**Lodge Director of Ceremonies Handbook**

**IN THE MASONIC PROVINCE OF HERTFORDSHIRE**



**June 2019**

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**ABBREVIATIONS USED THROUGHOUT THIS HANDBOOK**

|  |  |
| --- | --- |
| RWPGM  | Right Worshipful Provincial Grand Master |
| DepPGM  | Deputy Provincial Grand Master  |
| APGM  | Assistant Provincial Grand Master  |
| OV  | Official Visitor (all the above + Wardens & Grand officers representing the RWPGM). |
| ProvGDC  | Provincial Grand Director of Ceremonies |
| ProvDepGDC  | Provincial Deputy Grand Director of Ceremonies |
| ProvDC  | Provincial Director of Ceremonies (including any of the Provincial Escorting DC team) |
| WM  | Worshipful Master |
| DC/ADC  | Lodge Director and Assistant Director of Ceremonies |
| PM  | Past Master |
| SW | Senior Warden |
| JW | Junior Warden |
| COS  | RWPGM Certificate of Service to Freemasonry |

**INTRODUCTION**

The purpose of this Handbook is to offer additional guidance and recommendations to both the experienced and new lodge Directors of Ceremonies. Sections covering Salutations, Protocol and the various queries that arise in respect of these issues are included.

**THE LODGE DIRECTOR OF CEREMONIES**

The role of the Lodge DC is an important office within any lodge and he should ideally be a Past Master of the Lodge, be well versed in the ritual, Lodge by–laws and should see his prime role as one of ensuring continued compliance with the Lodge’s ritual, as well as ensuring compliance with established Grand Lodge and Provincial Grand Lodge practice. He should ensure the meeting, Lodge of instruction (Loi), ceremonies and festive boards are carried out with dignity, decorum, and expedition. His knowledge of protocol, both within the Lodge and at the festive board, is of great importance.

He should be a diplomat, particularly when dealing with the other officers of the Lodge, be a good communicator and man-manager, able to recognise the strengths and weaknesses of officers, assisting where necessary to maximise their potential to the benefit of the Lodge. An example of this is the judicious placing of competent Past Masters next to the Wardens or working Stewards to assist with quiet prompts if necessary.

He should also assist in mentoring younger members of the Lodge by offering advice, support and encouragement to attend meetings and Loi’s and, when the opportunity arises, offer them the opportunity to become actively involved in ceremonies by presenting the Working Tools and participating in sections of lectures etc. It is important to remember that often the first time a new member becomes actively involved in Freemasonry is when he starts attending Loi’s. If, unfortunately, he should witness an acrimonious Loi, the impact on him might well affect his active participation and future attendances.

Above all, the right approach to the DC’s office can make all the difference in attendance at Lodge meetings and Loi’s. The DC who is unapproachable, dogmatic and inflexible can often do more harm than good to the Lodge and its members, and the appointment to the DC’s office of such a person is ill advised. Situations often occur within a Lodge at the last minute and the DC who remains level headed and is not thrown into a panic is a great asset! There rarely such thing as a real problem, just a solution to be found which, if dealt with in a quiet and controlled manner, can make the difference to the meeting being a great success or a failure.

Key Points

* DC is stopwatch of the Lodge
* Constant communication essential
* Between triangle of WM, DC and Sec, control flow of meeting
* Be aware of the time and maintaining eye contact so as to speed up and slow down as necessary
* Establish a target time for the meeting to finish
* Start on time – finish on time
* The DC and Secretary need to plan the meeting together, both working to keep up the momentum and estimate how long each item on the agenda will take
* Minutes should in all cases be circulated before the meeting, and taken as read
* Secretary’s business at the end of the meeting should be snappy and well-organised.
* If the Lodge is running late, he should be ready to cut it down to the minimum

**DRESS CODE**

Any brother appointed to the DC/ADC office ought to be smart in appearance and bearing, setting a good example to other Lodge members of the standards of dress required.

It has long been the advice of the Province that Brethren who have attained active Provincial Grand Rank should wear only the Royal Arch Jewel, Tercentenary Jewel and Festival Jewel. It is recognised that in private Lodges many Brethren do still wear PM’s Jewels or Founders’ Jewels after receiving Provincial appointments. While Chapter Centenary, Founders and Past Principals Jewels *may* be worn in the Craft, it is better that their wearing is confined to Royal Arch Chapters. Certainly it is wrong in principal to wear a Past First Principals jewel in substitution for the Royal Arch jewel itself, and even to wear it in the Craft is “not very good form”\* the dictum ‘less is more’ should always be borne in mind!

The order that jewels should be worn in is; Chapter Jewel closest to centre of body, then Tercentenary, then Festival Jewel, then private Lodge Jewels.

**DEPORTMENT**

During a meeting, it will be found helpful if Brethren using a wand remove them from their respective wand stand before standing. Likewise, they should sit before returning the wand to its stand. Attempting to return a wand whilst standing and facing the wand stand is not only unsightly but can be both problematic and time consuming.

A successful and popular Director of Ceremonies will endear himself to the Members by having a calm and gentle attitude towards his task.

Always bear in mind the sentiments of the Address to the Brethren “Humility in each is an essential qualification”

And “Hence we learn to be meek, humble and resigned”

**LODGE CUSTOMS AND TRADITIONS**

Many of our older Lodges have customs and traditions that may appear unusual to visitors and the RWPGM desires that such established customs continue and should not be altered unless they are deemed contrary to the rules and regulations laid down by the United Grand Lodge of England.

This advice is generally applicable to all sections of this handbook with the exception, on some occasions, when a Provincial Director of Ceremonies (ProvDC) appointed to accompany an Official Visitor (OV) to the lodge meeting might suggest the need to make a slight modification to that tradition for reasons of expediency. The most common modification being when the lodge DC/ADC and Deacons form the initial head of the outgoing procession, and also at the Festive Board.

**YOUR SUCCESSOR**

Identifying your successor and training him for his future role will be one of the most important tasks that you could have during your term of office; a legacy that could give you years of pleasure if he ultimately “reflects honour on your choice”

Ensure that you allow your ADC to take an active part in all the proceedings; he needs to be well prepared for that meeting that you cannot attend, so try to give him active experience.

As well as the usual duties of leading the retiring procession, and assisting with collars etc. during the Installation, consider sharing some of the ‘speaking parts’ including salutations, and presenting officers to be invested.  If you and the ADC take officers up alternately to be presented, not only does he get practice in addressing the Master in open Lodge, but the process can be streamlined and more efficient as a result.

A suggested path for ADC to DC is:

* 2 years as ADC - learning the ropes
* 3 to 5 years as DC
* Then 1 year as ADC - supporting and assisting his successor
* Remember that the future of the Lodge depends on the next generation!

**LODGE OF INSTRUCTION**

LOI’s are important for the life of the Lodge. They are not just for the acting Officers, all members should be encouraged to attend to build friendships, gain trust and solidify the link between Brethren and their Lodge.

* Encourage new members to attend with the option not to take office
* Make it fun so that people will want to attend - needs to be enjoyable but purposeful
* Don’t force new recruits to take office / learn work straight away, they will soon want to get more actively involved!

A good way to get everyone involved is to Break up work and share it out. There are many sections which lend themselves to being broken into several parts such as the Charge, Tracing Boards, and Traditional History.

LOI’s are also a good time to practice those items which do not sit within the Ritual book such as Ballots, Processions, collections (Sd starts at Master, JD starts at Senior Warden) unplanned events such as reports and even the festive board.

**PREPARING THE LODGE**

You will need to liaise with the Lodge Secretary, perhaps a week before a meeting to ensure that all the Lodge officers are available to attend the meeting. A further check the day before would be useful to enable you to find replacements for any officers unable to attend.

No doubt you will encounter last minute illnesses or work commitments inhibiting an officer attending. Consequently, arranging for your officers to arrive at least 30 minutes before a meeting will allow reasonable time to find a replacement, especially if your replacement needs to refresh his memory. Delegating some of your duties to the ADC at this time would allow you to concentrate on finding such a replacement.

While your Tyler is entrusted to prepare the Lodge, it is the duty of the Director of Ceremonies to ensure that it has been laid out correctly. However, this could be delegated to an ADC who intends to become a DC in the future; it would also prepare the ADC for that occasion when you might be unable to attend a meeting.

*Key items*

* Ensure the Lodge is set up correctly for the Degree to be worked
* Things that can be forgotten …
	+ Appropriate Apron for candidate
	+ Make sure the Master Elect’s new apron fits …
	+ Correct Tools for Inner Guard.
	+ Slipper, Blindfold and Cable Tow for Tyler.
	+ Additional Tools (Compasses for 1st degree Obligation, Square for 2nd, Level and Plumb rule for Wardens in 3rd)
* The Officers
	+ Is everyone present and correct?
	+ Confirm who is doing what and when
	+ Do you have anyone standing in? Are they properly briefed?
* Check summons with Secretary – any last minute changes?
* How do you deal with reports / late entry?

*Inclusion and Involvement*

* Include and involve younger Brethren, even if they are not in office
* Have one of the youngest Brethren to help you check / set up the Temple before the meeting, so that you can explain what will happen
* Kneeling is not obligatory
* Jewish Brethren do not kneel (stand covered)
* Be accommodating in cases of infirmity / difficulty

*Different Faiths\**

The paramount consideration is that every Candidate should be Obligated on the Volume which is held by his particular creed to impart sanctity to an Oath or promise taken upon it. The best source of information is the candidate himself, and not only etiquette but also common sense dictates that he should be fully consulted not only on the identity of the VSL but also on the manner in which the obligation is to be taken (eg: kneeling, standing, whether the obligation may be sealed by saluting the sacred volume).

**THE PROCESSION IN**

All the Members and their guests need to be encouraged to be seated as early as practicable, reminded of any pertinent Emergency Evacuation Procedures and the need to prevent interruption of the meeting by mobile phones or similar electronic devices. Place the Lodge officers in their respective order in good time. Early preparation will also ensure that you are ready to perambulate into the Lodge well before time.

Make sure that the WM has the Warrant to hand (unless framed and on display). All the officers should know the procedures of the perambulation. Some may need to be reminded, particularly if they are a temporary replacement officer in the line-up. Additionally your Junior Deacon, being the least experienced, may need a reminder. Words of encouragement and wishing everyone a “good meeting” will go a long way to calming the nerves of the less experienced.

At the stated time for entering the Lodge room, call everyone’s attention by announcing;

“To Order Brethren, to receive the Worshipful Master, attended by his Wardens”

**SALUTATIONS**

Although each Lodge will have its own customs, it is quite in order that only the senior rank present is saluted in the Lodge.

At Installation Meetings or whenever an OV is to be in attendance, all Salutations to Grand Officers and Provincial Grand Officers **must** have taken place prior to the entry of the OV. **No** Salutations may be given after the OV has entered the Lodge and been saluted.

**SALUTING GRAND OFFICERS**

Ensure that you know the names, ranks and order of seniority of any visiting Grand Officers, before entering the Lodge. When saluting Grand Officers, ensure that you have arranged for a response, ideally with the most senior Grand Officer present. However on some occasions it may be thoughtful to ask a recently appointed Grand Officer to respond.

Should more than one Grand Officer be in attendance, it is vitally important to name the Grand Officer who is to respond, so as to prevent uncertainty. Consequently, the Lodge DC may consider using the following example: “*Will all those below the Rank of Grand Officer please stand. Brethren, I call upon you to salute the Grand Officers, W Bro. (Name), (Rank), of the United Grand Lodge of England, with the .......... sign three times, taking the time from me. To order Brethren*”. Salutations are given, after which Lodge DC says, “*Be seated Brethren*”.

You should also know how many salutes\* are to be given, particularly for a Provincial visit as the Visiting Officers’ escort could fail to arrive on time.

|  |  |
| --- | --- |
| Right Worshipful  | 7  |
| Very Worshipful  | 5  |
| DepPGM & Past DepPGM | 5\*  |
| APGM & Past APGM who held office for 2 years or more | 5\*  |

\* Saluted with ‘Five’ within their own Province only; otherwise saluted with ‘Three’, unless entitled to ‘Five’ as a Very Worshipful Brother.

**SALUTING PROVINCIAL GRAND OFFICERS**

As with Salutations to Grand Officers, it is important that you identify the most Senior Provincial Grand Officer or Active Provincial Grand Officer and arrange for him to respond.

“*Will all those below the Rank of Provincial Grand Officer please stand. Brethren, I call upon you to salute Officers of the Provincial Grand Lodge of Hertfordshire\* with the ...... sign three times, taking the time from me. To order Brethren*”. After the Salutations, the DC says, “Be seated Brethren” The named Officer will then respond.

\*Officers of other Masonic Provinces and Metropolitan Grand Ranks may be announced at the same time. Likewise, should Officers of Overseas Ranks or District Grand Ranks be present, these too may be included at the same time.

**THE MEETING**

You or your ADC should check the Temple for the degree to be worked, and you will have checked that all the officers and candidate are present.

You should also have previously arranged who is to prompt during the meeting. A method successfully adopted by many Lodges is as follows:

* The Master is initially prompted by the IPM.
* Should the IPM fail to provide the correct prompt, the DC should then prompt.
* The DC should be prepared to prompt all the other Officers.

It may be considered acceptable that the Secretary discreetly follows the ceremony from the ritual book, so that on any rare occasions the IPM and the DC may fail to prompt, he is then in a position to assist. However, giving a loud prompt across the Lodge is often undesirable and could easily embarrass the intended recipient. In cases where you can envisage a problem; consider asking an experienced Past Master to sit nearby to prompt when necessary\*.

If your Lodge has a tradition of all and sundry prompting during a meeting, you may feel that this is an area where you can influence a change in the culture by encouraging those responsible to allow you to conduct and direct the Lodge Meeting. You should also consider delegating tasks to your ADC.

\*The method of prompting during a meeting is vitally important, particularly if the confidence of the respective Officers or the flow and delivery of meaningful ritual is not to be impaired. Consequently, prompts should be discreet, appropriate and timely.

**Installation Meetings**

* If Calling Off, suggest Provincial Visitor congratulates WM on everyone’s behalf, and then Brethren can greet the new WM over a cup of tea
* Decide if it is necessary to get out the working tools every time and, if so, perhaps the DC or ADC can do it while the IPM deals with the VSL etc.
* It is not always necessary for wand carriers to carry their wands everywhere they go if common sense dictates otherwise (getting the minutes signed, changing the tracing boards etc.)
* It is not always necessary to replace a Warden every time he leaves his chair – we don’t do it in the third degree closing, for example.
* Bear in mind that the Installation is a long ceremony. It is not necessary to close in all three degrees, better to resume. Save closing for when you work the degree and the Lodge Wardens are in the Warden’s chairs.
* When FCs and EAs in particular leave the Lodge, encourage an experienced Lodge member to accompany them who can discuss the ceremony and answer any questions whilst they wait.
* If you have young lay Brethren who can present the Working tools, and time permits, that can make a nice feature. Otherwise, the time can be better used elsewhere.
* Replacement of Officers - When the WM asks Past Masters to take the Warden’s Chairs at the Installation Meeting, place the outgoing Wardens in North, ready for the WM to say “Will the Officers of my year please line up in the North …”
* Presentation of Officers - When the Wardens and Officers of the Lodge are appointed and invested at the Installation Meeting, have the Lodge DC and ADC alternate in presenting.
* If time is at a real premium, the WM can announce that those officers who are to continue in office for a further year are re-appointed (this should be an exceptional circumstance)

**NATIONAL ANTHEM**

The overwhelming majority of Lodges sing the first verse of the National Anthem in the Lodge Room. Even without an Organist it still can be delivered with dignity whereas the closing hymn seldom sounds satisfactory without accompaniment. For those Lodges still singing the National Anthem at the Festive Board the procedure must be: Firstly 'Grace' after which all must sit, then the WM again rises, calls for the Brethren to sing the first verse of the National Anthem. At the conclusion of which he gives the toast to the 'Queen and the Craft' and this is followed by dignified 'fire'.

**CLOSING THE LODGE**

When a Ceremony is worked, that Degree should be closed to allow the Candidate to see the closing of the Degree which he has just taken.

**RETIRING PROCESSION**

When forming the outgoing procession, you should keep the numbers to a minimum and never take out more than are left behind.

Suggest, Worshipful Master, Wardens, Grand Officers, Holders of PGM’s COS, Provincial Grand officers (of the year) and Masters of other Lodges

The usual method in Hertfordshire is for the ADC\* to pass round the Lodge and collect the Deacons during the Closing Ode; at the point that the ADC and Deacons have passed the DC, he follows and collects the Wardens. The Wardens stop at the North East Corner to allow the Master to leave his pedestal, the Wardens then follow and the Grand Officers and Provincial Officers are nodded or called out.

\*The ADC and Deacons do not stop at any time during the recession until all perambulations have finished and they are at the exit point.

The Lodge DC may consider using the following example

“The Brethren will remain standing while The Worshipful Master

(Attended by) his Wardens

(Accompanied by) Grand Officers

Holders of the PGM’s Certificate of Service

Provincial Grand Officers of the Year

And Masters of other Lodges

Retire from the Lodge.”

In some Lodges, it is customary for the Initiate to be placed alongside the Worshipful Master, although there is no specific requirement for him to do so.

Should the PGM, DepPGM or APGM attend the Lodge in an Official capacity, their escorting ProvDC will discuss with you in advance details of the retiring procession.

**BEFORE THE FESTIVE BOARD**

To organise Wine Takings, liaise with the caterer and head waitress to arrange for an appropriate pause after the last 1st Course plates / bowls have been collected and before the 2nd Course plates / vegetables are dispensed. This will enable Wine Takings to be performed uninterrupted, without Brethren having to stand whilst consuming their meals or whilst waitresses are serving hot plates or foodstuffs. The same procedure may be adopted after the last 2nd Course plates have been collected, if necessary.

Ensure all Members and guests are in the dining room in good time. You should be aware of who is proposing and responding to the Toasts. It may be advisable to check with the proposers and responders of Toasts to ensure that they have prepared for the undertaking. You also need to ensure that the WM has a copy of the current Toast List and that they are conversant with all its abbreviations. When appropriate, they should be advised of the correct manner of addressing a Provincial representative.

A proposer of the Visitors’ Toast should also know the name of the responder.

Remind the proposer that they are formal toasts. Adding a few words of welcome (when appropriate) will be appreciated, but jokes and ‘stories’ if given need to be in good taste. Advising them who conducts the Fire is also prudent. i.e. the proposer of a toast only and not the responder.

In Hertfordshire we do have our own “Hertfordshire quick fire”; this should only be given to the Toast to the PGM and those that follow. The toasts to the Queen, Grand Master and Grand Officers should only be followed by “good fire”.

**THE FESTIVE BOARD**

Whilst the festive board is a time to generally relax and enjoy the company of those presentafter the Lodge meeting business has concluded, they should always be conducted with the same decorum and protocol maintained during the festivities as is expected during the actual Lodge meeting. The gavel, when used for wine taking and formal toasts, should always be respected by all present. Clean, witty and clever jokes or stories can often enhance the after-dinner speeches, but the telling of smutty jokes, swearing or blasphemy is not considered to be appropriate and those proposing or responding to formal toasts should be advised accordingly.

Before entering the Festive Board, ensure that Brethren standing at tables situated between the door and the Masters’ Chair have stepped back, so that the Master may process to his Chair without having to walk behind them.

* You should Gavel and call the Brethren “*To Order to receive your Worshipful Master*”
* If you have an Initiate you may wish to bring him in at the same time “*To Order to receive your Worshipful Master accompanied by our Brother Initiate*”
* In the case of an OV the WM accompanies the PGM/DepPGM/APGM “*To Order to receive your Worshipful Master accompany****ing*** *the Right Worshipful Provincial Grand Master*”

The DC leads in followed by the OV or Initiate if present, with the WM entering last. Where practical, they approach the Master’s Chair in a clockwise direction (ie. from the left when viewed from the front). This is particularly pertinent if accompanied by an Initiate, thereby allowing the Master and Initiate to reach their respective Chairs without having to shuffle their positions.

Whilst the Master is being escorted to his Chair, the Brethren should show their approbation by clapping. However, a slow handclap should be discouraged.

Upon arrival at the Master’s Chair, the Lodge DC may wish to offer the Gavel to the Master, in order that he may Gavel promptly, thereby enabling the Announcement for Grace to be made without delay.

\*When the RWPGM or DepPGM, ProvGDC or ProvDepGDC are in attendance the ProvDC will run the festive board.

**ETIQUETTE**

Jackets should only be removed at the Festive Board in exceptional circumstances and then only with the permission of the Worshipful Master.

Mobile phones should not be used at the Festive Board, neither for calls nor SMS messaging/social media. Where a telephone call is of an urgent nature, the Brother concerned should excuse himself and leave the dining room.

**SEATING**

The Provincial Representative should be seated on the right hand side of the WM.

Note: Should the Official Visit be to an Initiation Ceremony, the Initiate **must** be seated at the right hand side of the W.M. with the Official Visitor on the right of the Initiate.

**WINE TAKING**

Wine takings during the meal should be kept to a minimum and should not interrupt the meal and general conversation.

After the soup/first course the Wine taking is announced by the DC (or in some Lodges IPM)

* Brother Wardens, how do you report (the glasses under) your respective columns
	+ Wardens reply
		- SW – (All) fully charged in the West Bro Director of Ceremonies (or IPM)
		- JW – (All) fully charged in the South Bro Director of Ceremonies (or IPM)
* The WM would be pleased to take wine with his Wardens (If this is the custom of the Lodge).
* The WM would be pleased to take wine with all the Brethren and request they remain seated.
* The WM would be pleased to take wine with the Visiting Brethren, including his personal guests, and Masters of other Lodges.
* The WM would be pleased to take wine with his Organist and Tyler

For Installation Meetings wine taking please see section PROVINCIAL VISITS

At the conclusion of the meal when coffee has been served, the room should be "Tyled" by the Tyler in preparation for the formal toasts.

**GRACE**

*“Brethren please stand for Grace, which will be sung”.*

**TOASTS**

It is a very good idea to give the new Master, and indeed all Brethren who may be called upon to give a toast, instruction on the correct procedure. The ideal theatre for such instruction is the LOI. During such instruction the WM elect can run through his entrance to the festive board, his need to gavel for silence and his next duty to call on the Chaplain for Grace. In the euphoria of the moment it is amazing how often this is forgotten. At the same instructional LOI other oft forgotten points can be mentioned. These should include the importance of the WM alone handling the gavel, the use of correct titles, the casual wine takings when a Provincial Visitor other than the RW Provincial Grand Master, his Deputy or one of his Assistants is present and the practice of Masonic 'fire'

The practice of giving Hertfordshire good fire has been a long standing feature and is endorsed by the RW Provincial Grand Master as being a tradition associated with the Province of Hertfordshire. However care should be taken that the speed of its delivery does not reach the level of absurdity and thus become undignified.

The Queen and The Craft, followed by Fire

The Grand Master, followed by Fire

Grand Officers, followed by Fire

The Provincial Grand Master, followed by Fire

Provincial Officers, followed by Fire

The Worshipful Master, followed by Fire

The Initiate, followed by Fire

Absent Brethren, followed by Fire (which may be silent)

Visitors, followed by Fire

Tylers Toast, followed by Fire

Neither the Toast to Absent Brethren nor other Festive Board activities should be taken before Grace, The Toast to Queen and the Craft, as well as The Toast to The Grand Master have been performed.

When a song is sung in conjunction with a Toast, the following sequence should be adopted:

The Proposer announces the toast

The Toast is drunk

Fire follows

Then the song is sung

Then the reply is given

With the Master’s Song at Installation Meetings, ensure that the Master and Wardens fully understand the sequence of events. Please remember that, as the Director of Ceremonies, you should never be the centre of attention.

**ETIQUETTE FOR TOASTS AND SPEECHES**

Formal introduction

Worshipful Master

Grand Officers

Provincial Grand Lodge Officers Of Hertfordshire, other Provinces & Districts & holders of london honours.

Officers & Brethren all

Informal introduction

Worshipful Master

Distinguished Brethren

Brethren all

It is important to remember there are two sides to a toast given when a response is expected. The Brother proposing and the Brother replying.

Proposer gives toast, asks all to rise, raises glass and gives fire.

Responder is called upon to reply, gives reply and says thank you’s

A reply is when you thank the person toasting and Brethren for the way they received it, and enables the giving of personal messages, humorous stories or updates, it is not usually about anyone else or the work carried out in the ceremony or by anyone else.  There is no reciprocal toast or fire if you are replying to something to you.

Toast to the Master is about him and how he has performed, not other members of the Lodge or the visitors.

Toast to visitors is welcoming them, hoping they have enjoyed the work and the festive board.  It is not to say we are great, Bro Buggins did a wonderful job etc, that is for the visitors to say in their reply (hopefully).

In all speeches think what you might have to say if you were responding to the visitors toast.  They’ve taken notes of who did great work and are ready to reply, don’t take away their speech.

**RAFFLE**

There is no restriction on the drawing of a raffle or similar fund-raising efforts, which may proceed at any convenient time after the tickets have been sold, such as between the main course and dessert. Consideration might be given that, to avoid unnecessary time wasting you could invite the Worshipful Master to draw all the tickets and reducing the number of prizes to a manageable few in order not to prolong the event beyond a few minutes.

**PROVINCIAL VISITS**

When there is an official Visitor and Escort, you should usually be contacted (via the secretary) by the Escorting ProvDC.

There are a number of points to be aware of when you have a Provincial visit.

Reserved seats will be required in the Lodge room for the OV and Escort.

OV next to WM

ProvDC next to Senior Deacon or OV

Sword, Standard, Stewards behind DC/ADC

Any members or visitors who are Active Provincial Officers of Hertfordshire should enter the Lodge with the OV unless they are in office in the Lodge.

If it is the Lodge custom to salute members and guests who hold Grand or Provincial Rank, the Lodge DC should ensure that those Grand Officers and/or Provincial Grand Lodge Officers present are saluted before the entry of the Provincial Visitor. **No** such salutes should be given during the risings, or at any time after those to the Visitor.

The Inner Guard should be warned to expect a report on the door, they will be given a card to read with the ProvDC’s details and that he requests admission.

The ProvDC will request to form a deputation, the DC and Secretary should agree the members of this in advance. This typically consists of 4 to 6 Brethren and should include Grand Officers (PJGD and below\*) and Past Provincial officers.

* Brother Director of Ceremonies
* Brother Assistant Director of Ceremonies
* Brother Deacons
* Grand Officers
* Those Officers of the Provincial Grand Lodge of Hertfordshire invited to form the deputation
	+ This will normally be enough but if not:

 Officers of Other Provinces & Districts, & Holders of London Grand Rank

In most Temples in the Province, 4 to 6 (2 or 3 per side) is an ample number of Provincial Officers.

These nominated Brethren should be made aware that they must assemble in order of seniority, (if of equal rank, the senior on the right). At the same time the deputation should be advised not to applaud after the Visitor has saluted and is making his way towards the Master. Other Brethren in the Lodge room are encouraged to applaud at this juncture, including the WM.

As the deputation re-enters the Lodge room the Lodge DC, leading on the right should call out 'To order Brethren'. He should then take his column sufficiently wide enough to ensure the WM has an unobstructed view of the Provincial Visitor as he enters.

When the OV is a Chain-bearer (PGM, DepPGM, APGM) upon entry the Master should offer them the gavel. Any other visitor is **not** offered the gavel.

After leaving DC, ADC and Deacons return to the door. Rest of Deputation turn and re-enter; first out last in. i.e. Grand Officers are first out and last in because of their seniority, unless there are active Provincial Officers present.

On his return the Lodge DC calls the Lodge “*to order Brethren*” and leads in to form two columns.

When the deputation returns to the Lodge in the two columns, ensure they are wide enough for the OV to pass though and far enough away from the pedestal to be able to pass between and in time with the DC turn inwards.

 Lodge ADC Lodge DC

Lodge JD Lodge SD

PPGO PPGO

GO GO

APGO APGO

 APGM

Applause should be encouraged from all brethren **other than those in the columns**.

Ensure the Inner Guard knows not to shut the door until the OV has entered.

The ProvDC will then nod the columns back to their places (all remain standing) he will then give the salutation to the OV. Please ensure that those in the columns know that they are to process down the centre of the columns towards the east before returning to their seats and not simply peel off.

The OV always gives the address to the Brethren and should be prompted to begin this address by the Lodge DC giving him a court bow. Similarly, that approach should be used for other duties the Lodge may have asked him to perform i.e. Presentation of a Grand Lodge or fifty year Certificate.

The IPM (or another PM) should give the address to the WM.

**RETIRING PROCESSION**

On the retiring procession ensure you (DC) call out the Official Visitor who is accompanied by the WM (‘The WM attended by his Wardens, accompanying the APGM, (or representative).

Many DC’s are happy to have the ProvDC\* handle the retiring procession and in this situation, the Lodge DC will form up the Deacons and Wardens as normal, nod out the WM **silently**, and then nod to ProvDC to continue forming up the procession and make the announcement.

\*When the RWPGM, DepPGM, ProvGDC or ProvDepGDC are in attendance the ProvDC will take the lead for the retiring.

## The Festive Board

At the Festive Board the Official Visitor precedes the Master into the dining room, both following the Lodge DC and his announcement to “Please receive the Worshipful Master accompany**ing** the APGM (or etc.)”. At the Festive Board, the Official Visitor replies to the toast to the Province and proposes that to the WM. WM replies to this toast and can then go on to propose the toast to the IPM.

Wine Takings - At Installation Meetings, an Official Visitor is present so wine is not taken with the Lodge Wardens. You can use them to ensure the glasses are fully charged in the usual way, but do make sure that they know how to respond. A suggestion is to have a sheet with you with the required wording for each Warden typed out multiple times you and tear off or having two cards laminated

* The WM would be honoured to take wine with the PGM / DepPGM / APGM or the PGM’s Representative (Name the brother and Rank) ie W.Bro Hugh Oram, Provincial Grand Secretary, representing the PGM.
* The WM and the PGM (or his Representative) would be pleased to take wine with all the brethren and request they remain seated.
* The WM would be pleased to take wine with the Immediate Past and Installing Master
* The WM would be pleased to take wine with the Visiting Brethren, including his personal guests and Masters of other Lodges.

You will notice that the first casual wine taking must always be with the Provincial Visitor. The practice of asking the Wardens 'How they report their respective columns?' can obviously be used to establish the state of charged glasses. That question does not automatically require the taking of wine with those Officers at that juncture and the taking of wine with the Provincial Visitor at that primary point does indicate the esteem in which the Lodge holds him. It is also recommended that these wine takings are carried out at a convenient break in the proceedings, such as between the first and second courses.

**PROCESSIONS INTO AND OUT OF THE LODGE**

**If the Visitor is PGM or Deputy**

1. *Escorting DC*

The PGM and DepPGM should be escorted by the ProvGDC, one of the ProvDepGDC, PProvDepGDC or a Senior ProvAGDC or PProvAGDC.

1. *Other Escorting Officers*

The PGM and DepPGM will have an escort of Sword, Standard and 2 Provincial Stewards to all Installation Meetings. These may be stood down for Certificate Presentations etc., as advised to ProvGTyler by the PGM.

1. *Accompanying Officers*

Any active Officers of the year attending the meeting who are not in office in the Lodge may be invited to accompany the PGM / Deputy into the Lodge. They will wait outside with the PGM and escort party, and enter in Procession. They will form a second ‘block’ of the Procession as detailed below.

For busy meetings, or those with a high attendance of active Officers (4090 etc.) only those active Officers above the rank of ProvSGD will be included in the Procession.

1. *The Deputation*

After the ProvGDC / DepGDC has announced the PGM/DepPGM he will form a Deputation to receive him. This will consist of the Lodge DC/ADC, Lodge SD/JD, Grand Officers and (if required) an agreed number of Past Provincial Officers. Grand Officers over the rank of PJGD should not be asked to join the Deputation.

1. *Procession in to the Lodge*

The Procession into the Lodge will form in the following order with senior Brethren to the rear of their block:

Block 1 Lodge ADC Lodge DC

Lodge JD Lodge SD

PPGO PPGO

PPGO PPGO

GO GO

Block 2 ProvGO ProvGO

ProvGO ProvGO

ProvGSwdB

PGM / DepPGM

ProvGStB

ProvGStwd ProvGStwd

1. *Salutations*

Generally speaking, all Salutations to the OV should take place after any Salutations are given within the Lodge. If the Lodge’s practice is to salute later in the meeting (before or during the Risings, for example) it is requested, on this occasion, to give the salutes immediately after the minutes, before the OV enters. In addition:

1. If the Visitor is the PGM, then all present will salute him – there are no exceptions.
2. If the Visitor is the DepPGM, all present below the rank of RW Bro. will salute him.
3. *Retiring Procession*

The Retiring Procession should be formed in order of Masonic rank, with the following exceptions:

1. Current Chain-bearers will always come out immediately after the PGM / Deputy, ahead of any other Grand Officers. In the announcement, they are described as ‘supporting’.
2. The Provincial Wardens will come out after the Chains, ahead of Grand Officers if they are attending the PGM / DepPGM, and are so described in the announcement. Otherwise they come out according to Masonic Rank.
3. On the occasion of the Presentation of a 50 or 60 Year Certificate, the recipient may be invited to join the retiring Procession. He should be added at the appropriate point, but escorted to the left of the PGM / DepPGM.

The order of the retiring Procession, therefore, will be:

Lodge ADC Lodge DC

Lodge JD Lodge SD

WM

Lodge JW Lodge SW

ProvGStwd ProvGStwd

ProvGSwdB

PGM / DepPGM

ProvGStB

APGM

ProvJGW ProvSGW

PPGM

Other RW Brethren

PDepPGM

Other VW Brethren

PAPGM

Other Grand Officers

PGStwds

Holders of PGM’s COS

Active Provincial Officers

**If the Visitor is an APGM**

1. *Escorting DC*

The APGM will usually be escorted by a ProvAGDC or PProvAGDC.

1. *Other Escorting Officers*

The Senior APGM will have an escort of 2 Provincial Deacons or Stewards to all Installation Meetings. These may be stood down for Certificate Presentations etc., as advised to ProvGTyler by the APGM.

1. *Accompanying Officers*

Any active Officers of the year attending the meeting who are not in office in the Lodge may be invited to accompany the APGM into the Lodge. They will wait outside with the APGM and any escort party, and enter in Procession. They will form a second ‘block’ of the Procession as detailed below.

1. *The Deputation*

After the ProvAGDC has announced the APGM he will form a Deputation to receive him. This will consist of the Lodge DC/ADC, Lodge SD/JD, Grand Officers and (if required) an agreed number of Past Provincial Officers. Grand Officers over the rank of PJGD should not be asked to join the Deputation.

1. *Procession in to the Lodge*

The Procession into the Lodge will form in the following order with senior Brethren to the rear of their block:

Block 1 Lodge ADC Lodge DC

Lodge JD Lodge SD

PPGO PPGO

GO GO

Block 2 ProvGO ProvGO

ProvGO ProvGO

 APGM

ProvGStwd ProvGStwd (if rostered)

1. *Salutations*

Generally speaking, all Salutations to the OV should take place after any Salutations are given within the Lodge. If the Lodge’s practice is to salute later in the meeting (before or during the Risings, for example) it is requested, on this occasion, to give the salutes immediately after the minutes, before the OV enters. All those below the rank of VW Bro. should salute the APGM.

Note: If another APGM is present, it is in order for the salute to be given to both chains, the OV being named first, if the visiting APGM has not already been saluted. However, if the PGM or DepPGM is present, they should be saluted before the OV enters; their salutes **cannot** be combined.

1. *Retiring Procession*

The Retiring Procession should be formed in order of Masonic rank, with the following exceptions:

1. Current Chain-bearers will always come out immediately after the OV, ahead of any other Grand Officers.
2. The Provincial Wardens will come out after the Chains, ahead of Grand Officers if they are attending the APGM in an official capacity. Otherwise they come out according to Masonic Rank.
3. On the occasion of the Presentation of a 50 or 60 Year Certificate, the recipient may be invited to join the retiring Procession. He should be added at the appropriate point, but escorted to the left of the APGM.

The order of the retiring Procession, therefore, will be :

Lodge ADC Lodge DC

Lodge JD Lodge SD

WM

Lodge JW Lodge SW

ProvGStwd ProvGStwd

APGM

APGM (if attending)

ProvGWardens (if attending in an official capacity)

PPGM

Other RW Brethren

PDepPGM

Other VW Brethren

PAPGM

Other Grand Officers

PGStwds

Holders of PGM’s COS

Active Provincial Officers

**If the Visitor is a Representative of the PGM (EG: Warden)**

1. *Escorting DC*

The Representative will usually be escorted by a ProvAGDC or PProvAGDC.

1. *Accompanying Officers*

Any active Officers of the year attending the meeting who are not in office in the Lodge may be invited to accompany the Representative into the Lodge. They will wait outside with the Representative and any escort party, and enter in Procession. They will form a second ‘block’ of the Procession as detailed below.

1. *Procession in to the Lodge*

The Procession into the Lodge will form in the following order with senior Brethren to the rear of their block:

Block 1 Lodge ADC Lodge DC

Lodge JD Lodge SD

PPGO PPGO

PPGO PPGO

GO GO

Block 2 ProvGO ProvGO

ProvGO ProvGO

 Representative

*Note:The Gavel will NOT be offered to the Representative, who will desire admission rather than demand.*

1. *Salutations*

Generally speaking, all Salutations to the Representative should take place after any Salutations are given within the Lodge. If the Lodge’s practice is to salute later in the meeting (before or during the Risings, for example) it is requested, on this occasion, to give the salutes immediately after the minutes, before the Representative enters. As the OV is representing the PGM, he should be saluted by all present. If Brethren are present of senior Masonic rank to the OV, make sure that they are saluted in the Lodge before the OV enters.

1. *Retiring Procession*

The Retiring Procession should be formed in order of Masonic rank, with the exception that current Chain-bearers will always come out immediately after the Representative, ahead of any other Grand Officers.

The order of the retiring Procession, therefore, will be :

Lodge ADC Lodge DC

Lodge JD Lodge SD

WM

Lodge JW Lodge SW

Representative

APGM (if present)

PPGM

Other RW Brethren

PDepPGM

Other VW Brethren

PAPGM

Other Grand Officers

PGStwds

Holders of PGM’s COS

Active Provincial Officers

**Recommended procedure when a Worshipful Master is continuing in office**

This ceremonial procedure is applicable only when a Master continues in office for a second

term and is not to be used for a Past Master who is elected to the Chair. This procedure should be conducted with the Lodge opened in the First degree.

If the lodge is to receive a OV (i.e. the RWPGM, his Deputy or an APGM) the lodge will be opened as usual and he will be received and welcomed in the traditional manner.

* There is no Board of Installed Masters.
* There is no Investiture of an Immediate Past Master.
* There is no Address to the Master.
* None of the Working Tools, the Warrant, the Book of Constitutions, or by-laws are presented.

No Past Master’s Jewel is presented to the WM; this is only done when his successor is installed.

At the appropriate time on the Summons the WM will address the brethren:

**WM Brethren item ……… on the agenda**. (with no reference to an Installation)

The WM then requests those brethren selected to assist him to occupy the Wardens’ and Inner Guard chairs and the Lodge DC escorts them to their appropriate positions\*. Should the WM wish to thank his officers personally it should be done at this stage when they may line up and approach him\*\*. Those progressing in office will have their collars collected.

The Lodge DC stands and addresses the brethren.

**Brethren, Worshipful Brother .…… having been re-elected as Worshipful** **Master of this Lodge I now proclaim that he will continue as Master of the….…… Lodge, No…….. on the Register of the 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, and I call on you to greet him with three taking the time with me.**

The Lodge DC leads the brethren in the salutations using the Entered Apprentice sign three times and afterwards instructs them to be seated.

The Lodge DC rises, moves to the centre of the Lodge and addresses the WM:

**Worshipful Master, will you be pleased to appoint and invest your officers.**

The WM then appoints and invests his officers in the traditional manner, however, those officers continuing in Office may simply court bow on their name being announced, if the Lodge so desires\*\*\*.

When completed the Lodge DC addresses the WM.

**Worshipful Master, that completes the appointment and investiture of your officers.**

The Address to the Wardens is given.

The Address to the Brethren is given.

The Master then continues with the agenda of the Lodge meeting.

\* Not required if the Wardens are remaining in office

\*\*Not required if all officers are remaining in office

\*\*\*Secretary may read the list of reappointed and re-elected officers at this point. Wardens if not a reappointment should be invested before any reading of the list of those reappointed

**White Table Festive Boards**

Grace will be given before and after the meal (using “Amen”), you could sing Grace if printed version available for non-members (on Menu for instance)

1. *WINE TAKING*

Should be kept to a minimum, such as:

WM and his lady who will take wine with everyone, who remain seated

WM and his lady who will take wine with his Wardens and their ladies

WM and his lady who will take wine with those at a Masonic occasion for the first time

1. *FORMAL TOASTS*

The formal toast list is not followed and being a restricted toast list with non-masons present the toasts will always be without “fire”.

**The Queen**

Proposed by WM

**The Lodge**

Proposed by the IPM

Response by WM

**The Ladies and Visitors**

Proposed by WM

*(There is no response to this toast)*

 *(NOTE: There is no Tyler’s toast on White Table occasions*

**Rehearsal of a Ceremony**

A rehearsal by the Master and Officers requires no special measurers, and the Lodge need not be called off while it is carried out.

Though it is better if it is called off, as that simple act marks the fact that the Lodge is not working a live ceremony. If however, a Lodge wishes to allow a Master Mason (perhaps a Warden in anticipation of become Master or a Deacon in anticipation of being a Warden) to occupy one of the Principal Offices, it is essential that the Lodge is called off.

The only other must haves are to ensure the Lodge is Tyled throughout and that only those Brethren entitled to the Degree are present.

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**Suggested Reading**

* Masonic Etiquette Today by Graham Redman\*
* Book of constitutions

<https://www.ugle.org.uk/document-archive/book-of-constitutions/2-book-of-constitutions-craft-rules/file>

* Information for guidance for members of the Craft

<https://www.ugle.org.uk/document-archive/book-of-constitutions/6-information-for-the-guidance-of-members-of-the-craft/file>

* Hertfordshire Secretaries Handbook

<https://pglherts.org/wp-content/uploads/2016/09/2016-New-Secretary_s-Handbook.pdf>