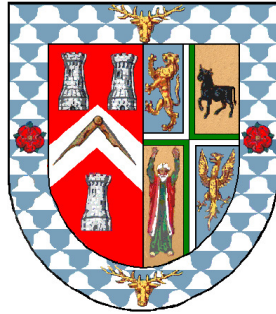


PROVINCE OF EAST LANCASHIRE



GOLDEN JUBILEE CELEBRATION

Protocol for Lodge 50ths

1. The Lodge Secretary must make any necessary enquiry (especially via the Lodge Minute Books) in order to confirm that the Lodge has attained 50 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 [PGSec] with a copy to the District Secretary.
3. The PGSec 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 Assistant Provincial Grand Master [APGM], after consulting the Lodge. The event will be placed in the Provincial Calendar, via the normal Calendar process.
5. Support documentation is attached as Appendix BA.
6. The PGSec will send to the District Secretary a list of the names and addresses of the Provincial Delegation.
7. Written confirmation that the Ceremony has been held should be given by the patch APGM to the PGSec 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 BA)

Agenda (Appendix BB)

Festive Board (Appendix BC)

Toast (Appendix BD)

CV (Appendix BE)

Team (Appendix BF)

PROCEDURE FOR THE CELEBRATION OF A LODGE GOLDEN JUBILEE

1. The Lodge Secretary must make any necessary enquiry to confirm that, on the day of the celebration, the Lodge will have completed 50 years **uninterrupted existence from its Consecration**.
2. Written confirmation of the date and continuity must be sent to the Provincial Grand Secretary with a copy to the District Secretary.
3. Approximately 12 months before the date of the Celebration, the Lodge is invited to suggest a date to the District Secretary, who will ascertain if this is convenient for the Assistant Provincial Grand Master for the Area.
4. Once agreed, the District Secretary emails the Provincial Grand Secretary to confirm the date and to request inclusion on the Provincial Calendar.
5. The Provincial Grand Secretary will email confirmation of the date and the inclusion on the Provincial Calendar to the District Secretary.
6. The Provincial Grand Secretary will write to / contact each member of the Delegation.
7. 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 Delegation.
8. The Lodge Secretary will then send a Summons and a specific invitation to each member of the Delegation.
9. The Provincial Delegation will be led by the Assistant Provincial Grand Master for the area.
10. The Provincial Delegation will comprise:-
 - The Assistant Provincial Grand Master [patch]
 - The Assistant to the Provincial Grand Principals [patch]
 - The District Chairman
 - The Provincial Senior Grand Warden
 - The Provincial Junior Grand Warden
 - The Provincial Grand Chaplain
 - The Provincial Grand Director of Ceremonies
 - The Provincial Deputy Grand Director of Ceremonies

11. 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].
12. The Lodge will need to decide whether a donation to the ELMC or to another Charity will be made to mark the event. The cheque should be presented to the Assistant Provincial Grand Master during the Lodge meeting.
13. A draft Agenda is shown as Appendix BB. Other items should not be introduced without the approval of the Assistant Provincial Grand Master.
14. Draft speeches [or bullet points] need to be submitted to the District Secretary at least three weeks before the event.
15. Any printed history of the Lodge should be circulated at the Social Board after the meeting.
16. The Lodge should send four sets of the Lodge 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.
17. Other than the requirements given above, all communications should be via the Lodge Secretary to the District Secretary.

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 APMG and the documents returned to the Lodge Secretary.

18. 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.

Draft layout for the Business Agenda of a 50th Anniversary celebration.

A G E N D A

1. To open the Lodge.
- [2] [To read the Dispensation if necessary].
- [2] [To read and confirm the Minutes of the last Regular Meeting (circulated previously)].
- 3 WBro will propose that in commemoration of the 50th Anniversary of the Lodge, the sum of £..... be donated to.....
[If not voted upon at a previous meeting]
4. To receive the Assistant Provincial Grand Master, WBro together with a Provincial Delegation.
5. The Assistant Provincial Grand Master will Address the Lodge.
6. The Provincial Grand Chaplain, WBro the Rev'd will deliver an Oration.
7. The Worshipful Master will present to the Assistant Provincial Grand Master a donation to [the ELMC].
8. To collect Alms.
9. The Assistant Provincial Grand Master and the Provincial Delegation will retire.
- [10] *If the meeting is held on a regular meeting date other items will need to be included after item 9*
- [11] Other Lodge Business
- [12] To close the Lodge.

SEATING AT THE FESTIVE BOARD AFTER A LODGE 50th CELEBRATION

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

Traditional Table

The Worshipful Master takes the centre chair and the Assistant 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. Provincial Junior Grand Warden
2. Provincial Senior Grand Warden
3. Senior Grand Officer [2]
4. Senior Grand Officer [1]
5. Assistant to the Provincial Grand Principals
6. District Chairman
7. Assistant Provincial Grand Master
8. Worshipful Master
9. Immediate Past Master
10. Provincial Grand Chaplain
11. Lodge Chaplain
12. Provincial Grand Director of Ceremonies
13. Lodge Director of Ceremonies
14. Provincial Deputy Grand Director of Ceremonies
15. Deputy District Chairman

Round Tables

Table 1 [Principal table]
The Assistant Provincial Grand Master
Master
Provincial Grand Chaplain
Chaplain
Lodge Members

Table 2

District Chairman
Lodge Members

Table 3

Provincial Senior Grand Warden
Lodge Senior Warden
Lodge Members

Table 4

Provincial Junior Grand Warden
Lodge Junior Warden
Lodge Members

Table 5

Provincial Grand DC
Provincial Deputy Grand DC
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 5 seating] and the Toast List must be submitted to the District Secretary at least two weeks before the final date for the construction and printing of the final table plan.

Appendix BD

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 for East Lancashire,
WBro Dr Nigel Graham Bramley-Haworth, PGSwdB
The Assistant Provincial Grand Masters
WBro Harold Woodward, PSGD
WBro Philip Granville Mountford, PSGD
WBro James Sutcliffe, PSGD
WBro Derek Nelson Thornhill, PSGD
WBro Martin S Caller, PAGReg
WBro Stephen Martin Blank, PDepGDC
WBro Geoffrey William Litherland, PAGDC
and the rest of the Provincial Grand Officers Present and Past.
Proposed by the Junior Warden, Bro
- Response by the Assistant Provincial Grand Master, WBro
6. The [Lodge Name & No] and the Worshipful Master
Proposed by the Assistant Provincial Grand Master, WBro
- Response by the Worshipful Master, Bro
7. The Tyler's Toast
Proposed by, WBro

- ◆ The Assistant Provincial Grand Master will respond to Toast 3, refer to Toast 4, reply to Toast 5 and “roll over “ to the Toast to the Worshipful Master and the members of the Lodge.

CURRICULUM VITAE

Full Name:

Usual first name:

Employment/Profession:

Position in Lodge:

Family:

Hobbies:

Special Comments [if any]:

[Lodge Name & No]

**Golden Jubilee Meeting
Provincial Delegation**

[Date of Meeting]

To To the District Secretary for onward transmission to the Lodge Secretary and other relevant Officers.

From: The Provincial Grand Secretary.

Date:

The Provincial Delegation will include the following Brethren. I should be most grateful if you would forward a Summons and letter of welcome to each Brother.

WBro [Name & Rank], Assistant Provincial Grand Master
[Address]

EComp [Name and Rank], Assistant to the Provincial Grand Principals
[Address]

WBro [Name & Rank], District Chairman
[Address]

WBro [Name], Provincial Senior Grand Warden
[Address]

WBro [Name], Provincial Junior Grand Warden
[Address]

WBro Rev. [Name], Provincial Grand Chaplain
[Address]

WBro [Name & Rank], Provincial Grand Director of Ceremonies
[Address]

WBro [Name & Rank], Provincial Deputy Grand Director of Ceremonies
[Address]

Please note: -

Please advise the Provincial Grand Director of Ceremonies, as soon as possible, when and where the practice meeting for the ceremony will be held.

He and / or the Provincial Deputy Grand Director of Ceremonies will attend the practice and outline the proceedings.

It is **essential** that the following Officers [or the substitute for the ceremony] attend: Worshipful Master, Senior Warden, Junior Warden, Senior Deacon, Junior Deacon, Director of Ceremonies.

From 11 March 2009

F:/guidance /Golden Jubilee _ APM/ guidance notes