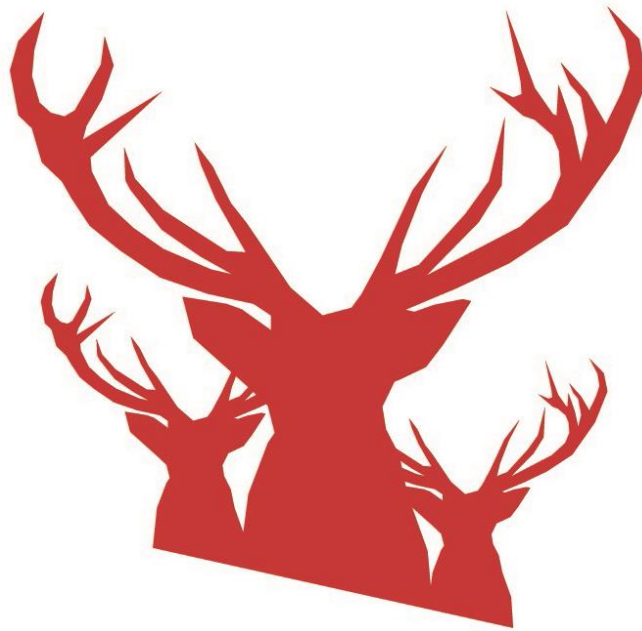


Elks of Canada



Book of Ritual/Ceremonials

Revised April 2016

RITUAL

OF THE

ELKS OF CANADA

INCORPORATED BY SPECIAL ACT OF THE PARLIAMENT OF CANADA, GEORGE V, Chap. 110 AS ASSENTED TO ON THE 16TH DAY OF MAY, 1913, AND, AS AMENDED BY 44 CHAPTER 186 OF THE 29-30-31 ELIZABETH II, 1980-82 OF THE PARLIAMENTS OF CANADA AS ASSENTED TO ON THE 4TH DAY OF AUGUST, 1982

ISSUED BY THE AUTHORITY OF

The Grand Lodge
Elks of Canada

Head Office

100, 2629 - 29th AVENUE, REGINA, SASK.

REVISED
APRIL 2016

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Note 1: The Institution of a New Lodge Ceremony is available from the Grand Lodge office.

Note 2: The Installation Ceremony for Provincial/Territorial Officers is totally up to the respective Provincial/Territorial Association and is available directly from them.

GENERAL INSTRUCTIONS

1. Where a Lodge has opted to use non-traditional titles for its Officers, they may when performing or interpreting any of the rituals and ceremonies of the Order, substitute the non-traditional titles for the traditional titles as follows:

Exalted Ruler	may be substituted by	President
Immediate Past Exalted Ruler	may be substituted by	Immediate Past President
Leading Knight	may be substituted by	1 st Vice President
Loyal Knight	may be substituted by	2 nd Vice President
Lecturing Knight	may be substituted by	3 rd Vice President
Esquire	may be substituted by	Sergeant –at-Arms

2. The stations of the various Officers in the Lodge-room shall be as follows:

EXALTED RULER: At the head of the room, and midway of its width.

IMMEDIATE PAST EXALTED RULER: At the left of the Exalted Ruler.

LEADING KNIGHT: Directly opposite the Exalted Ruler.

LOYAL KNIGHT: Midway between the Exalted Ruler and the Leading Knight, on the left side of the room, looking from the Exalted Ruler's station.

LECTURING KNIGHT: Directly opposite the Loyal Knight.

ESQUIRE: To the left, and slightly in front of the Exalted Ruler.

CHAPLAIN: To the right, and slightly in front of the Exalted Ruler.

SECRETARY: At the head of the room, to the left of the Exalted Ruler.

TREASURER: At the head of the room, to the left of the Exalted Ruler.

MEMBERSHIP DIRECTOR: At the Lodge Entrance.

If, at any meeting, a Special Degree Team be appointed for the purpose of conferring the Initiatory Degree, the Exalted Ruler shall assign its members to their respective stations.

The Lodge may choose to appoint an Inner Guard. His/her station will be at the Lodge Entrance.

3. The Altar shall be placed in the centre of the Lodge-room. It shall be covered by an Altar-drape of purple material with a white border. The sections of this cover which extend over the sides of the Altar shall be V-shaped. The section facing the Exalted Ruler's station shall bear a design showing the letters B.P.O.E. and an Elk's head. The section facing the station of the Leading Knight shall bear a design showing the words "Cervus Canadensis," and an Elk's head. The sections facing the stations of the Loyal Knight and the Lecturing Knight, respectively, shall bear a design showing the word "Canada", and an Elk's head.

On the Altar shall be placed a Holy Bible, a Canadian Flag on a flag-pole, a copy of the Book of Constitution and a replica of a stately Elk (*in miniature*). A Book of their faith may be provided by the candidate during the Ceremony of Initiation.

4. The stands, or pedestals, of the Exalted Ruler, the Leading Knight, the Loyal Knight and the Lecturing Knight shall be covered by drapes of purple material with a white border. The sections of these covers which extend over the fronts of the pedestals shall be V-shaped. The cover of the Exalted Ruler's pedestal shall bear a design showing Two Crossed Gavel, with a Flaming Torch in the centre, and superscribed by the word "Canada". The cover of the Leading Knight's pedestal shall bear a design showing a Clock Dial pointing to Eleven O Clock, and superscribed by the word "Canada".

The cover of the Loyal Knight's pedestal shall bear a design showing the letters B.P.O.E. with a Five-pointed Star below. The cover of the Lecturing Knight's pedestal shall bear a design showing the letters B.P.O.E., and a Holy Bible.

5. The presentation area shall be between the Altar and the station of the Leading Knight.

6. The Emblems assigned to the various Officers of a subordinate Lodge are as follows:

EXALTED RULER: Two Crossed Gavel, with a Flaming Torch in the centre, symbolizing Authority, Leadership, Light and Guidance.

IMMEDIATE PAST EXALTED RULER: Two Crossed Torches, symbolizing the duty of the Immediate Past Exalted Ruler is to advise the Officers of the Lodge in light of experience.

LEADING KNIGHT: Clock Dial pointing to Eleven O clock, signifying that it is the duty of the Leading Knight to remind the members of the hour when all Elks should renew within their hearts their obligations towards each other, thus helping to fulfil our pledge "To make life sweeter, people better, and the world happier."

LOYAL KNIGHT: Five-pointed Star, symbolic of the duty of the Loyal Knight to instruct and guide the newer members in the correct use and performance of Lodge Ritual and Ceremonials.

LECTURING KNIGHT: The Holy Bible, the Word of Truth and Source of Charity, Justice, Love and Fidelity, the main principles of the Order of Elks.

MEMBERSHIP DIRECTOR: Two hands extended in friendship.

ESQUIRE: A replica of an Elk's Head, from which the Elks of Canada has taken its name.

SECRETARY: Crossed Pens, indicating the duty of the Secretary to keep a correct record of the Lodge proceedings, and to conduct its correspondence.

TREASURER: Crossed Keys, symbols of Integrity and Trust, which signify that the Lodge depends upon the Treasurer for the safe-keeping of its funds.

CHAPLAIN: Holy Bible, resting on Triangle, a symbol of the Three Spiritual Requirements – Clean Mind, Pure Body and Faithful Spirit – which are taught and exemplified by the Chaplain, with the Holy Bible as a Guide.

OPTIONAL LODGE OFFICERS

INNER GUARD: Crossed Swords, being symbols of the Challenge on behalf of Right, Truth and Justice. The Inner Guard has the right to challenge all those who seek admission to the Lodge, and is guided in this action by Truth and Justice.

TYLER: Single Sword, symbolic of the Flaming Sword delivered to an Angel of the Lord on guard at the gate of the Garden of Eden, after Adam and Eve were expelled for rebelling against the Creator. It is the right and duty of the Tyler to be satisfied that everyone who enters the portals of the Lodge is entitled to do so.

NOTE: Under the provisions of the Grand Lodge Constitution a Lodge has the option of utilizing additional officer positions known as Inner Guard and/or Tyler. These positions were deleted as mandatory positions at the 1996 and 2001 Grand Lodge Conventions. Lodges opting to have a Tyler as well as an Inner Guard will be required to utilize the former Ritual/Ceremonial in place prior to 1996. Copies of the former Ritual/Ceremonial are available from the Grand Lodge office upon request.

7. The Membership Director shall communicate to the Exalted Ruler the names of members of the Lodge who seek admission to a meeting. When the Exalted Ruler has granted you permission to enter, you will do so and take your seat among those in attendance.
8. While the Lodge is in session the Esquire shall have charge of all regalia and paraphernalia and shall be satisfied that they are all in good order, and that they are placed properly.
9. It shall be the duty of the Esquire to set out the regalia and paraphernalia in the Lodge-room before the Lodge is open and also to make sure that they are stored properly in a safe place after the Lodge is closed.
10. The Membership Director will give a report on the number of members present and the number of visitors present at the meeting just before the Closing Ceremony.
11. The Membership Director shall be in charge of the Lodge Registry before and during the meeting.
12. The sign of fidelity may be used at any time that it may be required: the salutation to the Exalted Ruler may be used at any time after the Exalted Ruler raps the gavel to call the Lodge to order, and the sign of Elkdom may be used only when the Holy Bible is open on the Altar. When giving the sign of Elkdom at the Altar, the left hand is to be placed on the Holy Bible.

The Esquire shall not be required to give the Sign of Elkdom when entering or leaving the Lodge, except on the occasions and in the manner specified in the Ritual.

13. Members and guests are not allowed to enter or to retire from the Lodge-room during the Opening Ceremony, the Reading of the Minutes, the Balloting, the Initiation Ceremony or the Closing Ceremony. During the Initiation Ceremony only the Esquire, the Escorts and the Initiate(s) shall be allowed to enter or to retire from the Lodge-room.

When a Member or guest wishes to retire from or to re-enter the Lodge-room at any other time, they shall do so quietly without disrupting the Lodge.

14. When a Member wishes to bring any subject before the Lodge, they shall rise in their place, extend their left hand with palm upward, face and address the Exalted Ruler beginning with the words, "Worthy Exalted Ruler...". The Exalted Ruler may announce that Brother/Sister _____ has permission to address the Lodge, or the Exalted Ruler may decline to grant the privilege.

15. Members may not pass between the Altar and the station of the Exalted Ruler, except as specified during the Initiation Ceremony.

16. Messages sent into the Lodge shall be transmitted by the Membership Director to the Exalted Ruler. The Membership Director shall have authority to arrest the proceedings for this purpose whenever it is deemed necessary to do so.

17. The inner and outer doors of the Lodge-room shall not be opened during an ordinary or casual recess. If they are opened when a general recess is taken (***on special occasions***), the Lodge shall not be re-convened until after the Exalted Ruler is satisfied that all who are in attendance are entitled to be present.

The Emblems may remain on the Altar during a period of recess, but the Holy Bible shall be closed.

18. The language of the Gavel, as used by the Exalted Ruler, shall be as follows:
One rap (-O-) calls the Lodge to order, or permits the members to be seated after they have arisen; two raps (-O-O-) call up the Officers; three raps (-O-O-O-) call up the Lodge.

19. During the Roll Call by the Secretary, the Esquire shall stand, and shall answer for the Officers present as their names are called.

20. The Grand Lodge favours the appearance of Officers in full Elk uniform and regalia whenever this is feasible, because it adds dignity to the proceedings, and creates a fine impression on members and visitors alike.

21. The fez shall not be removed from the head at any time during any Elks Ceremony, including the singing of "God Save the Queen", "O Canada", or any prayers.

During the singing above-mentioned, we stand with head held high, and arms by the sides at attention: and during all prayers we stand with head bowed with the right hand over the heart in the sign of Fidelity. The fez will be removed only when entering a church, or attending a church service, where the regulations or customs of that church and its members do not allow the wearing of head covering. The fez will not be replaced until after departure from the church or church service.

22. Officers are reminded in the Book of Constitution, Duties of Officers Section, under which it is decreed that it is their duty to memorize their several parts of the ritual thoroughly and familiarize themselves with the Constitution.

23. The Exalted Ruler shall determine all questions of procedure where a decision is required. Any member of the Lodge who is present may appeal against the Exalted Ruler's finding. In that case the Exalted Ruler shall put the question: "Shall the decision of the Exalted Ruler be sustained?" The decision can be set aside only by a two-thirds (2/3) vote of the members present.

24. The Grand Lodge recommends that a Patrol Team, to assist in the conferring of the Initiatory Degree, should be formed wherever it is practicable. It is obvious that the floorwork can be demonstrated more effectively by a well-trained group of this kind than in any other manner. It has been shown also that competition in drills between Lodges tends to increase efficiency, and consequently to arouse more enthusiasm among the members. In the event of a Degree Team being appointed as substitutes for the regular Officers in the conferring of the Initiatory Degree, its members shall occupy, during the Ceremony, the respective positions in the Lodge for which they shall have been selected by the Exalted Ruler.

25. Grand and subordinate Lodges and their members are forbidden to use any rites or ceremonies other than those provided by the Ritual of the Elks of Canada.

26. The List of Ceremonies is to be found in the Table of Contents.

27. Officers who are required to deliver lectures or Charges during the conferring of the Initiatory Degree should be careful to vary the wording of the Ritual by using plural forms when there are two or more candidates at one session.

28.(a) No member or visitor shall be allowed to have or consume any alcoholic beverages, during any regular or special session of any meeting of the Order while it is in session.

28.(b) Subject to local Lodge authority to implement a complete "No Smoking" policy should they desire, smoking is not permitted during the Opening Ceremony, balloting or voting on applications for membership, Initiation Ceremony or Closing Ceremony.

29. The sign of Elkdom shall be given at the opening and closing of the Holy Bible by the attendant when attending the altar.

30. The sign of Fidelity must be used by all Elks present on the following occasions:

- a) During all prayers or grace involving the Order.
- b) When balloting on applications for membership, reinstatement and affiliation.
- c) During the giving of all obligations for membership or Office and at the institution of new Lodges.
- d) During authorized demonstrations to new members.
- e) During the Eleven O clock Service.
- f) While observing periods of silence in memory of departed Members and during the Cenotaph Ceremony.

(The Grand Lodge recommends that Officers of Lodges make every effort to keep their members well-informed regarding the portions of these General

Instructions which are of interest to the Membership as a whole. For this purpose it suggests that Sections 6 through 29 be read aloud to the Lodge by the Secretary twice each year, at suitable intervals, under the heading of "Good of the Order".)

LIST OF PARAPHERNALIA REQUIRED BY LODGES

Altar Cover

Holy Bible

Ballot Boxes

Clock or Gong (*for striking the hours*)

Current Book of Constitution

Miniature Elk, or Replica of Elk's Head

Emblems of Officers

Flag and Flag-pole for Altar

Four Covers for Pedestals

Four Gavel

Large Picture Showing Children's "Smiling Faces"

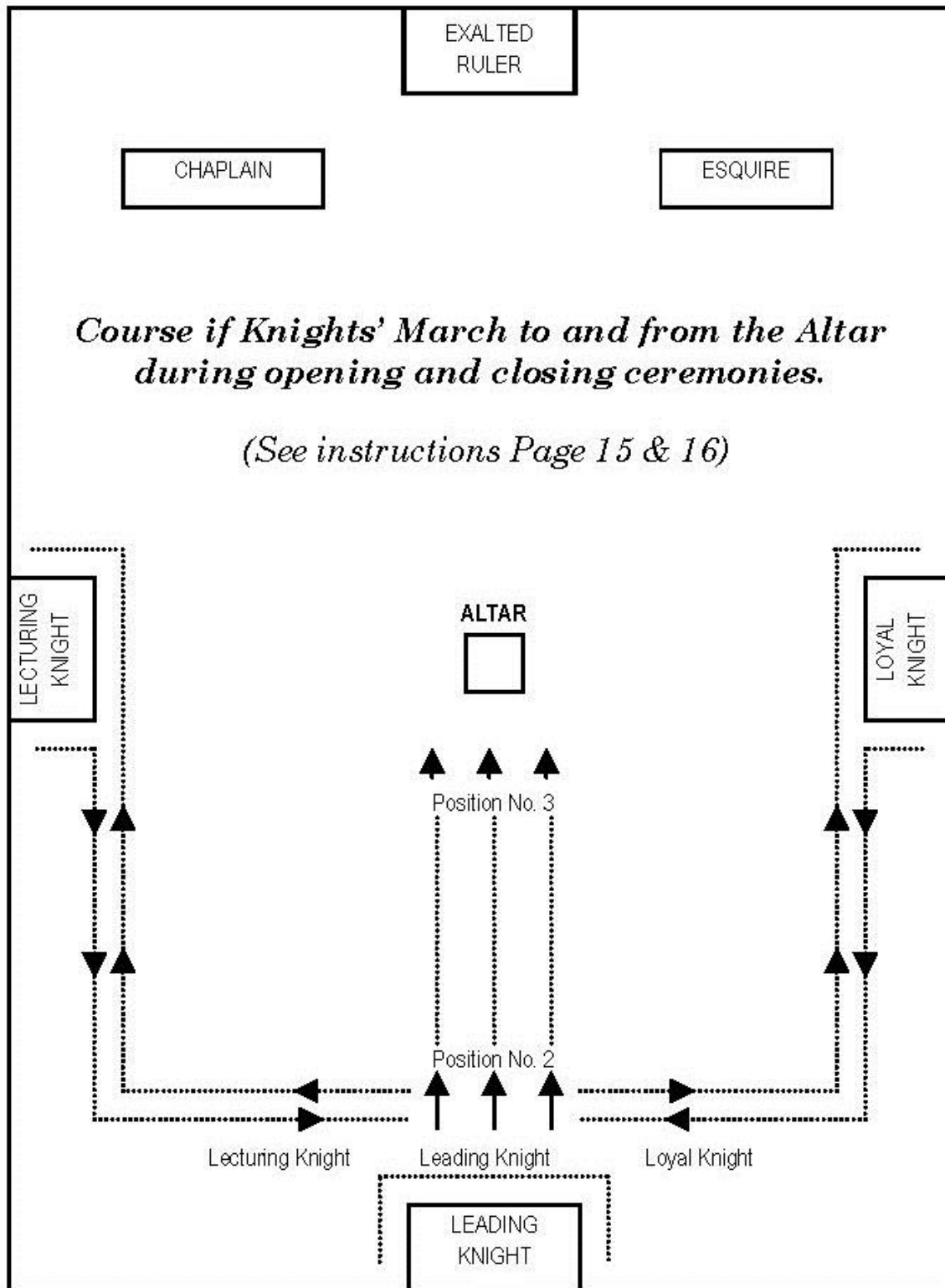
Rituals

Skull

Urn and Generator (*Tri-coloured Fire*) for Altar

***(ALL SUPPLIES FOR LODGES ARE FURNISHED THROUGH THE GRAND
LODGE OFFICE)***

DIAGRAM OF KNIGHTS' MARCH

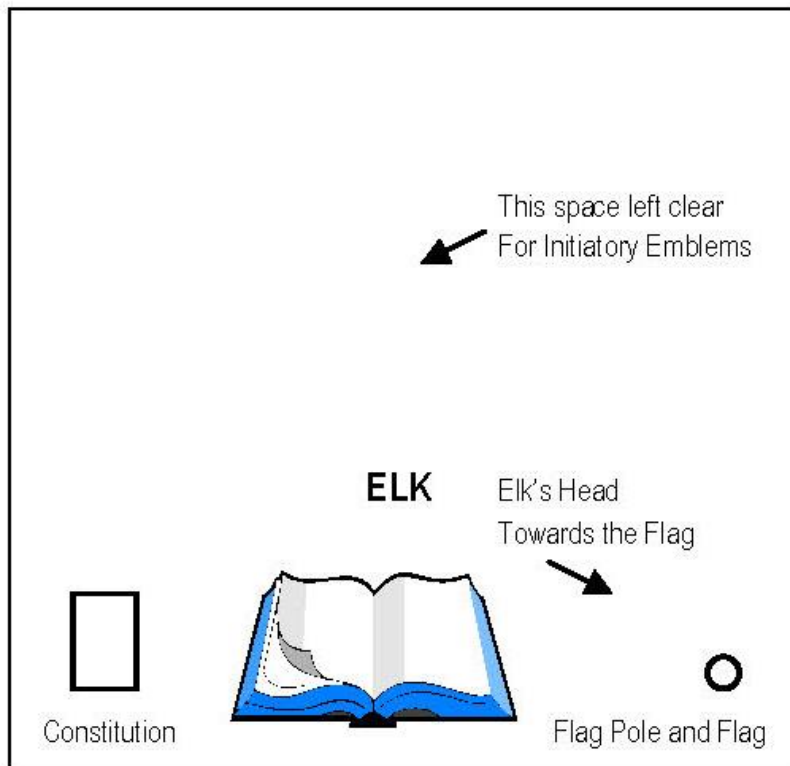


POSITION OF EMBLEMS ON ALTAR

Station of Exalted Ruler



ALTAR



BIBLE

touching the edge of the Altar

Station of the Leading Knight



ORDER OF BUSINESS

(Lodges are encouraged to use an agenda. The following Order of Business is provided as a sample.)

1. Opening Ceremony
2. Roll Call
3. Reception of Visitors
4. Reading of Minutes
5. Grand Lodge and Provincial/Territorial Elks Association Correspondence
6. Other Correspondence
7. Treasurer's Report
8. Payment of Accounts
9. Membership Report
 - a) Membership Committee Activities
 - b) Reading Applications for Membership
 - c) Reports on Applications for Membership
 - d) Balloting on Applications
 - e) Suggestions for Membership and/or Follow-up on Previous Suggestions
10. Other Reports: (a) Officers; (b) Standing Committees; (c) Special Committees; (d) Committee on Sickness and Distress
11. Ceremony of Initiation
12. Unfinished Business
13. New Business
14. Good of the Order
15. Statement of Receipts since last report
16. Leadership Session
17. Attendance Report (Exalted Ruler to appoint Membership Director or Alternate)
18. Closing Ceremony

NOTES:

(In the sample above, the Exalted Ruler could at his discretion announce the Order of Business or alternatively have the Order of Business introduced by the Exalted Ruler addressing the Leading Knight in these words; "Brother/Sister Leading Knight, what is the next Order of Business?" The Leading Knight shall then state the next Order of Business as listed below followed by the words, "Worthy Exalted Ruler...".)

(The Ritual Announcing the Death of a Member shall be given, when required, immediately after the Roll Call)

(At the discretion of the Exalted Ruler, the Ceremony of Initiation may be conducted at any time after the Roll Call)

(Nomination, Election or Installation of Officers, when required, shall take place immediately after the Ceremony of Initiation)

FLOOR WORK INSTRUCTIONS

(These instructions are given as a guide and should be followed as closely as circumstances will permit. See diagram on Page 3)

OPENING CEREMONY

1ST MOVEMENT - Knights take side step - Leading Knight to left, Loyal Knight to left, Lecturing Knight to right.

2ND MOVEMENT - The Leading Knight, Loyal Knight and Lecturing Knight step forward to a point in line with the front of their Station. Leading Knight takes side step to the right to the front of Station. The Loyal Knight turns left and Lecturing Knight turns right.

(Always make square turns. All steps, forward and back, shall start with the left foot and all turns shall be to the right.)

3RD MOVEMENT - The Loyal and Lecturing Knights march to a point in line with the Leading Knight, make a square turn and march to a point 2 or 3 paces from the Leading Knight, then make a square turn facing in the same direction as the Leading Knight.

4TH MOVEMENT - Knights march towards the Altar, halting in line about six feet from it.

As each Knight, in turn, is about to present their emblem, they step forward one pace before giving their speech. They will remain motionless until the Exalted Ruler has finished speaking remarks. The Knight will then place the emblem on the Altar, in the manner set forth in the following paragraph.

The Lecturing and Loyal Knights will then each in turn approach the Altar by making a square turn, Lecturing Knight to the right, the Loyal Knight to the left, marching to a point opposite the centre of the Altar, then turning towards and advancing to it by taking one step forward.

They will then place their respective emblems on the Altar, return their hands to the sides, pause, give the sign of Elkdom by placing the left hand on the Holy Bible, pause, return their hands to the sides and pause. The Lecturing Knight will retire one pace and turn left, the Loyal Knight will retire one pace, turn right and each will march to a point opposite their original station, then square turn, Lecturing Knight right, Loyal Knight left, facing the Exalted Ruler; then take one step backwards to their original positions.

The Leading Knight will then take one step straight forward to the centre of the Altar, place the emblem, return hands to the sides, pause, give the sign of Elkdom by placing the left hand on the Holy Bible, pause, return hands to the sides and pause, then step back two steps.

5TH MOVEMENT – The Esquire faces Exalted Ruler, then, on instructions, turns and marches along left side of room to the centre of the Altar, placing the Constitution on it. The Esquire returns hands to the sides, pauses, gives the sign of Elkdom by placing the left hand on the Holy Bible, pauses, returns hands to the sides and pauses, then steps back one pace.

6TH MOVEMENT – The Knights turn about to the right, Esquire turns to the right.

7TH MOVEMENT – The Knights march back in line to Leading Knight's station. The Leading Knight will turn about, facing the Altar and wait. The Loyal and Lecturing Knights turn and march to their respective stations - following a reverse course but continuing to the side of their stations nearest the Exalted Ruler, then turn facing each other. As they turn to face each other the Leading Knight will take a sidestep to the right. Lecturing, Loyal and Leading Knights will step back behind their stations. The Esquire marches towards the station of the Loyal Knight, turns left, waits - and marches to own station, when the Knights begin their march to their stations.

The emblems shall be carried to and from the Altar with due regard for the solemnity of the occasion. The Holy Bible should be carried in both hands, parallel to the floor. The Flag should be carried in the right hand with the flag at about face level. The replica of the Elk should be carried by the base.

CLOSING CEREMONY

(Knights and Esquire march to and return from the Altar as in the Opening Ceremony.)

OPENING CEREMONY

(Promptly at the time for the convening of the Lodge, the Exalted Ruler shall assume his/her station and shall call those in attendance to order by giving one rap (-O-) of the Gavel. The Membership Director should be at his/her station at least ten minutes prior to the opening, in order to check the credentials of all those present.)

EXALTED RULER: ***(Rising)*** "Brother/Sister Esquire!" ***(Esquire rises and faces Exalted Ruler)*** "I am about to open this Lodge of the Elks of Canada. You will proclaim my intention to the Knights and other worthy Elks here assembled, so that they may govern themselves accordingly."

ESQUIRE: ***(Turns and faces Lodge)*** "The Worthy Exalted Ruler is about to open the Lodge; assume your proper stations; give due attention and wait his/her further pleasure." ***(Turns and faces Exalted Ruler)*** "Worthy Exalted Ruler, your instructions have been obeyed. Every post of duty is filled." ***(If any station is vacant, the Esquire adds)*** "except the station of _____ ***(states Office/s)*** and the Lodge awaits your further pleasure." ***(When any Office is vacant, the Exalted Ruler shall name a Member to occupy the post for the evening, or until the regular Officer arrives)***

EXALTED RULER: "Brother/Sister Membership Director, are all present entitled to remain?"

(When the Membership Director is assured that all are entitled to remain, the following shall be reported...)

MEMBERSHIP DIRECTOR: "Worthy Exalted Ruler, all present are entitled to remain."

EXALTED RULER: "Under the assurance given by our Membership Director that you all are entitled to remain, I bid you welcome."

(When visitors are present, the words, "are Worthy Elks" shall be omitted and replaced with the words "are entitled to remain")

(Exalted Ruler give two raps (-O-O-) of the Gavel: Officers stand: others remain seated)

EXALTED RULER: "The Knights will approach the Altar and place upon it the Emblems of our Order."

(Leading Knight, Loyal Knight and Lecturing Knight, each bearing Emblem of Office, will leave stations and proceed to Altar as per diagram, Page 3)

LECTURING KNIGHT: ***(After taking one pace forward)*** "Worthy Exalted Ruler, I hold in my hand a treasured Book, an emblem of truth, to which mankind has turned during many centuries for Light and Guidance and through which we are taught Charity, Justice, Love and Fidelity."

EXALTED RULER: “Brother/Sister Lecturing Knight, you will place this treasured Book upon our Altar and let its pages be opened. There, it will be a constant reminder of and a symbol of our belief in a Supreme Being that watches over all mankind.”

(Lecturing Knight places Book in position, as shown in the “Diagram of Altar Emblems”, by making a square turn to the right, marching to a point opposite the centre of the Altar, then turning towards and advancing to it by taking one step forward. Then places the Holy Bible on the Altar, returns the hands to the sides, pauses, gives the sign of Elkdome by placing the left hand on the Holy Bible, pauses, returns the hands to the sides and pauses. Then retires one pace and turns left, marches to a point opposite their original station, then squares turn right, facing the Exalted Ruler; then takes one step backwards to their original position.)

LOYAL KNIGHT: ***(After taking one pace forward)*** “Worthy Exalted Ruler, I hold in my hand the Canadian Flag, under which we live. It is the symbol of Freedom, Justice and Equality, the great principles on which our Order is founded.”

EXALTED RULER: “Brother/Sister Loyal Knight, you will place the Flag of our country upon the Altar as a reminder of the protection it gives to all of us.”

(Loyal Knight places Flag in position, as in the “Diagram of the Altar Emblems”, by making a square turn to the left, marching to a point opposite the centre of the Altar, then turning towards and advancing to it by taking one step forward. Then places the Flag on the Altar, returns the hands to the sides, pauses, gives the sign of Elkdome by placing the left hand on the Holy Bible, pauses, returns the hands to the sides and pauses. Then retires one pace and turns right, marches to a point opposite original station, then squares turn left, facing the Exalted Ruler; then takes one step backwards to original position.)

LEADING KNIGHT: ***(After taking one pace forward)*** “Worthy Exalted Ruler, I hold in my hand a replica of the stately Elk, the Emblem of our Order. It serves to remind us of Elkdome’s benevolent character and unfailing protection.”

EXALTED RULER: “It is fitting, Brother/Sister Leading Knight, that this Emblem of our Order should be given a place upon the Altar. There, it suggests to all of us that, as the stately Elk watches faithfully over its kind and gives protection whenever it is needed, so should we be quick to hear and strong in responding to the calls of Fraternal Service.”

(Leading Knight places Emblem in position, as in the “Diagram of Altar Emblems”, by advancing to the Altar by taking one step forward. Then places the Emblem on the Altar, returns the hands to the sides, pauses, gives the sign of Elkdome by placing the left hand on the Holy Bible, pauses, returns the hands to the sides and pauses. Then retires two paces to position in line.)

EXALTED RULER: “Brother/Sister Esquire, you will place upon the Altar a current copy of the Book of Constitution, so that all Elks will know that we yield authority and jurisdiction to the Grand Lodge of the Elks of Canada.”

(Esquire proceeds to Altar, places Constitution on Altar, returns hands to the sides, pauses, gives sign of Elkdome by placing the left hand on the Holy Bible, pauses, returns the hands to the sides and pauses. Then steps back one pace.)

(The Knights and Esquire return to their several stations as per floor work diagram)

EXALTED RULER: “Brother/Sister Lecturing Knight, can you suggest one or more reasons why men and women of goodwill should, and do, make application to enter the realms of Elkdome?”

(All Knights, when responding to the Exalted Ruler, will turn and face the Exalted Ruler)

LECTURING KNIGHT: “Worthy Exalted Ruler, because our Order is esteemed highly for its Charity and Unselfishness; because we endeavour consistently to create and maintain a spirit of national unity among the people of Canada, and because these men and women of goodwill wish to contribute their time and effort to perpetuating the ideals and ethics of our Order.”

EXALTED RULER: “Brother/Sister Loyal Knight, what are the principles and objectives of our Order?”

LOYAL KNIGHT: “Worthy Exalted Ruler, to promote by word and by example, the virtues of Charity, Justice, Love and Fidelity; to promote the welfare and happiness of all its members through the medium of true friendship and fellowship; to develop in all a noble citizenship, and to foster in the hearts of Canadian children an abiding loyalty to our country.”

EXALTED RULER: “Brother/Sister Leading Knight, you see in my hand a gavel. What does this signify?”

LEADING KNIGHT: “It signifies that upon you, Worthy Exalted Ruler, has been placed the Royal Purple of our Order and that, as Exalted Ruler, you exercise supervision over this Lodge; that it is your duty to rule justly and impartially, allowing no personal opinion or preference to govern you in your decisions, but to be guided solely by the laws and established usages of the Order.”

EXALTED RULER: “Responsibility, indeed, rests upon the Exalted Ruler, but not upon myself alone. It is shared by all of you, including the newest of our Members, whose name is inscribed upon our rolls.”

“Before we enter upon the other duties that call us together, it is right and proper that we seek Divine Guidance in all that we do. Brother/Sister Chaplain will offer the Invocation.”
(Three raps (-O-O-O-) of the Gavel)

CHAPLAIN: “O Great Exalted Ruler of the Universe, we ask Thy blessings upon the deliberations of this gathering. Inspire us with wisdom and understanding in all that we do and say, so that we may contribute in an ever increasing measure, through our Lodge and our Order, to the achievement of our goal – the Brotherhood of Man. Amen.” ***(Those present respond “Amen”)***

O Canada

"O Canada, our home and native land,
True patriot love in all thy sons command.
With glowing hearts we see thee rise -
The true North strong and free -
From far and wide, O Canada,
We stand on guard for thee.
God keep our land, glorious and free,
O Canada, we stand on guard for thee,
O Canada, we stand on guard for thee."

EXALTED RULER: "By the authority vested in me, as Exalted Ruler, I now declare this Lodge, _____ No. _____, open for the transaction of any business that may be brought properly before it. You will join me in giving the Sign of Elkdom." ***(All members give sign and hold same for balance of Exalted Ruler's speech)*** "By this sign, we renew our Obligation to each other and to the Order." ***(Gives one rap of gavel (-O-) & seats the Lodge.)***

SHORT FORM OPENING CEREMONY

(Promptly at the time for the convening of the Lodge, the Exalted Ruler shall assume his/her station and shall call those in attendance to order by giving one rap (-O-) of the gavel. The Membership Director should be at his/her station prior to the Opening, in order to check the credentials of all those present.)

EXALTED RULER: *(Rising)* "I am about to open this Lodge of the Elks of Canada. Brother/Sister Membership Director, are we secure against intrusion and are all present entitled to remain?"

MEMBERSHIP DIRECTOR: "Worthy Exalted Ruler, we are secure against intrusion and all present are entitled to remain."

EXALTED RULER: "Under the assurance given by our Membership Director that all of you are worthy Brother and Sister Elks, I bid you welcome."

(When visitors are present the words "are Worthy Elks" shall be omitted and replaced with the words "are entitled to remain.")

(Exalted Ruler gives two raps (-O-O-) of the gavel: Officers stand: others remain seated)

EXALTED RULER: "The Knights and Esquire will approach the Altar and place upon it the Emblems of our Order."

(The Leading Knight, Loyal Knight, Lecturing Knight and Esquire each bearing emblem of Office, will leave stations and proceed to Altar as per "Diagram of Knight's March".)

(The Knights and Esquire will place the emblems of Office on the altar in regular form with no words spoken, pause, give the sign of Elkdom by placing the left hand on the Holy Bible, pause, drop the hands to the sides, pause, and return to their position in line as per instructions.)

EXALTED RULER: "Before we enter upon the other duties that call us together, it is right and proper that we seek Divine Guidance in all that we do. Brother/Sister Chaplain will offer the Invocation." *(Three raps (-O-O-O-) of the gavel)*

CHAPLAIN: "O Great Exalted Ruler of the Universe, we ask Thy blessings upon the deliberations of this gathering. Inspire us with wisdom and understanding in all that we do and say, so that we may contribute in an ever increasing measure, through our Lodge and our Order, to the achievement of our goal - the Brotherhood of Man. Amen." *(Those in attendance respond, Amen)*

O CANADA (Optional)

"O Canada, our home and native land,
True patriot love in all thy sons command.

With glowing hearts we see thee rise -
The true North strong and free -
From far and wide, O Canada,
We stand on guard for thee.
God keep our land, glorious and free,
O Canada, we stand on guard for thee,
O Canada, we stand on guard for thee."

EXALTED RULER: "By the authority vested in me, as Exalted Ruler, I now declare this Lodge _____ No. ___, open for the transaction of any business that may be brought properly before it. You will join me in giving the Sign of Elkdom." ***(All members give the Sign of Elkdom and hold same for balance of Exalted Ruler's Speech)*** "By this Sign, we renew our Obligation to each other and to the Order." ***(Gives one rap of gavel (-O-) & seats the Lodge.)***

(Proceeds to next order of business)

RECEPTION OF VISITORS

1. When a Member Elk who is in good standing desires to visit a Lodge, the Member should present their card or submit their name, together with the name and number of their Lodge, to the Membership Director. If the Membership Director is satisfied that the visitor is a Member in good standing, the Membership Director shall so inform the Exalted Ruler. The Exalted Ruler then may give the visitor permission to enter.

2. When a Grand Lodge Officer, the President of a Provincial/Territorial Elks Association or the District Deputy, on the occasion of their official visit to the Lodge, is present during the Opening Ceremony, they shall be accorded the honours due them. At the conclusion of the Roll Call the Exalted Ruler shall give three raps **(-O-O-O-)** with the Gavel, calling up the Members. The Exalted Ruler then shall say: "Past Exalted Ruler _____ **(naming P.E.R.)**, you will escort our distinguished visitor(s) to the Altar, so that the Leading Knight may introduce him/her (them) to the Lodge."

The Leading Knight approaches the Altar simultaneously with the Past Exalted Ruler and the distinguished visitor. At the Altar all will give the sign of Elkdom. Then the Leading Knight will say: "Worthy Exalted Ruler, we have great pleasure in presenting to you and to the Lodge _____ **(stating full title and name)** on the occasion of his/her official visit."

EXALTED RULER: *(Leaves station and approaches Altar and then says:)*

"On behalf of the Lodge, I bid you welcome. We realize the importance of your position. As a token of our respect, please accept this gavel and join me at the Exalted Ruler's station and take charge of the meeting."

When they have arrived at the station of the Exalted Ruler, the distinguished visitor thanks the Exalted Ruler for the gracious reception. The visitor then returns the Gavel to the Exalted Ruler, and asks the Exalted Ruler to continue with the business. The Exalted Ruler will ask the Members to welcome the distinguished visitor with a hearty handclap. The Exalted Ruler gives one rap **(-O-)**, and those in attendance shall resume their seats.

3. When the Exalted Ruler is notified that a Grand Lodge Officer, or a President of the Provincial/Territorial Elks Association, or the District Deputy is waiting in the ante-room to pay an official visit, the Exalted Ruler shall direct the Leading Knight and a Past Exalted Ruler to retire for the purpose of receiving visitor. When they signify their readiness to enter, by giving three raps **(-O-O-O)** on the inner door, the Exalted Ruler calls up the Lodge, the door is opened and the Reception Committee, with the visitor, advances to the Altar.

The subsequent procedure is the same as that for a distinguished visitor who is present at the opening of the Lodge **(as set forth in Section 3)**.

(A Grand Lodge Officer, in attending a Lodge, is not required to announce their rank, unless their visit is an official one.)

When Grand Lodge Officers or Past Exalted Rulers are present, the Exalted Ruler shall arrange to have them seated at the right or the left of the Exalted Ruler's station, in the order of

their rank. Past Grand Exalted Rulers rank next to the Grand Exalted Ruler, in the order of their seniority. The President of a Provincial/Territorial Elks Association will rank next to Grand Lodge Officers. District Deputies will rank next to the President of the Provincial/Territorial Elks Association. In the seating arrangements, the Past Exalted Ruler may be honoured in accordance with their seniority, visiting Past Exalted Rulers to be given precedence in this connection.

When a Grand Lodge Officer or the District Deputy visits a Lodge unofficially, the Exalted Ruler may extend to them the honours due them. It is befitting that every visiting Officer, whether they represent the Grand Lodge or a subordinate Lodge, be addressed or referred to in keeping with the highest rank to which they are entitled.

ATTENDANCE OF OTHER VISITING MEMBERS AT LODGE MEETINGS:

4. The Leading Knight will make a list of the visiting Members and their Lodge location and of any other visitors from the Lodge Register just prior to the Opening of the Lodge and under "Reception of Visitors" the Leading Knight will stand and introduce the Visitors in the following manner:

"Worthy Exalted Ruler, I take great pleasure in introducing to you and the Lodge, the following Visitors. As your name is called, I would ask you to stand and remain standing until the Lodge has an opportunity to show their appreciation....." ***(then applaud)***.

PROTOCOL FOR SALUTATIONS AT ELKS FUNCTIONS:

(a) First - Address the Presiding Officer by title

Example: "Worthy Exalted Ruler"

(b) Next - Address the visiting Elk who is on their official visit, by the title

Example: "Worthy District Deputy"

(c) Address the rest as "Brother and Sister Elks"

Salutation would then be as the following:

Example: "Worthy Exalted Ruler, Worthy District Deputy, Brother and Sister Elks"

BALLOTING ON APPLICATIONS – OPTION 1

EXALTED RULER: “Brother/Sister Esquire, you will prepare the ballot-box, and to present it to the Leading Knight and then myself for inspection.”

(In preparing the ballot-box, the Esquire should make sure that the number of black balls is equal to the number of white balls, and also that one compartment of the box is clear of both black and white balls. The Esquire then presents it to the Leading Knight and to the Exalted Ruler for examination.)

EXALTED RULER: “Brother/Sister Leading Knight, what is the state of the ballot-box?”

LEADING KNIGHT: “Worthy Exalted Ruler, I have found it to be clear of both white and black balls.”

EXALTED RULER: “My inspection shows that your report is true; the ballot-box is clear, containing neither white nor black balls.

Brothers and Sisters, we are about to vote on the application for membership of _____ **(stating full name)**. Before you cast your ballot, I ask you to give serious thought to what you are about to do. If you think that the applicant is worthy to become a member of our Order, you should cast a white ball. If you believe the applicant is not worthy, you should cast a black ball. As you cast your ballot, bear in mind that you should not let anything in the form of personal, religious or political sentiment sway you. This is a serious moment in the life of the applicant; you are to do your duty as Members of the Elks of Canada.

You now witness me giving the Sign of Fidelity as I cast my own ballot.” ***(The Exalted Ruler places right hand over heart, and deposits ballot in the box. Then the Esquire takes the ballot-box and places it on the Altar)***

EXALTED RULER: “You will now proceed to ballot, commencing with the Members on the right side of the Lodge-room. All visitors may remain seated. Remember, white balls elect, black balls reject. Having balloted you will resume your seats.” ***(Give three raps (-O-O-O-O-), calling up the members)***

(Each Member, before voting, shall give the Sign of Fidelity. The Esquire shall, in a clear voice, announce the name of the member, giving title, if any. The Esquire shall arrange that a space of about six feet is kept clear between a member who is voting and those who are waiting to vote. After all the votes have been cast...)

EXALTED RULER: “Brothers and Sisters, have all of you voted except those who have been excused? If so, I declare the ballot-box closed. Brother/Sister Esquire, you will convey the ballot-box to the Leading Knight for inspection.” ***(After this had been done, the Exalted Ruler asks:)***

“Brother/Sister Leading Knight, how do you find the ballot?”

LEADING KNIGHT: “Worthy Exalted Ruler, I find the ballot favourable (*unfavourable*) to the applicant.”

(The Esquire then takes the ballot-box to the Exalted Ruler for examination)

EXALTED RULER: “Brother/Sister Leading Knight, I learn, upon inspection of the ballot-box, that your report is correct. Does any other member desire to examine the ballot-box?”

If not, I hereby declare the applicant eligible for membership by initiation, affiliation or reinstatement (**rejected**). Brother/Sister Esquire, you will destroy the ballot.”

(While the rule is that there shall be voting on only one application at a time, this restriction may be suspended, by majority vote of the members present, when there are two or more applicants. The voting shall continue until action has been completed on all the applications.)

(If more than two ballot-boxes are being used, the Esquire may place them on the Altar for inspection by the Leading Knight and the Exalted Ruler.)

BALLOTING ON APPLICATIONS – OPTION 2

This makes balloting optional by show of hands to accept/reject an Applicant and can be used with permission of the Lodge. A motion is to be passed within the Lodge to allow for Balloting by a show of hands.

EXALTED RULER: “Brothers and Sisters, we are about to vote on the application for membership of _____ (**stating full name**). Before you vote, I ask you to give serious thought to what you are about to do. If you think the applicant is worthy to become a member of our Order, then vote in favour. If you feel the applicant is unworthy, vote against. Bear in mind that you should not let anything in the form of personal, religious, or political sentiment sway you. This is a serious moment in the life of the applicant; you are to do your duty as Members of the Elks of Canada.

I will call the vote. All those in favour. All those against.

I hereby declare the applicant(s) eligible for membership by initiation, affiliation or reinstatement

OR

The applicant(s) is rejected.”

FLOOR WORK INSTRUCTIONS INITIATION CEREMONY

(These instructions are given as a guide and should be followed as closely as circumstances will permit)

PERAMBULATION

Move Clockwise with the Esquire at the left of the Pilgrim.

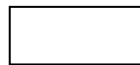
When there are two initiates the Esquire will walk between them.

PERAMBULATION

1ST PHASE: Exalted Ruler and Knights halt escorts with initiates before they reach their several stations.

The Esquire and escorts do not pass the stations of the Exalted Ruler or the Knights until given permission to do so.

2ND PHASE: Slow march from Exalted Ruler's station to Altar during "Nearer My God to Thee", proceeds down left side of the room, wheeling right near Leading Knight's station, then wheeling towards the Altar when immediately in front of Leading Knight's station. Escorts and initiates halt when about five feet from the Altar, being in position as follow: ***(Diagrams shown are for Patrol Teams)***



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X O X
X O X
X O X
X O X
X O X

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3RD PHASE: Escorts remain in above position facing the Altar. Initiates are passed forward between the Escorts to be placed in position at the Altar by the Esquire, thus:

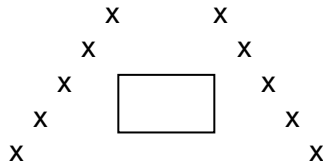


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O
  O
    O
  X   X
    O
  X   X
    O
  X   X
  X   X
  X   X

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4TH PHASE: Escorts remain in that position until instructed to form the "Mystic Circle." The members of the Patrol or Escorts then march to form the "Circle", the right line marching to the right of the Altar in single file to form the left half of the circle. The left line moves similarly to the left to form the right half of the "Circle". Thus:



(To re-form, the members of the left line turn right and the right line to the left, and march to their original positions at the Altar ready to escort the initiates.)

5TH PHASE: After the obligation and Altar Ceremonies, the New Members are passed back between the two lines of waiting escorts.

6TH PHASE: Perambulation then begins clockwise, with the Esquire at the right of the New Members, to the stations of the Lecturing, Loyal, Leading Knights and the Altar. At the various stations, and Altar, the escorts will swing the New Members into line facing the several stations and Altar, then step back one pace with military precision. When presenting the New Members at the Altar, all will give the Sign of Elkdom.

7TH PHASE: On being instructed to retire to the ante-room, the Escorts will take charge of the New Members by stepping forward and wheeling with them to the left, and marching to the inner door clockwise.



CEREMONY OF INITIATION

(In the Initiation Ceremony, as at all other times, the Esquire and associates in proceeding to the Altar or any of the stations, shall move clockwise, making square turns. The Officers shall exercise care in using the plural form if there are two or more Initiates.)

(If, at any meeting, a Special Degree Team is appointed for the purpose of conferring the Initiatory Degree, the Exalted Ruler shall assign its members to their respective stations.

If the Lodge chooses to appoint an Inner Guard in place of the Membership Director, His/her station will be at the Lodge Entrance. All reference to the Membership Director in the Ceremony shall be changed to the Inner Guard.)

EXALTED RULER: "Brother/Sister Esquire, you will retire and ascertain if, within the outer hall of the Lodge, a Pilgrim awaits. If so, bid him/her tarry, return and report."

(The Esquire proceeds to the outer hall and, after a short pause, returns to the Lodge Room, advances to the Altar and reports)

ESQUIRE: "Worthy Exalted Ruler, within the outer hall of the Lodge a Pilgrim awaits. His/her name is _____."

EXALTED RULER: "Brother/Sister Secretary, has he/she been duly elected by ballot and has he/she paid the fee required?"

SECRETARY: "He/she has, Worthy Exalted Ruler."

(If the Secretary reports that the fees have NOT been paid, the Exalted Ruler shall direct that they be collected before the Lodge proceeds further with the Initiation, as no initiate can be initiated unless the fees have been paid in full)

EXALTED RULER: "Brother/Sister Esquire, you will retire and question the Pilgrim in the regular form and, if he/she re-affirms his/her desire to enter the realms of Elkdome, you will prepare him/her according to our usage and give him/her courteous conduct here."

(The Esquire proceeds to the Ante-room and, after the usual introduction, addresses the Pilgrim as follows:)

ESQUIRE: "The Exalted Ruler directs me to guide you through the forests, but, before you enter there, I must ask whether your application for membership has been made of your own free will and with no thought of material gain."

(Initiate replies)

ESQUIRE: "Have you read, and considered carefully, the obligations as set out in the form for your application for membership in _____ Lodge No. _____ and do you re-affirm, now, your intent and purpose of upholding these principles to the best of your ability?"

(Initiate replies)

ESQUIRE: "Your petition for membership in this Order has been approved and it now remains only for you to receive the Ceremony of Initiation. You will be required to take a sacred and solemn obligation which has been assumed by all members of the Elks of Canada. I wish to inform you that there will be nothing in the ceremony that will conflict with your duty to God, your country or your family, and, I would stress that there will be no offense to your dignity or person. With this assurance, are you willing to proceed?"

(Initiate replies)

(The Esquire conducts the Pilgrim to the inner door of the Lodge Room. If a Patrol Team is used, Sergeant-at-Arms and Patrol Team follow Esquire).

(Immediately after the retirement of the Esquire to prepare the Pilgrim, procedure within the Lodge Room will follow procedure "A", "B", or "C", according to local circumstances)

PROCEDURE "A" - WHEN NO PATROL TEAM IS USED.

PAST EXALTED RULER: "Brothers and Sisters, we are about to engage in the solemn Ceremony of Initiation. This ceremony was intended, by the founders of our Order, to impress upon the mind of the Pilgrim the beauties of Charity, Justice, Love and Fidelity. It is desirable that the ceremony be made most solemn and impressive - solemn, because the Word of God permeates their every part, and impressive so that the lessons we teach may sink deeply into the heart of the Pilgrim. Let the Officers perform their duty with due regard for the true solemnity of these rites."

PROCEDURE "B" - WHEN PATROL TEAM IS INSIDE LODGE ROOM AT OPENING OF CEREMONY.

EXALTED RULER: "Brother/Sister Sergeant-at-Arms, you will present your Patrol Team at the Altar, where it will receive its instructions from Past Exalted Ruler _____."

(The Sergeant-at-Arms and the Patrol Team will advance to the Altar. There, after opening ranks in Military fashion, they will give the Sign of Elkdom, taking their time from the Sergeant-at-Arms. Only the Sergeant-at-Arms places hand upon the Holy Bible; the others simulates the action from their positions)

PAST EXALTED RULER: "Brother/Sister Sergeant-at-Arms, members of the Patrol Team and Worthy Elks, we are about to engage in the solemn Ceremony of Initiation. This ceremony was intended, by the founders of our Order, to impress upon the mind of the Pilgrim the beauties of Charity, Justice, Love and Fidelity.

It is desirable that the ceremony be made most solemn and impressive - solemn, because the Word of God permeates their every part, and impressive, so that the lessons we teach may sink deeply into the heart of the Pilgrim. Let the Officers and Patrol Team perform their duty with due regard for the true solemnity of these rites. You will now retire and take charge of the Pilgrim."

(The Patrol Team again gives the Sign of Elkdom in the same manner; closes ranks and retires, under the directions of the Sergeant-at-Arms)

**PROCEDURE "C" - WHEN PATROL TEAM IS IN
ANTEROOM AT BEGINNING OF CEREMONY.**

EXALTED RULER: "Brother/Sister Membership Director, you will instruct the Sergeant-at-Arms to present the Patrol Team at the Altar, where it will receive its instructions from Past Exalted Ruler _____."

(The Patrol Team is admitted to the Lodge by the Membership Director, and advances to the Altar. There, after opening ranks in Military fashion, they give the Sign of Elkdom, taking their time from the Sergeant-at-Arms. Only the Sergeant-at Arms places hand upon the Holy Bible: the others simulate the action from their positions)

PAST EXALTED RULER: "Brother/Sister Sergeant-at-Arms, members of the Patrol Team and Worthy Elks, we are about to engage in the solemn Ceremony of Initiation. This ceremony was intended, by the founders of our Order, to impress upon the mind of the Pilgrim the beauties of Charity, Justice, Love and Fidelity. It is desirable that the ceremony be made most solemn and impressive - solemn, because the Word of God permeates their every part and impressive, so that the lessons we teach may sink deeply into the heart of the Pilgrim. Let the Officers and Patrol Team perform their duty with due regard for the true solemnity of these rites. You will now retire and take charge of the Pilgrim."

(The Patrol Team again gives the Sign of Elkdom in the same manner, closes ranks and retires, under direction of the Sergeant-at-Arms)

(Having prepared the Pilgrim, after questioning, and accompanied by Patrol Team or Escorts, if used, the Esquire gives three raps at the inner door of the Lodge. Membership Director opens door and speaks so that Esquire and Pilgrim, as well as members in Lodge Room, can hear all that is said)

MEMBERSHIP DIRECTOR: "Who comes here?"

ESQUIRE: *(Answering for Pilgrim)* "A Pilgrim who desires to learn the mysteries of Elkdom."

(Membership Director faces Exalted Ruler, extends left hand and speaks)

MEMBERSHIP DIRECTOR: "Worthy Exalted Ruler, at our doorway is a Pilgrim who desires to learn the mysteries of Elkdom."

EXALTED RULER: "Why does he/she desire to learn these mysteries?"

MEMBERSHIP DIRECTOR: "So that he/she may increase in knowledge and become better fitted, thereby, to discharge the duties of life."

EXALTED RULER: "Brother/Sister Membership Director, you will receive the Pilgrim in due form."

MEMBERSHIP DIRECTOR: "Pilgrim, by the order of our Exalted Ruler, you may pass through the inner entrance to this Lodge room. Heed well all that will be imparted to you in this hour."

(Esquire and Pilgrim enter Lodge Room to a position slightly to the right of the Membership Director and Leading Knight, as seen from Exalted Ruler's position. If there should be more than one pilgrim and if no Patrol Team is used, the Exalted Ruler shall have delegated escorts, as required, to retire along with Esquire. Said Escorts will remain with Pilgrims until the end of Legend of Two Elks)

MEMBERSHIP DIRECTOR: "Pilgrim, I receive you in the name of the Elks of Canada. I remind you that you must keep the confidential work of the order ever within the deepest recess of your heart. Always remember your promise to yield an earnest obedience to all the laws and usages of our Fraternity."

Brother/Sister Esquire, you and the Pilgrim may now proceed through the forest."

(As the Esquire and Pilgrim march around the room to the Stations of the Knights and Exalted Ruler, they proceed clockwise, making square turns. At each station they are halted so that the Esquire is directly in front of the occupant of the station. They continue to face forward. As they approach the Station of Lecturing Knight, the Lecturing Knight rises and raps Gavel at the appropriate time)

LECTURING KNIGHT: *(Rising)* "Halt! Who is this stranger, and wherefore does he/she tread our sacred threshold?"

ESQUIRE: "Worthy Knight, here is a Pilgrim who seeks to walk in wisdom's way, as we all should walk."

LECTURING KNIGHT: "Pilgrim, give heed to all that will be imparted to you. A man of understanding will pay attention to wise counsel and the spirit of Wisdom will come upon him. By means of Wisdom, we shall overcome evil and advance the cause of Right. You may now continue on your journey through the forests."

(Esquire and Pilgrim continue to Station of Loyal Knight, who rises and raps Gavel)

LOYAL KNIGHT: *(Rising)* "Halt! What intruder do you bring here?"

ESQUIRE: "Not an intruder, but an earnest Pilgrim."

LOYAL KNIGHT: "What does he/she hope to gain by coming into our vast and noble forests?"

ESQUIRE: "He/she hopes that he/she, with us, may gain increased knowledge in Truth and Justice and may practice virtues, not merely proclaim them."

LOYAL KNIGHT: "That being the case, you have my permission to proceed."

(Esquire and Pilgrim continue to Station of the Leading Knight, who rises and raps Gavel)

LEADING KNIGHT: ***(Rising)*** "Halt! Who comes here? Who dares to invade the precincts of our sanctuary?"

ESQUIRE: "It is a Pilgrim who desires to be shown where he/she may find the light."

LEADING KNIGHT: "So it is, Pilgrim, and it ever must be. Man, born of woman, is urged forward by his desire to gratify the spirit of vain curiosity; he would force his way into the presence of the unknown."

ESQUIRE: "This Pilgrim does not come hither to gratify the spirit of vain curiosity. He/she is impelled by an ardent desire to be of benefit to those among whom he/she lives."

LEADING KNIGHT: "That being the case, Brother/Sister Esquire, you may conduct the Pilgrim into the immediate presence of our Exalted Ruler, there to await his/her pleasure."

(Esquire and Pilgrim proceed to Station of Exalted Ruler, who rises and raps Gavel)

EXALTED RULER: "Halt! Approach no further, Pilgrim, until I have received a satisfactory explanation for your coming here."

ESQUIRE: "Worthy Exalted Ruler, I stand as surety for the honourable intentions of the Pilgrim. I have been questioned properly by the Knights at their several stations, and, as they are satisfied, I have been directed to bring him/her before you to receive judgement."

EXALTED RULER: "Then, Pilgrim, hear my words. Before you may go further into the mysteries and beauties of our Order, you are called upon to take a solemn vow which will bind you to this great Fraternity. The Elks, from which our name is derived, have given us initials for four excellent qualities - E standing for Equality; L for Love; K for Kindness and S for Service. We ask you to develop these qualities as they form the cornerstone on which Elkdom is built. Thus, all members are expected to be faithful, sincere, just and upright in all their dealings and to be ready, at all times, to lend a helping hand to those in need. Brother/Sister Esquire, you will conduct this Pilgrim to our sacred Altar where he/she will take the solemn Obligation which every worthy Elk assumes."

(Esquire conducts pilgrim slowly around Lodge room to Altar while members sing "Nearer My God to Thee.")

NEARER MY GOD TO THEE

Nearer my God to Thee;
Nearer to Thee;
Even though it be a cross that raiseth me;
Still all my song shall be;

Nearer my God to Thee;
Nearer my God to Thee;
Nearer to Thee.

(The Esquire then places Pilgrim in position for obligation - right hand over heart and left hand on Holy Bible/Book facing the Exalted Ruler. A Book of their practising faith may be provided by the candidate and placed on the Altar.)

(When no Patrol Team is used, the Exalted Ruler shall have appointed not less than 6 members, who shall not include the Leading Knight or Membership Director, to form a close semi-circle on the Exalted Ruler's side of the Altar between the stations of Lecturing and Loyal Knights. Exalted Ruler and Chaplain approach Altar, lights are dimmed, all assume Sign of Fidelity)

ESQUIRE: "Worthy Exalted Ruler, the Pilgrim is in due form, his/her right hand resting over his/her heart as a token of fidelity, and his/her left hand resting on the Holy Bible/Book to indicate how well and how truly he/she assumes our sacred Obligation."

(Exalted Ruler gives three raps of Gavel)

EXALTED RULER: "The Members will form the Mystic Circle and become witnesses to the covenant into which this Pilgrim now enters."

(Members now form close semi-circle on Exalted Ruler's side of Altar, between Stations of Lecturing and Loyal Knights. The Exalted Ruler comes to Altar with Chaplain on the right. Lights are dimmed. All members assume sign of Fidelity)

EXALTED RULER: "Pilgrim, you will state your name in full, and then repeat after me, clearly and distinctly, the following -I, _____, of my own free will, promise and declare that I will assist, to the best of my ability, all worthy members and their families when I see their need or am asked to help them. I solemnly affirm that I will live up to the teaching of the Order and will render just obedience to its laws now existing, or which may be enacted in the future. I will maintain due respect for the authority of this Lodge and its Officers and will hold firm allegiance to the Grand Lodge, under whose supervision it carries on its work. Furthermore, I will uphold firmly the rule of law and order throughout Canada and will oppose strenuously any attempt to disrupt or overthrow the orderly processes of constitutional government. Finally, I admit that, should I violate this sacred Obligation, I will deserve the contempt of all Elks and will accept any disciplinary action imposed by the Order. All this, I solemnly promise, without any mental reservations, calling upon the Members present to hear my vow."

(The next speech is given slowly and impressively by a Past Exalted Ruler or the Leading Knight)

P.E.R. or LEADING KNIGHT: "Remember, a true Elk never forgets."

CHAPLAIN: "Almighty Judge of the hearts of man, you have heard the covenant made by our new Member. May it be engraved on the inner tablets of his/her heart. Grant unto him/her increased power and a growing desire to uphold and advance the noble principles of our Order. At all times, may he/she be guided by that which is right. In becoming one of us, may

he/she find greater opportunities to practice true Brotherhood. Thus, may he/she live in harmony with all mankind, fulfilling his/her earthly pilgrimage with faith and confidence in a just and rewarding rest. Amen."

(The Members respond 'Amen' and lower their right hands)

EXALTED RULER: "Stand where you are, with your hands by your sides and, in the silence of this hour, give heed to the words of one who will bring to your attention the purposes for which man should strive."

LEADING KNIGHT: *(At Station - in a deep and solemn tone)* "That the widows and orphans may point to your tomb and exclaim, "You lived to bless mankind." - Be that your monument! Each, in turn, mounts the stage of life, plays many parts in the ever-changing drama, and then passes into the tomb of eternal silence and is known no more, forever, among man. So it was in the beginning and ever shall be."

(Skull and urn have been placed on the Altar. Urn is now lighted. Mystic Circle stands quietly in position.)

EXALTED RULER: "Fix your eyes upon the final scene and view life stripped of its ornaments. By this, we are reminded of the inevitable dominion of death; man is born to die, leaving behind him/her only the memory of his/her life's activities."

(Exalted Ruler picks up Skull and points to same)

EXALTED RULER: "Behold this ruin!"

(Members of Mystic Circle extend right hands with index fingers pointed to Skull, maintaining this position until end of recitation of 'Ode to a Skull')

EXALTED RULER: " _____ 'Tis a skull,
Once of ethereal spirit full.
This narrow cell was life's retreat;
This space was thought's mysterious seat.
What beauteous vision filled this spot!
What dreams of pleasure long forgot!
Nor pain, nor joy, nor hope, nor fear
Has left one trace on record here.
Beneath this mouldering canopy
Once shone a bright and busy eye.
But, start not at the dismal void,
If holy love those eyes employed;
If with no lawless fire they gleamed,
But through the dews of kindness beamed,
Those eyes shall be forever bright,
When stars and sun are sunk in night.
Within this hollow cavern hung
A ready, swift and tuneful tongue.
If falsehood's honey it disdained,

And, when it could not praise, was chained;
If swift in virtue's cause it spoke,
Yet, gentle concord never broke,
That silent tongue shall plead for thee,
When time unveils eternity."

(Exalted Ruler replaces Skull on Altar. Members lower hands and remain standing)

EXALTED RULER: "The light that is burning beside this silent emblem of mortality alternates, as you may see, with a tri-coloured flame. The red, the white and the blue are each seen there; Love, Purity and Fidelity are thus portrayed. These virtues should be so exemplified in your own life, that, when the time of your departure from this earth is at hand, your life, like the dying, flickering flame before you, may leave a sweet incense by which you will not be forgotten among mankind."

(The following 'Ode of Welcome' is to be recited by a member chosen by the Exalted Ruler or sung by all members to tune of "Nearer, My God, To Thee")

"Friendship, we now extend
To you, this night;
Seeking to always lend
Help for the right.
Members to aid and bless
We vow to always be;
In sickness and distress,
Loyal to thee."

(Lights are restored to full brilliance. Exalted Ruler, only, greets the New Member with handshake and returns to Station of the Exalted Ruler. At same time, Chaplain returns to station.)

EXALTED RULER: "The members of the Mystic Circle, having served well as witnesses, will now return to their places."

(Exalted Ruler seats Lodge and pauses briefly)

EXALTED RULER: "Brother/Sister Esquire, you will escort our new Member to the Station of the Lecturing Knight."

(Esquire escorts Pilgrim, in Clockwise Direction, to Station of Lecturing Knight, turns the New Member to face Lecturing Knight and retires one step. This procedure is repeated at the station of each Knight, in turn)

LECTURING KNIGHT: *(rising)* "At our Altar, with your hand resting on the Holy Bible/Book, the Emblem of Truth, you have taken an Obligation which binds you to our Fraternity. Charity, Benevolence and unselfish devotion to the best interests of humanity are virtues to which our Order is dedicated. To people of every race, colour or creed, Elkdome expects each member to extend Equality, Love, Kindness and Service, and never to let heart or

hand be closed to human need or human suffering. May it thus be said, at the end of your days of service, that, "He/she enriched the lives of others." I commend you to the Loyal Knight for further instruction."

(Esquire conducts the New Member to station of Loyal Knight)

LOYAL KNIGHT: *(rising)* "It is now my duty and pleasure to entrust to you the signs of our Order. One of these is the Sign of Elkdom, which is used only in regular Lodge sessions. This sign is made by placing the right hand over the heart, fingers together, with the left hand extended forward, fingers together, at waist level, palm downward. Pause momentarily, and then drop the hands to the sides. ***(Loyal Knight or Esquire demonstrates)*** This is to simulate the position you assumed while taking the Obligation and serves to remind you, each time it is used, of your vows of Elkdom."

"A second sign is the Sign of Fidelity, which may be used in public. It is made by placing the right hand over the heart, fingers together, in this manner. ***(Demonstrates)*** The Sign of Fidelity must be used by all Elks present on the following occasions:

During all prayers or grace involving the Order;
When balloting on applications for membership, reinstatement and affiliation.;
During all obligations for membership or Office, and at the institution of a new Lodge;
During authorized demonstrations to new members;
During the Eleven O Clock Service;
While observing periods of silence in memory of departed Members;
And during the Cenotaph ceremony.

"Whenever you wish to address the Exalted Ruler, you will rise and extend your left hand, palm upward, in this manner. ***(Demonstrates)*** When you have been recognized, you will drop your hand as you proceed to speak, starting with the words, "Worthy Exalted Ruler, _____."

"If you wish to gain admittance to the Lodge, while it is in session, you will be admitted to the ante-room by the Membership Director, to whom you will show your paid-up membership card. You will then sign the register. The Membership Director will report your presence to the Exalted Ruler. When the Exalted Ruler has granted you permission to enter, you will do so and take your seat among those in attendance."

"To gain admission to a Lodge of which you are not a member, you will follow the same procedure as in your own Lodge. However, the Exalted Ruler of that Lodge may deem it necessary to take further steps to ensure that you are an Elk in good standing before admitting you to the Lodge."

"You are not allowed to retire from, or enter, the Lodge Room during the Opening Ceremony, the reading of the minutes, balloting, the Initiation Ceremony or the Closing Ceremony. If you wish to retire or enter at any other time, you will do so quietly without disrupting the Lodge."

THE LANGUAGE OF THE GAVEL

(The Exalted Ruler will demonstrate and the members will respond to the signals as they are explained by the Loyal Knight. The candidate is to be turned and placed so that he/she can clearly see the demonstration by the Officers and members.)

“One rap of the Exalted Ruler's gavel calls the Lodge to order. Two raps call up the Officers. Three raps call up the Lodge. When the members are standing, one rap directs them to resume their seats.”

“If you deem it necessary, you are permitted to cross from one side of the Lodge room to the other, when Lodge is in session, but proper decorum demands that this sort of crossing be kept to a minimum. A very strict rule, which is waived only during certain ceremonial work, is that no member, while Lodge is in session, shall pass between the station of the Exalted Ruler and the Altar. This is considered to be sacred ground.”

(The candidate is turned back to face the Loyal Knight.)

“In all matters of routine business, voting is done by raising the left hand, affirmative and negative votes being called in turn.”

“This concludes your instruction at this station. At the conclusion of your initiation, you will receive from the Secretary a copy of the Book of Constitution, so that you may become better informed about the workings of our great Fraternity.”

“Brother/Sister Esquire, you may proceed.”

(Esquire conducts the New Member to Station of Leading Knight)

ESQUIRE: “Brother/Sister Leading Knight, this Member has just been entrusted with the Signs of the Order. I bring him/her to you, now, so that you may give him/her the charge of your Office.”

(A large picture of Children's "Smiling Faces" should be displayed near the station of the Leading Knight so that the Leading Knight can point to it readily as the candidates proceed)

LEADING KNIGHT: *(rising)* “You have been instructed in the mysteries of our Order in the form prescribed. You looked upon a scene which was presented, not for the frivolous purpose of startling you, nor to bring before you the sombre thought of death. It was presented for the purpose of impressing more forcibly upon you the saddest feature of life and teaching you the great lesson of the final dissolution. You may learn, from this, the fate which must come to all of us. As it comes, first to one and then to another, may you be found always ministering to the sorrowing hearts of those who remain.

Thus, may we look upon you as a faithful guardian of those little ones, whose natural support has been taken away. May their sunny faces suggest to you in picture ***(points to picture)*** the exact reverse of the scene that you have witnessed tonight. As that scene portrayed the sunset of life, so let this one reflect the sunrise in all its beauty and assurance.

May the recollection of this picture be, to you, a constant reminder that, as our little ones are dear to us, so may other children have had the tender care of a Brother or Sister now departed. At no other time of life can the great Virtue of Charity be applied so fittingly to those who need our care and protection.”

“The Esquire will escort you to the Altar, where, following his/her example, you will address the Exalted Ruler with the Sign of Elkdom. You will then await his/her further pleasure.”

(Esquire conducts the new Member to the Altar. Both give sign of Elkdom. Esquire retires one step.)

EXALTED RULER: *(rising)* “As you stand before our Altar, I call your attention to the Emblems, thereon. The Holy Bible is placed on our Altar, as a symbol to all, regardless of race or creed, of our firm belief in a Supreme Being. The Flag of our country is the symbol of Freedom, Justice and Equality, which are among the cardinal principles of our Order. The Book of Constitution signifies law and order and reminds us of our obligation to yield a just obedience to those in authority. The figure of the stately Elk, in front of the Holy Bible, is the distinctive Emblem of our Fraternity. As its antlers spread in every direction, so should we spread our Benevolence and Charity in the widest possible circle. Brother/Sister Esquire, you will conduct our new Member to the right ***(or left)*** front of my station, there to receive the final charge of Initiation.”

(If it is necessary to make preparations for the campfire scene, which is recommended wherever possible, the final sentence of the above speech shall read as follows:)

EXALTED RULER: “Brother/Sister Esquire, you will retire to the ante-room with our new Member and await my order for your return. Then, you will conduct him/her to the right ***(or left)*** front of my station to receive the final charge of Initiation.”

(Chairs are placed for the New Member and the Esquire. After they are seated, the Legend of the Two Elks is given by a Past Exalted Ruler or other Member appointed by the Exalted Ruler)

EXALTED RULER or APPOINTED MEMBER: “One of the distinctive characteristics of the ELKS is our use of ritual. Ritual is a communication tool, a way of teaching and reminding ourselves of who we are and what we believe in. One of the most important Rituals is the CEREMONY OF INITIATION, which we are currently engaged in. During this ceremony we used a journey through a forest as an analogy for your journey through ELKDOM and through LIFE. As you stopped at each of the Knight’s Stations, they taught you lessons, which we believe will be useful for you on that journey. The final CHARGE OF INITIATION is THE LEGEND OF THE TWO ELKS. Like all of our ritual, it has some important lessons to teach you about our principles of CHARITY, JUSTICE, LOVE and FIDELITY and our virtues of EQUALITY, LOVE, KINDNESS and SERVICE.”

LEGEND OF THE TWO ELKS

(If a Lodge finds any wording of the Legend of Two Elks unsuitable or offensive, they may modify the wording as they feel necessary.)

"There is a legend among the ancient tribes, which is often told by the Indians around their wigwam fires. It is a legend truly strange, but its moral is ever true.

Two Elks had learned to feel that they were suited for companionship. Both were strong and lusty, bold and sleek of limb, but one was more favoured, as his antlers were spread with broader grace, and his form was taller than his mate's. They had been inseparable for years. One day the elk more favoured chanced to see the graceful image of himself reflected in the water at his feet while he was bending over a pool. He thereupon became proud, and assumed the airs of one above the common herd of Elkdom. So he wandered off to lead a separate life, and browsed on higher mountains than the rest. He slighted his own mate, who, grieved and sad, sought solace in the humbler companionship of elks less favoured, but with hearts more true.

It happened one day that, while the proud elk was browsing on the summit of a ledge, a crag gave away beneath his feet, and he fell into the glen below. Bleeding and maimed, his graceful antlers broken and torn, he lay stunned and insensible for hours.

He would have died there, but the comrade of his earlier years went to him, and with mighty effort drew his broken body to a water-pool, bathed his bleeding limbs and gave him a drink. The other elks cried: "Why do you help this proud and haughty creature, who is receiving only his just deserts?" But the good elk replied that if his mate, through vanity, had made a grievous mistake, it was no more than many others had done, who had failed to learn the lesson of equality. And so, through love for the unfortunate wounded elk, deprived of beauty and lingering only to his certain, tragic end, he watched with kindness through the closing days, and made death seem less bitter for his friend.

Thus the proud and misguided elk passed away in pain and sorrow. His faithful nurse and comrade, who patiently desertion had withstood, lived on for many years, bereaved and sad, but always a noble example of the principles of Fidelity and Love.

So the legend of the elks' companionship is told around the camp-fires of the Indians as they sit at night. They dwell upon the few short years during which the favoured elk roamed on the heights, and they never forget that the proud and faithless in reproach are held, while the true and loyal gain unending praise.

Now, although you may regard this legend as a somewhat idle tale, I suggest that you meditate upon the time when, like the flesh and blood and bone of these two elks, your body will decay, and nothing but the memory of your life will be left to represent you in the world. I would urge that you let Equality, Love, Kindness and Service hold you, as to a staff that make for perfect manhood, just and pure. Think upon the story of the elks, the story old, its moral ever new: a legend truly strange yet strangely true."

(At the completion of the Legend, the Exalted Ruler rises, clasps the hand of the New Member, causing him/her to rise, and speaks)

"This completes the Ceremonial Degree of Elkdom. You have been regularly initiated into the Elks of Canada, and you are now entitled to all the rights and privileges of membership in this Lodge. The Esquire will conduct you to the Secretary's desk, so that you may receive your membership card, and transact such other business as the Secretary thinks necessary. Then you will take your seat among the other Elks."

(In proceeding to the station of Secretary, DO NOT pass between the Altar and station of the Exalted Ruler. The New Member is seated at the direction of the Esquire, who then resumes station)

(The blank verse form of the LEGEND OF THE TWO ELKS may be used if desirable.):

LEGEND OF THE TWO ELKS

(If a Lodge finds any wording of the Legend of Two Elks unsuitable or offensive, they may modify the wording as they feel necessary.)

Harken to this curious legend;
I would tell an ancient story
As 'tis told among the red-men . . .
By the mighty Indian hunters
In the tepee and the wigwam
And by many a lonely campfire.

Two young Elks were loyal comrades,
Each was strong of limb and lusty,
Bold and sleek of form and fearless,
Swift of foot o'er all bad-lands:
But in stature one was taller
And his antler-spread more graceful.

In the years they roamed together,
Tribesmen loved them for their beauty,
Loved them for their lasting friendship.
Many a huntsman brave returning
Weary from a luckless forage,
Roused these "Royal Elks" and spared them,
Left his bow unstrung and spared them
For a symbol of perfection,
For a brother and sister-love example.

But one day the Elk more favoured,
O'er a placid pool while bending . . .
Ere he drank the crystal water,
Ere he broke its mirror surface . . .
Chanced to see his form reflected.
Vain he grew and proud and haughty;
Spurned the humble herds of Elkdom,
Left behind his lifelong comrade.
Sought a regal isolation
Browsing on the higher mountains.
Often seen at close of evening
On some lofty, sunset sky-line.

After many moons, while feeding
On a rocky, high escarpment,
Crumbling crags gave way beneath him,
Hurled him downward to the valley.
There his faithful comrade found him . . .
Maimed and broken, crushed and dying . . .
Staunches his bleeding wounds and bruises
With soft lichen from the tree trunks,
With the fragrant boulder mosses.
From a nearby mountain cascade

(Called by tribesmen "Talking Water"),
He a slender stream diverted,
That his friend have drink abundant.

Said the other Elks, "Why do you
Help this proud and haughty creature
Who, so justly, has been punished?"
But the faithful one made answer,
"If through vanity he failed us
(He who once was kind and loving),
Many more shall emulate him
Where EQUALITY is wanting."

While the haughty Elk-Downfallen,
Shorn of all his grace and beauty -
Drifted nearer to the shadows,
One, true friend kept constant vigil,
Tirelessly through dusk and dawning;
Squandering his strength in service,
Pouring out his heart in pity,
That all needless pain be spared him,
That the end might be less bitter.
And when death had claimed his comrade,
Cared he nothing more for living;
For his heart was cold and lonely ...
As a mountain grave is lonely
When the silent snows enshroud it;
Nor could those who came to comfort
Render aid or consolation
Till he died in grief and sadness.

Brothers and Sisters, were we now to journey
To that far "rift" in the waste-lands,
We should find no grave or marker
Where "The Two Elks bones have crumbled:

Yet their brief pathetic story
Has survived the lapse of ages,
To be read in all our councils

As a lesson and a warning;
For, in time, we too, shall vanish
From the sight of friends and kindred
And out deeds alone shall be to
Immortality, the passport.

Note, the Legend of the Two Elks,
As the Indian tribesmen tell it,
While exhorting Love and kindness,
Puts equality before them
For the greater good of ELKDOM.

We must therefore ... then my Brothers and Sisters,
Let these virtues, in their order,
Be to us a staff supporting
As we climb to perfect manhood.

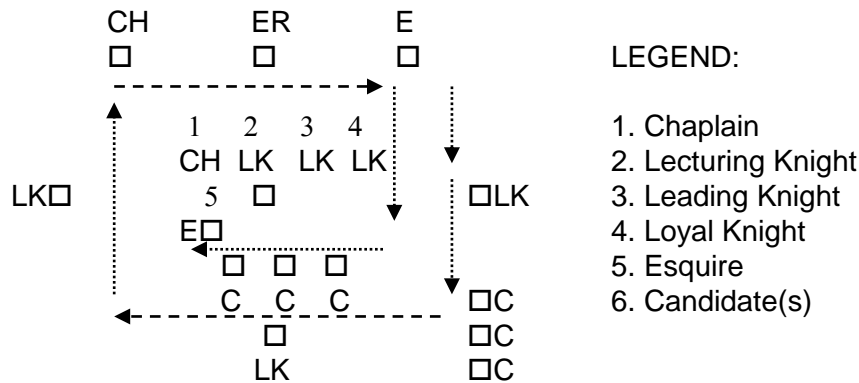
Think often on the story of the Elks ...
A story old, its moral ever new,
A legend truly strange yet strangely true.

CEREMONY OF INITIATION – OPTION 1

(Chairs appropriate to the number of candidates are placed between the Leading Knight's station and Altar, facing the Exalted Ruler.)

EXALTED RULER: *(Gives two raps (-O-O-) of Gavel, calling up the Officers)*

(The Esquire leaves station and proceeds clockwise around the room. The Knights and Chaplain fall into position immediately following the candidate(s). The Loyal Knight ensures that the candidate(s) fall into position immediately behind the Esquire. The Leading Knight falls into position immediately in front of the Loyal Knight; the Lecturing Knight falls into position immediately in front of the Leading Knight; the Chaplain falls into position immediately in front of the Lecturing Knight. The Chaplain, followed by the Knights makes a right turn at the Loyal Knight's station to be positioned between the Exalted Ruler's station and the Altar, at a distance of two paces from the Altar. The Esquire, followed by the Candidate(s), makes a right turn at the Loyal Knight's station to be positioned between the Leading Knight's station and the Altar – Refer to Diagram.)



EXALTED RULER: "We are about to enter into the solemn Ceremony of Initiation. This ceremony is intended to impress upon you principles of Charity, Justice, Love and Fidelity. "Brother/Sister Esquire, you will escort the candidates and the Chair Officers to the Altar. All other Officers not involved will resume their seats." ***(Seats the Officers) (-O-)***

EXALTED RULER: "Brother/Sister Esquire, you will introduce the Candidates to the Lodge."

ESQUIRE: "I must ask whether your application for membership has been made of your own free will and with no thought of material gain."

(Initiate replies)

ESQUIRE: "Your application for membership has been approved and it now remains only for you to receive the Ceremony of Initiation. You will be required to take a sacred and solemn obligation which has been assumed by all members of the Elks of Canada. I wish to inform you that there will be nothing in the ceremony that will conflict with your duty to God,

your country or your family, and, I would stress that there will be no offence to your dignity or person. With this assurance, are you willing to proceed?"

(Initiate replies)

(The Knights will take one step forward when giving their charge.)

LECTURING KNIGHT: "Before you may go further into the mysteries and beauties of our Order, you are called upon to take a solemn vow which will bind you to this great fraternity. The Elks, from which our name is derived, have given us initials for four excellent qualities – **E** standing for Equality; **L** for Love; **K** for Kindness and **S** for Service. We ask you to develop these qualities as they form the cornerstone on which Elkdom is built. Thus, all members are expected to be faithful, sincere, just and upright in all their dealings and to be ready, at all times to lend a helping hand to those in need."

LOYAL KNIGHT: "It is now my duty and pleasure to entrust to you the signs of our Order. One of these is the Sign of Elkdom, which is used only in regular Lodge sessions. This sign is made by placing the right hand over the heart, with the left hand extended forward, at waist level, palm downward. Pause momentarily, and then drop the hands to the sides. ***(Loyal Knight or Esquire Demonstrates.)*** This is to simulate the position you will assume when taking the Obligation and serves to remind you, each time it is used, of your vows of Elkdom.

A second sign is the Sign of Fidelity, which may be used in public. It is made by placing the right hand over the heart, in this manner. ***(Demonstrates)*** The Sign of Fidelity must be used by all Elks present on the following occasions:

- a) During all prayers or grace involving the Order;
- b) When balloting on applications for membership, reinstatement and affiliation.;
- c) During all obligations for membership or office, and at the institution of a new Lodge;
- d) During authorized demonstrations to new members;
- e) During the Eleven O Clock Service;
- f) While observing periods of silence in memory of departed members;
- g) And during the Cenotaph ceremony.

Whenever you wish to address the Exalted Ruler, you will rise and extend your left hand, palm upward, in this manner. ***(Demonstrates)*** When you have been recognized, you will drop your hand as you proceed to speak, starting with the words, "Worthy Exalted Ruler, _____."

PROTOCOL FOR ENTERING & RETIRING FROM THE LODGE AND THE LANGUAGE OF THE GAVEL:

"You are not allowed to retire from, or enter, the Lodge room during the Opening Ceremony, the reading of the minutes, balloting, the Initiation Ceremony or the Closing Ceremony."

AND NOW TO THE LANGUAGE OF THE GAVEL:

THE EXALTED RULER WILL DEMONSTRATE AND THE MEMBERS WILL RESPOND TO THE SIGNALS AS THEY ARE EXPLAINED BY THE LOYAL KNIGHT:

LOYAL KNIGHT: “One rap of the Exalted Ruler's gavel calls the Lodge to order. Two raps call up the officers. Three raps call up the Lodge. When the members are standing, one rap directs them to resume their seats.

If you deem it necessary, you are permitted to cross from one side of the Lodge room to the other, when Lodge is in session, but proper decorum demands that this sort of crossing be kept to a minimum. A very strict rule, which is waived only during certain ceremonial work, is that no member, while Lodge is in session, shall pass between the station of the Exalted Ruler and the Altar. This is considered to be sacred ground.”

LEADING KNIGHT: “As you stand before our Altar, I call your attention to the Emblems, thereon. The Holy Bible is placed on our Altar as a symbol to all, regardless of race or creed, of our firm belief in a Supreme Being. The Flag of our country is the symbol of Freedom, Justice and Equality, which are among the cardinal principles of our Order. The Book of Constitution signifies law and order and reminds us of our obligation to yield a just obedience to those in authority. The figure of the stately Elk, in front of the Holy Bible/Book, is the distinct Emblem of our Fraternity. As its antlers spread in every direction, so should we spread our Benevolence and Charity in the widest possible circle.”

EXALTED RULER: “Brother/Sister Esquire, you will place the candidates in due form to receive the Obligation.”

(The Exalted Ruler calls up the Lodge (-O-O-O-) and proceeds to the Altar to give the Obligation.)

EXALTED RULER: “Candidates, you will state your name in full, and then repeat after me, clearly and distinctly, the following – “I, _____, of my own free will, promise and declare that I will assist, to the best of my ability, all worthy, members and their families when I see their need or am asked to help them. I solemnly affirm that I will live up to the teachings of the Order and will render just obedience to its laws now existing or which may be enacted in the future. I will maintain due respect for the authority of this Lodge and its officers and will hold firm allegiance to the Grand Lodge, under whose supervision it carries on its work. Furthermore, I will uphold firmly the rule of law and order throughout Canada and will oppose strenuously any attempt to disrupt or overthrow the orderly processes of constitutional government. Finally, I admit that, should I violate this Obligation, I will deserve the contempt of all Elks and will accept any disciplinary action imposed by the Order. All this I solemnly promise without any mental reservations calling upon the members present to hear my vow.”

CHAPLAIN: “Almighty Judge of the hearts of man, you have heard the covenant made by our new member. May it be engraved on the inner tablets of their heart. Grant unto them increased power and a growing desire to uphold and advance the noble principles of our Order. At all times, may they be guided by that which is right. In becoming one of us, may they find greater opportunities to practice true Brotherhood. Thus, may they live in harmony with all mankind, fulfilling his/her earthly pilgrimage with faith and confidence in a just and rewarding rest. Amen.”

(The Exalted Ruler returns to own station and seats the Lodge (-O-))

EXALTED RULER: “The Knights and the Chaplain will resume their stations.”

(The Esquire shall escort the Officers and Chaplain to their stations.)

EXALTED RULER: "Brother/Sister Esquire, you will seat the candidates." *(The Esquire escorts the Candidates to their seats, either in front of the Altar, or at the location of the campfire scene.)* "Brother/Sister Past Exalted Ruler, you will give the Legend of Two Elks."

IMMEDIATE PAST EXALTED RULER OR DESIGNATE:

"One of the distinctive characteristics of the ELKS is our use of ritual. Ritual is a communication tool, a way of teaching and reminding ourselves of who we are and what we believe in. One of the most important Rituals is the CEREMONY OF INITIATION, which we are currently engaged in. The final CHARGE OF INITIATION is THE LEGEND OF THE TWO ELKS. Like all of our ritual, it has some important lessons to teach you about our principles of CHARITY, JUSTICE, LOVE and FIDELITY and our virtues of EQUALITY, LOVE, KINDNESS and SERVICE."

LEGEND OF THE TWO ELKS

(If a Lodge finds any wording of the Legend of Two Elks unsuitable or offensive, they may modify the wording as they feel necessary.)

"Members:

There is a legend among the ancient tribes, which is often told by the Indians around their wigwam fires. It is a legend truly strange, but its moral is ever true.

Two Elks had learned to feel that they were suited for companionship. Both were strong and lusty, bold and sleek of limb, but one was more favoured, as his antlers were spread with broader grace, and his form was taller than his mate's. They had been inseparable for years. One day the elk more favoured chanced to see the graceful image of himself reflected in the water at his feet while he was bending over a pool. He thereupon became proud, and assumed the airs of one above the common herd of Elkdom. So he wandered off to lead a separate life, and browsed on higher mountains than the rest. He slighted his own mate, who, grieved and sad, sought solace in the humbler companionship of elks less favoured, but with hearts more true.

It happened one day that, while the proud elk was browsing on the summit of a ledge, a crag gave away beneath his feet, and he fell into the glen below. Bleeding and maimed, his graceful antlers broken and torn, he lay stunned and insensible for hours.

He would have died there, but the comrade of his earlier years went to him, and with mighty effort drew his broken body to a water-pool, bathed his bleeding limbs and gave him a drink. The other elks cried: "Why do you help this proud and haughty creature, who is receiving only his just deserts?" But the good elk replied that if his mate, through vanity, had made a grievous mistake, it was no more than many others had done, who had failed to learn the lesson of equality. And so, through love for the unfortunate wounded elk, deprived of beauty and lingering only to his certain, tragic end, he watched with kindness through the closing days, and made death seem less bitter for his friend.

Thus the proud and misguided elk passed away in pain and sorrow. His faithful nurse and comrade, who patiently desertion had withstood, lived on for many years, bereaved and sad, but always a noble example of the principles of Fidelity and Love.

So the legend of the elks' companionship is told around the camp-fires of the Indians as they sit at night. They dwell upon the few short years during which the favoured elk roamed on the heights, and they never forget that the proud and faithless in reproach are held, while the true and loyal gain unending praise.

Now, although you may regard this legend as a somewhat idle tale, I suggest that you meditate upon the time when, like the flesh and blood and bone of these two elks, your body will decay, and nothing but the memory of your life will be left to represent you in the world. I would urge that you let Equality, Love, Kindness and Service hold you, as to a staff that make for perfect manhood, just and pure. Think upon the story of the elks, the story old, its moral ever new: a legend truly strange yet strangely true."

(The Past Exalted Ruler resumes own station.)

EXALTED RULER: "Members _____ this completes the Ceremonial Degree of Elkdom. You are now a member of the Elks of Canada and you are now entitled to all the rights and privileges of membership in this Lodge. At the close of the meeting you will receive from the Secretary your membership card, and transact any other necessary business."

(The Exalted Ruler leaves station and shakes the candidates' hands and directs them to take a seat amongst the Members. The Exalted Ruler and Esquire return to their stations.)

CEREMONY OF INITIATION – OPTION 2

EXALTED RULER: “Brother/Sister Esquire, you will introduce the candidates to the Lodge.”

EXALTED RULER: “Brother/Sister Esquire, you will place the candidates in due form to receive the obligation.”

ESQUIRE: “I must ask whether your application for membership has been made of your own free will and with no thought of material gain.”

(Initiate replies)

(The Exalted Ruler calls up the Lodge (-O-O-O-) and proceeds to the Altar to give the obligation.)

EXALTED RULER: “Candidate, you will state your name in full, and then repeat after me, clearly and distinctly, the following - I, _____, of my own free will, promise and declare that I will assist, to the best of my ability, all worthy members and their families when I see their need or am asked to help them. I solemnly affirm that I will live up to the teachings of the Order and will render just obedience to its laws now existing, or which may be enacted in the future. I will maintain due respect for the authority of this Lodge and its Officers and will hold firm allegiance to the Grand Lodge, under whose supervision it carries on its work. Furthermore, I will uphold firmly the rule of law and order throughout Canada and will oppose strenuously any attempt to disrupt or overthrow the orderly processes of constitutional government. Finally, I admit that, should I violate this sacred Obligation, I will deserve the contempt of all Elks and will accept any disciplinary action imposed by the Order. All this, I solemnly promise, without any mental reservations, calling upon the Members present to hear my vow.”

EXALTED RULER (or Designate): “It is my duty and privilege to entrust to you the Signs of the Order.

The Sign of Elkdom, which is used only in regular Lodge sessions. This sign is made by placing the right hand over the heart, with the left hand extended forward at waist level, palm downward. Pause momentarily and then drop the hands to the sides. This is to simulate the position you assumed when taking the Obligation and serves to remind you, each time it is used, of your vows to Elkdom.

The Sign of Fidelity, which may be used in public. It is made by placing the right hand over the heart, in this manner. ***(Demonstrates)***. The Sign of Fidelity must be used by all Elks present during all prayers or grace; obligations, the Eleven O Clock Service or periods of silence.

Whenever you wish to address the Exalted Ruler, you will rise and extend your left hand, palm upward, in this manner. ***(Demonstrates)***. When you have been recognized, you will drop your hand as you proceed to speak, starting with the words, “Worthy Exalted Ruler _____”.

One rap of the Exalted Ruler's gavel calls the Lodge to order. Two raps call up the Officers. Three raps call up the Lodge. When the members are standing, one rap directs them to resume their seats.

If you deem it necessary, you are permitted to cross from one side of the Lodge room to another when Lodge is in session but this should be kept to a minimum. A very strict rule, which is waived only during certain ceremonial work, is that no member shall pass between the station of the Exalted Ruler and the Altar. This is considered sacred ground.

The Emblems of the Order are as follows:

- The Holy Bible is a symbol to all, regardless of race or creed, of our firm belief in a Supreme Being,
- The Flag of our country is the symbol of Freedom, Justice and Equality, which are among the cardinal principles of our Order;
- The Book of Constitution signifies law and order and reminds us of our obligation to yield a just obedience to those in authority;
- The figure of the stately Elk is the distinctive Emblem of our Fraternity. As its antlers spread in every direction, so should we spread our Benevolence and Charity in the widest possible circle.

You are now a member of the Elks of Canada and you are now entitled to all the rights and privileges of membership in this Lodge. At the close of the meeting, you will receive from the Secretary your membership card, and transact any other necessary business."

(The Exalted Ruler shakes the new members' hand and asks them to take a seat among the members. The Exalted Ruler and Esquire return to their stations.)

MYSTIC CIRCLE GUIDE

Arrows indicate the way members are facing when marching. Small circles show seats or starting and finishing positions. Dotted lines indicate the line of march.

Order of positions indicated by figures from 1 to 19 is as follows:

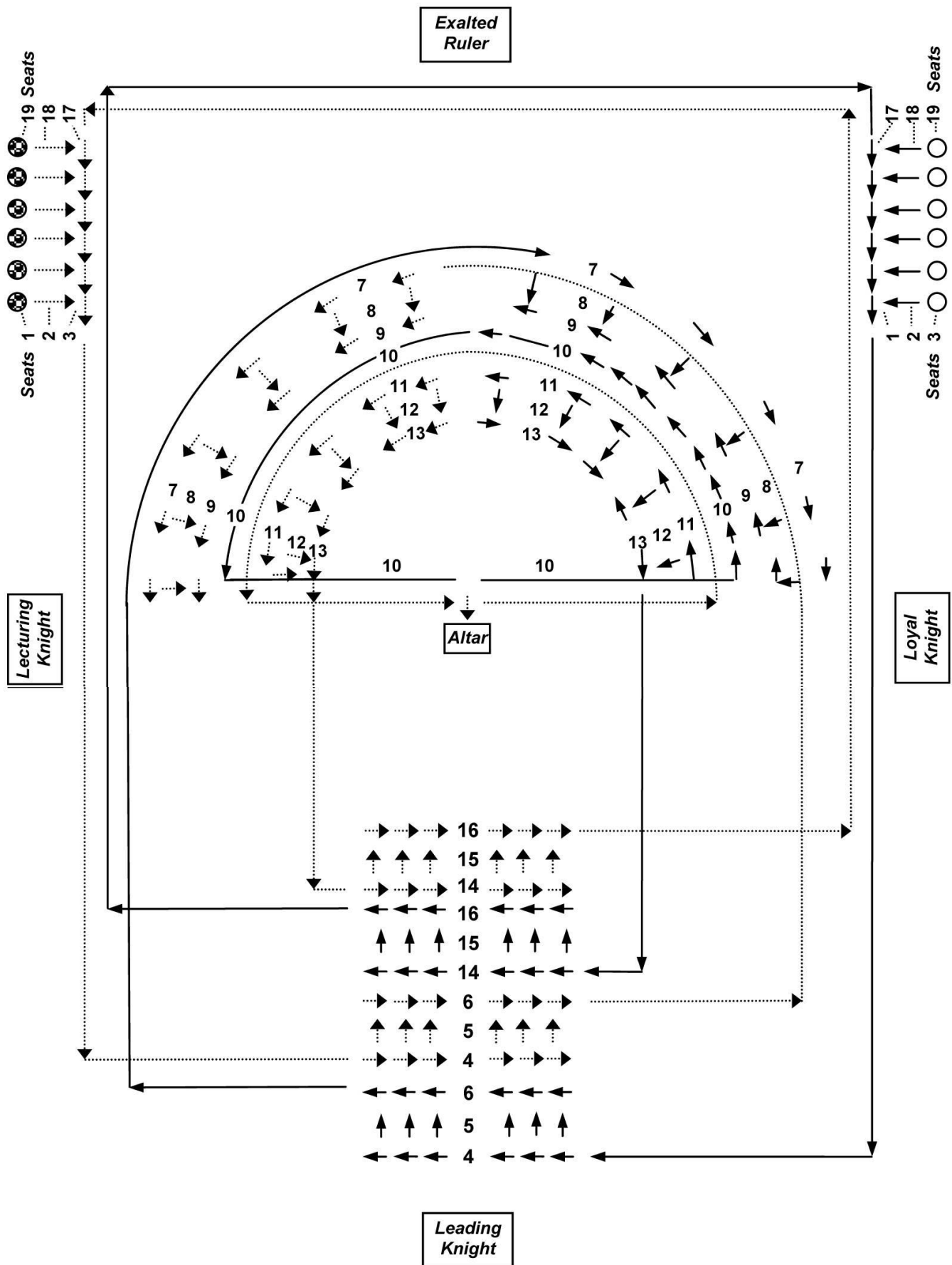
1. Shows members seated. 2. Shows members standing in front of chairs. 3. Turning to march. 4. Halting position of march. 5. Facing altar to salute Exalted Ruler. 6. Back to position in march to form circle. 7. Stopping position in circle. 8. Facing altar. 9. Turning to start march by altar. 10. Marching by altar. 11. Halting position after marching. 12. Facing altar. 13. Turning to continue line of march, when dismissed by Exalted Ruler.

5, 6, 14, 15 and 16 are all performed at the first halting position number 5, 4 there being no move forward from 4 to 6, or 14 to 16 - 14 and 4 being same position at the same place. 17, 18 and 19 are the reverse of 1, 2 and 3.

8, 9, 10, 11, 12 and 13 are performed at the position of number 7, circles always retaining the same circumference. All are standing positions except number 10, which is a marching position during welcome ode song. In operation, march line from 13 to 14, is just a continuation of march 6 to 7, back to position of first salute number 4.

All positions from 4 to 16 included, take place on the same floor line as 4 and 7.

Signals for each change of position may be given by a chord from the piano.



CLOSING CEREMONY

EXALTED RULER: *(Rising)* "The business of our session being completed, we shall proceed to close. *(Gives two raps (-O-O-) of the Gavel, calling up Officers)* The Knights and the Esquire will approach the Altar and remove the Emblems to their stations."

(Emblems are removed in reverse order, each Officer giving the Sign of Elksdom before removing their Emblem. After these Officers have returned to their stations, the Exalted Ruler gives three raps (-O-O-O-) of the Gavel, calling up the Lodge)

GOD SAVE THE QUEEN

"God save our gracious Queen,
Long live our noble Queen;
God save the Queen.
Send her victorious,
Happy and glorious,
Long to reign over us,
God save the Queen."

CHAPLAIN: "As we go forth to continue our daily tasks, let us be mindful of our obligations to all mankind. Let us be faithful and sincere in all our endeavours to live the high ideals which we profess. O Lord, grant unto us, Thy love and protection 'til we meet again. Amen." *(Those in attendance respond 'Amen')*

LECTURING KNIGHT: "Brother and Sister Elks, the Exalted Ruler is about to close the Lodge. The motto of this station is Love." *(Gives one rap)*

LOYAL KNIGHT: "Brother and Sister Elks, before our Exalted Ruler closes the Lodge, let me remind you that the motto of this station is Justice." *(Gives one rap)*

LEADING KNIGHT: "Brother and Sister Elks, as the Lodge is being closed, let me remind you that the motto of this station is Charity." *(Gives one rap)*

EXALTED RULER: "Brother and Sister Elks, the motto of this station is Fidelity. It reminds us all to be faithful to our obligations and to act toward each other with Charity, Justice, Love and Fidelity. As you go forth into the outer world, may you seek, with deeper determination, for opportunities to practice in your daily lives the principles that we impress upon you."

"By the authority vested in me as Exalted Ruler, I now declare this Lodge _____
No. _____ closed until our next regular meeting, unless it be convened sooner, in special session, by my order." *(Gives one rap (-O-) of the Gavel. The Lodge is closed)*

SHORT FORM CLOSING CEREMONY

EXALTED RULER: *(Rising)* "The business of our session being completed, we shall proceed to close." *(Gives two raps (-O-O-) of the Gavel, calling up Officers)* "The Knights and the Esquire will approach the Altar and remove the Emblems to their Stations."

(Emblems are removed in reverse order, each Officer giving the Sign of Elksdom before removing their Emblem. After these Officers have returned to their Stations, the Exalted Ruler gives three raps (-O-O-O-) of the Gavel, calling up the Lodge)

GOD SAVE THE QUEEN

"God save our gracious Queen,
Long live our noble Queen;
God save the Queen.
Send her victorious,
Happy and glorious,
Long to reign over us,
God save the Queen."

CHAPLAIN: "As we go forth to continue our daily task, let us be mindful of our obligations to all mankind. Let us be faithful and sincere in all our endeavours to live the high ideals which we profess. O Lord, grant unto us, Thy love and protection 'til we meet again. Amen." *(Those in attendance respond "Amen")*

EXALTED RULER: "By the authority vested in me as Exalted Ruler, I now declare this Lodge _____ No. ____ closed until our next regular meeting, unless it be convened sooner, in special session, by my order."

(Gives one rap (-O-) of the Gavel. The Lodge is closed)

OPENING AND CLOSING CEREMONIES for PROVINCIAL/TERRITORIAL ELKS ASSOCIATIONS

Floor work Instructions identical to those used in Opening and Closing a Subordinate Lodge. (See “Diagram of Knight’s March”)

OPENING CEREMONY

(Promptly at the time for the convening of the Conference, the President shall assume station and shall call the Members to order by giving one rap (-O-) of the Gavel. The Inner Guard should be at his/her station sufficiently early enough to check the credentials of those present)

PRESIDENT: *(Rising)* “Brother/Sister Esquire” *(Esquire rises and faces the President)* “I am about to open this _____ Conference of the _____ Elks Association. You will proclaim my intention to the Vice-Presidents and other Worthy Elks here assembled, so they may govern themselves accordingly.”

ESQUIRE: *(Turns and faces the Conference)* “The Worthy Brother/Sister President is about to open this Conference; assume your proper stations; give due attention and wait his/her further pleasure.” *(Turns to face President)* “Worthy Brother/Sister President, your instructions have been obeyed. Every post of duty is filled.” *(If any station is vacant, the Esquire adds)* “except the station of _____ *(states office/s)* and the Conference awaits your further pleasure.” *(When any office is vacant, the President shall name a Member to occupy the post for the sessions, or until the regular Officer arrives)*

PRESIDENT: “Brother/Sister Inner Guard, are we secure against intrusion and are all present entitled to remain?”

(Inner Guard assures that the doors are closed and all within are entitled to remain, then reports from position...)

INNER GUARD: “Brother/Sister President, we are secure against intrusion and all present are entitled to remain.”

PRESIDENT: “Under the assurance given by our Inner Guard that all of you are true and Worthy Elks, I bid you welcome.” *(The President gives two raps (-O-O-) of the Gavel; Officers stand, others remain seated)*

PRESIDENT: “The Vice-Presidents will approach the Altar and place upon it the Emblems of our Order.” *(The Vice-Presidents, each bearing the emblem of their office, will leave stations and proceed to Altar as per “Diagram of Knight’s March”.)*

3RD VICE-PRESIDENT: *(After taking one pace forward)* “Worthy Brother/Sister President, I hold in my hand a treasured Book, an emblem of truth to which mankind has turned during many centuries for Light and Guidance and through which we are taught Charity, Justice, Love and Fidelity.”

PRESIDENT: “Brother/Sister 3rd vice-President, you will place this treasured Book upon our Altar and let its pages be opened. There it will be a constant reminder of and a symbol of our belief in a Supreme Being that watches over all mankind.”

(3rd Vice-President turns to the right, steps forward to the centre of the Altar, turns to face the Altar, takes one step forward, places Book in position, as on “Diagram of Altar Emblems”, pauses with hands at the sides, gives sign of Elkdome by placing left hand on the Holy Bible, pauses with hands at the sides, and returns to position, as per floor work instructions. Other Vice-Presidents and Esquire follow same procedure)

2ND VICE-PRESIDENT: *(After taking one pace forward)* “Worthy Brother/Sister President, I hold in my hand the Canadian Flag, under which we live. It is the symbol of Freedom, Justice and Equality, the great principles on which our Order is founded.”

PRESIDENT: “Brother/Sister 2nd Vice-President, you will place the Flag of our country upon the Altar as a reminder of the protection it gives to all of us.” *(As per instructions, the 2nd Vice-President places Flag on Altar, gives sign of Elkdome and returns to place in line)*

1ST VICE-PRESIDENT: *(After taking one pace forward)* “Worthy Brother/Sister President, I hold in my hand a replica of the stately Elk, the Emblem of our Order. It serves to remind us of Elkdome’s benevolent character and unfailing protection.”

PRESIDENT: “It is fitting, Brother/Sister 1st Vice-President, that this Emblem of our Order should be given a place upon the Altar. There it suggests to all of us that, as the stately Elk watches faithfully over its kind and gives protection whenever it is needed, so should we be quick to hear and strong in responding to the calls of Fraternal Service.” *(As per instructions, the 1st Vice-President places Emblem on Altar, gives sign of Elkdome and returns to place in line)*

PRESIDENT: “Brother/Sister Esquire, you will place upon the Altar a current copy of the Book of Constitution, so that all Elks will know that we yield authority and jurisdiction to the Grand Lodge of the Elks of Canada.”

(Esquire proceeds to Altar, and as per instructions, places the Constitution on Altar, gives sign of Elkdome and steps back one pace. Vice-Presidents and Esquire return to their several stations as per floor work diagram)

PRESIDENT: “Brother/Sister 3rd Vice-President, can you suggest one or more reasons why men and women of goodwill should, and do, make application to enter the realms of Elkdome?”

3RD VICE-PRESIDENT: “Worthy Brother/Sister President, because our Order is esteemed highly for its charity and unselfishness: because we endeavour consistently to create and maintain a spirit of national unity among the people of Canada, and because these men and women of goodwill wish to contribute their time and effort to perpetuating the ideals and ethics of our Order.”

PRESIDENT: “Brother/Sister 2nd Vice-President, what are the principles and objectives of our Order?”

2ND VICE-PRESIDENT: “Worthy Brother/Sister President, to promote by word and by example the virtues of Charity, Justice, Love and Fidelity; to promote the welfare and happiness of all its members through the medium of true friendship and fellowship; to develop in all a noble citizenship; and to foster in the hearts of Canadian children an abiding loyalty to our Country.”

PRESIDENT: “Brother/Sister 1st Vice-President, you see in my hand a Gavel. What does this signify?”

1ST VICE-PRESIDENT: “It signifies that you, Worthy Brother/Sister President, have been trusted with the highest honour that this Association can bestow, and that as President, you exercise supervision over this Conference; that it is your duty to rule justly and impartially, allowing no personal opinion or preference to govern you in your decisions, but to be guided solely by the laws and established usages of the Order.”

PRESIDENT: “Responsibility, indeed, rests upon the President, but not upon myself alone. It is shared by all of you, including the newest of our Members, whose name is inscribed upon our rolls. Before we enter upon the other duties that call us together, it is right and proper that we seek Divine Guidance in all that we do. Brother/Sister Chaplain will offer the Invocation.”
(Three raps (-O-O-O-) of the Gavel)

CHAPLAIN: “O, Great Exalted Ruler of the Universe, we ask Thy blessings upon the deliberations of this gathering. Inspire us with wisdom and understanding in all that we do and say, so that we may contribute in ever increasing measure, through our Association and our Order, to the achievement of our goal-the Brotherhood of Man. Amen.” **(Those in attendance respond, “Amen”).**

(First verse of O Canada)

PRESIDENT: “By the authority vested in me, as President, I now declare this _____ Conference of the _____ Elks Association open for the transaction of any business that may be brought properly before it. You will join me in giving the sign of Elkdom.” **(All members give sign and hold same for the balance of President’s speech)** “By this sign we renew our Obligation to each other and to the Order.”
(Seats assembly with one rap (-O-) of the gavel)

PRESIDENT: “Brother/Sister Esquire, you will now retire and proceed with the presentation of the Colours.”

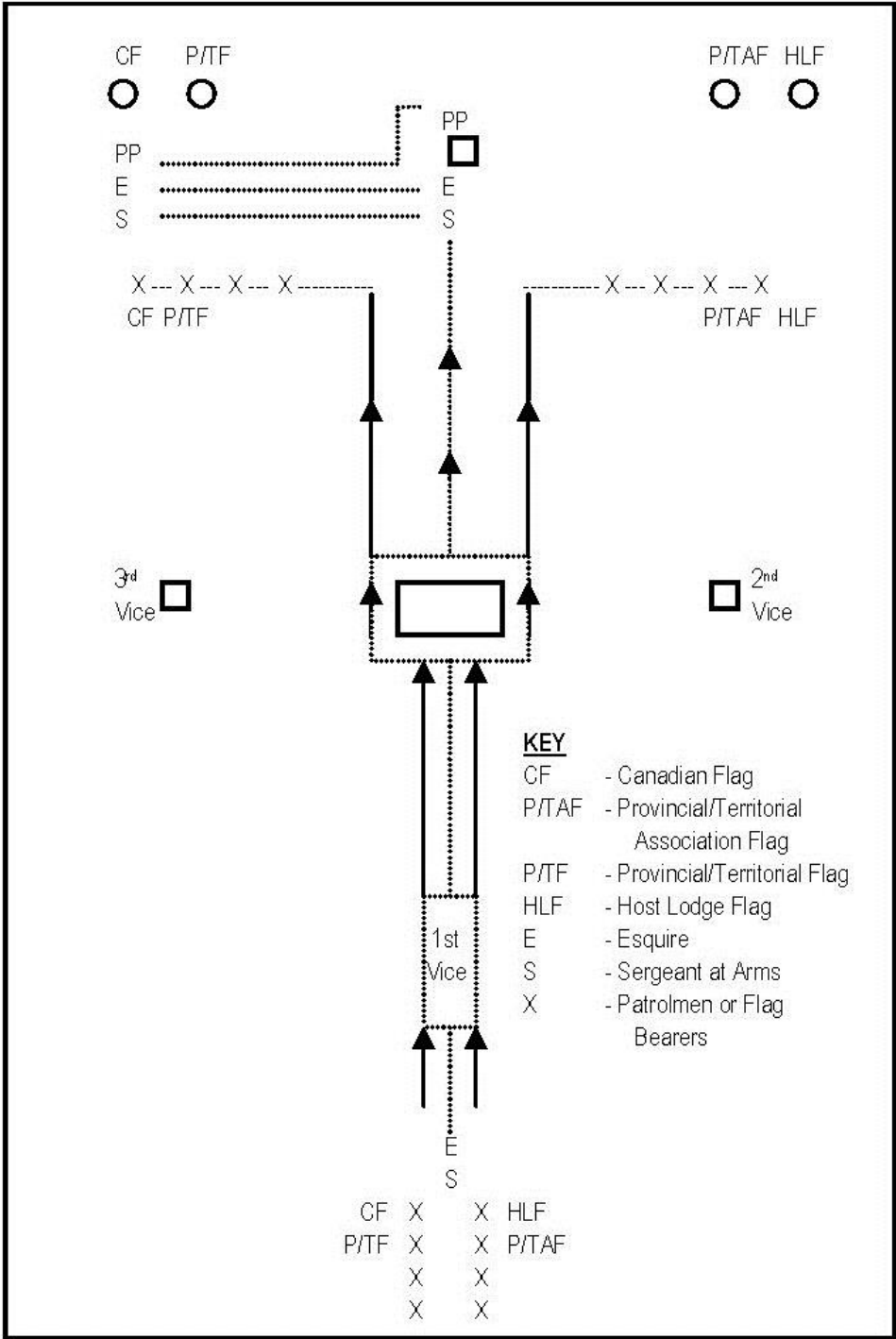
(As the Colour Party enters, the President gives three raps (-O-O-O-) of the Gavel, calling up the Conference. When the Colour Party has retired, the President will give one rap (-O-) with the Gavel, seating the Conference.)

(Presentation of the Colours shall be made under the direction of the Esquire or by any other Member appointed by the President. No Colours shall be presented except the following, which shall be presented in this order: the Canadian Flag; the Provincial/Territorial Flag, the Provincial/Territorial Elks Association Flag, and the Host Lodge Flag. The Elks and Royal Purple Fund for Children Banner may be displayed at any meeting of the Order. If displayed, it will take precedence after the Lodge Flag.)

(Refer to following diagram for Presentation of Colours)

(Refer to the Ceremony for Presentation of Colours)

Patrol Team Presenting the Colours at the Provincial/Territorial Conference



CLOSING CEREMONY for ELKS ONLY

PRESIDENT: *(Rising)* "The business of this _____ Conference being completed, we shall proceed to close" *(Gives two raps (-O-O-) of the gavel, calling up the Officers)* "The Vice-Presidents and the Esquire will approach the Altar and remove the Emblems to their stations."

(Emblems are removed in reverse order as per instructions, each Officer giving the sign of Elkdom, placing left hand on the Holy Bible, before removing Emblem. After the Officers have returned to their stations, the President gives three raps (-O-O-O-) of the Gavel, calling up the Conference)

(First Verse of GOD SAVE THE QUEEN)

CHAPLAIN: "As we go forth to continue our daily tasks, let us be mindful of our obligations to all mankind. Let us be faithful and sincere in all our endeavours to live the high ideals which we profess. O Lord, grant unto us Thy love and protection 'til we meet again. Amen."

(Those in attendance respond "Amen")

3RD VICE-PRESIDENT: "Brother and Sister Elks, the President is about to close the Conference. The motto of this station is Love." *(Gives one rap (-O-) of the Gavel)*

2ND VICE-PRESIDENT: "Brother and Sister Elks, before our President closes the Conference, let me remind you that the motto of this station is Justice." *(Gives one rap (-O-) of the Gavel)*

1ST VICE-PRESIDENT: "Brother and Sister Elks, as the Conference is being closed, let me remind you that the motto of this station is Charity." *(Gives one rap (-O-) of the Gavel)*

PRESIDENT: "Brother and Sister Elks, the motto of this station is Fidelity. It reminds us all to be faithful to our obligations and to act toward each other with Charity, Justice, Love and Fidelity. As you go forth into the outer world, may you seek, with deeper determination, for opportunities to practice in your daily lives the principles that we impress upon you."

"By the authority vested in me as President, I now declare this _____ Conference closed until our next Regular Session, unless it be convened sooner in Special Session, by my order."

(Gives one rap (-O-) of the gavel. The conference is closed)

CLOSING CEREMONY

When Others are Present

PRESIDENT: *(Rising)* "The business of this _____ Conference being completed, we shall proceed to close." *(Gives two raps (-O-O-) of the gavel, calling up the Officers)* "The Vice-Presidents and the Esquire will approach the Altar and remove the Emblems to their stations."

(Emblems are removed in reverse order without the signs of Elkdom being given. After the Officers have returned to their stations, the President gives three raps (-O-O-O-) of the gavel, calling up the Conference)

(First Verse of GOD SAVE THE QUEEN)

CHAPLAIN: "As we go forth to continue our daily tasks, let us be mindful of our obligations to all mankind. Let us be faithful and sincere in all our endeavours to live the high ideals which we profess. O Lord, grant unto us Thy love and protection 'til we meet again. Amen."

(Those in attendance respond "Amen")

PRESIDENT: "Brother and Sister Elks, as you go forth into the outer world, may you seek, with deeper determination, for opportunities to practice in your daily lives the principles that we impress upon you."

"By the authority vested in me as President, I now declare this _____ Conference closed until our next Regular Session, unless it be convened sooner, in Special Session, by my order."

(Gives one rap -O-) of the gavel. The Conference is closed)

GRAND LODGE OPENING CEREMONY

(It shall be the duty of the Grand Inner Guard to check the credentials of all those entering the Convocation Hall prior to the Opening Ceremony. In any case of doubt, the matter will be referred to the Grand Leading Knight. Promptly at the time set for the convening of the Grand Lodge, the Grand Exalted Ruler shall assume the proper station and shall call the Members to order by giving one rap (-O-) of the Gavel)

GRAND EXALTED RULER: (Rising) "I am about to open the _____ Annual Session of the Grand Lodge, Elks of Canada. Brother/Sister Grand Esquire **(Grand Esquire arises and faces Grand Exalted Ruler)** you will make due proclamation of my intention to the Grand Knights and other Worthy Elks here assembled so that they may govern themselves accordingly."

GRAND ESQUIRE: (Turns and faces Grand Lodge) "The Worthy Grand Exalted Ruler is about to open this _____ Annual Session of the Grand Lodge in the prescribed form. Assume your proper stations, give due attention and wait his/her further pleasure. **(Turns to face Grand Exalted Ruler)** Worthy Grand Exalted Ruler, your instructions have been obeyed. Every post of duty is filled. **(If any station is vacant, the Grand Esquire adds)** Except the station of _____ **(states Office)**, and the Grand Lodge awaits your further pleasure." **(When any office is vacant, the Grand Exalted Ruler shall name a Member to occupy the post for the time being, or until the regular officer arrives)**

GRAND EXALTED RULER: "Brother/Sister Grand Inner Guard, are we secure against intrusion and are all present entitled to remain?" **(The Grand Inner Guard checks the doors and returns to station)**

GRAND INNER GUARD: "Worthy Grand Exalted Ruler, we are secure against intrusion and all present are entitled to remain."

GRAND EXALTED RULER: "Under the assurance given by our Grand Inner Guard that all of you are Worthy Elks, I bid you welcome."

(The Grand Exalted Ruler gives two raps (-O-O-) of the Gavel, calling up the Grand Lodge Officers. All others remain seated)

GRAND EXALTED RULER: "The Grand Knights will approach the Altar and place upon it the Emblems of our Order."

(The Grand Knights will approach the Altar as per the "Diagram of Knight's March")

GRAND LECTURING KNIGHT: (After taking one pace forward) "Worthy Grand Exalted Ruler, I hold in my hand a treasured Book, an emblem of truth to which mankind has turned during many centuries for Light and Guidance and through which we are taught Charity, Justice, Love and Fidelity."

GRAND EXALTED RULER: “Brother/Sister Grand Lecturing Knight, you will place this treasured Book upon our Altar and let its pages be opened. There it will be a constant reminder of, and a symbol of, our belief in a Supreme Being that watches over all mankind.”

(Grand Lecturing Knight places Book on Altar as per instructions, gives sign of Elkdom, placing left hand on the Holy Bible and returns to position as per Floor Work Instructions. Other Grand Knights and Grand Esquire, in turn, follow same procedure)

GRAND LOYAL KNIGHT: ***(After taking one pace forward)*** “Worthy Grand Exalted Ruler, I hold in my hand the Canadian Flag, under which we live. It is the symbol of Freedom, Justice and Equality, the great principles on which our Order is founded.”

GRAND EXALTED RULER: “Brother/Sister Grand Loyal Knight, you will place the Flag of our country upon the Altar as a reminder of the protection it gives to all of us.”

(As per instructions, the Grand Loyal Knight places Flag on Altar, gives sign of Elkdom and returns to place in line)

GRAND LEADING KNIGHT: ***(After taking one pace forward)*** “Worthy Grand Exalted Ruler, I hold in my hand a replica of the stately Elk, the Emblem of our Order. It serves to remind us of Elkdom’s benevolent character and unfailing protection.”

GRAND EXALTED RULER: “It is fitting, Brother/Sister Grand Leading Knight, that this Emblem of our Order should be given a place upon the Altar.

There it suggests to all of us that, as the stately Elk watches faithfully over its kind and gives protection whenever it is needed, so should we be quick to hear and strong in responding to the calls of Fraternal Service.”

(As per instructions, the Grand Leading Knight places Emblem on Altar, gives sign of Elkdom and returns to place in line)

GRAND EXALTED RULER: “Brother/Sister Grand Esquire, you will place upon the Altar, a current copy of the Book of Constitution, so that all Elks will be reminded that our book of Constitution is the Supreme Law of our Order and must be adhered to in all the activities of the Elks of Canada.”

(As per instructions, the Grand Esquire proceeds to Altar, places Constitution on Altar, gives sign of Elkdom and steps back one pace. Grand Knights and Grand Esquire return to their several stations as per Floor Work Diagram)

GRAND EXALTED RULER: “Brother/Sister Grand Lecturing Knight, can you suggest one or more reasons why men and women of goodwill should, and do, make applications to enter the realms of Elkdom?”

GRAND LECTURING KNIGHT: “Worthy Grand Exalted Ruler, because our Order is esteemed highly for its Charity and Unselfishness; because we endeavour consistently to create and maintain a spirit of national unity among the people of Canada, and because these

men and women of goodwill wish to contribute their time and effort to perpetuating the ideals and ethics of our Order.”

GRAND EXALTED RULER: “Brother/Sister Grand Loyal Knight, what are the principles and objectives of our Order?”

GRAND LOYAL KNIGHT: “Worthy Grand Exalted Ruler, to promote by word and by example, the virtues of Charity, Justice, Love and Fidelity; to promote the welfare and happiness of all its members through the medium of true friendship and fellowship; to develop in all a noble citizenship, and to foster in the hearts of Canadian children an abiding loyalty to our country.”

GRAND EXALTED RULER: “Brother/Sister Grand Leading Knight, you see in my hand a Gavel, what does this signify?”

GRAND LEADING KNIGHT: “It signifies that upon you, Worthy Grand Exalted Ruler, has been placed the Royal Purple of our Order, and that, as Grand Exalted Ruler, you exercise supervision over this Grand Lodge; that it is your duty to rule justly and impartially, allowing no personal opinion or preference to govern you in your decisions, but to be guided solely by the laws and established usages of the Order.”

GRAND EXALTED RULER: “Responsibility indeed rests upon the Grand Exalted Ruler, but not upon myself alone. It is shared by all of you, including the newest of our Members whose name is inscribed upon our roles. Before we enter upon the other duties that call us together, it is right and proper that we seek Divine Guidance in all that we do. Brother/Sister Grand Chaplain will offer the invocation.” *(Three raps (-O-O-O-) of the Gavel)*

GRAND CHAPLAIN: “O, Great Exalted Ruler of the Universe, we ask Thy blessings upon the deliberations of this gathering. Inspire us with wisdom and understanding in all that we do and say, so that we may contribute in an ever increasing measure, through our Lodge and our Order, to the achievement of our goal -The Brotherhood of Man. Amen.”

(Those in attendance respond, “Amen”)

(One verse of O Canada)

GRAND EXALTED RULER: “By the authority vested in me as Grand Exalted Ruler, I now declare the _____ Annual Session of the Grand Lodge, Elks of Canada, open for the transaction of any business that may be brought properly before it.”

“You will join me in giving the sign of Elkdom. By this sign we renew our Obligation to each other and to the Order.”

(Seats assembly with one rap (-O-) of the Gavel)

CEREMONY FOR THE PRESENTATION OF THE COLOURS AT GRAND LODGE

The Grand Exalted Ruler gives one rap (-O-) to seat the Grand Lodge at the end of the Grand Lodge Opening Ceremony.

GRAND EXALTED RULER: "Brother/Sister Grand Esquire, you will now retire and proceed with the presentation of the colours."

The Grand Esquire retires and when he/she, and the Colour Party, are ready to enter, raps on the door.

The Grand Inner Guard opens the door and announces to the Grand Exalted Ruler that the Grand Esquire and Colour Party wish to enter. The Grand Exalted Ruler gives three raps (-O-O-O-) calling up the Grand Lodge.

GRAND EXALTED RULER: "Brother/Sister Grand Inner Guard, you will permit the Grand Esquire and the Colour Party to enter."

The Grand Esquire and Colour Party proceed to a point in front of the Grand Exalted Ruler's station.

The Grand Esquire receives the colours from the Sergeant at Arms, and presents them to the Grand Exalted Ruler.

The colours are placed in a line just behind the Grand Exalted Ruler's station from left to right as viewed from in front of the Grand Exalted Ruler's station. Canadian Flag; Provincial/Territorial Flag; Grand Lodge Flag, Provincial/Territorial Elks Association Flag; Host Lodge Flag; Elks and Royal Purple Fund for Children Flag.

When the Colours are in position and the Grand Esquire has returned to station, the Colour Party will retire.

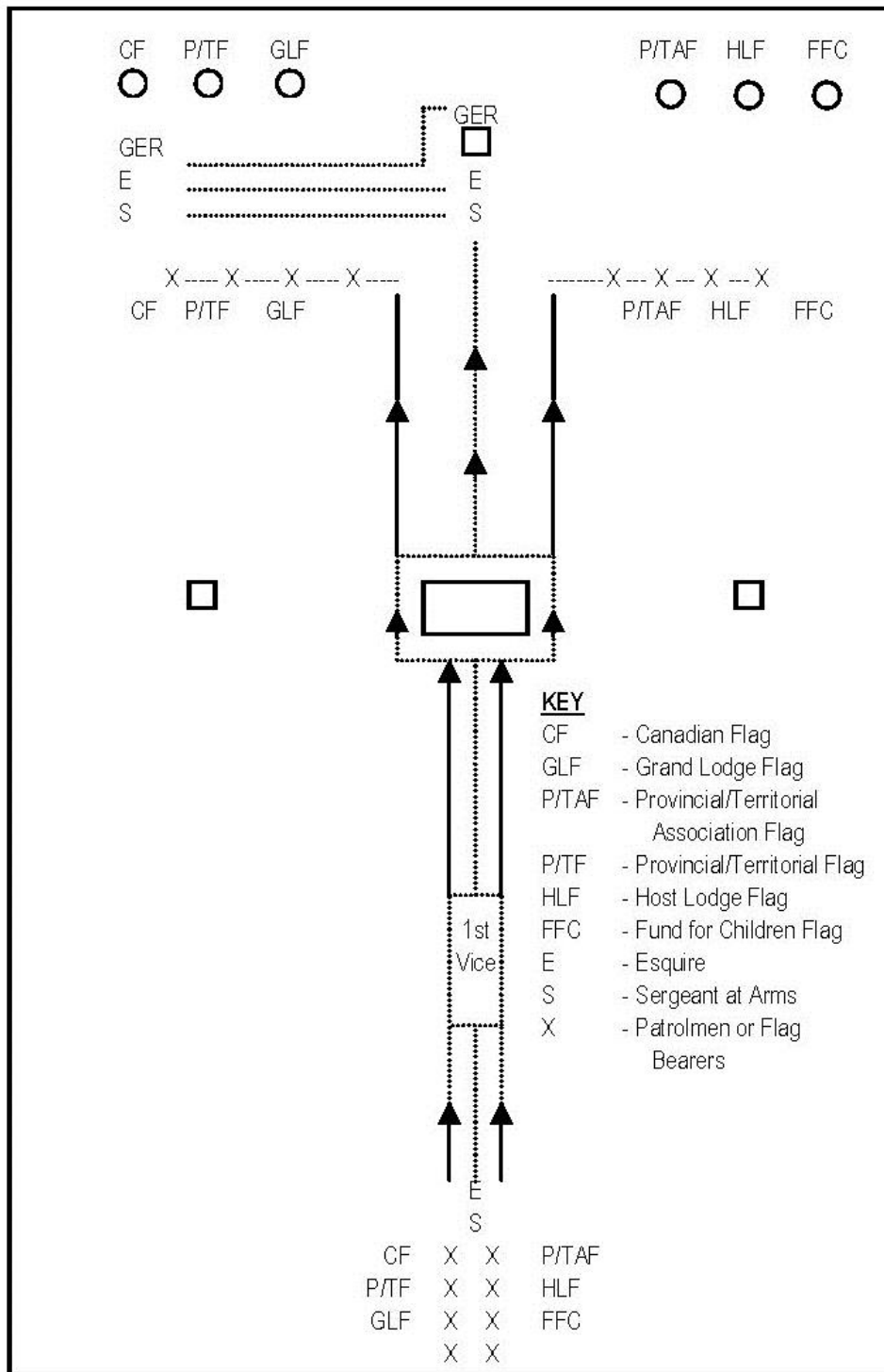
When the Colour Party has retired, the Grand Exalted Ruler gives one rap (-O-) of the Gavel seating the Grand Lodge.

It shall be the duty of the Grand Esquire to arrange to have all of the Colours available at the Grand Lodge Convention site, and to arrange with the Host Lodge to have a Colour Party available.

NOTE: *If it is so desired to remove the colours prior to the Closing Ceremony, this procedure is used in the reverse order. Otherwise the colours are removed after the Closing Ceremony.*

(Refer to following Diagram for Presentation of Colours)

Presenting the Colours at the Grand Lodge Convention



GRAND LODGE CLOSING CEREMONY

GRAND EXALTED RULER: *(Rising)* “The Business of this Session of the Grand Lodge being completed, we shall proceed to close.”

(Gives two raps (-O-O-) of the Gavel, calling up the Grand Lodge Officers)

“The Grand Knights and the Grand Esquire will approach the Altar and remove the Emblems to their stations.”

(Emblems are removed in reverse order as per instructions, each Officer giving the sign of Elkdom before removing their Emblem. After these Officers have returned to their stations, the Grand Exalted Ruler gives three raps (-O-O-O-) of the Gavel calling up the Grand Lodge)

GOD SAVE THE QUEEN

“God save our gracious Queen,
Long live our noble Queen,
God save the Queen.
Send her victorious,
Happy and glorious,
Long to reign over us,
God save the Queen.”

GRAND CHAPLAIN: “As we go forth to continue our daily tasks, let us be mindful of our obligations to all mankind. Let us be faithful and sincere in all our endeavours to live the high ideals which we profess. O Lord, grant unto us, Thy love and protection 'til we meet again. Amen.”

(All respond, “Amen”)

GRAND LECTURING KNIGHT: “Brother and Sister Elks, the Grand Exalted Ruler is about to close this Session of Grand Lodge. The motto of this station is Love.”

(Gives one rap (-O-) of Gavel)

GRAND LOYAL KNIGHT: “Brother and Sister Elks, before our Grand Exalted Ruler closes this Session of Grand Lodge, let me remind you that the motto of this station is Justice.”

(Gives one rap (-O-) of the Gavel)

GRAND LEADING KNIGHT: “Brother and Sister Elks, as this session of the Grand Lodge is being closed, let me remind you that the motto of this station is Charity.”

(Gives one rap of (-O-) the Gavel)

GRAND EXALTED RULER: "Brother and Sister Elks, the motto of this station is Fidelity. It reminds us all to be faithful to our obligations and to act toward each other with Charity, Justice, Love and Fidelity. As you go forth into the outer world, may you seek with deeper determination for opportunities to practice in your daily lives, the principles that we impress upon you. By the authority vested in me as Grand Exalted Ruler, I now declare this _____ Annual session of the Grand Lodge closed until our next regular session, unless it be convened sooner in special session."

(Gives one rap (-O-) of the Gavel)

The Grand Lodge is Closed.

ANNOUNCING THE DEATH OF A MEMBER

(When a member of a Lodge dies, an announcement of their passing shall be made at the next subsequent meeting. Immediately after the Roll Call, the Exalted Ruler will arise, and say):

“My Brothers and Sisters, it is my sad duty to announce the death of our Brother/Sister _____, and to order that a record of the loss we have sustained shall be made by the Secretary in the proceedings of this session.

“Brother/Sister Secretary, you will call the name of our departed Brother/Sister.”

(The Secretary calls the name three times. If there be more than one death to announce, each name shall be called only once)

(Pause)

EXALTED RULER: “Brother/Sister Secretary, in vain do you call; our Brother/Sister _____ has passed through the Valley of the Shadow of Death. The places that have known him/her so well shall know him/her no more, but his/her virtues are written on the tablets of our hearts.”

“Sleep in peace, with kindred ashes
Of the noble and the true;
Hands that never fail their country,
Hearts that never baseness knew.
Sleep, until the Final Trumpet
Awakes the dead, to die no more;
We shall meet again, our Brother/Sister,
On that distant, hallowed shore.”

(The Exalted Ruler gives three raps (-O-O-O-) with the Gavel, calling up the Lodge. The lights are lowered, and the Chaplain proceeds to the Altar to offer up a prayer. The Members assume the Sign of Fidelity)

CHAPLAIN: “Almighty God, to Thy tender Love and Compassion do we commend the soul of our dear Brother/Sister. May light Perpetual shine upon him/her, until the morning breaks and the shadows flee away. May we realize, our Father, that we are but Thy children! Through Thy redeeming Grace and Power may we so live that when our day is done we may meet, with faith and confidence, the eternal change that must come to us all. May the Peace of God which passeth all understanding, abide with us for evermore. Amen.”

(All respond: “Amen”. The Exalted Ruler gives one rap (-O-) with the Gavel, and the members resume their seats. The lights will be restored. After the prayer, the Exalted Ruler, or some other member or members designated by him/her previously for the purpose, shall deliver a plain and simple eulogy recounting the merits and achievements of the departed Brother/Sister.)

EXALTED RULER: *(At the conclusion of the eulogy)* "In token of the respect and affection in which the memory of our late Brother/Sister is and shall be held among us, let us, in the meditation of silent prayer, typify what words may fail to express." *(Gives three rap (-O-O-O-) with the Gavel. All members arise, and assume the Sign of Fidelity.) (The Vocalist, or Lodge Quartet, may sing here one verse of "The Vacant Chair", as follows:)*

"We shall meet, but we shall miss him/her,
There will be a vacant chair;
And though we no more possess him/her,
Still our hearts his/her memory bear.
But a while ago we gathered,
Friendship beaming in each eye;
Now the golden cord is severed,
He/she has passed to Realms on High."

(At the conclusion of the song, eleven strokes are sounded on the chimes or the gong, and the Organist or Pianist plays softly a few bars of "Auld Lang Syne". The Exalted Ruler gives one rap (-O-) with the Gavel, and those in attendance resume their seats.)

ELEVEN O'CLOCK SERVICE

(Promptly at the hour of Eleven O'Clock, whatever may be the Order of Business at the time, it shall be the duty of the Leading Knight (or, if absent, the member who is occupying the station) to ask the Exalted Ruler: "What is the hour?" The following Ceremonial will then be conducted.):

(The Exalted Ruler gives three raps with the Gavel (-O-O-O-), and all the members present arise and assume the Sign of Fidelity, as the lights are dimmed)

NOTE: *On such occasions as may be fitting, this Ceremony may be altered as follows: EXALTED RULER: It is the hour when ...*

EXALTED RULER (or another): "It is the hour of eleven when all Elks cease from their labours and again renew within their hearts their obligations to each other with special regard to our absent and departed Members. Elkdom, as an Order, seeks ever to exemplify the noble traits of the stately Elk, from which it takes its name. The Elk, unlike the more ferocious animals of the forest, while fleet of foot and ever ready to fight in defence of its weaker members, is naturally docile and lives in peace with all mankind. So we teach all to be quick to hear and strong in responding to the calls of fraternal service such as the circumstances of life may bring upon us. We are bound together by the ties of a great fraternity which seeks to make life sweeter, people better and the world happier. The faults of our Members we write upon the sands of the sea, where they may be quickly effaced and forgotten while their virtues we inscribe upon the tablets of our hearts so that we may realize in a larger degree the living meaning of the Brotherhood of Man.

AULD LANG SYNE

"Should auld acquaintance be forgot,
And never brought to mind?
Should auld acquaintance be forgot,
and days of auld lang syne?"

CHORUS:

"For auld lang syne, my dear
For auld lang syne,
We'll take a cup o'kindness yet
For auld lang syne.

(The Exalted Ruler gives one rap (-O-) with the Gavel, and those in attendance resume their seats)

NOTE: *When conducting this at a social function, it is recommended that the officiating officer request non-members and guests to rise and stand quietly with the members. They should be reminded that this is a serious memorial ceremony; that all members must assume the Sign of Fidelity during the spoken portion of the ceremony and that, during the singing of Auld Lang*

Syne, all present will assume the traditional crossed-hands position, clasping the hands of those on either side, and standing quietly. At the conclusion of the singing, hands are to be dropped quietly to the sides without cheering or other unseemly actions.

ELKS MEMORIAL SERVICE For Officers' Use

(Note - Where printed programs are provided for the audience, it is customary to introduce only the participating clergymen and speakers.)

The following usually occupy the platform: The Exalted Ruler, Leading Knight, Loyal Knight, Lecturing Knight, Secretary, Treasurer, Grand Lodge Officers, speakers and clergymen; balance of participants in program if space permits. During Opening Ceremony each Officer when addressed by the Exalted Ruler will arise and remain standing until Opening Ceremony is completed. If desired, the Officers of the Lodge may occupy their respective stations.)

EXALTED RULER: "It is decreed by the Supreme Law of the Elks of Canada that upon the First Sunday in December of each year, every Elk Lodge shall fittingly do honour to its departed Members by observing the day as Memorial Day." *(Exalted Ruler turns to the Leading Knight, and continues-)* "Brother/Sister Leading Knight what is your duty?"

LEADING KNIGHT: "To stand ready to hear the cry of distress and by precept and example to exemplify the motto of this station – **CHARITY.**"

EXALTED RULER: "Brother/Sister Loyal Knight, what duty does your station signify?"

LOYAL KNIGHT: "To see that justice is administered to all the members and that the precepts of the Golden Rule are followed, the motto of this station being – **JUSTICE.**"

EXALTED RULER: "Brother/Sister Lecturing Knight, what is your duty?"

LECTURING KNIGHT: "To see that the Members act toward one another in the spirit of good fellowship and fraternity, that the ties of brotherhood may be cemented in each by example, the lesson of this station – **LOVE.**"

EXALTED RULER: "The motto of the station of the Exalted Ruler is **FIDELITY.** Fidelity embraces one of the chief cardinal virtues of our time-honoured fraternity, and while we remain faithful to our obligation and act toward one another in Charity, Justice, Love and Fidelity, the principles of our Order will be perpetuated." *(Exalted Ruler pauses a moment, then continues.)* "Once again we are called upon to sympathize with those bereaved in the death of loved ones – Brother/Sister Secretary will call the names of our departed Members."

SECRETARY: "Worthy Exalted Ruler, the records of our Lodge show that Brother(s)/Sister(s) *(give names)* no more answer to their names in our earthly roll call."

EXALTED RULER: "Brother/Sister Treasurer, inasmuch as Elkdom holds it an exalted privilege to pour from its treasury in due measure, what is just, in giving relief, especially to those within its fold, have we your assurance as the custodian of our funds that this service of love and aid has had proper attention?"

TREASURER: “Worthy Exalted Ruler, the instructions of our noble Order have had due attention, and in the hours of need for service the bereaved loved ones of our departed Brothers/Sisters have been remembered.”

EXALTED RULER: “In vain we call upon our absent Members; they have passed beyond to where they now answer to a higher roll call; the brittle thread which bound them to this earth has been severed, and the liberated spirit has winged its flight to the unknown world.

Once more we are called upon to realize that in the midst of life we are in death, and that He who watches over all our destinies, has within His vigilant keeping the spirits of our departed Members, whom we shall meet again in the Supreme Lodge of the Universe nevermore to part.”

(Opening Song and Invocation. Audience arising.)

Invocation:

CHAPLAIN: “Grant unto us, O Great Exalted Ruler of the Universe, the spirit of love and fidelity in this our service to the memory of those Members who have answered the last Great Roll Call. May their example inspire in us a true faith to carry on with our unfinished task, The Brotherhood of Man. Amen.”

Benediction: ***(If given by the Chaplain):***

“May the Grand Exalted Ruler of the Universe bless you and keep you. May He make His Face to shine upon you and be gracious unto you and give you His Peace, today and forever. Amen.”

(Regular Program here follows.)

(Closing Ceremony consists only in Exalted Ruler giving two raps (-O-O-) of Gavel and all on platform arising.)

EXALTED RULER: “Having performed the ceremony required by the Ritual of our Order, and with our sincere expression of appreciation to our friends who have honoured us this day by their presence, while the Lodge observed its annual Memorial Day, we will close by singing ‘God Save the Queen’.”

FORM OF PROGRAM RECOMMENDED

Memorial Day - First Sunday in December

The audience is requested to refrain from applauding.

Orchestra, "Traumerei"	Schumann
Memorial Ritual	

OFFICERS OF THE LODGE

Opening Ode

The audience is requested to join in singing.

Tune – "AULD LANG SYNE"
"Great Ruler of the Universe,
All-Seeing and benign,
Look down upon and bless our work,
And be all Glory Thine.
Oh! hear our prayer for the honored dead,
While bearing in our mind,
The memories graven on each heart,
For the days of 'Auld Lang Syne'."

Invocation	Chaplain
Song, "Wayside Cross"	
Soprano Solo, "Come to the Land of Rest"	Greely
Baritone Solo, "Out of the Depths"	Compana
Memorial Address, "Our Absent Members"	
Orchestra, "Ave Maria"	Gounod
Tenor Solo, "Fear Not Ye! O, Israel"	Buck
Reading "Thanatopsis"	Bryant
Baritone Solo, "One Sweetly Solemn Thought"	Ambrose
Closing Ceremonies.....	

OFFICERS OF THE LODGE

"God Save the Queen"

Benediction

FUNERAL SERVICE RITUAL

(The following may be given in a church or at the grave side as part of a funeral service in co-operation with church authorities. If the Exalted Ruler so decides, that part of the funeral service being conducted by the Lodge may be delivered by the Exalted Ruler or a Brother/Sister other than the Chaplain. Furthermore, if the service is to be held in a home, funeral parlour or a chapel, and not at the grave side, such parts that are not suitable or adaptable should be eliminated. The present ritual ceremony can easily be made to suit each occasion with a little care and preparation. Should the funeral service not be under church auspices the Chapel Service should be used. The Fez will be removed only when entering a church, or any other building in which a funeral or a memorial service is being conducted, and will remain removed until leaving the church or other building. When attending a funeral or memorial service inside a building, an Elk will remove his/her Fez, replacing it only when they leave the building.)

CHAPLAIN: "We as Elks have gathered here today, to pay our last sad respects to the memory of a departed Brother/Sister and to offer our sincere condolences, sympathy and assistance to his/her sorrowing family."

"It is the hour when all Elks cease from their labours and again renew within their hearts their obligations to each other, with special regard to our absent and departed Members. Elkdom, as an Order, seeks ever to exemplify the noble traits of the stately Elk, from which it takes its name. The Elk, unlike the more ferocious animals of the forest, while fleet of foot and ever ready to fight in defence of its weaker members, is naturally docile and lives in peace with all mankind. So we teach all to be quick to hear and strong in responding to the calls of fraternal service such as the circumstances of life may bring upon us. We are bound together by the ties of a great fraternity which seeks to make life sweeter, people better and the world happier."

"The faults of our Members we write upon the sands of the sea, where they may be quickly effaced and forgotten, while their virtues we inscribe upon the tablets of our hearts so that we may realize in a larger degree the living meaning of the Brotherhood of Man."

"Brother/Sister _____ has answered that last great Roll Call and has departed upon that Eternal Journey which each of us must sooner or later undertake."

"Never again will our Member pass through the portals of our Lodge; never again will his/her hand be extended in the grip of fellowship; never again will his/her eyes light with fraternal greetings and comradeship; never again will he/she speak of the good in a Brother or Sister. This body, that was the temple of our Brother's/Sister's spirit, is about to return to the earth from which it came." ***(The following words of committal shall be omitted when a Minister is officiating.)*** "We now commit his/her body to the grave."

"May God speed the flight of our Brother's/Sister's soul to the haven of eternal peace and rest leaving only the memory of his/her life's activities. Yet, in the everblooming gardens of our memories, while our lives last, will there spring forth sweet memories of our past associations with our departed Brother/Sister."

“Good deeds are never childless; a noble life is never lost; a virtuous action does not die; all that he nobly did is living still. The record of our Brother's/Sister's life is not lost, but lives forever in the hearts and minds of his/her loved ones and his/her Brothers and Sisters.”

“Let us, then, fix in our minds this final scene. Man is born to live a few short years and then pass through that great change known as death. Each, in turn, mounts the stage of human action, plays many parts in the ever-changing drama of life, and then passes into the tomb of eternal silence and is known no more, forever, among man.”

“So it was in the beginning and ever shall be.”

(LORD'S PRAYER REPEATED BY ALL.)

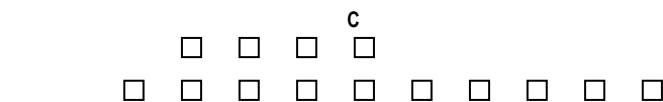
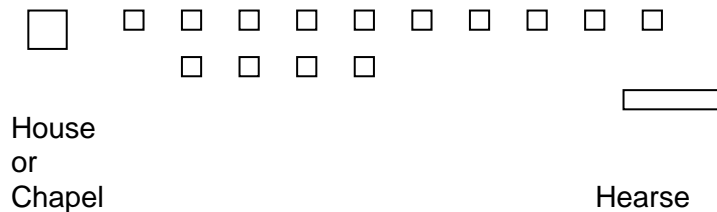
“Farewell our Brother/Sister. We will miss you keenly in our councils and our gatherings. May the Great Author and Giver of Life grant unto you light and peace in the world beyond”

(Chaplain places a bouquet on the casket followed by pallbearers and members as per directions).

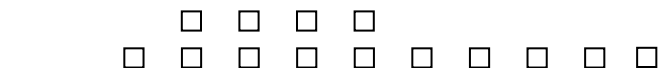
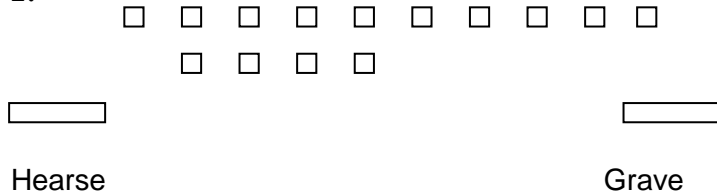
POSITIONS AND INSTRUCTIONS FOR FUNERAL SERVICES

(The following positions and instructions should be observed throughout the various stages of either the Funeral Service Ritual or the Funeral Service for Chapel Use. Where bracketed numeral instructions are printed in each service.)

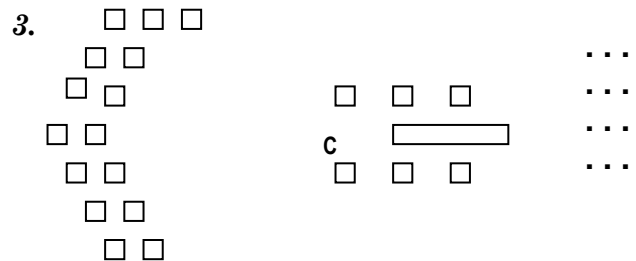
1.



2.



3.



□ *Denotes Brother/Sister Elks all wearing bouquets of purple flowers or sprig of green on coat lapels. Chaplain same.*

C *Denotes Chaplain*

... *Denotes friends*

4. *Chaplain with three flowers in hand at each (4) drops purple or white flower on casket.*

5. *Chaplain says, "Rest in Peace," and deposits his/her lapel bouquet on casket, followed by pallbearers, who deposit bouquets, repeat "Rest in Peace" and pass away from the grave-side. Then all Brother/Sister Elks pass by the grave and deposit bouquets.*

Chaplain is last to leave the grave.

Lapel bouquets should be placed on lapel as Elks gather for the service and worn til deposited on the casket.

NOTE: *Position of all Elks during 1, 2, and 3, while standing. Right hand over heart and left hand holding hat slightly off head. In a storm leave hat on and touch left temple with left hand fingertips. Wear white gloves if obtainable.*

FUNERAL SERVICE FOR CHAPEL USE

(This service shall not be used in whole or in part when a Minister is officiating. Otherwise, this service may be performed by the Chaplain or other Brother/Sister designated by the Exalted Ruler, bearing in mind that the present Ceremony may be adapted to suit each occasion with a little care and attention. The Fez will be removed only when entering a church, or any other building in which a funeral or memorial service is being conducted, and will remain removed until leaving the church or other building. When attending a funeral or memorial service inside a building, an Elk will remove his/her Fez, replacing it only when they leave the building.)

CHAPLAIN: "We as Elks, have gathered here, today, to pay our last and sad respects to the memory of a departed Brother/Sister and to offer our sincere condolences, sympathy and assistance to his/her sorrowing family. Brother/Sister _____ has answered that last great roll-call and has departed upon that eternal journey which each of us must sooner or later undertake. Ladies and Gentlemen please rise. Members of the family may remain seated."

"It is the hour when all Elks cease from their labours and again renew within their hearts their obligations to each other, with special regard to our absent and departed Member. Elkdom, as an Order, seeks ever to exemplify the noble traits of the stately Elk, from which it takes its name. The Elk, unlike the more ferocious animals of the forest, while fleet of foot and ever ready to fight in defence of its weaker members, is naturally docile and lives in peace with all mankind. So we teach all to be quick to hear and strong in responding to the calls of fraternal service such as the circumstances of life may bring upon us. We are bound together by the ties of a greater fraternity which seeks to make life sweeter, people better and the world happier.

The faults of our Member we write upon the sands of the sea, where they may be quickly effaced and forgotten, while his/her virtues we inscribe upon the tablets of our hearts so that we may realize in a larger degree the living meaning of the Brotherhood of Man."

"Never again will our Member pass through the portals of our Lodge; never again will his/her hand be extended in the grip of fellowship; never again will his/her eyes light with fraternal greetings and comradeship; never again will he/she speak of the good in a Brother or Sister. Within this casket lie his/her mortal remains. This body, that was the temple of our Brother's/Sister's spirit, is about to return to the earth from which it came. We now commit his/her body to the grave."

" 'Earth to earth: Ashes to ashes: Dust to dust.' May God speed the flight of our Brother's/Sisters soul to the haven of eternal peace and rest - to the vale of the great hereafter - leaving only the memory of his/her life's activities. Yet, in the everblooming gardens of our memories, while our lives last, will there spring forth sweet memories of our past associations with our departed Brother/Sister."

"Good deeds are never childless; a noble life is never lost; a virtuous action does not die; all that he/she nobly did is living still. The record of our Brother's/Sister's life is not lost, but lives forever in the hearts and minds of his/her loved ones and his/her Brothers and Sisters."

“Let us, then fix in our minds this final scene. Man is born to live a few short years and then pass through that great change known as death. Each, in turn, mounts the stage of human action, plays many parts in the ever-changing drama of life, and then passes into the tomb of eternal silence and is known no more, forever, among man.”

“The paths of glory lead but to the grave...So it was in the beginning and ever shall be...”

“To the living whom this Brother/Sister leaves behind to perform this solemn duty, this impressive event preaches a profound and impressive sermon to each attentive soul, and serves to engrave yet deeper upon the heart of each and every Brother/Sister the exalted teachings and admonitions of Elkdome.”

(The Lord's Prayer, repeated by all Brothers and Sisters.)

(At this point a brief eulogy to the deceased should be given (Optional) by the Chaplain, the Exalted Ruler, or particular friend of the deceased - mentioning the date the deceased became a Member of the Order, his/her particular function or work for the Order or any pertinent facts of his/her life.)

CHAPLAIN: “To those beloved ones who are left behind to mourn the passing of our Brother/Sister, we wish to extend to them our deepest sympathy, for we, too, feel their great loss.”

“May they find consolation in the words of the Master, which are taken from the 14th Chapter of the Book of St. John, when He said:”

“ ‘Let not your heart be troubled; ye believe in God, believe also in me.’ ”

“ ‘In my Father's house are many mansions: if it were not so, I would have told you. I go to prepare a place for you. ’ ”

“ ‘And if I go and prepare a place for you, I will come again, and receive you unto myself; that where I am, there ye may be also. ’ ”

“ ‘I am the way, the truth, and the life: no man cometh unto the Father, but by me. ’ ”

“ ‘Peace I leave with you, my peace I give unto you; not as the world giveth, give I unto you. Let not your heart be troubled, neither let it be afraid. ’ ”

CHAPLAIN: “Let us repeat together the 23rd Psalm.” ***(All Brothers/Sisters repeating.)***

Hymn or Solo ***(Optional)***

CHAPLAIN: “Let us pray.”

“O Loving Father of all the souls who passed through this earthly vale of tears; who watched over all with tender care and earnest prayer; who loved the sunshine and the flowers and the beautiful things of life; who never spared Himself to humanity, inspire us with a deeper

understanding of Thy way of wisdom; that we may come to Thee in faith and lay our sorrows at Thy feet, believing that Thou will heal the wounds of life; that when our loved ones are taken from us, we may meet them again in the wondrous hope of eternal tomorrow."

"For in Thy perfect love shall every shadow of death be swept aside, and the beautiful memories of those we have lost remain with us 'til we too reach that golden shore where their smiles mingle in the sunshine of Thine eternal love."

"In this hope, O Great Exalted Ruler of the Universe, may we find comfort, rest and peace - today, tomorrow and forever. Amen."

(At this point the Chaplain resumes his/her seat. The Organ or piano (softly) plays the strains of "Auld Lang Syne" during which all Brothers/Sisters file out of the Chapel and assume Position (1).)

(The following is that part of the service designed for delivery at the grave-side, those taking part to assume Position (2) and (3) - see instruction.)

CHAPLAIN: *(From Ecclesiastes, Chapter 12.)*

"Remember now thy Creator in the days of thy youth, while the evil days come not, nor the years draw nigh, when thou shalt say, I have no pleasure in them."

"While the sun, or the light, or the moon, or the stars, be not darkened, nor the clouds return after the rain."

"In the day when the keepers of the house shall tremble, and the strong men shall bow themselves, and the grinders cease because they are few, and those that look out of the windows be darkened."

"And the doors shall be shut in the streets, when the sound of the grinding is low, and he shall rise up at the voice of the bird, and all the daughters of music shall be brought low."

"Also when they shall be afraid of that which is high, and fears shall be in the way, and the almond tree shall flourish, and the grasshopper shall be a burden, and desire shall fail: because men goeth to his long home, and the mourners go about the streets."

"Or ever the silver cord be loosened, or the golden bowl be broken, or the pitcher be broken at the fountain, or the wheel broken at the cistern."

"Then shall the dust return to the earth as it was: and the spirit shall return unto God who gave it."

CHAPLAIN: "For as it hath pleased Almighty God to take unto Himself the soul of our beloved Brother/Sister we therefore commit his/her body to the ground – 'Earth (4) to earth: Ashes (4) to ashes: Dust (4) to dust - there to await until the final trumpet shall sound on the resurrection morn.' "

(Note: For cremation the following should be used - "To the elements (4): Ashes (4) to ashes: Dust (4) to dust," etc.)

CHAPLAIN: “Almighty God, into the arms of Thy love and mercy we commend the soul of our beloved Brother/Sister. May light perpetual shine upon him/her, until the morning breaks and the shadows flee away.”

“May we realize our Father that we are but Thy children; and may we so live that when our day is done, we may face the eternal change that comes to us all in faith and confidence through Thy redeeming grace and power.”

“May the peace of God which passeth all understanding abide with us now and forevermore. Amen.”

“Farewell, our Brother/Sister. We shall miss you keenly from our gatherings and our councils. May the Great Author and Giver of Life grant unto you peace and light in the world beyond.”

CHAPLAIN: “Rest in peace.” (*See instructions (5).)*

JOINT MEMORIAL SERVICE

(The following is offered as a guide for a joint memorial service by the Officers of a Lodge of the Elks of Canada and the Royal Purple Elks. It is not mandatory and can be altered or modified at the discretion of the Lodges. The Officers may be in their respective stations prior to the opening of the service, or may march in to musical accompaniment, dropping off at their several stations as they move in sequence of office around the room. The Honoured Royal Lady is seated at the left of the Exalted Ruler and the Visiting Clergyman, or speaker, at the right of the Exalted Ruler. All Officers will rise in their place when they address the assembly.)

EXALTED RULER: "Will all please rise and sing 'O Canada'."

(-O-O-O-)

BROTHER/SISTER CHAPLAIN: "In the ever blooming gardens of our memories, while life lasts, will spring forth scenes of our past association with our departed Brothers and Sisters, ever emphasizing their many virtues and their kindly spirits."

LADY CHAPLAIN: *(Reading from the 5th chapter of the Gospel of St. Matthew, verses 4, 5, 6, 7, and 8.)*

"Blessed are they that mourn for they shall be comforted.

Blessed are the meek for they shall inherit the earth.

Blessed are they who do hunger and thirst after righteousness, for they shall be filled.

Blessed are the merciful for they shall obtain mercy.

Blessed are the pure in heart for they shall see God."

(-O-)

EXALTED RULER: "It is decreed by the Supreme Law of the Elks of Canada and of the Royal Purple of Canada, that upon the first Sunday in December, of each year, every Lodge shall fittingly do honour to our departed Brothers and Sisters by observing the day as Memorial Day."

HONOURED ROYAL LADY: "Sad and sudden was the call to the ones so dearly loved by all. Time was short to say farewell to the ones they thought of and loved so well." **(Brief pause)**

"In token of the respect and affection in which the memory of our departed Brothers and Sisters will be forever held amongst us, let us, in silent meditation typify what mere words cannot express."

(-O-O-O-)

(During one minute silence all members assume the sign of Fidelity while the organ softly plays one verse and chorus of "Auld Lang Syne". At the conclusion of this the Brother/Sister Chaplain offers the following prayer:)

BROTHER/SISTER CHAPLAIN: "Grant unto us, Great Exalted Ruler of the Universe, the spirit of Love and Fidelity in this our service to the memory of our Brothers and Sisters who have answered the Last Great Roll Call. May their example inspire in us the true Faith to carry on the unfinished task-the Brotherhood of Man."

(-O-)

EXALTED RULER: "We will join in singing the hymn 'O God Our Help in Ages Past' - verses 1, 2, 3, & 7."

(At the conclusion of the hymn and while the congregation is still standing, the Lady Chaplain will lead all in repeating the Lord's Prayer.)

(-O-)

EXALTED RULER: "Brother/Sister Secretary and Lady Secretary will call the names of our departed Brothers and Sisters."

BROTHER/SISTER SECRETARY: ***(After names are called)*** "Worthy Exalted Ruler, the records of our Lodges show that these Brothers and Sisters no more answer to our earthly Roll Call."

HONOURED ROYAL LADY: "In vain do we call upon our absent Brothers and Sisters. They have passed beyond to where they answer to a higher Roll Call. The brittle thread which bound them to this earth has been severed and the liberated spirit has winged its way to the unknown world. Once more we are called upon to realize that in the midst of life we are in death and that He who watches over our destinies has within His vigilant keeping the Spirits of our departed Brothers and Sisters, whom we shall meet again in the Supreme Lodge of the Universe, never more to part."

HYMN OR SOLO - *(Selected)*

EXALTED RULER: "Brother/Sister Leading Knight, what is our duty to others?"

LEADING KNIGHT: "To stand ready to hear the cry of distress and by precept and example to exemplify the motto of this station - **CHARITY**."

HONOURED ROYAL LADY: "Loyal Lady, would you offer a few words of wisdom pertaining to your office?"

LOYAL LADY: "**JUSTICE** is one of the most difficult principles to fulfil faithfully. Justice to our Sisters and Justice enhanced in following of the Golden Rule. Let us set before our Members the Scales of Justice and let us make sure that in carrying out an appeal for right and fair dealing we are not weighed in the balance and found wanting by the Supreme Judge and Ruler of the Universe."

EXALTED RULER: “Brother/Sister Lecturing Knight, what message do you wish to offer?”

LECTURING KNIGHT: “That the Members act toward one another in the Spirit of Good Fellowship and Fraternity, that the ties of Brotherhood may be cemented. The lesson of this Station is **LOVE**.”

HONOURED ROYAL LADY: “The Chair Officers, representing Charity, Justice, Love have answered well. The motto of the Station of the Exalted Ruler and Honoured Royal Lady is **FIDELITY**. Only if we combine the four Principles and remain true to our Obligation will we perpetuate the work for which we stand.”

HYMN OR SOLO - (Selected)

(-O-)

MEMORIAL ADDRESS: *(The speaker to be introduced by the Exalted Ruler.)*

(At the conclusion of the address the Honoured Royal Lady will rise and thank the speaker for his/her address and says:)

HONOURED ROYAL LADY: “Having performed the Ceremony required by our Ritual and with sincere appreciation to our friends who have honoured this day by their presence, while Lodges observed our Annual Memorial Day, we will now close with the singing of 'God Save the Queen', and receiving the Benediction from the Lady Chaplain.”

(-O-O-O-)

GOD SAVE THE QUEEN

LADY CHAPLAIN: “May the Great Exalted Ruler of the Universe bless and keep you. May He make His Face to shine upon you and be gracious unto you and give you His Peace, today and forever. Amen.”

(The following are suggested hymns:)

“O God Our Help In Ages Past”

“Blest Be The Tie That Binds”

“Nearer My God To Thee”

“God Be With You ‘Til We Meet Again”

“Great Ruler of the Universe” ***(Auld Lang Syne)***

“The Old Rugged Cross” ***(or others)***

(It is suggested that the words of hymns to be used should be printed on cards or sheets and thus distributed to the gathering prior to the service.)

TABLET SERVICE

(When the name of a departed Brother/Sister is to be inscribed upon the Memorial Tablet of a Lodge, the following Ceremony shall be conducted as a Special Service under the order of Sickness and Distress:)

EXALTED RULER: "Brother/Sister Esquire, in accordance with the Ritual of our Order you will make sure that the Lodge Room is arranged for the Ceremony of inscribing the name of a deceased Brother/Sister upon our Memorial Tablet."

ESQUIRE: ***(After a brief survey of the Lodge Room)*** "Worthy Exalted Ruler, your instructions have been obeyed."

EXALTED RULER: "Brother/Sister Leading Knight, what is the significance of the Elks' Memorial Tablet?"

LEADING KNIGHT: "Worthy Exalted Ruler, it is for the preservation, in every Lodge of Elks, of the names of its departed members, and for the perpetuation of their memories."

EXALTED RULER: "Has this Lodge, No. _____, such a Tablet?"

LEADING KNIGHT: "It has, Worthy Exalted Ruler."

EXALTED RULER: "Brother/Sister Loyal Knight, is our Memorial Tablet guarded so carefully that it is safe from the danger of vandalism, as well as from the ravages of time?"

LOYAL KNIGHT: "Worthy Exalted Ruler, just as the sanctity of our Temple is safe from desecration, and our meeting-place secure in the integrity of our members, so is our Memorial Tablet safe within our stronghold."

EXALTED RULER: "Brother/Sister Esquire, who is on duty at the door of our Lodge Room tonight?"

ESQUIRE: "Brother/Sister Inner Guard, Worthy Exalted Ruler."

EXALTED RULER: "Has Brother/Sister Inner Guard been so vigilant at his/her post of duty that he/she has tyled every Brother/Sister present?"

ESQUIRE: "He/she has, Worthy Exalted Ruler."

EXALTED RULER: "Brother/Sister Inner Guard, we do not see our Brother/Sister _____ with us at this meeting. Has he/she applied for admission at your door? If not, do you know any reason for his/her absence?"

INNER GUARD: "Worthy Exalted Ruler, our Brother/Sister whose name you have mentioned has not applied for admission to this meeting of his/her Lodge. He/she has been summoned to another Sphere by the Supreme Great Exalted Ruler of the Universe."

EXALTED RULER: "A noble Elk has fallen, pierced by an arrow of Death. May he/she rest in peace _____ his/her trials ended, his/her virtues cherished, his/her faults forgotten."

"Brother/Sister Secretary, what is the number of our Honoured Dead, and does that number tally with the total of names on our Memorial Tablet?"

SECRETARY: "Worthy Exalted Ruler, the number of our Honoured Dead is _____, and the number of names on the Tablet is _____, the last being that of Brother/Sister _____."

EXALTED RULER: "Brother/Sister Esquire, arrange to have the name of Brother/Sister _____ inscribed upon our Memorial Tablet in fraternal regard and affectionate remembrance, and in full recognition of the exalted principles by which we, as Elks, live and die. His/her name, so inscribed, shall be as an enduring record of his/her fidelity.

The example of his/her service shall be perpetuated in the annals of the Elks of Canada."

ESQUIRE: *(After brief pause)* "Worthy Exalted Ruler, the name of Brother/Sister _____ has been inscribed upon our Memorial Tablet, in accordance with your instructions."

EXALTED RULER: "Brother/Sister Lecturing Knight, what is the dominant lesson of this Service?"

LECTURING KNIGHT: "Worthy Exalted Ruler, it is the love we bear for those who are gone, the reverence for their memory, together with the sympathetic concern we feel for those who are bereaved - the touch of nature which makes the whole world kin."

EXALTED RULER: "We write the virtues of our departed Members upon the tablets of our hearts, their faults upon the sands. Let us dedicate the work done here by bowing in humble submission to the decrees of Providence, while Brother/Sister Chaplain addresses the Throne of Grace." *(Gives three raps (-O-O-O-) with his/her Gavel.)*

CHAPLAIN: "God of our Fathers, before Whose face the race of man comes and goes, may Thy Blessing rest upon the Service which we have conducted, as we dedicated this Memorial Tablet to the memory of our departed Brother/Sister. For all that he/she meant to this Lodge during his/her lifetime, we thank Thee. May his/her virtues be recalled by all who look upon his/her name here. Grant that we shall so live that the memory of our activities shall find an abiding place in the hearts of all who know us.

May they look with satisfaction upon the things which we have done, and regard them as noble, sincere, upright and generous, and to Thine Honour and Glory. Amen." *(All respond: "Amen".)*

(The Exalted Ruler gives one rap (-O-), and the Members resume their seats.)

CENOTAPH PRAYER

Almighty God grant us your blessing as we remember those who paid the supreme sacrifice for their country. May their example continue to inspire our faith and determination to fulfill the obligations we have undertaken to your glory.

We pray that with a deeper understanding of your wisdom, our faith may be sustained and strengthened throughout our lives.

May we realize our Father, that we are but your children, and through the work of our Order, may we hasten the day when peace will prevail.

Hear us as we pray (*in unison*)

Our Father which art in Heaven,
Hallowed be Thy name,
Thy Kingdom come, Thy will be done,
On earth as it is in Heaven.
Give us this day our daily bread
And forgive us our trespasses,
As we forgive those who trespass against us.
And lead us not into temptation,
But deliver us from evil,
For Thine is the Kingdom,
The Power and the Glory,
For ever and ever.
Amen

DECORATION DAY

(This Ceremonial is not mandatory. It is given as a guide, and may be changed at the discretion of the Lodge.)

CHAPLAIN: "Within this grave lie the mortal remains of Brother/Sister _____ leaving behind him/her only memories of life's activities."

"Sleep in peace with kindred ashes
Of the noble and the true;
Hands that never failed their country,
Hearts that never baseness knew,
Sleep until the Final Trumpet
Awakes the dead, to die no more;
We shall meet again, our Brother/Sister
On that distant, hallowed shore.

Amen."

(Exalted Ruler deposits flower on grave and says:)

"Brother/Sister _____, Rest in Peace."

**BPO ELKS
INSTALLATION OF OFFICERS
(TRADITIONAL TITLES)**

OPENING CEREMONY

(Please note that the Installation of Lodge Officers Ceremony with non-traditional titles can be obtained from the Grand Lodge office upon request.)

(Lodge Room is prepared, two rows of chairs may be placed between the station of the Leading Knight and the Altar, if desired. The Grand Exalted Ruler if present, shall be formally introduced as designated in the ritual, after the Lodge is declared open. The Grand Installing Officer will also be introduced in the same manner. Visitors shall be seated to the right and left of the Exalted Ruler prior to the Opening. At the time for convening the Lodge, the Exalted Ruler shall assume his/her station and shall call the Lodge to Order.)

(-O-)

EXALTED RULER: *(Rising)* "I am about to open this Lodge of the Benevolent and Protective Order of Elks of Canada for the purpose of Installing the Officers of the Lodge."

(-O-O-)

EXALTED RULER: "The Knights and the Esquire will approach the Altar and place thereon the Emblems of our Order. The Bible shall be opened." *(This is performed with regular floorwork. All resume their Stations.)*

EXALTED RULER: "Before we enter upon the other duties that call us together, it is right and proper that we seek divine guidance in all that we do. Brother/Sister Chaplain will offer the Invocation."

(-O-O-O-)

CHAPLAIN: "O Great Exalted Ruler of the Universe, we ask Thy blessings upon the deliberations of this gathering. Inspire us with wisdom and understanding in all that we do and say, so that we may contribute in ever increasing measure, through our Lodge and our Order, to the achievement of our goals - the Brotherhood of Man. Amen." *(All respond "Amen".)*

EXALTED RULER: "We will now unite in singing O Canada."

O CANADA

"O Canada, our home, and native land,
True patriot love in all thy sons command.
With glowing hearts we see the rise-
The True North strong and free-
From far and wide, O Canada,
We stand on guard for thee.
God keep our land, glorious and free,

O Canada, we stand on guard for thee,
O Canada, we stand on guard for thee."

EXALTED RULER: "By the authority vested in me as Exalted Ruler, I now declare this Lodge _ No. ___ open for the transaction of any business that may be brought properly before it" *(-O-) (Seats Lodge.)*

(The Grand Exalted Ruler or the Grand Installing Officer shall be introduced according to the ritual, giving of signs optional.)

(The Exalted Ruler now makes any other introductions or announcements he/she considers necessary.)

EXALTED RULER: "We are honoured by the presence of visitors. It is my pleasure to introduce to you _____. " *(Any visitors the Exalted Ruler desires to recognize shall be introduced in order of Office - according to the Order of Precedence as approved and printed in the Book of Ritual.) (If invited civic or government dignitaries are present, they shall also be introduced.)*

(The Exalted Ruler now proceeds with the Installation of Officers Ceremony as prescribed)

INSTALLATION OF LODGE OFFICERS

Notes:

- 1. The following Ceremony shall be used for both Open and Closed Installation of Lodge Officers. The Lodge shall be opened in regular form.***
- 2. The nomination, election and Installation of Officers of a Lodge shall take place annually, as prescribed by the Constitution of the Grand Lodge.***
- 3. Before the Officers can be installed, the National Membership Fees, together with any initiation or reinstatement fees due to the end of the preceding quarter, must have been remitted to the Grand Lodge and the Provincial Association Secretary-Treasurer, as prescribed by the Provincial Association, and their receipt for the payment must have been received by the Lodge. Likewise the report on the National Membership Fees and membership sent to the Grand Lodge.***
- 4. The Installation Ceremony may be either public or private.***
- 5. If the Grand Lodge considers that the best interests of the Lodge will be served by a postponement, it may issue a Dispensation to that effect.***
- 6. The Installing Officer shall be either an Officer of the Grand Lodge, the District Deputy or a Past Exalted Ruler.***

7. ***If the Lodge has chosen to have optional Officers (Inner Guard and/or Tyler), the Ceremony existing in 2001 shall be used.***
8. ***When the time for the Installation Ceremony arrives, the Exalted Ruler shall arise at his/her Station, give one rap (-O-) with the Gavel, and say:***

EXALTED RULER: The Lodge will come to order. The time has come when we, the Officers of this Lodge, must descend from our Stations and mingle again with the Fraternity. ***(Turns to the Grand Installing Officer and says:)*** Worthy Grand Installing Officer, I now place in your hand the emblem of power and assign to you the station and duties of Presiding Officer of our Lodge.

Note: The Exalted Ruler surrenders the Gavel, and takes a seat on the left of the Installing Officer. The Grand Installing Officer from the station of the Exalted Ruler, gives two raps (-O-O-) calling up the Officers and says:

GRAND INSTALLING OFFICER: By virtue of the power vested in me I shall proceed now with the Installation of the Officers of this Lodge. The Assistant Installing Officers will report to the Altar as their names are called. I hereby appoint Brother/Sister _____ to act as Assistant Installing Officer, Brother/Sister _____ to act as Membership Director and Brother/Sister _____ to act as Secretary during this Ceremony.

(The Assistants will take positions, from left to right, as seen from the station of the Exalted Ruler: Secretary, Assistant, and Membership Director). The Assistant Installing Officers will now assume their stations. The Membership Director will turn left and proceed to his/her station. The Secretary and Assistant will turn right and proceed to their stations. The Assistant Installing Officer will move to a position where he/she can receive the Emblems of Office as they are removed by the retiring Officers.)

GRAND INSTALLING OFFICER: ***(Turning to face the Treasurer)*** Brother/Sister Treasurer, have all monies due to the Grand Lodge been paid?

TREASURER: They have Worthy Grand Installing Officer.

GRAND INSTALLING OFFICER: Brother/Sister Secretary, have the required reports on National Membership Fees and membership of the Lodge been completed in regular form and acknowledged as being received and approved by the Grand Lodge?

SECRETARY: They have, Worthy Grand Installing Officer.

GRAND INSTALLING OFFICER: Officers of _____ Lodge Number _____, you will leave your stations, and journey to the station of the Grand Installing Officer, led by your Exalted Ruler.

NOTES:

1. ***Retiring Officers march around the room twice, led by the Assistant Installing Officer, or, if desired, led by the retiring Exalted Ruler,***

followed by the other Officers, and ending in a "V" formation in a single line in front of the Installing Officer. When all Officers are in position, they will turn, in unison, and face the station of the Grand Installing Officer.

2. *The Assistant Installing Officer will assume a position to the left of the Esquire's chair in line with the top point of the "V" formation to receive the collars.*
3. *The Immediate Past Exalted Ruler, serving a consecutive term need not be Installed the second time and need not participate in the retiring Officer's March.*

GRAND INSTALLING OFFICER: It is decreed by nature that once in each year all life shall divest itself of its outer garb, and stand forth unadorned. Your unselfish devotion to the cause of duty during the past year, while not individually rewarded, has earned the appreciation of the Order, which your labours have helped to build and strengthen. You will divest yourselves now of the insignia of office and retire.

NOTE: *Officers leave their collars with the Assistant Installing Officer and proceed in a clockwise direction around the hall and assume a seat among the members of the Lodge. The Assistant Installing Officer leaves the collars on the Secretary's desk and assumes a position in front of the Leading Knight's Station.*

GRAND INSTALLING OFFICER: Brother/Sister Secretary, you will call the names of the Officers elected or appointed. As their names are called, they will report to the Assistant Installing Officer.

NOTE: The names are called by the Secretary starting with the Exalted Ruler, Immediate Past Exalted Ruler, Leading Knight, Loyal Knight, Lecturing Knight, Membership Director, Secretary, Treasurer, Esquire, Inner Guard (Optional), Tyler (Optional), Chaplain, Historian, Publicity Director.

ASSISTANT GRAND INSTALLING OFFICER: Worthy Grand Installing Officer, the Officers are in order and await your instructions.

GRAND INSTALLING OFFICER: (-O-O-O-)

(Grand Installing Officer proceeds to the Altar.)

GRAND INSTALLING OFFICER: Officers, each of you have been elected or appointed to the office designated by your Secretary. Do you signify your willingness to accept the office to which you have been chosen. If so, you will answer "I do".

GRAND INSTALLING OFFICER: You will now place yourselves in position to take the Oath of Office.

NOTES:

1. ***The Exalted Ruler elect shall place his/her left hand on the Bible and his/her right hand over his/her heart. The rest of the Officers place their left hand on the left shoulder of the Officer in front of them and their right hand over their hearts.***
2. ***All Elks present assume the Sign of Fidelity.***

GRAND INSTALLING OFFICER: :

INSTALLATION OBLIGATION

You will state your name and repeat after me: I, _____, do willingly and voluntarily assume the office to which I have been chosen. I promise to fulfil the duties of my office, to deal honourably at all times with the Order, to promote the interests of the Order and to increase its membership. I do further declare that at the end of my term of office, I will deliver all property that may be or shall come into my possession, to the duly authorized representative of the Order. All this I promise to fulfil to the best of my ability.

(The Grand Installing Officer returns to his/her station.)

GRAND INSTALLING OFFICER: (-O-)

NOTE: ***Officers to be seated if chairs are provided.***

GRAND INSTALLING OFFICER: It becomes my duty to call your attention to the laws of the Order which completely set forth the duties of all Officers. It is required that the "Duties of Officers" Section of the Constitution and By-Laws be carefully read by each Officer before the next regular meeting of this Lodge, in order to acquaint yourselves with your duties.

GRAND INSTALLING OFFICER: The Patrol Team will now take its position at the Altar to assist in this Ceremony.

NOTE: ***If a Patrol Team is used, the Patrol Sergeant-At-Arms shall be consulted prior to the meeting to establish procedures to be followed regarding the Patrol Team floorwork.***

GRAND INSTALLING OFFICER: Assistant Grand Installing Officer, you will present the Officers for further instructions as their names are called. You will present the Organist.

ASSISTANT INSTALLING OFFICER: Grand Installing Officer, it gives me great pleasure to present Brother/Sister _____ who has been elected/appointed to the Office of Organist for the ensuing year.

NOTE: ***The Assistant Installing Officer, unless otherwise indicated, will follow the above format as they present each Officer. The Assistant Installing Officer will step back after presenting the Officer. After receiving his/her collar, the Officer is escorted to his/her station.***

GRAND INSTALLING OFFICER: Brother/Sister Organist, your duty is to supply musical accompaniment for our sessions. The Lodge relies on you to lend dignity and rhythm. Your station is at the organ.

GRAND INSTALLING OFFICER: You will present the Publicity Director.

GRAND INSTALLING OFFICER: Brother/Sister Publicity Director, it is your duty to see that the public of this area is kept informed of the activities of your Lodge toward the betterment and welfare of the community. You will be, during your term of office, a member of the Lodge Executive. Your station is at the left of the Exalted Ruler.

GRAND INSTALLING OFFICER: You will present the Historian.

GRAND INSTALLING OFFICER: Brother/Sister Historian the glory of every Lodge is its history and heritage. Your duty is to keep past records and to record present activities and events so that the history of the Lodge may be preserved. Brother/Sister Historian, your station is at the left of the Exalted Ruler.

GRAND INSTALLING OFFICER: You will present the Chaplain.

GRAND INSTALLING OFFICER: Brother/Sister Chaplain, your duty is to have charge of the devotional exercises of the Lodge, to assist in the Initiation Ceremony, and to write words of comfort and offer condolence to the bereaved. You will perform such other duties that may pertain to your office. Your station is to the right front of the Exalted Ruler.

GRAND INSTALLING OFFICER: You will present the Esquire.

GRAND INSTALLING OFFICER: Brother/Sister Esquire, your duties are many and varied. You will conduct candidates through the Ceremony of Initiation, have charge of ballots for election and membership and transmit official messages as directed by the Exalted Ruler. To see that all regalia is in proper condition and safely stored before leaving the Lodge room after the meeting is closed. Your station is at the left front of the Exalted Ruler.

GRAND INSTALLING OFFICER: You will present the Treasurer.

GRAND INSTALLING OFFICER: Brother/Sister Treasurer, your duties are to receive all monies due the Lodge and to pay out the same on vouchers signed by the Secretary and countersigned by the Exalted Ruler. You shall make a detailed report every term, keep a correct record of receipts and expenditures, submit your books for audit semi-annually and account for the finances of the Lodge to your successor. Your station is at the desk to the left of the Exalted Ruler.

NOTE: *Recognition for Treasurer of five years or more refer to Appendix.*

GRAND INSTALLING OFFICER: You will present the Secretary.

GRAND INSTALLING OFFICER: Brother/Sister Secretary, it is your duty to keep a correct record of the proceedings of the Lodge, preserve and file all reports, and attend to all correspondence of the Lodge. You will notify all candidates of their election or rejection within three days of the ballot. You are to receive all monies due to the Lodge and pay same to the Treasurer. You are to keep an accurate and up-to-date account of all receipts and expenditures. You will place on the Lodge mailing list the name of the District Deputy of the District to which this Lodge belongs. Your office is a most important one. Be faithful and prompt in the fulfillment of your duties. Your station is at the desk to the left of the Exalted Ruler.

NOTE: Recognition for Secretary of five years or more, Secretary-Treasurer of five years or more, and Charges for Recording Secretary, Financial Secretary, Secretary-Treasurer refer to Appendix.

GRAND INSTALLING OFFICER: You will present the Membership Director.

GRAND INSTALLING OFFICER: Brother/Sister Membership Director, you shall be the Chairman of the Lodge Membership Committee. It shall be your responsibility to ensure that the Lodge has in place and at all times maintains an on going membership program including acquisition of new members, reinstatement of past members and retention of current members. Finally you shall ensure that the Lodge focuses specifically on a membership campaign during your term of Office. To you we also entrust the inner door of our Lodge. It will be your duty to allow no one to enter or leave the Lodge room without permission or while a member is speaking or during special Ceremonies. It is your duty to ensure that all present at the Opening of the Lodge are entitled to remain and to so inform the Exalted Ruler at his request. It is also your duty to attend to the members register and give an attendance report prior to the Closing Ceremony. Your station is at the inner door.

NOTE: if the Lodge has chosen the option of having a Tyler and/or Inner Guard, refer to the Appendix.

GRAND INSTALLING OFFICER: You will present the Lecturing Knight.

GRAND INSTALLING OFFICER: Brother/Sister Lecturing Knight, your duties are particularly emphasized in the work on initiation, in which, as your office signifies, you will instruct and give words of wisdom to those seeking knowledge in the beauties of our fraternity. In the absence of your higher ranking Officers, it becomes your duty to preside over the sessions of the Lodge. Your station is to the right of the Exalted Ruler and directly opposite the Altar.

GRAND INSTALLING OFFICER: You will present the Loyal Knight.

GRAND INSTALLING OFFICER: Brother/Sister Loyal Knight, your duties involve the instruction of all candidates and members in the use of certain signs peculiar to the Order and to teach them by word and demonstration the accepted behaviour and decorum during a Lodge meeting. In the absence of your higher ranking Officers, it becomes your duty to preside over the sessions of the Lodge. Your station is directly opposite that of the Lecturing Knight and the left of the Exalted Ruler.

GRAND INSTALLING OFFICER: You will present the Leading Knight.

GRAND INSTALLING OFFICER: Brother/Sister Leading Knight, your duties are to assist in the Initiation of Candidates and in preserving order, to act for the Exalted Ruler in his/her absence and to perform such other duties as this office may require. Your station is opposite that of the Exalted Ruler.

GRAND INSTALLING OFFICER: You will present the Immediate Past Exalted Ruler.

ASSISTANT GRAND INSTALLING OFFICER: Grand Installing Officer, it gives me great pleasure to present to you Brother/Sister _____ who will serve as Immediate Past Exalted Ruler for the ensuing term.

GRAND INSTALLING OFFICER: Past Exalted Ruler Brother/Sister _____, as you have completed your term as Presiding Officer of this Lodge, we honour you with the plaudit "Well done, thou good and faithful servant". We remind you of your continuing duty to give the benefit of your experience toward the welfare and advancement of the Lodge. Your presence and advice will be desired at all times. The ritual work of the Officers of the Lodge will be under your direct supervision and it is thus expected that they will become proficient in this work. In the Ceremony of Initiation, you will be called upon to deliver the final charge: The Legend of the Two Elks. Your station is at the left of the Exalted Ruler.

GRAND INSTALLING OFFICER: You will present the Exalted Ruler.

GRAND INSTALLING OFFICER: Worthy Exalted Ruler, the Office to which you have been elected is the highest within the power of the Lodge to bestow. To you alone is accorded the privilege of wearing the purple of our Order, and upon you may be said to depend, primarily, the success of the Lodge. You have been honoured in this selection because authority has been given to you to preside over all convocations. It is not enough that you act as Executive Officer. You are to be the guiding and directing force, as well. You are to base your decisions on all questions on the law of the Order alone and to disregard personal opinions or preferences. By your tact and discretion, you can eliminate any sign of factionalism, if it should arise. You can adjust every difficulty and keep every element within the membership attuned to the common good. To restrain the headstrong, to encourage the timid, and to stimulate the indifferent will be part of your responsibility, for which your prudence and your zeal fortify you. By making yourself a vital part of every Lodge activity, you will find that you are making yourself, also, the friend and comforter of every member. Worthy Exalted Ruler, guard well the interests of your Lodge. Do your best to increase its membership, and keep a watchful eye on its welfare. Then at the end of the term for which you have been elected, you will deserve and receive the plaudit "Well done, thou good and faithful Servant."

GRAND INSTALLING OFFICER: (-O-O-O-) The Brother/Sister Chaplain will offer a prayer.

BROTHER CHAPLAIN: And now to the Benevolent Author and Giver of Life, and Designer of all material things, we offer a tribute of praise. Impress us with the ceremonies of this hour. Bless the objects and labours of this convocation; direct all our efforts aright, and to Thee we will render grateful songs of love and praise. AMEN.

NOTE: *After the Exalted Ruler has been escorted around the room and seated, the Patrol Team will escort the Grand Assistant Installing Officer to his seat. They will then seat themselves.*

GRAND INSTALLING OFFICER: The Assistant Installing Officers will return to their places among the membership.

GRAND INSTALLING OFFICER: Now, by virtue of the authority vested in me I declare the Officers of _____ Lodge No. _____ Order of Elks of Canada regularly Installed for the ensuing term or until their successors shall be chosen and duly Installed.

GRAND INSTALLING OFFICER: Permit me to thank you for allowing me to conduct this Ceremony. Worthy Exalted Ruler I now surrender into your keeping the emblem of power and trust that your Lodge may have a very prosperous year.

EXALTED RULER: (-O-)

GOOD OF THE ORDER

NOTE:

1. *The Exalted Ruler expresses appreciation of the services of the Grand Installing Officer and the Patrol Team as well as expressing thanks to the Lodge for the privilege of serving as Exalted Ruler and to give whatever message he wishes at this time.*
2. *The Exalted Ruler shall invite the Immediate Past Exalted Ruler, and the Grand Installing Officer to speak.*
3. *In view of the length of the Ceremony, it is recommended that a minimum of dignitaries be invited to speak.*
4. *Presentation of Jewels, or other presentations, may be made at the time of individual Installation or at this time.*
5. *To Install Officers who missed the Installation Ceremony, the following procedure should be used:*
 1. *The Officer chosen will be escorted to the Altar to receive his/her Obligation from the Installing Officer.*
 2. *The Officer will then be escorted to the station of the Exalted Ruler, there to receive his/her Charge of Office, and his/her Insignia of Office, then escorted to his/her station.*
 3. *The Chaplain will offer the prayer.*

CLOSING CEREMONY

NOTE: *In a Closed Installation of Officers, the regular Lodge Closing shall be performed.*

CLOSING CEREMONY FOR OPEN INSTALLATIONS

EXALTED RULER: (Rising) The Ceremony of Installation of Officers having been completed, we shall proceed to close."

EXALTED RULER: "The Knights and Esquire will approach the Altar and remove the Emblems to their stations."

(Emblems are removed in reverse order, each Officer removing his/her Emblem with use of signs and speaking optional. After Officers have returned to their stations, the Exalted Ruler gives three raps (-O-O-O-) of the Gavel, calling the Lodge to Order.)

GOD SAVE THE QUEEN

"God save our Gracious Queen,
Long live our noble Queen;
God save the Queen.
Send her victorious,
Happy and Glorious,
Long to reign over us,
God save the Queen."

EXALTED RULER: "Brother/Sister Chaplain will give the closing prayer."

CHAPLAIN: "As we go forth to continue our daily tasks let us be mindful of our obligation to all mankind. Let us be faithful and sincere in all our endeavours to live the high ideals which we profess. O Lord, grant unto us Thy love and protection 'til we meet again. Amen." ***(All repeat "Amen.")***

EXALTED RULER: "By the authority vested in me as Exalted Ruler, I now declare this Lodge _____ No. _____ closed until our next regular meeting, unless it be convened sooner in special session by my order."

(-O-)

APPENDIX

Charge for Tyler:

GRAND INSTALLING OFFICER: Brother/Sister Tyler, your duty is to see that all of the regalia of the Lodge is in proper condition and safely stored before leaving the Lodge room after the meeting is closed. It is also your duty to attend to the members register, the door, and the telephone if required. A very important duty, is to make certain that no one passes through the Ante Room without showing evidence that they are a member in good standing only when there is Initiation Ceremony. In case you have doubt, you will refer to the Inner Guard who will, in turn, secure a decision. You will also give an attendance report prior to the Closing Ceremony. Your station is at the outer door.

Charge for Inner Guard:

GRAND INSTALLING OFFICER: Brother/Sister Inner Guard, to you we entrust the inner door of our Lodge. It will be your duty to allow no one to enter or leave the Lodge room without permission or while a member is speaking or during special ceremonies. It is your duty to ensure that all present at the opening of the Lodge are Elks and Royal Purple in good standing only when there is Initiation Ceremony and to so inform the Exalted Ruler at his request. Your station is at the Inner Door.

Charge for Inner Guard if no Tyler:

GRAND INSTALLING OFFICER: Brother/Sister Inner Guard, to you we entrust the inner door of our Lodge. It will be your duty to allow no one to enter or leave the Lodge room without permission or while a member is speaking or during special Ceremonies. It is your duty to ensure that all present at the Opening of the Lodge are entitled to remain and to so inform the Exalted Ruler at his request. To see that all of the regalia of the Lodge is in proper condition and safely stored before leaving the Lodge room after the meeting is closed. It is also your duty to attend to the member's register and give an attendance report prior to the Closing Ceremony. Your station is at the inner door.

Recognition for Secretary, Secretary-Treasurer or Treasurer of Five years or more:

GRAND INSTALLING OFFICER: Brother/Sister _____, both Grand Lodge and the members of this Lodge take special note of the fact that you have served your Lodge continuously as _____ for _____ years. Your devotion to the duties of this important and demanding Office over this span of years has earned for you their respect and gratitude. It is my privilege to extend to you on their behalf sincere thanks for outstanding service to this Lodge and the Order as a whole.

Charge for Recording Secretary:

GRAND INSTALLING OFFICER: Brother/Sister Recording Secretary, it is your duty to keep a record of the proceedings of all meetings of your Lodge and of all Committees of the Lodge, in a proper minute book and when requested to do so, to incorporate reports therein. You are further required to perform such duties as are incidental to the Office of Secretary and are not specifically the duties of the Financial Secretary. Your Station is at the desk at the left of the Exalted Ruler.

Charge for Financial Secretary:

GRAND INSTALLING OFFICER: Brother/Sister Financial Secretary, it is your duty to receive all monies due to the Lodge and pay same to the Treasurer, taking his receipt therefore. It is also your duty to keep a record of all money so received and to make such records available to the Lodge at its request. You shall also perform other duties as are compatible with your Office and which may be assigned to you by the Lodge. Your Station is at the desk at the left of the Exalted Ruler.

Charge for Secretary-Treasurer:

GRAND INSTALLING OFFICER: Brother/Sister Secretary-Treasurer, it is your duty to keep a correct record of the proceedings of the Lodge; to preserve and file all documents; to attend to all correspondence and to notify all Candidates of their election or rejection within three days of the ballot. It is also your duty to receive all monies due to the Lodge and to pay all bills and accounts as set out in vouchers signed by yourself and countersigned by the Exalted Ruler. You are to keep a correct record of all receipts and expenditures, with necessary orders and vouchers, subject same to audit at the will of the Lodge. You will make a detailed report at the end of every term, or more often if required. You are to deliver the books and records of your Office, together with the balance of funds to credit of the Lodge, to your successor at the time of Installation. You are to place on the Lodge mailing list the name of the District Deputy for the District to which this Lodge belongs. Your duties are most important and you are expected to be prompt and faithful in discharging them. Your Station is at the desk at the left of the Exalted Ruler.

MOTHER'S DAY SERVICE

(At assembly, each Elk should be handed a carnation - a red one for a living Mother, or a white one for a departed Mother. Before the service begins, he/she should pin the flower on his/her lapel.)

EXALTED RULER: "Our purpose in meeting here today is to show our deep and lasting recognition of a Mother's influence as a continuous, predominant force in our lives. In this way we are responding to the deep sense of reverence for Motherhood, which finds universal expression throughout Canada on the second Sunday of May in every year. The Benevolent and Protective Order of Elks, for which we are proud to be members, has taken a leading part in the promotion of this celebration of Mother's Day across the country. Our Ceremonial today represents our part in that celebration, and we welcome gladly your participation in it. Because Remembrance, Benevolence, Protection and Inspiration - the highest attributes of Motherhood - find a cherished place in the code and life of every Elk, we join in this service with what we feel is our own."

"Let me suggest that in this hour we should stay the flight of time, and fortify ourselves with Remembrance of Mother's Benevolence and Protection. Let us encourage the flow of the Inspiration that this celebration in her honour naturally brings to us. Let us wander, for a brief spell, back through those Golden Gates which Memory has left ajar for us. May we proclaim again our Reverence and our Love, and maintain in ever-increasing measure our Loyalty and our Devotion through the years to come."

"Not for the star-crowned heroes,
The men who conquer and slay,
But a song for those who bore them:
The Mothers, braver than they."

(The Vocalist, or the Lodge Quartet, should sing here an appropriate song, such as "Rock Me to Sleep, Mother.")

TRIBUTE TO MOTHER

(The Exalted Ruler, or a Member of the Lodge designated by him/her for the purpose, then delivers the Tribute to Mother, as follows")

" We have arranged this simple ceremony in honour of Mother. We realize that full justice to such a subject can scarcely be done by any human being, or assemblage of human beings.

We might fill this room with the rarest and most fragrant flowers, a Celestial Choir might sing the sweetest songs, silver-tongued orators might do their best to sway you with their eloquence, but all of these would fail to pay adequate tribute to the theme of this occasion. Songs and addresses, coupled as they may be with the best our Service of Remembrance can offer, may do no more than remind us of the debt we owe. This, my Friends, is a debt we can never repay in full."

"You have heard in the past many references to Mother as 'The One Who Went Into the Valley of the Great Shadow in order that we might have our being'. How true that is! And how many shadows has this ever-faithful guardian endured so that you and I might be equipped with the forces of life! Where could we find another who would make the sacrifices, suffer the pains and continue to face the storms of life so that the child might be protected? Who can measure the value of that priceless jewel, a Mother's Love? If the Almighty ever searched for a treasure-chest in which to place the jewels of Love, Kindness, self-sacrifice, Devotion and Patience, His All-seeing Eye must have selected a Mother's heart."

"From the cradle to the grave this treasure-house has poured out its blessings to guide, to heal and to cherish mankind. There is no thought of reward or recompense for the hours of patient waiting at the bedside of sickness, or for the pain and disappointment on those occasions when you or I may have failed to fulfil a Mother's deepest longings and desires for us."

"Who are the real heroes of Life? Are they the great leaders of nations, the generals, the statesmen, the financiers, the scientists, the philosophers, the poets and the geniuses? Or are they the quiet, patient, unselfish Queens of every home - the women who have planted in the hearts of their men the Inspiration for the acts which brought fame to them?"

"We do not need to go far afield in order to make the test of a Mother's devotion. We have countless examples of it in our own country, in our own Province, in the home of every Elk. You Brothers and Sisters who are wearing the red carnation today in honour of the Mother who still lives, know all about her sacrifices. You can feel, too, the influence of the Love that fills her wonderful heart, the heart that would give life-blood for you. Today the white flower is to honour the memory of the Mother who has laid down her burdens, and who rests from her labours, have the recollection of that sweet and noble face to encourage you, and to cheer you on in the battles of life."

"Tonight (today) let us blend the red with the white, and link them both with the golden chain of Respect and Affection for the best friend we have ever known, represented by the finest word in our language - Mother."

***(At the conclusion of the Tribute, the Exalted Ruler calls upon the Officers.)
(-O-O-)***

EXALTED RULER: "Brother/Sister Esquire."

ESQUIRE: "I speak of Remembrance, which brings a message from the hallowed past. I recall with satisfaction the memories of a loving Mother who made childhood happy, who was our faithful Guide through the perplexities of youth, and our Strength amid the difficulties of advancing manhood. Those of us who are still fortunate enough to enjoy association with her, and those of us who have a cherished memory of her in our hearts, alike pay this Tribute of Remembrance of all that she has been, all she is and all she will be forever in our lives."

(Here an appropriate song, such as "That Wonderful Mother of Mine", should be rendered.)

EXALTED RULER: "Brother/Sister Lecturing Knight"

LECTURING KNIGHT: "I speak of Benevolence. In all walks of Life, Benevolence is never exemplified so unselfishly, nor in a higher and holier degree, than in a Mother's constant Love and Service. Her very fingers have been time-worn in unremitting care for us. Her one thought has been for our welfare and happiness."

(The singing of "Rock-a-bye, Baby" here is suggested.)

EXALTED RULER: "Brother/Sister Loyal Knight."

LOYAL KNIGHT: "I speak of Protection, which has a particularly fraternal meaning for all Elks. What better and more comforting Protection shall we ever know in infancy, in childhood or even in maturity than the Protection of a Mother's loving arms? Her strength seems to fail not at any time, and her courage is always ready to meet the demands made upon her. On every occasion she responds as only a Mother can."

(The singing of "Mother Machree" here is suggested.)

EXALTED RULER: "Brother/Sister Leading Knight."

LEADING KNIGHT: "I speak of Inspiration - that Power which moves us to press forward when our companions seem to be falling by the wayside. It is a living, vitalizing, ever-present Force. It radiates from our Mothers, those Guardian-angels whose influence uplifts and sustains us throughout our lives."

(The singing of "Mother o' Mine" here is suggested.)

EXALTED RULER: "Youth fades, love may droop and the leaves of friendship fall, but a Mother's love for us outlives them all." ***(-O-O-O-)***

CHAPLAIN: "O God, our Father, we look upon Thee at this time, and implore Thy Blessing on our solemn and beautiful Service. For the sacred and hallowed memories that have inspired the observance of Mother's Day, we thank Thee. May the sweet and gentle recollections which fill our hearts and minds as we participate in these tributes make us stronger and better, worthier to do Thy Will. Bless the Mothers all across the land in their task of guiding and inspiring childhood. May their gentle and ennobling influence be always to our girls and boys the finest and most beneficent power they shall ever know. May Thy Light Perpetual shine upon them, and give them joy and comfort and peace. Amen."

(All respond: "Amen.") (-O-)

LAYING OF A CORNER STONE FOR AN ELKS HOME

(The Lodge shall march to the place of Dedication and at the appointed time and place, the Esquire shall assemble parade as follows:)

Escort

The Canadian Flag

Escort

(Carried by Tyler)

Esquire

(With Baton)

Members of the Lodge and Visiting Brothers/Sisters

Grand Lodge Officers

Past Exalted Rulers

Secretary

Treasurer

Chaplain

Organist

Lecturing Knight

Orator

Loyal Knight

Leading Knight

Exalted Ruler of Lodge

If the building is the property of the Lodge, the ceremony shall be performed by such body and the parade shall be directed by the Esquire. The Officiating Officer shall be addressed by the title of the office he/she represents and the language of the ceremony shall be in accordance with the occasion. In case where the ceremony be performed by the Grand Exalted Ruler or District Deputy, the title of that officer shall be substituted for that of the Exalted Ruler. An officer duly commissioned or officiating as a Grand Lodge Officer shall be addressed by the title of the office he/she represents.

Should it be found that the Grand Lodge is conducting the ceremony, the Grand Secretary shall carry the documents. In the event of it being a Lodge that is conduction the ceremony, then the Secretary of the Lodge shall carry the documents for depositing in the box. The Grand Treasurer or the Treasurer shall carry the box to be deposited in the corner stone. The Grand Chaplain, or Chaplain, shall carry the Bible which may be open. The Grand Leading Knight, or Leading Knight, shall carry a silver vessel containing water. The Grand Exalted Ruler, or Exalted Ruler, shall bear a gavel.

The procession will march to the strain of Mendelssohn's "March from Athalie."

When a point convenient to the destination is reached the lines shall separate to left and right permitting the officers to pass through, together with the Orator and invited guests. The remainder of the Members will close up in reverse order and follow on until the platform, or other place set aside for the ceremony is reached. They will then form a hollow square, the officers in the appropriate positions.

SONG: "O CANADA"

EXALTED RULER: "Here will be erected a temple dedicated to the noble principles by which the Benevolent and Protective Order of Elks is inspired and guided. We come to lay with fitting ceremonies the corner stone of this structure, a structure which will be an eloquent expression of those principles and of the pride we take in them."

"If the hope and effort put into this work be realized, this temple will serve as a radiating centre of goodwill. Its windows will beam forth upon the world like kindly eyes ever expressive of Love and good fellowship. Its doors shall swing wide with cheery welcome to all who come, whether in the spirit of fraternity or in the grip of dire need."

"Before entering upon the ceremony that will mark the laying of the corner-stone of this temple, it is becoming that we invoke the aid of the Great Exalted Ruler of the Universe, without whose help and guidance nothing can succeed. Brother/Sister Chaplain."

(-O-O-O-)

CHAPLAIN: "Almighty God, we come into Thy presence at this hour asking Thy Blessing upon these exercises. Guide us in our thoughts, our words, our deeds. Grand that the new building to be erected upon this corner-stone and dedicated to the purposes of Elkdom, may be worthy of the Great Order it represents in the life of this community. May it always be the centre of true fraternal spirit. May it reflect the best interests of the people of this community. Grant that in the building of this temple all who labour in its construction may be spared from accident or injury, and may they regard with pride and satisfaction the product of their toil, and may our Order as it grows in strength and influence exemplify the splendid purpose for which it has been founded and may it always stand as a directing force of fraternal life in our country, and to Thy name, we ascribe all Honour and Glory. Amen."

MEMBERS: "Amen."

(Here the Secretary will read the list of documents and the record to be deposited in the stone and will hand them to the Treasurer. The Exalted Ruler, accompanied by the Chaplain, will descend to the stone. The Treasurer having deposited the records, etc., in the box at the time they were handed to him/her by the Secretary, will now hand the box to the Exalted Ruler, who will place it in the recess prepared for it, and adjust the cover. The stone will then be fitted in its place. The Exalted Ruler receives the vessel containing water from the Tyler.)

EXALTED RULER: (Sprinkling the stone) "In the name of Charity which we should feel and practice; in the name of Justice which should control our opinions and our dealings; in the name of Love which should be all embracing; and in the name of Fidelity through which we proclaim the principles of this Order to all mankind, I lay this corner-stone."

(The architect delivers to the Grand Exalted Ruler or Exalted Ruler, a trowel filled with mortar which is spread upon the stone and another stone placed thereon.)

EXALTED RULER: "As we build this stone into the walls of our temple, so may we build into our lives the strength and beauty of the eternal principles taught at the Altar."

EXALTED RULER: "I declare this corner-stone well and truly laid as a constituent part of the Temple that here shall arise and embody in architectural grace and material permanence the principles and purposes of the Benevolent and Protective Order of Elks."

ORATION

(Music: Vocal or Instrumental: "The Spacious Firmament" or "How Firm a Foundation.")

MUSIC: All rising and singing to the tune: "Auld Lang Syne."

"Great Ruler of the Universe,
All-seeing and benign,
Look down upon and bless our work,
And be all Glory Thine;
May Charity as taught us here
Be ever borne in mine,
The Golden Rule, our motto true
For days of "Auld Lang Syne."

WE THE UNDERSIGNED Officers and Members of the Benevolent and Protective Order of Elks of Canada _____ Lodge No. _____ this day pledge ourselves by laying this corner-stone to erect this building for the purposes of Elkdom and as a memorial to all those from this District who valiantly and with unselfish devotion gave their lives for the Cause of Freedom and Right. (Where it is not a memorial, the words reading from "and as a Memorial" can be omitted.)

WE SIGNIFY our faith in the Order by subscribing our names hereto, declaring our desire to impress upon us the noble principles of Charity, Justice, Love and Fidelity; to promote the welfare and happiness of its members; to quicken the spirit of men towards a pure and noble citizenship; to cultivate good fellowship; to establish all to be quick to hear and strong in responding to the calls of fraternal service such as the circumstances of life may bring us, we being bound together by the ties of a great fraternity which seeks ever to make life sweeter, people better and world happier; the faults of our Members we write upon the sands of the sea where they may be quickly effaced and forgotten, while their virtues we write upon the tablets of our hearts so that we may realize in a greater degree the living meaning of the Brotherhood of Man."

(Here follows the signatures of the officers and members of the Lodge, Exalted Ruler and other Officers leading off in order of rank.)

EXALTED RULER: "By and under the authority of the Grand Lodge of the Benevolent and Protective Order of Elks of Canada, I declare this Corner-stone in position and proclaim this service closed by the singing of 'God Saves the Queen'."

(Lodge, in same formation as its arrival, will form and march back to the assembly point and there disperse. It is well to have the band play MARCH RELIGIEUSE for the reason that this music is peculiarly well adapted to the occasion.)

Note: Here follows a copy of the record to be deposited in the stone.

IN THE NAME OF AND BY FAVOUR OF THE GREAT EXALTED RULER OF THE UNIVERSE:

On the ____ day of _____, A.D., 19 ____, in the _____ year of the reign of our Gracious Sovereign _____, Queen of Canada and head of the Commonwealth; his/her Excellency _____

_____ being Governor-General of Canada; the Right Honourable _____ being Prime Minister of Canada; the Right Honourable _____ being Lieutenant-Governor of the Province of _____, the Honourable _____ being Premier of the Province of _____, and _____ being Mayor of the City (Town) of _____, in the Province of _____.

THIS CORNER-STONE OF THE ELKS' MEMORIAL HOME, city of _____, Province of _____ was laid by Brother/Sister _____ of _____ Lodge, the Benevolent and Protective Order of Elks of Canada, No. _____ and in the presence of a large concourse of Brothers and Sisters and citizens of the City of _____ by authority granted by the Grand Exalted Ruler of the Benevolent and Protective Order of the Elks of Canada.

Dated at _____ in the Province of _____ day of _____ A.D. 19 ____.

FLAG-RAISING CEREMONY

This Ceremonial is not mandatory. It is given as a guide or basis, to be used or altered, at the discretion of the Lodge.

(At a given signal a fanfare is sounded, and a detail of Elks, together with a group of Servicemen and Scouts in uniform, if they are available, proceeds to the Flag-pole, with the Exalted Ruler at their head. After a second fanfare all stand at attention, and those who are in uniform come to the Salute as the Flag is broken out. The Exalted Ruler says:)

"We salute the Flag, the Emblem of Freedom, Justice and Equality. We look upon it with pride and devotion, because it is a symbol of all that is noble and enduring in our way of life. We rejoice in the bounteous protection it affords to people of every race and creed, and we recognize in it the true expression of national unity and patriotic service."

"Our Flag is a source of deep inspiration to all of us. May we ever be ready to proclaim our steadfast faith in its beneficent influence, and may we continue to impress upon us and foster the high ideals it represents."

(The gathering, led by the Exalted Ruler, gives three cheers, to be followed by "O Canada" from the band.)

(Refer to Etiquette and Decorum Manual, page 12, for Elks & Royal Purple Fund for Children Flag Raising Ceremony.)

PLAQUE UNVEILING CEREMONY

(The following is offered as a guide and may be enlarged or deleted to suit the circumstances of the occasion. The plaque may be installed either inside or outside of the building and care should be taken to use appropriate wording in this regard. The Lodge members, in regalia, will assemble at the appointed time, under the direction of the Esquire, or someone appointed by the Exalted Ruler to act as Esquire. The Ceremony will be conducted by the Exalted Ruler, or his/her appointee, unless the Grand Exalted Ruler, or someone appointed by him/her, is present for the purpose of officiating at the unveiling. In all such cases the title of the officiating officers will be substituted for those as set out in this Ritual. It is desirable that musical accompaniment be made available for the singing of the National Anthem, etc..)

"O CANADA"

(Immediately following the singing of "O CANADA", the Exalted Ruler or the Esquire, if the Exalted Ruler is the officiation officer, will introduce visiting dignitaries who may be present. The last to be introduced is the officer who will officiate at the unveiling who, from his/her position before the plaque, rises and says:)

EXALTED RULER: "Here has been erected a Temple dedicated to the noble principles by which the Benevolent and Protective Order of Elks is inspired and guided. This happy occasion will go down in the history of our Order as a memorable one, for today we witness the culmination of years of planning and effort. Today, we here put into practical application the motto of our Organization – "To make life sweeter, people better and the world happier". Before we proceed with the Ceremony that will mark the unveiling of this plaque, it is becoming that we invoke the aid of the Great Exalted Ruler of the Universe, without whose help nothing can succeed. Brother/Sister Chaplain." *(Calls up audience, if seated.)*

CHAPLAIN: "Almighty God, we come into Thy presence at this hour asking Thy blessing upon these exercises. Guide us in our thoughts, our words and our deeds. Grant that this building, erected and dedicated to the purposes of Elkdom, may be worthy of the great Order it represents in the life of this community, and may our Order, as it grows in strength and influence, exemplify the splendid purpose for which it has been founded; and may it always stand as a directing force of fraternal life in our country. And to Thy name we ascribe all Honour and Glory. Amen."

(A hymn, instrumental or vocal solo may be used here (optional).)

EXALTED RULER: "As we stand within (or without) this modern Elks Home we cannot but be impressed with the care, thought and skill that has brought it into being. We are impressed by its efficiency and beauty. Truly it is a modern building, a triumph of the construction art and a testimony to architectural skill."

"It is much more than a structure of stone and steel. It is an emblem of man's thoughtfulness for man - of man's humanity to man. It is a symbol of progress, of scientific advancement and a wise provision against future eventualities. It is a Temple that will service

as a radiating centre of goodwill and community life. Its windows will beam forth upon the world like kindly eyes, ever expressive of Love and good fellowship. Its doors shall swing wide with cheery welcome to all who come, whether in the spirit of fraternity or the grip of dire need."

"And so, by the authority of the Grand Lodge of the Benevolent and Protective Order of Elks of Canada, and in the name of Charity, which we should feel and practice; in the name of Justice, which should control our opinions and our dealings; in the name of Love, which should be all embracing, and in the name of Fidelity, through which we proclaim the principles of their Order to all mankind, I unveil this plaque and proclaim this building a Temple erected to the Spirit of Elkdom."

(The hymn "How firm a foundation", may be sung if considered practical. Additional orations from distinguished guests may be delivered, if desired and arranged for. At the conclusion of these, or nay other announcements deemed necessary, the Exalted Ruler will rise in this place and say:)

EXALTED RULER: "By and under the authority of the Grand Lodge and the Benevolent and Protective Order of Elks of Canada, I proclaim this service closed by the singing of 'God Save the Queen'."

(The Members will disperse under the direction of the Esquire.)

MORTGAGE BURNING CEREMONY B.P.O. ELKS OF CANADA

(A check should be made to see if the original copy of the mortgage must be retained. If so, a photocopy may be made and burned in this symbolic ceremony.)

EXALTED RULER: "Brothers, Sisters, Ladies and friends, we are about to perform the ceremony of burning the mortgage on our building. Brother/Sister Chaplain, you will offer an invocation."

(-O-O-O-)

CHAPLAIN: "Oh Great Exalted Ruler of the Universe, we come before Thee at this time to render thanks for the manifold blessings that have been bestowed upon this Lodge in the ____ years that it has been in existence. May we not forget, in our zeal and enthusiasm to acclaim our material success, that our chief objectives must always be the basic principles of our Order – Charity, Justice, Love and Fidelity. May we find in our Lodge Home, now free from debt, increased opportunities to achieve these ends. Amen." *(All repeat Amen.)*

(-O-)

EXALTED RULER: "Brother/Sister Esquire, you will prepare the Altar for our ceremony and then light the ceremonial torch."

(Esquire proceeds to the Altar and places four separate portions of the mortgage paper in separate corners of a platter which is suitable for this purpose. Then returns to station and lights the torch. Lights are extinguished or dimmed as seems most suitable in local circumstances. Exalted Ruler raps gavel three times to bring assembly to its feet.)

(-O-O-O-)

EXALTED RULER: "The Knights, the Esquire and I will now assume our positions at the Altar."

(The four Chair Officers take up positions about 5 feet from the Altar directly between their stations and the Altar. The Esquire takes up a position a short distance from the Lecturing Knight. During the ceremony, as each Officer burns their portion of the mortgage and gives their charge, steps back to position 5 feet from the Altar and hands the torch to the Esquire, who then takes it to the next Officer.)

LECTURING KNIGHT: "As I touch the torch to this evidence of the indebtedness against our Lodge Home, may it signify the fire of Love that should burn in the heart of every Elk."

LOYAL KNIGHT: "As I touch this torch to the mortgage against our Lodge Home, may we hope that the torch of Justice will continue to burn brightly and that it will ever guide the decisions and deliberations of every member."

LEADING KNIGHT: "As we have removed the debt against our Lodge Home and as I apply this torch to destroy the visible evidence of our past indebtedness, may this flame be symbolic of the spirit of Charity which burns brightly and eternally in every Elks Lodge."

EXALTED RULER: "As I apply this torch to the last traces of evidence of former debt against our Lodge Home, may we remember with deep gratitude the parts played by the many departed members of our Lodge. Our success today depends to a large degree on the work, the planning and the devoted interest of those who have answered that last great roll call. May we, the living, find renewed inspiration in this ceremony to strengthen our principles of Charity, Justice, Love and Fidelity and to continue to work toward our goal, the Brotherhood of Man. We will now resume our stations."

(The Knights and the Exalted Ruler resume their stations while the Esquire remains at the Altar to complete duties. Then extinguishes the torch while the others are returning to their stations. Lights are returned. Exalted Ruler seats assembly.)

(-O-)

EXALTED RULER: "Brother/Sister Esquire, you will now place in this envelope the ashes of the mortgage and turn it over to the Secretary so that it may remain in the archives of Lodge."

(Esquire completes these duties and returns to station.)

EXALTED RULER: " Elks, Ladies of the Royal Purple Elks and friends, may we now conclude this ceremony rejoicing in our freedom from debt against our Lodge Home and may we hope to gain even greater success in all our endeavours in the days to be."

(Raps Gavel once to end ceremony.)

(-O-)

DRAPING OF A CHARTER

METHOD I CHARTER DRAPING CEREMONY

The Procedure for announcing the death of a member shall be the first Order of Business after Roll Call. If deemed necessary, the Exalted Ruler with the consent of the members, may change the Order of Business for the Charter Draping Ceremony.

The family and special friends of a deceased member may be invited to attend the Charter Draping Ceremony.

Charter to remain draped for one meeting.

NOTE: *Charter is placed on a stand in front of the Exalted Ruler's station. The Drape is placed at the Esquire's station, a spray at the Chaplain's station, and a single spray with each member of the Patrol Team.*

Candles may be used if Lodge desires.

It shall be optional to remain seated during this Ceremony.

EXALTED RULER: This evening we are draping the Charter in memory of our beloved Brother/Sister _____, who passed away (date).

A Eulogy may be given at this time if Lodge desires.

EXALTED RULER: Brother/Sister Secretary, you will call the name of our departed Members.

SECRETARY: Calls the name three times. In the event of the death of more than one Member, the Secretary calls each name but once.

Pause - (--*~*-*)*

EXALTED RULER: It is our custom to pause, that we may in solemn hush pay sweet tribute to the sacred memory of our Member who has answered the call of the Grand Exalted Ruler of the Universe, and we, as members of this Lodge, mourn his/her passing. In the garden of our memories will always remain a bright recollection of him/her stay with us.

Appropriate soft music.

Chaplain carrying spray and Esquire carrying the Drape march slowly down the room and back to the Charter; each member of the Patrol Team carrying a single spray, cradled in left hand, march slowly behind the Chaplain and Esquire to their position below the Altar in Cross formation. DIAGRAM 1.

There shall be no hesitation step.

NOTE: Lodges wishing to form the flower cross on the floor should refer to METHOD II at this point.

The Chaplain and Esquire appropriately drape the Charter. The Esquire drapes the Charter and then the Chaplain places the spray.

The Members kneel to form the Cross and cradle the sprays in left hand as the Charter is being draped. The Patrol Team shall remain kneeling until after the verse is said by the Exalted Ruler.

If there are twelve (12) Members on the Patrol Team they shall take their places in the Cross formation. DIAGRAM 1.

If there are eight (8) Members on the Patrol Team, they shall take their places in the Cross formation as follows:

1
2
3 5 4
6
7
8

If there are sixteen (16) Members on the Patrol Team, they shall take their places in the Cross formation as follows:

1
2
3
4
5 7 9 11 10 8 6
12
13
14
15
16

If there are eighteen (18) Members on the Patrol Team, they shall take their places in the Cross formation as follows:

1
2
3
4
5
7 9 11 12 10 8 6
13
14
15
16
17
18

When the Chaplain and Esquire have draped the Charter, they will turn and face the Altar. Chaplain and Esquire shall position themselves so that the direct line of march shall be to the edge of the Altar. DIAGRAM 2.

When the Chaplain and Esquire are in position, the Exalted Ruler shall say the verse.

EXALTED RULER:

They never quite leave us,
our Members who have passed.
A thousand sweet memories
are holding them fast.

The Patrol Team shall stand in Cross formation with sprays cradled in their left hand.

A song or hymn is sung by the Lodge, or as a solo.

The Patrol Team does not sign.

All members resume their seats following the Hymn or solo.

No gavel is used.

When the Hymn is completed, the Chaplain and Esquire will proceed in a direct line to the Altar and PAUSE. DIAGRAM 3.

At the same time, numbers 1, 2, and 3 of the Patrol Team will proceed out of the top of the Cross; the other numbers proceed beneath the arms of the Cross to follow numbers 1, 2 and 3. When the Patrol Team has made their square below the arms of the Cross, numbers 1 and 2 will turn in line with the Chaplain and Esquire. DIAGRAM 3.

The Patrol Team shall walk slowly in single file to the Chaplain and Esquire, to whom they will hand their sprays in unison.

The Patrol Team members shall return directly to their places immediately after handing their spray to the Chaplain and Esquire. DIAGRAM 3.

The Patrol Team shall resume their seats.

When the Chaplain and Esquire have received the spray from the last member of the Patrol Team, they shall turn in unison and proceed to the Charter stand and will place the sprays, one at a time, in a suitable container (vase or basket) which has been provided for this purpose, at the base of the Charter stand. DIAGRAM 4.

When the sprays have been placed in the container, the Chaplain and Esquire shall return to their places and resume their seats. DIAGRAM 4.

DIAGRAM 1
PATROL TEAM FORMING CROSS BELOW THE ALTAR.
CHAPLAIN AND ESQUIRE DRAPING THE CHARTER.

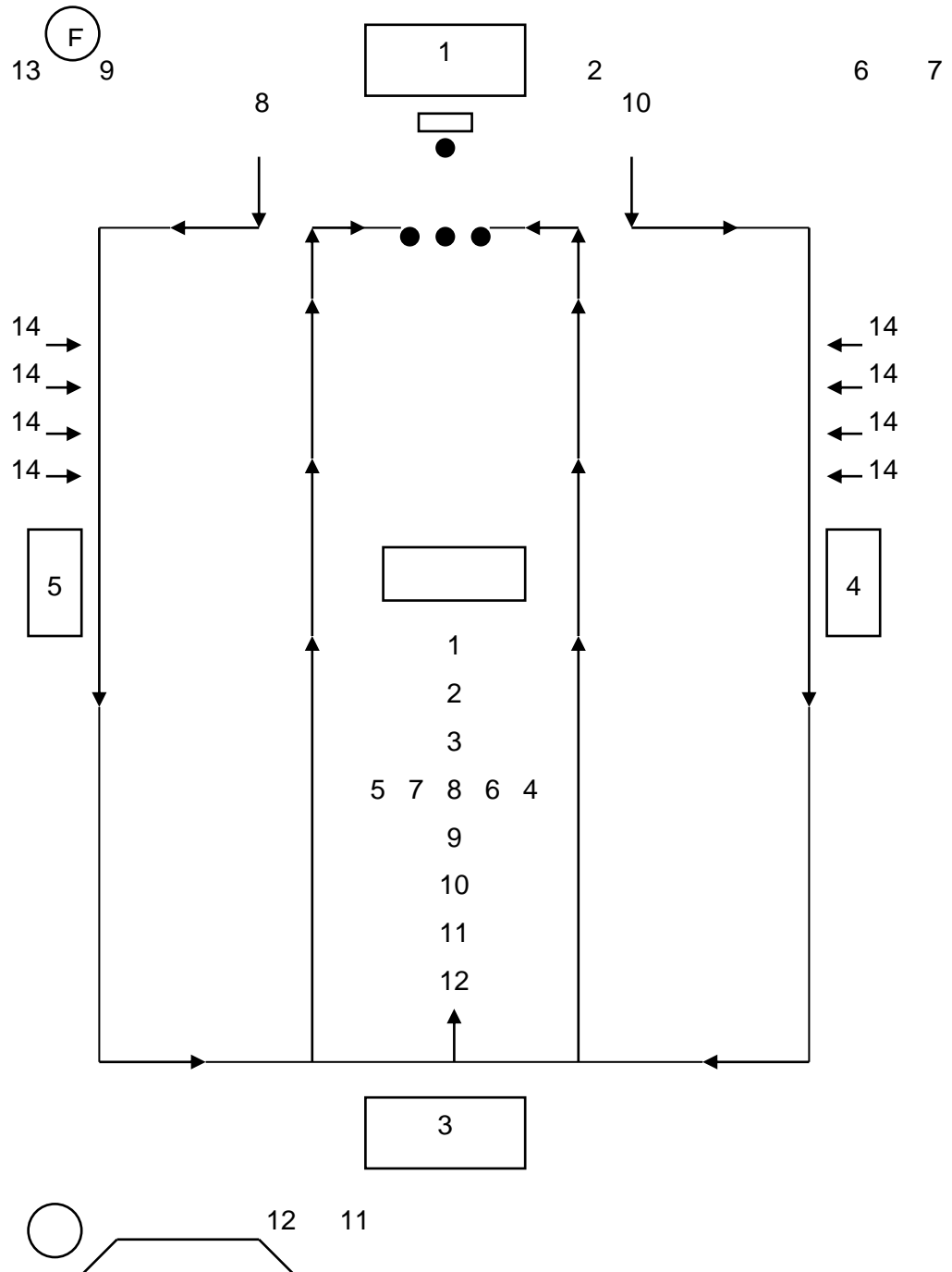


DIAGRAM 2
POSITION OF CHAPLAIN AND ESQUIRE
AFTER DRAPING CHARTER.

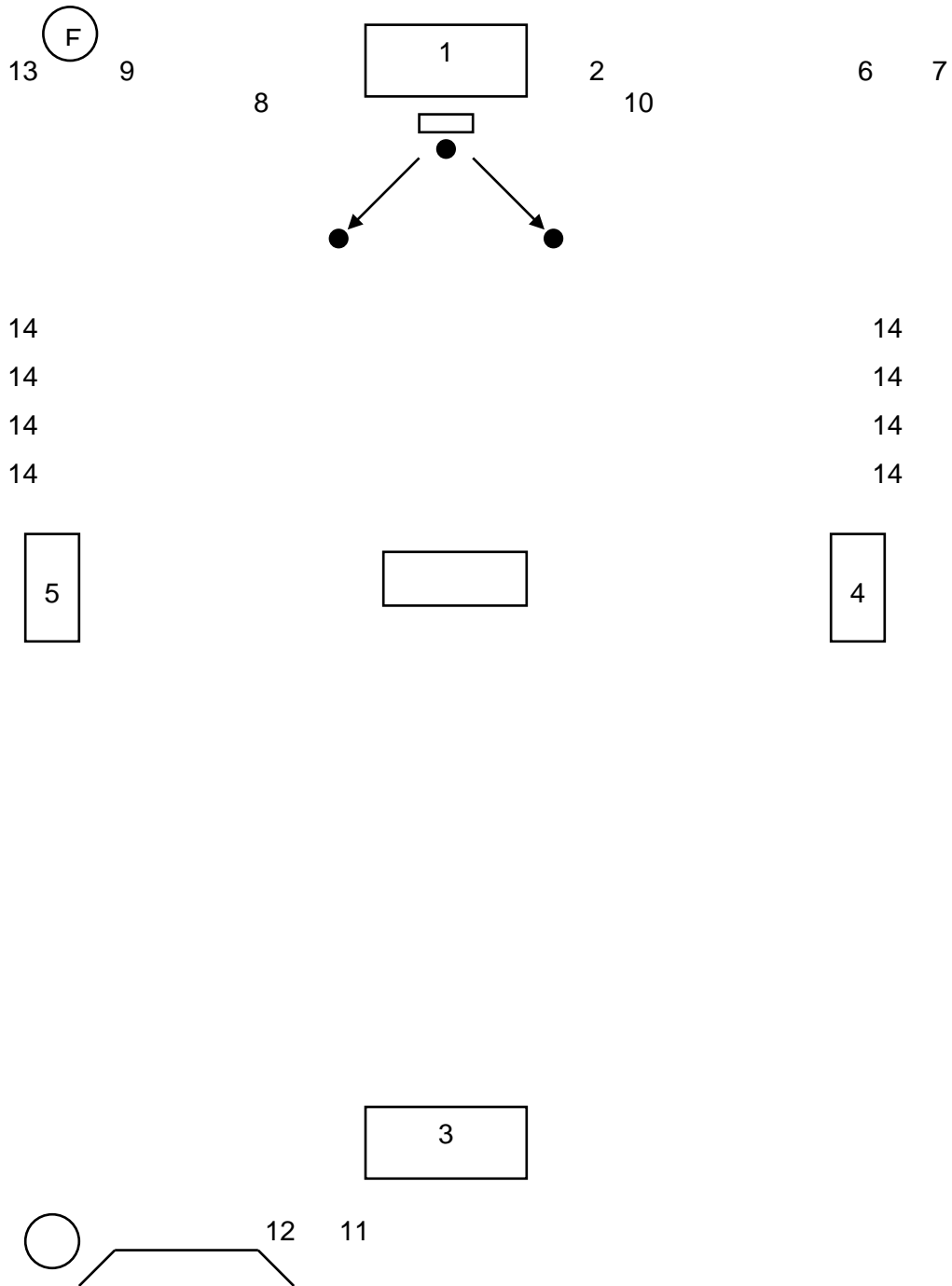


DIAGRAM 3
CHAPLAIN AND ESQUIRE RECEIVING SPRAYS.
PATROL TEAM RETURNING TO PLACES.

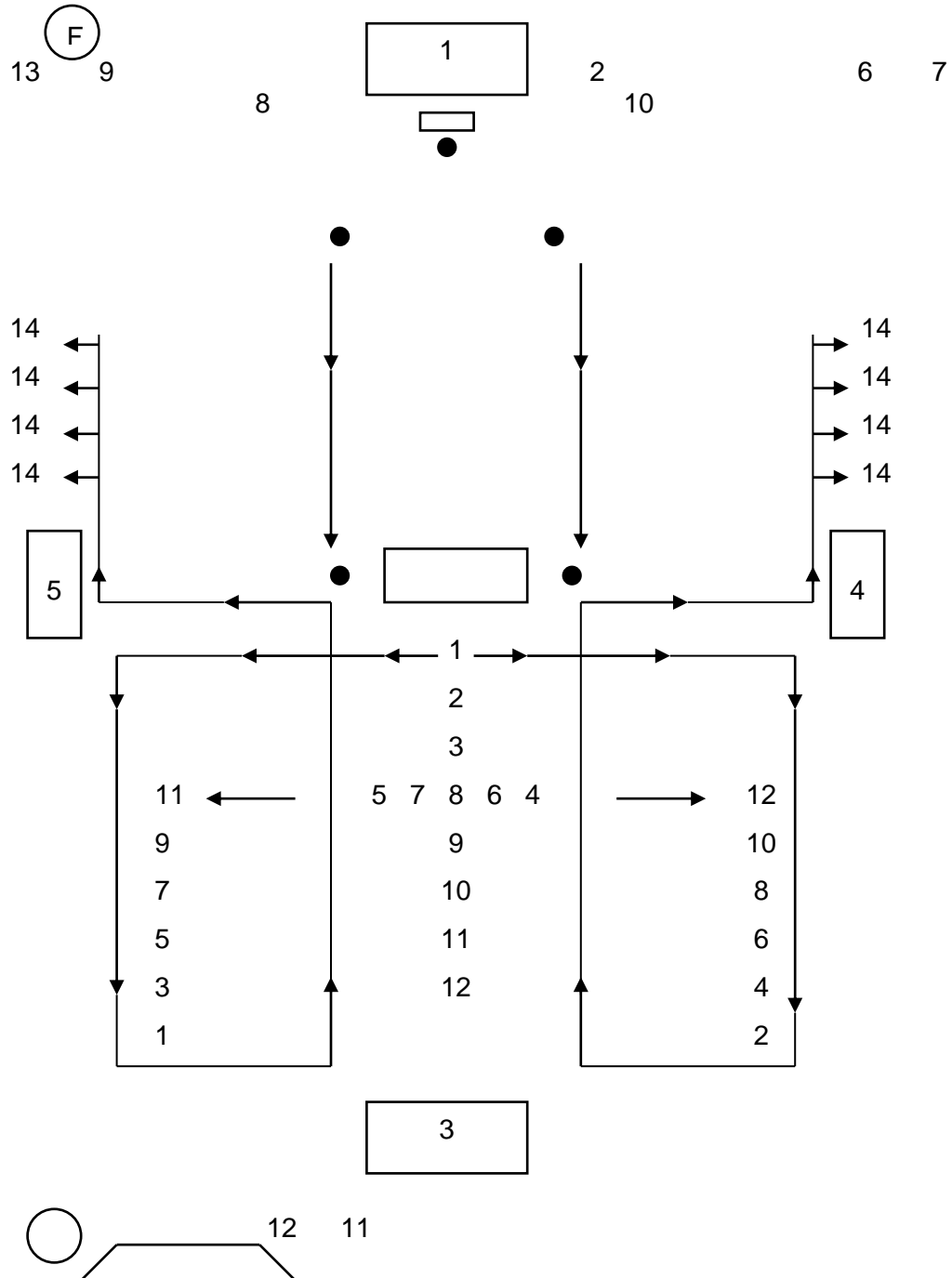
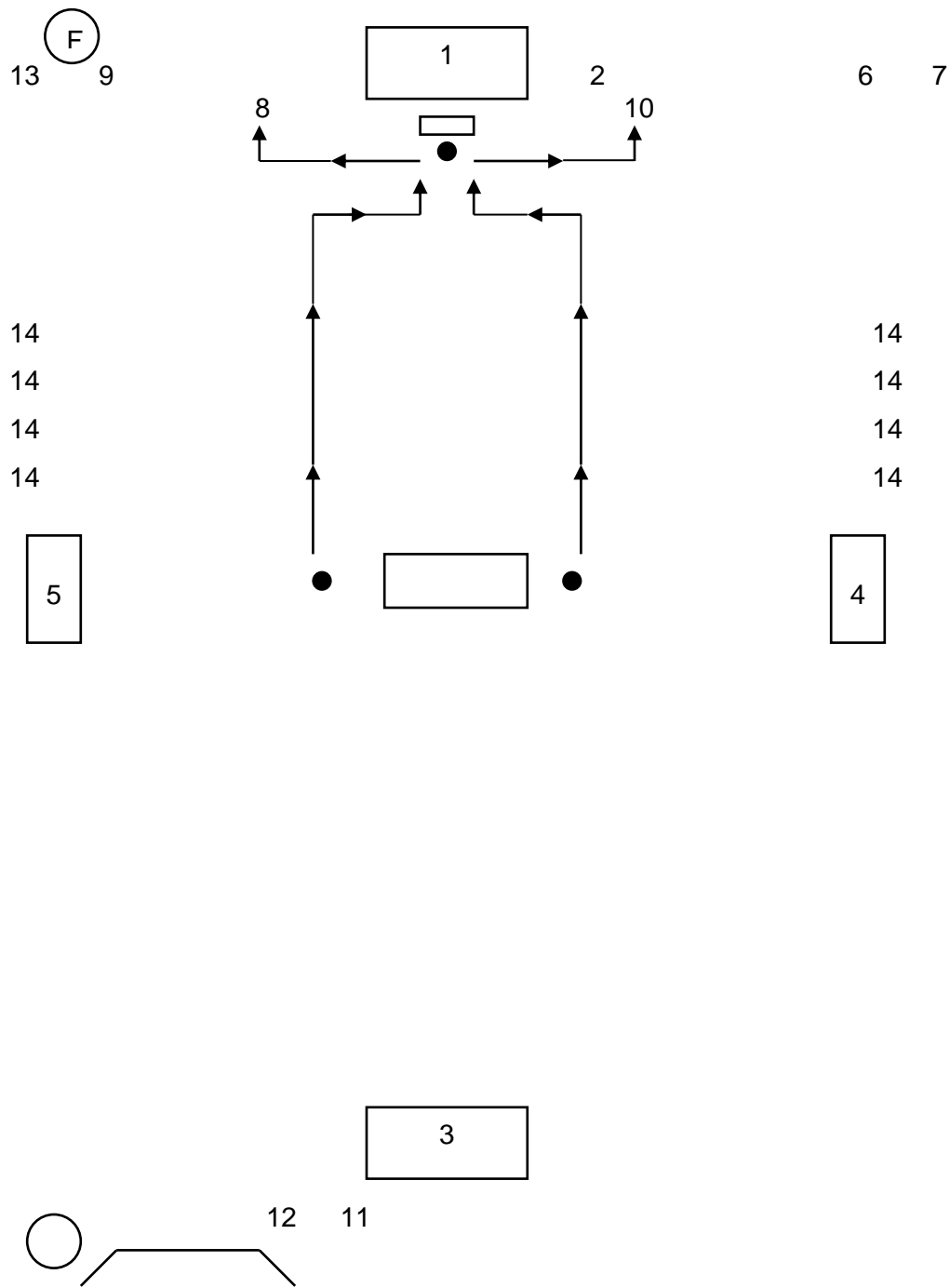


DIAGRAM 4
CHAPLAIN AND ESQUIRE PLACING SPRAYS
AND RETURNING TO PLACES.



METHOD II CHARTER DRAPING CEREMONY

The Ceremony is the same up to the instructions in italics “There shall be no hesitation step”.

The two Patrol Leaders meet at the Leading Knight’s station and come up the cross in twos, number 1 stopping at the head of the Cross, number 2 one step back, number 3 one step further back behind number 2, numbers 4, 5, 6, and 7 go out in the arms of the Cross, number 8 stopping one step behind number 3, and so on to the end of the line. This is so the sprays can be placed without anyone having to reach a long way forward or a long way back to place the sprays head to stem down the Cross.

The arms of the Cross shall turn and face the Exalted Ruler’s station.

As the Esquire drapes the Charter, the Patrol Team kneels and places the sprays in cross formation on the floor. After the Chaplain has placed the sprays the Patrol Team rises.

*When the Esquire and Chaplain have draped the Charter and placed the sprays, they will turn and face the Altar. The Esquire and Chaplain shall position themselves so that the direct line of march shall be to the edge of the Altar. **DIAGRAM 2.***

*When the Chaplain and Esquire are in position, the Patrol Team proceeds out of the cross. **DIAGRAM 5.***

The even numbers of the stem of the Cross step up in line with their partner (ie. Number 2 steps up beside Number 1). The Chaplain and Esquire proceed in a straight line to the Altar and pause. When the Patrol Team have made their square below the arms of the Cross, numbers 1 and 2 turn in unison with the Chaplain and Esquire toward the Lecturing and Loyal Knight’s stations, walk to the stations, all four turning in unison to return to their places.

When the Chaplain, Esquire and Patrol Team are back to their places, the Exalted Ruler says the following verse:

EXALTED RULER:

They never quite leave us,
our Members who have passed.
A thousand sweet memories
are holding them fast.

A song or hymn is sung by the Lodge, or as a solo.

All members resume their seats following the Hymn or solo.

No gavel is used.

After a brief pause the Organist will play soft music and numbers 1, 3, and 5; numbers 2, 4, and 6 and the Chaplain and Esquire will rise. Using the same line of

march as for laying the sprays, numbers 1, 2, 3, and 4 will proceed to the Leading Knight's station, numbers 5 and 6 turning at the arms of the Cross. The Patrol Team will then proceed up the bottom four sprays and pause. When all are in place, the Patrol Team kneels to pick up the first sprays, the two members in the arms picking up the inner sprays first, then taking one step outward to pick up the other two sprays at the same time the other team members are proceeding to the head of the Cross to pick up the other sprays.

When the Patrol Team has removed all the sprays, they shall proceed out of the Cross and form the square below the Altar as per DIAGRAM 2.

At the same time as the Patrol Team begins to make the square, the Chaplain and Esquire will proceed in a direct line to the Altar and PAUSE. DIAGRAM 2.

The balance of this Ceremony shall be the same following the instructions in italics starting "The Patrol Team will walk slowly in single file to the Chaplain and Esquire, to whom they will hand their sprays in unison."

The cross formation shall be as follows:

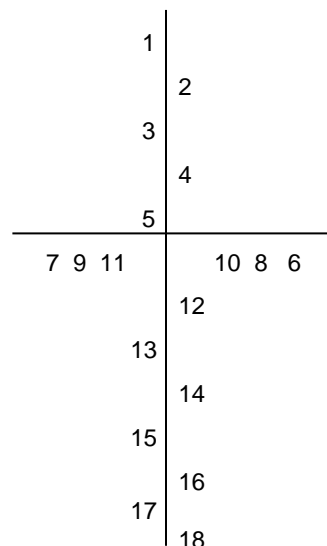
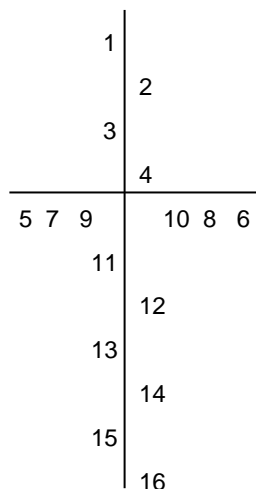
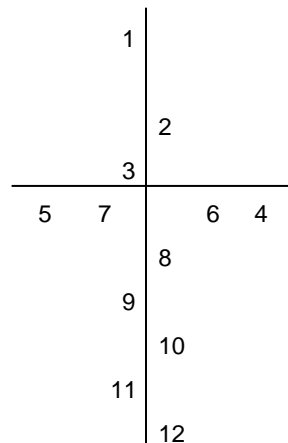
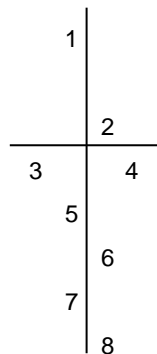
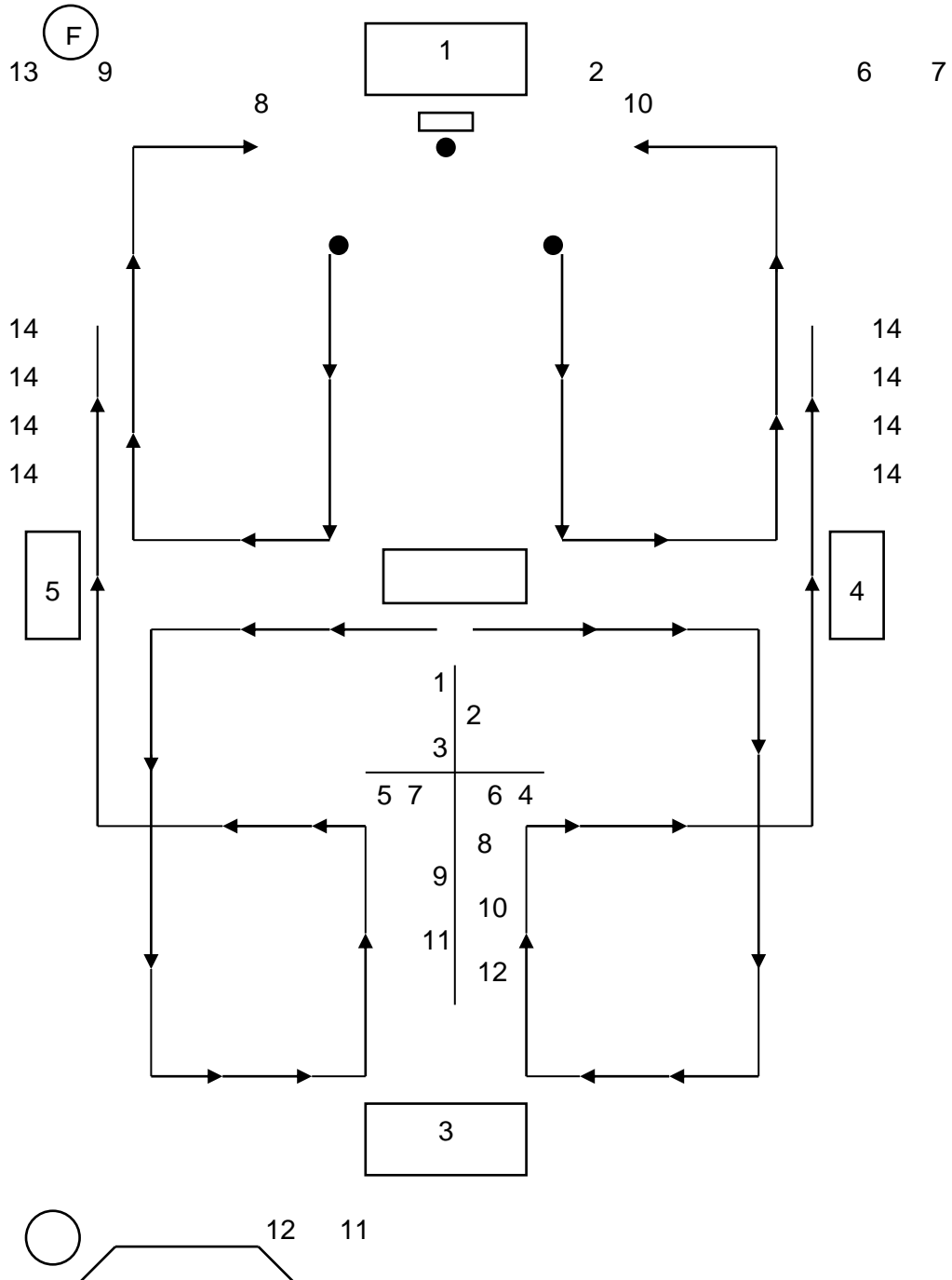


DIAGRAM 5
PATROL TEAM PROCEEDING OUT OF THE CROSS



DEDICATION OF ELKS' HOME AND/OR LODGE ROOM

This ceremony may be performed in public or confined to members of the Order. The Altar shall consist of a flat top cairn of four stones which are graduated in size, the top large enough to hold the Emblems of our Order and Book of Constitution and By-Laws. The first and largest stone shall be white with the inscription 'Charity' in scarlet, the second shall be pink and smaller in size with the inscription 'Justice' in blue, and the third stone, the smaller of the three shall be blue with the inscription 'Love' in pink, the fourth and smallest stone shall be scarlet with the inscription 'Fidelity' in white. A cushion of approximately twelve inches square, to carry the keys, would be appropriate.

The words 'Charity', 'Justice', 'Love' and 'Fidelity' should be printed on all sides of the stones.

The Officers taking part in the ceremony shall be the Grand Exalted Ruler, Grand Leading Knight, Grand Loyal Knight, Grand Lecturing Knight, Grand Esquire, Grand Inner Guard, Grand Chaplain and Grand Organist or their representatives appointed by the Grand Exalted Ruler.

In addition, the Exalted Ruler, Chairman of the Board of Trustees, the Chairman of the Building Committee and an Orator, appointed by the Lodge, will take part in the ceremony.

At the discretion of the Lodge and with permission from the Grand Exalted Ruler, the Lodge Officers may accompany the Grand Lodge Officers in the entry march. Should the Lodge Officers be used, they will march on the left of their counterpart and be seated to the right of that Officer at his/her station.

At the set time for Dedication (if Lodge Officers are not taking part in the entrance march) the Exalted Ruler shall take his/her place at the right of the Exalted Ruler's station, the Chairman of the Building Committee to the left of the Exalted Ruler's station and to the rear of the Grand Esquire. (He/she shall have in his/her possession the key to be presented to the Grand Exalted Ruler.) The Orator shall take his/her place to the right of the Exalted Ruler. The Chairman of the Trustees shall be on the right of the Orator, and to the rear of the Grand Chaplain. The Soloist shall be near the organ or piano.

The Grand Lodge Officers shall form in the outer room and the Grand Esquire shall arrange the procession as follows:

(Without Lodge Officers) The Grand Organist shall take his/her place at the organ or piano. The procession shall be led by the Grand Exalted Ruler, followed by the Grand Chaplain, the Grand Lecturing Knight, the Grand Leading Knight, the Grand Loyal Knight, and the Grand Esquire. The Grand Inner Guard shall place himself/herself inside the outer door.

If the Lodge Officers take part in the entrance march, the procession shall form up as follows:

The Grand Organist at the organ or piano, the Grand Exalted Ruler with the Exalted Ruler on his/her left, followed by the Orator with the Chairman of the Trustees on his/her left, the Grand Chaplain with the Chaplain on his/her left, the Grand Lecturing Knight with the Lecturing Knight on his/her left, the Grand Leading Knight with the Leading Knight on his/her left, the Grand Loyal Knight with the Loyal Knight on his/her left, the Grand Esquire with the Esquire on his/her left and the Chairman of the Building Committee. The Grand Inner Guard shall place himself/herself inside the outer door.

The Grand Exalted Ruler shall march around the hall twice in a clockwise rotation in front of the stations.

The Officers will start falling out on the first round starting with the Chairman of the Building Committee, followed by the Grand Esquire, etc. The Grand Exalted Ruler shall be the last to fall out. The Officers remain standing.

At the appointed time, the Tyler will give three raps on the inner door of the Lodge room, thus attracting the attention of the Grand Inner Guard.

GRAND INNER GUARD: "Who comes here?"

GRAND ESQUIRE: "The Grand Exalted Ruler (or Deputy) and other Officers of the Grand Lodge of the Benevolent and Protective Order of Elks, who desire to be admitted in the name of Charity, Justice, Love and Fidelity, for the purpose of dedicating this Home to the uses and purposes of the Benevolent and Protective Order of Elks."

GRAND INNER GUARD: "Enter in the name of Charity, Justice, Love and Fidelity."

GRAND ORGANIST: "Appropriate marching music to be played."

GRAND EXALTED RULER: "My Brothers and Sisters, before any important duty may be performed, it is right and proper that we seek Divine Guidance for all that we do. Brother/Sister Grand Chaplain will offer the invocation." (-O-O-O-)

GRAND CHAPLAIN: "Almighty God, may Thy blessing rest upon this Elks Home which will be this day dedicated to the uses and purposes of the Benevolent and Protective Order of Elks. May the members of this Lodge have Thy Divine Guidance for all the years to come, so that those who perform their daily tasks within this structure may be found always upholding the principles of equality, love, kindness and service to our fellow man. May this building serve well the needs of this Lodge and Community and may the labours performed within it be in perfect harmony thus promoting the spirit of true Brotherhood, so that our Order may be an ever increasing force to make life sweeter, men better and the world happier. Amen."

GRAND EXALTED RULER: "We will all join in singing O Canada'."

GRAND EXALTED RULER: (Gives one rap to seat the assembly.) (-O-)

GRAND EXALTED RULER: "The duty that has called us together at this time is the dedication of this magnificent Elks Home to the uses and purposes of the Benevolent and

Protective Order of Elks. All Elks Lodge rooms surround an Altar at which all Elks receive the obligation that binds us to this great fraternity. The Altar typifies no race, religion or creed, but signifies that our belief is in the Supreme Being and the Brotherhood of Man. Therefore it is now our duty to erect an Altar dedicated to the principles of our Order." (-O-O-) "Grand Leading Knight, you will place the first stone of the Altar."

Throughout the laying of stones the organ or piano plays very softly, but strikes a strong triumphant note as the stone is finally placed and maintains it until the Officer resumes his/her station. The music selected for this purpose is "How Great Thou Art" by Stuart K. Hine and/or "Morning has Broken" by Farjeon.

GRAND LEADING KNIGHT: *(Carrying a white stone to the Altar, on which appears the name 'Charity'.)* "As this stone is the principle foundation in the building of this Altar, so too is Charity a principle foundation of our Order. As I place this stone, may it be a constant reminder of the need for Charity. Thus, may we continue to spread Benevolence in an ever increasing measure throughout the land." *(Places stone.)*

GRAND EXALTED RULER: "Grand Loyal Knight, what may your station have to offer by way of contribution in the building of this Altar?"

GRAND LOYAL KNIGHT: *(Carrying a pink stone to the Altar, upon which is inscribed the word 'Justice'.)* "This stone represents Justice, the principle that enables us to perceive the merits of others and our own shortcomings. May this stone serve to remind us of our obligation to live up to the teachings of our Order, to do unto others as we would have them do unto us, and to uphold firmly the rule of law and order throughout Canada. In the name of Fraternal Justice, I place this stone." *(Places stone.)*

GRAND EXALTED RULER: "Brother/Sister Grand Lecturing Knight, what has your station to offer toward the building of this Altar?"

GRAND LECTURING KNIGHT: *(Carrying a blue stone, upon which is inscribed the words 'Love'.)* "Into this structure, I build this stone of Love. This fundamental element of our Order emphasizes helpfulness and unselfishness. It promotes the welfare and happiness of all our members through the medium of true fellowship and friendship." *(Places stone.)*

GRAND EXALTED RULER: *(Handing stone to Esquire.)* "Brother/Sister Grand Esquire, you will build into this Altar this scarlet stone."

GRAND ESQUIRE: *(Carrying a scarlet stone.)* "In the name of Fidelity which joins and glorifies Charity, Justice and Love, I place this stone." *(Places stone.)*

GRAND EXALTED RULER: *(-O-O-) (Giving two raps with his/her gavel to call up the Officers.)* "The Grand Knights will approach the Altar and place upon it the Emblems of our Order."

These Officers will approach the Altar in the same manner as in the Opening of Lodge and place upon it the Emblems of the Order.

GRAND LECTURING KNIGHT: *Places the Bible upon the Altar.*

GRAND EXALTED RULER: “May this treasured Book be our path to the Grand Exalted Ruler of the universe, and may his/her example inspire in us a true faith to carry on our unfinished task, the Brotherhood of Man.”

GRAND LOYAL KNIGHT:

Places the Canadian Flag upon the Altar.

GRAND EXALTED RULER: “May the virtues born of the Flag be enshrined in this building, and may its presence radiate peace and hope into the hearts of all who stand before it.”

GRAND LEADING KNIGHT:

Places the Elk upon the Altar.

GRAND EXALTED RULER: “The Stately Elk is naturally docile and lives in peace with all mankind. May its presence strengthen our labours towards the Brotherhood of Man.”

GRAND EXALTED RULER: “Brother/Sister Grand Esquire, you will place upon the Altar a current copy of the Book of Constitution, so that all Elks will know that we yield authority and jurisdiction to the Grand Lodge of the Benevolent and Protective Order of Elks of Canada.”

Grand Esquire places a Book of Constitution and By-Laws upon the Altar.

When the Grand Officers have returned to their stations 'Auld Lang Syne' will be played softly. The Brothers and Sisters will unite in singing these words to the tune:

"Great Exalted Ruler of the universe; all seeing and benign;
Look down upon and bless our work and be all glory Thine;
May Charity, as taught us here, be ever borne in mind;
The Golden Ruler, our motto true, for the days of 'Auld Lang Syne'."

MAKE SURE THERE ARE PLENTY OF COPIES OF SONG FOR THE PUBLIC.

CHAIRMAN OF THE BUILDING COMMITTEE: “Worthy Grand Exalted Ruler, I present to you as the representative of Grand Lodge, the keys of this completed building (room) that you may declare it to be dedicated to the uses of our great fraternity.”

GRAND EXALTED RULER: “Brother/Sister Chairman and members of your Committee, on behalf of the Grand Lodge of the Benevolent and Protective Order of Elks of Canada, I congratulate you upon the completion of your labours and the success you have attained. Your Brothers and Sisters are truly thankful for your efforts on their behalf. This community is grateful that through your efforts and the labours of this Lodge, there has been set up a vital, useful centre. You, the members of your Committee and members of this Lodge, should be very proud of your accomplishments and of the fact that you have laboured wisely and well. Brother/Sister Grand Esquire, you will deliver these keys to the Chairman of the Board of Trustees of this Lodge.”

GRAND ESQUIRE: “As Chairman of the Trustees, it is your responsibility to maintain and protect this building. By order of the Grand Exalted Ruler, I place in your hands for safe-keeping, the keys to this newly dedicated Home.”

Music - vocal or instrumental – “Bless This House” by Taylor & Brake

The Grand Exalted Ruler will introduce the Orator.

ORATION

Thank you to the Orator by the Grand Exalted Ruler or Lodge Exalted Ruler.

Additional addresses by visiting dignitaries and musical numbers, etc., can be added here.

GRAND EXALTED RULER: “At this time, I would like to introduce to you the Officers taking part in this Dedication Ceremony.”

Introduction includes names and Lodge and town.

GRAND EXALTED RULER: “My Brothers and Sisters, the duty that brought us together has been performed. Now, therefore, by and under the authority of the Grand Lodge of the Benevolent and Protective Order of Elks of Canada, I declare this to be an Elks Home (or Lodge room) in which shall be taught in perpetuity the objects of our Order.”

GRAND EXALTED RULER: “Brother/Sister Grand Esquire, I will ask you now to attend the Altar.”

The Grand Esquire will approach the Altar in the same manner as the Opening of a Lodge, close the Bible without signs, and return to his/her station.

GRAND EXALTED RULER: “The Grand Chaplain will offer a prayer.”

Call up Assembly. (-O-O-O-)

GRAND CHAPLAIN: “And now, to the Beneficent Author and Giver of Life, we offer our humble tribute of mortal praise. Impress us with the solemnity of these ceremonies. Bless the labours and objects of this Convocation and direct all our efforts aright. Amen.”

GRAND EXALTED RULER: “I now declare this Lodge of Dedication closed in due form and will ask all to join me in singing 'God Save the Queen'.”

JOINT ELKS & ROYAL PURPLE ELKS LODGE INSTALLATION CEREMONY

OPENING

Lodge room is prepared with two chairs at each Officer's station. Elks Officers occupy stations with Royal Purple Elks Officers to their right, except Lecturing Knight/Lecturing Lady and Exalted Ruler/Honoured Royal Lady station that will be reversed.

Two double rows of chairs may be placed between the station of the Leading Knight/Associate Royal Lady and the Altar/Centre Station, if desired.

If the Grand Exalted Ruler is present, he/she or the Grand/Royal Purple Elks Installing Officers shall be introduced, as designated in the respective Ritual/Procedures Books, after the Lodges are declared open.

Visiting Dignitaries shall be seated to the right and left of the Exalted Ruler/Honoured Royal Lady prior to the opening.

If the Elks Lodge has chosen to have the optional Officers of Tyler and/or Inner Guard, revert to the Ceremonial in effect in 2001 (GL: 07/00)

Exalted Ruler and Honoured Royal Lady shall rise.

EXALTED RULER: (-0-) We are about to open a joint meeting of the Elks of Canada for the purpose of Installing the Officers.

HONOURED ROYAL LADY: Lady Conductress, you will present the Flag. (-0-0-0-)

Lady Conductress presents the Flag at the Altar/Centre Station. All sing O Canada. Conductress places Flag without saluting and returns to her station.

HONOURED ROYAL LADY: (-0-)

EXALTED RULER: (-0-0-) The Knights and the Esquire will approach the Altar and place thereon the emblems of our Order. The Bible will be opened.

The Knights and Esquire will do this as per ritual without speaking.

HONOURED ROYAL LADY: It is fitting before we enter upon the duties that call us together that we seek Divine guidance for our deliberations. Lady Chaplain, you will lead in repeating the Lord's Prayer. (-0-0-0-)

LADY CHAPLAIN: Our Father AMEN.

EXALTED RULER: By virtue of the authority vested in us, we now declare Elks Lodge No. _____ and Royal Purple Elks Lodge No. _____ open for the transaction of such business as may properly come before them. (-0-)

INTRODUCTIONS

The Grand Exalted Ruler or Grand/Royal Purple Elks Installing Officers shall be introduced according to the ritual/procedures of each respective Lodge. Elks use of signs optional.

HONOURED ROYAL LADY: We are honoured by the presence of visitors. It is my pleasure to introduce to you, _____.

Any visitors the Presiding Officers desire to recognize shall be introduced in order of Office according to the order of precedence as approved and printed by Grand Lodge in their respective ritual/procedures. If invited civic or government dignitaries are present, they shall also be introduced.

INSTALLATION OF OFFICERS

EXALTED RULER: (-0-) The Lodges will come to order. The time has come when we, the Officers of these Lodges, must descend from our stations and mingle again with the fraternity. Worthy Grand and Royal Purple Elks Installing Officers, we now place in your hands the emblem of power and assign to you the station and duties of presiding Officers of our Lodges.

Exalted Ruler and Honoured Royal Lady surrender the gavels and exchange positions with the Grand and Royal Purple Elks Installing Officers with the Royal Purple Elks Installing Officer to the left of the Grand Installing Officer.

ROYAL PURPLE ELKS INSTALLING OFFICER: By virtue of the authority vested in us, we shall now proceed with the Installation of Officers of these Lodges. The assistant installing officers will report to the centre station as their names are called. I hereby appoint Lady _____ as Assistant Installing Officer, Lady _____ as Installing Secretary, and Lady _____ as Installing Pianist. *(Pause: continue when all are at Centre Station)* *The Assistant Installing Officers will assume their stations.*

The Assistant Installing Officer takes a position between the stations of the Conductress and the Secretary.

GRAND INSTALLING OFFICER: The Assistant Installing Officers will report to the Altar/Centre Station as their names are called. I hereby appoint Brother/Sister _____ as Assistant Installing Officer, Brother/Sister _____ to act as Membership Director, and Brother/Sister _____ to act as Secretary during this Ceremony. *(Pause: continue when all are at the Altar.)* The Assistant Installing Officers will now assume their stations.

It shall be optional to have only one Assistant Installing Officer who may be either an Elk or a Royal Purple Elk, if Lodges desire.

ROYAL PURPLE ELKS INSTALLING OFFICER: Treasurers, have all moneys due the Grand Lodge been paid?

TREASURERS: They have.

GRAND INSTALLING OFFICER: Secretaries, have the required reports on Membership Fees and membership of the Lodges been completed in regular form and acknowledged as being received and approved by the Grand Lodge Office?

SECRETARIES: They have.

ROYAL PURPLE ELKS INSTALLING OFFICER: Officers of _____ Lodges No. __ and No. _____, you will leave your stations and journey to the station of the Grand and Royal Purple Elks Installing Officers, led by your Exalted Ruler and Honoured Royal Lady with the Royal Purple Elks on the left. (-O-O-)

Retiring Officers march around the room twice, led by the Assistant Installing Officers, or, if desired, led by the retiring Exalted Ruler and Honoured Royal Lady, followed by the other Officers in order of rotation, and ending in a "V" formation in double or single line in front of the Installing Officers. When all Officers are in position, they will turn, in unison, and face the station of the Grand and Royal Purple Elks Installing Officers.

The Assistant Installing Officers assume a position to the left of the Esquire/Conductress chairs in line with the top point of the "V" formation to receive the collars.

The Immediate Past Exalted Ruler/Honoured Royal Lady, serving a consecutive term, need not be installed the second time and need not participate in the retiring Officer's march.

GRAND INSTALLING OFFICER: Officers of the Elks and Royal Purple Elks, it is decreed by nature that once in each year all life shall divest itself of its outer garb and stand forth unadorned. Your unselfish devotion to the cause of duty during the past year, while not individually rewarded, has earned the appreciation of the Order which your labours have helped to build and strengthen. You will now divest yourselves of the insignia of Office and retire.

Officers leave their collars with the Assistant Installing Officers and proceed in pairs in clockwise direction around the hall and assume a seat in the assembly. Assistant Installing Officers leave the collars on the Secretary's desk and assume positions in front of the Leading Knight/Associate Royal Lady's station.

OPTION 1: *Assistant Installing Officers leave the collars on the Secretary's desk and assume positions to the left and right of the Leading Knight/Associate Royal Lady stations and in line with Lecturing Knight/Lecturing Lady and Loyal Knight/Loyal Lady stations.*

OPTION 2: *Officers elect may assemble in the ante room, there to be escorted to the Altar/Centre Station by the Assistant Installing Officers.*

ROYAL PURPLE ELKS INSTALLING OFFICER: Secretaries, you will call the names of the Officers elected or appointed. As their names are called, they will report to the Assistant Installing Officers.

OPTION 1: Names are called alternately by the Secretaries, in reverse order of Installation order. The Officers may proceed to the positions of the Assistant Installing Officers individually, in pairs, or collectively making two lines with the Ladies in the front facing the Altar/Centre Station, alternating sides. (i.e.: 1st called HRL and ER, then IPHRL and PER, then ARL and Leading Knight, then Loyal Lady and Loyal Knight, then Lecturing Lady and Lecturing Knight, etc.) When all are in position Officers will follow Assistant Installing Officers up to the Altar/Centre Station to form "V" for the Obligation.

OPTION 2: Names are called alternately by the Secretaries, in reverse order of Installation order. The Officers may proceed to the position of the Assistant Installing Officers individually, in pairs, or collectively. From that point they shall be escorted to their positions behind the Altar/Centre Station with the Royal Purple Elks Officers to the right and the Elks Officers to the left.

ASSISTANT GRAND INSTALLING OFFICER: Worthy Grand and Royal Purple Installing Officers, the Officers are in order and await your instructions.

ROYAL PURPLE ELKS INSTALLING OFFICER: (-O-O-O-)

Installing Officers proceed to the Altar/Centre Station.

GRAND INSTALLING OFFICER: Each of you have been elected or appointed to the Office designated by your Secretary. Do you signify your willingness to accept the Office to which you have been chosen. If so, you will answer "I do".

ROYAL PURPLE ELKS INSTALLING OFFICER: You will now place yourselves in position to take the Oath of Office.

The Exalted Ruler elect shall place his/her left hand on the Bible and his/her right hand over his/her heart. The rest of the Officers place their left hand on the left shoulder of the Officer in front of them and their right hand over their hearts.

The Royal Purple Elks Officers shall assume the Obligation Sign.

All Elks present assume the Sign of Fidelity. Only Royal Purple Elks Officers taking the Oath of Office assume the Obligation Sign. NOTE: The Grand Installing Officer, Royal Purple Elks Installing Officer or both may deliver the Charge.

INSTALLING OFFICER(S): Officers, of Elks Lodge No. _____ and Royal Purple Elks Lodge No. ____ you will state your name and repeat after me (us):

INSTALLATION OBLIGATION

I, _____, do willingly and voluntarily assume the Office to which I have been chosen. I promise to fulfill the duties of my Office, to deal honourably at all times with the Order, to promote the interests of the Order and to increase its membership. I do further declare that at the end of my term of Office, I will deliver all property that may be or shall come into my possession, to the duly authorized representative of the Order. All this I promise to fulfill to the best of my ability.

Installing Officers return to their stations.

ROYAL PURPLE ELKS INSTALLING OFFICER: (-O-)

OPTION 1: *Officers to be seated if chairs are provided.*

OPTION 2: *Officers shall turn and follow Assistant Installing Officers out of "V" to take a seat among the Members.*

GRAND INSTALLING OFFICER: It becomes my duty to call your attention to the laws of the Order which completely set forth the duties of all Officers. It is required that the sections must be carefully read by each Officer before the next regular meetings of these Lodges, in order to acquaint yourselves with your duties.

GRAND INSTALLING OFFICER: The Drill/Patrol Team will now take its position at the Altar to assist in this Ceremony.

If a Patrol Team is used, the Patrol Team Sergeant-At-Arms shall be consulted prior to the meeting to establish procedures to be followed regarding the Patrol Team floor work.

ROYAL PURPLE ELKS INSTALLING OFFICER: Assistant Grand and/or Royal Purple Installing Elks Officer(s) you will meet the Officers at the Station of the Leading Knight/Associate Royal Lady and present them for further instructions as their names are called. You will present the Office of Pianist and Organist for the ensuing year. *(To be used with Option No. 2 above)*

ROYAL PURPLE ELKS INSTALLING OFFICER: Assistant Grand and/or Royal Purple Installing Elks Officer(s), you will present the Officers for further instructions as their names are called. You will present the Office of Pianist and Organist for the ensuing year. *(To be used with Option No. 1 above)*

ASSISTANT INSTALLING OFFICER: Royal Purple Elks Installing Officer, it gives me great pleasure to present to you Lady _____ and Brother/Sister _____ who have been appointed/elected for the Office of Pianist and Organist for the ensuing year.

The Assistant Installing Officer(s), unless otherwise indicated, will follow the above format as they present each Officer. The Officers will be escorted by both Assistant Installing Officers.

When the Royal Purple Elks Installing Officer calls for the name the Royal Purple Elks Assistant will introduce them and when the Grand Installing Officer calls for the name, the Elks Assistant will introduce them. Assistant Installing Officer steps back after presenting Officers. The Royal Purple Elks Installing Officer will place the collars on the Ladies and the Grand Installing Officer will place the collars on the Elks. After receiving their collars, the Officers are then escorted to their stations.

ROYAL PURPLE ELKS INSTALLING OFFICER: Pianist and Organist, your duties are to supply musical accompaniment for our sessions. The Lodge relies on you to lend dignity and rhythm. Your stations are at the piano and organ.

GRAND INSTALLING OFFICER: You will present the Publicity Director.

GRAND INSTALLING OFFICER: Publicity Director, it is your duty to see that the public of this area is kept informed of the activities of your Lodge toward the betterment and welfare of the community. You will be, during your term of office, a Member of the Lodge Executive. Your station is at the left of the Exalted Ruler.

GRAND INSTALLING OFFICER: You will present the Historians.

GRAND INSTALLING OFFICER: Historians, the glory of every Lodge is its history and heritage. Your duties are to keep past records and to record present activities and events so that the history of the Lodges may be preserved. Brother/Sister Historian, your station is at the left of the Exalted Ruler. Lady Historian, your station is to the right of the Chaplain.

ROYAL PURPLE ELKS INSTALLING OFFICER: You will present the Chaplains.

ROYAL PURPLE ELKS INSTALLING OFFICER: Chaplains, your duties are to have charge of the devotional exercises of the Lodges, to assist in the Initiation Ceremony, and to write words of comfort and offer condolence to the bereaved. You will each perform such other duties that may pertain to your Office. Your stations are to the right front of the Honoured Royal Lady and Exalted Ruler.

GRAND INSTALLING OFFICER: You will present the Lady (Outer) Guard.

GRAND INSTALLING OFFICER: Lady (Outer) Guard, your duty is to see that all regalia of the Lodge is in proper condition and safely stored before leaving the Lodge room. Your station is at the door. *(See attached appendix)*

If the Royal Purple Elks Lodge is installing an Inner Guard, proceed with the next installation. If there is no Inner Guard, proceed to the installation of the Conductress.

ROYAL PURPLE ELKS INSTALLING OFFICER: You will present the Inner Guard.

ROYAL PURPLE ELKS INSTALLING OFFICER: Lady Inner Guard, your duties are to assist the Outer Guard admitting Members after the meeting is called to order. Your station is at the door.

GRAND INSTALLING OFFICER: You will present the Lady Conductress and Brother/Sister Esquire.

GRAND INSTALLING OFFICER: Lady Conductress and Brother/Sister Esquire, your duties are many and varied. You will conduct candidates through the Ceremony of Initiation. Lady Conductress, you will distribute before the meetings and collect after the meetings, all property of the Lodge and hand it to the (Outer) Guard for safe storage. You are also to receive and introduce visiting Members and guests. Brother/Sister Esquire, you will have charge of ballots for elections and memberships and transmit official messages as directed by the Exalted Ruler. To see that all regalia of the Lodge is in proper condition and safely stored before leaving the Lodge room after the meeting is closed. Your stations are at the left front of the Exalted Ruler and Honoured Royal Lady.

GRAND INSTALLING OFFICER: You will present the Treasurers.

GRAND INSTALLING OFFICER: Treasurers, your duties are to receive all moneys due the Lodge and to pay out the same as authorized by the Lodge. You shall make a detailed report every term, keep a correct record of receipts and expenditures, submit your books for audit semi-annually and account for the finances of the Lodge to your successor. Your stations are at the desk to the left of the Honoured Royal Lady and Exalted Ruler.

If the Royal Purple Elks Lodge or Elks Lodge have only a Secretary/Treasurer proceed to the next installation.

ROYAL PURPLE ELKS INSTALLING OFFICER: You will present the Secretaries.

ROYAL PURPLE ELKS INSTALLING OFFICER: Secretaries, it is your duty to keep a correct record of the proceedings of the Lodge, preserve and file all reports, and attend to all correspondence of the Lodge. Royal Purple Secretary, you will receive the signature of all Members to the bylaws of the Lodge. Brother/Sister Secretary, you will notify all candidates of their election or rejection within three days of the ballot. You are to receive all moneys due to the Lodge and pay same to the Treasurer. You are to keep an accurate and up-to-date account of all receipts and expenditures. You will place on the Lodge mailing list the name of the District Deputy of the District to which this Lodge belongs. Your Offices are most important ones. Be faithful and prompt in the fulfillment of your duties. Your stations are at the desk to the left of the Honoured Royal Lady and Exalted Ruler.

Recognition and Charges for:

- 1. Recognition for Secretary of 5 years or more*
- 2. Recognition for Secretary-Treasurer of 5 years or more*
- 3. Recognition for Treasurer of 5 years or more*
- 4. Charge for Recording Secretary*
- 5. Charge for Financial Secretary*
- 6. Refer to appendix.*

ROYAL PURPLE ELKS INSTALLING OFFICER: You will present the Royal Purple Elks Secretary/Treasurer.

ROYAL PURPLE ELKS INSTALLING OFFICER: Lady _____, your duties are to keep a correct record of all the proceedings of the Lodge, preserve and file all reports and attend to the correspondence. You will receive the signature of all Members to the bylaws of the Lodge. You will receive all moneys due the Lodge and pay out same as authorized by the Lodge. You shall keep a correct record of receipts and expenditures and submit your books for audit semi-annually. Your Office is a most important one. Be faithful and prompt in the fulfillment of your duties. Your station is at the desk to the left of the Honoured Royal Lady.

GRAND INSTALLING OFFICER: You will present the Secretary-Treasurer.

GRAND INSTALLING OFFICER: It is your duty to keep a correct record of the proceedings of the Lodge; to preserve and file all documents; to attend to all correspondence and to notify all candidates of their election or rejection within three days of the ballot. It is also your duty to receive all moneys due to the Lodge and to pay all bills and accounts as set out in vouchers signed by yourself and countersigned by the Exalted Ruler. You are to keep a correct record of all receipts and expenditures, with necessary orders and vouchers, subject same to audit at the will of the Lodge. You will make a detailed report at the end of every term, or more often if required. You are to deliver the books and records of your Office, together with the balance of funds to credit of the Lodge, to your successor at the time of Installation. You are to place on the Lodge mailing list the name of the District Deputy for the District to which this Lodge belongs. Your duties are most important and you are expected to be prompt and faithful in discharging them. Your Station is at the desk at the left of the Exalted Ruler.

GRAND INSTALLING OFFICER: You will present the Membership Director.

GRAND INSTALLING OFFICER: You shall be the Chairman of the Lodge Membership Committee. It shall be your responsibility to ensure that the Lodge has in place and at all times maintains an ongoing membership program including acquisition of new Members, reinstatement of past Members and retention of current Members. Finally you shall ensure that the Lodge focuses specifically on a membership campaign during your term of office. To you we also entrust the inner door of our Lodge. It will be your duty to allow no one to enter or leave the Lodge room without permission or while a member is speaking or during special Ceremonies. It is your duty to ensure that all present at the Opening of the Lodge are entitled to remain and to so inform the Exalted Ruler at his/her request. It is also your duty to attend to the members register and give an attendance report prior to the Closing Ceremony. Your station is at the inner door.

GRAND INSTALLING OFFICER: You will present the Lecturing Lady and Lecturing Knight.

GRAND INSTALLING OFFICER: Lecturing Lady, your duties are to assist in the Initiation Ceremony and give instruction on the principle of Love. Lecturing Knight, your duties are particularly emphasized in the work of Initiation, in which, as your Office signifies, you will instruct and give words of wisdom to those seeking knowledge in the beauties of our Fraternity. In the absence of your higher ranking Officers, it becomes your duty to preside over the sessions of the Lodges. Your stations are to the right of the Honoured Royal Lady and Exalted Ruler and directly opposite the Altar.

ROYAL PURPLE ELKS INSTALLING OFFICER: You will present the Loyal Lady and Loyal Knight.

ROYAL PURPLE ELKS INSTALLING OFFICER: Loyal Lady, your duties are to assist in the Initiation Ceremony and give instruction on the principle of Justice. Loyal Knight, your duties involve the instruction of all Candidates and Members in the use of certain signs peculiar to the Order and to teach them by word and demonstration the accepted behaviour and decorum during a Lodge meeting. In the absence of your higher ranking Officers, it becomes your duty to preside over the sessions of the Lodges. Your stations are directly opposite those of the Lecturing Lady and Lecturing Knight and to the left of the Honoured Royal Lady and Exalted Ruler.

GRAND INSTALLING OFFICER: You will present the Associate Royal Lady and Leading Knight.

GRAND INSTALLING OFFICER: Associate Royal Lady, your duties are to act as Coordinator of Committees, assist in preserving order, and act for the Honoured Royal Lady in her absence. You will assist in the Initiation Ceremony and give instruction on the principle of Charity. Leading Knight, your duties are to assist in the initiation of candidates and in preserving order, to act for the Exalted Ruler in his/her absence and to perform such other duties as this office may require. Your stations are opposite those of the Honoured Royal Lady and Exalted Ruler.

ROYAL PURPLE ELKS INSTALLING OFFICER: You will present the Immediate Past Honoured Royal Lady.

ASSISTANT ROYAL PURPLE ELKS INSTALLING OFFICER: Royal Purple Elks Installing Officer, it gives me great pleasure to present to you Lady _____ who will serve as Immediate Past Honoured Royal Lady for the ensuing term.

ROYAL PURPLE ELKS INSTALLING OFFICER: Lady _____, as you retire from the Office of Honoured Royal Lady, we honour you with the plaudit "Well done, thou good and faithful servant". I proclaim you Immediate Past Honoured Royal Lady. Your presence and advice are desired at all times. Your station is to the left of the Honoured Royal Lady.

GRAND INSTALLING OFFICER: You will present the Immediate Past Exalted Ruler.

ASSISTANT GRAND INSTALLING OFFICER: Grand Installing Officer, it gives me great pleasure to present to you Brother/Sister _____ who will serve as Immediate Past Exalted Ruler for the ensuing term.

GRAND INSTALLING OFFICER: Past Exalted Ruler Brother/Sister _____ as you have completed your term as presiding Officer of this Lodge, we honour you with the plaudit "Well done, thou good and faithful servant". We remind you of your continuing duty to give the benefit of your experience toward the welfare and advancement of the Lodge. Your presence and advice will be desired at all times. The ritual work of the Officers of the Lodge will be under your direct supervision and it is thus expected that they will become proficient in this work. In the Ceremony of Initiation, you will be called upon to deliver the final charge: The Legend of the

Two Elks. Your station is at the left of the Exalted Ruler.

ROYAL PURPLE ELKS INSTALLING OFFICER: You will present the Honoured Royal Lady.

ROYAL PURPLE ELKS INSTALLING OFFICER: Lady _____, the Office to which you have been elected is the highest within this Lodge. To you is given the privilege of presiding over its sessions. You are the Leader and should be the guiding and directing force. You are to decide all questions directly by the law. Personal opinions or preferences must never be allowed to govern a presiding Officer. Any discordance may be eliminated and every difficulty adjusted by your tact and discretion. The headstrong are to be restrained, the timid encouraged, and the indifferent stimulated by your prudence, your guidance and your zeal. You may make yourself the friend and comforter of every Member. Guard all the interests of your Lodge, increase its membership, and keep a watchful eye on its general welfare, so that when the term for which you have been elected shall have expired, you may receive the plaudit, "Well done, thou good and faithful servant".

After the Honoured Royal Lady has been escorted around the Lodge room and seated, the Patrol Team will then escort the Royal Purple Elks Assistant Installing Officer to her seat.

GRAND INSTALLING OFFICER: You will present the Exalted Ruler.

GRAND INSTALLING OFFICER: Worthy Exalted Ruler, the Office to which you have been elected is the highest within the power of the Lodge to bestow. To you alone is accorded the privilege of wearing the purple of our Order, and upon you may be said to depend, primarily, the success of the Lodge. You have been honoured in this selection because authority has been given you to preside over all convocations. It is not enough that you act as Executive Officer. You are to be the guiding and directing force, as well. You are to base your decisions on all questions on the law of the Order alone and to disregard personal opinions or preferences. By your tact and discretion, you can eliminate any sign of factionalism, if it should arise. You can adjust every difficulty and keep every element within the membership attuned to the common good. To restrain the headstrong, to encourage the timid, and to stimulate the indifferent will be part of your responsibility, for which your prudence and your zeal fortify you. By making yourself a vital part of every Lodge activity, you will find that you are making yourself, also, the friend and comforter of every Member. Worthy Exalted Ruler, guard well the interests of your Lodge. Do your best to increase its membership, and keep a watchful eye on its welfare. Then at the end of the term for which you have been elected, you will deserve and receive the plaudit "Well done, thou good and faithful servant".

After the Exalted Ruler has been escorted around the room and seated, the Patrol Team will escort the Grand Assistant Installing Officer to his/her seat. They will then seat themselves.

GRAND INSTALLING OFFICER: The appointed Assistants will return to their places among the membership.

GRAND INSTALLING OFFICER: (-O-O-O-)

BROTHER/SISTER (ELKS) CHAPLAIN: And now to the Benevolent Author and Giver of Life, and Designer of all material things, we offer a tribute of praise. Impress us with the ceremonies of this hour. Bless the objects and labours of this convocation; direct all our efforts aright, and to Thee we will ever render grateful songs of love and praise. AMEN

GRAND INSTALLING OFFICER: Now, by virtue of the authority vested in us, we declare the Officers _____ Lodge No. _____ Order of Elks and _____ Lodge No. _____ Royal Purple Elks of Canada regularly Installed for the ensuing term or until their successors shall be chosen and duly Installed.

ROYAL PURPLE ELKS INSTALLING OFFICER: Permit us to thank you for allowing us to conduct this ceremony. Worthy Exalted Ruler and Honoured Royal Lady, we now surrender into your keeping the emblem of power and trust that your Lodges may have a very prosperous year.

EXALTED RULER: (-O-)

GOOD OF THE ORDER

1. *The Exalted Ruler expresses appreciation of the services of the Grand and Royal Purple Elks Installing Officers and Patrol Team as well as expressing thanks to the Lodge for the privilege of serving as Exalted Ruler and to give whatever message he/she wishes at this time.*
2. *The Exalted Ruler shall call on the Honoured Royal Lady to express her appreciation and give her message.*
3. *The Exalted Ruler shall invite the Immediate Past Exalted Ruler, Immediate Past Honoured Royal Lady and Grand/Royal Purple Elks Installing Officers to speak.*

In view of the length of the Ceremony, it is recommended that a minimum number of dignitaries be invited to speak.

4. *Presentation of Jewels, or other presentations, may be made at the time of individual Installation or at this time.*

CLOSING CEREMONY

EXALTED RULER: The Ceremony of Installation of Officers having been completed, we shall proceed to close the Lodges. (-O-O-) The Knights and the Esquire will approach the Altar and remove the emblems to their stations.

The Knights and Esquire will do this as per Ritual without speaking, signs optional.

EXALTED RULER: Brother/Sister Chaplain, you will give the closing Prayer. (-O-O-O-)

BROTHER/SISTER (ELKS) CHAPLAIN: As we go forth to continue our daily tasks, let us be mindful of our obligations to all mankind. Let us be faithful and sincere in all our endeavours to live the high ideals which we profess. O Lord, grant unto us Thy Love and protection 'til we meet again. AMEN.

HONOURED ROYAL LADY: Lady Conductress, you will retire the Flag and leave it with the (Outer) Guard for safekeeping.

Lady Conductress retires the Flag as per Procedures and Floor Work Book.

The (Outer) Guard will proceed to the Station of the Associate Royal Lady/Leading Knight. The Conductress will meet her there and will stand, holding the flag during the singing of God Save the Queen. The (Outer) Guard and Conductress will return to their respective Stations with the (Outer) Guard carrying the flag to its Stand.

GOD SAVE THE QUEEN. *(pause here for the Lady Conductress to return to her station)*

EXALTED RULER: We now proclaim _____ Lodge No. ____ Elks of Canada and _____ No. ____ Royal Purple Elks of Canada, closed until their next regular meetings unless either is convened in special session by its presiding Officer. **(-O-)**

APPENDIX

Charge for Inner Guard if no Tyler:

GRAND INSTALLING OFFICER: Brother/Sister Inner Guard, to you we entrust the inner door of our Lodge. It will be your duty to allow no one to enter or leave the Lodge room without permission or while a Member is speaking or during special Ceremonies. It is your duty to ensure that all present at the Opening of the Lodge are entitled to remain and to so inform the Exalted Ruler at his/her request. To see that all of the regalia of the Lodge is in proper condition and safely stored before leaving the Lodge room after the meeting is closed. It is also your duty to attend to the Member's register and give an attendance report prior to the Closing Ceremony. Your station is at the inner door.

Charge for Lady Guard if no Outer Guard:

ROYAL PURPLE ELKS INSTALLING OFFICER: Lady Guard, your duties are to see that all regalia of the Lodge is in proper condition and safely stored before leaving the Lodge room after the meeting is closed. It is also your duty to attend to the door and the telephone, if required, and admit Members and guests after the meeting is called to order. Your station is at the door.

Recognition for Secretary, Secretary-Treasurer or Treasurer of Five years or more:

GRAND INSTALLING OFFICER: Brother/Sister _____, both Grand Lodge and the Members of this Lodge take special note of the fact that you have served your Lodge continuously as _____ for ____ years. Your devotion to the duties of this important and demanding office over this span of years has earned for you their respect and gratitude. It is my privilege to extend to you on their behalf sincere thanks for outstanding service to this Lodge and the Order as a whole.

Charge for Recording Secretary:

GRAND INSTALLING OFFICER: Brother/Sister Recording Secretary, it is your duty to keep a record of the proceedings of all meetings of your Lodge and of all Committees of the Lodge, in a proper minute book and when requested to do so, to incorporate reports therein. You are further required to perform such duties as are incidental to the Office of Secretary and are not specifically the duties of the Financial Secretary. Your station is at the desk at the left of the Exalted Ruler.

Charge for Financial Secretary:

GRAND INSTALLING OFFICER: Brother/Sister Financial Secretary, it is your duty to receive all moneys due to the Lodge and pay same to the Treasurer, taking a receipt therefore. It is also your duty to keep a record of all money so received and to make such records available to the Lodge at its request. You shall also perform other duties as are compatible with your Office and which may be assigned to you by the Lodge. Your station is at the desk at the left of the Exalted Ruler.

JOINT INSTALLATION CEREMONY
ORDER FOR SEATING OF OFFICERS

ELKS

Exalted Ruler (President)
Past Exalted Ruler (Past President)
Leading Knight (1st Vice President)
Loyal Knight (2nd Vice President)
Lecturing Knight (3rd Vice President)
Membership Director
Secretary(ies)
Treasurer
Esquire (Sergeant-at-Arms)
Inner Guard

Tyler (*Position Optional*)
Chaplain
Historian
Publicity Director
Organist

ROYAL PURPLE ELKS

Honoured Royal Lady
Past Honoured Royal Lady
Associate Royal Lady
Loyal Lady
Lecturing Lady

Secretary
Treasurer
Conductress
Inner Guard (*If No Outer Guard Title
Changes to "Lady Guard"*)
Outer Guard (*Position Optional*)
Chaplain
Historian

Pianist

O CANADA

“O Canada, our home, and native land.
True patriot love in all thy sons command.
With glowing hearts we see thee rise,
The True North strong and free!
From far and wide, O Canada,
we stand on guard for thee.
God keep our land, glorious and free!
O Canada, we stand on guard for thee.
O Canada, we stand on guard for thee.”

ELKS GRACE

Lord Bless this food to our use and us to Thy service. May it give us strength to serve Thee faithfully and to promote the spirit of love and unity throughout the world, so that our great Order may become an ever increasing force in making life sweeter, people better, and the world happier. - Amen.
