

CLASS POSITIONING GUIDELINES

Supplement to the 2007 Edition of the Royal Arch Ritual

PREFACE

This document is a supplement to the 2007 Edition of the “Ritual of the Grand Chapter of Royal Arch Masons of the State of California” and applies to Festivals/Pilgrimages only. This supplement, dated January 12, 2007, will take precedence over all other information on Class Positioning Guidelines previously issued.

The location of the class in these instructions may be adjusted to the size of the Lodge/Chapter Room. Where there is a page and line number in parentheses it refers to the page and line in the 2007 edition of the Ritual.

Where “CND” appears in the Ritual it is to be construed as “exemplar” unless otherwise noted herein. One exemplar at a time will be used in the first three degrees. The exemplar may be changed between the different sections of the degrees. Three exemplars are to be used in the second section of the Most Excellent Master Degree and in the Royal Arch Degree.

In the degrees, where the candidate's name is used, the proper ritual will be “**Brother (exemplar's name) representing a class of (number of candidates in the class) who have been regularly initiated, etc.**” This ritual is to be used the first three times the candidate is introduced (by the RWM at the start of the degree, the JD at the door of the preparation room and the SD at the altar). Similar ritual is to be used by the High Priest at the beginning of the Royal Arch Degree. Except that the three exemplar's names are to be used.

Candidates' Guide (CG) may include more than one person, but they must be trained together to work as one.

MARK MASTER DEGREE

If a Prologue is to be given, it should be presented in a separate room, while the Lodge is being opened. The exemplar should be attired and instructed prior to the Prologue. When the Prologue is completed, there should be someone at the preparation room door who can let the CG know that the Lodge is ready for the entrance of the candidates.

1. When the JD has informed the Tiler that “a Lodge of Mark Masters is now open” and returned to his station, the CG should (without further cue) lead the candidates into the lodge room via the preparation room door and seat them in the northwest. This section should be reserved for that purpose.
2. Following the Preview Lecture the CG takes the exemplar to the preparation room and

directs him to wait there for further instructions. CG returns to the lodge room.

3. In all cases, when the RWM gavels, the CG should see that the candidates respond accordingly.
4. When the JW gavels (page 14, line 28 and page 20, line 20) all stand, but the candidates do not respond to his order to assemble; the exemplar should be the only candidate involved in the pursuit of wages. The craftsman referred to should be cast members not sideliners.
5. When the JW gavels (page 16, line 5 and page 20, line 22) all are seated, except those in the procession.
6. For prayer (page 19, line 25) and at other prayers, CG should see that candidates stand and fold arms.
7. Candidates, except exemplar, remain at their seats, obeying the RWM's gavel, until exemplar is in due form and RWM gavels up the lodge and the Marshal calls for two parallel lines (page 29, line 3).
8. CG will direct candidates to form in straight line(s) west of the altar and behind the SW and SD.
9. CG directs candidates to place their right hand over their heart and place their left hand on the right shoulder of the candidate to their left. The candidate on the extreme left (north) of the line will place both hands on a second bible held by the CG. In the event that there is more than one line of candidates, the candidate on the extreme left (north) of the back lines will place his left hand on the left shoulder of the candidate in front of him, forming a complete chain.
10. CG will instruct the candidates to repeat the obligation with the exemplar.
11. When the RWM begins the instruction regarding grips and words, (page 33, line 7) the CG and a knowledgeable assistant should duplicate the work of the RWM and SD, if necessary, positioning themselves to give the candidates the best view.
12. When the work at the altar is complete and the RWM returns to his station and raps (page 35, line 1) the CG will conduct the candidates to seats in the first rows of the southeast, reserved for that purpose.
13. When the Questions and Answers of the Lecture are finished, and the RWM directs candidate to rise and stand in front of the east (page 44, line 29) only the exemplar rises; the other candidates remain seated. If necessary, the CG and a knowledgeable assistant shall again duplicate the exemplification of the signs for the candidates.

14. When the RWM descends to the floor and hands the exemplar a temporary token (page 45, line 29) CG should inform the candidates that they will receive a mark from their own Chapter.
15. In the Third Section, the exemplar is the only candidate who joins the craftsman in the pursuit of wages.
16. When the RWM starts the ‘Call Back’ (page 50, line 26) the CG should, when instructed, see that the candidates with the exemplar line up west of the altar, facing east, give the sign and retire via the ante room door. After the Call Back, the RWM shall declare the brethren to be free from restraint until the sound of the gavel in the East. The jewels should not be broken.

PAST MASTER DEGREE

At the start of the degree (page 58, line 25) and when the exemplar is introduced by the SD at the altar, the same ritual is to be used as shown in the Preface.

1. When instructed by the RWM (page 59, line 1), the SD will bring the exemplar in through the ante room door and conduct him west of the altar. The CG should see that the remaining candidates follow behind the exemplar. When they are west of the altar, CG should line them up behind the exemplar, facing East.
2. When the exemplar is in due form, the RWM gavels up the lodge (page 59, line 24). CG directs candidates to place their right hands over their hearts and left hands on the right shoulder of the candidates to their left as in the previous obligation. All candidates are to repeat the obligation with the exemplar. The exemplar will kiss the bible on the altar. CG will carry the second bible around to each candidate in line for them to kiss.
3. When the RWM extends his right hand in token . . . etc., and directs the exemplar to ‘‘Arise’’ (page 61, line 9) the CG and a knowledgeable assistant should duplicate the work of the RWM and SD, if necessary, positioning themselves to give the candidates the best possible view.
4. When the work at the altar is complete, RWM returns to the East and gavels. CG shall conduct candidates, except exemplar, to seats in the front rows of the southeast, which section should be reserved for that purpose. (*Ignore instructions on page 62, lines 11 and 12.*)
5. SD conducts exemplar to East via north side of altar.

6. Only the exemplar is invested with the jewel and seated in the Oriental Chair (page 62, lines 15 - 20). *(Ignore instructions on page 63, lines 2 - 4)*
7. When the RWM asks the exemplar to take his place in front of the East (page 64, lines 19 and 20), the CG tells the candidates to rise and conducts them in front of the East behind the exemplar. Explanatory Lecture is delivered to all candidates.
8. When the RWM starts the "Call Back" (page 67, line 20) the CG should conduct the candidates west of the altar, instruct them in giving the sign and lead them out through the ante room door.

MOST EXCELLENT MASTER DEGREE

In the event that one lodge room is used for the conferring of this Degree no candidates should be present while the lodge room is being set up for the second section. In the second section of this Degree three exemplars should be used, one for the Keystone and two for the seating of the Ark. Slaying of the lamb is optional. (Some Chapters do it at page 96, line 26)

1. At the sound of the gavel in the East, CG will see that the candidates, including the exemplar, are seated in the northwest, which section should be reserved for that purpose.
2. RWM will call the lodge from refreshment to labor and see that the Tiler is informed.
3. The Preview Lecture will be delivered to the candidates, after which, CG will conduct the exemplar to the preparation room and see that he is properly prepared (page 77, line 4). CG will then direct him to remain there for further instructions and return to the lodge room.
4. When the exemplar is received into the lodge, the ritual as shown in the preface is to be used. At all other times only the exemplar name is to be used.
5. When the exemplar is at the altar in due form, RWM gavels up the lodge (page 84, line 8). CG will direct the candidates to form a line(s) west of the altar, behind the SW, facing east.
6. CG will direct the candidates to place their right hand over their heart and their left hand on the right shoulder of the candidate on their left. The last candidate on the left (north) places both hands on the bible held by the CG. All candidates are to repeat the obligation with the exemplar. When the exemplar kisses the bible on the altar, the CG will carry his bible along the line of candidates for that purpose, turning to a fresh page for each, as a courtesy.
7. After the RWM raises the exemplar to instruct him on the grip and word, CG and a knowledgeable assistant should duplicate the work of the RWM and SD, if necessary, positioning themselves to give candidates the best view.

8. After all are seated by the gavel (page 87, line 4) the RWM shall call the lodge to refreshment “for the purpose of setting up the lodge room for the second section of the Degree.” CG conducts candidates from lodge room via preparation room door.
9. After the lodge room is set up or when second lodge room (already set up) is used the officers will assume their stations. The CG will then conduct all candidates, through the preparation room door, to seats in the northwest. The three exemplars with the SD should be seated on the west end of the front row near the pillars.
10. RWM calls the lodge from refreshment to labor, SD attends altar, JD informs Tiler.
11. At the MAR command “Craftsmen, you will form in procession etc.” (page 87, line 29). The SD and the three exemplars get in line behind the divisions and the SD gives keystone to the first exemplar (page 88, line 9). All other candidates remain on the sidelines.
12. At the end of the first procession the SD instructs the first exemplar to give the keystone to the RWM. (page 89, line 12)
13. Following the RWM command that the Ark of the Covenant be seated in the sanctuary, the SD and the three exemplars go to the sidelines and procure the Ark, (page 89, line 27) the second and third exemplars carry the Ark behind the SD and first exemplar.
14. At the end of the second procession, the three exemplars follow the SD and place the Ark on the pedestal located east of the arch (page 91, lines 29-33).
15. When the fire descends and the brethren kneel the SD and candidates, including exemplars, remain standing.
16. When the RWM directs the brethren to be seated (page 98, line 25), the CG will move all candidates, except the three exemplars, to seats in the southeast reserved for that purpose. The SD, when instructed, will conduct the three exemplars to a position between the Ark and the arch.
17. At the completion of the lecture, the exemplars are conducted to the sidelines with the other candidates. All candidates stand for the Charge.
18. After the Charge, the RWM should prepare to “Call Back” (page 102, line 17) and direct the candidates to retire (page 102, line 18). CG should see that candidates line up west of the altar, facing east, give the sign and retire through the ante room door.

ROYAL ARCH DEGREE

The Preview Lecture should be presented in a separate room so that the candidates do not get a view of the setting in the Chapter Room until they have passed under the living arch. It should be presented in a quiet environment, where there is no other activity or distraction. The candidates should not see the cast in robes and makeup until after they have entered the tabernacle. Because of the time required, selected companions should assist the CG in the preparation of the candidates.

1. All candidates must enter under the living arch. When the PS and the candidates have gone under the arch, the CG will remove and collect the hoodwinks from all candidates except the three exemplars. The candidates are seated in the northwest.
2. When the CH directs the exemplars to kneel at the altar, CG will ask the candidates to rise and fold their arms for prayer.
3. After prayer, all except exemplars and their guides will be seated (page 128, line 8). Seating will be pre-reserved in an area best suited to the circumstances of the facilities: a clear view of the projection of slides, if used, as well as the floor work, will affect the choice.
4. When the CH instructs the PS to place the candidates in due form (page 128, line 23) CG will direct the candidates to rise and remain at their seats and each place his right hand over his heart and his left hand on the right shoulder of the candidate on his right. The candidate on the extreme left will place both hands on a second bible, held by the CG. If the class is small, they may stand in a straight line behind the exemplars at the altar, using the same procedure as previous obligations.
5. CG will instruct the candidates to repeat the obligation with the exemplars.
6. CH will demonstrate penalty to each exemplar. Penalty is not demonstrated on candidates on sidelines. Only the exemplars kiss the bible on the altar, all other candidates will kiss the bible, held by the CG, as he passes through the lines.
7. CG will direct the class to be seated before CH starts journey with "Arise" (page 130, line 31)
8. When the M1V raps three times with his right foot (page 141, line 32) it is intended for the Veils only, and the CG will see that the candidates remain seated.
9. When HP gavels three times, CG will see that the candidates rise (page 156, line 24) and that they be seated when HP gavels once (page 158, line 7).
10. When the HP says . . . "The council, will now instruct you" (page 158, line 28) the CG will direct the candidates to rise and move onto the floor for the forming of the triangles.

The triangles should be formed in accordance with the instructions on page 158, lines 30-33. If the class is large, knowledgeable companions from the sidelines may be used.

11. After all candidates are instructed, all except the three exemplars will be directed to return to their seats. The CG will see that all candidates, except the exemplars, are seated in the front row(s) of the southeast, reserved for that purpose. The exemplars will stand in front of the East. (page 159, line 32)
12. After the HP says "There is no grip in this degree" (page 160, line 29) he will instruct the exemplars to be seated on the sidelines with the other candidates. The cryptogram and lecture will then be delivered to all candidates.
13. Since all candidates may not be from the host Chapter, instead of being directed to sign the by-laws (page 168, line 32) all newly greeted RA Masons should be directed to contact their respective Chapter Secretaries (who should be introduced) for signing of the by-laws.
14. Before closing, a member of the class should be called upon to speak for the class. This representative of the class should be appointed, with his concurrence, prior to the start of the Degrees.
15. CG should see that the candidates join in the closing ceremonies.