

Ritual Guidelines 2023-2024
Miranda Peruso, Supreme Lecturer
mperuso@gmail.com

These guidelines are meant to emphasize the portions of the ceremonies that we seem to violate the most. Please become familiar with the General Instructions on pages 9-16. They are meant for every member.

Remember, **DO NOT COPY THE RITUAL**. If you need to read your work, remove the pages you need and return them when you are finished.

Please conduct your work with dignity and respect. Consider how you yourself would want to be instructed or corrected. Keep in mind that no one makes a mistake on purpose, gently remind. There will always be trying situations, but you can overcome any situation with a positive attitude and a servant's heart. You do not have to have all of the answers immediately.

Key Items for Grand Courts

Escort of Officers Entitled to Go Through the Square--GRMs/GRPs when visiting a Grand Court (Ritual p. 49, paragraph 2)

- Marshals should stop at the back of the Square, ground their staffs and pause to give the GRMs and GRPs time to salute the Throne with the secret sign of salutation.
- The Marshals, after being instructed to escort the members to the throne, turn in to face the members while being outside of the square and switch their staff to the opposite hand. The Marshals acknowledge the members with an inclination of the head, which is returned. Inward about face, switching the staffs to the opposite hands and escort the members to the throne.

Informal Opening of Grand Court (Ritual pp. 236-243)

- Review Opening Ceremonies (Ritual pp. 235-236)
 - S/G Mar enter with their escorts (S/G ME, S/G MW, S/G StB (no standard), S/G C and S/G AC.
 - The S/G Conductresses should line up on the outside shoulder of the ME/MW.
 - S/G Mar calls the Grand Court to order with one rap of the gavel.
- S/G ME and MW and S/G C and AC are partners and next bring the Grand/Supreme Officers into the court room without the SRM/SRP or GRM/GRP. Once the lines are formed by the Supreme/Grand Officers, the S/G ME and S/G MW and S/G Conductresses return by the lines outside the Square to the entrance and escort the SRM/SRP or GRM/GRP into the Session (Assembly) room. When they are about to reenter, the S/G Mar should say the last speech on p. 237 that indicates that the SRM/SRP or GRM/GRP are to enter the Grand Court or Supreme Assembly.
- Those S/G Officers participating in the Crowning Ceremony will accompany the SRM/SRP or GRM/GRP in at this time.

Formal Opening of Grand Court (Ritual pp. 243-249)

- All Grand Officers, upon being addressed, will rise, salute with the Public Sign and then respond, "Grand Royal Matron." The GRM should give each Officer time to stand, salute, and respond to her before continuing (p.243 Opening Charges paragraph).

Ritualistic Opening (Ritual pp. 19-40) – Subordinate Courts

Entrance of Officers (Ritual pp. 20-22)

- ME line is within 1 step of the square (the inner marching line) since the Royal Matron will be at the end of that line. The RM should always be in the line closest to the altar.
- MW line is within 2 steps from the square (outer marching line).
- When making the hollow square west of the altar, there should be the altar width between the officers marching east.
- Prelate and Warder go to the marching line and only turn East. They do not march East.
- The Standard Bearer starts to move to her station as the Marshals turn North and South 6 steps East of the square. The StB marches slowly to arrive at her station, faces East and changes Standard to left hand as the Marshals arrive at the foot of the throne. The StB then rests the standard.
- All should be in position when the Marshals reach the foot of the throne.

- Initial salute – this happens in a series of events
 - Marshals face each other, cross and click the staffs
 - At the click of the staffs, the RP leads the salute with the public sign of salutation (use your **RIGHT** hand!)
 - Officers follow suit.

Escorting the Royal Matron and Associate Matron (Ritual pp. 23-25)

- When addressed, the Conductresses give the public sign, then respond.
- As the Conductresses turn N and S to approach RM and AM, the RM and AM turn N or S to face the approaching Conductress.
- Following the lines of march indicated on page 24, the Conductresses escort the RM and AM to their stations.
- C stops under the crossed staffs of the marshals, AC waits in the West and then the RM and AM nod to the C and AC to dismiss them.

Assuming Stations

- Officers of the square do not side step. They face in (north or south), take the steps to in front of their chair and face east.
- Warder goes to their station as the ME pass.
- Prelate turns S as the MW turns S. All three pass in the center west of the altar. Prelate is closest to the altar, ME west of the Prelate, and MW furthest west. The ME gets sandwiched by the Prelate and MW.

Saluting the Flag

- RM when alerting the Court with “Attention” should pause as the members face the flag.
- ME does salute before picking up the flag and after grounding it.
- ME does NOT say the pledge or sing the anthem, nor does she bow or nod the flag.
- Members follow the lead of the RM when saluting the flag and release their salute with the grounding of the flag. ME will alone salute the flag after grounding.
- If the Flag pole has an eagle on the top of it, the ME should make sure that the eagle faces the WEST when grounded or held.

Taking up Password (Ritual pp. 28-30)

- Conductresses give the grip and password to the RM and RP. They face N or S, turn their head to whisper the password and extend their right hand in grip.
- At the AM and AP station, the Conductresses again face N and S (facing each other) extend their hands to receive the grip and password from the AM and AP.
- Prelate, Historian, ME and Chairman of Trustees rise simultaneously and remain standing while each gives the grip and password, then they sit simultaneously.
- After the Conductresses take the grip and password from the Secretary and Treasurer, they descend the throne and turn N and S one step west of the ME and Prelate. They go to the sidelines, then take the grip and password from those seated on the sidelines. The line of march is at the sidelines and not by the square.
- Stations are done in tandem or in partnership mirroring each other.
- Conductresses never directly face the member giving the password or grip.
- Officers must wait for their “partners” when standing and sitting before and after giving the password/grip (Faith/Wisdom and Truth/Charity for example)
- Conductresses report and immediately inward about face and return to their stations.
- The AM does not report to the RM until the Conductresses have returned to their stations. The AM salutes with the Public Sign of Salutation and the three are seated simultaneously together.

Proclamation

- The Standard Bearer gives the proclamation standing in front of the RP with the Standard grounded in the **LEFT** hand.
- The right hand is raised to eye level. You should be able to look straight over your fingertips.
- RM seats the court and is seated herself.

Charges

- Remember to **STAND**, give the **SIGN**, then **SPEAK**. This is a 3-step process.
- The Warder speaks for the Sentinel.

- The RM remains seated until the AM states “on the throne.” The AM hesitates briefly while the RM stands, then continues her charge.

Attending the Altar & Prayer (Ritual pp. 38-40)

- The Conductresses should perform this ceremony reverently, fluidly and in tandem.
- They should stop TWO steps away from the altar. Then diagonally take two steps forward when attending to the wreath and Bible.
- Read over pp. 38-39 for proper handling of the Wreath and the Bible.
- Handling the wreath—thumbs should be tucked under and not touching the wreath. Arms should form right angles as when taking the oath and giving the secret sign. The wreath is placed gently and the hands are retracted parallel to the floor until they are in a position of the sign and then lowered.
- Remember Public Sign of Salutation is used by the Conductresses before proceeding back to their stations by squaring the Altar.
- Prayer—members should stand with their hands at their sides. The wording of the Lord’s Prayer is “Our Father **WHICH** art in heaven...” The **Amen** is said with a long A sound.

Signs of the Order

- RP steps forward, and Officers and Members face the RP.
- RP announces sign and then the Officers and Members join the RP in giving the sign. This is NOT done simultaneously.
- **Public** Sign is given with your **RIGHT** hand. **Secret** Sign is given with your **LEFT** hand.

Grand/Supreme Installation (Post Annual Installation; Ritual pp. 194-196)

- *For Supreme Installations*, the SRP will notify the GRP of the individuals who need to be installed. It will be the GRP’s responsibility to ensure that these installations have occurred, and can ask a PSRP/DSRP/PGRP to install these officers if he is unable to be present.
- The GRP, as a courtesy to the RM, should inform her there is to be an installation.
- The GRP should also provide the officers performing the installation.
- The IO needs to make sure he reads (it’s in parentheses), who he is installing.
- Separate ceremonies are to be used for Supreme Council Officers, Grand Court Officers, and Subordinate Court Officers. If there are multiple installations at the same stated/special meeting, the Supreme Installation will be first, then Grand, and then Subordinate. On p. 195, when the IO is going to give Obligation—Supreme Obligation is p. 178, Grand Obligation is p. 155, Subordinate is p. 136. On p. 196, Supreme Council is p.190, Grand is p. 169, and Subordinate is p. 146. It can be helpful for the IO to have these pages marked.
- When Installation is completed (if during a GRM’s Official Visit), the GRP will give the gavel back to the RM and then retire with the GRM.

Conferring Degrees (Ritual pp. 69-106)

- Stress to all officers participating that this is the first-time candidates are exposed to our Order and every effort should be made to have the ritualistic work memorized and practiced so that you can show flow and elegance.
- Make sure that the officers and the members have the ability to sing the songs that have been chosen for this ceremony by having a copy of the songs.
- Flower attendants have a specific way to place the flowers. See p. 80, paragraph 3 in the ritual for a full explanation.
- There are many long speeches in the ritualistic work. Officers should begin the work of memorizing early.
- This ceremony requires many things to happen simultaneously. This means rehearsing and reading all of the small print to ensure that what is to be happening actually is!
- AM—when crowning with the Amaranthine wreath, place the wreath on the candidate’s hand. Do not just hold it above.
- RM—when bestowing the accolade, it is 3 distinct parts...Left-Right-Head.

Escort (Ritual pp. 41-57)

- Escort should be performed at each meeting. It is part of the Ritual. On p. 48, it is stated that members who are physically unable may be excused. Their presence shall be noted in the minutes.
- Follow the order of escort in the Ritual (p. 45).
- RM Escort Key Points
 - Announce the **GROUP**, then address Marshals.

- Rap up court when the Marshals:
 - Make the turn and face each other east of the Altar as they are squaring it for members going through the square.
 - Make the turn and face each other in front of Truth and Charity's stations for those members not going through the square (RM/RP and PRM/PRP)
- Wording for general escort (p. 57)
 - Announce the Rank
 - Allow officers to gather
 - Dispatch the Marshals
 - When announcing the officers (p. 57 paragraph 8)
 - State the Rank
 - State the officers name, title, and Jurisdiction/Subordinate Court.
 - If the officer holds multiple titles (Grand Faith and RM), the officer should be escorted under their highest title's group and then both titles are announced in order of rank.
 - You do not need to state HL or SK with each introduction. It is part of the announcement of the rank.
 - At the end of the rank, state what level of Amaranth (Supreme, Grand, or Order)
 - The only members introduced as **DISTINGUISHED**:
 - SRM/SRP
 - GRM/GRP
 - S/G Lecturer on official visit
 - AGL on official visit
 - DSRM/DSRP on official visit
 - DGRM/DDGRM on official visit
 - Seat the court with one rap of the gavel as soon as the honors are given.
 - DO NOT move onto next rank until all officers who have just been introduced have arrived at their seats.
 - Be sure to introduce the Marshals if they are in the group being introduced. They should turn and face the West while they are announced and then turn back to face the East.
 - RM—Don't forget to dismiss the Marshals with an inclination of your head at the END of Escort. *They should not leave until you do this.*
 - On page 48, paragraph 4 of the Ritual, it states who should be invited to remain on the Throne after Escort – based on space available.
- Special Escorts (Official Visits)
 - SRM/GRM (pp. 53-56)
 - As soon as the SRM/SRP or GRM/GRP enter the courtroom, the GRM/RM raps up the Court.
 - The S/G Mar introduces the Officers, and then the S/G Mar and S/G Page immediately take 2 steps back and remain there until the GRM/GRP arrive at the foot of the throne. They then will return to seats on the sidelines.
 - The Marshals, after being instructed to escort the members to the throne, take one step forward, turning to face the members and switch their staff to the opposite hand. The Marshals acknowledge the members with an inclination of the head, which is returned. Inward about face, switching the staffs to the opposite hands and escort the members to the throne.
 - Official Visit of S. Lecturer, G. Lecturer, AGL, DSRM/DSRP, DGRM or DDGRM (pp. 47-48)
 - This Officer is escorted alone and just prior to the other S. or G. Appointive Officers of equal rank.
 - The ME salutes the RM when addressing her and introduces this officer West of the Square.
 - When escorted by the Marshals, they step in front of the officer, switch their staff to the opposite hand, acknowledge the officer with an inclination of the head, which is returned. The Marshals inward about face, switching the staffs to the opposite hand, and escorts the officer to the throne.
 - RM says to escort this “distinguished member” **only** on the official visit.

Balloting for Candidates (Ritual pp. 58-68)

- AC duties
 - Ballot box is to be carried in the RIGHT hand. If it becomes too heavy, the left hand may be placed on the bottom of the ballot box, palm open and up.
 - See that the ballot box is ready for use, containing 5 black cubes and a minimum of 35 white balls, all in the upper chamber and nothing in the drawer.
 - When presenting the ballot box for inspections, follow the instructions under Preparing to Ballot on p. 61.
 - Balloting of the officers on the Throne, in the West, and Musician and members unable to walk (bottom p. 61, through p. 62).
 - The AC's arm, when presenting the ballot box to officers for balloting, should be 90 degrees from the body. The AC should NOT be facing the officer.
 - When working on the RP (south side of the throne), the ballot box is switched to the RIGHT hand.
 - Only officers/members balloting at the altar should give the secret sign of salutation.
 - Only officers/members who belong to the Court may ballot.
 - Pro-Tem officers will proceed through the balloting process, but will give the secret sign of salutation. They do not actually ballot.
 - As with most of the Amaranth floorwork, the officers will work in pairs:
 - They march to the front of the AM station, then "zipper" and proceed to the ballot box single file.
 - Give the sign, ballot, square the Altar, go to the marching line, face east, and wait for your partner, then return to your station.
 - All floor officers remain standing until the Warder ballots and returns to their station. All may sit with ME leading the sitting.
 - When balloting is closed and after the examination of the ballot box is complete, the RM will make a favorable or unfavorable proclamation, destroy the ballot and rap the gavel.

Memorial Service and Ceremony for Draping the Altar (Ritual pp. 253-259)

- "In Memoriam" for members of your Court may be read at this time any month that is applicable.
- The Memorial Ceremony is to be observed in full form in subordinate courts at the last stated meeting in May, whether or not the Court had any deaths since the ceremony was last performed in May of the preceding year. It is done in remembrance of all members of the Order who have died since that Memorial Service.
- *Grand Courts and at Supreme Assembly (only)*, the Altar drape will remain on the Altar until the end of the Session that is prior to Uncrowning, Installation, and Coronation. The G/S Conductresses will remove the Altar Drape once all of the members have left the court room. The G/S Conductresses will remove the flowers after the close of the Session which included the Memorial Service.
- General Notes and Highlights
 - RM (seated) begins her charge "Our Heavenly Father..."
 - On the word STEWARDSHIP, all Officers taking part in the Ceremony rise simultaneously. The ME is the leader.
 - HLs of the Square, turn and face N or S; Standard Bearer retrieves Standard and then goes in front of AM Station; ME marches W, Eulogist, Charity and Wisdom, MW marches E and goes 2 steps East of Truth and is met by Prelate carrying Altar drape. About faces, go W 2 steps beyond Wisdom and Faith. The lines meet in center to leave the Court room through the Preparation Room door.
 - The Ritual does not state that the Conductresses go to the front of their stations at this time; however, the chart on p. 254 DOES show it.
 - As Officers reenter the Court Room, all members rise automatically and the RP begins his charge.
 - The Ladies of the Square do not hesitate when the Marshals and Prelate turn to square the altar. Truth and Charity should be in a straight line with the Marshals on the marching line outside the Square and the Truth and Charity within the Square. Faith and Wisdom should be on a straight line with the Eulogist and Prelate with the Eulogist and Prelate on the marching line outside the Square and Faith and Wisdom within the Square. This forms two lines from North to South and this formation should be held until the HL's of the Square assume their stations about the Altar.
 - When replacing the Bible upon the altar, the Conductresses should leave a space for the flowers to be placed. The flowers **MUST NOT** touch the Bible (Ritual p. 259).

- The only flowers to be placed upon the altar are those placed by the RM. The use of real or artificial flowers for this Ceremony is not specified by the Ritual

Subordinate Court Closing Ceremony (Ritual pp. 108-118)

- No closing ritual is necessary when an Open Installation is held. The Conductresses attend the Altar (use public sign) and the RM declares the meeting closed.
- Standard Bearer does not raise her right hand during Closing as it is not a Proclamation.
- Prelate invokes the Benediction by stepping forward 1 step from their Station, face the Altar, raise their RIGHT hand (as in the Proclamation) and then gives the Benediction. Prelate resumes Station by stepping back 1 step.
- The RM says, “The Officers will deposit the Jewel of their Office.”
 - Jewels are to be deposited on the AM/AP station with the ribbon facing the Altar.
 - Officers in the North carry their jewels in their RIGHT hand; Officers in the South carry jewels in LEFT hand. Ribbon should be toward their body.
 - ME and Prelate lead the march (they are partners!) ONCE the Secretary and Treasurer have arrived at the foot of the Throne.
 - As the ME and Prelate march West, the Ch of Trustees and Historian fall in and then the Treasurer/Secretary step behind them.
 - HLs of the Square face out.
 - Marching line turns into a diagonal toward the AM/AP Station 2 Steps West of Wisdom and Faith.
 - Officers alternate approaching the AM/AP station, place the jewel on the station, about face. This is done one at a time, NOT partners.
 - March to within 1 step West of the Square, turn N or S to 1 step beyond Wisdom and Faith.
 - Here the Officer will wait for their partner before marching to their respective stations simultaneously.
- When the RM declares the Court closed, the Warder salutes with the PUBLIC SIGN OF SALUTATION.
- The official end of the meeting is the RAP of the gavel after the Warder informs the Sentinel.

Grand Court/Supreme Council Closing Ceremony (Ritual p. 252)

- G/S Standard Bearer does not raise her right hand during Closing as it is not a Proclamation.
- G/S Prelate invokes the Benediction by stepping forward 1 step from their Station, face the Altar, raise their RIGHT hand (as in the Proclamation) and then gives the Benediction. Benediction is the same as used in the closing of a Subordinate Court G/S Prelate resumes Station by stepping back 1 step.