

PRESENTED BY  
THE INTERNATIONAL  
SUPREME COUNCIL  
ORDER OF DeMOLAY



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# PAST MASTER COUNCILORS' MERITORIOUS SERVICE AWARD

# *Pause and Consider*



Nearly every member of the Order of DeMolay has the worthy ambition of serving his chapter as Master Councilor. When this goal is in sight as you progress through the Councilors' chairs, you should set another goal—that of earning the Past Master Councilor's Meritorious Service Award.

While the newly elected Master Councilor is the only one qualified to apply and to achieve the award, he cannot do it alone. The requirements

can only be met through the combined efforts of the entire Chapter. The Master Councilor must provide the leadership and incentive to inspire and stimulate his fellow DeMolays toward a well rounded program and over-all efficiency in chapter activities.

Even though it is the Master Councilor who proudly wears the PMC Meritorious Award Jewel, in a deeper sense it is a recognition of all the members of the chapter who have worked together for a greater DeMolay. The Chapter Advisor and the other members of the Advisory Council will be of valuable aid in this team effort.

The PMC Meritorious Service Award was originated by the Founder of the Order of DeMolay, Dad Frank S. Land. He recognized the tremendous advantage gained by the Master Councilor in having a pre-planned program for his term of office. When such a program has been planned and distributed to the chapter membership in printed form, the Master Councilor has gone a long way in achieving goals he has set.

Thus, Dad Land wrote the qualifications for the award and designed the beautiful jewel which is now so proudly worn by those who have accomplished success in their term as Master Councilor.

We hope that you, too, will qualify for this coveted award, and to help you in your efforts, guidelines have been suggested on the following pages.



## **Massachusetts DeMolay**

186 Tremont Street  
Boston, Massachusetts 02111-1095  
617-423-7040  
[www.mademolay.org](http://www.mademolay.org)

# 5 Steps to Success

**Check List**  
(check each as you  
complete it)

**I. TO BE COMPLETED PRIOR TO INSTALLATION:**

- A. Memorize all of the Master Councilor's portion that appears in the Ritual of Secret Work! \_\_\_\_\_
- B. Print and distribute your program for the term (must be re-produced in multiple copies and be distributed to the entire membership). \_\_\_\_\_

**II. FIRST LETTER:** (Your first letter of intent must be sent within ten (10) days after your installation to your Executive Officer for his review.)

- A. Send your first letter of intent to Massachusetts DeMolay at 186 Tremont Street  
Boston, MA 02111-1095 \_\_\_\_\_
- B. Your letter should contain:
  - 1. Statement of intent to qualify. \_\_\_\_\_
  - 2. Statement that Ritual work has been memorized. \_\_\_\_\_
  - 3. Copy of printed term program. \_\_\_\_\_
  - 4. Your mailing address and the name and location of your chapter. \_\_\_\_\_
  - 5. All other information you deem important. \_\_\_\_\_
- C. First letter of intent must be signed by you and the Chapter Advisor. \_\_\_\_\_

**III. TO BE COMPLETED PRIOR TO SECOND LETTER:**

- A. See that throughout the term all ceremonies from the Ritual of Secret Work are given from memory. \_\_\_\_\_
- B. Confer both degrees during your term as Master Councilor. \_\_\_\_\_
- C. Hold at least one activity in each of the following areas:
  - 1. Social \_\_\_\_\_
  - 2. Civic \_\_\_\_\_
  - 3. Fund Raising \_\_\_\_\_
  - 4. Masonic Service \_\_\_\_\_
  - 5. Athletic \_\_\_\_\_
- D. Initiate your pro-rata share of the Chapters minimum Growth Goal during your term, or initiate the total Chapter membership goal during the year which begins with your Installation. (Explanation is as follows: If the Chapter fails to initiate the specified pro-rata share of its Annual Growth Goal during a Master Councilor's term, and all other pre-requisites for the PMC-MSA are met, the award will be held until one year from the date of said Master Councilor's Installation. If the total Annual Growth Goal is attained during that year, the individual shall then qualify. \_\_\_\_\_
- E. The Master Councilor must establish a program which increases or maintains a high level of attendance at Chapter Meetings. (This program and its results shall be outlined in the final letter submitted at the end of the term.) \_\_\_\_\_
- F. See that all Form 10's reporting new initiates reach DeMolay International Headquarters within the 10 day requirement; also see that the Chapter's Annual Report reaches Massachusetts DeMolay Headquarters before the delinquent date if the due date falls in your term. \_\_\_\_\_
- G. Provide for the observance of each Obligatory Day that falls during your term. (note list on back page) \_\_\_\_\_

**IV. SECOND LETTER:**

- A. Submit a complete explanation of the seven items above. \_\_\_\_\_
- B. Make an analysis of your printed program, explaining results of each activity. \_\_\_\_\_
- C. Provide an explanation of any program changes that were made. \_\_\_\_\_

**V. CERTIFICATION:**

- A. Your final or second letter must be signed by you and your Chapter Advisor who by signing is indicating approval of your letter and recommending that the PMC-MSA be granted, (no reports will be accepted if this is not done). \_\_\_\_\_
- B. Be prompt, and send your final letter within ten (10) days after the Installation of the new officers to your Executive Officer for his review. \_\_\_\_\_

# PLAN YOUR PROGRESS

Your Chapter's success depends greatly upon planning and establishing a definite goal. The route to that goal must be planned very carefully. You, as the MC-elect must fully understand the need for and method of planning the Chapter's program for the year. Remember from the start that your primary goals should be a more effective DeMolay program and a large, active membership to benefit from it.

The Resource Guide can be used as a tool for your planning session. The Councilors should play the leading part in the actual program planning session, acting on suggestions of the chapter membership. The Advisory Council, through the Chapter Advisor, should advise and assist in the shaping of an active and effective program.

In order to plan a program of interest to the membership of the Chapter, certain information must be obtained before the program is developed.

- I. Gather this information
  - A. Survey your chapter members
    1. Determine what current chapter programs are popular and of interest to all.
    2. What new activities would your members like to see included in the program?
  - B. Appoint special committees to analyze any new activities suggested to make recommendations to the Councilors.
  - C. From your chapter records
    1. Membership figures
      - a. Age of members—Plan activities appropriate to the age of the members.
      - b. Schools attended—Try to prevent conflicts between school and chapter events.
    2. Financial figures
      - a. Current assets and income—Get a preliminary idea of your financial position—It may affect your planning.

- D. Check on community activities—avoid conflicts between community and chapter events.
- E. Make a list of Annual events.
  1. These outline by DeMolay International
    - a. Activities and awards
    - b. Membership programs
    - c. Obligatory Day
    - d. Leadership Training Conference
  2. Those your chapter has
    - a. Social
    - b. Civic
    - c. Athletic
    - d. Entertainment
    - e. Fund Raising
    - f. Other events
  3. Jurisdictional Activities
    - a. Athletic
    - b. Social
    - c. Conclave
    - d. Workshop

With these facts in hand, you can now discuss and begin the development of your term program. It will be important to take advantage of all available persons who could aid in the construction of a sound and interesting chapter program. You may well follow these steps in setting your program.

- II. Planning Steps
  - A. Make up a calendar using all the information gathered above plus adding dates of national and jurisdictional holidays.
  - B. Analyze Basic program
    1. Consider placement during the month
    2. Note placement during the month
    3. Vary in events and in age appeal.
    4. Does your program fulfill the requirements for the PMC-MSA?
  - C. Correct any shortcomings, do you need to add activities or improve their variety?
  - D. Recheck complete program—select type of program for each activity and vary when needs demand.
  - E. Make up the budget in light of the activities planned.

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## OBLIGATORY DAYS

*Note: The DeMolay International Statutes state: "The following days are fixed as special Ceremonial Days and the observance of the same is made obligatory on all members of DeMolay unless prevented by unavoidable circumstances." The seven days are:*

### FRANK S. LAND MEMORIAL DAY

**Observed:** A day convenient to the Chapter near November 8.  
**Purpose:** To pay tribute to the Order's Founder, "Dad" Frank S. Land, and for the purpose of fundraising for a Masonic Charity.

### DAY OF COMFORT

**Observed:** A day convenient to the Chapter, either at Thanksgiving or Christmas time. (November or December).  
**Purpose:** To extend aid and comfort to the distressed.

### PATRIOTS DAY

**Observed:** A day convenient to the Chapter in the month of February.

**Purpose:** To highlight either great patriotic events, themes or individual patriots.

### DEVOTIONAL DAY

**Observed:** The Sunday nearest March 18.  
**Purpose:** To attend some church in a body at which a special service has been arranged.

### PARENTS DAY

**Observed:** On or between May 1 and June 21.  
**Purpose:** A time for each DeMolay to pay special respect to his parents, showing his appreciation for their efforts on his behalf.

### GOVERNMENT DAY

**Observed:** A day convenient to the chapter in the month of July.  
**Purpose:** To aid members in the understanding of national, state, or community government.

### EDUCATIONAL DAY

**Observed:** A day convenient to the chapter  
**Purpose:** To emphasize the importance of education and our system of public schools.