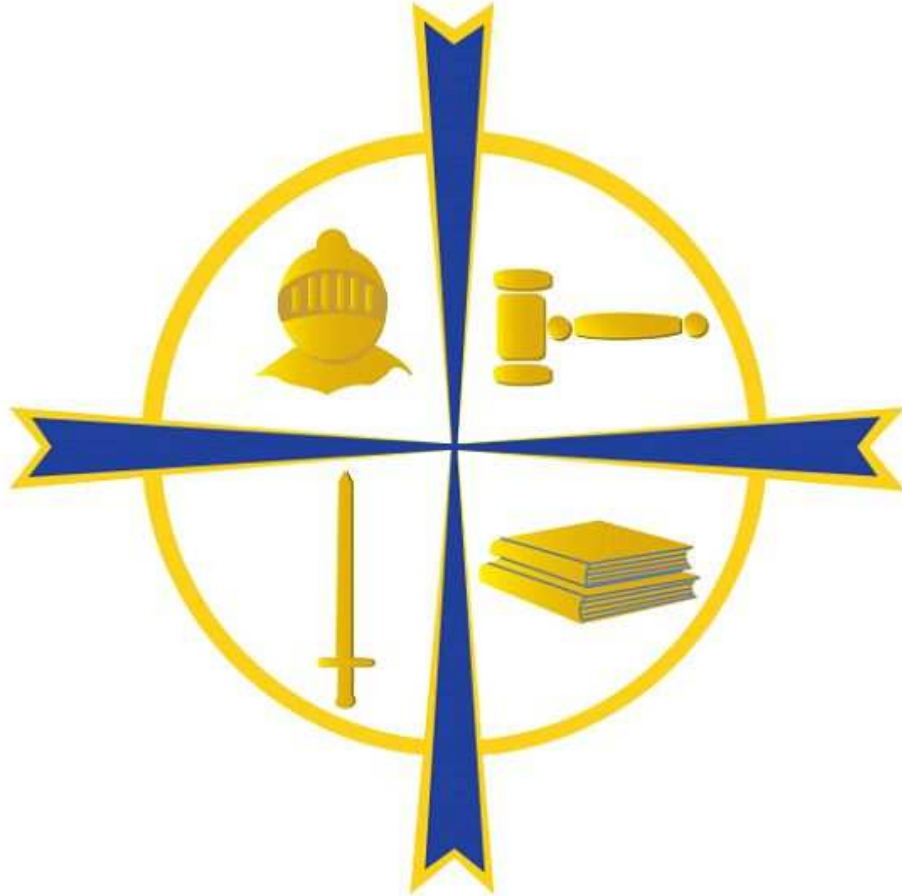


# DEMOLAY INTERNATIONAL ORDER OF SQUIRES



**An organization for boys  
ages 9-11**

**2015 Program Proposal (DRAFT)  
Prepared by the DeMolay Education and Operations Committee  
DeMolay International**



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**2014-2015 Ed Ops Squires Committee**

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## **Squires Mission Statement**

The DeMolay Squires is an organization for young men that is an appendant body of DeMolay International. The goal of the Squires is to allow boys between the ages of 9 and 12 an opportunity to participate in some of the fun activities of DeMolay, but not be overwhelmed with the large age differences and ritual work that is part of DeMolay. The basic organization is called a “Manor.” Each Manor is sponsored by a DeMolay Chapter.

The Squires have their own ritual work, which is designed to be easy to learn, and to teach moral lessons they can understand. They meet in a Masonic Lodge room, or in a room set up as though it were a Masonic Lodge room. They have seven officers:

While this program is not a “DeMolay Lite” program, it is one that opens the doors for young men to get interested in what DeMolay has to offer, without being burned out along the way.

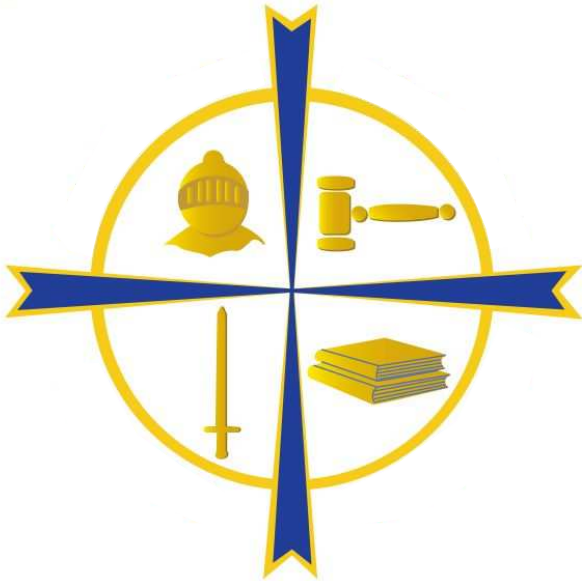
The program introduces the young boys to the atmosphere of DeMolay, and gradually introduces DeMolay driven concepts to mold better young men before they reach DeMolay age. Additionally, this program gives the young men of DeMolay an opportunity to mentor the younger Squires, gradually growing the communication skills of any DeMolay.

The Squires program offers a wide variety of activities that the Squires and DeMolay can do together, while still offering DeMolay independence to run its activities as normal. Using its own ritual, awards program, and form of Advisory Council, the Manor self operates as its own organization.

Herein lies the proposal for “DeMolay Squires” and its program specifics:

## Squires Logo and Memorabilia

In order to standardize the Squires Program, it is necessary to standardize the logo and some of the memorabilia that the Squires can purchase and wear to Manor events, school, church, and any activity in between. The following logo is being recommended by the Squires Committee for official approval.



Using a more modern look, this new Squires logo serves to unite the Squires under one banner, as well as, to give them their own identity that is absent of full DeMolay influence. We want to encourage the Squires to be their own organization, not just a “DeMolay Lite.”

The following memorabilia services the new logo, and adds opportunities for the Squires to wear an engaging shirt that should encourage questions at schools to encourage membership.

The shirts would be encouraged as polos for meetings.





## **Squires Meeting Agenda**

The Squires program is designed to include business meetings so that the members may actively be engaged in dialogue that will encourage speaking skills in the future. However, in order to not overwhelm the members with a DeMolay caliber agenda, the Squires Committee proposes the following agenda to be used as the “Official Agenda.”



(Manor [Name]), DeMolay Squires

Meeting Agenda – (date)

1. Opening of the Manor
2. Communications and Reports  
(Squire Treasurer's Report, Previous Minutes Report, Bills, Petitions for Joining the Manor, etc...)
3. Unfinished Business
4. New Business
5. Closing of the Manor
6. Fun Activity  
(Game activity to be planned by the Master Squire and the Squire Mentor each week prior to the meeting)

## Squires Meeting Minutes Template

While the Squire Manors will have business meetings to discuss events and activities, the program is ineffective without a comprehensive way to track and record the minutes of meetings. Recognizing the importance of this, the Squires Committee proposes a very simple and easy to follow solution for the Squire Recorder to record and submit minutes.



(Manor [Name]), DeMolay Squires

Meeting Minutes - (Date)

Date: \_\_\_\_\_ Begin time: \_\_\_\_\_

Manor Advisors Present:


Manor Members Present:


Guests/visitors Greeted:




Communications Read:

---

---

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Membership Applications Read/Voted:

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Activities Planned:

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---

Unfinished business:

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---

---

Finished business:

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---

---

Advisors remarks:

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End Time: \_\_\_\_\_

## **Squires Awards Program**

### **1. Master Squire's Award of Excellence**

#### **o Description**

- This is an award designed to be given to a Master Squire after the completion of his term. It is designed for Master Squires who has shown tremendous effort by way of working with Advisors to plan and provide for the Manor.
- Given at the discretion of the Manor Advisory Council with advisement from the Squire Mentor.

#### **o Requirements**

- Must work with Manor Advisors and Squire Mentor to have a simple calendar established before the start of his term.
- Must be proficient in his portion of the ritual before the start of his term.
- The Manor must initiate at least 2 members for the term (can be adjusted for term length)
- Must have held at least 1 service event during their term.
- Must hold one event with their sponsoring DeMolay Chapter during the term (event to be coordinated through the Squire Mentor).
- Must fill out a simple report form with the Squire Mentor within 10 days after the end of their term, in order to show the Manor Advisory Council that they have completed each requirement.

#### **o Appearance**

- The award would have the same appearance as the PMC-MSA jewel for DeMolay with the exception of the DeMolay emblem, which would be replaced by the Squire's emblem. The color would also be green and gold rather than blue and gold (tentatively).

## 2. Squire Honor Key

- o Description
  - This is a membership award similar to that of the Blue Honor Key, with a purpose of encouraging membership growth in the organization.
- o Requirements
  - A squire must bring in five new members into the squires program.
- o Appearance
  - This would have the exact same appearance as the Blue Honor Key except it would be gold. It would be available in the form of a lapel pin, or a pocket jewel.

## 3. Squire Merit Program

- o Description
  - This would serve as a series of awards, similar to the DeMolay Merit Bar Program. However, this program would consist of a ‘Squire’s Merit Book’ where the Manor Advisors would denote which ‘Merits’ each young man had achieved inside of the book.
  - There would be 8 different areas in which Squires could earn these Merits, and there would be three different levels in each (Gold, Silver, and Bronze) which would be denoted in the Handbook by special stickers (Gold, Silver, and Bronze) representing each level reached.
  - The Merit book could also serve as a form of the Leadership Resource Guide for the Squires and serve as a place to keep track of their progress (and completion) of the other awards listed.

- o Requirements
  - Sports: Participate in 3 sporting activities with the Manor
  - Personal Safety: First Aid
  - School: Bring your report card and show a ‘B’ average
  - Members: Bring 2 members into the Manor.
  - Service: 3 hours of Community or Masonic Service
  - Ritual: Perform your part without help for 3 meetings in a row.
  - Planning: Plan an event.
  - Speaking: Make remarks at an event.
  - Participation: Go to 2 Squire Events within a month.
- o Appearance
  - It would be a small handbook approximately the size of the ritual (4in x 6in).

#### 4. Past Master Squire’s Pin

- o Description
  - A lapel pin that would denote a Squire as a Past Master Squire.
- o Requirements
  - Must have completed a term as Master Squire of their Manor
- o Appearance
  - This will be a circular lapel pin that includes the Squire’s emblem, and would include around the bottom of the circle the words “Past Master Squire.”

## 5. Past Squire Mentor Pin

- o Description
  - A lapel pin that would denote a Squire Mentor as a Past Squire Mentor.
- o Requirements
  - Must have completed a term as Squire Mentor of the Manor.
- o Appearance
  - This will be a circular lapel pin that includes the Squire's emblem, and would include around the bottom of the circle the words "Past Squire Mentor."

**Squire By-Law Sample**

**MANOR BY-LAWS**

**BY-LAWS OF**

\_\_\_\_\_ Manor  
Order of Squires, DeMolay International

Name of Manor. This Manor, under authority from DeMolay International known as \_\_\_\_\_ Manor of the Order of Squires, shall be governed first by the By-laws and the Rules and Regulations of DeMolay International, and second, by the following by-laws:

**ARTICLE I**

Meetings. Section 1. The stated meetings of the Manor shall be held at \_\_\_\_\_ on the \_\_\_\_\_ and \_\_\_\_\_ of each month at \_\_\_\_\_ o'clock p.m.

**ARTICLE II**

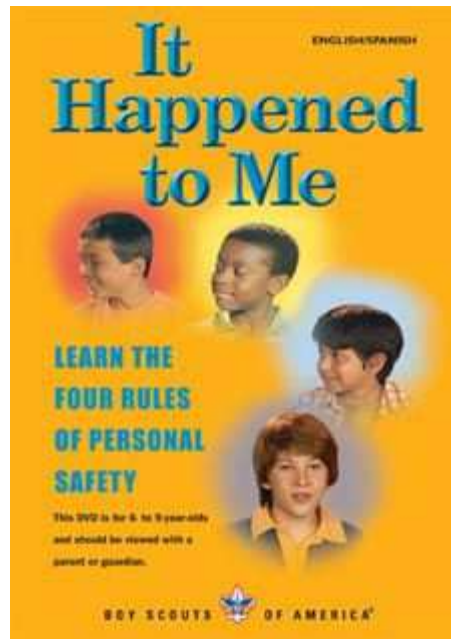
Term of Office. Section 1. The Master Squire, Senior Squire and Junior Squire of the Manor shall be elected every \_\_\_\_\_ months; on the \_\_\_\_\_ day of \_\_\_\_\_ and \_\_\_\_\_.

**ARTICLE III**

Fees. The dues/fees for membership in the order of squires shall be \$ \_\_\_\_\_ per year.

## Squire Youth Protection

The DeMolay Youth Protection Committee recommends the use the DVD “It Happened to Me”.



### Introduction

It Happened to Me is a video presentation produced by the Boy Scouts of America for viewing by younger boys and their parents. Parents who have viewed the video gave it high marks for addressing personal safety issues in a very non-threatening manner. The situations of possible peril presented in the video are intended to be ambiguous, allowing parents to be as specific as they wish in discussing personal safety rules with their children.

The intent of the video is to develop communication between parent and child about personal safety decisions made by the child—but with help from parents or other trusted adults.

The core message for children is contained within the “Four Rules of Personal Safety,” presented in the video. These rules are:

- Check first with a parent or other trusted adult before I change plans, go anywhere, or accept anything from anyone.
- Go with a friend in order to be safer and to have more fun. For younger boys, the friend should be a parent, other trusted adult, or older child approved by the parents.
- It is my body and I have the right to say no to anyone who tries to touch me in places covered by my swimming suit or to do things that I think are wrong.
- Tell a trusted adult anytime I am hurt, scared, or made to feel uncomfortable.

While these rules are specifically intended to protect children from sexual abuse, the advice to seek help from trusted adults is applicable to many problems that children confront.



# **Squire Ritual Proposal**

(Recommended to Ritual and Regalia June 2015)



Ritual of the  
Order of Squires  
Adopted June 21, 2012 by the  
DeMolay International Committee on Ritual and Regalia  
Revised: February, 2015  
A Fraternal Order for Young Men Between the Ages of 9 & 12

## Introduction

The DeMolay Squires is an organization for young men that is an appendant body of DeMolay International. The goal of the Squires is to allow boys between the ages of 9 and 12 an opportunity to participate in some of the fun activities of DeMolay, but not be overwhelmed with the large age differences and ritual work that is part of DeMolay. The basic organization is called a "Manor." Each Manor is sponsored by a DeMolay Chapter.

The Squires have their own ritual work, which is designed to be easy to learn, and to teach moral lessons they can understand. They meet in a Masonic Lodge room, or in a room set up as though it were a Masonic Lodge room. They have seven officers:

### Elected

Master Squire -- in the East

Senior Squire -- in the West

Junior Squire -- in the South

### Appointed

Squire Treasurer -- At desk in the Southeast

Squire Recorder -- Next to Treasurer at desk in the Southeast

Squire Chaplain -- In the Southeast

Squire Marshal -- Next to Chaplain in the Southeast

A Manor Advisor, who is a member of the Advisory Council, is present at all Squire meetings and functions, and has overall responsibility for the Manor. The Manor Advisor sits in the Southeast, in a chair of the audience in the Lodge Room.

In addition, a DeMolay, whose title is Squire Mentor, may serve as a DeMolay Representative. He is appointed by the Master Councilor of the Sponsoring DeMolay Chapter and approved by the Chapter's Advisory Council. The Squire Mentor sits in the Northeast, also in a chair of the audience in the Lodge Room.

The term of office can be from four to six months. It is hoped that each Squire will progress through the various elected offices, beginning as Junior Squire and ending as Master Squire, but it is not required. During each term, the Master Squire should plan at least one fun activity. This can be anything that the Master Squire wants, but must be approved by the Manor Advisor.

When meeting, it is suggested that the Squires follow Robert's Rules of Order, as they apply to DeMolay functions. Use of the gavel is the same as in other DeMolay functions. Also, no one is allowed to speak until recognized by the Master Squire, and he always stands while speaking.

The meetings should last no longer than an hour. It is recommended that the meetings be scheduled on the same nights that the sponsoring DeMolay Chapter meets. If permitted by the Executive Officer, Squires may be invited to attend non-ritual portions of DeMolay meetings along with other guests, and should be recognized by the Master Councilor.

The emblem of the Squires is a circle, representing the top of a round table. It is royal blue, with a gold border. It has one vertical gold line and one horizontal gold line, dividing the circle into four equal quadrants. It is oriented so that the lines run vertically East to West, and horizontally North to South. In the upper left quadrant is the DeMolay emblem. In the upper right quadrant is a gavel, laid horizontally. In the lower right quadrant are school books, like those used in the DeMolay ritual, laid vertically. In the lower left quadrant is a sword, laid diagonally.

When meeting, the Altar is covered with a round table top, which is decorated as described above with the gavel, book, and sword. The top of the table, or East, points to the Master Squire's station. A Bible is placed in the center of the Round Table, where the horizontal and vertical lines meet. At the Master Squire's station is one gavel.

## Opening Ceremony

Before opening their Manor, the officers line up at the entry to the Lodge room (preferably in the Lodge Preparation Room, if available). Other Squires are seated in the room. The Manor Advisor and Squire Mentor are in the Southeast and Northeast. The emblems of the Master Squire, Senior Squire, and Junior Squire are on the Round Table.

The Manor Advisor gives one rap of the gavel (\*) to alert members and guests that the meeting is about to begin. He nods to the officers to begin their entrance. The Squire Mentor and Manor Advisor sit, with the Manor Advisor in the Southeast and the Squire Mentor in the Northeast.

Squire Officers enter the room in the following order:

- (SM) Squire Marshal
- (MS) Master Squire
- (SS) Senior Squire
- (JS) Junior Squire
- (SC) Squire Chaplain
- (ST) Squire Treasurer
- (SR) Squire Recorder

They proceed to the Round Table. The Marshal goes to the East of the Round Table. The other officers line up West of the Round Table, with the Master Squire on the North end of the line, and the other officers, in order, at his right. Upon a signal from the Marshal (a nod), the other officers kneel on their left knee with bowed heads (for about three seconds).

MS: Amen

All Squire Officers rise. Upon signal from the Marshal they move to their respective stations.

MS: This Manor will come to order.

\*(rap: all Officers remain standing)

MS: Brother Squire Marshal, you will make sure all Squires present have the password of a Squire.

Squire Marshal collects the password and grip from each appointed officer of the Manor, along with any visiting Squires. After which, the Squire Marshal moves to position 12.

SM: Brother Master Squire, the password of a Squire is respect.

Squire Marshal returns to his seat.

MS: Brother Senior Squire, who are the officers of the Round Table?

SS: The Master Squire, Senior Squire, Junior Squire, Squire Chaplain, Squire Marshal, Squire Treasurer, and Squire Recorder.

MS: Who is the chief officer of the Round Table and what emblem does he keep?

SS: The Master Squire is the chief officer, and he keeps the Gavel of Justice.

MS: What does his emblem represent?

SS: It is a symbol of Justice and Leadership.

MS: Brother Senior Squire, what emblem do you keep?

SS: I keep the Sword of Truth.

MS: Brother Junior Squire, what emblem do you keep?

JS: I keep the Books of Wisdom.

MS: Brother Junior Squire, what do our emblems mean?

JS: That true leadership depends on Wisdom, Truth, and Justice.

MS: \*\*\* (3 raps. All rise.)

MS: Brethren and friends, you will pledge allegiance to the flag of our Country.

ALL: (U.S.) I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

MS: Brother Squire Chaplain, you will open the Bible, and lead us in our opening prayer. Brothers, you will stand with bowed heads.

Squire Marshal escorts Squire Chaplain to the West of the Round Table; Squire Chaplain kneels, and opens the Bible to Proverbs, Chapter 23.

SC: Our Heavenly Father, we ask Thy blessing on our meeting. Help us to grow in wisdom, know what is true, and be just and kind to one another. Amen.

(All respond: Amen.)

Squire Chaplain rises and is escorted back to his station.

MS: Brother Junior Squire, what did you promise as a Squire?

JS: I promised to learn, and to serve my fellow man.

MS: Brother Senior Squire, what did you promise as a Squire?

SS: I promised to seek the truth.

MS: My brothers, I promised to be just and kind to my brothers. We all promised to be better sons and to love and serve God. To all these things and more, we did so promise. I now declare this Manor open for Business.

\*(rap: all sit down)

## Closing Ceremony

MS: Brothers, is there anything further to come before this Round Table?

(Waits for response)

None appearing, we shall proceed to close.

\*\* (2 raps: officers stand)

Brother Senior Squire, what have you learned?

SS: My brothers, I have learned that Truth is Eternal.

MS: Brother Junior Squire, have you learned?

JS: My brothers, I have learned that Wisdom is Power.

MS: And I, my brothers, have learned that Wisdom, Truth, and Justice are the jewels of Leadership. Brother Squire Chaplain, you will close the Bible, and lead us in our closing prayer.

\*\*\* (3 raps: all stand)

Squire Marshal escorts Squire Chaplain to the West of the Round Table; Squire Chaplain kneels, prays.

SC: Our Heavenly Father, we thank you for the opportunity to be together. Help us to grow in Wisdom, to know that which is True, and to be Just in our decisions. Help us to honor you, and be faithful to our brothers. Amen.



ALL: God bless Mother, God bless Father, God bless the purpose of The Order of Squires. Amen.

Squire Chaplain closes the Bible, then rises and remains at the Round Table.

MS: This Manor is closed.

\*(rap)

## Squire Joining Ceremony

Prior to the Induction Ceremony, the Master Squire, Senior Squire, and Junior Squire retrieve their emblems from the Round Table and return to their stations. If necessary, the ritual can be modified to indicate two or more candidates.

MS: Brother Squire Marshal, there is a friend outside our Manor who wishes to become a Squire. You will retire and escort him into our Manor.

Squire Marshal retires and escorts the candidate to the West of the Round Table.

SM: Master Squire, I present this friend, who wishes to become a Squire and brother of our Manor.

Master Squire moves to the East of the Round Table.

MS: My friend, I welcome you to this Manor of the Order of Squires. We understand that you have come to join us in our work of being better sons, dedicated to Truth, Wisdom, and Justice. We ask that you now kneel at our Round Table.

Senior Squire gives 3 raps \*\*\* (all stand) and moves with Junior Squire East of the Round Table. Master, Senior, and Junior Squires form triangle during Obligation.

MS: My friend, you will kneel on both knees, say 'I', you will pronounce your name, and repeat after me.

Master Squire gives the obligation from memory.

On my honor / promise that from this time forward / I will strive to do what is right / that I will be a better son / and that I will always honor my father and mother.

I promise that I will seek Wisdom, / that I will cherish an education, / and learn to improve myself.

I promise to tell the Truth / and to be true to myself, my family, my friends, / and my brother Squires.

I promise to be just and fair, / to obey the laws of my country, / and to strive to respect the rights of others.

All these things I do so promise.

You will arise.

Master Squire moves to the West of the Round Table.

I now extend to you the right hand of friendship and loyalty as a brother.

Master Squire shakes hands with the new Squire.

Master Squire returns to his station, along with the Senior and Junior Squires.

MS: \*(rap: all sit down)

MS: As young men, we must show our care to our Order and to our fellow brothers. Therefore, the password of a Squire is respect and should be kept as a reminder to always be kind to others and staying true to our promises.

The grip of a Squire is given by taking the right hand in a casual manner and pressing firmly with the pointer finger three times in a row.

Squire Marshal demonstrates with candidate.

This symbolizes the three principle officers in our Manor and also to our duties to serve God, our community, and our parents.

MS: I now place you in the protection of the Squire Marshal. He will conduct you on a Quest for the Lessons of Life.

Squire Marshal conducts the new Squire to the Junior Squire in the South.

SM: Brother Junior Squire, I present this brother, who seeks to know the lesson of the Books of Wisdom.

JS: My Brother, I welcome you to this station of life, and will explain the Books of Wisdom. In your journey through life you will find them to be of great value. In your home, in your school, and in your community you will discover lessons that will help you grow in mind and spirit. They open the door to hopes and dreams of great accomplishments and a success of a happy future. Seek now the lesson of the Sword of Truth from the Senior Squire.

Squire Marshal escorts the new Squire to the Senior Squire in the West.

SM: Brother Senior Squire, I present this brother, who seeks to know the Lesson of the Sword of Truth.

SS: My brother, I welcome you to this station of life, and will explain the Sword of Truth. Your parents have led you in paths of Truth throughout your life, so you should be well aware of the power this sword commands. Through Truth you will gain courage. Through Truth you will show wisdom. Through Truth, you will gain strength. May the Sword of Truth become your greatest shield. Continue now to the Master Squire for the lesson of the Gavel of Justice.

Squire Marshal escorts the new Squire to the Master Squire in the East.

SM: Master Squire, I present this brother, who has been taught the lessons of the Books of Wisdom and the Sword of Truth, and now seeks the lesson of the Gavel of Justice.

MS: My Brother, I welcome you to this station of life, and will explain the Gavel of Justice. As the leader of this Manor, I was given the Gavel as an emblem of authority. I was told to use it with Wisdom, to use it for Truth, and to use it to be just, honest, and fair. You have been taught that Wisdom comes from knowledge and that Truth is your shield. Leadership is the result of combining these great powers with the fairness of Justice.

Squire Marshal escorts the new Squire West of the Round Table. Master Squire comes to the East of the Round Table. Pointing to each of the three emblems of the Squires, he gives the Charge.

MS: In the name of Wisdom, Truth, and Justice, I now proclaim you to be a member of the Order of Squires. Welcome, Brother Squire!

Brother Squire Marshal, you will escort the new Squire to a seat within the Manor.

Marshal escorts new members to seat. Master Squire returns to his station. Marshal returns to his station.

MS: This Joining Ceremony is concluded.

\*(rap)

## Installation of Officers

### PREPARATION

- Squire Round Table with Emblems in place
- Open Bible on Round Table
- National Flag is posted in the East

### ENTRANCE OF INSTALLING OFFICERS

Installing officers enter the room in the following order:

Installing Officer

Installing Chaplain

Installing Marshal

Officers enter, go West side of Round Table and form triangle, kneel (for about 3 seconds), on "Amen" from IO Officers stand, all break and go to respective stations

### INSTALLING CEREMONY RITUAL

Once Officers are at seats, IO raps, all sit

Squire Mentor enters, goes West side of Round Table, does part, then sit in designated chair

SM: Parents and friends, DeMolays, and Squires, an installation ceremony of the Order of Squires is now convened, dedicated in the name of God to the principles of Wisdom, Truth, and Justice. Of this you will take due notice and govern yourselves accordingly.

IO: We welcome you most cordially to this Installation of Officers of the \_\_\_\_\_ Manor of the Order of Squires. In a few moments these young leaders will assume their respective duties, and each will reach a milestone in his quest for the lessons of life. This organization is for young men between the ages of 9 and 12, who want to be better sons, better students, and better citizens by learning the lessons of Wisdom, Truth, and Justice.

\*\*\*(3 raps: all stand)

IO: Friends, you will stand at attention as a tribute to the freedoms and liberties we enjoy as citizens of this great country, let us salute and pledge allegiance to the flag.

IO: Brother Installing Chaplain, you will read the verses of Proverbs 23, which direct us in our Quest.

Installing Chaplain reads from podium in East.

IC: (Proverbs 23) My son, if your heart is wise, then my heart will be glad. My inmost being will rejoice when your lips speak what is right. Listen, my son, and be wise, and keep your heart on the right path. Buy the Truth and do not sell it. Get wisdom, discipline, and understanding. May your father and your mother be glad, may she who gave you birth rejoice. My son, give me your heart and let your eyes keep to my ways.

(Holy Bible, New International Version, 1978

Copyright, 1978 by the New York International Bible Society.)

Installing Chaplain returns to his station.

IO: Brother Installing Marshal, you will present the officers for Installation.

Installing Marshal retires, and re-enters the Manor, followed in order by the:

Master Squire-Elect  
Senior Squire-Elect  
Junior Squire-Elect  
Squire Chaplain  
Squire Marshal  
Squire Treasurer  
Squire Recorder

They proceed to the Round Table. As the Squire Marshal reads the name of the officers, the officers to be installed will line up on the West side of the Round Table. The Master Squire-elect is on the North end of the line, with the other officers, in order, at his right.

The Installing Marshal returns to his station.

IO: My Brothers, I congratulate you on your selection to be the officers of this Manor. It is a great honor and a responsibility that must not be taken lightly. Listen carefully as I charge you with that responsibility. You will place your right hand over your heart.

(done)

Do you promise that you will work together with the other officers and members of the Manor? (Response, "I Do")

Do you promise that you will faithfully lead your brothers, and help them in their quest for Wisdom, Truth, and Justice? (Response, "I Do")

On behalf of your brothers, I accept your pledges of cooperation and service.

IO: Brother Installing Marshal, present the Master Squire-elect for installation.

Installing Marshal escorts the Master Squire-elect to the East, just in front of the Installing Officer.



IM: Brother Installing Officer, I have the pleasure to present Brother \_\_\_\_\_, who has been elected Master Squire of this Manor.

IO: Brother \_\_\_\_\_, you have been elected to the honorable office of Master Squire by your brothers. You are to be the leader of this Manor. You will wield the gavel at your meetings. I now present the Gavel of Justice, which represents your authority to preside over this Manor, and tell you that if you always use it with Wisdom and Truth, then you will always use it to be fair to your brothers.

You will now take your place in the East.

Installing Officer leads applause while the Master Squire is conducted up to the East by the Installing Marshal. Installing Marshal returns to his station.

IO: Brother Installing Marshal, you will present the Senior and Junior Squires for installation.

Installing Marshal escorts Senior and Junior Squires-elect to East, as done before.

IM: Brother Installing Officer, I have the pleasure to present Brother \_\_\_\_\_ and Brother \_\_\_\_\_, who have been elected Senior and Junior Squires.

IO: My Brothers, you are the keepers of the Books of Wisdom and the Sword of Truth. It is a responsibility of the greatest importance, for the lesson taught through these symbols is the very basis of the DeMolay Squires. Guard these symbols well, for as we learn in our opening and closing ceremonies, only when the Books of Wisdom are united with the Sword of Truth and the Gavel of Justice, a true leadership can exist.

You will now be conducted to your stations in the West and South.

Installing Marshal conducts Senior and Junior Squires to their respective station, after which he returns to the Round Table.

IO: Brother Installing Marshal, you will present the Squire Chaplain and Squire Marshal for installation. (done as before)

IM: Brother Installing Officer, I now present for installation Brother \_\_\_\_\_ and Brother \_\_\_\_\_, who have been appointed Squire Chaplain and Squire Marshal.

IO: My Brothers, you have been chosen to lead our processions and lead us in our prayers. To perform these duties efficiently is part of your training as Squires to become leaders. Dignity is essential in the performance of your duties. To you has been entrusted the sacred and patriotic ceremonial portions of our work. As you lead us in our prayers or present our flag, you teach us lessons of humility and patriotism.

You will now be conducted to your stations. (done as before)

IO: Brother Installing Marshal, you will present the Squire Treasurer and Squire Recorder for installation. (done as before)

IM: Brother Installing Officer, I now present for installation Brother \_\_\_\_\_ and Brother \_\_\_\_\_, who have been appointed Squire Treasurer and Squire Recorder.

IO: My Brothers, you are the recorders of our records and history. It is a great responsibility. You have been selected by your brothers because they believe you have the special talents required to do these very demanding tasks.

You will now be conducted to your stations. (done as before)

IO: Who has been selected as Squire Mentor of this Manor?

Squire Mentor moves to a place between the Round Table and the East.

SM: Brother Installing Officer, I \_\_\_\_\_, a member of \_\_\_\_\_ Chapter, Order of DeMolay, have been chosen Squire Mentor of this Manor of the Order of Squires.

IO: My Brother, the Order of DeMolay has placed upon your shoulders a most honorable and responsible challenge. You have been selected by your peers and your advisors to represent all that is the very best about being a member of the Order of DeMolay. At their meetings and activities, you will be their counselor, their mentor, and their big brother. The Crown of Youth you wear as a DeMolay will be your inspiration, your code of conduct, your shield and protector. Your reward will be satisfaction. Your reward will be our gratitude. Your reward will be in knowing you are providing a future to our beloved Order of DeMolay.

IO moves to stand before SM.

I now place upon your shoulders this Mantle of Responsibility. (Places jewel around SM's neck.)

You will now return to your station not far away from the Master Squire in the Northeast. (done)

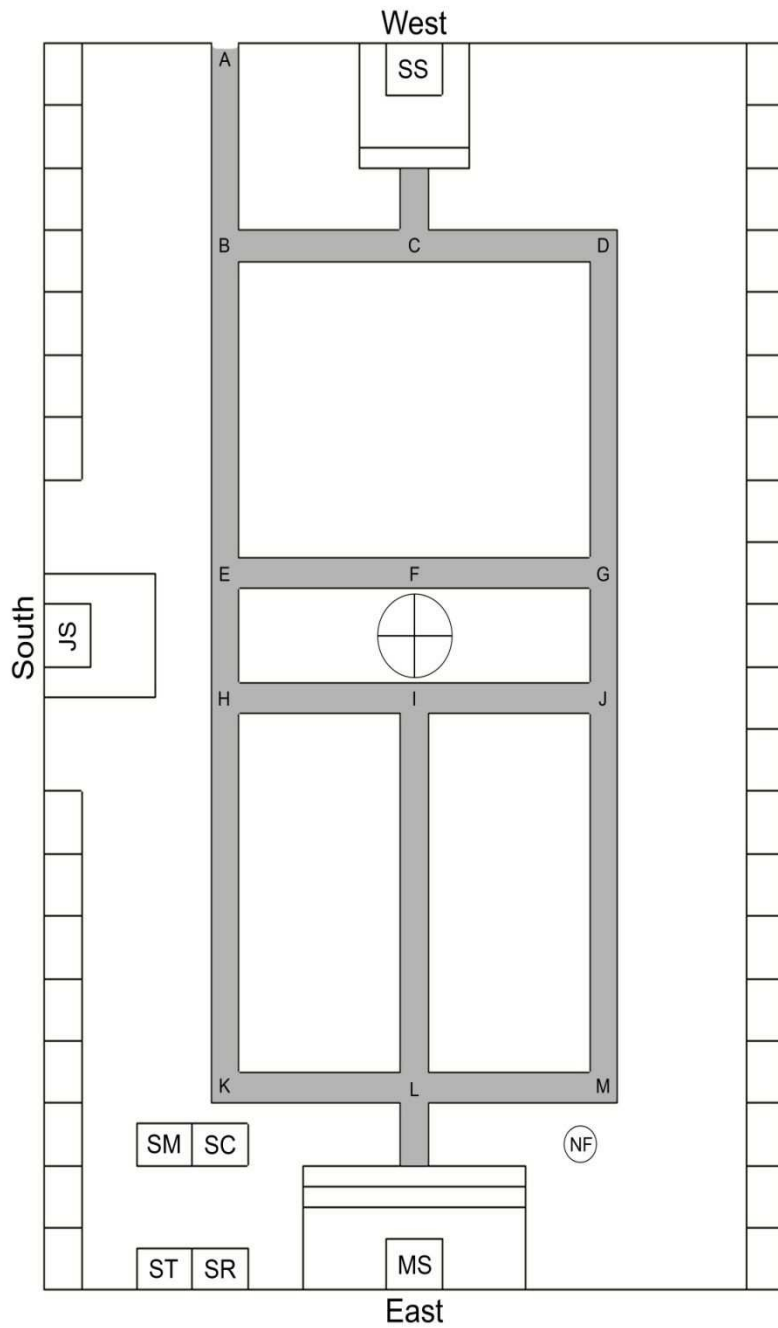
IO: Brother Master Squire, I now present you with the Gavel of Justice and remind you to cooperate with your fellow Squires for the benefit of your Manor.

IO hands gavel to new Master Squire. After Master Squire has completed his acknowledgements, introductions, presentations, etc., he returns gavel to IO.

IO: Squires and guests, this concludes our Installation of Officers. \*(rap)

## Floor Work Diagrams

The proposed diagram would serve as additions to the ritual, and would serve in the same capacity as the DeMolay floor work diagram



- Key:
- MS: Master Squire
  - SS: Senior Squire
  - JS: Junior Squire
  - SM: Squire Marshal
  - SC: Squire Chaplain
  - ST: Squire Treasurer
  - SR: Squire Recorder
  - NF: National Flag

