



HOUSEHOLD HANDBOOK

CAVEATS:

These Handook will always be a work in progress and I welcome suggestions.

I thank those of you who have already assisted me in my process through earlier versions of my Household Handbook and I hope you will provide your insights once again.

I use the following terms interchangeably:

Master, Head of Household, and Lord of the Manor

slave and servant

HOUSEHOLD DESCRIPTION:

The Household of Sir Stephen is a hierarchically structured Master/slave Household with a strong spiritual base.

It is drug, alcohol, smoke, and disease free.

The Household structure is modeled after a Victorian Manor.

Sir Stephen is the leader of the Household and welcomes others who share in his vision to join him on his journey.

HOUSEHOLD VISION:

The vision of Sir Stephen is that he, and those in service to him, will work together to identify, create, and maintain those structures which will best serve to create an enduring, harmonious, productive Master/slave Household. This Household will endeavor to provide all members both individually, and as a unit, the opportunity to attain fulfillment as Master and as slaves, and to contribute in meaningful ways to the well-being of the larger Master/slave community.

HOUSEHOLD MISSION:

The mission of this Household is to identify, create and maintain those Policies and Procedures which will best serve to:

- Sustain the continued existence of the Household
- Contribute to the physical and emotional well-being; personal and spiritual growth; and fulfillment, of all members of the Household
- Contribute to the health and well-being of the Master/slave Community

LONG TERM, OR ON-GOING HOUSEHOLD GOALS:

1. Maintain our Master/slave Household
2. Maintain the Household atmosphere of serenity
3. Support the spiritual growth for all members of the Household
4. Fulfill the needs of the Master
5. Provide an environment in which servants can thrive and in which they can find fulfillment in the service of the Master
6. To contribute, wherever possible, to the greater good of all the communities in which we function and to the individuals within those communities

HOUSEHOLD CREDO:

We believe that the Household of Sir Stephen has a responsibility to itself and its members to fulfill those needs for which we have come together. To find the fulfillment we seek in giving and receiving superior service.

Further, and as important, we have a responsibility to the larger Master/slave community to act in harmony with other Households and to strive, always, to promote greater harmony within that community.

We recognize our responsibility to be of service to the individuals and organizations in our community whenever and wherever we can.

Finally, we share, with all the members of the Master/slave community, the responsibility to maintain an awareness of ourselves as representatives of our chosen community within the larger community in which we all exist. We accept the responsibility of doing whatever is possible to promote the truth of our Household, and other Master/slave Households, as the healthy, fulfilling, viable entities we know them to be.

We will project, to the world at large, the pride we feel in our Household and in our membership in the Master/slave community.

HOUSEHOLD ROLES AND RESPONSIBILITIES:

Master:

The Master will assume responsibility for the establishing and maintaining the Household structures, rules, rituals, ceremonies, etc. needed for the harmonious functioning of the Household.

The Master will be responsible for the financial stability of the Household. This does not mean that the Master will be the sole support for the Household. It is expected that all fulltime live-in Household members will make reasonable contributions to the financial upkeep of the Household.

The Master will be responsible for the spiritual, emotional and physical well-being of the servants.

The Master will be responsible for providing the servants with clear instructions as to their duties and will be responsible for determining if the assigned duties are being properly performed.

The Master will be responsible for correction, punishment, or in extreme circumstances, expulsion when servants fail to perform their assigned duties.

servants:

servants will comply with all rules of the Household.

servants will be responsible for performing assigned duties to the best of their ability as efficiently as possible.

servants will be responsible for informing the Master of anything they require in order to fulfill their duties, including, but not limited to: material supplies (e.g. cleaning supplies), additional support (either from within the Household or from outside resources), physical support (if illness or medical conditions impair the servant's ability to perform they must inform the Master immediately), etc.

servants are expected to arrive on time for all appointments, and perform all agreed upon tasks to the best of their ability.

servants will provide such service and perform such tasks as are requested of them in fair exchange for Sir Stephen's time, attention and training services and expect no financial remuneration of any kind.

BASIC HOUSEHOLD CODE OF CONDUCT:

1. All members of the Household will be Drug and Alcohol Free while in The Household.
2. All members of the Household are reminded that life, including training, is about Progress not Perfection.
3. All members of the Household will adhere to rigorous standards of honesty and honor. All forms dishonesty including: lying, withholding of information, misdirection, manipulation, etc. will be justification for punishment and may be cause for dismissal.
4. Theft will not be tolerated and will be cause for dismissal.
5. Violation of the rules governing fluid bonding as detailed below will be cause for dismissal.
6. The members of the Household of Sir Stephen will observe and uphold all local laws and ordinances.
7. Members of the Household should not speak ill of one another either within or outside of the Household. In the event that issues arise that lead to the disruption of personal or Household harmony, the affected member(s) should bring this to the attention of the Lord of the Manor and/or the other Household members in as positive a manner as possible.
 - a. It is understood that some issues may arise that require guidance or support from outside the Household in order to be resolved. All members of the Household should feel free to seek out counsel and support as needed, but should not view this as an excuse to indiscriminately discuss Household concerns.
8. Gossip should be avoided at all times.
9. In almost all cases, observing common courtesy, common sense, and treating others as you would have them treat you will bring you into alignment with the standards of behavior expected from Master and servants alike.
10. The Master should act in a manner appropriate to his position as head of the Household and likewise the servants should act in a manner appropriate to their position.
11. A subdued manner is always pleasing to the eye and ear of the Master.
12. Obedience to the Head of the Household is required. It is my experience that obedience is based upon the development of Humility and initial training will focus upon the physical, emotional and spiritual basis for Humility and Submission.
13. The overall goal of members of the Household should be to contribute to the material, emotional and spiritual well-being of all members of the Household as well as the Lord of the Manor. The attainment of individual and Household serenity should be regarded as a guiding virtue.
14. It is understood that no member of the Household will be requested to perform any task that violates any law, nor will they be requested to

participate in any activity that will cause permanent harm. If anyone is directed to perform any task that violates their personal beliefs they are permitted to request to be exempted from such tasks.

ADMISSION TO THE HOUSEHOLD:

Admission to the Household of Sir Stephen is initiated by the submission of an application which can be found on-line.

The application is evaluated by Sir Stephen and a decision is made as to the potential value of the applicant to his Household. The applicant will be notified as to the acceptance or rejection of the application form.

APPLICANT:

If the form is accepted, the candidate for admission is now considered to be an applicant. Two additional interviews will be conducted, one by phone, and the second, in person. At the conclusion of each of these interviews a further evaluation will be made and the candidate can withdraw, or Sir Stephen may terminate the application.

If, at the end of the interviews both party wish to continue the application for admission to the Household, the candidate will be invited to perform service in the Household on a part time basis. This is designed to give both parties an opportunity to evaluate skill levels and compatibility with each other and the other Household members.

Applicants may terminate their participation in the Household at any time, by submitting a written request for release. The Lord of the Manor may dismiss an applicant, with cause, either verbally or in writing.

After a period not to exceed three months, Sir Stephen will make an offer of apprenticeship to the applicant, or terminate the application for membership in the Household.

APPRENTICE:

Until reaching the level of apprentice the applicant is now considered to be a member of the Household.

Acceptance as an apprentice is marked by a ceremony, the signing of a contract, and the giving of a symbol of membership in the Household. The symbol of membership will vary according to gender identification and Household role.

Apprentices continue to provide part time service, but they also embark upon a training regimen designed to modify behavior and attitudes to bring them into the greatest possible alignment with the modes of behavior and thought most pleasing to the Master.

Apprenticeship will last no longer than 12 months. Apprentices may terminate their participation in the Household at any time, by submitting a written request for release. The Lord of the Manor may dismiss an apprentice, with cause, either verbally or in writing. Apprentices do not participate in the process for making Household decisions.

JOURNEYMAN:

Upon the successful completion of apprenticeship, the servant will be invited to become a journeyman. The transition from apprentice to journeyman is accompanied by a ceremony, a one year contract, and the giving of a journeyman's collar. Journeymen are considered to have full membership in the Household. For issues that impact on the Household as an entity, and where the Master deems it appropriate, their opinions will be sought out and given weight in the Master's decision making. Journeymen do not enjoy fulltime living privileges in the Household.

Frequent, extended stays in the Household by a journeyman might strain the financial structure of the Household. The service they provide may reduce Household expenses sufficiently to offset the costs associated with their visits, but if not, they will be expected to make an appropriate contribution keep the Household accounts in balance.

DOMESTIC:

Journeymen who wish to enjoy fulltime live-in privileges may apply to become a domestic. If granted domestic status, there will be again, a ceremony, a contract, and a new collar. domestics have full-time live in privileges with the Household. For issues that impact on the Household as an entity, and where the Master deems it appropriate, their opinions will be sought out and given weight in the Master's decision making.

domestics will find some means of contributing the finances of the Household, either by contributing some portion of money earned by working outside the Household, or by providing an ongoing service that reduces the Household expenses.

SPEECH. MANNER AND DEMEANOR:

Appropriate modes of speech have been touched upon above, but a further word about speech is, I believe, needed. Speech is our most common form of interaction and our most critical.

A failure to observe proper speech protocols undercuts the very foundation of the Master/servant dynamic.

In general:

- Servants should make use of common courtesy and common sense
 - Common courtesy implies the expectation that all members of the Household will be exemplars of good manners both when in the physical confines of the Household and when they are out and about. The courteous, well-mannered conduct of the members of the Household reflects back favorable upon the Master and his training.
- Servants should speak in a subdued and respectful manner
- Servants should strive to use the proper honorifics, whether within the home or outside, with all members of the Household, guests, and friends
- Servants should not disagree but they may offer suggestions or alternative opinions, however:
 - Language, tone and demeanor must be respectful
 - Decisions, once made, must be executed as expeditiously as possible and done so in with a positive attitude, even if the decision is at odds with the servant's own expressed opinion or suggestion

Below are some additional policies regarding speech:

Initiating a conversation:

First say "Sir...", and wait for acknowledgement before continuing.

The servant will continue to use the honorific "Sir" as appropriate throughout the remainder of the conversation, but not to the point where it impedes efficient communication. During training servants will be instructed in what constitutes appropriate use of the honorific.

If the Master is in conversation with another, the servant should approach discretely and await acknowledgement by the Master.

An exception to this rule is an urgent matter requiring the Master's immediate attention, in which case the servant should discretely beg the Master's pardon for interrupting and then await permission to continue.

Concluding a Conversation:

When a conversation ends the servant should bow their head slightly and exit the area or return to their previous activity.

If the conversation has been lengthy, or of particular benefit to the servant, they should thank the Master for his time.

Acknowledge Orders and Instructions:

After an order or instruction is given the slave should reply "Yes, Sir" to convey the fact that they have received and understood the order.

If there is any confusion regarding the order or instruction the servant should never hesitate to say: "Sir, may I request further clarification."

ASSIGNMENT OF ROLES:

servants will be assigned roles as the Master feels appropriate. It is understood that the needs of the Household are many and varied. Adequate staffing by individuals with appropriate skills or training is required to fulfill all those needs and lacking adequate staffing it is for the Master to determine the relative importance of those needs and assign roles accordingly knowing that some needs may go unmet.

It is entirely possible that one servant may be called upon to fulfill more than one role. The Master is responsible for making it clear to such servants which role(s) has priority at any given moment.

Roles, responsibilities and tasks may be delegated by one servant to another as approved by the Lord of the Manor.

Opportunities to serve within the Household are numerous and although some of the current service roles are listed below, the list is by no means exhaustive and is given for reference only. servants who approach the Master for admission to the Household possessing skills and abilities appropriate to services other than those listed below will most certainly be given serious consideration.

LIST OF HOUSEHOLD SERVICES SOUGHT OR CURRENTLY FULFILLED:

COMPANION (FULFILLED, BUT ANY SERVANT MAY BE CALLED UPON TO ACT IN THIS CAPACITY):

COMPANION/COURTESAN:

A companion is in the Master's service to provide him with social companionship. Such companionship may take place one on one in the Master's home or in public. If a role model exists for the companion it would approximate the non-sexual role provided by truly skilled Courtesans (see appendix). servants in companion mode are accompanying the Master at his discretion and for his pleasure. In companion mode servants are permitted full freedom of speech (within the constraints given above) with the Master, and with others they encounter in social situations.

In companion mode there is no fixed sitting, standing, or walking position. The companion will be directed to various positions as suits the needs of the moment, and the Master's pleasure.

companions will provide the Master with food, drink, or other forms of service. When presenting food or drink to the Master the companion will curtsy and say: "Sir, your _____ (drink, sandwich, etc.)."

(See note on Meal Service, below)

companions are expected to engage in conversation with the Master and those with whom they interact. Conversation with the Master will always be courteous and respectful as described above.

companions should feel free to bring to the Master's attention anything, or anyone, in the immediate environment which they feel will engage the Master's interest.

companions carry burdensome items at the Master's direction. Do not presume to carry them unless so directed.

companions will maintain calendars for the Household, including work and personal calendars for both themselves and the Lord of the Manor.

ATTENDANT:

A servant in attendant mode is silent except when addressed, or when urgency requires that a verbal communication be made.

Attendants should stand, or walk, behind the Master, on his right side.

Attendants should remain alert to changing circumstances. Examples of remaining alert to the needs of the Master would include:

Carry all burdensome items.

If the Master is approaching a door the attendant should discretely move ahead of the Master in a timely fashion and open the door.

If the Master has entered a building, the attendant should remain alert for the need to take the Master's coat or other items the Master may be carrying or wearing.

When the Master has indicated he wishes to leave a location the attendant should discretely retrieve all items needed to depart (hat, coat, etc.)

If the Master is in the company of a companion the attendant will see to the needs of the companion, and then to the Master, and then to themselves.

(See note on Meal Service, below)

These are but examples.

The attendant should remain alert at all times and extrapolate needs based on the examples given above. When in doubt, discretely request direction from the Master. The Master may, at his discretion, countermand any of the above and the servant will comply without question or hesitation.

HOUSEKEEPER (FULFILLED):

The duties of the Housekeeper are to maintain the cleanliness of the house, and to insure that necessary items are procured for the smooth running of the house.

Such items include, but are not limited to:

Groceries
Cleaning Supplies
Bedding
Towels

Although the housekeeper is responsible for such maintenance, duties may be delegated to other servants.

COOK (FULFILLED):

Prepare grocery lists and lists of other required items for the smooth running of the kitchen.

Prepare meals in accordance with the Master's tastes, and when indicated, in accordance with his specific requests for a particular meal or event.

The Master expects his meals to be delivered in a timely fashion. The cook should prepare as much as possible in advance so as to be able to respond quickly to the Master's request for meals.

CHAUFFEUR:

Maintain a valid driver's license.

Drive the Master, and/or others (as directed).

Observe all laws regarding safety when operating any of the Household vehicle(s).

Maintain the Household vehicle(s) in good running order.

Wax and polish the Household vehicle(s) monthly.

HOUSEBOY OR HOUSEMAID:

At the Housekeeper's direction the Houseboy or Housemaid will assist with:

Dusting

Vacuuming

Laundry

Ironing

Clearing after meals

Dishwashing

Putting the dishes away

Making the beds

VALET:

The valet will care for the Master's clothing, performing such tasks as:

Lay out the Master's clothes at the appropriate times

Hang the Master's clothes when the Master is through with them

Clean such dust, dirt, spots, etc, as can be cleaned prior to hanging of the clothes

Press clothes as required prior to wearing

If the clothes are in need of laundering the valet will bring them to the housekeeper

Polish the Lord of the Manor's shoes and boots

SCHEDULE OF TASKS:

Daily tasks include:

Prepare the Master's coffee prior to his awakening.

Meals are to be provided as follows:

Breakfast – within 30 minutes of the Master's rising

Lunch – 1 PM

Dinner – 7 PM

Snacks and beverages are to be provided as requested, and as rapidly as is possible.

All dishes are to be removed and either washed or placed in the dishwasher within 1 hour of the completion of a meal or snack.

Kitchen floor is to be swept at least daily.

Beds are to be made.

Weekly tasks include:

Grocery shopping

Laundry (including ironing) is to be done twice weekly.

Kitchen floor is to be washed once a week, more often if spills occur.

Bathrooms are to be cleaned weekly, more often if unusual circumstances dictate.

Cleaning the bathroom includes:

Floors scrubbed

Tubs scrubbed

Mirrors polished

Vacuum all rooms.

Dust all rooms.

SEXUAL AND BDSM SERVICE:

At this time Sir Stephen is not accepting applications for service in these areas.

ADDITIONAL NOTES ON HOUSEHOLD RITUALS:

Entry Rituals:

Requesting admittance:

When apprentices or journeymen initially arrive to begin a period of service they will knock on the door, or ring the doorbell, and wait for admittance. Upon the door being opened they will, if female gender identified, kneel and kiss the Master's ring, if male gender identified they will bow, and say:

"Sir, may I be permitted to enter and serve you today?"

Upon being granted such permission they may enter the Manor.

The Lord of the Manor enters or returns:

When the Lord of the Manor has been absent and returns to the home he will ring the bell before entering. All servants will assemble near the door and when the Master enters female gender identified servants will kneel, kiss the Master's ring, and say:

"Thank you for allowing me to serve you today."

Male identified servants will bow and say:

"Thank you for allowing me to serve you today."

If the Master does not ring the bell the servant(s) may assume he does not wish to enact the ritual and they should continue with their regular routine.

If a servant(s) has been out with the Master and they return together, they will observe this ritual upon re-entering the house with the Lord of the Manor.

Departure ritual:

When apprentices or journeymen have concluded their service and are ready to leave, female gender identified servants will kneel and kiss the Lord's ring, male gender identified servants will bow, and say:

"Sir, thank you for allowing me to serve you today."

Food Service Rituals:

When presenting the Master with a beverage or snack, female gender identified servants will curtsy, male gender identified servants will bow, and announce:

“Sir, your drink, or snack, etc.”

When a meal is laid on the table, or the tray is ready, the servant will approach the Master, female gender identified servants will kneel, and male gender identified servants will bow, and announce:

“Sir, your meal (breakfast, lunch, dinner) is served.”

servants will be instructed as to whether or not to wait for the Master before they may begin to dine. Absent instruction to the contrary they should always assume that they are to wait.

See the appendix for further instruction on how to properly prepare the table or tray.

UNIFORMS:

Uniforms will be provided appropriate to the assigned tasks and gender identification of the servants.

CORRECTION AND PUNISHMENT:

It is assumed that servants wish to be in service and wish to perform tasks to the best of their ability. Service in the Household of Sir Stephen is not intended as a game wherein the servant intentionally makes errors to attract attention or to provoke an S&M scene.

Therefore, if a servant fails at a task, or mode of behavior or speech, it is initially assumed that the failure is due to a lack of understanding or instruction. The servant will be instructed again.

If there is a repeated failure of the same task or mode of behavior the servant will again be instructed, and a mild, reinforcing punishment will be enacted. Additional failure will evoke a more severe punishment.

Punishments will not be designed to be confused with S&M play, they will be designed to be unpleasant.

If the servant can still not perform the task properly, they will be denied the opportunity to provide that particular service either for a specified period of time, or forever.

If a servant has no tasks that they can perform, they will be dismissed from the Household.

A note about speech: servants come to service with a lifetime of deeply ingrained patterns of speech. Changing patterns of speech, and speech related modes of behavior, will take time and in recognition of that, the Lord of the Manor will grant a great deal of latitude as servants re-learn how to present themselves verbally. However, if the Master deems that a servant is simply unable, or unwilling, to learn the new modes of speech and behavior, they will be dismissed from the Household.

TERMINATION OF SERVICE:

Circumstances may arise which require a servant to request an unscheduled release from service. In such circumstances the servant will make a formal verbal request to be released. At the discretion of the Master the servant may be requested to supply a written request. At the discretion of the Master the request may be approved or denied. At the discretion of the Master a formal process of gradual dissolution of the bonds of service may be initiated. Such a process may include written materials, discussions, and possibly outside counseling to insure a satisfactory, honorable conclusion to the term of service, and a smooth transition for both Master and servant.

If the Master deems that there is a need to terminate a servant he will so inform the servant. The Lord of the Manor will supply the servant with a complete understanding of the reasons behind his decision, as needed. The servant may request a formal conclusion to the term of service, including a transitional phase, as outlined above. The Master's decision in regard to that request will be final.

Terminated servants may request a written reference to be shown to potential future Masters. Such a reference will be supplied at the Lord of the Manor's discretion.

Signed by Sir Stephen

Signed by servant

APPENDIX:

MY PERCEPTION OF A COURTESAN:

(Excerpted from <http://www.as-per-usual.com/courtesan/famous.htm>)

"The courtesan was one of the most accomplished women of her time.

She was well-read, well-educated, and well-mannered at a time when most women could do no more than read a Psalter and bear children.

These women were dinner companions, entertainers, singers, poets, and lovers to some of the most prominent men of the period.

They were trained in many arts, only one being the art of love.

They held parties, and made more than one lord envious of the current patron.

A courtesan was an attainable dream. She exuded charm, lust, and opulence."

Meal Service:

Meals may be served in two fashions. One is at table, and the second is tray service. Tray service is more generally used for breakfasts and snacks, and table service is more generally used for lunch and dinner. The Lord of the Manor may, of course, request either form of food service at any time.

The photos below are of typical settings:



Correct table setting for breakfast



Correct table setting for lunch and dinner



Correct tray setting for breakfast



Correct tray setting for lunch and dinner



Overview of the correct arrangement of the Master's toiletry articles



Detail views of the left and right side placements of the Master's toiletry articles



Detail view of the arrangement of the Household Altar

Food service when two servants are present:

The attendant will be made aware of the food choices of the Master and the companion.

The attendant will prepare the plate for the Master, present it to the companion for inspection, and if the companion approves of the plate, will, in turn present it to the Master, and without rising, will announce, "Sir, your _____ is served."

The attendant will then fetch the plate for the companion.

The attendant will then fetch any beverages, utensils, etc. that the Master and the companion may require. The attendant will give each item to the companion who will in turn present it to the Master, or retain it for her own use, as need dictates.

Once all the needs of the Master and the companion are seen to, the attendant may fetch his own food and other items.

He will join the Master and the companion at table, or will sit with the other servants as directed.

The Master will determine whether or not to wait for the attendant to join the table before beginning to dine.