



OMSDT KNIGHTS TEMPLAR POSTING PROTOCOL FOR BELIEFBOOK

It is important that we all learn how to properly post on our social media platform, BeliefBook. Much of the interface for BeliefBook is similar to Facebook, however, the posting protocol is just a bit different since we have a variety of groups that are integral to the Order and to your own membership.

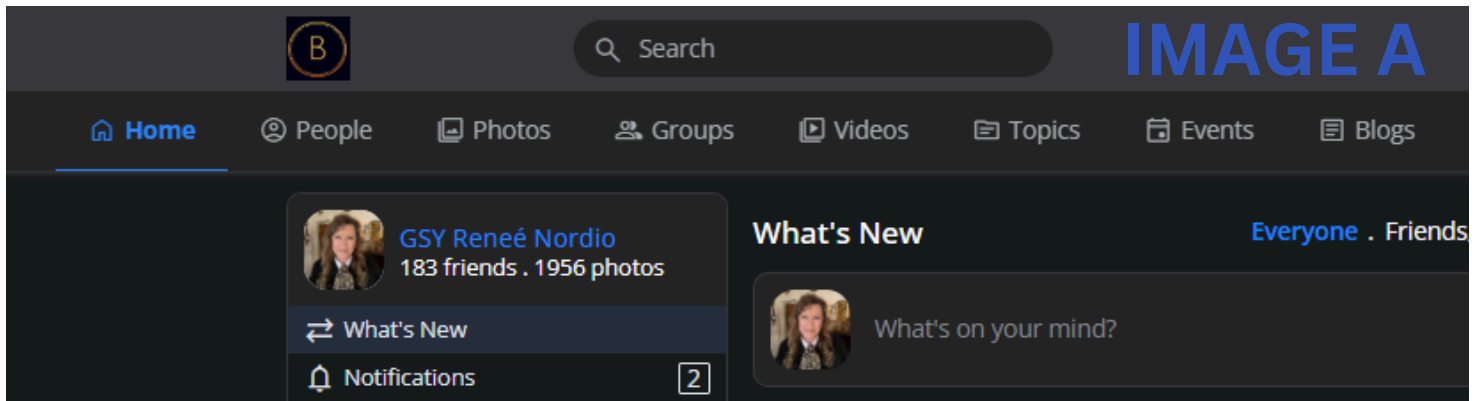
We want your posts to be seen by the all members and making your posts in groups will ensure that. And, this is why it's important to learn the proper protocols of posting.

This manual will also provide information on how to create your signature block. A signature block is used to sign the posts you make and also sign after each comment you make on a post.

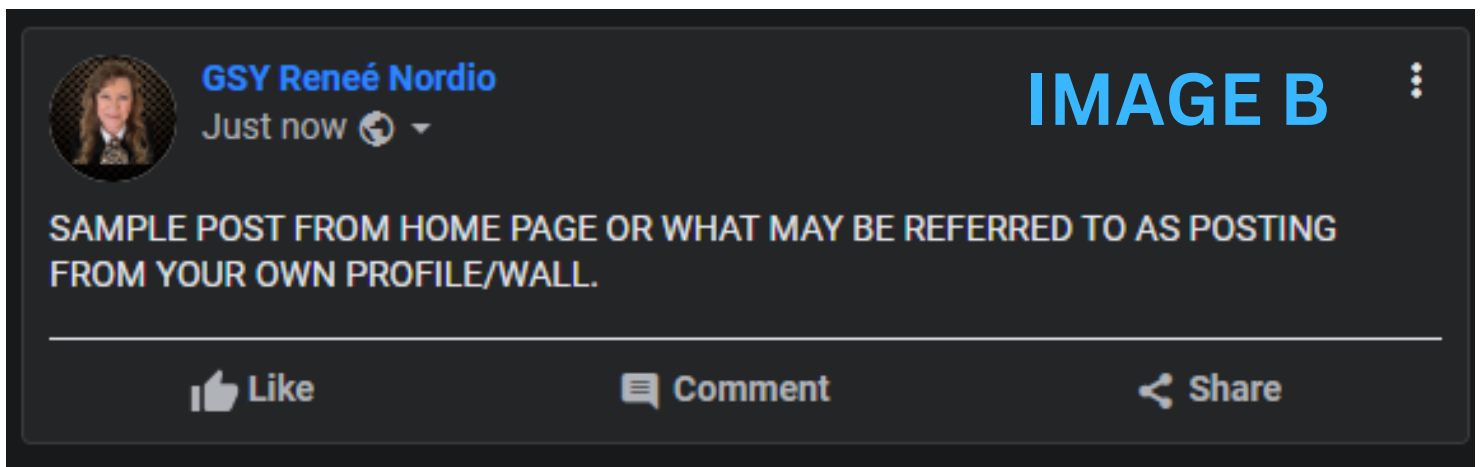
The final portion of this manual has information on how to address the various members of the Order.

We realize there is a learning curve, but we're confident you'll soon learn the ways of the Order and how to properly navigate BeliefBook.

STEP 1. When you first open up BeliefBook, on the Home page, you will see the words, “What’s New” and a blank field with the words, “What’s on your mind?” (see **IMAGE A** below).



Please **DO NOT** start typing here to create your post. If you create a post from this location, no notifications to members will be sent letting them know you made a post and it will only appear in the main feed on your own wall. This may reduce how many members see your post. Notifications to members are only sent when a post is made in a *specific group* on BeliefBook. As a member, you belong to several groups on BeliefBook and you should post to groups.



Shown in **IMAGE B** above, you will see a sample post I made using this location. You will notice that only my name appears at the top of the sample post I made. This indicates that I have made this post from the Home page. It does not show the name of a group because I did not create the post in a group.

And, because of that, none of the members will receive a notification that I made this post. The post will appear only in the

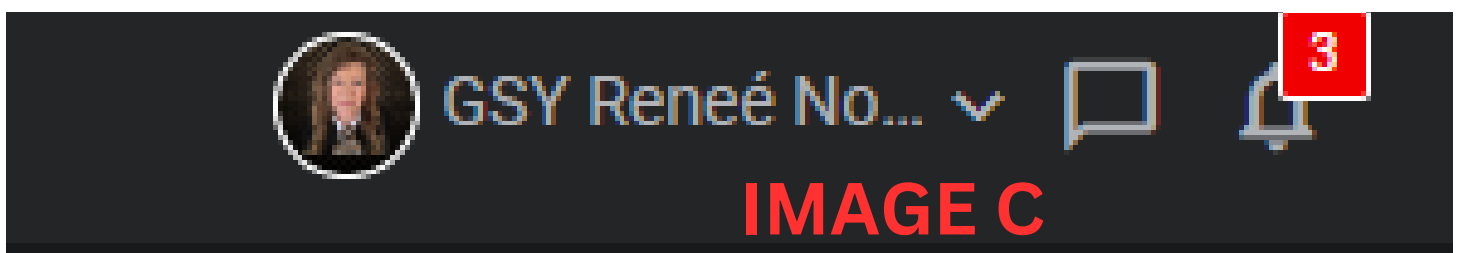
Home feed and my own profile. And sadly, it could just end up getting lost among the posts that are made in groups.

A factor in how a post may get lost is that the BeliefBook platform operates as a 'live' feed. That means posts with the most recent activity will appear at the very top of the Home feed. If I were to make a comment on a post from two months ago, BeliefBook will automatically bring that post to the very top of the Home feed because it had the most recent activity.

This is why posts made from the Home page may get lost because posts made in groups generally garner 'likes' and comments as members receive notifications of those posts having been made.

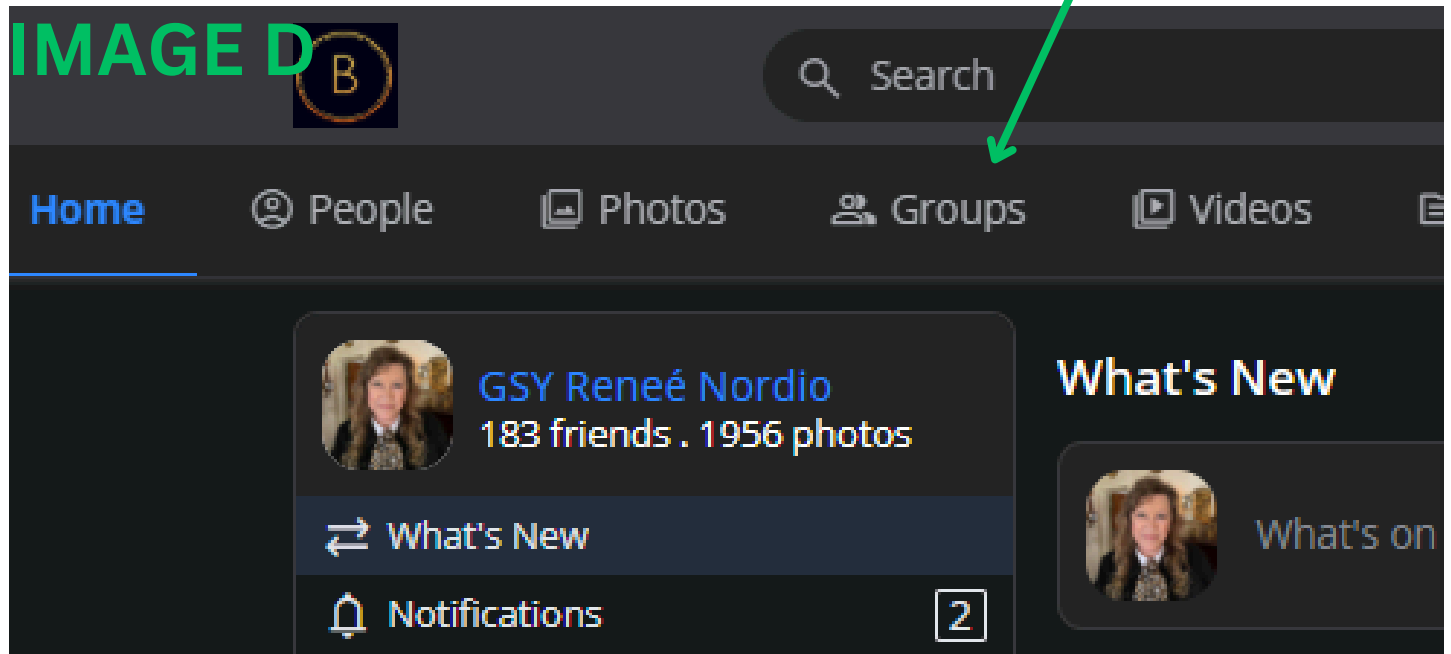
Posting in groups is important and using your notifications is the best way to make sure you don't miss new posts made by the members or when comments are made on the posts you make.

For me, when I open up BeliefBook, the first thing I do is check my notifications. It's a number in a little red box at the upper right-hand corner near the small icon that looks like a bell (see **IMAGE C** below). I click on the bell and then choose **View All Notifications** at the



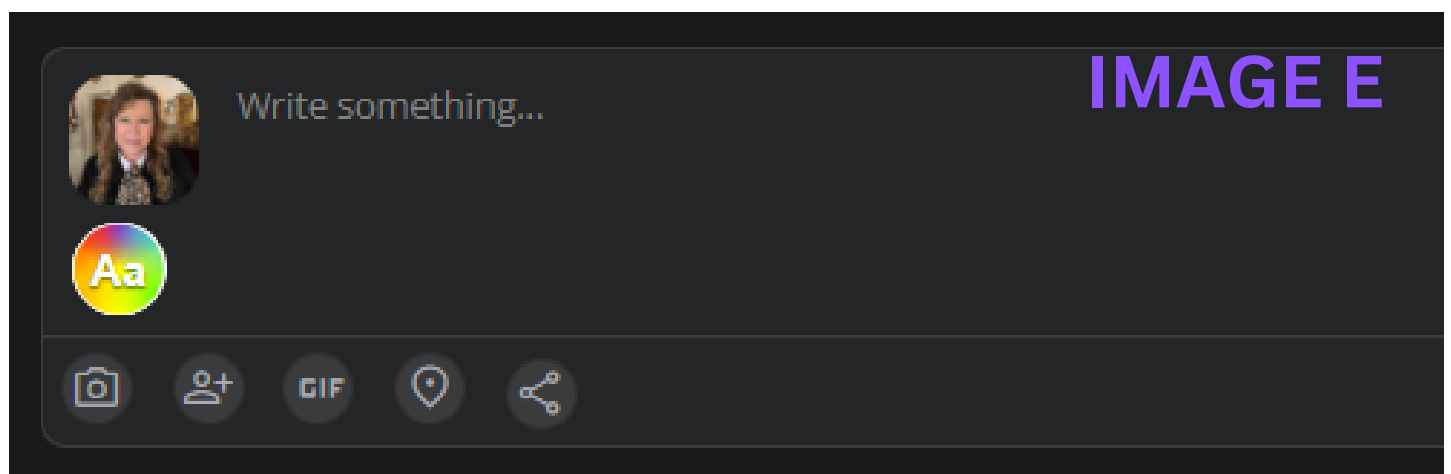
list's bottom and open the notifications in a new window. I then click on each notification, one by one, also in a new window to view it. The notifications will also indicate to you if someone has commented on one of your posts or you have been tagged in a post. I rarely even scroll down through the Home feed because using the notifications is so handy. All of this is not to say posts made from the Home location will *always* be missed, but posting to a group will ensure a higher number of members seeing it.

STEP 2. To meet the membership requirement of posting twice a week; twice in your own Priory group and twice in the OMSDT Worldwide group, and so that members will receive a notification when you make a post, please click on the word “Groups” at the top of the BeliefBook page (see **IMAGE D** below).

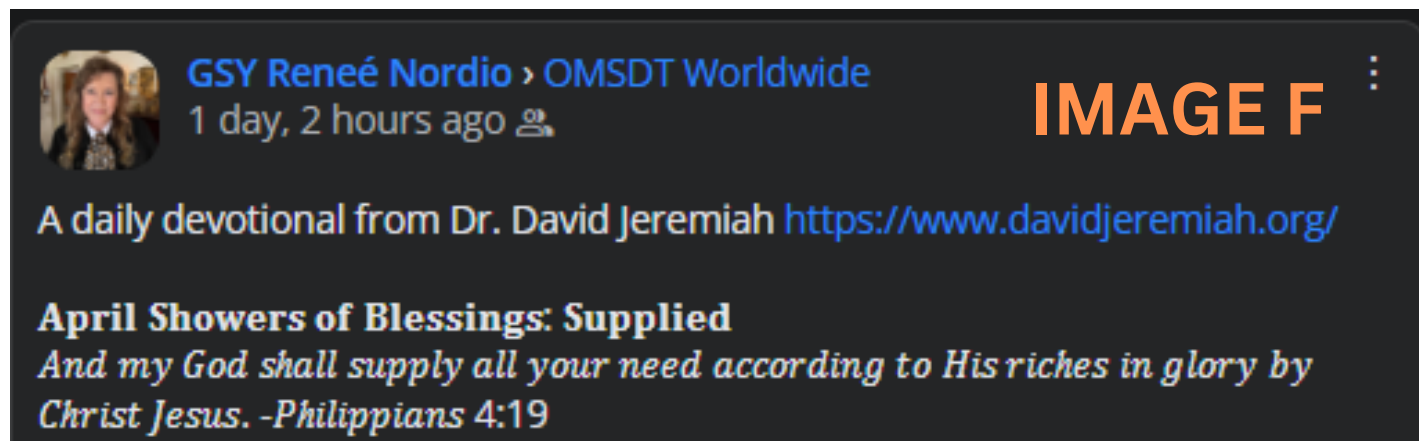


Once you click on “Groups”, it will then list all the groups to which you belong. Click on a group name and it will take you to that group, enabling you to create a post in that group.

STEP 3. Once you land in the group you selected, just under the Information paragraph you will see a blank field with the words, “Write something” (see **IMAGE E** below). This is where you should begin typing to create your post.



In **IMAGE F** below, you will see a post I made to the OMSDT Worldwide group in which I shared a devotional.



I created this post, first by going to the OMSDT Worldwide group and then creating the post once I was there. You will note that my name appears before a small arrow and the group name OMSDT Worldwide, which indicates I made this post to the OMSDT Worldwide group.

For general posting, there are two groups where you should make your posts. Requirements are to post twice a week, each in:

- Your own Priory group, and
- The OMSDT Worldwide group.
- **NOTE:** You may use the same post content in both groups.

For specialized postings, here are the preferred groups:

- The **Templar Prayer Chapel** group to make personal prayer requests for family or friends.
 - The **Round Table** group to make a comment on the pinned post if you wish to reserve a date to speak.
 - The **Templar Academie** group to make a post if you have questions regarding the Academie or to view special announcements made by the Grand Turco, who administers the Templar Academie.
 - The **OMSDT Merchandise** group to make an inquiry about the merchandise at our Bonfire store or items available from Vista Prints. Please go to any post in that group and make a comment on the post if you would like further information.
 - The **Templar Knights Music** group for posting music videos.
-

You may wonder what type of content is allowed on BeliefBook. Since our membership consists of Catholic, Protestant and Orthodox, we set aside doctrinal differences and work together for the betterment of the faith. In that spirit, we like to keep our posting content ecumenical, so that it is uplifting to all the members.

We do not allow any political or Freemasonry/Masonic content. We also do not allow cursing or any form of slander or the denigration of any religion. We do encourage engagement with one another, but debating one another is strongly discouraged. We're here to form bonds of friendship and sister/brotherhood.

Below is a variety of things we encourage members to share on BeliefBook:

- Templar history - there's SO much of it!
- Templar-themed art and images.
- Scripture. Sometimes just reading a verse that someone typed is very meaningful that particular day.
- There is a plethora of pictures/memes/graphics with uplifting phrases and scripture to be mined on other social media sites you may frequent and we encourage you to share them on BeliefBook.
- Personal content that you are comfortable with sharing; photos of a family outing/vacation, graduations, weddings, career advancements, hobbies, along with personal prayer requests (made in the Templar Prayer Chapel group).
- Daily devotionals.
- Light humor with a Templar or Christian flare.
- Christian music videos or Templar-themed videos in the Templar Knights Music group

Once you create a post, please follow the guidelines on the following pages to properly **add your signature block**.

Also, add your signature block after every comment you make on another's post. This helps members of the Order begin to learn everyone's current rank and to which Priory each member belongs. You do not have to add a signature to your posts you make in your Priory group or on comments you make on posts in your Priory group because they already know you there.

Here is the protocol for signing posts. Your signature block consists of three parts:

Part 1) Rank Name

Part 2) Priory Name

Part 3) Priory Motto

You do not have to include the initials, OMSDT, or the Order's full name, Ordre Militaire Supreme des Templiers, to your signature. We are the only Templar Order on BeliefBook, so there is no need to delineate our Order affiliation. We are all OMSDT Templars.

The new member rank is Companion-at-Arms (**CAA**) and they are the only members that should be addressed as 'brother' or 'sister', and should sign like this:

MEN		WOMEN	
<u>Part 1</u>	CAA John Doe	<u>Part 1</u>	CAA Jane Doe
<u>Part 2</u>	Priory of St. Mark <or> St. Mark Priory	<u>Part 2</u>	Priory of St. Mark <or> St. Mark Priory
<u>Part 3</u>	For His Glory <or> Gloria Eius	<u>Part 3</u>	For His Glory <or> Gloria Eius

As you can see from the examples above, there are two styles from which you may choose. The first is choosing how you prefer your Priory name to appear and the second is choosing between the English or Latin version of your Priory motto. Those choices are entirely up to you.

Members who are a part of the **Sergeant ranks** are addressed with their rank and first name; *“Hello, SGT Bill.”* For illustrative purposes, only one style of signature will be used in all examples that follow. Sergeants should sign like this:

MEN		WOMEN	
<u>Part 1</u>	SGT John Doe	<u>Part 1</u>	SGT Jane Doe
<u>Part 2</u>	St. Mark Priory	<u>Part 2</u>	St. Mark Priory
<u>Part 3</u>	For His Glory	<u>Part 3</u>	For His Glory

Moving on up through the Sergeants ranks, the only change would be the new rank a member may possess, either SSGT for Staff Sergeant, SFC for Sergeant First Class, or 1SGT for First Sergeant:

MEN		WOMEN	
<u>Part 1</u>	SSGT John Doe	<u>Part 1</u>	SSGT Jane Doe
<u>Part 2</u>	St. Mark Priory	<u>Part 2</u>	St. Mark Priory
<u>Part 3</u>	For His Glory	<u>Part 3</u>	For His Glory
<u>Part 1</u>	SFC John Doe	<u>Part 1</u>	SFC Jane Doe
<u>Part 2</u>	St. Mark Priory	<u>Part 2</u>	St. Mark Priory
<u>Part 3</u>	For His Glory	<u>Part 3</u>	For His Glory
<u>Part 1</u>	1SGT John Doe	<u>Part 1</u>	1SGT Jane Doe
<u>Part 2</u>	St. Mark Priory	<u>Part 2</u>	St. Mark Priory
<u>Part 3</u>	For His Glory	<u>Part 3</u>	For His Glory

Next, we'll move onto the Knight ranks. Women who are knighted may choose the base Knight title of 'Lady' or 'Dame' and men use the title 'Sir' as the base Knight title. They should be addressed as *“Hello, Sir John.”* and *“Hello, Lady (or Dame) Jane.”*

There are only two **base Knight rank** signature examples, one for men and one for women, with women having two options.

MEN	WOMEN
Part 1 Sir John Doe	Part 1 Lady (or Dame) Jane Doe
Part 2 St. Mark Priory	Part 2 St. Mark Priory
Part 3 For His Glory	Part 3 For His Glory

Once a member is promoted **above the base Knight rank**, they drop the 'Sir' and 'Lady' monikers and are addressed by their new Knight rank and their first name. Or, you may simply use the amplifier before their name; KLT John or Lieutenant John, KLT Jane or Lieutenant Jane, and on up through the ranks. Rank abbreviations are: KLT for Knight Lieutenant, KCP for Knight Captain, KMJ for Knight Major, and KC for Knight Commander. Just a few examples below, using a variety of ranks and gender.

MEN	WOMEN
Part 1 KLT John Doe	Part 1 KLT Jane Doe
Part 2 St. Mark Priory	Part 2 St. Mark Priory
Part 3 For His Glory	Part 3 For His Glory
Part 1 KCP John Doe	Part 1 KCP Jane Doe
Part 2 St. Mark Priory	Part 2 St. Mark Priory
Part 3 For His Glory	Part 3 For His Glory
Part 1 KMJ John Doe	Part 1 KMJ Jane Doe
Part 2 St. Mark Priory	Part 2 St. Mark Priory
Part 3 For His Glory	Part 3 For His Glory
Part 1 KC John Doe	Part 1 KC Jane Doe
Part 2 St. Mark Priory	Part 2 St. Mark Priory
Part 3 For His Glory	Part 3 For His Glory

The signature examples below are for members who are **Priory officers**. Only members who have been knighted may serve as Priory officers. If you are an officer in your Priory, simply add the office title before your Priory name. By adding the title before your Priory name, it indicates that you serve your *Priory* (not the entire *Order*) in that office. Just a few examples here, using a variety of ranks and gender.

<p><u>Part 1</u> KLT John Doe</p> <p><u>Part 2</u> Seneschal, St. Mark Priory</p> <p><u>Part 3</u> For His Glory</p>	<p><u>Part 1</u> KLT Jane Doe</p> <p><u>Part 2</u> Marshal, St. Mark Priory</p> <p><u>Part 3</u> For His Glory</p>
<p><u>Part 1</u> KCP John Doe</p> <p><u>Part 2</u> Chaplain, St. Mark Priory</p> <p><u>Part 3</u> For His Glory</p>	<p><u>Part 1</u> SFC Jane Doe</p> <p><u>Part 2</u> Turco, St. Mark Priory</p> <p><u>Part 3</u> For His Glory</p>

The signature examples below are for members who are **Priory leaders**. Only members who have been knighted may serve as a Priory leader. If you serve as a Priory leader, you drop any rank completely before your name and simply add the Priory leader title; either MC for Master Commander or Prior for the rank of Prior (there is no abbreviation for Prior). Just a few examples here, using a variety of ranks and gender.

<p><u>Part 1</u> MC John Doe</p> <p><u>Part 2</u> St. Mark Priory</p> <p><u>Part 3</u> For His Glory</p>	<p><u>Part 1</u> MC Jane Doe</p> <p><u>Part 2</u> St. Mark Priory</p> <p><u>Part 3</u> For His Glory</p>
<p><u>Part 1</u> Prior John Doe</p> <p><u>Part 2</u> St. Mark Priory</p> <p><u>Part 3</u> For His Glory</p>	<p><u>Part 1</u> Prior Jane Doe</p> <p><u>Part 2</u> St. Mark Priory</p> <p><u>Part 3</u> For His Glory</p>

Next, we'll move onto **Grand officers**. Only members who have been knighted may serve as Grand officers and are appointed solely by the Grand Master and serve at his pleasure.

If you serve as a **Grand officer**, you drop any rank completely before your name and simply add the Grand officer title. The abbreviations for Grand officer titles are GS for Grand Seneschal, GSY for Grand Secretary, GML for Grand Marshal, GT for Grand Turco, and GC for Grand Chaplain. Just a few examples here, using a variety of ranks and gender.

<p><u>Part 1</u> GS John Doe</p> <p><u>Part 2</u> St. Mark Priory</p> <p><u>Part 3</u> For His Glory</p>	<p><u>Part 1</u> GSYJane Doe</p> <p><u>Part 2</u> St. Mark Priory</p> <p><u>Part 3</u> For His Glory</p>
<p><u>Part 1</u> GT John Doe</p> <p><u>Part 2</u> St. Mark Priory</p> <p><u>Part 3</u> For His Glory</p>	<p><u>Part 1</u> GT Jane Doe</p> <p><u>Part 2</u> St. Mark Priory</p> <p><u>Part 3</u> For His Glory</p>

If you serve as a **Grand officer** and you *also* serve as a **Priory leader**, you will sign as a Grand officer does above, but add your Priory leader rank before your Priory name. Just a few examples here, using a variety of ranks and gender. It's not uncommon for Grand officers to serve double duty. In fact, we have a few now.

<p><u>Part 1</u> GS John Doe</p> <p><u>Part 2</u> MC, St. Mark Priory</p> <p><u>Part 3</u> For His Glory</p>	<p><u>Part 1</u> GSYJane Doe</p> <p><u>Part 2</u> MC, St. Mark Priory</p> <p><u>Part 3</u> For His Glory</p>
<p><u>Part 1</u> GT John Doe</p> <p><u>Part 2</u> Prior, St. Mark Priory</p> <p><u>Part 3</u> For His Glory</p>	<p><u>Part 1</u> GT Jane Doe</p> <p><u>Part 2</u> Prior, St. Mark Priory</p> <p><u>Part 3</u> For His Glory</p>

Lastly, we'll look at the **Grand Master** and the **Grand Prior**. Although they each have their own home Priory, they will likely never sign with a Priory name. They both lead and serve the entire Order and all the Priors. The Grand Master may sign however he wishes and normally it will just be his title or the abbreviation of GM or GM with his name.

The **Grand Prior**, may simply sign his name as GP with or without his name and may include the Order's motto, Defenders of the Faith, or a Priory's motto if he is representing a particular Priory.

Since the Grand Prior oversees some of the International Priories, when creating a post that is relative to those Priories, he may include that Priory name and their Priory motto in his signature. Therefore, do not become confused if you should see the Grand Prior signing in a variety of ways.

OMSDT KNIGHTS TEMPLAR

HOW TO ADDRESS ONE ANOTHER

Properly addressing all ranks of the membership is important and shows consideration and respect. It will take some time to learn it all, but learning it should be done as soon as possible. Here is a comprehensive guide.

Companion-at-Arms - CAAs are the only members that are addressed verbally and in written form as 'Brother' or 'Sister' along with their first name.

- CAA John Doe should be verbally and in written form addressed as Brother John.
- CAA Jane Doe should be verbally and in written form addressed as Sister Jane.

Sergeants - All Sergeant ranks are verbally addressed by using their rank and first name (this applies to both men and women).

- Sergeant John Doe would be verbally addressed as Sergeant John, written form SGT John.
 - Staff Sergeant John Doe would be verbally addressed as Staff Sergeant John, written form SSGT John.
 - Sergeant First Class John Doe would be verbally addressed as
-

Sergeants - (continued)

Sergeant First Class John, written form SFC John.

- First Sergeant John Doe would be verbally addressed as First Sergeant John, written 1SGT John

Knights - Men holding the rank of knight should be addressed verbally as Sir before their first name. Women holding the rank of knight may choose the title Dame or Lady with their first name. To be sure which title she prefers, please make a polite inquiry asking her preference. There are no abbreviations for Lady or Dame.

- John Doe would be verbally addressed as Sir John.
- Jane Doe would be verbally addressed as Lady (or Dame) Jane.

Ranks above Knight - If a knighted member holds a rank higher than the entry level rank of Knight, the amplifier (the elevated rank) is used in verbal addressing.

- Knight Lieutenant John Doe would be addressed verbally as Lieutenant John, written form KLT John.
- Knight Captain John Doe would be addressed verbally as Captain John, written form KCP John.
- Knight Major John Doe would be addressed verbally as Major John, written form KMJ John.
- Knight Commander John Doe would be addressed verbally as Commander John, written form KC John.

Priory Leaders - Allowing for some familiarity in your own Priory, you should address your Priory leader by adding his first name to his title.

- If John Doe is your Prior, then you should address him verbally as 'Prior John'. There is no abbreviation for Prior in written form.

If John Doe is your Priory Master Commander, then he should be addressed by you as 'Master Commander John'. You may use MC as an abbreviation in written form before his name.

Priory leaders who are NOT your Priory leader should be addressed verbally using only 'Prior' or 'Master Commander' (MC), WITHOUT his first name.

- If Prior Dan does not lead your Priory, you would address him simply as 'Prior'.
- If Master Commander Kevin does not lead your Priory, you would address him simply as 'Master Commander' (being able to use the abbreviation MC in written form). Just remember - if "Dan" or "Kevin" is a Grand Officer, you should always address them as their Grand Officer title, without their name, being able to use the abbreviations in written form (see Grand Officers paragraph below).

Grand Officers - There can be a variety of Grand Officers, as needed by the Order, and those Grand Officers are always addressed verbally by their Officer title, WITHOUT their first names, regardless of any other positions or ranks they may hold. Abbreviations (see in parentheses) may be used in the written form.

- Grand Seneschal is always addressed as 'Grand Seneschal' (GS).
- Grand Marshal is always addressed as 'Grand Marshal' (GML)
- Grand Turcopolier is always addressed as 'Grand Turco' (GT)
- Grand Secretary is always addressed as 'Grand Secretary' (GSY)
- Grand Chaplain is always addressed as 'Grand Chaplain' (GC)

If your Priory leader is a Grand Officer, he will always be addressed by his Grand Officer title. And, If you have a fellow member in your Priory that is a Grand Officer, he will always be addressed using his Grand Officer title.

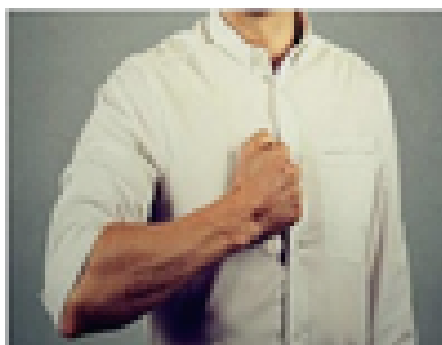
Grand Prior - There is always only one Grand Prior and he is always addressed verbally as Grand Prior, WITHOUT his name, regardless of any other positions he may hold, such as a Priory leader. You may use GP as an abbreviation in written form.

Grand Master - There is always only one Grand Master and he is always addressed verbally as Grand Master, WITHOUT his name, regardless of any other positions he may hold, such as a Priory leader. You may use GM as an abbreviation in written form.

Are you 'off duty' or 'on duty'? You will need to keep in mind whether you are on duty or off duty, as far as your interaction with members is concerned.

- On Duty - Conclaves, Investiture ceremonies, banquets, and recruiting or service projects and while posting and commenting on BeliefBook - be formal. Addresses should be made using rank/title and name.
- Off Duty - Times of fellowship, prayer, Priory meetings, and social events - you may be casual at the authorization of leadership. However, leadership is addressed by rank but everyone else may be addressed as 'brother' or 'sister' or by their first name.
- At Ease - There are moments when a leader can change the normal decorum and put everyone 'at-ease'. When this happens, the formal etiquette is set aside, and the parties can proceed on a personal and casual level. This also includes interaction with one another on social media platforms other than BeliefBook.

Although we follow some military structure, generally speaking we do not salute one another. There is a Templar Salute that is called the "Swordless Salute". It is a closed fist against the heart as if holding an invisible sword against your face. The idea is that a sword is not needed between sisters/brothers.



This guide about BeliefBook and various protocols is intended to be as comprehensive as possible with the hope that your experience on the platform and your membership in the Order is the best it can be.

We realize there is a lot to learn about BeliefBook and also all the ways of our Order, but we are confident that members will learn to navigate all the waters smoothly after several visits and repetition.

If you should have any questions, please do not hesitate to contact your Priory Leader or the Grand Secretary. We are here to help you, as we truly want your Templar journey to bless and enrich you.

