

**The Great Priory of the United Religious, Military and Masonic Orders
of the Temple and of St. John of Jerusalem, Palestine, Rhodes and
Malta of England and Wales and its Provinces Overseas.**

*King Edward VII
Preceptory of Improvement*



**Guidance Notes
on the Templar Ceremonies**

May 2026



Prologue

This Handbook has been produced as a companion to the Ritual Book as issued by Great Priory, entitled ***Ritual No.1 – The Order of the Temple and Drill 2025***, which gives full details of all the ceremonies (excluding the Inner Working for the Installation of an Eminent Preceptor) and details of sword drill, together with a comprehensive rubric.

Whilst the Ritual Book is a “National” standard and therefore there should be no significant variation within the Provinces, local variations exist. The main body of this Handbook follows the procedures for Opening, Closing, Installing a New Knight or a New Eminent Preceptor/Prior as laid down by the King Edward VII Preceptory of Improvement. Where the Handbook differs to local practice, please raise the matter with the Provincial Marshal and the Great Marshal for further guidance.

However, there are also areas on which the Book of Ritual is silent or open to interpretation, such as splitting up the ceremony or performing ‘double installations’. The Appendices in this Handbook seek to provide guidance as to how this may happen whilst remaining consistent with the principles behind the ceremony.

This Handbook is recommended for all Knights but is aimed especially at those Knights who hold the important Office of either Marshal or Deputy Marshal, or who may be interested at some stage in taking on either of these responsibilities, and for those seeking to take the Test to become a Certified Preceptor of Improvement.

Should anyone have any query, the answer to which does not appear to be in the Statutes, the Ritual Book or this Handbook, then please contact the Great Marshal or the Registrar of the King Edward VII Preceptory of Improvement.

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A. Introduction

There is no doubt that, when conducted well, a Masonic ceremony can be quite beautiful and inspiring. Equally, conducted badly it is likely to lose meaning and be somewhat of a disaster.

Consider that it is the Candidate who is at the centre of the ceremony. An excellent ceremony will leave a lasting impression and encourage future participation. But, without knowledge of the ritual, we risk giving a less than impressive ceremony.

Whilst first class ceremonial is a desirable aim, Freemasonry is a hobby and it is accepted that not all are blessed with the ability to conduct “word perfect” ritual. The key point is to ensure that all give of their best.

Many Knights hold our ceremonies to be the most awe-inspiring of all ceremonies in Freemasonry and there are three core principles that should always be borne in mind:

1. We are a **Military Order** and our ceremonies should be conducted in a manner consistent with that – precise, controlled and smart. We do not want to see Knights reading from books;
2. We are a **Christian Order** and our ceremonies contain many references to our Faith. So, it is important that we deliver them passionately, faithfully and reverently; and
3. Above all, we are there to enjoy ourselves, so we should deliver the ceremony with enthusiasm.

This book is structured with three Parts:

Part 1 focuses on the role of the Marshal to ensure both the Temple room and the Brother Knights are properly prepared and ready for the ceremony.

Part 2 looks at the rituals for Opening and Closing, the Installation of a new Knight and of a new Eminent Preceptor/Prior; as taught by the King Edward VII Preceptory of Improvement.

Part 3 contains various appendices on areas such as the Festive Board, Double Installations, Dividing up the Ceremony, Installations of Past Preceptors, Requiems, etc.



B. The Role of a Marshal

A good Marshal is essential for the health and success of a Preceptory.

Our ceremonies are complex but with only 2-3 meetings a year there is not the same frequency of meetings as in Craft Masonry to help Knights familiarise themselves with what is expected.

It is the role of the Marshal to compensate for this through his arrangement and direction of the ceremonial aspects of a meeting, which means ensuring that the Knights are properly attired and familiar with their part in the Templar ritual.

A good Marshal should try to find time to help new Knights (and even some of the others) with sword drill and signs. It is surprising how keen they are to learn and get it right.

Here some points a Marshal should consider:

- How far ahead of the meeting do you contact your officers?
- When do you talk with your Eminent Preceptor to ensure that he is happy with what he is to deliver?
- Do you know who is attending and taking office and that they know their words and actions?
- Do you carry out a rehearsal before the meeting?
- Do you take any Knights to a local Preceptory of Improvement?
- What extra help can you provide to your Preceptory?



General Comments on Protocol

1. This is a Military Order and **we do not hold hands**. With the exception of the Marshal 'guiding' the Pilgrim by the right elbow, at all other times Knights (and Novices) are escorted on a 'side-by-side' basis, except where stated in the ritual.
2. In this Order there are **no court bows**. Instead, acknowledgement is shown by bringing the Sword or Baton to the *Recover*, pausing, and then back to the *Carry*.
3. All movements around the Preceptory should be suitable for a Military Order – smart, crisp, disciplined and controlled.
4. Knights sit with their legs uncrossed.
5. In general, there should be no movement when a Knight is speaking - complete the action (e.g. a salute) and then speak.

Never do anything with your sword whilst moving and never move whilst doing anything with your sword.

6. The E.P. should **always carry his Baton**, except when the Ritual dictates otherwise – it is part of his regalia. When it is necessary to put the Baton down, then it should be placed with decorum on the pedestal (or in a holder on his belt).

The Baton is surmounted with the Patriarchal Cross and as such should never be used to point downwards.

7. The E.P. should have a pedestal. The Altar is **not** to be used as a 'desk'.
8. The Chaplain, when removing his cap for Prayer should **not** put it on the Altar, but either place it on his chair (or lectern if provided) or hold it in his hand.
9. Remember neither the Chaplain nor Almoner carry/wear swords or belts (Statute 171). If it is the meeting for the Installation of a new E.P. and there is to be change of those Officers, then arrangements need to be made for the outgoing to have a sword and the incoming to 'lose' his sword and belt.
10. Only the Chaplain/IPP should have a book out, therefore should be the only one, along with the Marshal, to give prompts.
11. Swords should be at the *Carry* for the National Anthem.



C. Layout of the Preceptory and Preparation for the Ceremony

Always compare to the layout in the Ritual Book; is everything in the right place – particularly on the Sepulchre?

Although the Preceptory may be set up by the Guard or other Knight, it is the responsibility of the Marshal to check that all is in order.

Below are some points to consider: -

General Layout of the Preceptory

1. The Sepulchre should be in the centre of the Preceptory. Notwithstanding that, if space permits, ensure that there is a reasonable amount of room between the Sepulchre and Constables for ease of movements and challenges.
2. Beauceant Banner behind 1st Constable and Vexillum Belli Banner behind 2nd Constable – ‘Red on the Right as you look at them’.

(B comes before V, and 1st comes before 2nd, so B behind 1st Con. And VB behind 2nd Con.).
3. The Preceptory Sword on the Sepulchre in the East should be unsheathed and placed with the hilt to the South.
4. Is the Helmet the right way up? That is, as if it is being worn. The neck guard of the Helmet should be outward.
5. The Spurs should have the points inwards.
6. If possible, provide a lectern for the Chaplain to rest his book/s on.
7. Candles – are they sufficient to last the whole meeting? Is the ‘candidate’s taper’ in the right place and easily removed? Candles should be lit before the start of the meeting.
8. Are there markers in the Bibles? When Bibles are opened the markers should be removed.
9. Are the Statutes, By-Laws, Ritual Book etc. on the EP’s pedestal for presentation (be it a new Knight or a new Preceptor)?



Preparation for a Ceremony

Always try to have a rehearsal – it helps no end and is an ideal opportunity to school new Knights in sword drill etc.

1. Ask the Candidate if they have any problems with kneeling or if they have other disabilities (such as deafness) that may require the ceremony to be adjusted for their comfort and enjoyment.
2. Check if the Candidate can eat bread (i.e. is not a coeliac) and/or drink alcohol for the 'Cup of Memory'.
3. The Candidate's Sword is to be placed unsheathed, hilt to the South, on the Sepulchre next to, and to the East of, the Preceptory Sword.
4. Ensure that the Candidate's Scabbard is left with the Guard.
5. Try the Belt on the Candidate to be confident that there is a suitable hole.
6. Place the Candidate's Belt on the Sepulchre next to (and to the West of) the Preceptory belt. (Make sure the Standard Bearer knows which is which).
7. Is all the rest of Candidate's regalia (Tunic, Hat, Mantle, Sash, Cross and Star) in the West, and on the correct cushions (Sash, Cross and Star for the 2nd Con., Mantle for the 1st Con.), ready for the Constables to carry?
8. Is the Pilgrim's garb all there – particularly the hat and staff?
9. Is the Declaration Book outside with Guard and has it been signed?
10. Is there a small White Stone as well as the 'main' White Stone?
11. For the 'writing implement', please use quills - not biros, fountain pens, pencils, crayons, or chalk. Speak to your local butcher or farmer who can probably produce a pheasant feather or similar.
12. Is the Veil at hand? It should be on the Registrar's desk.
13. Bread should be used and not biscuits, and not big pieces as the Pilgrim will struggle to eat them. Also, if possible, serve it on an 'historically sympathetic' platter, not any old china, paper or plastic plate.
14. Water – if possible, use an 'attractive' receptacle, such as a small goblet, tankard or wine glass. Not a teacup, pint mug or plastic beaker etc. After all, in the Middle Ages, weary pilgrims would have probably been given a pewter tankard or goblet.
15. Wine – this must be WHITE not red.
16. Have you briefed the Officers to ensure they are familiar with their roles?
17. Rehearse the challenges – for both the entry and the Warfare.
18. Rehearse "*Guarding the Sepulchre*".



Make use of the Deputy Marshal.

As well as those functions given in the Ritual Book (e.g. assisting with the Arming), he can:

- a) Take command of and rehearse the Arch of Steel;
- b) Put out a chair for the Pilgrim for the giving of bread and water and again for the new Knight for the Proclamations;
- c) Rehearse the “*Guarding of the Sepulchre*”;
- d) Collect the minutes for signature;
- e) Attend to the lighting of the candles;
- f) Help re-set the Sepulchre;
- g) Instruct the Novice when to respond, and when not to respond, during the piece on the White Stone; and
- h) Move the kneeling stool.

If there is no Deputy Marshal – use the 1st Herald to assist as necessary.



D. Sword Drill, Signs, Salutations and Arches of Steel

The Marshal is responsible for ensuring all Knights within his Preceptory are properly attired and instructed in Sword Drill, Signs, etc.

Aim to have a five-minute refresher before every meeting.

Sword Drill and Signs are difficult to explain in writing, so reference should be made to the Ritual Book, the demonstrations given by the KEVII PoI and the Sword Drill Handbook.

The following may assist as aide-memoirs: -

1. With three exceptions, **all** movements of the sword are through the “*Recover*”. The three exceptions are: (i) Reverse Swords; (ii) Presenting a Sword; and (iii) when the Constables raise their swords above the Novice after he has taken his obligation.
2. The Eminent Preceptor is saluted with the *Sign of a Crusader*. All other Knights are acknowledged by bringing the sword to the *Recover* and back to the *Carry*. Salutations are as set out below.
3. Never speak through a sword – complete the action (e.g. bringing the sword to the *Recover* and back to the *Carry*) and then speak.
4. Sheathing a sword – use the thumb and forefinger of the Left hand as a “guide” and “roll” the crossbar of the sword on the Right thumb with a slightly extended right arm.
5. The **Sign of a Crusader** should always be given in a slow, deliberate and reverential manner.
 - a) The right hand should move equally from past the left eye across to past the right eye to give a symmetrical cross.
 - b) Except during the ceremonies of opening and closing, when the sign is given three times in succession, the sword does NOT come back to the centre – once it has passed across the front of the right eye, pause and down to the *Recover*.
 - c) When the Sign is given with the hand it should be just as if you are holding a sword (i.e. not with an extended thumb or flat hand).
6. “**Reverse swords**” is conducted in three movements:
 - d) Turn the Right hand through 90° (from 12 o’clock to 9 o’clock), thus lowering the sword to the horizontal; then grasping the blade with the Left hand about halfway and releasing the Right hand.
 - a) Continue to turn with the Left hand (keeping the forearm horizontal) until the sword is vertical, in line with the centre of the body, hilt upwards (it should be broadly level with the shoulders). Drop the Right hand to the side.
 - b) Bend the head forward so the eyes look down upon the hilt of the sword. (which effectively forms a cross).

To return from “reversed swords” it is the same procedure in reverse.

 - c) Raise head.
 - d) Turn the sword over to the Right until horizontal (from 12 o’clock to 3 o’clock) and grasp the hilt with the Right hand.
 - e) Bring the sword to the “*Carry*”, dropping the Left hand to the side.



7. Presenting a Sword.

- a) Turn the Sword over, via the Left (as for '*Reverse Swords*') but continue past the horizontal so that the sword starts to point downwards.
- b) Grasp the blade near the hilt with the Left hand and release the Right hand.
- c) Continue to turn the Sword with Left hand until it is again horizontal, hilt to the left, whilst moving the Right hand to grasp the blade below the Left hand.
- d) Release the Left hand and rotate the Left arm so that blade is resting on the Left forearm.
- e) Turn the torso so that the hilt of the sword is presented to the front, towards the Senior Knight. Do not step forward.

The receiving Knight should take the hilt in his right hand and bring it to the vertical, before transferring it to his left hand, so he is holding the Sword by the blade, just above the hilt.

When a sword is returned following presentation, it will be received hilt into the Right hand at the '*Carry*'.

8. "**Let us – Pray**": Adopting the position of Prayer is conducted in three actions, with the second and third action happening simultaneously.

- a) On "Let us...", bring the sword to the recover.
- b) On "... Pray", lower the sword, with the Right arm at full stretch, to the Right side of the Right thigh, thumb uppermost and in line with the trouser crease, and the sword at an angle of 45° to the vertical.
- c) At the same time raise Left hand (covered with the mantle so the glove is not seen) across and level to the forehead, which should be bowed.

The return from Prayer will usually be in time with "*A-men*". This is achieved by simultaneously lowering the mantle with the Left hand and bringing the sword to the recover with the Right hand on the "*A-*". Then returning the sword to the *Carry* on the "*-men*".

9. Salutations.

The salutation is "*Á Beauceant*". **It is a call to the flag**. So, it should be given with some degree of enthusiasm and gusto. After all, you won't get many to rally round the flag if it is given in a whisper!

The phonetic pronunciation is four distinct syllables: "A bō-sā- 'äⁿ"

Remember it is "**Á** Beauceant" and not just "Beauceant".

The salute is three movements, with the wrist 'flicking' the sword forward on each occasion and the Right arm extending further each time such that it ends up fully extended. The hand is only drawn back after the third salute, and not before.

- for 3 – it is straightforward, returning only at the end.
- for 5 – it is 3 + 2, returning to *Recover* after the first set of 3.
- for 7 – it is 3 + 3 + 1, returning to *Recover* after each set of 3.
- for 9 – it is 3 + 3 + 3, returning to *Recover* after each set of 3.
- for 11 – it is 3 + 3 + 3 + 2, returning to *Recover* after each set of 3.

On all, the last salutation of "*Á Beauceant*" should be the loudest – ***fortissimo***.



The most senior officer at the opening of an ordinary preceptory meeting is the Knight sitting in the Preceptor's Chair. Once the meeting has been opened, the E.P. is saluted first by all present with 3, no matter his rank. Other senior Knights, whether guests or members of the Preceptory, may be saluted in order afterwards as a courtesy, starting with Knights Grand Cross and progressing down to Great Officers, as desired. No Knight salutes a Knight lower in rank than himself (unless they are saluting the EP).

When there is an Official Visit, either by Provincial Priory or Great Priory, the Official Visitor, as the representative of the REPP or the ME & S GM respectively, holds seniority. He comes in after the Preceptory has been opened and is saluted according to his rank. Once the Official Visitor has been saluted, no other Knight is saluted afterwards (save as directed in the ceremonies for the installation of a new E.P. or a new Knight).

This principle holds true for chapters of Provincial Priory, with the Provincial Prior being saluted first by all, followed then by other senior members and guests from GCT down. The Sub Prior is saluted after his (re)appointment, and only by members of his Province.

10. Arches of Steel

An Arch of Steel is an integral part of this Order, so Preceptories should endeavour to form these, not just for a Provincial Representative (unless the Bodyguard is present), but also for their own Eminent Preceptor. Six to eight Knights makes an impressive Arch of Steel, but if space or numbers are limited, four will suffice. If possible, try to use Knights other than the Heralds and Standard Bearers – this gives other Knights the opportunity to be involved.

The instructions in the Ritual Book refer to a "Comdr. Body Gd.", which suggests a Provincial Visit, and assumes two straight columns with Flankers at each end. However, restrictions in space and or peculiarities of a Temple layout may make this challenging, with the Arch needing to be formed on the diagonal or even North to South. In such cases, Flankers may not be appropriate with the columns instead marching, in file, to the required positions.

Usually, the Arch of Steel acts under the direction of the Marshal or Dep. Marshal, but Preceptories may wish to appoint a Commander of the Arch of Steel to drill the Knights separately and relieve the Marshal of this responsibility.

The key points to remember are:

- a) When the Knights engage, the swords are brought together with a left to right movement as if parrying the other sword. It is the Knight on the North that therefore has his sword in front of (i.e. East of) his opposite number. The swords should be edge-to-edge so the thumb is on top; but the initial contact may be blade-to-blade with the wrist then turning so they swords are held edge-to-edge.
- b) Great/Provincial Swords and Banners are symbols of authority and should not be lowered to pass through the Arch of Steel. To do this, the right hand is "broken" at the wrist, thus pulling the sword back through 90°, with the elbow remaining locked. Once both the Sword and Banner have passed through, then the hand moves forward to re-engage the sword in the Arch. Each pair of Knights should try and time this so that there is a consistent "click – click – click" down the line. The Arch is not 'broken' for Knights passing through.
- c) On an outgoing Arch of Steel, once the procession has passed through, the Arch of Steel should be marched out before the other Knights are dismissed.



E. Baton Drill

The Baton carried by an Eminent Preceptor is a symbol of civil power. It is surmounted by a cross and, as such, it must be treated with reverential respect at all times.

The Baton is never to be inverted, pointed downwards, kissed or used as a gavel.

1. Baton position when standing or sitting

When a Knight is standing: the Baton is carried in a position similar to the “*Carry*” in sword drill. It is to be held at the mid-point of the shaft, in the right hand. The butt should be resting on or near the right hip, between the belt and the right groin, in a comfortable position. The shaft should be inclined at an angle of about 45° forward from the vertical. This called the “*Baton Carry*” position.

A similar position should be adopted when a Knight is sitting during a ceremony, with the butt resting on the upper part of the right thigh and the Baton either vertical or slightly inclined forward.

When sitting “*at ease*” the Baton may be held in a comfortable position (e.g. with the hand resting on the right thigh and the Baton almost level) or returned to its frog, but it should not be held like a sceptre in the crook of the arm.

When a Preceptor needs to use both hands (e.g. when drawing his Sword or to hand Statues to a new Knight or to appoint an Officer during Installation etc), the Baton should be placed gently either on the pedestal (preferably in a stand for such purpose) or in its belt frog.

2. “To Order”

When the command “*To Order*” is given and the Preceptor is to rise, the Baton should be raised so that the top of the Baton shaft (i.e. just below the Cross) is level with the mouth and about one inch from it (i.e. equivalent to the “*Recover*” position in the sword drill) and then to the “*Baton Carry*” position. The whole procedure is carried out in one flowing action as the Preceptor rises.

3. Sign of a Crusader

When giving the sign of the Crusader, the top of the Baton shaft (i.e. just below the Cross), is moved in the same manner as the Hilt of the Sword.

4. “Let us – Pray”

On the command “*Let us – Pray*”, the Baton should be raised to the “*Recover*” on “*Let us -*” (i.e. in time with Knights bringing up their swords) and then placed over the left breast on “*...Pray*”. At the same time, the Mantle is grasped in the left hand and raised above the eyes, as in the manner in the sword drill. The head is bowed.

This position is discharged by dropping the left hand and releasing the Mantle, bringing the Baton up to the “*Recover*” and returning to the “*Baton Carry*” position.

5. “Reverse Swords”

On the command “*Reverse Swords*”, the Baton is brought to the “*Recover*”, the right hand is then gently lowered (with the Baton remaining vertical and at the mid point of the point) until the Cross is level with the shoulders and the right arm is held in a right angle (similar



to the position of the Sword Hilt for the same command). The head is then bowed to look at the Cross and so give tribute to and contemplate the life of the departed merit.

On the command “*Carry Swords*”, the Baton is brought up to the “*Recover*” and then returned to the “*Baton Carry*” position.

The Baton is **NOT** to be reversed in the manner that the Sword is.

6. Salutations

When giving the “*A Beausceant*” salutation, the Baton should be moved in the same manner as a Sword, as set out in the sword drill (see page9).

When responding to a salutation from the Chair (e.g. as an eminent Preceptor), the Knight rises, give his thanks, raises the Baton to the “*Recover*” (i.e. the top of the Baton shaft, just below the Cross, level with the mouth and about one inch from it), makes a short pause and then return to the “*Baton Carry*” position.

When responding to a salutation other than from the Chair (e.g. as a guest or when sitting in an ordinary preceptory), the Knight rises, gives his thanks, before giving the Sign of the Crusader with the Baton (as the Eminent Preceptor is to be included in the Knight’s reply to the Salutation) and then returning to the “*Baton Carry*” position.



F. The Ceremonies of Opening and Closing

As mentioned above, Preceptories are encouraged to have an Arch of Steel for the entry and retirement of the E.P.

Even if an Arch of Steel is not formed, the E.P. should still enter and retire in procession, followed by the Preceptory Banner (carried by the Preceptory Banner Bearer), with the Knights standing to order.

1. On the incoming procession, the Dep. Marshal should halt at the East end of the sepulchre and the Knights following open out and turn in to allow the E.P. to pass through. Once the E.P. has taken his seat and on an acknowledgment from the Marshal, the Chaplain, Constables, and Great Officers move to their positions.

The processions are as set out below with Great Officers and Constables in pairs (juniors on the left):

<u>Incoming</u>	<u>Outgoing</u>
↑	↑
Dep. Marshal	Dep. Marshal
Great Officers	E.P.
2 nd & 1 st Constable	Banner
Chaplain	Chaplain
E.P.	2 nd & 1 st Constable
Banner	Great Officers
Marshal	Marshal

2. No sign is given when reporting the Preceptory is properly guarded, not even by bringing the Sword to the *Recover*, as the Marshal has not yet confirmed that there are no intruders.
3. When the Marshal is asked to see that none are present but Brethren of the Temple, he should take **one** distinct step forward to ascertain that all present are Knights, then step back to his position, give the *Sign of a Crusader*, and report.
4. It is to be preferred that if the Registrar has drawn his Sword for the Opening, then he returns his sword when calling the Muster Roll and **not** place it on his table.

The E.P. should speak the words “*Christ our prophet ...*” etc. slowly to allow time for everyone to give the sign properly. E.g. “*Christ ...*”, baton up to the cap badge and down to the eyes, “*... our ...*”, to the left eye, “*... prophet ...*”, to the right eye [pause]; etc.

5. When the Marshal opens or closes the Bible, he should first return his sword whilst facing East and **not** place it on the Sepulchre. Don't forget to remove bookmarks. After opening or closing the Bible, the sword is again drawn whilst facing East before the Marshal makes a smart about turn and returns to his station.
6. The E.P. sits when the Bibles have been opened.
7. The Marshal (or Dep. Marshal) should not draw his Sword when taking the minutes to be signed by the E.P.
8. Following the closing and before the procession out, the National Anthem should be sung. This is done with all Knights still standing to Order with Swords at the Carry, before any procession out is formed and before anyone is instructed to return swords.



G. Installation of a new Knight

There is no substitute for making yourself *fully conversant* with the Ritual book, as it provides very comprehensive instructions, but the following highlight some important points.

1. The Marshal does not draw his sword on collecting the Declaration Book. The Marshal should stand to the North East of the E.P. when the E.P. is showing the book to the assembled Knights. The Marshal draws his sword only when the Cross has been veiled and the Marshal is standing in the West, when he gives the command; "*Brother Knights; To – Order*", before collecting the Candidate.
2. When re-veiling the cross be careful not to set fire to the crepe or position it where it might catch fire.
3. The sign given by the Pilgrim is the 'Reverential or Hailing Sign' of a R.A.Mason. This is given with the staff resting on the Pilgrim's shoulder in the crook of his right elbow.
4. **Challenges** – Without being unduly dangerous, these should be conducted forcefully. Room must be allowed for the Constables to step forward without making contact with the Pilgrim.
5. If the Preceptory is small, go round the East of the Sepulchre to approach the 1st Constable from the South for the second challenge.
6. Dep. Marshal needs to remember to have the chair ready for the Pilgrim to sit and to move it back after he has risen.
7. When handing across the bread and water, the Marshal stands in front of the Pilgrim, facing him (i.e. to the East of the Pilgrim facing West). The Marshal does **not** hold the staff when the Candidate is eating the bread and drinking the water. It should be resting on the Candidate's shoulder. Marshal then moves back to the South (facing East) and draws his sword before asking the Candidate to rise.
8. **Guarding the Sepulchre** – This procedure should be rehearsed so that it is done smartly. Four Knights are the minimum, with one in the centre of each side (North, South, East and West) but six or eight make a more impressive guard. Where more than four are used, the additional Knights fill out the North and South sides in equal numbers.

On the command "*Guard the Sepulchre*", they move directly and independently to the four sides of the Sepulchre and turn outwards. They do not stand at the corners of the Sepulchre. On being ordered to "*Resume your Stations*", the Knights return directly to their places and remain standing.

If the Sepulchre Guard is to be provided by Arch of Steel under a Commander, such as a Bodyguard Commander; then the Commander may use his own commands once the Marshal has called out; "*Guard the Sepulchre*".

For the Pilgrimage, the Marshal leads and the Pilgrim follows, keeping pace. (First perambulation is quick, slowing on each subsequent turn).

9. Once the 2nd Constable cries; "*Halt*", ensure that the Pilgrim is turned to face the East before the 2nd Constable gives the Sign of a Crusader, so that the Pilgrim does not see the Sign.
10. Before the candidate takes the **Obligation**, remove his Hat and Staff (and hand to the Dep. Marshal) but nothing else (the Sword remains drawn in the Marshal's right hand).

The Marshal stands behind the Pilgrim, turns to the Constables and brings his sword to the *Recover* as a sign for them to advance. The Constables then approach the



Sepulchre for the obligation in unison, standing close to the Sepulchre. The Constables, again in unison, turn inwards and bring their swords to the *Recover* before laying them “gently” on the candidate’s hands while they are on the Bible. For the sealing, they should raise their swords directly above the candidate’s head to form an arch without coming to the *Recover*. (Remember **edge to edge** and 2nd Con.’s sword in front of (i.e. East of) 1st Con.).

Once the Candidate has sealed his obligation, the Marshal should prevent him from rising until the Constables have returned to their posts, then move to the Candidate’s right once he has risen.

The Candidate remains standing by the kneeling stool until the E.P. says; “*Let the Novice be divested ...*”, when the Marshal moves him back to a point in the West.

From this point forward, the Marshal does not touch the Candidate.

- 11. Arming** – When the Standard Bearers bring up the shield, breastplate etc. they should carry all these items with two hands, as if wearing them. This ensures that the Marshal has them the right way round to invest the Novice. The Dep. Marshal stands behind the Novice to take the articles from the Marshal as necessary. When the sword is being brought from the Sepulchre it should be carried with respect, i.e. picked up and held horizontal in two hands. The Marshal moves (behind the Novice) to either side of the Novice to stand and receive the items.

The Standard Bearers do not move to pick up the items until the Chaplain has spoken and paused.

- 12. Professions** – During the exchange “*I draw my sword ...*” etc, the Marshal (by words and actions, not touching the Novice) should ensure that the candidate extends his arm so that the sword is held at full stretch, copying the actions of the E.P., who should be doing the same.
- 13. Challenges** – as during the perambulation of the Pilgrim, these should be conducted forcefully but without being unduly dangerous. After all, the Novice is being ‘challenged’, and not being politely asked if he would like to dance!

Before starting the perambulation of Warfare, the Marshal explains to the Novice how to protect himself by saying “*Guard your head thus*” and demonstrating. That is with the arm straight, sword horizontal and well above the head. (Done properly, the Novice’s sword, held horizontally, and the Challenger’s sword, held vertically, should create a cross). The Marshal should remain in line and facing East with the Novice during the explanation.

During the perambulations, the Marshal marches to the right of the Novice (i.e. on the inside and nearest to the Sepulchre) and in line with him.

Remember to drill the Challengers in how to make the challenge. The two swords should form a cross – with the Novice’s sword forming the horizontal and the Challenger’s sword forming the vertical. The Challenger breaks his wrist to bring his sword back, whilst remaining threatening to allow the sign to be given. He then returns it to the carry before saying; “*Pass ...*”.

The third challenge can be at an angle, with the Marshal and Novice approaching the 2nd Constable from the South-East.

- 14.** The word is pronounced ‘*gol-guh-thuh*’, with a slight emphasis on the first syllable.



15. The Sword remains in the Marshal's right hand when he divests the Novice of his Shield and Sword. The Dep. Marshal should remember to place the Candidate's Sword on the 1st Constable's cushion.
16. Having divested the Novice of the Sword and Shield, the Marshal stands to the South during the Charge, with his Sword at the *Carry*. Once the Charge is completed, the Marshal brings the Knights "*To Order*", simultaneously returning his Sword before moving to the South of the Sepulchre. As the Dep. Marshal extinguishes the lights.
17. During the "**Year of Penance**" the Skull should be in the Novice's left hand, face towards him and the Taper in his right. **The hands must be close together**, preferably with Skull and Taper touching. The Marshal collects the Skull (first, from the South) and Taper (second, from the North) from the Sepulchre with both hands (moving from side to side behind the Novice) **only after the E.P. has paused to allow him to do so.**

The Marshal stands to the South of the Novice, so the Novice comes back to pass in front of the Marshal and stand on the Marshal's LEFT at the end of the perambulation.

The Skull and Taper are returned in the reverse order – the Taper first and the Skull second, moving behind the Novice to collect each one. The Marshal then returns to the right of the Novice before giving the command "*Carry Swords*" and drawing his own.

The Knights are seated **after** the Novice leaves after Part 1, when the Marshal has returned to his station and the Preceptory has been re-illuminated by the Dep. Marshal.

When the Novice returns, check that he has his scabbard in the frog on his belt, and his gloves tucked into his belt.

18. **Cup of Memory** – When the Novice is holding the Cup, this must be clasped at all times with **both hands**. The Marshal collects and returns the Cup also with both hands. The Marshal stands to the South of the Sepulchre and reaches across to the Cup, which is slightly to the North side of the Sepulchre. He stands directly behind the Novice to call the Knights to Order and then to prompt the 'sip'. He does not have his sword drawn. The Cup is then returned via the South to its original position on the North side of the Sepulchre.
19. **Pen and Stone** – The Marshal may pass between the Novice and the Sepulchre to take up his place in the North-East, facing South. All other times the Marshal goes behind the Candidate/Novice. He does not pick up the Pen and Stone until after the Chaplain has spoken.

The E.P. should give the Marshal time to ask the Novice if he is willing to conform. **The Dep. Marshal should warn the Novice not to respond to the E.P. but to wait for the Marshal's question.**

The need to moisten the pen with the lips has now been removed.

The Marshal should whisper to the Novice not to say the name that is hidden within the stone.

20. When returning the Pen (Quill) and Stone to the Sepulchre, the Marshal should hold the Pen and Stone in his left hand, thus allowing him to use his right hand to first replace the dagger. Then after having replaced the Quill and Stone, the Marshal takes a step back and draws his sword before picking up the Small White Stone.
21. When **presenting the Small White Stone to the Novice**, the Sword Tip should be placed on the Novice's right hand, open with the palm upwards. The Hilt of the Marshal's Sword is elevated above the Marshal's head **(and not to the mouth of the Marshal)** and with his left hand slides the Stone down the blade into the Novice's hand,



whereupon the Marshal's sword is returned to the recover. The Marshal should whisper to the Novice to close his fingers over the stone and drop his hand to his side after the E.P. has finished speaking and before the E.P. says "*Approach, my brother, ...*".

22. For the **Accolade**, the procession is formed in the North-West with the Standard Bearers (with Standards) leading, senior (Std.B.(B)) on the right, then the Novice (on the left) behind the Vexillum Belli and Marshal (on the right), and finally the Constables.

The Marshal may use the commands; "*Standard Bearers; take post. Constables; take post*" to form the Escort.

The Dep. Marshal hands the cushion with the Sash, Cross and Star thereon to the 2nd Constable first and then the cushion with the Mantle and Sword thereon to the 1st Constable (tucking the sword under the 1st Constable's right arm). This prevents any crossing over or bumping when forming the escort.

The Marshal should whisper to the Novice to put the stone in his pocket before moving him into the line of the Procession.

The Standard Bearers should take up a position either side of the Kneeling Stool facing inwards. The Novice is conducted to the West side of the Kneeling Stool facing East, with the Constables standing on either side, but slightly to rear of him, also facing East. The Marshal in the centre facing East directly behind the Novice (from where he can steady him, if necessary, when carrying out the Grand Sign).

Once the Novice is in position and kneeling (cap in left hand), the Marshal indicates to the E.P. by bringing his sword to the *Recover*. The E.P. remains seated until the Marshal gives this signal; then he puts down his baton and moves to the West of the Altar, facing the Novice, to take the Marshal's sword.

The E.P. returns the sword to the Marshal by holding it vertically by the blade. The Marshal then returns his sword before removing the kneeling stool (if the Dep. Marshal has not done this) and assisting with the signs.

If the R.E.Prov.Prior or Sub-Prior is present he will usually confer the Accolade, but the E.P. will normally invest and entrust.

When the E.P. is presenting the Star Jewel, he should show it to the new Knight for that piece of ritual. Only pin it on when he has finished "... *continue His faithful soldier unto death*".

Likewise, he should lift up the left side of the Mantle when referring to the cross as the "... *Christian's Faith and Hope*".

Once the E.P. has returned to his seat, the return procession is formed up in the South-East in reverse order; with the Constables leading, followed by the Marshal and the new Knight and finally the Standard Bearers – juniors on the right to prevent crossing over and bumping in the West. The Dep. Marshal, having placed a chair in position for the Proclamation, should be ready to collect the cushions from the Constables as they return to their places. The new Knight is seated, and the Standard Bearers take post with their Standards either side of the Marshal who is stood behind the new Knight, all facing East.

The Constables and Heralds should have been drilled beforehand to, respectively, draw and return their swords. If that has not happened, the Marshal may give the command "*Constables draw swords – Heralds return Swords*".



- 23. Proclamations by the Heralds.** These are proclamations – so let's hear them, somewhat like the old town crier. Also, it is “Most **Eminent** and Supreme Grand Master” not Excellent. When commanded by the E.P. to proclaim, **both** Heralds take a step forward together and only step back after the second salutation.
- 24.** The new Knight remains seated until everyone else has sat, then the Marshal moves the new Knight to the North-West corner of the Sepulchre. (Dep. Marshal replaces the chair at this point).
- 25.** The Marshal should return to his station following the arrival of the E.P. at the Sepulchre but must return before the E.P. concludes the Symbols explanation, as the new Knight should be attended at all times.
- 26.** The Ritual Book gives no order as to which of the Three Great Lights represent Peter, James and John. The accepted order in the King Edward VII Preceptory of Improvement is that ‘Peter’ is in the East, ‘James’ in South and ‘John’ in the North.

Please remind the E.P. that the Baton is surmounted with the Patriarchal Cross and as such should never be used to point downwards, such as when explaining the symbols.

- 27.** The Ritual Book states that the unlit candle is to be re-lit from the candle in the northwest. By this, it means the candle that is nearest to the Cock, which is immediately to the west of the unlit taper. Using the parlance of the paragraph above (i.e. in accordance with KEII PoI), the candle is re-lit from the Great Light of St John.
- 28.** The E.P. should not forget to stand to direct the candidate's attention to the Warrant, before then supplying him with the Statutes, Preceptory By-Laws, and a Book of Ritual.
- 29.** The Marshal should remember to instruct the new Knight to salute the E.P. with the *Sign of a Crusader* with his hand and then to put on his gloves once he has taken a place in the Preceptory.



New Knight Drill Instruction

The new Knight will have been introduced to several different drill positions in short order. Whilst the Position of Prayer will never have been explained.

Therefore, once the ceremony is over, the new Knight may benefit from five minutes of 'Drill'.

The instruction should be carried out by the Marshal or Dep. Marshal.

Sit the Knight in a suitable place in the Preceptory and demonstrate the following movements/positions:

- "To Order".
- The "Recover".
- The "Carry".
- "Let us – Pray".
- The 'Sign of a Crusader' – moving slowly and reverently to the words "...Christ our Prophet, Christ our Priest and Christ our King".
- "Return Swords".

Once you have demonstrated the manoeuvres instruct the new Knight to copy you. This should take no more than five minutes.

At this point the new Knight should be invited to attend the Provincial Preceptory of Improvement, where he can expand his knowledge of the Order and practice drill and ritual.



H. Installation of a new Eminent Preceptor

1. Past Preceptors must act as Chaplain, Marshal, Constables and Capt. of Guard.
2. The Preceptor Elect should be reminded that for the prayer, as his Sword is not drawn, he should place right hand on left breast and not adopt the Sign of Prayer.
3. It is not the practice for the Preceptor Elect to recite his obligation unless he is a Past Preceptor.
4. The Preceptor Elect should be instructed, preferably beforehand, to remove his gloves as he approaches the Altar. He puts them back on just before the Conclave of Installed Preceptors is opened.
5. During the Inner Working, the Installing Preceptor should leave his baton on the pedestal as soon as he stands to start the Traditional History.
6. The sign is a command to advance. When the sign is being demonstrated, the Installing Preceptor should stand on the right of the Preceptor Elect. Instructing him to stand thus: legs slightly apart and bent, as if astride a horse with the left hand forward as if grasping reins. The sign is then given thus: the sword is extended horizontally fully by the right arm held out behind the body; then, in an overarm forward sweeping motion (with a straight elbow) it is extended horizontally forward of the body.
7. The R.E.Prov.Prior, Sub-Prior or Prov.Rep. present will usually assist with the collarette. If not, then the Marshal or the Escort should help. It is worth suggesting to the Installing Preceptor that on this occasion he wears the collarette 'outside' his mantle to make things easier.
8. It is part of the Installing Preceptor's work to direct the salutations during the Inner Working, not the Marshal.
9. The Preceptor Elect should be primed that he will close the Conclave of Installed Preceptors on instruction from the Installing Preceptor.

Once the Knights have returned and saluted under the direction of the Marshal, they should remain in the West for the presentation of the Warrant, Statutes etc. After that they will return to their seats under the direction of the Marshal – hopefully in a drilled fashion.

10. During the appointment and investiture of Officers, once the Marshal has presented the Prelate for investiture, it is acceptable for the Marshal then to remain standing in front of the E.P., reciting the names of those to be invested, with the Dep. Marshal collecting and returning the Officers in order. (The Dep. Marshal should know the names in advance so that he is ready to pick them up once his name is called). There is no need for the Dep. Marshal to enquire about the appointment of the Marshal. There's nothing wrong in that being done by the Marshal.
11. It is preferable that the Marshal ask the E.P. who he is appointing to each Office and not have a list read out by the Registrar.
12. At the conclusion of the appointments the Marshal should **not** say "Eminent Preceptor that completes/concludes the appointment and investiture of your Officers" – unless it's true. There is likely to be at least one absentee; so "Eminent Preceptor that completes/concludes the appointment of your Officers and the investiture of those present" is far better. The Marshal and Dep. Marshal should return to their places, together salute the E.P. with the Sign of the Crusader and sit.
13. Special notes are available for the Installation of an Eminent Preceptor in a Past Preceptor's Preceptory (see *APPENDIX 5*).



I. Installation of a new Eminent Prior

No notes or comments will be made about the conducting of the Malta ceremony as not all Preceptories undertake it. Separate guidance is available from King Edward VII Preceptory of Improvement. This Handbook will just deal with the Installation of the Eminent Prior.

1. Remember it is the short opening and closing (except for those Preceptories that hold a full Malta Meeting).
2. In the shortened form of Opening and Closing, the Installing Prior may place his baton on the pedestal. However, it should **not** be placed on the Pentagonal Table in the longer form; only swords are placed on the Pentagonal Table. It may be kept in a holder on his belt.
3. Past Priors must act as Chaplain, Mareschal and Captain of Outposts.
4. Similar comments as above in **H** apply as regards prayers, obligations, salutations, gloves, closing of Conclaves of Installed Priors and return of Knights to seats.
5. Remember that the Sign of the Order is: `From Crown to Chine`. Chine means 'backbone' so the thumb moves from the **Crown of the head to below the throat (i.e. just above the breastbone)**.
6. In the shortened form of Malta Degree, as in the Full Malta Meeting, the Mareschal asks the Eminent Prior for the names of the Officers to be appointed and invested,

The said Officer will stand, in his place, give the sign of the Order in acceptance of the same and then sit.

(Remember at a Full Meeting the Officers are taken up to the Eminent Prior for investing).

7. Special notes are available for the Installation of a Past Prior in a Past Priors' Priory (see *APPENDIX 5*).



APPENDIX 1

The Festive Board

1. It is the duty of the Marshal to control the Festive Board (Unless a Provincial Representative is present, when the Escorting Officer will control the Festive Board). The Marshal should ensure that things are kept moving so that those who wish to get away at a reasonable time can do so.
2. The candidate should be referred to as *“Our New Companion-in-Arms”*.
3. Make sure the Toast List is up to date. Refer to Provincial Vice-Chancellor or Provincial Marshal or MMH Web Site if in doubt.
4. If the Festive Board follows Installation and a Priory of Malta has been opened, then the “titles” are *“...of the United Orders”* and not *“...of the Temple”*.
5. There is no fixed protocol, but the generally accepted principle is that wine takings should be kept to a minimum. The following are considered sufficient and in the correct order:
 - a) *“The Eminent Preceptor will be pleased if the Right Eminent Provincial Prior / Provincial Sub-Prior / Provincial Representative [if present] will take wine with him.”* (If more than one is present, then only the senior is greeted.)
 - b) *“The Eminent Preceptor is pleased to take wine with you all and requests that you remain seated.”* (Note: this wine taking is always the last one).

Some Provinces also take wine with Great Officers and new Knights (*“Our new Companion in Arms”*). However, these receive their own toasts and so wine takings are not necessary.

Other wine takings that may be included are with:

- a) The Installing Preceptor (at Installation);
 - b) Officers invested (at Installation);
 - c) Joining Members; and
 - d) The Provincial Prior’s Bodyguard (on an Official Visit)
- as none of these have their own toasts.

6. When it comes to the Toast to the Right Eminent Provincial Prior, or Provincial Sub-Prior or Provincial Representative, if there is to be a response, someone (preferably the Eminent Preceptor) should say a few words and not just formally announce the toast.
7. The Marshal should be careful when it comes to the toast to the Visitors. Remember that the number of salutations will depend on the most senior visitor present, e.g. If a visitor is a Very Eminent Knight, then the salutation will be five. If the Prov Prior or Sub Prior is visiting, then the salutation will be 7 or 5, respectively, even though they have already been toasted.
8. As mentioned previously in **D** the salutations should be given “with gusto”. Remember that if it is a Malta Festive Board there are no salutations.
9. With regard to the use of ‘Firing Swords’ refer to the Marshal or Provincial Marshal as to the practices in your own Preceptory or Province.

Please refer to APPENDIX 7 for when a Provincial Representative is present.



APPENDIX 2

‘Double’ Installations

The key point is that the Candidates’ experience should not be sacrificed for expediency.

With only 2 or 3 meetings a year, a preceptory can sometimes find itself with a backlog of candidates and thus look to carry out multiple installations to move candidates through. However, as mentioned in the Introduction, we want the ceremony to leave a lasting impression on the Candidate(s) and so encourage his/their future participation. Thus, the aim is to avoid diluting the experience.

The accepted approach by the King Edward VII Preceptory of Improvement is for each candidate to experience the first part (Entrance of the Pilgrim to end of the Year of Penance and Mortification) on their own, and the second part in company.

For the presentation of the White Stone, the Marshal holds the dagger to the first Candidate and the Dep. Marshal does the same to the second candidate. The Marshal and Dep. Marshal speak as in the Ritual Book.

For this approach you will need to have:

- (i) Two stones; and
- (ii) Two daggers.

Certain Provinces take a different approach, with each Candidate separately experiencing the Constables’ challenges upon entering the Preceptory. They then join together for the Obligation and for the Arming and Warfare. The Year of Penance and Mortification is then done separately and the second part in company again.

Under this approach, after the challenge to the first candidate by the 1st Constable and the 1st Constable saying; “*Pass, in the name of ...*”, the Marshal seats the first candidate and collects the second, continuing to the same point before bringing both candidates together for “*Show that sign to the Eminent Preceptor*”. (Alternatively, the ceremony can be performed until just after the Pilgrimage when the E.P. says; “*Brother Second Constable, I readily accede to your request*”).

The Chaplain needs to remember to refer to the “...*Candidates*s now before Thee...”.

The second candidate then goes out immediately after the Charge and before the Marshal gives the instruction to Reverse Swords. The first Candidate goes through his Year of Penance and Mortification. Once he retires, the second Candidate comes back in, and that part of the ceremony is repeated.

If following this second approach then as well as the additional items listed above, you will need also:

- (i) Two shields; and
- (ii) A second knight to double up on the challenge in the South.

There is also an argument for separating the candidates for the presentation of the White Stone (from the Chaplain saying; “*He that has an ear...*” to the E.P. finishing with; “...*be recognised and admitted as a Knight of the Order*”).



Installation of 3/4/5 Knights

The maximum permitted number is five candidates. On very rare occasions a Marshal may be faced with installing 3, 4 or 5 candidates. In such circumstance the following approach should be adopted:

1. Part I

- a. Challenges on Entry – individually for the challenges by both Constables, then have **all** 3/4/5 “*Show that sign to the EP*”. (Sit each candidate by the Captain of Guards after he has been challenged). They then all sit together and receive the bread and water together.
- b. Pilgrimage – all 3/4/5 together.
- c. Obligation – all 3/4/5 together (one candidate with his hands on the Bible, the others with their hands on his shoulders).
- d. Arming – all 3/4/5 together
- e. Warfare –
 - i. For 3: all three together but with each candidate receiving one of the three challenges;
 - ii. For 4 or 5: All together but only the representative candidate being challenged (with all candidates showing the sign and giving the word).
- f. Charge – all 3/4/5 together
- g. Penance & Mortification – this must be done individually

2. Part II

- a. Cup of Memory – all 3/4/5 together.
- b. White Stone – If the Centre has sufficient stones and quills, then this can be done with all 3/4/5 together. Otherwise, have a Representative Candidate being tested and giving the answers, but each Candidate then signing his name on the stone and receiving the word therein. Each Candidate then receives his small white stone, one at a time, from the Marshal.
- c. Accolade and Robing – all 3/4/5 together.
- d.** Proclamation – all 3/4/5 together



APPENDIX 3

Dividing the Ceremony into Multiple 'Parts'

The Templar ceremony has been written with just two main parts, that of Marshal and that of the Eminent Preceptor. The idea is therefore that one Knight fulfils the role of E.P. for the entire ceremony. However, this may not be possible.

The King Edward VII Preceptory of Improvement accepts that the ceremony may be delivered by two Knights – Knight 1 from the entrance of the Pilgrim to when he leaves after the Year of Penance and Mortification; and Knight 2 from the re-entrance of the Novice to after the Symbols.

In some Provinces, the Prior or Sub Prior (or other similarly Senior Knight) may give the Accolade and/or the Robing. The Charge and Symbols may also be given as discreet pieces by other Knights.

Certain Provinces, keen to involve more Knights in the ceremonies go further, and divide the ceremony as follows:

EP – Entrance of Pilgrim up to and including the Obligation, finishing with; *“Arise, Novice of Our Order”*.

Knight 1 – Arming and Warfare: *“Let the Novice be divested ...”* to *“That scroll bears the initials ...”*.

Knight 2 – The Charge and Year of Penance and Mortification.

EP/Knight 3 – Re-admittance of our new Companion in Arms up to and including the presentation of the White Stone.

EP/Prior/Sub Prior – *“Approach my Brother and receive...”* followed by the Accolade and Robing.

Knight 4 – The Symbols

It is also possible to have the Cup of Memory delivered as a discreet piece.

The key points to remember when dividing up the ceremony are:

1. Avoid all unnecessary movement that might detract from the flow of the ceremony and the Candidate's concentration.
 - a. The additional knights who are participating should sit in the North-East near the EP;
 - b. They should move to the NE corner of the sepulchre to deliver their piece and not in front of the altar; and
 - c. They move unaccompanied as the Marshal should be with candidate at all times.
2. With the exception of the Symbols, the Knight delivering his piece should be a Past Preceptor.
3. As Marshal, your role is to accompany the candidate and hence you should not perform any other element of the ceremony.



APPENDIX 4

Short Handed Ceremonies

Ideally, every meeting for the Installation of a new Knight will have the requisite 14 Knights fulfilling all the Offices from Guard to E.P. However, that is not always the case, and the Statutes allow for a new Knight to be admitted in the Presence of an Installed Preceptor (to act as EP) and four other Knights. It is assumed that there is always someone to act as Guard.

In this minimal situation, the roles may be shared as follows:

With 4 Knights + EP

1. Chaplain
2. 1st Constable, 1st Herald and Standard Bearer (B)
3. 2nd Constable, 2nd Herald and Standard Bearer (VB)
4. Marshal, Captain of Guards

Each additional Knight then allows the more senior roles to hand across the junior roles. For example:

With 5 Knights + EP

1. Chaplain
2. 1st Constable, 1st Herald and Standard Bearer (B)
3. 2nd Constable, 2nd Herald and Standard Bearer (VB)
4. Marshal
5. Captain of Guards

With 6 Knights + EP

1. Chaplain
2. 1st Constable
3. 2nd Constable
4. Marshal
5. 1st Herald and Standard Bearer (B)
6. 2nd Herald and Standard Bearer (VB), Captain of Guards

etc

The most common scenario is where the Heralds have to double up as Standard Bearers. The key point here is that on the return of the procession after the Accolade and Robing, there are two options:

1. The Standard Bearers replace the Standards in the either stands behind the Constables' chairs and move to act as Heralds; or
2. The standards are handed to the Constables (once the Dep. Marshal has relieved them of their cushions), who then stand either side of the seated new Knight, and the Standard Bearers move to act as Heralds.

Please remember that the Challenge in the South cannot be performed by the Chaplain and the best person to take this on is the 2nd Constable as he then has time to return to his seat for the third challenge.



APPENDIX 5

Installation of a Past Preceptor/Prior

The Ritual Books set out the wording to be used when installing a Past Preceptor or Prior. However, when the Installing Preceptor/Prior is also a Past Preceptor/Prior there is some justification in shortening the ceremony by reducing the Inner Workings.

It is at the discretion of the Preceptory or Priory whether they wish to follow this approach, as the Inner Workings contain important moral and Spiritual messages.

Should the Preceptory/Priory choose to reduce the Inner Workings then the following approach should be adopted:

1. All those below the rank of an Installed Preceptor or Prior is asked to retire for a short while.
2. The Conclave of Installed Preceptors/Priors is opened in the usual manner.
3. The Marshal/Mareschal brings the Conclave to Order
4. The Installing Preceptor/Prior installs his successor with the Chair with words: "*I installed you as Eminent Preceptor/Prior*". (In the Malta Ceremony, the Installing Prior uses the grip of an Installed Prior and then whispers the words; "*R...x C....S*").
5. The newly Installed Preceptor/Prior is then saluted by the Conclave (remembering in the Malta ceremony to first return Swords).
6. The Conclave is closed, the other Knights admitted and the ceremony continues as per the ritual book.



APPENDIX 6

Requiem for a Deceased Knight

The Preceptory is Opened as per the Ritual Book up to:

E.P.

“Brother Registrar, call the Roll.”

At the end of the Muster Roll, the Registrar calls out the Deceased Knight’s name three times.

NOTE: If the Grand Master, Great Seneschal or, at Provincial level, a Provincial Representative is in attendance then the Muster Roll is called BUT the Deceased Knight’s name is not to be read out.

Instead, the opening ceremony continues, the Preceptory is opened and the E.P. saluted.

The Grand Master, Great Seneschal or Provincial Representative is admitted and saluted.

When the Grand Master, Seneschal or Provincial Representative has replied, the E.P. says; “Brother Registrar”, and the Registrar then completes the Muster Roll by reading the Deceased Knight’s name (s) three times and the Ceremony then proceeds as follows.

The Chaplain moves to the front of the Altar and faces West.

NOTE: *In some Provinces, the E.P. and IPP (or Marshal) come out with their swords at the Carry, stand either side of the Chaplain at the Altar and lower their swords in a salute to the Altar before reversing their swords and the Chaplain then continues.*

Chaplain:

“Our Brother 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 the pilgrimage which ends in the Holy City.”

Chaplain faces East and removes his cap.

Marshal:

“Brother Knights – Reverse Swords.”

NOTE: The reversing of swords is in accordance with the Military tradition of reversing arms for funerals and is a mark of respect. This stance is held throughout the prayers. It should also be noted that the Chaplain does not begin with “Let us - pray”, so there is no command to adopt the usual stance for prayers.

It is recommended that the Marshal brief the Knights in advance of to ensure that everyone holds the same, correct respectful stance.

For those without swords, such as at Provincial meetings, the head should be bowed and the right hand placed on the left breast with the thumb tucked in. The appropriate Baton drill is on page 11.

Chaplain:

“O Father of All. We pray to 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.”

Omnes: “A-men.”



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.”

Omnes: “A-men.”

Organist plays a few bars of suitable music.

Chaplain replaces cap and turns to face West.

Marshal:

“Brother Knights- Carry Swords. Be Seated.”

The business of the Meeting then continues in accordance with the Summons. Any Eulogy to be delivered or other comments to be made about the deceased Knight(s) happens immediately after the Preceptory is fully opened and before the Minutes are voted on.

NOTE: *There is no requirement to stand in silence after the Eulogy has been delivered, as the respect to departed merit has been paid with the Requiem.*



APPENDIX 7

Notes regarding Provincial Visits

E.g. Official Visits by the R.E.Prov.Prior or the Prov.Sub-Prior or Other Representative of the R.E.Prov.Prior ("The Prov.Rep.")

These notes are based on normal situations but may require adjustment according to particular circumstances. They may also vary from Province to Province.

If in doubt, please contact the Prov. Marshal for guidance.

Information for Preceptories

1. The Prov.Rep. will be accompanied by either the Prov.Marshal, Dep.Prov.Marshal or another "appointed Knight" acting as an Escorting Officer.

When the R.E.Prov.Prior is in attendance he usually will be accompanied by his Bodyguard, and they will form an Arch of Steel under the direction of their Commander. The same may apply for other Prov. Reps, depending on the Province.

If the Bodyguard is not present, the Preceptory, if possible, should organise an Arch of Steel, which will be called for by the Escorting Officer. The Preceptory Marshal is responsible for its formation on request by the Escorting Officer.

2. The Escorting Officer will attend to the processions into and out of the Preceptory or Priory.
3. The E.P. should welcome the Escorting Officer and request that he make appropriate arrangements to Escorting Officer the Prov.Rep. into the Preceptory.
Once the Prov.Rep. has been escorted in, he will proceed straight to the E.P. to be formally greeted and welcomed.

If it is the R.E.Prov.Prior or E.Prov.Sub. Sub-Prior, then he should be offered the baton.

4. Once the Prov.Rep is seated the Escorting Officer will lead the salutations to the Prov.Rep. No Knights should be saluted after the salutations to the Prov Prior or his Representative. If there are Senior Knights who require a salutation, then they should be saluted after the E.P. and before the Provincial Team are admitted.
5. The Prov.Rep. will rise to acknowledge the salutation.
6. Should the R.E.Provincial Prior or Sub-Prior. elect to stay to the closure of the Meeting then it will be the responsibility of the Escort to form the retiring Procession. And ensure that the Prov.Prior or Sub Prior. is placed on the right of the E.P.
7. The Escorting Officer will usually run the Festive Board.
8. At the Festive Board the Prov.Rep. should be seated on the immediate right of the E.P. with the Escorting Officer nearby.
If there is a new Companion-in-Arms, then he is seated between the E.P. and Prov.Rep.
9. If it is the custom to "*Take Wine With...*" during the meal the Prov.Rep. should be first. The Escorting Officer will then arrange for the Prov.Rep. to "*take wine with*" all the Knights in conjunction with the Eminent Preceptor.
10. Remember that the Prov.Rep. and Escorting Officer may have a long journey home, so do not allow the Festive Board to drift, you should aim to finish at a reasonable time.



APPENDIX 8

Calling Off and Calling On

The Ritual Book has no procedure for 'calling off' and 'calling on'. However, this may be necessary if, as part of a meeting, other than Knights Templar were to be invited into a Temple to hear a lecture, for example.

Unlike other orders, the only change in the Temple upon a meeting being opened is the opening of the Bibles. The Great Marshal has approved the following procedure as being acceptable if a Preceptory wishes to call off.

Calling Off

Eminent Preceptor (*sitting*): "Brother Knights, I call off this Preceptory of Knights Templar."

Marshal stands, draws sword and moves to the sepulchre, returns his sword and closes the Bible. At the same time, Chaplain moves to the altar and closes the Bible there.

Calling On

Eminent Preceptor (*sitting*): "Brother Knights, I call on this Preceptory of Knights Templar."

Marshal stands, moves to the sepulchre and opens the Bible. He then draws his sword and returns to his position, returns his sword and sits. At the same time, Chaplain moves to the altar and opens the Bible there.



APPENDIX 9

Ballots and Alms Collecting

Ballots. Preceptories now quite often ‘*Declare*’ when there is only one nomination and the summons has been drafted correctly. However, if a ballot is required then it is conducted by the Marshal and Dep. Marshal. The Dep. Marshal should hand out the balls or ballot slips and the Marshal collect the ballot.

When the ballot is by ballot slip it is helpful if the Marshal reminds everyone before the meeting that they will need a pen! Also, why not make the ballot slips available at the signing in table to save time distributing during the meeting.

There is no need to read out every ballot slip – the E.P. and IPP can be trusted to act as scrutineers and announce the result.

The result of any vote is either “in favour” or “against” – it can only be “unanimous” if all members are present and there are no abstentions.

Voting on Honorary Membership is by ballot and not a show of hands.

On certain occasions (e.g. offering Honorary Membership to the Grand Master etc), the vote may be passed by ‘acclaim’, with all Knights present breaking into spontaneous applause.

Alms. These should be collected by the Marshal and/or Dep. Marshal, with Knights standing and singing a suitable number of verses of the Templar’s Hymn. If the Hymn is not to be sung, the collection should take place in silence.

The Alms plate(s) is/are presented to the Almoner, who presents them to the Chaplain.

When offering the plate to the Altar, the Chaplain should say a short prayer;

“All things come of Thee, O Lord, and of Thine own do we give Thee.”

This comes from Chronicles 1 29:14 and reminds us that all we have comes from Him and for that we give our thanks.

The Chaplain returns the plate(s) to the Almoner who takes them to the Treasurer. The Marshal and/or the Dep. Marshal return to their stations.