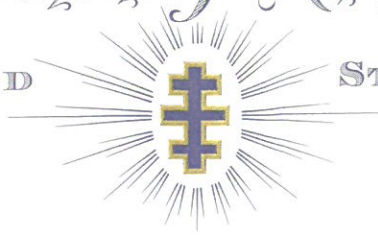


# Grand Encampment of Knights Templar

OF THE UNITED



STATES of AMERICA

5909 WEST LOOP SOUTH, SUITE 495  
BELLAIRE, TEXAS 77401-2402

TELEPHONE: (812) 935-7852  
EMAIL: gm@knightstemplar.org

OFFICE OF  
DUANE L. VAUGHT, GCT  
MOST EMINENT GRAND MASTER

**CIRCULAR LETTER NO. 1**  
**Series 2015-2018**

**Duties of Coordinators**

**August 15, 2015**

To all Grand Commanderies:

In each Grand Commandery the Grand Encampment is assigning one Sir Knight to the position of Coordinator.

The position of Grand Encampment Coordinator was created with the intention of improving communications between Grand Encampment and Grand Commanderies, promoting Grand Encampment Programs and assisting Grand Encampment activities.

The Coordinator program has been somewhat undefined and, consequently, has not been as successful as hoped. This is not a reflection of those appointed as Coordinators, many of whom have asked for directions on how they might better serve our order.

The purpose of this Circular Letter is to better set the direction for this program. Consequently, the duties of the coordinators will be as follows:

- 1) Coordinators are directed to promote Grand Encampment programs within their respective Grand Commanderies. It is up to the Coordinator to determine which programs can best be enhanced by his efforts and to make the necessary efforts in that regard. Examples of such programs include Easter Service participation, Department meeting and Triennial attendance, Leadership training and our charities.

Coordinators must use discretion to not interfere with or supplant ongoing efforts within a Grand Commandery. The Coordinators do not replace or outrank those already engaged in these efforts. Rather it is the intention that the Coordinators assist those already promoting programs or to promote projects that are otherwise not well known or widely utilized within the Grand Commandery.

(over)

**Duties of Coordinators  
(continued)**

- 2) Coordinators are to assist the Department Commanders. Whenever the Department Commander is performing his official duties such as planning or conducting a Department meeting or attending a Grand Commandery Conclave the coordinator is encouraged to offer assistance. This might include volunteering to help with Department meeting registration or making a run to a local store to obtain some needed item thus freeing the Department commander from doing so. It might include picking someone up from the airport or providing the Department Commander with useful information about the various officers of the Grand Commandery. The Department Commander will often have no need of assistance but the offer of assistance by the coordinator may be very helpful on other occasions
- 3) Coordinators should also be alert for any misconduct or serious noncompliance with Templar, Masonic or civil law. In such cases the potential issue should be reported to the Department Commander. It will be the duty of the Department Commander to either resolve the issue or determine that it should be referred to the office of the Grand Master, his representative or Grand Recorder.
- 4) It is also my desire that each coordinator provide a written report each July on his activity of the preceding 12 months. The reports should be submitted to the Office of the Grand Master, to the Deputy Grand Master and the Department Commander. It is anticipated that such reports will be no more than one page. These reports will serve as a base upon which to evaluate the future of the Coordinator program and a planning device for the Grand Encampment.
- 5) Coordinators should encourage their Grand Commanders to nominate Sir Knights for the leadership training program. This includes the suggestion of individual names and encouraging the Grand Commander to prepare a nomination list in advance of Department meetings.

This Circular Letter regarding duties is effective immediately and shall remain in effect until altered by the Grand Master or until more specific directions may be given in particular cases.

Courteously,

 *Duane Lee Vaught*

Duane Lee Vaught, GCT  
Most Eminent Grand Master