

ORGANIZATION OF

TEMPLE SQUARES

For the purpose of facilitating the work of the Temple in communities where there are more than three members provision is made for the organization of Temple Squares. First of all these Squares are designed to secure the benefits growing out of group activity both for the individual members and for the work of the Temple as a whole. But over and above this the Squares serve for the generation and conduction of certain lines of Force that are of high importance in assisting the Great White Lodge in its working for Humanity, and in order that this purpose may be realized a certain form of Square organization and Order of Exercises are provided which should be rigidly followed.

Before a Charter for the formation of a Square may be secured there must be at least four members of the Temple within a given community. These four persons are required to occupy the four manifested Points, or Offices, in the Square Organization. These four Officers are, the Outer Guard, the Inner Guard, the Scribe and the Treasurer. The Outer Guard is the presiding Officer of the Square and has general supervision of the work of the Square. Exoterically the position of Inner Guard corresponds to that of a Vice president, except that in the absence of the Outer Guard she appoints some male member present to occupy the Chair, though she remains the responsible officer. The Scribe keeps a record of all meetings and proceedings and is custodian of all papers and documents belonging to the Square. The Treasurer collects Square dues, holds monies belonging to the Square and keeps the financial record.

The officers of the Square are elected annually by ballot of the membership. The Outer Guard and Scribe should be men, if available, while the Inner Guard and Treasurer should be women. If temporarily necessary these positions may be filled with members of one sex, but a change should be made as soon as members of both sexes are available.

At Square meetings, the officers always occupy positions as indicated on the accompanying diagram. In the center of the room or place where meetings are held a table should be placed. The seat of the Outer Guard is directly West of the central table, and at a distance which is made most convenient by the size of the room and the number of persons present at meeting. Directly opposite and at the same distance to the East from the table is the seat of the Inner Guard. At the same distance to the North is the seat of the Scribe, while the seat of the Treasurer is at a corresponding distance opposite to the South, thus forming the balanced Cross. Chairs occupied by other persons present at meetings should be placed in a circle which passes through the four Points occupied by the Officers.

In the discussion of any matter that may be before a meeting in Square Formation, a person who wishes to speak should first secure permission to do so from the Outer Guard and then his remarks should be addressed to the Outer Guard and not to another member, nor to the group in general except through the Outer Guard. This is a rule of first importance. Failure to comply with it will result in large measure in a failure to realize the benefits of the Square formation of meetings. While one purpose for the organization of Squares is that of affording opportunity for the expression of the ideas of persons present, yet at the same time it is of the very first importance that all discussion shall be subordinated to the Unity of the Square. The Outer Guard symbolizes this outer Unity, thus all expression of opinion should be focused on him. In this connection it is the Outer Guard's duty to guide discussion so that it does not take on a disruptive aspect. Back of this rule governing discussion there is also an Esoteric reason. Temple Squares are centers for the inflow and radiation of Lodge Force. This Force flows from Headquarters Center to the Squares and through them to the outer world, while another current returns from the outer world through the Squares to the Center. The above organization is based upon Esoteric Laws making for an effective interchange of Force. The office of Outer Guard is designed for the outer direction of currents of Force within Square meetings hence outer activities of Squares should be centralized through those who hold the office of Outer Guard.

In the cases where an Officer of the Temple from Headquarters is present at a local Square, or a person delegated to be present for a special purpose by the Guardian in Chief or Official Head, such person shall automatically occupy the position of Outer Guard at the Square meeting after business matters are concluded, until the special purpose has been fulfilled, when the regular officer will assume his or her duties.

In the conduct of the meetings the following order of exercises should be maintained:

1. Meeting called to order by the Outer Guard.
2. Appropriate musical selection (if conditions permit)
3. Reading by Inner Guard from the "Mountain Top" or some other devotional book.
4. Reciting of the "Words of Force" in unison. (Standing)
5. Reading of minutes of previous meeting by Scribe.
6. Communications, Reports and Business matters.
7. Study and discussion of Temple Teachings. #
8. Reciting of Mantrams in unison. (Standing)
9. Singing of Consecration Hymn.
10. Adjournment after a few moments of silent meditation.

Note:- Temple Teachings other than those in the current Artizans may be secured in systematically organized form in the Temple Correspondence Courses.

As one of the chief purposes for the organization of Temple Squares is that of bringing Temple Force into contact with the outside world, each Square should hold regularly each week one meeting which is open to the public, and persons present who are not members should be encouraged to ask questions and enter into the discussion, but the Outer Guard must see that such participation does not lead to a diversion of the meeting into channels other than those which properly belong to the Temple.

All members of a Square should be present at all meetings save for imperative and unavoidable causes. For with Spiritual, as with material forces, regular rythm is a very important factor in their generation. Regularity of attendance is therefore of prime importance both as to the benefit received by individual members and for the furthering of Temple work. Meetings should ALWAYS be held although but one member be present. And though less than four members are present, the places represented by the four officers should be placed as usual and the requisite service performed. When any Officers may be absent, and other members are present, the Outer Guard, or officer next in order designated who is present, will appoint members who shall occupy the chairs of the officers who are absent.

It is important and necessary that each Square should keep in close touch with Headquarters, and each officer should do his or her part to that end. The Acribe should report once every three months to the General Secretary the condition of the Square, the times and place of meeting, the list of officers and the list of members attending or within the limits of the Square, always reporting immediately the result of the election of Officers and change in place of meeting.

Each Temple member, whether connected with a Square or isolated, should keep in touch with the Temple Headquarters, and should write to one of the Officers frequently so that the Line of Force to and from the Center may be kept open and alive. This is so important that every member should be faithful and diligent in observing this rule.

The Officers of the Temple are as follows:

Offocial Head-----	William H. Dower
Guardian in Chief-----	Francia A. La Due
Scribe-----	Ernest Harrison
Treasurer-----	Jane W. Dower
General Secretary-----	Sarah A.M. Briggs

When special open meetings are held to which the general public is invited, the Outer Guard, or Inner Guard, and Scribe, should occupy seats in front of the assemblage. The Outer Guard should be seated in the middle of the platform with a table placed before him, and the Scribe, or Inner Guard should be seated at his left. Application for Charters for the formation of a Square should be signed by four members in good standing and must then be sent to the Official Head or Guardian in Chief.