

## **Always be aware of the location of the CCC, FN, or district marshal**

### **I. Sword Procedure**

- A. “draw sword” , “carry sword”, “ present sword” and “return sword”
- B. When at carry sword or present sword we do not make the sign of the cross. (demonstrate proper method to hold the sword with straight arm.)
- C. always keep your left hand on your scabbard.

### **II Cascade procedure at processional**

- A. march down the isle, stop and when the CCC turns, turn and face the sir knight directly across from you. (stop at every other pew depending on how many knights are present)
- B When the 1<sup>st</sup> person of the procession approaches you, present sword. When the last person passes you, return to carry sword and turn to the front. WE DO NOT BOW AT THE ALTER
- C. We will then march down the side isles to the pews in rear of the church. Once everyone is in place the CCC will then give the command to return sword and signal to remove beret

### **III. Beret**

- A. Removing the beret
- B. use your left hand to remove beret
- C When standing the beret is placed over the heart.
- D. When seated the beret is placed on your left thigh.

### **IV. Gospel**

- A. Remain standing after the gospel until the celebrant reaches the ambo or where he will give the homily.

### **V. Offertory:**

- A. After the “holy, holy, holy, kneel and place your beret on the pew behind you and remove your gloves behind the pew in front of you.

### **VI. Lords' Prayer**

- A. we do not hold hands during the Lords' prayer.
- B. We do not use the Orans posture
- C. Place hands in a prayer position

## **VII. Communion**

- A. Place your right hand over your heart going and returning from communion
- B. When everyone in your pew is in place, kneel and put your gloves on and place your beret over your heart. Then you say your prayers.
- C. Remain kneeling until all of the vessels have been removed from the altar.

## **VIII. Recessional**

- A. When the celebrant says, "Let us pray" we will stand, and after the prayer, replace the beret, draw sword. We will march down the side isles and stop next to the 1<sup>st</sup> pew. wait for the music to begin. We will then march to the back of the church, turn and stand shoulder to shoulder.
- B. use same cascade procedure described in the processional
- C. the CCC will then lead the Sir Knights to a place outside the church. The CCC will then give the command to return sword, and to dismiss the Sir Knights.

## **IX. Beret**

1. Take a razor and shave off the fuzz
2. Cut out the liner
3. Cut the ends of the ribbon leaving about a half inch, then tuck into the leather strip.
4. Remove the emblem and place the beret in the sink and soak it. Remove the beret and wring out the excess water. Place the beret on your head and continue to pull on the right side to pull it over the ear.