



DELTA TAU DELTA

**GUIDE - CHAIRMAN OF
THE *RITUAL* COMMITTEE**

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INTRODUCTION

You have one of the most important positions in the chapter. You are responsible for overseeing the *Ritual*. As you know, the *Ritual* contains the basic elements upon which the Fraternity was founded. Therefore, it is crucial that you do your job to the utmost of your ability. As Guide you will be chairman of the *Ritual* committee and responsible for working with the vice president to implement a *Ritual* education program and maintaining all *Ritual* equipment. All your duties are centered on improving the *Ritual* performance. This chapter will provide suggestions on how to make the Fraternity ceremonies more inspirational.

IMPORTANCE OF THE *RITUAL*

Delta Tau Delta has numerous symbolic ceremonies, both public and private, that speak to the importance of the organization's Mission and Values. Some of these ceremonies are the opening and closing of formal chapter meetings, initiations, pledging and the Rite of Iris. Along with our Coat of Arms, Creed, badge, flag and other regalia, they compose the body of knowledge that all Delts share in their fraternal bond. They make us different from every other fraternity and unite alumni and undergraduates with the bond of shared experience. At the founding of our Fraternity, the elements of our *Ritual* were established. They have been passed down through many generations in the Fraternity. There have been few alterations with the ideals and standards intact. Those who have a familiarity with our *Ritual* know the dimension of brotherhood it adds to all their chapter activities. Additionally, *Ritual* can become a moral compass. Living your *Ritual* every day is possible. *Ritual* does not just refer to the secret *rituals* that only brothers of Delta Tau Delta know.

As Guide of the chapter, it is essential you understand the importance of the *Ritual*. The *Ritual* should inspire each member's commitment to excellence and reinforce the values of Delta Tau Delta. If your chapter is not having regular formal meetings at least once per month, you should encourage the leadership to amend this practice. A well-performed *Ritual* can change the entire attitude of the membership, and regular formal meetings will help increase the awareness of this important part of Deltism.

BEING A LEADER

As an officer, you are responsible for serving as the leadership of the chapter. Your duty as Guide gives you the opportunity to be the leader of an essential component of the Fraternity. It is up to you to lead chapter members into a life of excellence through the *Ritual*. The amount of emphasis your chapter places on the *Ritual* of the Fraternity will be up to you. A chapter with a strong focus on *Ritual* and values will develop a much stronger bond among its members. To learn more about developing yourself as a leader, you can visit: <http://www.deltroad.org/the-path-to-lead/>

DUTIES OF THE GUIDE

According to Article II, Section 7, of the Bylaws, the Guide's position is defined as:

The Guide shall notify all members of special meetings and collect the ballots at all elections.

By custom, the duties of the Guide are much more. In most chapters the duties of the Guide also include:

1. Serving as chairman of the *Ritual* committee, whose membership shall consist of all members involved in the initiation ceremony and whose duty it is to work with the vice president to perform the *Ritual* in all formal ceremonies.
2. The Guide is charged with the care and maintenance of all *Ritual* equipment and ensures it is in excellent condition.
3. The Guide is charged with working with the vice president to design and implement a *Ritual* education program for all new initiates and any other interested members of the Fraternity.
4. He shall perform duties outlined in the *Ritual* of the Fraternity.

YOUR RELATIONSHIP WITH THE VICE PRESIDENT

While the vice president is Chief Ritualist of the chapter, he will rely on you for support on the execution of the ceremonies and *Ritual* education.

Your responsibility in this area is to see that our *Ritual* is done well and is a point of inspiration and pride for your chapter. This means you are in charge of working with the vice president to select the *Ritual* team and holding regular practices for each performance. The better your *Ritual* performances are, the more value and relevancy they will have to you and your brothers. Regular practice leads to better performance and thus helps you by avoiding "crash" practices before initiations. It is a big job to organize and lead good *Ritual* performances, one that requires time, work and a strong feeling for the Fraternity. A *Ritual* performance that is memorized and properly delivered can only inspire a feeling of pride in your chapter and Delta Tau Delta.

After the ceremonies are over, your obligation to the new initiates is just beginning. As Guide, you should conduct a special informal session after the *Ritual* performance to explain all of the mysteries and obligations to these new men. Many times new initiates don't catch all of the meanings and procedures during their initiation, so you will want to go over the symbolism of the ceremony with them before it fades from memory. This will emphasize the importance of our *Ritual* and help your new initiates incorporate its use into their daily lives.

CHAIRMAN OF THE *RITUAL* COMMITTEE

The private work of the Fraternity is represented to its members in the *Ritual*, and this ritualistic work is used constantly by the chapter in formal meetings. The full expression of the *Ritual* is found in the initiation ceremony. The intangibles of the Fraternity are based upon the *Ritual*, and its heritage of tradition gives each chapter the opportunity for full expression of its beauty and meaning.

The effectiveness of ritualistic work is enhanced immeasurably by strict adherence to all detailed instructions embodied in the *Ritual*. To attempt to execute the ritualistic work without verbatim memorization of all parts detracts from the impressiveness of the ceremony. The purple *Ritual* book contains recommendations for performance. Look for performance notes in the grey boxes.

The following sections detail each of the Fraternity's *Ritual* ceremonies in the abstract. For more detailed information, please refer to your chapter's copy of the purple, white and gold books.

FORMAL MEETING

Article VII, Section 2, of the Bylaws, states that:

At least one meeting a month shall be in regular ritualistic due form. Officers of undergraduate chapters shall memorize their respective ritualistic parts and shall recite them at all meetings without reference to any memoranda.

It is mandate that formal meetings shall be held at intervals not to exceed one month.

Many chapters have provided in their Bylaws that formal meetings shall be held even more often than this. Formal meetings have proven very effective, since they help to impress upon the members the seriousness of the work and business, they help to maintain order, and they help to familiarize the entire chapter with the ritualistic work of the Fraternity.

There is no better way of bringing home to the chapter the fact that it is part of an international organization than through the medium of formal meetings. A formal meeting consists of the opening and closing ceremonies without the actual *Ritual* performance. This should be among the first ceremonies your *Ritual* team learns. While having monthly formal meetings may seem like an unnecessary burden for chapters without Shelters, the benefits of having formal meetings are all the same. Chapters, regardless of if they are housed or not, should have formal meetings once a month.

FORMAL PLEDGING

The formal pledging ceremony is the candidate's first introduction to the Fraternity. As such great care should be taken to ensure a masterful performance. The formal pledging ceremony can be found in the gold book. It is a ceremony open to the public. Campus administrators, parents and significant others can be invited to observe this simple, yet powerful ceremony.

The ceremony is performed with the entire chapter present. This demonstrates the importance of Fraternity ceremonies to all members of the chapter. Be sure to prepare parts with the new member educator, president, vice president and chapter advisor. The ceremony should be performed within days of the candidates receiving their bids. The formal pledging ceremony marks the official beginning of the new member process.

RITUAL

The initiation ceremony is spelled out in the *Ritual*. The time of initiation is established by local custom in conformity with the requirements of the institution and the Fraternity, but should occur no more than eight academic weeks following the formal pledging ceremony.

Here are a few suggestions to keep in mind as you prepare for its performance:

LIGHTING:

Many chapters have discovered that the impressiveness of the initiation ceremony may be enhanced by the addition of lighting equipment. Few suggestions can be made through this manual in this regard, for reasons of secrecy. You should refer to the purple book for more detailed suggestions. Generally, lighting can be used to emphasize the important symbols and articles of paraphernalia. Care should be exercised, however, lest the effect become distracting and the ceremony lose its impact.

INITIATION TEAM:

Many of the parts in the initiatory rite are filled automatically upon the election of the officers of the chapter. The parts not filled in this manner should be filled by appointment by the president or the Guide. A substitute team should be appointed, so that substitutes will be available if a member of the regular initiation team is unable to participate. You should assemble a team of committed Delts varying in class rank. Creating a team of all seniors can be just as problematic as creating a team of all sophomores. Your team members should be comfortable speaking in public and should be proficient memorizers of material.

Finally, selecting men who are able to perform the *Ritual* rather than merely recite the words will add to the experience of the new members. While it may be tempting to make copies of the *Ritual* book, it is against Fraternity law to do so. The more copies of the *Ritual* there are out there the more likely it may get into the wrong hands. To ensure all the members of the *Ritual* team have ample time to memorize their lines, it is encouraged to start rehearsal well in advance of the date of the ceremonies. The Guide may also sign out the purple book to team members. You may also want to refer to the sample calendar as a guide in scheduling practices.

Every member only gets one opportunity to see the *Ritual* for the first time. That is why it is imperative the chapter take preparation for the initiation ceremony seriously. As Guide it is your responsibility to work with the vice president to make sure the *Ritual* team is prepared. In addition, it is your responsibility to make sure the *Ritual* team is given a clear schedule and minimum expectations to meet. It is an honor and privilege to have a role in the ceremony, and it should be treated as such. Please see below for a suggested schedule for preparing to perform the initiation ceremony.

SUGGESTED SCHEDULE FOR *RITUAL* TEAM MEETINGS AND PRACTICE

Beginning of the semester

- Identify and name members of the *Ritual* team.
- Make sure all members have read through and seen their portions of the *Ritual*

Start of new member education

- Walk through the *Ritual* ceremony. It is okay if portions of this are read.
- Weekly practices should begin.

Four weeks prior to the initiation ceremony

- All parts of the ceremony must be memorized.
- The *Ritual* team should have a formal run through with the chapter advisor present.

Two weeks prior to the initiation ceremony

- The *Ritual* team should have a formal run through and invite members of the chapter to attend.
- A *Ritual* education session is suggested to follow the practice.

Week of the initiation ceremony

- At this point the team should be ready to go. Walk through the ceremony at least once during the week and practice in the room where the ceremony will be taking place.

SPIRIT OF THE CEREMONY:

Ritual should be one of the highlights of the year, for it is the goal toward which the candidates have been pointing from the first day of their new member journey. The initiates and the chapter members should all be attired in formal dress. This means coat, tie, dress shirt and dress shoes.

ALUMNI:

Alumni should be invited to attend the function. The alumni and parents relations committee should be asked to join in the preparations. Many chapters have been able to place all of the responsibility for arranging the post-initiation functions upon the alumni, who make provisions for a banquet, secure speakers and provide the bulk of the publicity for the affair. This practice is highly recommended. Regardless of how these arrangements are handled, the alumni should be invited to attend the initiation ceremony, for this ceremony is one of the closest bonds they have with the Fraternity and the chapter.

PARENTS:

Initiation should be the high point of a Delt's membership. It is a time for celebration. Many chapters invite parents to the post-initiation celebration. If a new initiate's father is a Delt, special care should be given to see that he is in attendance at his son's initiation. Few moments can be more inspirational or emotional than seeing Delta Tau Delta connect between father and son. Additionally, since Rite of Iris is a public ceremony, chapters are welcome and encouraged to invite parents to see their son go through the ceremony.

INSPIRATION:

The initiation ceremony introduces the neophyte to the inner workings of the Fraternity, so every effort should be made to create an impression upon him that will remain an inspiration for the rest of his years in the Fraternity. The Fraternity has provided the ceremony; it is up to the chapter members to see that its beauty is brought to life.

OFFICER INSTALLATION

The formal ceremonies of officer installation are often overlooked by chapter leadership. However, the ceremony is extremely important to the function of the chapter. It is at this ceremony where officers officially begin and end their terms. The ceremony is performed by the chapter advisor in full regalia during a formal chapter meeting. This ceremony should be performed soon after officer elections. The official officer installation ceremony can be found in the purple book.

RITE OF IRIS

The Rite of Iris is a dignified pre-initiation ceremony, which was adopted by the Karnea in 1929. Used as either a public or private ceremony, many chapters throughout the Fraternity have been using the ceremony for many years with great success. It can be a great way to introduce parents, faculty members and other non-Delts to the Fraternity. The ceremony offers an excellent addition of an inspirational nature to the New Member Education Program during the important period preceding initiation. Please refer to the purple book for more information on the Rite of Iris.

DECEASED BROTHER CEREMONY

It is our hope that you never have to perform the deceased brother ceremony. Being in the chapter when a brother passes away can be a very difficult time. To assist your members in the grieving process, you might find it appropriate to perform the deceased brother ceremony. This is a simple ceremony similar in content to the formal pledging ceremony and can also be found in the gold book. Unlike all other Delta Tau Delta *rituals*, the deceased brother ceremony does not need to be memorized. It is nice if it can be, but typically the urgency of the ceremony will not permit your team to memorize the ceremony adequately.

GRADUATING SENIOR CEREMONY

During the last formal meeting of the academic year, the chapter may want to celebrate the seniors leaving the undergraduate chapter by performing the graduating senior ceremony. The ceremony is used to commemorate the rite of passage from being an active undergraduate member to active alumnus member. This reinforced the idea that while the senior may be graduating from school, it does not mean he will stop being a Delt. The ceremony is also used to remind the senior of the Principles that will continue to guide him after graduation. This may also be an appropriate time for the active chapter to give a gift to the graduating seniors, traditionally a chapter mug or honor cords or graduation stole. This *ritual* can be found in the **PURPLE BOOK**.

RITUAL EQUIPMENT

The *Ritual* equipment should be inspected twice each year to ensure its proper functioning. Prior to the chapter's first formal meeting, the Guide should set up the *Ritual* equipment with his team for a practice. Following the practice, the Guide should inspect the equipment for wear and tear. Often a fresh coat of paint on the equipment can make it look like new. Also, check for burned out light bulbs, frayed electrical equipment, tattered robes and loose trim. If you find damaged articles, work with your committee to fix them. If you need to rebuild any *Ritual* components, the complete specifications along with schematics are available in the purple book. Robes can be reordered by calling the Central Office at 1-800-335-8795.

As Guide you should make sure the *Ritual* equipment is properly stored. Chapters with a Shelter should dedicate a room or closet to store the equipment. This room or closet should be locked. Only the Guide, president and shelter manager should have access to the key. If the chapter does not have a Shelter, the *Ritual* equipment is important enough to deserve a storage facility off campus. Having the equipment passed from officer to officer from year to year is unacceptable and will result in damage and loss.

RITUAL EDUCATION

Due to the public nature of this manual, little can be said of *Ritual* education. Thankfully, the Fraternity publishes what is known as the "white book." The white book is the Fraternity's official *Ritual* education guide. Each chapter will have two copies of the white book. One is vested with the Guide and should be passed down or stored with the *Ritual* equipment. The other is vested with the chapter advisor. If your chapter cannot locate the white book, contact the Central Office.

The white book is designed to provide a *Ritual* education session at each formal chapter meeting. The materials should be discussed with all active members at the formal chapter meeting. Each section closes with a quiz to help members learn the material. Each summer the Guide should work with the vice president to schedule the *Ritual* education program in concert with the white book.

The white book is broken into eight months. However, some chapters have created a neophyte education program similar to the New Member Education Program. During the semester proceeding a member's new member semester, the neophyte would go through the neophyte education program, eight weeks in length, which would cover a chapter of the white book every week. The neophyte must prove his knowledge of the Oath, proclamation, and the opening and closing ode.

As a chapter leader you may expand upon what is taught in the white book, but the white book is a handy place to begin. You should also plan on working closely with the Director of Member Development as they will orchestrate programming for the entire chapter for The Road: The Journey to Excellence. *Ritual* education is one of the four pillars of member development.

CHAPTER LEADERSHIP

As an officer of the chapter, you have the responsibility to take part in the leadership of the chapter. Your most direct contribution will be doing a thorough and conscientious job in your duties as Guide. These activities ensure consistent *Ritualistic* practice and develop your own leadership potential.

You will also want to take an active part in the development of chapter goals, policy and planning. If you take a genuine interest in chapter planning, operations and activities you will be able to assume leadership. You are in the position to listen, interpret and be heard. One of your critical duties as Guide will be to work with the chapter advisor to certify your performance of the *Ritual*. The Fraternity Awards and Accreditation Report (FAAR) requires each chapter to perform the *Ritual* ceremony from memorization at least once per year. You should coordinate a performance with your chapter advisor so he can view the ceremony and certify its memorized performance. The *Ritual* certification form is available as an appendix at the end of this manual.

Chapter leadership requires initiative and knowledge. You may want to consider completing training courses by visiting: <http://www.deltaroad.org/the-path-to-lead/>

As an officer in the chapter, you will have an opportunity to gain the knowledge necessary for future leadership. What you accomplish depends on your willingness to work. Assistance is always available from the Central Office, your division president and vice president, your chapter advisor and the other chapter officers.

When a chapter consultant visits your chapter, you should make a special effort to talk with him about your specific duties and chapter leadership. This would be an opportune time to review the white book and learn how to teach it to your chapter members. It is also an expectation that a *Ritual* rehearsal will take place each semester your chapter consultant is on campus. Be sure to work with him to ensure this occurs.

RITUAL CERTIFICATION FORM CHAPTER: _____

1. Formal meeting held once per month (YES/NO)? _____ /5pts

2. Equipment (YES OR NO) _____ /10pts

- A. Four columns
- B. Altar
- C. Badge/relic
- D. Eight robes
- E. Crescent
- F. Risers
- G. Caduceus
- H. Gavel and gavel stand
- I. Bible
- J. Roll book
- K. Hermes' four candles

3. Rite of Iris _____ /5pts

4. Formal Pledging _____ /5pts

TOTAL POINTS _____ /25pts

ACCREDITATION REQUIREMENT:

All parts of Ritual memorized. _____ Yes _____ No

“Memorized” is defined as performing any given part without use of the Ritual book or note cards.

NOTE: Certification of a memorized Ritual can be based on evaluation during rehearsals or any other time convenient for the advisor or other alumnus designated by the Division President.

Signature: _____

Print Name: _____

Date: _____

CONCLUSION

Delta Tau Delta is proud of you and your sincere desire to improve your chapter. As a leader of the chapter, your success will be determined by your actions, words and thoughts. The Fraternity expects you to work diligently to build a positive experience for yourself and your brothers. Please take these final thoughts with you as you begin what will be a great year for you and your chapter:

Communication is the Key to Success:

It will be vital for you to communicate with your brothers and your peer officers. Many of the goals you will set will require you to work with other individuals. If you continue to focus on improving your communication skills throughout your officer term, you will not only be a more effective officer, but you will also be better prepared to lead in the future.

RESOURCES ARE ALWAYS AVAILABLE TO YOU:

There will always be someone willing to help you as you encounter obstacles. This person may be a chapter advisor, a campus advisor, a chapter consultant, an older member of the chapter or even a student in the campus community. It is important to realize all of these people want you to be successful. Please include and utilize these people as often as you can.

THE FRATERNITY WANTS YOU TO ASK QUESTIONS:

This manual will not cover every concern you encounter and each obstacle is different. If you have a question, please do not hesitate to contact any the resources previously mentioned or to the Central Office. The Fraternity wants you to have all of the information you need to be successful.

“AS YOU ADVANCE, REMEMBER OTHERS FOLLOW”:

This concept is so important as a leader. In order for the chapter to be successful for a long period of time, you must recognize your responsibility to be a role model and mentor for members of the chapter. By teaching and encouraging other members to achieve, the chapter will achieve. Do not lose sight that you joined because of the men around you; you should feel a special responsibility to do your best for and with these men.

USE THE VALUES OF DELTA TAU DELTA TO GUIDE YOUR DECISIONS:

Truth, Courage, Faith and Power should be ever present in your decision making as a member of Delta Tau Delta. These values are not exclusive to the Ritual of the Fraternity, but they should be embodied in your everyday work as an officer of the chapter to motivate, encourage and lead your brothers.

THE FRATERNITY KNOWS YOU WILL DO MUCH TO BETTER THE CHAPTER AND DELTA TAU DELTA THANKS YOU FOR YOUR TIRELESS EFFORT AND YOUR STEADFAST COMMITMENT. THE FRATERNITY WISHES YOU NOTHING BUT SUCCESS AND HAPPINESS AS YOU LEAD YOUR CHAPTER TO EXCELLENCE.