

# Officers and their Duties

## Principle Officers

The principal officers of a Knights Templar Commandery are:

- Eminent Commander
- Generalissimo
- Captain General
- Senior Warden
- Junior Warden
- Prelate
- Treasurer
- Recorder
- Standard Bearer
- Sword Bearer
- Warder
- Sentinel
- 3-Guards

## Duties and responsibilities

All officers shall exercise such powers as are vested in them by custom and usage pertaining to their offices and by the Constitution, Ritual and By-Laws of the Herman E. Duncan Grand Commandery of Oklahoma, PHA.

The officers will recollect that those moral and religious duties and precepts which they, from time to time, so forcibly impress upon the minds of others and should in no way be neglected. The duties and responsibilities of each of the Officers in the Commandery are to be taken very seriously and with the utmost pride. Constant vigilance of these powers, duties and responsibilities are vital to the Commanderies success.

## THE COMMANDER

The Commander, in addition to the above powers, shall have the following duties incumbent upon him:

1. See that the By-laws and Regulations of Commandery are duly observed as well as the Constitution, Statues, and Rituals and Regulations of the Herman E. Duncan Grand Commandery of Oklahoma, PHA
2. Keep in custody the Bonds of Office (the Commander, the Treasurer and Recorder) and promptly deliver them to his successor in office.
3. See that accurate records are kept and just accounts rendered, and that Quarterly Reports are made to the Herman E. Duncan Grand Commandery of Oklahoma, PHA and that the dues are promptly paid.
4. Have an annual audit by the Finance Committee or outside source, of the books and records of the Treasurer and Recorder; to have such audit of the books and records read at the next stated meeting and recorded in full upon the minutes of the meeting.
5. May subject to such limitations as he may impose, delegate in such manner as he deems fit any of his powers or authority to any other Officer as he may specify.
6. May appoint Standing or other Committees of such membership and with such terms of reference as he may specify or as may be prescribed by Regulations. Unless the Eminent Commander otherwise directs, all such Committees shall report to and exercise their functions under the general supervision of the Eminent Commander.
7. Have an annual audit by the Finance Committee or outside source, of the books and records of the Treasurer and Recorder; to have such audit of the books and records read at the next stated meeting and recorded in full upon the minutes of the meeting.
8. May subject to such limitations as he may impose, delegate in such manner as he deems fit any of his powers or authority to any other Officer as he may specify.
9. May appoint Standing or other Committees of such membership and with such terms of reference as he may specify or as may be prescribed by Regulations. Unless the Eminent Commander otherwise directs, all such Committees shall report to and exercise their functions under the general supervision of the Chapter.
10. To cast the deciding vote in case of a tie

The role of the Eminent Commander is extremely weighty. He is responsible for the Commandery as a whole. He must know, understand and is ultimately accountable for all of his Officers duties and responsibilities.

Additionally, at the installation of the Eminent Commander he is asked a set of questions that he must answer in the affirmative.

1. Do you solemnly promise, upon the honor of a Knight Templar, that you will redouble your endeavors to correct the vices, purify the morals, and promote the happiness of those of your brethren who have attained this magnanimous Order?
2. That you will never suffer your Commandery to be opened, unless there be present seven regular Sir Knights of the Order?
3. That you will not confer the Orders upon anyone who has not shown a charitable and humane disposition: or who has not made a considerable proficiency in the foregoing Degrees?
4. That you will promote the general good of our Order, and on all proper occasions be ready to give and receive instructions, and particularly from the Grand Officers?
5. That to the utmost of your power you will preserve the solemnities of our ceremonies, and behave, in open Commandery, with the most profound respect and reverence, as an example to your brethren?
6. That you will not acknowledge or have intercourse with any Commandery that does not work under a constitutional Warrant or Dispensation?
7. That you will not admit any visitor into your Commandery who has not been Knighted in a Commandery legally constituted, without his being first formally healed?
8. That you will pay due respect and obedience to the instructions of the Grand officers, particularly relating to the several lectures and charges, and will resign the Chair to them severally, when they may visit your Commandery?
9. That you will support and observe the Constitution and the General Regulations of the Grand Commandery under whose authority you act?
10. That you will bind your successor in office to the observance of the same rules to which you have now assented?

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#### THE GENERALISSIMO.

Your duty is to receive and communicate all orders, signs and petitions: to assist your Commander in his various duties, and in his absence to preside in the Commandery. The exercise of all your talents and zeal will be necessary in the discharge of your various duties. I charge you, therefore, to be faithful to the Sir Knights with whom you are associated; put them often in remembrance of those things which tend to their everlasting peace. Finally, "preach to them the word: be instant in season, and out of season; reprove, rebuke, exhort with all long-suffering and doctrine;" ever remembering the promise, "Be thou faithful unto death, and I will give thee a crown of life."

## THE CAPTAIN-GENERAL.

Your duty, among other things, is to see that the proper officers make all due preparation for the various meetings of the Commandery; that the council chamber and asylum are in suitable array for the introduction of candidates and the dispatch of business. You are also to receive and communicate all orders issued by the Eminent Commander, through the officers of the line. You are to assist in Council and in the absence of your Commander and Generalissimo, you are to govern the Commandery. The distressed widow, the helpless orphan, and the innocent of the weaker sex, you are ever to assist and protect. But, above all, you are to stand forth, having your loins girt about with TRUTH, in defense of the Christian religion from all its enemies. And now I exhort you, that with fidelity you perform every duty; and "Whatsoever ye do, do heartily as to the Lord, and not unto men: continue in prayer, and watch in the same with thanksgiving;" ever bearing in mind the promise, "Be not weary in well-doing, for in due time you shall reap if ye faint not."

## THE PRELATE.

The duties of your office are very interesting and highly important, and will require your early and punctual attendance at every meeting. Your jewel is to remind you of the importance of the trust reposed in you; and may "He who is able, abundantly furnish you for every good work, preserve you from falling into error; improve, strengthen, establish and perfect you," and, finally, greet you with, "Well done, good and faithful servant: enter thou into the joy of thy Lord."

## THE SENIOR WARDEN.

Your duty are to attend pilgrim warriors traveling from afar, comfort and support pilgrim penitents, and recommend them after due trial, to the favor and protection of the Eminent Commander. You will be assiduous in teaching your division their duties and exercises. You will, on all occasions, form the avenues for the approach and departure of your Commander; and prepare the lines for inspection and review. Let it be your constant care that the warrior be not deterred from duty, nor the penitent molested on his journey. Finally, "Let your light so shine before men, that they seeing your good works may glorify your Father which is in heaven."

## THE JUNIOR WARDEN.

Your duty is to attend weary pilgrims, traveling from afar, conduct them on their journey, plead their cause, and, by permission of the Grand Commander, introduce them into the asylum. You will be careful that in addition to the sandals, staff and scrip, their whole preparation and deportment be such as shall cause them to be recognized as children of humility. Teach that "Magna est veritas et praevalabit" is the motto of our orders and although in the course of their pilgrimage, they will often find the heights of fortune inaccessible, and the thorny path of life crooked, adverse and forlorn; yet, by faith and humility, courage, constancy, and perseverance in the great duties set before them in the gospel, they may gain admission into the asylum above there to enjoy the honor and rewards that await the valiant soldiers of the Lord Jesus Christ.

Finally, be ye perfect, always abounding in the works of the Lord that you may be a shining light in the world. A city that is set on a hill cannot be hid.

#### THE TREASURER.

The qualities which should recommend a Treasurer are accuracy and fidelity: accuracy, in keeping a fair and minute account of all receipts and disbursements; fidelity, in carefully preserving all the property and funds of the Commandery, that may be placed in his hands, and rendering a just account of the same whenever he is called upon for that purpose.

#### THE RECORDER.

The qualities which should recommend a Recorder are, promptitude in issuing the notifications and orders of his superior officers; punctuality in attending the meetings of the Commandery; correctness in recording their proceedings; judgment in discriminating between what is proper and what is improper to be committed to writing; integrity in accounting for all moneys that may pass through his hands, and fidelity in paying the same over into the hands of the Treasurer.

#### THE STANDARD BEARER.

Your duty is to display, support and protect the standard of the Order, which I now with pleasure, confide to your valor. You will remember that it is our rallying point in time of danger; and when unfurled in a just and virtuous cause, you will never relinquish it to an enemy but with your life. Let, therefore, your conduct be such as all the virtuous will delight to imitate; let the refulgent rays which ever emanate from pure benevolence and humility, diffuse their luster on all around, that it may encourage and animate all true and courteous knights, and, at the same time, confound and dismay all their enemies.

#### THE SWORD BEARER.

Your duty is to watch all orders and signals from the Eminent Commander, and see that they are promptly obeyed. You are also to assist in the protection of the banners of the Order, and with a heart lively devoted to the principles of Faith, Hope and Charity; with the mystic sword that is endowed with justice and fortitude, and tempered by mercy, in your hand, you may cast your eyes upon the standard, and remember that "In hoc signo vinces" is an expressive motto of our Order, and consoling to the heart of every believer.

#### THE WARDER.

Your duty is to announce the approach and departure of the Eminent Commander; to post the sentinels, and see that the asylum is dually guarded. You will, also, report all petitions from visitors and strangers, and communicate the orders of your superior officers; and I charge you to be punctual in your attendance at our meetings, and indefatigable in the discharge of your important duties; for though yours is among the last offices in the Commandery, it is by no means the least in importance.

## THE THREE GUARDS.

Your duty is your post; your post one of honor as well as danger. You will therefore be vigilant, and challenge with spirit, examine with caution, admonish with candor, relieve cheerfully, protect with fidelity, and fight valiantly.

## SIR KNIGHTS

To manage and conduct the concerns of a Commandery of Knights Templar with that promptitude, integrity and skill which the institution demands, will require the exercise of all the talents and perseverance of its Officers and members. Are any of you solicitous that your equals and inferiors should conduct themselves toward you with deference and respect? you will be sure to let no opportunity pass without furnishing them an example in your own conduct. The Officers will recollect that those moral and religious duties and precepts which they, from time to time, so forcibly impress upon the minds of others, should by no means be neglected by themselves; and the most effectual way to insure success is to let precept and example go hand in hand.

I would therefore exhort you to look well to the East, to the West, to the North, and to the South, and see that the entering avenues are strictly guarded, and that you suffer no one to pass the threshold of your Asylum but the worthy children of humility; and, at the same time, that you suffer no one to walk among you disorderly without admonition or reproof. While such is the conduct of the Officers and members, you may rest assured that this valiant, magnanimous Order will forever flourish like the green bay tree.

And now, Sir Knights, I would address you in the language of David to his beloved city, Peace be within thy walls, *and* prosperity within thy palaces. For my brethren and companions' sakes, I will now say, Peace *be* within thee.