



# KNIGHT EXEMPLAR PROGRAM — (KEP) —

COMMANDERY IMPLEMENTATION MANUAL

GRAND COMMANDERY OF  
KNIGHTS TEMPLAR OF CALIFORNIA



ESTABLISHED BY  
RIGHT EMINENT GRAND COMMANDER  
SIR KNIGHT RICK BACA, KCT, KYGCH



CHAIRMAN  
SIR KNIGHT DANNY FOXX,KTCH



# Knights Templar of California

## TABLE OF CONTENTS

Introduction

Grand Commanders Message

Purpose of the Knight Exemplar Program

Commander Announcement Script

Program Timeline

Candidate Selection Process

Board Member Selection Process

Responsibilities of the Commandery

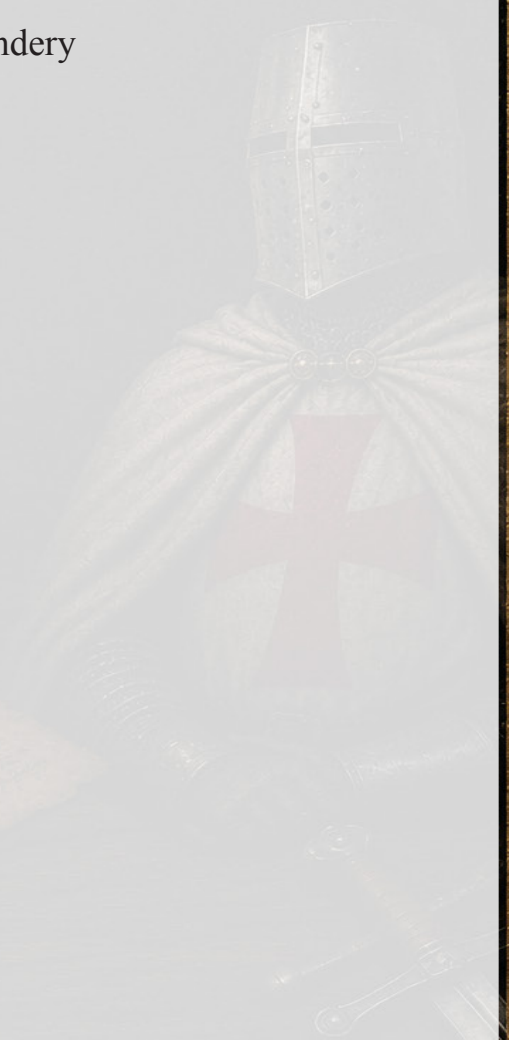
Board Day Checklist

Board Procedures

Scoring and Evaluation

Recognition and Awards

Forms and Attachments



## MESSAGE FROM THE GRAND COMMANDER

Sir Knights,

One of the greatest responsibilities entrusted to us as leaders of Templary is to ensure that our Commanderies remain active, vibrant, and prepared to carry our traditions into the future. The strength of our Order has never been measured by the number of Sir Knights on our rolls, but by the commitment, participation, and dedication of those who answer the call to serve.



It is in that spirit that the Knight Exemplar Program has been established.

This program is designed to recognize those Sir Knights who strive for excellence in every aspect of Templary—leadership, ritual proficiency, appearance, participation, service, and devotion to our Christian and Chivalric principles. More importantly, it is intended to develop future leaders for our Commanderies, Departments, and Grand Commandery.

I strongly encourage every Commandery within this Grand Jurisdiction to actively participate in the Knight Exemplar Program. This is not merely another award or competition. It is an investment in our future. Through this program, Sir Knights will be challenged to grow in knowledge, improve their skills, strengthen their commitment, and develop the confidence necessary to assume greater responsibilities within the Order.

To our Commanders, I ask that you identify and encourage qualified Sir Knights to participate. To our Past Commanders, I ask that you lend your experience and wisdom by serving as mentors, judges, and supporters of this effort. To our Sir Knights, I ask that you embrace this opportunity for personal growth and leadership development.

The Grand Commandery is fully committed to supporting every Commandery in the successful implementation of this program. Resources, guidance, training materials, and assistance will be made available to ensure that no Commandery stands alone in this endeavor. We are partners in this mission, and together we will build a stronger and more capable Order.

I expect every Commandery to give this program its full consideration and support. The future of our Order depends upon our willingness to develop leaders, recognize excellence, and inspire participation.

May this program serve as a catalyst for greater involvement, stronger Commanderies, and a renewed commitment to the noble principles we have sworn to uphold.

Together, let us set the standard of excellence for the Knights Templar of California.

Fraternally,

Right Eminent Grand Commander

Sir Knight Rick Baca, KCT, KYGCH

Grand Commandery of Knights Templar of California

## INTRODUCTION

The Knight Exemplar Program (KEP) is designed to recognize, develop, and reward excellence within the ranks of the Knights Templar.

Modeled after military Soldier of the Month and Soldier of the Year programs, the Knight Exemplar Program identifies Sir Knights who exemplify the principles of Templary through leadership, participation, ritual proficiency, appearance, knowledge, service, and commitment to their Commandery.

The program serves three primary purposes:

- To recognize outstanding Sir Knights.
- To encourage active participation in Commandery activities.
- To develop future leaders within the Order.

The Knight Exemplar Program is not intended to be a competition between Sir Knights, but rather an opportunity for growth, education, and recognition.

## PURPOSE OF THE PROGRAM

The Knight Exemplar Program seeks to:

Promote excellence in Templary.

Encourage attendance and participation.

Strengthen ritual proficiency.

Improve uniform standards.

Increase knowledge of Templar history and traditions.

Develop future officers and leaders.

Foster pride within the Commandery.

Every participant should leave the board process better prepared to serve the Order.

## COMMANDER'S ANNOUNCEMENT SCRIPT

Sir Knights,

It is my pleasure to announce that \_\_\_\_\_  
Commandery No. \_\_\_\_\_ will be participating in the  
Knight Exemplar Program.

This program has been developed to recognize those  
Sir Knights who consistently demonstrate excellence in  
participation, leadership, ritual proficiency, appearance,  
knowledge, and devotion to our Order.

Much like military recognition programs, the Knight  
Exemplar Program provides an opportunity for Sir  
Knights to challenge themselves, improve their skills,  
and receive recognition for their accomplishments.

This program is open to qualified Sir Knights who desire  
to **represent our Commandery** and compete for the  
honor of being named our Knight Exemplar.

I encourage all eligible Sir Knights to participate and  
take advantage of this opportunity for personal growth  
and service.

Thank you.

## PROGRAM TIMELINE

### **90 Days Prior May**

Announce Program  
Solicit Candidates  
Appoint Board President

### **60 Days Prior June**

Select Board Members  
Publish Board Date  
Distribute Study Materials

### **30 Days Prior July**

Confirm Candidates  
Conduct Mock Boards  
Verify Uniform Requirements

### **Board Day August**

Conduct Competition  
Within 7 Days  
Publish Results

### **Present Local Recognition September**

**All certificates will be provided by the committee.**



## CANDIDATE SELECTION PROCESS

Eligibility Requirements:

Candidate must:

- Be a Sir Knight in good standing
- Hold current dues card
- Demonstrate regular attendance
- Display exemplary conduct
- Be recommended by Commandery leadership
- Agree to participate in the full board process

Methods of Selection:

Self-Nomination

Recommendation by Officers

Recommendation by Past Commanders

Recommendation by Membership Committee

Recommended Candidate Pool:

2-3 Sir Knights more if large Commandery



## BOARD MEMBER SELECTION PROCESS

The Board should consist of:

Board President

Senior Past Commander

Responsible for overall board administration

Judge #1

Uniform and Templar Knowledge

Judge #2

Leadership, Sword Manual and Participation

Judge #3

Ritual, Chain of Command and Templar Bearing

Recorder

Maintains score sheets

Records board proceedings & Timekeeper

Maintains schedule and timing

## BOARD MEMBER QUALIFICATIONS

Board members should:

- Be Past Commanders whenever possible
- Possess strong knowledge of Templary
- Demonstrate fairness and professionalism
- Avoid conflicts of interest
- Not evaluate immediate family members
- Maintain confidentiality

## RESPONSIBILITIES OF THE COMMANDERY

The Commandery shall provide:

- Board Room
- Candidate Waiting Area
- Inspection Area
- Registration Table
- American Flag
- Commandery Flag
- Candidate Number Cards
- Score Sheets
- Pens and Clipboards
- Water for Participants

### BOARD DAY CHECKLIST

#### ADMINISTRATION

- Candidate roster
- Board roster
- Score sheets
- Evaluation forms
- Candidate packets
- Name placards
- Timer
- Pens
- Calculator
- Printer (optional)

#### INSPECTION EQUIPMENT

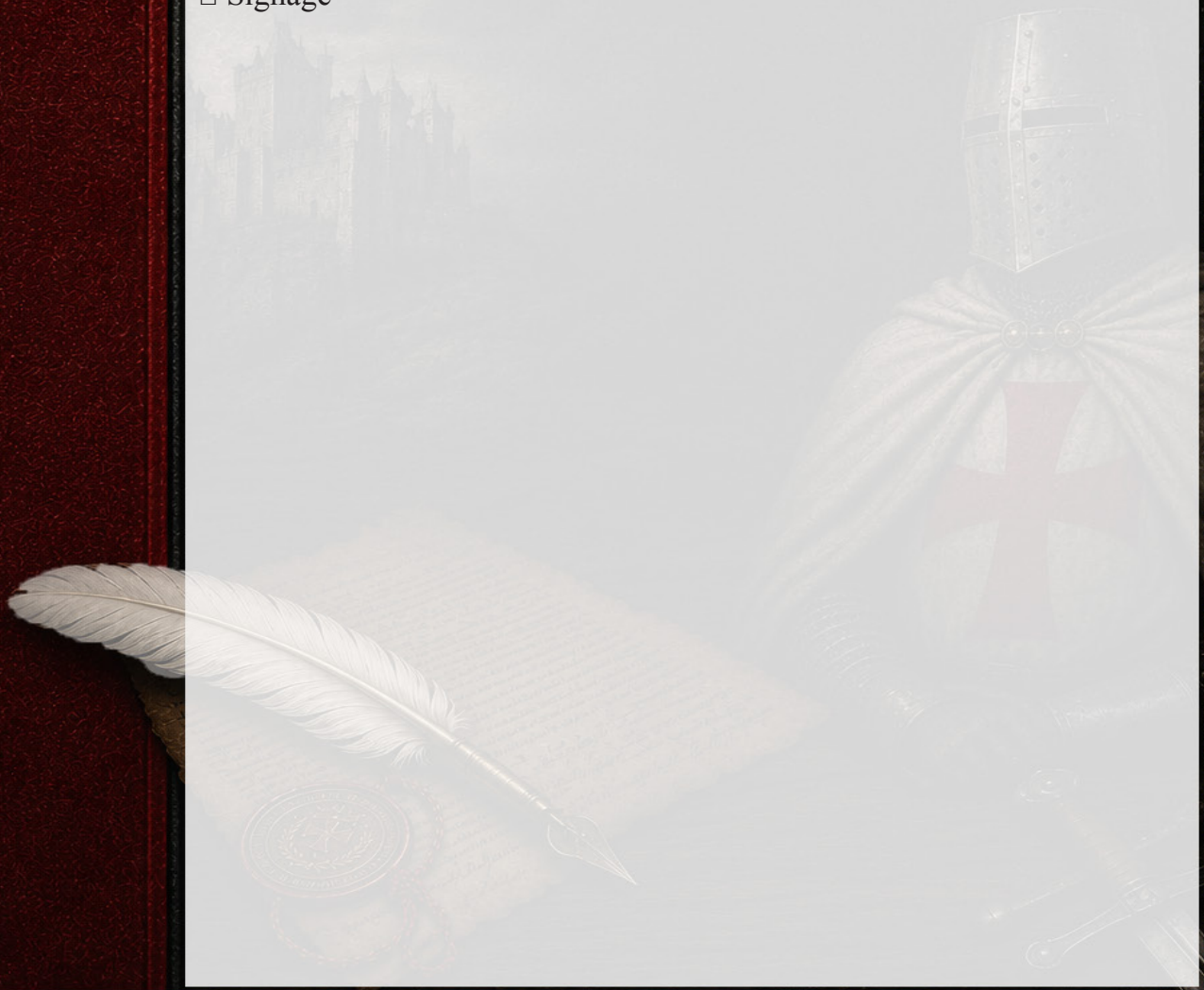
- Uniform inspection guide
- Measurement device
- White gloves
- Inspection checklist
- Reference regulations

## CEREMONIAL ITEMS

- Sword
- Chapeau
- Baldric (if applicable)
- Jewel
- Uniform standards guide
- Commandery Charter
- Bible

## FACILITY REQUIREMENTS

- Board room
- Candidate preparation room
- Restroom access
- Water station
- Parking information
- Signage



## BOARD PROCEDURES

### STEP 1 – Candidate Check-In

Verify eligibility.  
Issue candidate number.  
Review schedule.

### STEP 2 – Reporting and Uniform Inspection

Conduct detailed inspection from chapeau to shoes.  
Evaluate:  
Bearing  
Confidence  
Templar precisio  
Appearance  
Cleanliness  
Proper placement of insignia  
Bearing  
Military appearance

### STEP 3 – Sword Manual

Sword movements

### STEP 4 – Question and Answer Board

Questions shall be drawn from:

Ritual  
History  
Templar Leadership  
Grand Commandery  
General Masonry

Each judge asks predetermined questions.

### STEP 5 – Deliberation

Board members review scores.  
Scores are verified by Recorder.  
Board President certifies results.

### STEP 6 – Recognition

Winner announced.  
Photographs taken.  
Results submitted to Department Commander and Grand Commandery. Signed and vouched by all 3 Judges.

## SCORING AND EVALUATION

### Suggested Categories

Uniform Inspection .....	25 Points
Military Bearing .....	15 Points
Sword Manual .....	15 Points
Knowledge Board .....	25 Points
Leadership and Participation ...	20 Points
TOTAL .....	100 Points

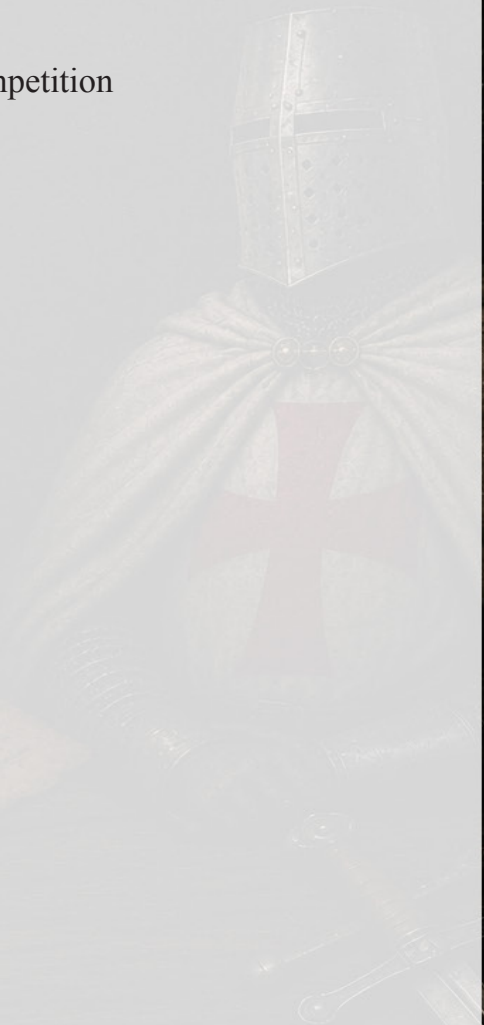
## RECOGNITION

Each participant should receive:

- Certificate of Participation

Winner receives:

- Knight Exemplar Certificate
- Commandery Recognition Plaque
- Eligibility for Department Competition
- Eligibility for Grand Commandery Competition



## FINAL THOUGHTS

The Knight Exemplar Program is intended to build stronger Sir Knights, stronger Commanderies, and stronger leaders.

Success should not be measured solely by selecting a winner, but by the improvement and development of every Sir Knight who participates.

The goal is excellence, leadership, service, and devotion to the Christian and Chivalric principles of the Order.

*"Be ye examples  
to the flock."*



Knights Templar  
of California

### **Knight Exemplar Program KEP Committee**

RE SK Rick Baca, KCT, KYGCH  
Grand Commander

Chairman SK Danny Foxx, KTCH  
SK Jarrod Washington, KTCH, KYCH  
SK Miguel Vazquez, KCT, KYCH

NOTES

