

PROVINCE OF EAST LANCASHIRE



GUIDANCE NOTES

BI-CENTENARY

PROVINCIAL GRAND CHAPTER OF EAST LANCASHIRE

PROCEDURE FOR THE CELEBRATION OF A BI-CENTENARY MEETING

1. Approximately three years before the Bi-Centenary matures the Grand Scribe E will contact the Secretariat advising that the Chapter is approaching its Bi-Centenary [*provided that the Chapter can establish two hundred years of uninterrupted working*] and requests that the Chapter confirm, via the Secretariat, the following:-
 - That it is the Chapter's intention to hold a Celebration Meeting
 - That they have full documentation of the Chapter's continual workings, via the Chapter Minutes and
 - If possible, the Chapter should provide three suggested dates for a Celebration meeting.
[Please indicate which of the three dates is the Chapter's preferred date.]
2. The Grand Scribe E will then be asked to confirm that the records provide satisfactory proof of 200 years of continuous working. *The Secretariat will do this on behalf of the Chapter.*
3. Approximately, one year before the due date, providing that the records are in order, the Grand Scribe E will send to the Chapter, via the Secretariat, a Bi-Centenary Charter Application Form.

The Bi-Centenary Charter is an illuminated document on parchment. The fee for the Bi-Centenary Charter shall be such sum as is determined by the Supreme Grand Chapter Committee of General Purposes in March each year.

If required, the Bi-Centenary Bar, to be affixed to Centenary Jewels, should be obtained from a Masonic Outfitter, who will advise Companions accordingly.
4. Once received the form should be completed by the Chapter and returned to Supreme Grand Chapter via the Provincial Grand Scribe E.
5. When requested the Chapter will need to send an appropriate fee to Supreme Grand Chapter via the Provincial Grand Scribe E.
6. The date for the meeting depends on the engagements of those involved from Grand Chapter. The Grand Scribe E works closely with the Provincial Grand Scribe E in making arrangements and does all in his power to accommodate the wishes of the Chapter concerned.
7. Please note that no "firm booking" with either the Masonic Halls or Catering Companies should be made, prior to receiving confirmation from the Provincial Grand Scribe E of the celebration date.

8. Approximately 6 months before the Ceremony, the Provincial Grand Scribe E will arrange to meet the Chapter Scribe E and Director of Ceremonies to discuss all aspects of the meeting. It would be helpful, if at this meeting, the Scribe E could bring with him the draft Summons for the meeting and the draft Toast List [*See Appendix A + B*]

See Appendix C for assistance in ensuring that Provincial Ranks shown on the Summons and Toast List are correctly abbreviated,

9. Two copies of any History of the Chapter [to be circulated at the Social Board] and any other useful information concerning the Chapter should be sent as early as possible and in any event, not later than three months before the event. The Provincial Grand Scribe E, will send a copy to the ME Grand Superintendent and a further copy to the 3rd Provincial Grand Principal. These can be draft copies and do not need to be “bound” copies.

There should not be any reading of the Consecration Minutes. A précis [lasting no longer than 4/5 minutes] of the Chapter History will be delivered as a part of the Agenda for the meeting.

[Please let the Provincial Grand Scribe E have a copy of the text and the name of the Companion who will be delivering the précis at least 6 weeks prior to the meeting].

10. The Chapter might wish to make a donation to the 2015 Festival, or ELMC, to mark the event. [It is customary for the cheque to be presented to the ME Grand Superintendent during the Chapter Meeting].
11. The Agenda should be printed on the Summons in conformity with the Template given in Appendix A.
12. The Provincial Grand Scribe E will arrange the Deputation and provide names and addresses to the Chapter Scribe E in order that a Summons and invitation is sent to members of the Deputation.
13. The Summons, after approval by the Provincial Grand Scribe E, should be printed and distributed at least four weeks before the meeting to the Provincial Deputation, [email is acceptable] which will comprise:-
14. The **Grand Delegation** will, usually, include:

The Pro First Grand Principal
or
The Second Grand Principal
or
The Third Grand Principal
and The Grand Scribe E or his Deputy
and The Grand Director of Ceremonies or his Deputy
(3 in total)

The **Provincial Grand Chapter Deputation** will comprise:-

- The ME Grand Superintendent
- The Deputy Grand Superintendent
- The Second and Third Provincial Grand Principals
- The Assistant to the Provincial Grand Principals for the Area
- The Assistant Provincial Grand Master for the Area
- The District Chairman for the District
- The Provincial Grand Scribe E
- The Provincial Grand Scribe N
- The Provincial Grand Director of Ceremonies
- The Provincial Grand Sword Bearer
- The Provincial Deputy Grand Directors of Ceremonies x 2
- The Provincial Grand Standard Bearers
- The Provincial Grand Organist
- The Provincial Grand Janitor

Please note that the Deputation will consist of only the above Officers. Whilst others might be in attendance and invited to join the Procession, they will not be part of the Deputation.

15. **Costings**

Supreme Grand Chapter will pay for any transport costs of the Grand Delegation.

Any accommodation that is required for the Guests from Supreme Grand Chapter will be met by the Province.

The Chapter will be required to pay for the meals of the members of the Deputation, with the exception of the Provincial Grand Scribe Nehemiah, the Provincial Grand Sword Bearer and the Provincial Grand Standard Bearers, who will pay for their own meals. Please advise these Companions of the dining cost and they will make their own arrangements for payment to be sent direct to you.

16. The Provincial Grand Scribe E will provide any seating cards required for the Chapter Room. It is the responsibility of the Chapter to provide place cards at the Social Board.
17. Personal biographies of the Senior Chapter Officers (i.e. MEZ, H, J, SE, Companion who is to present the Chapter History, Treasurer, two Senior members and two Junior members of the Chapter) will be required at least 6 weeks before the Ceremony. *[See Appendix D]*
18. Copies of all speeches and / or responses must be sent to the Provincial Grand Scribe E at least four weeks before the event.

19. **Rehearsals**

The Grand DC will normally hold a rehearsal approximately one hour and fifteen minutes prior to Tying. The Provincial Grand Director of Ceremonies will, also hold a rehearsal approximately 1¼ hours before the Grand DC's rehearsal.

An example of timings is:

3.30 pm Provincial Grand DC's rehearsal
4.45 pm Grand DC's Rehearsal
6.00 pm Chapter Tyles.

[Please note that the ProvGDC or one of his deputies will also attend your Chapter rehearsal prior to the meeting – nearer the celebration, the ProvGDC will arrange this direct with you].

20. If it is the intention of the Chapter for photographs to be taken, please advise the Provincial Grand Scribe E. In order to ensure the smooth running of any formal photographs being taken, the Provincial Grand Director of Ceremonies will conduct the proceedings at the Chapter meeting.

Photographs are usually restricted to three in number, namely:-

- The Grand Delegation / Provincial Deputation and Chapter Members.
- The Principal Guest, the ME Grand Superintendent and the Chapter Members and
- The Principal Guest, the ME Grand Superintendent and the First Principal.

It is the Chapter's responsibility to obtain the services of a photographer.

21. It is customary to present a copy of the Chapter History to the Pro First Grand Principal (or other), the Grand Scribe E, the Grand Director of Ceremonies and the Grand Superintendent. Other copies should be circulated to members and visitors at the Social Board after the meeting.
22. The Grand DC, [*or his Deputy*] will conduct the proceedings at the Social Board.
23. The Grand Scribe E, via the Provincial Grand Scribe E, **must approve** the seating positions on the Top Table. A list of Grand Officers who will be attending must be sent to the Provincial Grand Scribe E, by the Chapter Scribe E, at least two weeks before the event.

Early Guidance can be obtained from the Provincial Secretariat.

24. At the Banquet, the speeches will be confined to the occasion and should consequently, be few in number. The Provincial Grand Scribe E will gladly advise and help in this matter when the detailed arrangements are in hand.

25. After the event has taken place, you should provide the Provincial Grand Scribe E with the following:-
- Summons x 2
 - History x 2
 - Any printed “commemorative” documents, such as Menu Card / Toast List

These will then be sent to the Grand Librarian and the Provincial Librarian by the Provincial Grand Scribe E.

26. The Provincial Grand Scribe E will send to the Chapter Scribe E, after the event, a copy of the Extended Agenda and a copy of the Oration. These can be added to your Minute Book.

BI-CENTENARY MEETING

DRAFT SUMMONS

1. To open the Chapter
2. [To read the Dispensation *[if required]*]
3. To approve the minutes, of the last meeting, held on..... as printed and circulated.
4. To receive the ME Grand Superintendent, EComp, accompanied with a Provincial Deputation.
5. To receive the Distinguished visitors [*Principal Guest from SGC*] accompanied by a Grand Delegation.
6. To attend to a short history of the Chapter.
7. To receive the Bi-Centenary Charter.
8. To attend to an Oration by EComp Rev'd....., Third Provincial Grand Principal.
9. Presentation of a donation to Charity.
10. To present bound copies of the History of the Chapter to the Distinguished Guests.
11. To collect Alms.
12. To Close the Chapter

DRAFT TOAST LIST

1. The Queen and RA Masonry
 Proposed by the MEZ, EComp.....

2. The Most Excellent First Grand Principal
 His Royal Highness The Duke of Kent *KG, GCMG, GCVO, ADC*
 Proposed by the MEZ, EComp.....

3. The Most Excellent Pro First Grand Principal

 The Most Excellent Second Grand Principal

 The Most Excellent Third Grand Principal

 and the rest of the Grand Officers present and past.
 Proposed by the MEZ, EComp
 Response by the [ME Pro First Grand Principal]

4. The ME Grand Superintendent for East Lancashire,
 Sir David Trippier, *RD, JP, DL*
 Proposed by the [*Principal Guest from SGC*]
 Response by the ME Grand Superintendent,

5. The Principals and Companions of [*Chapter Name & No*]
 Proposed by EComp Assistant to the Provincial Grand
 Principals.
 Response by the MEZ, EComp

6. The Janitor’s Toast
 Proposed by EComp Provincial Grand Janitor

PROTOCOL FOR THE ABBREVIATION OF CHAPTER RANKS

Abbreviations should not contain spaces or dots

1st Principal	MEZ or 1st Prin
2nd Principal	H or 2nd Prin
3rd Principal	J or 3rd Prin
IPZ	IPZ
Scribe E	SE
Scribe N	SN
Treasurer	Treas
Director of Ceremonies	DC
Almoner	Alm
Charity Steward	ChStwd
Principal Sojourner	PrincSoj
1st Assistant Sojourner	1stAsstSoj
2nd Assistant Sojourner	2ndAsstSoj
Assistant Director of Ceremonies	ADC
Assistant Scribe E	AsstSE
Steward	Stwd
Janitor	Jan

Civil Decorations or Honours

i.e., *JP, OBE, CBE, DL, TD, QPM*, in *Italics*.

Academic or membership honorifics should not be used, unless special exemption has been granted for a School / University Lodge. [i.e., BSc, FCA] but academic titles are used as a prefix [i.e., Prof., Dr., Rev'd.]

Military Ranks are used as a prefix for Commissioned Officers but, if retired, only use the ranks of Major or above (or the equivalent rank in other branches of the Armed Forces).

A comma should be placed after a Companions name and before the Grand or Provincial rank. A further comma should be placed between any subsequent Office.

PROTOCOL FOR THE ABBREVIATION OF PROVINCIAL RANKS

Abbreviations should not contain spaces or dots

Most Excellent Grand Superintendent	MEGS
Deputy Grand Superintendent	DepGSupt
2 nd Provincial Grand Principal	2ndProvGP
3 rd Provincial Grand Principal	3rdProvGP
Assistant Provincial Grand Principal	AProvGP
Provincial Grand Scribe Ezra	ProvGSE
Provincial Grand Scribe Nehemiah	ProvGSN
Provincial Grand Treasurer	ProvGTreas
Provincial Grand Registrar	ProvGReg
Provincial Grand Director of Ceremonies	ProvGDC
Provincial Grand Sword Bearer	ProvGSwdB
Provincial Deputy Grand Registrar	ProvDepGReg
Provincial Deputy Grand Scribe Ezra	ProvDepGSE
Provincial Deputy Grand Sword Bearer	ProvDepGSwdB
Provincial Grand Almoner	ProvGAlm
Provincial Grand Charity Steward	ProvGChStwd
Provincial Grand Sojourner	ProvGSoj
Provincial 1 st Assistant Grand Sojourner	Prov1stAGSoj
Provincial 2 nd Assistant Grand Sojourner	Prov2ndAGSoj
Provincial Assistant Grand Scribe Ezra	ProvAGSE
Provincial Grand Standard Bearer	ProvGStB
Provincial Grand Organist	ProvGOrg
Provincial Assistant G. Director of Ceremonies	ProvAGDC
Provincial Grand Steward	ProvGStwd
Provincial Grand Janitor	ProvGJan

PROTOCOL FOR THE ABBREVIATIONS OF PAST PROVINCIAL RANKS

Abbreviations should not contain spaces or dots

Past Grand Superintendent	PGSupt
Past Deputy Grand Superintendent	PDepGSupt
Past 2 nd Provincial Grand Principal	P2ndProvGP
Past 3 rd Provincial Grand Principal	P3rdProvGP
Past Assistant Provincial Grand Principal	PAProvGP
Past Assistant to the ME Grand Superintendent	PAMEGS
Past Provincial Grand Scribe Ezra	PProvGSE
Past Provincial Grand Scribe Nehemiah	PProvGSN
Past Provincial Grand Treasurer	PProvGTreas
Past Provincial Grand Registrar	PProvGReg
Past Provincial Grand Director of Ceremonies	PProvGDC
Past Provincial Grand Sword Bearer	PProvGSwdB
Past Provincial Deputy Grand Registrar	PProvDepGReg
Past Provincial Deputy Grand Scribe Ezra	PProvDepGSE
Past Provincial Deputy Grand Sword Bearer	PProvDepGSwdB
Past Provincial Grand Almoner	PProvGAlm
Past Provincial Grand Charity Steward	PProvGChStwd
Past Provincial Grand Sojourner	PProvGSoj
Past Provincial 1 st Assistant Grand Sojourner	PProv1stAGSoj
Past Provincial 2 nd Assistant Grand Sojourner	PProv2ndAGSoj
Past Provincial Assistant Grand Scribe Ezra	PProvAGSE
Past Provincial Grand Standard Bearer	PProvGStB
Past Provincial Grand Organist	PProvGOrg
Past Provincial Assistant G. Director of Ceremonies	PProvAGDC
Past Provincial Grand Steward	PProvGStwd
Past Provincial Grand Janitor	PProvGJan

GRAND CHAPTER RANKS

Grand Sword Bearer	GSwdB
Deputy Grand Director of Ceremonies	DepGDC
Assistant Grand Sojourner	AGSoj
Grand Treasurer	GTreas
Grand Standard Bearer	GStB
Assistant Grand Director of Ceremonies	AGDC

Past Ranks should be prefixed by a “P” eg PGSwdB = Past Grand Sword Bearer

CURRICULUM VITAE

Full Name:

Usual first name:

Employment/Profession:

Position in Chapter:

Family:

Hobbies: