

**TOP STORIES:**



**Registration for Convention  
2026 is Open!**

If you have any questions, please reach out to Dad  
Patrick Weisgerber Jr. at

**[NJDeMolayConvention@gmail.com.](mailto:NJDeMolayConvention@gmail.com)**



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NJ DeMolay State Council Contact list:



**State Master Councilor**  
**Michael Wemmer**  
 mwemmer@njdemolay.org

**Deputy State Master Councilor**  
**Zanthis Hunter**  
 zhunter@njdemolay.org

**State Senior Councilor**  
**Ethan Kalman**  
 ekalman@njdemolay.org

**State Junior Councilor**  
**Michael Edmilao**  
 bedmilao@njdemolay.org

**State Scribe**  
**Jack Storie**  
 jstorie@njdemolay.org

**State Sweetheart 2025-2026**  
**Lilliana Sikorski**  
 lsikorski@njdemolay.org

**Executive Officer**  
**Frank M. Williams**  
 (973) 960-3377  
 fwilliams@njdemolay.org

## Message From Your EO:

Happy Spring New Jersey DeMolay!

March sure was busy! Dad Ryan Vander Horn, Dad Paul Mossberg and I recently returned home from the Executive Officers Conference, and we gained great knowledge of where DeMolay International is today, and where we are headed. Your state officers have resumed official visits, our State Master Councilor did a phenomenal job representing New Jersey DeMolay at the Scottish Rite Council of Deliberation, and the New Jersey DeMolay Legion of Honor Preceptory held its Legion of Honor Investiture for our very well deserving recipients. I would like to thank one last time everyone's efforts who contributed to make that event such a success!

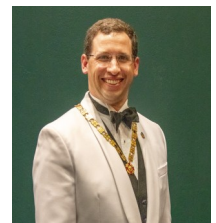
Several chapters, I know, also held many successful events this past month as well. A shout out to both Union and Jersey Shore Chapters for a great promotional programs to improve DeMolay awareness this past month. Congratulations also to Bro. Evan B., and the officers of Kenneth E. Hendrickson Chapter, on a second straight term where the outgoing Master Councilor was awarded a Past Master Councilor's Meritorious Service Award. Phenomenal!

So let's talk membership for a minute. We are now approximately 25% through 2026, and we as a jurisdiction have fallen significantly behind in our targets for membership recruitment. April is a great month to make up some lost ground. For the month of April, DeMolay International (worldwide as a promotion to help boost membership) is waiving the initiation fees for any young man who joins DeMolay or Squires. (Disclaimer: So long as the Chapter timely submits the Form 10 on or before May 9). There is no better time than this month, since we also are holding Spring Honors Class on April 25 in Trenton. I encourage everyone, more than ever, to take advantage of this opportunity to provide a young man with a lifetime of benefits in the Order of DeMolay. It would be great if we could meet our annual membership goals by Convention in June. and speaking of Convention, one such benefit with membership is Convention in Wildwood, which as a reminder, registration is open!

Lastly, I would like commend our State Master Councilor and State Junior Councilor for their work on the DeMolay Congress Service Committee. I have received marvelous feedback about their work from other advisors outside of our jurisdiction, and I commend them on their efforts. Please consider buying a shirt through their charity program to benefit the JED Foundation, or if you are an officer in a chapter, please run a food drive to continue your chapters service to the DeMolay Congresses program.

Thank you all for your efforts, and let's keep moving our organization moving forward!

Dad Frank





# ***Congratulations!!***

**to the 2025 Legion Of Honor Designates:**

Saturday, March 14, 2026

Historic Trenton Masonic Temple

## **Active Legion of Honor:**

**Frank M. Cason, Joseph P. Hollis, Simon L. Kramer, Michael R. Vandevander**

## **Civic Legion of Honor:**

**Doretta W. Gasorek, Dr. Richard J. Helldobler, Ph.D., Kathleen Nase,  
Joyce F. Rouba, Susanne Rowe, Myra W. Strucek, Dorothy Mae Vernon  
Lydecker Westdyke**

## **Honorary Legion of Honor:**

**Kevin F. Colquhoun, Esq., Laurence S. Frolow**

# *Congratulations!!*

to the 2025 Legion Of Honor Designates:





# 2025-2026 State Master Councilor Official Visits:



The State Master Councilor has announced the following dates for Fall and Spring Official Visits. Please check the online New Jersey DeMolay State Calendar for additional details for each official visit.

## **Fall Official Visits**

September 14 - Ethan Allen Chapter  
September 24 - Clifton Chapter

October 2 - Jersey Shore Chapter  
October 5 - Capital Chapter  
October 15 - Union Chapter

November 3 - William Findlay Chapter  
November 10 - Kenneth E. Hendrickson Chapter

## **Spring Official Visits**

March 8 - Ethan Allen Chapter  
March 11 - Clifton Chapter

April 2 - Jersey Shore Chapter  
April 15 - Union Chapter  
April 19 - Capital Chapter  
April 27 - Kenneth E. Hendrickson Chapter

May 5 - William Findlay Chapter  
June 7 - Capital Chapter (SMC Homecoming)

Additional information will follow to each Chapter Master Councilor, Chairman and Chapter Advisor as to a proposed agenda and action items that the State Master Councilor and Executive Officer would like to discuss with the members and advisors, respectively, at each of the official visits.



**2026 New Jersey DeMolay New Member Goals**  
(eScribe Reporting as of March 7, 2026)

<u>Chapter Name</u>	<u>01/01/2026 Membership</u>	<u>2026 Majorities</u>	<u>2026 Initiates</u>	<u>2026 Goal</u>
Capital	33	14	0	15
Clifton	27	5	0	8
Ethan Allen*	11	0	1	6
Excalibur	7	0	0	6
Excelsior	12	0	0	6
Jersey Shore*	13	1	0	6
KEH	13	0	1	6
Union	27	17	0	18
William Findlay	7	2	0	6
New Jersey at Large	16	10	0	-
	<b>166</b>	<b>49</b>	<b>2</b>	<b>77</b>

Membership Goals are initially based on Chapter size, based on a formula established by the Executive Officer, in conjunction with the Director of Membership.

- If Chapter size is <25, the annual goal is 6.
- If Chapter size is ≥25, but <40, the annual goal is 8.
- If Chapter size is ≥40, but <55, the annual goal is 10.
- If Chapter size is ≥55, but <70, the annual goal is 12.
- If Chapter size is ≥70, but <85, the annual goal is 14.
- If Chapter size is ≥85, but <100, the annual goal is 16.
- If Chapter size is ≥100, the annual goal is 20.

In the event that majorities equal or exceed the membership goal, the goal will be modified only to ensure that no goal is set lower than growth by at least one new member.

All membership goals for PMC-MSA eligibility shall be those goals in effect as of the date of the Master Councilor's installation. For a Master Councilor to be eligible for PMC-MSA eligibility shall be based upon either (1) whether the chapter initiated his share of all initiates during the months of his term (i.e., half of the goal during a 6-month term), or (2) the chapter meets its membership goal during the calendar year, regardless of whether the initiates were initiated during his term.

\* Denotes Letters Temporary



[Beademolay.org](http://Beademolay.org)

NJ DeMolay Calendar

**So do you want to win the..**

# **2025 Membership Challenge?**

## **HOW TO ENTER!**

You must be a **FIRST LINE SIGNER** for 2 or more prospective members to be eligible for the Membership Challenge

### **Segment Dates**

 **Segment 1:**

**July 1 – November 30**

 **Segment 2:**

**December 1 – May 31**

## **PRIZES**

**Segment 1 Winner:  
FREE WINTERFEST  
2027!**

**Segment 2 Winner:  
FREE CONVENTION  
2027!**

All members who are first line signers of 2 or more members automatically win a free DeMolay bracelet



# DeMolay International Distinguished Service Award

## **2025-2026 Nominations are now OPEN!**

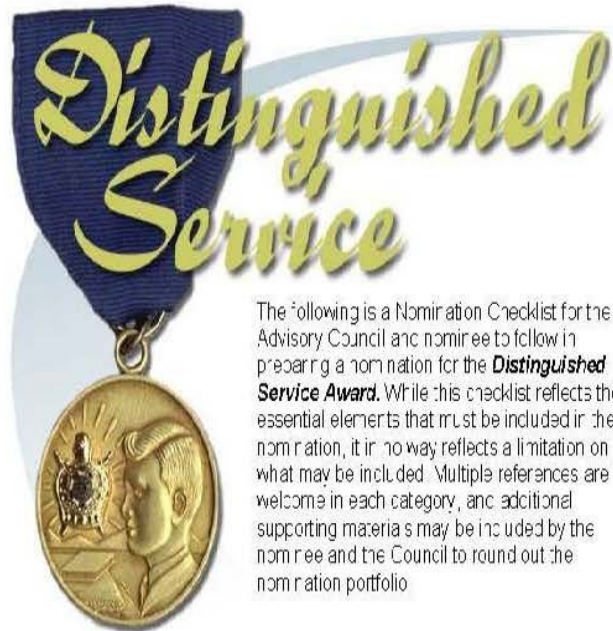
The Distinguished Service Award (“DSA”) recognizes outstanding overall service by a DeMolay in various fields of life. The purpose of the DSA is to recognize a DeMolay member’s outstanding service to others in his home, school church, community, county and Chapter.

Established by DeMolay International in 1959, it is awarded to a maximum of two (2) DeMolay members per jurisdiction per year, and complete applications for consideration MUST be received by May 15. Of those two recipients each year, the Executive Officer will transmit one of the two winners to DeMolay International for its consideration as DeMolay International “DeMolay of the Year”. If a member is not selected as a recipient, his advisory council may re-submit his nomination for consideration the following year, with any additional materials they deem necessary in support of his application. It should be noted that this award is different from (but may, in fact, be awarded to), the same individual who receives the honor of New Jersey DeMolay of the Year, as selected by the State Master Councilor and the Jurisdictional Officers.

Since the DSA is an award, rather than an honor, the prospective recipient may participate actively in preparing his own nomination. Applications may be submitted at any time; however, recipients will only be notified of their selection at the annual banquet of New Jersey DeMolay each June. The Executive Officer, in consultation with other staff, selects the recipients from among qualified applicants, and he further may submit his own nomination if no nominations are received from any chapter during the year. It is strongly recommended that for a candidate to receive this award, he first must have received the Representative DeMolay Award and Lamp of Knowledge.

There is no standard form for applying for the DSA. Rather, the applicant, working with his local Advisory Council, assembles a package of materials demonstrating his service in various areas. The local Advisory Council generally assists in soliciting recommendations from individuals who have worked with the applicants in various areas of service. The nomination for the Award officially comes from the Advisory Council, though a member may apply for his own nomination through his Advisory Council.

The information below will help you in assembling an application for the DSA and outlines the essential information that should be included. The package of materials should reflect the personality and experience of the nominee, while showcasing his qualifications to be designated as truly distinguished in his service, both in DeMolay and beyond.



The following is a Nomination Checklist for the Advisory Council and nominee to follow in preparing a nomination for the **Distinguished Service Award**. While this checklist reflects the essential elements that must be included in the nomination, it in no way reflects a limitation on what may be included. Multiple references are welcome in each category, and additional supporting materials may be included by the nominee and the Council to round out the nomination portfolio.

### **Step 1: Select a Nominee**

Your Chapter's Advisory Council may select an outstanding DeMolay for each six month term. Each nominee should be active in the basic areas listed below. The Advisory Council should formally act on the nomination, and include a signed certification form with the nomination.

### **Step 2: Gather Endorsement and Recommendation Letters**

Letters explaining your nominee's activities and outstanding qualities in the following basic areas must be attached with the summary sheet. These letters should be from reputable persons of the community who know of the nominee's activities.

The nominee should provide contact information for these potential endorsers, and the Advisory Council should send letters to them, requesting that they provide a letter of recommendation to the Council for inclusion in the DSA nomination. A completed nomination should contain *at least one* endorsement in each of these areas:

Area of Activity	Recommendations from ...	Letter Should Cover
Religious Life	Minister, Priest, Rabbi, Sunday School Teacher, or other religious leader.	Attendance, youth group activities, choir, camp, or other services rendered to his faith community, and general character.
Education	Teachers, Administrators, Coaches. High School and/or college.	Grade average, ability and effort, and honors earned. All clubs, school sponsored activities participated in, and general character.
Community	Civic leaders, organization advisors	All activities which provide services to the community, jurisdiction, or state. Also service to clubs like Boy Scouts, YMCA and other civic-type organizations.
Home	Parents and/or close family and friends	Describe regular home duties, attitude, cooperation. All special services and assistance to the family, and general character.
DeMolay	Chapter Advisor or other Advisors, Deputy Executive Officer, Executive Officers' Staff	All offices held and all honors and awards. Committee service, Chapter and state-wide service and honors. This area must be covered in great detail and should only contain DeMolay information. Give years applicable.
Other	Employers, other persons who can offer insight to the candidate	Employment record and any activity which falls under service to humanity and is not covered elsewhere.
Recommendation	Advisory Council Chairman	Appropriate remarks explaining reasons for selection and recommendation only.

### Step 3: Complete the Summary

A summary (see sample) of the nominee's activities for the last four years must be included with all nominations. The more complete this summary is, the better the nominee's chances for selection.

### Step 4: Enclose a Photo of the Nominee

A quality "head and shoulders" photo of the nominee should be included to be used in publicity. The photo shall be e-mailed to the Executive Officer.

### Step 5: Send Nomination Material to the Executive Officer

Aside from the photo, please MAIL all materials in one envelope or package. The completed portfolio should be sent to the Executive Officer for his review. All documents must be sent via mail in order to ensure that all documents are properly then transmitted to the DeMolay International Service and Leadership Center for further consideration.

# Distinguished Service Award

## *Nomination Summary*

Nominee's Name and Age

Chapter

Address, City, State, Zip

### EDUCATION

#### *Central High School*

Football letterman 3 years  
Football captain in Senior Year  
All-District End (Football)  
Senior Year  
Drama Club 3 years  
Valedictorian  
Grade average in high school of  
3.80  
Voted best-liked senior

#### *Valley College*

Freshman Council  
Science Scholarship Senior yr.  
Intramural Gymnastics 3 yrs.  
Phi Kappa Sigma Senior Year

### DeMOLAY

RD 2003  
PMC  
Chevalier 2006  
Fourteen merit bars  
Blue Honor Key 2005  
State Junior Deacon  
MATOC Flower Talk Champion  
2005  
Attended Key Man Conference  
2002, 2003

### COMMUNITY

Eagle Scout  
Senior Patrol Leader  
Junior Rotarian 1 year  
God and Country Award  
Red Cross Life Guard Certified  
City Youth Council 1 year

### CHURCH

President of Youth Fellowship 1  
year  
Participation in Youth Sunday  
Service 1 year  
Delegate to District Camp 1 year  
Perfect attendance during 1 year  
Chairman of fund raising for  
youth group – current

### HOME

Maintain savings account for  
college  
Perform assigned household  
chores  
Responsible for looking after  
younger brothers and sisters  
while parents travel  
Aids in household repair work.

[Chapter Letterhead]

[Date]

Mr./Mrs. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_:

\_\_\_\_\_, of \_\_\_\_\_ Chapter, Order of DeMolay is being considered for the DeMolay International's **Distinguished Service Award**. This award recognizes the outstanding service of a DeMolay to others: in his home, school, community, church, country and Chapter.

DeMolay is a service and leadership organization open to young men from 12 to 21 who believe in God and are of good moral character. Founded in 1919, DeMolay International has had over 1 million members, and continues its commitment to leadership and character development among young men today.

To qualify for the award, a DeMolay must demonstrate a willingness to give freely of his time and efforts in the service of others while striving to fulfill his own individual ideals and beliefs through his daily actions. It is necessary that we obtain written references on behalf of \_\_\_\_\_ and would appreciate your participation in this important endeavor by providing your impressions of \_\_\_\_\_ in the area of \_\_\_\_\_.

We hope that you will help us to encourage worthy accomplishments by today's youth through the submission of a letter. Your appraisal will be important in the final decision. Please forward your letter of reference to the address below.

Thanks for your assistance in this very important project!

Sincerely yours,

\_\_\_\_\_  
Chapter Advisor  
\_\_\_\_\_  
\_\_\_\_\_



# "ANY 2025 RD RECIPIENT INTERESTED, PLEASE CONTACT DAD WILLIAMS ASAP"



## 2025 DeMolay International RD of the Year Guidelines

### Qualifications:

- Received the Representative DeMolay during the 2025 calendar year
- Senior Division - Ages 17-21, Junior Division - Ages 12-16. Division will be determined by the age they were when they received the RD.

### Process - Regional Level:

1. Each Executive Officer/Personal Representative will submit up to 1 RD in each Division who meets the above qualifications to the Region Director.
2. The Region Director will coordinate an interview process to determine the Regional winner in each Division.
3. Interviews may be done in person or virtually.
4. The interview panel for each region shall be:
5. **Moderator** - The Region Director shall select any Class 1-5 Member of DeMolay International, which could be themselves. The Moderator will not have a vote on selecting the Regional Winner.
6. **Region Representative (Congress Elected Officer).**
7. **One Class 1-5 Member of DeMolay International from each of the jurisdictions within the Region selected by the Region Director** through suggestions from the Executive Officers/Personal Representatives in their Region.
8. There can be separate panels for Junior and Senior Division, as there will be separate questions for each division.
9. Questions asked shall be at the discretion of the Region Director.

### Process - International Level

1. Each Region winner at each Division is eligible for the International Award.
2. The interviews may be done in person or virtually.
3. The interview panel shall be:
4. **Moderator** - Any Class 1 Member of DeMolay International chosen by the Grand Master who is not from a jurisdiction of any of the candidates in that division.
5. **The International Master Councilor** and **International Congress Secretary.**
6. **One Class 1 Member of DeMolay International from each Region**, chosen by the Grand Master, who is not from a jurisdiction of any of the candidates in that division.
7. The GM, IMC, and ICS shall compose the questions for the International award level interviews.

### Timeline:

1. Region Directors should get each EO/PR nomination for each division by February 15 and form their interview committee(s).
2. Region Directors should supply the names of the Regional Winners to the ED and GM no later than **March 31.**
3. The GM should ensure the International award level interviews and selections are made prior to May 31.





## 2026-2027 ELECTED STATE OFFICER APPLICATION

Personal Information				
Name:				
Address:				
City:		State:		Zip Code:
E-Mail:		Cell #:		
Birthdate:		Age:		

Education			
Please list your current education level and what school you attend			
School Name:			
Field of Study:		GPA:	
Club:		Office:	
Club:		Office:	
Club:		Office:	

Automobile Information			
Make:		Model:	
Color:		Tag #:	
Insurance Co.:		Policy Holder	
Policy #:			
Driver's License #:			

1. Do you have a valid New Jersey Driver's License?  YES  NO
2. If not, do you have someone able to provide you with a ride to DeMolay events?  YES  NO



# ELECTED STATE OFFICER APPLICATION

DeMolay Experience	
Chapter:	Initiation Date:
Chapter Offices Held:	
State Offices Held:	
Ritual Parts Known – Not Included Above (Flower Talk, DeMolay Degree, Installation)	

- Have you attended a Leadership Training Conference?  YES  NO
- What year(s) and conference(s)? \_\_\_\_\_  
\_\_\_\_\_
- Have you earned your Lamp of Knowledge and Representative DeMolay?  YES  NO  
 ➤ *Please note, this is a requirement to run for elected office*
- Please list any other DeMolay Honors or Awards you have earned (Chevalier, PMC-MSA, Blue Honor Key):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- I intend on running for the office of:  SMC  DSMC  SSC  SJC  SSCR



## ELECTED STATE OFFICER APPLICATION

### Basic Expectations

- I will be available to attend all state events.
- I will be able to travel to various chapters, realizing I may be assigned to chapters across the state, and that I will need to set aside time on weeknights to attend chapters, with a strong likelihood of being out at least two nights a week.
- I will perform all duties that are assigned to me by the New Jersey State Council, including by the State Master Councilor, and realize that everyone is working towards the goal of bettering New Jersey DeMolay. I also acknowledge that additional duties may appear as the year progresses that will require my attendance, time, and efforts.
- I will promptly respond to all communication within an appropriate amount of time including, but not limited to phone calls, e-mails, text messages, and snail mail.
- I will in the event I cannot attend an event or perform a commitment, give advance notice to the State Master Councilor and will communicate with him to come up with a viable solution. I realize that communication is a part of my duties as a State Elected Officer.
- I realize that I must properly balance school, work, family, and life commitments around DeMolay. I realize that in the event I cannot meet basic requirements, the Executive Officer reserves the right to remove me from office at any time.

➤ Do you agree to the following expectations?  YES  NO

### Photo Release

I hereby grant the New Jersey DeMolay permission to use my likeness in a photograph, video, or other digital media ("photo") in any and all of its publications, including web-based publications, without payment or other consideration.

I understand and agree that all photos will become the property of New Jersey DeMolay and will not be returned.

I hereby irrevocably authorize New Jersey DeMolay to edit, alter, copy, exhibit, publish, or distribute these photos for any lawful purpose. In addition, I waive any right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photo.

I hereby hold harmless, release, and forever discharge the New Jersey DeMolay from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

**I HAVE READ AND UNDERSTAND THE ABOVE PHOTO RELEASE. I AFFIRM THAT I AM AT LEAST 18 YEARS OF AGE, OR, IF I AM UNDER 18 YEARS OF AGE, I HAVE OBTAINED THE REQUIRED CONSENT OF MY PARENTS/GUARDIANS AS EVIDENCED BY THEIR SIGNATURES BELOW. I ACCEPT:**



# ELECTED STATE OFFICER APPLICATION

## Requirements

- I will perform all duties that are assigned to me by the New Jersey State Council, including by the State Master Councilor, and realize that everyone is working towards the goal of bettering New Jersey DeMolay. I also acknowledge that additional duties may appear as the year progresses that will require my attendance, time, and efforts.
- I have completed my obligations, the Master Councilor's Opening, Closing and Nine O'clock Interpolation, and any opening/closing work associated with the office I'm running for.
- I understand that I must be prepared for the nomination and Hotseat sessions at Convention. I must conduct myself in a brotherly manner, realizing that all candidates are working in the best interest of NJ DeMolay.
- I have completed all five Leadership Correspondence Courses, earning my Lamp of Knowledge, and earned my Representative DeMolay Award.
- I understand that I must submit the signatures of my Chapter Advisor and Advisory Board Chairman with this application.
- I understand that I must submit a short biography, for distribution to the membership, with this application.

Authorization:

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Chapter Chairman Signature

\_\_\_\_\_  
Chapter DAD Signature

**Please send your completed form to:**

**[Dad Frank Williams, Executive Office \(fwilliams@njdemolay.org\)](mailto:fwilliams@njdemolay.org) AND**

**[Dad Ryan Vander Horn, Director of Administration \(rvanderhorn@njdemolay.org\)](mailto:rvanderhorn@njdemolay.org).**

**All forms must be submitted no later than April 1, 2026.**

**New Jersey DeMolay  
Medical History and Release Form**

NOTICE: DeMolay and DeMolay Leaders of New Jersey do NOT provide medical insurance for participants in the events they sponsor. It is expected that the parent or guardian of each participant will be responsible for any and all injuries and medical bills incurred during any event.

**Identification of Minor Participant:**

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Status: Active DeMolay  Visitor \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

The above named minor is subject to the following medical problems, known allergies and medications being taken:

NONE:  Condition/Medication \_\_\_\_\_

**Consent and Release**

I, undersigned parent or legal guardian of the identified minor, do hereby give my consent and permission for him/her to participate in all activities and events conducted by the DeMolay Leaders of New Jersey. I agree to release and hold harmless the DeMolay Leaders of New Jersey and their members, advisors and officers of the Order of DeMolay from any and all claims of cause of action, which the undersigned has or may have. In the event of injury or illness to the above named minor, I hereby authorize and adult DeMolay advisor in attendance to secure and physician in attendance to provide such emergency treatments as deemed necessary by those present including, but not limited to, hospitalization, injections, anesthesia, surgery, diagnostic radiology, blood transfusion and medications. I understand that reasonable efforts shall be made to contact me prior to medical treatment.

Signed: \_\_\_\_\_ Parent / Legal Guardian Date: \_\_\_\_\_

I may be reached at the following phone numbers: Home: \_\_\_\_\_

Work: \_\_\_\_\_ Cellular: \_\_\_\_\_ Other: \_\_\_\_\_

**Agreement**

I hereby agree to abide by the DeMolay Rules and Regulations, and the directives of the DeMolay Leaders of New Jersey, and it's duly authorized officers and representatives. I agree that, if in the opinion of any DeMolay advisor, I should be removed or asked to leave the event or activity, my parent or legal guardian will be obligated to make arrangements to transport me immediately from the site of the event to my residence of record at the expense of my parent or legal guardian.

Signed by Participant: \_\_\_\_\_

Signed by Parent / Legal Guardian: \_\_\_\_\_

**Medical Insurance Information**

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Contract Number: \_\_\_\_\_

Check One: HMO POP POS

**2026-2027  
APPOINTED STATE OFFICER  
APPLICATION**

**Personal Information**

Name:					
Address:					
City:		State:		Zip Code:	
E-Mail:		Cell #:			
Birthdate:		Age:			

**Education**

Please list your current education level and what school you attend

School Name:				
Field of Study:		GPA:		
Club:		Office:		
Club:		Office:		
Club:		Office:		

**Automobile Information**

Make:		Model:	
Color:		Tag #:	
Insurance Co.:		Policy Holder	
Policy #:			
Driver's License #:			

1. Do you have a valid New Jersey Driver's License?  YES  NO
2. If not, do you have someone able to provide you with a ride to DeMolay events?  YES  NO



# APPOINTED STATE OFFICER APPLICATION

DeMolay Experience			
Chapter:		Initiation Date:	
Chapter Offices Held:			
State Offices Held:			
Ritual Parts Known – Not Included Above (Flower Talk, DeMolay Degree, Installation)			

1. Have you attended a Leadership Training Conference?  YES  NO
2. What year(s) and conference(s)? \_\_\_\_\_  
\_\_\_\_\_
3. I have completed the following LCC's:  1  2  3  4  5  
 ➤ *Please note, LCC 1 & 2 are a requirement to be considered for appointed office*
4. Please list any other DeMolay Honors or Awards you have earned (Chevalier, PMC-MSA, Blue Honor Key):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. I would like to be considered for the office of:  Chap.  Mar.  Other



## APPOINTED STATE OFFICER APPLICATION

### Basic Expectations

- I will be available to attend all assigned events.
- I will be able to travel to various chapters, realizing I may be assigned to chapters across the state, and that I will need to set aside time on weeknights to attend chapters, with a strong likelihood of being out at least one night a week.
- I will perform all duties that are assigned to me by the New Jersey State Council, including by the State Master Councilor, and realize that everyone is working towards the goal of bettering New Jersey DeMolay. I also acknowledge that additional duties may appear as the year progresses that will require my attendance, time, and efforts.
- I will promptly respond to all communication within an appropriate amount of time including, but not limited to phone calls, e-mails, text messages, and snail mail.
- I will in the event I cannot attend an event or perform a commitment, give advance notice to the State Master Councilor and will communicate with him to come up with a viable solution. I realize that communication is a part of my duties as a State Elected Officer.
- I realize that I must properly balance school, work, family, and life commitments around DeMolay. I realize that in the event I cannot meet basic requirements, the Executive Officer reserves the right to remove me from office at any time.

➤ Do you agree to the following expectations?  YES  NO

### Photo Release

I hereby grant the New Jersey DeMolay permission to use my likeness in a photograph, video, or other digital media ("photo") in any and all of its publications, including web-based publications, without payment or other consideration.

I understand and agree that all photos will become the property of New Jersey DeMolay and will not be returned.

I hereby irrevocably authorize New Jersey DeMolay to edit, alter, copy, exhibit, publish, or distribute these photos for any lawful purpose. In addition, I waive any right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photo.

I hereby hold harmless, release, and forever discharge the New Jersey DeMolay from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

**I HAVE READ AND UNDERSTAND THE ABOVE PHOTO RELEASE. I AFFIRM THAT I AM AT LEAST 18 YEARS OF AGE, OR, IF I AM UNDER 18 YEARS OF AGE, I HAVE OBTAINED THE REQUIRED CONSENT OF MY PARENTS/GUARDIANS AS EVIDENCED BY THEIR SIGNATURES BELOW. I ACCEPT:**



## APPOINTED STATE OFFICER APPLICATION

### Requirements

- I will perform all duties that are assigned to me by the New Jersey State Council, including by the State Master Councilor, and realize that everyone is working towards the goal of bettering New Jersey DeMolay. I also acknowledge that additional duties may appear as the year progresses that will require my attendance, time, and efforts.
- I have completed my obligations, the Master Councilor's Opening, Closing and Nine O'clock Interpolation, and any opening/closing work associated with the office for which I'm seeking appointment.
- I have completed my first two Leadership Correspondence Courses and am actively working on earning my Lamp of Knowledge.
- I am actively working on completion of my Representative DeMolay, if I haven't already earned it.
- I understand that I must submit the signatures of my Chapter Advisor and Advisory Board Chairman with this application.

Authorization:

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Chapter Chairman Signature

\_\_\_\_\_  
Chapter Advisor Signature

**Please send your completed form to:**

**[Dad Frank Williams, Executive Office \(fwilliams@njdemolay.org\)](mailto:fwilliams@njdemolay.org) AND**

**[Dad Ryan Vander Horn, Director of Administration \(rvanderhorn@njdemolay.org\)](mailto:rvanderhorn@njdemolay.org).**

**All forms must be submitted no later than May 1, 2026.**

**New Jersey DeMolay  
Medical History and Release Form**

NOTICE: DeMolay and DeMolay Leaders of New Jersey do **NOT** provide medical insurance for participants in the events they sponsor. It is expected that the parent or guardian of each participant will be responsible for any and all injuries and medical bills incurred during any event.

**Identification of Minor Participant:**

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Status: Active DeMolay  Visitor \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

The above named minor is subject to the following medical problems, known allergies and medications being taken:

NONE:  Condition/Medication \_\_\_\_\_

**Consent and Release**

I, undersigned parent or legal guardian of the identified minor, do hereby give my consent and permission for him/her to participate in all activities and events conducted by the DeMolay Leaders of New Jersey. I agree to release and hold harmless the DeMolay Leaders of New Jersey and their members, advisors and officers of the Order of DeMolay from any and all claims of cause of action, which the undersigned has or may have. In the event of injury or illness to the above named minor, I hereby authorize and adult DeMolay advisor in attendance to secure and physician in attendance to provide such emergency treatments as deemed necessary by those present including, but not limited to, hospitalization, injections, anesthesia, surgery, diagnostic radiology, blood transfusion and medications. I understand that reasonable efforts shall be made to contact me prior to medical treatment.

Signed: \_\_\_\_\_ Parent / Legal Guardian Date: \_\_\_\_\_

I may be reached at the following phone numbers: Home: \_\_\_\_\_

Work: \_\_\_\_\_ Cellular: \_\_\_\_\_ Other: \_\_\_\_\_

**Agreement**

I hereby agree to abide by the DeMolay Rules and Regulations, and the directives of the DeMolay Leaders of New Jersey, and it's duly authorized officers and representatives. I agree that, if in the opinion of any DeMolay advisor, I should be removed or asked to leave the event or activity, my parent or legal guardian will be obligated to make arrangements to transport me immediately from the site of the event to my residence of record at the expense of my parent or legal guardian.

Signed by Participant: \_\_\_\_\_

Signed by Parent / Legal Guardian: \_\_\_\_\_

**Medical Insurance Information**

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Contract Number: \_\_\_\_\_

Circle One: HMO POP POS

◆ ◆ ◆ **NJ DEMOLAY** ◆ ◆ ◆

# **STATE RITUAL**

**TOURNAMENT**

**1 - 3PM**



**APR  
11**

**2ND MINI GOLF TOURNAMENT  
TO FOLLOW**

**SALAAM SHRINE**

**114 ALGONQUIN PKWY #1,  
WHIPPANY, NJ 07981**

**RSVP HERE!**

**[LINKTR.EE/NJDEMOLAY](https://linktr.ee/njdemolay)**

PLEASE EMAIL [BEDMILAO@NJDEMOLAY.ORG](mailto:BEDMILAO@NJDEMOLAY.ORG)  
FOR QUESTIONS



**Attention All New Jersey DeMolay Chapter Chairmen and Chapter Advisors:**

You are invited to attend a meeting of the New Jersey DeMolay Conference of Chapter Advisors and Chairmen, to be held on **Tuesday, April 14, 2026, at 7:30 P.M.** The meeting will be held **virtually** at the following link:

<https://us02web.zoom.us/j/89196794703?pwd=WmDQOnmrdDHQDIbA8FxnjUjW0wS3Lj.1>

The purpose of the Conference of Chapter Advisors and Chairmen, to be held in quarterly meetings, is to focus the mission and goals of DeMolay International in the Jurisdiction of New Jersey, and to build comradery among the various adult leaders of New Jersey DeMolay chapters. At this meeting, Dad Ray Flynn, the Chairman of the Conference, will be leading a discussion about the importance of monthly Advisory Board meetings and proper agenda planning. **Here is the agenda:**

- 1. Welcome**
- 2. Introductions**
- 3. Status of your Chapter (last meeting number of DeMolays and Advisors attending)**
- 4. Review Council job duties, discuss assignment of those duties**
- 5. Educational Topic**
- 6. Thank you for attending**



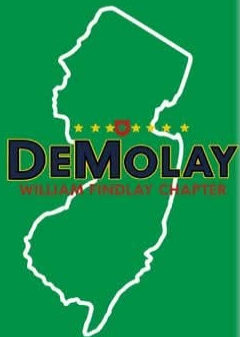
*William Findlay Chapter Order of DeMolay*  
*Spaghetti dinner*

**DATE: APRIL 18, 2026**

**OLIVE BRANCH MASONIC LODGE NO 16**

**2 DUTCH LANE RD, FREEHOLD, NJ 07728**

**TIME: 5 PM TO 8 PM**



**USE THE QR CODE TO RSVP  
OR CONTACT DAD HOLST  
RW HOLST@GMAIL.COM  
908.794.7221**



**RSVP**



**PAY**



**CHILDREN 11 AND UNDER: \$5**

**ADULTS: \$10**

**PRE-ORDER HELPS US PREP. DOOR TICKETS AVAILABLE**



## Grand Assembly of New Jersey International Order of Rainbow for Girls



Jocelyn Pascale  
Grand Charity

February 9th, 2026

Dear Rainbow Sisters and DeMolay Friends,

The annual New Jersey Rainbow Grand Assembly Charity Ball will be held on Saturday, April 18th, 2026 at Burlington Lodge, 2308 Burlington - Mt Holly Road, Burlington, NJ. The ball will begin at 7pm and end at 11pm. The dress is formal attire, ladies are requested to wear dresses that are knee length or longer, while gentlemen should be dressed in a jacket and tie.

All money raised will be going to the Grand Worthy Advisors charity, the Prevention of Teen Suicide. Ticket costs are \$12 per person and the deadline for ticket purchases is April 8th. We will not be sending out tickets, but rather taking reservations as we have done for the past few years.

Ticket money and a list of the names for reservations should be sent to Mrs Vander Horn at the address below. Checks can be made payable to **New Jersey Grand Assembly** and mailed to,

NJ Rainbow Charity Ball  
c/o Mrs. Brenda Vander Horn  
4 Brittany Road  
Succasunna, NJ 07876

If you have any questions, please feel free to contact me at [pascalejocelyn@gmail.com](mailto:pascalejocelyn@gmail.com) or contact my advisor at [ckjrmom@aol.com](mailto:ckjrmom@aol.com). I would like to thank you all in advance for helping support this year's Grand Charity project.

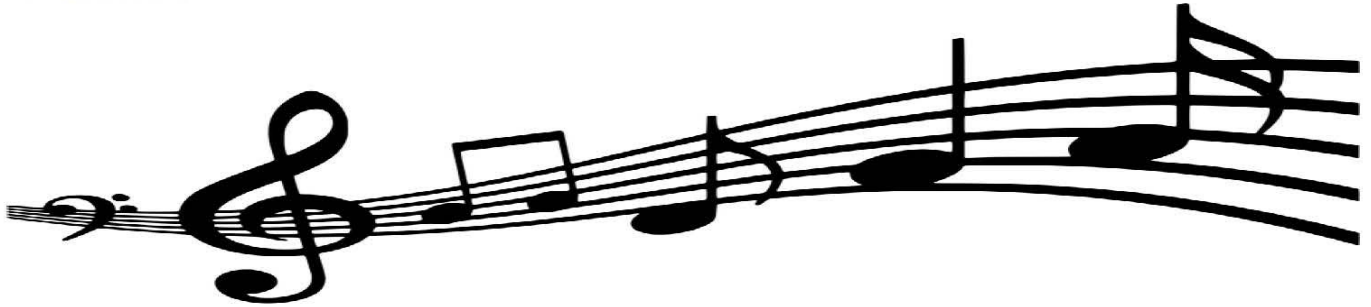
In Rainbow Love and Service,

Jocelyn Pascale  
Grand Charity 2025 - 2026





# NEW JERSEY DEMOLAY SWEETHEART BALL



**DATE: MAY 16, 2026 (SATURDAY)**

**TIME: 6PM-10PM**

**LOCATION: SALAAM SHRINE**

**114 ALGONQUIN PKWY #1**

**WHIPPANY, NJ 07981**

**DONATION: \$5.00 @ the door**

**ATTIRE:**

**MALE: JACKET/ TIE**

**FEMALE: GOWN**

**RESERVATIONS BY MAY 10, 2026**

**CONTACT: MOM DIANA AFFSA**

**CELL # 908-305-1405**

**ddaffsa@comcast.net**

**ENJOY A TACO BAR**



**SPORTS THEME BALL**





Good evening guys,

Hope all is well. My Master Mason Degree is on 5/11 and wanted to invite you guys out! I've asked Joe Pullin, Rick Freedman and a couple other guys from PA to come as well.

This is a Past Masters Master Mason Degree, so the ritual and degree work should be legendary. I'm sparing no expense and going all out on dinner and reception after the degree. I hope it will be an epic event to go down in NJ history as one of the best! Dinner starts at 6:30.

It would be an honor if you guys could make it!!!! Let me know.

Warm Regards,  
Joel Riddell

**MARINERS LODGE No. 150**  
*Free & Accepted Masons*

**PROUDLY PRESENTS**

**PAST MASTERS  
MASTER MASON DEGREE**

You are respectfully invited to a most distinguished conferral  
of the **Sublime Degree of Master Mason**, exemplified  
by the Past Masters of the 20th District.

Let all who are worthy and well qualified assemble in harmony to  
witness this profound and solemn occasion.

**Monday, May 11th, 2026**  
**6:30 PM**

**692 East Bay Avenue**  
*Barneget, New Jersey 08005*

**All Master Masons Are Invited To Attend**



★ ★ ★ ★ ★ ★ ★

# DEMOLAY<sup>®</sup> EXCELSIOR

## Installation of Officers

May 30, 2026

Medford Masonic Lodge  
25 Bank Street  
Medford, NJ 08055

🍷 Lunch Served at 12PM

🔑 Ceremony Begins at 1PM

— Elected Officers TBD —

Sponsored by  
Medford Lodge #178



Please RSVP online at:  
[installation.excelsiordemolay.org](http://installation.excelsiordemolay.org)

# **Haledon Masonic Club of NJ Scholarship Application (2026)**

*Based on a philanthropic drive to equip our youth to succeed in their future endeavors,  
and the idea of a strong education being a keystone for future success in their lives  
The Haldon Masonic Club of NJ reaffirms our commitment to our youth by establishing scholarship  
awards that provide both a means and incentive for future generations to succeed.*

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## **1. Applicant Information**

**Full Name:**  
**Date of Birth:**  
**Address:**  
**Phone Number:**  
**Email Address:**

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## **2. Education Information**

**High School Name:**  
**Date of High School Graduation:**  
**Current GPA:**  
**Attach official transcript:**  Yes.

**and/or have completed your GED?**  
 Yes  No

**Have you applied to or been accepted into an accredited college, university, community college,  
vocational or technical school?**  Yes  No

**Name of school you will attend:**

**College contact information (required if enrolled or accepted):**

- Address of admissions office of school:
- Phone:
- Email:

---

### 3. DeMolay / Rainbow Eligibility

Are you an active DeMolay Boy, Rainbow or IORG Girl in good standing?

Yes  No

Chapter Name: Name/Chapter \_\_\_\_\_

Recommended Youth Advisor signature: \_\_\_\_\_ print: \_\_\_\_\_

Are you a relative of a Master Mason in good standing? \*\*

Yes  No Name/Chapter \_\_\_\_\_

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### 4. Community Involvement

Describe your community service, volunteer work, or participation in school groups that help the community.

Community involvement description: (add separate page if needed)

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### 5. Letter of Recommendation

A recommendation letter is required from a **teacher, advisor, or current employer.**

It must include:

- Student's name
- Date of HS graduation
- Name of school attending or employer

**Name of recommender:**

**Relationship to applicant:**

**Email:**

**Phone:**

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## 6. Required Essay (150 words)

**Prompt:** *“What are your plans, aspirations and goals for the future?”*

**Essay:**

(Attach separate page)

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## 7. Financial Need (Optional but Recommended)

Briefly describe any financial circumstances you would like the committee to consider.

(Attach separately)

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## 8. Certification

I certify that all information provided is accurate and that I meet the eligibility requirements, including being under 22 years of age at the application deadline.

**Signature:**

**Date:**

---

## 9. Awards

General scholarships:

- One-time payment directly to school for tuition
- Include college contact information (above)

DeMolay Boys / Rainbow or IORG Girls or GED certificates scholarships:

- Awarded and paid directly to the scholarship recipients individuals to pay for college tuition, textbooks and/or related educational expenses necessary to pursue an education at an institution of higher learning.

## 10. Submission Instructions

**Mailed applications must be received by mail before May 15, 2026.**

**The Haledon Masonic Club**  
14 Lincoln Avenue  
Little Falls, NJ 07424

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## 11. Application Checklist

- Completed application form
  - Official transcript (GPA)
  - 150-word essay
  - Recommendation letter
  - College contact information (if enrolled/accepted)
  - Proof of DeMolay/Rainbow/ membership (if applicable)
- 

All information is for the confidential use of the Scholarship Committee and is subject to verification from other sources. The committee will consider the applicant's academic achievement, financial need, character, and service to others in awarding this scholarship.

***\*\*Relative is defined as the child, stepchild, niece, nephew, grandchild or step-grandchild of a living or deceased Master Mason in good standing in a Masonic Lodge of the Grand Lodge of New Jersey.***

DOROTHY M. WESTDYKE SCHOLARSHIP  
New Jersey DeMolay

GENERAL INFORMATION AND PLAN OF ADMINISTRATION:

*Any high school senior or first year undergraduate college student who is a member in good standing of New Jersey DeMolay is eligible to apply for the Dorothy M. Westdyke Scholarship.*

*A winner or winners will be recommended by committee, ultimately chosen by Dorothy M. Westdyke herself, and presented at the NJ DeMolay Convention on Saturday June 14, 2025.*

*Questions should be directed to Dad James Chwalyk, Director of Scholarships and Career Development, at: [james.chwalyk.jr@gmail.com](mailto:james.chwalyk.jr@gmail.com)*

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DOROTHY M. WESTDYKE SCHOLARSHIP  
New Jersey DeMolay

Application # \_\_\_\_\_

**Note:** All applications must be submitted no later than June 2, 2025 and are to be typed or written in ink using legible handwriting. All information is for the confidential use of the Scholarship Committee and is subject to verification from other sources. **Do not put identifying names on any pages except this one.**

*Return this application to Dad James Chwalyk, Director of Scholarships, 39 Newark Ave., Bloomfield, NJ 07003.*

**A. APPLICANT**

Name: \_\_\_\_\_

Residence: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Age: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION OF APPLICANT**

I HEREBY CERTIFY that I have read the Plan of Administration of the Dorothy M. Westdyke Scholarship Award, and that the facts contained within this application are true and correct to the best of my knowledge. I further agree that if I receive the Dorothy M. Westdyke Scholarship Award, I will accept it subject to the rules and regulations of the Plan of Administration.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

Member of \_\_\_\_\_ Chapter, located in \_\_\_\_\_, New Jersey

**CERTIFICATIONS OF PARENT OR GUARDIAN AND CHAPTER ADVISOR**

WE HEREBY DECLARE that we have read the answers of the applicant in the foregoing statement, and that they are correct to the best of our knowledge and belief.

Date: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Chapter Advisor: \_\_\_\_\_

Note: Signature does not indicate endorsement of the applicant.

Attendance Record: *(Chapter Advisor, please estimate the percentage of the applicant's attendance at meetings over the past 3 years. Refer to other sources if necessary and make the best possible effort to be accurate.)*

This year: \_\_\_\_\_%

Last year: \_\_\_\_\_%

Previous year: \_\_\_\_\_%

**B. EDUCATIONAL HISTORY**

**Previous Schools Attended:**

<i>Date Enrolled:</i>	<i>Date Completed:</i>	<i>School Name:</i>	<i>Location:</i>	<i>Courses Completed: (or ALL)</i>

**To which schools have you applied for admission?**

<i>School Name:</i>	<i>Location:</i>	<i>Have you been notified of acceptance?</i>

**What course of study do you intend to pursue, and what profession do you plan to practice?**

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**What financial aid, if any, have you already received to assist in furthering your education?**

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**C. DeMOLAY HISTORY**

**Date of Initiation:** \_\_\_\_\_ **Chapter:** \_\_\_\_\_

**Chapter Offices Held:** \_\_\_\_\_

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**Jurisdictional Offices Held:** \_\_\_\_\_

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**Awards and Honors:** \_\_\_\_\_

**D. SOCIAL ACTIVITIES**

Name all groups or organizations in which you held active membership or office. (e.g. sports, drama, musical groups, clubs, etc.)

What honors or awards have you earned in school?

What financial prizes, awards, scholarships, etc. have you earned?

**E. RELIGIOUS ACTIVITIES**

What house of worship do you attend and how often? (e.g. weekly, once a month, holidays only, etc.)

In what religious clubs or organizations do you hold membership or office, and what is your level of activity in each?

Provide any additional information you think pertinent, related to your religious activities.

**F. GENERAL INFORMATION**

How many siblings do you have and what level of education have they received or are currently receiving?

Briefly summarize your accomplishments in DeMolay and their relevance in furthering your education.

*Note: Use additional sheets as necessary, labeling the responses to coordinate with the question(s) and attach to this form.*

**So do you want to win the..**

# **2025 Pasport Challenge?**

## **POINT BREAKDOWN**

**Every member gets a passport –  
start collecting stamps NOW!**

 **Visit Chapters:  
5 pts**

 **State Events:  
10 pts**

**Max 5 stamps per  
chapter per segment**

 **10+ visits = prize eligibility**

## **PRIZES**

**Visit ALL chapters:  
VIP Dinner  
at Convention  
2027!** 

**Top scorer:  
FREE 2027  
Convention!** 

## **SUBMISSION PROCESS**

**Hand in your  
passports to the  
state scibe before  
the 2026  
convention!**

**So do you want your chapter to be the..**

# **2025 Chapter of the Year?**

## **POINT BREAKDOWN**

**New Members: 150 points each**

**Full Degree Held: 2,000 points**

**Surpassing Majority: 400 points**

**Completing LCCs: 40 points each**

**Completing RD: 50 points each**

**PMC-MSA: 350 Points**

**Fundraiser Held: 200 points each**

## **POINT BREAKDOWN**

**Obligatory Day Observed: 100 points each**

**Social Activity: 50 points each**

**Public Relations Event: 100 points each**

**Masonic Service Attended: 50 points each**

**Civic Service: 150 points each**

**Athletic Activity: 50 points each**

**Chapter Performance (JO's)**

**- Good: 150 pts**

**(no ritual books needed)**

**- Medium: 100 pts**

**(some members need books)**

**- Poor: 50 pts**

**(most members need books)**

## **PRIZES**

 **1st Place**

**Nintendo Switch 2**

 **2nd Place**

**Vinyl Record Player + Vinyl  
Record of your choice (donated  
by Dad Vander Horn)**

 **3rd Place**

**Rocking Pony or State-Funded  
Event (bowling, escape room,  
etc.)**



# **SUBMISSION PROCESS**

**Complete the form linked here  
before June 2026**

**The form itself, as well as the  
online submission, are on the  
same Google form found here!**



[https://docs.google.com/forms/d/e/1FAIpQLSfjXOt937hubG8-iKi6chgYyNg0SVYgqllk77WL\\_EE1ZW70w/viewform?usp=dialog](https://docs.google.com/forms/d/e/1FAIpQLSfjXOt937hubG8-iKi6chgYyNg0SVYgqllk77WL_EE1ZW70w/viewform?usp=dialog)

The following position is being offered.

#### Assistant Administrator

##### Duties include:

Administrative duties such as data input for new members, new advisors, existing members and advisors and Senior DeMolays.

Basic correspondence of new member packages and information to the various Jurisdictions Executive Officers and his staff.

Answering telephone calls and emails and handling such calls and emails professionally or directing them to the proper staff.

Doing basic book keeping of DeMolay International financials using Quickbooks, including purchase orders, payments, PayPal invoicing and receipts, income and monthly financial reports. Working with the Budget and Finance committee on budget preparation.

Note, this does not include payroll, tax preparation, or formal audit.

Assisting the Executive Director in the performance of his daily duties including preparation for Board of Director meetings. Annual and Semi-annual meetings of DeMolay International and other items in the management of the building.

Some travel will be required. Each year in June we have a large international meeting which may require travel to that location. Other occasional weekend trips for training or meetings may also be required.

##### Skills and Qualifications

Strong written and verbal communication skills. Organization and the ability to multitask to complete a wide variety of tasks. Flexibility to adjust to new tasks should company or office needs change.

Strong interpersonal skills to interact positively with all employees and members of DeMolay International.

Attention to detail to ensure tasks are completed thoroughly and correctly.

Computer literacy sufficient to function easily with Microsoft Office software, Quickbooks, and the internal software program of DeMolay International, Escribe.

This position reports directly to the Executive Director. The Executive Director manages the administrative, staff, and building of DeMolay International and reports to the Grand Secretary. Any accounting/bookkeeping responsibilities will be under the direction of the Grand Treasurer who will coordinate with the Executive Director to assure completion and accuracy.

Position is considered a full time position and will office at the DeMolay International headquarters located at 10200 NW Ambassador Drive, Kansas City, MO 64153



Following a 90 day probationary period, benefits include a package that includes, health, vision, dental, disability, and 401(k) match, eleven paid holidays. After one year of service PTO will include 10 days paid time off and after 5 years 15 days paid time off.

Starting pay                    \$55,000.00 with increase to \$60,000.00 after 90 day probation

Starting timeframe        At your earliest opportunity.

Please contact Alan Kelvin, Executive Director, at your earliest convenience to accept this proposal.

Sincerely,

Alan Kelvin  
Executive Director

SERVICE & LEADERSHIP CENTER  
10200 NW Ambassador Dr.  
Kansas City, MO 64153

 (800) DEMOLAY  
 DEMOLAY@DEMOLAY.ORG  
 WWW.BEADDEMOLAY.ORG



## Job Description: Store & Marketing Manager

Reports to: Executive Director

### The Role

We are looking for a versatile, tech-savvy Store Manager to spearhead our eCommerce operations and support our broader mission through marketing and administrative excellence. While the bulk of our sales happen online, you are the face of our customer service and the engine behind our digital storefront.

This isn't just a "retail" job, it's a multifaceted role where you'll pivot from managing spreadsheets and online orders to executing marketing campaigns and running a high-energy, on-site pop-up shop during our premier annual event.

### Key Responsibilities

#### 1. eCommerce & Logistics (60%)

- **Platform Management:** Maintain and update our online storefront, ensuring products are accurately listed with compelling descriptions and photos.
- **Customer Excellence:** Act as the primary point of contact for members and clients via phone and email, resolving order issues with professional flair.
- **Order Fulfillment:** Manage inventory levels and oversee the shipping/receiving process for all online orders.
- **Data Management:** Utilize spreadsheets to track sales trends, inventory turnover, and financial reporting.

#### 2. Marketing & Administration (30%)

- **Brand Promotion:** Assist in creating and executing marketing strategies (email blasts, social media, and newsletters) to drive store traffic and member engagement.
- **Administrative Support:** Perform various office tasks as needed to support the DeMolay International headquarters.

#### 3. Event Operations (10%)

- **The Pop-Up Experience:** Lead the complete setup, operation, and teardown of our in-person store during our major annual event.
- **On-Site Leadership:** Manage temporary staff or volunteers and handle high-volume, in-person transactions during the event.

---

### What we are looking for

- **Digital Proficiency:** You are comfortable working within eCommerce platforms (e.g., Shopify, WooCommerce) and are a spreadsheet wizard (Excel/Google Sheets).
- **Communication Skills:** You have a "service-first" mindset and can handle customer inquiries over the phone with patience and clarity.
- **Organizational Prowess:** You can juggle day-to-day shipping with long-term marketing projects without dropping the ball.
- **Physical Ability:** Must be able to lift boxes (up to 40 lbs) and handle the physical setup/teardown of a retail booth for our annual event.

---

### Compensation & Benefits

- **Starting Salary:** \$35,000 per year.
- **Performance Incentives:** Opportunities for pay increases based on performance and sales growth.
- **Comprehensive Benefits Package:**
  - Health, Dental, and Vision insurance.
  - Disability insurance.
  - 401(k) retirement plan with company match.
  - 11 Paid Holidays per year.
- **Paid Time Off (PTO):**
  - 10 days of PTO after 1 year of service.
  - 15 days of PTO after 5 years of service.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29 8pm - Ethan Allen Chapter	30 11pm - New Jersey DeMolay Northern Region Meeting	31 JO Elected Officer	1 11:30pm - Jersey Shore SMC-OV (Spring) @ Mariners	2	3	4
5 Easter Sunday	6 Easter Monday	7	8	9	10	11 5pm - State Ritual
12	13	14 11:30pm - Conference of Chapter Advisors and Tax Day	15 11:30pm - Union Chapter SMC-OV (Spring) @ Atlas	16	17	18 11pm - New Jersey IORG
19 New Jersey IORG Charity 8pm - Capital Chapter	20	21	22	23	24 11:30pm - State Leadership Team Meeting @ TBD	25 1pm - Spring Honors
26	27 11:30pm - KEH Chapter SMC-OV (Spring) @	28	29	30 9pm - Amaranth Session	1	2

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27 11:30pm - KEH Chapter SMC-OV (Spring) @	28	29	30 9pm - Amaranth Session	1	2
3	4	5 Cinco de Mayo	6 11:30pm - William Findlay SMC-OV (Spring) @ Durand	7	8	9
10 Mother's Day	11	12	13	14	15	16 10pm - State Sweetheart
17 State Sweetheart Ball @ 7pm - LOH Dinner and	18	19	20	21	22	23 11:30am - Morris Plains
24 5pm - State Softball @	25 Memorial Day	26	27	28	29	30 4pm - Excelsior Chapter
31	1	2	3	4	5	6 11pm - Ethan Allen