

**DEMOLAY**

**NEW**

**MEMBER**

**GUIDE BOOK**



# CO DEMOLAY NEW MEMBER GUIDE

**This New Member Guide is the exclusive property of:**

Congratulations, you have just become a member of: \_\_\_\_\_ Chapter

The youth leader of this chapter is: \_\_\_\_\_  
His address is: \_\_\_\_\_

His phone number is: \_\_\_\_\_ (Home)  
\_\_\_\_\_ (Cell)

You can also reach him at his e-mail address: \_\_\_\_\_

The adult leader of this chapter is: \_\_\_\_\_  
The address is: \_\_\_\_\_

The phone number is: \_\_\_\_\_ (Home)  
\_\_\_\_\_ (Work)

You can reach the adult leader at the e-mail address: \_\_\_\_\_

This chapter meets: \_\_\_\_\_ at: \_\_\_\_\_  
(Meeting Nights) (Meeting Time)

The chapter meets at: \_\_\_\_\_  
(Meeting Location)

The phone number where we meet is: \_\_\_\_\_

**Please share this information with your parents.**

# CO DEMOLAY NEW MEMBER GUIDE

## TABLE OF CONTENTS

WELCOME.....	4
WHY ARE YOU HERE? .....	5
THE DEMOLAY EMBLEM.....	6
INITIATORY AND DEMOLAY DEGREE CEREMONIES .....	7
YOUR OBLIGATIONS.....	7
SEVEN CARDINAL VIRTUES .....	8
AT MY CHAPTER'S ALTAR.....	9
GENERAL TIPS .....	9
PEOPLE & OFFICERS .....	15
ACTIVITIES .....	15
ASKING OTHERS TO JOIN .....	16
COLORADO DEMOLAY .....	17
THE DEMOLAY AND MORE STORE.....	20



# CO DEMOLAY NEW MEMBER GUIDE

## WELCOME

Welcome to the Order of DeMolay. You have joined the greatest organization for young men in the world. DeMolays and DeMolay chapters can be found all over the United States and around the world. Since 1919 more than a million young men have shared and grown from the DeMolay experience. One by one, they discovered that in DeMolay, the best is yet to be.

DeMolay is teamwork. Members work together as one big team to accomplish many great things. Each DeMolay member brings his own unique style to the group. With an average time commitment of just five to seven hours per month, you can choose your activities and level of involvement. The possibilities and opportunities are endless. What ever you choose to do, you're going to have fun.

Fun, friendship, activities, and opportunity are a strong base for a bright future. DeMolay brings together teens from all walks of life. They share common interests. DeMolay helps you to grow, learn, and be better. You will also have as much fun as humanly possible. DeMolays run their own group.

Your first duty as a member of DeMolay is to get involved! One often hears, "you get out of life what you put into it". The same is true in DeMolay.

Jump in with both feet! Volunteer to be on a committee. Take charge of a special project. Coordinate a dance, a car wash, or even a movie night. Your chapter will provide you with the help to get started. Just ask and get involved. Bring your own suggestions for things that you enjoy.



# CO DEMOLAY NEW MEMBER GUIDE

## WHY ARE YOU HERE?

You might have several reasons for joining DeMolay. Your best friends are members? You liked the chapter's athletic, social and civic activities? You were interested in the ceremonies? Those are just a few of the reasons young men join DeMolay. What's important is that you are now a member. A whole new world of activity and interest is open to you.

DeMolays experience fun social activities, athletics, teamwork, leadership and more. You get lots of friends throughout the world with much in common. DeMolay gives you things you will enjoy for the rest of your life.

Best of all, you and your friends are in charge of your chapter. Young men, like you, run the chapter. You plan social, athletic, civic and fund-raising activities. DeMolays discover things about themselves that they use the rest of their lives.

How well your chapter functions to meet its goals is up to you. DeMolay gives you so much more than you put into it. Enter chapter activities enthusiastically. Attend meetings faithfully. Do that and your membership will pay huge dividends.

## Who else was a DeMolay?

While DeMolay isn't as well known as other organizations, there have been a lot of DeMolays who grew up to do great things- just like you probably will!

Famous DeMolay Alumni Members are



Actor – John Wayne

Cartoonist and Movie Maker – Walt Disney



President -William J. Clinton



WWE's Wrestling Champion- Mark Callaway- also known as The Undertaker!



*Check out more at [www.demolay.org](http://www.demolay.org)*

# CO DEMOLAY NEW MEMBER GUIDE

## THE DEMOLAY EMBLEM

Every part of the official DeMolay Emblem has particular significance to DeMolays.

The **Crown** is a symbol of the Crown of Youth. It constantly reminds a DeMolay of his obligations and the seven precepts of the Order.

The **Pearls** and **Red Rubies** on the Crown honor the Founder and nine original youths in the Order of DeMolay. Rubies replaced the pearls when each of the original founding members and Dad Land died. The last Pearl changed with Jerome Jacobson who passed away in May 2002.

The **Helmet** is an emblem of chivalry, which represents fine character.

The **Crescent** is a sign of secrecy. It reminds DeMolays of their duty to never reveal the secrets of their Order or say negative things about a brother.

The **Five-armed White Cross** symbolizes the purity of your intentions. Always remember the motto of the Order which is "No DeMolay shall fail as a citizen, as a leader and as a man."

The **Crossed Swords** represents justice, fortitude and mercy. They remind DeMolays not to be arrogant or intolerant.

The **Stars** surrounding the Crescent are symbolic of hope. They should always remind us of the obligations and duties that one Brother of the Order owes to another.



# CO DEMOLAY NEW MEMBER GUIDE

## INITIATORY AND DEMOLAY DEGREE CEREMONIES

When you were initiated into DeMolay you may have found our ceremonies surprising and confusing. Perhaps some of the things that were said to you didn't make sense at the time. You may have forgotten some of our DeMolay signs and passwords that were given to you as part of the ceremonies. Don't worry, this is normal. Just ask one of the members at the next meeting to take a minute and show you what you need to know. They will be happy to help you. You will be seeing and hearing these signs and words many times while you are in DeMolay. Remember, these signs are shared among your DeMolay brothers.

Listen closely to the ritual in our meetings. The basic purposes of DeMolay have been outlined in our ritual, and you should always try to live up to our principles. Some of the words and phrases in our ritual may seem weird to you or old fashioned. What they tell you is important today. You can make the world a better place by following the teachings of DeMolay.

The DeMolay Degree is a play. This degree represents the last trial that Jacques DeMolay faced before his execution. Jacques DeMolay lead a group called the Knights Templar. The King of France persecuted them. The French Inquisition demanded that Jacques DeMolay surrender the treasures of the Templars and reveal the names of its members. When he refused, he was burned at the stake. Jacques DeMolay showed loyalty, bravery, and faithfulness despite bribes, threats, and torture.

## YOUR OBLIGATIONS

When you joined you knelt at an altar and repeated several promises. These promises are called obligations. They are a code of conduct for your life. These promises were made in the presence of God and your DeMolay brothers. Your chapter will help you learn the obligations.



# CO DEMOLAY NEW MEMBER GUIDE

## SEVEN CARDINAL VIRTUES

The Virtues give DeMolays worthwhile goals. These are guidelines not only for today, but also for your life. They are:

**FILIAL LOVE  
REVERENCE  
COURTESY**

**COMRADESHIP**

**FIDELITY  
CLEANNESS  
PATRIOTISM**

There is a special emphasis in DeMolay on love of God, love of home, and love of country. DeMolay does not attempt to take the place of church, home, or school. DeMolay supports them. It is up to you to receive all the benefits of what DeMolay has to offer.

DeMolay gives young men prestige and meaning. DeMolay develops personality and character. DeMolay is social activities, fun and friendship. DeMolay teaches leadership.

Your membership is evidence of outstanding associates and training when you apply for a job. Some businesses may choose to hire DeMolays. Your record as a DeMolay will mean much as you journey through life.

There are many scholarships available for DeMolays and Senior DeMolays.



You will get to meet girls through activities with members of Job's Daughters, Rainbow, and other youth groups. DeMolay membership is a common bond among young men found everywhere in the world. You now share in this bond of Fraternity.



# CO DEMOLAY NEW MEMBER GUIDE

## AT MY CHAPTER'S ALTAR

**Humbly and sincerely I promised to...**

Be a better son;

Love and serve God, my country and fellow men;

Honor and protect every woman;

Slander no one;

Aid and uphold the public schools;

Walk uprightly before God and man.

**All of these things and more I did promise.**

## GENERAL TIPS

In DeMolay you will find customs that guide the conduct at meetings and activities. Each chapter usually has a few rules that may not be found in other chapters. Below are some general rules can be a guide for DeMolays in all chapters.

### Addressing people:

Other DeMolays are referred to as Brother. For example, Brother Smith or Brother Master Councilor.

Masons should be called mister and their last name (Mr. Smith). Avoid use of first names and nicknames in conversation with them.

Advisors are called Dad or Mom. "Hi, Dad Smith or Hi, Mom Smith"

Female members of Mothers' or Parents' Club are called Mom. "Great to see you Mom Smith!"

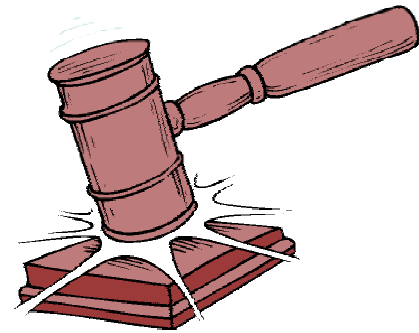
# CO DEMOLAY NEW MEMBER GUIDE

**The following system of gavel raps will be used in chapter meetings:**

One rap – To call the chapter to attention, or to seat the chapter when standing.

Two raps – All officers rise.

Three raps – All rise.



## **Kneeling for DeMolay Prayer:**

Prayers in DeMolay are not directed to any particular religion. They are a request for blessings from God upon our DeMolay activities. You are expected to kneel during all DeMolay prayers. When the Master Councilor asks the Chaplain to give a prayer, he will rap three times to get everyone to stand. He will then say, "Active DeMolays will kneel on left knee, all others will remain standing." You should kneel when the Chaplain kneels and stand when he stands. You should kneel on your left knee. Place your right elbow on your right knee. Use your right hand to support your forehead. Wrap your left hand around your right elbow. Stay this way until the Chaplain has finished and he says, "Amen." Then you stand up. Ask any member to show you this. Don't worry, you'll get it after a few practices.

## **Arriving for Chapter Meetings:**

Plan to arrive before the chapter meeting is scheduled to begin. When you arrive at the meeting, the Sentinel (one of the officers) should be there to greet you. Near him you will find the Chapter Attendance Register. All attending are expected to sign the Register before they enter the chapter room. You should sign by your office, if you are an officer, or in the members' section. When visiting another chapter, their Sentinel will ask you to show your membership card as proof of membership in DeMolay. You should never vouch for a visiting DeMolay unless you have sat in a meeting with him.

Visiting DeMolays, Masons, or advisors, should always be made to feel welcome and at home.



# CO DEMOLAY NEW MEMBER GUIDE

## **Word of the Day:**

The Word of the Day is a password given to the Sentinel by the Chapter Dad. The Word usually has some special meaning relating to the meeting about to take place. You should get it from the Sentinel when you sign the Attendance Register. Remember this word. You will have to repeat it later in the meeting.

During opening of the meeting, the Master Councilor will ask the Deacons to collect the "Word of the Day". One of the Deacons will approach and you should whisper it to him. At the same time give him the grip of the Initiatory Degree. The purpose of the Word of the Day is to make sure only DeMolays are in attendance at the meeting. Do not give the Word of the Day to anyone who did not receive it from the Sentinel.

## **Arriving Late and Entering the Chapter Room:**

If you arrive after the chapter meeting has started, don't worry, you can still get in. Tell the Sentinel who you are and ask to enter the chapter room. The Sentinel will then knock two times on the door to signal the Master Councilor that someone wants in. The Junior Deacon will knock once and open the door. He will ask who is outside. After the Sentinel has told him, the Junior Deacon will close the door and tell the Master Councilor. When appropriate, the Master Councilor will direct the Junior Deacon to admit you to the chapter room. Go directly to the altar. Give the proper sign of the degree that the chapter is open on. The Sentinel should have told you which degree that is. The Master Councilor may make a comment, and ask you to take a seat in the chapter.

The Sentinel will not admit members when the chapter is being opened on either degree or during voting. Once the chapter is opened on a particular Degree, only those who have received that Degree can stay. Those members that have received only the Initiatory Degree cannot remain in the room once the chapter begins opening on the DeMolay Degree.

## **Leaving Before the Chapter is Closed:**

If you must leave the chapter meeting, rise and go to the west side of the altar. Give the sign of the current degree.

Never pass between the altar and the Master Councilor except when the ritual requires it.

# CO DEMOLAY NEW MEMBER GUIDE

## Chapter Meetings:

Chapters are required to meet once a month. However, most chapters meet more often.

Meetings generally follow **Robert's Rules of Order**. These are a set of standard business techniques followed by most organizations. Your chapter meeting experiences will be valuable as you move into the business world.

The Master Councilor develops the agenda for the meeting. This is the plan of what is to be discussed during the meeting. The agenda for a business meeting includes: ritual opening of the chapter on both degrees; reading the minutes of previous meetings; committee reports; presentation and payment of bills; old and new business; voting on activities and candidates; and the ritual closing of the chapter.

If the meeting is for initiation, conduct the degree(s) and if you choose you can have a business meeting, too.

## Speaking in the Chapter:

Every DeMolay member is entitled to voice his opinion on any item being discussed. You should make sure you speak out on issues. If you want to say something in a meeting, you should rise and wait until the Master Councilor calls upon you. You don't raise your hand like in school. Don't be afraid that someone will laugh at what you say. Chances are that others are as nervous as you are. DeMolay members, as a chapter, manage and plan their own activities. Express your opinions or the chapter may make decisions that don't interest you. This is one of your main opportunities to get involved with the chapter.

## Ritual:

Ritual is what sets DeMolay apart from other youth organizations. When you joined you saw your DeMolay brothers perform ritual parts. They memorized the parts and performed them to the best of their ability. Ritual is the way we teach the lessons of DeMolay. There are many ritual parts available for both public and private ceremonies. The Master Councilor will help you find the right ritual part to learn.

**WHENEVER YOU PERFORM RITUAL, YOU SHOULD DO YOUR VERY BEST!**

# CO DEMOLAY NEW MEMBER GUIDE

## People and Officers of the Chapter:

DeMolay members run their chapters and to do so they elect three officers to preside during that term. It is their responsibility to make sure the chapter is operating successfully.

*Master Councilor is the President of the Chapter.*

*Senior Councilor is the First Vice President*

*Junior Councilor is the Second Vice President*

*Scribe/Treasurer is the Secretary and record keeper of the Chapter.*



Chapters generally run on six month terms. This refers to a period of time where activities are set and officers are in charge. Most chapters have two terms a year. The Officers are elected and appointed every six months. The Scribe/Treasurer is usually elected for a whole year. He may also be elected by the Advisory Council members because of the importance of his position.

## Advisory Council:

Each chapter has a group of interested adult volunteers called an Advisory Council. Their purpose is to assist you and the officers in the effective operation of the chapter. The Advisory Council appoints Advisors to help with the many areas of the chapter such as fundraising, membership, social activities, and more. The main two Advisors that you need to know about are:

*The Chapter Advisor* – this individual works closest with the Master Councilor and the Chapter in its day to day activities, meetings, and planning.

*The Advisory Council Chairman*- is in charge of the Advisory Council itself. He leads the Council and works with sponsors, parents, and other adults.

Even though you have these and other Advisors in your chapter to help, remember that the responsibility falls squarely on the shoulders of the Councilors, Committee Chairmen, and members to get the work done.

Any interested adult is welcome to apply to be on the Advisory Council. Each adult is criminally background checked and goes through D.A.D. training. That stands for DeMolay Advisor Development.

If you know of anyone who might want to be, or who would make a good DeMolay Advisor, give their name to the Chapter Advisor or Chairman. They will take it from there.

# CO DEMOLAY NEW MEMBER GUIDE

## Chapter Sweetheart:



Most DeMolay chapters have a Chapter Sweetheart. Sometimes they might even have two or more girls that serve in a similar role. These young ladies have been elected by the chapter members to act as representatives of the Chapter at all events. They are able to help with various projects when asked and to support events. Do not underestimate the benefit of a good Sweetheart. Never take them for granted or treat them disrespectfully. They are there to help you and the chapter and should be treated properly at all times.

## Outside the Chapter Room:

Say "hi" to someone wearing a DeMolay pin or DeMolay clothing. You have something in common and need no formal introduction. Since you are a DeMolay, people will judge you and DeMolay by your actions. Always conduct yourself accordingly.

Hazing is never permitted in DeMolay.

When asked to help out, accept cheerfully and work to the best of your ability.

You should also be careful not to wear DeMolay clothing, pins, or use the DeMolay logo or symbol in places that would embarrass the organization.

A general rule of thumb we use is that if you wouldn't take your sister or mother to that place, you shouldn't wear DeMolay stuff there. The same thing applies online or on flyers. If you wouldn't want your parents to see it, do not use DeMolay images or names on there.



# **CO DEMOLAY NEW MEMBER GUIDE**

## **Just a few Do's and Don'ts:**

1. Don't use alcohol or illegal drugs. Colorado DeMolay has a zero tolerance policy when it comes to drugs or alcohol that were not prescribed by a physician. This applies to DeMolays, adults, and guests at DeMolay functions. All prescriptions must be filed with an Advisor.
2. Do listen to advisors. Your advisors should know where you are and what you are doing at a DeMolay activity.
3. Don't leave an activity without your advisor's approval.
4. Do dress and act properly at all functions. Proper dress varies from chapter to chapter. Check with the other chapter members or advisors as to what to wear to a meeting or activity. Respect the dress code of chapters you are visiting.
5. DeMolays should conduct themselves with maturity and common sense. People judge DeMolay by its members. Your actions reflect on all other DeMolays.

## **ACTIVITIES**

DeMolay was founded on a belief that every young man is important and can think and act seriously given the opportunity. Its members run the Order of DeMolay. These include the full range of activities including sporting events, paintball tournaments, midnight movies, theme parties, and DJ dances.

Chapters have many choices of activities to keep every member busy. Members are encouraged to attend as many functions as possible. In this way, they will gain the most out of their DeMolay experience. DeMolay is not meant to interfere with your school, home life, or religion.

You are encouraged to become involved. This is the only way your chapter will grow and prosper.

Support your chapter and its councilors. Someday you may be a councilor and you will want your members' support.

# CO DEMOLAY NEW MEMBER GUIDE

## ASKING OTHERS TO JOIN

DeMolay will continue to live as long as we believe we have something worthwhile to contribute. Today's members strongly believe in the Order of DeMolay and are proud to pass membership on to their friends. You have many friends who would enjoy membership in DeMolay - **ask them to join.**

The Order of DeMolay's active membership is limited to young men who are at least 12 years old and not over 21. You should make it a goal to get at least two new members - one to replace you and one to help your chapter grow.

DeMolay is always looking for more young men, just like you, who are of good character and believe in God.

When you are having fun in DeMolay, you can thank the member who brought you into your chapter. Follow his example and bring your friends into your chapter. Don't keep DeMolay a secret - ask your friends to join. If you don't know what to tell your friends about DeMolay, start with the fun, good times, and activities you are enjoying.

Prospective members can be found among your friends in:

- School.
- Your neighborhood.
- Other youth organizations.
- Sports teams.
- Places of worship.
- Your family, etc.

Asking other people to join DeMolay isn't always easy. Being a DeMolay member isn't for everyone, and sometimes it can be hard to ask someone to join.

If you find it hard to ask your friends to join DeMolay, that's okay. All you have to do is talk about all the fun you are having with DeMolay and what the chapter is doing. You can choose to invite them to almost anything the chapter has planned. Before you know it, they will be asking you to join DeMolay!





# CO DEMOLAY NEW MEMBER GUIDE



Like the Chapters, the entire state of Colorado is run by DeMolays. These DeMolays are called State Officers. They are elected to efficiently run the operations of the state programs, activities, and campaigns. They are elected by all the DeMolay members throughout the entire state for one year terms. The State Offices are:

**State Master Councilor** – under his leadership and direction the state engages in programs, initiatives, and activities for the term. He also represents all of Colorado DeMolay at private and public functions.

**Deputy State Master Councilor** – this office is second in command under the State Master Councilor. He is preparing to lead the state usually the following year.

**State Senior Councilor** - works with the finances and fundraising for the state. He is also a great help to Chapter officers who might be struggling with their own fundraising efforts.

**State Junior Councilor** - is in charge of Membership programs, campaigns, and ideas. He will be reminding you and your Chapter about bringing in your friends. He also works with Chapters who have a hard time with Membership.

**State Scribe** - is the communications officer for the state officer corp. He is in charge of newsletters, emails, or other forms of communications. He doesn't necessarily do them himself, but he is responsible to see that communication is happening.

There are certain requirements you must meet in order to run for a State Office. As a new member, you are probably not ready just yet. When the time is right, contact your Advisory Council who would be happy to get you that information.

Until then, get to know all of the State Officers. They are your Brothers too and are there to help you and the chapter in any way they can. Remember they started out a new member once, just like you!



# CO DEMOLAY NEW MEMBER GUIDE

## Executive Officer



Each DeMolay jurisdiction or state has an Executive Officer. The Executive Officer (EO) is appointed by the Grand Master of DeMolay. He is charged with the success of the DeMolay program within that jurisdiction.

The Executive Officer of Colorado DeMolay is "Dad" Gary Mueller.

## State Staff

Chapters have an Advisory Council; the State has a State Staff. These are DeMolay Advisors who work with the State Officers and others on state programs or events. They may also work and serve on a local Chapter Advisory Council as well.

## Colorado DeMolay Chapters:

Colorado has 9 other chapters in the state besides yours. They are Chapters just like yours with their own meetings, officers, and activities. You are welcome and encouraged to visit other DeMolay Chapters as long as you let an Advisor know you want to attend.

## Chapters in Colorado can be found in:

**Littleton** **Aurora** **Broomfield**  
**Sterling** **Colorado Springs** **Grand Junction**  
**Golden** **Greely** **Parker**  
**Denver** **Fort Collins**

New Chapters can form at any time so this list will only get bigger!

DeMolay Chapters are located in every state in the union, and in several countries including Canada, Italy, Japan, Germany, and more!

# CO DEMOLAY NEW MEMBER GUIDE



Colorado DeMolay and DeMolay International partnered with Relay for Life in 2008. Relay for Life is a part of the American Cancer Society whose goal is to find a cure for cancer.

Your chapter should plan to be apart of a local Relay for Life nearest to your city. This is a great opportunity to raise money and or work for a great cause that effect millions of people each year.

Relays are walks done by groups of people to raise awareness and money to fight cancer. The Relays usually take place over night symbolizing that cancer never sleeps, so neither should we when searching for a cure. There are always plenty of things to do to assist with a relay so contact someone near you today to find a relay to volunteer at!

[www.relayforlife.org](http://www.relayforlife.org)

## What is next?

That my brother, is left up to you. If you have not figured it out yet, DeMolay members run their own chapters and organization. Its people like you, the members of DeMolay, who decide what goes on, when, how, and where.

**You are going to learn a lot and make lots of friends, and that all starts right here, right now!**



# CO DEMOLAY NEW MEMBER GUIDE

## DEMOLAY INTERNATIONAL

DeMolay International governs the Order of DeMolay. It provides standardization, rules, and programs for all DeMolay chapters. DeMolay International also is responsible for keeping records, and handling promotional items for the organization. It supplements local leadership with assistance of a full-time staff at the DeMolay Service and Leadership Center in Kansas City, Missouri.

The Service and Leadership Center is the headquarters of our worldwide organization. Various items of historical interest are on display, and visitors are welcome. In addition, the Center maintains names and membership records on every DeMolay, advisor, and chapter.



## THE DEMOLAY AND MORE STORE

The DeMolay and More Store is the only authorized source of DeMolay jewelry, clothing and promotional material for all chapters. Supplies are available from:

**DeMolay Service Leadership Center  
10200 NW Ambassador Drive  
Kansas City, MO 64153-1367  
Phone: 1-800-DeMolay**

**DeMolay Web Site: [www.demolay.org](http://www.demolay.org)**