

# Be a Light



2017 - 2018

## Grand King's Program

J. Keith Green – Grand King

Grand Chapter Royal Arch Masons of Ohio

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# Be A Light

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To me, like many of you, Masonry is a very personal thing. As I look back on my life, I can see how it has literally been a part of who I am my entire life.

My father was a 60 year Mason and my mother was in Eastern Star for 58 years when they passed. My youth baseball coaches, a pastor at the church I grew up in, a couple of my uncles and my wife's grandfather were Masons. Many of the people that have had an impact on my development as a person have had Masonic ties. They have been a light to guide, to comfort, and to inspire me. I believe that each of us has it within themselves to **Be a Light** to others by our actions and our words.

My theme is **Be a Light**. I ask and challenge each of you to strive to Be a Light to someone. As Johnny Appleseed planted seeds, he probably never saw those trees bear fruit; we may never see the impact we can have by being a light to others.

There is no simple answer to the question – how do we be a light? I believe even the smallest of actions or simplest of words can provide a light to someone that lasts them a lifetime. The question is – what can I do to show kindness, compassion, guidance or just friendship that someone can use as a ray of hope during a time of struggle.

I challenge each Companion to make a daily effort to **Be a Light**. At the end of the day, when you walk into your house and flick that switch to light the darkness, ask yourself – “How was I a light today”?

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# High Priest Guidelines

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Please read and review the Code for what is expected of your Chapter.

Leadership is paramount to the success of our organization. Without effective leadership we would be like a bunch of chickens running around with our heads chopped off. While some just seem born with great leadership abilities, I believe that Leaders are made, not born; some just learn leadership skills earlier.

You could spend many, many hours and dollars on leadership training ... or use the tools available to make your year successful. The “Chapter Management Manual” and “Manual of Suggestions for Chapter Officers” give great tips on how to run a meeting, introductions and programs. **READ & REVIEW OFTEN.** Do not be afraid to think “outside the box” to make your year a very successful one.

One thing I believe is a foundation of leadership is the use of good time management techniques. Good time management can make planning and the execution of your plans easier and successful. For this reason, every High Priest should have a written agenda prepared for each meeting. A recommended agenda for stated meetings is at the end of this booklet and will be placed on the Grand Chapter Website. This agenda will allow you to execute your plan and not forget anyone or anything if followed. It will also help to make the meeting more effective and efficient. This means getting more things done, possibly in a shorter timeframe.

## Simple & Practical Time Management Tips

- **Organizing/Planning**
  - There is no substitute
  - Share ideas with someone
- **Setting clear goals**
  - Goals should be realistic & achievable
  - Break your goals/tasks down into steps and do one step at a time
  - Review your progress
  - Revise plans as appropriate
  - Map out several routes to your goal – *What if planning*
  - Have a contingency plan
- **Prioritizing**
  - Do urgent & important tasks first, not the easy things
  - Efficiency and Effectiveness are not the same
    - Effective people focus on the important tasks
- **List Making**

- To do lists
- Have a pen and paper with you all the time
  - 3 x 5 cards are cheap and easily fit in your pocket
- **Avoiding Procrastination**
  - The best time to do something is usually now
  - Organize your work to meet deadlines
  - Reward yourself for achieving goals
- **Persevering**
  - Don't give up when things don't go right
    - Review what happened and check your contingency plans

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## Representation at Grand Chapter

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Each Chapter is required to be represented at Grand Chapter, per the Code, by the High Priest, King and Scribe. While it is not always possible for all of the top three officers to attend, there really isn't a reason for a Chapter not being represented at Grand Chapter.

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## Titles/Introductions

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“[A Manual of Suggestions for Chapter Officers](#)” has a section on Titles that should be reviewed each year so that all new officers and members are familiar with them.

It is expected that when introducing or addressing a Companion during a meeting, it will be done correctly. **Example:** E.C. John Smith or E.C. Smith would be correct. E.C. John **IS NOT CORRECT.**

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## Ritual Work

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Ritual work shouldn't be thought of as a labor that must be endured but as an opportunity to fulfill the pledge that all Masons have made ... to “*improve myself in Masonry.*”

I believe that ritual work is not only an excellent way to help a brother receive more Light but to also improve ourselves. Working on ritual has helped me improve my memory, helped with public speaking, increased my knowledge of degrees, increased my vocabulary, and given me a great feeling of accomplishment. There are many tips on ritual work, and I feel each Companion needs to find what works for them.

Give yourself enough time to truly learn your part. I have personally started 6 to 9 months in advance on large or difficult parts. Breaking down a part into smaller portions can make it easier to learn.

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## Degree Cast List

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I am requiring that each Chapter use the Degree Worksheets found on pages 26-29 of the Chapter Management Manual to see where they currently stand and to assist them in developing Companions for future ritual work. These are to be members of your Chapter, not someone from another Chapter that normally does the part for you.

I would like each Chapter to go through each degree. If they do not have someone that is currently doing a part, someone will volunteer or be asked to begin learning the part for the future. This can be used to get Companions other than officers more involved and possibly give a Companion a reason to start attending again.

This will be a work in progress as some parts are larger and will take a long time to learn. I am not expecting that every Chapter will immediately have all parts covered by its own members. We have to start somewhere in rebuilding or maintaining the Chapter's ritual abilities, and I believe this is a good place to start.

The DDGHPs will need to see the completed worksheets.

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## Inspection Requirements

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Inspections are an important part of a Chapter's year because it reaffirms the commitment that was made when their Charter was applied for - to conduct the business of the Chapter in accordance with Grand Chapter Code and show proficiency and conformance in ritual.

This year I am requiring:

- High Priest to provide the Deputy with a cast list for the degree that day.
  - Do not confuse this with the Degree worksheets.
- High Priest Open and Close the Inspection degree
- Use an Inspection Meeting Agenda
  - A hard copy agenda should be followed to keep from forgetting something or someone and to help keep the meeting moving.

The High Priest's Inspection Agenda can be found at the end of this booklet and will be on the Grand Chapter's website in the "Forms" section.

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## Charity Challenge

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We, as Masons, have promised to assist our Brothers in need. The Grand Chapter has a rich history of that with our role in establishing the Ohio Masonic Home.

To build on this history, I am challenging each Chapter to make either a monetary donation to the Ohio Masonic Home Foundation or organize a service project/event for the Brethren at one of our Masonic Home campuses.

I also challenge each Chapter to make a monetary donation to the Royal Arch Foundation for Adopt America or to provide an item for the Royal Arch Foundation's Silent Auction at Grand Chapter 2018.

For the monetary donations, I am encouraging the Chapters to organize a fundraising event instead of taking money from the Chapter's coffers. This could be something as simple as passing the hat at a meeting to putting on a meal. With the new rule on fundraising established by Grand Lodge, there are a number of other options that could be used. This type of event provides an opportunity to involve Companions that may not be regularly active in Chapter. What do you have to lose by trying?

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## Education

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R.E.C. Dan Smith and his committee are continuing to assemble one of the best education programs in all of Capitular Masonry. Remember that the new Companion is very important, and he must be taught what it means to be a Royal Arch Mason.

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## Outside Activities

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Chapters can and should do outside activities with their members and ladies. This could be a group dinner, a play at the local community theatre or some other activity. These activities could be of little or no cost to the Chapter.

When you have any activities, get the notice out to the members. E-Mail, newsletters, phone contact, the Web, Twitter and/or Facebook are great ways to get out the word. Use more than one way to communicate. It certainly will not hurt!

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## Christmas/Holiday Observance Easter Observance

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This year's Christmas/Holiday Observance will be from Friday, December 22, 2017 through Tuesday, January 2, 2018.

The Easter Observance will be from Sunday, March 25, 2018 through Sunday, April 1, 2018.

I request that you take this time to be with your family and friends. No inspections or special meetings should be scheduled during these time periods. I have noted the Christian holidays but Chapters who are predominantly of another faith should observe their holy days. There should be no interference with these observances. Stated meetings MUST be held per Code, but please keep the agenda short and to the point so that Companions may return home as soon as possible.

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## Youth Groups

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It has been said that our Youth groups - Rainbow, Jobs Daughters and DeMolay - are our future. We should strive to be role models and mentors to these young people. If possible, ask the members of the Youth Groups to make a presentation at your Chapter so that all Companions can become familiar with what the groups do and who the members are. Remember, the little light we show now may blossom into a torch seen by many.

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## District Functions and Festivals

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When a District has a function, you and your chapter should be represented. A lot of time and hard work has been put into these activities, and every effort should be made to show your support.

I have no problem with Festivals. I think they are a good way to get new companions to join our ranks. If you have a Festival, make sure that each part is filled by a companion that will do the best job. Having a Festival does not mean a Chapter is not required to fulfill the code obligation concerning conferral of degrees. Remember, each Chapter is required to confer/perform each of the four degrees at least once per year.

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## Awards

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Grand Chapter has several awards that may be given. Service awards, District Awards, the Earl Gifford Meritorious Service Award and the Royal Arch Ladies award.

**Service Awards** are for 50, 60, 65, 70 and over 70 years in Capitular Masonry. I ask that the Chapters contact me for the 70 year awards so I may present them.

**District Awards** are given at the discretion of the District Deputy Grand High Priest and include the District Work Horse Award, the Most Improved Chapter Award, the Sojourners Award, the High Priest of the Year Award and the Chapter of the Year Award.

**Earl C. Gifford Meritorious Service Award** should be sponsored by the Chapters and should be awarded to those companions that go out of their way to help their Chapter succeed. Is there someone that is always there, maybe in the background, to support and make the Chapter successful? Only four are awarded yearly statewide. The nomination form may be downloaded from the Grand Chapter website. Every District, if not every Chapter, should make a nomination

**Capitular Lady Of The Year Award**, like the Earl Gifford Award, is awarded to four ladies per year that have gone above and beyond to help Capitular Masonry. The nomination form may be downloaded from the Grand Chapter website. Every District, if not every Chapter, should make a nomination.

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## Visitations by Grand Officers

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I will be asking the Grand Officers for my year to not only visit Chapters in their regions during regular meetings or Inspections but other events that fit their schedules. BE PREPARED! You never know who may walk in.

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## Organ Donations

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The Grand Chapter of Ohio supports Organ/Tissue Donation. Organ and Tissue donations may be made through your drivers license and can give new life to those that may die if they do not receive these lifesaving donations.

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## Social Media

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I am just starting to be active on Facebook. I will be posting on Facebook about our travels and where we will be going around this great state. I will be posting as soon as possible after being at an event.

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## Communication with Me

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Though suggested protocol states that all requests to the Grand High Priest should go through the Deputies, I am not opposed to direct communication for some issues. Please keep in mind that between work and other commitments, I may not be able to answer a call at the time it is placed. Please leave a message. Please keep phone messages and e-mails brief and to the point. Include the topic/subject/issue you wish to discuss in your voicemail/e-mail.

If you send an invitation, please include all details for the event. My contact information is below:

Cell Phone: 419-270-0414

E-Mail: [keith3558@aol.com](mailto:keith3558@aol.com)

Address: PO Box 48 – Rocky Ridge, OH 43458

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## In Conclusion

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I believe that we all have it within ourselves to “***Be a Light.***” Like Johnny Appleseed who planted seeds never seeing the total impact he had, we may never know how our actions truly impact others. If we daily strive to accomplish just one **Random Act of Masonry**, the **Rewards Of Doing** will be enormous. It only takes a spark to start a fire. Make your Chapters a place where Companions have fun and look forward to the fellowship of each meeting.

***Be a Light!***

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## *Important Dates*

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October 2-3, 2017	Grand Council – Sandusky
October 4-5, 2017	Grand Chapter – Independence
October 6-7, 2017	Grand Commandery – Columbus
October 20-21, 2017	Grand Lodge – Dayton
October 22, 2017	Reaffirmation Sunday
October 28, 2017	Grand Family Meeting - Perrysburg Statewide Grand High Priest Reception – Perrysburg
November 18, 2017	Statewide Grand Illustrious Master Reception – Cambridge
December 2, 2017	Statewide Grand Commander/Grand Pryor Reception
<i>December 22, 2017 - January 1, 2018</i>	<i>Christmas Observance</i>
February 10, 2018	Grand Family Meeting – Oak Harbor
<i>March 25- April 1, 2018</i>	<i>Holy Week</i>
June 2-1, 2018	Ohio Council of Deliberation – Cleveland
June 10, 2018	Ohio Masonic Home Day – Springfield
October 8-9, 2018	Grand Council – Sandusky
October 10-11, 2018	Grand Chapter – Sandusky
October 12-13, 2018	Grand Lodge – Sandusky
October 19-20, 2018	Grand Commandery – Columbus

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## *Rededications*

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October 14, 2017	Marysville #99 150 <sup>th</sup> Anniversary – Marysville
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# *Grand High Priest Receptions*

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## ***By Date***

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October 28, 2017	8th District
February 3, 2018	20th District
February 24, 2018	16th District
March 10, 2018	3rd District
April 21, 2018	5th District
April 22, 2018	6th District
April 27, 2018	10th District
May 5, 2018	9th District
May 11, 2018	13th District
May 19, 2018	4th District
June 2, 2018	11th District
June 15, 2018	2nd District
June 16, 2018	1st & 8th District
June 30, 2018	17th District
July 22, 2018	7th District
TBD	19th District
TBD	14th District

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## ***By District***

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June 16, 2018	1st District
June 15, 2018	2nd District
March 10, 2018	3rd District
May 19, 2018	4th District
April 21, 2018	5th District
April 22, 2018	6th District
July 22, 2018	7th District
October 28, 2017	8th District
May 5, 2018	9th District
April 27, 2018	10th District
June 2, 2018	11th District
May 11, 2018	13th District
TBD	14th District
February 24, 2018	16th District
June 30, 2018	17th District
TBD	19th District
February 3, 2018	20th District

# Dress

<b>EVENT</b>	<b>GRAND OFFICER / P.G.H.P.</b>	<b>D.D.G.H.P.</b>	<b>D.E.O.</b>
Grand Commandery	Morning Suit Apron & Jewel	Red Coat Apron & Jewel	Red Coat Apron & Jewel
Grand Lodge	Morning Suit Chapter Apron & Jewel	Red Coat BL Apron - No Jewel	Red Coat BL Apron - No Jewel
GHP State Wide Reception	Black Tuxedo & Jewel	Black Tuxedo & Jewel	Red Coat Apron & Jewel
<b><u>Inspections</u></b>			
Inspecting Officer	Black Tuxedo Apron & Jewel	Black Tuxedo Apron & Jewel	Black Tuxedo Apron & Jewel
Non Inspecting Officer	Red Coat Or Dark Suit	Red Coat Or Dark Suit	Red Coat Or Dark Suit

# Chapter Meeting Agenda

Meeting Date: \_\_\_\_\_

- Open Chapter
- Pledge
- Sick and Distressed
  
- Introductions
  
- Minutes
- Petitions
  - Committee Reports
  - Balloting
- Communications and Bills
  
- Unfinished Business
  
- New Business
  
- Announcements
  
- Degree Work/Program
  
- Close Chapter

# Chapter Inspection Agenda

- Ask all Distinguished Masons to retire for line up.  
*(If those to be introduced remain in the room, they should be informed with which group they will be introduced before the start of the meeting)*
- Open Chapter
- State purpose of meeting
- Dispense with any necessary business
- Receive Distinguished Masons
  - District Association Officers
  - District Education Officers (Grand Honors if eligible)
  - All Distinguished Masons as a group (Grand Honors)
  - Grand High Priest if present (Grand Honors at Altar and conducted to East)
    - Extend covering and gavel and remain standing at station
  - Inspecting officer (Grand Honors at Altar and conducted to East)
    - Extend covering and gavel and remain standing at station*(If Grand Master is in attendance, sequence would be Inspecting Officer – GHP – Grand Master)*
- Introduce Past High Priests
- Recognize 50 year Masons
- Recognize High Priests of visiting Chapters
- Recognize representatives of other Chapters
- Recognize presiding officers of other Masonic organizations
- Have all members rise and count off
- Have all visitors rise and count off
- Ask Inspecting officer if he requires any additional information
- Have candidates retire to be prepared for degree
- Confer the inspection degree
- When complete make any necessary announcements, i.e. refreshments to follow, etc.
- **Call on Inspecting officer.**
  - He will call on DEO for his report
  - He will call on District President for his report
  - He will call on other Companion(s) for short comments (optional)
  - He will make final comments
  - Call on Grand High Priest (if present)
- Close Chapter without further comments.



In anticipation of Right Excellent Companion

J. Keith Green

Being elected and Installed as the Most Excellent Grand High Priest

Of the Grand Chapter of Royal Arch Masons in Ohio

The Companions and Ladies of the 8th Capitular District

Invite you to a reception in his and Lady Debbie's honor

On Saturday, October 28, 2017 at

Holiday Inn French Quarter

10630 Fremont Pike

Perrysburg, Ohio

For our out-of-town guests, a block of rooms are being held at the hotel at a group rate of \$109 plus tax. Room reservations should be called in directly to the hotel at (419) 874-3111. Please tell them it is for the "Grand Chapter Royal Arch". Deadline for room reservations is September 30<sup>th</sup>. Room Cancellations must be received by October 20<sup>th</sup> to avoid paying a one-night lodging fee.

To make meal reservations, send form below and check to address at bottom of form.

**Dinner cost is \$35 per person.**

Social Hour cash bar 6:00 – 6:45 P.M. - Entrance of Grand Officers 6:45 P.M. - Dinner Served at 7:00 P.M

Your Name: \_\_\_\_\_ Title: \_\_\_\_\_

Spouse or Guest Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**If making reservations for multiple individuals, please list names and titles on separate sheet for seating.**

Dinner selections are:

Beef Home Style Pot Roast \_\_\_\_\_ X \$35.00 = \_\_\_\_\_

Chicken Almond Basil Chicken \_\_\_\_\_ X \$35.00 = \_\_\_\_\_

Vegetarian Pasta Primavera w/Red Sauce \_\_\_\_\_ X \$35.00 = \_\_\_\_\_

Total Enclosed = \_\_\_\_\_

Make checks payable to **8<sup>th</sup> District Association**. Reservation form and check should be mailed to:

**EC. Mike Shobe; 1940 County Road 5-2; Delta, OH 43515**

**Reservations must be received by October 14, 2017**