Junior and Senior Stewards may be assigned to make the plans for this day.

Events on this day can include:

- Have each chapter member present a token of appreciation to a favorite teacher.
- Present a Certificate of Appreciation to an outstanding teacher.
- Select a city/county wide "Teacher of the Year".
- Have a member give a speech on supporting public education.
- Have an educator give a talk on becoming a teacher.
- Become teaching assistants for a day at a local day care center.
- Host a Dinner of appreciation for a outstanding teacher.
- Have chapter members research their future career goals together and present them to one another.
- Attend a local Career Day Seminar.



Activities Planner and Report

| | | | |
|---|----------|-------------|------------------------|
| Event Name | | | |
| Location | Time | Date | |
| Meeting Date Presented and Approved | | | |
| Event Description, Purpose and Objectives | | | |
| | | | |
| | | | |
| Event Chairman, Committee | | | |
| | | | |
| Facilities, Other People Required | | | Reserved With and Date |
| | | | |
| Advisor Coverage and Drivers | | | |
| | | | |
| | | | |
| | | | |
| Budget Income | | Expense | |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| Phoning, Invitations or Notices Required | | Assigned to | Completed |
| | | | |
| | | | |
| | | | |
| Participants Planned | Attended | | Attended |
| 1 | | 12 | |
| 2 | | 13 | |
| 3 | | 14 | |
| 4 | | 15 | |
| 5 | | 16 | |
| 6 | | 17 | |
| 7 | | 18 | |
| 8 | | 19 | |
| 9 | | 20 | |
| 10 | | 21 | |
| 11 | | 22 | |

How to Plan an Event /Activity

Event and activity planning is one of the most important aspects of your leadership role. It is well-planned events and activities that interest and motivate members to stay involved and encourage non-members to become involved and join.

Bottom Line:

As a Leader, the members and adults are counting on you to provide well-planned and quality events and activities while you are in-charge. You will be judged by your performance. As the old saying goes, “The buck stops here.”

Planning:

Creating a plan has the obvious advantage of forcing you to think ahead about the task (event/activity) and the ways to accomplish it (the plan). The end goal is that the task is done successfully. Involving the members in the planning and execution of the task has the added bonus of giving every member a chance to influence the decisions and gain satisfaction from having helped decide on and carry out the event/activity.

Process:

1 Consider the Event or Activity:

What is the assigned event/activity? Does everyone understand the task? Get agreement from everyone on the assignment.

Start the planning process by asking the famous questions:
Who?, What?, When?, Where?, Why?, How?, and Cost?

Ask for input and opinions. Decide whether the group will accept the assignment as is, bargain for changes to the assignment, or refuse the assignment. Lead the group to a point where it shall **REACH A DECISION**. You cannot go any further in the planning until you reach these basic decisions.

2 Do Research and Consider the Resources:

You and the members of your group should familiarize yourselves with the history of the event/activity if it is one that has been done before. Contact others who have attended or planned the event/activity before. Ask questions about the positives and/or negatives and then take advantage of their insight.

Consider your resources for the event/activity. Is there potential for your group to put on such an event/activity (this includes not only the number of members, but the age appropriateness of the event/activity for the membership, and experience in putting on said tasks); past experience with such an event/activity; equipment and supplies; money; time availability; potential locations, adult and parent availability.

During the review of each item, **REACH A DECISION** on how to proceed in planning.

3 Consider Alternatives:

Be flexible in your planning process. Expect the unexpected. Consider all the possible things that could go wrong (such as rain for an outdoor event, failure of DJ to show up for the dance, lack of support from the adults/parents). Have a “Plan B”. Think of alternatives to obstacles in planning the event/activity. Be ready to use them. Consider all possibilities and write them into your plan.

Lead the group to **REACH A DECISION**.

4 Set Goals and Create the Written Plan

Once the group has considered, researched and evaluated the task, outlined resources, and planned alternatives (including “Plan B”), it is now time to decide how the group would like to have the event/activity occur. Set goals (attendance, publicity, profit, organization, and outcome). Consider how you might add or vary from the plan on a whim. Be flexible – expect the unexpected and adjust to meet the needs. Review carefully with the group before the group makes any changes.

Make sure that all involved **REACH A DECISION** and agree on the goals and plan.

Remember the Six P's

**Prior Proper Preparation
Prevents Poor Performance**

**Do you understand?
Reach a Decision and push the GO Forward
Button!**

Planning Guide

Basic Information Sheet

Who – TARGET AUDIENCE: _____
Who do you want this event to be for? What is the age of your audience? Does the event fit the expectation?

What – EVENT: _____
Does it sound cool? Original idea? Is it a fancy name for an old event?

When – DATE & TIME: _____
Check the calendar for competing events? Is the location available on said date and time? Does the date and time match the type of event? Are all of the essential personnel available on this date?

Where – LOCATION: _____
Is your date and time available? Does the location benefit your event? Does it meet all of your needs for this event? Is the cost a factor? Don't forget about a Plan B...

Why – PURPOSE AND GOALS: _____
Ask why are you doing this event? Does it have a purpose? Have you set goals? What is your expected outcome? Can this event meet those expectations? Have you worked through all of your options?

How – THE PLAN: _____
This is where the rubber meets the road! The plan must be written. Have you listed each of the required tasks? Do you have a timeline and deadline for each task? Have you covered a Plan B for each major task? Does your plan lead to accomplishing your purpose and goals? Do you have each task assigned to a person who has committed to completing the task? Does your plan include the "day of" agenda? Have you included the follow up and evaluation of the event?

Cost – BUDGET: _____
This must be a written budget. Expenses: Have you include all of your possible costs? How about if you need to trigger a Plan B? Now add all of your expenses together and divide by your expected number of attendance – that gives you a cost per person. Does the amount you are going to charge cover the cost per person plus profit? Income: Are there other avenues for an income stream?

TASKS AND TIMELINE

Your Tasks and Timeline is one of the most critical elements of your Event plan. It is probably the most used document in implementing an Event. Therefore it is most important to give careful and thorough detail in creating the Task and Timeline.

Using the headings provided, list all tasks that need to be completed in order for this Event to be a success. Be as detailed as possible. For example, instead of listing “get referees,” the Task would be more effective if “referees” was merely a heading to several details listed using referees (make initial referee contact, secure an agreement, make follow-up phone calls, meet with referees on day of, secure payment for referees, send thank you letter to referees, etc.) Use as much paper as needed. This will become the framework of your “Event Bible”.

[illegible]

BUDGET

Use the Tasks and Timeline Sheet as a guide for developing your budget.
Double check; Triple check ~ to make sure everything is accounted for.

Income: List all sources of income for this Event. Use the description category to explain or show calculations of income. (i.e. 26 tickets @ \$5.00 each).

| <u>Item</u> | <u>Description</u> | <u>Amount</u> |
|----------------------|--------------------|-----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| Total Income: | | \$ _____ |

Expenses: List all the items that will cause an expense for this Event. Be sure to scan the Tasks and Timeline Sheet to make sure you have considered all the details. Triple check...

| <u>Item</u> | <u>Description</u> | <u>Amount</u> |
|------------------------|--------------------|-----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| Total Expenses: | | \$ _____ |

Budget Worksheet

Income Less Expenses: _____

Subtract the expenses from the income. If the expenses exceed the income, place parentheses around the difference. { i.e. (\$221.00) }

Financial Goals of the Event: Is the Event meant to:

_____ Make a Profit _____ Break Even _____ Lose Money

If the goal is to make a profit, what is the desired profit? _____

If the Event will Lose Money, how much has been allotted to cover the loss? _____

Does the Income less Expenses match the Financial Goals? _____

If not, adjust the budget until the Income less Expenses matches the financial goals of this Event.

Determining the Break-Even Number:

To determine your break-even number for an Event, divide the total expenses by the registration fee/ticket price (*i.e. total expenses equal \$3000.00 and the registration fee is \$20.00; the break-even number is 150 registrants*).

Total Expenses: _____

divided by Fee/Price: _____

equals Break-Even Number: _____

Establish the Ticket Price:

To determine your ticket price and to meet your Financial Goals, divide your total expenses by the number of people you expect to attend the Event (*i.e. total expenses equal \$3000.00, you have a goal of a \$500.00 profit, you expect 200 registrants; you need to charge \$17.50 per person registration fee*).

Total Expenses: _____

plus Financial Goal: _____

divided by Expected Registrants: _____

Amount for Tickets: _____

Follow Through

All of the training and preparation that could possibly take place will never overcome a leader who does not have the will to follow through and take action on a plan.

You have to be committed to this Event from start to finish, never letting its success be out-shadowed by other temptations and aversions.

Here are some tips to help you in completing a project.

1. Take Action every day

Don't let a day slip by without doing something, even a small task, which will take you one step closer to completion.

2. Delegate Well

Make sure there are enough people helping out so that you do not become over-burdened.

3. Evaluate your Progress Often

Periodically ask yourself, "How am I performing as the leader of this Event?" Ask others to evaluate your progress as well.

4. Consider the consequences on non-action.

If you are ever about to procrastinate or put off taking action ask yourself "will I get greater pleasure by putting off this action or will I get greater rewards by accomplishing the goals of this Event?" How do I want to be considered as a "Procrastinator" or as a "Winner!"?

Report

Your final task as the leader of an Event is to prepare an Event Report detailing the outcome and observations of the event. This serves several purposes. First, you are able to evaluate your performance and the overall effectiveness of the Event. Also, others who will follow you will be able to learn from your mistakes and successes.

Your Event Report should include, at minimum, the following:

- 1. Cover Sheet**
Listing the name of the event, the date, time and place, the name of the Event Leader, and the date of the report.
- 2. Planning Overview**
A description of the planning process outlining the steps that were taken to make the event happen. This would include many items on your Task and Timeline, plus all meetings and contacts that led up to the Event.
- 3. Event Evaluation**
An honest observation of the outcome of the Event.
- 4. Recommendations and Suggestions**
Suggestions that you believe would be helpful to the next person who may lead the Event.
- 5. Financial Record**
A statement of the actual income and expenses.
- 6. Acknowledgements & Attachments**
List all the people who contributed to this Event. Plus include any contacts, receipts, certificates of insurance, etc. that were a result of the Event.

ACKNOWLEDGEMENTS

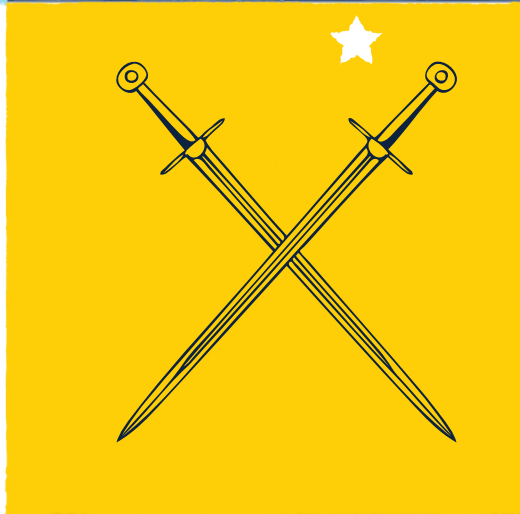
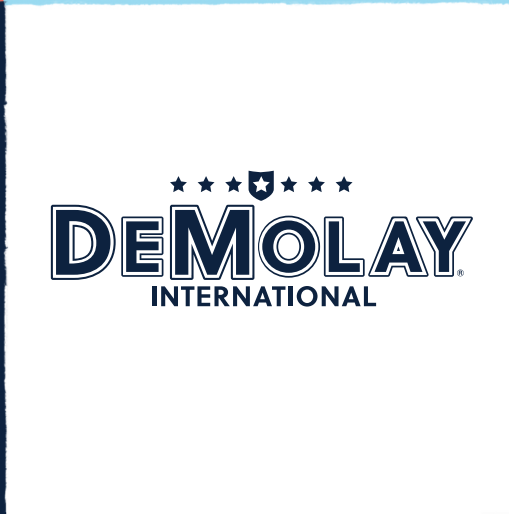
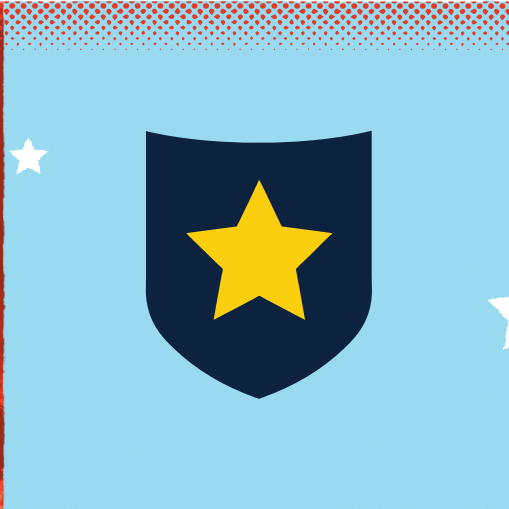
List all the individuals and/or groups that provided any assistance in the completion of this Event. Check off when you have mailed a Thank You card or letter to that individual or group.

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |



YOUR NEW MEMBER MANUAL

DEMOLAY.ORG



DEMOLAY QUICK START GUIDE

★ ★ ★ ★ ★ ★ ★

DEMOLAY

INTERNATIONAL

Now you can say, “I am a DeMolay!”

Congratulations from the millions of brothers found all over the world.

We are sure you are asking “What’s next?” Simply, get involved with your Chapter and Brothers - experiencing all DeMolay has to offer. There is no way to teach you everything about your membership in this fraternity from a book. Every Chapter has its own flavor, culture, focus, resources, expectations, family involvement, local Masonic organizations, types of events, history, traditions, and interests of the Members.

The best way to learn about your Chapter is by being a part of the DeMolay Experience.

The purpose of this New Member Manual is to give you enough information as quickly as possible to jump right in and understand the basic things happening in your Chapter. Soon you will receive the DeMolay Handbook which includes everything you wanted to know and more. But for now, learn the basics and ask your brothers and Advisors questions on anything that comes to mind.

Let’s begin with what is the Order of DeMolay.

DeMolay was founded in Kansas City, Missouri in 1919 by Frank Sherman Land with nine young men who lived in the community. It has since grown to be the premier international, fraternal organization for young men between the ages of 12 and 21 striving to shape them into leaders of character. It was named for Jacques de Molay who lived in the 14th century in France during the time of the great Crusades. He was the last Grand Master of the Knights Templar, which was the brotherhood of Crusaders. He was a leader of men who stood up for the less fortunate and was true and faithful to his cause and brothers until his martyrdom.



DeMolay International, as it exists today incorporated in the 1990s to be classified as a non-profit organization where we can receive donations. We are also known as the International Supreme Council of the Order of DeMolay. ***We currently have Chapters in 26 countries in North and South America, Europe, and Asia. Additionally, we have four independent Supreme Councils in Australia, Brazil, Canada, and the Philippines.*** DeMolay is part of the “family” of Freemasons and associated organizations.

DeMolay is different because it gives you direct hands-on experiences with invaluable opportunities to learn and use leadership skills. You and your brothers run the Chapter meetings, organize, plan, and execute fun events, community service projects, and participate in educational skill-building workshops that teach you lessons for a lifetime. ***Your success and involvement are our goal.*** DeMolay Advisors are here to teach, guide and assist you, but this is your organization. Members must work together as a team to accomplish awesomeness, with each brother contributing and bringing their unique talents to the group. We know that you can only get out of DeMolay what you put into it. So, attend Chapter activities with enthusiasm, participate in Chapter meetings faithfully, and continually support your Chapter brothers with positive enthusiasm.

Once again, congratulations on joining DeMolay. ***We can’t wait to see what you do with it!***



DEMOLAY QUICK START GUIDE

YOUR CHAPTER

DeMolay Chapters around the world operate on the basics of business meetings using Robert's Rules of Order and a prepared Meeting Agenda. The purpose of these tools is to make the meeting run efficiently and allows the Members to effectively conduct their Chapter business in a fair, just, and orderly manner.

An agenda is a playbook for the leaders of the Chapter to plan items and tasks that will be discussed and decided on during a meeting. Typically, these include the ceremonial opening and closing, reports of committees and completed events, paying bills, discussion of upcoming activities, voting on needed actions, and an opportunity for all Members to share important events. No one expects you to know all the procedures in the beginning, but the lessons you learn here will carry you into the business world. All important decisions of the Chapter are voted on by

Chapters are led by the Members actively participating and sharing the workload.

The foundation of a Chapter starts with the Members who assume various roles in their successful operation. As a Member gains experience, they can become part of a committee, serve as an Officer, or be elected to help lead the Chapter. We have three Offices who are elected by the Members to serve a "term" of office (length depends on the Chapter's By-Laws), starting with Junior Councilor (Junior Vice President), Senior Councilor (Vice President) and then Master Councilor (President). These Officers are the leaders and work together to set the calendar of events, guide the planning of activities, and run the meetings. We also have 19 Officers who are appointed by the Master Councilor. These offices have unique responsibilities, duties, and tasks and must work together to operate the Chapter. Most Chapters have wide and varied traditions that have evolved over the years. These carry on by the current Members keeping them alive and passing them along to the new Members.

Every Chapter has an Advisory Council made up of certified and background-checked adults whose sole responsibility is the health,



the Members and recorded in the Chapter minutes book. Your voice is important in the discussions during meetings. However, remember to stand and wait to be recognized before speaking.

safety, and welfare of the Chapter and Members. The Advisors are led by a two-head approach. The Chairman is the official liaison between the Chapter and the Sponsoring Body and oversees the Council who governs the activities of the Chapter consistent with the Chapter By-Laws, rules of the Jurisdiction, and regulations of DeMolay International. The Chapter Advisor is designated as the official liaison between the Advisory Council and the Chapter and works directly with the Councilors, Officers, and Members to plan events, conduct meetings, and hold activities. The other Advisors assist by taking on various roles to help with the youth-led committees, ensure planned activities are given direction and instruction, teach leadership skills and life lessons, drive to and chaperone events, and lend a helping hand anytime Members ask for guidance.

This is YOUR Chapter; jump in, give it your best, seize your opportunities, be a member of the team, and make a difference in your future!





YOUR RESPONSIBILITY - YOUR FRATERNITY

Keep a Calendar – Most Chapters produce a Term Plan (calendar of activities) either in hard copy or digital format. One of the many life skills taught in DeMolay is about planning and organizing yourself. It is vitally important to keep track of when events are happening, times, locations, and other details using the method that works best for you. Begin managing your contacts, their phone numbers, emails, and get signed into the Chapters group communications tool/app.

Ritual – This book contains our Ceremonies for opening and closing meetings, introduction and welcoming of new members, and teaching the lessons of DeMolay. You will learn to do various parts in the Ritual as you gain experience as a Member of the Chapter. All the work in this book is given and performed from memory.

Our Traditions – Being a Member you will learn about all the “Secrets” of DeMolay. These items are a part of the history and traditions that have been passed down from generation to generation of DeMolays for over 100 years. They are the cool things unique to us, they unite us, and we continue to pass along as a Fraternity. Each tradition is used in our meetings and learning their history is an important lesson. We assure you, none of them will go against your beliefs, morals, or our DeMolay core values. A senior Member will assist you in learning these traditions which include the grips (handshakes), passwords, signs, word of the day, how to kneel as a DeMolay, and others. They are all listed within your Ritual book which will explain in detail the specifics and reasons these “Secrets” exemplify our brotherly connections



and the heroic life and actions of Jacques DeMolay and the Knights Templar.

The Obligations – Going through the process of joining DeMolay makes you a Member in nearly every sense. Your next step is to become a Voting Member which gives you privileges to vote in Chapter meetings, approve new members, and hold an office. It's simple to complete and only needs to be done once. Thinking back during your Induction, you repeated a series of promises given by the Master Councilor. To be Proficient (having the ability to vote) you will need to demonstrate to your DeMolay brothers a full understanding of our seven core values by memorizing those pledges and repeating them in the Chapter room. Any of the Members can show you where in the Ritual they are written and can help you become more comfortable and confident in this process. The purpose of the Proficiency is not to see you memorize some words but rather to help you understand the lessons of DeMolay and give you a chance to improve your public speaking skills.



Dress Code – Around the world, different locations have differing traditions and varied expectations of what you should/need to wear to meetings, events, and various activities. The two best rules to remember are: 1) Ask before you go and, 2) It is easier to dress down than dress up. Plans for each event in DeMolay usually state what the dress code will be. Many activities may include multiple dress codes depending on the schedule. Here are the standards we use in DeMolay and what the dress codes usually mean.



- **Formal** – Tuxedo or Dark Suit, Tux Pants or Dress Slacks (no cotton pants), Tux/Dress banded collar button-up Shirt or Dress Shirt, Tie or Bow Tie, dark Dress Shoes, dark Dress Socks, Honors and Awards as appropriate.
- **Semi-Formal** – Suit, Blazer, or Sports Coat, Dress Slacks (no khakis or cotton pants), Dress Shirt or Banded Collar Dress Shirt, must be wearing a Tie, Dress Shoes (leather or similar) and Dress Socks (to match pants).
- **Business Casual** – Dress Slacks, Pants or Khakis (no Jeans), Polo Shirt or Collared Dress Shirt (no tie), Dress Shoes (leather), and Dress Socks (no athletic shoes/socks).
- **Casual** – Nice Jeans (No Holes), Collared or Polo Shirt, Shoes, and Socks.
- **DeMolay Casual** – Nice Jeans or appropriate Shorts, must be wearing a DeMolay Shirt, Athletic Shoes (no sandals) and socks.
- **Sporting** – Jeans, Sweats, Shorts, Swimsuits, T-shirts, Sweatshirts, Athletic Shoes or Sandals.

★ YOUR CHAPTER MEETINGS

Attending a Chapter Meeting – Before each Chapter meeting begins, you will need to get the “Word of the Day” from the Sentinel (if you are unsure who that is, ask any Member). During the Opening Ceremony you will give this word when collected by the Deacons. A new word is selected by the Chapter Advisor for each meeting. It may be either a single word or short phrase and is usually something meaningful to the Chapter or which reflects DeMolay ideals. During the opening on the DeMolay Degree, you will need to do a similar process using the “Password” you learned during your Induction.

Moving around the Chapter Room – We have “walking bands”, which will be taught to you, as guides to move about the room uniformly during meetings. The biggest rule to observe is to never pass between the Altar and the Master Councilor except when the Ritual requires it. During Chapter meetings, everyone remains in their places until instructed to do something.

Gavel Raps – By using “Gavel Raps” the Councilors can create order and provide quick and easy directions for meetings. One Rap: Brings order and attention to the room and/or directs everyone to take their seats. Two Raps: Directs the Officers of the Chapter to rise. Three Raps: Directs everyone in the room to rise.



Kneeling for Prayer – We assume you were taught how to kneel for prayers at your Induction into DeMolay, so here is some information for you. DeMolay does not show a preference for any one religion. We are open to anyone who has a belief in a Supreme Being(s) and our method of kneeling in prayer has a non-religious historical meaning. Before going to battle against the British soldiers during the American Revolution, General George Washington would kneel similarly beside his horse and pray for the safety of his soldiers. If you are unsure about the proper form, ask one of your brothers or an Advisor. (*hint: left knee, right elbow, left hand, head down, Amen, count to three, watch the Chaplain for when to kneel and stand-up*)

Chapter Meeting - Arriving Late / Leaving Early – If you arrive late and the Chapter meeting has already started, just walk up to the Sentinel (the Member standing by the door to the Chapter room) and tell him you would like to enter (if no one is there, knock twice and wait). After a few raps from the inside of the door and some instruction, you will be admitted on either the Initiatory or DeMolay Degree (if you do not remember the sign of that degree ask the Sentinel before entering). Walk-in and go directly to the altar, give the sign, and the Master Councilor will invite you to take a seat. If you need to leave the meeting early, do the same thing in reverse. When there is a break in the discussion, walk to the altar, give the sign of the Degree, and the Master Councilor will instruct the Junior Deacon to let you out.



Nine O'clock Interpolation – All Chapter meetings require the giving of prayer for our mothers, fathers, and DeMolay if the meeting includes the hour of nine o'clock in the evening. The ceremony may also be given on other DeMolay occasions when the circumstances are appropriate to the nature of the event. When the hour arrives or soon thereafter, all lights are dimmed, and a gong is struck nine times. The Master Councilor, Marshal, and Chaplain perform the ceremony. At the end when the Chaplain says "Amen", all the DeMolays and Senior DeMolays recite in unison "God bless mother. God bless father, God bless the purposes of DeMolay. Amen."

Titles of Respect – In DeMolay we have many titles and acronyms we use. It will take a while to get accustomed to them and what they all mean. For now, let's start with "Dad", "Mom", and "Brother". Remember DeMolay was founded by Dad Frank Land and 9 members in 1919. Many of these original DeMolays did not have fathers in their lives because of World War I, and they viewed Frank Land as a father figure for them. Thus, they began calling him "Dad" Land in respect and honor, and Members have continued the tradition for over 100 years. In the same manner, our certified volunteer Advisors of today are called "Dad" or "Mom" with their names as a sign of personal respect. You will quickly learn DeMolay becomes like a second family, therefore calling each other "Brother" is common among Members.



COMMUNICATION & FOLLOW THE RULES

Communication – Find out what your Chapter's main means of sharing information about events, meetings, and details, then get yourself signed up for it. Most Chapters have a certain app they use – such as Slack, Band, Messenger, Discord, and Email. These tools help you and your family keep up on what is happening, things to prepare for, and provides activity reminders. Confirm that your Chapter Advisor and Master Councilor have all your contact information (home phone, cell phone, email, gamer tag, Facebook, etc.), your parent(s) information, and that you have theirs. Communication is the key to your future success in life and, in DeMolay, we want to give you the foundation of this artful skill.

Follow the Rules – DeMolay International, your Jurisdiction, and your Chapter all have governing documents, By-Laws, and rules that instruct the leadership on how to operate within guidelines to keep you safe and secure.

- Our seven Core Values are pledges every DeMolay promises to live by for life. Keep these forefront in your mind as you progress through your experiences in this fraternity. As a reminder, they are Filial Love, Reverence for Sacred Things, Courtesy, Comradeship, Fidelity, Cleanness, and Patriotism.



- DeMolay's Youth Protection program is second to none and a primary focus of our leaders down to you. It takes everyone involved with the organization to recognize, resist, and report ANY issues affecting your safety. Anytime you see, hear, or recognize something you feel is just not right, it is your duty to report it to any DeMolay authority present. Even if you are in the middle of an incident, do all you can to yell-out or resist, then immediately find an Advisor to tell them what happened.

- Your Chapter meetings' follow Robert's Rules of Order and an Agenda. This keeps the meeting orderly and organized. If you

want to speak on an item during the meeting, stand, and wait to be recognized by the Master Councilor.

- We highly recommend that you don't bring valuable items to any DeMolay activity. Sometimes things get broken, lost, or misplaced and we do not want this to happen to you.

- If you bring money, medication, or other important things to a DeMolay event, most Chapters have a designated Advisor who oversees the Members' valuable stuff. They will place them in a bag with your name on it for safekeeping while you are out having fun.
- Alcohol, illegal drugs, discrimination, and illicit materials are not permitted at any DeMolay function. We have a "Zero Tolerance" policy and if someone is caught in possession of or participating in the act of any of these items, the person will be promptly ejected from the function and face repercussions for their actions.
- Our policy is no smoking or vaping, no weapons of any kind, no inappropriate language, materials, or behavior, no violent actions, and no bullying is allowed while at DeMolay.
- Your significant other is allowed to attend many activities of the Chapter (check with your Chapter Advisor first), but there will be no serious public displays of affection. It is also good practice to have a Medical Release Form completed for them and turned into your Chapter Advisor.
- The laws of your city, state, and nation are there for a reason and DeMolay supports them. Don't break the law. Think twice before acting once.
- When arriving and leaving a DeMolay function, even if temporarily, you must check-in with your lead Advisor first. Your Advisors are responsible for you while at DeMolay and if an emergency arises, they need to know where you are.
- Use your common sense. Don't do something you know is stupid or shouldn't be done. DeMolay respects you and wants you to be better than the rest. Never forget that as a Member you represent the whole DeMolay organization at all times.



OUR CHARACTER

DeMolay defends three fundamental freedoms:

- Religious Freedom: represented by the Holy Book
- Civil Freedom: represented by the National Flag
- Intellectual Freedom: represented by the School Books



DeMolay International has a Code of Ethics which every DeMolay must follow:

- A DeMolay serves his Supreme Being.
- A DeMolay honors all womanhood.
- A DeMolay loves and honors his parents.
- A DeMolay is honest.
- A DeMolay is loyal to ideals and friends.
- A DeMolay practices honest toil.
- A DeMolay's word is as good as his bond.
- A DeMolay is courteous.
- A DeMolay is at all times, a gentleman.
- A DeMolay is a patriot in peace as well as war.
- A DeMolay is clean in mind and body.
- A DeMolay stands unswervingly for the public schools.
- A DeMolay always bears the reputation of a good and law-abiding citizen.
- A DeMolay by precept and example must preserve the high standards to which he has pledged himself.



DEMOLAY[®]

INTERNATIONAL

DeMolay has had seven Core Values since its establishment in 1919 and are taught as its basic ideals. These are what a DeMolay Member believes and stands for in his daily life.

- **Filial Love** ~ the love between a child and parent, the instinctual kind of love freely given from birth. As a DeMolay, we learn to express this strong positive emotion of regard and affection. Through our parents, we were taught to be kind, give respect, care for others, and uphold our value system.
- **Reverence for Sacred Things** ~ our respect and honor for your belief in a Supreme Being(s) and expect that you will do the same for others and their beliefs. Any book regarded as having spiritual significance is known as a Holy Book. Depending on your faith, this sacred book pertains to religious traditions, beliefs, ethical laws and conduct, practices, and spiritual guidance.
- **Courtesy** ~ the polite behavior and social conduct given as an expression of your kindness, respect, and civility to those around you. These are principles a DeMolay strives to practice in his life by using his upright character and abilities for chivalry and to be respected for those actions. True courtesy is only valid when a gracious deed is done with heart and soul.
- **Comradeship** ~ being a true and faithful friend, not only in good times but also in hard times. DeMolay teaches us to work together with others of common aims and those who share the same purposes, interests, and activities. We are bound together without superiority. The way we organize our society and grow as a global community is based on liberty, equality, and order.
- **Fidelity** ~ strict and continuing faithfulness to an obligation, trust and duty. Be true to your word. Each of us believes in and follows our values and virtues. We keep in confidence those things entrusted to us by our deepest friends. In DeMolay, we have an allegiance to our fellow man, life causes, beliefs, and homeland as demonstrated by our continued loyalty and enduring support. Ultimately, your fidelity is giving strict adherence to your promises.
- **Cleanness** ~ demonstrating innocence in our thoughts and deeds. Each of us is taught in DeMolay to strive to be an ideal citizen, live with a pure soul, and maintain a clean heart which leads us to have a clear conscience. Keeping your actions unstained and positive is to honor being a good person.
- **Patriotism** ~ standing proudly to respect and defend our nation, our democracy, our people, and overall to maintain the respect of public heritage, such as schools, shelters, and hospitals that support people in need. We include providing protection of our laws, good order, and an allegiance to public spirit.

For over 100 years the Order of DeMolay has been teaching every Member to live according to the above virtues. The fraternity has accepted these core values as a guide that distinguishes the life of a true positive leader and a good man of quality.