



**PROVINCE OF EAST LANCASHIRE**

**A GUIDE FOR  
DIRECTORS OF CEREMONIES**

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## 1. INTRODUCTION

I am delighted to have been asked to update the Guide for Directors of Ceremonies so ably put together by my predecessors Bill Waite and Stephen Blank. Whilst primarily intended for Lodge DCs and ADCs the guide is freely available on the Provincial website for all brethren who have an interest in the work of the DC and in lodge ceremonial.

Because the basics of lodge ceremonies change little over the years the updates I have made are generally of a minor nature. Some (such as no longer advising brethren they can smoke after the toast to the Grand Master) are due to changes outside the masonic sphere, but most reflect what I see as a change in the emphasis of the DC's role in recent years.

I am old enough to have joined Masonry in the days when there was a waiting list for initiation into almost every lodge. DCs were then able to be somewhat autocratic figures who didn't hesitate to chastise a brother who didn't attend a practice or got his words wrong in a ceremony. If any brother took offence at that there were plenty of others waiting to step into his shoes. Circumstances mean that, perhaps thankfully, we need to have a much gentler approach these days. Because of this I feel that the DC's role and approach have needed to evolve. Whilst the DC should still be a preserver of standards he should no longer achieve this by being a disciplinarian, but rather by being a teacher, mentor and guide.

The DC's role is a vital one in any lodge. Ideally he should liaise with the Master and Secretary to plan the calendar for the year. He should ensure in good time that all officers are able to make the meeting and arrange substitutes for those who can't as far ahead as possible. He should oversee the Tyler's preparation of the Lodge Room and make sure that all items needed for the meeting are in place. For all meetings, but particularly for the Installation, he should plan any necessary processions and salutations. During the meeting he should ensure that proceedings flow and that movement round the Lodge Room is smooth and polished. He should have overall responsibility for the Social Board and ensure that brethren know if they are proposing or responding to a toast. He should oversee training of officers at lodges of instruction even if he delegates some of this work to the ADC. He should involve the ADC in as much work as possible to prepare him for any occasion when he needs to deputise for him and, possibly in time, to succeed him.

In order for the DC to concentrate on these duties I personally feel that he should not be tied up for days in advance learning the ritual in order to prompt. In my opinion, prompting should be the responsibility of the IPM, ADC or another brother freeing the DC to concentrate on those matters I have outlined above. Although modern lifestyles mean that brethren have less free time to devote to ritual, I fervently believe that officers should learn their words and not use a book, but I don't see an objection to the prompter using a book discreetly if necessary and I do understand that a brother standing in at the very last minute may have to resort to reading. To aid the Master and Officers in learning the ritual, DCs and lodges should consider sharing out the workload so that nobody has to learn more than they are comfortable with. I don't think the old attitude of "We had to learn it all in our day and so should you" has any place in modern Freemasonry.

I hope that this Guide will be a useful resource for all DCs though I accept that it cannot be fully comprehensive. If you think that something needs adding to make it more so don't hesitate to contact me with suggestions. Alternatively, as we are hoping to stage a series of DC's workshops in the near future, perhaps you could bring your queries to them. However, please remember that it is a Guide and not an Instruction Manual – you can adopt as little or as much of it as suits your own Lodge.

Finally I would like to take the opportunity of thanking Stephen Blank, and Peter Messum followed by Chris Welton and their team for their invaluable assistance and advice.

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The Province has a Protocol for events and general processions/seating. This is occasionally revised and whilst every effort will be made to reflect major alterations in these pages it is worth checking the Protocol document on the website from time to time to see if the policy of the Provincial Rulers has changed.

## 2. THE CEREMONIES

### 2.1 The Role of the DC

- 2.1.1 The Ceremonial we use in our Lodges comes largely from that used at court in Ancient Times. If we look at great State occasions such as the Opening of Parliament, the Coronation, or the reception for a visiting Head of State, we can see very clearly that such important events call for much planning, organisation, rehearsal and sculpting to the requirements of the occasion.
- 2.1.2 The DC's planning starts at the beginning of the Masonic year, in co-operation with the WM and the other main officers. Consideration needs to be given to the year's programme of events, which ceremonies are to be carried out, what the sequence should be, who will perform the work and how best to make use of the broad range of talent within the lodge and in particular, the Junior Brethren.
- 2.1.3 It is important to produce and use a detailed checklist for each meeting. For example, if a Grand Lodge certificate needs to be presented, who has it and will you as DC have to collect it from the Secretary's table? Are there matches for relighting the candles in the third degree? Does the Tyler have a copy of the summons? If any point of protocol or etiquette is unclear, check with the Provincial Grand Secretary's Office (telephone: 0161 832 6256, email: [secretariat@pglel.co.uk](mailto:secretariat@pglel.co.uk)). The DC needs to liaise with the Secretary to determine if all the officers will be attending the meeting and to arrange for substitute officers as far in advance as possible (preferably before the practice).
- 2.1.4 The DC should arrive as early as possible for each meeting, at least half an hour before opening, to go through the checklist with the Tyler. It is the DC's responsibility to see that the Lodge furniture and accessories are in place (see Appendix 2). The DC is responsible for supervising the work of the Tyler. At this time, the DC will have much on his mind, but nevertheless he should still be courteous and affable.
- 2.1.5 The Lodge operates as a team and it is important that the DC tries always to engender the right team spirit within the Lodge. The division of duty between the DC and ADC should be clearly defined, for example, who picks up late arriving Brethren, and will it depend on rank? Later I have outlined some duties for the ADC.
- 2.1.6 In my opinion, the ideal Director of Ceremonies is one who controls without perhaps more than a glance or a slight movement of the head. We should not emulate those Directors of Ceremonies (and we all know at least one) who are far too obvious. Their apparent desire to let everyone see that they, and not the Master, are in charge is to be deprecated.
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## 2.2 The Meeting

- 2.2.1 It is important to start the meeting on time, for which purpose request that the officers aim to arrive at least 15 minutes – preferable 30 minutes before the scheduled start.
- 2.2.2 Salutes should be given at a time determined by each Lodge, but generally after the Minutes when the Lodge is open in the first degree. Normally any visiting GO attending will be known in advance, giving the opportunity to rehearse the correct preamble and salutation in private. The DC should ensure that all signs are given correctly, i.e. with the open hand in the form of a Square, not giving the impression of thumbing a lift. See Appendix 5 for more details.
- 2.2.3 The WM is the most important person in the Lodge. The DC directs the ceremony on behalf of the WM and at all times should set an example to the Brethren regarding dress, manner and behaviour. He should discreetly advise the Brethren of any infringement of etiquette. The person who should prompt during the ceremony is preferably the IPM but if he is unable, then the ADC should possibly be responsible. Traditionally open ritual books have been discouraged in the Lodge. However, we have to recognise that we live in a changing society and modern lifestyles do not always allow for the brethren to spend as much time learning ritual. It is better that the brother prompting should have an open book than that the ceremony grinds to a halt if an officer dries up. If a book is used it should be done so as discreetly as possible. However the DC himself should never have his nose in a ritual book as he needs to keep a constant eye on the movement in the lodge.
- 2.2.4 The DC should sit in the position that allows him the best command of the ceremony, regardless of his rank as GO, Provincial Officer or otherwise. During the ceremony he should be “anywhere and everywhere”. He should know the strengths and weaknesses of the Lodge officers and arrange appropriate support from the ADC or others.
- 2.2.5 The wand of offices gives the DC the right to move about the Lodge freely and excuses him and anyone in his charge from squaring the Lodge or saluting. The Provincial Team always carry their wands lightly between the finger and thumb of the right hand, holding them erect, with the elbow in a square and with the left arm held at their side.
- 2.2.6 The same should ideally apply to the Deacons. This improves the flow of the ceremony and prevents time wasting.
- 2.2.7 When conducting Brethren about the Lodge the DC should hold out his left hand, palm uppermost, so that the Brother can place his right hand on top
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rather than the grip used by the Deacons for Candidates of interlaced arms and fingers. Before a Brother is seated a polite court bow should be given. This is given by inclining the head only.

## 2.3 The ADC

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

### 3. THE INSTALLATION CEREMONY

- 3.1 The work of a DC starts well before the ceremony, probably weeks before in the case of the Installation. It is advisable for him to compile notes as to the correct sequence of events (see Appendix 3). A good working relationship with the Lodge Secretary is essential to ensure that the DC knows the full names and rank (including civil honours) of any Officer of UGLE and/or the Senior Officers of Provincial Grand Lodge present. It is also necessary to know the number of any Senior Officers present in order to reserve seating and to organise both the seating and entrance procession in the correct sequence of seniority.
- 3.2 On the day of the ceremony the DC should arrive early and check that all equipment is in its correct place before the Lodge is opened. His prepared notes should be carried unobtrusively, possibly glued inside the Lodge Summons.
- 3.3 At an Installation Meeting it is normal for a Grand Officer to be the Representative of the RWPGM. However, if the Right Worshipful Provincial Grand Master, the Deputy PGM or the APMGM attends, they are Rulers in the Craft, they demand admission and must be offered the Gavel by the WM as soon as the Brethren are seated. The Gavel must only be offered to a Ruler. If the Dep PGM and/or the APMGM attend, they do not attend as Representatives of the RWPGM, they attend in their own right and the expression "Representative" should not be used. The term Representative refers only to an Officer of UGLE or other Officer appointed to act in this capacity.
- 3.4 Salutations should be given in the first degree. The DC should stand in front of the WM's pedestal, court bow to the WM, turn to the recipient and court bow. After Salutations, he should ask the Brethren to be seated and having seen that they are, court bow again to the recipient to indicate that he may now reply. When giving Salutations remember that they should be given by name to the Senior Officer of UGLE present, though if there are only two Grand Officers both can be named. See Appendix 5 for further details.

- 3.5 In many lodges now the custom of processing in Provincial Officers (and also processing them out after the second rising) has been dropped because of the relatively small numbers of those in light blue. Nothing is more inappropriate for a newly installed master than to close the lodge with only a handful of brethren still in the room. However, Provincial Officers can still be saluted if that is the lodge's custom. The Senior Officer of Provincial Grand Lodge present may not be a member of the Lodge. It is important for the Secretary and the DC to check carefully the names of all those attending such an important meeting as an Installation, to ensure that the Salutation is correctly given to the Senior Officer of the Provincial Grand Lodge of East Lancashire. Salutations should not be given to an Officer of Provincial Grand Lodge from another Province. If the Dep PGM and/or the APGMs are present, they of course also receive salutations similarly. A DepPGM/APGM from another Province is given the same number of salutations as our own – as a matter of courtesy.
- 3.6 A Representative of the RWPGM is entitled to sit at the right of the WM in the Lodge and at the Social Board, other Brethren sit in accordance to their rank. If the Deputy PGM or an Assistant PGM is present (either in their own lodge or as a personal guest of a member) they will be seated next to the Representative. The AsstPGP is not a Craft rank and the position of District Chairman is not a constitutional rank but, as a matter of courtesy, the “patch” AsstPGP is usually placed in the next most senior position and next to him is the Chairman of the Lodge's district.
- 3.7 The Rep does not enter and retire from the Lodge in his usual order of seniority. See Appendix 4 (Processions) and 5 (Salutations) on how to treat the Rep. See Appendix 6 for details of seating.
- 3.8 Collars and Cuffs should not be placed on the backs of the Wardens chairs, but should be placed with the other collars.
- 3.9 On returning to the Lodge after the Inner Workings, it is often better that the ADC leads the junior Brethren and also takes the lead when the Brethren form in procession to salute the Master.
- 3.10 When Addresses are being given to the Master, Wardens and Brethren, the DC or the ADC should conduct the Brother giving the Address to the appropriate place and stand behind him to prompt, if required. This means the DC or ADC should know the Addresses. Addresses to the officers should be kept to a minimum; there is no need for an officer to be addressed on re-appointment or if he has previously held that office though often an exception is made for the Wardens.

- 3.11 During the Investiture of the Officers the DC should stand in front of the WM and wait for the Brother to come to him when his name is called. The Brethren (other than the Wardens) may also be lined up in the South to await their turn. This prevents a lot of unnecessary perambulation and saves time.
- 3.12 When the Installation ceremony is completed (usually by the address to the brethren) the DC should turn to the WM and say, "That completes the ceremony of your Installation, the Lodge is now under your command". After all the items of business there will be the First Rising and the Officers of UGLE may retire. Sometimes it is appropriate for GOs (and Officers of Provincial Grand Lodge if there are enough brethren below Provincial Rank to make the lodge room not look too empty) to retire after the Second Rising after the Representative has responded. When leaving the Lodge only the Senior GO or Officer of Provincial Grand Lodge (as appropriate) should salute. The other GOs and/or Officers of Provincial Grand Lodge should file out immediately after him.

## 4. SPECIAL OCCASIONS

### 4.1 RWPGM and DPGM Visits

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

4.1.2 Liaison will take place via the Provincial Secretariat, but there will generally be two rehearsals, one a few days before the ceremony and one an hour 15 minutes before. Each should take place in the lodge room that will be used and will be attended by the ProvGDC or his Deputy. The DC should attend and ensure that the WM, SW, JW, Deacons and Inner Guard (at least) are present.

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

4.1.4 As members of the Provincial team often have long distances to travel, the ProvGDC and his deputy will not generally conduct singing or Masonic Fire at the Social Board. On NO Account should this be done by the lodge DC or another lodge member.

4.1.5 At present, RWPGM or DPGM will attend:

- 250<sup>th</sup> Anniversary (with official representative of MWGM)
- Bicentenary (with official representative of MWGM)
- Centenary
- Amalgamation
- Hosted Meeting
- Personal 60th

### 4.2 Installation

4.2.1 In addition the RWPGM will generally attend the installation night of the mother lodge of the ProvSGW and ProvJGW of the year. On such occasions he will be accompanied by the ProvGDC together with ProvGSwdB and ProvGStdB.

4.2.2 However, the ProvGDC will only conduct the Processions and salutations at the meeting. He will also conduct the proceedings at the Social Board up to and including Toast Number 5 and response (at least).

4.2.3 No separate rehearsal with lodge members is required.

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

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

#### 4.4 **Personal 50<sup>th</sup>**

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

4.4.2 Personal 50<sup>th</sup>'s occur most frequently of all the special occasions.

## 5. THE SOCIAL BOARD

### 5.1 Planning and Pacing

- 5.1.1 The Social Board, like the Lodge meeting itself, requires planning and discipline if it is to be successful. It is the DC who has principal charge of discipline so he should ensure that acceptable standards are maintained at the Social Board. The Social Board should always be conducted by the DC. Social Boards should be relaxed and happy affairs, so the DC's duties in this respect are unlikely to be onerous, but Masonic decorum must continue to prevail.
- 5.1.2 A great deal of time is lost at many Dinners and Installation Dinners, causing the proceedings to drag on to a very late hour, by having a formal break between the meal and speeches. As many of you will appreciate, a formally announced break of 10 minutes will last at least twice as long and it is very difficult to get all the Brethren back to start the formal proceedings.
- 5.1.3 The secret of avoiding this protracted break is to "persuade" the staff to serve the coffee immediately they have served the pudding and not start clearing until the coffee has been served.
- 5.1.4 You are in charge and a quiet word with the Head Waiter or Waitress beforehand telling them what you plan to do will enable them to organise their work and staff accordingly to fit in with you. Building up good relationships with the masonic Hall staff helps enormously.
- 5.1.5 Lodge DCs should remember that the demands on the time of Distinguished Guests are very considerable, so you should ensure that the Social Board is conducted efficiently and with a degree of momentum which will enable you to bid them good night at a reasonable hour. The RWPGM does not, however, favour his Representatives, or other Senior Officers, retiring before the end of proceedings so long as they are not unnecessarily protracted.
- 5.1.6 Also, many of the young people who are coming into Freemasonry nowadays are under considerable pressure in their employment and so the programme should not be allowed to slow down. Aim to try to finish by 10 p.m. then those who need to get away can do so, but those with time to spare can stay. It is always better to have your Brethren and guests rise from the table wanting more, than to have them thinking "thank goodness that's over!"

- 5.1.7 The DC should take responsibility for ensuring that those proposing toasts as well as those responding have been given as much warning as possible. It is helpful, indeed it is highly desirable, to prepare your dinner notes well beforehand. These should include a full list of all wine taking you are going to have.
- 5.1.8 There is no disgrace in working from a list, in fact most of the ProvDepGDCs work in this way as a matter of course, and it helps to avoid any embarrassment. Your dinner notes should also include the names of all those who are proposing and responding to toasts.
- 5.1.9 Have everyone seated at least three minutes before dinner is due to be served with your ADC standing behind the Master's chair ready to gavel when you indicate to him that your entry procession is ready.
- 5.1.10 Keep the entry procession as short as possible and, if you can, limit it to the Master and Guest of Honour. If an APGM or a Past APGM is present, he should of course be included in the procession. The Master will "accompany" an APGM or Past APGM into dinner, but he will be "accompanied by" an Officer of UGLE or Warden of the year. He will also be "accompanied by" all others in the procession.
- 5.1.11 Risqué or doubtful stories have no place at the Social Board – they are best saved for the bar.
- 5.1.12 The pianist should be ready to play the National Anthem at the conclusion of the Return of Thanks.
- 5.1.13 If there is a raffle, a good time to draw the raffle prize is following the Master's response to his toast. Ticket sales should be announced early and they should be sold during the meal, not during toasts and responses.

## 5.2 Seating

- 5.2.1 The DC, normally in liaison with the Lodge secretary, is responsible for the seating plan in the Social Board and should see that suitable arrangements have been made for the principal guests. See Appendix 7, in particular concerning the possible use of round tables.
- 5.2.2 If formal seating is used (i.e. top table) Officers of UGLE are usually seated to the right of the WM, in order of seniority. Holders of Provincial Rank can also be seated on the right.

5.2.3 To the WM's left the order of seating should be the IPM, Chaplain, [Treasurer and Secretary if there is room], DC and Past Masters of the Lodge. These Brethren can sit among the Brethren if such is the Lodge custom, or if they wish to sit with their guests.

5.2.4 At an Installation, the representative of the RWPGM sits on the right of the Master: on his right are seated the GOs in order of seniority.

### 5.3 Toasts

5.3.1 The introduction to a toast is a matter of considerable importance and is often neglected. For example, the IPM, when proposing a toast to the Master in the presence of an APM, should open his proposition as follows: "WM, Worshipful Brother Assistant PM and Brethren". Provided he mentions the senior person listening to that toast, there is no need for him to continue to mention Officers of UGLE and Officers of Provincial Grand Lodge. He should **not** however, include in his introduction the recipient of the toast. See Appendix 9 for further details.

5.3.2 A further example would be a Provincial Officer responding to toast Number 5; the preamble in this case would be merely "Worshipful Master and Brethren".

5.3.3 The DC should stand behind the WM for all announcements. The ADC should stand behind the Wardens when they are proposing their toasts and remind them that they should mention any Distinguished Guest in their preamble.

5.3.4 The gavel should be placed in front of the WM who will sound it when the DC requests him to do so. The DC should never use the gavel, only the WM has that right, either in Lodge or at the Social Board. Alternatively the DC can emulate the Provincial DCs and call the brethren to order vocally.

5.3.5 The DC's announcement of the loyal toast is "Brethren - pray silence for the WM who will propose the loyal toast. We will then sing the first verse of the National Anthem after which we will honour the toast".

- 5.3.6 If your Lodge has a toast to Absent Brethren, this can be slotted in where appropriate according to the hour, but it should never be taken before toast Number 2, neither should it ever be taken between the proposition and response to a toast. If the Lodge has a tradition that this Toast takes place at a specific time (say 9 O'clock) but Toast no. 2 has not been proposed, the DC could honour Absent Brethren as an extra wine taking at the appropriate time, as follows: "Let us remember Absent Brethren"
- 5.3.7 On most occasions the guest of honour will be an Officer of UGLE and he will respond to toast Number 3 and at an Installation 3, 4 and 5. Good manners require that the toast should be coupled with him personally and a very brief introduction be given to him. So often this is not thought about in advance and consequently the Brethren have no idea who is going to respond, neither do they know anything about him; this is most discourteous.
- 5.3.8 A brief pen portrait is not difficult to prepare if you have any doubts contact should be made with the District Chairman or District Secretary well in advance to obtain the information necessary to prepare this brief introduction which should be written down and given to the proposer of toast Number 3 well in advance and not just before he rises to propose the toast.
- 5.3.9 If at an Installation an Acting Warden is the representative and a GO is present, then this Officer should be invited to respond formally to toast Number 3 and, very briefly, he should indicate to the Brethren present that on this occasion the formal response of the evening will be by the acting Warden of the Year present (named) followed by a very brief introduction of him, so that when in due time he rises to respond, all present will know a little about him.

#### 5.4 Taking Wine

- 5.4.1 During the course of the meal, wine will be taken on a number of occasions, but keep it to a minimum, more than five or six would be excessive. See suggestions at Appendix 8.
- 5.4.2 Wine taking should be taken in a single group where possible and must be limited to a Masonic context.
- 5.4.3 Wine taking should be taken following either soup or fish course, prior to the main course.
- 5.4.4 The Master will sound the gavel when you ask him, after which you will make the announcement. It should not be necessary to sound the gavel more than once.

- 5.4.5 If an Assistant or Past Assistant PGM is the principal guest, he must always be invited to join the WM in taking wine with all the Brethren present and this will be the last of the Wine Takings.
- 5.4.6 At an Installation, the Officer of UGLE who is representing or a Warden of the Year who may be representing should not be invited to take wine with all the Brethren present.

## APPENDICES

## APPENDIX 1

### FAQ

- Q. What happens at the installation if the WM is continuing in office?
- A. In theory, as much or as little as the Lodge wishes. The WM is appointed “until a successor is elected and installed in his stead” so no re-appointment ceremony is **required**. A proclamation in the Second Degree, with no repeat obligations is all that is necessary and this is the recommended procedure.
- Q. When do we salute the Rep if he is not a GO?
- A. **Before** GOs – see Appendix 5.
- Q. When does the Rep enter the Lodge if he is not a GO?
- A. Last, after GOs are lined up (see Processions Appendix 4).
- Q. I am a Provincial/Grand Officer and a Lodge officer. Do I wear both collars?
- A. The RWPGM prefers that only one collar is worn. The apron denotes Provincial/Grand Rank and the ‘dark blue’ collar is not required. At a lodge meeting, the lodge office takes precedence and this collar should be worn. At an Installation, a period of time with no collar will not cause lasting damage!
- Q. I have two offices in my Lodge. Which collar do I wear?
- A. One collar only should be worn. The one to choose is either the senior or the one in which capacity you are to carry out a particular role in lodge, e.g. Chaplain or Deacon.
- Q. We always Toast “Absent Brethren” at 9 p.m., but you say that no Toast should come before Toast no 2. What do we do if we have over-run and Number 2 will be after 9 p.m.?

A. I suggest that the 'Absent Brethren' can be treated as a 'wine taking' at 9 p.m.:  
"we shall remember Absent Brethren".

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

A. **2<sup>nd</sup> Degree**

The Ancient Charges are not read out though the ME can be asked to acknowledge his continued submission to them by a court bow and/or the Sign of Fidelity

ME recites the Obligation

### **Inner Working**

ME reseals Obligation only

IM - "you are already in possession of secrets restricted to M chair"

- invest with jewel
- explains sq
- places in chair

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

A. The APGM is **not** a Rep - he is a Ruler in the Craft. He demands admission and is the last to be admitted and the first to be seated. He must be offered the Gavel and is saluted with five separately from the other GOs. See the Provincial Protocol on the E. Lancs. ProvGLodge web site [www.pglel.co.uk](http://www.pglel.co.uk).

Q. What Toasts do we give at Social Boards when non-masons are present?

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

## APPENDIX 2

### FURNITURE/EQUIPMENT

#### **In the East**

Warrant, Banner and Working Tools

WM gavel, heavy maul, VSL (opened so a candidate or person taking an obligation can read it), Square and Compasses with the Compasses at the top and the Square at the bottom of the page

Candlestick holder, Ionic with ram's horns

Kneeling stool in place

Book of Constitution and By-laws

3<sup>rd</sup> Tracing Board

Past Master's Jewel

#### **In the West**

SW gavel, column - lowered

Candlestick holder - Doric plain

2<sup>nd</sup> Tracing Board

Kneeling stool in place

Candidate's apron in drawer

#### **In the South**

JW gavel, column - raised

Candlestick holder - Corinthian

Tracing Board

#### **In the North**

Book of Constitutions for the Secretary to read

Collection box and Ballot boxes if required

Spare means to light candles

Reserve notices are placed on seating for all Provincial Visitors

#### **In the SE**

Perfect Ashlar

#### **In the NE**

Rough Ashlar

#### **For Other Degrees**

Candidate's aprons for each degree

Poignard for IG and compasses for WM during obligation

Alms Dish JD

Square for IG and WM during obligation

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

**APPENDIX 3****INSTALLATION CEREMONY CHECKLIST**

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

## APPENDIX 4

### PROCESSIONS

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

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

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

APGMs and Past APGMs should be separated from other GOs.

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

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

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

## APPENDIX 5

### SALUTATIONS

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

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

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

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

The order of salutations and number is as follows:

i.	RW Provincial Grand Master	7
ii.	The Representative of the RWPGM (not if PGM present!)	3
iii.	Deputy Provincial Grand Master	5
iv.	Assistant Provincial Grand Master(s)	5
v.	Past RW Brethren	7
vi.	Past VW Brethren and Past APGMs	5
vii.	Officers of United Grand Lodge	3
viii.	Officers of Provincial Grand Lodge	3

A Lodge DC will seldom have too complicated a list of salutations, but if so, advice can always be sought from the ProvGDC via Provincial Office.

## APPENDIX 6

### SEATING IN THE LODGE

The RWPGM has the right to sit immediately on the WM's right. At an Installation his Representative has the same right, for the whole of the Lodge meeting. The DPGM would sit on the right of the RWPGM or Representative or on the WM's right if neither is present. Similarly for the APGMs. A Representative will not be present if the RWPGM, DPGM or APGM is attending unless it is the DPGM or APGM's own lodge.

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

Next should come the "patch" AsstPGP, District Chairman, Past PGMs, Past DPGMs and Past APGMs or Brethren of similar rank (acting or past) of other Provinces. Then come GOs according to Rank and finally Provincial Officers. Generally the most senior brethren should occupy the front row of seats in the NE unless there are severe problems of access.

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

## APPENDIX 7

### SEATING IN THE SOCIAL BOARD

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

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

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

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

## APPENDIX 8

### TAKING WINE

#### General

WM with Officers of UGLE

WM with Officers of the Lodge

WM with Candidate (Master Elect on Election Night)

WM on behalf of Brethren of the Lodge with the guests

#### Installation

WM with Representative of the RWPGM

then other wine taking to follow

#### APGM Present

WM with APGM

then WM accompanying APGM with all present

## APPENDIX 9

### TOASTS

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

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

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

The Queen and the Craft  
The MW The Grand Master  
The Provincial Grand Master  
The Worshipful Master  
The Guests

The SW should be advised that the preamble is “WM, W Bro APMG, Brethren”.

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

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

**APPENDIX 10****GLOSSARY**

MWGM	The Most Worshipful The Grand Master
RWPGM	Right Worshipful Provincial Grand Master
Rep	The Representative of the RWPGM
DPGM	Deputy Provincial Grand Master
APGM	Assistant Provincial Grand Master
AsstPGP	Assistant to the Provincial Grand Principals (equivalent to APGM in Royal Arch)
UGLE	United Grand Lodge of England
GO	Grand Officer ( <b>not</b> Grand Lodge Officer)
ProvGDC	Provincial Grand Director of Ceremonies
DC	Director of Ceremonies
ADC	Assistant Director of Ceremonies

## APPENDIX 11

### TIMESAVERS

#### Installation

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

#### Ceremonies

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

#### Social Board

1. Do not have break before the Toasts
2. Omit singing and Masonic Fire
3. Keep wine taking to a minimum and do all together
4. Run all Toasts one after another without pauses
5. Have Pianist and Chaplain ready at appropriate time