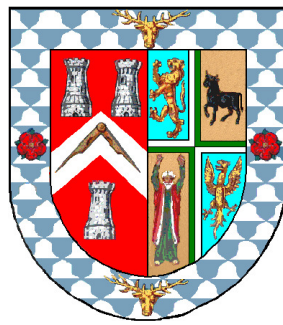


PROVINCE OF EAST LANCASHIRE



CENTENARY CELEBRATION

Protocol for the celebration of a Lodge Centenary

1. The Provincial Grand Secretary [PGSec] will confirm with the Lodge Secretary the date on which the RW Provincial Grand Master [PGM] will visit the Lodge.
2. The PGSec will correspond with the Grand Secretary and the Lodge Secretary to ensure that the appropriate approval is given.
3. Once approval for the Ceremony has been given, the date of the celebration will be determined by the RW Provincial Grand Master, after consulting the Lodge via the PGSec. The event will then be placed in the Provincial Calendar.
4. A copy of all correspondence will be sent by email to the District Secretary.
5. The procedure is attached as Appendix GA.
6. The PGSec will send to the PGM and to the Lodge Secretary a list of the names and addresses of the Provincial Deputation.
7. A template Agenda is attached as Appendix GB. The Agenda must be approved by the Provincial Grand Secretary.
8. Guidelines for the Festival Board are attached as Appendix GC. The top table and the position of the Deputation and Grand Officers must be approved by the Provincial Grand Secretary
9. A template Toast List is attached as Appendix GD.
10. A template CV is attached as appendix GE.

APPENDICES:

Procedure (Appendix GA)
Agenda (Appendix GB)
Abbreviation of Provincial Ranks (GC)
Festive Board (Appendix GD)
Toast (Appendix GE)
CV (Appendix GF)

PROCEDURE FOR THE CELEBRATION OF A CENTENARY

1. The Lodge Secretary must make any necessary enquiry of the Lodge records to confirm that, **on the day of the celebration**, the Lodge will have completed 100 years of **uninterrupted existence from its Consecration**.
2. If the records are in order, the Grand Secretary will suggest that the Lodge should apply for a Centenary Warrant Application Form about one year before the due date.
3. The Lodge should suggest a date for the celebration meeting to the Provincial Grand Secretary who will ascertain if it is convenient for the RW Provincial Grand Master.
4. Approximately 9 months before the Ceremony, the Provincial Grand Secretary will arrange to meet the Lodge Secretary and Director of Ceremonies, together with the Provincial Grand Director of Ceremonies to discuss all aspects of the meeting.
5. Three copies of any History of the Lodge [to be circulated at the Social Board] and any other useful information concerning the Lodge should be sent as early as possible and in any event no later than three months before the event, to the Provincial Grand Secretary, who will send a copy to the RW Provincial Grand Master and a further copy to the Provincial Grand Chaplain. These can be draft copies and **do not** need to be "bound" copies.

It is customary to present a copy of the Lodge History to the RW Provincial Grand Master. Other copies should be circulated to members and visitors at the Social Board after the Meeting, **if this is the wish of the Lodge**.

6. There should not be any reading of the Consecration Minutes. A précis [lasting no longer than 4/5 minutes] of the Lodge History will be delivered as a part of the Agenda for the meeting.

[Please let the Provincial Grand Secretary have a copy of the text and the name of the Brother who will be delivering the précis at least 4 weeks prior to the meeting].

7. The Agenda should be printed on the Summons in conformity with the template given in Appendix `GB' and approval obtained from the Provincial Grand Secretary. See Appendix GC for the correct abbreviation of Grand/Provincial Ranks.
8. The Business at the meeting will include:-
 - [a] an address to the Lodge by the RW Provincial Grand Master, who will occupy the chair,
 - [b] an Oration by the Provincial Grand Chaplain and
 - [c] a précis of the 100 years of the Lodge by the member who has written the history.

9. The Summons, after approval by the Provincial Grand Secretary, should be printed and dispatched at least four weeks before the meeting.

10. **IT IS IMPORTANT THAT THE PRINTER'S "GALLEY PROOF" OF THE SUMMONS AND ANY TOAST LIST BE SUBMITTED TO THE PROVINCIAL GRAND SECRETARY FOR APPROVAL, BEFORE PRINTING COMMENCES.**

[At least ten working days is required before approval can be given or comments made].

11. The Provincial Deputation will usually comprise:-

The RW Provincial Grand Master
The Assistant Provincial Grand Master [patch]
Assistant to the Provincial Grand Principals [patch]
District Chairman
Provincial Senior Grand Warden
Provincial Junior Grand Warden
Provincial Grand Chaplain
Provincial Grand Secretary
Provincial Grand Director of Ceremonies
Provincial Grand Sword Bearer
Provincial Deputy Grand Director of Ceremonies
Provincial Grand Organist
Provincial Grand Standard Bearer

The Provincial Grand Secretary will arrange the Deputation and provide names and addresses to the Lodge Secretary for the Summons and the invitations to be sent by the Lodge

Please note that the Deputation will consist of only the above Officers. Whilst others might be invited to join the Procession, they will not be part of the Deputation.

12. The Provincial Grand Secretary will provide any seating cards required for the Lodge Room. The Lodge is responsible for providing place cards for the Social Board.

13. Brief personal details of the WM, SW, JW, the Senior PM, the most recent member, the youngest (in age) member and the Brother who is to respond to the Toast, should be sent to the Provincial Grand Secretary no later than four weeks before the meeting. [See Appendix GF].

14. Copies of all speeches and responses must be sent to the Provincial Grand Secretary at least two weeks before the event.

15. One hour and fifteen minutes before the Lodge is due to open, the Provincial Grand Director of Ceremonies will have a rehearsal for the following Officers:

The Provincial Deputation
Lodge Officers [WM, SW, JW, SD, JD, IG]

[Please note that the ProvGDC or one of his deputies will also attend your Lodge rehearsal prior to the meeting – nearer the celebration, the ProvGDC will arrange this directly with you].

16. Processions: On the day the procession will include the Provincial Deputation, together with any Past Provincial Grand Masters, Past Deputy Provincial Grand Masters, current or Past Assistant Provincial Grand Masters who are present. *[These will not be invited via the Secretariat, but as direct invitees from the members of the Lodge].* Salutations will be given to the PGM, who will then respond. If there are two or more processions, the highest-ranking officer in the other procession[s] will take the salutations. *Please note that the membership of the Delegation (see note 11) does not include all the members of the procession.*
17. If the Lodge intends photographs to be taken, please advise the Provincial Grand Secretary. In order to ensure the smooth running of any formal photographs, the Provincial Grand Director of Ceremonies will conduct the proceedings. Photographs are usually restricted to three in number, namely;-
 - The RW Provincial Grand Master, Lodge Members and the Provincial Deputation.
 - The RW Provincial Grand Master and the Lodge Members
 - The RW Provincial Grand Master and the Worshipful Master with the Centenary Warrant.

Please note :-

- Visitors to the Lodge are not included and
- Informal photographs are permitted during the Social Board.

[It is the Lodge's responsibility to obtain the services of a photographer].

18. The Lodge will, no doubt, wish to make a donation to the ELMC and /or another Charity, to mark the event. [It is customary for a cheque to be presented to the RW Provincial Grand Master during the Lodge Meeting].
19. The Provincial Grand Secretary **must approve** the seating positions on the Top Table. A list of Grand Officers who will be attending must be sent to the Provincial Grand Secretary by the Lodge Secretary, at least two weeks before the event.
20. The Provincial Grand Director of Ceremonies will conduct the proceedings at the Social Board.
22. At the Banquet, the speeches should be confined to the occasion and, consequently be few in number.
The Provincial Grand Secretary will gladly advise and help in this matter when the detailed arrangements are in hand.
A toast to the visitors [and a response] is not given.
A copy of the Toasts List is attached at Appendix GD.

23. If entertainment is desired at the Social Board, this should take place after the Provincial Deputation has retired.
24. The Centenary Warrant (which is issued by Grand Lodge) is an illuminated document on parchment [the fee for which and the application procedure, is advised by the Provincial Grand Secretary at the appropriate time, but the fee is paid by the Lodge]. The document records that the Lodge has completed 100 years of uninterrupted existence from a certain date, and authorises the subscribing members, being Master Masons of the Lodge, to wear a Centenary Jewel.
25. If required a Centenary Jewel should be obtained direct from a Masonic Jeweller. This is illustrated in colour on the Centenary Warrant and, in outline form, on Plate 59 of the Book of Constitution. Authority for the members of the Lodge to display their Centenary Jewel will be given by the RW Provincial Grand Master at the appropriate stage in the Ceremony.
Please advise the Provincial Grand Secretary if Centenary Jewels are to be worn.
26. The Provincial Grand Secretary will send to the Grand Librarian and Provincial Librarian the following:-
- A copy of the Centenary Summons
 - A copy of the Menu Card / Toast Card
 - A copy of the Lodge History
 - A copy of the precise of the Lodge History
 - A copy of the Oration [*via the Provincial Grand Chaplain*]
 - and, if provided a Centenary Jewel.

Please ensure that the Provincial Grand Secretary receives 2 copies of each of the above.

AGENDA

1. To open the Lodge.
To read the Dispensation [if any].
2. To approve the minutes, of the last meeting, held on..... as printed and circulated.
3. WBro will propose that in commemoration of the Celebration the sum of £ be donated to the RMBI 2015 Festival [or other Charity]
[NB If requested by the Lodge and not already proposed at an earlier meeting].

[Any other items of business].
4. To receive the Provincial Grand Master, RWBro Jack Price, accompanied by a Provincial Deputation.
5. The Provincial Grand Secretary, WBro H Alan J Garnett, PJGD, will read the Centenary Warrant.
6. The Provincial Grand Chaplain, WBro the Rev'd..... will deliver an Oration.
7. WBrowill give a brief outline of the Lodge history.
8. The RW Provincial Grand Master will present the Centenary Warrant and Address the Lodge.
[The members of the Lodge will be invited to wear their Centenary Jewel].
9. WBro will present to the RW Provincial Grand Master a donation to[RMBI 2015 Festival].
10. To make a collection.
11. The RW Provincial Grand Master and Provincial Deputation will retire.
12. To close the Lodge.

LODGE'S CENTENARY CELEBRATION [SEATING AT THE FESTIVE BOARD]

This can be either on round tables or in a traditional setting.

Traditional Table

The Worshipful Master takes the centre chair and the Provincial Grand Master is seated at his right. The Provincial Grand Secretary will position the top table, the Grand Officers and the members of the Deputation.

For a traditional setting, an example of the top table seating is:-

1. Grand Officer / Senior District Official
2. Grand Officer [2]
3. Grand Officer [1]
4. District Chairman
5. Assistant to the Provincial Grand Principals
6. Assistant Provincial Grand Master
7. Provincial Grand Master
8. Worshipful Master
9. Immediate Past Master
10. Provincial Grand Chaplain
11. Lodge Chaplain
12. Provincial Grand Secretary
13. Lodge Secretary
14. Provincial Grand Director of Ceremonies
15. Lodge Director of Ceremonies

If the number of Grand Officers exceed the seats on the top table, they will be positioned at the top of the centre (leg) table.

The Provincial Senior Grand Warden is sat at the left of the Lodge SW

The Provincial Junior Grand Warden is sat at the right of the Lodge JW

The Provincial Grand Sword Bearer, the Deputy GDC, the Provincial Grand Organist and the Provincial Grand Standard Bearer are seated on the outside of the Junior Warden's table

Round Tables

Table 1 [Principal table]

The Provincial Grand Master
Master
Provincial Grand Chaplain
Chaplain
Lodge Members

Table 2 (*Facing Table 1 to left hand side of Table 1*)

District Chairman
District Deputy Chairman
Lodge Members

Table 3 (to right hand side of table 1)

Provincial Grand Secretary
District Secretary
Lodge Secretary
Provincial DC
Lodge DC
Deputy Provincial DC

Table ? (*usual SW position*)

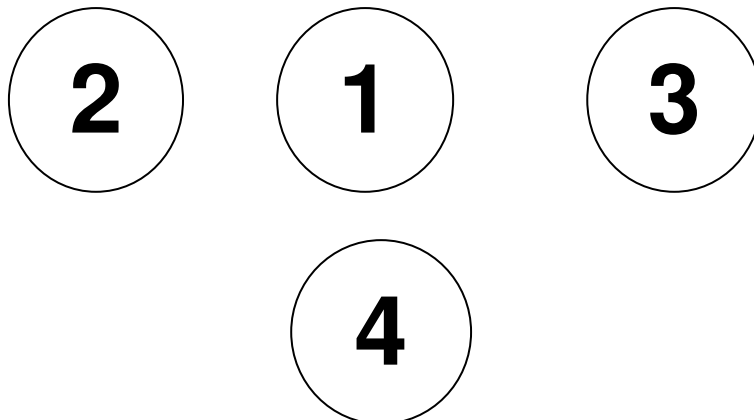
Provincial Senior Grand Warden
Lodge Senior Warden
Lodge Members/visitors

Table ? (*usual JW table*)

Provincial Junior Grand Warden
Lodge Junior Warden
Lodge Members

The remaining tables to be used as appropriate.

A Draft of the proposed Top [traditional] Table seating [or the round tables 1 to 3 seating] and the Toast List must be submitted to the Provincial Grand Secretary at least two weeks before the final date for the construction and printing of the final table plan.



TOASTS

1. The Queen, Duke of Lancaster
Proposed by the Worshipful Master, Bro
2. The Most Worshipful The Grand Master
His Royal Highness the Duke of Kent, *KG, GCMG, GCVO, ADC*
Proposed by the Worshipful Master, Bro
3. The Most Worshipful Pro Grand Master
Peter Geoffrey Lowndes
The Right Worshipful Deputy Grand Master
Jonathan Spence
The Right Worshipful Assistant Grand Master
David Kenneth Williamson

and the rest of the Grand Officers, Present and Past.
Proposed by the Worshipful Master, Bro
4. The RW Provincial Grand Master, Jack Price
Proposed by the Senior Warden, Bro
5. The Deputy Provincial Grand Master,
VWBro Harold Woodward, PGSwdB

The Assistant Provincial Grand Masters
WBro Philip Granville Mountford, PSGD
WBro James Sutcliffe, PSGD
WBro Derek Nelson Thornhill, PSGD
WBro Martin Stuart Caller, PSGD
WBro Stephen Martin Blank, PDepGDC
WBro Alexander Sillars McLaren, JGD
WBro Martin Paul Roche, PJGD

and the rest of the Provincial Grand Lodge Officers Present and Past.
Proposed by the Junior Warden, Bro
Response by the Provincial Grand Master, Jack Price
6. The [Lodge Name & No] and the Worshipful Master
Proposed by the RW Provincial Grand Master, Jack Price
Response by the Worshipful Master, Bro
7. The Tyler's Toast
Proposed by WBro

CURRICULUM VITAE

Full Name:

Usual First Name:

Employment / Profession:

Position in Lodge:

Family:

Hobbies: