

DEMOLAY LIGHT OF KNOWLEDGE



MENTORING GUIDE

TABLE OF CONTENTS

Forward

Introduction

Mentoring Program Goals

Background information

Light of Knowledge Mentoring Information

The Mentor and Advisor will meet with the candidate/brother at least several times as noted below:

Prior to the Initiatory Degree

Before the DeMolay Degree

After the DeMolay Degree

Two Months after his Induction into DeMolay

Six months after his Induction into DeMolay

Follow-up for a period of a year

Appendix A: Sample Letters

Enrichment Resources (Available through DeMolay International)

Appendix D: Insert Jurisdictional Mentor/Orientation Materials available

Forward

A PROGRAM DESIGNED FOR

THE CANDIDATE AND THE DEMOLAY CHAPTER...

When a young man joins DeMolay; it is essential for him to become *enrolled* in the chapter. It is the goal for every new member to become enrolled and oriented with the mission of the DeMolay chapter and the program of our fraternity. To obtain this goal for a new member, it is vital that the chapter implements the “the Light of Knowledge Program.”

The guidelines and information in this resource guide will serve as a tool of recommendations in which the mentoring or orientation program can be offered. It is a framework or the foundation within which mentoring can be conducted. We sincerely hope that your chapter will implement and utilize this program. Not only will your new members benefit from its use, but all members of the chapter will become more knowledgeable about DeMolay.

Introduction

The information highlighted in this program will provide your DeMolay chapter with a wealth of resource materials and tools to succeed in mentoring or orienting new members into our fraternity. It includes:

- The steps that are needed to be successful.
- The steps that are followed and utilized will enhance the enrollment process.
- Supplemental forms and letters for your use. These forms include such things as:

An introductory letter congratulating the Petitioner for being accepted into DeMolay and elected to receive the degrees.

An introductory letter that can be sent to the parents of a new DeMolay about the DeMolay Fraternity.

Letters to the Candidate/Brother letting him know what lies ahead, but more importantly, maintaining contact with him.

GOALS

1. Develop fellowship, friendship and Brotherhood in the enrollment process.
2. Develop interest, commitment and enthusiasm.
3. Involve the new inductees and new members as soon as possible.
4. Build a future source of trained leaders and followers.
5. Unlock the potential found in all new members.
6. The Mentoring Approach will be emphasized with the need to assign a Mentor to every initiated member and the importance of the enrollment process to the new DeMolay member.
7. Every new member should be appointed a Mentor by the Master Councilor or Chapter Advisor of the chapter.
8. Offer a comprehensive mentoring/orientation program to all new DeMolays for retention purposes and for the good of the DeMolay chapter. The more young men of DeMolay know about the DeMolay fraternity, the more likely they are to participate in their chapter's activities and remain active, involved and committed members. Let us ensure better education and training that will make a difference for future generations.

“Light of Knowledge”

Background information...

The “Light of Knowledge”, consists of a series of meetings based on assigning a DeMolay Brother to a Candidate/New Member to serve as his mentor or big brother for a period of one year. The Master Councilor of the chapter needs to assign a Mentor to every candidate as soon as the individual has successfully been elected to receive the Degrees of DeMolay. The first line signer of the petition is also a key player in providing support and being there for the candidate. The Coach assigned to the candidate can be the Mentor or another brother who can offer his expertise and experience through the one-on-one concept or the class approach in learning his proficiency. Through the relationship that develops with a mentoring committee of three members or one Mentor, a bond is created helping the new Brother become enrolled in the chapter. The “Light of Knowledge” program together with a dedicated Mentor or a committee of three provide the necessary processes to ensure that every Candidate/Brother is properly informed about the fundamentals and workings of DeMolay.

The Master Councilor and Chapter Advisor of the Chapter must emphasize the importance of the program, not only to the Officers of the chapter, but to all DeMolay Brothers. Every Brother in the Chapter must enthusiastically dedicate himself to enrolling not only their new Brothers but all the members of the chapter. It should be a team approach in accomplishing success with the Mentoring Program. The need for continuing education and knowledge of DeMolay membership is essential for future Leaders to succeed.

It is known that each year many new members drop out of their chapter. Most of these dropouts could be saved and turned into active, involved and productive members if a proper orientation and mentoring program was conducted as part of their induction process.

What does enrolling mean? It is the process of converting a candidate to a member. What is a member? Please consider the following definition: “A member is one who understands the goals of the organization and decides to support these goals through his active support, attendance and participation and who recommends the organization to others.” Enrollment takes place in stages and begins when satisfaction occurs. First impressions become lasting. Good impressions last a little while. Bad impressions usually last forever. The opposite of enrollment is disengagement. We all know what happens when a Brother becomes uninterested and detached from the chapter. The Brother will soon become inactive from the DeMolay chapter.

Who is a Mentor? A Mentor is a wise and faithful advisor, friend, and teacher who is responsible for providing the new DeMolay with a solid foundation in the history, purpose, ritual work, and organizational structure of DeMolay. He must assist the new Brother and help him understand his DeMolay experiences while inspiring in him a desire for continuing self-development.

Who makes a good Mentor? Any DeMolay with a working knowledge of DeMolay, a strong desire with the commitment to serve can qualify and function as a useful Mentor. Probably the single most

important qualification to be a Mentor is the desire and willingness of service, combined with a commitment to follow through on the assignment. A compatibility of personality traits between the candidate and the Mentor should weigh heavily in the decision of whom to assign as a Mentor.

What are the duties of a Mentor and how is Mentoring accomplished?

The Mentor's goal is to assist the new DeMolay in becoming enrolled and oriented in the chapter and help him become an enthusiastic, knowledgeable, and committed DeMolay member. Mentoring sessions should be conducted in an atmosphere of warmth and informality with the new DeMolay being encouraged to ask questions and to offer comments at any time.

What are some of the specific duties of a Mentor? The Mentor shall contact the candidate and act as a liaison with the Master Councilor and Chapter Advisor in scheduling his Degrees. As a Mentor, it is important to realize that just prior to the candidate's Initiation is one of the most critical periods in the process of becoming a DeMolay. In many cases he does not have existing relationships with members of the chapter and is likely to be anxious and possibly apprehensive. In addition, the Mentor needs to arrange a meeting with the Candidate before the date of his First Degree and invite him and his parents/guardians to any chapter functions.

It is essential to monitor the new member's comfort level and involvement in the chapter through these periodic meetings.

The purpose of mentoring is to help a new member to get adjusted and become familiar with what DeMolay membership offers him in general and what his chapter in particular will provide in the way of activities and programs, and to get him involved as rapidly as possible. A good mentoring program will not only enable a new member to get familiar with chapter policies and procedures as quickly as possible but will get him acquainted with other chapter members and make him feel comfortable in his DeMolay membership.

The Mentor needs to maintain contact with the candidate during his progress through the Degrees and assist him in preparing for each Degree. The Mentor should determine if the candidate has any particular DeMolay or Masonic friends who would like to be invited to attend the conferral of the Degrees. Above all, the Mentor should assist the new Brother and serve as a resource to help and aid him to become enrolled in the Chapter.

One of the most basic thoughts to communicate to the candidate is that his reception into DeMolay should be approached with an open and receptive mind. He should understand that none of the initiation or induction process into which he is entering is intended to demean or to haze, but needs to be viewed as a method of light and knowledge which allows each candidate to interpret the material presented in a way that is meaningful to him.

The Mentor must underscore that DeMolay emphasizes the individual young man by helping him strengthen his character, improving his moral and spiritual outlook, and broadening his mental horizons to be a better young man to society.

The Mentor should also reinforce that the principles of personal responsibility and the seven cardinal virtues must be put into practice in his daily life.

A solid Mentoring Program will ultimately produce new members that will provide new manpower,

new ideas, new enthusiasm and new success for the DeMolay chapter.



“DeMolay Light of Knowledge”

The Mentoring Process consists of a series of separate and distinct meetings between the Candidate/Brother and his Mentor. The process for the first few meetings is to investigate the candidate and assure that the new brother has been assigned a Mentor as a resource and/or a coach to work with him in his proficiency. The Mentoring Process can ultimately be a team approach. However, the Mentor can also serve in the particular role of coach with his proficiency as well.

The following two or three meetings are really the heart of the mentoring process. They are the means by which the candidate becomes “enrolled” into your chapter and into the DeMolay fraternity.

The Mentor needs to meet with the Candidate/Brother a minimum of SIX times.

- 1) Prior to the Initiatory Degree.
- 2) Following the Initiatory Degree or prior to the DeMolay Degree
- 3) Following the DeMolay Degree.
- 4) Two months following the Brother’s Induction.
- 5) Six months following the Brother’s Induction.
- 6) At the end of his first year of membership.

Meeting Number One

This is similar to the meeting conducted by the Investigating Committee, as it takes place after the candidate is elected but *before* the Initiatory Degree.

Where should meeting Number One take place?

At the Candidate's home or at the Masonic lodge, with an invitation for his parents to attend or be present.

Meeting Number One's Primary Goal...

To make sure that the Candidate, his parents feel welcomed into the DeMolay Fraternity, are informed about the Initiation/Induction process and feel comfortable with him proceeding with his Initiation or Induction Ceremony. Begin the enrollment process.

Recommended Procedure.

- Congratulate the Candidate for being accepted and elected to become a member of the DeMolay Fraternity. A personal letter from the Master Councilor or Scribe should notify the individual of his election and his upcoming Induction Ceremony.
- Provide him with a brief history of DeMolay.
- Provide him with a brief history of the DeMolay Chapter.
- Emphasize what to expect with the Ceremony, kneeling, journey, etc.
- View an appropriate Video/CD highlighting DeMolay. Encourage the Candidate and his family to ask questions.
- Determine if the Candidate has any special physical needs that will need to be taken into consideration for his degree work.
- Confirm the Initiation/Induction date with the Candidate and arrange to transport him to the chapter for the Initiation/Induction ceremony. Invite his parents or Guardians to attend. Perhaps the first line signer of the petition can be involved with the initial process as well. Stress that you are the liaison or representative, for the chapter. If he has questions or needs to reschedule his degree(s), he can contact you.
- Introduce the beginning section of the Initiatory Degree and any DeMolay resources to provide an overview of the DeMolay fraternity. (Share DeMolay pamphlets of interest for his review)

Key Points to Meeting One Are:

Congratulations

Enthusiasm

Concern.

Compassion

This First Impression Is A Lasting One. ***Demonstrate and Energize DeMolay Pride!***

Meeting Number Two

This meeting is similar to the meeting used in the past to review what has taken place with the Initiatory Degree. This meeting should take place in the lodge hall.

Meeting Number Two's Primary Goal...

Provide positive reinforcement to the Candidate about his decision to become a DeMolay. (In other words, avoid "buyer's remorse.") Continue enrollment process.

Recommended Procedure.

- The Mentor needs to contact the new Brother within 72 hours after his Initiation/Induction to schedule a time to meet.
- Review the Initiatory Degree section to make sure he has a firm grasp of the material. The Advisor can also serve and perform this important role. In learning his proficiency, a series of possible meetings and practices can be scheduled with the Mentor or Advisor as needed.
- Answer any questions he may have about the Initiatory or upcoming DeMolay Degree (or promise to find the answer.)
- Review Words, Grips and Signs with the new DeMolay, privately. The Mentor and/or Advisor can serve to perform this capacity.
- Schedule or conduct the DeMolay Degree as soon as possible after the Initiatory Degree. The first line signer can also be involved in this important process if he isn't already the Mentor.
- Prepare him for the DeMolay Degree that will be portrayed by informing him that it will be a play of the tragic climax of the last Grand Master DeMolay the namesake of our organization. Inform him that the degree will build upon what he has experienced and expand his knowledge.
- Invite him to any other DeMolay events he is eligible to attend in the area or other special meetings. Make sure that he feels a vital part of the chapter.

Meeting Number Two Key Points:

Congratulations on his Initiation.
Continue enthusiasm.
Maintain comfort level and support.

Meeting Number Three

Where?
Lodge Room

Meeting Number Three's Primary Goal...

Continue to provide positive reinforcement to the new DeMolay and develop the bonds of friendship and brotherhood. Continue enrollment process.

Recommended Procedure.

- The format for this meeting is very similar to Meeting Number Two.
- Review the DeMolay Degree section to make sure he has a firm grasp of the degree and material that has been presented to him. In learning his DeMolay Degree proficiency, a series of possible meetings and practices will need to be conducted with the Mentor as needed. Possibly, the new member may wish to learn his proficiency on his own. Hints and guidelines can be shared as he learns his obligation(s).
- Answer any questions about the degrees.
- Review the grips, words and signs of the DeMolay Degree. The Mentor can serve to perform this capacity. Encourage him to enroll in the Leadership Correspondence Course or educational program that your Jurisdiction promotes and supports.
- Keep him informed of DeMolay events in the area and offer transportation. The Mentor and/or the Committee of three can be important here to perform these duties.

Meeting Number Three Key Points:

*Congratulations on becoming an Active DeMolay.
Continued enthusiasm and education
Maintain comfort level and support*

Meeting Number Four

Where?
Lodge Room or a preferred place.

Meeting Number Four's Primary Goal

Continue to provide positive reinforcement to the new brother and continue the enrollment and orientation process.

Recommended Procedure.

- The format for this meeting is very similar to Meeting Number Three.
- Review the DeMolay Degrees as needed. Encourage him to return his Initiatory and DeMolay Degree Proficiencies if he hasn't already.
- Answer any questions about the degree(s). Review once again the grips, words and signs of the degrees. The Mentor can serve to perform this capacity.
- Inform the new member about DeMolay events in the area and invite him to travel with you and the chapter. The Mentor and/or the Committee of three can be important here to perform these duties.
- Discuss Customs, Policies and Guidelines that he needs to be familiar with as a DeMolay. Explain his responsibilities and privileges as a DeMolay.

- Continue to develop the bonds of friendship and brotherhood through his DeMolay experience.
- Continue the enrollment process by discussing the various opportunities for leadership, chapter teams and involvement within the chapter.
- Provide a membership roster of the chapter.
- Provide a list of the chapter officers, advisors and their contact information.
- Provide a copy of the bylaws and schedule of activities of the chapter.

Meeting Number Four Key Points:

Strengthen the bonds of friendship and brotherhood
Congratulations
Enthusiasm and Pride as a DeMolay
Continue enrollment process
Show support and concern

Meeting Number Five

Where?
 Lodge Room or DeMolay Room for the Chapter.

This is where the enrollment process really begins to “kick in.”

Meeting Number Five’s Primary Goals...

To continue to deepen and demonstrate the bonds of brotherhood, fellowship and be a resource for the new Brother.
 Continue the process of “enrolling” him in your chapter by determining the level of his satisfaction, his needs and his level of interest in participating with the chapter.

Recommended Procedure.

- Help him complete the “Interests and Talents Survey” to find out about his interests.

Ask the Questions...

- How has our chapter met your expectations?
- What can we do to increase the value of your membership?
- What activities would you like to see?
- What are your areas of interest in the chapter?
- On a scale of A – F, how would you grade our chapter on your experience to date?
- Stress to the brother that his information will remain strictly confidential – “*Conversations between brothers remain between brothers.*”

Meeting Number Five Key Points:

Warmth

Friendship, Fellowship and Brotherhood

Congratulations

Enthusiasm and assurance of continued interest, support and assistance

Continue the enrollment process

Meeting Number Six

Where?

Lodge Room or designated place with Advisor, Mentor and Brother.

Meeting Number Six's Primary Goal...

To conclude the preliminary enrollment process, determining the Brother's level of satisfaction, helping him determine an area(s) to become involved.

To stay with the newly initiated DeMolay for at least one year to answer his questions and take him to attend Jurisdictional events and other chapters. Help him to know how to become an appointive and elective officer of the chapter.

Recommended Procedure.

- Review and discuss the Brother's answers to the questions posed to him in the prior meeting.
- Review and discuss the Brother's interests, thoughts and concerns. Point out the importance that the chapter needs him.
- Continue to make the new Brother aware of the opportunities for growth and self-improvement.
- Review and discuss the significant points highlighted in the manual regarding the DeMolay membership.
- Encourage him to attend all chapter functions and remind him of the opportunities for visiting other chapters as well as jurisdictional events.

- Restate the available resources to facilitate his DeMolay education.

Your chapter needs to always keep in mind the importance of retaining and attracting the interests of the brother by focusing on these key ingredients that will make his experience very meaningful and rewarding:

Friendship
Fellowship
Leadership
Fraternal Family Involvement
Community Involvement

Meeting Number Six Key Points:

*Warmth – Fellowship - Friendship – Understanding
Enthusiasm and assurance of continued interest, support and assistance
Conclude preliminary enrollment process*

Commitment – Fellowship – Brotherhood – Understanding

Conclude the overall enrollment process through these vital steps with the hope that we have an active, sincere and dedicated brother to the chapter and the DeMolay fraternity.

In your mentoring meetings and interactions as a Mentor to the candidate/brother, please refer to the DeMolay enrichment resources that are available through our Service and Leadership Center with DeMolay International and your DeMolay Jurisdiction for educational purposes and the Mentoring process.

APPENDIX
SAMPLE LETTERS

SAMPLE LETTER TO PARENTS OF NEWLY ELECTED APPLICANT

Chapter Letterhead

Date

Mr. and Mrs. John Jones

1234 Anyplace Street

Anywhere, KY 00000

Dear Mr. and Mrs. Jones:

I am pleased that your son is being inducted into DeMolay. Thank you for supporting his decision to join, and welcome to the DeMolay family. We hope you share your son's pride in being part of this prestigious and respected fraternal youth organization.

Membership in DeMolay will enable your son to form lifelong friendships with other young men who share his values, beliefs and desire for personal growth. In his initial experience, he will be expected to spend some time with his mentor and an Advisor so he can better comprehend the significance of the DeMolay program. When he becomes a DeMolay, the opportunity affords him to attend regular chapter meetings and functions that he desires.

DeMolay encourages continuous pursuit of knowledge, self-improvement and leadership opportunities. Most of what your son will learn and experience can and should be shared with you. The ceremonies are open for you to view and experience. DeMolay is based on the philosophy that each person has a responsibility to help make his community and world a better place. Your son will hopefully become involved in a number of charitable programs aimed at helping mankind and improving the quality of life. Your family will be invited to participate in some of these events and to attend special chapter programs, dinners as well as other activities planned. I can assure you that participation in chapter activities prove to be rewarding and an enriching experience.

Since all of this may be new to you, please don't hesitate to contact me if you have any questions or need additional information. I urge you to read some of our DeMolay pamphlets and materials or visit our DeMolay website at www.demolay.org to gain additional information about DeMolay.

In closing, I would like to personally welcome you to DeMolay in which we are proud to note is one of the best fraternal youth organizations in the world. I look forward to meeting you in the near future.

Sincerely,

Master Councilor/Advisor of ABC
Chapter

SAMPLE LETTER TO NEWLY ELECTED CANDIDATE

Chapter Letterhead

Date

Jason Jones

1234 Anyplace Street

Anywhere, KY 00000

Dear Jason:

It is my pleasure to enclose this personal letter of congratulations of your election to receive the Degrees of the Order of DeMolay. Through the ages many young men such like you have aspired to membership in this great fraternity, and only as the mysteries of DeMolay have unfolded before them have they comprehended fully the honor bestowed upon them.

The degrees of the Induction Ceremony will be conferred upon you on _____ at _____. You should be present at _____ p.m., just prior to your ceremony for an informative session to familiarize you with the purposes and activities of the DeMolay program.

The dress for the evening is _____. Come to the ceremony prepared for a memorable and enlightening program. Please invite any relatives and friends with the Masonic fraternity and of course your parents to attend your Initiation/Induction.

I have appointed Brother _____ to serve as a mentor to you who will be an excellent resource to answer your questions and guide you along your way. You will be contacted in a few days to arrange for a meeting time so you can become better acquainted. Let me encourage you to stay in touch with your mentor.

On behalf of all the officers and members of ABC Chapter, I extend to you a hearty welcome and every good wish with your DeMolay experience. We look forward to your fraternal friendship and the many meaningful and rewarding experiences we will share.

Sincerely and Fraternally,

Master Councilor of ABC Chapter

SAMPLE LETTER TO THE NEW DEMOLAY MEMBER

Chapter Letterhead

Date

John Jones

1234 Anyplace Street

Anywhere, KY 00000

Dear Brother. Jones

Congratulations on being a new member for DeMolay and I welcome you as the newest brother to our chapter. I hope that you will find your DeMolay career to be rewarding and beneficial.

As you pursue your future affairs in DeMolay, there will be opportunities for you to learn that DeMolay is a second education to your academic environment that will afford you inspirational teachings in your participation with our chapter activities. I am privileged to serve the chapter as Master Councilor and I realize that each new DeMolay experience brings an awareness of more opportunities to succeed in our future. It is a continuing, enriching and enlarging experience.

Let me encourage you to prepare and to return your proficiency to the chapter. Please work closely with your Mentor and Advisor for this purpose. Please don't delay and become a committed member of the greatest fraternal youth organization in the world.

I also recommend that you become involved in the activities of ABC Chapter and find the areas where you will find the greatest satisfaction through your involvement. There is such a variety of ways to serve and to benefit your DeMolay experience. You have the option to support the Chapter simply by regular attendance at Stated and Called Meetings; bringing families and friends to our social functions; taking upon a leadership role with the chapter; serve on a committee; participate on the ritual/sports team(s) and partaking of all the good fellowship and friendship that the chapter affords.

It is my hope that you may enjoy your DeMolay career to its fullest, and may you encounter a rich fraternal experience always!

Fraternally,

Master Councilor

KEY POINTS TO HIGHLIGHT AS A MENTOR

Prior to the Initiatory Degree

1. Congratulations that you have been elected unanimously to receive the degrees of DeMolay.
2. You should approach DeMolay with an open and receptive mind and as you progress through the degrees comprehend as much as possible all that you hear and see.
3. The desire to become a DeMolay should be seriously taken by you. You should never enter upon the undertaking in a hastily manner but have decorum and dignity in respect to the fraternity.
4. The DeMolay chapter can become a special place to you that you can be content to honor your God, to love and serve your brethren and to learn the many valuable lessons and teachings of DeMolay.
5. To know and understand the history of the Order of DeMolay, it is required that you know something about the founder, Frank S. Land. Frank Land was born in 1890 in Kansas City, Missouri at the age of two, moved to St. Louis and when in the course of growing up during the next 10 years, he became a devoted attendee of Sunday school and in fact was nicknamed the boy preacher of St. Louis because of his own afternoon Sunday school class which he launched in the basement of his home. After moving back to Kansas City and being involved in a family restaurant and after joining Masonry at the age of 21 and becoming affiliated with various appendant bodies, he took a position as a Social Services Director at the Scottish Rite Temple in Kansas City. This was in early 1919 when he was at the age of 28. Then a young man came to see him who by the name of Louis Lower had lost his father recently in a hunting accident. The father had been a friend to Mr. Land. Louis was looking for a male adult to fill that void by the death of his father. After several talks, Frank Land realized that Louis desires for a father's attention was not confined to him alone but included countless other boys whether they had fathers or not. At this point, he saw a real need for a new youth organization – one that would provide proper training, guidance for better citizenship that none other boys group offered.
6. Frank Land asked Louis Lower to help him form this boys club and soon thereafter Louis invited eight of his friends to come with him to a meeting with Frank Land. And out of this meeting of nine teenagers and a young man in his 20's, the Order of DeMolay was born. On March 18, 1919, these 9 young men who all attended the same high school together that ranged from 16 to 18 years old invited 24 of their friends who met again in the Scottish Rite Temple, the Order of DeMolay was formally organized.
7. The boys expressed the desire to name the organization after someone or something which had meaning in Masonic history and thus Jacques DeMolay the last Grand Master of Knights Templar who was burned at the stake in 1314 in Paris France as a martyr to loyalty and toleration was chosen as the organization's namesake.

8. At the second meeting, Louis Lower and each one in turn took a DeMolay obligation on a bible of Frank Land. At a third meeting, a proposal was brought up that could have brought death to the future greatness of the movement and you probably would haven't been here today as a DeMolay. For one of the members proposed that the membership in DeMolay is limited to 75. But after Frank Land made some comments that if DeMolay was good for all of them, it should be good for other young men who knew nothing about it as of yet. The members voted unanimously to set no membership limits. That seemed to serve as a go ahead signal for the organization because for less than a year Mother Chapter in Kansas City grew to a membership of some 3,000.
9. A few months after the founding of DeMolay, Frank Land realized the need for a ritual. He talked to a Masonic scholar in Kansas City by the name of Frank Marshall and together they wrote a ritual consisting of two degrees. The ritual was first used in September 1919 and it remains virtually the same today as it was originally written.
10. Soon thereafter, the fame and popularity of DeMolay spread to adjoining states and eventually from coast to coast and degree teams of Mother Chapter were soon traveling all over the country initiating classes of new DeMolays in other cities and other states. By 1921, it had been apparent that he was going to have to devote full-time to this project of his or step down. The decision was easy. It was a dream comes true for Frank Land. He became the full-time Secretary General of DeMolay, a position he held throughout his life.
11. While the Depression of the 1930's and war years brought it ups and downs to the DeMolay movement, it has changed as necessary with the times and still flourishes today throughout the country and over the world as one of the most outstanding youth organization to be found anywhere.
12. Frank Land's stature grew right along with that of DeMolay and when he died in 1959; he was well-recognized as a leader among leaders and one of the most outstanding youth leaders that this country has ever produced.
13. Be sure to express this important statement. You have joined a great organization with a great heritage and it will continue to grow great with your guidance and support.
14. Since its very inception, DeMolay chapters have been sponsored solely by recognized Masonic Bodies. In most cases today, the majority of DeMolay chapters are sponsored by Masonic lodges.
15. Frank Land developed the close tie with Masonry from early days in order to enable DeMolay chapters to have dependable and consecrated leadership and have the use of Masonic buildings to house their activities.
16. The most important obligation that a sponsoring body has to a DeMolay chapter is to provide the chapter with advisors. There must be at least three to five members on each Advisory Council who are either Master Masons or Senior DeMolays in good standing. These men who comprise each Advisory Council give freely of their time and money because of their interest and faith in youth as young citizens of their community. They consider it a pleasure to advise you in every way possible while you are growing into manhood. This is an important fact to

remember for your cooperation will aid them greatly and your inattention and lack of interest will retard them in their work.

17. The presiding officer of the Advisory Council is called the Chairman while the advisor who is the principal contact with the chapter members is known as the Chapter Advisor or the Chapter Dad. Other advisors may be assigned duties in connection with ritual, finances, athletics, membership, activities and other areas. All these volunteers should be addressed as Dads followed by their last name. They are men that you can trust, depend upon and confide in when you need fatherly advice or just need someone to talk to. Remember, they have lived through the same growing years that you are now experiencing and have survived so their experience and understanding can be helpful.
18. There are four elected officers in a chapter, the Master Councilor, Senior Councilor, Junior Councilor and Treasurer. The first three are the leaders and pace setters for the entire chapter and their interest and energy are going to determining factors in the success of any chapter. The three councilors are elected by a ballot of the chapter members for a term of usually six months based upon the chapter by-laws. The Treasurer is elected at the last meeting of the year and serves for one year following his election.
19. The remaining 18 officers are appointed by the Master Councilor and serves at his pleasure. Each officer of the chapter holds the office until his successor has been duly elected or appointed and installed. The appointive officers include Senior Deacon, Junior Deacon, Senior Steward, Junior Steward, Orator, Chaplain, Marshal, seven (7) Preceptors, Sentinel, Standard Bearer, Almoner and Organist.
20. There are specific rules on how you get elected as one of the councilors and the obligations in fulfilling these offices which you will become familiar with as you participate in a chapter.
21. The Master Councilor of the chapter holds the same position as the president does in any other organization. He is responsible to the Chapter Advisor. He is the leader of the group to whom all the DeMolays should look as an example to follow.
22. The Senior Councilor is the second in command of the chapter and in most cases is working for the position of Master Councilor for the next term. As such, he must be prepared and ready at all times to assume the duties and responsibilities of Master Councilor if the need arises.
23. As the third in command, the Junior Councilor also must be prepared and ready at all times to assume the duties and responsibilities of either the Senior Councilor or Master Councilor when ever called upon. The Junior Councilor does have one clearly defined duty. That is the coaching of new initiates in their examination queries and answers which they are required to memorize in order to receive all the rights and benefits of a member in good standing.
24. In addition to the other officers mentioned, there is the office of Scribe. This person is appointed by the Advisory Council and may be an active DeMolay of the chapter or a Senior DeMolay. His duties correspond to those of Secretary of any other organization such as keeping minutes and other official records of the chapter

Following the Initiatory Degree or prior to the DeMolay Degree

1. Memorizing the obligations of the two degrees is important to each member of the Order for several reasons. First, being able to repeat the obligation is the only sure way to prove that you are a DeMolay if the need ever arises. Second, it is a statutory requirement that a member must have passed his obligations and hold an obligation card attesting to this accomplishment in order to have full voting privileges in the chapter such as in voting upon petitions of candidates, voting in election of officers and holding office himself either elected or appointed. The obligations serve another important factor in the life of every DeMolay namely a firm reminder of the vows and the promises you have made to uphold the ideals and teachings of the Order of DeMolay. As Chapter Mentor, inform the new member about the methods used in this chapter to learn his obligations. But first here are some tips on how to memorize them more easily.
 - A. In the Initiatory Degree Obligation, there are nine stanzas.
 - B. All begin with I promise and are long sentences with several thoughts in each sentence.
 - C. Arrange the main thoughts of each stanza in order such as the first one being in keeping all the secrets while the second one in striving to be a better son and so forth.
 - D. Memorize how the main thoughts fit together.
 - E. Finally, begin memorizing. Learn the first stanza completely and then take on the second stanza. After you have the second stanza well in mind, then go back and put the first and second stanzas together. When you have mastered repeating the first followed by the second then go on to the third stanza.
 - F. Each time you mastered a stanza, go back and put everything together that you have already memorized. This way you will build the obligation in your mind as you memorize it.
 - G. After you have all the stanzas in mind repeat the whole obligation about 10 times. In this way, you should retain most of your work.
 - H. You may want to memorize half of the obligation one day and the second half the next but try to work on it everyday a little. That will help you to retain what you have already learned.
 - I. Avoid last minute memorizing because it can fool you. You may be able to get things in mind but when it comes to repeating it you probably will stumble. If you know the work in advance then you won't get shooked when you get to the Altar. And remember practice does make perfect.
2. The same procedure should be used in learning the DeMolay Degree Obligation. It is a shorter obligation so it should take you less time than it did with the Initiatory Degree.

3. Within two years after the founding of the Order of DeMolay, chapters had been established in several other states and communities. Frank Land realized that some type of governing body needed to be established for the Order. Thus, a group of outstanding Masons were gathered to form a governing council which it is known today as the International Supreme Council of the Order of DeMolay. The purpose of this body of men is not only to establish regulations which are for the protection, advancement and benefit of DeMolay but to see that the rulings are carried out and the Order benefits.
4. The presiding officer of the Supreme Council is called the Grand Master. There are other Grand Officers similar to what you have in a chapter.
5. The Grand Secretary of the Supreme Council is charged with the responsibility of the general promotion and extension of the Order and is also responsible for the operation of the Supreme Council Headquarters located in Kansas City. Basically the Supreme Council office in Kansas City serves in the following capacities: first, as a central office of record, second as an agency for service, third as an agency promotion, fourth as a source of unification and fifth as an agency for inspiration. Except for the paid staff in Kansas City, all others on the Supreme Council level are volunteers.
6. Each DeMolay jurisdiction which normally follows the same geographic lines as state boundaries has an Executive Officer in charge who is the representative of the Supreme Council for that jurisdiction. The Executive Officer has direct supervision over the territory assigned to him and all the chapters, advisors members and activities of DeMolay within that jurisdiction.
7. Each jurisdiction has a jurisdictional Master Councilor who is normally elected annually at the Conclave in conformance with provisions set forth in that jurisdiction's constitution or other by-laws. Normally there are other jurisdictional officers and other posts to be filled by active DeMolays.
8. Usually, there is some type of area organization which functions between the chapter level and the jurisdictional level. And this area group and its activities will be explained more completely by your Mentor.
9. There are seven DeMolay Obligatory Days. Educational Day is a day convenient to the chapter normally in the month of September which affords every DeMolay an opportunity to show his regard for the Public Schools and to promote general interest in that great institution. Frank S. Land Memorial Day is a day convenient to the chapter near November 8th as this day was the day of the death of the Founder of DeMolay and it provides an opportunity to honor his memory. Often times the observance is carried out by the chapter conducting a special fund-raising effort with the proceeds going to a Masonic charity. DeMolay Day of Comfort is observed near Thanksgiving or Christmastime for the purpose of DeMolay members spreading some joy in the lives of others less fortunate. Typical recipients of such deeds are crippled children, the sick and older persons. Patriot's Day is a day convenient to the chapter in the month of February when a chapter holds a special function to review great patriot's events of the country or to honor the memory of individual patriots. Devotional Day is always the

Sunday nearest March 18th when it becomes the duty of the members of each chapter to attend some church in a body such an observance demonstrated DeMolay member's reverence for a religion and respect for God. Parents Day is observed sometime between May 1 and June 20th in some form of appreciation is worked out for parents of the members. It may be simply each member giving his parents some concrete token; some act of kindness or it can be some type of special function by the chapter such as a Pot Luck Dinner. And My Government Day is observed during the month of July and on this occasion a chapter normally arranges some special program to enable its members to learn more about some phase of government.

10. The Founder of DeMolay Frank Land often said that it hadn't been for the Mothers' Clubs, the organization of DeMolay would have probably folded during the Depression of the 30's. But it was the faith and interest of the DeMolay Mothers in the various chapters which help keep them alive and functioning. Most chapters have a Mothers or Parents Club. Those eligible to be members of a DeMolay Mothers Club are the mothers and women relatives of the members. The purpose of a Mothers Club is to cooperate with and assist the Advisory Council of the chapter in promoting the welfare of the chapter and its members to serve the chapter and strengthen the interest of each member in DeMolay and aim toward higher standards of thinking and living. And to provide the things which only a Mother's interest and a woman's hand can accomplish.
11. The activities of a Mother's Club are defined and usually agreed upon by the Advisory Council of the chapter and the Mothers Club officers. Oftentimes, Mothers Club furnishes chapter equipment and paraphernalia, refreshments for social functions and general funds for some activity of the chapter, such as Conclave or Leadership Conferences. If your chapter has a Mother's Club, be sure your Mother is invited to join.

Following the DeMolay Degree

1. Modern Historians believe that Jacques DeMolay was born in Victory, France in year 1244. Little is known of his family or early boyhood. But at the age of 21, he became a member of the Order of Knights Templar. This Order had been officially sanctioned and recognized by the Pope in 1128. And their original name was Poor Soldiers in Christ. Their purpose was to guard the road between Jerusalem and Acre, the Jerusalem port on the Mediterian. Upon the high sanction of the Church, the Order immediately became immensely popular and wealthy as money was poured in the Templar treasury and rich estates were settled upon it. The Order participated fearlessly in numerous crusades and its name was a byword for heroism when in 1298 DeMolay was elected Grand Master. It was an office that ranked him with and oftentimes above great Lords and Princes. The wealth and power of the Order aroused the desires of powerful enemies among whom was included Philip the Fair, King of France, who in 1305 after being unsuccessful in controlling the Knights Templar and similar Orders set out to destroy its leaders. This led to the arrest of the Templars including Jacques DeMolay in 1307 and to the trial held in 1314. A portion of which was illustrated to you in the DeMolay Degree. As you know from the degree, Jacques DeMolay and Guy of Auvergne were sentenced to be burned to death at a stake on an island in Riversend near the cathedral of Notre Dame. Although the body of DeMolay perished that day, the spirit and virtues of this man by whom

this organization is named will live forever.

2. In connection with this historical significance in 1946, the Supreme Council authorized the establishment of the Order of Knighthood whose official name is the Chivalric Knights of the Holy Order of the fellow soldiers of Jacques DeMolay. The basic unit of Knighthood is a priory which is composed of active DeMolays between the ages of 17 – 21 who have their own officers and a ritual. The Order of Knighthood is not an honorary degree or an award but rather a working body whose purpose is to give service to the Order of DeMolay. The main functions of a priory are to extend and to assist the Order of DeMolay and its chapters, maintain the active interest in the older DeMolay members, provide an adequate program for priory members and above all to provide and maintain the proper example for all DeMolays. Oftentimes, priories have been established on an area or jurisdictional basis.
3. Review the various Honors and Awards that can be achieved through DeMolay. Distinguish the difference between an award and an honor in DeMolay.
4. The Degree of Chevalier is the highest honor which can be bestowed upon an active DeMolay for outstanding activity and labor in behalf of the Order. The nominee must be over 17 years of age and have been a member in good standing for at least two years. The Degree of Chevalier is awarded by the International Supreme Council at its session annually upon the recommendation of the Advisory Council and in turn the nomination of the Executive Officer. Annually less than 2% of the DeMolays on the rolls receive the Degree of Chevalier.
5. DeMolay also has recognition for outstanding terms by Master Councilors of chapters and for individual DeMolays performing some heroic or life saving act.
6. Awards that every DeMolay member can start earning as soon he becomes a member are merit bars. There are different bars which deal primarily with DeMolay activities such as athletics, ritual, attendance, civic service but also include religion and scholastics. Your member's Leaders Resource Guide or record book give complete details on the requirements for earning each merit bar and up to five bars can be earned in each category. These additional awards are indicated by the color designation of the bar. 17 bars are the maximum total that a DeMolay is supposed to wear at any one time.
7. There are three (3) basic membership awards that most DeMolays will be interested in. First is the Petitions merit bar which goes to a member who is a first line signer for three petitioners who are initiated in the chapter. For bringing in five petitions, a member will receive a Founders Membership Award which is a handsome gold medallion that is suspended from a gold ribbon that is worn around the neck. Once a DeMolay has brought in 10 petitions, he receives the Blue Honor Key which has long been recognized hallmark of outstanding membership efforts by a DeMolay.
8. As a DeMolay member, there are certain customs and policies to guide your conduct and actions in a chapter meeting or a DeMolay activity. Some of these policies are common to all chapters while there are others that will be explained to you which will be applied to at your chapter. Before entering the chapter room prior to starting a chapter meeting you should show your membership card to the Sentinel at the door who will give you the Word of the Day. Be sure to remember it as it will be collected from you later in the meeting.

9. Should you be late to a meeting and the chapter is in progress of being opened on either degree, the Sentinel will ask you to wait until the chapter is opened. He will then seek permission for you to enter. Once that is given, you should go to the Altar and give the sign of the degree in which the chapter is working. The Sentinel will tell you which degree the chapter is at. The Master Councilor will return the sign and you can be seated.
10. Likewise, should a member need to leave a meeting while the chapter is in session, he should rise and be recognized by the Master Councilor then request permission to leave. When this is granted, he should approach the Altar give the proper sign turn and retire from the chapter room.
11. You should never pass between the Altar and the Master Councilor except when the ritual requires it.
12. In addressing people, fellow DeMolays should be addressed as brother in chapter meetings. Masons should be addressed as Mister and any Advisor should be addressed as "Dad".
13. Certain raps of the gavel by the Master Councilor or another officer call a certain response by the members. Two raps call up the officers. Three raps call up everyone in the chapter and one rap seats the chapter or an officer as appropriate.
14. Do not smoke in the chapter room and remember you are a guest when in a Masonic room. So conduct yourself in a way to enhance the reputation of DeMolay and you as an individual.
15. When prayers are said in a public or private DeMolay gathering such as a chapter meeting every member must go to his left knee and remain there until the Chaplain has concluded and in unison should say "Amen".
16. Upon the opening of each of the degree in the chapter meeting, you will be required to give the grip of the Initiatory Degree and the Word of the Day to one of the Deacons when he collects it from the members.
17. Likewise you will give the grip of the DeMolay Degree and the password of the DeMolay Degree when that word is collected by the Deacon on the opening of the DeMolay Degree. You will also be expected to give the step, sign and token as well as the password of the Initiatory Degree during the course of the meeting.

During the sessions that follow as indicated below, take the opportunity to answer questions, serve as a resource, encourage the new member to enroll in the Leadership Correspondence Course, complete the Representative DeMolay program after six months of service and keep him informed about meetings and activities and most importantly keep him involved and committed to retain his interest.

Two months following the Brother's Induction.

- a. Review his attendance record.
- b. Make sure that he has received his Leaders Resource Guide and other membership materials from DeMolay International.
- c. Check that the Membership Patent and card from DeMolay International has been presented to him in open meeting or program.
- d. Maintain open communication, review important upcoming activities and inquire if he has questions or is confused with any aspect of DeMolay.
- e. Discuss some educational matter or historical significance of DeMolay with the new member. Encourage him to enroll in the Leadership Correspondence Course if he hasn't already done so.

Six months following the Brother's Induction.

- a. Review his attendance record in regards to meetings and activities.
- b. Make sure that he is aware of the Representative DeMolay program that Dad Land wanted every DeMolay to become a Representative DeMolay.
- c. Encourage his involvement with a committee and to express an interest in an office with the chapter.
- d. Maintain open communication, review important upcoming activities and inquire if he has additional questions.
- e. Discuss some educational matter or historical significance of DeMolay with the new member. Encourage him to enroll in the Leadership Correspondence Course if he hasn't already done so.
- f. Promote interest and involvement with the chapter ritual degree team, athletic team(s) so he will feel committed to the DeMolay program.

At the end of his first year of membership.

- a. Review his attendance record in regards to meetings and activities.
- b. Make sure that he is aware of leadership and scholarship opportunities available within the scope of DeMolay with the chapter, jurisdictional and international levels.
- c. Encourage his ongoing involvement with a committee and to serve as a Chapter Officer.
- d. Maintain open communication, review important upcoming chapter and jurisdictional activities as well as inquire if he has additional questions.
- e. Discuss something that he has heard about that he would like to see happen with the chapter.
- f. Promote his ongoing activity or renew his interest with the chapter ritual degree team, athletic team(s) so he will feel committed to the DeMolay program.

OTHER KEY POINTS TO HIGHLIGHT AS A MENTOR

Discuss and highlight significant points of chapter membership.

Review the District, Area and Jurisdictional structure and organization.

MEMBER SKILLS & INTERESTS

Name: _____ Chapter _____
Address: _____ Date: _____
City, State: _____ Phone: _____
E-Mail: _____ Cell: _____

Please list any hobbies or interests you may have. (Golf, tennis, basketball, fishing, camping, hunting, skiing, physical fitness training, trips, etc.)

The one thing which has impressed me most about DeMolay is ...

What other special skills or talents do you have? (Computer processing, wood working, public speaking, outdoor/indoor cooking, organizing, fundraising, art painting, photography, etc.)

What are some suggestions that you wish to offer for a social event or activity that you would like the chapter to have in the future? Please feel free to add any other comments on the back of this form.

