



## Confrère's Guide: Inaugural Chapter Meeting

### KEY

<i>"Blue text enclosed in quotes"</i>	Spoken by the Lead Confrère
☞ - Text following the red shield	Notes or directives
<b>I. Heading   a. Subheading   i. Sub-subheading</b>	Agenda Items

I. **Call to Order** -- Lead Confrère: *"The chapter meeting will come to order."*

II. **Prayer** – Chaplain

Lead Confrère: *"Father, would you open the meeting with a prayer?"*

Chaplain: *(Opening Prayer)*

III. **Welcome, Roll Call, and Introductions** -- Lead Confrère

☞ **Welcome** – Briefly welcome the brothers to the inaugural (Parish Name) Templars chapter meeting. Inform them that to model and teach chapter leadership you are leading the meeting as a stand-in to the eventual Master of the Chapter. A fellow confrère will stand-in as Draper to record meeting minutes.

*"The purpose of the monthly Chapter meeting is to facilitate the chapter's accomplishment of the Work of the Order and to grow as Catholic gentlemen guided by the Honor Code. As such, the inaugural chapter meeting sets the tone and foundation for accomplishing the Work of the Order. The Rule of the Order is your ultimate guide. You will reference it many times in this meeting and at your future meetings. You will do well to have it with you at every chapter meeting."*

☞ **Roll Call** –

1. Call the name of each brother of the chapter.
2. Direct the brothers to respond "Present" when their name is called.
3. The stand-in for the Draper records attendance in the meeting minutes.

☞ **Introductions** – Each attendee introduces himself using this formula:

1. Name
2. School and Year in School
3. Reason for joining Templars

IV. **Recitation of the Honor Code -- Chapter Brother**

*“Brother \_\_\_\_\_ will recite the Honor Code.”*

✚ Brother \_\_\_\_\_: *Recites Honor Code, Rule paras. 39-42.*

*“The Honor Code will be recited at the beginning of chapter meetings, officer meetings, and the Rite of Initiation. Every Templars chapter around the country begins their meetings in this same way. As a brother of Order, commit to growth in Humility, Fidelity, Power, and Witness, and you will represent your chapter, our parish, and the Church worthily.”*

V. **New Business: Lead Confrère**

a. **Core of the Order**

i. **The Vision (paras. 1-11).**

*“Brother \_\_\_\_\_, will you read Rule paragraphs 1-11 for the benefit of the chapter?”*

✚ Invite the brothers to respond by simply stating, *“Is there any reaction or discussion for the good of the Order?”* Allow for a few comments. If discussion ensues, keep it limited to five minutes. Otherwise, move to the next agenda item.

ii. **The Actionable: Honor Code + Work of the Order (paras. 39-42, 50-60).**

*“Brother \_\_\_\_\_, will you read Rule paragraphs 50-60 for the benefit of the chapter?”*

✚ Brother \_\_\_\_\_ reads paragraphs 50-60.

*“I will say it now and repeat it often: this chapter is yours. [Pastor], my brother confrères, and I are here to assist and guide you, but the Work of the Order is yours to accomplish. You’ll notice that there is a rhythm to the Work of Order: the weekly, the monthly, the quarterly, and the annual. Learn the rhythm and conform to it. Through it, your brotherhood will accomplish great things for the Glory of God. Any discussion for the good of the Order?”*

✚ Keep discussion to no more than five minutes.

b. **Conducting Chapter Meetings**

i. **Four Elements, (paras. 116-120)**

*“Brother \_\_\_\_\_, will you read Rule paragraphs 116-120 for the benefit of the chapter?”*

✚ Brother \_\_\_\_\_ reads.

*“As a stand-in for the Master, I provided each of you with an **agenda** in advance of today’s meeting. As the Rule states, your meetings should be kept to **60 minutes**. My brother confrère*

\_\_\_\_\_ is standing in as Draper for today's meetings and will record all assigned tasks requiring a brother's **action** in the meeting minutes which will be sent to you immediately following the meeting. And finally, a guide for Robert's Rules of Order is included within the Rule as the governing **process** for your meetings. My brother confrères and I have done our best to model the four elements to you in this meeting. Upon electing chapter officers, these responsibilities will be yours to carry forward. Any discussion for the good of the Order?"

⊕ Keep discussion to no more than five minutes.

ii. **Robert's Rules of Order, (paras. 121-142)**

*"You will do well to review Robert's Rules on your own time. The chapter Master will assist you and hold you accountable for learning and using this process."*

c. **Chapter Leadership – Officer Nominations**

*"In preparation for Officer Elections to be held at the next chapter meeting, today I will collect nominations for each of the five chapter offices. On today's meeting agenda, each chapter office is listed with brief words summarizing the office's primary responsibilities. A full explanation for each office is provided in the paragraphs listed on the agenda. Additionally, paragraphs 88-96 provide guidance for the nomination process. Brother \_\_\_\_\_, will you read paragraphs 88-96 for the benefit of the chapter?"*

⊕ After the brother has read the section aloud, direct the brothers to write down their nominees for each office (on the Chapter Nomination Worksheet Provided) and give them to the Confrère standing in as Draper. He will record nominees for each office within the meeting minutes he provides to the chapter following the meeting.

⊕ Provide five minutes for the brothers to write the nominations down and submit them to the stand-in Draper (Confrère). Collect all nominations before the end of the meeting.

- i. **Master** → Leadership + Organization (paras. 62-64)
- ii. **Seneschal** → Member Recruitment + Leadership (paras. 65-67)
- iii. **Marshal** → Liturgy + Chapter Initiation (paras. 68-70)
- iv. **Commander** → Fraternity + Event Planning (paras. 71-73)
- v. **Draper** → Finance + Recordkeeping (paras. 74-77)

d. **Chapter Communication**

✚ Take time to allow the brothers to agree upon a standard for their communication between chapter meetings. As with all organizations, communication is key. Emphasize this with your own brief example.

✚ Because Text and Email are almost universally used, this is often a good place to start; however, the brothers may have other solutions to offer. Guide them to be realistic in their expectations of themselves and help ensure the chosen standard is accessible to all brothers (i.e. an app that is not universally used/desired is not a good standard to adopt).

✚ This is a great opportunity for the brothers to practice Robert's Rules (e.g. "I move that we use email to send chapter meeting agendas five days before the chapter meeting date.). Model this to the brothers if it needed.

e. **Templars Altar Serving Plan**

*"Serving at the Altar is the core work of the Order. For the parish, your fraternity will be most visible as you serve at the altar each week. Your teamwork, precision, and love of Christ will elevate the reverence and mystical nature of the Mass for our parish.*

*The Templars National Team has asked us to pilot the use of their Altar Serving Plan resource. This resource assists the chapter in defining the current parish norm for serving at the altar. With the current norm defined, the Serving Plan then offers the chapter an opportunity to propose to the pastor a Templars-specific norm for use when brother templars serve at the altar.*

*3-5 volunteers are needed to take ownership of reviewing this resource and proposing a Templars Altar Serving Plan for (PASTOR's) approval. The Office of Marshal will spearhead the chapter's altar serving after Officer Elections. If you have interest in serving as the Marshal, it would be a good idea to volunteer for this review committee. Which 3-5 of you would like to spearhead this action item?*

✚ Direct the brothers who step up to set a time to meet and discuss the Serving Plan before they leave today's meeting.

✚ The committee members should be recorded in the meeting minutes.

f. **Fellowship + Service**

✚ Confrères will do well to keep the Work of the Order—Build the Brotherhood + Give of Yourself for the Good of Others—in the forefront of the brothers' eyes. Encourage brothers to share ideas for their first

fellowship/social gathering and their first service project.

✚ If there is momentum around a particular idea, encourage the brothers to run with it. Otherwise, the list of ideas generated can be recorded in the minutes and handed off to the Commander upon his election at the next chapter meeting.

**VI. 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.

**VII. Announcements – All**  
*“Are there any announcement for the benefit of the chapter?”*

**VIII. Date of Next Chapter Meeting:** \_\_\_\_\_  
*“The next chapter meeting will be on [Day, Month, Date] at [Time].”*

✚ 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.

**IX. Closing Prayer - All**

**a. Prayer Intentions**

✚ The brothers are encouraged to pray for suffering of the community and to offer due gratitude to God for their many blessings.

**b. Our Father, Hail Mary, Glory Be**

**X. Adjournment:** Lead Confrère  
*“The meeting is adjourned.”*

**XI. 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.