
How to be the Baronial Scribe

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Duties and Responsibilities

Definition of the Baronial Scribe position from the An Tir College of Scribes: the Branch Officer in a Barony who is on charge of the Scribal Activities of the Barony

- **The Baronial Scribe serves their Baron and Baroness and their populace, and through them, serves the King and Queen of An Tir**
- **Know your job description**
 - **Read it**
 - **Keep it up-to-date**
 - **Review with the Baron, Baroness and Seneschal before they step up**
 - **Distribute to your Deputies**
 - **If you don't have a job description, write one and file it with your Seneschal**

Foster the Scribal Arts in the Barony

- **Monthly Scriptorium - more than just charter painting**
- **Make it fun and interesting with**
 - Educational programs on specific subjects
 - Invite guest instructors
 - Book show-and-tells
 - Website reviews
 - News from Sable Sable, Kingdom Scribe and/or The Royal Scribe
 - Invite other Baronial Scribes to your Scriptorium
 - Social time and food
- **Attend other Baronial Scriptoriums**
- **Maintain a Facebook Page for the Baronial Scribes**
 - Announcements, upcoming scriptoriums and events, links to period sources.
 - Encourage scribes post photos of their work

Working with your Deputy Scribes

- **Multiple people make fulfilling the duties and responsibilities of the office easier and more fun**
- **Lowers the instance of burnout**
- **Spread the joy in different ways – make the most of the Deputies skill sets:**
 - **Calligraphy**
 - **Painting instruction – new scribes and advanced techniques**
 - **Organization and hosting skills**
 - **Maintaining and fostering contributions to the Facebook page**
- **Make sure each Deputy has their own Court Support Kit**

Court Support

- **Court Support Pre-Court / Pre-Event**
 - **Ask for the award recipient list well in advance of the event so that you come prepared with the appropriate painted charters**
 - **Learn how your Baron and Baroness like to work on awards with you prior to Court. Do they want to select the charters from the painted inventory?**
 - **Encourage working well before Court starts, so that you are not rushed**
 - **The Court Coordinator and the Baronial Herald are your primary sources for recipient name spelling and order of presentation**
 - **Share the information with your Deputies**
 - **Sit with them the first time they are the primary support Scribe**
- **Court Support During Court**
 - **Does the Scribe assist behind the Thrones?**
 - **When a charter is presented in Court, make sure that the presenter mentions the Scribe who painted the charter**

Scribe's Court Support Kit

- **You and every Deputy should have a kit prepped and ready to take to events**
 - **Painted and unpainted charters for each award type**
 - **Charter envelopes / archival plastic sleeves**
 - **Baronial Seals and adhesive**
 - **Rotring or other calligraphy cartridge pen for adding names and signatures to charters. Do not bring dip pens and bottled ink to events.**
 - **Micron pens**
 - **Charter repair kit: #0 and #2 round brushes, water, cup, and a small palette with pre-mixed paint to repair/mask small mistakes or stray marks.**
 - **Sheet of baking parchment to use as a hand rest for calligraphy and signatures**
 - **Common era to A.S. year conversion table for the current and future year(s) of the reign.**

Baronial Scribal Supplies

- **Maintaining the Baronial Scribal Inventory**
 - **Charter paper**
 - **Sealing wax**
 - **Baronial Seal Matrix**
 - **Archival white glue or archival rubber cement**
 - **Calligraphy pens, Micron pens, and ink**
 - **Charter envelopes or archival clear sleeves**
 - **Basic gouache paint and charter brush kit**

Baronial Charter Masters

- **Maintain the Baronial Portfolio of charter masters for the current and past Baronetcies**
 - You are the Scribal Historian
 - You have been entrusted with the work of all of the Baronial Scribes who served before you
 - Prior reign charters are used when a person requests a replacement charter
 - Purchase a high-quality archival portfolio and keep it in a secure place. Do not keep them in a paper box.

Kingdom Charters

- **You are the primary contact person to order, receive, distribute, monitor the progress of, collect, review for quality, and return completed Kingdom Charters to the Royal Scribe from the Baronial scriptorium.**
 - **Get one charter packet at a time to maintain a quick turn-around. You can always request a second packet if time and resources permit**
 - **Individual scribes who want to work independently and directly with the Royal Scribe are free to do so but should let you know so that you do not order charters for them.**
- **Foster the skills and interest in designing Kingdom Charters**
 - **Serve as a reviewer for new designers, provide encouragement, examples, and resources for design inspiration.**

Creating Charter Masters

- **Design and/or coordinate the design of award charters for Their Excellencies**
 - New charter designs are requested from the Baronial Scribe by Their Excellencies whenever they want to update the award text and/or change the design of an award charter.
 - Publish your design standards – either custom for your Barony or use the An Tir Kingdom standards as published on the An Tir College of Scribes web page. Includes overall size, margins, line weight, paper, art, calligraphy, etc.
- **Award text is taken from the Baronial Ceremonial or from new text written by the Baron or Baroness or by the Baronial Scribe or their Deputy**
 - For new text, edit the text for spelling, grammar, punctuation, and consistency with the other Baronial awards.
 - Review with the Baronial Herald.
 - When approved, add the new text to the Ceremonial.

Creating New Award Charters

- **Charter text is hand calligraphed by the charter designer or his/her designee onto the charter master.**
- **You or your Deputy delivers completed charter masters to Their Excellencies for approval. Note any changes required and communicate with the designer.**
- **After the design has been approved**
 - **File one copy of the charter master in the permanent Baronial Portfolio.**
 - **Keep a second copy of the charter master in your own portfolio or the file system for use in making charter copies.**
 - **Ensure that your Deputies have access to the charter masters so that they can replenish their own charter supply as needed**

Creating New Award Charters

- **Teaching / Encouraging New Designers**
 - **Make sure that everyone knows the design standards.**
 - **Encourage your Deputies to become designers.**
 - **Foster an open communication process.**
 - **Periodically offer a Design class.**
 - **Call for new designs / design ideas. Contests have both positive and negative connotations – be aware before you commit to this format.**
 - **New designs from the populace (not requested by the Baron or Baroness or offered by the Deputy Scribes) always go through the Baronial Scribe. Make sure you are in the loop.**

Charter Painting

- **Maintain an inventory of painted Baronial charters**
 - These can also serve as examples for new painters
- **Make copies of charter masters onto Baronial Charter paper**
- **Distribute charters to the scribes for painting**
 - Some people like to paint at home, others like to paint at Scriptorium
 - Expect some charters to go AWOL
- **Paints used on Baronial charters conform to the Kingdom Standards, as published on the An Tir College of Scribes web page.**
 - Be sure to communicate to the artists that we use only artist grade commercially made Gouache paints, A or AA permanence, in period colors. No acrylic paints, markers, oil paints, or period paints are to be used on charters.
 - If a scribe wants to make their own paints, they are free to use them on their own A&S projects but not Baronial or Kingdom charters

Charter Painting

- **New Painters**
 - Encourage them, provide lots of inspiration
 - Practice sheets build confidence. No need to fret over ruining a charter or two at the start. This is not a test.
 - Communicate the quality standards early in the process: painting within the lines, color choices, opacity, when to ink over, when and how to fix or not to fix a mistake.
- **Collect and review completed charters for quality and workmanship**
 - Review any quality issues with the artists and have them correct the problems
 - When in doubt, ask the Baron and/or Baroness
 - Be sensitive, and not overly nit-picky, but do not do all of the fixes or touch-up work yourself
 - When quality degrades from a previously reliable painter, offer kind help and advice.

Getting Youth Involved

○ Teens

- Teach an Introduction to Charter Painting class specifically for teens at events.
- Have Practice sheets available.
- Encourage them to come to the Scriptorium. Parents do not need to attend.
- Let them take a charter or two to paint at home.

○ Kids

- Set up a Kids table at Scriptorium.
- Create “coloring book” art pages from the Baronial Device, Baron and Baroness’ devices, animal heraldry.
- Have a set of color crayons and kid’s colored markers in a kit to bring to Scribal events.
- When kids are welcome to attend at Scriptorium, attendance by one or more parents may increase.
- Offer lots of encouragement and make it a big deal celebration when they “graduate” to painting the real charters.

Charter Inventory

- **Store completed charters in a safe place**
 - Distribute some to your Deputies
 - Post pictures to the group Facebook page
- **Keep enough charters in inventory to support large and/or back-to-back events.**
- **Know approximately how many charters are given out each year so that you do not keep more than can be used during a reign.**
 - No more than a few should go into the archives post-reign due to limited demand and storage issues

Original Baronial Award Scrolls

- **Design and calligraph, or direct and oversee the production of original award scrolls that are requested by the Baron or Baroness.**
- **Every Barony is different – which awards are an original scroll and which are by charter**
- **Original scrolls typically follow the Kingdom Scroll process**
 - **The same design standards apply**
 - **Award texts are approved by the Baron and Baroness**

Baronial Ceremonial

- **Maintain the current approved award text and court scripts in the Baronial Ceremonial**
 - **Maintain ONE single source of the ceremonial. Do not have multiple writeable copies in circulation.**
 - **Keep a back up copy.**
 - **Consider delegating this responsibility to a Deputy who is knowledgeable with desktop publishing and will maintain accurate records. Ensure that they periodically give you a backup copy and that you maintain a current copy of the publishing software.**
- **Print and distribute copies of the Baronial Ceremonial on request to the Baronial Herald and their deputies, to the Baron and Baroness, and to the Deputy Scribes.**
 - **Interested individuals in the Barony may purchase Baronial Ceremonial booklets or you can post the Ceremonial as a PDF on the Baronial Web page.**

Replacement Charters

- **Replacement charters**
 - A member of the populace may request a replacement charter
- **Confirm the name, award, and date on the Kingdom OP**
 - If the award is not on the OP, respond to the requestor that you need official record of the award before you can prepare a charter. It is not your job to track down a missing OP entry.
 - Copy an appropriate charter from the reign during which the award was given. Or, use one of the current charter designs if the recipient agrees.
 - Caligraph the award information and give it to a scribe to be painted. Do not send the charter to be painted without calligraphing it first, so that it is clearly identified as a backlog or replacement charter and not one to be placed into inventory for the next court.
- **Obtain the signatures of Their Excellencies on the completed charter.**
- **Apply a baronial seal, and make arrangements to get the charter to the award recipient.**

Scribal Backlog

- **Avoid a backlog at all costs**
- **Work with the Baron and Baroness so that it is their policy that no award will be given in court without a charter**
- **If you inherited a backlog from a previous Baronial Scribe, work it diligently until no names remain on the list**

Baronial Seals

- **Make the baronial seals to be applied to charters and scrolls using the Seal Matrix and a high quality material such as dop wax.**
- **Keep the Seal Matrix in a secure place**
- **Bring completed seals to all events where awards will be given out**
- **Affix the seals to charters and scrolls using only archival white glue adhesive or archival rubber cement in enough time to dry before they are given out**
 - **Do not use craft quality rubber cement or household glue.**
 - **If there is no archival glue available, use a small amount of removable tape, and request that the charter be returned to you after court so that the seal may be affixed at a later time.**

Creating New Baronial Awards

- **If the Baron and Baroness want to create a new award**
 - Request a Baronial Herald consult for conflicts and appropriateness of the name of the award
 - After the consult is received and no conflicts are found, prepare the An Tir College of Heralds form, obtain a check from the Baronial Exchequer, make copies, and send for approval
 - Follow up as needed. When approval is received, notify the Baron and Baroness and submit the award to the An Tir Order of Precedence
- **A new Baronial award should not be given out until the Award Name is approved at Kingdom and Society level and the award is listed in the An Tir OP**
 - It may take up to a year to get an award approved at Kingdom and Society, so on rare occasions a provisional award may be given out, noting to the recipient that the award name may change in the future and the OP will need to reflect the approved award name.

Baronial Scribe Expenses

- **Keep receipts for all expenses related to the office of Baronial Scribe**
 - If you do not already have a budget for the office, ask the Financial Committee for one. The Blatha An Oir budget is currently \$25 per month.
- **Prepare expense reports for any reimbursement requests**
 - Reimbursable expenses include making charter copies, purchasing supplies such as calligraphy pens and ink and basic painting kit, presentation envelopes or sleeves, and postage for Kingdom charters and out-of-area painters.
 - With prior approval from the event steward, you may include special purchases for events such as class supplies
 - Special purchases that exceed the monthly budget amount, such as Charter paper or the Ceremonial printing, may be approved by the Baronial Financial Committee on request

Scribal Office Reporting

- **Prepare and send a brief monthly summary of the Baronial Scribal activities to the Baron, Baroness, Seneschal, and Chronicler, with a cc: to the Deputy Scribes**
 - Use your Facebook page as a convenient source of information for your report.
- **Prepare and send a quarterly summary of scribal activities to Sable Sable, Kingdom Scribe**
 - Alternatively, you can include Sable Sable on your monthly report and satisfy all of your reporting requirements at the same time.
 - The reporting schedule is found on the An Tir College of Scribes web page.



Questions
Comments
Discussion