

(Report due in Grand Commander's Office by January 20 of each year)

COMMANDERY NAME & NUMBER: \_\_\_\_\_

EMINENT COMMANDER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/ST/ZIP: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

RECORDER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/ST/ZIP: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS OF COMMANDERY: \_\_\_\_\_

CITY/ST/ZIP: \_\_\_\_\_

MEETING DATES: \_\_\_\_\_

**A. Annual Commandery Functions**

1. Representative(s) attended Grand Commandery Conclave? **Yes or No**  
If no, explain why not: \_\_\_\_\_

2. Representative(s) attended Special Call Meeting(s)? **Yes or No**  
If no, explain why not: \_\_\_\_\_

**B. Templar Days of Observance**

3. Participated in Prince Hall Americanism Day? **Yes or No**

4. Participated in Ascension Day Services? **Yes or No**

5. Participated in Annual Christmas Observance? **Yes or No**

**C. Community Involvement**

6. Participated in Church visitation as a Commandery? **Yes or No**

7. Participated in Thanksgiving/ Christmas charity function(s)? **Yes or No**

8. Participated in an Adopt-A-School or Mentoring program? **Yes or No**

9. Participated in any other community activity as a Commandery? **Yes or No**

10. Participated in medical seminar or health fair? **Yes or No**

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**D. Charity and Aid**

- |  |           |
|--|-----------|
| 11. Contacted and assisted widow(s)?                 | Yes or No |
| 12. Contacted and assisted elderly brother(s)?       | Yes or No |
| 13. Charitable assistance to a student(s) or school? | Yes or No |
| 14. Donated to a local charitable foundation?        | Yes or No |

**E. Templar Ceremonies**

- |  |           |
|--|-----------|
| 15. Performed Escort Services              | Yes or No |
| 16. Performed a Commandery Burial Ceremony | Yes or No |

**F. Membership**

Number of members reported in last Annual Report: \_\_\_\_\_

Number of members initiated this year:       + \_\_\_\_\_

Number of members healed this year:       + \_\_\_\_\_

Number of members demitted in this year:   + \_\_\_\_\_

Number of members reinstated this year:   + \_\_\_\_\_

Number of members demitted out this year:       - \_\_\_\_\_

Number of members dropped (non-payment):   - \_\_\_\_\_

Number of members suspended or expelled:   - \_\_\_\_\_

Number of members deceased:               - \_\_\_\_\_

Total current number of members:                       = \_\_\_\_\_

Average number of members that attend meetings: \_\_\_\_\_

What is being done to attract new members? \_\_\_\_\_

\_\_\_\_\_

**G. Business**

- |   |           |
|---|-----------|
| 17. Is the Recorder's minute book current?                                | Yes or No |
| 18. Does the Recorder properly receipt all monies received?               | Yes or No |
| 19. Does the Recorder turn over funds and receive receipt from Treasurer? | Yes or No |
| 20. Does the Treasurer deposit monies in a timely manner?                 | Yes or No |
| 21. Are the Treasurer's books current?                                    | Yes or No |
| 22. Are the Recorder and Treasurer bonded?                                | Yes or No |
| 23. Does an annual internal audit get performed prior to election?        | Yes or No |

**H. Education and Instruction**

- |  |           |
|--|-----------|
| 24. Does Commandery ritualistically open and close proficiently?     | Yes or No |
| 25. Does the Commandery follow procedures for processing petitions?  | Yes or No |
| 26. Does the Commandery follow a balloting process?                  | Yes or No |
| 27. Does the Commandery follow procedures for initiating candidates? | Yes or No |

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**28. Does the Eminent Commander provide instruction in:**

- |   |           |
|---|-----------|
| a. Ritualistic work (degree work)             | Yes or No |
| b. Jurisprudence (constitution, by-laws)      | Yes or No |
| c. Symbolism of Templar Freemasonry (meaning) | Yes or No |
| d. Masonic Protocol                           | Yes or No |
| e. Leadership                                 | Yes or No |
| f. Officer training (officers' duties)        | Yes or No |

**I. General Attitude of Membership**

**29. Are the members generally satisfied with the:**

- |                                |           |
|--------------------------------|-----------|
| g. Local Commandery leadership | Yes or No |
| h. Condition of the Commandery | Yes or No |
| i. Grand Commandery leadership | Yes or No |
| j. Grand Commandery programs   | Yes or No |

**30. How many Sir Knights in this Commandery possess the full Templar uniform?**

\_\_\_\_\_ **How many are halfway there?** \_\_\_\_\_

**31. Please list the names of the Sir Knights on the Escort (E) or Drill (D) teams.**

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**List the concerns of the membership (*attach additional sheet if necessary*):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signatures:**

\_\_\_\_\_  
Eminent Commander

\_\_\_\_\_  
District Deputy Grand Commander

**Date:** \_\_\_\_\_

**Deputy's Fee for Visit Paid?** \_\_\_\_\_

District Deputy Grand Commander's Annual Report

Report Summary

To Be Completed by District Deputy Grand Commander Only

COMMANDERY NAME & NUMBER: \_\_\_\_\_

(Circle answer)

A. Commandery participates in Annual Templar functions: None Some All

B. Commandery observes Annual Templar Days: None Some All

C. Commandery is involved in community activities: None Some All

D. Commandery does charity work: None Some All

E. Commandery performs Templar Ceremonies: None Some All

F. Commandery membership: Decreased Same Increased

G. Commandery follows normal operating procedures: None Some All

H. Commandery receiving instruction in:

a. Ritualistic work None Some All

b. Masonic law and jurisprudence None Some All

c. Symbolism None Some All

d. Leadership and Protocol None Some All

I. Attitude of Membership Poor Fair Good

District Deputy Assessment: (be specific and address all areas that are problems)

What are the deficient areas? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is the plan to correct the deficient areas? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Scheduled Date for Follow-Up: \_\_\_\_\_

\_\_\_\_\_  
District Deputy Grand Commander

\_\_\_\_\_  
Date