



**Guidance Notes  
for  
Preceptory and Priory of Malta Officers  
in  
The Province of Lincolnshire**



### FOREWORD

*I congratulate and thank Eminent Knight Terry Aldridge on this most interesting and informative introduction to the workings of the beautiful degrees of Knights Templar and the Malta which has been long overdue.*

*We are constantly being urged to make a daily advancement in Masonic knowledge and it is my earnest hope that this booklet will stimulate you to do what he has done – to go in for further Masonic knowledge. This publication helps to form the foundation for such research and I hope that it will receive wide circulation throughout the Province.*

*I wish all who read it a happy and healthy career in this Order.*

**R E Kt Gordon Walkerley Smith KCT**  
**Provincial Prior for Lincolnshire**

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## Current Ritual Books

### Ritual No. 1

Order of the Temple.

Supplement: Installation of an Eminent Preceptor.

### Ritual No. 2

Ancient and Masonic Order of St. John of  
Jerusalem, Palestine, Rhodes, and Malta.

Supplement: Installation of an Eminent Prior.

### **The following information is available from the Vice Chancellor:**

Procedure for the Shortened Form of Installation of an Eminent Preceptor (who is already an Installed Preceptor) including the short Inner Working as issued by Great Priory.

Supplementary duty notes for the Annual Chapter of Provincial Priory Ceremony required by the Host Preceptory.

### **IMPORTANT INFORMATION**

In the Province of Lincolnshire, Preceptors and Past Preceptors **do not** draw swords except when being installed into an office at a Preceptory Installation.

If receiving First Appointment or Promotion at Provincial Priory the sword will be drawn. Otherwise any salutes by Preceptors and Past Preceptors are given with the hand alone as if holding a sword.

## NOTES FOR THE CONSTABLES

### REPORTS

Guard Knocks 5-2

Captain of Guards: Brother Second Constable, there is a report.

2nd Constable: Brother Captain of Guards, see who seeks admission.

The Captain of Guards subsequently reports to the Eminent Preceptor.

### CEREMONY OF INSTALLATION

#### The Alarm

Guard gives alarm (III)

Captain of Guards: Brother Second Constable, there is an alarm.

2nd Constable: Ascertain the cause thereof.

The Captain of Guards subsequently reports to the Eminent Preceptor.

#### The Challenges

The Marshal and the Pilgrim advance towards the 2nd Constable. The 2nd Constable confronts the Pilgrim by presenting the sword to his breast. (*Note that this should be a real challenge, firmly made.*) "Who are you who dares to penetrate thus far into our Preceptory?" The Marshal then responds. "What recommendation does he bring?" The Marshal again responds. "Show me that sign." The Pilgrim responds. Then and only then, the 2nd Constable brings his sword to the recover and then to the carry. "Pass in the name of.....". Similar challenge by the 1st Constable.

#### Halting the Pilgrimage

The 2nd Constable halts the Pilgrimage on the third round when the Marshal reaches the North West and the Pilgrim is level with the foot of the Sepulchre. He does not wait for the music to stop, but interrupts the music at the correct point. The 2nd Constable salutes the Eminent Preceptor "Eminent Preceptor, the Pilgrim has performed..."

#### The Obligation

After the Marshal has removed the hat and staff and instructed the Pilgrim to advance to the Sepulchre, both Constables, on a cue from the Marshal, advance together on either side of the Sepulchre, halt when level with the Bible, turn inwards, bring their swords to the recover and lower them so that 'their swords are resting *horizontally* across the hands of the Pilgrim with hilts lightly balanced in their right hands.' On completion of the Obligation, at the word "seal" the Constables bring their swords to the recover and then engage them over the Pilgrim's head. On the word "Arise" the Constables bring their swords to the recover then to the carry. After the Novice has risen, the Constables turn to the West and resume their stations, always moving in unison.

#### The Crusade

Marshal: "Guard your head." Challenger: "Who comes here?" Novice: "A soldier of the Cross." Challenger: "Give me the Sign of a Crusader." Done. Challenger: "Give me the Word of a Crusader." Done. Challenger: "Pass G"... (*Note that the sign and word are asked for separately and not together and the emphasis is on the first syllable of the word.*)



## **Halting the Crusade**

The 1st Constable should not halt the Crusade until the Marshal and the Novice are on the move again after the third challenge. They should be stopped when they are level with the Cross on the Sepulchre. Again he should not wait until the music stops, but interrupt the music at the correct point. The 1st Constable salutes the Eminent Preceptor "Eminent Preceptor, the Novice has zealously....."

## **Escort for the Accolade**

After the Novice has received the small stone, the Marshal forms an escort in the North West. He calls up the Standard Bearers. Simultaneously the Deputy Marshal will give to the Constables the cushions with the regalia:

2nd Constable: Ribbon, Cross and Star.

1st Constable: Mantle and Sword (hilt of sword to front, point tucked under right arm).

The Constables take their place in the North West behind the Standard Bearers, allowing room for the Novice and the Marshal to take their place in front of them, with the 1st Constable on the inside.

After the Escort has reached the East, the Constables take their places to the West of the kneeling stool and to the South and North of it. The 2nd Constable offers the cushion to the Eminent Preceptor at the appropriate time when he wants the Ribbon, then the Cross and finally the Star. The Eminent Preceptor takes the sword from the 1st Constable. The mantle is placed by the Marshal from behind the Novice.

After the Grand word has been communicated, the Marshal will form the retiring escort. The Constables take their position at the front, but this time the 1st Constable is on the outside (to avoid a crossover when they reach the West). The new Knight follows the Constables; the Standard Bearers are at the rear. The Deputy Marshal, in the South West, takes the cushions from the Constables and they resume their stations.

## **The Proclamations**

When the Eminent Preceptor has said; "Heralds you will now proclaim," the Deputy Marshal and the Constables draw their swords simultaneously with the Heralds returning theirs.

## **CLOSING THE PRECEPTORY Retiring Procession**

The Marshal instructs the Knights to remain standing ... and then calls on the Deputy Marshal who moves, with his sword drawn, around the Preceptory taking up his position in the South, towards the West end of the Sepulchre. During this the Constables return their swords.

The Marshal calls on the Constables who process together round the Preceptory, taking up a position behind the Deputy Marshal. It is most important that they leave enough room in front of them for the Eminent Preceptor, the Banner Bearer and the Chaplain.

## NOTES FOR THE HERALDS

The Heralds and Standard Bearers should always be ready to act as part of the Arch of Steel if sufficient Knights are not present.

### **Proclaiming a newly installed Knight**

When the Marshal brings the Knight, the Constables and the Standard Bearers to the West, and they have taken up their positions, the Constables draw swords and simultaneously the Heralds return their swords, whereupon the Eminent Preceptor says: "Heralds you will now proclaim."

The Heralds take up the scrolls and face inwards. The First Herald proclaims first, then the Second Herald. After the salutes, the Heralds resume their stations, the Marshal then instructs the Knights to be seated.

Before the Preceptory opens, the Heralds must check that they know (or the scroll contains) the full name of the new Knight, and the correct pronunciation of his name.

### **"A clear resonant voice"**

The Great Priory instructions to Heralds refer to their proclaiming with a loud, clear and resonant voice. The same applies in any Preceptory.

## NOTES FOR THE STANDARD BEARERS

The Heralds and the Standard Bearers should always be ready to act as part of the Arch of Steel if sufficient Knights are not present. Apart from that, the Standard Bearers have three specific roles: first to take post at the Sepulchre during the clothing of the candidate, secondly to form part of the Escort during the installation of the Knight and thirdly to stand by the new Knight during the proclamations.

### **Taking post at the Sepulchre**

After the Pilgrim has taken his obligation, the Knights are seated, the Novice is divested of his Pilgrim's habit and the tunic is put on him. The Marshal says: "Standard Bearers take post." Both rise but do not draw swords. They march in unison to the Sepulchre and face inwards.

The Standard Bearer (B) provides the belt, spurs and helmet as they are required. The Standard Bearer (VB) the breastplate, shield and sword. (*Note: when presenting the breastplate, shield and helmet, the fronts should be presented to the Marshal, that is, as if the Standard Bearer is wearing them. The Sword should be presented horizontally with both hands, hilt to the south*). The Marshal will say: "Standard Bearers resume your stations". The Standard Bearers return to their stations in unison, the Knights are then called to order and swords are drawn.

### **The escort for the accolade**

After the Novice has received the small stone, the Marshal will form an escort in the North West. The Standard Bearers rise in their places without drawing swords, they turn to the West in unison and march to collect their standards. Without further instruction, they take their place level with the North West corner of the Sepulchre (*Standard Bearer (B) on the inside*).

On the command "Escort march", the Standard Bearers lead the escort to the East and take post in the South (B) and North (VB) respectively, facing inwards, where they remain until the Marshal re-forms the escort, when they take up their positions behind the Constables, the newly installed Knight and the Marshal. (*This time the Standard Bearer (B) is on the outside*).

### **The proclamations**

When the escort reaches the West, the Marshal takes up his position immediately behind the newly installed Knight who is seated in the Marshal's chair. The Constables take their positions standing in front of their chairs. The Standard Bearer (B) takes up a position to the South of the newly installed Knight and in line with him. The Standard Bearer (VB) takes a position to the north. They both face East, holding up their standards. After the proclamation and salutes, the Standard Bearers return their standards and go to their seats.



## **NOTES FOR THE BANNER BEARER**

It is now an established custom in this Province for the Eminent Preceptor to appoint a member of a Preceptory to act as Banner Bearer.

His responsibility is to parade the Preceptory's banner at the opening and closing of the Preceptory. He will also parade the Preceptory's banner at the meeting of Provincial Priory.

### **The Opening of the Preceptory**

At the opening of the Preceptory the Banner Bearer enters the Preceptory behind the Eminent Preceptor with the banner. It is recommended that the banner is paraded by carrying the top half of the pole, the lower half being already in place. (The Arch of Steel will need to be trained how to let the Banner Bearer pass through when carrying the banner).

The Banner Bearer follows the Eminent Preceptor to the East, pauses in front of the Eminent Preceptor's chair until the Eminent Preceptor is seated, places the banner in the lower half of the pole and takes his place.

### **The Closing of the Preceptory**

For the recession the banner should again be paraded behind the Eminent Preceptor.

It will add dignity if the Marshal arranges for the Banner Bearer to take up his place in the procession before the Eminent Preceptor takes his place. But the Marshal will need to remember that even more space has to be left between the Deputy Marshal and the Constables - for the Eminent Preceptor, the Banner Bearer and the Chaplain. The Provincial Prior, if present, will be placed on the right of the Eminent Preceptor; his bodyguard will normally form the Arch of Steel.

## NOTES FOR THE CAPTAIN OF GUARDS

The Captain of Guards is stationed within the entrance. He draws his sword when the Knights are first called 'To Order.' He keeps it drawn until the Knights 'Return Swords' after the Preceptory has been closed. When the Knights are called to order, he stands with his sword at the 'Carry.' When the Knights are seated, he sits with the blade of the sword resting on his right shoulder, the right hand holding the hilt in front of him.

### Reports

The Guard gives knocks 5-2.

Captain of Guards: Rises, salutes with the Sign of a Crusader, "Brother 2nd Constable, there is a report."

2nd Constable (seated): "Brother Captain of Guards, see who seeks admission."

Captain of Guards: Moves to door, opens it. "Who comes here?"

Guard: "Knight....."

Captain of Guards closes door, returns to his place, salutes with the Sign of a Crusader. "Eminent Preceptor, Knight..... Seeks admission."

### Part 1 of the Ceremony for the Installation of a Knight

The Guard gives the alarm (4 knocks).

Captain of Guards: Rises, salutes with the Sign of Crusader "Brother 2nd Constable there is an alarm."

2nd Constable (seated): "Ascertain the cause thereof."

The Captain of Guards opens the door and, seeing the candidate, closes it, returns to his place, salutes with the Sign of a Crusader: "Eminent Preceptor, a stranger is endeavouring to enter our Preceptory."

Then continues as in the ritual.

### Part 2 of the ceremony for the Installation of a Knight

The Guard gives the knocks (5-2)

Captain of Guards: Rises, salutes with the Sign of a Crusader "Brother 2nd Constable there is a report."

*Note that the Ritual states that on this occasion the 2nd Constable reports to the Eminent Preceptor, which is **different** from the procedure described above for a report.*

Before admitting the candidate, the Captain of Guards demands (in a clear voice that can be heard inside the Preceptory) to be shown the Casual sign and Grand Password of the Order. The candidates should reply equally clearly.

## NOTES FOR THE COMMANDER OF THE ARCH OF STEEL

The responsibilities of the Marshals are considerable. It makes an enormous difference to them if the Preceptory nominates a separate Commander of the Arch of Steel.

Nothing adds more to efficient working within the Preceptory than this appointment.

A further advantage is that such an appointment can provide a role for a Past Preceptor, giving him an opportunity to make a positive contribution. It can even be a training ground for a future Marshal.

It becomes his responsibility to see that all members of the Arch of Steel attend appropriate rehearsals so that their movements and their sword drill achieve a high standard.

### **Guarding the Sepulchre**

As well as preparing the Arch of Steel for the opening and closing of the Preceptory, the Commander will need to train them to 'guard the Sepulchre'; well drilled movements for this always reflect well on the Preceptory, especially when the Knights move together with the minimum of command.

Guarding the Sepulchre should be done with a minimum of four Knights, from an equal number seated on either side of the Preceptory. It is more effective if six knights with one at either end of the Sepulchre are available. If six Knights are not available, the Standard Bearers and the Heralds can help.

### **Rehearsing Sword Drill**

The Commander of the Arch of Steel can make a major contribution to the Preceptory by regularly rehearsing the Knights under his command in the following:

Drawing the sword.	Salutation with the sword.
Standing at ease.	Returning the sword.
Let us - pray.	A-men.
Handing a sword to another Knight.	Guarding the Sepulchre.
Reverse swords, carry swords, recover.	Forming an arch of steel.
Salute with Sign of Crusader.	

If these items are rehearsed regularly in addition to the other duties of the Arch of Steel, they would provide an example to all the Knights and influence their sword drill throughout their time in the Order.

The Banner Bearer will parade the banner behind the Eminent Preceptor during the incoming procession at the Opening and also behind the Eminent Preceptor at the Recession. The Arch of Steel will need to be trained to draw their swords back as the banner passes and re-engage after it has passed.

## NOTES FOR THE ORGANIST

The music authorised by Great Priory was published in 1923 and it is now out of print and not generally available. For this reason a Knight appointed Organist in a Preceptory or Priory has a relatively free hand to use his talents according to his preference and ability, compatible with the organ on which he has to play.

Listed below are occasions when music is desirable, together with some suggestions as to music which might be appropriate. These suggestions come from a number of experienced Organists in the Order, but it must be stressed that these are only suggestions and Organists will need to make their own decisions.

### **Incidental music prior to the opening of the Preceptory:**

The hymn book is a source of popular hymn tunes suitable for this Christian Order.

### **Entrance of the Eminent Preceptor and Officers:**

The music should not be in strict 'march time' as many brethren may find it difficult to keep in step. Music which has a definite walking pace is better. Examples: *John Stanley's Trumpet Voluntary*, *Purcell's Trumpet Tune*, or something appropriate from *Handel's Water Music*, *Music for the Royal Fire-Works* or *Scipio etc.*

**The Opening:** There is normally no opening ode sung in Lincolnshire

### **The fanfares following the salutes after the opening ceremony:**

These fanfares are often the same for each of the salutes, but they need not be if the Organist wishes to vary them. None of them should be more than 10 seconds.

### **Incidental music during general Preceptory business as required:**

For example, on the opening of the Gospels, a verse from *Lord thy word abideth or Thou art the Way by thee alone* (tune *St. James*).

### **Collection of Alms:**

The Templars' hymn "For all the Saints", usually the first and last verse, but additional verses may be required on occasions.

**The Closing:** The National Anthem will be sung at the end of the meeting

### **Retirement of the Eminent Preceptor and Officers:**

*Crown Imperial* by William Walton, *Trumpet Voluntary* by Jeremiah Clarke, *March from Occasional Oratoire* by Handel, *Onward Christian Soldiers*.

### **Installation of a Knight:**

No music need be played on the Pilgrim's first entry as nothing should distract from the atmosphere of caution and impending ceremony, but a suitable chord should be struck at each challenge.



Suitable music at subsequent stages of the ceremony might be as follows:

**Pilgrimage:**      *Who would true valour see (tune Monks Gate)*  
                         *Pilgrims' Chorus (Tannhäuser)*  
                         *Through the night of doubt and sorrow (Martin Shaw)*

The tendency is to vary the pace. The Marshal may take the first round at a smart walking pace, but be slower on the second round and be slower still on the third.

**Crusade:**          *Soldiers of Christ arise (St. Ethelwald)*  
                         *Lift high the Cross, the love of Christ proclaim (Crucifer)*  
                         *O Jesus I have promised (Wolvercote)*  
                         *Onward Christian Soldiers (St. Gertrude)*  
                         *Fight the good fight (Duke Street)*

The pace should not vary during the Crusade.

**Unveiling:**      *When I survey the wondrous Cross (Rockingham)* one verse only.  
Note the Organist should not start playing the hymn until after the Eminent Preceptor has said, "You will notice the scroll thereon" - some Organists start playing too soon.

**Penance:** This is necessarily a slow perambulation.  
                         *Solemn Melody by Walford Davies*  
                         *Adagio for Strings by Albinone*  
                         *Crimond (Psalm 23)*  
                         *Lead us Heavenly Father Lead us (Mannheim)*  
                         *Lead kindly light, amid the encircling gloom (Lux benigna)*  
                         *Be Thou my guardian and my guide (Abridge)*

**Fanfares:**        (to be given after the Heralds have proclaimed) - not more than 5 seconds.

**In Memoriam:** *Dead march from Saul by Handel*

**The Malta Ceremony:**      The hymn is *Praise my soul the King of Heaven* - four verses or as appropriate

The music becomes more effective if there is close liaison between the Organist and the Marshal. If the Marshal knows what will be played, he should be able to ensure that the Organist does not have to cut off suddenly in the middle of a verse. The exceptions to this are the Pilgrimage and the Crusade when it is effective if the commands to halt come in the midst of the music and in no circumstances should the Organist have a rallentando in anticipation of the halt.

## NOTES FOR THE GUARD

Ensure the Candidate, before entry, can accurately give the Royal Arch sign and word.

Ensure that the candidate signs the Declaration Book.

Correctly clothe the candidate as a Pilgrim.

Give the correct knocks on the door.

Put a scabbard into the frog after the first part of the ceremony.

Ensure the candidate meditates for a short time after the first part of the ceremony.

Ensure the candidate gives the Casual Sign and Word on re-entry.

## NOTES FOR THE MARSHAL

The responsibilities of the Marshals are considerable as competent working of the ritual depends greatly upon them. It is essential that they work closely together. They may wish to split a ceremony, whereby the Deputy Marshal becomes familiar with the Marshal's role so that in the absence of one the other can cover.

The Marshal may delegate any of his duties to the Deputy Marshal.

### **Before the opening of the Preceptory the Marshal should check the following:**

That nothing is on the Altar except the Cross, the candles, the Bible, the alms dish and any flowers.

The Warrant is on view.

The equipment on the Sepulchre is all present and in the right place. Ensure that the three Great Lights have taller candles than the Smaller Lights, otherwise the explanation is meaningless.

The cup of memory has wine in it if a candidate is to be installed; the large stone has the word inside it; there is a small stone on the Sepulchre and pen; bread and water are available in the West. The Marshal should ascertain whether the candidate is teetotal, and if so take appropriate action.

The candidate's belt with frog attached is on the Sepulchre. The tunic and hat are in the West. The ribbon, cross and star are on a cushion in the West. The mantle is on another cushion in the West, with the candidate's sword.

The Declaration Book is available and ready to be signed after a successful ballot. If the candidate has already been elected, the book can be signed in advance. It should be with the Guard not in the Preceptory.

There are appropriate seats for any Great Officers and Active Provincial Officers officially attending the meeting. It is the responsibility of the Marshals to ensure that all the visitors are seated appropriately, according to their rank.

A Past Preceptor has been selected to give the challenge in the North East.

It is necessary to ascertain that the Herald, the Standard Bearers, the Banner Bearer, the Captain of Guards and the Guard know their duties.

Before the Opening, there should be a final check to ensure that the candles are lit and the Cross on the Sepulchre is unveiled.

### **The Processions in and out of the Preceptory**

The Marshal is responsible for forming the processions outside the Preceptory.

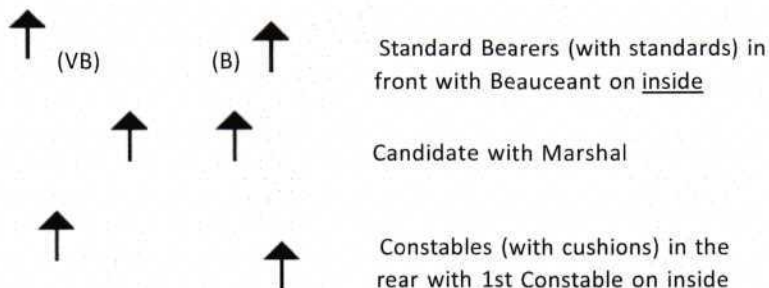
For the retiring procession the Marshal announces: "Brother Knights, you will remain standing to order whilst the Eminent Preceptor retires from the Preceptory."

He then calls "Arch of Steel in the West". When this is in position he forms a retiring procession. All Knights in the retiring procession, except the Deputy Marshal, return their swords before leaving their places.

"Arch of Steel En-gage" is given by the Commander after the Marshal gives the order "Escort March."

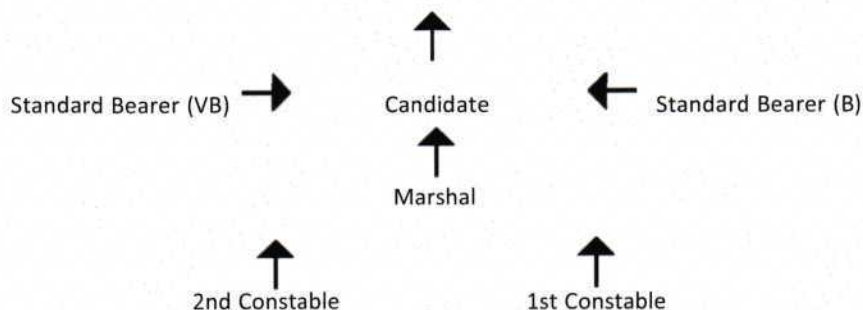
### **The Procession for the Accolade**

After the Eminent Preceptor has explained the significance of the stone, the Marshal must instruct the candidate to put the stone in his pocket. The Eminent Preceptor then says "Approach my brother... you." The Marshal calls the Knights to order and forms the procession thus. He calls on the Standard Bearers who collect their standards and take their places at the head of the procession. He then calls on the Constables who receive their regalia boards from the Deputy Marshal and take their places behind the Standard Bearers allowing space for the candidate and the Marshal. Then he places the candidate between the Standard Bearers and the Constables, remaining himself on the right of the candidate.



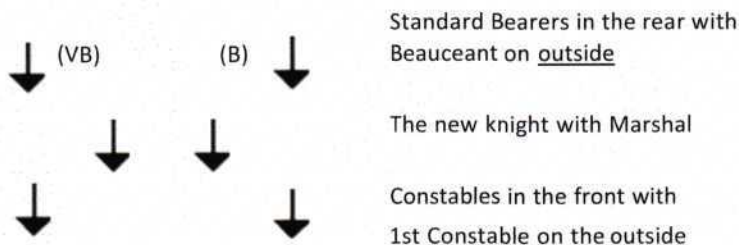


When the escort is in position in the East, the Eminent Preceptor takes up position before the altar, facing West.



After the Grand Sign, Grand Grip and Grand Word have been given to the new Knight the Marshal forms the escort in the South East, thus:-

He calls first on the Constables and they take their place with the 1st Constable on the South side. He calls on the Standard Bearers and they take their place behind the Constables, leaving room for the new Knight and the Marshal (the Standard Bearer (B) is on the South side). The new Knight and the Marshal then take their place between the Constables and the Standard Bearers. All facing West.



The Marshal gives the Command "Escort March."

The Deputy Marshal has remained at his station in the West, but during re-formation of the procession brings the Marshal's chair forward for the candidate to sit on when proclaimed by the Heralds. He takes the cushions from the Constables when they reach the South West.

The Constables draw swords and stand to order in front of their chairs, the Marshal instructs the new Knight to sit in the Marshal's chair; the Marshal stands to order behind that chair; the two Standard Bearers stand level with the new Knight, facing East, with their standards held high, (B) in the South West and (VB) in the North West.

After the Proclamation, all the Knights are seated, the Marshal conducts the new Knight to the Sepulchre and the Deputy Marshal replaces the chair.

### **Additional Points**

At the opening of a Preceptory the Marshal opens the Bible on the Sepulchre. The Cross is unveiled before the opening. He re-veils the cross before the entry of a candidate.

During the arming of the candidate, the Marshal receives the appropriate equipment from the Standard Bearers.

When the Eminent Preceptor gives the word of a crusader to the candidate, the Marshal should ensure that the candidate repeats the word correctly with the emphasis on the first syllable and no emphasis on the second syllable.

After the unveiling of the Cross the Marshal and the Novice return to the carry and then the Marshal points to the inscription on the Cross with his sword. The Novice, however, should remain with his sword at the carry.

The Marshals restore the Sepulchre between the two parts of the ceremony and move the kneeling stool in readiness for the accolade. They should have a spare sword and belt to fully restore the Sepulchre.

When the candidate is re-admitted for the second part of the ceremony, the Marshal should ensure that the Captain of Guards requests the casual sign and the grand password of the Order from the candidate.

At the closing of the Preceptory the Marshal closes the Bible on the Sepulchre. Then will be sung the first verse of the National Anthem.

### **Rehearsals**

Officers are reminded that attendance at rehearsal is part of their duties when they accept an office in a Preceptory.

## NOTES FOR THE DEPUTY MARSHAL

The Marshal and the Deputy Marshal always work together as a team, especially in sword drill. Collaboration is essential to ensure that everything proceeds smoothly. They may wish to split a ceremony whereby the Deputy Marshal becomes familiar with the Marshal's role so that in the absence of one the other can cover.

The Deputy Marshal gives the salutes when the Marshal is in receipt of them.

The Deputy Marshal should have the Bread and Water ready for the Marshal without any delay as soon as the candidate is seated. The Deputy Marshal holds the Pilgrim's staff whilst he refreshes himself. He removes the Bread and Water when handed to him by the Marshal.

The Deputy Marshal takes the staff and hat from the Marshal prior to the Obligation.

When the Marshal removes the Pilgrim's habit, etc., the Deputy Marshal collects the tunic and hands it to the Marshal and takes away the habit, etc. He assists in fastening the tunic and putting on the belt; he removes the breastplate and spurs; he holds the hat ready and places it on the candidate's head at the same time as the helmet is removed.

Prior to the Year of Penance the Deputy Marshal is responsible for seeing that the lights are extinguished and are not re-illuminated until after the novice has retired.

When the white stone is presented to the candidate, the Deputy Marshal must be near the right of the candidate ready to instruct him to say "My arm."

Before the escort is formed prior to the Accolade, the Deputy Marshal hands the appropriate cushions and regalia to the First and Second Constables and ensures the Standard Bearers have their correct standards.

After the Accolade and before the return of the escort, the Deputy Marshal pushes forward the Marshal's chair for the new Knight to sit on while the Heralds proclaim. He takes the cushions from the Constables as they pass him in the South West.

## NOTES FOR THE REGISTRAR

### SUGGESTIONS FOR PROCEDURES AND ACTION AT MEETINGS.

#### CANDIDATES

Rule 104 of the Statutes requires the approval of candidates by the Provincial Prior before issuing the summons. Please ensure this is done on the prescribed Provincial red form.

#### ORDINARY MEETINGS

- 1) Book the Temple and rooms for the Rehearsal, any Committee meeting and the Preceptory Meeting. (Preferably one year in advance.)
- 2) Check with Proposer of candidate to ensure that the candidate is available and has the necessary regalia.
- 3) Prepare and print Circular for the Meeting.
- 4) Provide copies of the Liber Ordinis Templi /Statutes and By-laws of the Preceptory for the Candidate. A Ritual Book may be given but is not mandatory.
- 5) Prepare the Registration Form for new members to be sent to Provincial Vice- Chancellor for Great Priory. The Registration Fee must be included with this.
- 6) Ensure that the small c.... is available for the ceremony.
- 7) Ensure that any Great Priory Certificates, Reports from Great Priory and any other items to be reported are available for the meeting.
- 8) Ensure that the Declaration Book is prepared and ready for the Candidate's signature at the meeting.
- 9) Have the Signature Book ready and available at the Meeting.
- 10) Have the Minute Book ready and available for the Meeting.
- 11) Send copies of the Circular to all members of the Preceptory, to the Rt. E. Provincial Prior, Sub-Prior, any other Official Visitor and *THREE COPIES* to the Provincial Vice-Chancellor
- 12) At the meeting before the Installation Meeting, have voting papers available for election of Preceptor and Treasurer for the ensuing year.

#### AT THE MEETINGS

Have a list of the members available for the Roll Call, Minute Book for reading the Minutes, and all items for report.

#### AFTER THE MEETING

- 1) Prepare the Minutes of the Meeting.
- 2) Forward the Registration form and fees to the Provincial Vice-Chancellor.
- 3) Make the necessary entries in the Preceptory Register.

#### GENERAL

Notify Provincial Vice Chancellor of all changes of Preceptory Details on the *MEMBERSHIP FORM* - Within *SEVEN DAYS*.

Send Masonic Year Book entry to Provincial Grand Registrar and to the Provincial Vice- Chancellor. All other details should go through the Provincial Vice-Chancellor.

Deal with Proposals for Joining Members as in the Statutes on the Forms provided. Notify all changes through the Provincial Vice Chancellor.



## ANNUAL RETURNS

These are due on 31st August every year.

Follow Great Priory instructions carefully. Check for accuracy, amend all copies and update. The Registrar retains one copy for Preceptory records, forwards the other copies to the Provincial Vice Chancellor together with the Great Priory fees and the separate Provincial Fees, having obtained these from the Treasurer. **Make no changes to the number of members or total fees payable without reference to the Vice Chancellor.**

## INSTALLATION MEETING

- 1) Check with Preceptor Elect for the Officers accepted for the ensuing year.
- 2) Prepare and print the Circular for the Meeting for both the Preceptory and Malta Meetings (Chapter) and if there is room available, include a list of the Officers (ELECT).
- 3) Ensure the Past Preceptor's Jewel is ready for the outgoing Preceptor. (If presented)
- 4) Ensure that the Installing Preceptor and Installing Prior have copies of the Inner Working.
- 5) Provide copies of the Statutes and the By Laws of the Preceptory.
- 6) *Prepare the Great Priory Installation Returns for both the Preceptory and Priory of Malta Meetings, to be sent to the Provincial Vice Chancellor.*
- 7) Ensure any Great Priory Certificate, Reports from Great Priory, or other items to be reported at the Meeting are available
- 8) Ensure that the Signature Book is available at the Meeting.
- 9) Ensure that the Minute Book is ready and available for the Meeting.
- 10) See that changes in Regalia have been provided for.
- 11) Ensure that the paper-work is prepared for any candidates who are to be voted for.
- 12) Send copies of the Circular to all members of the Preceptory, to the Rt. Eminent Provincial Prior, Sub-Prior, and TWO to the Vice Chancellor, and if you wish to encourage visiting, - to the Eminent Preceptors and Registrars of each Preceptory in the Province. If you circulate the Preceptory minutes please send a copy to the Provincial Prior, Sub Prior and Vice Chancellor along with their copy of the summons.
- 13) Inform the Provincial Vice Chancellor if either the 1st or 2nd Constables were not present at the installation meeting to be invested.

## ACCOUNTS.

Three copies of the Preceptory accounts to be sent to the Vice Chancellor with the Annual Preceptory Report by 14<sup>th</sup> September.

## MALTA DEGREE

The Ceremony is usually held once a year under the Banner of each Preceptory.

There is also a meeting of Chapter House Priory No 609 held on the first Friday in July. The candidate is usually provided by the Eminent Prior of Chapter House Priory and other candidates within the Province may be considered for installation at the discretion of the Prior.

Provincial Officers attend the Rt. Eminent Provincial Prior as this is an Official Visit.

The Malta Application Form will be completed by the Priory to which the knight belongs. The Installation fee will also be paid by the Priory to which the knight belongs.

K.T. uniform and regalia may be used for this degree, but Candidates must each be in possession of a Malta Jewel.

**The Malta Application Form and Fee should be sent to the Vice Chancellor for onward submission to Great Priory. Preceptory Registrars should not communicate with or send forms direct to Great Priory.**

### MISCELLANEOUS NOTES

This is a Military Order and Knights should never take the candidates hand. It is permitted for the Marshal to take the arm of the candidate when first admitted to the Preceptory, but he should not take his hand after that.

Knights should not sit with their legs or ankles crossed.

The Marshal should always check the Bibles before the opening of a Preceptory and a slip of paper should be inserted to make them easier to open at the correct place.

Kissing the sword is a common mistake when it is brought to the "Recover." Knights should not let the lips touch the sword.

Knights should not bow to each other. When the Marshal or Deputy Marshal conducts a Knight to a seat, the Knights salute each other by bringing their swords to the recover without any bow. *(The Chaplain and the Almoner are the two Knights permitted to bow their heads when saluted as they do not carry swords or wear belts).*

When a Knight is receiving a Great Priory Certificate and the Marshal or Deputy Marshal conducts him to the Eminent Preceptor, the Marshal will have his sword drawn, but the Knight must not draw his sword. The Marshal should see that the Knight gives the Sign of a Crusader after the Eminent Preceptor has returned to his seat.

When taking a Pilgrim on the Seven Year Pilgrimage, it is quite wrong to tell the Pilgrim in a soft voice that he is going to proceed round three times. The candidate should think he is proceeding round the full seven times. When told to halt, it is wrong for the Marshal and Pilgrim to take up a position at the foot of the Sepulchre before the Eminent Preceptor has excused the remaining four years. They should move *only* when the dispensation is given, otherwise there is no point in asking for it.

Similarly, during the Seven Year Warfare, the 1st Constable should allow the new companion-in-arms to have moved from the 2nd Constable after being challenged and to have reached the middle of the Sepulchre (in line with the Cross) before calling him to a halt. Again no movement should be made until the dispensation is given. This means that the candidate is now in the right position for unveiling the Cross.

When the newly installed Eminent Preceptor is appointing his Officers for the ensuing year, the Marshal brings the Knight concerned to the Eminent Preceptor. The Marshal and the Officer both have their swords drawn, neither salute the Eminent Preceptor, but the Officer presents his sword over his left arm.

The Eminent Preceptor takes the sword by the hilt with his right hand, turns it vertical and then transfers the sword to his left hand, holding it by the blade above the cross bar. He can then invest the Officer with the authority of his office by passing to him the sword which the Officer will take by the hilt in his right hand. The Officer then salutes the Eminent Preceptor with the Sign of Crusader, and is conducted to his place. When Stewards and Arch of Steel are nominated, they are not conducted to the Eminent Preceptor individually but form a line in the East. The Eminent Preceptor will then come on to the floor to appoint and invest them.

### **The Festive Board**

The Eminent Preceptor presides. The Marshal is there to help and advise him. Before each toast or response, the Marshal will announce "Brother Knights, I call your attention to ...." The proposer then announces the toast or the responder rises to reply. The following are obligatory:

Grace at the opening of the meal and thanks following will be given by the Chaplain.

The Eminent Preceptor then proposes the first toast "The Queen."

The next toast is to the Most Eminent and Supreme Grand Master.

The next toast is to the Very High and Right Eminent Great Seneschal... and the Officers of Great Priory, present and past.

The above are usually formal toasts.

The next toast is to the Right Eminent Provincial Prior to which he will respond if present.

The next toast is to the Provincial Sub-Prior and the rest of the Provincial Officers, present and past. *This is a formal toast if the Provincial Prior is present; if he is not and the Sub-Prior or a Provincial Representative is, he will respond. There are occasions when the Provincial Representative will reply with the Provincial Prior Present.*

Toasts may be proposed to the Eminent Preceptor, to a Knight on his Installation and to the Visitors. If a toast to visitors is proposed the salute must recognise the rank of the highest ranked visitor present.

After each toast (except "The Queen"), the Marshal or Deputy Marshal announces "Bro. Knights with..." (Number of salutes appropriate to the recipient).

It is the responsibility of the Marshal to see that 'saluting swords' are **not** thrown down after the salutations. Please note there are no gavels and no knocks in these Orders.

### **Grace**

*Grace before a meal:* Benedictus Benedicat, Per Jesum Christum Dominum Nostrum.  
Amen

*Grace after a meal:* Benedicto Benedicatur, Per Jesum Christum Dominum Nostrum.  
Amen



## CEREMONIAL ON THE DEATH OF A KNIGHT

During the opening of the Preceptory the Registrar calls the Muster Roll and the name of the deceased Knight last of all, calling the name three times.

The Chaplain leaves his place and stands in front of the Alter facing the West.

Chaplain "Our Brother Knight ..... has heard and obeyed the Great Captain's Word of Command, and his place here will know him no more, for he has departed on that pilgrimage which ends in the Holy City."

Chaplain faces East.

Marshal "Brother Knights, Reverse Swords."

Chaplain "O Father of All we pray Thee for those whom we love but see no longer. Grant them Thy peace, let Thy light perpetual shine upon them, and in Thy loving wisdom and Almighty power work in them the good purpose of Thy perfect will, through Jesus Christ our Lord."

ALL Amen

Chaplain "Almighty God, Father of all mercies and Giver of all comfort, deal graciously with those who mourn, that casting care on Thee, they may know the consolation of Thy love, through Jesus Christ our Lord."

ALL Amen

The Organist plays a few bars of suitable music.

*The Chaplain turns and faces West and remains in front of the Altar.*

Marshal "Brother Knights, carry swords."

Eminent Preceptor: "I call upon the Chaplain to beseech Almighty God to send his Holy Grace amongst us."

The opening continues.

(If a tribute is to be made to the deceased Knight, this should be done separately at some other point during the meeting.)

## **GUIDANCE ON ADMITTING TWO K T CANDIDATES AT THE SAME CEREMONY**

### **THIS IS NOT NORMAL PRACTICE IN LINCOLNSHIRE – CONTACT VICE CHANCELLOR FOR ADVICE**

These notes are advisory rather than mandatory and may need some adaptation according to the space available. They aim to secure the maximum of dignity and candidate participation.

Needed are two each cups of memory, skulls, spurs, shields, breastplates, helmets, stones, pens and daggers. These should be placed in pairs in the customary positions except that one shield and one breastplate be placed at the North side of the Sepulchre and the other pair at the South.

First candidate is admitted and taken to end of the obligation, while second candidate remains outside.

First candidate is seated and the second candidate admitted and taken to end of obligation. (An alternative is to continue the ceremony individually up to the charge.)

Both candidates are together hereafter but they should not be stationed as near together as is usual, in some double ceremonies.

After the obligation, Marshal stations one candidate in the N.W., Deputy Marshal stations the other in S.W. Two Knights previously assigned as acting Deputy Marshals take post behind candidates.

Each Standard Bearer simultaneously takes the appropriate items of armour/regalia to Marshal/Deputy Marshal. As the Standard Bearers resume stations so do Acting Deputy Marshals. Marshals and Deputy Marshals remain one with each candidate.

The Crusade. The Marshal accompanies the candidates, three abreast, with Marshal in the middle, if there is enough room. In which case the challengers will need to be spaced a little apart from each other. If there is not enough room the Marshal leads and candidates follow abreast of each other and Marshal goes just beyond the point of challenge and halts.

The challengers being this time slightly closer together.

Only one challenger is to speak.

Both candidates from SW assist to unveil the Cs and then are placed together in the centre, Marshal and Deputy Marshal remaining with them.

E.P. to amend words taking a sk in one hand and a taper in the other. Marshal and Deputy Marshal each take a sk to candidates to be held in the hand furthest from the other candidate. Marshal brings taper. If there is no room for the candidates to go round abreast, both will hold the taper

- in practice this will probably mean that the hand of one is over that of the other rather than both directly on taper. If there is not enough room to go abreast the first will have to carry the taper. Marshal replaces taper. Marshal and Deputy Marshal the sks.

## **PART II**

On re-admission the candidates, one with Marshal and the other with Deputy Marshal, placed SW and NW rather than centrally. Marshal and Deputy Marshal each bring a cup to their candidate and dagger pen and stone. Marshal only need to speak. Marshal and Deputy Marshal each prompt own candidate I am and my a... Each deals with the stones.

Dubbing etc. The cushion of each Constable is to carry the complete regalia of one candidate. Kneeling stools in East to be placed well apart. When candidates have reached kneeling stools one with Marshal and other with Deputy Marshal, Standard Bearers should drop back perhaps as far as end of Sepulchre to make room.

E.P. stands opposite the gap between the candidates and says "in the name..... I make each of you a Knight of the Temple .... He then moves directly in front of one of the candidates dubs and raises him, likewise to the other candidate and remains in front of him while an assigned

Past Preceptor moves in front of the other candidate to assist in investing and entrusting only the E.P. to speak.

Heralds. Change the words to plural form and name both new Knights.

## THE ORDER of MALTA

### INSTALLING AN EMINENT PRIOR

A Priory of Malta is opened by the Installing Prior. If this follows the Installation of the Preceptor, the shortened form of working should be used. The minutes of the previous Priory meeting are read and confirmed. The Prior elect returns his sword and removes his gloves. The Prior elect is then installed as Eminent Prior.

After the Inner Working, the Knights are re-admitted with their swords sheathed so that the salute can be given. Note that this sign ends **in front** of the chin and **not under** it.

### Investiture of the Officers

The Mareschal announces "When an Officer is appointed, he will rise, salute the Eminent Prior with the sign of the Order, march to his seat at the appropriate Table draw his sword, place it on the Table and sit down".

### NOTES ON THE MALTA CEREMONIES

#### The Incoming Procession

The detail of the incoming procession is shown in the Ritual. The Preceptory banner is NOT paraded in a Malta ceremony, as it has no place in the Priory. The Deputy Mareschal calls the Knights in the Chapter House to order.

The procession moves along the North of the Priory, halts, and faces inwards. The Eminent Prior passes through, then the remainder of the Knights who will sit at the Pentagonal Table and the Chaplain.

The Knights of the Octagonal Table wheel to the South before turning to the West. They will then find that they file straight to their correct places at the Table in a dignified way. Only then do the Great Priory Officers move to their places.

The Mareschal orders the Knights to be seated. *The Knights at the Tables do not draw their swords at this stage. It is only later they place them on the Tables.*

#### The opening

In the opening the Eminent Prior addresses remarks to the other Knights of the Pentagonal Table. He should ensure that everyone in the room hears what is being said.

#### Proving the Knights

The Generals do not prove the Knights at the Tables or Great Officers. They should prove all the Knights in the front rows on the North and South sides of the Priory, starting in the East. Having completed the proving of the Knights they will return to their places together.

#### The Knocks

The 33 knocks are given at a uniform measured rate, after which the Knights at the Tables place their swords on the Tables.



### **Closing the Priory**

It is important that the questions and answers at the Pentagonal Table are heard by all the Knights in the room, and the knocks are again given at a uniform measured rate.

### **The Retiring Procession**

The Mareschal instructs the Knights of the Pentagonal and Octagonal Tables to return their swords. He calls on the Deputy Mareschal to take his place in the retiring procession.

The procession is formed by calling the Knights in the following order:

- |                         |                         |
|-------------------------|-------------------------|
| 1. The Deputy Mareschal | 2. The Pentagonal Table |
| 3. The Chaplain         | 4. The Octagonal Table  |
| 5. The Eminent Prior    |                         |

If the Provincial Prior or Provincial Sub-Prior is present he will accompany the Eminent Prior. If both are present the Sub-Prior will be called immediately before the Eminent Prior and placed behind the Knights of the Octagonal Table. The Great Officers will be invited to join the procession as it moves away. Knights not taking part in the procession remain standing to order. They return swords under the direction of the Mareschal.

### **The Mediterranean Pass**

All Knights should be encouraged to retire to attend the Knight of St. Paul ceremony. It is customary in this ceremony for the Knights to remain standing.

A New Testament and a sword will usually be available on a table in the Guard Room, thus obviating the necessity for taking these out of the Chapter House and the Officers leave their swords on the Tables.

### **The Installation of a New Knight**

After the candidates are entrusted with the grip, sign and word of the Order the Mareschal conducts the candidates to positions in the south for the address. The Deputy Mareschal should call up and position the Banner Guards, preferably in the West, who should be well rehearsed for this part of the ceremony.

## THE MALTA CEREMONIES - SOME MISCELLANEOUS DETAILS

### Saluting the Eminent Prior

The Sign of a Crusader is never given in a Malta Ceremony, only the Malta sign and this is only given when the sword is not drawn. This should be referred to as the 'Sign of the Order' and not the 'Penal Sign'. This sign ends in front of the chin and not under it.

### Requiems for deceased Knights

No requiem should be given in a Malta ceremony as there is no altar.

### Batons

Batons are not carried in the Malta ceremony. The Eminent Prior draws his sword and sheathes it with the other Knights of the Pentagonal Table.

### Captain of Outposts

The Captain of Outposts sits with his sword drawn during the ceremony. When he has to report, he should bring his sword to the recover as a salute before and after reporting, but in no circumstances does he give the sign of the Order.

### Prompting

It is important that ritual books or sheets of paper are not lying visible on the Tables. It is expected that Knights will learn the ritual. Any prompting should be arranged by the Mareschal.

### Alms

Any alms collection should be placed directly on the Treasurer's table as there is no Altar.

## APPENDIX A - INCOMING PROCESSIONS

MAR "Bro. Kts. to Order" - "Arch of Steel in the West"

The Arch of Steel is formed under the direction of the Marshal or an Arch of Steel Commander:

	Deputy Marshal	
2nd Constable		1st Constable
	Chaplain	
	Eminent Preceptor	
	Preceptory Banner Bearer	

### **Notes for Deployment of Escort Knights during the Official Visits of the R E Provincial Prior at Preceptories (Entry will be after the Preceptory is opened and before the minutes)**

There will be the usual reports on the door:

MAR "Bro Kts to Order" - "Arch of Steel in the West"

MAR "Bro Kts you will receive R E Kt ..... the Provincial Prior of  
Lincolnshire".

	*Escort Commander	
*Escort STD B		*Escort STD B
	Great Officers	
	(In Pairs Juniors Leading)	
	Kts K C T (If Present)	
	Kts G C T (If Present)	
	Prov Sub Prior (If Present)	
Escort Kt		Escort Kt
	R E Prior	
Escort Kt		Escort Kt

The R E Prov.Prior and other Great Officers will then take their seats. The Escort Knights will then be directed to their seats as required.

The Escort Knights will not peel through the processing Great Officers.

\*If numbers permit. Otherwise Pennants will be borne by the Escort Knights immediately in front of the R E Provincial Prior.

## APPENDIX B - OUTGOING PROCESSIONS

MAR "Arch of Steel in the West"

(The Arch of Steel is formed under the direction of the Marshal or an Arch of Steel Commander. An Arch of Steel will not be formed after a Malta Ceremony)

MAR "Bro Deputy Marshal"

MAR "Escort Knights"

The Escort Commander will command the Escort to take Post and march to the EAST and form the RECESSIONAL Escort. The Commander and the front two Escort Std Bs will position themselves behind the Deputy Marshal. The rear Four Escort Kts. will remain facing South as positioned by the Escort Commander until the Procession is formed. They will close up without instruction when the Provincial Prior is in position.

### **Order of Recession**

Dep. Marshal	
*Escort Commander	
*Escort Std B	*Escort Std B
Escort Kt.	Escort Kt. E
Preceptor	R E Prior
Escort Kt.	Escort Kt.
Prov Sub Prior (If Present )	
Kts G C T (If Present )	
Kts K C T (If Present)	
Chaplain	
2nd Constable	1st Constable
Great Officers	
(in Pairs Seniors Leading )	
Distinguished Visitors	
(in Pairs Seniors Leading )	
Marshal	

\*If numbers permit. Otherwise Pennants will be borne by the Escort Knights immediately in front of the R E Provincial Prior.



### **APPENDIX C - SWORD DRILL Presentation and Return of Sword at Investiture**

The recipient of the honour, with sword at the Carry, is presented to the Presiding Officer and takes post approximately a full pace directly in front of him.

1. The recipient turns his sword over (via the left), point towards the ground.
2. *Grasps the blade, near the hilt, with left hand.*
3. Moves his right hand from the hilt to the blade, below the left, and continues to turn the sword until it is again horizontal, hilt to the left.
4. He then presents to the Presiding Officer the hilt of the sword, resting the blade (near the hilt) on his left forearm.
5. *The Presiding Officer takes the sword by the hilt with his right hand and brings it to the "Carry".* He then addresses the recipient of the honour with a few well-chosen words of congratulations and the appropriate form of words relevant to the honour being conferred.
6. The Presiding Officer then transfers the sword from his right hand to his left hand by *grasping the blade of the sword just above the hilt.*
7. He then returns the sword to the recipient who grasps the sword by the hilt with his right hand and brings it to the "Carry".
8. Recipient salutes the Presiding Officer with the sign of a Crusader, and is conducted back to his station or seat by the Marshal.

### **APPENDIX D - BATON DRILL**

- (a) For prayer, the baton should be held upright in the right hand, the Cross level with the lips, and with the eyes focused upon the Cross.
- (b) For obligations, the baton is held in the right hand with the base of the baton resting on the front side of the right hip.
- (c) When seated, the baton is cradled in the crook of the right or left arm (not balanced or held perpendicular on the right or left knee).

## APPENDIX E - CHECK LIST

Volume of Holy Gospel (One on altar. One on Sepulchre). Alms Dish,

Cross, Candles and any Flowers on the Altar.

Baton on E P Pedestal and the Warrant available.

Veil for the Cross.

Check that Standards are in correct place:

2nd.Constable Standard VB  
Vexillum Belli



*East*

1st.Constable Standard B  
Beauceant



*West*

Check candidate on arrival and ensure that he has all the necessary regalia.

Declaration Book (signed if already elected) and left with the Guard.

Candidates..... Belt on Sepulchre.

Sword on Sepulchre. Tunic in the West.

Cap in the West.

Two cushions required Mantle and Sword on Cushion in the West. (N.B. Scabbard should be left with Guard).

Ribbon, Cross and Star on Cushion in the West.

Small c... on the Sepulchre with pen.

Bread, Water and Wine are in the West.

Make sure voting box and balls are available for any ballot.

Check Hat, Habit, Water bottle and Staff are outside with the Guard.

Light candles 5 minutes before start.

### **NOTES FOR THE MEMBERS OF THE PROVINCIAL BODYGUARD**

Being a member of the Provincial Prior's Bodyguard and Arch of Steel is a prestigious appointment. Members are expected to accompany the Provincial Prior on official visits to Preceptories and Pories if at all possible (normally nine per year). Please ensure you notify the Guard Commander if you are unable to attend any meeting. The appointment, except for the Commander and Deputy Commander, is usually for three years but it is at the discretion of the Provincial Prior, who each year, determines Provincial Officers and members of the Bodyguard for the forthcoming year.

Members wear a special badge on the left shoulder on the mantle above the cross. This is on loan for the duration of the appointment and a small fee is paid.

Members may also wear the prestigious Bodyguard Tie (which is available from the Guard Commander and may be worn at any Preceptory or Priory meeting within the Province). They can also purchase a Firing Sword which can be used at the Festive Board to give salutations.

Members are loaned, for a small fee, a Provincial gold handled sword so that all members carry the same which adds smartness and continuity to procedures. This should, however, only be used when on official duties.

### **NOTES FOR ACTIVE PROVINCIAL OFFICERS**

An appointment to the rank of Provincial Officer is an honour to the individual and is awarded at the discretion of the Provincial Prior. The appointment is normally for one year although the Chaplain, Chancellor, Vice-Chancellor, Marshal and Deputy Marshal, although appointed annually, may serve longer at the will and pleasure of the Provincial Prior. The Provincial Treasurer is elected annually. Provincial Officers are expected to attend, whenever possible, the Provincial Prior on official visits to Preceptories and Pories and at other times when required during the appointment as an active rank officer. The dates will be notified by the Vice-Chancellor well before the annual meeting of Provincial Priory. At the end of the year of appointment, Active Officers normally become Past Provincial Officers.

**It is expected that Preceptors (present and past) and Constables will attend Provincial Priory. If you are unable to attend a meeting then the Vice Chancellor, Marshall and Deputy Marshall should be informed as soon as possible.**