



Missouri DeMolay State Officer's Guide

General Duties:

Program Responsibilities

Your role in the promotion of all Missouri DeMolay programs varies from program to program, and from year to year. Theoretically, DeMolays should be allowed to take charge of any and all programs, but the need for consistency in a statewide program does not permit this. However, you are challenged to TAKE OWNERSHIP of the promotion and execution of these programs:

- Charitable Programs
- Athletic Competitions
- Program and Award Competitions
- Visitations
- Ritual Performances and Competitions
- Membership Promotions
- Degree Conferrals
- State Conclave and Conclave Ad Book
- Educational Workshops
- Leadership Training Conference
- Other programs established for all Chapters in Missouri

Exemplification of Ritual

We expect State Officers to be prepared to conduct Installations of Officers. That means that every State Officer is to learn several parts in the Ceremony of Installation. You will be expected to master more than one of the assignments. It is also imperative that, as the State Officers are to be role models, you should never be guilty of **reading** a ritualistic part from the Ritual or Monitor of Ceremonies.

Membership

Membership is a major concern and you must be a leader in this effort. There are several things you can do:

- If you have received a Blue Honor Key, wear it. If not, work for it. And encourage others to do the same. The Blue Honor Key should be considered the most prestigious award the Order of DeMolay has to

offer. It will be valued by the members if you show that it has value.

- Help Chapters organize and conduct Prospect Parties and other types of membership drives.
- Develop effective programs and themes for state-sponsored initiations, wherever and whenever held.

Personal Attention to Chapters

We expect you to assist the Chapters to become stronger and more self-sufficient. The strength of DeMolay relies on strong Chapters, not a strong State Officer corps. Therefore, your biggest impact on the Order will be made by spending time in helping Chapter Officers improve their activities, membership drives and meetings. Do not minimize the effect of your personal participation in the activities of the Chapters.

Visiting Chapters

When you visit a Chapter, the question should always be, “What can I do to help this Chapter be better?” The answer is as varied as the situations you will face but you must have an answer for every Chapter and situation you attend. In some cases you need to lead, in others you need to teach. In some situations, you need to inspire, while in others, the task is simply to motivate. Sometimes, you need to just make friends and build stronger relationships. On other occasions, you may need to repair damaged egos or reputations. Never go to a DeMolay function as a State Officer with the feeling that “you just had to be there.” In your position, you will always be expected to take some kind of leadership role, either ritualistically or socially. You must plan what you will say or do and leave the impression that you attended for a reason and are personally interested in the Chapter. Giving personal attention to each and every member of the Chapter and Advisory Council is the best way to leave this impression. Make it a point to meet everyone present and try to learn the names of “key” leaders. You will likely see them again and you should include their names in your reports.

Attendance

If you are assigned to attend a program - be there, or let the State Master Councilor and the Executive Officer know well in advance that you will not be present, and why.

Transportation

It is essential that you have access to a car, or that you have the commitment of your parents and advisors to get you where you need to be. Most of the time you can plan your attendance in advance, but there will be some “last minute” calls for help to which you will need to be able to respond. While we can help with some travel expense, Missouri DeMolay cannot pay airplane, train, or bus fares except in specific situations approved by the Executive Officer.

Missouri DeMolay Newsletter Articles

The Communications Ambassador will produce these official communication vehicles of Missouri DeMolay, but you are each responsible for providing program information and articles to him for publication on a scheduled basis. Depending on your program assignment, your deadlines may differ from other Officers. Website material will be posted within a few days of submission. If you are writing a website article to follow-up on a program, it should be submitted within a few days of the program’s conclusion. Good and timely communication is everyone’s responsibility. We want to have at least one article per state event. You are also encouraged to write articles on chapter events that you may attend. Each State Officer is required to write at least THREE articles throughout their term.

Security at State Programs

It has been recent practice to include State Officers on the security detail at Conclave to monitor observance of curfews. We don’t really want you to act like police—just ask the guys to obey the rules and get some much-needed sleep. When you come across a room or group of guys who are out of control, get their advisor to calm them down and get away from the situation—you should not be associated with discipline. But if you find a group of guys who are quietly talking or playing a game, take a few minutes to chat with them, and then suggest they turn in for the night. Utilize this time to talk with each other and some Chapter Officers about what is happening in DeMolay, and build relationships that will allow you to better serve the Chapters.

International DeMolay Congress

Attendance at the International DeMolay Congress is reserved for the State Master Councilor and the Deputy State Master Councilor, at the expense of Missouri DeMolay. If one cannot attend, the Executive Officer MAY offer the opportunity to another Officer to attend and represent the Jurisdiction. This is not a vacation, or a reward for service. It is an opportunity to learn about DeMolay outside of our Jurisdiction, and to represent the interests of your

brethren in discussions that may affect the future of the Order. Other Officers and DeMolays may attend the Congress, with the Executive Officer's permission, but at their own expense.

Representative DeMolay Program

As a Representative DeMolay it is your obligation to help another member earn the RD Award. As a State Officer, it is your duty to promote the RD award and make it prestigious by commending those who have received it.

Selling Conclave Ads

Each State Officer is highly encouraged to sell at least \$250.00 worth of ads for the Conclave Ad Book. These can be any combination of page sizes totaling \$250.00. State Officers who meet this requirement will attend Conclave for free. Those who do not are expected to pay the registration fees for Conclave. This is not to "earn your way to Conclave." Although the usual 20% commission will be placed in the State Officer Travel Fund, this requirement was established as an exercise in leadership and setting an example for others.

Reports

State Officers will make timely written reports of each of their activities to the State Master Councilor, who will, in turn, report to both the Executive Officer and Executive Director. These reports are due by the last day of the month in which the activity occurred. Reports will include a list of visitations, installations and ceremonies performed, telephone calls, and expenses incurred. When you make your reports, besides stating the dates, places, and types of activities, try to provide a brief description of your impression of the Chapter's status and relative health. These reports will only be reviewed by the State Master Councilor and the Executive Officer, and will NOT be shared with the Chapters. Be honest in your evaluation, but also be factual. District Master Councilors may also make reports to help the State Master Councilor evaluate their performance. If you file the reports shortly after the activity you will not forget important details, or your responsibility to file timely reports.

Expense Reimbursement

Budgeted expenses will be reimbursed for State Officers, not advanced, and must be evidenced by valid receipts. These may be submitted as incurred, or at the end of the month, but never more than 60 days after the expense. Legitimate expenses include gasoline, tolls, reasonable meals, hotel rooms, telephone calls and postage. Some expenses may be questioned, partially paid,

rejected if filed late or improperly, or those that the Executive Officer does not see fit as a valid expenditure.

E-mail Policy

Read it daily, and respond to it immediately. Even if your response is to say, “I received your message, and will provide a full answer at a later date,” you need to acknowledge all communications that come to you.

Correspondence

Review any planned correspondence between you, other State Officers, and Chapters with the State Master Councilor or the Executive Officer. Send copies of all correspondence with DeMolay Chapters, Advisors and leaders, to the State Master Councilor for his review, and to the office for the official files. If you have trouble spelling use both “spell-check” AND a proofreader to review your work!

Communication

In this day and age of telephones, cellular phones, e-mail and instant messaging, there is no excuse for not communicating with each other, with the Chapter Officers, or with the Executive Officer. If lack of communication becomes a habitual problem, your services as a State Officer may no longer be necessary.

Travel Plans

It is important to plan ahead to get where you need to be. It is equally important that you share your plans with the State Master Councilor and the Executive Officer. We need to know where you are going, how you will get there, and probable arrival and departure times. Know who your contact people are at each destination so you can advise them of any change of plans. Do not travel to DeMolay events out-of-state without permission of both the State Master Councilor and the Executive Officer.

DeMolay Protocol

You are expected to know and to teach the Missouri DeMolay Protocol model in every DeMolay activity. A protocol is designed to give order and consistency to our business, and as such, must be both adhered to and promoted by our leaders.

Deadlines

Please do not continually try to stretch them or ignore them. They are established for a reason. Do yourself a favor and get in the habit of being early, rather than late, in fulfilling your responsibility and completing assignments.

Attendance and Display at Statewide Masonic Programs

It is going to be essential for you to attend some of the annual banquets and programs of statewide Masonic bodies when invited. It is important to show a strong presence for the Order of DeMolay, and to learn how to mix and mingle with the Masonic leadership of Missouri. This will also serve to support the State Master Councilor when he is called upon to make brief remarks at such functions. Every Officer is expected to attend his “share” but not all of these programs. The State Master Councilor will coordinate assignments for everyone’s benefit. In addition, the State Officers will create, maintain, and man a display booth at these functions when appropriate, providing information on becoming an advisor and Chapter sponsorship.

Speaking to Masonic Organizations

You may be called upon to speak at a statewide or even a local Masonic organization. There are certain protocols you will learn about addressing each group differently. Review with the Executive Officer or State Master Councilor all speeches or remarks before given. You must PREPARE for these opportunities to represent the Order of DeMolay, or you will make costly misstatements. Review pronunciation of words, names and titles of people you expect to see at the events. As a State Officer, please remember that you are NEVER to ask for money or specific financial support for any program without permission from the Executive Officer.

Dress Codes

State Officers are expected to dress well. Clean clothes, decent grooming, relatively conservative colors, and modest styles will serve you best, as you must move in and out of a variety of circles of friends and associates. When a specific dress code is provided for an activity, you are expected to abide by it. The fashion statements of your generation are likely to be misunderstood, and in some cases, disdained, by older advisors, parents, Grand Lodge and other Masonic leaders. Current examples (and we all know that trends change) include earrings, other piercings, hair dye, tattoos, brandings, and sexually suggestive clothing. If you are asked to modify your appearance it is because you are losing credibility as a leader or representative of the organization.

Obviously, if you are told that some aspect of your appearance is offensive, you will be asked to change it.

In general, be careful of the message you send about yourself by the way you dress, not only AT DeMolay and Masonic functions, but also while traveling to and from them. Hint: You will never get in trouble for wearing a DeMolay shirt.

Tuxedos

State Officers will need to have access to a traditional black tuxedo, the vest and bow-tie specific to the current State Master Councilor, black shoes, and white shirt to wear at Masonic banquets and appropriate DeMolay functions. The State Master Councilor must approve variations in this style of dress.

District Deputy Master Councilors

The primary responsibility of a District Deputy Master Councilor is to work in their designated District with those DeMolays, Chapters, Advisors, the District Mother's Club Representative and the District Governors. Each District Deputy Master Councilor is responsible for **Communication, Knighthood, Membership, Ritual and Squires** in their respective District. It will also be their duty to work with the leaders in their District to plan and execute a successful District Conclave prior to the month of April.

Communication Ambassador

The Communication Ambassador is to collect newsletter articles from all State Officers and other State Leaders in order to develop a bi-monthly newsletter as outlined in the term plan. He also holds the responsibility of keeping all forms of electronic media for Missouri DeMolay current. This includes the website and other social media. While he may not primarily be responsible for updating these mediums, it is his duty to make sure that the information dispersed through them is up to date and appropriately managed.

Knighthood Ambassador

It is the Knighthood Ambassador's job to promote the Order of Knighthood to active DeMolays who are of age to join. He is also to help build and maintain the priories across the state and coordinate all State Knighthood Ceremonies, including, but not limited to the Knighthood Investiture at State Conclave.

Membership Ambassador

The promotion of membership in Missouri DeMolay is the primary role of the Membership Ambassador and should be done by visiting chapters and sharing our current membership statistics with them. It is also his designated duty to create membership programs for specific dates outlined in the term plan.

Ritual Ambassador

The Ritual Ambassador is responsible for coordinating all ritual teams for statewide ritualistic ceremonies. His duty should also involve the management of a working Ritual Inventory of all State Officers and use it to determine what parts need to be learned. The District Deputy Master Councilor's should yield his assistance in creating a sub-inventory of their designated District, therein creating an entire statewide Ritual Inventory.

Squires Ambassador

It is the Squires Ambassador's job to promote the Order of Squires to eligible youth and help develop and maintain Squire Manors at active DeMolay Chapters. He is also to help prepare and assist with the transition of older Squires into DeMolay. Also, his assistance is required in coordinating all State Squire Ceremonies. He will also be responsible for coordinating the Squires' events at State Conclave as the regular schedule allows.

Chaplain

The Chaplain's duty is to lead the devotions at all State events. He is to be prepared at all times to step in and assist the other State Officers whenever needed and to always conduct himself in a manner that is consistent with the duties of his position. Most importantly, he is to remind us of our earnest obligations to God and our ability to seek His help in time of need.

General Duties

Each State Officer shall write one newsletter article bi-monthly as outlined in term plan. Additionally, each State Officer must submit a report to the SMC, DSMC, EO, ED, and SO Director at the end of each month that outlines activities, progress and other thoughts. Finally, each State Officer is to represent the jurisdiction of Missouri in all of your visits as well as promote and attend all state events.

General Duties and Behavioral Expectations:

Role Models

We expect you to serve as Role Models for the members of the Order of DeMolay in Missouri in all that you say and do. Your character will set the example for hundreds of DeMolay brothers. If they perceive you are earnest about performing your duties and living your obligations, they will take their DeMolay activities more seriously.

Conduct

For the time that you are appointed as a State Officer, you live and act in a fishbowl—people will be watching you from all angles, and at all times. You do not have the luxury of turning your DeMolay position on and off at will. You are expected to act in accordance with DeMolay principles and rules ALL THE TIME. If you cannot abide by this, you should not be a State Officer. Nobody is perfect, and slip-ups may, occasionally, occur. They will not be excused, but you can survive them. However, repeated offenses and continuous lack of good judgment will result in termination of your service as an Officer.

Prohibited Conduct

No alcohol. No drugs. No exceptions.

Tobacco Products

Do not use tobacco products in front of DeMolays or Masonic leaders. If you must use tobacco, go away from the group.

Girls & Girls' Groups

Probably your toughest assignment will be to stay focused on your duties and your brother DeMolays, rather than on the girls who attend and support our programs. While you are a State Officer, Masonic youth activities should not be dating time. This is not to prohibit you from developing your own relationships. Your personal life is personal, as long as you keep it that way.

Decorum

Respect is earned, and as a State Officer you need to first show respect for your peers and adult leaders to gain their respect. There is a proper time and place for unwinding, and for telling jokes. Knowing that proper time and place will keep you out of trouble. If you aren't sure, DON'T DO IT. Courtesy is the third precept—if you need to be reminded of it, you do not deserve to be a State Officer.

Conforming To Schedules

BE ON TIME! Or you will be left behind.

Thank You Letters

Write thank you letters and notes to people who help you. Whether active member, advisor, or parent, everyone appreciates this small gesture. For example: somebody who picks you up at the airport or train station; someone who loans you their tuxedo; someone who buys you lunch, etc. All should be thanked personally, when possible, but ALSO in writing at a later time. The public relations value of these notes is beyond explanation.

Your Priorities

Each Officer has different personal priorities, but in general, we recognize that home, religious, and educational responsibilities should come first. In some cases, a job also is a priority, depending on economic necessity. You must communicate to let the State Master Councilor and the Executive Officer know if you are having difficulty managing these priorities and meeting your DeMolay commitments. A reduced workload can be arranged temporarily to help you, but you should understand that a last-minute bailout on a major responsibility would not be well received. You generally know in advance if your workload is growing too big. Your State Officer duties **MUST** come before your Chapter programs and your social life. Sacrifice is a part of leadership.

Dedication

Why would you want to be a State Officer if you aren't dedicated? There isn't much glory in wearing a gold collar if you don't work hard to prove yourself worthy of it. Real dedication will get you moving **AFTER** your appointment.

Self-Motivation

It is your job to keep yourself motivated to do your job. Keeping yourself motivated is primary, especially when you are expected to find creative and exciting ways to motivate our brethren. If the State Master Councilor has to talk to you about getting an assignment done, it should be a hint to you that you are not performing up to the level of which you are capable. If the Executive Officer has to talk to you about your performance, you really need to look at yourself and determine your level of commitment and motivation. You were appointed to a year-long term. You are expected to perform your duties for 12 full months.

Conveying Sense of Fraternalism

As a State Officer you need to set an example of brotherhood and unity as a Corps of Officers. As such, it is important that you make up your mind from the start to support the programs and plans of the State Master Councilor. It is also essential that you support one another. Sure, you will not always agree on everything that is done, but keep your disagreements private, and do not bring them to those on the outside. Never let a rift in the State Officer's Corps show to the Chapters. You need to be setting the example for how Chapter Officers get along and work together toward a common goal. In other words, you must practice what we preach, if you want to enjoy the respect and confidence of your peers. We all have the same ultimate goal—to improve ourselves, and to help the Order reach out to others through membership growth. Remember the meaning of the word, T.E.A.M.—Together Everyone Accomplishes More.

Performance Evaluation:

Measuring Your Effectiveness

You should expect your performance as a State Officer to be measured by both quantitative and qualitative means.

Some of the quantitative areas you can count on being measured are:

- ✓ # of Missouri DeMolay newsletter articles written and submitted on time
- ✓ # of members recruited
- ✓ # of prospect parties participated in
- ✓ # of visitations made
- ✓ # of Installations performed
- ✓ # of activities and events attended
- ✓ # of communication efforts by phone, mail, and e-mail

Some of the qualitative measures include:

- ✓ accuracy of ritual work, and effectiveness of presentation
- ✓ effectiveness in leading various activities
- ✓ performance as a leader while on visitations
- ✓ speeches and workshops presented
- ✓ completeness of written communications
- ✓ manner in which you relate with DeMolay members and Advisors
- ✓ knowledge of the customs, rules, regulations, and history of the Order
- ✓ ability to live and practice the principles of the Order of DeMolay

Non-Performance of Duties

An unpleasant subject, but one that must be addressed, is what will happen if you fail to fulfill the duties of your office. Some of the options available include the loss of privileges, restriction from participation in incentives, verbal and written warnings, reduction of responsibilities, temporary removal of jewel and collar, or removal from office. This is not an “Order of Discipline” and any one of these actions may be imposed with or without prior warning. Such actions are situational and will only occur after the State Master Councilor has conferred with the Executive Officer.

Accountability

The State Master Councilor is accountable for the actions of his Officer Corps. He is to supervise all activities assigned to his Officers, and is responsible for the successful completion of these functions. He may reassign duties to other Officers if he feels it is necessary. He may discipline his Officers by denying them the right to speak in his behalf or represent the State Officer Corps. He may even request that a State Officer's collar be confiscated, and may suggest removal from office by the Executive Officer, but cannot himself effect that removal. He shall report such actions to the Executive Officer. However, the State Master Councilor is also directly accountable to the Executive Officer and may be called upon to explain directly any and all situations.

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Missouri DeMolay
Phone/Fax: (314) 414-1919
Toll Free: (877) 318-1919
E-Mail: md_info@modemolay.org
Website: www.modemolay.org

"Dad" Robert W. Cockerham, Executive Officer - eo@modemolay.org
"Dad" Bret A. Akers, Executive Director - dadakers@modemolay.org
Brandon R. Cockerham State Master Councilor - smc@modemolay.org