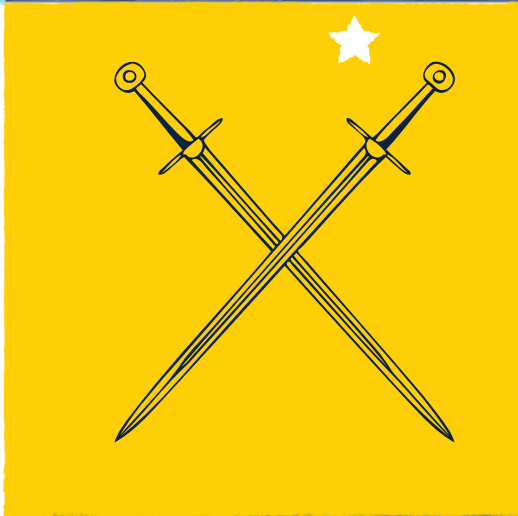
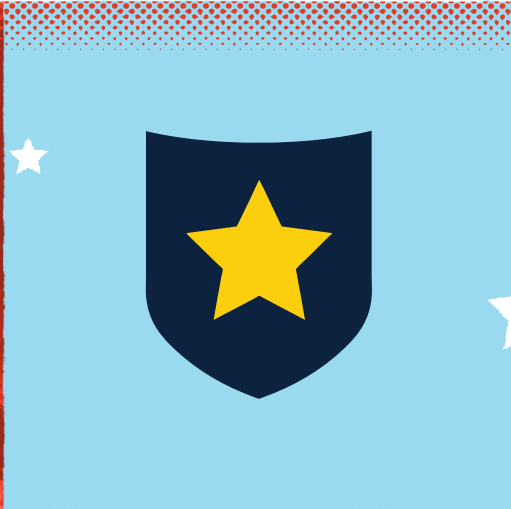




YOUR NEW MEMBER MANUAL

DEMOLAY.ORG



# DEMOLAY QUICK START GUIDE

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# DEMOLAY

## INTERNATIONAL

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## Now you can say, “I am a DeMolay!”

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

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

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

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

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

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



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

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

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



## YOUR CHAPTER

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

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

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

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

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



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

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

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



## YOUR RESPONSIBILITY - YOUR FRATERNITY

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

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

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



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

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



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





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

## YOUR CHAPTER MEETINGS

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

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

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



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

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

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

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



## **COMMUNICATION & FOLLOW THE RULES**

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

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

- Our seven Core Values are pledges every DeMolay promises to live by for life. Keep these forefront in your mind as you progress through your experiences in this fraternity. As a reminder, they are Filial Love, Reverence for Sacred Things, Courtesy, Comradeship, Fidelity, Cleanness, and Patriotism.
- DeMolay's Youth Protection program is second to none and a primary focus of our leaders down to you. It takes everyone involved with the organization to recognize, resist, and report ANY issues affecting your safety. Anytime you see, hear, or recognize something you feel is just not right, it is your duty to report it to any DeMolay authority present. Even if you are in the middle of an incident, do all you can to yell-out or resist, then immediately find an Advisor to tell them what happened.
- Your Chapter meetings' follow Robert's Rules of Order and an Agenda. This keeps the meeting orderly and organized. If you



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



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



## OUR CHARACTER

DeMolay defends three fundamental freedoms:

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



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

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



# DEMOLAY<sup>®</sup>

## INTERNATIONAL

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

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

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