

# The Order of DeMolay in Indiana

*A Tradition of Excellence*



PMC -MSA  
REQUIREMENTS

### The PMC-MSA in Indiana - Pause and Consider This

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 Councilor's 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 for 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 recognition of all the members of the chapter who have worked together for a greater DeMolay. For this reason, the International Supreme Council has authorized a special Certificate of Merit for the Chapter to display as recognition of the team effort necessary for achievement of this award.

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 preplanned 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 toward achieving the 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. Our goal, here in Indiana, is to have every incoming Master Councilor apply for the PMC-MSA. That would insure that 'each and every Chapter has a planned program of activities, and the Chapter members are aware of the Chapter programs. With this goal in mind, the following information is provided so that every Councilor is fully aware of the requirements and procedures to apply for and qualify for the PMC-MSA. Read carefully, as the requirements are very strict and will be fully enforced in order to maintain the high standards of this award program.

**GOOD LUCK**

## **HOW TO APPLY**

### **INITIAL LETTER & FORM.**

Attached is the Form Letter and Application Form which must be filled in and signed by the requested individual. These must be sent to the Director of the PMC Meritorious Service Award Program no later than 10 days after your installation as Master Councilor. A Form 11 has also been included and must be attached to your Application Form or be sent to Indiana DeMolay Foundation within the same 10 day time period. These pages must be complete including all required signatures, or the entire package will be returned which will only delay your admission into the program.

I suggest that you retain a copy of all correspondence, forms and letters you submit. In this way, should any item(s) be lost in the mail, you will always have a second copy to which you may refer should the need arise. . Also, copies will assist you in reviewing your plans as your term progresses. In this manner, changes and updating of plans may be noted on your copies as the need arises. This will greatly assist you in formulating your Final Letter.

### **SECOND (OR FINAL) LETTER**

Upon completion of your term as Master Councilor you must submit a second or Final Letter outlining your term and covering in detail how you have met each requirement. We have **HOT** included a sample letter with this packet. It is felt that it is better for the individual to • submit his thoughts in his own style. The vital thing is that you cover each and every requirement so the Director of the Program may easily see that each has been met. See the section marked “Common Problems” and the “Checklist for Final Letter” to be sure each item is covered.

Remember to obtain the same signatures as with the first letter and that your letter and summary are sent within **TEN (10)** days of the installation of new officers. It is also necessary that a copy of your term plan with all the revisions from the original plan submitted with your Letter of Intent and Application, be attached with your Final Letter.

## **REQUIREMENTS**

Let's look now in detail. at the requirements for the PCM-MSA in the Jurisdiction of Indiana Initial Entry Into PMC'-MSA Program

Prior to your Installation as Master Councilor, you'll want to carefully review the Application Packet to be certain you have planned to meet each of the requirements. To recap those requirements, they are:

- A. Memorize all of the Master Councilor's portion that appears in the Ritual.

B. Print and distribute your program for the term (must be copied and distributed to the members and Advisory Council)

C. Submit your Application Packet with all attachments and signatures

**TO BE COMPLETED PRIOR TO SUBMISSION OF THE SECOND LETTER:**

A. See that throughout the term, all ceremonies from the ritual are presented by all Officers from memory

B. Have conferred both degrees from memory 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. Must initiate your pro-rata share of your Chapter's membership goal during your term. However, you may still be eligible if you initiate AT LEAST ONE-FOURTH of the Annual Goals and the remaining THREE-FOURTHS of the goal is met in the other terms of office during that year.

E. The Master Councilor must establish a program which increases or maintains a high level of attendance at Chapter Meetings. (This should be covered in detail in your Final Letter include a listing of attendance by meeting to verify that this requirement has been met).

F. See that all Form 10's reporting new initiates reach DI Headquarters and the Indiana DeMolay office within the 10 day time limit (this means received, not postmarked.). Also, see that the Chapter's Annual Report reaches Headquarters before the deadline date if the date falls within your term of office.

G. Provide for the observances of each Obligatory Day that fall within your term of office.

**SUBMITTING FINAL LETTER**

For the Final Letter, you need to cover the following:

A. Submit a complete explanation of the items above (A.G).

B. Make an analysis of your printed program, explaining results of each activity.

C. Provide an explanation of any program changes that were made.

## **APPROVAL OF FINAL LETTER.**

Your Final Letter **MUST** be dated and signed by you and the following individuals who, by signing, are recommending that the PMC-MSA be granted. (No Final Letters will be accepted unless the following signatures are included.)

1. Ritual Advisor
2. Chapter Advisor
3. Chairman of the Advisory Council

**BE PROMPT!** - Your Final Letter must be received by the Director of the PMC-MSA Program within (10) DAYS after the Installation, of the new officers.

Note: NO PMC-MSA will be granted in the Jurisdiction of Indiana unless the applicant is a Representative DeMolay and has completed the Leadership Correspondence Course.

The RD and LCC need not have been achieved at the time the Letter of Intent is submitted but must be completed by the time the Final Letter is sent to the Program Director.

## **CHECKLIST FOR FIRST LETTER**

\_\_\_ You must enclose a copy of your term program with your Application Packet. In your Packet, you certify that you have distributed copies of your term program to your Chapter members.

\_\_\_ You certify in your packet that you have memorized all portions of the Ritual prior to your Installation.

\_\_\_ Be sure to indicate when your term began and when it will end.

\_\_\_ Please be certain YOUR name, address and telephone number are typed or: printed so they can be read.

\_\_\_ You'll need to have your Application Packet signed and dated by the requested individuals indicated on the form. If you cannot obtain the necessary signatures, be sure to explain why.

\_\_\_ The Application Packet, along with supporting and required data **MUST** be received by the Program Director with TEN (10) days of your Installation. This TEN DAY REQUIREMENT WILL BE ENFORCED.

## **CHECKLIST FOR FINAL LETTER**

Statement that ALL ceremonies from the Ritual were given from memory by ALL OFFICERS during your term.

Indicate which degrees you conferred while presiding in the East as Master Councilor during your term.

Statement that you held at least one activity in each of the following areas:

Social                       Civic  
 Fund Raising               Athletic  
 Masonic Service

Listing by degree date of all new members initiated during your term as Master Councilor. You must initiate at least ONE-FOURTH of your Chapter's Membership Goal to remain in the program if you do not initiate your pro-rata share.  
EXAMPLE: Chapter Goal-16. Your Share-8. You must initiate at least 4 to remain in the program. The remaining 12 must be initiated during the remainder of the year to receive credit for fulfilling this requirement.

Statement of Chapter Attendance include a listing of attendance by meeting to show overall participation at meetings.

You must see that all Form 10's and the Annual Report (if applicable) are filed and received by the 10 day deadline.

You must observe all Obligatory Days falling within your term of Office and include in your recap a statement of how each Obligatory Day was observed.

You MUST include a COMPLETE & INDEPTH ANALYSIS of your term explaining the results of each activity. Include any newspaper clippings about your term.

You must explain any changes made in your term AND WHY these changes were made

Your Final Letter must be signed and dated by the Ritual Advisor, Chapter Advisor, and Advisory Council Chairman.

**NO LETTERS WILL BE ACCEPTED WITHOUT THE NECESSARY APPROVALS**

Your Final Letter must be received by the Program Director within TEN (10) days of the Installation of Officers which succeed you

\_\_\_ Your Final Letter should be sent to:

**Indiana DeMolay  
PO Box 348  
Franklin, IN 46131**

### **COMMON PROBLEM AREAS**

\*\* Forms and letters are sent to the wrong address. All correspondence dealing with the PMC-MSA must be sent to the above address.

\*\* Membership is a key aspect of this program. You will NOT receive the PMC-MSA if this requirement is not fulfilled. You will not remain eligible if you do not initiate at least ONE-FOURTH of your Chapter's Membership Goal for the year.

\*\* Proper signatures not obtained.

\*\* Time periods are not followed. If your First or Final Letters are not received in the allotted time, the PMC-MSA will NOT be granted!

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 M.C. elect must fully understand the need for and method of planning the Chapter's programs 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 DeMolay Leaders Resource Guide can be used as a resource 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.

1. 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 and 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.
- b. Known expenses - Be prepared to make revisions as your plans progress.

D. Check on community activities - Avoid conflicts between community and chapter events.

E.. Make a list of annual events

1. Those outlined by I.S.C.

- a. Activities and awards
- b Membership programs
- c. Obligatory Days

d. Leadership Training Conferences

2. Those your chapter has

- a. Social
- b. Civic
- c. Athletic
- d. Entertainment
- e. Fund Raising
- f. Other events

3. District or State Activities

- a. Athletic
- b. ritual
- c. Conclave

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 follow these steps in setting up 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. Variety
    - a. In events
    - b. In age appeal
  - 4. Does your program fulfill the requirements for:
    - a. P.M.C. Meritorious Service Award.
    - b. Chapter Award of Excellence
- C. Correct any shortcomings
  - 1. Add needed activities.
  - 2. Improve variety
- D. Recheck complete program
  - 1. Select type of program for each activity
  - 2. Vary when needs demand
- E. Make up the budget in light of the activities planned

Note: The I.S.C. Statutes, Article 53 states “The following days are fixed as special Ceremonial Days and the observance of the same is 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 fund raising for 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

#### PARENT’S 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 to their efforts on his behalf.

#### GOVERNMENT DAY

Observed: A day convenient to the chapter in the month of July.

Purpose: To aid the 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 the public schools.

\*Your Executive Officer may have established other dates for some of the days.

**APPROVAL OF MASTER COUNCILOR ELECT  
and PMC-MSA LETTER OF INTENT**

Indiana DeMolay  
PO Box 348  
Indiana, IN 46131

This letter, along with the attached material, is to inform you of my intent to qualify for the Past Master Councilor's Meritorious Service Award.

Upon my honor as a DeMolay, I affirm that I have memorized ALL of the Ritual prior to my Installation as Master Councilor, and that all information contained herein has been approved by my Advisory Council as indicated by the signatures below.

Enclosed you will find a copy of the program for my term of office as approved by my Advisory Council. • I certify that the enclosed program was distributed to ALL members of my Chapter prior to my Installation.

I further state that I have read and understand all of the requirements for the PMC-MSA, and have included with this letter all information required for my participation in the PMC-MSA Program.

The date my term began and will end (use approximate date of the end of your term if the date is not known at this time) .as well as full name, mailing address, zip code, and telephone number is PRINTED below.

Fraternally,

Master Councilor-Elect, \_\_\_\_\_Chapter

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

Term Began: \_\_\_\_\_ Term Ends: \_\_\_\_\_

Approval – Advisors, please sign and date in the appropriate place.

Ritual Advisor \_\_\_\_\_ Date: \_\_\_\_\_

Chapter Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY MASTER COUNCILOR-ELECT**

Section I. Installation

A. The following active DeMolays have been elected or appointed to serve in the office indicated for the ensuing team.

Sr Councilor _____	Scribe _____
Jr Councilor _____	Treasurer _____
Sr Deacon _____	Almoner _____
Jr Deacon _____	Sentinel _____
Sr Steward _____	1 <sup>st</sup> Prec. _____
Jr Steward _____	2 <sup>nd</sup> Prec. _____
Marshal _____	3 <sup>rd</sup> Prec. _____
Chaplain _____	4 <sup>th</sup> Prec. _____
Orator _____	5 <sup>th</sup> Prec. _____
Standard Bearer _____	6 <sup>th</sup> Prec. _____
	7 <sup>th</sup> Prec. _____

The above individuals have passed their Proficiency on both Degrees in the ritual of Opening and Closing and are proficient Chapter Preceptors are to be proficient in the Initiatory Degree Preceptor parts.

- B. Please attach a copy of the Installation Program.
- C. I understand that a Form 11 must be submitted within TEN Days of my Installation or is attached
- D Please attach a copy of the budget for your term of office.
- E. I understand that all fund raising activities must be approved by the Executive Officer.

Section II. Chapter Operations

A. The following Obligatory Days, as required by the Supreme Council Statutes, have been planned along with suitable activity for the dates shown below. The committee Chairman for each is also shown.

Devotional Day \_\_\_\_\_

Patriots Day \_\_\_\_\_

Educational Day \_\_\_\_\_

Day of Comfort \_\_\_\_\_

Parents Day \_\_\_\_\_

My Government Day \_\_\_\_\_

Frank S. Land Day \_\_\_\_\_

B. Activities have been planned for each of the following as indicated below:

Athletics \_\_\_\_\_

Fund Raising \_\_\_\_\_

Charitable Service \_\_\_\_\_

Community (civic) Service \_\_\_\_\_

Masonic Service \_\_\_\_\_

C. What plans have been made for:

CONCLAVE \_\_\_\_\_

STATE LEADERSHIP CAMP \_\_\_\_\_

CHAPTER VISITATIONS \_\_\_\_\_

DeMOLAY MONTH \_\_\_\_\_

DeMOLAY EDUCATION \_\_\_\_\_

ORIENTATION \_\_\_\_\_

L.C.C. \_\_\_\_\_

R. D. AWARD \_\_\_\_\_

MERIT BARS \_\_\_\_\_

CONGRESS \_\_\_\_\_

D. What plans have you made for communications between yourself and the members of your Chapter? (telephone, newsletter, e-mail, website etc.)

E. What plans have you made to acquire new members for your Chapter? . . .

F. Have you personally participated in the preparation of the attached budget, that you are fully aware of the Chapter's financial obligations, income, etc.?

\_\_\_ Yes \_\_\_ No

G. Have you scheduled ritual practices for your term?  Yes  No

H. Have you completed the LC.C. (REQUIRED)?  Yes  No

I. Have you received your Representative DeMolay Award? (REQUIRED)  
 Yes  No

Date of Installation \_\_\_\_\_

\* NOTE: LCC AND RD MUST BE COMPLETED PRIOR TO THE END OF YOUR TERM.

\_\_\_\_\_  
Master Councilor-Elect (signature)

\_\_\_\_\_  
(date)