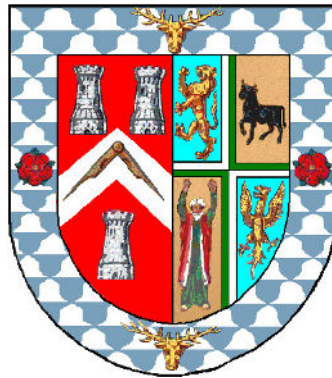


# PROVINCE OF EAST LANCASHIRE



## PROVINCIAL CRAFT HONOURS SCHEME 2017

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## **Appendix A**

Application Form

# Provincial Grand Lodge of East Lancashire

## **Section A – Introduction/Principles:**

These guidelines are not prescriptive but can be extended in appropriate, well recorded and documented cases.

All appointments and promotions to Provincial ranks are made by the RW Provincial Grand Master and are his exclusive prerogative subject only to the limitations of the Book of Constitutions.

The RWPGM has delegated responsibility to his Assistant Provincial Grand Masters to make recommendations of those Brethren to be appointed or promoted to acting or past ranks.

The recommendation of the resultant Honours List is delegated to a Committee consisting of the Deputy Provincial Grand Master as Chairman, the Assistant Provincial Grand Masters and the Provincial Grand Secretary.

The number of appointments and promotions made each year by a Provincial Grand Master is based upon a factor of the number of Brethren in the Province as at 1st September the preceding year, as advised by the United Grand Lodge of England.

Allocations made to the Assistant Provincial Grand Masters for their Area are based on a factor of the number of Brethren in their Area as a proportion of the Provincial total.

The Honours will be grouped into four categories,

- Acting Ranks,
- Past Ranks, (First Appointments),
- Promotions and
- Mid year Promotions.

Each Assistant should nominate Brethren for Acting Rank according to his allocation as identified in the Provincial schedule. Additional requests may be made but will not necessarily be accepted. This will be at the discretion of the Honours Panel and subject to the approval of the Provincial Grand Master.

No Brother will be appointed to Acting Rank, [with the exception of Provincial Grand Steward], unless he is a member of the Royal Arch.

The rank of Provincial Grand Steward is considered special and is for those Brethren who are 60 years of age or under and who show particular promise. A Brother appointed to this office will be encouraged to join the Royal Arch prior to any subsequent promotion.

With the lowering of the number of United Grand Lodge Collars being awarded, the Past Provincial Senior Grand Warden position is now seen as the very senior possible award. These will be allocated on a normal basis of only one per APGM per year.

Each year the Provincial Grand Secretary will publish an Honours Timetable.

The Honours Guidance and Application Form (Appendix A) will be made available on the Provincial Secretariat website in accordance with the published timetable. After completion of the form by the Brother (with the assistance of his Lodge Secretary if necessary), the application form must be checked as to accuracy and completeness and countersigned by the Worshipful Master and Secretary. **This is not to approve the application being submitted, but merely to record the Lodge are aware of its submission and that the information is broadly correct.** The form must then be sent by the Lodge Secretary to the District Chairman by the set date. Before that date he is available for any guidance that may be required.

Guidelines are provided to assist in the Honours process and if applied consistently would normally result in recommendations being approved, subject to the limitation on numbers.

A Lodge does not have the right to Petition for an appointment to, or promotion in Provincial Grand Lodge, but can, if it so wishes, support an application made by a Brother. Neither does a Lodge have the authority to vet applications that are to be submitted. There is no limit on the number of Brethren that can make application from the same Lodge each year or the number of appointments or promotions that a single Lodge can receive in one year.

Special consideration may be given to Brethren in Past Masters Lodges / Representative Lodges (or 'central Lodges', with the exception of those listed in Section F), who are no longer members of any other Lodge, but who have continued to make a significant contribution. Such Brethren will be eligible to submit an application for either an appointment or promotion. In such circumstances extreme care should be taken to ensure that this does not cause any problem with the Brother's Mother Lodge.

Brethren from newly Consecrated Lodges will not be eligible to submit applications until the fourth year after the Consecration of the Lodge.

First appointments are usually made within Band One [See Section I]. Subsequent promotions will be by one step either within a Band or to the next Band, which ever is appropriate.

All appointments to and promotions in Provincial Grand Rank should be considered as an honour and accepted as such.

Honours Offer Letters will be distributed in accordance with the published timetable, usually in late May.

### **Section B –Appointments:**

Every East Lancashire Brother who has been Installed as the Master of his Lodge [in any Province] at least five years ago **qualifies** for consideration, [i.e. for the **2017** Honours the applicant must be an Installed Master prior to the qualifying date of **1 January 2012**]. The date regime will be observed.

Unless there is a good reason, all Brethren who have not received a Provincial appointment should, usually after 5 years from the date of his first installation, be reviewed.

This **does not** mean that the Brother will receive an appointment after five years; it only means that **he qualifies** for consideration on the basis of length of service.

An exception to these guidelines is the rank of Provincial Grand Steward. This is a very

special office and is kept to encourage younger and particularly active Brethren. The office can be awarded at any time after the Brother becomes a Past Master of his Lodge.

The Assistant Provincial Grand Master, together with his District Chairman, will review the applications received from Brethren using set criteria including:

- a Brother's service in the Lodge,
- whether he has occupied one of the "Principal Offices" such as
  - Secretary,
  - DC,
  - Almoner,
  - Treasurer etc,
- any ritual which has been undertaken by him,
- his attendance record, and
- whether he has made any contribution
  - in his District / Area
  - in the Province
  - to his Masonic Hall or
  - service to the community, etc.

Each Assistant Provincial Grand Master is allocated a number of Acting and Past Provincial appointments. He allocates these, using the above criterion, against qualified Brethren. Acting Rank is awarded to Brethren who have shown particular merit.

The highest possible past rank that will be given on the first appointment is usually Past Provincial Senior Grand Deacon. To give a yardstick, a Past Master, who has served his Lodge and attends at least 80% of the meetings, might be expected to be appointed to the rank of Past Provincial Assistant Grand Director of Ceremonies.

### **Section C - Discretionary Appointments:**

Neither a Lodge nor an individual Brother can apply for a Discretionary Collar. There is no qualifying time before such an appointment may be recommended to the Honours Panel.

However, the five year rule should, generally, be observed, except in special cases.

An Assistant Provincial Grand Master may recommend Discretionary appointments for the consideration of the Honours Panel

- In order to alleviate long waiting times.
- For the good of the Province.
- For the good of the Area.
- To acknowledge a Brother who is deemed to have special qualities.
- For either Acting or Past Ranks, but usually for Acting Ranks.
- In some instances the date regime does not apply [eg District Officials].

### **Section D – Promotions:**

The criterion and application form [Appendix A] used for a promotion is the same as that used for an appointment.

Recommendations for Promotion to Past Ranks are initially prepared by each Assistant Provincial Grand Master in liaison with his District Chairman. Each year they will review all the applications received and the Provincial Officers in their Areas. The normal qualifying time for a promotion is usually not less than seven years from the first appointment or since the last promotion. [i.e. for the 2017 Honours he must have had his

last Appointment or Promotion prior to **1 January 2010**]. The date regime will be observed.

To assist, a list of Brethren last honoured seven years or more ago, can be made available from the District Chairman.

This qualifying period does not apply to Brethren who are appointed a

- Provincial Grand Steward or
- to a lower acting rank – [those **below** ProvJGD]

Normally, a Brother holding one of the above Offices, providing that he has continued to make progress, will be promoted to PProvSGD, 1 or 2 years after the date of the original appointment to that Office.

The rank of ProvGStwd is prestigious. If a Brother, for whatever reason, does not continue to make progress **he should be promoted to a rank not higher than PProvAGDC**; a Brother should not remain PProvGStwd for more than two years.

Promotions should normally be from “band to band”, [See Section I] even if the appropriate promotion means the jump from one band to another is by a single step. However, if the promotion is pertinent to a step within a band [eg PProvAGDC to PProvJGD or PProvJGD to PProvSGD], then a one step promotion should be given.

It is important that the Brother is given the appropriate rank to his own particular circumstances, in accordance with the guidelines.

It is possible, of course, for a Brother to receive more than one promotion during his involvement as a Craft Freemason. It is also possible for a Brother to receive no promotion at all if he has given little or no contribution since his appointment or last promotion in Provincial Grand Lodge.

If the criterion for the level at which the first [or subsequent] promotion is achieved, then that position can be recommended, **otherwise a promotion should not be proposed**. This means that if a Brother is already placed at an appropriate level relevant to him, a Promotion will not be given purely because of the time held within his current office. Time served is only one criterion.

The Deputy range will normally be awarded to those Brethren performing at District / Area level or for Brethren having demonstrable and substantial involvement in Masonic and / or Hall or community activities acceptable to the Honours Panel.

The full rank will normally be for senior officials of the District / Area / Province / ELMC or, for those Brethren who have other demonstrable and substantial qualities acceptable to the Panel.

## **Section E –Designated Ranks:**

### **District Appointments / Promotions**

A designated rank awarded to a District Officer will normally be a promotion rank. However, an appointment to a District Office should usually qualify a Brother if he is not already a Provincial officer for a first appointment up to and including acting or Past ProvSGD.

One year later, [or after a further period of time determined by the Honours Panel, after considering the progress made by the occupant of the office], he should normally be promoted to PProvDepGDC and, finally, the substantive rank designated to that particular Office, eg:

District Chairman	to	Past Provincial Junior Grand Warden.
District Deputy Chairman	to	Past Provincial Grand Sword Bearer.
District Secretary	to	Past Provincial Grand Supt of Works.
Royal Arch District Officer	to	Past Prov Deputy Grand DC.
District Charity Steward	to	Past Prov Deputy Grand DC.
District Communications Officer	to	Past Prov Deputy Grand DC.
District Mentor	to	Past Prov Deputy Grand DC.

#### Others

Provided a Brother merits a promotion [either within a band, or to another band] the promotion he could normally expect would be within the following parameters:

After two years

Provincial AGDC, (AGSuptWks<sup>1</sup> or AGSwdB<sup>1</sup>) to PProvSGD [if in the RA], otherwise PProvJGD or PProvAGDC in case of those shown<sup>1</sup>

Provincial Grand Steward to PProvSGD [if in the RA], otherwise PProvJGD/PProvAGDC

After seven years [for example]:

Past Provincial Dep' Grand Sword Bearer <sup>1</sup>	to	Past Provincial Grand Sword Bearer
Past Provincial Senior Grand Deacon	to	Past Provincial Deputy Grand DC
Past Provincial Grand Standard Bearer	to	Past Provincial Senior Grand Deacon [if in the RA]
Past Provincial Deputy Grand DC	to	Past Provincial Grand Supt of Works or Past Provincial Grand Sword Bearer
Past Provincial AGDC	to	Past Provincial Junior or Senior Grand Deacon

Promotion to a higher rank than that indicated will be considered only in exceptional circumstances.

#### **Section F – Lodges which do not normally receive Provincial Honours:**

Fortitude Lodge	64
East Lancashire Provincial Officers' Lodge	3747
East Lancashire Provincial Grand Stewards' Lodge	8408

#### **Section G –Data Sheets:**

Data sheets should be used on all occasions; they provide important background information.

#### **Section H – Rosette Collar:**

Where a recommendation is made to the Honours Panel for a Brother who has not been through the Chair, but who has given exceptional service to his Lodge of at least 15 years in an important Lodge office, eg Secretary, Treasurer, Almoner. The award will be at the level of **PProvAGPurs**. (Please note that this is a change from previous years when the rank awarded was PProvGStB)

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<sup>1</sup> This rank is no longer available for first appointment

## Section I – Banding:

### Band One – Appointments

Past Provincial Assistant Grand Pursuivant (*Rosette Collars only*)  
Provincial/Past Provincial Assistant Grand Standard Bearer  
Provincial/Past Provincial Grand Standard Bearer  
Provincial/Past Provincial Assistant Grand Director of Ceremonies  
Provincial/Past Provincial Junior Grand Deacon  
Provincial/Past Provincial Senior Grand Deacon

### Band Two – Promotions

Provincial/Past Provincial Assistant Grand Director of Ceremonies  
Provincial/Past Provincial Junior Grand Deacon  
Provincial/Past Provincial Senior Grand Deacon

### Band Three - Promotions

Provincial/Past Provincial Deputy Grand Director of Ceremonies

### Band Four – Promotions

Provincial/Past Provincial Grand Superintendent of Works  
Provincial/Past Provincial Grand Sword Bearer  
Provincial/Past Provincial Junior Grand Warden  
Provincial/Past Provincial Senior Grand Warden

The consistent allocation of the levels of Honours' recommendations will ensure that the Honours process is seen to be objective. This means that an initial placement should be made in conformity with the guidelines given previously for District Officers or for Brethren generally within the various agreed bands, eg

- a Brother who has
  - held a good [80%+] attendance record,
  - been through the Chairs in a conscientious and dignified manner and
  - who has conducted an appropriate number of ceremonies.will be placed as a **PProvAGDC**. This is the “norm position” Honour.
- If, for good reasons, he falls short of the above criterion, but deserves an honour, he can be awarded any of the lower ranges, depending upon the particular circumstances.
- If the Brother has been a Secretary, DC, Treasurer, or other Lodge Official for a period of time, (usually 5 years) then the position of **PProvJGD can be awarded or**, if in the RA and having usually completed 10 years, in one of those offices **PProvSGD** can be awarded.
- If he is of a very high standard, or a District / Provincial Official progressing to a Designated Office then **PProvSGD can be recommended**, rising in due time to the substantive rank.

## Section J – Moderation:

Once the Assistant Provincial Grand Masters have completed their recommended lists, they are sent to the Secretariat where the lists are collated, checked for accuracy, moderated and then considered by the Deputy Provincial Grand Master prior to being presented to the Honours Panel, which then meets to confirm each recommendation for Appointment or Promotion. Care is taken by the Honours Panel in examining the case for each Brother as it



is important that we achieve fairness and reasonableness for each decision. Importance is given to the **full** completion of the Application Form, which includes Section C.

All the Assistant Provincial Grand Masters are present at the Honours Panel meeting.

This means that at least one member of the Panel knows the background to the Brother under discussion. The final agreed list is then presented to the RW Provincial Grand Master who, before giving approval, reviews the list very carefully.

Brethren need to remember that the Honours system is a meritocracy and is there to honour Brethren for their service to our Order.

The rank awarded is based on the quality of the contribution each Brother has made to his Lodge, Hall, District, Area, the Province or to Freemasonry and society generally and in anticipation of his ability to contribute further in the future.

### **Section K – Royal Arch:**

Membership of the Royal Arch is seen as an essential qualification for an;

- **Acting Officer:**

The only exception to this is the office of Steward where the holder will be expected to become a RA Mason during, or immediately after, his year in office.

- **Appointment to the rank of PProvDepGDC and above.**

Exceptions to this rule can be considered when:

- A Brother is 80 years old, or above and the recommendations is taken to the Honours Panel for a decision.
- Where a Brother has given 30 years of **active service** to the Craft
- Where the Brother is suffering a chronic illness.
- Where the Honour is to be conferred at a Lodge Celebration such as Golden Jubilee, Centenary, 150<sup>th</sup>, Bi Centenary and 250<sup>th</sup>.

### **Section L – Fees / Dues:**

A Brother must:-

- be clear of any encumbrance of dues to any Lodge or Chapter [i.e. he should not be listed as being either Excluded, or having Ceased Membership, for lack of payment of dues to any Lodge or Chapter] and
- pay a fee on
  - first appointment,
  - first promotion and
  - second promotion.

Fees are not due for

- any appointment to an office below the level of a Brother's current rank and
- any subsequent Honour after the second promotion.

Provincial Grand Secretary

April 2016

**Provincial Grand Lodge of East Lancashire  
Honours Application Form**

*Appointment to, or Promotion in, Provincial Grand Lodge, November 2017*

Surname ..... Forename(s) .....

Lodge Name & No ..... Provincial Computer No .....

Address .....

..... Year of Birth .....

Email: .....

Profession (even if retired) .....

Year Initiated ..... \*Year Installed .....

Provincial Rank (if any) in other Provinces: Craft ..... RA .....  
Province .....

<b>Please complete the following statements:</b>		
<b>SECTION A</b>	<b>TITLE</b>	<b>DURING THE YEAR(S)</b>
I served the Lodge as:	Chaplain	.....
	Treasurer	.....
	Secretary	.....
	Asst Secretary	.....
	D of C	.....
	Asst D of C	.....
	Charity Representative	.....
	Almoner	.....
	District Representative	.....
	R.A. Representative	.....
	Festival Representative	.....
	Other .....	.....
I have worked the Installation Ceremony on.....		.....occasions
I have served as Master for a subsequent year during.....		
I have worked/demonstrated the ceremony of Initiation		.....times
I have worked/demonstrated the ceremony of Passing		.....times
I have worked/demonstrated the ceremony of Raising		.....times
I am a member of the Royal Arch, Chapter Name/No.....		
<b>SECTION B – Since I Installed my successor:</b>		
Out of a total of ..... meetings, I have attended .....		.....% of the meetings.
No. of occasions I have delivered a Charge.....		
No. of occasions I have delivered a Tracing Board .....		
No. of occasions I have delivered an Address .....		
No. of occasions I have delivered a Lecture .....		
No. of occasions I have delivered the Traditional History .....		

**\* Please note that:**

- a) *for appointment, you must have been Installed as Master prior to, or on, the qualifying date of 1 January 2012 or*
- b) *for promotion, you must have had your first appointment or last promotion prior to, or on, the qualifying date of 1 January 2010.*

**SECTION C** – The completion of this section is **important** particularly when an application is being considered for promotion. Mention any special activities, **other than those in Section A**, including Public Service that should be brought to the notice of the RW Provincial Grand Master.

**SECTION D**

The particulars given on both sides of this form are correct. I will play my part in ensuring that the Lodge is represented at all meetings of Provincial Grand Lodge.

I confirm that I have not been excluded from, or ceased membership via the BOC Rule 181, 148 (Craft), Regulation 71(RA) of **any Lodge or Chapter**.

Before completing this Form for a Promotion application, please check that you are eligible and that there is sufficient supportive evidence, (especially Section C – **do not leave blank**).

A copy of the 2017 Honours’ Guidelines can be obtained from your Lodge Secretary, or from the Secretariat Website.

SIGNATURE OF CANDIDATE .....

**So far as we are aware the particulars on this form are correct and the Lodge is aware that the application is being submitted.**

SIGNATURE OF WM .....

SIGNATURE OF SECRETARY ..... DATE .....

**Please ensure that all sections [including Section C] are completed, the form has been countersigned and return one copy to your District Chairman [not the Provincial Office] by Monday 31<sup>st</sup> October 2016.**