



PROVINCIAL GRAND LODGE
OF EAST LANCASHIRE

**A GUIDE FOR
DIRECTORS OF CEREMONIES**

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1. INTRODUCTION

I am pleased to provide this introduction to the revised Guide for Directors of Ceremonies. I hope that you will all find it a useful reference document and that it will assist you in your important Office.

For many years it has been accepted that Freemasonry should be fun, and in particular that we will only attract and retain new members if it provides an enjoyable experience. You may recall the words of the Pro Grand Master some time ago that “it is not a capital offence to smile during a Masonic meeting”. He did go on to say “don’t make it a pantomime” and that emphasises the serious aspect of what we do

The challenge of learning ritual and delivering it to the best of an individual’s ability gives us a sense of achievement and creates a special “buzz” at the Social Board that follows. In modern terms, it is a Unique Selling Point (USP) of the movement.

The role of the DC in supporting Brethren in the Lodge and achieving the latter is clear. The purpose of this booklet is to point out ways in which the DC can help achieve **both** aims. Your attention is particularly drawn to section 5 regarding the Social Board for assistance and advice in this area.

You are invited, if you are so inclined, to read this booklet from cover to cover. Road Shows will be held around the Province to present its key ideas and to receive feedback from Lodge DC’s. However, a Frequently Asked Questions (FAQ) section (Appendix 1) has been included where you will find answers to many of your immediate questions. Similarly, a great deal of effort has been applied to preparing the Appendices so that the busy DC can more easily find the guidance that he may need. See in particular “Timesavers” in Appendix 13.

It is not in the role description of the ProvGDC to tell other DCs within the Province how to conduct their Lodges. Indeed, another ‘USP’ of Freemasonry is the independence of a Private Lodge to have its own traditions, subject of course to preserving inviolate the Landmarks of the Order. However, when a Provincial Deputation is in attendance, and the Provincial Grand DC or one of his Deputies is officiating there is a requirement that Provincial protocols will be adhered to - both ceremonial and at the Social Board. I am sure that this is appreciated and understood and that your cooperation is assured.

I offer my thanks to WBro Martin Roche ProvGSec and WBro Simon Archer ProvGDC for drawing this piece of work together. In addition, parts of this Guide are adapted or replicate the earlier versions by WBro William R Waite, and subsequently by RWBro Stephen M Blank and WBro Norman Cope, to all of whom I express my appreciation.

Finally, I would like to thank you all for the work that you do and the contribution that you make to your Lodge and to the Province. May you long continue to enjoy your Freemasonry. If you have any comments or question regarding this document they should, in the first instance, be directed to: secretariat@eastlancsmasons.org.uk.

Sir David Trippier, RD, JP, DL
Provincial Grand Master

2. THE CEREMONIES

2.1 The Role of the DC

- 2.1.1 The Ceremonial we use in our Lodges comes largely from that used at court in Ancient Times. If we look at great State occasions such as the Opening of Parliament, the Coronation, or the reception for a visiting Head of State, we can see very clearly that such important events call for much planning, organisation, rehearsal and sculpting to the requirements of the occasion.
- 2.1.2 The DC's planning starts at the beginning of the Masonic year, in co-operation with the WM and the other main officers. Consideration needs to be given to the year's programme of events, which ceremonies are to be carried out, what the sequence should be, who will perform the work and how best to make use of the broad range of talent within the lodge and in particular, the Junior Brethren.
- 2.1.3 It is important to produce and use a detailed checklist for each meeting. For example, if a Grand Lodge certificate needs to be presented, who has it and will you as DC have to collect it from the Secretary's table? Are there matches for relighting the candles in the third degree? Does the Tyler have a copy of the summons? If any point of protocol or etiquette is unclear, check with the Provincial Grand Secretary's Office (telephone: 01706 833170 email: secretariat@eastlancsmasons.org.uk).
- 2.1.4 The DC should arrive as early as possible for each meeting, at least half an hour before opening, to go through the checklist with the Tyler. It is the DC's responsibility to see that the Lodge furniture and accessories are in place (see Appendix 2). The DC is responsible for supervising the work of the Tyler. At this time, the DC will have much on his mind, but nevertheless he should still be courteous and affable.
- 2.1.5 The Lodge operates as a team and it is important that the DC tries always to engender the right team spirit within the Lodge. The division of duty between the DC and ADC should be clearly defined, for example, who picks up late arriving Brethren, and will it depend on rank? Later I have outlined some duties for the ADC.
- 2.1.6 The ideal Director of Ceremonies is one who controls without perhaps more than a glance or a slight movement of the head. We should not emulate those Directors of Ceremonies (and we all know at least one) who are far too obvious. Their apparent desire to let everyone see that they, and not the Master, are in charge is to be deprecated.

2.2 The Meeting

- 2.2.1 It is important to start the meeting on time, for which purpose request that the officers aim to arrive at least 15 minutes – preferable 30 minutes before the scheduled start.
- 2.2.2 Salutes should be given at a time determined by each Lodge, but generally after the Minutes when the Lodge is open in the first degree. Any distinguished Brethren attending will be known in advance, giving the opportunity to rehearse the correct preamble and salutation in private. The DC should ensure that all signs are given correctly, i.e. with the open hand in the form of a S, not giving the impression of thumbing a lift. See Appendix 5 for more details.
- 2.2.3 The WM is the most important person in the Lodge. The DC directs the ceremony on behalf of the WM and at all times should set an example to the Brethren regarding dress, manner and behaviour. He should discreetly advise the Brethren of any infringement of etiquette. The person who should prompt during the ceremony is preferably the IPM or ADC but if he is unable, then the DC will be responsible. Open ritual books should be discouraged in the Lodge.
- 2.2.4 The DC should sit in the position that allows him the best command of the ceremony, regardless of his rank as GO, Provincial officer or otherwise. During the ceremony he should be “anywhere and everywhere”. He should know the strengths and weaknesses of the Lodge officers and arrange appropriate support from the ADC or others.
- 2.2.5 The wand of offices gives the DC the right to move about the Lodge freely and excuses him and anyone in his charge from squaring the Lodge or saluting if it is the will/practice of the Lodge. The Provincial Team always carry their wands lightly between the finger and thumb of the right hand, holding them erect, with the left arm held at their side.
- 2.2.6 The same applies to the Deacons. This improves the flow of the ceremony and prevents time wasting.
- 2.2.7 When conducting Brethren about the Lodge the DC should hold out his left hand, palm uppermost, so that the Brother can place his right hand on top rather than the grip used by the Deacons for Candidates of interlaced arms and fingers. Before a Brother is seated a polite court bow should be given. This is given by inclining the head only.

2.3 The ADC

- 2.3.1 It is the responsibility of the Director of Ceremonies to train his Assistant. The duties of the Assistant Director of Ceremonies vary considerably according to the Lodge. The ADC might be the chief prompter thus allowing the DC to focus on the ceremony.
- 2.3.2 During the usual Lodge meeting, he might take responsibility for the positioning of the kneeling stool for the candidate in the West and its removal afterwards.
- 2.3.3 At an Installation Meeting he could assist by collecting and handing to WM/DC each collar as required, together with the columns and gavels for the Wardens and the wands for the Deacons.
- 2.3.4 The ADC should endeavour to acquire a standard of proficiency which will enable him to carry out the duties of the Director of Ceremonies should he for any reason be unable to be present.
- 2.3.5 The ADC could be asked to form and control the retiral procession.
- 2.3.6 It would be perfectly acceptable for the ADC to participate in the investiture of officers by presenting those below Junior Deacon and also to escort, to and from their seats, those Past Masters who are to deliver the three addresses.
- 2.3.7 At the Social Board the ADC can take responsibility for part of the proceedings and on occasion the whole of the proceedings. Such active participation is to be encouraged as training any officers for future service in the Lodge shows sound forward thinking.
- 2.3.8 Many lodges hold a 'Past Masters Meeting' at which all the offices are occupied, and ritual performed, by Past Masters. This affords an ideal opportunity to allow the ADC to act as DC for the entire evening. He will gain experience and the DC will enjoy his rest!

3. THE INSTALLATION CEREMONY

- 3.1 The work of a DC starts well before the ceremony, probably weeks before in the case of the Installation. It is advisable for him to compile notes as to the correct sequence of events (see Appendix 3). A good working relationship with the Lodge Secretary is essential to ensure that the DC knows the full names and rank, including civil honours of any Officer of UGLE and/or the Senior Officers of Provincial Grand Lodge present. It is also necessary to know the number of any Senior Officers present in order to reserve seating and to organise both the seating and entrance procession in the correct sequence of seniority.
- 3.2 Lodges should consider carefully the starting time for Installations. Some still retain an (early) afternoon tiling time simply because it has always been such. It is perhaps prudent to revisit this and take in to account the age we now live in, the working constraints placed on many newer/younger members and ensuring such an important event in the year of the Lodge is accessible to as many members as possible.
- 3.3 On the day of the ceremony the DC should arrive early and check that all equipment is in its correct place before the Lodge is opened. His prepared notes should be carried unobtrusively, possibly glued inside the Lodge Summons.
- 3.4 At an Installation Meeting it is normal for a Grand Officer to be the Representative of the RWPGM. However, if the Right Worshipful Provincial Grand Master, the Deputy PGM or the APGM attends, they are Rulers in the Craft, **they demand admission and must be offered the Gavel by the WM as soon as the Brethren are seated.** The Gavel must only be offered to a Ruler. If the Dep PGM and/or the APGM attend, **they do not attend as Representatives** of the RWPGM, they attend in their own right and **the expression “Representative” should not be used.** The term Representative refers only to an Officer of UGLE or other Officer appointed to act in this capacity.
- 3.5 Salutations should be given in the first degree. The DC should stand in front of the WM’s pedestal, court bow to the WM, turn to the recipient and court bow. After Salutations, he should ask the Brethren to be seated and having seen that they are, court bow again to the recipient to indicate that he may now reply. When giving Salutations remember that they should be given by name to the Senior Officer of UGLE present. See Appendix 5 for further details.
- 3.6 The Senior Officer of Provincial Grand Lodge present may not be a member of the Lodge. It is important for the Secretary and the DC to check carefully the names of all those attending such an important meeting as an Installation, to ensure that the Salutation is correctly given to the Senior Officer of the Provincial Grand Lodge of East Lancashire. Salutations should not be given to an Officer of Provincial Grand Lodge from another Province. If the Dep PGM and/or the APGMs are present, they of course also receive salutations similarly. A DepPGM/APGM from another Province is given the number of salutations commensurate with their Grand Rank – as a matter of courtesy.
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- 3.7 A Representative of the RWPGM is entitled to sit at the right of the WM in the Lodge and at the Social Board, other Brethren sit in accordance to their rank. The AsstPGP is not a Craft rank and the position of District Chairman is not a constitutional rank. You should refer to Appendix 14 at the end of this document for the current guidance entitled 'Seating and Processions.'
- 3.8 The Rep does not enter and retire from the Lodge in his usual order of seniority. See Appendix 4 (Processions) and 5 (Salutations) on how to treat the Rep. See Appendix 6 for details of seating.
- 3.9 Collars and Cuffs should not be placed on the backs of the Wardens chairs but should be placed with the other collars.
- 3.10 On returning to the Lodge after the Inner Workings, it is often better that the ADC leads the junior Brethren and also takes the lead when the Brethren form in procession to salute the Master.
- 3.11 When Addresses are being given to the Master, Wardens and Brethren, the DC should conduct the Brother giving the Address to the appropriate place and stand behind him to prompt, if required. This means the DC should know all three Addresses. Addresses to the officers should be kept to a minimum; there is no need for an officer to be addressed on re-appointment.
- 3.12 During the Investiture of the Officers the DC should stand in front of the WM and wait for the Brother to come to him when his name is called. The Brethren (other than the Wardens) may also be lined up in the North to await their turn. This prevents a lot of unnecessary perambulation and saves time.
- 3.13 When the Installation ceremony is completed the DC should turn to the WM and say, "That completes the ceremony of your Installation". Sometimes it is appropriate for the Representative accompanied by the GOs and Officers of Provincial Grand Lodge to retire after the Second Rising. When leaving the Lodge only the Senior GO or Officer of Provincial Grand Lodge (as appropriate) should salute. The other GOs or Officers of Provincial Grand Lodge should file out immediately after him.

4. SPECIAL OCCASIONS

4.1 RWPGM and DPGM Visits

4.1.1 Certain special occasions in the life of a lodge will be marked by the attendance of the RWPGM or DPGM and also, for certain ceremonies, the ProvSGW and ProvJGW. On these occasions he will be accompanied by the ProvGDC, who will conduct the meeting and Social Board. The ProvSGW and ProvJGW will usually occupy the Lodge Wardens' Chairs.

4.1.2 Liaison will take place via the Provincial Secretariat, but there should be two rehearsals, one a few days before the ceremony and further one (usually) one hour and fifteen minutes before the meeting. Each should take place in the lodge room that will be used and will be attended by a ProvDepGDC. The DC should attend and ensure that the WM, SW, JW, Deacons and Inner Guard (at least) are present.

4.1.3 The DC or Lodge Secretary should also advise the ProvGDC of the names of other GOs expected to attend. Any special items at the meeting or Social Board (cheque or other presentation, raffles etc.) should be discussed with the ProvGDC in advance.

4.1.4 As members of the Provincial team often have long distances to travel, the ProvGDC and his deputy will not conduct singing or Masonic Fire at the Social Board. **This is a matter of Provincial protocol.**

4.1.5 At present, RWPGM or DPGM will attend:

- 250th Anniversary (with official representative of MWGM)
- Bicentenary (with official representative of MWGM)
- Centenary
- Personal 50th/60th of a past Chain Bearer
- Amalgamation
- Hosted Meeting
- Personal 60th

4.2 Official visits by RWPGM to the Lodge of the Provincial Grand Wardens

4.2.1 In addition, the RWPGM will generally attend a meeting of the mother lodge of the ProvSGW and ProvJGW during or following their year of office. On such occasions he will be accompanied by the ProvGDC together with ProvGSwdB and ProvGStdB.

4.2.2 However, the ProvGDC will not only conduct the Processions and salutations at the meeting, but he will also conduct the proceedings at the Social Board.

4.2.3 No separate rehearsal with lodge members is required.

4.3 **Banner, Bible Dedication, Lodge Golden Jubilee**

4.3.1 These will be conducted by the APM with the assistance of the ProvGDC or ProvDepGDC. The same considerations as to rehearsals and the conduct of the Ceremony and Social Board apply as 4.1 above.

4.4 **Personal 50th**

4.4.1 These will be conducted by the APM with the assistance of a ProvDepGDC. The same considerations as to rehearsals and the conduct of the Ceremony and Social Board apply as 4.1 above.

4.4.2 Personal 50th's occur most frequently of all the special occasions. So, for the information of the Lodge DC, an extended agenda is attached at Appendix 11.

5. THE SOCIAL BOARD

5.1 Planning and Pacing

- 5.1.1 The Social Board, like the Lodge meeting itself, requires planning and discipline if it is to be successful. It is the DC who has principal charge of discipline so he should ensure that acceptable standards are maintained at the Social Board. The Social Board should always be conducted by the DC. Social Boards should be relaxed and happy affairs, so the DC's duties in this respect are unlikely to be onerous, but Masonic decorum must continue to prevail.
- 5.1.2 A great deal of time is lost at many Dinners and Installation Dinners, causing the proceedings to drag on to a very late hour, by having a formal break between the meal and speeches. As many of you will appreciate, a formally announced break of 10 minutes will last at least twice as long and it is very difficult to get all the Brethren back to start the formal proceedings.
- 5.1.3 The secret of avoiding this protracted break is to "persuade" the staff to serve the coffee immediately they have served the pudding and not start clearing until the coffee has been served.
- 5.1.4 You are in charge and a quiet word with the catering staff beforehand telling them what you plan to do will enable them to organise their work and staff accordingly to fit in with you.
- 5.1.5 Lodge DCs should remember that the demands on the time of Distinguished Guests are very considerable, so you should ensure that the Social Board is conducted efficiently and with a degree of momentum which will enable you to bid them good night at a reasonable hour. The RWPGM does not, however, favour his Representatives, or other Senior Officers, retiring at Installations before the Worshipful Master has responded to the toast to his health, if at all.
- 5.1.6 Also, many of the young people who are coming into Freemasonry nowadays are under considerable pressure in their employment and so the programme should not be allowed to slow down. Aim to try to finish by 10 p.m. then those who need to get away can do so, but those with time to spare can stay. It is always better to have your Brethren and guests rise from the table wanting more, than to have them thinking "thank goodness that's over!"
- 5.1.7 The DC should take responsibility for ensuring that those proposing toasts as well as those responding have been given as much warning as possible. It is helpful, indeed it is highly desirable, to prepare your dinner notes well beforehand. These should include a full list of all wine takings you are going to have. Wine takings should be kept to a minimum.
- 5.1.8 There is no disgrace in working from a list, in fact most of the ProvDepGDC's work in this way as a matter of course, and it helps to avoid any embarrassment. Your

dinner notes should also include the names of all those who are proposing and responding to toasts.

- 5.1.9 Have everyone seated at least three minutes before dinner is due to be served with your ADC standing behind the Master's chair ready to gavel when you indicate to him that your entry procession is ready.
- 5.1.10 Keep the entry procession as short as possible and, if you can, limit it to the Master and Guest of Honour. The Master will "accompany" an APGM into dinner, but he will be "accompanied by" an Officer of UGLE or Warden of the year. He will also be "accompanied by" all others in the procession.
- 5.1.11 Risqué or doubtful stories have no place at the Social Board.
- 5.1.12 It saves a considerable amount of time at an Installation if the musical Brethren can be ready to move to their respective places immediately the applause starts at the conclusion of the toast to the Master. If the pianist can be ready to strike the first chord of the Masters' song as soon as the applause has ceased there is then no need to announce the Masters' song and the singer will then immediately lead into this next and very important item.
- 5.1.13 If there is a raffle, a good time to draw the raffle prize is following the Masters' response to his toast. The number of raffle prizes should be kept within reasonable bounds.

5.2 Seating

- 5.2.1 The DC, normally in liaison with the Lodge secretary, is responsible for the seating plan in the Social Board and should see that suitable arrangements have been made for the principal guests. See Appendix 7, in particular concerning the possible use of round tables.
- 5.2.2 If formal seating is used (i.e. top table) Officers of UGLE are usually seated to the right of the WM, in order of seniority. Holders of Provincial Rank can also be seated on the right.
- 5.2.3 To the WM's left the order of seating should be the IPM, Chaplain, [Treasurer and Secretary if there is room], DC and Past Masters of the Lodge. These Brethren can sit among the Brethren if such is the Lodge custom, or if they wish to sit with their guests.
- 5.2.4 At an Installation, the representative of the RWPGM sits on the right of the Master: on his right are seated the GOs in order of seniority.

5.3 Toasts

- 5.3.1 The introduction to a toast is a matter of considerable importance and is often neglected. If the ProVGDC is present, he would simply call for attention by addressing the room with "Brethren" without a gavel being sounded (if it is the Lodge

DC, then he would first ask the Master to Gavel – see 5.3.5). The announcement, however, would be made in similar terms and might simply be “Pray silence for the Worshipful Master.”

- 5.3.2 What then follows with the preamble is the same. For example, the IPM when proposing a toast to the Master in the presence of an APGM, should open his proposition as follows: “WM, Assistant Provincial Grand Master and Brethren”. Provided he mentions the Senior person listening to that toast, there is no need for him to continue to mention Officers of UGLE and Officers of Provincial Grand Lodge. **He should not however, include in his introduction the recipient of the toast.** See Appendix 9 for further details.
- 5.3.3 A further example would be a Provincial Officer responding to toast Number 5; the preamble in this case would be merely “Worshipful Master and Brethren”.
- 5.3.4 The DC should stand behind the WM for all announcements. The ADC should stand behind the Wardens when they are proposing their toasts and remind them that they should mention any recipient present in their preamble before proposing the toast.
- 5.3.5 The gavel should be placed in front of the WM who will sound it when the DC requests him to do so. The DC should never use the gavel, only the WM has that right, either in Lodge or at the Social Board. When a Provincial DC or one of his Deputies is present, gavels are **not** used.
- 5.3.6 The DC’s announcement of the loyal toast is “Brethren, we will sing the first verse of the National Anthem after which we will honour the toast.”
If your Lodge has a toast to Absent Brethren, this can be slotted in where appropriate according to the hour, but it should never be taken before toast Number 2, neither should it ever be taken between the proposition and response to a toast. If the Lodge has a tradition that this Toast takes place at a specific time (say 9 O’clock) but Toast no. 2 has not been proposed, the DC could honour Absent Brethren as an extra wine taking at the appropriate time, as follows: “Let us remember Absent Brethren”
- 5.3.7 On most occasions the guest of honour will be an Officer of UGLE and he will respond to toast Number 3 and at an Installation 3, 4 and 5.
- 5.3.8 If at an Installation an Acting Warden is the representative and a GO is present, then this Officer should be invited to respond formally to toast Number 3 and, **very briefly**, he should indicate to the Brethren present that on this occasion the formal response of the evening will be by the acting Warden of the Year present.
- 5.4 **Taking Wine**
- 5.4.1 During the course of the meal, wine will be taken on a number of occasions, but keep it to a minimum, more than five or six would be excessive. See suggestions at Appendix 8.
- 5.4.2 Wine taking should be taken in a single group where possible and must be limited to a Masonic context.
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- 5.4.3 Wine taking should be taken following either soup or fish course, prior to the main course, being mindful to ensure that the Master and principal guest have finished eating before commencing.
- 5.4.4 The Master will sound the gavel when you ask him, after which you will make the announcement. It should not be necessary to sound the gavel more than once. Be mindful of well-meaning brethren also calling for “silence”! A quiet and well-placed word is capable of preventing this becoming the norm.
- 5.4.5 The announcement should be made in the form “The Worshipful Master accompanying the Right Worshipful Provincial Grand Master will be pleased to take wine with ...”
- 5.4.6 After the Worshipful Master has taken wine with the principal guest, if an Assistant or Past Assistant PGM is the principal guest, he must always be invited to take wine with all the Brethren present and this will be the last of the Wine Taking.

APPENDICES

APPENDIX 1

FAQ

Q. What happens at the installation if the WM is continuing in office?

A. In theory, as much or as little as the Lodge wishes. The WM is appointed “until a successor is elected and installed in his stead” so no re-appointment ceremony is **required**. A proclamation in the Second Degree, with no repeat obligations is all that is necessary and this is the recommended procedure.

Q. When do we salute the Rep if he is not a GO?

A. **Before** GOs – see Appendix 5.

Q. When does the Rep enter the Lodge if he is not a GO?

A. Last, after GOs are lined up (see Processions Appendix 4).

Q. I am a Provincial/Grand Officer and a Lodge officer. Do I wear both collars?

A. The RWPGM prefers that only one collar is worn. The apron denotes Provincial/Grand Rank and the ‘dark blue’ collar is not required. At a lodge meeting, the lodge office takes precedence and this collar should be worn. At an Installation, a period of time with no collar will not cause lasting damage!

Q. I have two offices in my Lodge. Which collar do I wear?

A. One collar only should be worn. The one to choose is either the senior or the one in which capacity you are to carry out a particular role in lodge, e.g. Chaplain or Deacon.

Q. We always Toast “Absent Brethren” at 9 p.m., but you say that no Toast should come before Toast no 2. What do we do if we have over-run and Number 2 will be after 9 p.m.?

A. I suggest that the ‘Absent Brethren’ can be treated as a ‘wine taking’ at 9 p.m.: “we shall remember Absent Brethren”.

Q. What is the procedure for a Past Master going in the chair?

A. **2nd Degree**

The Ancient Charges are not read out
ME recites the Obligation

Inner Working

ME reseals Obligation only

IM – “you are already in possession of secrets restricted to M chair”

- invest with jewel
- explains sq
- places in chair

Q. How do we deal with an APGM attending an Installation instead of a Rep?

A. The APGM is **not** a Rep – he is a Ruler in the Craft. He demands admission and is the last to be admitted and the first to be seated. He must be offered the Gavel and is saluted with five separately from the other GOs (See Appendix 5). A Representative will not be present if an APGM is in attendance.

Q. What Toasts do we give at Social Boards when non-Masons are present:

A. The Queen
The MW The Grand Master
The Provincial Grand Master
The WM
The Guests

NB: It is acceptable to use the full Toast list, however, if Brethren are uncomfortable with that, the shortened form may be used.

APPENDIX 2

FURNITURE/EQUIPMENT

In the East

Warrant, Banner and Working Tools

WM gavel, heavy maul, VSL, Square and Compasses with the Compasses pointing to the bottom of the page

Candlestick holder, Ionic with ram's horns

Kneeling stool in place

Book of Constitution and By-laws

Tracing Board

In the West

SW gavel, column – lowered

Candlestick holder – Doric plain

Tracing Board

Kneeling stool in place

In the South

JW gavel, column – raised

Candlestick holder – Corinthian

Tracing Board

In the North

Book of Constitutions for the Secretary to read

Past Master's Jewel

Collection box and Ballot boxes if required

Ensure the candles are lit

Wands and wand holders are in place for Lodge Officers

Reserve notices are placed on seating for all Provincial Visitors

In the SE

Perfect Ashlar

In the NE

Rough Ashlar

For Other Degrees

Candidate's aprons for each degree

Poignard for IG and compasses for WM during obligation

Alms Dish JD

Square for IG and WM during obligation

Sheet for third, Compasses for IG, Level and Plumb Rule for SW and JW

APPENDIX 3

INSTALLATION CEREMONY – SPECIMEN CHECKLIST

The below is an example of how a DC may prepare for and manage an Installation.

1. The Lodge is opened in the First Degree
2. The Minutes are approved
3. Provincial Officers enter the Lodge*
4. Representatives and Grand officers enter the Lodge
5. Salutes – [Rep] Grand Officers x 3 – (then Provincial Officers x 3*)
6. Announce Installation item on summons
7. Installing Officers take up positions, SW, JW and IG
8. All below FC to retire
9. Lodge opened in the Second Degree
10. Presentation of the Master Elect
11. Obligation of the Master Elect
12. All below the rank of MM to retire
13. Lodge opened in the Third Degree
14. All below the rank of an Installed Master to retire
15. A Board of Installed Masters is constituted
16. INNER WORKING
17. Lodge resumed in Third Degree by DC – MM re-admitted
18. Proclamation of WM for the first time in the East
Working tools presented
19. Lodge closed by virtue by DC to Second Degree FC re-admitted
20. Proclamation of WM for the second time in the West
Working tools presented
21. Lodge closed by virtue by DC to First Degree – all Masons re-admitted
22. Proclamation of WM for the third time in the South
Working tools presented
23. Presentation of Warrant, Book of Constitutions and Lodge By-Laws by IM
24. Address to the WM
25. Investiture of Wardens
26. Address to the Wardens
27. Investiture of remaining Officers
28. Address to the Brethren
29. WM the Lodge is now under your control – by DC
30. First Rising – Response by Officer of UGL
31. Second Rising – Response by Representative of the RWPGM or Chain Bearer
32. Grand and Provincial Officers retire
33. Remaining business concluded and Lodge is closed by the WM

**Examples of what might be custom and practice within a Lodge*

APPENDIX 4

PROCESSIONS

On Installation nights, it is customary in many lodges to form a procession to receive the Representative of the RWPGM. In these days where 'dark blue' tends to outnumber 'light blue', it is recommended that only GOs should process.

Processions are in pairs and start with junior at the front left, facing in the direction of the procession. The senior is on the right (inside).

It is always easier if the procession starts level, so the 'odd man' will be at the back left. If you start with the 'odd man', the procession will always tend to level up at the front as it walks.

APGMs and Past APGMs should be separated from other GOs.

The Rep **seeks** admission, accompanied by other officers of UGLE. The GOs process in with the Rep at the back.

The GOs should line up and face inwards and then the Rep salutes the WM and walks through the procession. He is escorted by the DC to his seat. The senior GO is then nodded through and the other GOs should then follow one at a time in order of seniority.

It is now too late for the DC to check that there are sufficient seats!

Please also refer to Appendix 14.

APPENDIX 5

SALUTATIONS

Salutations can seem to cause DCs a few headaches especially in getting the right people standing and or seated at the right time. Experience has shown that it is easiest if all brethren are first seated and the DC then calls on those who are saluting to be rise.

The DC should move to a position in front of the WM's pedestal, court bow (head only) to the WM, turn to face the recipient of the salutation (or senior recipient if more than one person is to be saluted) and court bow to him. He should then say "All brethren below the rank of please stand". Once the brethren are standing he will say "Brethren we will salute W Bro (Name) (Civil Honour) (Grand or Provincial Rank) 'The Representative of the RW Provincial Grand Master' with Entered Apprentice Honours times taking the time from me. To order brethren!"

The salutations are then given (taking care to keep the hand open and thumb extended throughout) after which the brethren are seated. A court bow should then be given to the recipient who will then stand (with his colleagues if appropriate) and respond. After responding they resume their seats and the DC repeats the above for the next salutation. When all are finished he court bows to the WM and resumes his seat.

Where there is more than one recipient the other brethren should normally be added as a group e.g. "...and the rest of the officers of United Grand Lodge". An acting officer of the province is usually addressed by his office and then his name e.g. "We will salute the Assistant Provincial Grand Master (or perhaps the Provincial Senior Grand Warden) for the Masonic Province of East Lancashire W Bro..... with ... etc". This varies slightly for the RWPGM and DPGM, but they would almost certainly bring a ProvDepGDC with them to do salutations!

The order of salutations and number is as follows:

- | | | |
|----|--------------------------------------|----|
| a. | RW Provincial Grand Master | 7 |
| b. | Deputy Provincial Grand Master | 5 |
| c. | Assistant Provincial Grand Master(s) | 5 |
| d. | (The Representative of the RWPGM* | 3) |
| e. | Past RW Brethren | 7 |
| f. | Past VW Brethren and Past APGMs | 5 |
| g. | Officers of United Grand Lodge | 3 |
| h. | Officers of Provincial Grand Lodge | 3 |

It is advised to only give salutations to the senior officer present only.

**NB: If a Chain Bearer is present, there would not also be a Representative at an Installation*

APPENDIX 6

SEATING IN THE LODGE

The RWPGM has the right to sit immediately on the WM's right. However, as a Representative would not be present if Chain Bearers were in attendance, then the DPGM would sit on the right of the RWPGM followed in precedence by APGMs. **A Representative will not be present if the RWPGM, DPGM or APGM is attending.**

If several are present the APGM ('patch') in whose area the lodge belongs is given precedence over the others who then sit in order of appointment (the same order as on the Toast List!) These Brethren are the Rulers of the Province and must have preference over other brethren. If any of them are present, the 'Patch' APGM **must** be offered the gavel by the WM. A Representative of the RWPGM, however, is NOT offered the gavel (nor does he "demand" admission). If the lodge DC normally sits on the WM's right he should move if any of the aforementioned brethren are present – either to the WM's left or in the South.

Brethren are seated in Grand Rank Order and this is detailed, again, in Appendix 14.

The lodge DC should acquaint himself with the list of all senior brethren (Grand rank and above) intending to attend the lodge and using the above guide, toast lists and the Provincial Year Book plan out the seating well in advance. Named reserve seat cards are very useful to ensure the brethren sit exactly where the DC has planned – or that there is a seat available when the procession enters!

APPENDIX 7

SEATING IN THE SOCIAL BOARD

The seating in the social board should follow exactly the same order of precedence on the Master's right as above, subject to possible use of round tables (see below). However, as senior brethren are encouraged to mix with junior brethren at Social Boards, the top table does not have to be overloaded with them as long as those that **are** sat there follow the seating order.

To the left of the WM should sit the IPM, Chaplain and DC and other senior lodge officers ideally in order of the rank of their offices (which should be as on the summons). The gavel should be used by the WM under "guidance" from the DC! The DC has no right to use the gavel, which is restricted to the WM and Wardens or those acting in that capacity.

If there is a Provincial Deputation the Lodge DC and Secretary should liaise with the ProvGDC and ProvGSec as early as possible about seating arrangements. In particular the use of round tables may be appropriate to encourage mixing and discussion. If round tables are used, the senior Ruler should of course be seated with the WM but other members of the deputation should each be seated on different tables. If the ProvSGW is present, it makes sense to seat him with the Lodge SW and so on. Further guidance may be found in the Appendices.

The Provincial Secretariat will provide guidance on the seating on the 'top' table and the placing of any distinguished guests. The Secretariat **must** be liaised with.

The procession into the Social Board should be restricted to the WM accompanying the senior Ruler (RWPGM, DPGM or APM) and/or the Representative.

APPENDIX 8

TAKING WINE

General

WM with Officers of UGLE
WM with Officers of the Lodge
WM with Candidate (Master Elect on Election Night)
WM with visiting Brethren

Installation

WM with Representative of the RWPGM
then other wine taking to follow

APGM Present

WM with APGM
then WM accompanying APGM with all present

APPENDIX 9

TOASTS

The Toasts to be given at every Social Board following an Installation Meeting are those specified in the Toast List issued by the Provincial Office.

However, at other Social Boards, if time is of the essence, they may be reduced to Toasts 1-2-4-6 plus a Toast to the Candidate, if appropriate. (**NB:** the Toast to the Worshipful Master may be proposed formally without response or omitted.)

The Toasts to be given at Social Board when non-members are present are:

The Queen
The MW The Grand Master
The Provincial Grand Master
The Worshipful Master
The Guests

The SW should be advised that the preamble is “WM, Assistant Provincial Grand Master, Brethren”.

The JW should be advised that the preamble is “WM, Brethren”. If an APGM is present, it is courteous to say a few words about him **before** commencing the formal Toast, as per the Toast list. Civil Honours and Grand Ranks of the APGMs should not be given.

Many East Lancs lodges have the custom of clapping, singing and ‘Masonic Fire’ after Toasts. Equally, several lodges whose members are trying to ‘square the circle’ of later starts and earlier finishes, have found that omitting these activities saves time, without detracting significantly from the special nature of the evening.

These customs will not be included when a Provincial DC or his Deputy are running a social board.

APPENDIX 10**GLOSSARY**

MWGM	The Most Worshipful The Grand Master
RWPGM	Right Worshipful Provincial Grand Master
Rep	The Representative of the RWPGM
DPGM	Deputy Provincial Grand Master
APGM	Assistant Provincial Grand Master
APGP	Assistant to the Provincial Grand Principals
UGLE	United Grand Lodge of England
GO	Grand Officer (not Grand Lodge Officer)
ProvGDC	Provincial Grand Director of Ceremonies
DC	Director of Ceremonies
ADC	Assistant Director of Ceremonies

APPENDIX 11

Personal 50th Extended Agenda

Model Lodge

[Date]

Tyle 6.00 p.m. – W Bro Celebrant PProvJGW 50th Celebration

a. Deputation to enter after the minutes.

b. **Entry Procession:**

Lodge DC	ProvDepGDC
SD	JD
Dist O	Dist O
Dist O	Dist O
APGP	Dist Ch
	Other Officers in Grand Rank Order
	Other Officers in Grand Rank Order
	Other Officers in Grand Rank Order
PAPGM	VWBro
PDepPGM	RWBro
PPGM	APGM 2
	APGM (patch)*

(* DPGM if the principal officer)

c. APGM is offered the gavel by WM and accepts.

d. **Salutations:**

ProvDepGDC

1. APGMs

e. APGM to introduce District delegation

f. APGM to announce the next item.... “To celebrate.....”

g. APGM to announce the reading of 50-year-old minutes – Lodge Secretary.

APGM to request ProvDepGDC to place W Bro Celebrant on a chair in the centre of the lodge, Lodge DC brings chair

-
- h. APGM to address the lodge and present certificate and letter to celebrant. After presentation request ProvDepGDC to perambulate W Bro Celebrant to acclaim and return him to the seat next to WM (APGM has vacated this seat). Lodge DC removes chair.
 - i. Tribute is then delivered to the celebrant by a member of the Lodge or a guest whom he has selected
 - j. **Possible Extra Item:** ProvDepGDC to announce that he believes the WM has a presentation to make.
 - k. APGM to announce the collection of alms – ProvDepGDC to direct brethren to stand prior to donating etc and direct the deacons to collect.
 - l. APGM to be asked if he wishes to retire and suggest that W Bro Celebrant may join the retiral procession. APGM to retire from the chair – WM to close the lodge. APGM, APGP, District Chairman to be escorted into Procession by ProvDepGDC.

Out of completeness (and purely for illustration) if an APGM is making a ‘pastoral’ visit to a Lodge accompanied by his District team (i.e., not for a celebration), the below illustrates how a procession might be set up with the presence of a ProvDepGDC.

District Officers would enter - and thus be seated - in Provincial rank:

Lodge ADC	Lodge DC
JD	SD
Dist O	Dist O
Dist O	Dist O
Dist O	Dist O
APGP	Dist Chairman

APGM

NB: If the visit to a Lodge is from the District Chairman and his Officers on a ‘team’ visit (and following the rationale set out earlier), he would occupy the place shown for the APGM. Clearly, he would be ‘seeking’ admission on entry. In addition, this example shows the Deacons on their expected sides of the procession. The previous page shows these reversed as per Provincial practice.

APPENDIX 12

PERSONAL 50TH - DC's CHECKLIST

Prior to Opening

Take Toast List
Spare chair for centre of Lodge
Leave enough seats for GOs
Speak to SW & JW re toasts – APMGM present
Check dining room

Social Board

Chaplain to ask a blessing

[Announce raffle]

Wine Taking

- WM with APMGM
- WM acc APMGM: GO(1) and rest of GOs
- WM accompanying the APMGM with members of the District Delegation
- WM acc APMGM: Celebrant
- WM acc APMGM: The rest

Chaplain to return thanks

Toasts

- APMGM responds to 3, 4 & 5
- Formal toast to WM and response
- [Absent brethren/9 O'clock toast]
- Draw raffle
- Toast to Celebrant by nominated and pre-warned individual – max 15 minutes
- Response by Celebrant
- Tyler's toast

APPENDIX 13

TIMESAVERS

Installation

1. Line up all officers (after Wardens) together in N and have each one walk to WM or be escorted by ADC and announced by DC.
2. Omit perambulations and singing.
3. Do not process in or salute Provincial Grand Officers.

Ceremonies

DC, ADC, Deacons do not square the Lodge or salute at the pedestals.

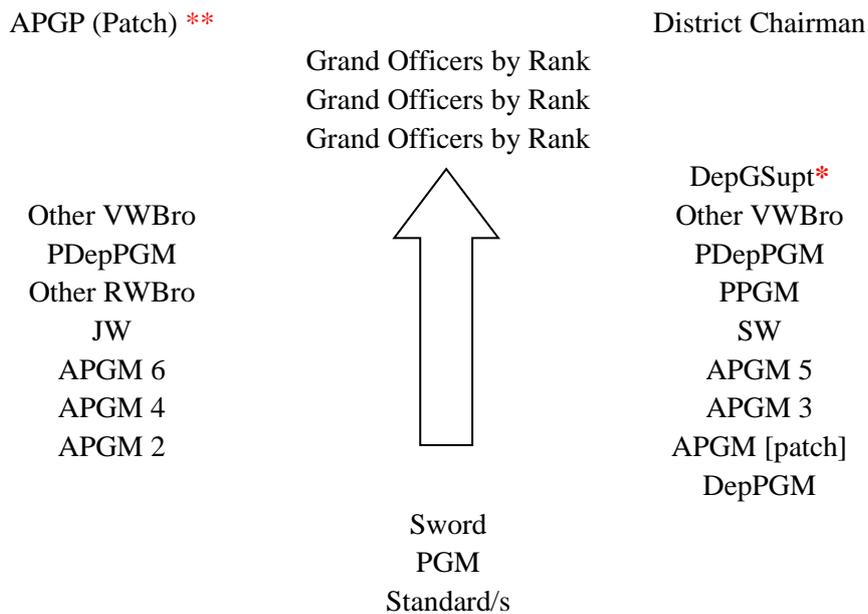
Social Board

1. Do not have a break before the Toasts
2. Omit singing and Masonic Fire
3. Keep wine taking to a minimum and do all together
4. Run all Toasts one after another without pauses
5. Have Pianist and Chaplain ready at appropriate time
6. Brief staff at the hall of your expectations as to timings and protocols in advance of the meeting and not on the night

APPENDIX 14 – Seating and Processions

The principle to be appreciated with the examples provided is that they present a scenario when *all* possible rulers and past rulers are present. However, such is the exception and not the norm. When certain Brethren are not present, the order of precedence simply means that attendees are ‘moved up’ from their position. The ProvGDC or his Deputy would manage this process and in addition, would decide which and how many Grand Officers are part of the Deputation.

Craft Processional – Provincial Deputation



If the DepGSupt is present, he is the only Royal Arch representative in a Craft procession and is shown in the position he would occupy.*

If not present, the 2nd or 3rd PGP would take the senior Royal Arch position shown. Other Royal Arch officers would not process other than by virtue of their Craft Grand Rank and then, only if required as such for the procession.

*If no Royal Arch Chain Bearers are present, the APGP would occupy the position shown** if not a Craft Grand Officer. Similarly, the District Chairman would occupy the position shown if he is not a Grand Officer.*

Craft Seating Plan - Dining

	ProvSGW									
		etc	7	5	3	1				District CM
SW							B	1		APGM
		etc	8	6	4	2		2		APGM
								3		APGM
								4		APGM
								5		APGM
								6		APGM (patch)
								7		DepPGM
		etc	GO5	GO3	GO1	VWBro				
		etc	9	7	5	3	1	8		PGM
							C	9		WM
		etc	10	8	6	4	2	10		IPM
		etc	GO6	GO4	GO2	RWBro				
								11		PPGM
								12		DepGSupt*
								13		ProvGChap
								14		Lodge Chap
								15		ProvGSec
				Tyler	ProvAGStB	ProvGSwdB				
		etc	7	5	3	1		16		Lodge Sec
JW							D	17		ProvGDC
		etc	8	6	4	2				Lodge DC
	ProvJGW			Organist	ProvGStdB	ProvDepGDC				

* If the DepGSupt is not present and the senior RA Representative is the 2nd or 3rd PGP or the APGP (Patch), they would occupy the senior RA position on the top table.

Craft Seating Plan – Lodge

Grand Rank Order	Grand Rank Order	District CM	APGM	APGM				Grand Rank Order	Grand Rank Order	Grand Rank Order	Grand Rank Order
APGM	APGM	APGM	APGM1 (patch)	DepPGM	PGM	Master	IPM	PPGM	Lodge Chaplain	DepGSupt	APGP1 (patch)

APPENDIX 15

Guidance for a visit from an Assistant Provincial Grand Master

Most Lodges at some time will receive an Assistant Provincial Grand Master for an official meeting (e.g. personal celebration) or for a pastoral visit.

If a Provincial event he will be accompanied by the ProvGDC or one of his Deputies.

There will invariably be a practice that (usually) the ProvDepGDC will attend and require the attendance of the Lodge Officers and at the very least the WM, SW, JW, Deacons and Inner Guard.

The format will typically will be as follow:

1. The WM opens the Lodge
2. The Minutes of the previous Lodge meeting are read and confirmed
3. Communications are read
4. The admission of the APGM will then take place in a manner which is dependent on the purpose of his visit and whether he is therefore accompanied by a ProvDepGDC
5. If accompanied by a ProvDepGDC, the DC would first be admitted on a Report and he will demand the admission for the APGM. The ProvDepGDC would then manage the whole of his entry and retiral, using the Lodge DC and Deacon/s
6. If he is not accompanied and the arrangements are managed by the Lodge DC, it would take the following format/s dependent on the situation:
 - a. The Tyler would sound a Report and communicate to the Inner Guard using a pre-written card stating:
 “WBro (name), a Past Senior Grand Deacon of the United Grand Lodge of England, the Assistant Provincial Grand Master, demands admission”
 OR
 “WBro (name), a Past Senior Grand Deacon of the United Grand Lodge of England, the Assistant Provincial Grand Master, accompanied by Officers of the United Grand Lodge of England, demands admission”
 OR
 “... accompanied by a District Delegation, demands admission
 - b. The IG will then communicate the same to the WM or JW and who would reply “We will be pleased to receive him.”
7. Prior to his admission, the Lodge DC will say “Brother Deacons” who would then take position to form the entry procession at the door. The Lodge DC would then announce “Brethren, we will receive WBro (name) Assistant Provincial Grand Master of the Provincial Grand Lodge of East Lancashire. Please stand and come to order.”
8. The Lodge Deacons escort the APGM (and Delegation) in two columns spaced apart along the North. Arriving at the East, the Deacons turn in to face each other. All the other Brethren also turn in.
9. The APGM will salute the WM from the West (which the WM, who is already to Order, acknowledges with a Court Bow). The APGM will then proceed to pass between the two columns to the East.
10. He is then escorted by the Lodge DC to his seat, immediately to the right of the WM
11. The Delegation then proceed in pairs to the East and occupy their seats
12. The DC instructs the Brethren to be seated

13. The WM rises and offers his gavel to the APGM. The APGM will respond appropriately and may take the opportunity to introduce the Deputation. On a pastoral visit it is highly unlikely that he would occupy the Chair
14. The DC then stands before the WM, court bows to him, turns to face the APGM and says “Brethren, please be stand. We will salute the Assistant Provincial Grand Master of the Provincial Grand Lodge of East Lancashire, WBro (name), a Past Senior Grand Deacon (*or otherwise*) of the United Grand Lodge of England, with Entered Apprentice Honours five times, taking your time from me. To Order Brethren. (done) Thank you Brethren, please be seated (court bow APGM).
15. The APGM will then respond and alternatively, may introduce those who have accompanied him at this point, and sits
16. The DC gives him a court bow and resumes his seat
17. Following the business of the Lodge being conducted, the APGM will respond at the Second Rising; he may also briefly respond at the first in the absence of any other Grand Officers, albeit briefly
18. The Lodge DC would have already ascertained as to whether the APGM wishes to retire at that point. If not, the WM would proceed to conclude the Risings and close the Lodge
19. The APGM will accompany the WM when he (the WM) retires after the closing. This is most satisfactorily achieved by seating the Brethren whilst the normal retiral procession is formed. The Brethren would then be asked to stand whilst the APGM and WM are placed in the retiral.

If the APGM does retire after the Second Rising:

- The Deacons and ADC should be utilised and instructed by the Lodge DC to form up (in an ‘arrowhead’) in the South
- The Brethren who accompanied the APGM into Lodge must retire with him. They are placed behind the Deacons, most senior at the front and of course, leaving a gap for the APGM immediately behind the Deacons
- The Brethren are requested to stand by the Lodge DC when he goes to collect the APGM. A consideration is that the Brethren applaud as the APGM retires; perhaps, ask the APGM his preference
- When he is in position, the instruction is simply “Brethren, forward”
- Only the APGM will salute the WM from the position in front of the SW; the remainder of the retiral procession will then follow him out without saluting, between the Deacons
- The Deacons and ADC then return to their seats

At the social board:

- Seat the APGM to the immediate right of the WM
- Ascertain which toasts he may wish to respond to
- You may wish, to save time and as a courtesy, omit the Visitors toast
- With the last point in mind, brevity in toast and responses on such evenings is always welcomed, particularly when remembering the distances some in the Deputation may be travelling

- If the APGM is to be processed into the social board, the announcement should be “Brethren, please be stand to receive the Worshipful Master accompanying the Assistant Provincial Grand Master”
- If the APGM is retiring before the Tyler’s toast, simply say “Brethren, please be stand whilst the Assistant Provincial Grand Master retires”

Lastly, if the visit is from the Deputy Provincial Grand Master, the guidance is identical. Bear in mind that if his Grand rank is Past Grand Sword Bearer, he is a Very Worshipful Brother and this would be reflected in all announcements, forms of address and salutations i.e., “Very Worshipful Brother Deputy Provincial Grand Master.”

Dress Code

A new Dress Code advising Chain Bearers and Grand Officers of the Provincial protocols has been published at the same time as this guidance. It is available on the Installation Representatives page within the Secretariat section of the Provincial website.