

**Assistant Grand Lecturer**  
**Grand Council Cryptic Masons of the State of New York**

**DUTIES AND RESPONSIBILITIES**

The primary goal of a Cryptic Council is to see that a Royal Arch Companion's journey within the Masonic fraternity has completed the Circle of Perfection. Therefore, each Council needs to confer the degrees of Royal Master and Select Master upon such.

Every Council should confer the two degrees "at home" but can ask for assistance as needed. A good resource for such is by contacting the Assistant Grand Lecturer of the District.

The Assistant Grand Lecturer should develop a resource bank of individuals throughout the District who are proficient in the ritualistic parts of both degrees so that this resource could be available to assist Councils if they become in need of an individual for a part.

There is "No Substitute" for memorization, but if circumstances leave no alternative to reading, the reader should be very familiar with the material, so that words are not mispronounced, comas are not misplaced, and the reader's head is not down in the book all the time. Be prepared is the motto for ritual work. Remember the first impression is the lasting one.

Whether memorized or read, the ritual should always be given in a clear, loud, understandable and meaningful manner.

The Assistant Grand Lecturer should be creative in inspiring an interest in excellent ritual work.

The Assistant Grand Lecturer is part of a team along with the District Deputy Grand Master of the District, to making the District succeed and excel for the future of Cryptic Masonry in that District.

The Assistant Grand Lecturer is responsible for making arrangements for the Grand Lecturer's Convention within the district. The Assistant Grand Lecturer may hold a School of Instruction at another time within the District if he deems it so, in the same or perhaps different format.

The purpose of the Grand Lecturer's Convention is to instruct and learn, not to honor the Grand Lecturer. Conventions will therefore begin with the Grand Lecturer in the East, where the District Deputy Grand Master will declare the Convention open, introduce the Grand Lecturer and accord him Grand Honors. There will be no further ceremony. If the Grand Lecturer is not present the Assistant Grand Lecturer is the individual to be the one recognized and oversees the Convention for ritual instruction.

After a few preliminary remarks, the Grand Lecturer, will ask the assigned officers to assume their stations and proceed with the Opening, recognition of any other dignitaries will be handled by the Grand Lecturer at a later time, with whatever assistance he may request.

When you have been notified of the scheduled date, place and time of the Grand Lecturer's Convention for your District, you should immediately:

- ..... Check the calendar of events in your District to determine that there is not a serious conflict with other Masonic or Masonic-related organizations. Coordinate with the District Deputy Grand Master as well.
- ..... Check with the Illustrious Master of the Host Council to determine that there is not a major problem with the date and time and to address any additional arrangements by the Host Council.
- ..... If there is a problem, please contact the Grand Lecturer immediately so that he can discuss alternate dates and/or host Councils.

The date and place being established, work with the Host Council and District Deputy Grand Master to make arrangements for a dinner before the meeting, if possible. It is not necessary to have a dinner, nor is it necessary for anyone to take the Grand Lecturer out to dinner, but we find that a dinner (usually arranged by the host Council) tends to result in better attendance at the meeting. Be sure to let the Grand Lecturer know the dinner arrangements, also.

Notify the Illustrious Master and Secretary of each Council in your District as to the date, time, and place of the Convention, and any dinner arrangements. Please encourage attendance.

The Assistant Grand Lecturer is to assemble a cast to exemplify the work of the evening, using reasonably competent people from as many of the Councils in your District as possible. Make sure those individuals are planning to attend and are aware of the work they are expected to do, and the date, time and place and any other arrangements made for the Convention.

It is not necessary for the Illustrious Master and the Officers of the Host Council to sit in their chairs for opening and closing, although of course that is preferred.

All Officers and Cast Members should be reminded to make a serious effort to perform the work without open rituals if at all possible. We would rather have prompting than reading. When it comes to prompting, the Grand Lecturer will be the only one to do so.

As Assistant Grand Lecturer, it is expected that you will be proficient in all parts of the opening and closing. So that at any time you visit a Council and they are short-handed, you can fill any chair and set an example of how it should be done. Of course, you can refresh your memory from the Ritual before the meeting begins.

As Assistant Grand Lecturer you should have a great familiarity with all the parts in the degrees in order to assist when needed and to aid you in evaluating this ritual work of the Council as well.

Finally, as Assistant Grand Lecturer you are to submit an annual report to the DDGM of the District and the Grand Lecturer on your perception of the ritual work for each Council within your District.

**But most importantly, as you fulfill this position have a great time doing it!**