**Confrère’s Guide:**

**2nd Chapter Meeting**

**KEY**

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| *“Blue text enclosed in quotes”*  | Spoken by the Lead Confrère |
| ⛨ - Text following the red shield  |  Notes or directives  |
| **I. Heading |** a. Subheading | i. Sub-subheading | Agenda Items |

1. **Call to Order –** Lead Confrère: *“The chapter meeting will come to order.”*
2. **Prayer –** Chaplain
Lead Confrère: *“Father, would you open the meeting with a prayer?”*Chaplain: *(Opening Prayer)*
3. **Recitation of the Honor Code –** Chapter BrotherLead Confrère: *“Brother \_\_\_\_\_\_\_\_\_ will recite the Honor Code.”*
Chapter brother \_\_\_\_\_\_\_\_\_: *Recites Honor Code, Rule paras. 39-42.*
4. **Roll Call** – Lead Confrère (Seneschal)
*“In the future, the Seneschal you elect tonight will do roll call. I will read your name from the chapter roster. When you hear your name, please respond ‘Present.’”
k*
⛨ The stand-in for the Draper records attendance in the meeting minutes and within the Google Sheet or the agreed-upon attendance-recording mechanism.
5. **New Members/Guests Introduced –** Lead Confrère (Seneschal)
⛨ Introductions – Each attendee introduces himself using this formula:
1. Name
2. School and Year in School/Profession
3. Reason for joining Templars/the meeting
6. Previous Meeting’s Minutes Read and Approved – Confrère (Draper)
*“In the future, the Draper will read the previous meeting’s minutes. Doing this ensures the Draper has recorded the activity of the previous chapter meeting accurately. Further, it assists the chapter in following up on action items and ad hoc committees formed outside of the usual rhythm of the chapter’s leadership.
k
Today, I will ask a fellow confrère to read our inaugural chapter meeting minutes. Upon reading them, you will either move to approve the previous meeting’s minutes, or you will question an element and move to amend the minutes. In either case, a motion is then put forth and must be seconded before a vote ensues. With a second from another of your chapter brothers, the chapter will vote to amend and/or approve the minutes.”
k*⛨ The Lead Confrère will then invite a brother confrère to read the previous meeting’s minutes. Upon completion of the reading, if none of the chapter brothers moves to amend or approve the previous meeting’s minutes, the Lead Confrère prompts the brothers.
7. **Old Business –** Lead Confrère (Master)
	1. Officer Elections (paras. 97-106)
	*“Brother \_\_\_\_\_\_\_\_\_\_\_, will you read Rule paragraphs 97-106 for us to familiarize your chapter brothers with the Officer Election process?”
	k*⛨ Brother reads paragraphs 97-106.
	k
	*“We will follow the process laid out within the Rule, but before we begin, [Father OR Confrère] will offer a word on leadership, discernment, and the sacredness of confidential conversation.”*k
		1. A word on leadership, discernment, and the sacredness of confidential…⛨ The “Word” alluded to ought to be a brief 3-5-minute exhortation to assist the chapter brothers in approaching the election process as a true discernment of the gifting of the brothers nominated and not a popularity contest or something of the like. “Confidential conversation” ought to be qualified in reference to the honest and sometimes critical words brothers may share in relation to a nominee for an office. These words are spoken in confidence; chapter brothers ought to have the ability to speak plainly and leave the words in their proper context, not available for gossip or detraction outside of the chapter meeting.
		k
		⛨ The “Word” is delivered by the chaplain or a confrère.
		2. Elect officers: Master, Seneschal, Marshal, Commander, Draper
		⛨ Follow the process outlined in paragraphs 101-106 until the offices are each filled.
		h
		⛨ Chapter brothers may benefit from reviewing the responsibilities of each office (paras 61-77).
	2. Templars Altar Serving Plan Update
	⛨ Omit this section if all chapter brothers are up to speed on the norm they will adopt when serving at the altar in their brotherhood as templars.
	k
	⛨ If a committee to explore the Templars Altar Serving Plan resource with the chaplain was formed, the committee should provide an update for the chapter. Included in this update could be a proposed date for an altar server training session to ensure all brother templars have memorized the Templars norm for altar serving.
8. **New Business –** Lead Confrère (Master)
	1. Chapter Offices + Work of the Order
	⛨ The following four subsections of the agenda serve to call attention to the concrete Work of the Order and the chapter officer(s) who will take ownership of the accomplishment of each Work.
	*k
	“Brothers, under “New Business,” you’ll notice four questions that refer to the four Works of the Order. In future meetings, these questions will be answered through Officer Reports, which each officer will offer the chapter to ensure the fulfillment of his responsibility to the chapter. It is not necessary during this meeting to provide comprehensive answers to the questions listed. They are written out in the agenda as a reminder that the Work of the Order forms your identity as a fraternity. The chapter meeting exists to facilitate the accomplishment of this Work.
	k
	 It is worth noting that the Commander [NAME OF NEWLY ELECTED COMMANDER] shares ownership of three of the four Works of the Order. He will be wise to share this load with chapter brothers. Forming committees to assist in selecting charitable works to accomplish and to spearhead planning chapter socials/fellowship will prove valuable to him.
	k
	The floor is open to discuss any of these questions as a chapter.”*k
	⛨ Offer 10-15 minutes for discussion, depending on how long the meeting has already gone.
	2. The Rite of Initiation
	*“Similar to the above considerations related to the Work of the Order, the Rite of Initiation will be planned and executed, at which point each of you will be formally initiated into the Templars Order. The Rite of Initiation can be found in Part III of the Rule on page 88.
	k
	The Marshal [NAME OF NEWLY ELECTED MARSHAL] will take ownership of collaborating with [PASTOR] and the chapter to schedule this rite. Marshal will include this in his Officer Report at subsequent meetings.”*

*k*⛨ No discussion is needed for this agenda item; it exists to call attention to the Rite and Marshal, who will facilitate its planning and execution.

1. **Chaplain Offers a Word on an Aspect of Formation** – Chaplain *“(PASTOR), would you offer the brothers a word?”*⛨ The chaplain is free to exhort, catechize, direct, correct, thank, etc. the brothers. He should be aware of the time but is encouraged to take up to ten minutes.

⛨ To the Chaplain: The brothers look up to you as their spiritual father. Encourage them often, thank them for their leadership, and convey your belief in their power to influence the Church for the good. Part II of the Rule of the Order contains formative elements reinforcing the Honor Code. Drawing from this content is recommended but optional.
2. **Announcements** – All *“Are there any announcement for the benefit of the chapter?”*
3. **Date of Next Chapter Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***“The next chapter meeting will be on [Day, Month, Date] at [Time].”
k*⛨ Take this concluding moment of the meeting to ensure the Draper has recorded all action items along with the brother(s) responsible for the actions. Meeting minutes are to be sent to the membership immediately after the meeting.
4. **Closing Prayer** *-* All
	1. Prayer Intentions
	⛨ The brothers are encouraged to pray for the suffering of the community and to offer due gratitude to God for their many blessings.
	2. Our Father, Hail Mary, Glory Be
5. **Adjournment:** Lead Confrère *“The meeting is adjourned.”*
6. **Recreation**
⛨ Invite the brothers to enjoy fellowship with one another.

⛨ When possible, offer the brothers the option to spend informal, recreational time together after the meeting. Depending on the season, day, and time of the meeting, this could include a pickup game of football or basketball, a card game, ping pong, or any other available recreation.