

**GRAND COMMANDERY  
OF KNIGHTS TEMPLAR  
OF KENTUCKY**

**2017-2018**



Official Inspection Report For

\_\_\_\_\_ Commandery No \_\_\_\_\_

\_\_\_\_\_, Kentucky

Inspection Date: \_\_\_\_\_

THE GRAND COMMANDERY OF KNIGHTS TEMPLAR OF KENTUCKY  
INSPECTION WORKBOOK

**PART 1: GENERAL INFORMATION AND ASSESSMENT**

1. Does the Commandery have suitable robes and paraphernalia for the various Commandery Orders? \_\_\_\_\_ (Y/N) Comments:

Since the last inspection, did this Commandery

	2. Conduct one stated conclave each quarter?
	3. Knight any new members? How many? _____
	4. Confer the Order of the Red Cross? Short form/Full form?
	5. Confer the Order of Malta? Short form/Full form?
	6. Confer the Order of the Temple?
During this inspection	
	7. Was the American Flag properly displayed in the East of the Asylum?
	8. Were the Grand Standard and Beauseant properly displayed?
	9. Was the Inspecting Officer properly received?
	10. Were dignitaries properly recognized/received?
	<b>Subtotal</b> 1 point for each 'Yes', (max 10)
	* plus 1 point for each new member knighted since last inspection (max 10);
	<b>Total</b> (max 20)

**PART II: RECORDS EVALUATION:**

Yes	No	
		1. Does the Commandery have a copy of the 2016 Edition of the Constitution and Statues of the Grand Encampment?
		2. Does the Commandery have an up-to-date copy of the 2012 Edition of the Constitution and Regulations of the Grand Commandery?
		3. Have the By-Laws been reviewed/revised within the last 5 years?
		4. Is the Grand Encampment membership database being maintained?
		5. Does each officer have a copy of the Ritual and the Tactics?
<b>Total</b>		<i>1 point for each 'Yes', 5 points maximum.</i>

THE GRAND COMMANDERY OF KNIGHTS TEMPLAR OF KENTUCKY  
INSPECTION WORKBOOK

**PART III: FULL FORM OPENING**

\*A full form opening includes: Reception of Commander; Rehearsal; Inspection; Pass and Review; Forming of Triangle; and Rehearsal of Duties. Evaluate each section against the requirements of the Ritual and Tactics.

(D)istinguished – Section correctly performed by all officers without books or prompting. (5)

(P)roficient – Performed with minimal prompting, without aid of books by major parts.(3)

(N)ovice – Performed incorrectly, or books used or prompting required by most officers. (2)

Rating	Score

**Reception of Commander**

1. Were the proper forms and ceremonies performed prior to purging the Asylum?
2. Was the Asylum properly purged?
3. Were the lines formed correctly for the reception of the Commander?
4. Was the Commander properly received?
5. Did the Commander and his staff properly take their stations?

**Rehearsal**

6. Were the lines correctly formed for rehearsal?
7. Were all officers in the correct position?
8. Were the Words communicated correctly?


**Inspection**

9. Were the lines correctly formed for Inspection?
10. Were all officers in the correct position?
11. Was Inspection properly conducted?


**Pass and Review**

12. Were the lines correctly formed for Pass and Review?
13. Were all officers in the correct position?
14. Was Pass and Review properly conducted?


**Forming the Triangle**

15. Was the Triangle correctly formed?
16. Were all activities at the triangle correctly conducted?
17. Was the Triangle properly dismissed?


**Rehearsal of Duties**

18. Was Rehearsal of Duties properly conducted?
19. Was Commandery properly declared open?
20. Was the Pledge of Allegiance properly performed?


<b>Total</b>	
--------------	--

*100 points maximum.*

THE GRAND COMMANDERY OF KNIGHTS TEMPLAR OF KENTUCKY  
INSPECTION WORKBOOK

**PART IV: RITUALISTIC PROFICIENCY DURING OPENING**

The primary concern is that the **Commandery** be proficient in its opening and ritual. Inspections are in part, however, a time to evaluate the proficiency of the Commandery's elected officers. Thus, an office filled by other than the elected officer will receive one-half the point value had the elected officer performed the duty.

Rate the Ritualistic Proficiency of each officer according to the following:

- Rating (D): Distinguished - Book not used, very minor prompting, part correctly performed. (Points: Elected - 10 / Pro-tem - 5)
- Rating (P): Proficient - Book not used, prompting necessary, part correctly performed. (Points: Elected - 6 / Pro-tem - 3)
- Rating (N): Novice - Book used extensively/constant prompting/part read (Points: Elected 4 / Pro-tem 2)
- Rating (V): Visitor - Zero points.

	<b>Elected</b>	<b>Pro-tem</b>	<b>Visitor</b>	<b>Rating</b>	<b>Points</b>
Commander					
Generalissimo					
Captain General					
Senior Warden					
Junior Warden					
Prelate					
Standard Bearer					
Sword Bearer					
Warder					
Sentinel					
<i>Total – 100 points maximum</i>					

THE GRAND COMMANDERY OF KNIGHTS TEMPLAR OF KENTUCKY  
INSPECTION WORKBOOK

**PART V: OFFICERS PROFICIENCY WITH SWORD DURING OPENING**

Rate each officer on their demonstrated use of and familiarity with the sword and knowledge of sword drill as presented in Kentucky Tactics Sword Manual:

- Rating (D): Distinguished – Movements sharp, clean and precise, knowledgeable of proper handling and use. (Points: Elected - 10 / Pro-tem - 5)
- Rating (P): Proficient – Knows basic commands, but unsure and/or hesitant. (Points: Elected – 6 / Pro-tem - 3)
- Rating (N): Novice – Demonstrates little understanding of proper handling and protocol. (Points: Elected – 4 / Pro-tem - 2)
- Rating (V): Visitor – Zero points

	<b>Elected</b>	<b>Pro-tem</b>	<b>Visitor</b>	<b>Rating</b>	<b>Points</b>
Commander					
Generalissimo					
Captain General					
Senior Warden					
Junior Warden					
Standard Bearer					
Sword Bearer					
Warder					
Sentinel					
<i>Total – 90 points maximum</i>					

THE GRAND COMMANDERY OF KNIGHTS TEMPLAR OF KENTUCKY  
INSPECTION WORKBOOK

**PART VI: CONFERRAL OF ORDERS**

Rating (D): Distinguished - Book not used, very minor prompting, part correctly performed.  
(Points: Member – 4 / Visitor - 2)

Rating (P): Proficient - Book not used, prompting necessary, part correctly performed.  
(Points: Member – 2 / Visitor - 1)

Rating (N): Novice - Book used extensively/constant prompting/part read/part incorrect.  
(Points: Member - 1 / Visitor - 1)

Date of Inspection on Conferral of the Order of the Red Cross: \_\_\_\_\_

Full Form \_\_\_\_\_ Short Form (25 Pts) \_\_\_\_\_

Evaluate the ritualistic proficiency of each officer on the chart below:

**Evaluation of Conferral of the Order of the Red Cross**

Position	Member	Visitor	Rating	Score
Sovereign Master				
Chancellor				
Master of the Palace				
Master of Cavalry				
Master of the Infantry				
Excellent High Priest				
Zerubbabel				
Warder				
Guards				
Opening Ceremony				
Conferral of Order				10
<b>Total</b>	<i>50 points maximum</i>			

THE GRAND COMMANDERY OF KNIGHTS TEMPLAR OF KENTUCKY  
INSPECTION WORKBOOK

Date of Inspection on Conferral of the Order of Malta \_\_\_\_\_

Full Form \_\_\_\_\_ Short Form (25 pts) \_\_\_\_\_

- Rating (D): Distinguished - Book not used, very minor prompting, part correctly performed.  
(Points: Member – 4 / Visitor - 2)
- Rating (P): Proficient - Book not used, prompting necessary, part correctly performed.  
(Points: Member – 2 / Visitor - 1)
- Rating (N): Novice - Book used extensively/constant prompting/part read/part incorrect.  
(Points: Member – 1 / Visitor - 1)

Evaluate the ritualistic proficiency of each officer on the chart below:

**Evaluation of Conferral of the Order of Malta**

Position	Member	Visitor	Rating	Score
Prior				
Lieutenant Commander				
Captain General				
Chaplain				
Marshall				
Captain of Outposts				
Guard				
Eight Knights in West				
Banner Guards				
Opening Ceremony				
Conferral of Order				10
<b>Total</b>	<i>50 points maximum</i>			

THE GRAND COMMANDERY OF KNIGHTS TEMPLAR OF KENTUCKY  
INSPECTION WORKBOOK

Date of Inspection on Conferral of the Order of the Temple \_\_\_\_\_

Rating (D): Distinguished - Book not used, very minor prompting, part correctly performed.  
(Points: Member – 10 / Visitor - 5)

Rating (P): Proficient - Book not used, prompting necessary, part correctly performed.  
(Points: Member – 6 / Visitor - 3)

Rating (N): Novice - Book used extensively/constant prompting/part read/part incorrect.  
(Points: Member - 4 / Visitor - 2)

Evaluate the ritualistic proficiency of each officer on the chart below:

**Evaluation of Conferral of the Order of the Temple**

Position	Member	Visitor	Rating	Score
Commander				
Generalissimo				
Captain General				
Senior Warden				
Junior Warden				
Prelate				
Standard Bearer				
Warder				
Sentinel				
Conferral of Order				10
<b>Total</b>	<i>100 points maximum</i>			



THE GRAND COMMANDERY OF KNIGHTS TEMPLAR OF KENTUCKY  
INSPECTION WORKBOOK

**PART VII: PROMOTION AND GROWTH**

**SINCE THEIR LAST INSPECTION, HAS THIS COMMANDERY:**

**Faith and Family Activities**


1. Held a Christmas Observance or attended church services as a group?
2. Held an Ascension Service or held/attended an Easter Service or Sunrise Service as a group?
3. Had a family activity other than the above?
4. Had a representative at the Grand Encampment Sunrise Service?
5. Had a specific youth/children's activity?

**Support for Kentucky Templar Philanthropies, Charities, and Programs**


1. Held a fund raiser to support the Knights Templar Philanthropies?
2. Donated at least \$50 to the Holy Land Pilgrimage? (beyond assessment)
3. Contributed to the KTEF on a per capita basis?
4. Nominated a qualified Minister for the Holy Land Pilgrimage?
5. Proposed a recipient for the Conrad Cates Award?
6. Proposed a recipient for the Knights Templar Cross of Honor?

**Extra-curricular**


1. Conducted a Templar presentation in Blue Lodge?
2. Attended public events in Uniform?
3. Assisted another commandery in conferring orders?
4. Gave a scholarship or otherwise provided support to local students?
5. Performed or participated in a community public service as a group?

TOTAL SCORE (5 points each yes, 80 points maximum)

THE GRAND COMMANDERY OF KNIGHTS TEMPLAR OF KENTUCKY  
INSPECTION WORKBOOK

**PART VIII: INSPECTION REPORT SUMMARY AND REMARKS**

NAME AND NO OF COMMANDERY: \_\_\_\_\_

**SUMMARY**

Part I – General Assessment (Max 20) \_\_\_\_\_

Part II –Records Evaluation (Max 5) \_\_\_\_\_

Part III – Full Form Opening (Max 100) \_\_\_\_\_

Part IV – Ritualistic Proficiency (Max 100) \_\_\_\_\_

Part V – Sword Proficiency (Max 90) \_\_\_\_\_

Part VI – Conferral of Orders (Max 100) \_\_\_\_\_

Part VII – Promotion and Growth (Max 80) \_\_\_\_\_

TOTAL SCORE (Max 495) \_\_\_\_\_

DATE CONDUCTED SCHOOL OF INSTRUCTION: \_\_\_\_\_

DATES OTHER VISITS TO COMMANDERY & OBSERVATIONS

**DIVISION COMMANDER’S RECOMMENDATIONS AND COMMENTS**

I TRAVELED \_\_\_\_\_ MILES (ROUND TRIP) FOR INSPECTION

SIGNED \_\_\_\_\_

THE GRAND COMMANDERY OF KNIGHTS TEMPLAR OF KENTUCKY  
INSPECTION WORKBOOK

**INSPECTOR GENERAL'S REVIEW**

RECOMMENDATIONS AND COMMENTS:

INSPECTOR GENERAL'S SIGNATURE

---

**GRAND COMMANDER'S RECOMMENDATIONS AND COMMENTS:**

GRAND COMMANDER'S SIGNATURE

---