



PROVINCIAL GRAND LODGE
OF SOMERSET

HANDBOOK

for the

CRAFT LODGE

DIRECTOR of CEREMONIES

2017

Foreword to the 2017 Edition

This handbook is an update of its predecessor first issued some 17 years ago. As Freemasonry seeks to adapt to an ever changing world, it has been a challenge to maintain the traditions that we hold dear whilst updating protocol and practice to reflect the changing needs of our newer members. We have to make Freemasonry relevant and accessible to modern men. These various changes have been incorporated into the text in the hope that an answer to many aspects of ceremonial will be found within.

The handbook should be read in conjunction with other documents, particularly The Book of Constitutions and the ritual practiced in the Lodge.

The ritual observed by Provincial Grand Lodge of Somerset is Emulation, thus where the Emulation Lodge of Improvement advise on floor work and other procedures this is applied within the handbook. Lodges should feel able to adhere to the variations that are in keeping with their established ritual and traditions. Where there are exceptions to this principle this should be apparent from the text; for example, Provincial visits to private Lodges and the reception of distinguished guests.

A theme that recurs in the handbook is the efficient management of time. It is important that our ceremonies are conducted with due dignity and solemnity. However, every effort should be made to complete business in a timely fashion so that sufficient time remains to socialise with each other and not feel pressured to leave prematurely because of an excessively late finish to the formalities. The Provincial Grand Master hopes that the suggestions made in this handbook will be positively considered and applied by private Lodges.

There will be situations not covered in this or other references. In these cases I will be pleased to advise and, where necessary, consult with the Provincial Grand Master or Grand Lodge.

I always welcome feedback and suggestions as to how this handbook may be further improved.

Chris Marchmont
Provincial Grand Director of Ceremonies
October 2017

References:

- Constitutions of the United Grand Lodge of England (B. of C.)
- Information for the Guidance of Members of the Craft (UGLE)
- Emulation Ritual: Thirteenth Edition, 2014 - Notes on Ritual and Procedure.

Contents

<u>Section</u>	<u>Subject</u>	<u>Page</u>
1	Introduction	3
2	Qualifications for office	3
3	Preparing for a Lodge meeting & rehearsal	3
4	Rehearsal	4
5	Distinguished guests	4
6	Arrival, preparation & checklist	5
7	Dress	5
8	Ingoing procession	7
9	Conduct of business	8
10	Procedure for the nomination / appointment of Master & Treasurer	9
11	Other items of good practice	10
12	The Festive Board	12
13	Presence of ladies & other non-masons	15
14	Ceremonial procedure for a Provincial visit	16
15	Installation meetings	17
16	Visits by the Provincial team	20
17	Fraternal, private & informal visits by a Provincial ruler	20
18	Master continuing in the Chair	21
19	Visits by Provincial Rulers from other Provinces.	21
20	Effective use of time	21
21	Lodge programmes & demonstrations	22
22	Lodges of Instruction	23
23	Care of candidates & conduct	23
24	Sharing of ritual	24

Appendices

A.	Suggested procedure & form of words for a Master continuing in the Chair	25
B.	Suggested procedure & form of words for the reappointment of Officers	26

The Director of Ceremonies

1. Introduction

This is one of the most senior offices to which a Brother may aspire. It is to the DC that the Brethren look for guidance and from whom the Master will seek confirmation of his actions. All floor work is totally under the DC's direction. A challenging and difficult task well worthy of the title 'Director', for the duties are to direct and guide.

The successful DC will, by good example, encouragement and careful coaching, not only lead his Lodge toward excellence in its work but he will also earn the respect and trust of his fellow Brethren.

The following guidance has been compiled to be helpful to the Lodge Director of Ceremonies and perhaps to be of some assistance in pointing out areas where improvements may be useful or required.

2. Qualifications for office

The effective DC will be an experienced mason, expert in the ritual and knowledgeable about good practice, etiquette and conversant with the relevant portions of the Book of Constitutions. He will be confident and courteous in manner, able to exhibit command and presence when required, yet sensitive and tactful in his dealings with Brethren. He will also be able to encourage less experienced Brethren by demonstrating good leadership.

Often, newer members are reluctant to undertake ritual and to take roles within the Lodge for fear of failure. The Lodge DC, together with the Lodge Mentor, is ideally placed to ensure that this is not the case in his particular Lodge and that more experienced members encourage their attempts rather than admonish them.

The DC will be conversant with and able to direct all Lodge proceedings.

3. Preparation for a Lodge meeting and rehearsal

The Director of Ceremonies will have identified the various roles and tasks to be undertaken at forthcoming meetings and will ascertain from the Worshipful Master whom he wishes to undertake specific pieces of ritual, toasts and other duties.

The Lodge Secretary and the Director of Ceremonies should consult to confirm the content and sequence of business for inclusion in the summons for each meeting.

At the previous Committee meeting, the Director of Ceremonies can usefully note items of business for the forthcoming meeting, clarify where these will be undertaken and who is to propose and second the various items.

The agreement of Brethren selected to propose and reply to toasts should be sought prior to the meeting and advice given as to the length and content required.

The practice of producing a schedule of work for all meetings/ceremonies for the year showing who has been delegated work/ toasts etc is strongly recommended.

4. Rehearsal

The rehearsal is a crucial opportunity for the Director of Ceremonies to ascertain that all Officers are conversant with their duties and that he and the Worshipful Master have agreed on points of procedure and continuity.

The Director of Ceremonies will wish to pay particular attention to the performance of ritual and of floor work, especially that of the Deacons and of any Brother designated to undertake work for the first time.

Brethren should by this time have learnt their parts and should make every effort to attend.

It is advisable to have in mind reliable ritualists to act as substitutes if required.

The over-riding approach should be to encourage everyone to give of their best and be acknowledged for the effort made.

5. Distinguished guests and Ruling Masters

The Director of Ceremonies should obtain in advance from whoever collates the attendance list, the names of any distinguished Brethren, including current Ruling Masters, who are attending. This will enable him to be alert for their arrival, ensuring that they are properly received, and escorted to the correct seat in Lodge.

The DC should be familiar with the order of precedence laid down in the Book of Constitutions and should be able to recognize a Brother's rank from his apron or collar badge. In Somerset, Acting Officers take precedence over all Past Officers of higher rank.

This is particularly important at the Installation meeting and meetings where the Provincial Grand Master is present.

It is the Provincial Grand Master's wish that where the Grand Superintendent of the Royal Arch or heads of other Orders are in attendance, they should be seated with distinguished visitors even though they may not hold senior rank in the Craft. They should be acknowledged by the WM during the evening.

Grand Officers, Acting Provincial Grand Officers and Ruling Masters normally sit to the right of the Worshipful Master. In Somerset, Acting Provincial Grand Wardens take precedence in seating both within the Lodge and at the Festive Board, and in processions before Grand Officers. N.B. Salutations are taken in seniority. See page 18.

Should the Master vacate his chair for the PGM or Past Master he must sit in the IPM's chair, the IPM sits to his left in a spare seat left for the occasion.

The Director of Ceremonies is responsible for the correct seating of Brethren in the Lodge room and at the Festive Board.

6. Arrival, preparation and checklist

An early arrival at meetings is most essential. The Director of Ceremonies should make a point of being at the Lodge at least half an hour before the time shown on the summons.

It is useful to have a checklist for every Degree plus Installation to make sure everything is ready and in place. Officers' collars and gauntlets should be appropriately set out. Cards with the opening and closing odes should be distributed around the Lodge room. It is not possible to list every item required as this document is in the public domain so you should think about the items required for each ceremony and make a list of them.

In strict Emulation working The Volume of the Sacred Law should be opened facing the Worshipful Master. The points of the compasses and the angle of the square should point to the Worshipful Master.

It is important to ensure that both the Tyler and the Inner Guard are aware of, and competent in, their duties to correctly prepare and receive Candidates. Remind them that dialogue between them should be audible in the Lodge room as it forms part of the ceremony.

Check that the apron for the Master Elect or the new Master Mason is in the right place and adjusted before the Installation or Third Degree ceremonies respectively so that it fits properly.

Entered Apprentices and Fellow Crafts should be fitted with the appropriate apron, reminded of the relevant signs and be escorted to their seat. EAs sit in the North East, FCs in the South East. In both instances he should be accompanied by his Proposer, Seconder, Personal Mentor or another experienced Brother who will also leave the Lodge with him when higher Degrees are being conferred.

The Inner Guard should be stationed at the door of the Lodge sufficiently early to prove all Brethren entering the Lodge.

An unknown Brother should be invited to a suitable anteroom, tested and asked to produce his Grand Lodge Certificate. This should not cause offence to the genuine mason. A verbal indication that he is a guest of a particular Brother is not sufficient.

If the visitor is from a foreign Constitution, care must be taken that this is recognised by the Grand Lodge of England for which prior arrangement should have been made via the Provincial Grand Secretary.

7. Dress

The correct dress for all Lodge meetings is: dark suit, black shoes, Provincial, Grand Lodge, Grand Chapter, or plain black tie, shirt with white collar, white gloves. Where a School, Regimental or special interest Lodge has been **specifically authorised** by the Provincial Grand Master to wear its own tie, this may be worn in the Lodge concerned **only**. Under no circumstances should brown or light grey suits be worn. Brethren straying from these rules need to be tactfully reminded.

Aprons

The Entered Apprentices' and Fellow Crafts' aprons are usually worn with the flaps down and tied at the front under the flap. In the Second and Third Degrees it is permissible and certainly more

practical for the Senior Warden to remove the former apron completely and then invest the Candidate with his new badge of rank.

It is essential that the Master Mason's apron be removed before the new WM is invested with his Master's apron in the inner workings.

Aprons are intended to be worn around the **waist**, not low slung around the hips. DCs should encourage all Brethren to wear them correctly. Some more generously proportioned Brethren have found it helpful to sew a short loop of, for example, black shoelace inside the top of an apron; this can then be hooked over a button on the jacket at the correct level.

Gloves

Gloves should be worn at all times except by the Candidates during the three Degrees and by the Master Elect when taking his obligations on the VSL. In the latter case, it is recommended that the gloves be removed prior to the Master Elect leaving his seat.

The Worshipful Master may approve the removal of gloves, and in exceptional weather, jackets, in the interests of the comfort of all members generally.

Note: Entered Apprentices and Fellow Crafts can wear gloves when not actually being passed or raised. In some Lodges EAs and FCs are not permitted to wear gloves until they have been raised and it is not the wish of Province to disturb Lodge traditions. We should perhaps bear in mind that part of our Traditional History which states that the trusty FCs were ordered to wear white aprons and gloves as emblems of their innocence and this clearly applies also to EAs who certainly were never involved at all.

Jewels

These are **breast** jewels and should be worn as such. They should never be worn on a Past Master's or Provincial Collar. The permitted jewels and correct sequence from centre to left arm are: -

Chapter jewel; Chapter Centenary jewel; Past Master jewel; Lodge Centenary jewel; Tercentenary jewel and Festival jewel. Whilst Brethren may be entitled to wear all of these jewels the wearing of the most relevant items should be encouraged.

A Festival jewel may only be worn until the end of year of the relevant Festival unless it has been designated by The Grand Master to be a permanent jewel.

Collars

If a Lodge Officer vacates his chair, e.g. at a Past Masters' evening, it is incorrect for the Brother taking the chair to wear the collar (or cuffs). If the regular Officer is absent then it is permissible for the acting Officer to wear the Collar only.

Collar jewels are not inter-changeable and should only be appended to the collar appropriate to the office to which the collar relates.

If a Brother holds more than one office what collar(s) should he wear? B. Of C. Rule 267 gives clear guidance: 'A Grand Officer who is performing official duties as a present Metropolitan, Provincial or District Grand Officer may wear the appropriate chain or collar of such Metropolitan, Provincial

or District Grand Rank with the apron of a Grand Officer’.

Applying this principle, it is clear that the Badge (i.e. the apron) of one’s senior Masonic Rank should not be compromised. Taking an extreme case as an example - if a Brother, who is a Past Provincial Senior Grand Warden, takes Lodge offices as both Almoner and Organist, then at the Lodge meetings he should always wear his Provincial Apron. He may wear his Provincial Collar but should not wear a Lodge collar or collars on top of that. Alternatively, he may wear his Almoner’s collar instead of the Provincial collar as he is acting in that capacity. It is the senior of his two Lodge appointments and it is sensible and practical to wear only the collar pertaining to the senior appointment. This avoids the dreadful clanking of collar jewels as one processes wearing more than one collar.

8. Ingoing Procession

All Brethren for the in-going procession should be formed up in processional order outside the door of the Lodge five minutes before the stated time of the meeting. The DC should aim to have the Officers seated and ready to open the Lodge at the appointed time.

The Director of Ceremonies should check that the Worshipful Master and his Wardens are correctly dressed in relevant collars, cuffs etc. (See Para 7. Dress).

Not all Lodges have ingoing processions but, for those who do, it is suggested that, for normal Lodge meetings, his appointed Officers and the I.P.M only should accompany the WM. The precedence is juniors first and on the left. The procession would thus be:

Tyler	A.D.C.
Steward	Steward
J.D.	S.D.
Mentor	Asst Secretary
Charity Steward	Almoner
Secretary	Treasurer
Chaplain	IPM
J.W.	S.W

WM
D.C.

Notes:

- Whilst the IPM is not an Officer of the Lodge, he would be the first Brother to leave the column after the WM has taken his place hence placing the IPM in the right hand column.
- The Organist and Inner Guard would, of course, be at post before the procession commences.
- Grand Officers, Provincial Grand Officers and Past Masters would take their seats beforehand. If however the Grand Officers were included then their position would be between the Wardens and the Chaplain/IPM. The Wardens, who assist the WM in the ruling of the Lodge, should not be separated from him.
- In some Lodges Past Masters also take part in the procession and in such cases the desirable position would be behind the Deacons and in front of the Charity Steward and Almoner.
- Brethren should try to keep in step both when entering or retiring, and when escorting or being escorted around the Lodge.

- The Brethren are processing, not marching, so the arms remain at the sides of the body and not swung. Silence should be maintained in processions. It is a discourtesy to the WM and his Officers for talking to take place and this should be actively discouraged by the Lodge DC.
- A single (as opposed to several) perambulation would more efficiently place consecutively the WM followed by JW, SW & JD, SD and finally the DC and ADC.

As Lodge DC you could consider at meetings with a busy agenda simply entering the Lodge, Brethren taking their places and at the appropriate time announcing that the Lodge is properly tyled etc.

9. Conduct of Business

The Director of Ceremonies' duties during the meeting are essentially to:

- ensure the correct seating of Brethren,
- escort latecomers to their seats,
- oversee the conduct of business, including ballots,
- give salutations to distinguished visitors,
- ensure the proper conduct of ceremonies,
- prompt all ritual except that of the Worshipful Master (prompted by the IPM),
- attend promptly to any unexpected difficulties or emergencies,
- organise processions,
- advise the Worshipful Master as required.

Salutations

The giving of salutations is a courtesy extended by the Lodge. It is not obligatory and whilst Lodges may wish to accord salutations to all distinguished Brethren present, the Provincial Grand Master prefers that salutations, where given, be limited to the most senior Brother present. The Worshipful Master at an appropriate point in the proceedings may then personally welcome other distinguished Brethren.

Detailed guidance is included in the section concerning Provincial visits.

Late arrivals

A report on the door other than those expected should be reported to the Junior Warden at a convenient point in the business. It would be unusual to interrupt a Ceremony to admit latecomers.

The latecomer should be announced to the Worshipful Master by name only, i.e. 'WM, Bro (and other Brethren). The phrase 'requests admission' **should not** be used.

The Director of Ceremonies should be ready to receive and escort latecomers, reminding them in which Degree the salute(s) to the WM should be given and then escorting them to a convenient seat appropriate to their rank.

Ballots

The Director of Ceremonies will oversee the conduct of the ballot. He should ensure that either he or the WM fully explain the method of balloting so as to avoid the embarrassment of a re-ballot.

Occasionally, a black ball may be found in the 'No' drawer. If this is thought to be due to error, the WM may call for a re-ballot having first clarified for the benefit of newer Brethren the method used. If a black ball is again found then the result must stand. This is usually governed by Lodge by-laws.

Prompting

The Director of Ceremonies alone should prompt all work, except that of the Worshipful Master which should be in the hands of the IPM.

The presence of ritual books in open Lodge should be carefully avoided. Where exceptionally this is required, e.g. when an unusual or extended piece of ritual is to be undertaken, then this should be unobtrusive, such as at the Secretary's table.

The use of copious notes and/or reading of a ceremony by the WM is to be discouraged. The IPM has a key role to support the WM in both the ritual and matters of business. If a WM is unable to manage all the ritual then it is preferable that the work be shared with other suitable Brethren.

Risings

On the Third Rising the number of the Lodge must be given in full e.g. "One thousand two hundred and thirty four" not "1 2 3 4".

At an Emergency Meeting there are neither Risings nor business other than that for which the Meeting has been convened and no greetings from visitors.

10. Procedure for the Nomination / Appointment of Master and Treasurer

B. of C. Rules 105a and 112a provide a simplified process for these appointments. Grand Lodge recommend the following wording be inserted in the Summons when it is proposed to use the new provisions:

"To elect a Master, Treasurer and Tyler for the ensuing year. Note: the only nominations of which the Secretary is aware are of Bro. x as Master and Bro. y as Treasurer, and subject to the provisions of Rules 105(a) and 112(a) respectively it is proposed to declare the ballot in their favour. Any member may, however, demand a ballot."

It would be advisable for the Secretary at the previous meeting to state that it is proposed to use the new procedure and to invite any qualified Brother to inform him by a specific date if he wishes to be considered for Mastership or for Treasurer. If more than one nomination is forthcoming then the normal ballot would be required.

The WM is recommended the following wording:

"Brethren. The next business is to Elect a Master / Treasurer for the ensuing year. Unless any Brother present wishes a paper ballot to take place and there being only one nominee, I propose to declare the ballot in favour of Brother x."

Pause for any response. Gavel. "Brethren, I declare Brother x duly elected to serve as Master for the ensuing year".

Note: The appointment or election of a Tyler must be a separate item of business.
(Ref: B. of C. Rule 113).

11. Other Good Practice Items

Addressing the Worshipful Master

Junior Warden: faces North and turns only his head towards Worshipful Master.

Inner Guard: faces East and turns only his head towards Junior Warden.

Secretary & Treasurer: face front and turn only their heads towards the Worshipful Master.

Tyler & Inner Guard dialogue

During the Ceremonies, dialogue between Tyler and Inner Guard **must be distinct and audible to every Brother in the Lodge**. The Brethren are witnesses to each Candidate's progression and acceptance into each degree.

Acclamation of Ritual

Some Lodges have a practice of giving acclamation after a Brother has completed a portion of ritual. This is not part of Emulation Working and should not be given during a ceremony. Directors of Ceremonies of these Lodges must ensure that this practice is not extended to any work undertaken by the RW Provincial Grand Master, the other Provincial Rulers or Officers visiting in an official capacity.

Acclamation is indicated by a single clap and is generally used as an acknowledgement of an appointment or achievement. Applause is occasionally acceptable, such as the acknowledgement of some special achievement or award and during the retiring procession of a Provincial Ruler or Team visit. These acknowledgements will be given under the direction of the Director of Ceremonies.

Court Bow

The Court Bow is simply a forward inclination of the head, the body does **not** bend from the waist. Officers being placed in their seats give a Court Bow to the DC.

Signs

The Director of Ceremonies should ensure that the signs given by every member of his Lodge is of a high standard and correct. A particular effort should be made by the Senior Lodge Officers, who are often in the limelight, as less experienced Brethren will be watching them to imitate what purports to be good practice.

In rehearsals it is useful to ensure that the Brethren know, for example, when to cut the Third Degree Penal sign with or without recovery. Detailed guidance on this subject is to be found in the 'Notes for guidance on ritual & procedure' section of the Emulation Ritual book. **Do not allow the steps or the position of the feet to be ignored, as these are integral parts of each sign.**

In Emulation working the Sign should be cut at the end of the Obligation and before the Obligation is sealed.

The Sign of Fidelity when used for the Obligation in the 2nd Degree is given by placing the right hand on the left breast, fingers together, and thumb at right angles in the form of a square. The

sign is cut when discharged.

The Sign of Reverence is used for all Prayers and when the GAOTU is invoked. It is given with the right hand placed on the left breast but with the fingers and thumb together. The hand is dropped not cut.

We are instructed in the First Degree that a mason is expected to stand perfectly erect, the feet formed in a square. This should be remembered when giving the Third Degree signs when Brethren should remain erect with the body facing front.

Signs are given in silence whilst salutations or greetings are audible.

Salutations

When Brethren are called to order the Director of Ceremonies should ensure that Brethren know to step and then make the relevant sign.

The EA salute is given with an audible slap on the thigh on cutting the sign.

The FC salute is often the least well given at Installation meetings and would benefit from rehearsal followed by a reminder whilst the Inner Working is in progress.

The Grand or Royal sign is commenced with the hands at the sides **but the first audible sound** is when the hands are clapped overhead at the commencement of the sign.

Standing and Sitting

Unless explicit in the ritual, it should not be necessary for the Worshipful Master to request Brethren to stand or sit. They should follow his example. As a guide for the Worshipful Master, when the candidate is kneeling he and the rest of the Lodge should be standing and when the candidate stands, he should sit.

Wands

Wands are badges of office and should be carried by the Director of Ceremonies, his Assistant and both Deacons at all times. An exception in some Lodges is when the Deacon is carrying the Minute Book or other non-ceremonial matters. At Installations the ADC or Deacons should not carry wands after opening in the Third Degree until they are invested.

The wand should be held between the fingers and thumb not with the fist (it is not a javelin!). This enables the wand to be borne in the correct vertical position and raised just off the floor. The upper arm should form a square with the lower arm, as all Sq's; L's and P's are true and proper signs, etc. When Deacons are instructing Candidates, wands must not be used as "pointers" e.g. in the Third Degree, and should never be leaned upon. The DC's & ADC's wands are **NOT** gavels and should **NOT** be used either to attract attention or to initiate floor movements - the voice should be sufficient.

The National Anthem

When this is to be sung in the Lodge at the closing then it should be the subject of a **separate** announcement after the Closing Ode. It is considered derogatory to the dignity of the Monarch to announce, "We will now sing the Closing Ode followed by the first verse of the National Anthem".

In some circumstances when a Ruler or Representative of the M.W. Grand Master is present, his Escorting Officer (EO) will sometimes direct that the National Anthem should be sung first. Then he will call for the closing ode during which he will form up the outgoing procession.

At the Festive Board, the National Anthem (if not sung in the Temple) must be sung before the Loyal Toast and should likewise be announced *separately*.

Inner Working variations

Grand Lodge is aware of the exceptional and traditional circumstances attaching in certain Lodges to the extended ceremonial Opening and Closing of a Board of Installed Masters.

While it still deprecates the use of any signs, tokens, or words unknown to, or unrecognized by, the majority of English Installed Masters, it will permit Lodges to perform the Ceremony provided the following declaration is incorporated.

The Installing Master shall declare to the Master Elect that:

“The signs, tokens, and words given in the course of the extended portion of the working are not essential to the Installation of a Master, and are not known to, or to be required from, Installed Masters generally, and no further Degree in Masonry is being conferred”.

Addressing Brethren

Within a formal setting a brother should be addressed by his surname or by his Masonic rank. A Brother not having achieved the Chair should be addressed as “Brother (*name*)”. An Installed or PM is addressed as “Worshipful Brother (*name*)”. Brethren holding the Grand Rank of Grand Inspector or above are styled “Very / Right Worshipful Brother (*name*)” (See BoC Rule 6 for details).

When addressing a Brother by his Lodge (*or Provincial*) Office, he should be addressed as (for example) “Brother (*Provincial Grand*) Secretary”, **regardless of his Masonic rank**; i.e. not as “Worshipful Brother (*Provincial Grand*) Secretary”.

Brethren who are Officers of the United Grand Lodge of England are referred to as Grand Officers, while Officers of a Provincial Grand Lodge are referred to as Provincial Grand Officers. The terms Grand Lodge Officers and Provincial Grand Lodge Officers are incorrect and should not be used.

12. The Festive Board

The Festive Board is just as important as any ceremony in terms of correct protocol and decorum. Similarly, efficient management and good time keeping of the proceedings are the mark of an effective DC.

Regrettably, many newly installed Masters are given no instruction or guidance whatever. The Director of Ceremonies **must** take the Master Elect through all aspects of the meeting **before** he goes into the Chair. He must go through the Toast List to ensure his proficiency. It is surprising how many errors are made e.g. “The Provisional Grand Master” or assuming that “Pro Grand Master” means “Provincial Grand Master”. Honorifics (GCMG etc) are omitted. The Master Elect should also appreciate that the Toasts to Grand and Provincial Grand Lodge involve the reading out of several names.

The gavel must be respected and total silence maintained before the Worshipful Master or Director of Ceremonies speaks. If necessary the Director of Ceremonies should robustly remind the Brethren.

It should be noted that the gavel is the emblem of power of the Worshipful Master, ***and his alone***. The Provincial Grand Master would like all Lodges to adopt the correct practice of only the WM and Wardens having gavels at the Festive Board, as is the case in Lodge. As the Worshipful Master's D.C. it is practical for him to sit immediately to the left of the IPM. This makes for ease of communication between him and his WM.

Make sure that the WM has the Official Toast List in front of him and that it is up to date. The latest version can be downloaded from the Provincial website.

Call Brethren to table as soon as possible. Always remember, as in the Temple, that the pace of the proceedings is under your control. Once events begin to drift it is more difficult to put them back on course. (See also Section 19: "Effective Use of Time".)

Checklist for the Festive Board

Seating Plan

Ensure a seating plan is completed, is on show and that all visitors are included. Ensure that correct protocol has been observed.

Traditionally, Grand Officers have been seated on the top table followed by acting Provincial Officers and Worshipful Masters. It is increasingly common, for senior Brethren to request to sit elsewhere in order to be with newer members and friends. Such requests should be respected. Ruling (not reigning) Masters should sit with the Worshipful Master if they are part of a "circle".

As in Lodge, when a formal seating plan is used, the Provincial Grand Wardens take precedence over Grand Officers.

The Provincial Grand Master is keen for Lodges to experiment with less formal seating and catering arrangements provided the dignity of the occasion is maintained.

Planning the Toasts

The names of proposers and responders will have been agreed with the WM and the hosts in the case of visitors. Responders should be approached and confirmed before the evening. Ensure that the proposer is given the responder's details (ideally on a slip of paper).

All speeches should be of short duration and to the point. While there is no particular objection to discreet jokes or funny stories they should not be encouraged and all reference to sexual, religious or political topics should be avoided. Inexperienced Brethren should be warned accordingly. The content should always fall within the boundaries of what is acceptable to ***all*** the Brethren.

Organist

Ensure that the Organist is present and ready. Liaise with any singers regarding the words and music used. Brief everyone on the procedure for the EA's, WM's, and other songs.

Table

Check that nameplates, song sheets, gavels, Toast and "Taking of Wine" lists are in position.

Stewards

Sufficient Stewards will be in attendance and clear on their duties. Substitutes nominated if necessary. They should assist catering staff to clear tables at the end of the Festive Board.

Caterer

Ensure the caterer is given the time the Festive Board is to commence and the anticipated time for the first toast.

Greeting distinguished Brethren into the dining room

This custom will vary between Lodges. The following points are recommended:

- Consider whether the constraints of time should limit those to be so honoured. It may suffice to welcome the Provincial visitor and the WM.
- If a large number of ruling Masters are present, it may be appropriate to receive them collectively.
- The DC will inform those Brethren to be so honoured and invite them to assemble at the entrance to the dining room.
- The DC will establish the name and rank / appointment of each Brother and ensure that he is properly announced.
- It is customary to welcome the most junior first, concluding with the WM.
- The Assistant DC should direct Brethren to their seats.
- The DC should escort the WM to his seat and draw back his chair.

Toasts

This Province has no reservations about toasts being given in sequence whilst remaining standing. The exception should be when the recipient, e.g. PGM, is present. In such cases the Brethren should sit whilst the WM offers a few words of welcome and appreciation **before** the Toast is proposed.

While it is usual for Toasts to be given after lunch or dinner, there is no reason that, in the interests of time management they cannot be commenced at any appropriate point during the meal provided Grace has been returned.

The Provincial Grand Master recommends that the long pre-amble to Toasts (WM, RW Provincial Grand Master, Grand Officers, etc etc) need only be given for the first toast. Thereafter it would suffice to say "WM, (Provincial Principal and/or Warden if present) and Brethren".

It is incorrect to refer to a Brother as a "Grand Lodge Officer" or "Provincial Grand Lodge Officer". The correct forms are "Grand Officer" or "Provincial Grand Officer".

Masonic Fire is of symbolic importance, especially for the WM and Initiate. The recommended format is simply "Fire Brethren. Take the time with me". Masonic Fire should be given evenly, deliberately and with dignity.

Absent Brethren

The toast to Absent Brethren should never be referred to as “The nine o’clock toast”. **No toast, including that to Absent Brethren, shall be given before the toasts to The Queen & Craft and the Grand Master.** If the Lodge normally has a tradition to toast Absent Brethren at 9 p.m. or 9.30 p.m. then this must only be observed in the form of the Worshipful Master marking the time for “Absent Brethren” if the specified time falls before the official toasts can be given. Ensure that an inexperienced Master is sure of the difference. Only the Master should stand and speak.

Taking Wine

The Worshipful Master should first take wine with his Wardens except when The Provincial Grand Master, his Deputy or Assistants or his Official Representative is in attendance.

NOTE: ‘wine-taking’ is a totally optional exercise and to excess demeans the honour bestowed.

13. Presence of Ladies and other non - masons

Non-masons are not permitted to be present during any part of Lodge Business. It follows that no part of the ceremonies of Initiation, Passing, Raising and Installation should be conducted with Non-masons present. The text of the Charge after Initiation is already in the public domain and is sometimes recited at ‘open days’, but a distinction must be drawn between such an event and a ‘live’ ceremony. As a general rule it is considered inappropriate to recite any part of the ritual to non-masons.

There are Masonic activities that can be undertaken while a Lodge is called off or after it has been closed. Examples are the laying of a Foundation Stone or a Banner Dedication where there is a show of Masonic ceremonial as opposed to ritual. It has to be clearly understood that no Masonic signs whatsoever may be given on such occasions. There are also precedents for the admission of Non-Masons to investitures where a Lodge has been called off or closed beforehand. Do remember however that some Brethren might be reluctant to attend if Non-Masons are to be present. It is not appropriate for Non-Masons to be admitted to centenary or bicentenary celebrations.

Attention is drawn to Rule 178, which prohibits the wearing of regalia when persons other than Masons are present unless a dispensation has been given.

The arrangement recommended as most courteous to guests attending a regular meeting is that they be escorted into the Lodge and seated. The Lodge is meanwhile opened in an Ante Room and called off. Only those Officers required to open the Lodge need be present. The Officers of the Lodge will then parade into the Lodge and take their respective seats. When the designated agenda for the evening is completed the Officers parade from the Lodge to the Ante Room, call on and close the Lodge.

If, as an alternative, the Lodge wishes to hold a brief business meeting and close the Lodge before the open event is held, then it is important that guests are suitably entertained and that the formal meeting is kept short.

Festive Board Arrangements

At the subsequent Festive Board, while there is no strong objection to drinking Masonic Toasts in the presence of non-Masons, they should be kept to the absolute minimum. Brethren in the course of speeches must avoid references to matters of Masonic ritual.

In response to requests for a relaxation of current policy, the Provincial Grand Master has concluded that it would accord with the growing openness of Freemasonry for Masonic Fire not to be concealed from wives and other guests. Serving staff are already considered incidental to proceedings. Fire is not of itself a unique or confidential salutation.

The Provincial Grand Master would therefore be content if a Lodge wishes to adopt the following procedure. He would prefer that an Initiation or Installation meeting remains a purely Masonic affair.

Masonic Fire may be given at a Festive Board in the presence of guests.

- Masonic Fire should be explained simply to guests as a form of Masonic salutation which they should merely observe.
- The Toast list may be the normal one with the exception that Fire would not be given following the “Queen and the Craft” so that all those present can fully participate in that Toast if they so wish. Non-Masons should sit for other Toasts.
- Consideration should be given to a shorter Toast list combining the Toasts for our Rulers; i.e. the “Rulers of the Craft supreme and subordinate”.
- If it is desired to adopt this practice at an Installation or Initiation, any purely Masonic remarks should be addressed to the recipient in the Lodge Room but the usual Toast would be given with the customary responses, excluding any specific reference to working of the ritual. Other traditions such as a Masonic Ring or Circle would not occur.
- Guidance should be given to those proposing and responding to any Toast so that the above points are observed and the content is suitable.
- Provincial “Parish Notices” may be given under the second Rising rather than in response to a Toast.
- It should be noted that there is no need for catering staff to withdraw prior to the commencement of Toasts. They are incidental to the proceedings.

14. Ceremonial procedure for a Provincial visit

Every Lodge has its own cherished and time-honoured customs and will be anxious to preserve them. This is as it should be. An official visit, however, is a Provincial event and it is important that a uniform procedure is followed throughout the Province upon such occasions. The recommended procedures are given below. It is not intended to eliminate any particular Lodge custom, which may be adhered to upon any other occasion.

For official Installations or visits the Provincial Grand Master, his Deputy, Assistants or an Official Representative, will have the Provincial Grand Director of Ceremonies or one of his Deputies or Assistants in attendance.

Only the Provincial Grand Master, Deputy Provincial Grand Master and Assistant Provincial Grand Masters *demand* admission and in deference to their high offices should always be proffered the gavel. All other official representatives *request* admission and **must not** be proffered the gavel. Past Rulers (e.g. P.P.G.M.) are **not** proffered the gavel.

Deputy and Assistant Provincial Grand Masters attend Lodges **in their own right** as Rulers and

should **not** be referred to as “Representing the RW Provincial Grand Master”.

15. Installations

The Provincial Grand Master and the other Rulers between them enjoy (for the most part) attending over 60 Lodge Installations a year. In addition, since the introduction of the Provincial Fraternal visits, the work load has increased. They and many of the guests may have travelled some distance to be with the Brethren of a Lodge to celebrate this special event. They would however request that the proceedings be run with dignity and efficiency in order that they may leave the proceedings at a reasonable time, again bearing in mind that they may have some distance to travel home.

As a guide, any Ruler or representative of the PGM would expect to leave any regular Lodge meeting no later than four hours after the published start time. For an Installation meeting this is extended to four and a half hours and this would normally be reflected by an earlier start time.

The following procedure will be followed:

Preliminary Arrangements

The Lodge Secretary will be informed well in advance whom the Provincial Visitor and DC will be. He will provide relevant information to the Visitor about the Lodge as requested by the Provincial Grand Secretary. The Provincial DC will make contact with the Lodge DC prior to the meeting to discuss arrangements.

The Lodge Director of Ceremonies, Assistant Director of Ceremonies, Deacons, Inner Guard and Tyler must be aware beforehand of exactly what is required of them and the procedure should be gone through at Lodge rehearsal. This of course applies to existing and incoming officers.

On arrival, the Provincial DC will finalise arrangements with the Lodge DC regarding seating, processions and salutations.

All Grand Officers and Acting Provincial Grand Officers remain outside the Lodge and enter with the Provincial Grand Master or other appointed Visitor. Acting Provincial Officers from other Provinces should be offered a similar courtesy. The Lodge Director of Ceremonies should ensure sufficient seats are reserved for them in the East and that a seat is reserved for the Provincial Director of Ceremonies either close to his own or at another convenient point allowing easy access to the floor.

Procedure

The Lodge is opened, according to the normal custom of the Lodge.

The Inner Guard, by pre-arranged signal indicates to the Tyler that this business has been completed. The Tyler gives a report and advises the Inner Guard that the Provincial Grand Director of Ceremonies (or Deputy or Asst.) **requests** admission.

The Inner Guard reports to the Worshipful Master and, following his assent, admits the Provincial Grand Director of Ceremonies.

The Provincial Grand Director of Ceremonies salutes the Worshipful Master and states (e.g.):

“Worshipful Master, the Right Worshipful Brother (name), Provincial Grand Master for the Province of Somerset, accompanied by... and he **demand**s admission”. Note. The High Rulers, Deputy and Assistant GMs may also demand admission to a Lodge.

Worshipful Master gives his assent. “Please admit him, Bro. Provincial Grand Director of Ceremonies”.

If the official retinue is not very big, the Provincial Grand Director of Ceremonies will then ask the Worshipful Master if it is his wish that an escort be formed. The Worshipful Master gives his assent.

Under the direction of the Provincial Director of Ceremonies an escort of Officers of the Provincial Grand Lodge of Somerset will be formed to retire from the Lodge.

The escort will comprise up to 6 Somerset Provincial Officers, additional to the DCs, pre-selected by the Lodge DC. The Lodge D.C. and A.D.C. head the right and left columns respectively, even if they do not hold Provincial rank, after all, we all have to learn.

When the escort is in the anteroom it will form up in reverse order. The Principal Provincial Officer, Provincial Grand Wardens, Grand Officers and Acting Provincial Grand Officers will then join the column in their appropriate places at the rear of the column. The Provincial DC will call the Brethren to order. The escort will then enter the Lodge.

The Provincial Grand Master or other Principal will salute the Worshipful Master from an appropriate point in the West (usually from between the pillars). The Provincial Grand Master or other Principal will be escorted through the column by the Provincial DC, greet the Worshipful Master and take his seat.

Under the direction of the Provincial DC the Officers pass through column, and take their places. When all Officers are in their places the Provincial Director of Ceremonies will say, “Brethren of the escort resume your places” and once they have reached their places they should remain standing at which point he will say “WM and Brethren be seated.”

The Worshipful Master will then formally welcome The Right Worshipful Provincial Grand Master or other Principal and proffers him the gavel. On most occasions this offer will be politely declined but if it is accepted for a special purpose, i.e. a presentation, then the Worshipful Master occupies the IPM’s chair until he is invited to resume his normal place.

The minutes are then read, confirmed and signed and any matters arising are dealt with.

Salutations

At an Installation meeting when a Provincial representative is in attendance, he will be escorted by the Provincial Director/Deputy/Assistant Director of Ceremonies. Salutations will be given to the most senior officer present by the Provincial DC his Deputy or his Assistant; **no further salutations will be given.**

The Installation ceremony will then follow.

Normally the address to the WM will be given by the Principal attending and he will be escorted by the Provincial D.C. Where a WM is continuing in the Chair for a second consecutive term there will be no such address (see Section 18) and in such a case the Principal will usually give the address to the Wardens. Neither the WM or the Wardens are required to stand for their addresses.

Although not formally Officers of the Lodge, the functions of LIO, RA Rep and Personal Mentors are most important in the activities of all Lodges.

The practice of addressing or investing the holders of these offices at the Installation has been carried out for many years. The Provincial Grand Master recommends the following procedure:

After the investiture of the Tyler, the Lodge DC will inquire of the WM who he appoints appoint as Lodge Information Officer, Royal Arch Rep and Personal Mentors. If invited, the visiting Principal will be pleased to address the appointees. The Principal will also briefly explain the role and the importance attached by the Province to both functions. If the LIO or Personal Mentor (PM) is newly appointed he may also be invested with his Badge. The investiture of Officers will then conclude.

At the beginning of the Second Rising, the Provincial Grand Master, Representative or Provincial Principal, after saying a few words, will ask all Provincial Officers to rise and he will give greetings to the Worshipful Master on behalf of Provincial Grand Lodge.

At the conclusion of the proceedings, after the Closing Ode (and National Anthem if sung in Lodge), the **Provincial D.C.** will organise the Closing Procession with these words:

‘The Brethren will remain standing while the Worshipful Master accompanying the PGM/Deputy PGM/Assistant PGM, attended by his Wardens and accompanied by the Provincial Senior/Junior Grand Warden, Grand Officers, Provincial Grand Officers etc. retire from the Lodge’

The Ruler stands on the right of the WM.

When a Representative of the PGM is in attendance:

‘The Brethren will remain standing while the Worshipful Master, attended by his Wardens and accompanied by the Representative of the PGM (who could be a Warden), W.Bro (*name*), Provincial Senior/Junior Grand Warden (if not representing), Grand Officers, Provincial Grand Officers etc. retire from the Lodge’

He will then call upon the Lodge DC and ADC and the Deacons. Please remember to brief the Deacons (especially if they are newly appointed) that they will be expected to participate in the outgoing procession.

The Deacons should fall in line behind the DC and ADC in the South East and they should proceed around the Lodge collecting the Wardens en route. They will be called out by the Provincial DC.

The DC and ADC should continue around the Lodge to a point opposite the Junior Wardens pedestal and halt. Provincial DC will have held the Wardens at a point in the North East. He will then invite the WM to take his place followed by the Provincial Principal. He will invite the Wardens to close up behind the WM then call upon Active Provincial Officers and Grand Officers, Ruling Masters etc to join the retinue than call “Forward Brethren”

It is not the wish of the Province to disturb Lodge traditions so the Provincial D.C. will so far as possible follow the normal Lodge practice, in consultation with the Lodge D.C., and organise the outgoing procession so that the WM is accompanied by the Provincial Principal.

The Provincial Grand Master or other Ruler will stand to the **right** of the WM. If more than one is in attendance, the others will be behind the WM but before the Wardens. All other Officers, including Official Representatives of the Provincial Grand Master will be placed behind the Wardens. However, if the WM wishes the Representative or other distinguished visitor to accompany him out of the Lodge that is his prerogative. They will stand on his **left**.

Exceptionally, where a Lodge D.C. feels it necessary to insist that, in his Lodge, the Lodge D.C. always organises the outgoing procession for his WM, then the Provincial D.C. must first organise an outgoing procession of Grand and Provincial Grand Officers to discharge his duty to the Principal attending. This will take place at the conclusion of the Second rising. In such a case it is unfortunate that the WM will be deprived of the opportunity to have the company of the Provincial Principal and the Grand and Provincial Grand Officers in his outgoing procession that the Lodge D.C. will organise.

Exceptionally, where the Lodge is small and one procession would be impracticable, the Provincial D.C. may agree with the Lodge D.C. that two processions are necessary, a Provincial procession first followed by the Lodge Officers.

At the Festive Board, as in the Lodge, it is the Provincial DC's duty to ensure that the seating arrangements are correct. He also has to check that the Toast list is in order. He needs to be seated as near as possible to the Provincial Principal as he has to attend upon him when he responds to the appropriate Toast.

Remember that if the Provincial Grand Master is present he will respond to the Toast to the P.G.M. whilst when other Principals preside they will respond to the Toast to Provincial Grand Officers. It therefore follows that when the Provincial Grand Master is present, the traditional Installation 'Toast to the Province' will be addressed to him.

16. Visits by a Provincial Team

When a Lodge either has a special celebration (e.g. an Anniversary, Dedication etc) or has invited the Provincial Team to conduct a Ceremony and is to be visited by the Provincial Grand Master, accompanied by his Provincial Officers. Special arrangements apply and the Lodge will receive full details well beforehand from the Provincial Grand Director of Ceremonies.

Please note that the Lodge business for the evening should be kept to a minimum when such a visit is to be made. The Province on such occasions will usually rehearse at 4pm ready for a 6pm start, irrespective of the usual start time for the Lodge.

17. Fraternal, Informal and private visits by a Provincial Ruler

The Provincial Grand Master, his Deputy, and Assistants, will undertake a number of Provincial Fraternal Visits (PFVs) to Lodges during the year. They will be accompanied by other members of the Provincial Team. The purpose of the visit is to be able to see the Lodge at work and to devote time to meeting Lodge members. The customary seating and welcome will apply at the Lodge

meeting however the Provincial Visitors accompanying the Provincial Principal should be seated other than on the top table at the Festive Board. It is preferred that they sit with their Lodge opposite numbers. Full details of the programme of PFVs and the protocols to be followed can be found on the Provincial website.

When an *informal* visit to a Lodge is made, the Lodge Director of Ceremonies will escort the Provincial Ruler to his place prior to the opening of the Lodge.

If a Provincial Ruler is present then the seating in Lodge of Grand and Provincial Grand Officers will follow the same format as for an Installation.

Where a Provincial Ruler has been invited as a personal guest by one of the Brethren, he should be accorded the usual seating place and the honours due to his Rank. If however at the Festive Board he expresses a wish to sit with his host then that wish should be respected.

In all cases, the Ruler will be welcomed and be proffered the Gavel in the usual manner.

18. Visits by Provincial Rulers from other Provinces.

Occasionally a lodge member wishes to invite a Ruler from another Province. There is a clear protocol to follow in such cases including the attendance of one of our own Rulers as Provincial host. In all cases no arrangements are to be made until the request has been referred to the Provincial Grand Secretary. The protocol requires that the PGM's approval is required for such a visit to occur.

19. Master continuing in the Chair

When a WM is to remain in the Chair for a second successive term of office, there is no set procedure or form of words laid down in Emulation Ritual (the "Blue Book"). In order for a common standard to be adopted by Lodges in Somerset, a suggested form of ritual can be found at Appendix A. It is expected that Lodges adopt this ritual when circumstances require.

The proceedings are very much shorter than a full installation ceremony. To take account of the reduced amount of time required a later start time and earlier Festive Board should be considered.

20. Effective Use of Time

The importance of the D.C.'s role in controlling the pace of the proceedings in conjunction with his WM has been mentioned previously and cannot be emphasised too strongly. If a D.C. does not take a keen interest throughout then matters begin to drift and Brethren, particularly visiting Brethren, become impatient for the next part of the proceedings to begin. Always remember that there are three phases to a Masonic evening - Lodge, Festive Board and Socialising - all are important. If the first two take too long there is no time for the third. Consideration should be shown for Brethren who may have a long journey at the end of the evening or may have an early start on the following day.

Consider how time may be used more efficiently, for example:

- What is the latest time the Lodge could be opened to accommodate the proceedings, particularly on Installation evenings?
- Can the opening perambulations be condensed e.g. by dropping off the Deacons with the Wardens?

- The minutes could be circulated with the summons. This also has the advantage that absent Brethren are kept up to date with affairs of the Lodge. The reports of the Almoner, Charity Steward etc, could also be circulated.
- If it is proposed to 'Call Off' during the proceedings the question should be asked: "Is it necessary and appropriate in the present day?" If the answer is "Yes" then it is the DC's responsibility to ensure that the interval between Calling Off and Calling On again is kept to the absolute minimum and the Brethren remain readily available for re-entry. Nothing conveys an adverse impression of a Lodge more than seeing Brethren milling around aimlessly after the Lodge has been Called Off with no real purpose in evidence and no one appearing interested in moving the proceedings forward.
- The same principle should be applied after the Inner Workings and before the re-entry of the Brethren. Is it really necessary for the new WM to be greeted at this point? After all, he is greeted by all the Brethren as part of the process of retiring from the Lodge.
- When a Candidate retires for restoration the Secretary could deal with routine matters including correspondence. Similarly it may be possible to take reports from the Almoner, Charity Steward and LIO. The presentation of a Grand Lodge Certificate may be an option during this period.
- Consideration should be given to emailing many of the items traditionally reported in detail during the Risings. A newsletter could cover these and other Lodge news.
- If time is likely to be pressing why not arrange for collective greetings to be given by the senior visiting WM? Encourage greetings to be given only by visitors rather than by Lodge members who happen to be members of other Lodges.
- Try to ensure that the time allowed between ceremony and dining is minimal and rigidly maintained. This is also a courtesy to the caterer and his/her staff.
- There is the ever-present problem of obtaining drinks with limited bar space and staff. Drinks and wine should be pre - ordered and be ready at table.
- Have a target time for toasts to commence and adhere to it. These should be kept running with no long delays in between. See also Page 14.
- In deference to older Brethren and those with disabilities why not remain standing for the first four formal toasts?
- It is highly recommended to agree with Proposers and Responders the length and content (where deemed necessary) beforehand. If possible minimise the number - keep to the essential ones.
- Where a raffle is to be held, adopt an efficient method of conducting it and pre-agree the time required.

The Provincial Grand Master commends the practice of completing the Festive Board by 10.00pm. A regular meeting ought to be achieved within four hours; an Installation meeting thirty minutes longer.

21. Lodge programmes, orations and demonstrations

Whilst not the direct responsibility of the Director of Ceremonies, as an essential element of the Lodge structure he should embrace the development of the five year plan and the progression structure recommended for adoption by the Province.

A good number of Lodges conduct each year a "Past Masters" ceremony on a given meeting night. Why not also consider an "Education Night" where the focus is diverted from delivering ritual to the daily advancement that we should endeavour to achieve.

Recent information gathered from surveys instigated by the Membership Focus Group (MFG) has highlighted that new members experience a diminishing sense of learning and information as they progress through the various degrees. In order to maintain their interest and engagement, Lodges could consider reserving (at the least) one meeting per year for a talk or discussion within the Lodge or from an invited orator or experienced member.

A visit by the Provincial Grand Orator can provide an enlightening and stimulating discussion on a Masonic topic. The Provincial Grand Mentor can also advise on other speakers and presentations.

It should be noted that where a talk or demonstration concerns other than Craft masonry then the Lodge should either be 'called off' or closed before the talk takes place. It should also be noted that Grand Lodge does not permit the demonstration in open Lodge or in a Lodge of Instruction, of ritual that it has not approved. Demonstrations must be worked in English. The Consecration Ceremony may not be demonstrated. The Provincial Grand Director of Ceremonies can advise if required.

22. Lodges of Instruction

The work undertaken at Lodges of Instruction is very much in the hands of the Preceptor. It is a venue where interested Brethren can learn and appreciate the workings within a Lodge. It provides an opportunity for Brethren to ask questions and to learn by making mistakes but without the pressures often perceived at a normal Lodge meeting.

It is not desirable that Lodge of Instruction evenings should be treated as additional rehearsals for normal Lodge evenings but rather where a wide variety of ritual can be practised. It is also very useful for practising floor movements and encouraging careful reading of the instructions in the book. The confidence gained by less experienced Brethren is certainly evident at a later stage in their Masonic careers and bears testimony to the service given unstintingly by Preceptors and other Senior Brethren who assist them. There are a number of areas often, where a deacon is demonstrating steps that could be practiced at length.

A Demonstration Evening where a full ceremony is conducted by a team drawn from a Lodge of Instruction is a very special and worthwhile event and is to be encouraged.

23. Care of candidates and conduct

It is imperative that Candidates and other new Members are always made welcome and not allowed to become isolated at Lodge meetings. Always ensure that arrangements have been made by the Lodge Mentor for Brethren to be accompanied in Lodge, and when required to retire during a superior degree, by a Personal Mentor.

Recent surveys and feedback from members who have resigned indicate that all too often, new members are put under too much pressure to perform ritual or take office prematurely. Whilst they should be encouraged to take part and build their confidence and competence the pace of this should be determined by the best interests of the member and not the needs of the Lodge. Effective mentoring will determine the best approach in each case.

It is important to view membership as a journey of personal development and discovery. The DC should ensure that wherever possible the participation of a member results in a "feel good" factor

after the event. He should be alert for and intervene where insensitive and unhelpful criticism or comments are made directly or indirectly and ensure that any feedback is both encouraging and positive.

24. Sharing of Ritual

The Provincial Grand Master is keen that every opportunity is taken to share out Ritual. This can alleviate pressure on Brethren who struggle to learn or deliver Ritual. It is also an ideal way of building the confidence and enthusiasm of junior Brethren and or retaining the interest and involvement of Past Masters.

Appendix A

Suggested procedure & form of words for a Master continuing in the Chair.

*The Lodge is opened in the First Degree. All subsequent workings are conducted in this Degree.
The IPM / DC moves to a central point in the West (e.g. between the pillars) and proclaims:*

IPM/DC - Brethren, W.Bro. *(name)*, having been elected, is to continue as WM and I now proclaim him WM of *(name)* Lodge No. *(number in full)* in the Register of the United Grand Lodge of England, until the next regular period of election within this Lodge, and until a successor shall have been duly elected and installed in his stead”.

If the IPM is also continuing,

IPM/DC - Brethren, W.Bro. *(name)* is to continue as the IPM of the Lodge. *Resumes his seat.*

If another P.M. is to be invested as IPM:

IPM - You will now invest the IPM.

WM - *rises* - W.Bro. *(name)*, I have much pleasure in investing you with this Jewel - *places collar on him* - as the IPM of this Lodge, feeling assured from the manner in which you have previously transacted the business of the Lodge during your Mastership, that should I at any time require assistance, my reliance on your co-operation will not be misplaced - *shakes hands with IPM & sits.*

IPM - WM, the Warrant of the Lodge remains in your special keeping. I would remind you that it has been for many years entrusted to the hands of very worthy and distinguished Brethren and in your charge it has lost none of its former splendour. I am sure that it will be transmitted to your successor pure and unsullied as you received it.

IPM - WM you will now appoint and invest your Officers.

*The appointment and investiture of Officers will then proceed in the usual manner. See also Appendix B. There will be **no** address to the WM but the two other addresses will be given as usual. The visiting Provincial Ruler or Representative will normally give the address to the Wardens. Should both Wardens also be remaining in office then they will not receive an address.*

Appendix B

Suggested procedure & form of words for the reappointment of Officers

The Installation ceremony continues as normal until:

IPM - WM you will now appoint and invest your Officers - *sits*.

If not already done so, Officers not remaining in Office are requested to hand in their collars / place them on their chairs, or otherwise according to Lodge custom. Officers remaining in post retain their collars around their necks. The appointment & investiture of Officers new to post continues as normal until the most senior Officer remaining in post is announced.

Sec - *rises* - WM, you have been pleased to re-appoint the following Officers to remain in post for the forthcoming year.

Sec - Brethren, will those named please rise as I announce them. WM - Bro (*name*) - *he rises* - is to continue as (*Office*), Bro (*name*) - *he rises* - as (*Office*), *and so on until all those remaining in Office are named and standing.*

WM - *rises. Re-appointees stand to order whilst WM addresses them.*

All - *cut Sn & sit.*

Remainder of appointments & investitures continue as normal.