

# PROVINCE OF EAST LANCASHIRE



**150<sup>th</sup> CELEBRATION**

## **Protocol for Lodges 150ths**

1. The Lodge Secretary must make any necessary enquiry (especially via the Lodge Minute Books) in order to confirm that the Lodge has attained 150 years continuous existence by the date of the proposed celebration.
2. Written confirmation of the date and continuity must be sent to the Provincial Grand Secretary [ProvGSec] with a copy to the District Secretary.
3. The ProvGSec will correspond with the Grand Secretary and the Lodge Secretary to ensure that the appropriate approval is given.
4. Once approval for the Ceremony has been given, the date of the celebration will be determined by the Deputy Provincial Grand Master [DepPGM], after consulting the Lodge. The event will be placed in the Provincial Diary, via the normal Diary process.
5. A copy of all correspondence should be sent by email to the District Secretary.
6. The Procedure is attached as Appendix GA.
7. The ProvGSec will send to the DepPGM and to the Lodge Secretary a list of the names and addresses of the relevant [acting] Provincial Officers. [This is, of course, dependent on the date of the function and the announcement of the Provincial Officers for a particular year].
8. Written confirmation that the Ceremony has been held should be given by the patch AProvGM to the ProvGSec who will then ensure that the appropriate Provincial records are adjusted and that the event is included in the Minutes of Provincial Grand Lodge.

### **APPENDICES:**

**Procedure** (Appendix GA)

**Agenda** (Appendix GB)

**Festive Board** (Appendix GC)

**Toast** (Appendix GD)

**CV** (Appendix GE)

## **PROCEDURE FOR THE CELEBRATION OF A 150<sup>TH</sup> ANNIVERSARY**

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 150 years of **uninterrupted existence from its Consecration**.
2. Written confirmation of the date and continuity must be sent to the Provincial Grand Secretary.
3. Approximately 12 months before the date of the Celebration, the Lodge is invited to suggest a date to the Provincial Grand Secretary, who will ascertain if this is convenient for the Deputy 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. Two 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 Deputy 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.
6. The Agenda should be printed on the Summons in conformity with the template given in Appendix `GB`.
7. The Business at the Meeting will include:-
  - [a] an address to the Lodge by the VW Deputy Provincial Grand Master.
  - [b] an Oration by the Provincial Grand Chaplain.
  - [c] a précis of the 150 years of the Lodge by the member who has written the history.
8. The Summons, after approval by the Provincial Grand Secretary, should be printed and dispatched at least four weeks before the meeting.
9. **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].
10. The Provincial Grand Secretary will arrange the Delegation and provide names and addresses to the Lodge Secretary for the Summons and the invitations to be sent by the Lodge.

The Delegation will include:

The Deputy Provincial Grand Master  
The Assistant Provincial Grand Master [patch]  
The 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 Deputy Grand Director of Ceremonies  
Provincial Grand Organist

11. The Provincial Grand Secretary will provide any seating cards required for the Lodge Room. It is the responsibility of the Lodge to provide place cards for the Social Board.
12. Brief personal details of the WM, SW, JW, the Senior PM, the most recent member, the youngest 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 GE].
13. Copies of all speeches and responses must be sent to the Provincial Grand Secretary at least two weeks before the event.
14. 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 Delegation
  - 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 direct with you].*

15. On the day, the procession will include the Provincial Delegation together with any Past Provincial Grand Masters / Past Deputy Provincial Grand Masters, 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 DPGM, who will then respond. If there are two or more processions, the highest-ranking officer in the other procession[s] will take the salutations.
16. The Deputy Provincial Grand Master will occupy the chair of the Lodge.
17. If it is the intention of the Lodge for photographs to be taken, please advise the Provincial Grand Secretary. In order to ensure the smooth running of any formal photographs being taken, the Provincial Grand Director of Ceremonies will conduct the proceedings at the Lodge meeting. Photographs are usually restricted to three in number, namely;-

- the Deputy Provincial Grand Master, Lodge Members and the Provincial Team,
- the Deputy Provincial Grand Master and the Lodge Members and
- the Deputy Provincial Grand Master and the Worshipful Master.

Informal photographs can be taken during the Social Board.

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

18. Any printed or photocopy history of the Lodge should be circulated at the Social Board after the 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.
20. The Provincial Grand Director of Ceremonies will conduct the proceedings at the Social Board.
21. At the Banquet, the speeches will be confined to the occasion and, consequently, should, be few in number. The Provincial Grand Secretary will gladly advise and help in this matter when the detailed arrangements are in hand.  
  
A copy of the Toast List is attached at Appendix C.
22. If entertainment is desired at the Social Board, this should take place after the Provincial Delegation has retired.

September 2006

## A G E N D A

1. To open the Lodge.  
*To read the Dispensation [if any].*
2. To approve the minutes, of the last meeting, as printed and circulated.
3. WBro ..... will propose that in commemoration of the 150<sup>th</sup> anniversary the sum of £ ..... be donated to ELMC [or other Charity, if requested by the Lodge and not already proposed at an earlier meeting.]
4. To receive the Deputy Provincial Grand Master, VWBro .... , accompanied by a Provincial Delegation.
5. WBro ..... will deliver a short precise of the Lodge history.
6. The Provincial Grand Chaplain will give an Oration.
7. The VWDeputy Provincial Grand Master address the Brethren.
8. WBro ..... will present to the VWDeputy Provincial Grand Master a donation to .....[ELMC].
9. To make a collection.
10. The VWDeputy Provincial Grand Master and Provincial Delegation will retire.
11. To close the Lodge.


**LODGE'S 150<sup>th</sup> 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 Deputy Provincial Grand Master is seated at his right. Then, provided due courtesy is extended to holders of Grand Rank and the Provincial Delegation, some reasonable flexibility is permissible to provide conviviality between hosts and guests.

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. Deputy 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                |

*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*

**Round Tables**

**Table 1 [Principal table]**

The Deputy 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.**

*February 2007*

## TOASTS

1. The Queen and the Craft  
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  
The Most Honourable the Marquess of Northampton, *DL*  
The Right Worshipful Deputy Grand Master  
Peter Geoffrey Lowndes  
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 Provincial Grand Master for East Lancashire  
Right Worshipful Brother Jack Price  
Proposed by the Senior Warden, Bro .....
  
5. The Deputy Provincial Grand Master for East Lancashire,  
VWBro Dr Nigel Graham Bramley-Haworth, PGSwdB  
  
The Assistant Provincial Grand Masters  
WBro Harold Woodward, PSGD  
WBro Robert Simon Curtis Mitchell, PSGD  
WBro Philip Granville Mountford, PSGD  
WBro James Sutcliffe, PSGD  
WBro Derek Nelson Thornhill, PSGD  
WBro Martin S Caller, PAGReg  
and the rest of the Provincial Grand Lodge Officers Present and Past.  
Proposed by the Junior Warden, Bro .....
- Response by the Deputy Provincial Grand Master,  
VWBro Dr Nigel Graham Bramley-Haworth, PGSwdB
  
6. The Worshipful Master and the Lodge  
Proposed by the Deputy Provincial Grand Master,  
VWBro Dr Nigel Graham Bramley-Haworth, PGSwdB  
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:**