



ARCHBISHOP BLANCET PROVINCE

Jesse C. Villarreal, FM, Vice Supreme Master
Oregon, Western and Eastern Washington, Idaho



7/20/2020

Candidate Instructions for Virtual 4th Degree Exemplification.

If you have recruited a candidate for the 4th degree, please make sure he understands the following prior to the schedule Exemplification.

- 1 week prior to the exemplification, phone your Faithful Navigator and make sure he has completed the form 4 and forwarded the form to the District Master
- Phone your candidate and ask him to download the “Go to Meeting” app to his Ipad, laptop, or PC. Phones are too small and may not be adequate for this purpose.
- Ask him if there are any questions, he has prior to the Exemplification. Remind him of all the programs and activities of the assembly he is joining and make plans to take him to his first meeting as soon as we are able.
- Make sure he has mailed the exemplification fee to the District Master
- Ask him to prepare for the exemplification by participating in the exemplification in a quiet room where he can have privacy and is able to be engaged in the exemplification (no outside distractions). Let him know this will last at least 90 -120 minutes, so be prepared to be in his private location for that length without a break.
- Let him know when he logs into the Go to Meeting site, he is to opt for the audio only, do not turn on the video portion of the site.
- The District Master will send the link to the meeting in advance, make sure your candidate received the link.
- We are asking that the candidates log in at least 30 minutes early so we can get an accurate roster for the exemplification.
- A report will be generated at the end of the call with the names and duration of each person on the call. So, your candidate needs to be on the call until the end.
- The District Master will either mail the baldric, pin, and certificate directly to the candidate OR mail them to the Faithful Navigator of his new assembly. The Faithful Navigator will present the baldric, pin, certificate, and with the permission of the District Master, Knight the new member into the order. The District Master may choose to attend as many assembly meetings as possible to achieve this goal.
- The Host District Master is Duane Morris, Oregon District Master - districtmaster@oregondistrict4thdegree.org
- Please send the registration form along with a check made payable to “Duane Morris, District Master” for the Total Amount Due of \$50, to:

Duane Morris
Master of the Fourth Degree
148 SE 11th Pl
Hillsboro, OR 97123