



# Grand High Priest's Award

For Outstanding Leadership  
and Capitular Effort!

Created: April 9, 2022

By Direction of M::E:: Ernest A. Bean – Grand High Priest

**The GHP Award Committee:**

R::E:: Michael S. Bickford– Chairman

R::E:: Jacob Yanovich

R::E:: John W. Ruggles, II

R::E:: Daniel J.T. Daley

# Pause and Consider

Congratulations! You are about to embark on a journey to lead your Royal Arch Chapter to new heights, and to inspire those who will follow. This is your opportunity to “bring light and knowledge to the uniformed Mason,” and complete the lessons taught in the Blue Lodge, fulfilling the mission of Royal Arch Masonry.

While the High Priest of a Royal Arch Chapter applies for this award, he cannot do it alone. The requirements are met through the combined efforts of the entire Royal Arch Chapter. The High Priest draws on the wisdom of Solomon to provide the leadership and incentive to inspire and stimulate the members of your Royal Arch Chapter.

This award will challenge you to perform not only the activities required by the Grand Royal Arch Chapter’s Constitutions and Digest and your local By-laws, but also to plan and execute beyond the bare minimums, and to build your team into one that fulfills the very mission of Royal Arch Masonry. The work of all the Companions will serve to strengthen the Chapter and make the Chapter a driving force across Massachusetts Freemasonry.

We want you to qualify for this prestigious award and are here to support you at every step along the way. To help you in your efforts, guidelines have been suggested on the following pages.



## **Grand Royal Arch Chapter Office**

R::E:: Donald S. Stevens  
Email: [GrandSec@mayorkrite.org](mailto:GrandSec@mayorkrite.org)

186 Tremont Street, Room 405  
Boston, MA 02111-1003

Phone:(617) 426-1973  
Toll Free - (866) 426-1

# Four Steps to Success

## **1. TO BE COMPLETED PRIOR TO INSTALLATION**

- a. Plan your year! (See attached sample term plan).
- b. Share your plan with the officers and members of your Royal Arch Chapter and the District Deputy Grand High Priest for review.

## **2. WITHIN 14 DAYS OF INSTALLATION**

- a. Submit the following to the District Deputy Grand High Priest:
  - i. Letter of intent to qualify for this award.
  - ii. Your Name, mailing address, email, Royal Arch Chapter name, and phone number.
  - iii. Copy of your program plan.
  - iv. Any other information you deem necessary.

## **3. EXECUTION**

- a. Work the Plan! (Review the plan monthly).
- b. Follow up with Secretary and Treasurer monthly to see that reports are filed, including annual reports and 990.
- c. Follow up on all requests from the Grand Secretary and Grand Royal Arch Chapter.
- d. Do not work it alone. Remember to work with your members; they want to help!

## **4. RECAP LETTER AND ARTIFACTS (within 30 days of the end of the term):**

- a. Submit the following to the District Deputy Grand High Priest for review:
  - i. Follow up letter summarizing how you met the requirements of this award.
  - ii. Term Plan.
  - iii. Recap of all activities completed.
  - iv. Copy of Annual Report(s).
  - v. Copy of Audit Report(s).
  - vi. Copy of filed 990.
  - vii. Copy of the Chapter By-Laws.

**The District Deputy Grand High Priest will review and forward with his recommendation to the Grand High Priest for final approval.**

# PLAN your Work and Work your PLAN!

## 1. CREATE A TERM PLAN (See “Sample Term Plan”)

- a. Start with the basics:
  - i. Meeting Nights.
  - ii. Rehearsals.
  - iii. Planned Degrees.
  - iv. Your Royal Arch Chapter annual and /or traditional events.
  - v. Grand Royal Arch Chapter scheduled events.
- b. Review and add the **Required Activities**.
- c. Review **Optional Activities** and add in as you see fit.
- d. It’s always better to add a few extra activities and remove them later than to run short from the beginning.
- e. Share this plan with your officers and other members for feedback.
  - i. Let’s get as many invested in the year’s plan as possible. (Build the excitement!)

## 2. ADMINISTRATION (Seeing all reports are appropriately maintained and submitted)

- a. Monthly Reports Filed:
  - i. Secretary.
  - ii. Treasurer.
- b. Annual Reports Filed:
  - i. Secretary.
  - ii. Treasurer.
  - iii. Auditor(s).
  - iv. 990.
- c. By-Laws:
  - i. When were they last reviewed?
  - ii. Are they available electronically?
  - iii. Are they up to date at Grand Royal Arch Chapter?
- d. Check you have copies of:
  - i. Grand Royal Arch Chapter Constitution and Digest.
  - ii. Royal Arch Handbook (Red Book).

## 3. POSITIVE MEMBERSHIP GROWTH – What’s your goal?

- a. New Candidates.
- b. Membership Retention.
- c. Bringing back “rusty” Companions.

# REQUIRED ACTIVITIES

1. ANNUAL AND SEMI-ANNUAL CONVOCATION OF THE GRAND ROYAL ARCH CHAPTER: It is the duty of the Excellent High Priest, King, and Scribe to attend Convocations of the Grand Royal Arch Chapter. Attendance by at least two of the council officers at each convocation is mandatory.
2. ATTENDANCE AT EXEMPLIFICATION: All installed officers of the Royal Arch Chapter must attend the annual Grand Royal Arch Chapter Exemplification.
3. ATTENDANCE AND PARTICIPATION IN A CHAPTER OF INSTRUCTION: All Officers of the Chapter must also participate in a District Chapter of Instruction.
4. GRAND ROYAL ARCH CHAPTER REQUIREMENTS FULFILLED:
  - a. Number of meetings as required by your By-laws (8 minimum).
  - b. Secretary's reports (meeting and annual.)
  - c. Treasurer's Report (annual).
  - d. Audit Report.
  - e. 990 filed.
5. DISTRICT DEPUTY GRAND HIGH PRIEST VISITATIONS: Every Royal Arch Chapter should addend the District Deputy Grand High Priest Visitations. 70 percent attendance of the top three officers (High Priest, King, and Scribe) is required.
6. MEMBERSHIP: A plan must be established in writing which will address the following:
  - a. Retention of the currently active members.
  - b. Renewal of current members who rarely attend a Royal Arch Chapter.
  - c. Revival of those members who have demitted or left the Royal Arch Chapter.
  - d. Support your Capitular District Blue Lodges as a pipeline to your Royal Arch Chapter.
  - e. Recruiting of prospective members who meet the principles of membership.
  - f. Objectives should be established for all the above areas, with reporting of the achievement of those objectives at year-end.
7. MEMBERSHIP RETENTION: Describe in detail your Royal Arch Chapter's program to avoid suspensions for non-payment of dues and demits. In each instance where a suspension or demit has occurred, you must show that every effort has been made to prevent said action.

8. OFFICER TRAINING:

- a. Secretaries and Treasurers attend a full Series of Groupable Training Sessions (Three Sessions at this time).
- b. All Officers should attend the Grand Lecturers Workshop (Typically via Zoom).
- c. All Officers should attend an Online Training Session (York Rite 2.0).

9. FUNDRAISING:

- a. Develop a plan to raise at least \$5.00 per Companion to support one or more of the following:
  - i. Grand Royal Arch Chapter Charities.
  - ii. Grand Royal Arch Chapter Educational Grants.
  - iii. Local Royal Arch Chapter.
  - iv. Local Royal Arch Chapter Charities.
  - v. Donation to your Building.

10. YOUTH PROGRAM SUPPORT (DeMolay/Rainbow/Scouting): The support may be for any of these youth organizations. It may be in the form of adult leadership or sponsorship of the Chapter, Assembly, or Troop, scholarship contributions or Leadership Conference sponsorship, Conclave or Grand Assembly involvement, or other active services to these young people. Personal attendance by Royal Arch Chapter members is encouraged. Describe your program, naming individual Royal Arch Chapter representatives and listing their specific activities.

11. WIDOW AND ELDER OR SENIOR MEMBER PROGRAM: Establish a committee to develop and maintain a current list of all widows and elder or senior members of the Royal Arch Chapter (recommended age 80 and older). The list should include shut-ins and those with illnesses. Wellness check-ins are topics that should be discussed to ascertain if they are in need. Holidays, birthdays, and harsh weather are times when contact would be most appreciated. Invitations to Royal Arch Chapter events should be offered, including rides to and from events.

12. PERFORM (Participate in) AT LEAST ONE SET OF DEGREES: The Royal Arch Chapter must host, participate in, or exemplify each of the Degrees during its Capitular year.

# OPTIONAL CATEGORIES

(Minimum of 6 out of 12 Required)

1. GRAND CHAPTER SOCIAL / CHARITY EVENT:
  - a. Attend or host a Grand Royal Arch Chapter Charity Event.
  - b. Attend or host a York Rite Social Event.
  - c. Attend or host a York Rite Unity Program.
  
2. YORK RITE PROMOTION PROGRAM: Develop a program to educate prospective members on Capitular Masonry and the other York Rite Bodies.
  - a. Present or Host a Royal Arch Chapter Awareness Program.
  - b. Festive Board.
  - c. Present “**The RITE Way**” York Rite Introduction Program.
  - d. LOI/Lodge Speaking about Royal Arch Chapter.
  
3. FAMILY/LADIES SOCIAL PROGRAMS: Develop and execute a program around Masonic Family activities. These may include Ladies’ Nights, Father and Son Night, Family Nights, Holiday Parties, Family Picnics, Field Days, Mystery Rides, or other functions designed for family participation.
  
4. AFFIRMATION DAY: Develop a program to celebrate Affirmation Day. Or participate in a District-wide Affirmation Day program.
  
5. SPEAKERS PROGRAM: Develop a speaker’s program within your Royal Arch Chapter to educate your members on topics such as:
  - a. What it means to be a Chapter Mason today.
  - b. Topics in the history of Capitular Masonry
  
6. VISIT ALL THE CHAPTERS WITHIN YOUR DISTRICT: Develop a plan to visit each of the other Chapters within your District. At least four officers/members must be present at each visit. Make it memorable and build relationships with the other Chapters. At least one of the top three officers must be present at each visit.
  
7. VISIT AT LEAST ONE ROYAL ARCH CHAPTER OUTSIDE YOUR DISTRICT: Visit at least one Royal Arch Chapter outside of your district. Invite them to reciprocate on one of your special nights. At least four officers/members should be present for each visit.
  
8. PARADE PARTICIPATION: Participate in a local parade. Invite as many Companions as you can and don’t forget to request dispensation.
  
9. ASSIST OTHER CHAPTERS WITH THE DEGREES: Assist another Royal Arch Chapter by providing at least three officers to perform in any of the Degrees needed.

10. REVIEW /IMPROVE ROYAL ARCH CHAPTER FINANCIAL STATUS: Develop a plan to review and improve (if necessary) the financial status of your Royal Arch Chapter. Describe areas for improvement and actions taken to improve.

11. CAPITULAR EDUCATIONAL EVENTS: Use the Capitular Development Program or Develop a program to educate members in the Capitular Degrees.

## SAMPLE TERM PLAN

<u>Sample Term Program</u>		
<p style="text-align: center;"><u>September</u></p> <ul style="list-style-type: none"> <li>• Rehearsal</li> <li>• Convocation               <ul style="list-style-type: none"> <li>○ Annual Mtg.</li> </ul> </li> </ul>	<p style="text-align: center;"><u>October</u></p> <ul style="list-style-type: none"> <li>• Rehearsal</li> <li>• Convocation               <ul style="list-style-type: none"> <li>○ Installation of Officers</li> </ul> </li> <li>• <b>GRAC Annual Convocation</b></li> </ul>	<p style="text-align: center;"><u>November</u></p> <ul style="list-style-type: none"> <li>• Rehearsal</li> <li>• Convocation               <ul style="list-style-type: none"> <li>○ <b>GRAC Exemplification Degree Team Rehearsals</b></li> </ul> </li> </ul>
<p style="text-align: center;"><u>December</u></p> <ul style="list-style-type: none"> <li>• Rehearsal</li> <li>• Convocation</li> <li>• <b>Exemplification Degree Day.</b> <ul style="list-style-type: none"> <li>○ Holiday Party</li> </ul> </li> </ul>	<p style="text-align: center;"><u>January</u></p> <ul style="list-style-type: none"> <li>• Rehearsal</li> <li>• Convocation               <ul style="list-style-type: none"> <li>○ <b>Online Training Program</b></li> </ul> </li> </ul>	<p style="text-align: center;"><u>February</u></p> <ul style="list-style-type: none"> <li>• Rehearsal</li> <li>• Convocation               <ul style="list-style-type: none"> <li>○ <b>Grand Lecturers Workshop</b></li> <li>○ <b>GRAC One Day Class</b></li> <li>○ Awareness Program</li> </ul> </li> </ul>
<p style="text-align: center;"><u>March</u></p> <ul style="list-style-type: none"> <li>• Rehearsal</li> <li>• Convocation</li> <li>• Rehearsal for District Chapter of Instruction</li> <li>• <b>District Chapter of Instruction</b></li> </ul>	<p style="text-align: center;"><u>April</u></p> <ul style="list-style-type: none"> <li>• Rehearsal</li> <li>• Convocation               <ul style="list-style-type: none"> <li>○ Appoint Nominating Committee</li> </ul> </li> <li>• <b>GRAC Semi Annual Convocation</b></li> </ul>	<p style="text-align: center;"><u>May</u></p> <ul style="list-style-type: none"> <li>• Rehearsal</li> <li>• Convocation               <ul style="list-style-type: none"> <li>○ Elections</li> <li>○ Affirmation Day</li> </ul> </li> </ul>
<p style="text-align: center;"><u>June</u></p> <ul style="list-style-type: none"> <li>• Convocation(?)</li> </ul>	<p style="text-align: center;"><u>July</u></p> <ul style="list-style-type: none"> <li>• Summer Event?</li> </ul>	<p style="text-align: center;"><u>August</u></p> <ul style="list-style-type: none"> <li>• Summer Event?</li> </ul>



**Required Categories:**

- Annual and Semi-Annual Convocation of the Grand Royal Arch Chapter.
- Annual Grand Chapter Exemplification or One Day Class Attendance.
- Attend District Exemplification. (Chapter of Instruction).
- Grand Royal Arch Chapter requirements are fulfilled.
- District Deputy Visits.
- Membership Program.
- Membership Retention.
- Officer Training.
- Fund Raising Event(s):
  - Grand Chapter Charities.
  - Local Chapter Charities.
- Youth Program Support.
- Widow/Older Member Contact.
- One Set of Degrees:
  - Mark Master Mason.
  - Past Master.
  - Most Excellent Master.
  - Royal Arch.

**Optional Categories:**

- Grand Chapter Charity / Social Events.
- York Rite Awareness Programs.
- Family/Ladies Social Programs.
- Affirmation Day.
- Speaker's Programs.
- Visit Chapters within your District.
- Visit Chapters outside your District.
- Parade Participation.
- Assist other Chapters with the Degrees.
- Chapter Financial Improvement.
- Capitular Education.

**Other:**

- Your Royal Arch Chapter Annual Events.
- Community Service Program.
- Service Committee Activity.
- Past High Priest's Night.
- Step-up Night.
- Members Ritual Night.