Open Meeting Program

(Open to the Public)

Recommend a dinner prior to meeting (most likely pot luck but could be a dinner cooked by meal committee with dinner done family style).

Host & Hostess

Assigned couple for the evening to greet each person as they enter the building. If it is a non-member, give them a hardy welcome and guidance. Introduce the non-member(s) to a member who will be the mentor for the evening. Non-member(s) are to be given a packet with information about the order and the chapter they are visiting.

Mentor

A number of mentors should be greeting each person as they enter the building. The Host & Hostess will introduce a non-member(s) to one who is a mentor who will then be their host/hostess for the evening giving them any assistance they may require and especially introducing them to members of the chapter.

Organist

Provides a prelude beginning ½ hour before the schedule meeting time.

Host & Hostess

Call all present into the chapter room including officers with the exception of the Worthy Matron and Worthy Patron.

Worthy Matron & Worthy Patron

Once everyone is seated, the Worthy Matron and Worthy Patron will enter the chapter room, WM marches down the North with WP marching down the South to the East. As they advance towards the East, the WM and WP are greeting each sidelinier.

Worthy Matron

A short welcome to everyone present. The WM should at this time give a brief description describing the normal entrance of the chapter officers into the chapter room, forming of the hollow square and the officers taking their stations.

** Associate Matron - How many officer constitute a chapter?

Associate Matron

Names of all officers as in the ritual. As the AM names an office, the person holding that office stands up and stays standing until the WM seats them.

Worthy Matron

*(seats all officers)*

The Worthy Matron at this point explains the duties of her office.

*It is my duty to see that the stated meetings are held, and that special meetings are called when needed. I conduct the meetings of the chapter, and see to it that the business is conducted properly. It is my responsibility to see that our rules & regulations are followed.*

** Worthy Patron – What is your duty. (WM sits down or steps off to the side)

Worthy Patron

Explains his duties:

*My duty is to preside over the ceremony of initiation, and at other
times when requested to do so. I add as an advisor to the Worthy Matron, and it is my responsibility to see that the officers are instructed in their duties.

Emphasizes his membership as a Master Mason and that a Master Mason must hold the office of Worthy Patron.
States the chapter officers who may be a Sister or a Brother.

Worthy Matron  
** Associate Matron – what is your duty and badge (WP sits down) 
WM calls up each station in order

Associate Matron  
My duty is to assist the Worthy Matron and to preside over the Chapter during her absence.

Associate Patron  
My duty is to perform all the duties of the Worthy Patron in the absence of that officer and to render him whatever assistance may be required.

Secretary  
My duties are those that are regularly assigned to a secretary. I take minutes of the meetings, handle our correspondence, and receive all money and pay it to the Treasurer.

Treasurer  
I receive all money from the Secretary and pay it out upon proper authority.

Conductress  
My duty is to conduct candidates through the ceremony of initiation, to introduce and conduct members and visitors and to obey the instructions of the Worthy Matron.

Associate Conductress  
I receive the candidates for the ceremony of initiation and I assist the Conductress with her duties.

Chaplain  
My duty is to lead the chapter in its devotions at the altar.

Marshal  
My duty is to superintend all processions and to assist in all ceremonies.

Organist  
My responsibility is to provide appropriate music for all our ceremonies.

Star points talks about their charities for the year in conjunction with Grand Chapter

Adah  
To make known to all proper inquirers the light, knowledge, and beauty of the Blue ray, which represents the sky when all clouds have vanished and symbolizes Fidelity. My badge is the Sword and Veil within the Triangle, an emblem of the heroic conduct of Jephthah's Daughter.

Talks About Adah’s Charity project

Ruth  
To make known to all proper inquirers the light, knowledge, and beauty of the Yellow ray, whose golden hue symbolizes Constancy. My badge is
the Sheaf within the Triangle, an emblem of plenty, which represents the reward of patient industry gained by the humble gleaner, Ruth.

Talks about Ruth’s Charity project

Esther
To make known to all proper inquirers the light, knowledge and beauty of the White ray, which symbolizes Light, Purity, and Joy. My badge is the Crown and Scepter within the Triangle, an emblem of royalty and power. In the exercise of authority we should be governed by justice and unselfish loyalty to the welfare of others. It was by the practice of these virtues that Esther was able to save her people from extermination.

Talks about Esther’s Charity project

Martha
To make known to all proper inquirers the light, knowledge, and beauty of the Green ray, an emblem of nature's life and beauty, symbolizing Hope and Immortality. My badge is the Broken Column within the Triangle, an emblem of the death of a person cut off in the vigor of life, and should remind us of the sisterly grief of Martha.

Talks about Martha’s Charity project

Electa
To make known to all proper inquirers the light, knowledge, and beauty of the Red ray, a symbol of that Fervency which should actuate all who are engaged in the service of truth as exemplified in the life of Electa. My badge is the Cup within the Triangle, an emblem of charity and hospitality, and reminds us that however bitter may be the cup which our Heavenly Father gives us, it will in the end overflow with blessings, rich, abounding, and eternal.

Talks about Electa’s Charity project

Warder
My responsibility is to see that no one enters or leaves the chapter room without the permission of the presiding officer. I work with the Sentinel.

Sentinel
My duty is to see that no one enters the chapter room during our proceedings without permission. I work with the Warder.

WM
Sister Conductress – Attend at the Alter – emulates opening the bible

WM
______ Chaplain – prayer

WM
Sing opening ode

WP
Present the Flag

WM
Presentation of WGM and WGP

WM
Briefly describe introductions
Briefly describes order of business
Describes the structure of the order; GGC, GC, Subordinate Chapters and officers at each level. WGM may do this.

Secretary  Reading of minutes – Talk about the process of becoming a member;
1. Petition
2. Reading of petition
3. Investigating committee
4. Reading of investigation reports
5. Balloting

WM  Ask for standing committee reports

WM  Sickness

WM  Good of the order
   Calendar
   Birthdays
   Small gift for each present
Further describes what charities are supported especially ESTARL and the OES foundation. She should also talk about her own benevolence for the year.

WM  Sickness

Chaplain  Prayer

Conductress  Emulate closing the bible

Members  Sing closing ode

WP  Retiring the flag

Members  Coin March

Officers  Retire

(Lunch)