

**PROVINCIAL GRAND LODGE OF EAST LANCASHIRE**

**Procedure for a Bible Dedication**

1. The Lodge should write to the District Secretary to request the APMG to make the necessary arrangements for a Banner Dedication Ceremony. Any relevant detail should be enclosed with the request.
2. Once the approval for the ceremony has been given by the APMG, the District Secretary will, after consulting the Lodge, email the Provincial Grand Secretary with the suggested date and to request inclusion on the Provincial Calendar.
3. The Provincial Grand Secretary will email confirmation of the inclusion on the Provincial Calendar to the District Secretary.
4. The Provincial Grand Secretary will write to / contact each member of the Deputation to confirm whether each member is available.
5. Once this availability has been confirmed, the Provincial Grand Secretary will email the District Secretary who, in turn, will write to the Lodge Secretary to advise him of the members of the Deputation.
6. The Lodge Secretary will then send a Summons and a specific invitation to each member of the Deputation.
7. The Provincial Deputation will be led by the Assistant Provincial Grand Master for the area.
8. The Provincial Deputation will comprise:-
  - The Assistant Provincial Grand Master
  - The District Chairman
  - The Provincial Grand Chaplain
  - The Provincial Grand Director of Ceremonies
  - The Provincial Deputy Grand Director of Ceremonies
9. The Lodge should not send specific invitations to the RW Provincial Grand Master, his Deputy, or to the Provincial Grand Secretary [only send the usual Summons to the Provincial Grand Secretary].
10. The Lodge will need to decide whether a donation to the ELMC or to another Charity will be made to mark the event. If a donation is to be given, the cheque should be presented to the Assistant Provincial Grand Master during the Lodge meeting.
11. A draft Agenda is shown as Appendix FB. Other items should not be introduced without the approval of the Assistant Provincial Grand Master.

12. Draft speeches [or bullet points] need to be submitted to the District Secretary at least three weeks before the event.
13. Any printed history of the Lodge / Bible should be circulated at the Social Board after the meeting.
14. The Lodge should send four sets of the Lodge / Bible history, and any other useful information concerning the Lodge, to the District Secretary, at least four weeks before the meeting. The District Secretary will forward a copy to the Assistant Provincial Grand Master, the Provincial Grand Chaplain and the Provincial Grand Director of Ceremonies
15. Other than the requirements given above, all communications should be via the Lodge Secretary to the District Secretary.
16. It is important that the drafts and printer's proof, copies of the Summons and any toast list are submitted to the District Secretary at least six weeks before the final date for printing. This is in order for any necessary amendment [s] to be made, approval given by the APGM and the documents returned to the Lodge Secretary.
17. Please ensure that six sets of the final copies of the Lodge Summons for the meeting / history / Menu Card / and any other items of interest are sent to the District Secretary. The District Secretary will send four sets to the Provincial Grand Secretary, who will forward two sets to the United Grand Lodge Library, and two sets to the Provincial Grand Lodge library.

March 2006