

Chapter Review Check List

Chapter Name: _____ Chapter Number: _____

Location of Chapter: _____

Reviewing PGP: _____ DGM Assigned to Chapter: _____

Chapter Set up: Ritual 168-169 BOI 4-5

- ☐ Labyrinth is properly formed
 - ☐ Rug (if used) is centered
 - ☐ Altar is centered in room halfway between East/West and North/South (as lodge room allows)
 - o Note: NO Altar lights are required and the Altar does NOT need to be placed under them
 - ☐ Inside front leg of Star Point chairs are on the point [or along the ray's center line if extended or reduced]
 - ☐ Pedestals are positioned correctly in relationship to the Star Point chairs
 - ☐ Emblems are centered on the pedestals and correctly oriented to the Bible
 - ☐ Bibles are place correctly on the Altar
- ☐ Marshal and Chaplain's stations are placed to allow them to stand to the outside of their chairs
- ☐ Flag if being presented is placed to left of the Marshal's chair allowing for standing space
- ☐ Only Worthy Matron's gavel is present (Masonic gavels should be put away)
- ☐ Signet is out and ready for use
- ☐ All lights being used are on BEFORE meeting begins. BOI, page 1

Comments:

Protem Officers (day of review): WM WP [Note if WM/WP is protem then AM/AP are also proteems]

AM AP Sec Tr C AC Chap Mar Org Adah Ruth Es Martha Electa W S

Chapter Officers [not proteems] using rituals:

Note all notations are from **2018 Ritual and 2025 BOI**

Opening of Chapter: Ritual 23-43, BOI 7-12

- ☐ Worthy Patron, Associate Patron & Associate Conductress enters properly
 - ☐ Worthy Patron, Associate Patron and Associate Conductress turn together
 - ☐ Associate Conductress does not back up
- ☐ Worthy Patron calls chapter to order with rap of gavel and seats Associate Patron & Associate Conductress
- ☐ Associate Conductress invites the Worthy Matron and Officers to enter properly
- ☐ Officers enter and form a Court
 - ☐ Conductress & Associate Conductress stop in the proper position for an inside or outside court
 - ☐ Officers line up in pairs
 - ☐ Worthy Matron, Associate Matron, Esther and Warder form the back line properly
 - ☐ Conductress escorts the Worthy Matron and returns to the head of the line properly
- ☐ Warder/Sentinel attend to the doors correctly (before the chapter is open)
- ☐ Officers use the proper verbiage for their parts
 - ☐ All officers are “At” their station unless a direction is used then “In” the direction (East, West, North, South, SE, NE)
 - ☐ Star Points know their verbiage and perform their sign gestures properly
- ☐ Opening the Bible
 - ☐ Conductress uses proper floorwork going 2-4 steps BEYOND Esther’s station
 - ☐ Star Points turn at face the Altar together when the Conductress leaves her station.
 - ☐ Officers assume Reverent Attitude when the Conductress enters the Labyrinth
 - ☐ Conductress nods to WM and gives Salutation Sign to the Bible
 - ☐ Opens Bible properly
 - ☐ Conductress takes place in arc of officers properly
 - ☐ Chaplain approaches the Bible properly going 2-4 steps BEYOND Esther’s Station
 - ☐ Chaplain takes place in arc of officers properly
- ☐ Worthy Matron declares Chapter open and raps gavel
- ☐ Warder/Sentinel rap on the door correctly
- ☐ Marshal presents the flag properly
- ☐ If Worthy Patron takes the flag in the East, he comes to the floor to take it before posting

Comments:

Note all notations are from **2018 Ritual and 2025 BOI**

Presentations and Recognitions: Ritual 7, BOI 13-20

- ☐ Worthy Matrons follows the proper order for Presentations and Recognitions per BOI
- ☐ Worthy Matron is using the proper verbiage for Presentations
 - ☐ Uses the phrase “We are honored by the presence of...” for those being presented
 - ☐ Worthy Matron addresses the Conductress only to **present** distinguished member(s)
 - Note: The Associate Conductress is not addressed at this time
 - ☐ Worthy Matron asks Conductress to introduce distinguished members when not being presented
- ☐ Conductress and Associate Conductress using proper floorwork for presentations
- ☐ Conductress uses proper format (OES title, Name, and Masonic title) for Introduction
- ☐ Escorts presented members
 - ☐ Worthy Matron ask Conductress and Associate Conductress to escort members to East/Sidelines.
 - ☐ Worthy Matron raps up chapter when Conductresses cross the east Labyrinth line
- ☐ Worthy Matron uses the phrase “Sisters and Brothers, you will salute the (title) with the Grand Honors”

Comments:

Initiation Ceremony: Ritual 49-92, BOI 24-29, Secret Work

- ☐ Associate Conductress leaves the room using proper floorwork and giving Sign of Salutation
- ☐ Warder/Sentinel use proper raps at the door
- ☐ Associate Conductress reenters the room
 - ☐ Warder stands upon hearing Sentinel and when recognized, announces the alarm
 - ☐ Warder inquires the cause of the alarm and reports the cause to the Worthy Matron
 - ☐ Warder when directed invites the Associate Conductress to enter without rapping at the door.
 - ☐ Associate Conductress enters using proper floorwork and gives the salutation sign.
- ☐ Associate Conductress retires to prepare candidates and gives salutation sign before leaving
- ☐ Warder/Sentinel use proper raps at the door
- ☐ Adah and Esther put on headgear after Associate Conductress leaves room the second time
- ☐ Conductress using proper floorwork to respond to Alarm at the Preparation room door
- ☐ Conductress DOES NOT give the salutation sign when reporting to the Worthy Matron
- ☐ Lights are dimmed AFTER the Worthy Matron instructs Conductress to admit the Candidate(s).
- ☐ Conductress offers the first Candidate her left arm and Associate Conductress offers the last one her right

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- ☐ Once Conductresses and Candidate(s) stop, Associate Conductress returns to close the door.
If one candidate, closes the door upon entry. Sentinel does not shut the preparation room door.
- ☐ Conductress centers herself, facing South, forming a triangle for the first charge
- ☐ Conductress continues floorwork with Candidate on right arm and Associate Conductress on left arm
- ☐ If one candidate, the Associate Conductress takes her seat upon reaching her station
- ☐ Conductress uses square corners, marching lines and hollow squares to center candidate(s) in front of the Associate Matron
- ☐ Associate Matron use proper wording and pronunciation of “heartily” [e.g. not “hardly”]
- ☐ Conductress uses square corners and marching lines to center candidate(s) behind Esther’s Station
- ☐ Worthy Matron uses proper wording and pronunciation of “promulgating”
- ☐ Once Worthy Patron is asked to preside, he moves to the podium as the presiding officer
- ☐ Conductress(es) use proper floorwork including square corners to conduct candidates to Altar
- ☐ Obligation
 - ☐ Conductress and Associate Conductress step to NE and SE corners of the Altar
 - ☐ Conductress gives the proper instruction from secret work
 - ☐ Conductress place Bibles using the proper hands
 - ☐ Conductress return to proper position behind the Altar once Candidates are prepared
 - ☐ Worthy Calls up the Chapter, exits East by way of the South side of the podium
 - ☐ Worthy Patron uses square corners to march on center line from the East to the Labyrinth and stands halfway between East Labyrinth line and Altar
 - ☐ Star Points turn to Altar as Worthy Patron enters the Labyrinth
 - ☐ Worthy Patron uses correct Secret Work and phrases short enough for the candidate(s) to repeat
 - ☐ Once obligation is completed, Worthy Patron uses Arise or Welcome correctly and goes first to the North and then the South to assist or greet. Worthy Patron DO NOT reach over the Bible or Altar.
 - ☐ Lights are turned up with Worthy Patrons says Arise or Welcome the first time.
 - ☐ After assisting or greeting, Worthy Patron returns to previous spot East of the Altar
 - ☐ Worthy Patron backs out of the Labyrinth, uses center line and square corners and returns to East via to South side of the podium.
 - ☐ Star Points face East when Worthy leaves the Labyrinth.
 - ☐ Conductresses DO NOT move until Worthy Patron raps the gavel.
- ☐ Conductresses use proper floorwork including marching lines and square corners to leave the Labyrinth and travel to Adah’s station.
- ☐ Adah’s Lecture
 - ☐ Conductresses center new member(s) on Adah (where she will do lecture)
 - ☐ Adah stands and moves to side of station before responding to Conductress
 - ☐ Adah uses proper pronunciation of *Jephthah*, *Extremity*, *Ammon*, *Mizpah*, *Timbrels*, *Bade*, *Annals*, *Fidelity*.
 - ☐ Adah uses proper movements during lecture
 - ☐ Adah uses proper verbiage and movement for sign and pass
 - ☐ Adah steps back and behind station using square corners to pick up Sword
 - ☐ Adah holds Sword hilt with right hand with left hand supporting the tip
 - ☐ Adah wraps Sword with Veil correctly

Note all notations are from **2018 Ritual and 2025 BOI**

- ☐ Adah directs Conductress “at the” when giving instruction.
- ☐ Adah addresses new members as “Sister(s), Brother(s) or Sister and Brother” as appropriate
- ☐ Adah waits to return the emblem until the Conductresses and new members passes her station.
Returns emblem using square corners and places back on pedestal correctly.
- ☐ Conductress winds the Labyrinth from Adah to Ruth correctly
- ☐ Ruth’s Lecture
 - ☐ Conductresses center new member(s) on Ruth (where she will do lecture)
 - ☐ Ruth stands and moves to side of station before responding to Conductress
 - ☐ Ruth uses proper pronunciation of *Elimelech, Naomi, Orpah, Aged, Maintenance, Culmns.*
 - ☐ Ruth uses proper movements during lecture
 - ☐ Ruth uses proper verbiage and movement for sign and pass
 - ☐ Ruth steps back and behind station using square corners to pick up Sheaf
 - ☐ Ruth holds Sheaf with left hand under the base and right hand holding the Sheaf with bow facing the new member
 - ☐ Ruth directs Conductress “you will present...” to the next star point
 - ☐ Ruth addresses new members as “Sister(s), Brother(s) or Sister and Brother” as appropriate
 - ☐ Ruth waits to return the emblem until the Conductresses and new members passes her station.
Returns emblem using square corners and places back on pedestal correctly.
- ☐ Conductress winds the Labyrinth from Ruth to Esther correctly
- ☐ Esther’s Lecture
 - ☐ Conductresses center new member(s) on Esther (where she will do lecture)
 - ☐ Esther stands and moves to side of station before responding to Conductress
 - ☐ Esther uses proper pronunciation of *Vashti, Edict.*
 - ☐ Esther uses proper movements during lecture
 - ☐ Esther uses proper verbiage and movement for sign and pass
 - ☐ Esther steps back and behind station using square corners to pick up Septer6
 - ☐ Esther holds Crown with both hands not letting it dangle
 - ☐ Esther unites the Crown and Scepter on the word united
 - ☐ Esther directs Conductress “at the” when giving instruction.
 - ☐ Esther addresses new members as “Sister(s), Brother(s) or Sister and Brother” as appropriate
 - ☐ Esther waits to return the emblem until the Conductresses and new members passes her station.
Returns emblem using square corners and places back on pedestal correctly.
- ☐ Conductress winds the Labyrinth from Esther to Martha correctly
- ☐ Martha’s Lecture
 - ☐ Conductresses center new member(s) on Martha (where she will do lecture)
 - ☐ Martha stands and moves to side of station before responding to Conductress
 - ☐ Martha uses proper pronunciation of *Saith,*
 - ☐ Martha uses proper movements during lecture
 - ☐ Martha uses proper verbiage and movement for sign and pass
 - ☐ Martha steps back and behind station using square corners to pick up Broken Column
 - ☐ Martha holds Broken Column with left hand under the base and right hand holding the Broken Column. Broken edge should face the new member.
 - ☐ Martha directs Conductress “at the” when giving instruction.
 - ☐ Martha addresses new members as “Sister(s), Brother(s) or Sister and Brother” as appropriate

Note all notations are from **2018 Ritual and 2025 BOI**

- ☐ Martha waits to return the emblem until the Conductresses and new members pass her station.
Returns emblem using square corners and places back on pedestal correctly.
- ☐ Conductress winds the Labyrinth from Martha to Electa correctly

- ☐ Electa's Lecture
 - ☐ Conductresses center new member(s) on Electa (where she will do lecture)
 - ☐ Electa stands and moves to side of station before responding to Conductress
 - ☐ Electa uses proper pronunciation of *Edict, Heroine*.
 - ☐ Electa uses proper movements during lecture
 - ☐ Electa uses proper verbiage and movement for sign and pass
 - ☐ Electa steps back and behind station using square corners to pick up Cup.
 - ☐ Electa holds Cup with left hand under the base and right hand holding the Cup. If cup has engraving, it should point toward new member(s)
 - ☐ Electa directs Conductress "to the" Worthy Patron
 - ☐ Electa addresses new members as "Sister(s), Brother(s) or Sister and Brother" as appropriate
 - ☐ Electa waits to return the emblem until the Conductresses and new members pass her station.
Returns emblem using square corners and places back on pedestal correctly.
- ☐ Conductress completes the winding of the Labyrinth completing it with the outside circle before using the marching lines, square corners, and hollow square to return the new members to the Worthy Patron.
- ☐ Conductress centers the Candidates on the East pedestal
- ☐ Worthy Patron raps the Chapter up for Circle of Prayer
- ☐ Circle of Prayer
 - ☐ Worthy Patron raps up the chapter
 - ☐ The Star Points back around their stations and do not turn their backs on the Altar
 - ☐ The Officers enter the circle appropriately and are in the correct order
 - ☐ As the outer circle is formed between the Star Point chairs, each Officer times themselves so that all are in place as the Chaplain walks into the Circle to the Altar
 - ☐ The Conductress and Associate Conductress turn the candidates after the Worthy Matron passes their line, but does not move into the circle until the Chaplain arrives at the Altar.
 - ☐ Once all are in place, the officers join hands except with the New Members
 - ☐ At the appropriate time, Officers and Members raise their hands and then drop each set of clasped hands one at a time.
 - ☐ After dropping both hands, members assume the Attitude of Prayer until the completion of the prayer and song.
 - ☐ Chaplain stands if kneeling at the end of the prayer but remains in the center of the circle
 - ☐ Conductresses leave the Circle first by countermarching just outside of the Labyrinth and march to the East line in a straight line.
 - ☐ Members back out and return to the front of their chairs
 - ☐ Worthy Patron seats the chapter
- ☐ Worthy Patron's lecture
 - ☐ Conductress faces South while demonstrating the Signs, Passes and Salutation Sign
 - ☐ Worthy Patron gives correct verbiage for each sign and pass

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- ☐ Worthy Patron and Conductress give Secret Work to each other, except Conductress gives Cabalistic word and motto to the New Member(s)
- ☐ The Conductress waits to communicate the grip to the New Member until after the Worthy Patron explains it.
- ☐ Worthy Patron explains the Signet and the Conductress listens and turns the lights on in conjunction with the Worthy Patron's explanation.
- ☐ Worthy Patron waits for the Conductress to return to the New Members before sending her to the West.
- ☐ Conductresses use the correct floorwork to travel to the West, back to the East and to the Sec. station.
- ☐ Worthy Patron raps the gavel and then Organist begins the song
- ☐ Associate Patron leaves their stations as the Conductress and New Members Pass during the song if giving a Bible presentation

Closing Ceremony: Ritual 45-47, BOI 30-31

- ☐ Warder/Sentinel attend to the doors correctly
- ☐ Closing Prayer
 - ☐ Chaplain approaches the Bible properly going 2-4 steps BEYOND Esther's Station
 - ☐ Star Points turn at face the Altar together when the Conductress leaves her station.
 - ☐ Officers assume Reverent Attitude when the Chaplain enters the Labyrinth
 - ☐ Chaplain takes place in arc of officers properly
 - ☐ Conductress uses proper floorwork going 2-4 steps BEYOND Esther's station
 - ☐ Conductress Closes the Bible properly
 - ☐ Conductress gives Salutation Sign to the Bible and nods to WM
 - ☐ Conductress takes place in arc of officers properly
- ☐ Warder/Sentinel attend to the doors without raps