BUILDING A CEREMONY TEAM

Session Length: 50 Minutes

Learning objectives:
- Understand that Ceremonies teams will always have a tendency to shrink as older members leave, but an effective recruitment strategy can maintain numbers indefinitely.
- Learn how team members are the most effective tool for recruiting new members, both from their home units and from other units who have not participated in the past.
- Learn how to use experienced ceremonialists to welcome new recruits into the team and teach them the basics, thus keeping both new and experienced members active on the team.

Required Materials:
- Flipcharts
- Markers
- (optional) Power Point presentation

TRAINER PREPARATION

Follow the Syllabus
The syllabus has been written to provide maximum delivery flexibility for trainers but care should be taken to follow the contents of the syllabus in order to ensure consistency. It is understood that delivery methods will vary based on the training venues available at each individual conclave site.

Use of Resource Materials
The author of this session recognizes that training facilities will vary greatly from modern classrooms with projectors to primitive shelters at Scout camps. Use of visual aids is important to the effectiveness of training sessions and instructors should use the resources available. Each presentation should strive to utilize provided resources and at a minimum use a flip chart with easel. Flip charts should be pre-prepared based on samples provided with the resource materials.

A good trainer understands that PowerPoint presentations can be a very powerful and effective tool to use during a training session. However, trainers should remember that PowerPoint presentations are meant to complement prepared training and not be the crux of the session. Slides are meant to emphasize and illustrate points - care should be taken to not read directly or verbatim from PowerPoint slides.

Physical Arrangements
Physical arrangements and set up of the training room or location are at the discretion of the session trainer. The session will consist of some lecture and group discussion. Effort should be
made to ensure that participants have a place to take notes (e.g. desks or tables) even in outdoor venues.

**Evaluation Process**
Each trainer should provide all participants the opportunity to complete an evaluation form. The forms should be given to the individuals at the conclusion of the session.

**Trainer Checklist – prior to the session**
- Study this syllabus
- Review support materials provided
- Choose Audio/Visual delivery method and prepare accordingly
- Prepare copies of Participant Evaluation

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### SESSION NARRATIVE

**Introduction:** 2 Minutes

<table>
<thead>
<tr>
<th>Flip Chart to #1</th>
<th>“Recruiting Ceremony Teams”</th>
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Introduce yourself, provide information for how participants can contact you after the session and tell a little about your experience with managing ceremonies teams.

**Discovery:** 3 Minutes

Try to learn as much as possible about your audience with a few strategic questions. Use their answers to determine what concepts will most benefit the group. You can then modify your narrative slightly to fit your audience and their level of experience. Audiences without much experience should receive a more instructive session while more advanced groups might get more out of a guided discussion. In particular, survey your audience to find out how many members are on each of their Chapter or Lodge’s ceremony teams. You may discover that version 1 or 2 of this course is more appropriate for your group. Be prepared to switch if necessary.

**Preview:** 1 Minute

<table>
<thead>
<tr>
<th>Flip Chart to #2</th>
<th>“Preview”</th>
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Outline each of the topics you plan to discuss:

- How many members are on a team
- Using existing members to recruit
- When do you recruit
- Commitment to meet
- Meetings with new recruits

**How many members are on a team?** 5 Minutes

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<tr>
<th>Flip Chart to #3</th>
<th>“How many makes a team”</th>
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Ceremonies teams are ineffective with the minimum of only four members. Simply getting 100% of your team to a single event is nearly impossible. Showing up to a ceremonies event with only four members is a trial. There are a lot of tasks that non performers can help with to make the ceremony easier.
A comfortable sized pre-Ordeal team for example will have about twelve members. At least eight of them should have parts memorized so each performer has a back up. The four extra performers can switch out between ceremonies so each gets experience. When they are not performing they can help the principles with costuming, props and can be used to help set up the site and handle logistics. A team that does ceremonies for pre-Ordeal, Ordeal and Brotherhood all at the same event may have as many as 16 to 24 members all contributing to the success of the ceremonies.

In addition to all of this, all ceremonies teams need to have a structure to keep everyone together. These are provided by the team leaders.

Elangomats – Each clan should have at least one elangomats. Two elangomats per clan is better.

Ceremonies Chief – The Ceremonies chief is the youth in charge of the team but may not necessarily be the coach or even experienced in ceremonies. His job is mostly administrative, keeping track of who knows parts for each ceremony, arranging for enough people to go to each event, finding transportation, etc.

Ceremonies Adviser – When a team is operating perfectly, the adviser is merely a presence to give occasional direction and to ensure health and safety. In the real world, the adviser is often the lifeblood of the team, keeping the Chief on task, helping the coach, hosting meetings, providing transportation, etc.

Ceremonies Coach – A team coach can be either a youth or adult and should be the person on the team who has the most experience in ceremonies. The coach will often have assistants who specialize in performance techniques, memorization, costuming, props, etc.

**Using existing members to recruit:**

One of your best recruiting tools that is available to you are the members of your ceremonies team. They have friends in their own units who are interested but not yet on the team. Often times they have friends on other nearby units who could be recruited.

Just as in marketing, testimonials are often one of the best ways to sell something. Your existing team knows what ceremonies are all about. Encourage them to tell other OA members how much fun they have doing ceremonies and what they have learned.

Once in a while you can host a recruiting night by having every member of the ceremonies team bring a friend to one of your meetings. Each member can sponsor that friend until they have learned a ceremony part and are committed to the team.

Have your ceremonies team members help you with your regular recruiting efforts. They can show up in costuming at a Chapter or Lodge meeting and do an exhibition performance. After Ordeal ceremonies they can remain in costuming and mingle with the new members encouraging them to join the team.

Send your existing team to compete in ceremonies competitions hosted by the Lodge, Section Conclave or NOAC. Competitions encourage teams to try to be the best they can be. Successful teams who do well in competitions can bring bragging rights back to their team. As a recruitment tool, award winning ceremonies teams can exploit their success. Prospective members are more likely to join if the team can brag that they are the best.

**When to recruit:**

- Flip Chart to #5 “When to Recruit”

Order of the Arrow 4A – 3 Boy Scouts of America
There are a lot of opportunities to recruit ceremonies team members but without a recruiting strategy you will end up spending a whole lot of time and effort without seeing very good results. The most obvious place to recruit may be your regular Chapter or Lodge meetings. After all, the Scouts who show up are interested in being active in the OA. Rather than try to recruit at every meeting, strategically pick one or two meetings 3 to 4 months before your ceremonies.

Another opportunity for recruiting new members to your ceremony team is OA Troop Visitations. Either during elections or camp promotions visitations, take the opportunity to talk to the OA members of the Troop and recruit them onto the team.

Finally, don’t miss recruiting opportunities at Ordeals, Lodge Fellowships, Service Projects and Conclaves. New OA members at Ordeals are often quite excited about the OA and want to do ceremonies. Other members who go to lodge events are often looking for opportunities to be involved in the OA but have not been to regular meetings.

Getting commitment to meet: 5 Minutes

Flip Chart to #6 “Commitment to Meet”

It is not difficult to get OA members interested in doing ceremonies, but getting them to commit to the time required to memorize their part, attend meetings and learn all they need to know about ceremonies is another matter. Here are some strategies that will improve your success rate.

- Recruit pairs or small groups. Scouts are more likely to attend their first meeting if they have a friend going along with them.
- Recruit the OA Troop rep and encourage him to bring some of his friends to the meeting. He knows who is the Troop is most likely to be interested in coming with him.
- Don’t recruit Senior Patrol Leaders because they have too much to do in the Troop. Recruit them the moment their term of office ends.
- Set up a big mandatory “Team Kickoff Meeting” to create a sense of urgency in attending that meeting. If you have regular meetings and a new member is just supposed to show up to the next one, they can put off going to meetings indefinitely.
- Make sure to get the proper contact information for each Scout who shows interest, then call to remind them before the first few meetings.
- Sometimes new OA members don’t realize that joining the ceremonies team is optional. Simply tell them when and where they are supposed to meet and they will show up. By the time they figure it out, they are having too much fun and don’t want to quit.

Over all, customize your message to your audience. You will get better results if the Arrowmen you are speaking to feel that they are being spoken directly to. As a leader of a ceremonies team you need to be a friend to every one you are recruiting.

Ceremonies meetings with new recruits: 10 Minutes

Flip Chart to #7 “Ceremonies Meetings with New Recruits”

After a successful recruiting effort you may have a sizeable group showing up to their first ceremonies meeting. It is important that the first meeting not only be exciting, but also informative so the boys know what they are getting into. Use your existing team to run and teach at this meeting. The team should be as welcoming as possible for new recruits, even when they join one at a time rather than as a group.

Giving each of the new members their own copy of the script and let them choose their parts. The pre-Ordeal is a good ceremony to start with since the parts are about the same size and the ceremony lays the groundwork for who each of the principles are. Teach them what the principles represent and you will
often find that your team members already associate with some of the same of those traits. A good fit between performer and principle will make a difference down the road.

Do a full read through of the ceremony with everyone standing in the proper formation as directed by the ceremony. Use your team members to help guide them around the circle. Make sure they read the directions in-betweent the speaking lines so they understand what they are being shown. Every time your team practices they should be in position and have props available to use.

Have your existing team demonstrate pieces of their parts. They should then help to teach the basics of the following skills:

- Discuss memorization techniques. Visual learners memorize different from Audio learners. Different people will memorize better using different techniques. It is important that they learn the lines exactly word for word including punctuation. Learn to memorize sentence by sentence, not line by line in the ceremonies books. Your part will make more sense and sound better. If they learn it right the first time, they won’t have to re-learn it correctly later.
- Discuss projection, clarity, enunciation and inflection. Ceremonialists should learn to project their words at least 20 feet beyond the furthest candidate to where they are standing. Their words should be completely and clearly spoken with each word fully enunciated before saying the next word. Their delivery should be slow and deliberate.
- Discuss gestures and show them how to make large gestures look natural. Teach them how to plan their movements but make them look spontaneous and smooth.

Show the new members the costuming and let them know what they will need to make their own sets. Let them try it on and maybe even do another walk through of the ceremony while wearing costuming. A full length mirror is handy so they can see themselves wearing the costuming.

At the end of the meeting, assign homework to get them to come to the next meeting. Give them a specific goal that is easily attainable so they come back next time with confidence that they can memorize the whole script.

Small Group Projects: 8 Minutes

Flip Chart to #8 “Recruiting Exercise”

Break your class into five groups. Each group has a few minutes to come up with a recruitment pitch or presentation appropriate for each of the following audiences.

- Regular Chapter or Lodge meeting
- OA Unit Election (something simple that any election team can do as a part of their duties)
- OA Unit Visitation (Specifically showing up to a Unit to recruit team members)
- Ordeal (Tailored to new OA members who just finished their Ordeals)
- Fellowship, Service Weekend or Conclave (either a presentation or static display)

**Trainer Tip:** Provide each group with a loose page from a flip chart and a marker so they can record their ideas large enough for them to share with the whole class.

Small Group Presentations: 5 Minutes

Give each group one minute to present their recruiting pitch in their category. Encourage teams to keep their report fast paced.

Conclusions: 1 Minute
Conclude session by reviewing each of the topics that were covered, reiterate how participants can contact you with questions and take any questions.

- How many members are on a team
- When do you recruit
- Commitment to meet
- When and How often do we meet
- A first ceremonies meeting – Getting them to come back

APPENDIX: FREQUENTLY ASKED QUESTIONS

Where can I find resources for ceremonies?
The Internet is probably the most useful resource for finding ceremonies resources. Here are some of the best sites:
- http://www.oa-bsa.org/resources/pubs/gti
- http://www.macscouter.com/Ceremony/
- http://usscouts.org/usscouts/ceremony.asp
- http://www.scoutingonline.org/scoutingonline/ceremonies.asp
- http://www.trade.norwesters.net/resources/index.html
Note, Internet links are subject to change. Check to verify if these links are current before advertising.

How many people should be on a ceremonies team?
Truly the answer is as many as possible. If your team is performing the pre-Ordeal, for example, you can technically do the ceremony with as few as four people. However, there are a lot of tasks that non performers could help with to make the ceremony easier. An ideal sized pre-Ordeal team will have about twelve members. At least eight of them should have parts memorized so each performer has a back up. Four assistants should be used to help set up the site and handle logistics. Between two and four should be busy escorting candidates to and from the ceremonies.

When a team has experienced youth and adults who can both teach ceremonies, how should they train new members?
The adults should focus on teaching the experienced youth how to effectively pass on experience to their younger brothers. The youth should be the primary teaches of new team members. When there are no experienced youth, adults should not only train the new members in ceremonies but also in how to teach ceremonies to future members.

How should I react to Scout leaders who don’t want me taking boys from their program?
The key to this is good communication. Help the boys and leaders understand that the first responsibility of all OA members is to serve their own unit. As members have time, they may expand their service to include OA activities. By doing your best to keep ceremony meetings off of Troop meeting nights, and keeping the units informed well in advance when ceremonies will be held, Scout leaders won’t have a problem with their boys participating in OA ceremonies.

If my team has no costuming where should I start?
Find out as much as possible about the tribes who live closest to where your team lives. Libraries are often a good place to start. Also, look for local Native Americans who might be willing to help. The Internet has a lot of general information but you may have trouble finding exactly what you need. Learn from other nearby teams and visit their meetings if possible. Pick a specific tribe and learn all you can so that your costuming is as authentic as possible. As you decide what costuming to make, consider what will make each ceremony principle distinctive yet similar. Even the candidates should be able to tell which principle is the chief, the medicine man, the guard and the guide.
The following is a recommended list of flip chart pages or Power Point slides that can be used for visual presentation.

**Recruiting Ceremony Teams**

Trainer's Name
Contact Information

**Preview:**
- How Many on a Team
- When do you Recruit
- Commitment to Meet
- When & How Often to Meet
- A First Ceremonies Meeting
- Recruiting Projects

**How Many on a Team**
- Bare Minimum
- Comfortable Size
- Team Leadership

**Using Existing Members to Recruit**
- Testimonials
- Recruiting Nights
- Meetings & Events
- Competitions

**When do you Recruit**
- Chapter or Lodge Meetings
- Unit Visitations
- Ordeals
- Fellowships, Service Weekends, Conclaves, etc.

**Commitment to Meet**
- Strategies
- Customizing message

**Ceremonies Meetings with New Recruits**
- Scripts and Parts
- Read Through
- Memorization
- Performance Techniques
- Costuming
- Homework

**Recruiting Projects**
- Regular Chapter or Lodge Meetings
- OA Unit Election
- OA Unit Visitation
- Ordeal
- Fellowship, Service Weekend, Conclave, etc.
APPENDIX: 10 INDUCTION PRINCIPLES

**Principle 1 - Purpose:** The purpose of the Induction is to encourage and inspire each candidate to develop firm individual dedication to the ideals of Brotherhood and Cheerful Service.

**Principle 2 - Eligibility:** The right to earn Ordeal and Brotherhood membership is given only by the Scouts of a candidate’s unit during an authorized Order of the Arrow unit election. Only the candidate himself can overrule their decision.

**Principle 3 - Candidate's Compliance:** The candidate has the continuous choice of meeting the tests of the Ordeal, to the extent allowed by their responsibilities.

**Principle 4 - Members’ Compliance:** All members participating in the induction must respect and comply with the test of the Ordeal, to the extent allowed by their responsibilities.

**Principle 5 - Discretion:** In cases where the strict application of the test and requirements of the Induction is not possible, the lodge may choose an alternative that will best preserve the spirit of the Induction, and the quality of the candidates’ experience.

**Principle 6 - Importance of the Individual:** All actions and procedures must recognize the worth, dignity, and separate identity of the individual and his present or potential ability to govern himself.

**Principle 7 - Generosity:** The attitude of members toward the candidate must be one of acceptance, respect, understanding, sincerity, friendly encouragement, support, and trust.

**Principle 8 - Focus:** Everything in the lodge-created environment must direct the candidate to the central mending of the induction, and not distract him from it.

**Principle 9 - Symbolic Progression:** No symbol or symbolic procedure should be mentioned or used unless and until it is called for in the authorized ceremonies.

**Principle 10 - Active Membership:** Lodge policy must recognize that one who understands the Obligation of the Order and is striving to fulfill it is an active member, and that his dedication in itself accomplishes the major service of the Lodge.