

**GRAND COMMANDERY
OF KNIGHTS TEMPLAR
OF KENTUCKY**

2016-2017



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?
	Total <i>1 point for each 'Yes', 10 points maximum</i>

PART II: RECORDS EVALUATION:

Yes	No	
		1. Does the Commandery have a copy of the 2012 Edition of the Constitution and Statues of the Grand Encampment?
		2. Does the Commandery have an up-to-date copy of the Constitution and Regulations of the Grand Commandery?
		3. Have the By-laws been revised within the last 5 years?
		4. Are the Recorder's Books and Minutes in acceptable condition?
		5. Are General Orders read and made a part of the Minutes?
		6. Are the Treasurer's Books in acceptable condition?
		7. Does each officer have a ritual?
		8. Does each officer have a copy of the tactics?
Total		<i>1 point for each 'Yes', 8 points maximum.</i>

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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. (10)

(P)roficient – Performed with minimal prompting, without aid of books by major parts.(6)

(N)ovice – Performed incorrectly, or books used or prompting required by most officers. (4)

Rating	Score

Reception of Commander

1. Were the proper forms and ceremonies performed prior to the Commander's departure to his apartment?
2. Were the lines properly formed for the reception of the Commander?
3. Was the Commander properly received?
4. Did the Commander and his staff properly take their stations?

Rehearsal

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

Inspection

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

Pass and Review

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

Forming the Triangle

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

Rehearsal of Duties

17. Was Rehearsal of Duties properly conducted?
18. Was Commandery properly declared open?

Total	
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180 points maximum.

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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, minimal prompting, part correctly performed. (Points: Elected - 10 / Pro-tem - 5)
- Rating (P): Proficient - Book not used, significant prompting, 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.

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

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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

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

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PART VI: CONFERRAL OF ORDERS

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

Rating (P): Proficient - Book not used, significant prompting, 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
Total	<i>50 points maximum</i>			

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Date of Inspection on Conferral of the Order of Malta _____

Full Form _____ Short Form (25 pts) _____

- Rating (D): Distinguished - Book not used, minimal prompting, part correctly performed.
(Points: Member – 4 / Visitor - 2)
- Rating (P): Proficient - Book not used, significant prompting, 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
Total	<i>50 points maximum</i>			

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Date of Inspection on Conferral of the Order of the Temple _____

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

Rating (P): Proficient - Book not used, significant prompting, 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
Total	<i>100 points maximum</i>			

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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 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 and Charities

1. Contributed to the KTEF on a per capita basis?
2. Contributed to the Holy Land Pilgrimage on a per capita basis?
3. Contributed to the Easter Pilgrimage on a per capita basis?
4. Held a fund raiser to support the Knights Templar Charities?
5. Donated to/participated in the golf tournament?

Extra-curricular

1. Conducted a Templar presentation in Blue Lodge?
2. Attended public events in Uniform?
3. Assisted another commandery in conferring orders?
4. Given 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, 75 points maximum)

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PART VIII: INSPECTION REPORT SUMMARY AND REMARKS

NAME AND NO OF COMMANDERY: _____

SUMMARY

Part I – General Assessment (Max 10) _____

Part II –Records Evaluation (Max 8) _____

Part III – Full Form Opening (Max 180) _____

Part IV – Ritualistic Proficiency (Max 100) _____

Part V – Sword Proficiency (Max 100) _____

Part VI – Conferral of Orders (Max 100) _____

Part VII – Promotion and Growth (Max 75) _____

TOTAL SCORE (Max 573) _____

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 _____

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INSPECTOR GENERAL REVIEW

RECOMMENDATIONS AND COMMENTS:

INSPECTOR GENERALS SIGNATURE

GRAND COMMANDERS RECOMMENDATIONS AND COMMENTS:

GRAND COMMANDERS SIGNATURE
