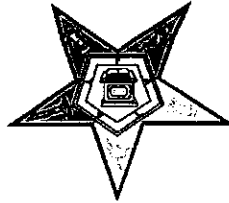


## **OPEN MEETING**

(an additional Special Meeting)



The Grand Chapter Membership Committee of Massachusetts, Order of the Eastern Star, presents this *Open Meeting* format as a tool to emphasize *visibility and communication* among those who are not members of Eastern Star. This format would be used as a Special meeting, in order to accomplish the following:

1. To explain and make known to non-members what the Fraternal Order is all about and to make the public aware of the existing benefits of our Order.
2. To eliminate the mystery and secrecy, typically associated with the Order, with out revealing our specific vows and secret work.

For the purposes of creating new members, we suggest that your Chapter consider presenting an *Open Meeting*, as an additional meeting once a year. This meeting would be outlined similarly to an Open Installation and would explain, and present to the invited guests, the basic workings of our Order and the many benefits we enjoy.

At the conclusion of this open meeting, a petition form would be given to each guest attending. It would be accompanied by the "Order of the Eastern Star – A Way of Life" brochure, instructions and a self-addressed stamped envelope for them to return the petition to the Worthy Matron or the Secretary for further investigation and processing.

A special collation would be offered during the meeting, along with a social activity or entertainment, promoting hospitality and good will. We believe that implementation of this proposal will enable your Chapter to benefit by realizing an increase in membership.

The following section offers a "Work Flow Process," suggestions, and specific outlines to carry out a successful *Open Meeting*.

***Plan your work and work your plan!***

## ***Open Meeting***



### **Work Flow Process**

1. Prepare letter of introduction, guest sheet, and return envelop to be mailed to each member of the Chapter. Letter would come from the Membership Committee Representative of the Chapter and the return envelop would be address to the Worthy Matron (see Exhibits I, II, III)
2. Worthy Matron would forward all guest sheets to Membership Committee for processing.
3. Membership Committee prepares individual invitations for each guest. (See Exhibit IV) A hand written note along with a formal invitation adds a personal touch.
4. Membership Committee prepares an RSVP note to be included with each invitation. RSVPs are addressed to the Membership Committee Chairperson.
5. Invitations are mailed to every member in the Chapter and guests.
6. RSVP's are returned to Membership Committee and processed. Attendance list (See Exhibit V) is created for the meeting to be used by the Host and Hostess on the night of the meeting.
7. The night of the meeting, each member and guest are greeted by the Host and Hostess, checked in, and each guest is given a special pin to wear. Members do not wear pins. Everyone is given an especially prepared Meeting Booklet that will include an agenda, general information, songs, etc. to be used as a guide for the meeting. The pin and the booklet are for the guests to keep.
8. The Membership Meeting will be conducted and opened as designed (See Exhibit VI)
9. At the conclusion of the meeting, each guest will be given a petition with instructions on how to complete the petition (See Exhibit VII) with self-addressed stamped envelop. The envelope will be address to the Worthy Matron or Secretary.
10. The Worthy Matron will receive the petition for processing. The petition, at this juncture, will follow the already established policy and procedures for acceptance into the Order of the Eastern Star.
11. The petitioner will be notified as to the progress of her/his application by her/his sponsor.
12. In addition to official notification by the Secretary of the Chapter, the sponsor will notify the petitioner when her/his initiation will be.

***Plan your work and work your plan!***

## EXHIBIT I – Sample Letter of Introduction



Date

Dear Sisters and Brothers:

We are writing to ask for your help. We are requesting each of you to provide one to five names whom you believe to be of good character and honor, and who would enjoy our beautiful Order.

The purpose of this exercise is to invite them to a special open meeting of Eastern Star planned for (date). The meeting will be conducted in a fashion similar to an open installation meeting followed by a collation (and entertainment).

Please mention to your guests that you are inviting them to an open meeting for information purposes and to inform them of the benefit of the Order. Your work associates, fellow parishioners, and committee member friends are just some examples of where you may draw names.

We will distribute at the end of the meeting a petition to all invited guests with instructions and a self addressed stamped envelope. If they decide that Eastern Star is an organization they would like to join, they will have everything they need to start the process.

Most importantly, please do not feel burdened with ascertaining if they have a Masonic affiliation. The brother assigned to the investigation committee will research that tie that binds all of us.

Please ensure that the Worthy Matron receives the enclosed form no later than (date), so that we have time to prepare the invitations. We have included a stamped envelope for your convenience.

We appreciate your help and look forward to receiving your guest list.

Very truly yours,

---

Membership Committee  
Order of the Eastern Star  
\_\_\_\_\_ Chapter No. \_\_\_\_\_

**EXHIBIT II – Sample of Guest List Form**



Guest List for Special Meeting for up to five (5) individual or couples you would like to invite to the Special Membership Meeting. Please ensure that information is complete and legible.

Member Name: _____
Member Telephone Number: _____

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**EXHIBIT III – Sample of Return Envelope**

Your Name:	_____	(Stamp will be provided)
Address:	_____	
City/State/Zip:	_____	

Mrs. Jane Doe  
101 Smith Street  
Ipswich, MA 01938

**EXHIBIT IV – Sample of Invitation/RSVP Note**

Name of Sister or Brother  
and the  
Officers of \_\_\_\_\_ Chapter No. \_\_\_\_  
Order of the Eastern Star

Cordially invite you to attend a special  
**Open Meeting**

The meeting will be at 7:30 P.M.  
**(Date)**

Held at the  
Masonic Hall  
address  
address

**Please favor us with your response  
and complete the enclosed RSVP note.**

**SAMPLE - RSVP note:**

**Please note:** Postage is put on all RSVP envelopes and  
the RSVP envelopes will be mailed to one of the Chapter Membership Committee members.

Ms./Mrs./Mr. \_\_\_\_\_

Will attend (#) \_\_\_\_\_

We (I) regret the we (I) cannot attend: \_\_\_\_\_

**EXHIBIT V – Sample of Attendance Sheet**

<b>Guest Name</b>	<b>Guest of Member</b>	<b>No. Attending</b>	<b>Actual No. Attending</b>
Addison, Bruce and Martha	Chicchia, Donna	2	
Barton, Cathy and Dean	Ross, Shelley	2	
Cadman, Heidi	Chicchia, Donna	1	
Drew, Mark and Nancy	Mowr, Joyce	1	
Ellington, John and Mary	Ayers, Ron and Shirley	2	

This is a sample of what the attendance sheet will look like.  
 It will be sorted in alphabetical Order by guest name and is to be used by the Host and Hostess  
 when they greet the guests at the door.

**NOTE:** A program is also an excellent idea to hand to the guests when they arrive. This will help the guests feel more comfortable and serve as a remembrance of the evening. It is recommended that the program include the order of events, the words to songs that will be used and the Mizpah Benediction. This is also an opportunity to list the names of the officers as well as contact information that could be used by the guests at a later date.

## EXHIBIT VI - Membership Meeting Ceremony

### Ceremony Document

When the meeting is ready to start, the Chapter will be opened in the following manner:

#### - Bible Ceremony -

*Bible Ceremony format, as used at an Open Installation, will be used to open the Chapter. The organist will already be at his/her instrument. The Associate Patron, Associate Conductress and the Worthy Patron will enter the Chapter room, according to the sequence designed by the Worthy Patron, and assume their stations. The Worthy Patron will ascend to the dais, give one rap of the gavel and address those in the Chapter Room.*

**WORTHY PATRON:** On behalf of \_\_\_\_\_ Chapter, Order of the Eastern Star, I welcome each of you to this Special Meeting. I will now explain the signal used to stand or be seated during the meeting process. One rap, everyone sits; two raps, officers stand; three raps, everyone stands. Sister Associate Conductress.

**ASSOCIATE CONDUCTRESS:** Worthy Patron

**WORTHY PATRON:** You will invite the Worthy Matron and other officers to enter the Chapter Room.

*The Associate Conductress retires and addresses the Worthy Matron and the officers*

**ASSOCIATE CONDUCTRESS:** By Order of the Worthy Patron, I invite the Worthy Matron and other Officers to enter the Chapter Room.

*The Associate Conductress returns with the officers and then enters the Chapter room in the usual fashion as a regular Opening of the Chapter. Music is played as the officers enter the Chapter Room.*

**WORTHY PATRON:** Sister Conductress, you will escort the Worthy Matron to the East.

*The Conductress escorts the Worthy Matron to the East in the usual fashion as in opening ceremony. Music is played as the Worthy Matron is presented to the East.*

**WORTHY MATRON:** The officers will take their respective stations and prepare for the active duties of the Chapter.

*The officers assume their station as they would in a regular opening ceremony. Music is played while they assume their stations. The officers will retrieve their special meeting booklet/notes from their station and prepare for the meeting*

**WORTHY MATRON:** Sister Conductress

**CONDUCTRESS:** Worthy Matron

**WORTHY MATRON:** You will attend at the Alter.

*The Conductress will attend to the alter as in a regular open Installation Meeting*

**WORTHY MATRON:** Sister Chaplain

**CHAPLAIN:** Worthy Matron

**WORTHY MATRON:** Let us unite in prayer.

*The Chaplain will approach the Alter and lead everyone in the Lord's Prayer, after which one verse of the opening song is sung. The Chaplain and Conductress will return to their stations in the Chapter room after the song has been sung.*



**WORTHY PATRON:** Everyone please stand and say the Pledge of Allegiance, followed by the singing of our national anthem.

*The Worthy Patron will ask everyone to be seated after the pledge is said and the anthem has been sung.*

*The Worthy Patron and Worthy Matron will prepare opening remarks not to exceed three minutes each. In the event they do not wish to prepare their own remark, an outline is provided to be used as a guideline.*

**WORTHY MATRON:** Welcome to our guests and members of the Order of the Eastern Star. We have prepared a special meeting for you so that you may come to know more about our beautiful Order and all the benefits it provides to you and the community. This meeting will be conducted in five parts. **FIRST** the Worthy Patron will provide an overview of the Order of the Eastern Star. **SECOND** I will ask each officer to give a brief explanation of her/his officer and explain the significance. **THIRD** we will provide an overview of all the charities we support and work that we do in the community. **FOURTH** we will invite our guest speaker to discuss their involvement with Eastern Star. At the end we will close our Chapter and ask you to join us for (entertainment), a collation and fellowship, which we always enjoy, following our regular meetings.

**WORTHY MATRON:** I would now like to present our Worthy Patron, \_\_\_\_\_

**WORTHY PATRON:** Thank you, Worthy Matron.

*The Worthy Patron will make his prepared opening remarks. In the event he does not wish to prepare his own remarks, an outline is provided to be used as a guideline.*

**WORTHY PATRON:** The Order of the Eastern Star was developed by Dr. Rob Morris. Dr Morris began developing the organization as early as 1849. Never quite satisfied that all the good in Masonry should be confined to men, Dr. Morris felt that Masonry should be for the whole family, but by the laws of that Ancient Order, women are not eligible for its degrees. Knowing he could not change the Ancient Landmarks of Masonry, Dr. Morris sought some method by which women could share with the Masonic Brother, the same inspiration that "prompts men to noble deeds." Although he harbored these feelings for years, it wasn't until 1850, while confined to his home after an accident, that Dr. Morris fully developed the Eastern Star Degrees in their present initiatory form.

**WORTHY MATRON:** Thank you, Worthy Patron. I would now like to ask the officers to give a brief explanation of their office and explain its significance. I will begin with my station and a brief overview of the basic format of this Chapter room.

Where I am standing is called the "East" representing the presiding point of our Order. The rest of the room is set up using the other three compass points and in the center, an alter, our focal point, surrounded by our emblematic star and its five points. There are eighteen officers in the Chapter room.

Sister/ Brother Warder

**WARDER:** Worthy Matron.

**WORTHY MATRON:** You will explain the significance of your office.

**WARDER:** My Office works in conjunction with the Sentinel whose station is outside the door of this chapter room. We are responsible to ensure that no one enters or leaves the Chapter room before she/he receives proper permission from the presiding officer. The significance of this station is to emulate peace and harmony for the good of the Chapter.

**WORTHY MATRON:** Thank you Sister/Brother Warder. Sister/Brother Chaplain.

**CHAPLIN:** Worthy Matron.

**WORTHY MATRON:** You will explain the significance of your office.

**CHAPLAIN:** I am responsible for leading the Chapter in its devotions at the Alter. The significance of this office is to emulate that a life void of offense toward God and proves to serve the best for all.

**WORTHY MATRON:** Thank you Sister/Brother Chaplain. Sister/Brother Marshal.

**MARSHAL:** Worthy Matron.

**WORTHY MATRON:** You will explain the significance of your office.

**MARSHAL:** I superintend and marshal all processions and assist in all ceremonies. The significance of this office is to emulate the best of direction for our Order and to always remember that courtesy and promptness are essential when directing those depending upon leadership.

**WORTHY MATRON:** Thank you Sister/Brother Marshal. Sister/Brother Organist.

**ORGANIST:** Worthy Matron.

**WORTHY MATRON:** You will explain the significance of your office.

**ORGANIST:** I am responsible for providing appropriate music for all our ceremonies. The significance of this office is that by uniting harmony with our ritualistic work the impressions of our ceremonies will be more lasting.

**WORTHY MATRON:** Thank you Sister Organist. Sister Associate Conductress.

**ASSOC. CONDUCTRESS:** Worthy Matron.

**WORTHY MATRON:** You will explain the significance of your office.

**ASSOC. CONDUCTRESS:** I am responsible for preparing candidates for initiation and to assist the Conductress in all her duties in the Chapter. The significance of this office is to emulate the best leadership and discipline, ensuring that we always look to these two components as necessary for our success.

**WORTHY MATRON:** Thank you Sister Associate Conductress. Sister Conductress.

**CONDUCTRESS:** Worthy Matron.

**WORTHY MATRON:** You will explain the significance of your office.

**CONDUCTRESS:** I am responsible for assisting the Associate Matron and to conduct candidates through initiation. The Significance of this office is to emulate the best fulfillment in commitments of planning and leadership worthy of our Order.

**WORTHY MATRON:** Thank you Sister Conductress. Sister/Brother Treasurer.

**TREASURER:** Worthy Matron.

**WORTHY MATRON:** You will explain the significance of your office.

**TREASURER:** I am responsible for receiving all money from the Secretary and recording it properly in our ledgers. It is my duty to ensure, whenever there is need, that I am available to pay money out upon proper authority. The significance of this office is to emulate the best of security and confidentiality in the performance of those duties so that this Chapter is never embarrassed in its efforts to relieve the distressed and to meet its expenses.

**WORTHY MATRON:** Thank you Sister/Brother Treasurer. Sister/Brother Secretary.

**SECRETARY:** Worthy Matron.

**WORTHY MATRON:** You will explain the significance of your office.

**SECRETARY:** I am responsible for recording the proceedings of every Stated Meeting, conduct all correspondence and to receive all money due to the Chapter. The significance of this office is to emulate the best of intelligence and trust that the good deeds of my sisters and brothers may be faithfully recorded.

**WORTHY MATRON:** Thank you Sister/Brother Secretary. Sister Adah.

**ADAH:** Worthy Matron.

**WORTHY MATRON:** You will explain the significance of your office.

**ADAH:** My station is at the first point of our emblematic star. I represent the blue ray of Adah, who is the daughter of Jephthah, the ninth judge of Israel as depicted in the Old Testament book of Judges. The significance of this office is to emulate the best of fidelity, the chief glory in the crown of manhood. For without adherence to the virtue of fidelity, the entire social structure of the world would fall into ruin and become utter chaos.

**WORTHY MATRON:** Thank you Sister Adah. Sister Ruth.

**RUTH:** Worthy Matron.

**WORTHY MATRON:** You will explain the significance of your office.

**RUTH:** My station is at the second point of our emblematic star. I represent the yellow ray of Ruth who is the daughter-in-law of Naomi as depicted in the Old Testament in the book of Ruth. The significance of this office is to emulate the best of constancy, the purest and truest test of devotion. For without adherence to the virtue of constancy, we will never be able to realize the joy of taking responsibility when it is right, not convenient.

**WORTHY MATRON:** Thank you Sister Ruth. Sister Esther.

**ESTHER:** Worthy Matron.

**WORTHY MATRON:** You will explain the significance of your office.

**ESTHER:** My station is at the third point of our emblematic star. I represent the white ray of Esther who was a Jewish damsel and rises to power as the Queen of Persia, as depicted in to Old Testament of the Bible in the book of Esther. The significance if this office is to emulate the best of loyalty and purity, the perfect test of courage, for without adherence to the virtue of loyalty, we would not know the pleasure of being true to thy self and therefore to others.

**WORTHY MATRON:** Thank you Sister Ester. Sister Martha.

**MARTHA:** Worthy Matron.

**WORTHY MATRON:** You will explain the significance of your office.

**MARTHA:** My station is at the fourth point of our emblematic star. I represent the green ray of Martha who is the sister of Lazarus, as depicted in the New Testament in the Gospel of John. The significance of this office is to emulate the best of faith, the answer to the greatest and most important questions of our lives. For without adherence to the virtue of faith, we will lose our ability to "walk by faith, not by sight".

**WORTHY MATRON:** Thank you Sister Martha. Sister Electa.

**ELECTA:** Worthy Matron.

**WORTHY MATRON:** You will explain the significance of your office.

**ELECTA:** My station is at the fifth point of our emblematic star. I represent the red ray of Electa, who was the faithful follower of Christ, during the times of John the Baptist, as depicted in the New Testament on the 2<sup>nd</sup> Epistle of John. The significance of this office is to emulate the best of love and to always remember to love thy neighbor as thyself. For without adherence to the virtue of love, we will never know that which is pure and true.

**WORTHY MATRON:** Thank you Sister Electa. Brother Associate Patron.

**ASSOCIATE PATRON:** Worthy Matron.

**WORTHY MATRON:** Please summarize the significance of the five point of our emblematic star.

**ASSOCIATE PATRON:** It is by the virtues of Fidelity, Constancy, Loyalty, Faith and Love that we strive to adorn our lives and build an Order truly dedicated to charity, truth and loving kindness.

**WORTHY MATRON:** You will explain the significance of your office.

**ASSOCIATE PATRON:** My station is in the West. I am responsible to assist the Worthy Patron and in his absence, assume all of his responsibilities. The significance of this office is to emulate the best of divine guidance that I may always be ready to hear the word our Supreme Being and be lead by it to the good and welfare of our Order.

**WORTHY MATRON:** Thank you Brother Associate Patron. Sister Associate Matron.

**ASSOCIATE MATRON:** Worthy Matron.

**WORTHY MATRON:** You will explain the significance of your office.

**ASSOC. MATRON:** My Station is in the West. I am responsible to assist the Worthy Matron and in her absence, assume all her responsibilities. The significance of this office is to emulate the best of undiminished luster in my leadership for this Chapter.

**WORTHY MATRON:** You will explain the significance of the Worthy Matron and the Worthy Patron's stations.

**ASSOC. MATRON:** The Worthy Matron and the Worthy Patron sit in the East of the Chapter room. They are the presiding officers of the Chapter and oversee all the work and government of the Chapter. The significance of their offices' are to emulate the best of authority and duty to the Chapter and the community which it serves.

**WORTHY MATRON:** The Order of the Eastern Star is a charitable organization. We help support several different charities through our Grand Chapter such as: (mention is made of the Worthy Grand Matron's charities). In that spirit, we will be taking an offering tonight for the \_\_\_\_\_ Sisters Associate Conductress and Conductress you will take the offering.

*Music is played while the offering is being collected. The offering is returned to the secretary's desk.*

**WORTHY MATRON:** I would like to introduce our guest speaker for this meeting, Sister Conductress, would you please escort our Sister/Brother, \_\_\_\_\_ to the East.

*The Worthy Matron will make notes about her guest speaker and introduce them. The guest speaker will be escorted to the East by the Conductress. The guest speaker should limit their presentation to 10 minutes*

**WORTHY MATRON:** Thank you Sister/Brother \_\_\_\_\_. Sister Conductress you will escort Sister/Brother, \_\_\_\_\_ back to her/his seat. I would now like to turn the meeting over to the Worthy Patron.

**WORTHY PATRON:** Thank you, Worthy Matron. We hope you have enjoyed our special meeting this evening. In the hope you would like to become a member of this Fraternal Order, we will distribute all the necessary documentation to begin the process. Sisters Associate Conductress, Conductress, and Marshal, would you please distribute to our guests the petitions for membership.

*Music is played while the petitions are being distributed. The Associate Conductress, Conductress, and Marshal will return to the secretary any undistributed petitions.*

**WORTHY PATRON:** Worthy Matron, I hand you back your gavel that you may proceed.

**WORTHY MATRON:** Sister Associate Matron.

**ASSOCIATE MATRON:** Worthy Matron.

**WORTHY MATRON:** Do you know of any further business to come before this Chapter?

**ASSOCIATE MATRON:** There is none within my knowledge, Worthy Matron.

**WORTHY MATRON:** Let us unite in the Mizpah Benediction.

**WORTHY MATRON:** Sister Conductress, you will attend at the Alter.

*Music is played while the Conductress attends the Alter and returns to her station.*

**WORTHY MATRON:** Sister Marshal, you will escort the officers from the Chapter room.

*Music is played while the officers are escorted from the Chapter room.*

EXHIBIT VII – Sample of Instructions to complete a Petition for Degrees.

\_\_\_\_\_ CHAPTER NO. \_\_\_\_\_  
*Order of the Eastern Star*

**Instructions for Petition for the Degrees**

- |                     |                                                                                                                 |
|---------------------|-----------------------------------------------------------------------------------------------------------------|
| 1. Member of        | Enter the word “_____”                                                                                          |
| 2. Chapter No.      | Enter the number “_____”                                                                                        |
| 3. Jurisdiction     | Enter the number of years you have lived<br>in the State of Massachusetts                                       |
| 4. Supreme Being    | Enter either “yes” or “no”                                                                                      |
| 5. Masonic Relation | Wife, daughter, mother, sister, widow,<br>granddaughter, etc. If you are not sure,<br>we will research for you. |
| 5A. Name of Mason   | Mason you are related to                                                                                        |
| 6. Member of        | Enter the name of the Lodge your Masonic<br>relation was/is a member of                                         |
| 7. Lodge No.        | Enter the number of the lodge, if known                                                                         |
| 8. Of               | Enter the town/city and state where<br>the Lodge is located.                                                    |
| 9. – 11 RAINBOW     | If you do not have a Masonic relationship,<br>this portion would be completed.                                  |
| 12. Signed          | Sign your name                                                                                                  |
| 13. Date            | Enter date you are completing this form                                                                         |
| 14. Residence       | Enter your full address                                                                                         |
| 15. Telephone       | Enter phone number with area code                                                                               |
| 16. E-Mail          | Optional                                                                                                        |
| 17. Name            | Print your name                                                                                                 |
| 18. Birthday        | Enter Month, Day and Year                                                                                       |

Do not be concerned with the section “Recommended by” or “Referred to the Following investigating committee.” These will be taken care of by the Chapter.

Please be sure to enclose a check in the amount of \$\_\_\_\_\_ payable to:  
\_\_\_\_\_ Chapter No. \_\_, O.E.S.

(Optional: The petition processing fee and current year dues is \$\_\_\_. \$5 will go to the International Temple)