



*PROVINCIAL GRAND CHAPTER
OF EAST LANCASHIRE*

A GUIDE FOR DIRECTORS OF CEREMONIES

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1. INTRODUCTION

I am pleased to provide this introduction to the first Royal Arch Guide for Directors of Ceremonies. I hope that you will find it a useful reference document and that it will assist you in your important Office.

For many years it has been accepted that Freemasonry should be fun, and in particular that we will only attract and retain new members if it provides an enjoyable experience. You may recall the words of the Pro Grand Master some time ago that “it is not a capital offence to smile during a Masonic meeting”. He did go on to say “don’t make it a pantomime” and that emphasises the serious aspect of what we do

The challenge of learning ritual and delivering it to the best of an individual’s ability gives us a sense of achievement and creates a special “buzz” at the Social Board that follows. In modern terms, it is a Unique Selling Point (USP) of the movement.

The role of the DC in supporting Companions in the Chapter and achieving the latter is clear. The purpose of this document is to point out ways in which the DC can help achieve **both** aims. Your attention is particularly drawn to section 5 regarding the Social Board for assistance and advice in this area.

You are invited, if you are so inclined, to read this document from cover to cover. Road Shows will be held around the Province to present its key ideas and to receive feedback from Chapter DC’s. However, a Frequently Asked Questions (FAQ) section (Appendix 1) has been included where you will find answers to many of your immediate questions; it is a starting point and additions are welcome. Similarly, a great deal of effort has been applied to preparing the Appendices so that the busy DC can more easily find the guidance that he may need.

It is not in the role description of the ProvGDC to tell other DCs within the Province how to conduct their Chapters. Indeed, another ‘USP’ of Freemasonry is the independence of a Private Chapter to have its own traditions, subject of course to preserving inviolate the Landmarks of the Order. However, when a Provincial Deputation is in attendance, and the ProvGDC or one of his Deputies is officiating there is a requirement that Provincial protocols will be adhered to - both ceremonial and at the Social Board. I am sure that this is appreciated and understood and that your cooperation is assured.

I offer my thanks to EComp Martin Paul Roche my Deputy Grand Superintendent for drawing this piece of work together.

Finally, I would like to thank you all for the work that you do and the contribution that you make to your Chapter and to the Province. May you long continue to enjoy your Royal Arch Freemasonry.

If you have any comments or question regarding this document they should, in the first instance, be directed to: secretariat@eastlancsmasons.org.uk.

Sir David Trippier, RD, JP, DL
Most Excellent Grand Superintendent

2. THE CEREMONIES

2.1 The Role of the DC

- 2.1.1 The Ceremonial we use in our Chapters comes largely, as with the Craft, from that used down the centuries within civic and religious ceremonies and celebrations. 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 conjunction with the Three Principals and the Scribe E 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 Chapter; in particular, enabling newer Companions to take part in the Exaltation ceremony, the breaking up of the Sojourner's ritual and making all feel a part of the life of the Chapter
- 2.1.3 It is important to produce and use a detailed checklist for each meeting. For example, if a Supreme Grand Chapter certificate needs to be presented, who has it and will you as DC have to collect it from the Scribe E's table? Is there an appropriate light available for use by the Companion assigned a role in prompting? Does the Janitor have a copy of the summons and the Janitor's Card? If any point of protocol or etiquette is unclear, check with the Provincial Grand Scribe E (telephone: 01706 833170 email: secretariat@eastlancsmasons.org.uk).
- 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 Janitor. It is the DC's responsibility to see that the Chapter furniture and accessories are in place (see Appendix 2). The DC is responsible for supervising the work of the Janitor. At this time, the DC will have much on his mind, but nevertheless he should still be courteous and affable.
- 2.1.5 The Chapter operates as a team and it is important that the DC tries always to engender the right team spirit within it. The division of duty between the DC and ADC should be clearly defined to avoid confusion and worse, well meaning members or visitors contributing to a 'live' ceremony with what they perceive to be useful advice and prompts.
- 2.1.6 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; who bellow prompts and are punitive rather than supportive. Their apparent desire to let everyone see that they, and not the First Principal, are in charge is to be deprecated. This is just as important – and possibly even more so for newer members – during practices and rehearsals to ensure that the subsequent ceremonies are delivered from a starting point of enjoyment and a desire to be a part of the ritual life of the Chapter.

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 (preferably 30 minutes) before the scheduled start.
- 2.2.2 In the Royal Arch, we do not salute, but generally, if any court bow is to be given to (say) an honoured guest, this is usually done after the Minutes when the Chapter is open. Any distinguished Companion attending will be known in advance, giving the opportunity to rehearse the correct preamble in private. The DC should ensure that the Companions understand what will happen and when.
- 2.2.3 The Three Principals are the most important people in the Chapter. The DC directs the ceremony on behalf of them and at all times should set an example to the Companions regarding dress, manner and behaviour. He should discreetly advise the Companion of any infringement of etiquette. The person who should prompt during the ceremony is preferably the IPZ or ADC but if he is unable, then the DC will be responsible. Open ritual books should be discouraged within the Chapter.
- 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 Chapter Officers and arrange appropriate support from the ADC or others.
- 2.2.5 The wand of office (if used) gives the DC the right to move about the Chapter freely. The Provincial Team always carry their wands lightly between the finger and thumb of the right hand, holding them erect, with the left arm held at their side.
- 2.2.6 When conducting Companions about the Chapter (other than during a ceremony of Exaltation) the DC should hold out his left hand, palm uppermost, so that the Companion can place his right hand on top rather than the grip used by the Sojourner. Before a Companion is seated a polite court bow should be given. This is given by inclining the head only.
- 2.2.7 As general note to Companions, the only jewels worn are the RA jewel and possibly the Tercentenary Jewel. Jewels should not be pinned to the Collar or Sash but worn in the breast pocket.

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 Chapter. The ADC might be the chief prompter thus allowing the DC to focus on the ceremony.
- 2.3.2 During the usual Chapter 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 the MEZ/DC each collar as required. During an Exaltation, assisting the Sojourners, if necessary, with gathering and replacing the tools for example.
- 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 could 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 the more junior office holders and also to escort, to and from their seats, those members who are to deliver the Addresses or The Robes etc.
- 2.3.7 At the Social Board the ADC might 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 Chapter shows sound forward thinking.
- 2.3.8 Some Chapters may hold a 'Past IPZs meeting' at which all the offices are occupied, and ritual performed, by such. 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 Scribe E is essential to ensure that the DC knows the full names and rank, including civil honours of any Officer of SGC and/or the Senior Officers of Provincial Grand Chapter 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. This will always be in Grand Rank order.
- 3.2 Chapters should consider carefully the starting time for Installations. Some still retain an (early) afternoon tiling time simply because it has always been such. It is perhaps prudent to revisit this and take in to account the age we now live in, the working constraints placed on many newer/younger members and ensuring such an important event in the year of the Chapter is accessible to as many members as possible.
- 3.3 On the day of the ceremony the DC should arrive early and check that all equipment is in its correct place before the Chapter is opened. Any prepared notes should be carried unobtrusively, possibly inside the Chapter Summons.
- 3.4 At an Installation Meeting it is usual for a Grand Officer to be the Representative of the MEGS. However, if the MEGS or the Deputy Grand Superintendent are present, they are Rulers and patented chain bearers. They demand admission and must be offered the sceptre by the MEZ as soon as the Companion is seated. The sceptre must only be offered to a Ruler. If the DepGSupt attends, he does not attend as Representative of the MEGS, he attends in his own right and the expression 'Representative' should not be used. This same courtesy is also afforded to the 2nd PGP and 3rd PGP¹. The term 'Representative' refers to an Officer of SGC or other Officer appointed to act in this capacity.
- 3.5 A Representative will not be asked to attend if a Chain Bearer or the APGP is in attendance.
- 3.6 As previously referred to, salutations are not given in the Holy Royal Arch – in any circumstance. If a Chapter wishes to acknowledge the presence of a Companion, such as a Ruler or a Representative, the DC might stand in an appropriate position, for instance, before the Three Principals, court bow to them, turn to the recipient and court bow. Having asked the Companions to rise they would ***greet*** the recipient with a court bow. Following this, he should ask the Companions to be seated and having seen that they are, court bow again to the recipient to indicate that he may then reply. The DC should not resume his seat until the recipient has done so, as a courtesy.
- 3.7 The Senior Officer of Provincial Grand Chapter present may not be a member of the Chapter. It is important for the Scribe E and the DC to check carefully the names of all those attending such an important meeting as an Installation, to ensure that any acknowledgement is correctly given to the Senior Officer of the Provincial Grand Chapter of East Lancashire.
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- 3.8 The DepGSupt, 2ndPGP, 3rdPGP and Representative of the MEGS are entitled to sit at the right of the Three Principals in the Chapter and at the Social Board; other Companions sit in accordance to their rank. You should refer to Appendix 12 at the end of this document for the current guidance entitled ‘Seating and Processions’ as to what would happen at a Provincial event; the same precedence and logic would still apply.
- 3.9 On returning to the Chapter after closing the Conclave of Installed Third Principals, it is often better that the ADC leads the junior Companions and also takes the lead if the Companions are required to pass before the Three Principals or to give a Court bow to the pedestal.
- 3.10 When Addresses are being given, it is good practice for the DC to conduct the Companion giving the Address to the appropriate place and stand behind him to prompt, if required. This means the DC should know the Addresses but if not, a member who knows the address or has a copy and is prompting should be seated close at hand (the practice of the Companion prompting having to bellow from the other end of the room is to be avoided at all costs).
- 3.11 The conducting of the Investiture is a matter for how the Chapter manages it. In some Chapters, the DC might stand in front of the Three Principals and wait for the Companion to come to him when his name is called. Alternatively, the Companions to be appointed and invested may be lined up in the North to await their turn or collected by the ADC. Whatever is ‘custom and practice’ it should be rehearsed, well managed and avoid a lot of unnecessary perambulation and time wasting. There is no need for an Officer to be addressed on re-appointment.
- 3.12 When the Installation ceremony is completed the DC should turn to the Three Principals and say, “That completes the ceremony of your Installation”. Sometimes it is appropriate for the Representative accompanied by the GOs and Officers of Provincial Grand Chapter to retire after the Second Rising. When leaving the Chapter only the Senior GO or Officer of Provincial Grand Chapter (as appropriate) should give a Court bow to the pedestal. The other GOs or Officers of Provincial Grand Chapter should file out immediately after him without doing so.

4. SPECIAL OCCASIONS

4.1 MEGS and DepGSupt Visits

- 4.1.1 Certain special occasions in the life of a Chapter will be marked by the attendance of the MEGS or DepGSupt. On these occasions he will be accompanied by the ProvGDC, who will conduct the meeting and Social Board. It may also be that the Second and Third Provincial Grand Principals are in attendance and occupy the Chairs.
- 4.1.2 Liaison will take place via the Provincial Secretariat, but there should be two rehearsals, one a few days before the ceremony and further one (usually) one hour and fifteen minutes before the meeting. Each should take place in the Chapter room that will be used and will be attended by a ProvDepGDC. The DC should attend and ensure that *at the very least*, the Three Principals, Scribe N, Janitor are present and usually, the Sojourners if a collection is being taken.
- 4.1.3 The Provincial Secretariat will have been involved in the planning of the event and liaised with the Chapter Scribe E. This is particularly important in respect of past or current senior officers who may be attending as guests. This will inform who are required for processions and seating at both the meeting and the social board following it. Any special items at the meeting or Social Board (cheque or other presentation, raffles etc.) should be discussed with the Secretariat who will apprise the ProvGDC in advance and ensure the Extended Agenda used by the MEGS/DepGSupt is correct.

4.2 Teams

- 4.2.1 Out of completeness, the teams who would be expected to attend specific events with the MEGS are as follows:

Team A

ME Grand Superintendent – Official Visit

ME Grand Superintendent
 Second Provincial Grand Principal
 Third Provincial Grand Principal
 Assistant to the Provincial Grand Principals [patch]
 Assistant Provincial Grand Master [patch]
 Provincial Grand Scribe E
 Provincial Grand Scribe N
 Provincial Grand Director of Ceremonies
 Provincial Grand Sword Bearer
 Provincial Deputy Grand Director of Ceremonies
 Provincial Grand Standard Bearers
 Provincial Grand Organist

Team B

Bi-Centenaries – As Team A with the following additions

Deputy Grand Superintendent
Provincial Deputy Grand Director of Ceremonies

Team C

***Consecrations / Re-dedication of Chapter /Chapter Room – As Team A
with the following additions***

Deputy Grand Superintendent
Two Provincial Deputy Grand Director of Ceremonies
Provincial Grand Janitor

Team D

Personal 50ths / 60ths for Past Chain Bearers / Heads of Order

ME Grand Superintendent
Second Provincial Grand Principal
Third Provincial Grand Principal
Assistant to the Provincial Grand Principals [patch]
Assistant Provincial Grand Master [patch]
Provincial Grand Scribe E
Provincial Grand Scribe N
Provincial Grand Director of Ceremonies
Provincial Grand Sword Bearer
Provincial Deputy Grand Director of Ceremonies
Provincial Grand Standard Bearers
Provincial Grand Organist

Team F

Private Visit

ME Grand Superintendent
Provincial Grand Director of Ceremonies

- 4.2.2 Similarly, the teams who would be expected to attend specific events with the DepGSupt are as follows:

Team G

Deputy Grand Superintendent

Amalgamations

Deputy Grand Superintendent
Second Provincial Grand Principal
Third Provincial Grand Principal
Assistant to the Provincial Grand Principals [patch]
Assistant Provincial Grand Master [patch]
Provincial Grand Scribe E
Provincial Grand Scribe N
Provincial Grand Director of Ceremonies
Two Provincial Deputy Grand Director of Ceremonies
Provincial Grand Organist
Provincial Grand Janitor
RADO [patch] *Would be present but not an official part of the Deputation*
Amalgamations and Closures Co-ordinator

Team H

Joint Convocations

Deputy Grand Superintendent
Second Provincial Grand Principal

Third Provincial Grand Principal
 Assistant to the Provincial Grand Principals [patch]
 Assistant Provincial Grand Master [patch]
 Provincial Grand Director of Ceremonies
 Provincial Deputy Grand Director of Ceremonies

Team I

Private Visit – Installations

Deputy Grand Superintendent
 Provincial Grand Director of Ceremonies

Team J

Personal 60ths / Chapter Golden Jubilees / 150ths

Deputy Grand Superintendent
 Second Provincial Grand Principal
 Third Provincial Grand Principal
 Assistant to the Provincial Grand Principals [patch]
 Assistant Provincial Grand Master [patch]
 Provincial Grand Scribe E
 Provincial Grand Scribe N
 Provincial Grand Director of Ceremonies
 Provincial Deputy Grand Director of Ceremonies
 Provincial Grand Organist [if required]

4.2.3 And in respect of the APGP:

Team K

Assistant to the Provincial Grand Principals

Personal 50ths

Assistant to the Provincial Grand Principals [patch]
 District Chairman
 Provincial Deputy Grand Director of Ceremonies

- 4.2.4 NB: it is now common practice for the Acting Officers of the Year to support most events, if they are able. They will have been circulated details of all celebrations/events and given the opportunity to attend if they so wish. Furthermore, specific ritual demonstrations or other events may be organised to promote the Royal Arch or particular initiatives from time to time. For such ‘extra’ events, the teams will be chosen on a case-by-case basis following consultation with the MEGS/DepGSupt.

5. THE SOCIAL BOARD

5.1 Planning and Pacing

- 5.1.1 The Social Board, like the Chapter 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.
 Risqué or doubtful stories have no place at the Social Board.

- 5.1.2 The Social Board should always be conducted by the DC or his Assistant. 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.
- 5.1.3 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 Companions back to restart the formal proceedings.
- 5.1.4 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.
- 5.1.5 You are in charge and a quiet word with the catering staff beforehand telling them what you plan to do will enable them to organise their work and staff accordingly to fit in with you.
- 5.1.6 Chapter 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 MEGS does not, however, favour his Representatives, or other Senior Officers, retiring at Installations before the First Principal has responded to the toast the Three Principals (if at all).
- 5.1.7 Also, many of the younger members 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 Companion and guests rise from the table wanting more, than to have them thinking "thank goodness that's over!"
- 5.1.8 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 takings you are going to have. Wine takings should be kept to a minimum.
- 5.1.9 There is no disgrace in working from a list, in fact most of the ProvDepGDC's 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.
- 5.1.10 Have everyone seated at least three minutes before dinner is due to be served with your ADC standing behind the First Principal's chair for when you indicate to him that your entry procession is ready.
- 5.1.11 Keep the entry procession as short as possible and, if you can, limit it to the Three Principals and Guest of Honour. For example, an announcement would be

“Companions please rise to receive The Three Principals accompanying the Deputy Grand Superintendent.”

- 5.1.12 If there is a raffle, a good time to draw the raffle prize is following the response to the toast to the Three Principals. The number of raffle prizes should be kept within reasonable bounds.

5.2 Seating

- 5.2.1 The DC, normally in liaison with the Scribe E, is responsible for the seating plan in the Social Board and should see that suitable arrangements have been made for the principal guests.
- 5.2.2 If formal seating is used (i.e. top table) Distinguished Guests/GOs are seated in order of seniority (see Appendix 12).
- 5.2.3 At an Installation, the Representative of the MEGS sits on the right of the Second Principal. On his right are seated the GOs in order of seniority.

5.3 Toasts

- 5.3.1 The ProvGDC/Chapter DC should announce “Companions (wait for silence). Pray silence for ...”.
- 5.3.2 The announcement of the Loyal toast is then “Companions, we will sing the first verse of the National Anthem after which we will honour the toast.”
- 5.4 Depending upon who is in attendance, the correct form of address given by the 1st Principal when proposing a toast is: “Most Excellent Grand Superintendent and Companions, I give you the toast to ...” and similarly if the DepGSupt, 2nd PGP or 3rd PGP are present. Provided he mentions the senior person listening to that toast, there is no need for him to continue to mention Officers of SGC and Officers of Provincial Grand Chapter etc. When the Chapter 2nd and 3rd Principal are proposing their toasts, the above is preceded by “Excellent Companion 1st Principal ...” etc.
- 5.4.1 Following on from toast 1 and 2, the rule to remember is that we do not then include in the form of address, a named recipient of a toast if they are present. (see 5.4.2)
- 5.4.2 The DC should stand behind the First Principal for all announcements. The ADC should stand behind Companions proposing their toasts and remind them that they should make mention of any recipient present after their preamble and *before* formally proposing the toast.
- 5.4.3 Some private Chapters will utilise one gavel on the top table to call the Companions to order. When a Provincial DC or one of his Deputies is present, gavels are **not** used.
- 5.4.4 If your Chapter has a toast to Absent Companions, 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

Chapter 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 Companion as an extra wine taking at the appropriate time, as follows: "Let us remember Absent Companions."

- 5.4.5 On most occasions the guest of honour will be an Officer of SGC and he will respond to toast Number 3 and at an Installation 3, 4 and 5.

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 6.
- 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 being mindful that at the very least, the Three Principals and the principal guest have finished their course.
- 5.4.4 After the Three Principals have taken wine with the principal guest, he must always be invited to take wine with all the Companions present and this will be the last of the Wine Taking.
- 5.4.5 You should make every effort to prevent well-meaning Companions calling the Companions to order and proposing additional toasts or wine taking. An example of when this happens is in relation to the DC himself. If such is required, this needs to be planned for AND factored in. Members of the Chapter or guests taking such into their own hands – particularly when a Provincial Deputation is present – must not happen.

APPENDICES

APPENDIX 1

FAQ

Q. When does the Rep enter the Chapter 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 Chapter officer. Do I wear both collars?

A. The MEGS prefers that only one collar is worn. The apron denotes Provincial/Grand Rank and the Provincial collar is not required. At a Chapter meeting, the Chapter 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 Chapter. 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 Chapter, e.g. Treasurer

Q. We always Toast “Absent Companions” 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 Companions’ can be treated as a ‘wine taking’ at 9 p.m.: “we shall remember Absent Companions”.

APPENDIX 2

INSTALLATION CEREMONY – SPECIMEN CHECKLIST

The below is an example of how a DC may prepare for and manage a full Installation based on the Approved Ritual for East Lancashire.

1. The Chapter is opened
2. The Minutes are approved
3. Provincial Officers enter the Chapter
4. Representatives and Grand Officers enter the Chapter
5. Announce Installation item on summons
6. Installing Officers take up positions
7. Principals Elect placed in the East and presented
8. Installing Z delivers the Preliminaries
9. Principals Elect are Obligated
10. All below Third Principal to retire
11. Third Principal elect entrusted and retires
12. Conclave of Installed Third Principals constituted
13. All below Second Principal to retire
14. Second Principal elect entrusted and retires
15. Conclave of Installed Second Principals constituted
16. First Principal elect is proved
17. Conclave of Installed First Principals constituted
18. First Principal Elect is obligated
19. First Principal Installed
20. Conclave of Installed First Principals is closed
21. Conclave of Second Principals is resumed
22. Second Principals and Second Principal Elect admitted
23. Second Principal Elect is obligated
24. Second Principal Installed
25. Conclave of Installed Second Principals closed
26. Conclave of Installed Third Principals is resumed
27. Third Principals and Third Principal Elect admitted
28. Inner workings conducted and Third Principal Elect is then obligated
29. Third Principal Installed
30. Proclamation
31. Conclave of Installed Third Principals closed
32. Companions readmitted
33. Explanation of the Robes
34. Presentation of Warrant, RA Regulations, Chapter By-laws
35. Investiture of Officers (and Addresses to same if observed)
36. Address to the Three Principals
37. Address to the Officers
38. Address to the Companions
39. Conclusion of Installation and business continued as per the summons
40. Risings (*Grand and Provincial Officers retire as appropriate and if observed*)
41. Chapter is closed and the Valedictory Address delivered

APPENDIX 3

PROCESSIONS

On Installation nights, it is customary in many Chapters to form a procession to receive the Representative of the MEGS. In these days where 'Companions' are outnumbered 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.

Chain Bearers/APGP should be separated from other GOs.

The Rep **seeks** admission, accompanied by other officers of SGC. Only the MEGS or the DepGSupt may 'demand' admission.

The GOs process in with the Rep at the back.

The GOs should line up and face inwards and then the Rep acknowledges the pedestal before walking 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!

You should always be alive to Companions including themselves in a procession because of a well-meaning perception of custom and practice. A DC should always review the entry procession before the Companions are called to order, to ensure it is correct and as planned for.

APPENDIX 4

SEATING IN THE CHAPTER

The MEGS has the right to sit immediately on the right of the Second Principal. However, as a Representative would not be present if Chain Bearers were in attendance, then the Second and Third Provincial Grand Principal would sit on the right of the MEGS followed by the DepGSupt. To aid understanding, the MEGS and the Second and Third Provincial Grand Principal might be considered ‘a unit’ for *ceremonial* purposes even though the DepGSupt is senior to them both; this explains their place in processions and seating. But as a rule, the DepGSupt would not be in attendance if the MEGS is, thus avoiding any confusion with precedence.

If this logic is then followed – and the MEGS is not present – the DepGSupt would then be seated to the immediate right of the Chapter Second Principal as the senior Officer present.

Other Companions are then seated in Grand Rank Order and this is detailed, again, in Appendix 12.

The Chapter DC should acquaint himself with the list of all senior Companions (Grand Rank and above) intending to attend the Chapter and plan out the seating well in advance. Named reserve seat cards are very useful to ensure the Companion sit exactly where the DC has planned – or that there is a seat available when the procession enters!

The rule of thumb to consider is that precedence is set by the Supreme Grand Chapter Regulations and therefore, seniority of Grand Rank and if a Companion is processed in, they should be part of the retiral.

If a Grand Delegation from SGC is in attendance for a celebration, they will dictate the processional arrangements and importantly, who is included.

APPENDIX 5

SEATING IN THE SOCIAL BOARD

See Appendix 12 for a specimen layout.

If there is a Provincial Deputation the Chapter DC and Scribe E should liaise with the ProvSE 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 Three Principals, but other members of the deputation might then each be seated on different tables.

The Provincial Secretariat will provide guidance on the seating on the ‘top’ table and the placing of any distinguished guests. The Secretariat **must** be liaised with.

If a Grand Delegation from SGC is in attendance for a celebration, they will dictate the seating arrangements for the top table.

The procession into the Social Board should be restricted to the Three Principals accompanying the senior Ruler and/or the Representative.

APPENDIX 6

TAKING WINE

General

The Three Principals with Officers of SGC

The Three Principals with Officers of the Chapter

The Three Principals with the Candidate (or Principals Elect on Election Night)

The Three Principals with visiting Companions

APGP Present

The Three Principals with APGA

then The Three Principals accompanying APGA with all present

Installation

The Three Principals with the Representative of the MEGS

then other wine taking to follow

APPENDIX 7

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. It must be noted that there are two lists published, for Installations and for other occasions.

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 Three Principals may be proposed formally without response)

The Toasts which may given at Social Board when non-members are present are:

The Queen
The Most Excellent First Grand Principal
The Most Excellent Grand Superintendent
The Three Principals
The Guests

Please refer back to the guidance at 5.3 concerning how toasts should be addressed.

APPENDIX 8**GLOSSARY**

MEGS	Most Excellent Grand Superintendent
DepGSupt	Deputy Grand Superintendent
2 nd PGP	Second Provincial Grand Principal
3 rd PGP	Third Provincial Grand Principal
APGP	Assistant to the Provincial Grand Principals
Rep	The Representative of the MEGS
SGC	Supreme Grand Chapter
GO	Grand Officer (not Grand Chapter Officer)
ProvGDC	Provincial Grand Director of Ceremonies
DC	Director of Ceremonies
ADC	Assistant Director of Ceremonies

APPENDIX 9

Personal 50th Extended Agenda – Principal Officer is the APGP

Model Chapter

[Date]

Tyle 6.00 p.m. – EComp Celebrant PProvGSwdB 50th Celebration

- a. Deputation to enter after the minutes.
- b. **Entry Procession** (to include Acting Officers of the year)

Chapter DC

DepDC

Other Officers in Grand Rank Order
Other Officers in Grand Rank Order
Other Officers in Grand Rank Order

Dist Ch

APGM

APGP (patch)

- a. APGP enters and is seated
- c. Deputation seated
- d. APGP welcomed
- e. APGP to introduce District delegation
- f. APGP to announce the next item: “To celebrate.....”
- g. APGP to request ProvDepGDC to place EComp Celebrant on a chair in the body of the Chapter; Chapter DC brings chair
- h. APGP to request the Scribe E reads a precis/extract of the Chapter minutes from the celebrants Exaltation
- i. Tribute is then delivered to the celebrant by a member of the Chapter or a guest whom he has selected
- j. APGP requests District Chairman (this may also be the APGM if present) to read the letter from the MEGS
- k. APGP reads and then presents certificate and letter to EComp Celebrant
- l. APGP requests ProvDepGDC to perambulate EComp Celebrant to acclaim and return him to a reserved seat in the Chapter.

- m. Chapter DC removes chair.
- n. RADO presents 50-year lapel pin
- o. **Possible Extra Item:** ProvDepGDC to announce that he believes the First Principal has a presentation to make (cheque?)
- p. APGP announces the collection – ProvDepGDC to requests that Companions stand and directs the Sojourners.
- q. ProvDepGDC asks if APGP wishes to retire accompanied by the deputation and EComp Celebrant.
- r. APGP retires with Deputation under the direction of the ProvDepGDC
- s. Three Principals close the Chapter

APPENDIX 10

PERSONAL 50TH - DC's CHECKLIST

Prior to Opening

Take Toast List
Spare chair for centre of Chapter
Leave enough seats for GOs
Speak to 2nd and 3rd Principal about their toasts
Check dining room
Is a lectern required?
Is one collection plate sufficient based on numbers attending?

Social Board

Check with the Third Principal for Grace

[Announce raffle]

Wine Taking

- Three Principals with APGP
- Three Principals acc APGP: GO(1) and rest of GOs
- Three Principals accompanying the APGP with members of the District Delegation
- Three Principals acc APGP: Celebrant
- Three Principals acc APGP: The rest

Third Principal to return thanks

Toasts

- APGP responds to 3, 4 & 5 (if a GO)
- Formal toast to Three Principals and response
- [Absent Companions / 9 O'clock toast]
- Draw raffle
- Toast to Celebrant by nominated and pre-warned individual – max 15 minutes
- Response by Celebrant
- Janitor's toast

APPENDIX 11

TIMESAVERS

Installation

1. Line up all officers together in N and have each one walk to the First Principal or be escorted by the ADC and announced by the DC.
2. Omit perambulations.
3. Do not process in Provincial Grand Officers.

Ceremonies

Omit perambulations

Social Board

1. Do not have a break before the Toasts
2. Keep wine taking to a minimum and do all together
3. Run all Toasts one after another without pauses
4. Have J ready at appropriate time for Grace
5. Ensure pianist is ready and in position for the Loyal Toast
6. Brief staff at the hall of your expectations as to timings and protocols in advance of the meeting and not on the night

APPENDIX 12 – Seating and Processions

The principle to be appreciated with the examples provided is that they present a scenario when *all* possible rulers and past rulers are present. As previously stated, if the MEGS is in attendance, it is highly unlikely that the DepGSupt would also be present; clearly, exceptions will arise from time to time. When certain Companions are not present, the order of precedence simply means that attendees are ‘moved up’ from their position. The ProvGDC or his Deputy would manage this process and in addition, would decide which and how many Grand Officers are part of the Deputation.

Processional – Provincial Deputation

	Other Officers in Grand Rank Order Other Officers in Grand Rank Order Other Officers in Grand Rank Order Other Officers in Grand Rank Order Other Officers in Grand Rank Order Other Officers in Grand Rank Order Other Officers in Grand Rank Order Other Officers in Grand Rank Order	
PMEGSupt APGP5 APGP3 APGP 1 patch 3rdPGP		DepPGM* APGP4 APGP2 DepGSupt 2ndPGP
	Sword MEGSupt Standard Bearers	

**If present, otherwise, the APGM. If the Deputy is in attendance, the patch APGM may only still be included by virtue of being a GO. If not, then the APGM would not be in the procession.*

Seating Plan - Chapter

										Grand Rank Order	Grand Rank Order	Grand Rank Order	Grand Rank Order
APGP5	APGP4	APGP3	APGP2										
APGP1 (patch)	Deputy Grand Supt	3rdPGP	2ndPGP	MEGS	H	Z	J	IPZ	PMEGS	DepPGM	APGM (patch)		Grand Rank Order

Seating Plan - Dining

					RADO		
etc	7	5	3	1	1	APGP	
				B	2	APGP	
etc	8	6	4	2	3	APGP	
					4	APGP	
					5	APGP (patch)	
					6	DepGSupt	
					7	2ndPGP	
					8	H	
GO8	GO6	GO4	GO2	APGM (patch)			
etc	7	5	3	1	9	MEGSupt	
				C	10	MEZ	
etc	8	6	4	2	11	J	
GO9	GO7	GO5	GO3	GO1			
					12	3rdPGP	
					13	PMEGS	
					14	DepPGM	
					15	IPZ	
					16	ProvGScE	
		ProvAGStB	ProvGStB	ProvGSwdB			
etc	7	5	3	1	17	Chapter ScE	
				D	18	ProvGDC	
etc	8	6	4	2	19	Chapter DC	
	Janitor	Organist	ProvGScN	ProvDepGDC			

** If the DepPGM is not present then the APGM (Patch) would occupy the senior Craft position on the top table.*

ⁱ There has been previously been confusion concerning the status of the Second and Third Provincial Grand Principal in that they do not hold a Patent of Office. This matter was clarified with the Deputy Grand Scribe Ezra in October 2019. He advised that they are afforded the same courtesy as the MEGS and DepGSupt in that they demand admission to a Chapter and must be offered the Sceptre. A Patent of Office has no bearing on their status in this respect.