



**Procedures Manual for the
Valley of Alexandria of the
Orient of Virginia of the
Supreme Council for the 33rd Degree
of the Ancient and Accepted Scottish Rite
of Freemasonry, S.J., U.S.A.**

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The Purpose of This Manual

As a member of the Alexandria Valley of the Orient of Virginia of the Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, USA (AASR-SJ), you are part of a large and dynamic organization of actively engaged Brother Masons. You and your Brothers are participating in a great number of charitable, educational, and fraternal pursuits, each of us to a greater or lesser degree, usually depending on our individual awareness and understanding of these activities.

This Alexandria Valley Procedures Manual seeks to organize relevant information about these activities with the objective of providing a quick-reference document to which you might look for answers to your questions about them and about how you might involve yourself to a larger degree. Where possible, links are provided to online source material.

We anticipate that this Manual will be maintained as what is often referred to as a living document, in that it will be updated periodically as the current Valley organization and its activities evolve. Your feedback comments and recommendations are particularly useful in making this Manual more helpful.

Although the Manual covers a lot of material, it is not intended to be the ultimate resource on every aspect of the Scottish Rite. There are many excellent source documents prepared by the Supreme Council as well as by many noted Masonic scholars — which this Manual will attempt to identify and to which it does refer as appropriate. You also will find it especially helpful to pursue the Master Craftsman Program materials to further your Scottish Rite education in a well-organized and fully supported study program.

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SECTION I - INTRODUCTION

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1. THE MANUAL AND ITS PURPOSE

This manual is not intended to replace the many excellent sources of information about and instruction in the procedures of the Scottish Rite, but, rather, it is hoped that it will provide an initial guide and continuing helpful reference to where one might find additional information of use and support to the Soldier of the Light. This guide should be viewed as a quick reference document; it may be used primarily by the new Master of the Royal Secret, but also by the rest of us who need, from time to time, either a quick reminder of some particular detail that might have faded from memory, or some current update on one of the many changing facets of our organization. It also will provide the current status of some of our major programs and activities.

The Alexandria Scottish Rite Valley Procedures Manual will focus on three primary areas of interest to our members: (1) it will be kept current with regard to our present officer and committee structure, and membership and will reflect the current organizational goals, objectives and programs; (2) it will serve as a guide to both old and new members in search of information on Valley protocol, procedures, and practices; and, finally, (3) it will provide quick reference material to aid in understanding and assisting in the many Scottish Rite programs, philosophies and philanthropies that define our Fraternity.

2. ORGANIZATION OF MATERIALS

This Manual is partitioned into six major parts.

Section I is this Introduction and Overview.

Section II focuses on the Organizational Structure of our Valley, including its Bodies, officers, and committees; but, in order to provide the necessary context, it briefly describes the organization and structure of the governing body — the Supreme Council – and the Orient of Virginia.

Section III describes the various documents and regulations that established and govern both our Supreme Council and its Subordinate Valleys. It will also address the By-laws of our own Alexandria Valley.

Section IV describes the specific programs and activities of our Valley and the opportunities for you to participate in them. This section hopes to provide appropriate and sufficient information on the various “jobs” that need your involvement and support, that you will not only be able to identify where your talents might best fit, but that you will know how to make known your willingness to get involved and how best to become a key contributor to the success of the Valley.

Section V provides answers to the most frequently asked questions about the Scottish Rite.

Section VI provides a final, catchall repository for a large amount of data arranged in alphabetical order for easy reference. This section will probably become, after becoming familiar with the less dynamic information in the earlier sections, the most often used part of the Manual, since this section will provide the day-to-day working details of each of the Valley programs and activities, and will be the section most often revised to ensure it remains current as the Valley calendar evolves.

3. MAINTENANCE AND UPDATE

The Manual will be revised as new areas of interest are engaged by the Valley and will be updated periodically as required to reflect current organizational structure, plans and programs.

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SECTION II - ORGANIZATIONAL STRUCTURE AND ROLES

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1. ANCIENT & ACCEPTED SCOTTISH RITE OF FREEMASONRY, S.J., USA

Our Scottish Rite is governed by “The Supreme Council (Mother Council of the World) of the Inspectors General Knights Commanders of the House of the Temple of Solomon of the Thirty-third Degree of the Ancient and Accepted Scottish Rite of Free Masonry of the Southern Jurisdiction of the United States of America.” The Supreme Council is led by the Sovereign Grand Commander (SGC), MW and Ill. James D. Cole, 33°. The SGC also has the title of Sovereign Grand Inspector General (SGIG) at Large.

- Officially, the See of the Supreme Council is in Charleston SC, but its executive offices are located in the House of the Temple in Washington DC (Statutes, Art. XIX). The “See” is the seat or center of authority; most often used as an ecclesiastical term but we continue to refer to our original 1801 site in Charleston as the See of the Supreme Council in tribute to our origins. SGC Albert Pike relocated the Supreme Council offices to Washington, DC, in 1870.
- There are 33 Active Members (SGC & 32 SGIGs) of the Supreme Council. The heads of those jurisdictions who are not Active Members are called Deputies of the Supreme Council. The Deputy does not have voting power on the Supreme Council.
- The Southern Jurisdiction includes 35 US States and the District of Columbia (all but the 15 States given over to the Supreme Council of the Northern Masonic Jurisdiction – those in the area north of the Mason Dixon line and east of the Mississippi River).
- It also includes those countries where it has established Bodies of the Rite, and over which countries no regular Supreme Council has acquired jurisdiction (e.g., Puerto Rico, Taiwan and China, Japan & Korea, and Guam).
- The Supreme Council’s website is at www.scottishrite.org.

2. ORIENT OF VIRGINIA

The Orient of Virginia is subordinate to the Supreme Council and is led by the SGIG in the Orient of Virginia, MW and Ill. Alan W. Adkins, 33°, G.C. There are eight Valleys in the Orient of Virginia (located at Alexandria, Danville, Lynchburg, Newport News, Norfolk, Portsmouth, Richmond, and Roanoke). There is also a ninth Valley, Shenandoah Valley, now operating in Edinburg, VA under Letters Temporary, and its Charter is expected to be granted in 2025. The principal officer in an Orient is either an SGIG or a Deputy of the Supreme Council. The specific responsibilities of the SGIG and Deputy are described in the Statutes, Art. IV. The Orient of Virginia’s website is at www.vascottishrite.org.

- The SGIG has the power to disapprove the selection of, or to remove, any officer of a Subordinate Body in his Orient, or of a related corporation.
- The SGIG possesses, and exercises the prerogatives equivalent to a Grand Master of Masons, and may perform all such acts as he may deem in the interests of his Orient that are not prohibited by the Constitutions or the Statutes.
 - May grant dispensations waiving the provisions of the Statutes of the Supreme Council or the By-laws of Subordinate Bodies within his Orient governing the time of presenting petitions of candidates, and balloting on them, the time for conferring Degrees, the time and place of meetings and other transactions of routine business.

- Can consent to the suspension of By-laws whenever he believes it to be in the best interest of the Rite, and there is no statute of the Supreme Council prohibiting it.
- The SGIG can confer/communicate Degrees (only SGIG may do so without charge), and without election by a Body of the Rite, upon Brethren of great merit in his Orient.
- The SGIG may issue Letters Temporary for the establishment of Subordinate Bodies within his Orient, and these Letters continue in force until the next regular session of the Supreme Council. The Deputy shall transmit the petition for a new body to the Sovereign Grand Commander who, if the petition is approved, shall issue the Letters Temporary.

3. VALLEY OF ALEXANDRIA

Personal Representative

The SGIG's Personal Representative in Alexandria is Ill. Norman L. Hoff, Jr, 33°. The Valley website is at www.alexandriascottishrite.org.

- The Personal Representative is appointed by and serves at the pleasure of the SGIG in Virginia and has four primary duties/responsibilities per Art. IV §19 of the Statutes:
 - To serve as the eyes and ears of the SGIG to the end that peace and harmony is promoted and brotherly love prevails;
 - To see that customs, usages, and laws of the Supreme Council are properly observed;
 - To carry out the instructions of the SGIG; and
 - To exercise such powers as may be delegated to him in writing by the SGIG.
- The Personal Representative chairs the Alexandria Valley Executive Council. (The Council is described in this Manual in Section IV, Part 1: Strategic Plan; Goal II, Objective A, Action 1, and also in the Valley By-laws Art. VI, Sec. 3.
- The Personal Representative appoints the membership of the standing committees of Alexandria Valley in accordance with the Valley By-laws.

Subordinate Bodies of the Rite

Each Valley is composed of four Bodies: the Lodge of Perfection; the Chapter of Rose Croix, the Council of Kadosh, and the Consistory. Their roles and responsibilities are documented in the “Final Report of Officer Job Descriptions” of 10 October 2014 posted at www.asrva.org/publications and included in this Manual at Appendix A. They are summarized in the following.

(1) Lodge of Perfection

The Degrees of the Lodge of Perfection are referred to as the Ineffable Degrees and include the 4°-14°. Ineffable means something, e.g., name of God, that cannot/should not be spoken. *A Bridge to Light* explains:

- That these degrees’ “...principal purpose is the investigation and contemplation of the ineffable name of Deity.”

- Also that “this concept forms a metaphor for the Scottish Rite teaching that all of the essential qualities of Deity are incapable of description in language.”
- Three major topics in the Ineffable Degrees are (1) the legend of Hiram, and the concepts of (2) Deity and (3) the Lost Word.

The major functions of the Lodge of Perfection are first described in the Charges to the Venerable Master during his installation ceremony. He is told that he should:

- Uphold the laws and rules of AASR-SJ including edicts of Supreme Council.
- Uphold the Constitution and Landmarks of Masonry; to include:
 - “An avowed atheist cannot lawfully be made a Mason and any higher Body which receives him is necessarily not Masonic.”
 - “Every Mason should pursue some reputable occupation; live decorously and decently; and act with honor, fidelity and generosity towards all men.”
 - “Be cautious to admit none but good men into your Lodge, receive no one who does not do his duty as a Blue Lodge Mason or is not of good character, intelligent, and respectable.”
 - “Be the advocate and supporter of good government, submit peaceably to the will of the majority, when constitutionally and legally expressed; pay proper respect to the constituted authorities of your country; and endeavor to be of service to it and the society in which you live.”
 - “Charge them (Lodge Brothers) to practice out of the Lodge those duties taught in it so that they will need no other avouchment with worthy and good men than that they are Masons of the Ancient and Accepted Scottish Rite.”

Additionally, the Venerable Master should (per the Statutes, and our By-laws and policies):

- Conduct monthly stated meetings (per Article XV of the Statutes).
- Conduct all Valley business, including:
 - Act as the Fiscal Agent for Valley Bodies (Statutes Art. XV §18 and Valley By-Laws, Art. IV).
 - Conduct Balloting on petitions or affiliations.
 - Conduct voting on Trustee recommendations for:
 - Non-Masonic use of building (two thirds vote to affirm);
 - Purchase, sale or disposal of real estate (two-thirds vote to affirm); and
 - Pass the Box of Fraternal Assistance.
 - Conduct the Feast of Tishri celebration.
 - Provide opening welcome and remarks at Reunions.
 - Ensure the election and appointment of Officers occurs annually at stated December meeting; majority ballot is necessary to elect (Valley By-laws, Art. II §3).

2025 Elected Officers: 4 plus Almoner who is common to all four Bodies

- Venerable Master – Richard E. Saunders, KCCH
- Sr. Warden – Farley W. Warner, KCCH
- Jr. Warden – John T. G. Aakesson, KCCH
- Orator – Rick A. Cady, KCCH
- Almoner (common to all four Bodies) – Thomas G. Little, KCCH

2025 Officers Appointed by the Venerable Master: 4 plus Prelate, Organist and Tiler who are common to all four Bodies.

- Master of Ceremonies – John M. Suit, KCCH
- Expert – Ronald E. Craft, Jr., KCCH
- Asst. Expert – Gregory M. Valker, KCCH
- Captain of the Host – Jeremy D. Anspaugh, KCCH
- Prelate (common to all four Bodies) – John T. Tillery, KCCH
- Tiler – (common to all four Bodies) – Ralph L. Shepard, KCCH
- Note that the Treasurer (and Assistant) and Secretary (and Assistant) are appointed by SGIG rather than elected by the Valley.
 - Secretary – Michael P. Bible, KCCH
 - Asst. Secretary - David H. Smith, Sr., 33°
 - Treasurer – James D. Baker, KCCH

(2) Chapter of Rose Croix

The Degrees of the Chapter of Rose Croix are the Historical and Religious Degrees, composed of the 15°-18°. *A Bridge to Light* explains that the degrees:

- Are “at once religious, historical, moral and philosophical.”
- Look at the Pythagorean Tetractys and the Kabbalah as sources of many Masonic symbols; Hebrew history; Christian doctrine compared with other religions; and the Bible’s Book of Revelation, or the Apocalypse.

The major functions of the Chapter of Rose Croix are to:

- Conduct an annual Ceremony of Remembrance and Renewal (charge: “You will see to it that a meeting is held at least annually in honor of the memory of all Knights Rose Croix who have died during the year.”)
- Provide for the educational needs of the Valley
 - (Charge at installation: “You will propagate and extend the principles and truths of the Degree of Rose Croix and remember that whatsoever is excellent is not to be obtained without labor or sorrow; that the work of Masonry cannot be done negligently or idly; and that in this work one must put forth all his strength.”)
 - “Teach the Knights to learn something more than the mere formulas and phrases of the Degrees, persuade them to read the history and study the philosophy of Masonry; induce them to seek to learn the meanings of the symbols; show them how, among the mass of Masonic writings, to separate the diamonds from the sands and endeavor to improve them by your conduct and conversation.”)
 - To implement this, in the months when the Chapter meets, the Valley educational program will be given during the Chapter meeting.
- Charity (charge: “You will never allow your Chapter to be called from labor without taking a contribution for charitable purposes.”) We always pass the Box of Fraternal Assistance in the Lodge of Perfection – and during the months the Chapter meets, the Lodge acts as the surrogate for the Chapter.
- Conduct Scottish Rite Memorial & Funeral Services.

- Meets in February, March, July and November.
- Election and appointment of Officers occur annually at stated November meeting; majority ballot is necessary to elect (Valley By-laws, Art. II §3).

2025 Elected Officers: 4 plus Almoner who is common to all four Bodies.

- Wise Master – Frank T. Anthony, KCCH
- Sr. Warden –Edward E. C. Wilkinson, Jr.
- Jr. Warden – Andrew O. Marotta
- Orator – Armand X. Mariscal
- The Almoner, elected in the Lodge of Perfection, is common to all four Bodies)

2025 Officers Appointed by the Wise Master: 5 plus Prelate, Organist & Tiler who are common to all.

- Master of Ceremonies – Gregory A. Marks
- Expert – José F. Revollo-Salazar
- Asst. Expert – Eric J. LeHew
- Standard Bearer – Ill. Scott C. Springer, 33°
- Guardian of the Temple – William R. Hollaway
- Again, the Treasurer (and Asst.) and Secretary (and Asst.) are appointed by SGIG and are common to all four Bodies, and the Almoner, Prelate, Organist and Tiler are appointed by the Venerable Master and are common to all four Bodies.

(3) Council of Kadosh

The Degrees: of the Council of Kadosh are the Philosophical or Chivalric Degrees, composed of the 19°-30°. *A Bridge to Light* explains that the degrees:

- Present various concepts of Deity and man's search to discover his Creator.
- Teach certain Orders of Knighthood and the lessons drawn from their history and deeds.
- Philosophical focus: dedicated to the discovery of philosophic truths and the chivalric virtues of the moral political and religious lessons taught in the preceding degrees.
- Kadosh or sometimes K-H, means holy, consecrated or dedicated.
- JBM on the past officer's jewel are the initials of Jacobus Burgundicus Moliensis, the Latin name of Jacques de Molay, last Grand Master of the Knights Templar.

The major functions of and requirements for the Council of Kadosh are:

- The Council meets in February, April, July and November.
- Observe (Statutory 13 Jan) feast day at January Awards dinner.
- Conduct election and appointment of Officers annually at stated November meeting; majority ballot is necessary to elect (Valley By-laws, Art. II §3).

2025 Elected Officers: 5 plus Almoner who is common to all four Bodies.

- Commander – Jeffrey L. Sparrow
- 1st Lt. Commander – J. Javier Amaya
- 2nd Lt. Commander – Joshua W. Payne
- Chancellor – Timothy A. Dahlman
- Orator – Bradley J. Watts
- The Almoner, elected in the Lodge of Perfection, is common to all four Bodies)

2025 Appointed Officers: 9 plus Prelate, Organist & Tiler who are common to all.

- Master of Ceremonies – Ralph R. Choueiri
- Turcopiler – Martin Z. Gruszka
- Draper – Tejas M. Patel
- First Deacon – El-Mehdi Marhoum
- Second Deacon – Rogeih (Roger) S. Meshreki
- Bearer of Beauseant – Brandon C. Bateman
- Bearer of White Standard – Aaron D. Irvin
- Bearer of Black Standard – Matthew S. Metcalf
- Lt. of the Guard – John L. Rutan
- The Treasurer (and Assistant) and Recorder (and Asst) are appointed by SGIG and are common to all four Bodies, and the Almoner, Prelate, Organist and Tiler are appointed by the Venerable Master and are common to all four Bodies.

(4) Consistory

The Degrees of the Consistory are the Ceremonial and Official Degrees, composed of the 31° and 32°. The Consistory Degrees are very different from each other in form and content.

- The 31° reveals the dynamic relationship that has existed for centuries between human law as a means of achieving justice, and divine justice as an ideal.
- The 32° reviews the degrees of the Lodge of Perfection, the Chapter of Rose Croix and the Council of Kadosh.

The major functions of and requirements for the Consistory are to:

- The Consistory meets in April, August, October and December.
- Observe (Statutory 31 May) feast day at May pre-States Ladies Appreciation and Widows Recognition dinner.
- Preside over Teacher of the Year Program.
- Preside over opening and closing at Reunions.
- Conduct elections and appointments of Officers at stated December meeting; majority ballot is necessary to elect (Valley By-laws, Art. II §3).

2025 Elected Officers: 5 plus Prelate, Organist and Tiler who are common to all.

- Master of Kadosh – Jack W. Gibbs
- Prior – Brad A. Fox
- Preceptor – Brian M. Williams
- Chancellor – Tyler E. Vanice
- Minister of State – James H. Ferguson, KCCH
- The Almoner, elected in the Lodge of Perfection, is common to all four Bodies)

2025 Appointed Officers: 4 plus Prelate, Organist & Tiler who are common to all.

- Master of Ceremonies – Robert G. Tallent
- Expert – Christopher R. Chrzanowski, KCCH
- Asst. Expert – Christian D. H. Schultz
- Captain of the Guard – Alahandro Omotolo
- The Treasurer (and Asst) and Registrar (and Asst) are appointed by SGIG and are common to all four Bodies, and the Almoner, Prelate, Organist and Tiler are appointed by the Venerable Master and are common to all four Bodies.

Standing Committees

The Personal Representative appoints the Chairman, and in consultation with the Chairman, the members of the standing committees of the Valley, except as provided below. The Personal Representative is an ex-officio member of these committees, and may convene any committee when necessary.

(5) Membership

The objective of the Membership Committee is to strengthen and maintain an effective program that results in net membership growth. It shall be responsible for attracting new members, engaging current members to promote enthusiasm and participation, and contacting and reinvigorating inactive members.

The Membership Committee consists of a Chairman and a minimum of 8 members, and include as ex-officio members the Heads of the four Bodies, the Secretary, Assistant Secretary and the Director of Work. For further information, contact the Chairman: Mark E. Cummings, KCCH, mark@23mm.com.

(6) Budget and Finance

The Budget and Finance Committee: identifies mid-term (3 yr.) and long term (4-8 yr.) financial goals and strategies; prepares the Valley budget for the next year; and monitors implementation of the current year budget. It also assesses the adequacy of the Trustees funds and other funds to assist with the operating and capital budget, recommends investment options for funds held by the Valley Trustees, identifies projected funding requirements, and recommends changes to dues and fees.

The Budget and Finance Committee consists of a Chairman, Vice Chairman, the Secretary, Assistant Secretary, the Treasurer, and three other members. The heads and number two officers of the four Bodies are ex-officio members of the Committee. The Chairmen of the operating committees are invited to attend Budget and Finance Committee meetings, and the Committee meetings are open to all Alexandria Scottish Rite Brethren. For further information, contact the Chairman: Ill. Peter E. Terrill, 33°, mohrscircle73@gmail.com.

(7) Communications and Public Outreach

The objective of the Communications and Public Outreach Committee is to increase awareness among the public and the Brethren of the work and value of Scottish Rite Freemasonry. It is responsible for Executive Council communications with the Valley membership and Valley web-based communication tools. The Committee coordinates the Valley's ROTC/JROTC Recognition Program and provides organizational and communications support to the Valley Body assigned responsibility for community outreach programs recognizing community leaders and service providers as well as those recognizing our membership, ladies, and widows.

The Communications and Public Outreach Committee consists of a Chairman and 5 members, plus a representative from each of the four bodies. For further information, contact the Chairman: John Suit, KCCH, john.suit@gmail.com.

(8) Education and Training

The objective of the Education and Training Committee is to develop and implement training programs for Valley officers, new members, and the general membership, to assist the four Bodies in developing and coordinating educational programs, and to manage the Valley library.

The Education and Training Committee consists of a Chairman and a minimum of 7 members. Additional Brethren may be assigned tasks as required for the execution of specific programs. The Chairman may delegate authority to other Scottish Rite Brethren for the execution of specific programs under the purview of the Education and Training Committee. For further information, contact the Chairman: Mike Taldo, KCCH, miketaldo@icloud.com.

(9) Philanthropy

The objective of the Philanthropic Committee is to increase the awareness of the Brethren about, and their involvement in, the various Scottish Rite philanthropic activities. It also is to promote, in coordination with the Communications and Public Outreach Committee, public awareness of the philanthropic work of the Scottish Rite at the Valley, Orient and Southern Jurisdiction levels.

The Philanthropic Committee consists of a Chairman and 6 members including a representative from each of the four Bodies. For further information, contact the Chairman: Steven W. Banowit, KCCH, sbanowit@gmail.com.

Committees of the Bodies

(10) Audit

The Audit Committee consists of a Chairman and at least three members. It annually engages the services of an independent certified public accountant for the purpose of auditing all books and accounts of the Valley, Board of Trustees, and Almoner. All other accounts belonging to or originating in the Alexandria Scottish Rite Bodies are audited internally under the direction of the Audit Committee. The Committee presents the written audit report, and such other reports made by the accountants, to the Lodge at the February Stated Meeting. The fiscal year for all funds and accounts of the Bodies is from January 1 through December 31. For further information, contact the Chairman: Ill. Michael R. Aulicino, 33°, michael.aulicino@gmail.com.

(11) Blue Lodge Visitation Program

The Alexandria Council of Kadosh plans, coordinates and hosts the annual Blue Lodge Visitation Program which has been provided aperiodically since 1973.

Each year, usually on a Saturday evening in August, the Alexandria Scottish Rite Valley invites the Worshipful Masters and members of all 42 Virginia Lodges served by the Alexandria Scottish Rite Valley to attend a special program event of interest to all Masons.

The event has typically included one of our constituent Blue Lodges convening a Called Communication at the Alexandria Scottish Rite Temple auditorium for the purpose of conferring the Master Mason degree on one of its FellowCrafts by a degree team of Scottish Rite Brothers. The program has also included, with the approval of the Grand Masters of the District of Columbia and Virginia, an exemplification of the Scottish style Master Mason Degree in 2012, and the Scottish style Entered Apprentice degree in 2013. The Degree Teams were composed of members of La France Lodge No. 93 of the Grand Lodge of DC. Whether in York or Scottish

format, the day includes a banquet meal in the dining room provided by the Alexandria Valley. The Scottish Rite venue, combined with the supporting music, lights, sound and costumes, all contribute to making the degree conferral, or exemplification memorable to all present.

The objectives of the event are twofold: first, to demonstrate and reaffirm the Scottish Rites' dedication to our Masonic Fraternity; and second, to bring our constituent Lodges together in our Valley's facilities for a special event of particular Masonic significance and fraternal good fellowship — this is an opportunity for our non-Scottish Rite Brethren to experience the pleasure of the expanded reach and fraternal intercourse afforded by the Scottish Rite.

(12) Feast of Tishri

Chapter 7 of *Forms and Traditions of the Scottish Rite* provides a good description of the Feast of Tishri and the reader may find extensive instruction on the origin, purpose and form of this celebration through that book. Essentially, the Feast of Tishri (or Feast of the Tabernacle) was first described in the Old Testament (Leviticus 23:39, 42-43) as instructions from the Lord to Moses as follows: “ye [shall] have gathered in the fruit of the land, ye shall keep a feast unto the LORD seven days... [and] Ye shall dwell in booths seven days... That your generations may know that I made the children of Israel to dwell in booths, when I brought them out of the land of Egypt.” The Statutes of the Supreme Council (Article XV, Sec 10) state that the Lodge of Perfection will celebrate as a feast day the fifteenth day of the Hebrew month Tishri. While the actual dates of the month of Tishri change on our contemporary calendar, we celebrate the Feast of Tishri in the Fall each year prior to one of our Stated Meetings.

(13) Scottish Rite Representatives to the Symbolic Lodges

Each of the constituent 42 Symbolic Lodges in our Alexandria Valley region has a member who is also a member of Alexandria Valley and who is designated as the Valley's Representative to that Lodge. The Representative's primary duty is to ensure that the Brothers in his Lodge remain aware of the Scottish Rite mission in general, and of Alexandria Valley's activities in particular. The Representative is the Valley's “field representative” who can answer or obtain answers to questions about the Scottish Rite and generally supports our Valley's membership development efforts in the Symbolic Lodges. Your Lodge probably already has an assigned Representative, so speak with him for more information on becoming more involved in Valley activities (see Section IV, Part 2, *Valley Operations and Support Opportunities* for a listing of Lodge Representatives). For further information, contact the Membership Committee chairman: Mark E. Cummings, KCCH, mark@23mm.com .

Other Assigned Roles

A number of other opportunities to serve the Valley should be mentioned. Most of these positions are typically filled by Brothers who have “been around for a while,” but additional volunteers for these duties are welcomed, and no one should assume that additional help would be declined.

(14) Bulletins

III. David Smith, 33°, is the Editor of our bi-monthly Alexandria Scottish Rite Bulletin. In his role as editor, he coordinates inputs, creates layout, and ensures overall production requirements are met in a timely manner. Each issue of the Bulletin reflects the contributions of a number of members who submit articles, meeting notices, photographs and related content. The Content

Coordinator is Bro. Frank Anthony, KCCH, who assists Ill. Smith in Bulletin production. If you have experience or interest along these lines and would like to participate in the production of our Valley Bulletin, contact Ill. Smith at dhsmith33@gmail.org.

(15) Credentials and Registration

As you each may recall, prior to each Reunion, each Candidate for the Degrees receives a letter from our Valley Secretary announcing the Reunion schedule as well as a pre-Reunion (usually Wednesday evening before the Reunion starts) administrative registration session. At this session, the Candidate's petition information and payment status are verified, cap and 14° ring sizes and orders are determined, and any questions concerning the Scottish Rite or the Reunion are answered. Presently, a pool of eleven Masters of the Royal Secret support this process at the call of the Committee Chairman, Michael P. Bible, KCCH, secretary@alexandriascottishrite.org. Additional volunteers would be welcomed. This Committee is also addressed in Section IV under Valley Operations and Support Opportunities.

(16) Sick

Bro. Richard E. Saunders, KCCH, chairs the Sick Committee that attempts to stay abreast of the health of our Brethren (and often their family members), and reports to the Valley each month on their status. Each of us should alert the Committee to news of a Brother's ailment and if you would like to be more active in the Committee's efforts to stay in touch with our sick Brethren, contact Bro. Saunders at roadpreacher@verizon.net.

(17) Scottish Rite Clubs

Many of our Valley members reside a considerable distance from Alexandria, but desire to remain active and involved in Scottish Rite activities. To this end, two Alexandria Valley Scottish Rite Clubs are available: the Shenandoah Valley Club began in 1979 and alternates its Jan - Oct dinner/meetings between the Cassia Lodge facilities in Woodstock and those of Spurmont Lodge in Strasburg. In 2016, the Loudoun Scottish Rite Club was formed to support our members in the Western Fairfax and Loudoun County area and meets at Ashburn-Sterling Lodge. A third club, the Blue Ridge Club, began in 1990, but as of 2017, has temporarily suspended its monthly dinner/meetings previously held at the IHOP restaurant in Culpepper. Many other Valley members other than those in the Club areas enjoy and support the Clubs by car-pooling to the meetings. Club meetings are announced at Valley meetings and attendance is encouraged.

(18) Scottish Rite Conference of Virginia

Each Valley member is automatically a member of the Scottish Rite Conference of Virginia. We also have an elected Valley Representative to the Conference who serves with the Representatives of each of the other seven Valleys in our Orient as one of the Vice-Presidents for seven years before becoming the Conference President. Our current Representative is Peter E. Terrill, 33°. Conference participation is one of the more enjoyable Scottish Rite experiences since it offers opportunities for education and social interaction with our Brothers from across the Orient. Additionally, when the Valley's Representative becomes the Conference President, that Valley hosts the annual Conference – another excellent opportunity to participate in and contribute to Valley operations. Alexandria Valley hosted the Conference in 2023 and our next hosting responsibilities will be in 2031.

(19)Scottish Rite Foundation of Virginia

As we all are members of the Scottish Rite Conference, so too are we all automatically members of the Scottish Rite Foundation of Virginia, and we also have an elected Valley Representative, who is currently Steve Banowit, KCCH. The annual meeting of the Foundation is held on Saturday afternoon immediately following the annual Conference meeting. When you attend the Conference of Virginia, you will have the opportunity to attend the Foundation meeting where you will learn more about current and planned activities in our RiteCare Childhood Language Disorders Program.

Board of Trustees

a. Legal Role:

- Governed by Statutes (Art XV, Sec 23) and Valley By-Laws (Art III, Sec 5).
 - Remains under control of SC, SGIG, or Pers Rep.
- Legal “owners” of record of all real and personal property of Valley.

b. Membership:

- Five who have attained at least the 32^o are elected for a term of three years.
 - David H. Smith, Sr., 33^o, through December 2025.
 - Gregory M. Valker, KCCH, through December 2026.
 - John T. G. Aakesson, KCCH, through December 2026.
 - Rick A. Cady, KCCH, through December 2027.
 - Jason M. Himsey, KCCH, through December 2027.
- January elections staggered on a triennial basis: two elected in one year; one, the following year; and two the year thereafter.
- Reelection to a fourth consecutive term is not permitted.

c. Primary Functions:

- Custodians of all real estate, securities, investments and property of the four Bodies.
 - Ensure that all property is adequately insured and settle/adjust claims. (Note that the Secretary is responsible for keeping insurance policies in effect and that the premiums are paid from the general fund of the Lodge of Perfection.)
 - Approve building use by other Masonic related organizations (non-Masonic use must be reviewed by Heads of four Bodies and recommended to the Lodge of Perfection for approval by two-thirds vote of members present). Maintain Master Plan for installation of all equipment and property intended for the building and environs.
- Custodians of Valley funds available for investment.
 - Permanent/Building Fund.
 - Life Membership Trust Fund.
- Reports:
 - Recommendations on insurance, building needs and its use.

- Interim report on funds at June meeting of Valley.
- Annual/final report of funds at January meeting of Valley.

SECTION III – ORIGINS & REGULATIONS

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Origins and Governing Regulations of the Scottish Rite

1. ORIGINS OF THE SCOTTISH RITE

To appreciate the questions and complexities surrounding the origin and growth of the Scottish Rite into our current organization, one must consider the early days of Freemasonry and appreciate how it is believed to have evolved from the Scottish labor guilds of the 16th century and spread to England in the 17th century. In an early chapter in the *Scottish Rite Ritual – Monitor and Guide*, Illustrious Arturo de Hoyos, 33^o, G.C., gives us “A Brief Overview of the Scottish Rite’s Origins and Rituals” wherein he briefly traces the progression from the “Mason companies” to the “Masonic Associations” and on to the 1717 creation of the first Grand Lodge.

While the early Masonic Lodges were based on the Entered Apprentice and Fellow Craft degrees, there is evidence that the first “higher degree” of Master Mason was apparently also in existence, and that many other “high degrees” were soon invented in both England and France. Many of these high degrees were referred to as Scotch or Scottish degrees and were distinguished, according to Brother de Hoyos, “...as a type of Masonry practiced, rather than referring to native Scotsmen.”

Ill. de Hoyos writes that “...in 1732, the English Lodge named Loge L’Anglaise was founded in Bordeaux, France,” and from it came the Loge la Française and from it, in 1743, the Loge Parfait Harmonie which apparently tended to focus on the many “high degrees”. One of the founders of this last Lodge was Etienne (Stephen) Morin. It is significant to note that in 1744, an expose pamphlet, *Le Parfait Maçon*, addressed the four degrees of Apprentice, Companion, Master Ordinary, and Scottish. The anonymous author wrote that “... there are still other degrees above the Master’s of which I am about to speak. Some say six, others, seven. Those who are called Scottish Masons claim to constitute the Fourth Degree. As this Masonry, differing from the other in certain particulars, is beginning to gain favor in France, the public will only be informed that I have given it what I have read in the same manuscripts which permit the Scottish to be ranked above Apprentice Companion and Ordinary Master.”

2. THE SECRET CONSTITUTIONS OF 1761

In the 1750-1760 period, rival Masonic bodies known as the Knights of the East and the Emperors of East and West competed for dominance, and with the Emperors emerging victorious, its Rite of Perfection was documented in the *Secret Constitutions of 1761* (the date is of dubious veracity). The Rite of Perfection added 22 “high degrees” to the three Symbolic Lodge degrees. The 25th degree was called Sublime Prince of the Royal Secret. The Secret Constitutions of 1761 also designated officers as Inspectors General Thirty-third Degree. These “Secret Constitutions” are not in effect and, while of historical interest, do not relate to today’s AASR-SJ.

3. THE CONSTITUTIONS AND REGULATIONS OF 1762

In 1761, the French Grand Lodge gave Stephen Morin the title of Inspector General and empowered him with the necessary authority for him to travel and establish “perfect and sublime Masonry in all parts of the world.” Morin’s travels led him to Kingstown, Jamaica where he promulgated a Masonic system called the “Order of the Royal Secret” with 25 degrees. He described his system in a document called the *Constitutions and Regulations of 1762*.

4. THE GRAND CONSTITUTIONS OF 1786

The Grand Constitutions of 1786, was purportedly signed by Frederick the Great, King of Prussia, but there remain a number of challenges to its actual origins. Notwithstanding questions of its authorship, it and the Regulations of 1762, are the governing documents of the Supreme Council and form the basis of today’s Scottish Rite organization and degree structure. This was the document that defined 33 degrees united under the titles of “The Ancient and Accepted Scottish Rite,” and announced two “Supreme Grand Councils” in North America, each composed of nine Grand Inspectors General. (It also provided for one Council in each European, Asian, African, etc., country. Two Councils in all South America were provided for prior to decolonization, but only one in each country following establishment of self-rule.) The Grand Constitutions of 1786 also provided for a system of Grand Consistories which governed its assigned jurisdictions only with “the previous sanction of the Supreme Council of the 33rd Degree.” The Grand Consistories eventually gave way to the Orient system of jurisdiction.

5. THE CIRCULAR THROUGHOUT THE TWO HEMISPHERES

In December 1802, the first official document of the Supreme Council was published announcing itself to the world and declaring its pedigree of authenticity. A copy of the Circular (also called the *Manifesto of 1802*) is available in Appendix I of the *Scottish Rite Ritual Monitor & Guide*.

6. THE STATUTES OF THE SUPREME COUNCIL 33RD DEGREE, S.J.

The Statutes describe our current “Law of the Rite,” citing the Constitutions and Regulations of 1762, the Grand Constitutions of 1786, together with the edicts and decisions of the Supreme Council, and the unwritten principles and Landmarks of Freemasonry, as inherent components of the Law. A copy of the Statutes is available on the Supreme Council website at <https://scottishrite.org>. You must first login as a member and use the keyword search for Statutes of the Supreme Council. The current Statutes are dated August 19, 2023.

7. THE ALEXANDRIA VALLEY BY-LAWS

Article XV §11 of the Statutes requires each Body of the Rite to have separate by-laws. The approved Alexandria Valley By-laws for each of the Bodies have been consolidated into one document but they still address the key features of each Body (officers, schedule, fees/dues, etc.). The most recent By-Laws were adopted by the Brethren present at the Valley stated meeting on May 14, 2010, and were last amended/approved by the SGIG on January 12, 2024 to remove the injunction against elected Officers serving as Trustees. A copy of the By-Laws is available at the Members only section of the Valley website at www.alexandriascottishrite.org.

SECTION IV - VALLEY PROGRAMS AND PROCEDURES

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Valley Programs and Procedures

1. STRATEGIC PLAN

Alexandria Valley's updated Strategic Plan was approved on 13 October 2017 as the culmination of a 12 month effort to assess and reaffirm our organizational mission and vision, and to complete the data gathering and analysis required to determine the status of actions and results of the previous 9 April 2010 Plan, and finally, to draft, coordinate and obtain Plan approval of the updated objectives and goals necessary to furthering continued activity in pursuit of the Valley's stated Mission. Approval of the new Plan reflects the successful completion of the actions and activities by the Strategic Planning Committee, and an in-depth review with numerous discussions by the Valley Executive Council. Finally, the Plan was both mailed to the Valley membership and posted for review on the Valley website, and openly discussed at a stated Valley meeting, where additional comments were taken and incorporated into the final document. This Plan represents the consolidated efforts of Alexandria Valley.

Strategic Goals:

- I. **Strengthen Membership: Strengthen and maintain an effective program that results in a net positive membership trend.**
- II. **Streamline Governance: Optimize the Valley governance structure and processes to ensure long-term success and financial stability.**
- III. **Expand Education: Expand the Valley education programs to support a "Center of Excellence" for Masonic education and leadership training.**
- IV. **Enhance Philanthropy: Enhance the philanthropic activities of the Valley.**

MISSION: To provide a Masonic experience for members that makes them better educated and more knowledgeable Masons, gives them a venue for fellowship with Masons from Lodges throughout the Northern Virginia area, and offers them meaningful community and philanthropic opportunities.

VISION: To become a "university" of Freemasonry that motivates Masons to gain greater insight into Masonic history, philosophy, and symbolism, and inspires them to become leaders in promoting morality and civic virtue.

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STRATEGIC GOAL I: (STRENGTHEN MEMBERSHIP) - STRENGTHEN AND MAINTAIN AN EFFECTIVE PROGRAM THAT RESULTS IN A NET POSITIVE MEMBERSHIP TREND.

Membership focused Objectives and Actions that support the Strategic Goal:

Objective A. Attract more Blue Lodge Masons to join the Alexandria Scottish Rite.

Action 1: Membership Committee Structure – Re-structure the membership committees to align under a single membership chair and with separate sub-committees aligned to 1.) Attracting new members (Membership Growth); 2.) Engaging current members (Membership Development); and 3.) Contacting inactive and NPD members (Membership Retention). Provide clearly stated Mission Statements and Goals in Committee Charters. (Executive Council.)

Action 2: Membership Committee Resourcing – Resource the membership committees with sufficient Brethren to effectively accomplish committee goals and ensure that each committee member has written, assigned tasks. Encourage the inclusion of newer Valley members on the committee to promote opportunities for involvement and encourage new perspectives. (Executive Council and Membership Committee Chair.)

Action 3: Scottish Rite Representatives – Establish an active “touch” program to assign, engage, train, and support Valley Scottish Rite Representatives to each area Symbolic Lodge. Ensure that the Representatives have defined duties and responsibilities and a “Scottish Rite Representatives’ Handbook.” (Membership Committee/Membership Development Subcommittee.)

Action 4: Annual Membership Report – With the assistance of the Secretary and Assistant Secretary create and distribute an annual report reflecting membership demographic information and trends to be used for membership growth, and retention. The report should address both current membership demographics and projected future trends. (Membership Committee/Membership Development Subcommittee.)

Action 5: Membership Goals – Establish and communicate goals for new initiations, reinstatements, and attrition (NPD and demits), to be updated annually and published in the Annual Membership Report. Use these goals to drive and resource Membership Committees’ activities. (Executive Council and Membership Committee Chair.)

Action 6: Value Proposition Working Group – Establish an ad hoc working group of interested members to develop and articulate the unique value proposition of membership in the Alexandria Scottish Rite. Use the output of this working group in the Blue Lodge Outreach Campaign. (Membership Committee/Membership Growth Subcommittee.)

Action 7: Blue Lodge Outreach Campaign – Create a master plan for potential outreach activities and offerings that the Valley could establish or enhance as ways to raise awareness of the Scottish Rite in the Symbolic Lodges and attract new members. These activities could include ideas such as providing programs and meals for Blue Lodges, attending installations of Blue Lodges, creating training programs for Blue Lodge officers, etc. (Membership Committee/Membership Growth Subcommittee.)

Action 8: Blue Lodge Night Program – Utilize the annual Blue Lodge Night program as an outreach and awareness vehicle for all Symbolic Lodges in the Alexandria Valley operating region. Through a new, dedicated Blue Lodge Visitation Committee (ad hoc) chaired by the Director of Work or his designee, consider options for enhancing the program and communicating the event with the Symbolic Lodges. Consider whether geographic rotation around the Valley could help draw more participation. (Director of Work/Blue Lodge Visitation Committee (ad hoc).)

Action 9: Annual Introductory Letters to Blue Lodges – Send an introductory letter to the incoming Worshipful Master of each Blue Lodge every year to inform them of the Alexandria Valley’s willingness to offer a program through the Speakers Bureau during their year in the East, along with the name of the Scottish Rite Representative in their Blue Lodge. (Membership Committee/Membership Growth Subcommittee.)

Action 10: Speakers Bureau – Formalize a process to provide programs for area Symbolic Lodges when requested, focusing on the Scottish Rite and other Masonic topics. Create a plan to communicate this offering to the Symbolic Lodges (e.g., the annual introductory letter mentioned above, the Lodge Representatives, etc.), with a goal to present a program on the Scottish Rite at every Lodge in the jurisdiction every year. (Membership Committee/Membership Growth Subcommittee.)

Action 11: Blue Lodge Breakfast/Lunch/Dinner – Establish an annual meal for the Masters and Wardens of the local Blue Lodges, perhaps capitalizing on an existing event such as the Blue Lodge event or a Division Leadership Conference. Use this event to educate the Masters and Wardens about the role of the Scottish Rite, and the resources available to the Blue Lodges, like speakers and education programs. (Membership Committee/Membership Growth Subcommittee.)

Action 12: Special Reunions to Attract Distant Members – Explore options for holding a special Reunion at a location near the Highway 81 corridor to attract candidates at the western extreme of our Alexandria Valley jurisdiction. Involve the Scottish Rite Clubs in this effort. (Director of Work and Membership Committee/Membership Growth Subcommittee.)

Objective B. Engage new Scottish Rite members to increase their participation.

Action 1: Mentors’ Program – Enhance and formalize the current Mentors’ Program to include a written standard operating procedure for actions and responsibilities before, during,

and after each Reunion. Incorporate the Mentors' Program into the Membership Committee structure. (Membership Committee/Membership Development Subcommittee.)

Action 2: New Member Name Badges – Provide each new member with a free name badge to wear to Valley functions for their first year of membership. Ensure that the Valley members understand that it is their responsibility to introduce themselves to the new members and make them feel welcome at all times. Also, allow existing members to purchase name badges at cost from the Valley. (Membership Committee/Membership Development Subcommittee.)

Action 3: Offer Tours of the House of the Temple to New Valley Members – Schedule a guided tour of the House of the Temple to new Valley members and their families to engage them after receiving their degrees and offer an opportunity for them to see the “crown jewel” of Masonic architecture. (Membership Committee/Membership Development Subcommittee.)

Action 4: New Member Recognition Ceremony – Establish an annual or bi-annual ceremony to recognize the Valley's new members and present rings, caps, or patents. Publicize the May and November dinners following the Spring and Fall Reunions to recognize the Scottish Rite members and their families. (Membership Committee/Membership Development Subcommittee.)

Objective C. Provide reasons and opportunities for Scottish Rite members to be active in the Valley.

Action 1: VMAP Management – Incorporate execution of the VMAP efforts into the charter of the Membership Committee, with one committee member assigned as the VMAP Coordinator to ensure successful annual participation with ongoing progress reports and assessments and completion reports. (Membership Committee/Membership Development Subcommittee.)

Action 2: Membership Survey – Conduct a regular survey to assess membership perspectives on Valley operations and programs as well as to collect suggestions for improvement. (Membership Committee/Membership Development Subcommittee.)

Action 3: Member Incentive/Recognition Program – Establish a program that recognizes member participation in Valley activities, such as the Knight of the Double Eagle program. Create a wearable award or jewel to provide a tangible recognition for participants. (Membership Committee/Membership Development Subcommittee.)

Action 4: Location of Valley Clubs – Use the Annual Membership Report to analyze the demographic trends in the Valley membership to see if the current arrangement of Scottish Rite Clubs is optimized to serve the needs of remote members. (Membership Committee/Membership Development Subcommittee.)

Action 5: Encourage Participation in Valley Clubs – Supply the Membership Committee/Member Development Subcommittee with a current list of members living within 30 miles of each of the Scottish Rite Clubs and send postcards to these Brethren to encourage attendance at an upcoming meeting. (Membership Committee/Member Development Subcommittee.)

Action 6: Establishment of an Alexandria Honour Court – Establish an Alexandria Honour Court to provide a venue for Honourmen of the Valley to meet quarterly with their ladies and enjoy fellowship and a meal together. Consider using the March dinner as a special recognition for our Honourmen and consider expanding the event to off-site dinners. (Membership Committee/Member Development Subcommittee.)

Action 7: Personnel Staffing/Skills Review – Identify and recommend desired staffing requirements to ensure optimally qualified Valley members for specific jobs and committee assignments. Announce vacancies in the officer lines of the Bodies and cast a wide net for interested members to fill them. (Membership Committee/Member Development Subcommittee.)

Action 8: Promote Life Membership in Perpetuity (LMIP) – Promote LMIP to the membership as a way to make a ‘donation’ to the Valley and help support its long-term viability. (Philanthropy Committee.)

Objective D. Improve contact and engage with NPD and inactive members of the Valley.

Action 1: Current NPD and Inactive Lists – Supply the Membership Committee/Member Retention Subcommittee with a current list of members suspended for NPD and inactive local members (within 40 miles of Alexandria) on an annual basis so that contact can be made by the Committee to encourage retention. (Secretary and Membership Committee/Member Retention Subcommittee.)

Action 2: NPD and Inactive Member Outreach Analysis – Establish a survey of departing members and perform a comprehensive NPD and inactive member outreach analysis based on departing member survey results. (Membership Committee/Member Retention Subcommittee.)

Action 3: NPD and Inactive Member Outreach Remediation – Create a coordinated remediation plan to address the findings from the NPD and inactive member outreach analysis, with the goal of reducing NPDs and demits. Place heavy emphasis on resourcing the Member Retention Subcommittee with sufficient Brethren who can contact inactive members. Engage the Scottish Rite Representatives to see if they can assist in contacting Brethren from their own Blue Lodges. (Membership Committee/Member Retention Subcommittee.)

Action 4: Member Birthday Cards – Develop and implement cost-effective options for sending birthday cards or postcards to members from the Alexandria Valley. (Secretary and Membership Committee/Member Retention Subcommittee.)

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STRATEGIC GOAL II: (STREAMLINE GOVERNANCE) - OPTIMIZE THE VALLEY GOVERNANCE STRUCTURE AND PROCESSES TO ENSURE LONG-TERM SUCCESS AND FINANCIAL STABILITY.

Governance focused Objectives and Actions that support the Strategic Goal:

Objective A. Streamline and maintain an effective Valley Executive Council and committee structure as required to support policy coordination, implementation and oversight consistent with the Valley Strategic Plan.

Action 1: Executive Council By-laws Update – Revise the Valley by-laws to read “The Personal Representative shall chair an Executive Council consisting of the presiding and number two officers of each Body, the Secretary, Assistant Secretary, Treasurer, the Chairmen of Standing Committees, and others as the Personal Representative may invite. The Executive Council shall meet bimonthly, or at the call of the Chair, to develop and coordinate policies and plans for the good of the Valley and to oversee progress in meeting the objectives, goals and actions described in the Valley Strategic Plan.” (Executive Council.)

Action 2: Realignment of Standing Committees – Revise the Valley by-laws to describe five Standing Committees’ organization and functions, aligned with and supportive of the four following Strategic Objectives of this Plan: a. Membership Committee (Membership Objective); b. Budget and Finance Committee and the Communications and Public Outreach Committee (Governance Objective); c. Education and Training Committee (Education Objective); d. Philanthropy Committee (Philanthropy Objective). (Executive Council.)

Action 3: Revise Standing Committee Charters – Revise Standing Committee charters to document organizational composition, functions and authorities of each Standing Committee, including the participation in the governance objectives of the Executive Council as well as the consolidation of functions of previously separate entities as described below. Reconcile any discrepancies in Committee descriptions between the Valley By-laws and Committee charters to ensure consistency between the two documents. (Executive Council.)

- Membership Committee: Describe one committee with sub-committee functions of Membership Growth, Membership Development, and Membership Retention. The committee would have responsibility for managing the Scottish Rite Representatives to the Blue Lodges, the Valley Mentors’ Program, member recognition programs, VMAP, annual membership reports, regular member surveys, and inactive and NPD member outreach. (Membership Committee and Executive Council.)
- Budget and Finance Committee: Describe one committee to support the Executive Council governance responsibilities for fiscal planning, monitoring and reporting. Describe coordination with the Trustees, Audit Committee (ad hoc), and Financial

Advisor as necessary for the development of comprehensive reports to the Executive Council and Valley membership. The committee will perform analyses and make recommendations to the Executive Council on investment options for funds held by the Valley Trustees, and on the sufficiency of the annual membership dues to support the Valley operating budget. (Budget and Finance Committee and Executive Council.)

- Communications and Public Outreach Committee: Describe one committee with sub-committee functions in support of: a. Executive Council communications with the Valley membership, including the bulletin and social media; b. Community Outreach Programs including the Outstanding Teacher Recognition Program and the Scottish Rite ROTC and JROTC Outstanding Cadet programs and other such programs designed to recognize community leaders and service providers; c. Valley Outreach Programs including the Ladies Appreciation and Widows Recognition programs; d. Valley web-based tools and resources development and management. (Communications and Public Outreach Committee and Executive Council.)
- Education and Training Committee: Describe one committee with sub-committee functions of Officer Training and General Membership Education (including support of Valley member participation in the Master Craftsman Program study groups), New Member Training, Valley Library Management and Valley Educational Program planning and coordination. (Education and Training Committee and Executive Council.)
- Philanthropy Committee: Describe one committee with sub-committee functions in support of the annual RiteCare Childhood Language Program visit, Scholarship Programs, the planning and execution of Valley activities in support of the Annual Friends and Family Charity Dinner, and the Celebrating the Craft web-cast and other events. (Philanthropy Committee and Executive Council.)

Action 4: Annual Committee Reports – Each Standing Committee will provide a written annual report to the Executive Council to document: a. committee membership composition and changes; b. status of assigned Strategic Plan actions, noting (b.1) significant activities and achievements in the preceding year, and (b.2) major plans for the coming two years; c. recommendations for changes to the Strategic Plan or the Committee’s charter based on achievements or lessons learned during the past year. The reports should be put on the Valley website after acceptance by the Executive Council, and as appropriate, an article on each Committee’s accomplishments could appear in the Valley bulletin. (Chairmen of Standing Committees.)

Action 5: Trustees’ Duties – Revise Section 5 of the Valley by-laws to incorporate the following language regarding the duties of the Trustees: “The Trustees are empowered to form, under their auspices, ad hoc committees for specific approved facility enhancement projects with charter requirements detailing specific desired outcomes in terms of project

performance, cost and schedule, as well as staffing requirements qualifications for the committee members.” (Executive Council.)

Action 6: Annual Strategic Plan Progress Report – Annual Strategic Plan Report to the Valley Membership based on the consolidation of the Standing Committees’ annual reports and will include: a.) progress made toward achieving the Strategic Plan’s Objectives, and its subordinate Goals and Actions; b.) Significant events and accomplishments over the past year; c.) Any recommended changes to the Strategic Plan. (Strategic Plan Committee (ad hoc).)

Action 7: Participation of Valley Officers in Committees – Reinforce the requirement for line officers’ participation on Standing Committees (as specified in the Valley By-laws for select committees) by reminding them of the officers’ duties and responsibilities and communicating this to the officers at the start of every year. Committee Chairmen should be provided a list of officers from each of the Bodies who will serve as Committee members for the ensuing year. (Heads of Bodies and Membership Committee/Membership Development Subcommittee.)

Action 8: Attendance at the Scottish Rite Conference – Have the Valley reimburse the cost of lodging at the annual Scottish Rite Conference for the Heads of Bodies. Attendance at the Conference should be a high priority for the Heads of Bodies and this should help encourage them to participate. (Executive Council.)

Action 9: Selection of Valley Line Officers – Except when no other options exist, minimize ‘recycling’ of Valley officers between the Rose Croix, Council of Kadosh, and Consistory to maximize opportunities for new members entering the lines of the Bodies. Also, to the extent feasible, require all incoming elective officers of the Lodge of Perfection to have served in the East in the Rose Croix, Council of Kadosh, or Consistory, or in their Blue Lodge, Royal Arch Chapter, or Shrine, to provide an opportunity for leadership ‘screening’. (Membership Committee/Membership Development Subcommittee and Heads of Bodies.)

Objective B: Enhance the coordination, presentation and management of Valley finances and capital budgets.

Action 1: Creation of Mid- and Long-Term Financial Plans – The Budget and Finance Committee shall coordinate with the Trustees and Financial Advisor to prepare and present an annual report to the Executive Committee to include mid-term (3 year) and long term (5-10 year) financial goals and strategies. (Budget and Finance Committee.)

Action 2: Annual Budget Presentation – Present the status of the current year budget and a proposed annual budget for the ensuing year to the Valley at the October meeting of the Lodge of Perfection for information, and at the December meeting for approval. (Budget and Finance Committee.)

Action 3: Annual Audit – Present a written annual audit report to the Valley at the February Lodge of Perfection meeting. (Audit Committee (ad hoc).)

Action 4: Cost of Living By-laws Clause – Consider the use of a clause in the by-laws that automatically increases the Valley portion of the annual membership dues by indexing the dues to an appropriate inflationary measure. This will ensure that the revenue collected to support the annual operating budget will be sustainable. (Budget and Finance Committee and Executive Council.)

Objective C: Improve communications between Valley leadership and the membership.

Action 1: Communications Committee Resourcing – Resource the Communications and Public Outreach Committee with sufficient Brethren to effectively accomplish committee goals and ensure that each committee member has written, assigned tasks. Encourage the inclusion of newer Valley members on the committee to promote opportunities for involvement and encourage new perspectives. (Communications and Public Outreach Committee.)

Action 2: Member Communications Plan – Solicit communication preferences from the membership via a survey. Using the survey data, create a Communications Plan with coordination of the Membership and Education Committees to provide current information to Valley members about upcoming events. (Communications and Public Outreach Committee.)

Action 3: Website and Social Media Management – Appoint a website/social media coordinator to explore options for enhancing the Valley's social media presence with Valley members as well as with the general public. Assign several Valley photographers who can provide digital content to the coordinator through a cloud-based photo-sharing library. Appoint a webmaster to maintain the website, and a content reviewer to ensure content is screened for release. (Communications and Public Outreach Committee.)

Action 4: Automated Phone/Email Notification System – In the communications survey (mentioned above), solicit member opinions and explore options for use of automated phone or email notification systems that would allow a reminder message to be sent to local Valley members for events such as stated meetings, Reunions, etc. (Communications and Public Outreach Committee.)

Objective D: Establish a planning process for facility requirements to serve our future membership.

Action 1: Long-Range Facility Needs Report – Working with membership trend data and projections provided by the Membership Committee, conduct or solicit a study to provide an actionable analysis of projected facility needs, options and proposals focused on supporting

the projected Valley membership in the 20- to 30-year range. The options should include consideration of alternate locations of the Valley Temple. (Board of Trustees.)

Action 2: Long-Range Facility Upgrade/Replacement Management Plan – Create a plan predicated on the results of the "Long-Range Facility Needs Report" that will address the actionable elements of the report with (1) desired performance, cost and schedule boundary controls and (2) a major milestone schedule for initiation and completion of critical path elements with prerequisites/dependencies. (Board of Trustees.)

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STRATEGIC GOAL III: (EXPAND EDUCATION) - EXPAND THE VALLEY EDUCATION PROGRAMS TO SUPPORT A “CENTER OF EXCELLENCE” FOR MASONIC EDUCATION AND LEADERSHIP TRAINING.

Education focused Objectives and Actions that support the Strategic Goal:

Objective A: Build a robust education program for new Scottish Rite members.

Action 1: New Member Packet – Create coordinated Valley Administration, Membership, Charity, and Education information that can be provided to each new member at the Reunions. (Education and Training Committee.)

Action 2: Reunion Class-member Training – Create a structured orientation training to members of each Reunion class to provide introduction to Scottish Rite organization, operational procedures and social and educational opportunities. (Education and Training Committee).

Objective B: Establish and maintain comprehensive education programs for the Valley membership.

Action 1: Education Committee Goals – Revise committee goals supportive of membership actions in Committee charter. (Education and Training Committee.)

Action 2: Education Committee Resourcing – Resource the Education Committee with sufficient Brethren to effectively accomplish committee goals and ensure that each committee member has written, assigned tasks. Encourage the inclusion of newer Valley members on the committee to promote opportunities for involvement and encourage new perspectives. (Education and Training Committee.)

Action 3: Member Education – Develop a comprehensive membership training program for the general membership based upon results from the periodic membership survey and input from the members. (Education and Training Committee.)

Action 4: Master Craftsman Program – Enhance the current program to support and encourage participation in the Master Craftsman Program, and recognize Brethren who have completed at least one course. Add the requirement for all officers to complete at least the Master Craftsman I course before nomination to elective office. (Education and Training Committee.)

Objective C: Establish and maintain comprehensive education and training programs for the Valley officers.

Action 1: Valley Officer Job Descriptions – Maintain the detailed description of each officer's function within each Scottish Rite Body and make each officer aware of his duties annually, including specific responsibilities and anticipated assignments in support of new/enhanced Valley programs and social events. Ensure that expected duties for elected officers includes attendance at the annual Scottish Rite Workshop (in March) and Conference (in September) and the annual JMU Speech Clinic visit. (Education and Training Committee.)

Action 2: Officer Training Program – Enhance the annual training for officers to provide incoming officers with information concerning assigned organizational leadership and management responsibilities as well as Scottish Rite and Valley regulations, the Valley strategic plan, ritual and operational procedures. (Education and Training Committee.)

Action 3: Officer Advancement Requirements – Require appointed officers to fulfill a set of progressive requirements before nomination to elective office in the Bodies. This would include minimum requirements for Scottish Rite education, involvement and fulfillment of assigned duties and projects for their position in the line, and attendance at Valley meetings. (Education and Training Committee.)

Action 4: Annual Officers' Retreat – As part of the officers' training program, consider an annual leadership workshop for all Valley officers to discuss preliminary officer guidance and expectations, goals, priorities, and challenges. This could be held on the same day as the Blue Lodge Event with the Valley offering lunch for all officers at noon, followed by a 3-hour session to discuss a structured agenda, followed by the Blue Lodge event. (Education and Training Committee.)

Action 5: Ritual at Opening/Closing of Meetings – Direct the presiding officer to ritualistically open and close the stated meetings and Reunions from memory. (Education and Training Committee.)

STRATEGIC GOAL IV: (ENHANCE PHILANTHROPY) - ENHANCE THE PHILANTHROPIC ACTIVITIES OF THE VALLEY.

Philanthropy focused Objectives and Actions that support the Strategic Goal:

Objective A: Strengthen and expand current Valley philanthropic efforts.

Action 1: Philanthropy Committee Resourcing – Resource the Philanthropy Committee with sufficient Brethren to effectively accomplish committee goals and ensure that each committee member has written, assigned tasks. Encourage the inclusion of newer Valley members on the committee to promote opportunities for involvement and encourage new perspectives. (Executive Council and Philanthropy Committee Chair.)

Action 2: Valley Philanthropy Giving Plan – Create a plan for the long-term management of the Valley’s philanthropic programs and activities. The plan should lay out the different philanthropic efforts, their funding sources, and the 5-year goals for each. The plan should also consider ways to engage the Valley through donations of time or funds to benefit the local community (e.g., the Masonic Angel Fund) and provide the Valley with a visible, charitable endeavor. (Philanthropy Committee.)

Action 3: Expand Valley Participation in the Celebrating the Craft Event – Seek to involve more Valley members in the annual Celebrating the Craft Event through a dedicated subcommittee to organize Valley volunteers at the House of the Temple and to plan and organize a remote viewing event at the Alexandria Scottish Rite or other local venue. Advertise this event through early and effective communication to the membership. Solicit volunteers from the Blue Lodges, as well, and consider using this event to attract non-Scottish Rite members to see the House of the Temple. (Philanthropy Committee/Celebrating the Craft Subcommittee.)

Action 4: Expand Friends and Family Event – Build upon a dedicated subcommittee to manage this effort under the Philanthropy Committee. Communicate a vision/mission for the event and establish a detailed project plan for execution. Create high-quality advertising materials for the event that also describes the mission of RiteCare and the Scottish Rite. Through soliciting outside sponsors for underwriting and item donations, expand the revenue base of the annual Friends and Family Event. Develop strategic relationships with other non-profits, and consider engaging these partners in planning for the event. Seek to also expand the number of paying guests by casting a wider net for advertising and ticket sales. (Philanthropy Committee/Friends and Family Event Subcommittee.)

Action 5: Expand Current Scholarships – Expand the annual monetary commitment for the Valley’s current scholarships to graduating high school seniors by increasing the available funding. Ensure that scholarship funds paid out do not exceed the annual earnings earmarked for these purposes. (Philanthropy Committee.)

Action 6: Promote “Amazon Smile” or Similar Donor Programs – Take advantage of the expanding online shopping industry to promote the “Amazon Smile” program to the membership. Promote awareness to the membership of this program and its benefits, and direct the funds raised from the effort into a philanthropic program that the Valley seeks to expand (i.e., scholarships, community charities, etc.). (Philanthropy Committee.)

Objective B: Expand involvement of Valley members in philanthropic endeavors.

Action 1: Increase JMU Summer Language Clinic Attendance – Promote the annual JMU Summer Speech and Language Clinic visit to the membership as an opportunity to view the Valley’s primary charity in action. Remind the elected officers from all four Bodies that attendance is a part of their mandatory duties. (Philanthropy Committee and Executive Council.)

Action 2: Encourage Gifts and Bequests to the Valley and Enhance Donor Recognition Programs – Arrange a speaker to discuss estate planning and charitable giving at a Valley meeting. Promote the range of options that the Valley has available to members to put monetary and other gifts to good use (scholarships, building fund, RiteCare, etc.). Create a recognition for Valley members who name the Alexandria Valley in their estate planning or wills, like the “Intendent of the Building Society” established by the Supreme Council. (Philanthropy Committee.)

Action 3: Involve More Blue Lodges through Inclusion in Fundraising Events – Extend invitations to all Blue Lodges to have their members participate in events such as the Friends and Family Event and Celebrating the Craft. Solicit volunteers from the Blue Lodges, as well, and consider using the Celebrating the Craft event as an “open house” or “bring a friend night” to attract non-Scottish Rite members to learn about the Rite and possibly also see the House of the Temple. (Philanthropy Committee.)

Action 4: Provide Annual Report to Membership on Valley Philanthropies – Compile and present to the membership at a stated meeting an annual report reflecting the status and disposition of Valley philanthropic programs and activities, including planned future activities. (Philanthropy Committee.)

Action 5: Reunion Presentation of Valley Philanthropies to New Members – Include information on Valley philanthropic efforts in the candidate education presentation at the Valley Reunions. Also, include a fact sheet and Supreme Council brochures on the philanthropies in the new member packets. (Philanthropy Committee.)

Action 6: Improve Communications to Valley Members on Fundraising Events – Work with the Communications and Public Outreach Committee to find ways to communicate to the membership on ways to get involved with fundraising events. Break down the perception that only Philanthropy Committee members are needed to assist with the events. Consider assigning at least one officer from each Body to assist with specific fundraising events, and revise the Valley officer Job Descriptions to reflect this. (Philanthropy Committee, Communications and Public Outreach Committee, and Executive Council.)

2. VALLEY OPERATIONS AND SUPPORT OPPORTUNITY

As with any affiliation, our understanding, appreciation and enjoyment of the group grows with involvement and shared experiences. The sense of belonging that we gain through study of the group's history and its goals, through participation in its activities, and through personal interaction with its other members is essential to the richness of our perceived value of the group. There are many roles to be filled, jobs to be done, and opportunities to grow our knowledge and appreciation of the Scottish Rite. Our Valley Membership Development Committee uses a variety of training approaches and Valley tools such as the Help Wanted listing on the Valley's website, to help increase member awareness of opportunities such as the following.

Reunion Productions

Typically, Alexandria Valley Reunions are held on two consecutive Saturdays in late April and late October. The two-day event will include about half of the 29 degrees being conferred in a staged production with actors, stage props, lights, sound, music and theatrical effects, and the remaining degrees are communicated, or taught in a classroom setting. We estimate that some 300 jobs need to be done to conduct a single reunion. While there are usually many Brothers who perform multiple jobs, there still remain many opportunities to participate. In addition to the Degree performances "when the curtain goes up" during Reunions, each degree team also rehearses before each Reunion with full support from all the non-cast stage and technical support personnel. Occasionally a one-day Reunion will be held to accommodate those with travel or other demands that preclude being able to attend the two-day ceremony. The one-day Reunion will normally include the fully staged conferral of only the five mandatory degrees. Ill. Scott Springer, 33°, Alexandria Valley's Director of Work, coordinates and oversees all aspects of the Reunion operations. Ill. Springer is eager to put you to work in any of the following jobs; you can contact him at pm.acacia16@gmail.com

(1) Degree Communications

Each Degree that is not actually conferred "on stage" is communicated to the Class in the Lodge Room. One Brother provides instruction for each communicated degree to explain the primary lessons, signs and words of the degree and to administer the Obligation for each. While a Brother could conceivably just read the degree instruction to the class, properly done, the Brother communicating the Degree has studied and sufficiently understands the Degree to be able to answer questions from the Class. This is an excellent way to begin to study the Scottish Rite degrees. Ill. Shelley Richman, 33°, at vanymason@gmail.com schedules the Brothers who communicate the degrees.

(2) Lights and Electrical

From the room behind the blacked out windows on the left side of the auditorium stage, John T. G. Aakesson, KCCH and the lights and electrical team handles all the stage and special lighting effects during the conferral of each degree — and it's not just a matter of flipping switches. The many electrical props used during the Degrees essentially "belong" to our lights and electrical team who ensure that each not only is turned on or off at the appropriate time and at the appropriate level, but also that they actually will work as desired when needed. Bro. Aakesson may be contacted at aakesson.john@gmail.com.

(3) Projection Booth

One Brother (currently unassigned) leads the team in the projection booth at the back of the auditorium, tracks the script for each Degree role to either illuminate the speaker or to augment the script with the appropriate projected screen image. Contact Greg Valker, KCCH, at greg.valker@valker.net to volunteer your services.

(4) Prompting

Every conferred Degree uses a “prompter” to provide special vocal effects and to come to the assistance of any cast speaker who calls for assistance. Sitting next to the sound booth at the back of the auditorium, the prompter follows the degree script during each performance and keeps the degree “story” moving with the aptly placed missing word. Peter Jensen, KCCH, schedules the prompters. If you want to help, contact Bro. Jensen at pjensen@hl57.com.

(5) Sound

Bro. Harold Chadsey, KCCH, and his team equip the cast members with wireless microphones and place stand-mics strategically about the stage, and then control sound levels throughout the degrees from their control station in the back of the auditorium. Bro. Chadsey’s team responsibilities also include audio support lodge room degrees and of hybrid lodge room/zoom meetings and training new members in technical support. Contact Bro. Chadsey at henrymaster09@verizon.net to help.

(6) Stage and Properties

Bro. Greg Valker, KCCH, directs all the activities of the stage crew. Each Degree has a unique setting for furniture, columns, altar dressings and all the many properties peculiar to each degree that must be in-place when the curtain (also under the stage crew’s control) “goes up.” Bro. Valker’s email address is greg.valker@valker.net.

(7) Crew Members

Working under the leadership of the Stage and Properties Director and his team, are the Brothers who must put everything in place, and there is always enough “heavy lifting” for another Brother to help out with the staging and props. Anyone who is not doing something else should probably volunteer to help with the stage crew — contact Bro. Valker at greg.valker@valker.net.

(8) Wardrobe and Makeup

Brother Daniel Froggett makes sure the cast members are properly clothed, shod, equipped, and bearded before they take the stage. Like your Mother, their job doesn’t end when they have dressed you; they have to clean up after you as well. Contact Bro. James W. Schoonmaker, III, at james.schoonmaker@gmail.com to give him a hand.

(9) Organists

Alexandria Valley is fortunate to have two Brothers who each offer their musical talents as the Organist for the Reunion Degrees: Brothers Thomas G. Little, KCCH, and James Baker, KCCH. If you share their rare abilities, this is an excellent opportunity to put your talent to work for the Valley – contact Bro. Little at thomas.little2010@gmail.com.

(10) Photographers

Ill. Michael Aulicino, 33°, leads a team of photographers for the Valley Class pictures and similar tasks as required. This is another opportunity to get involved for those who enjoy and have particular skills or experience in photography. Contact Ill. Aulicino at michael.aulicino@gmail.com to volunteer your help.

(11) Degree Masters and Cast Members

The very best way to learn the lessons of our Degrees while accumulating common experiences with your Brothers is to become active on a Degree Team and perform a role at a Reunion. Most Degrees have both speaking and non-speaking parts and every Degree Master prefers to have more than one person he can call on to perform each part — new cast members are always welcome. Contact either Scott Springer, 33°, pm.acacia16@gmail.com, or one of the Degree Masters for the Degrees conferred by Alexandria Valley as listed below.

- 4th – James Barry Bartley, jb.bart@verizon.net
- 5th – John T.G. Aakesson, KCCH, aakesson.john@gmail.com
- 6th - Bro. James T. Fitzgibbon fitzhome100@gmail.com
- 7th – Ill. James C. Anagnos, 33° jimanagnos@hotmail.com
- 8th – TBD
- 9th & 10th – Farley W. Warner, KCCH cw_netguru@yahoo.com
- 11th – Timmy E. Shrum, KCCH ts61416@yahoo.com
- 12th – Michael D. Taldo, KCCH taldomike@gmail.com
- 13th – John M. Suit, KCCH john.suit@gmail.com
- 14th – John T. Tillery, KCCH jtillery@aol.com
- 15th – Jason M. Himsey, KCCH jason.himsey@icloud.com
- 16th – TBD
- 17th - TBD
- 18th – Thomas “Tim” E. Goolsby, tegoal2@gmail.com
- 19th – David W. Weaver, KCCH, lodge279sec@aol.com
- 20th – Christopher R. Chrzanowski, KCCH, crchrzanowski@gmail.com
- 21st – Ill. Donald L. McAndrews, 33°, donald.mcandrews@gmail.com
- 22nd – TBD
- 23rd – TBD
- 24th – TBD
- 25th – Raymon W. Bacchus, KCCH, rwbacchus@gmail.com
- 26th – TBD
- 27th – TBD

28th – Ill. Peter E. Terrill, 33^o, mohrscircle73@gmail.com

29th – Jeremy Anspaugh, KCCH, jeremyanspaugh@gmail.com

30th – Kevin M. Homan, KCCH, homan13@gmail.com

31st – Ron E. Craft, KCCH, ronc2011@gmail.com

32nd – James D. Baker, KCCH, jamesdbaker13@hotmail.com

(12) Credentials and Registration Committee

These Brothers meet with the Candidates on the Wednesday evening before each Reunion to make sure each is ready to receive the Scottish Rite Degrees and to answer any questions the Candidates might have concerning the Scottish Rite, the Valley operations, or the Reunion schedule. Additionally, they measure the Candidate for his cap and 14^o ring. The chairman of the Committee is Bro. Michael P. Bible, KCCH at secretary@alexandriascottishrite.org.

(13) Knights of Saint Andrew

The Alexandria Valley Knights of Saint Andrew (KSA) assist the Valley in many ways and, during Reunions, by escorting the new Candidates among the several locations used during the event, and by providing information on the schedule, the facility, and other items requested by the Candidates. In addition to Reunion support, the KSA assists the Personal Representative, General Secretary, and Director of Work, and also includes presenting the Colors, serving as an honor guard on appropriate occasions and escorting dignitaries and special guests during other Valley functions. The Knights also hold private functions for the purpose of fun and fellowship to include barbecues and outings for Knights and their ladies. KSA By-Laws and the Petition Form are available online at alexandriascottishrite.org.

Scottish Rite Representatives

Each Lodge in our Northern Virginia area has been assigned a representative from our Valley to ensure that the Brothers in that Lodge are aware of the purpose, goals and activities of the Scottish Rite, and to be the primary source of information on how to become a Scottish Rite Mason. Following are the currently assigned Lodge Representatives:

(14) Masonic District 1-A

Alexandria-Washington No. 22	Michael P. Bible, KCCH
Cherrydale-Columbia No. 42	John W. Frank
Elmer Timmerman No. 54	Mark E. Coldren, KCCH
Kemper-Macon Ware No. 64	Philip N. Rhodes, 33 ^o
Arlington Centennial-Glebe No 81	Alvaro Torrico-Mollinedo
Andrew Jackson No. 120	Sheldon B. Richman, 33 ^o
Concord No. 307	Norman A. Mayo, 33 ^o
Sharon No. 327	Barry C. Hall
Henry Knox Field-John Blair No 349	Armand X. Mariscal

(15)Masonic District 1-B

Springfield No. 217	Peter E. Terrill, 33°
Mt. Vernon No 219	David H. Smith, Sr., 33°
Occoquan No. 310	Donald G. Phillips, KCCH
Dale City No. 319	Richard E. Saunders, KCCH
John A Lejuene No. 350	James A. Solomon
Fort Hunt-Skidmore Daytime No 353	Michael R. Aulicino, 33°

(16)Masonic District 2

Hamilton-Thompson No. 37	Greg S. Levine
Olive Branch No. 114	Kevin M. Homan, KCCH
Freedom No 118	Matthew T. Duley
Herndon No. 264	Norman L. Hoff, Jr., 33°
Ashburn-Sterling No. 288	Raymon W. Bacchus, KCCH

(17)Masonic District 3

Winchester Hiram No. 21	Raymond D. Steele, 33°
Washington No. 78	Jerry O. Talton
Spurmont No 98	Raymond D. Steele, 33°
Unity No. 146	Kevin P. Walek (lodge secy)
Treadwell No. 213	Mark T. Pennypacker, Sr.

(18)Masonic District 4

Acacia No. 16	David C. Morris, 33°
Henry No. 57	Michael T. Huff, KCCH
Mt. Carmel No 133	Anthony J. LaCava
Manasseh No. 182	Donald L. McAndrews, 33°
Cochran No. 271	Shawn E. Morgal
Hay Market No. 313	Thomas E. Goolsby, KCCH
The Patriot 1957	Chris R.Chrzanowski, KCCH

(19)Masonic District 6

Rockingham Union No. 27	David T. Silcox
Mt. Jackson No. 103	Michael H. Ashley, Jr.
Hunter No 135	Michael A. Huff
Cassia No. 142	Allen D. Beckner, 33°

Eureka No. 195

Christopher N. Sheap

(20)Masonic District 7

Fairfax No. 43

Fred Soutter (lodge secy)

Barboursville No. 112

John R. Miller, Jr.

Linn Banks No 126

Ron W. Houser (lodge secy)

Independent Orange No. 138

Jordan C. Marshall

(21)Masonic District 8

Frank P. Moncure No. 279

David W. Weaver, KCCH

SECTION V - FREQUENTLY ASKED QUESTIONS

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Frequently Asked Questions

When and where did the Scottish Rite begin?

The Supreme Council of the 33rd Degree for the United States of America was first opened, according to the Grand Constitutions, in Charleston, SC on May 31, 1801. Thus began the Scottish Rite organization as we know it today. This event was the evolutionary result of efforts beginning with the French Grand Lodge's 1761 grant of a patent to Etienne (Stephen) Morin "to establish perfect and sublime Masonry in all parts of the world." In 1763, Morin introduced in Kingston, Jamaica, his "Order of the Royal Secret," which was based on his Constitutions and Regulations of 1762. In the following years, Morin appointed others to travel to the United States to establish additional Masonic Bodies. In 1764, a Body was established in New Orleans, LA, and in 1767, the next was begun in Albany, NY. A Body in Philadelphia, PA was next chartered in 1781, and in Charleston, SC in 1783. The Grand Constitutions of 1786, updated portions of the original 1762 Constitutions increasing the number of degrees from 25 to 33 and establishing the Supreme Council organization, with provisions for both the Southern Jurisdiction ("The Mother Supreme Council of the World") and a second Council that would, in 1813, be established as the Supreme Council, Northern Masonic Jurisdiction. The common name "Scottish Rite" came into general use in the Southern Jurisdiction in 1859, under Grand Commander Albert Pike's administration.

Why is the organization called "Scottish" even though it didn't come from Scotland?

Ill. Arturo de Hoyos. 33^o, G.:C.:, cites in *The Scottish Rite Ritual Monitor and Guide* (pg. 73), early (1733) manuscript references to a "Scotch Mason's Lodge" implying a "high-degree" Masonic system and states "The early designations "Scots," "Scotch," and "Scottish" refer to a *type* of Masonry practiced, rather than referring to native Scotsmen." De Hoyos goes on to discuss a French "penchant for the so-called 'hauts grades' (high degrees) then coming into vogue" and notes that in 1744, the book *Le Parfait Macon* was published, purporting to unveil the "secret of the Scottish Masons." This, according to de Hoyos, led Morin to develop his twenty-five degree system known as the "Order of the Royal Secret."

Of interest, but still based on Masonic legend, is the comment in the Supreme Council's document announcing itself to the world and called the *Circular throughout the two Hemispheres* (also known as the *Manifesto of 1802*): "From such of our records as are authentic, we are informed of the establishment of the Sublime and Ineffable Degrees of Masonry in Scotland, France and Prussia, immediately after the Crusades. But from some circumstance, which to us are unknown, after the year 4658 [658 AD], they fell into neglect until the year 5744 [1744 AD], when a Nobleman from Scotland visited France, and re-established the Lodge of Perfection in Bourdeaux."

What is the Scottish Rite's relationship to the rest of the Masonic Fraternity?

A "Statement of Principles" was signed in April 2022 by the two Sovereign Grand Commanders of the Southern Jurisdiction and the Northern Masonic Jurisdiction, and by the Imperial Potentate of Shriners International. The stated Principles declare that the three organizations "were founded as appendant bodies of symbolic Masonic Lodges. These Lodges are chartered and governed by their applicable Grand Lodge. Each of our members are and must remain, members in good standing in a Lodge existing within a recognized Grand Lodge." The Principles continue "Our organizations believe that Masonic principles as identified through Grand Lodges are foundational, not merely optional principles upon which we build to provide further light."

The Scottish Rite Ritual Monitor and Guide states "The Scottish Rite is an appendant Masonic organization. It is active in every American state and enjoys a cooperative relationship with the American Grand Lodges from whom it solicits members."

The Scottish Rite is a Masonic organization that provides its members an opportunity to expand their knowledge of Freemasonry, to widen their circle of friends, and to serve humanity in unique ways. The Scottish Rite degrees are sometimes considered a "graduate course" in Masonic teachings because they amplify the philosophic teaching of the first three degrees and answer some of the questions raised in these blue lodge degrees.

Although there is no higher degree than that of a Master Mason, the 29 degrees of the Scottish Rite (the 4th through 32nd Degree) plus an honorary 33rd which is awarded by the Supreme Council for exceptional service, continue Masonic education, enrich the lessons of the Symbolic Lodge, and encourage exploration of Masonic philosophy, history, ethics and the ultimate truths that guide the way a Mason lives.

The Statutes of the Supreme Council, Art. II §4 states "The Supreme Council... shall only recognize other Supreme Councils whose members belong to regular Grand Lodges. Should any Active Member of a recognized Supreme Council be suspended, expelled, or if he should withdraw from or allow his regular Blue Lodge membership to lapse and yet retain his Active Membership in his Supreme Council, the Supreme Council of the 33° for the Southern Jurisdiction shall withdraw recognition from said Supreme Council."

The Statutes, Art. XVII §19 states that "Every member of the rite... must be and remain an affiliated Master Mason in good standing in a regular Symbolic Lodge." §25 goes on to state "Suspension of a member by his Blue Lodge for non-payment of dues carries with it suspension in every Body of this Rite."

Finally, it is worth noting that the Rite's original 1823 Act of Incorporation states "... nothing herein contained shall be construed to interfere with any powers, rights or privileges heretofore granted to the 'Most Worshipful Grand Lodge in this State,' or any other Grand Lodge of Masons heretofore incorporated."

What does the phrase/expression “Mother Council of the World” mean?

As the 1801 beginning of the Supreme Council in Charleston, SC, represented the first Scottish Rite Supreme Council body, it has long referred to itself as the Mother Council of the World, although it is not clear when this description was first used. The third Act of Incorporation, approved in 1896, identified the Rite’s legal name as “The Supreme Council (Mother Council of the World) of the Inspectors General Knights Commanders of the House of the Temple of Solomon of the Thirty-third Degree of the Ancient and Accepted Scottish Rite of Free Masonry of the Southern Jurisdiction of the United States of America.”

William Fox, in *The Lodge of the Double-Headed Eagle* (pg. 279), writes “... the Supreme Council of the Southern Jurisdiction, as ‘the Mother Council of the World,’ had been criticized, at times, for referring to itself in exalted nomenclature and ‘had been accused of using this title to magnify its importance and power.’ [Thomas J.] Harkins (Sovereign Grand Commander, 1952-1955)] understood the delicacy of these feelings, making it emphatically clear in his *Allocution* of 1955 that the Supreme Council did not feel superior to any other Supreme Council in the world, but, he added, ‘[W]e take pride in the fact that this Supreme Council was the first to be organized in the world.’ He carefully outlined his position, ‘[W]e disdain any thought that this fact entitles us to special consideration or clothes us with any special powers.’” All recognized Scottish Rite Supreme Councils derive their charters from our Supreme Council, SJ, USA.

Why are there four separate Bodies in the Scottish Rite Valley?

The Statutes of the Supreme Council, Art. III and Art. XV describe today’s Bodies, Degrees and their governing regulations. Historically, The early organizational structure of the Scottish Rite was marked by the federated control of its degrees. Ill. de Hoyos writes in his *Scottish Rite Ritual Monitor and Guide* that “...the Supreme Council originally only exercised direct authority over the Seventeenth through Thirty-third Degrees. At that time masons could receive the 4° - 14° in an independent ‘Sublime Grand Lodge of Perfection,’ while a ‘Grand Council of Princes of Jerusalem’ conferred the 15° - 16°. Some of these Bodies were constituted under authority of the Order of the Royal Secret prior to the creation of the Supreme Council; however, according to the *Constitutions of 1786*, these lower Bodies were required to acknowledge its authority. The Supreme Council also created Sublime Grand Lodges of Perfection and Grand Councils of Princes of Jerusalem which also operated autonomously. Administration of the entire system, 4° - 32°, was only exercised following the revival of American Freemasonry about 1842 (following the anti-Masonic ‘Morgan affair’), when the Supreme Council rebuilt the infrastructure of high degree Masonry.” Additionally, the 31° and 32° were conferred solely by the “Grand Consistories of Sublime Princes of the Royal Secret” which predated today’s Orients. On pages 64-65 of *The Lodge of the Double-headed Eagle*, William Fox quotes from a 1944 letter written by Grand Commander Cowles the following: “the original form of organization of the Scottish Rite was to have one Grand Consistory in each state or Orient or sub-jurisdiction, whatever you want to call it. Then these Grand Consistories would issue the charters of the Lodges of Perfection, 4° - 14°; for the Councils of Princes of Jerusalem, 15° - 16°; for the Chapters of Rose Croix, 17° - 18°; for

the Councils of Kadosh, 19° - 30°, but the Grand Consistories retained the 31° and the 32°. The subordinated bodies would be scattered over the state, but the members would have to come to the Grand Consistories to get the 31° and the 32°.”

What are the mandatory (or “obligatory”) degrees of the Scottish Rite?

Alexandria Valley typically confers around seventeen of the twenty-nine, 4th through 32nd, degrees and communicates those which are not conferred; however, five degrees are mandatory in that they must always be conferred, and never communicated, except by the SGIG or Deputy of the Supreme Council, and then only in unusual circumstances. These degrees are the initial or introductory degree to be received in the Scottish Rite, the *Secret Master* 4th Degree, followed by the ultimate degree conferred by each of the four Bodies - the *Perfect Elu* 14th Degree, *Knight Rose Croix* 18th Degree, *Knight Kadosh* 30th Degree, and *Master of the Royal Secret* 32nd Degree. These mandatory degrees are included at every Reunion per the Statutes, Art. III §2. Note that the Valley attempts to conduct a “one-day Spring Reunion” in odd-numbered years and always includes these 5 mandatory degrees.

Why is the presiding officer of the Council of Kadosh called “Commander” while, in the ritual, he is referred to as “Sir Preceptor”?

First, the dictionary definitions of “preceptor” are “teacher” and “one who is in charge of a preceptory;” the “preceptory” is defined as a “subordinate house or community of Knights Templar.”

The *Scottish Rite Ritual, Monitor and Guide* addresses the subject of Officers and Titles in the section on the 30th degree: “The elective Officers of a Preceptory are 1 - The Preceptor, 2 - The First Sub-Preceptor, 3 - The Second Sub-Preceptor. These Officers are spoken of outside the Body as: 1 - The Commander, 2 - The First Lieutenant Commander, 3 - The Second Lieutenant Commander. They are also so-called in the Register and wherever else the Body is called a Council.”

The *Monitor & Guide* further explains that: “The word ‘Sir’ is prefixed to the title of each Officer when addressing him.” Thus, on a listing of Council officers, we would include “Commander,” while addressing him in the meeting as “Sir Preceptor.” This explains the use of two words for the presiding officer, but doesn’t address the use of only one title for the next two subordinate officers. (But “sub-teacher” wouldn’t be very impressive.)

Forms and Traditions of the Scottish Rite uses the title “Commander” in the installation ceremony — this would be consistent with the protocol of identifying the position by its title rather than using the honorific “Sir Preceptor” as would be done in the Council. Further, in the opening and closing rituals, *Forms and Traditions* identifies the presiding officer consistently as “Commander” and the two subordinate officers refer to him as “the Commander” but when they address him directly, they do so using “Sir Preceptor.” A parallel, for illustrative purposes, might be that you would refer to the position of “the Personal Representative” but when you addressed him, you would use “Illustrious Brother.”

What are the meanings of the Council of Kadosh officer titles: Turcopiler, Draper, Bearer of Beauseant, Bearer of White Standard, and, Bearer of Black Standard?

Ill. Brother Arturo de Hoyos, 33° G.:C.:, writes, in *Scottish Rite Ritual - Monitor and Guide*, that “The titles of these offices are traditional, and originally reflected a very particular responsibility. For example, in the Council of Kadosh, which represents a Body of Knights Templar, the Turcopiler was the ancient title for the Commander of the Cavalry, while the Draper was in charge of the Templar vestments.” The Beauseant is a black over white Banner of the Order that is said to have been employed at the front of the charge to lead the Templars into battle. In the 30th Degree, the Bearer of the Beauseant sits in front to the right of the Commander near the Beauseant. The White and Black Standards were also carried into battle, and their design and meanings are provided in the description of the 30th Degree in the aforementioned *Scottish Rite Ritual - Monitor and Guide*.

Is there a Scottish Rite Funeral Ceremony?

Yes, the Chapter of Rose Croix is responsible for the Scottish Rite Funeral Ceremonies. The guidelines are provided in *Forms and Traditions of the Scottish Rite*, Chapter 13, where it states that it "...is a public one to be made available at the request of the decedent or his survivor for the funeral of a Scottish Rite Mason of any Degree. It is a substitute for the regular Masonic service, not a supplement to it." A request for the Ceremony would be presented by the member or his family to the Wise Master of Rose Croix, or to the Valley Secretary or to the SGIG's Personal Representative at Alexandria Valley.

The Ceremony isn't conducted often since the Grand Lodge's Masonic Service is typically requested. The practice in Virginia has been to have one Masonic service rather than multiple provided by the various groups to which the deceased might have belonged. In other words, one might opt for the Scottish Rite service in lieu of the Grand Lodge Masonic Service, but customarily not both. In some other Grand Jurisdictions, multiple services may sometimes be held.

Are charitable contributions to the Supreme Council and its subordinate Valleys exempt from Federal income tax?

Yes. IRS letter of Oct 27, 1971 reported the ruling that effective January 1, 1970, both the Supreme Council and its subordinate chapters (Valleys) were recognized as being exempt from Federal income tax under Section 501(c)(10) of the Internal Revenue Code of 1954. Previously, on September 9, 1940, they had been recognized to be exempt from Federal income tax under Section 101(3) of the 1939 Code (which corresponds with Section 501(c)(8) of the 1954 Code).

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SECTION VI - ALPHABETIZED REFERENCE MATERIAL

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Alphabetized Reference Material

This section of your Manual is intended to provide an easy source of background and reference materials on the many terms, charities, programs and procedures with which you will want to become familiar.

A

AUDIT COMMITTEE

The Alexandria Valley By-Laws state that the Audit Committee consists of a Chairman and at least three members. It annually engages the services of an independent certified public accountant for the purpose of auditing all books and accounts of the Valley, Board of Trustees, and Almoner. All other accounts belonging to or originating in the Alexandria Scottish Rite Bodies are audited internally under the direction of the Audit Committee. The Committee presents the written audit report, and such other reports made by the accountants, to the Lodge of Perfection at the February Stated Meeting. The fiscal year for all funds and accounts of the Bodies shall be from January 1 through December 31.

B

BOX OF FRATERNAL ASSISTANCE

As the last item before the closing of the highest degree, after the Wardens have tendered the floor to the Brethren and have concluded that “silence reigns,” the Master orders them to inform the Brethren that the Box of Fraternal Assistance is about to be presented with the charge that “each contribute at least so much for the relief of the poor, as he is in the habit of each day expending unnecessarily.” The Ritual Monitor and Guide notes that no Lodge or other Body of the Scottish Rite can ever be closed until the Box of Fraternal Assistance has first been passed around and every Brother must contribute *something*. The moneys collected in the Box of Fraternal Assistance are turned over to the Almoner to be dispensed to deserving distressed persons, Masons or non-Masons without permitting them to know from what source the relief comes.

BUDGET AND FINANCE COMMITTEE

The Alexandria Valley By-Laws state that the Budget and Finance Committee consists of a Chairman, the Secretary, Assistant Secretary, the Treasurer, and three members. The heads and number two officers of each Body are ex-officio members of the Committee. The Chairmen of the operating committees will be specifically invited to attend Budget and Finance Committee meetings, but the Committee meetings will be open to all Alexandria Scottish Rite Brethren.

The objective of the Budget and Finance Committee is to identify mid-term (3 yr.) and long term (4-8 yr.) financial goals and strategies; prepare the Valley budget for the next year; and monitor implementation of the current year budget. It also shall be responsible for assessing the adequacy

of the Trustees funds and other funds to assist with the operating and capital budget, recommending investment options for funds held by the Valley Trustees, identifying projected funding requirements, and recommending changes to dues and fees. A more complete description of the Committee's responsibilities is provided in this Manual at Appendix E.

C

CAPS OF THE SCOTTISH RITE

Forms and Traditions of the Scottish Rite states: "If the apron is the 'badge of a Mason' in Blue Lodge, the cap can be said to be the public badge of a Scottish Rite Mason. In our Order, the cap is both a prayer cap in the Jewish tradition and a symbol of the Scottish Rite Mason as a soldier in the 'Empire of Intellect, Reason, Philosophy, and Wise Morality' (32°). Similarly, a cap was worn by English knights, including the Templars, and was later given a military significance by British regimental soldiers in the 19th century. The present caps were adopted by the Supreme Council in 1927."

Illustrious and Dr. S. Brent Morris, 33°, G.:C.:, writes the following in his excellent *The Complete Idiot's Guide to Freemasonry*: "Scottish Rite Masons wear small caps at their meetings, patterned after the dress regalia of British military orders. The caps are worn more widely in the Southern Jurisdiction than in the Northern Masonic Jurisdiction, with colors and emblems varying somewhat between the jurisdictions. The descriptions that follow are for the Southern Jurisdiction.

- Thirty-Second Degree Masons wear a black hat with a double-headed eagle embroidered on the front.
- The Knight Commander of the Court of Honour (KCCH) is a rank only in the Southern Jurisdiction, between the 32° and 33°. About 2.5 percent of S.J. Scottish Rite Masons have been awarded the KCCH, and they wear red caps with their cross emblem embroidered on the front.
- A white cap embroidered with a patriarchal cross is worn by 33° Inspectors General Honorary. About 1.5 percent of Scottish Rite Masons have received the 33°. (Active members of the Supreme Council, S.J. wear a purple cap.)"

Though he doesn't mention it, Ill. Brent Morris wears a still different cap. The Grand Cross cap is described in the Ritual Monitor and Guide as follows: "The cap of a Grand Cross of the Court of Honour is of circular white silk. It is surrounded with a blue band which is trimmed in gold. It has a gold cord, which extends across its top, and is affixed at both sides by a gold button, which is embossed with a double-headed eagle. The front of the cap is adorned by an embroidered copy of the jewel, which is trimmed with gold bullion wire."

Additionally, the Ritual and Guide describes the cap worn by 50-year members. "The cap of a Fifty Year Member is of circular light blue silk. It is surrounded with a similar blue band which is trimmed in gold. It has a gold cord, which extends across its top, and is affixed at both sides by a gold button, which is embossed with a double-headed eagle. The front of the cap is adorned, about the band, by the numeral 50 surrounded by a green silk embroidered laurel wreath."

COMMUNITY OUTREACH PROGRAM

Alexandria Valley conducts a number of community outreach programs designed to demonstrate to our local community, the Scottish Rite's interest in and support of certain areas of public concern. These programs typically are closely tied to patriotism and support of our public schools, as these areas are favored in the implementation of the Scottish Rite Creed (see "Creed, Scottish Rite" below). Our major outreach programs include the Reserve Officer Training Corps (ROTC) and Junior ROTC Outstanding Candidates Recognition programs and the Outstanding Teacher Recognition program. Our support of philanthropic programs including the RiteCare Childhood Language Disorders program as well as our several scholarship programs may also be viewed as public/community outreach programs. More information may be found on each of these programs in this section under their respective alphabetical sections. The program is led by the Communications and Public Outreach Committee as described in its Charter at Appendix E of this Manual.

CONFERENCE, SCOTTISH RITE

The Scottish Rite Council was officially established in 1924 with the principal objective of "the furthering of the interests of the Ancient and Accepted Scottish Rite of Freemasonry in Virginia, the promotion of closer and more cordial relations between the Bodies and Members thereof in the Jurisdiction, the exchange of ideas and cooperation in the work and purposes of the Scottish Rite." The name was changed to the Scottish Rite Conference of Virginia in 1983.

The Conference holds an annual morning Workshop in late March at the Richmond Valley Temple, and an annual two-day Conference in late September that is hosted by each of the (currently) eight Valleys in a rotational order. The Conference addresses current Orient interests, provides leadership training (also of interest to the general membership in attendance), and includes activities for the wives as well as evening banquets and ample time for social interaction among the Valleys.

Alexandria hosted the Conference in 2023, and will next host in 2031 since Alexandria Valley will provide the Conference President that year. Each Valley has a Vice-President of the Conference who advances in rotation each year until becoming the senior member as President.

CREED, SCOTTISH RITE

"Human progress is our cause, liberty of thought our supreme wish, freedom of conscience our mission, and the guarantee of equal rights to all people everywhere our ultimate goal."

D

DOUBLE HEADED EAGLE

The *Scottish Rite Ritual Monitor and Guide* states: "The double-headed eagle is the unique symbol of the Scottish Rite... The symbol was inherited from the Order of the Royal Secret, the immediate predecessor of the Scottish Rite, whose penultimate degree was the Knight Kadosh, or Knight of the White and Black Eagle, also called the *Ne plus ultra* of Masonry.... According

to Masonic tradition, the double-headed eagle was used by the Council of the Emperors of the East and West, being the French Masonic authority, which, in 1761, issued a patent to Etienne (Stephen) Morin, founder of Order of the Royal Secret in the New World. As a heraldic device its precise origin is unknown, but it is believed to be a modification of the Roman eagle, which was later used to suggest the Eastern and Western parts of the Roman Empire.”

Ill. Jim Tresner, 33°, G.:C.:, noted in the Dictionary of Symbols at Appendix III to his *Vested in Glory*, that the Double Eagle represents “the two empires, East and West; the dual nature of man; the combination or meeting of contraries – hence equilibrium; the spiritual and material world; the establishment of a man’s empire over himself.”

Ill. Brent Morris, 33°, G.:C.:, writes in *The Complete Idiot’s Guide to Freemasonry*: “The double-headed eagle is the most widely used emblem of the Scottish Rite. If it is crowned, it is the emblem of the 33°. The triangle with ‘33’ in it is optional as is the banner with the motto *Deus meumque jus* (‘God and my right’). Without the crown, it is the emblem of the 32°, with the motto *Spes mea in deo est* (‘My hope is in God’). In the Northern Masonic Jurisdiction, the eagle with wings up is reserved for active (voting) members of the Supreme Council. The Southern Jurisdiction attaches no significance to the position of the wings.”

E

EDUCATION AND TRAINING COMMITTEE

The Alexandria Valley By-Laws state that the Education and Training Committee consisting of a Chairman and 7 members. Additional Brethren may be assigned tasks as required for the execution of specific programs. The Chairman may delegate authority to other Scottish Rite Brethren for the execution of specific programs under the purview of the Education and Training Committee.

The objective of the Education and Training Committee is to develop and implement training programs for Valley officers, new members, and the general membership, to assist the four Bodies in developing and coordinating educational programs, and to manage the Valley library. A more complete description of the Committee’s responsibilities is provided in this Manual at Appendix E.

EXECUTIVE COUNCIL

The Personal Representative chairs the Executive Council which consists of the presiding and number two officers of each Body, the Secretary, Assistant Secretary, Treasurer, and the Chairmen of such Committees as the Personal Representative may invite. The Executive Council meets bimonthly, or at the call of the Chair, to develop and coordinate policies and plans for the good of the Valley and to oversee progress in meeting the objectives in the Valley Strategic Plan. All Valley members are invited to attend to observe the proceedings of the Council.

F

FOURTEENTH DEGREE RING

The *Scottish Rite Ritual Monitor and Guide* states: “Scottish Rite Masons are entitled to wear the Fourteenth Degree ring, which is a plain flat gold band with a triangle enclosing the Hebrew letter *yod*, the initial of the Hebrew name of Deity... Inside the ring should be your name, the date you received the fourteenth Degree and the motto *Virtus junxit mors non separabit* (Virtue has united and death shall not separate). The ring may be worn upon any finger of either hand. The promise connected with this that you will wear it during your lifetime unless superseded by a 33° ring, and that you will provide that, after your death, it shall go into the hands of no other person than your widow, your eldest son, or the friend whom of all others you love most. However, it is not to be worn by such a recipient.”

FOUNDATION, SCOTTISH RITE

The Virginia Scottish Rite Foundation of Virginia is the governing 501(c)(3) organization in Virginia for the management of holdings used to support the Scottish Rite’s RiteCare Childhood Language Disorders Program in the Orient of Virginia. The annual meeting of the Foundation occurs on the Saturday afternoon following the annual Scottish Rite Conference of Virginia.

G

GRAND CROSS HONOR MEN

See Honor Men

H

HEREDOM PUBLICATION

Extracted from www.scottishrite.org/what/educ/heredom.html

Heredom is the flagship publication of the Scottish Rite Research Society and has been sent annually to members since 1992. It is a collection of the finest essays on contemporary and historical Freemasonry emphasizing the Scottish Rite. Volumes 1-15, plus a cumulative index for volumes 1-16 are available on line, in PDF format, at the above website link.

Each year the Scottish Rite Research Society publishes a volume of insightful, scholarly, and thought-provoking articles on all aspects of Freemasonry, but with a general emphasis on the Scottish Rite. Past volumes include studies on biography, bibliography, the evolution and meaning of Masonic rituals, history, kabbalah, hermeticism, Masonic poetry, Prince Hall Affiliation, symbolism, and much more. Each volume is usually between 150-250 pages, and may be color illustrated. (One volume is sent free each year to dues-current Scottish Rite Research Society members.)

The following definition, written by Ill. Brothers Arturo de Hoyos, 33°, G.:C.:., and S. Brent Morris, 33°, G.:C.:., was first published in *Heredom* volume 9 for 2001.

“**Heredom** n. [orig. unknown] 1. a significant word in "high degree" Freemasonry, from French Rose Croix rituals where it refers to a mythical mountain in Scotland, the legendary site

of the first such Chapter. Possible explanations include: *Hieros-domos*, Greek for *Holy House*, *Harodim*, Hebrew for *overseers*; *Heredum*, Latin for *of the heirs*. 2. the annual transactions of the Scottish Rite Research Society.”

HONOR MEN (HONOURMEN) OF THE SCOTTISH RITE

32° Knight Commander of the Court of Honour (KCCH) – At the biennial session of the Supreme Council nominees of the Sovereign Grand Inspector General or Deputy are elected to receive the rank and decoration of Knight Commander of the Court of Honor. This is not a degree, but an Investiture, and is bestowed upon members in recognition of faithful service to the Rite. It is ordinarily a prerequisite to receiving the 33° Inspector General Honorary at some later time, though relatively few receive this distinction. The Degree may never be asked for, directly or indirectly, and if asked for shall be refused. These brethren wear red caps.

33° Inspector General Honorary - Also at the biennial session of the Supreme Council, Sovereign Grand Inspectors General and Deputies nominate a small number of members who have rendered outstanding service to the Rite or, in public life, to the principles taught in the Degrees to receive the Thirty-third Degree. Members so elected to receive this Degree become Honorary Members of the Supreme Council. The Degree may never be asked for, directly or indirectly, and if asked for shall be refused. These brethren wear white caps.

33° Grand Cross of Honour – The highest honor bestowed by the Supreme Council. It is reserved for those who have performed extraordinary services to the fraternity or humanity. All Active Members of the Supreme Council are deemed *ipso facto* recipients of the Grand Cross of Honour, although they do not receive the Grand Cross jewel, nor wear the cap. The cap is white with a blue band trimmed in gold and has an embroidered copy of the Grand Cross jewel on the front.

An excellent display with the history of Alexandria’s Honor Men is located in the East Corridor of the Temple.

HOUSE OF THE TEMPLE

Located at 1733 Sixteenth Street, NW in the District of Columbia, this monumental building in the nation’s capital has been the national headquarters of the Supreme Council since 1915. The Grand Lodge of the District of Columbia laid the cornerstone in 1911, and the building was completed in 1915. Its architecture is an adaptation of the famous Mausoleum at Halicarnassus, one of the “Seven Wonders of the Ancient World.”

I

INSPECTOR GENERAL HONORARY

See Honor Men

J

J - NOT PRESENTLY USED

K

KNIGHTS OF SAINT ANDREW

The Knights of Saint Andrew (KSA) are 32° Scottish Rite Masons who serve the Valley by assisting the Personal Representative, General Secretary, and Director of Work, and by presenting the Colors, serving as an honor guard on appropriate occasions and escorting dignitaries and special guests during Reunions and Valley functions. Additionally the KSA strives to improve the camaraderie among the Brethren and establish an esprit de corps enhancing the experience of Scottish Rite Masons in the Valley's area. The Knights often hold private functions for the purpose of fun and fellowship to include barbecues and outings for Knights and their ladies. KSA By-Laws and the Petition Form are available online at alexandriascottishrite.org.

KNIGHT COMMANDER OF THE COURT OF HONOUR

See Honor Men.

L

LIBRARY OF ALEXANDRIA VALLEY

The Alexandria Valley Library is a first-class library that supports the Masonic Education of its members, provides resources for Masonic research, and is a focal point for Masonic discussion. The library is located on the main floor in the hallway near the Secretary's office. The library is managed by the Valley's Education and Training Committee.

M

MASTER CRAFTSMAN PROGRAM

The Scottish Rite Master Craftsman (SRMC) program is a correspondence course designed and administered by staff at the House of the Temple in Washington, DC, under the guidance and leadership of the Supreme Council, 33°, of the A. & A. Scottish Rite, Southern Jurisdiction, USA. Three courses are available **Program I, *The Symbolic Lodge***, addresses the development of Blue Lodge Masonry and its symbolism, using A. Pike's book, *Esoterika: The Symbolism of the Blue Degrees of Freemasonry*, and A. de Hoyos' *Scottish Rite Ritual Monitor & Guide*, to demonstrate a rational and philosophical interpretation for much of what is found in craft Masonry. **Program II, *Scottish Rite Ritual and History***, provides a comprehensive review of the Scottish Rite using the *Scottish Rite Ritual Monitor & Guide* and *A Bridge to Light*, by R. Hutchens, 33°, G.:C., as reference materials. **Program III, *Scottish Rite Philosophy***, uses *Albert Pike's Morals and Dogma, Annotated Edition*, by A. de Hoyos, 33°, G.:C., to investigate the moral lesson imparted

in each of the Scottish Rite degrees and how those lessons may be applied to everyday life. Enrollment and materials may be ordered online at scottishrite.org or through our Secretary's Office. Additional courses are now being offered. See <https://www.mastercraftsmancollege.org> for more information.

MEMBERSHIP PATENT

The *Scottish Rite Ritual Monitor and Guide* states: "After you have received the Thirty-second Degree a beautiful Patent, or membership certificate, with your name and date, will be prepared by the Supreme Council and sent to the Consistory for delivery to you." When visiting another Valley, the Patent may be asked for in addition to the dues card – The Statutes, Art. XVII §27, state "No member of this jurisdiction shall be permitted to visit or attend the Body in which he holds membership of any other Body of the Rite in this jurisdiction unless he be in possession of a [dues] card such as described in §28 of this Article. He shall also, upon demand, exhibit a regular Patent or Diploma of the highest Degree conferred in that Body, or of a higher Degree." (Many members keep either their folded Patent or a miniaturized photocopy of the Patent in their cap case for this eventuality.)

MEMBERSHIP COMMITTEE

The Membership Committee consists of a Chairman and at least 8 members and includes as ex officio members the Heads of the four Bodies, the Secretary, Assistant Secretary, and the Director of Work. Its objective is to strengthen and maintain an effective program that results in net membership growth by attracting new members, engaging current members to promote enthusiasm and participation, and by contacting and reinvigorating inactive members. The committee develops programs and provides speakers who can present these programs at the various Lodges when invited to do so by the Worshipful Master with the objective of increasing understanding of the Scottish Rite and encouraging Brethren to join the Alexandria Valley. It also strives to ensure that members are given opportunities to have responsibilities in the Valley that are consonant with their interests, skills, and available time. A more complete description of the Committee's responsibilities is provided in this Manual at Appendix E.

MENTOR PROGRAM

Alexandria Valley's Mentor Program includes the preparation of Valley Mentors as well as their assignment to new members from each Reunion. The Mentor responsibilities include communicating with the assigned new member/mentee, to ensure he is aware of Valley meeting and event schedules, educational opportunities, and opportunities to participate in future Reunions, committees and other Valley functions. A more complete job description of the Mentor's responsibilities is provided in this Manual at Appendix D.

MORALS AND DOGMA

Written by Albert Pike and first printed in 1871, this book augmented Pike's revised Scottish Rite degrees with his 32 essays on philosophy, religion and mythology as he considered them to be relevant to the presentations and lessons of the degrees. The book has often been misunderstood both by its readers and detractors, but Pike writes in his Preface: "The teachings of these Readings are not sacramental, so far as they go beyond the realm of Morality into those of other domains of Thought and Truth. The [AASR] uses the word "Dogma" in its true sense, of *doctrine*, or *teaching*; and is not *dogmatic* in the odious sense of that term. Everyone is entirely free to reject and dissent from whatsoever herein may seem to him to be untrue or unsound." The new "Annotated Edition" by Ill. Arturo de Hoyos, 33°, G. C. was recently published by the Supreme Council and makes the original text more accessible with the addition of notes, source citations, commentary and illustrations.

N

NORTHERN MASONIC JURISDICTION

The Constitutions of 1786 provided for two US Supreme Councils and in 1813 the first Sovereign Grand Commander of the Northern Masonic Jurisdiction (NMJ) was chosen. In 1860, a second, rival Supreme Council was established in the NMJ, but the two were united in 1867. The fifteen states north of the Mason-Dixon line and east of the Mississippi River (Wisconsin, Illinois, Michigan, Indiana, Ohio, Pennsylvania, Delaware, New Jersey, New York, Connecticut, Rhode Island, Massachusetts, New Hampshire, Vermont, and Maine) comprise the NMJ. The Supreme Council, NMJ headquarters are in Lexington, MA, as of 2023 its Sovereign Grand Commander is Illustrious Walter F. Wheeler, 33°. The NMJ web site is at www.supremecouncil.org and its newsletter, *The Northern Light*, can be found in the Member's Center at that site.

O

ORIENTS, SCOTTISH RITE

The Statutes of the Supreme Council of the 33° (Art. II, Sec 1 and 2) define the jurisdiction of the S.J., as all the territory over which the USA exercises domain of powers of government, except for those 15 states apportioned to the NMJ. It also includes those countries where it has established Bodies over which no other regular Supreme Council has acquired jurisdiction. The Statutes declare each S.J. state and territory to be a separate Orient within itself. There are 42 Orients or territories in the Southern Jurisdiction. In addition to the 35 States, the 7 territories are DC, Japan & Korea, NATO bases, Okinawa and Guam, Panama Canal, Puerto Rico, and Taiwan and China. Originally, Scottish Rite Orients were named after cities, e.g., Orient of Louisville (KY) [W. L. Fox, *Lodge of the Double Headed Eagle*, pg. 94].

OUTSTANDING TEACHER RECOGNITION PROGRAM

Each year, usually prior to its June stated meeting, the Alexandria Valley hosts the Outstanding Teacher Recognition Program to celebrate and honor the achievements of our public school teachers and to demonstrate the Scottish Rite’s gratitude for their contributions to our children, our communities and our society. Three Northern Virginia public school teachers are recognized from among the ten who have been nominated by their respective school districts and then selected by the Washington Post Educational Foundation as recipients of the Outstanding Teacher Award. The Alexandria Public School System’s award recipient is recognized each year and the other two are selected on a rotational basis from among the other nine local school districts. Each honored teacher receives a Certificate of Appreciation and a \$500 check. The program is typically conducted as a pre-meeting Banquet with the honorees sharing their thoughts on, experiences in the Teaching Profession . The ceremony is open to all members, families and friends who wish to attend — details and reservation slips are provided in the Bulletin prior to the event.

P

PHILANTHROPY COMMITTEE

The Philanthropy Committee consists of a Chairman and a minimum of 6 members including a representative from each of the four Bodies. The objective of the Philanthropy Committee is to increase the awareness of the Brethren about, and their involvement in, the various Scottish Rite philanthropic activities. It also is to promote, in coordination with the Communications and Public Outreach Committee, public awareness of the philanthropic work of Scottish Rite Freemasonry at the Valley, Orient and Southern Jurisdiction levels. A more complete description of the Committee’s responsibilities is provided in this Manual at Appendix E.

PIKE, ALBERT SOVEREIGN GRAND COMMANDER

The *Scottish Rite Ritual Monitor and Guide* states: “Albert Pike was the Master Builder of the Scottish Rite and was chiefly responsible for its current development and ceremonial. Born in 1809, Pike became a Mason in 1850, became active in the York Rite, and received the 32° in 1853 and immediately became interested in all aspects of the Scottish Rite. Between 1854 and 1855 he transcribed and began studying its degrees and, in the latter year, was appointed to a committee to revise the rituals. He received the 33° in 1857, became an Active Member [of the Supreme Council] in 1858, and was elected Grand Commander of the Supreme Council in 1859 – a position which he held until his death in 1891. Pike was originally buried in Oak Hill Cemetery, Washington, DC, and later, by a special act of Congress, his body was placed on December 29, 1944, (his birthday) in a special crypt in the House of the Temple.”

Q

Q - NOT PRESENTLY USED

R

RESERVE OFFICER TRAINING CORPS OUTSTANDING CANDIDATE RECOGNITION PROGRAM

In support of our Scottish Rite twin objectives of supporting public education and Americanism, Alexandria Valley members participate in annual awards programs recognizing outstanding Reserve Officer Training Corps (ROTC) and Junior ROTC cadets with the award of a Scottish Rite (DoD approved) medal and service ribbon to be worn on the cadet uniform, an attractive certificate of award, and a check for \$200. We support the ROTC program at James Madison University and JROTC programs at twenty-six high schools and military academies with geographic coverage from Harrisonburg to the West, Arlington Career Center to the North, and King George to the South with some 18 of our members attending the various ceremonies and presenting the awards.

Schools in our area that have JROTC/ROTC programs include:

- Arlington Career Center, Arlington
- Battlefield HS, Haymarket
- C.D. Hylton HS, Woodbridge
- Chantilly HS, Chantilly
- Eastern View HS, Culpepper
- Freedom HS, South Riding
- Gar-Field HS, Woodbridge
- Harrisonburg HS, Harrisonburg
- Hayfield Secondary School, Alexandria
- Herndon HS, Herndon
- King George HS, King George
- Liberty HS, Bealton
- Massanutten Military Academy, Woodstock
- Mt. Vernon HS, Alexandria
- North Stafford HS, Stafford
- Orange County HS, Orange
- Osbourn Park HS, Manassas
- Potomac Sr. High School, Dumfries
- Randolph Macon Academy, Front Royal
- South Lakes HS, Reston
- Stonewall Jackson HS, Manassas
- TC Williams HS, Alexandria
- Thomas Edison HS, Alexandria
- West Potomac HS, Alexandria
- Woodbridge Sr. High, Woodbridge
- Quantico Middle HS, Quantico
- James Madison University, Harrisonburg

RITECARE CHILDHOOD LANGUAGE PROGRAM

The following is extracted from the Supreme Council's web site at scottishrite.org:

“In the early 1950s in Colorado, the Scottish Rite of Freemasonry of the Southern Jurisdiction

of the United States initiated a program to help children with speech and language disorders. The results obtained from this program led to the establishment of RiteCare clinics to provide diagnostic evaluation and treatment of speech and language disorders, as well as learning disabilities.

Today, there are 178 RiteCare® clinics, centers, and special programs operating or planned for children and therapists located throughout the United States. Each facility is staffed by speech-language pathologists or other trained personnel. Through the support of Scottish Rite members, these clinics, centers, and programs continue to increase. The value of this philanthropy has long been apparent. Tens of thousands of youngsters across the United States have been helped significantly. With the good work of dedicated clinicians and parents, the Scottish Rite has achieved successes that could only be imagined a few years back. Children who might have remained educationally behind for a lifetime can now talk, read, and lead productive lives.

As a rule, the RiteCare® Clinics accept preschool children who have difficulty speaking or understanding the spoken word or school-age children who have difficulty learning to read. Some centers also offer literacy training for adults.

Inquiries on age groups and program offerings in specific areas should be addressed to the director of the local Scottish Rite facility. Equally important, all services are available regardless of race, creed, or the family's inability to pay.

While all children in need are eligible for available RiteCare® Program treatment, please consult with your local facility for specific financial information.”

S

SCOTTISH RITE CONFERENCE

See “Conference, Scottish Rite”.

SCOTTISH RITE FOUNDATION

See “Foundation, Scottish Rite”

SCOTTISH RITE JOURNAL

The Scottish Rite Journal is published bimonthly by the Supreme Council, SJ, and each member’s subscription costs are included in his dues. The managing editor is Ill. Mark Dreisonstok, 33°. Current and past issues are available electronically at scottishrite.org.

SCOTTISH RITE RESEARCH SOCIETY (SRRS)

Extracted from <http://scottishriteresearch.com/>

About the Society

Indocti discant, ament meminisse periti.

Let the unlearned learn, let the experts love to remember.

Since 1991, the Scottish Rite Research Society (SRRS) has become one of the most dynamic forces in Masonic research today, pursuing a publication program emphasizing quality—both in content and physical form. While it has its administrative offices at the House of the Temple in Washington, DC, it is open to all. We encourage anyone interested in deepening his or her understanding of Freemasonry to become a member and make the SRRS your research society.

SRRS Dues Information. One Year - \$60; Life - \$1,500

Membership Benefits. As a new, dues-current, or life member, you will receive a 10% discount on Research Society books and selected Research Society items as well as:

- *Heredom*, annual collection of scholarly essays about Masonry;
- *The Plumblines*, the Society's quarterly newsletter;
- And periodically, bonus items and special discounted offers on advanced sales.

How to Join the SRRS

- **Online** at: www.scottishritestore.org. Click on “Scottish Rite Research Society.”
- By telephone
 1. Have credit card (VISA, MasterCard, American Express, Discover) information ready.
 2. Call the online store at 866-445-9196.
- By mail:
 1. Download an application form (PDF reader required) at <http://scottishriteresearch.com/wp-content/uploads/2012/09/2012-SRRS-Application.pdf>. (2) Send completed form and payment to: **Scottish Rite Research Society**
1733 Sixteenth Street, NW
Washington, DC 20009-3103.

SCHOLARSHIP PROGRAMS, ALEXANDRIA VALLEY

Alexandria Valley’s Philanthropic Committee manages multiple scholarship programs:

The David W. and Martha L. Glass Scholarships support approximately eight annual \$2,000 awards to high school seniors and previous year awardees. Awardees must be related to a member, in good standing, of the Alexandria Scottish Rite or who are a member of a DeMolay, Rainbow or Job’s Daughters Masonic Youth Organization. Details and application form are available at alexandriascottishrite.org.

The Committee also augments the Grand Lodge of Virginia’s program by funding an additional ten \$1,000 awards annually from the Bro. Patrick Henry Bayliss Fund to scholarship recipients approved by the Grand Lodge Scholarship Committee.

SCHOLARSHIP PROGRAMS, SCOTTISH RITE, SOUTHERN JURISDICTION

The following scholarship programs sponsored by the Supreme Council provide scholarships each year to worthy students who meet the academic and community service requirements:

» **National Scholarship Programs Eligibility and Submission Requirements are described at <https://scottishrite.org/philanthropy/scholarships/national/>**

- William Brunk Endowed Scholarship
 - Ronald A. Seale Endowed Scholarship
 - James Dean Cole Endowed Scholarship (eligibility and submission details pending)
 - Ken Oberly Scholarship
 - Patrick Mahoney Scottish Rite Scholarships at Texas A&M University
 - Mary Ann Cole Scholarship
-

SIGN OF THE GOOD SHEPHERD

Forms and Traditions of the Scottish Rite provide the following: “During prayer, the cap remains in place but the head is slightly bowed and the hands are placed in the ‘Sign of the Good Shepherd’: the left arm folded over the right with fingers outstretched and touching the shoulders comfortably. This dignified position reflects the compassionate spirit of the Scottish Rite in recalling the Good Shepherd as He carried a lamb over His neck holding its feet with His crossed hands.”

STATUTES OF THE SCOTTISH RITE

The “Statutes of the Supreme Council of the 33rd Degree” define the jurisdiction, organizational structure, and roles and responsibilities of the officers and members of the Supreme Council, Orients, Valleys and Subordinate Bodies. Article XXI of the Statutes state that “These statutes, with the Regulations of 1762, the Grand Constitutions of 1786, together with the edicts and decisions of the Supreme Council, and the unwritten principles and Landmarks of Freemasonry constitute the law of the Rite in the jurisdiction of the Supreme Council” [SJ]. A PDF copy of the Statutes is available at the scottishrite.org web site in the <home/members/members only features/internal communications/operational documents> section.

T

TRIALS, SCOTTISH RITE

The “Statutes of the Supreme Council of the 33rd Degree,” Art. XVIII, describe the Scottish Rite Trial and Penal Statutes including matters of jurisdiction, charge procedures, selection of

tribunals, hearings and balloting procedures, penalties, appeals and final judgment. A PDF copy of the Statutes is available at the scottishrite.org web site under the Masonic Education/Publications link.

U

U - NOT PRESENTLY USED

V

VIRTUAL MEETINGS

The COVID pandemic of 2020-21 resulted in Federal guidelines and State restrictions that precluded in-person gatherings such as our Valley meetings in Alexandria. In response to this challenge, our Valley was permitted to initiate the use of ZOOM web-based meeting tools to gather on-line for virtual, non-ritualistic meetings. Use of this teleconferencing tool has proven to be not only a welcomed way to resume our monthly information exchange and social interaction among our members, but, in December 2020, was also authorized by the Supreme Council, S.J. to be an acceptable medium for the communication of our Scottish Rite degrees using approved materials provided by the Supreme Council. The employment of virtual meeting technology has been enthusiastically endorsed by our members who, due to distance, work conflicts or other reasons, were not previously able to participate and who may, now again, enjoy our meetings. Virtual access is planned to be included as a routine part of the non-ritualistic section of our Valley in-person meetings that will resume as soon as reduced pandemic concerns permit.

W

W - NOT PRESENTLY USED

X

X - NOT PRESENTLY USED

Y

Y - NOT PRESENTLY USED

Z

Z - NOT PRESENTLY USED

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APPENDIX A – OFFICER JOB DESCRIPTIONS

Approved October 10, 2014

ALEXANDRIA LODGE OF PERFECTION PROGRESSIVE OFFICER JOB DESCRIPTIONS

Venerable Master

The Venerable Master is the presiding officer of the Alexandria Lodge of Perfection and is charged at Installation with a broad range of Masonic responsibilities, the nature of which are not to be found in the Charges to the presiding officers of the Chapter, Council or Consistory. He must read and study the “certain charges and regulations which define the duty of a Master of a Lodge of Perfection,” to ensure he understands and is prepared to execute the duties of his office. His various duties are described in the Installation Ceremony, the Statutes of the Supreme Council, both the Alexandria Valley By-laws and its Strategic Plan, and, finally, the written direction of the Sovereign Grand Inspector General’s (SGIG’s) Personal Representative in the Valley of Alexandria. This position description highlights the primary responsibilities and assigned duties of the Venerable Master of the Lodge of Perfection.

Specifically, the Venerable Master shall:

- Preside over the opening, conduct and closing of all meetings of his Lodge;
- Manage and control the business and financial affairs of the Valley of Alexandria;
- Provide welcoming remarks at Spring and Fall Reunions;
- Provide speakers for programs in February, September, and December to educate, inform or entertain the Brethren and otherwise when directed by the Personal Representative;
- Provide the Venerable Master’s message for the January – February, and the November – December Valley Bulletin messages;
- Serve as a member of the Alexandria Valley Executive Council; and,
- Serve as an *ex officio* member of both the Membership Development Committee and the Budget and Finance Committee of Alexandria Valley.

The Venerable Master shall assign and lead his subordinate officers to ensure the following activities are completed:

- Lodge preparations and execution of the Feast of Tishri observance, including getting the speaker for the event (assisted by the Expert and Assistant Expert);
- Lodge preparations and hosting of the Teacher Awards Dinner (assisted by the Captain of the Host);
- Lodge hosting duties for the Spring Reunion first day lunch (assisted by the Master of Ceremonies).

The Venerable Master shall assign:

- The two senior Lodge Officers as a representative to the Committee organizing and running the annual Friends and Family Dinner and Charity Auction (the Senior and Junior Wardens);

- The next two most senior Lodge Officers as a representative to the Committee organizing and running the annual Valley Picnic (The Orator and Master of Ceremonies);
- In consultation with the Chair of the Member Retention Committee, one Lodge Officer to assist that Committee;
- In consultation with the Brother running the ROTC and JROTC awards program, two Lodge officers to assist in the presentation of awards;
- Assign one Lodge officer to assist at the Valley hospitality suite during the annual Scottish Rite Conference; and,
- Two or more Lodge officers to support the Valley Vice President in the year before and year when Alexandria hosts the Scottish Rite Conference.

Senior Warden

The Senior Warden is the next in line to the presiding Officer, and he must be ready at all times to succeed to those higher duties in the absence of the Venerable Master. Accordingly, it is necessary that he be as well acquainted with the *Statutes* of our Supreme Council and with the history, symbols and philosophy of Masonry as the Venerable Master. While not required, completion of the Supreme Council's Master Craftsman Course I is strongly encouraged and will significantly aid in preparing for the leadership of his Body.

Specifically, the Senior Warden shall:

- Serve as a member of the Committee organizing and running the annual Friends and Family Dinner and Charity Auction;
- Assist, from his station in the West, in the opening, conduct and closing of all meetings of the Lodge;
- Lead or assist such duties and activities assigned to him by the Venerable Master;
- Serve as a member of the Alexandria Valley Executive Council;
- Serve as an *ex officio* member of the Budget and Finance Committee; and,
- Complete the Alexandria Valley Officer Training course prior to his nomination for election to the position of Venerable Master.

Junior Warden

The Junior Warden is the next in line, after the Senior Warden, to the presiding Officer, and he must be ready at all times to succeed to those higher duties in the absence of the Venerable Master and that of the Senior Warden. Accordingly, it is necessary that he be as well acquainted with the *Statutes* of our Supreme Council and with the history, symbols and philosophy of Masonry as the Venerable Master.

Specifically, the Junior Warden shall:

- Serve as a member of the Committee organizing and running the annual Friends and Family Dinner and Charity Auction;
- Assist, from his station in the West, in the opening, conduct and closing of all meetings of the Lodge; and,
- Lead or assist all duties and activities assigned to him by the Venerable Master.

Orator

The Orator's title is descriptive of his function. It is his duty, when requested by the Venerable Master, to present a lecture upon the history, philosophy, or symbolism of the Order.

Specifically, the Orator shall:

- Serve as a member of the Committee organizing and running the annual Valley picnic;
- Assist, from his Station in the South, in the opening, conduct and closing of all meetings of the Lodge;
- Provide one feature article Bulletin; and,
- Lead or assist all duties and activities assigned to him by the Venerable Master.

Master of Ceremonies

The Master of Ceremonies is an appointed Officer of the Lodge of Perfection and, as such, serves at the pleasure of the Venerable Master.

Specifically, the Master of Ceremonies shall:

- Serve as a member of the Committee organizing and running the annual Valley picnic;
- Assist, from his place in the North, in the opening, conduct and closing of all meetings of the Lodge;
- Assist the Venerable Master in coordinating the Spring Reunion first day Luncheon; and,
- Lead or assist all duties and activities assigned to him by the Venerable Master, such as the 14th Degree Ring Ceremony.

Expert

The Expert is an appointed Officer of the Lodge of Perfection and, as such, serves at the pleasure of the Venerable Master.

Specifically, the Expert shall:

- Assist, from his place on the floor in the Northeast, in the opening, conduct and closing of all meetings of the Lodge;
- Assist the Venerable Master on the Feast of Tishri event; and,
- Assist in all duties and activities assigned to him by the Venerable Master.

Assistant Expert

The Assistant Expert is an appointed Officer of the Lodge of Perfection and, as such, serves at the pleasure of the Venerable Master.

Specifically, the Assistant Expert shall:

- Assist, from his place on the floor in the Northwest, in the opening, conduct and closing

- of all meetings of the Lodge;
- Assist the Venerable Master on the Feast of Tishri event; and,
- Assist in all duties and activities assigned to him by the Venerable Master.

Captain of the Host

The Captain of the Host is an appointed Officer of the Lodge of Perfection and, as such, serves at the pleasure of the Venerable Master.

Specifically, the Captain of the Host shall:

- Assist, from his place on the floor in the Southwest, in the opening, conduct and closing of all meetings of the Lodge;
- Assist the Venerable Master on the Teacher Awards Dinner; and,
- Assist in all duties and activities assigned to him by the Wise Master.

LODGE OF PERFECTION OFFICER RESPONSIBILITIES

	CoH	AE	Ex	MC	Or	JW	SW	VM
RITUAL								
Feast of Tishri	*	*	X	*	*	*	*	X
Reunion Remarks								X
Spring Reunion Lunch #1	*	*	*	X	*	*	*	X
14th Degree Ring Pgm	*	*	*	X	*	*	*	*
EDUCATION								
Valley meeting speaker (3)								X
Feature Bulletin Article (1)					X			
OUTREACH								
Teacher Awards Banquet	X	*	*	*	*	*	*	X
J/ROTC Award Presentation (2)	*	*	*	*				
JMU RiteCare Visit Supt	*	*	*	*	*	*	*	*
PHILANTHROPY								
Fund Raising Projects	*	*	*	*				
Friends/Fam Pgm Supt (2)	*	*	*	*		X	X	
SOCIAL								
Annual Picnic Support (2)	*	*	*	X	X			
SR Conf of VA Support (2)	*	*	*	*	*	*	*	*
VALLEY BUSINESS								
Stated Meeting Duties	X	X	X	X	X	X	X	X
Bulletin Article - VM Msg (2)								X
Executive Council							X	X
Membership Dev Comm (1)								X
Budget/Finance Comm (1)							X	X
Feast of Tishri		X						X
Officer Trng Course					*	*	X	

* Assigned role

ALEXANDRIA CHAPTER OF ROSE CROIX PROGRESSIVE OFFICER JOB DESCRIPTIONS

Wise Master

As the Chapter never closes, the Wise Master presides over the resumption of labor for, and directs the deliberations of all meetings of the Alexandria Chapter of Rose Croix. He is charged at Installation to “Teach the Knights to learn something more than the mere formulas and phrases of the Degree, persuade them to read the history and study the philosophy of Masonry; induce them to seek to learn the meanings of the symbols; show them how, among the mass of Masonic writings, to separate the diamonds from the sands, and endeavor to improve them by your conduct and conversation.” His various duties are described in the Installation Ceremony, the Statutes of the Supreme Council, both the Alexandria Valley By-laws and its Strategic Plan, and, finally, the written direction of the SGIG’s Personal Representative in the Valley of Alexandria. This position description highlights the primary responsibilities and assigned duties of the Wise Master of the Chapter of Rose Croix.

Specifically, the Wise Master shall:

- Call on the Chapter from Refreshment to Labor and preside over its deliberations before calling off from Labor to Refreshment;
- Provide speakers for programs in March and July to educate, inform or entertain the Brethren and as otherwise directed by the Personal Representative;
- Provide the Wise Master’s message for the March – April Valley Bulletin message and if directed by the Personal Representative for the September – October Bulletin); and,
- Serve as an *ex officio* member of both the Membership Development Committee and the Budget and Finance Committee of Alexandria Valley.

The Wise Master shall assign and lead his subordinate officers to ensure the following activities are completed:

- Chapter observation of the Ceremony of Remembrance and Renewal (assisted by the Standard Bearer and the Guardian of the Temple);
- Chapter conduct of any requested Scottish Rite Funeral Ceremony;
- ~~Chapter coordination of Valley participation in the “Celebrating the Craft” web event (assisted by the Master of Ceremonies); and,~~
- Chapter hosting duties for the Spring Reunion second day lunch (assisted by the Standard Bearer).

The Wise Master shall assign:

- The two senior Chapter Officers as a representative to the Committee organizing and running the annual Friends and Family Dinner and Charity Auction (the Senior and Junior Wardens);
- The next two most senior Chapter Officers as a representative to the Committee organizing and running the annual Valley Picnic (The Orator and Master of Ceremonies);
- In consultation with the Chair of the Member Retention Committee, one Chapter Officer to assist that Committee;
- In consultation with the Brother running the ROTC and JROTC awards program, two Chapter officers to assist in the presentation of awards;
- Assign one Chapter officer to assist at the Valley hospitality suite during the annual Scottish Rite

- Conference; and,
- Two or more Chapter officers to support the Valley Vice President in the year before and year when Alexandria hosts the Scottish Rite Conference.

Senior Warden

The Senior Warden is the next in line to the presiding Officer, and he must be ready at all times to succeed to those higher duties in the absence of the Wise Master. Accordingly, it is necessary that he be as well acquainted with the *Statutes* of our Supreme Council and with the history, symbols and philosophy of Masonry as the Wise Master. While not required, completion of the Supreme Council's Master Craftsman Course I is strongly encouraged and will significantly aid in preparing for the leadership of his Body.

Specifically, the Senior Warden shall:

- Serve as a member of the Committee organizing and running the annual Friends and Family Dinner and Charity Auction;
- Assist, from his station in the West, in the opening, conduct and closing of all meetings of the Chapter;
- Lead or assist such duties and activities assigned to him by the Wise Master;
- Serve as a member of the Alexandria Valley Executive Council;
- Serve as an *ex officio* member of the Budget and Finance Committee of Alexandria Valley; and,
- Complete the Alexandria Valley Officer Training course prior to his nomination for election to the position of Wise Master.

Junior Warden

The Junior Warden is the next in line, after the Senior Warden, to the presiding Officer, and he must be ready at all times to succeed to those higher duties in the absence of the Wise Master and that of the Senior Warden. Accordingly, it is necessary that he be as well acquainted with the *Statutes* of our Supreme Council and with the history, symbols and philosophy of Masonry as the Wise Master.

Specifically, the Junior Warden shall:

- Serve as a member of the Committee organizing and running the annual Friends and Family Dinner and Charity Auction;
- Assist, from his station in the West, in the opening, conduct and closing of all meetings of the Chapter; and,
- Lead or assist all duties and activities assigned to him by the Wise Master.

Orator

The Orator's title is descriptive of his function. It is his duty, when requested by the Wise Master, to present a lecture upon the history, philosophy, or symbolism of the Order.

Specifically, the Orator shall:

- Serve as a member of the Committee organizing and running the annual Valley picnic;
- Assist, from his Station in the South, in the opening, conduct and closing of all meetings of the

Chapter;

- Provide one feature article for the Bulletin; and,
- Lead or assist all duties and activities assigned to him by the Wise Master.

Master of Ceremonies

The Master of Ceremonies is an appointed Officer of the Chapter of Rose Croix and, as such, serves at the pleasure of the Wise Master.

Specifically, the Master of Ceremonies shall:

- Serve as a member of the Committee organizing and running the annual Valley picnic;
- Assist, from his place in the North, in the opening, conduct and closing of all meetings of the Lodge; and,
- Assist the Lead or assist all duties and activities assigned to him by the Wise Master.

Expert

The Expert is an appointed Officer of the Chapter of Rose Croix and, as such, serves at the pleasure of the Wise Master.

Specifically, the Expert shall:

- Assist, from his place on the floor in the Northeast, in the opening, conduct and closing of all meetings of the Chapter;
- Assist the Wise Master to coordinate the Valley participation in the “Celebrating the Craft” web event; and,
- Assist in all duties and activities assigned to him by the Wise Master.

Assistant Expert

The Assistant Expert is an appointed Officer of the Chapter of Rose Croix and, as such, serves at the pleasure of the Wise Master.

Specifically, the Assistant Expert shall:

- Assist, from his place on the floor in the Southeast, in the opening, conduct and closing of all meetings of the Chapter;
- Assist Wise Master at the Spring Reunion lunch 2nd Day; and,
- Assist in all duties and activities assigned to him by the Wise Master.

Standard Bearer

The Standard Bearer is an appointed Officer of the Chapter of Rose Croix and, as such, serves at the pleasure of the Wise Master.

Specifically, the Assistant Expert shall:

- Assist, from his place on the floor in the Northwest, in the opening, conduct and closing of all

- meetings of the Chapter;
- Assist the Wise Master re the Ceremony of Remembrance and Renewal; and,
- Assist in all duties and activities assigned to him by the Wise Master.

Guardian of the Temple

The Guardian of the Temple is an appointed Officer of the Chapter of Rose Croix and, as such, serves at the pleasure of the Wise Master.

Specifically, the Captain of the Host shall:

- Assist, from his place on the floor in the Southwest, in the opening, conduct and closing of all meetings of the Lodge;
- Assist the Wise Master re the Ceremony of Remembrance and Renewal; and,
- Assist in all duties and activities assigned to him by the Wise Master.

CHAPTER OF ROSE CROIX OFFICER RESPONSIBILITIES

	GOT	SB	AE	Ex	MC	Or	JW	SW	WM
<i>RITUAL</i>									
Ceremony of Rem/Renewal	X	X	*	*	*	*	*	*	X
Funeral/Mem Svcs	*	*	*	*	*	*	*	*	X
Spring Reunion Lunch #2	*	*	X	*	*	*	*	*	X
<i>EDUCATION</i>									
Valley Meeting Speaker (2)									X
Feature Bulletin Article (1)						X			
<i>OUTREACH</i>									
J/ROTC Award Presentation (2)	*	*	*	*	*				
JMU RiteCare Visit Supt	*	*	*	*	*	*	*	*	*
<i>PHILANTHROPY</i>									
Friends/Fam Pgm Support (2)	*	*	*	*	*		X	X	
Fund Raising Projects (1)	*	*	*	X	*	*	*	*	*
<i>SOCIAL</i>									
Annual Picnic Support (2)	*	*	*	*	X	X			
SR Conf of VA Support (2)	*	*	*	*	*	*	*	*	*
<i>VALLEY BUSINESS</i>									
Stated Meeting Duties	X	X	X	X	X	X	X	X	X
WM Message for Bulletin									
Executive Council								X	X
Membership Dev Comm									X
Budget/Finance Comm								X	X
Officer Trng Course						*	*	X	

* Assigned role

ALEXANDRIA COUNCIL OF KADOSH PROGRESSIVE OFFICER JOB DESCRIPTIONS

Commander

The Commander is the presiding officer of the Alexandria Council of Kadosh. His various duties are described in the Installation Ceremony, the Statutes of the Supreme Council, both the Alexandria Valley By-laws and its Strategic Plan, and, finally, the written direction of the SGIG's Personal Representative in the Valley of Alexandria. This position description highlights the primary responsibilities and assigned duties of the Commander of the Council of Kadosh.

Specifically, the Commander shall:

- Preside over the opening, conduct and closing of all meetings of his Council;
- Provide speakers for programs in April and August to educate, inform or entertain the Brethren and as otherwise directed by the Personal Representative;
- Provide the Commander's message for the May – June Valley Bulletin, and if directed by the Personal Representative for the September – October Bulletin); and,
- Serve as an *ex officio* member of both the Membership Development Committee and the Budget and Finance Committee of Alexandria Valley.

The Commander shall assign and lead his subordinate officers to ensure the following activities are completed:

- Council preparations and hosting of the January Awards Dinner;
- Council preparations and execution of the annual Blue Lodge Event; and,
- Council hosting duties for the Fall Reunion first day lunch.

The Commander shall assign:

- The two senior Council Officers as a representative to the Committee organizing and running the annual Friends and Family Dinner and Charity Auction (the 1st and 2nd Lt. Commander);
- The next two most senior Council Officers as a representative to the Committee organizing and running the annual Valley Picnic (The Chancellor and Orator);
- In consultation with the Chair of the Member Retention Committee, one Council Officer to assist that Committee;
- In consultation with the Brother running the ROTC and JROTC awards program, two Council officers to assist in the presentation of awards;
- Assign one Council officer to assist at the Valley hospitality suite during the annual Scottish Rite Conference; and,
- Two or more Council officers to support the Valley Vice President in the year before and year when Alexandria hosts the Scottish Rite Conference.

1st Lieutenant Commander

The 1st Lt. Commander is the next in line to the presiding Officer, and he must be ready at all times to succeed to those higher duties in the absence of the Commander. Accordingly, it is necessary that he be as

well acquainted with the *Statutes* of our Supreme Council and with the history, symbols and philosophy of Masonry as the Commander. While not required, completion of the Supreme Council's Master Craftsman Course I is strongly encouraged and will significantly aid in preparing for the leadership of his Body.

Specifically, the 1st Lt. Commander shall:

- Serve as a member of the Committee organizing and running the annual Friends and Family Dinner and Charity Auction;
- Assist, from his station in the West, in the opening, conduct and closing of all meetings of the Council;
- Lead or assist such duties and activities assigned to him by the Commander;
- Serve as a member of the Alexandria Valley Executive Council;
- Serve as an *ex officio* member of the Budget and Finance Committee; and,
- Complete the Alexandria Valley Officer Training course prior to his nomination for election to the position of Commander.

2nd Lieutenant Commander

The 2nd Lt. Commander is the next in line, after the 1st Lt. Commander, to the presiding Officer, and he must be ready at all times to succeed to those higher duties in the absence of the Commander and that of the 1st Lt. Commander. Accordingly, it is necessary that he be as well acquainted with the *Statutes* of our Supreme Council and with the history, symbols and philosophy of Masonry as the Commander.

Specifically, the 2nd Lt. Commander shall:

- Serve as a member of the Committee organizing and running the annual Friends and Family Dinner and Charity Auction;
- Assist, from his station in the West, in the opening, conduct and closing of all meetings of the Council; and,
- Lead or assist all duties and activities assigned to him by the Commander.

Chancellor

The Chancellor is the councilor or legal officer of the Council of Kadosh. It is his duty, upon request of the Commander to give him opinions to the *Constitutions, Statutes* and *By-laws* of the Fraternity. It is essentially necessary that the Chancellor be thoroughly familiar with the laws and regulations of the Scottish Rite.

Specifically, the Chancellor shall:

- Serve as a member of the Committee organizing and running the annual Valley picnic;
- Assist, from his station in the South, in the opening, conduct and closing of all meetings of the Council;
- Provide, when directed by the Commander, a Bulletin article or educational program on the *Constitutions, Statutes* and/or Valley By-laws; and,
- Lead or assist all duties and activities assigned to him by the Commander.

Orator

The Orator's title is descriptive of his function. It is his duty, when requested by the Commander, to present a lecture upon the history, philosophy, or symbolism of the Order.

Specifically, the Orator shall:

- Serve as a member of the Committee organizing and running the annual Valley picnic;
- Assist, from his Station in the North, in the opening, conduct and closing of all meetings of the Council;
- Provide one feature article for the Bulletin; and,
- Lead or assist all duties and activities assigned to him by the Commander.

Master of Ceremonies

The Master of Ceremonies is an appointed Officer of the Council of Kadosh and, as such, serves at the pleasure of the Commander.

Specifically, the Master of Ceremonies shall:

- Assist, from his place on the floor in the Northeast, in the opening, conduct and closing of all meetings of the Council;
- Assist the Commander at the January Awards Banquet; and,
- Lead or assist all duties and activities assigned to him by the Commander.

Turcopiler

The Turcopiler (traditionally the Commander of the Cavalry) is an appointed Officer of the Council of Kadosh and, as such, serves at the pleasure of the Commander.

Specifically, the Turcopiler shall:

- Assist, from his place on the floor in the Southeast in the opening, conduct and closing of all meetings of the Council;
- Assist the Commander re the Blue Lodge event; and,
- Assist in all duties and activities assigned to him by the Commander.

Draper

The Draper (traditionally the Commander of the Infantry) is an appointed Officer of the Council of Kadosh and, as such, serves at the pleasure of the Commander.

Specifically, the Draper shall:

- Assist, from his place on the floor in the South-southeast, in the opening, conduct and closing of all meetings of the Council;
- Assist the Commander re the Blue Lodge event; and,
- Assist in all duties and activities assigned to him by the Commander.

First Deacon

The First Deacon is an appointed Officer of the Council of Kadosh and, as such, serves at the pleasure of the Commander.

Specifically, the First Deacon shall:

- Assist, from his place on the floor in the South-southwest, in the opening, conduct and closing of all meetings of the Council;
- Assist the Commander at the Fall Reunion first day Luncheon; and,
- Assist in all duties and activities assigned to him by the Commander.

Second Deacon

The Second Deacon is an appointed Officer of the Council of Kadosh and, as such, serves at the pleasure of the Commander.

Specifically, the Second Deacon shall:

- Assist, from his place on the floor in the North-northeast, in the opening, conduct and closing of all meetings of the Council;
- Assist the Commander at the January Awards Banquet; and,
- Assist in all duties and activities assigned to him by the Commander.

Bearer of the Beauseant

The Bearer of the Beauseant is an appointed Officer of the Council of Kadosh and, as such, serves at the pleasure of the Commander. (The Beauseant is the black and white banner of the Knights Templar.)

Specifically, the Bearer of the Beauseant shall:

- Assist, from his place on the floor in the North-northwest, in the opening, conduct and closing of all meetings of the Council;
- Assist in all duties and activities assigned to him by the Commander; and,
- Work with the General Secretary to compile and maintain the Valley's Widows list.

Bearer of the White Standard

The Bearer of the White Standard is an appointed Officer of the Council of Kadosh and, as such, serves at the pleasure of the Commander. (The white standard is described in the SR Ritual, *Monitor and Guide*, 30th Degree, as commemorating the date MCXVIII (AD 1118), when the Order of the Templars was organized in Jerusalem.)

Specifically, the Bearer of the White Standard shall:

- Assist, from his place on the floor in the West-northwest, in the opening, conduct and closing of all meetings of the Council;
- Assist the Commander with the January Awards Banquet; and,
- Assist in all duties and activities assigned to him by the Commander.

Bearer of the Black Standard

The Bearer of the Black Standard is an appointed Officer of the Council of Kadosh and, as such, serves at the pleasure of the Commander. (The black standard is described in the SR Ritual, *Monitor and Guide*, 30th Degree, as commemorating the date MCCCXII (AD 1312), when Jacques de Molay, the Grand Master of Knights Templar, was martyred.)

Specifically, the Bearer of the Black Standard shall:

- Assist, from his place on the floor in the North-northeast, in the opening, conduct and closing of all meetings of the Council;
- Assist the Commander in the planning and conduct of the Blue Lodge event; and,
- Assist in all duties and activities assigned to him by the Commander.

Lieutenant of the Guard

The Lt. of the Guard is an appointed Officer of the Council of Kadosh and, as such, serves at the pleasure of the Commander.

Specifically, the Captain of the Host shall:

- Assist, from his place at the door of the Council, in the opening, conduct and closing of all meetings of the Council;
- Assist in all duties and activities assigned to him by the Commander; and,
- Work with the General Secretary to compile and maintain the Valley's Widows list.

COUNCIL OF KADOSH OFFICER RESPONSIBILITIES

	LoG	BBS	BWS	BB	2D	1D	Drpr	Turc	MC	Or	Chan	2LC	1LC	Cdr
RITUAL														
Fall Reunion Lunch 1	*	*	*	*	*	X	*	*		*	*	*	*	X
EDUCATION														
Pgm Law of Rite											X			
Valley mtg speaker (2)										X				X
Feature Bulletin Article										X				
OUTREACH														
Blue Lodge Night	*	X	*	*	*	*	X	X	*	*	*	*	*	X
J/ROTC Supt (2)	*	*	*	*	*	*	*	*	*					
JMU RiteCare Supt	*	*	*	*	*	*	*	*	*	*	*	*	*	*
PHILANTHROPY														
Fund Raising Projects	*	*	*	*	*	*	*	*	*					
Friends/Fam Supt(2)	*	*	*	*	*	*	*	*	*			X	X	
SOCIAL														
Jan Awards Dinner	*	*	X	X	*	*	*	*	X	*	*	*	*	X
Annual Picnic Supt (2)	*	*	*	*	*	*	*	*	*	X	X			
SR Conf of VA Supt (2)	*	*	*	*	*	*	*	*	*	*	*	*	*	*
VALLEY BUSINESS														
Stated Meeting Duties	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Bulletin Article-Cdr Msg(1-2)														X
Executive Council													X	X
Membership Comm														X
Budget/Finance Comm													X	X
Assist General Secretary to maintain Widows list	X			X										
Officer Trng Course										*	*	*	X	

* Assigned role

ALEXANDRIA CONSISTORY PROGRESSIVE OFFICER JOB DESCRIPTIONS

Master of Kadosh

The Master of Kadosh is the presiding officer of the Alexandria Consistory. His various duties are described in the Installation Ceremony, the Statutes of the Supreme Council, both the Alexandria Valley By-laws and its Strategic Plan, and, finally, the written direction of the SGIG's Personal Representative in the Valley of Alexandria. This position description highlights the primary responsibilities and assigned duties of the Master of Kadosh of the Consistory.

Specifically, the Master of Kadosh shall:

- Preside over the opening, conduct and closing of all meetings of his Consistory;
- Provide speakers for programs in May and November to educate, inform or entertain the Brethren and as otherwise when directed by the Personal Representative;
- Provide the Master of Kadosh's message for the July – August Valley Bulletin messages and if directed by the Personal Representative for the September – October Bulletin); and,
- Serve as an *ex officio* member of both the Membership Development Committee and the Budget and Finance Committee of Alexandria Valley.

The Master of Kadosh shall assign and lead his subordinate officers to ensure the following activities are completed:

- Consistory preparations and execution of the May Ladies and Widows Banquet;
- Consistory preparations and execution of a major family event, e.g., Alexandria Little Theater visit;
- Coordinate program to increase attendance at the annual Valley visit to the David Kruger Scottish Rite Summer Speech and Language Clinic at JMU (assisted by the Expert and Assistant Expert); and,
- Consistory hosting duties for the Fall Reunion second day lunch.

The Master of Kadosh shall assign:

- The two senior Consistory Officers as a representative to the Committee organizing and running the annual Friends and Family Dinner and Charity Auction (the Prior and Preceptor);
- The next two most senior Consistory Officers as a representative to the Committee organizing and running the annual Valley Picnic (The Chancellor and Minister of State);
- In consultation with the Chair of the Member Retention Committee, one Council Officer to assist that Committee;
- In consultation with the Brother running the ROTC and JROTC awards program, two Council officers to assist in the presentation of awards;
- In consultation with the Chair of the Member Retention Committee, one Council Officer to assist that Committee;
- Assign one Consistory officer to assist at the Valley hospitality suite during the annual Scottish Rite Conference; and,
- Two or more Consistory officers to support the Valley Vice President in the year before and year when Alexandria hosts the Scottish Rite Conference.

Prior

The Prior is the next in line to the presiding Officer, and he must be ready at all times to succeed to those higher duties in the absence of the Master of Kadosh. Accordingly, it is necessary that he be as well acquainted with the *Statutes* of our Supreme Council and with the history, symbols and philosophy of Masonry as the Master of Kadosh. While not required, completion of the Supreme Council's Master Craftsman Course I is strongly encouraged and will significantly aid in preparing for the leadership of his Body.

Specifically, the Prior shall:

- Serve as a member of the Committee organizing and running the annual Friends and Family Dinner and Charity Auction;
- Assist, from his station in the West, in the opening, conduct and closing of all meetings of the Consistory;
- Lead or assist such duties and activities assigned to him by the Master of Kadosh;
- Serve as a member of the Alexandria Valley Executive Council;
- Serve as an *ex officio* member of the Budget and Finance Committee of Alexandria Valley; and,
- Complete the Alexandria Valley Officer Training course prior to his nomination for election to the position of Master of Kadosh.

Preceptor

The Preceptor is the next in line, after the Prior, to the presiding Officer, and he must be ready at all times to succeed to those higher duties in the absence of the Master of Kadosh and that of the Prior. Accordingly, it is necessary that he be as well acquainted with the *Statutes* of our Supreme Council and with the history, symbols and philosophy of Masonry as the Master of Kadosh.

Specifically, the Preceptor shall:

- Serve as a member of the Committee organizing and running the annual Friends and Family Dinner and Charity Auction;
- Assist, from his station in the West, in the opening, conduct and closing of all meetings of the Consistory; and,
- Lead or assist all duties and activities assigned to him by the Master of Kadosh.

Chancellor

The Chancellor is the councilor or legal officer of the Consistory. It is his duty, upon request of the Master of Kadosh to give him opinions to the *Constitutions*, *Statutes* and *By-laws* of the Fraternity. It is essentially necessary that the Chancellor be thoroughly familiar with the laws and regulations of the Scottish Rite.

Specifically, the Chancellor shall:

- Serve as a member of the Committee organizing and running the annual Valley picnic;
- Assist, from his station in the South, in the opening, conduct and closing of all meetings of the Consistory;

- Provide, when directed by the Master of Kadosh, a Bulletin article or educational program on the *Constitutions, Statutes* and/or Valley By-laws; and,
- Lead or assist all duties and activities assigned to him by the Master of Kadosh.

Minister of State

The Minister of State is also a counselor or legal officer of the Consistory. It is his province to pronounce discourses upon such subjects and on such occasions as may be directed by the Master of Kadosh.

Specifically, the Minister of State shall:

- Serve as a member of the Committee organizing and running the annual Valley picnic;
- Provide one feature article Bulletin;
- Assist, from his station in the North, in the opening, conduct and closing of all meetings of the Consistory;
- Provide, when directed by the Master of Kadosh, an educational program on the Law of the Rite, symbols of Freemasonry or other subjects as required; and,
- Lead or assist all duties and activities assigned to him by the Master of Kadosh.

Master of Ceremonies

The Master of Ceremonies is an appointed Officer of the Consistory and, as such, serves at the pleasure of the Master of Kadosh.

Specifically, the Master of Ceremonies shall:

- Assist, from his place on the floor in the Northeast, in the opening, conduct and closing of all meetings of the Consistory;
- Assist the Master of Kadosh at the Fall Reunion second day Luncheon; and,
- Lead or assist all duties and activities assigned to him by the Master of Kadosh, such as coordinating the Fall Reunion second day Luncheon or the Valley Family Night Out event (such as an evening at the Alexandria Little Theater).

Expert

The Expert is an appointed Officer of the Consistory and, as such, serves at the pleasure of the Master of Kadosh.

Specifically, the Expert shall:

- Assist, from his place on the floor in the Southeast, in the opening, conduct and closing of all meetings of the Consistory;
- Assist the Master of Kadosh to promote attendance at the annual Valley visit to the David Kruger Scottish Rite Summer Speech and Language Clinic at JMU; and,
- Assist in all duties and activities assigned to him by the Master of Kadosh.

Assistant Expert

The Assistant Expert is an appointed Officer of the Consistory and, as such, serves at the pleasure of the Master of Kadosh.

Specifically, the Assistant Expert shall:

- Assist, from his place on the floor in the Northwest, in the opening, conduct and closing of all meetings of the Consistory;
- Assist the Master of Kadosh to promote attendance at the annual Valley visit to the David Kruger Scottish Rite Summer Speech and Language Clinic at JMU; and,
- Assist in all duties and activities assigned to him by the Master of Kadosh.

Captain of the Guard

The Captain of the Host is an appointed Officer of the Consistory and, as such, serves at the pleasure of the Master of Kadosh.

Specifically, the Captain of the Host shall:

- Assist, from his place on the floor in the Southwest, in the opening, conduct and closing of all meetings of the Consistory;
- Assist in all duties and activities assigned to him by the Master of Kadosh; and,
- Assist the Personal Representative by suggesting improvements to the Valley website.

CONSISTORY OFFICER RESPONSIBILITIES

	CoG	AE	Ex	MC	MS	Chan	Pcptr	Prior	MoK
<i>RITUAL</i>									
Reunion Open/Close	X	X	X	X	X	X	X	X	X
Fall Reunion Lunch 2	*	X	*		*	*	*	*	X
<i>EDUCATION</i>									
Valley Mtg speaker (2)						X			X
Feature Bulletin Article					X				
<i>OUTREACH</i>									
JMU RiteCare Visit Supt	*	*	*	*	*	*	X	*	*
J/ROTC Award Support	*	*	*	*					
<i>PHILANTHROPY</i>									
Fund Raising Projects	*	*	*	*					
Friends/Fam Pgm Supt	*	*	*	*			X	X	
<i>SOCIAL</i>									
Ladies/Widows Banquet	*	*	*	X	*	*	*	*	X
Blue Lodge Event	*	*	*	*	*	*	*	*	
Annual Family Night Out	*	*	*	*	*	*	*	X	*
Annual Picnic Support	*	*	*	*	X	X			
SR Conf of VA Supt (2)	*	*	*	*	*	*	*	*	*
<i>VALLEY BUSINESS</i>									
Stated Meeting Duties	X	X	X	X	X	X	X	X	X
Bulletin Article-MoK Msg(1-2)									X
Executive Council								X	X
Membership Dev Comm									X
Budget/Finance Comm								X	X
Officer Trng Course					*	*	*	X	

* Assigned role

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ALEXANDRIA VALLEY
SUMMARY OF OFFICER JOBS BY BODY

LODGE OF PERFECTION: Venerable Master + 7 officers.

Assigned jobs:

Venerable Master: Organize and run the Feast of Tishri observance, host the Teacher Award dinner, present the welcoming remarks at Spring and Fall Reunions and host the lunch at the Spring Reunion first day, get speakers for February, September, and December, Message in the January-February and the November-December Bulletins.

Senior Warden: Friends and Family Committee.

Junior Warden: Friends and Family Committee.

Orator: Picnic Committee, Feature article for the Bulletin.

Master of Ceremonies: Picnic Committee, Assist VM at the Spring Reunion lunch 1st Day.

Expert: Assist VM re Feast of Tishri.

Asst. Expert: Assist VM re Feast of Tishri.

Capt. of the Host: Assist VM re hosting Teacher Awards Dinner.

Jobs to be assigned by the Venerable Master:

Member Retention Committee – 1

ROTC/JROTC award presentations – 2

Assist at Valley Hospitality suite SR Conference -1

(Assist Valley VP when Alexandria hosts SR Conference – 2

Chapter of Rose Croix: Wise Master + 8 officers.

Assigned jobs:

Wise Master: Organize and run the Ceremony of Remembrance and Renewal, get speakers for March and July, Message in the March-April Bulletin, and if requested by the Personal Representative in the September-October Bulletin, host the lunch at the Spring Reunion second day.

Senior Warden: Friends and Family Committee.

Junior Warden: Friends and Family Committee.

Orator: Picnic Committee, Feature article for the Bulletin.

Master of Ceremonies: Picnic Committee.

Expert: Assist Wise Master to coordinate the Valley participation in the “Celebrating the Craft” web event.

Asst. Expert: Assist Wise Master at the Spring Reunion lunch second Day.

Standard Bearer: Assist Wise Master on the Ceremony of Remembrance and Renewal.

Guardian of the Temple: Assist Wise Master on the Ceremony of Remembrance and Renewal.

Jobs to be assigned by the Wise Master:

Member Retention Committee – 1

ROTC/JROTC award presentations – 2

Assist at Valley Hospitality suite SR Conference-1

(Assist Valley VP when Alexandria hosts SR Conference – 2

Council of Kadosh: Commander + 13 officers.

Assigned jobs:

Commander: Organize and run the January Awards Dinner, Organize and run the Blue Lodge event, host the lunch at the Fall Reunion 1st day, get speakers for April and August, Message in the May-June Bulletin, and if requested by the Personal Representative in the September-October Bulletin.

1st Lt. Commander: Friends and Family Committee.

2nd Lt. Commander: Friends and Family Committee.

Chancellor: Picnic Committee.

Orator: Picnic Committee, Feature article for the Bulletin.

Master of Ceremonies: Assist the Commander with the January Awards Banquet.

Turcopiler: Assist Commander on the Blue Lodge event.

Draper: Assist Commander on the Blue Lodge event.

First Deacon: Assist Commander at the Fall Reunion lunch first day.

Second Deacon: Assist the Commander with the January Awards Banquet.

Bearer of the Beauseant: Work with the General Secretary to compile and maintain the Valley's Widows list.

Bearer of the White Standard: Assist the Commander with the January Awards Banquet.

Bearer of the Black Standard: Assist Commander on the Blue Lodge event.

Lieutenant of the Guard: Work with General Secretary to compile and maintain the Valley's Widows list.

Jobs to be assigned by the Commander:

Member Retention Committee – 1

ROTC/JROTC award presentations – 2

Assist at Valley Hospitality suite SR Conference -1

(Assist Valley VP when Alexandria hosts SR Conference – 2

Consistory: Master of Kadosh + 8 officers.

Assigned jobs:

Master of Kadosh: Organize and run the May Ladies and Widows Banquet, Organize and run a fall family event i.e., Alexandria Little Theater, Coordinate program to promote attendance at the JMU RiteCare summer clinic, host the lunch at the Fall Reunion second day, get speakers for May and November, Message in the July-August Bulletin, and if requested by the Personal Representative in the September-October Bulletin.

Prior: Friends and Family Committee.

Preceptor: Friends and Family Committee.

Chancellor: Picnic Committee.

Minister of State: Picnic Committee, Feature article for the Bulletin.

Master of Ceremonies: Assist the Master of Kadosh at the Fall Reunion lunch second day.

Expert: Assist the Master of Kadosh to promote attendance at the JMU summer clinic.

Assistant Expert: Assist the Master of Kadosh to promote attendance at the JMU summer clinic.

Captain of the Guard. Assist the Personal Representative by suggesting improvements to the Valley website.

Jobs to be assigned by the Master of Kadosh:

Member Retention Committee – 1

ROTC/JROTC award presentations – 2

Assist at Valley Hospitality suite SR Conference – 1

(Assist Valley VP when Alexandria hosts SR Conference – 2

ALEXANDRIA VALLEY BODIES

NON-PROGRESSIVE OFFICER JOB DESCRIPTIONS

This section addresses the non-progressive Officers of all four Bodies, who, since they are not being prepared for assuming a presiding position in one of the Valley Bodies, are nominated or appointed on the basis of their specific skills, experience and ability to perform the functions of their positions. These positions include the Treasurer, Secretary (also titled Recorder or Registrar), Almoner, Prelate, Organist and Tiler.

Treasurer

The Treasurer is appointed by the Sovereign Grand Inspector General (SGIG) of Virginia to serve all four of the Alexandria Bodies.

Specifically, the Treasurer shall:

- Maintain custody of all funds, other than the Almoner's Fund and moneys in the hands of the Trustees;
- Receive all funds for the four Bodies from the Secretary, keeping an accurate accounting of them, and paying them out only in accordance with Valley By-Laws or by majority vote of the Lodge of Perfection;
- Report at each Stated Meeting the financial transactions of the Valley for the preceding period;
- Close the books as of December 31, so the Auditing Committee and Certified Public Accountant can audit the records; and,
- At the termination of his tenure, and after a complete audit by an outside firm, the Treasurer shall deliver to his successor all records, books, papers, and other property of the Valley in his possession and control.

Secretary

The Secretary is appointed by the Sovereign Grand Inspector General (SGIG) of Virginia to serve all four of the Alexandria Bodies.

Specifically, the Secretary shall:

- Record the proceedings of the Lodge, Chapter, Council and/or Consistory;
- Receive and account for all monies of the Alexandria Scottish Rite Bodies;
- Conduct the correspondence of the Valley, collect the dues and fees, make all returns and reports as required by the Supreme Council, have charge of the seal, ritual, and records, provide general supervision of the temple and its usage, and perform such other duties as pertain to his office;
- Close the books as of December 31, so the Auditing Committee and Certified Public Accountant can audit the records; and,
- At the termination of his tenure, and after a complete audit by an outside firm, the Secretary shall deliver to his successor all records, books, papers, and other property of the Valley in his possession and control.

Almoner

The Almoner is nominated by the Venerable Master for elective office to serve all four of the Alexandria Bodies.

Specifically, the Almoner shall:

- Receive, maintain custody of and account for the Almoner's Fund, including all receipts from the Box of Fraternal Assistance and other such contributions;
- Seek out worthy objects for the charity of the four Bodies and dispense the Almoner's Fund in accordance with the ancient charges and in accordance with the Statutes of the Supreme Council;
- Ensure that contributions are verified, by signature of two Officers at the time of collection, and deposited in appropriate Valley bank accounts;
- Ensure that disbursements for all purposes are made by check signed by the Almoner and either the Secretary or the Treasurer; and,
- Report to the SGIG each January, showing total receipts and disbursements for the year as well as amount on hand and any investments.

Prelate

The Prelate is appointed by the Venerable Master to serve of all four of the Alexandria Bodies.

Specifically, the Prelate shall:

- Assist in the opening, conduct and closing of the Bodies, from his place in the East-Northeast, and at the request of each Body's presiding Officer; and,
- Provide the invocation, blessing and benediction, when directed by the presiding Officer, at Valley Reunions, banquets, ceremonies, and other special events.

Organist

The Organist is appointed by the Venerable Master to serve all four of the Alexandria Bodies.

Specifically, the Organist shall:

- Offer his gift of music to Valley meetings, and other Valley events as may be requested by the presiding Officer; and,
- Support the Reunion Degree Team dress rehearsals and Degree conferrals with the accompanying music of each Degree.

Tiler

The Tiler is appointed by the Venerable Master to serve of all four of the Alexandria Bodies.

Specifically, the Tiler shall:

- Remain outside the door during Valley meetings (to include Reunions when the Consistory is opened for the conferral of degrees) until otherwise directed by the presiding officer, to guard against intrusion by all who are not currently in good standing in the Scottish Rite;
- Confirm all members' currency by visually inspecting the dues card of each Brother wishing to enter; and,
- Vouch for and announce the presence of any qualified Brother who requests entrance after the meeting has been opened.

APPENDIX B - SCOTTISH RITE REPRESENTATIVE JOB DESCRIPTION

The Scottish Rite Representative to the Symbolic Lodge plays a significant role in supporting the Scottish Rite in general, and the Alexandria Valley in particular.

His primary responsibility is to keep the Scottish Rite members in his Lodge informed about Valley activities and events to increase their participation in the Rite. He also helps his non-Scottish Rite Lodge Brethren understand how the Scottish Rite can assist them in their quest for Masonic light and an expanded circle of friends and Brothers. It is expected that the Scottish Rite Representative will share information about upcoming events and the Spring and Fall Reunions each month when the Worshipful Master calls for announcements or other “good of the Order.”

More specifically, the Scottish Rite Representative should:

1. Approach the Senior Warden as he plans for his year in the East and explain that the Alexandria Valley has a speakers’ bureau that can provide programs on Freemasonry during the year.
2. Ask the Senior Warden if he will have a Scottish Rite night program during his year as Worshipful Master, when a member of the Valley can come and present a program on Scottish Rite.
3. Funnel all requests for programs to the Chairman of the Membership Committee (Michael Bible at tinstar123@cox.net) so that speakers are assigned to come to the Lodge at the invitation of the Worshipful Master to provide a Masonic education program or a presentation on the Scottish Rite.
4. Recruit candidates for the Spring and Fall Reunion Class.
 - a. The Scottish Rite Representative will be given a list of the members of his Lodge who are members of the Alexandria Valley. He should talk with Brethren who are active in the Lodge and attend meetings, but are not yet members of the Scottish Rite about filling out a petition and becoming a member.
 - b. He should work with the Lodge Secretary to get a list of the names of recently raised Masons and seek to encourage them to join the Scottish Rite.
 - c. He should provide the names and contact information for the Brethren mentioned in “a” and “b” above to the General Secretary of the Alexandria Valley. The Valley will get letters out to these Brethren telling them more about Scottish Rite.

- d. Ensure that the members of his Lodge and particularly his Scottish Rite Brethren are aware that petitions to join Scottish Rite are on our website (<https://alexandriascottishrite.org>), or they can just Google Alexandria Scottish Rite and click on “Alexandria Valley Scottish Rite” to bring up the website. Once there, go to the “About Us” tab at the top and then click where it says “Click here to download the membership petition.”
 - e. Print off a few paper copies of the Petition for the Degrees so the Lodge Secretary can keep some in his desk.
5. In addition to attending meetings of the Valley and the Executive Council, read the monthly “Notes for the Scottish Rite Reps,” and our bimonthly Scottish Rite Bulletin which is mailed to you and available on our website. This will provide information to bring to your Lodge about upcoming events at the Scottish Rite.
6. Be sure to say a few words about the Alexandria Scottish Rite at each stated meeting of your Lodge.

APPENDIX C - FIRST LINE SIGNER JOB DESCRIPTION

Signing a petition for a candidate for our Reunion Class is an important responsibility for every Scottish Rite Mason, but you are also in a position to make the candidate and the new Scottish Rite Brother feel at home in the Valley and become an active member.

You can greatly help this process if you will:

1. Meet with the Petitioner prior to the Reunion, explain the Reunion schedule and answer any questions he has. If you encounter a question you don't know the answer to call or email the Valley Secretary who will get the answer for you.
2. Accompany the Petitioner to, or meet him at the Valley Temple on the first morning of the Reunion. Your presence will make the whole experience more comfortable for him.
3. If possible, try to be present at the completion of the Reunion degrees to extend your congratulations to the new Master of the Royal Secret and to introduce him to his assigned Mentor.
4. Periodically call him and invite him to attend a Valley meeting or other Valley event. If you help him to get into the habit of coming to meetings and becoming active in one or more of our activities, he will become and stay active.

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APPENDIX D - NEW MEMBER MENTOR JOB DESCRIPTION

The time between the end of the Reunion and the next Reunion is particularly important in determining whether or not the new Master of the Royal Secret will become an active member of the Valley and, as mentor, you can play a key role in ensuring that this happens.

You can make a real difference in helping the new Scottish Rite member become an active member if you will:

1. Meet, call or have an email exchange with your mentee after the Reunion and before the next Valley stated meeting. Remind him when the meeting is, and what to expect at the meeting – and answer any questions he may have. Encourage him to attend.
2. A few days before the meeting, call him to remind him of the meeting. Depending on where you both live or work, you may be able to drive together to the meeting, but if not – arrange to meet him at the Valley Temple for his first stated meeting.
3. Call him before each successive meeting to remind him of the meeting and arrange to meet him at the Temple.
4. Make it a point to talk about his interests and then how he can get more involved in Scottish Rite.
 - a. Remind him of the various educational opportunities available to him, particularly the Master Craftsman program and how to sign up for that.
 - b. See if any of the Reunion activities are of interest – a part in a degree or help on one of the Reunion support operations – and make introductions to the Director of Work or a Degree Master or a Reunion Support lead to make sure he is put to work.
 - c. Talk to him about the various committees and the various appointed positions in the four Bodies and if he is interesting in one of these make introductions to the Committee Chair or Head of Body.
 - d. Introduce him to our website and the Help Wanted job opportunity listing with contact information for each of the available activities. That way if he is not ready to commit to a particular activity, he knows where to look when he is ready.
 - e. Talk to him about possible membership in our Knights of Saint Andrew and put him in touch with the Clan Chieftain (presently Brother Jim Mowry).

5. Finally, remind him of the next reunion. See if he knows of someone who might wish to join and let him be a petition signer. But ensure that he attends the next Reunion so he can see the degrees a second time and get a bit more out of it.

APPENDIX E –STANDING COMMITTEE CHARTERS

MEMBERSHIP COMMITTEE

The objective of the Membership Committee is to strengthen and maintain an effective program that results in net membership growth. It shall be responsible for attracting new members, engaging current members to promote enthusiasm and participation, and contacting and reinvigorating inactive members.

The Membership Committee shall consist of a Chairman and a minimum of 8 members and include as ex-officio members the Heads of the four Bodies, the Secretary, Assistant Secretary, the Director of Work, and the Personal Representative.

Tasks:

1. The Committee shall track, analyze, and report membership activities and trends to better understand the challenges and opportunities for membership growth in the Valley. The Committee shall:
 - a. Create and communicate an annual summary Membership Committee report reflecting membership demographic information and trends to be used for membership growth, and retention. The report shall address both current membership demographics and projected future trends;
 - b. Establish and communicate goals for new initiations, reinstatements, and reduced attrition (NPD and demits), to be updated annually and published in the annual Membership Committee report and used to guide and resource Membership Committee activities; and,
 - c. Manage the Valley's execution of the VMAP efforts. Incorporate a VMAP coordinator into the Membership Committee structure.
2. (Membership Growth): The Committee shall contribute to the growth of Valley membership by attracting new members to the Scottish Rite. The Committee shall:
 - a. Develop, publish, and promote the unique value proposition of membership in the Alexandria Scottish Rite;
 - b. Create a master plan for potential outreach activities and offerings to raise awareness of the Scottish Rite in the Blue Lodges and attract new members;
 - c. Prepare an introductory letter to be sent from the Valley to the incoming Worshipful Master of each Blue Lodge every year to inform them of the Valley's 'Value Proposition,' to offer a program on the Scottish Rite during their year in the East, and to provide the name of the Scottish Rite Representative assigned to their Blue Lodge;
 - d. Develop a set of talks that can be given by Alexandria Brethren at the various Lodges that will inform the Brethren about the Rite and the Valley and explain the value and advantages of membership. Schedule speakers to present these programs at the various Lodges;

- e. Provide a program to encourage non-Scottish Rite Masters and Wardens of the local Blue Lodges, to come to the Valley for an informative presentation on the Scottish Rite. Activities such as a special banquet or perhaps capitalizing on an existing event such as the Blue Lodge Night or a Division Leadership Conference might be useful to increase participation;
 - f. Develop a variety of Scottish Rite events and activities appropriate for delivery to outlying areas. These might include presentations to Scottish Rite Clubs, Degree exemplifications, or other such activities; and,
 - g. Develop metrics on new member growth for inclusion in the annual Membership Committee report.
3. (Existing Member Development): The Committee shall contribute to the strength of the Valley membership by increasing existing member enthusiasm and participation in its activities. The Committee shall:
- a. Maintain an active program to assign, engage, train, and support Valley Scottish Rite Representatives to each area Symbolic Lodge.
 - i. Reaffirm current or appoint new Scottish Rite Representatives and provide each with the appropriate resources, information, training, and assistance to ensure that an effective outreach program can be established and maintained in each Masonic Lodge in the area served by the Alexandria Valley;
 - ii. Ensure that the Representatives have defined duties and responsibilities and a “Scottish Rite Representatives’ Handbook;” and,
 - iii. Monitor, evaluate and improve the Scottish Rite Representative’s performance in each Lodge through a combination of observation, and results-based metrics. Provide an annual report on the significant activities, results, and recommendations for improvement of the Scottish Rite Representative program.
 - b. Maintain an active program to mentor and recognize new members in the Valley.
 - i. Incorporate the Mentors’ Program into the Membership Committee structure. Enhance and coordinate the Valley Mentors’ Program for new members;
 - ii. Include line item in Valley annual budget to provide each new member with a name badge;
 - iii. Schedule annual guided tours of the House of the Temple to new Valley members and their families. Include a budget line item to provide charter bus transportation from the Valley to the House of the Temple; and,
 - iv. Coordinate with and support the Venerable Master and Master of Ceremonies of the Lodge of Perfection to establish ceremonies to recognize the Valley’s new members and present rings, caps, or patents.
 - c. Maintain an active program to encourage and recognize membership participation in the Valley’s activities and assess membership perspectives on Valley operations and programs.
 - i. Develop member participation recognition programs, such as the Knight of the Double Eagle program, for approval of Valley leadership;

- ii. Conduct surveys to assess membership perspectives on Valley operations and programs as well as to collect suggestions for improvement;
 - iii. Analyze the demographic trends in the Valley membership to see if the current arrangement of Scottish Rite Clubs is optimized to serve the needs of remote members; and,
 - iv. Identify staffing requirements and propose adjustments to ensure optimally qualified Valley members for specific jobs and committee assignments.
- d. Develop metrics on existing member programs and participation for inclusion in the annual Membership Committee report.
4. (Member Retention): The Committee shall endeavor to reduce the Valley's inactive and NPD member losses. The Committee shall:
- a. Contact all NPD members and inactive local members (within 40 miles of Alexandria) on an annual basis so that contact can be made by the Committee to encourage retention.
 - i. Call each Brother who is behind in his dues and at risk of being suspended for non-payment of dues (NPD), who has already been suspended NPD, or has demitted to determine the reason(s), to determine if he needs assistance, and to see if he can be persuaded to remain or become an active, dues paying member;
 - ii. In the context of these calls, to the extent feasible, solicit from each Brother comments about his Alexandria Scottish Rite experience and suggestions as to how his Scottish Rite membership can be made more meaningful; and,
 - iii. In the context of these calls, to the extent feasible, ascertain details about the Brother's background and interests to identify roles and responsibilities within the Alexandria Scottish Rite that might be of interest to him.
 - b. Conduct a survey of departing members and perform a comprehensive NPD and inactive member outreach analysis based on departing member survey results.
 - c. Create a coordinated remediation plan to address the findings from the NPD and inactive member outreach analysis, with the goal of reducing NPDs and demits. Engage the Scottish Rite Representatives to see if they can assist in contacting Brethren from their own Blue Lodges.
 - d. Develop and implement a cost-effective program for sending birthday cards or postcards to members from the Alexandria Valley, along with an associated budget line item.
 - e. Develop metrics on member retention and participation for inclusion in the annual Membership Committee report.

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BUDGET AND FINANCE COMMITTEE

The Budget and Finance Committee shall identify mid-term (3 yr.) and long term (4-8 yr.) financial goals and strategies; prepare the Valley budget for the next year; and monitor implementation of the current year budget. It also shall be responsible for: assessing the adequacy of the Trustees funds and other funds to assist with the operating and capital budget; recommending investment options for funds held by the Valley Trustees; identifying projected funding requirements; and recommending changes to dues and fees.

The Budget and Finance Committee shall consist of a Chairman, the Secretary, Assistant Secretary, the Treasurer, and a minimum of 3 members. The heads and number two officers of the four Bodies shall be ex-officio members of the Committee. The Chairmen of the operating committees will be specifically invited to attend Budget and Finance Committee meetings, but the Committee meetings will be open to all Alexandria Scottish Rite Brethren.

Tasks:

1. The Committee shall work with the number two officers of the four Bodies and with the Committee Chairs to develop the budget for the next Scottish Rite year, considering planned programs and available funding.
2. The Committee shall monitor implementation of the current year budget. Adjustments will be made to transfer funds from accounts where they are not needed or being used to where they are needed.
3. The Committee shall present to the Personal Representative anticipated budget shortfalls between anticipated revenue from all sources and Valley operating expenses, capital budget requirements, and desired program funding, along with recommendations as to how the shortfalls might be remedied.
4. The Committee, working with the Trustees, shall develop a 20-year building capital improvement budget and a long-term funding objective for a capital building fund.
 - a. The Trustees shall provide to the Committee an analysis of the expected life of each of the building systems (air conditioning, heating, electrical, plumbing, etc.).
 - b. The Trustees shall provide the Committee with an estimate of the funds needed to pay for repair and replacement of these systems and the degree to which they are available from the Trustees funds.
5. The Committee shall recommend an investment strategy for funds held by the Valley Trustees and a spending plan to conserve and grow the funds needed for the operating and capital budget. It also shall recommend changes to dues and fees.
6. The Committee shall make recommendations to the Lodge of Perfection as to the officers entitled to a salary and the amount of salary and benefits, and similar recommendations concerning employees required for the operation of the Valley.
7. The Committee shall coordinate with the Valley Audit Committee to facilitate the annual required financial audit.

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COMMUNICATIONS AND PUBLIC OUTREACH COMMITTEE

The objective of the Communication and Public Outreach Committee is to increase awareness among the public and the Brethren of the work and value of Scottish Rite Freemasonry. It shall be responsible for Executive Council communications with the Valley membership and Valley web-based communication tools. The Committee shall coordinate the Valley's ROTC/JROTC Recognition Program and provide organizational and communications support to the Valley Body assigned responsibility for community outreach programs recognizing community leaders and service providers as well as those recognizing our membership, ladies, and widows.

The Communication and Public Outreach Committee shall consist of a Chairman and a minimum of 5 members, plus a representative from each of the four Bodies.

Tasks:

1. The Committee shall develop a communication and outreach program to bring Scottish Rite Freemasonry to the positive attention of the media, the public, and the Brethren. The Committee shall:
 - a. Create a Valley Communications Plan to describe the means and methods for effectively connecting with the public and the Valley membership;
 - b. Develop a consistent message about the Scottish Rite brand;
 - c. Maintain a digital content library that can be used for the Valley website and bulletins, and identify Brethren who can serve as Valley photographers to provide visual content for the library; and,
 - d. Identify videos and other materials including those available from the Supreme Council for use as Lodge programs.
2. (Internal Communications): The Committee shall manage all Valley leadership and Executive Council communications with the Valley membership.
 - a. Manage communications to the membership on the Valley email list-serve; and,
 - b. Develop and distribute the Valley bulletin, including management and editing of content.
3. (External Communications): The Committee shall increase awareness among the public and the Brethren of the work and value of Scottish Rite Freemasonry.
 - a. Manage the Valley's presence and content on social media;
 - b. Develop, for Valley authorization as appropriate, press releases, radio and TV spots, and Internet messages publicizing the charitable and community service activities of the Alexandria Scottish Rite;
 - c. Manage the Valley website and the site's content to ensure current and relevant information is posted, and to increase raise public awareness and Masonic interest in Alexandria Valley's activities, events and programs; and,

d. Lead community outreach programs including the Scottish Rite ROTC and JROTC Outstanding Cadet programs and other such programs designed to recognize community leaders and service providers. Additionally, it will provide communications and publicity support to the Lodge of Perfection for the Outstanding Teacher Recognition Program, and to the Consistory for the Ladies Appreciation and Widows Recognition Program. The Committee shall:

- i. Coordinate with Northern Virginia ROTC/JROTC Units to schedule presentations of Outstanding Cadet Recognition Awards, and coordinate with Valley membership to align presenters for the award ceremonies - it shall also compile statistical data on presentations for end-of-year reporting; and,
- ii. Support the Valley Lodge of Perfection in coordinating with the Washington Post newspaper to identify the recipient/nominees of the annual Teacher of the Year Awards, then select and coordinate with three of the Northern Virginia nominees and their school administration for participation in the Valley's annual Outstanding Teacher Recognition Banquet and Program.

EDUCATION & TRAINING COMMITTEE

The objective of the Education and Training Committee is to develop and implement training programs for Valley officers, new members, and the general membership, to assist the four Bodies in developing and coordinating educational programs, and to manage the Valley library.

The Education and Training Committee shall consist of a Chairman and a minimum of 7 members. Additional Brethren may be assigned tasks as required for the execution of specific programs. The Chairman may delegate authority to other Scottish Rite Brethren for the execution of specific programs under the purview of the Education and Training Committee.

Tasks:

1. The Committee shall develop training programs to further Valley members' understanding of the Scottish Rite, its history and symbols; its organizational structure, rules and procedures; its philosophy and creed; and its rituals and ceremonies. It shall accomplish this by:
 - a. Developing, maintaining and presenting a Valley Officer training program;
 - b. Maintaining Valley Officer job descriptions and creating and tracking Valley Officer advancement requirements;
 - c. Planning and hosting an annual Valley Officers' retreat;
 - d. Promoting membership participation in the Master Craftsman Program, and tracking and reporting on Valley participation in the Program;
 - e. Developing additional educational opportunities for the membership, such as organizing book discussion groups;
 - f. Producing educational materials, such as Scottish Rite Degree summaries and book reviews; and,
 - g. Developing and presenting new member training programs at Valley Reunions.
2. The Committee shall coordinate presentation of monthly Education programs at Valley stated meetings or, when requested, at other Valley events or gatherings such as the Scottish Rite Club meetings.
3. The Committee shall manage the Valley library by:
 - a. Cataloging the holdings and maintaining the list on the Valley website;
 - b. Compiling a list of books to expand and improve the Masonic book collection through consultation with other Masonic librarians and scholars;
 - c. Enlisting the support of our membership in obtaining desired books;
 - d. Exploring ways to make the library and its collection more available and accessible to our membership; and,

e. Maintaining and updating a “Books on Freemasonry” section of the Valley website.

PHILANTHROPY COMMITTEE

The objective of the Philanthropy Committee is to increase the awareness of the Brethren about, and their involvement in, the various Scottish Rite philanthropic activities. It also is to promote, in coordination with the Communications and Public Outreach Committee, public awareness of the philanthropic work of Scottish Rite Freemasonry at the Valley, Orient and Southern Jurisdiction levels.

The Philanthropy Committee shall consist of a Chairman and a minimum of 6 members including a representative from each of the four Bodies.

Tasks:

1. The Committee shall develop a communication and outreach program to raise the profile of Scottish Rite philanthropic activities (such as RiteCare, Friends & Family dinner, Scholarships, Almoner's Fund) by:
 - a. Maintaining a current description of each activity on our website;
 - b. Drafting articles for publication in the Alexandria Scottish Rite Bulletin;
 - c. Presenting short talks/announcements at meetings on a quarterly basis;
 - d. Including a short summary of our philanthropic activities in the Reunion booklets; and,
 - e. Enhancing donor recognition programs.
2. The Committee shall engage the membership in our philanthropic activities by:
 - a. Working with the heads of the four Bodies and the other Committee Chairs to gain their support for our charitable activities;
 - b. Promoting member attendance at our JMU visits to the summer clinic;
 - c. Encouraging member participation in the annual Celebrating the Craft event;
 - d. Organizing and holding the annual Friends and Family dinner event;
 - e. Encouraging member gifts and bequests;
 - f. Promoting donor programs such as "Amazon Smile;" and,
 - g. Determining if there are other charitable activities that the membership would like to support – i.e., community activities.
3. The Committee shall manage the Valley scholarship programs.
4. The Committee shall create and publish a Valley philanthropic giving plan and provide an annual report to the Valley on the status and progress of implementing the plan.

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