

GUIDE FOR INTRODUCTIONS

DeMolay in Washington

(in order of introduction)

This is the approved order of introduction at Chapter Installations, Meetings and large Events. There are two levels of introductions: first- DeMolay dignitaries and second- other Masonic Family dignitaries. Introductions are made in order from Jurisdiction, Region, Chapter, and then Masonic Family. Introductions at each level are made youth first, adults second. Remember that this is DeMolay Protocol, not other organizations protocol. You are to follow our DeMolay Protocol at all DeMolay events. Reminder - **Individuals should be introduced only ONCE. If an individual has several titles, introduce the guest at their senior (highest) office and incorporate the other titles in at that time.**

DeMolay Introductions:

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| 1. State Master Councilor for DeMolay in Washington | A to E by MC |
| 2. State Senior Councilor / State Junior Councilor / State Scribe
for DeMolay in Washington | Altar |
| 3. Executive Officer for DeMolay in Washington | A to E by MC |
| 4. Members of ISC (Active, Deputy, Honorary, Emeritus) | Seat |
| 5. Your Region Master Councilor | A to E by Mar |
| 6. Your Region Deputy | A to E by Mar |
| 7. Visiting Region Master Councilors & State Chapter Officers | Seat |
| 8. Visiting Region Deputies & State Directors | Seat |
| 9. Visiting Chapter Master Councilors (<i>not previously introduced</i>) | Seat |

Masonic Family Introductions

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| 10. Grand Master of WA Freemasons (or his Representative) | A to E by MC |
| 11. SGIG for Scottish Rite Orient of Washington and Shrine Potentates | East |
| 12. Grand Worthy Advisor, Grand Bethel Honored Queen, and
Miss Washington Job's Daughter | East |
| 13. Rainbow Supreme Deputy and Job's Daughters Grand Guardian | East |
| 14. <u>Presiding Elected State</u> Officers of Amaranth, Eastern Star,
Royal Arch, etc. | East |
| 15. Dignitary from Your Sponsoring Body (WM or Officer) | Seat |
| 16. Worthy Advisors and Honored Queens | Seat |
| 17. <u>Presiding Elected local</u> Officers of Masonic Lodges, Amaranth,
Eastern Star, Scottish Rite, Royal Arch, etc. | Seat |

A to E by MC: Guest is escorted to Altar by Marshal. MC gives three raps of gavel while guest is escorted. Marshal "presents" guest to MC. MC goes to Altar and escorts guest to East via North side. MC introduces guest to audience. MC hands gavel to the guest to seat audience.

A to E by Mar: Same as above except after Marshal "presents" guest to MC, MC says "Brother Marshal, please escort him to the East". Marshal then escorts the guest to the East via North side. MC introduces guest to audience. MC hands gavel to the guest to seat audience.

East: Marshal escorts guest directly to the East: Males via North side; Females via South side. Marshal waits in NE Corner of Chapter room while MC introduces guest(s) to audience. MC says "Brother Marshal, please escort them back to their seats."

Altar: Marshal escorts guest directly to the Altar. MC introduces guests to audience. MC asks Marshal to re-conduct them their seats.

Seat: Dignitary is asked to rise at his/her seat. MC introduces the dignitary, leads in applause, and then gives one rap to seat the dignitary.

PROTOCOL FLOOR WORK NOTES:

While the above listing may appear as if hours will be spent in introductions, it is well to keep in mind that the above list covers most possible introduction. It is unlikely that everyone listed will appear at a single event. If you know someone is not there, then don't ask for them, just move to the next guest. Have the Dad Advisor help you BEFORE starting the event.

Individuals should be introduced only ONCE. If an individual has several titles, introduce the guest at their senior (highest) office and incorporate the other titles in at that time.

Ask your Dad Advisor or Chairman to observe the guests as they arrive and make a listing of the dignitaries and their positions that are present. This will help you preside with confidence and makes the introductions go faster, smoother and puts you in control.

NOTE: Introductions at "Seat" can be very easy and simple. You definitely want to recognize those who made an effort to attend your event but not take up too much time and bore people. Simply evaluate how many you have when asking a group to rise. If you have few standing and/or someone special you want recognized, then ask them to introduce themselves from their seats. It will only take a few moments. If you have a large group standing, instead thank them all for attending and ask the audience to give them a warm welcome. With either option, following applause, MC gives one rap to seat the group. This applies especially to: visiting DeMolays, Squires, Advisors, Rainbow, Job's Daughters and Masons.

Remember that this is DeMolay Protocol, not other organizations protocol. You are to follow our DeMolay Protocol. When they are in our house they follow our rules just as you would be expected to do in their house.

Tips on Introductions

Introductions should follow the most current Washington DeMolay Protocol List, it is the most updated and accepted method of doing introductions in DeMolay. Do not follow other organizations protocols. When they are in our house they follow our rules just as you would be expected to do in their house.

During Installations, the Installing Officer should normally handle introductions. Confirm this with your Installing Officer. The Introductions can be done either after the formal opening of the Chapter and before the installation of officers OR after the installation of officers before any other business takes place. Each Chapter has its own traditions; otherwise the preferred and suggested method is to make introductions after the installation of officers. If the State Master Councilor is present, you may wish to ask him to handle introductions. He will do it if you ask.

It is your Installation and if you want to handle introductions, the Installing Officer will turn the program over to you following the presentation of the gavel. It will then be YOUR turn. Up to this point, everyone else has been doing the talking; all you had to do was follow. Now it is your turn. Know that the introductions will set the tone for the balance of the program and let everyone in the room know how much preparation you have done for this day.

Remember that, in spite of preparation, you are going to be just a tad excited, if not a little nervous or down right scared. Would you believe that many newly installed Master Councilors can't even remember their parents' names and usually end up saying something "cutesy," immature or dumb when they wanted to come off sounding polished and mature? What can you do to help yourself?

First – Practice. Even doing the practice in front of the mirror isn't such a bad idea. Take a look at how others will be seeing you as you introduce your family. Start with your parents. Decide who will be first, or should you introduce them as Mr. and Mrs. Doe? What sounds best? John and Mary? This is my Dad, John and my Mom, Mary? Practice until you get it the way you really want it, and then practice it some more. Remember that all your family has names; use their names when making the introductions.

Now you can start practicing what else to do, with your hands, your facial expressions, your tone of voice. Practice some more. Decide how to introduce other relatives, friends, and dignitaries that will be there. Almost every family has some "sticky situations" when it comes to introductions, like a step-parent or friend (boyfriend or girlfriend) or a relative brings a friend you haven't meet yet. Relax, ask them ahead of time how they would like to be introduced.

Second – Use Cards. Family isn't all you have to introduce that night; you will have to introduce people you don't even know. Get 3" x 5" lined index cards and print at the top of each card "State Officers," "Master Councilors," etc. according to each category on the protocol list. Have these cards at the guest book table so people can fill them out. Remember a person only gets introduced once, so try to get all the titles in the first introduction. When beginning, use a variety of openings: "I have the pleasure..." or "It is with pleasure..." or "I'm honored to introduce..." When done say things like: "Please join me in showing your appreciation..." or "Help me thank _____ for coming." Be sincere!

Even the best plan can go awry. You may only have five (5) names on your card and six (6) people stand. Don't panic! If you know the person; no problem. If you don't, simply ask them to introduce themselves, acknowledge them by name and thank them for coming. One more suggestion about the cards, number them according to the protocol list and ask your Dad Advisor or Chairman to put them in order for you.

Order of Introductions. The following should be done in all cases: Family and special friends of the MC, SC, and JC are done in turn. All of you should make any pertinent remarks as he introduces his group. Be sure to tell your Councilors that they will be doing introductions. Additionally, DO NOT say, "will all my friends rise". Everyone in the room will stand up for each office and creates a waste of time. In the end this looks tacky and very unprofessional.

Introduction Examples:

"Will all Masons who have not been previously introduced, please stand and introduce themselves, starting on my left."

Note: In this one sentence you said everything needed. Short, to the point, and gives clear direction. It is important to personalize your introductions. After an individual or group of individuals in a certain category introduce themselves, say something in appreciation of their attendance like:

"Thank you for being with us tonight. Our chapter really appreciates the support we receive from the Masonic lodges in our community."

Marshal presenting guests at the Altar:

"Brother Master Councilor, it gives me pleasure to present to you Brother/Dad/Mr./Mrs./Ms. _____ name _____ who is _____ title _____."

Master Councilor introducing guests from the East or Marshal introducing guests from the Altar:

"It is an honor for me to introduce Brother/Dad/Mr./Mrs./Ms. _____ name _____ who is _____ title _____. Please join me and greet them/him/her with a very warm DeMolay welcome."

If they are in the East, offer him/her the gavel to seat the audience and to speak if you desire them to.

Remember:

1. Introductions are made in order from International, Jurisdiction, Region, Chapter, and then Masonic Family.
2. Introductions are made youth first, adults second.
3. This is DeMolay Protocol, not other organizations protocol - you are to follow our DeMolay Protocol.
4. All male Masonic dignitaries are presented to the North side of the East; all females and non-Masonic males are presented on the South side of the East.
5. The Grand Master of Masons in Washington should be given the opportunity to introduce his Grand Officers. If the Grand Master is not in attendance, but another Elected Masonic Grand Lodge Line Officer is, they should be afforded the same courtesies as the Grand Master.

Good of the Order or Remarks

This is at the end of your meeting, installation, or formal event where you will ask your guests to bring greetings on behalf of their group and/or make remarks. This is 100% a courtesy and your choice as the leader who you want to speak. Here is the recommend method.

1. Start with asking for remarks from the floor. Wait until someone stands to be recognized and then call on them to speak. If no one stands move on. Also don't let this get carried away. If you have a ton of people attending and the event is going late, you can always call on specific people (i.e. a Special Guest, a visiting MC, Chairman of Advisory Council, and/or Dad Advisor).
2. Ask for remarks from those sitting in the East. They know its coming, so each should be prepared to speak. Start with Local, then Region, then State. Call on Adults first, then the Youth Leaders. For example your Region Master Councilor, Deputy and the SMC are all in the East - ask the Region Deputy to speak first, then the Region Master Councilor, then the State Master Councilor is last. If the Grand Master is present he is always the last to speak.
3. Finally, your remarks. As the presiding officer, you get the last word. Be sure to thank everyone for attending, make any announcements of upcoming events, and leave them with a message of something important to you.

