

# Grand Chapter of Royal Arch Masons of the State of Ohio



## Resource Course – Series I

(In three parts)

To successfully complete this Course you will need the following reference items:

1. An up-to-date Code Book (including the Constitution, By-Laws, Code, Uniform Code of By-Laws for Subordinate Chapters, Ceremonies of the Order, Approved Forms and Question and Answers).
2. A Manual of Suggestions for Chapter Officers (1984).
3. A Chapter Management Manual (1994).
4. A copy of the By-Laws of your Chapter.

The Code Book is a maroon loose-leaf notebook containing the Constitution, By-Laws and Code of our Grand Chapter. It also contains the Uniform Code of By-Laws for Subordinate Chapters, the Ceremonies of the Order, Approved Forms of the Grand Chapter and a number of questions and answers used by permission of the Grand Lodge of Ohio. It is updated each time a change is made by adding or replacing pages. This book contains the law of our Grand Chapter.

The Manual of Suggestions for Chapter Officers, or Officer's Manual, is a guide for all Royal Arch Masons. Every Officer should have a copy to be passed on each year with the Ritual. These books should stay with the Station.

The Chapter Management Manual is a large notebook or loose-leaf binder with a great deal of loose-leaf material in it. This book alone contains all the material necessary to have a prosperous Chapter. Every Chapter should have at least four copies of this notebook and use them.

The By-Laws of your Chapter are unique to your Chapter. However, they must conform to the Uniform Code of By-Laws of the Grand Chapter. Every member should have a copy of the By-Laws of his Chapter.

If you do not have this material it is available from your Chapter Secretary or the office of the Grand Secretary.

It is important that all reference material be up-to-date. If you use outdated material the answers you give may not apply to the questions as this course was prepared by using the latest editions supplied by the Grand Chapter. Check with your High Priest or Chapter Secretary if you have any questions regarding this matter.

Within these above named instruments you will find the answers to the questions in all three parts of this Resource Course except for those where you are to express an opinion or actually create a plan or program.

By completing this series of questions you will become better prepared to assume the responsibilities of a Chapter Officer and will become a more confident, competent, and better informed Royal Arch Mason. Good luck in your search for More Light in Masonry.

# Instructions

Fill out the Information Section with correct information.

Find the answers to the questions and write them in the spaces or blanks provided. For questions requiring longer answers, complete them on a separate sheet of paper and attach it to the Course material.

Fill in the blanks at the left of each question with information as to where the answer was found (page number, article, section, etc).

Keep track of how much time was required for completing each part of the Course. Be sure to fill in the appropriate blank as to the amount of time required.

Return the completed parts to your District Deputy Grand High Priest. He will review them, make comments as needed, and return them to you with next portion of the Course. It is necessary that the form below be filled out accurately and legibly. Your District Deputy will use it to keep an accurate record of your progress and achievement as you work toward completing this Resource Course.

After the successful completion of Part 3, you will be entitled to a Certificate of Merit indicating your proficiency in Royal Arch Resources. This certificate will be presented to you at the District Awards Night or some other suitable occasion.

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## Royal Arch Resource Course Series I

### Please print or type!

Name \_\_\_\_\_ Chapter \_\_\_\_\_ No. \_\_\_\_\_

Address \_\_\_\_\_ Office presently held \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Time to Complete \_\_\_\_ Hrs. \_\_\_\_ Min

Date Completed \_\_\_\_\_

### DO NOT FILL IN (FOR USE OF DISTRICT DEPUTY):

Date received \_\_\_\_\_ % Correct \_\_\_\_\_ Date recorded \_\_\_\_\_

Date Part 2 sent \_\_\_\_\_

Date Part 2 received \_\_\_\_\_ % Correct \_\_\_\_\_ Date recorded \_\_\_\_\_

Date Part 3 sent \_\_\_\_\_

Date Part 3 received \_\_\_\_\_ % Correct \_\_\_\_\_ Date recorded \_\_\_\_\_

Date Certificate Awarded \_\_\_\_\_ \*

\* Request a certificate from the Chairman of the Education Committee. A Certificate of Merit will be forwarded to you to present at your District Awards Night or some other suitable occasion