

# THE JOURNEY BEGINS...

## SUPREME SESSION 2011 IS OVER SUPREME QUEEN LAURA RICHARDSON BEGINS HER TRAVELS!!

### JUST A THOUGHT...

Number one comment for the Sea Treasure Queens and her Officers is, “Do your best”, “the Ceremony is for the benefit of the candidates,” and “it should be meaningful to them.”

Remember that the purpose of the Supreme Queen’s visit is to offer support and guidance for the Subordinate Temples. Sometimes that advice may not be what the Temple may want to hear, but it will be for the “good of the Order.”

### TRAVEL LOGISTICS FOR SUPREME QUEEN SHOULD BE TO:

- 1<sup>st</sup> Check into her hotel upon arrival.
- 2<sup>nd</sup> Review Temple records before going to the location of the Ceremonial or Banquet. Queen should arrange transportation for Supreme Queen
- 3<sup>rd</sup> Return to her hotel to complete the paperwork that needs to be completed before traveling to the next Temple the following day.



#### Important Resources Necessary:

- *Ritual*
- *Floor Chart*
- *Protocol*
- *Bylaws*
- *Manual of Procedures*
- *Temple Traditions*



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### Preparing for the "Official Visit"

- Encourage Ladies of the Household to attend the Official Visit
- Reverence in Princess Tirzah's altar work
- Accurate memory and floor work by all officers
- Assist Princess Badoura in memorizing her lines and being familiar with the floor work
- Proper introductions at the Ceremony of Initiation and the banquet
- Proper seating at the head table
- Remind the units to complete their inventory prior to the Official Visit
- Proper dress code for officers
- Proper placement of the USA and Canadian flags
- Instruct Ladies in Waiting of their roles
- Assist Queen in memorizing her work
- Proper set up of Temple



LET'S PUT IT  
THIS WAY, IF  
YOU WERE  
THE SUPREME  
QUEEN, WHAT  
WOULD YOU  
LIKE TO SEE  
AT ALL OF  
OUR  
TEMPLES?

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## Guidelines and Officers' Duties for the Supreme Queen Official Visit

Everyone is to Smile and Remember that Perfection is of God!

**Also, it is very important to understand that almost every one of these duties will depend upon Temple Tradition!**

### Queen's Duties:

- Promote proposals for membership
- Set up and announce Ceremonial practice(s), which may be broken into small groups, such as Ladies in Waiting, Attendants, Princess Marshal and Princess Badoura
- Determine the food function location, time, menu and ticket price.
- Make reservations for Supreme Queen and entourage Hotel reservations (refer to Protocol for details, page 5)
- Email a written agenda of scheduled events and list of honored guests for the Supreme Queen
- Invitations to Masonic, Shrine and Subordinate Temple dignitaries
- Be familiar with the Supreme Temple Protocol for proper order and wording of introductions for Official Visit and banquet
- May delegate: Mistress of Ceremonies, printed programs, decoration committee, greeting committee for Supreme Queen and other dignitaries, and appoint Past Queens to assist with all aspects of the Ceremony of Initiation
- Coordinate music with the Princess Musician
- Read from *Supreme Temple By Laws* regarding Membership Article 1 Section 1a, Section 2, a and b, and Section 3
- Welcome new members and discuss the following: entering and leaving the Temple while in session, Daughters of the Nile Foundation CEF and CRA, Stepping Stones, My Gift Program, etc.

### Princess Recorder's Duties:

- Review "The Manual of Procedures" regarding Supreme Queen's Official Visit
- Organize and have available documents required for review by the Supreme Queen and transport to Supreme Queen's hotel room
- Send letter to proposed candidates regarding all information pertinent to the Official Visit
- Contact Membership Committee to make sure membership packets are ready (depending upon Temple tradition)
- List of candidates' names to Lady of Gates and Keys
- Put membership pins at Princess Royal's station

### Princess Badoura's Duties:

- Provide yourself or delegate all of the emblems (flower basket, fruit, and bread) for Ladies in Waiting, and fresh white roses for candidates, free of thorns, three leaves and cut diagonally the same dimension as Temple Bible, measuring from top left page to bottom right page
- Perform duties as requested by the Queen.

### Princess Tirzah's Duties:

- Some temple tradition will have Princess Tirzah provide the emblems
- Perform duties as requested by the Queen

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## **Princess Royal's Duties:**

- May collect donations for "Love Gift" if given and presents with card
- Perform duties as directed by Queen

## **Junior Past Queen's Duties:**

- Mistress of Ceremonies at banquet, if requested by the Queen

## **Princess Marshal's Duties:**

- Review fine print of *Ritual* pertaining to Ceremony of Initiation
- Coordinate with Queen names of dignitaries to be introduced, i.e. visitors from other temples.
- Reserve temple seating for Honored Guests
- Arrange time to set up and tear down Temple
- Check that paraphernalia is in good and proper order, including flags
- Robe and cord for exemplifying candidate
- Pin for sacred veil
- Kneeling pillows and/or chairs
- Have water ready for attendants when they leave to fill the Amphora
- Prepare for safe keeping of candidates' personal items
- Prepare exemplifying candidate, *Ritual* pages 52-53
- Conduct Head Table Dignitaries to their seats at food function

## **Last, but certainly not least... No one speaks after the Supreme Queen at Ceremonial or food functions!**

Remember, that you do not need to memorize the order of introductions or a number of other items because what is most important is that you know where to find the information needed to have a successful Ceremony of Initiation, and to follow protocol with introductions. It never fails that you will have an unexpected dignitary so have your *Supreme Temple Bylaws and Floor Charts for Subordinate Temples!*