



Alaska Native Brotherhood

Alaska Native Sisterhood

Grand Camp

Manual of Ceremonies

2003-2004

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Onward Christian Soldiers

Onward, Christian Soldiers, Marching as to war,
With the cross of Jesus, Going on before!
Christ the royal Master, Leads against the foe,
Forward into battle, See His banner go!

Chorus

Onward, Christian Soldiers, Marching as to war,
With the cross of Jesus, Going on before!

At the sign of triumph, Satan's host doth flee;
On then Christian Soldiers, On to Victory!
Hell's foundations quiver, at the shout of praise;
Brothers, lift your voices, Lord your anthems raise;

(Women's voices)

Like a mighty army, Moves the Church of God;
Brothers we are treading, where the saints have trod;
We are not divided, All one body we,
One in hope in doctrine, One in Charity.

Onward then ye people, Join our happy throng,
Blend with ours your voices, In the triumph song;
Glory, laud and honor, Unto Christ the King;
This thro' countless ages, Men and angels sing.

As this is part of the Alaska Native Brotherhood and Sisterhood activities are submitted in written form, I am mindful of members and officers in time past doing those ceremonials from memory with grace and beauty.

The forms presented have been the basic patterns, and surely each camp has that creative ability to add or adapt as meets approval.

It is our hope as the organization continues to grow; its membership will become familiar with our Ceremonials. Historically, the Tribes and their respective Clans formed the finest ceremonials with dignity, honor and symbols meaningful for everyday living.

The writer takes this occasion to thank a number of friends who have been helpful in making this manuscript possible. The repeated requests and resolutions have indicated an immediate need that this be done. Special thanks to Mrs. Nellie Willard, Mrs. Mildred Sparks, Mrs. David Kasko, Alfred Widmark, and to Cyrus E. Peck, Sr., for printing suggestions and assembly of the manual.

7 March 1968

Dr. Walter A. Soboleff
Juneau, Alaska

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*Grand Camp
Alaska Native Brotherhood
Organized 1912*

General Instructions for Ceremonies

The Ceremonial Guide is presented in written form to meet a long standing need. It will be noted much of what was in use as passed from one to another is the basic pattern herein enclosed.

- A. The President will have charge of the Ceremonial Guide and pass it to his successor. The Grand Treasurer will order copies of the Ceremonial Guide, ANB pins, ANS pins, Caps, Constitutions, memberships cards, receipts, statements, and other supplies as needed and sell at cost plus shipping charges.
- B. The official colors of the ANS shall be Royal Blue and White.
- C. The official colors of the ANB shall be Gold and Red.
- D. The ANS formal dress shall be of white material. The ANB shall be of dark material.
- E. The Memorial Ceremonial may vary in accordance with the religious preference of the deceased, the wishes of the next of kin, and clergy.
- F. For the Ceremony of Initiation, Installation of Officers, and regular meeting; an orderly arrangement of chairs, benches, tables, emblems, flags, pictures, awards, etc. adds to the dignity and proper setting of meetings. Game tables and other equipment will either be stored neatly or covered with suitable material.
- G. Emblems of the ANB and ANS are proper decorations in a hall; the Sisterhood emblem shall be placed on the wall facing the main entrance and to its left the Brotherhood emblem, each placed to balance with the other. The American Flag and Alaska Flag deserve a place of honor in a Camp meeting and Grand Camp Convention and a Bible on the President's table or desk.
- H. All meetings will be conducted in a manner marked with respect, dignity and honor. The Sergeant-at-Arms will be responsible for the meeting place being proper for the meetings herein mentioned.

Custodians of Banners, flags and the Bible: The ANB & ANS Grand Secretary & Grand Sgt-at-Arms shall be custodians. Will properly display property during the Convention and remove same upon adjournment.

Caps: The ANB caps are Red with a Gold border trim; letters on left front and camp number on right front in gold. The ANS caps are Royal Blue with a White fold; letters on right front and camp number on left front in white.

Other Information on Ceremonies

1. For all occasions the Camp meeting room should be reasonably warm, clean, and properly ventilated and not drafty. The kitchen facilities must pass State and US Public Health regulations, when in doubt check with officials. Use of disposable cups, plates, spoons and napkins are convenient exceptions. The grounds and outside of the building or camp ought to be well-kept, including interior appearance and all facilities.
2. Each member shall own a Cap, pin and Coogeeinaa. In addition, the ANS Members shall own a uniform.
3. The Ceremonial Guide is prepared with the idea of adaptability to local situations, however, cautions regarding health and fire hazards are to be observed. There will be no smoking, drugs or alcohol in meeting and/or social areas.
4. ANB/ANS Cap, Uniform, Coogeeinaa, and Pin should be worn when in attendance at official meetings, ceremonies, or as official guests at patriotic or civic functions or when officially representing the organization.
5. The ANB Cap will be removed during prayer and in a church service.
6. During regular and joint meetings, all officers will wear the Official Cap.
7. The President. One rap of the gavel calls the meeting to order; three raps of the gavel all stand for prayer; one rap of the gavel seats the body.

Initiation of Members

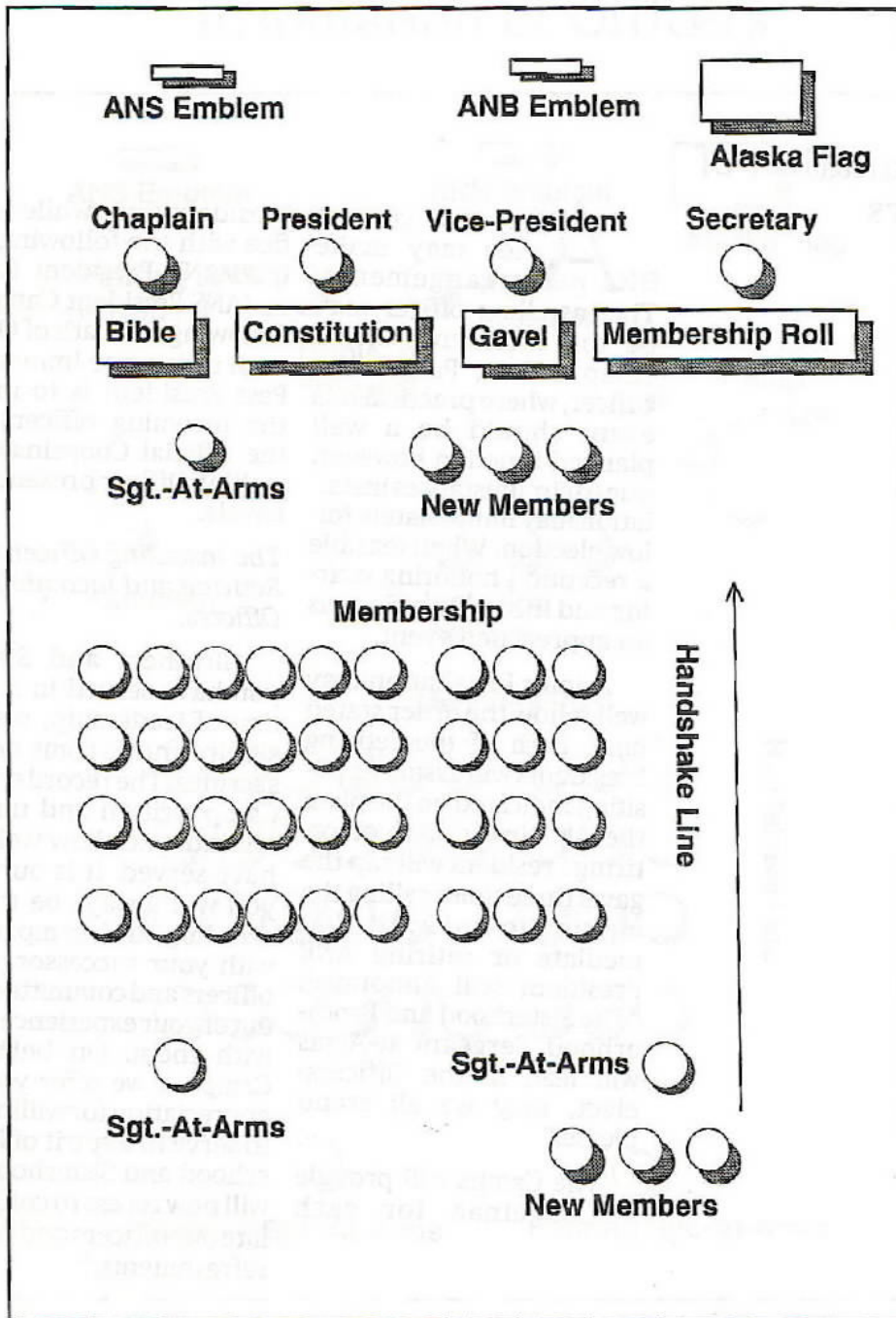
Each officer will own a Cooginaa, Cap and Pin. The President shall have on his table a copy of the ANB/ANS Constitution for each new member. The Vice President shall have on his table a Pin for each new member; the Secretary shall have Membership Cards prepared for presentation when dues have been paid.

The business of the Camp having been cleared for receiving new members, the President shall announce the new members whose applications were approved; the Sergeant-at-Arms will escort them to the front facing the President; an installing officer may be the President, Grand Officer, and Past Grand Officer, agreed upon in advance at a regular meeting.

Swearing in of new members

The President gives three raps of the gavel for all to stand. An immediate past president gives charge; the installing officer either reads or gives from memory the oath of membership; the Chaplain Offers prayer; the President presents the Constitution; the Vice President presents the Pin; and the Secretary presents the Membership Card. The President then raps the gavel once and declares recess to welcome New Members, the line from right to left.

Initiation of members



Installation of Officers

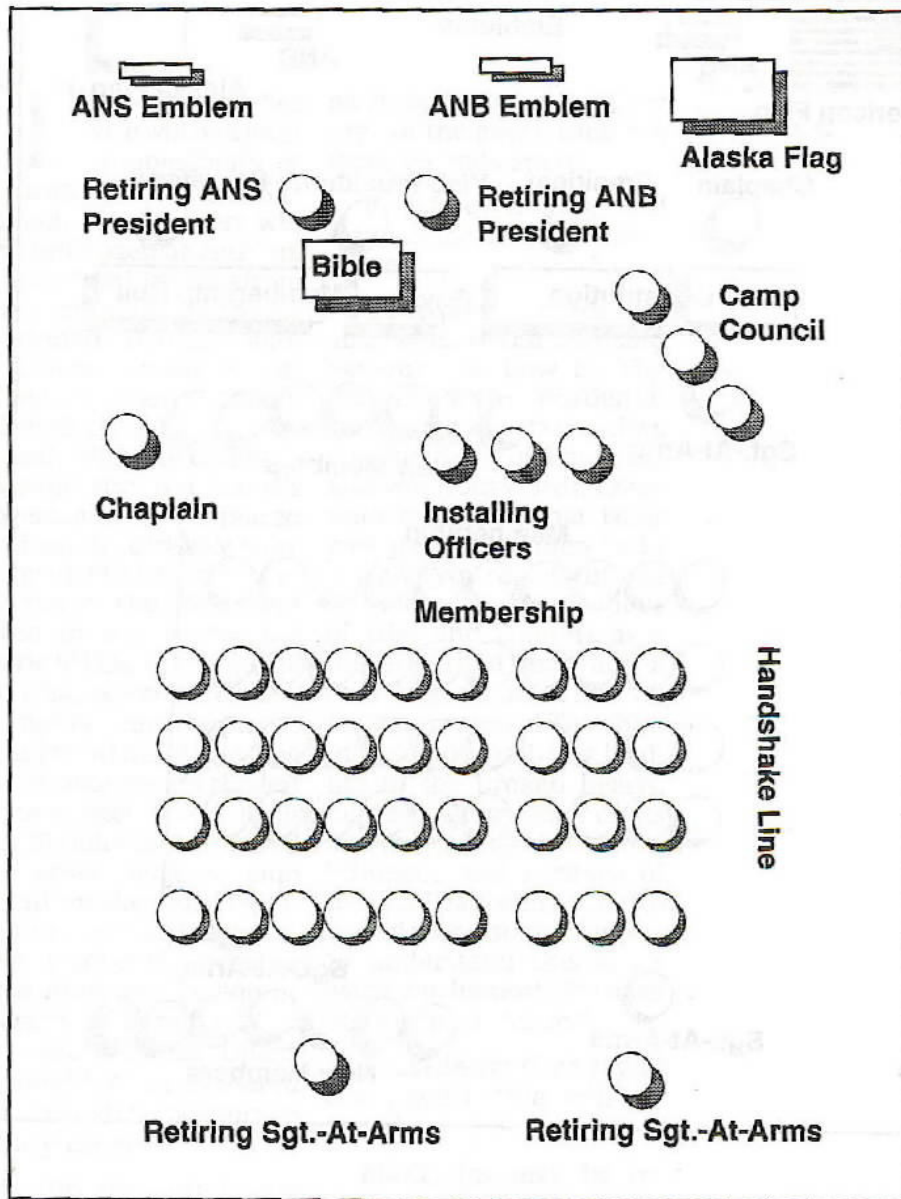
A special committee may make arrangements. The installing officer may be the President, Grand Camp Officer, Past Grand Officer, where practical this even should be a well planned function, however, due to circumstances; installation may immediately follow an election. When feasible, a reception honoring the retiring and incoming officers is an appreciated event.

A joint installation may well follow the order stated here. Each of the retiring Presidents will assume a position indicated on the plan; the ANS immediate or retiring President will rap the gavel three times; the Immediate or retiring ANB President will announce: "The Sisterhood and Brotherhood Sergeant-at-Arms will lead in the Officers-elect, may we all stand please." The Camps will provide a Coogeeinaa for each President's use while in office with the following letters: ANB President Camp # ___ or ANS President Camp # ___. Following the Oath of Office, each retiring or Immediate Past President is to invest the incoming officer with the Official Coogeeinaa; Installing Officer presents the gavels.

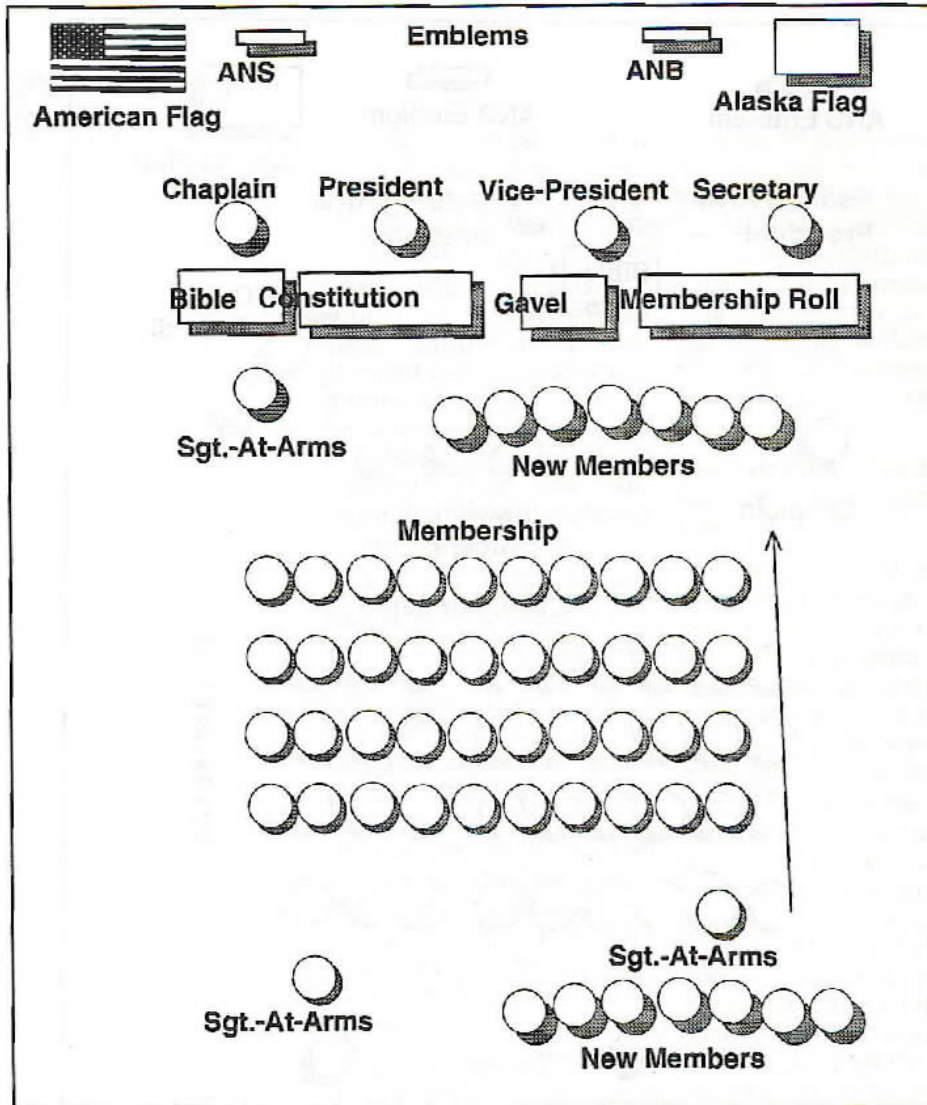
The Installing Officer to Retiring and Incoming Officers:

"Brothers and Sisters, you have served in a position of leadership, responsibility and to some degree sacrifice. The record of your Camp written and unwritten indicates how well you have served. It is our wish you will always be understanding and sympathetic with your successor, other officers and committees and out of your experience, share with them. On behalf of Camp # ____, we offer you our appreciation for willingness to serve in a spirit of Brotherhood and Sisterhood. We will now recess to congratulate our officers and receive refreshments."

Installation of Officers



Grand Camp Ceremonial Installation of Officers--Swearing in Members



Memorial Service

The Memorial Service will be a joint responsibility of the Brotherhood and Sisterhood. All members will wear the Coogeeinaa and Cap. The membership being from various churches or groups is reason to vary the Memorial Ceremony; the wishes of the next of kin or family and their clergy will be respected. With the casket in position, the deceased's Coogeeinaa is to be placed one third the distance from the head of the casket. In the event the deceased served in War under the American Flag, the Flag shall be displayed on the casket, and the Coogeeinaa be placed on the President's table. The field of blue covers the left of the casket (head position). Should the deceased have other lodge or club affiliations they may be invited to serve as Honorary Pall Bearers or if a member of the American Legion or Veterans of Foreign Wars or Alaska National Guard they ought to be considered to accord the appropriate Military Honors.

At the appointed time the President shall call the meeting to order by three raps of the gavel, each rap three seconds apart.

President: "We will stand as the Chaplain offers prayer."

Chaplain: "Eternal God and Father of our Lord and Saviour, we bow in Thy Presence with a burden of sorrow, unable to stand we are reminded of Thy great and wondrous Words, 'Come unto me all ye that labor and are heavy laden and I will give you rest. Continue Thy Mercy to us in this hour of trial and comfort as a father would embrace a child in great need; may we have assurance of Thy abiding presence to bring healing to the broken hearts, helping us remember this is not the end as the labors, influence and heritage of the dead has been passed to us and many others; help us to understand this bears witness to Immortality born of Thy Spirit. Amen."

President: (One rap of the gavel) "We will be seated."

Music: As may be requested

Chaplain: Suggested selections Psalm 23 v 46, 27; John 14 v 1-6; Nehemiah 4 v 6; Revelation 22 v 1-7; Luke 24 v 30-53; or as requested by the family

Eulogy: By the President or any member

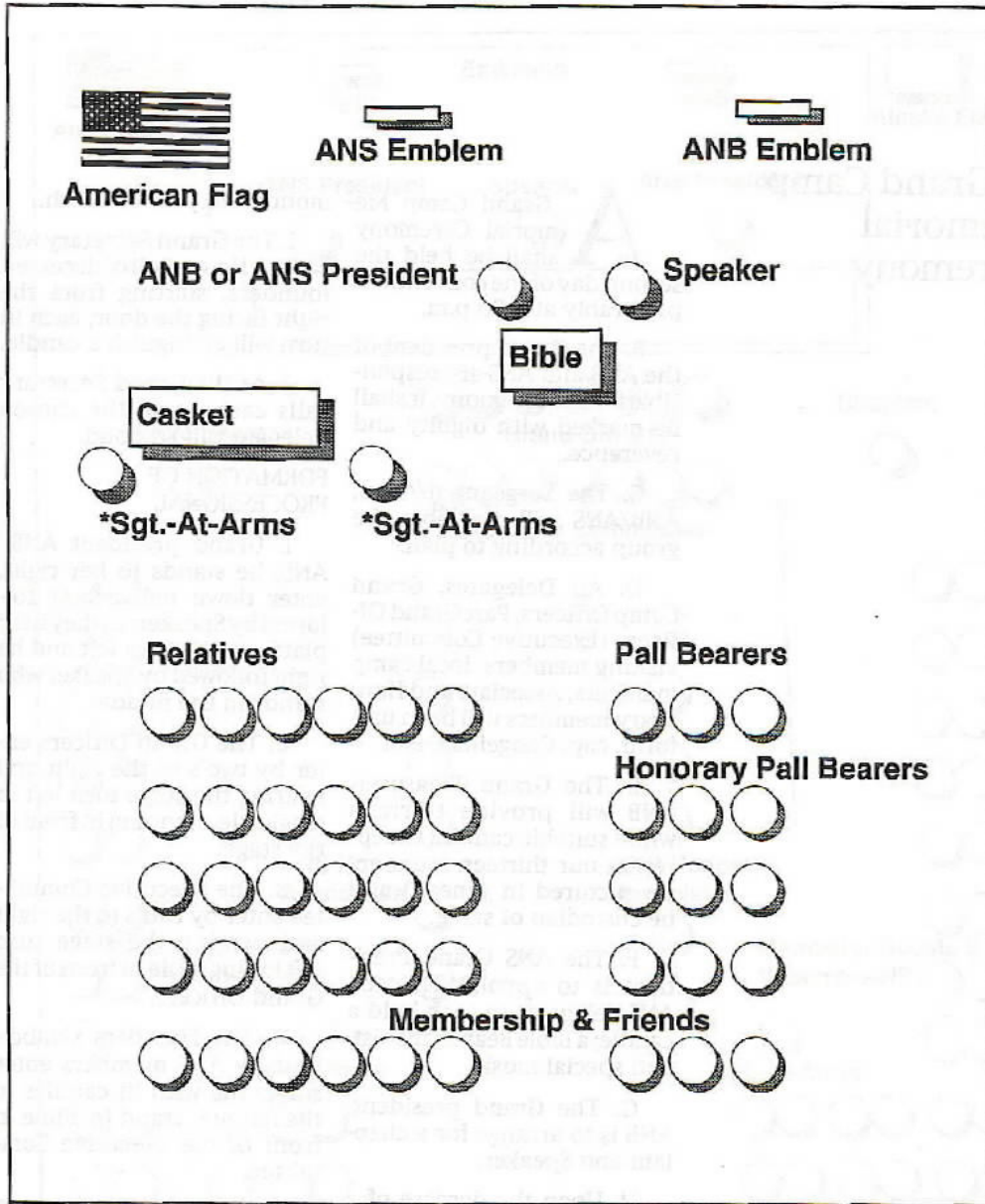
Invitation: By President or Immediate Past President, Grand Officer, or Past Grand Officer chosen by the family to come forward and take the Coogeeinaa.

President: “Any others wishing to join at this time may come forward; the Secretary will record their names and be sworn in at the next regular meeting.”

President: (May announce donation of the Camp at this point) He raps the gavel three times, each rap three seconds apart, and announces “Brother Secretary (or Sister Secretary), you will place the name of Brother _____ or Sister _____ on the Roll of Honor in the Book of Remembrance of Camp # _____. Let us sing the last stanza of “Onward Christian Soldiers.”

Chaplain: (The closing prayer) the prayer will mark the end of the Memorial Ceremony.

Memorial Ceremony



Grand Camp Memorial Ceremony

A Grand Camp Memorial Ceremony shall be held the second day of the Convention; preferably at 8:00 pm.

- A. The Grand President of the ANB and ANS are responsible for the ceremony. It shall be marked with dignity and reverence.
- B. The ANB and ANS Sergeant-at-Arms will assemble the group according to plan.
- C. All Delegates, Grand Camp Officers, Past Grand Officers (Executive Committee), visiting members, local camp members, and Associate and Honorary members will be in uniform, cap, Cooginaa and pin.
- D. The ANB Grand Treasurer will provide thirteen white suitable candles to represent our thirteen founders (as pictured in Juneau) and be custodian of same.
- E. The ANS Grand President is to appoint Thirteen ANS delegates to each hold a candle, a Bible Bearer, pianist and special music.
- F. The ANB Grand President is to arrange for a chaplain and speaker.
- G. Upon the decease of a member, the camp will immediately notify the Grand Secretary, giving full name and date of death.
- H. The Grand Secretary will call the Honor Roll of deceased founders, starting from the right facing the door; each in turn will extinguish a candle.
- I. As the Grand Secretary calls each Camp, the chosen delegate will respond.

FORMATION OF PROCESSIONAL

1. The ANB Grand President will stand to the right of the ANS Grand President as they are walking down the center of the hall. When they near the platform, she will go left and he will go right followed by Speaker who shall stand in the middle.
2. The Grand Officers enter by two's to the right and nearing the stage turn left in single file, standing in front of the stage.
3. The Executive Committee enters by two's to the right and nearing the stage turn left in single file in front of the Grand Officers.
4. The Founders symbolized by ANS members who enter single file with lit candles to the left and stand in a line in front of the Executive Committee.

5. The Chaplain stands left of the Bible Bearer and enter down center and stand approximately ten feet from the symbolized Founders.
ALL ARE FACING THE ENTRANCE
6. The ANB/ANS Delegates enter by two's, ANB to her right including Associate and Honorary members. ANS single file to left, ANB single file to right, the lead stopping at the Founders and facing the center.
7. ANS Sergeant-at-Arms remains at the left of the entrance and the ANB at the right.

MEMORIAL CEREMONIAL ORDER

Upon completion of formation, the ANB Sergeant-at-Arms will notify the pianist to start playing music "Onward Christian Soldiers"

- I. Presiding: ANB & ANS Grand Presidents
- II. Processional
- III. ANS Grand President: three raps of the gavel, each rap three seconds apart
- IV. ANB Grand President: "Brothers and Sisters, we offer tribute to the Founders, charter members and others of our membership who have entered upon a greater field of labor and love."
- V. The Chaplain offers prayer and reads Scripture (suggested selections Psalm 27 v 1; John 9 v 9; Revelation 14 v 12-13; Revelation 21 v 1-6; Revelation 22 v 5)
- VI. Speaker (5-6 minutes) then the lights are reduced half by the ANB Sergeant-at-Arms.
- VII. The Grand Secretary: "Roll Call of Founders (a candle is extinguished from right to left)
 - a. George Fields
 - b. William Hobson
 - c. James C. Johnson
 - d. Eli Katanook
 - e. Seward Kunz
 - f. Paul Liberty
 - g. Frank Mercer
 - h. Marie Orson
 - i. Frank Price
 - j. Peter Simpson
 - k. James Watson
 - l. Chester Worthington

m. Ralph Young

Roll call with camps responding. Camp numbers will be called in ascending order.

VIII. ANB Grand President: "The Grand Secretary will inscribe the names announced into the Roll of Honor in the Grand Camp's Book of Remembrance."

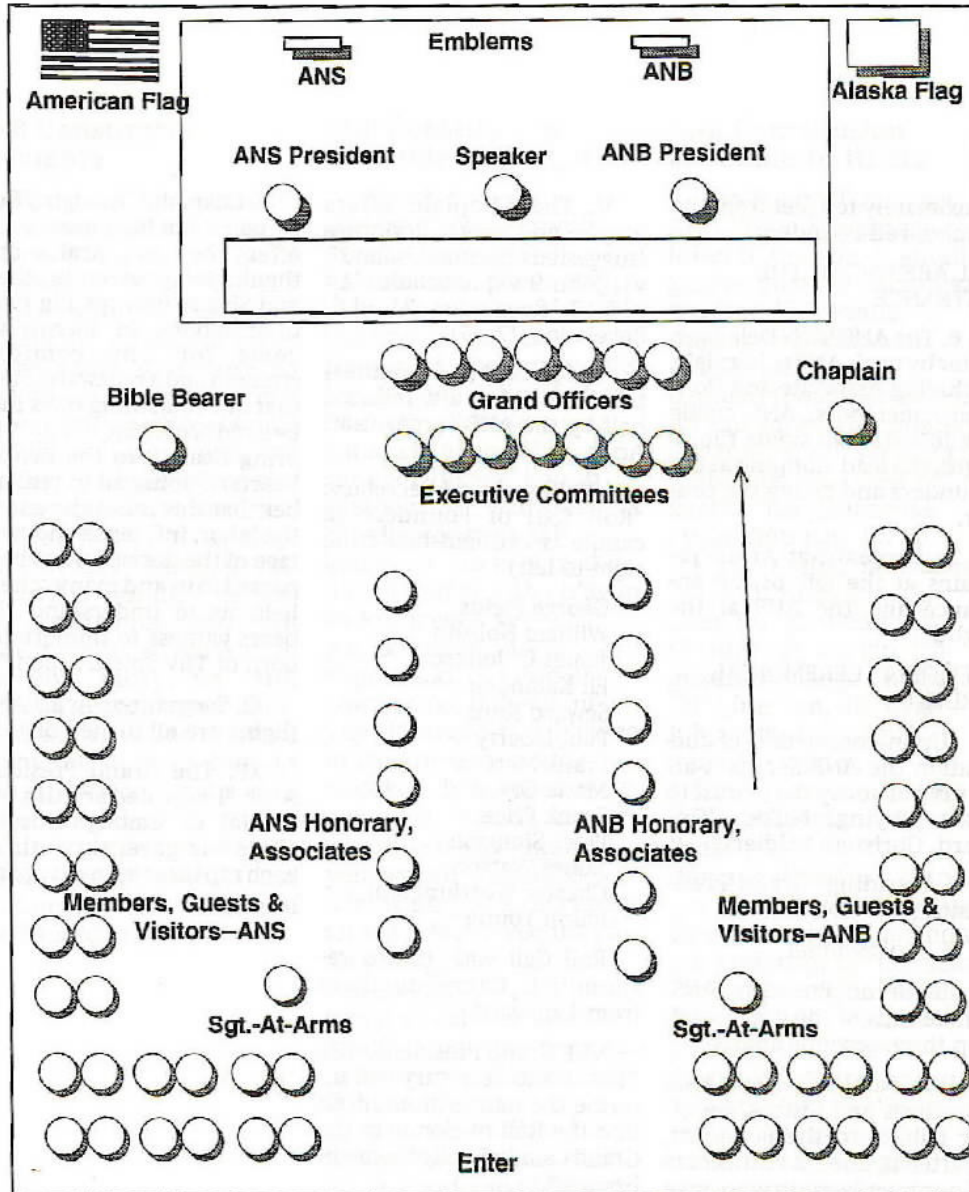
IX. Special Music

X. Chaplain: "Almighty God we pause but for a moment to offer Thee our praise and thanksgiving for our Brothers and Sisters now resting from their labors. In sorrow we come for Thy comfort, strength and a renewal of Faith that our remaining days may be lived according to Thy Will; bring healing to the broken hearts, helping all to remember that this is not the end as the labor, influence and heritage of the deceased has been passed to us and many others, help us to understand this bears witness to Immortality born of Thy Spirit. Amen."

XI. ANB Sergeant-at-Arms: lights are turned on

XII. ANB Grand President: "I now declare this Memorial Ceremony closed." (three raps of the gavel, each rap three seconds apart)

Grand Camp Memorial Ceremony



ANB Constitution Preamble

The purpose of this organization shall be to assist and encourage the Native in his advancement from his Native state to his place among the cultivated races of the world, to oppose, to discourage, and to overcome the narrow injustices of race prejudice, to commemorate the fine qualities of the Native races of North America, to preserve their history, lore, art and virtues, to cultivate the morality, education, commerce, and civil government of Alaska, to improve individual and municipal health and laboring conditions, and to create a true respect in Natives and in other persons with whom they deal for the letter and spirit of the Declaration Independence and the Constitution and laws of the United States.

ANB Constitution Preamble in Tlingit

Woocht gatudasheeyéet áyá, woosh toot wutudi.át, ka a shukaadéi wooch tunaxtoolt^sínkw, ch'áagu kusteeyéedáx a shukaadéi, yóot awu.aadí ku.óo xoodéi, lingit'aani káx'. A géidei yan gatoonáak guna.aa káa shak'aan, dikéex' ku.aa gaaxtulasháat, daa sá yángaa dunoogún haa kusteeyí tóox', has du daat sh kalnéek yá ch'áagu sh kalneegi yéi gaxtusaneix, has du tlaagú tsú, has du at.óowu tsú. Daa sá a yáx siteeyi át, yak'éiyi at shaakawusnook, at wooskú, haa kusteeyéet uxdisheeyi át, áan aadéi wooch kéit yagaxdusxeex yé, wooch gunayáadei néekw a kínx naxsateet, áa yéi jiduneiyi yé a yáx áa at nagateet, ka wooch yáa ayagaxtudanéit, yá Lingít^x haa sateeyí, ka haa xooni káa teen. Ch'a aadéi yan shoowatáni yé, yá aant^keení a káa yaa na.at kawdujixídi yoo x'atánk.

ANB Constitution Preamble in Haida

Gin Kugíin Tláats'gaa ANB Hínuu Kyaadáasi íitlan tl' tlaaydaas, guteihl xaat'ás gingáan xíinangaay tlagéihl tlí kwáans, tlagáay 'waadluwaan guteihl xíinangaas, dámaan tl'náasgyaan tláan íitl sanaan gántl' gudáng dagangáas, íitl' sanaan gut K'uhl nás 'láa saang tkl' xaat'as 'láa xíinangaas gyaandlúu gám íitl'an tl'k'á án saang, 'íitl' sanaan sáa ántl' gudáng saan, tláan íitl gám dámaan tl'asdáas gyáan gin 'láa gusdliyáa aangaa k'waansii íitl' kíngsaan, íitl' gyaa kíigaangs, íitl' kilgut gususi san git gi k'áanlangaas sanáan, gin 'láa 'wádluwaan íitl'gyaa 'láasii gutjúus kwáan dámaan tl'isdáas gyaan gin 'laa gusdliiyáay kwáan áangaa t'al k'ing kagándas gin kwáansgaay 'tál isdáa saang, tla' lagéihlsdluu dámaan íitl' 'wáadluwaan xíinangaay 'láa géihl saang, íitl' gin hlángúlaasgyáa'a tláan gut'án kíl daganggit, 'tl' wáadluwaan sáa gán yakwángit gusdliiyáay saan, íitl' stígaay thiluu sang, guteihl gán isdáa gáayaas dluu, k'áalaangaay sanaan íitl' kugíin gúlga U.S. k'áalaang gwaan íitl' gujúu an, Constitution hinuu kyaadáang íitl'gyaa hánsan íijang tl'kálaat gingáan aa.

The Lord's Prayer in Tsimshian

“Wee-nahgwa-dum koo tsim lachahgah Nclootiksh ah Noo-wahnt. Shak-koad-kan tum wahn ah halle-tsohamee, Ne-wahltkah tsim lacchah-gah. Kinnam klahgam ah shah quah ahm shkabboo wenayah. Kamdoadan ah naht-ahtackamee, newahl-dah dee willah kam koadamum ah haht-ach-ah-deah gam. Killohmdzah tah-taink umt shpiet t'in shpahlkt koadumt; addah mah al tillahmautkum ah haht-achahdat; Ahwill n'tsabbandat, addah nahkat kettandat, tilth n'cloadant, addah tum clah-willah wahl. Amen.”

Hosting Grand Camp Convention *ANB/ANS Convention*

Hosting the ANB/ANS Grand Camp Convention may include these suggestions:

Upon careful consideration a camp authorized delegates to invite the next convention, the longer the period of preparation the better. The invitation is a challenge and opportunity to reactivate membership drive to meet the responsibility and honor of hosting a Grand Camp convention when carefully planned the camp will derive much encouragement plus growth. Should a large city and or its chamber of commerce be interested in a convention or vice versa; a camp should work with the city in planning this event.

The host camp president or in his absence, the vice president, should be in regular contact via telephone with the ANB/ANS Grand President and the ANB Grand Secretary in finalizing the agenda. Through communication, arrangements for typists, office equipment, phone, PA system, paper, work space, six helpers to distribute resolutions and all details will be prepared two months prior to convention date.

The ANB/ANS first and second vice president ought to have a turn monitoring the agenda with necessary announcements assisting the presiding officer.

The host camp Sergeant-at-Arms should be helpful when required by the Grand Camp Sergeant-at-Arms.

It is advised high school students in consultation with the school administration should be encouraged to assist in convention activities for classroom credit; typing, proof reading, assisting the Grand Secretary, distributing resolutions, monitoring phones, taking messages, other.

COMMITTEES: Convention Committee co-chaired by ANB/ANS Presidents

1. **Housing:** Co-chaired, Mail notices one month before convention date, including your address and phone number. Insist how important it is to get the list in early. Members and/or friends usually choose guests, others are assigned. Any delay in doing this list is a no, no use the phone, use the phone! Put up a guest poster for each camp, grand officers and others. The Housing Committee must have its master list handy for use during phone calls and mail responses for assignments and

listing. This is a difficult job but it can be done, do not hesitate to bother the late responders...phone, phone!

2. **Transportation:** Co-chaired. Work closely with housing committee. Notices should include: Names of those coming, date of arrival, time, ferry or plane and phone contact. Meet arrivals, offer transportation, handle baggage, and take them to their place of stay, do the same when they are ready to leave.
3. **Meals:** Co-chaired. This is an expensive item. Throughout our convention years, host families have been known to take the burden and it was an honor to share. Monday through Saturday:
 - i. **Breakfast:** By host or at hall. Boiled eggs, coffee, tea, sweet roll. Donate or have a set price.
 - ii. **Lunch:** Local groups do one or more-soup, sandwich, pop, coffee, tee, fruit. Often used as a fund raiser.
 - iii. **Dinner:** This meal is usually sponsored by host camp, family, clan, tribe, corporation or a combination of two or more.

Various groups can help as waiters. High school students could be invited to share in this meaningful experience.

4. **Decoration:** When the Grand President selects a theme, this co-chaired committee should make the sign or have a volunteer share their talent, the same for modest decoration of the convention center; also plan Grand Ball decoration, purchasing necessary items, on economy side and send the bill to the ANB Grand Treasurer. The Grand Ball committee chair will appreciate this planning. They will be free to decorate and arrange refreshments.
5. **Entertainment:** Co-chaired. May include grade and high school students, Young and others for Native singing and Traditional dance; local talent show, other.
6. **Cooks:** Co-chaired. This will depend upon host for each meal, however, this committee will coordinate this important phase of a convention, including coffee, tea, pop, and sweet rolls, etc. plus a sign for donation. When necessary organize waiters.
7. **First Aid:** This committee is co-chaired and must always be readily available. By dividing responsibility to get task accomplished i.e. sickness, emergency, work, etc. can hinder a committee from doing its task well, by avoiding delays any job can be accomplished.

8. **Custodians:** Co-chaired. Clean convention hall daily, set up and stowage of tables and chairs. Also, upkeep of restrooms, i.e. cleanliness and supplies.

In appointing committees, first ask for volunteers. The size of a committee is at the discretion of the host camp. During camp meetings, each committee should report on the current accomplishments, any problems that arisen and if necessary ask for assistance and direction. In accordance with a resolution that was passed at a Hoonah Convention, alcoholic beverages shall not be served during any ANB/ANS functions.

Sealaska's policy of no smoking on its premises is urged for camps and Grand Camp Convention.

Paddle Ceremony at Conclusion of Grand Camp Convention

1. Music “Onward Christian Soldiers”
2. Grand Officers retiring and new officers enter and remain standing
3. Invocation
4. Elected officers step forward. Retired officers may be seated
5. ANB Charge
6. Oath of Officers – ANB/ANS
7. Transfer of Banner to ANB Grand President by an ANB Executive Committee member
8. Transfer of Banner to ANS Grand President by an ANS Executive Committee member
9. Transfer of Gavel to ANB Grand President by an ANB Executive Committee member
10. Transfer of Gavel to ANS Grand President by an ANS Executive Committee member
11. Transfer of Bibles to Grand 1st Vice Presidents
12. Membership invitation by an ANB or ANS Executive Committee member
13. Installation of New Members by ANB or ANS Grand Vice President
14. Right Hand of Fellowship
15. ANB Grand President Call Convention to Order
16. Gifts
17. Unfinished Business-Resolution of Appreciation
18. Transfer of Paddle by ANB Grand President to Host camp of next Convention
19. Benediction
20. Motion to adjourn

Installation of Officers Suggested Program

1. Welcome
2. Invocation
3. Dinner
4. Installation Ceremony
5. Invitation to Join
6. Charge
7. Oath of Office
8. Presentation of Office
9. Presentation of Andrew P. Hope Coogeenaa
10. Presentation of Mildred Sparks Coogeenaa
11. ANB Grand President Elect remarks
12. ANS Grand President Elect remarks
13. Open to public
14. ANB Grand President remarks
15. ANS Grand President remarks
16. Benediction

Andrew P. Hope Incentive Award

A gift in memory of Andrew P. Hope by a friend to encourage camps of the Alaska Native Brotherhood to recognize annually an outstanding Brother for his contribution to the ANB. He will be awarded this Coogeenaa to be worn on all occasions benefiting its use for that year, including a Grand Camp certificate.

It would be in accord with the spirit of this recognition, a special program be planned each year on that purpose of the Brotherhood, its goals and challenges in conjunction with the Presentation.

Brotherhood member Andrew P. Hope was an active member of Sitka Camp # 1 for 56 years and it is requested that Sitka camp be informed of the winner in October of each year. A list to be made by Camp #1 for presentation to the annual convention. The first Brother to be awarded this special Coogeenaa will receive it from the President of the Camp. The next Brother to receive this honor will receive it from the previous recipient.

Presented, 56th Grand Camp Convention, November 1969, Juneau, Alaska.

Charge

The ANB emerged in 1912 to strengthen and direct our people in a new age of challenge and unity for purposes of education, health, economics, appreciate our heritage, and support the United States Constitution.

We are called upon to share our talents and means as this order unites us for good causes.

Your membership is valued and we bid you welcome.