

PROVINCE OF EAST LANCASHIRE



BI-CENTENARY CELEBRATION

**PROVINCIAL GRAND LODGE OF EAST LANCASHIRE
PROCEDURE FOR THE CELEBRATION OF A BI-CENTENARY MEETING**

1. Approximately three years before the Bi-Centenary matures the Grand Secretary should be asked to confirm that the records provide satisfactory proof of 200 years of continuous working. If requested by the Lodge, the Provincial Grand Secretary will assist in this matter [see Rule 252 Book of Constitutions].
2. If the records are in order, the Grand Secretary will propose that a Bi-Centenary Warrant Application Form is applied for about one year before the due date.
3. Once received the form should be completed and returned to Grand Lodge via the Provincial Grand Secretary. When requested the Lodge will need to send the appropriate fee to Grand Lodge via the Provincial Grand Secretary.

The Bi-Centenary Warrant is an illuminated document on parchment. The fee for the Bi-Centenary Warrant shall be such as is determined by the Board of General Purposes in March each year.

The Bi-Centenary Bar to be affixed to Centenary Jewels should be obtained from a Masonic Supplier, who will advise Brethren accordingly.

4. The date for the meeting depends on the engagements of those involved from Grand Lodge. The Grand Secretary works closely with Provincial Grand Lodge in making arrangements and does all in his power to accommodate the Lodge concerned. It is acknowledged that arrangements have to be made well in advance of the celebration but under no circumstances should a Lodge presume to book rooms etc until a firm date is agreed upon.
5. Approximately 6 months before the date of the Ceremony, the Provincial Grand Secretary will arrange to meet the Lodge Secretary and Director of Ceremonies to discuss all aspects of the meeting.
6. The Business at the Bi-Centenary meeting will include:-
 - [a] a brief introduction to the first 200 years of the Lodge,
 - [b] The Grand Secretary reads the Bi-Centenary Warrant and
 - [c] an Oration by the Grand Chaplain.
7. Two copies of any History of the Lodge and other useful information related to the Lodge should be sent as early as possible, and in any event no later than 3 months before the event to the Provincial Grand Secretary. Copies will be forwarded to the Grand Secretary, Grand Chaplain and the RW Provincial Grand Master. These can be draft copies and do not need to be “bound” copies.
8. It is customary to present a copy of the Lodge History to the Principal Guests from Grand Lodge and the RW Provincial Grand Master. Other copies should be circulated to members and visitors at the Social Board after the meeting *[if the Lodge wish to]*.

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

[Please let the Provincial Grand Secretary have a copy of the text and the name of the Brother who will be delivering the précis at least 4 weeks prior to the meeting].

10. The Lodge might wish to make a donation to the ELMC and /or another Charity, to mark the event. [It is customary for the cheque to be presented to the RW Provincial Grand Master during the Lodge Meeting].
11. The Agenda should be printed on the Summons in conformity with the template given in **Appendix A** and approval obtained from the Grand Secretary, via the Provincial Grand Secretary. See **Appendix B** for the correct abbreviation of Grand / Provincial Ranks.
12. It is important that a draft copy of the Summons and any Toast List be submitted to the Grand Secretary via the Provincial Grand Secretary for approval, before printing commences.
13. The Summons, after approval by the Grand Secretary, via the Provincial Grand Secretary, should be printed and dispatched at least four weeks before the meeting to the Provincial Deputation, which will comprise:-

The Pro Grand Master
The Deputy Grand Master or
The Assistant Grand Master

The Grand Secretary his Deputy or Assistant
The Grand Director of Ceremonies or his Deputy [3 in total]

And to the Provincial Deputation will comprise:-

The RW Provincial Grand Master
The Deputy Provincial Grand Master
The Assistant Provincial Grand Master
The Assistant to the Provincial Grand Principals
The District Chairman
The Provincial Senior Grand Warden
The Provincial Junior Grand Warden
The Provincial Grand Chaplain
The Provincial Grand Secretary
The Provincial Grand Director of Ceremonies
The Provincial Grand Sword Bearer
The Provincial Deputy Grand Director of Ceremonies
The Provincial Grand Organist
The Provincial Grand Standard Bearers

The Lodge will be required to pay for the meals of the members of the Deputation, with the exception of the Provincial Senior and Junior Wardens, Provincial Grand Sword Bearer and the Provincial Grand Standard Bearers, who will pay for their own meal. Please advise these Brethren of the dining cost and they will make their own arrangements for payment to be sent direct to you.

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

14. The Provincial Grand Secretary will arrange the Deputation and provide names and email addresses of the members of the Deputation to the Lodge Secretary in order that a Summons and invitation can be sent.
15. Brief personal details on the WM, SW, JW, IPM, Secretary, DC should be sent to the Provincial Grand Secretary at least 6 weeks before the meeting. [Proforma **Appendix D** enclosed].
16. The Provincial Grand Secretary will provide any seating cards required for the Lodge Room. The Lodge is responsible for providing place cards for the Social Board.
17. The Provincial Grand Director of Ceremonies will conduct a rehearsal for the Provincial Deputation and Lodge Officers [WM, Senior & Junior Wardens, Senior & Junior Deacons, Inner Guard.] approximately 3 hours prior to the Tying time. In addition, the Grand Director of Ceremonies will conduct a further rehearsal approximately 1½ hours prior to Tying.

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

18. **Processions**
On the day the processions will include the Grand Delegation and Provincial Deputation, together with any Past Provincial Grand Masters, Past Deputy Provincial Grand Masters, current or Past Assistant Provincial Grand Masters who are present. *[These will not be invited via the Secretariat, but as direct invitees from the members of the Lodge].* Salutations will be given to the PGM, who will then respond followed by Salutations to the Grand Principal Officer.
19. If the Lodge intends photographs to be taken, please advise the Provincial Grand Secretary. In order to ensure the smooth running of any formal photographs, the Grand Director of Ceremonies will conduct the proceedings. Photographs are usually restricted to three in number, namely:-
 - The Grand Delegation, the Provincial Deputation and Lodge Members.
 - The Grand Delegation, the Provincial Grand Master and Members of the Lodge.

- The Grand Principal Officer, the RW Provincial Grand Master and the Worshipful Master.

Please note :-

- Visitors to the Lodge are not included and
- Informal photographs are permitted during the Social Board.

[It is the Lodge's responsibility to obtain the services of a photographer].

20. The Grand Secretary, via the Provincial Grand Secretary **must approve** the seating positions on the Top Table. A list of Grand Officers who will be attending should be sent to the Provincial Grand Secretary, at least two weeks before the event. Please liaise with the Secretariat regarding these arrangements.
21. The Grand Director of Ceremonies will conduct the proceedings at the Social Board.
22. A copy of the Toasts List is attached at **Appendix C**.

A toast to the visitors [and a response] is not given.

At the Banquet, the speeches should be confined to the occasion and will, consequently be few in number.

23. The Provincial Grand Secretary will send to the Grand Librarian and Provincial Librarian the following:-
 - A copy of the Bi-Centenary Summons
 - A copy of the Menu Card / Toast Card
 - A copy of the Lodge History
 - A copy of the precise of the Lodge History
 - A copy of the Oration
 - and, if provided a Bi-Centenary Jewel.

Please ensure that the Provincial Grand Secretary receives 2 copies of each of the above as soon as possible after the Meeting.

If you are in any doubt, or have any questions relating to the above, please do not hesitate to get in touch with the Provincial Secretariat by either:

email: secretariat@eastlancsmasons.org.uk or

Telephone: 01706 833170.

BI-CENTENARY MEETING

DRAFT SUMMONS

- 1. To Open the Lodge
- 2. To read the Dispensation. *[To be included, if appropriate].*
- 3. To read and, if approved, confirm the Minutes of the last Regular Meeting. *[To be included if a Dispensation is not required].*
- 4. To receive the Provincial Grand Master, RWBro, accompanied by a Provincial Deputation.
- 5. To receive the accompanied by a Grand Delegation.
- 6. To attend to a short History of the Lodge.
- 7. To receive the Bi-Centenary Warrant.
- 8. To attend to an Oration by WBro The Rev'd
- 9. WBro will present to the RW Provincial Grand Master a donation to[ELMC].
- 10. To present copies of the History of the Lodge to the Distinguished Guests.
- 11. *[To collect Alms]*
- 12. To close the Lodge

Appendix B

PROTOCOL FOR THE ABBREVIATIONS FOR LODGE RANKS

Abbreviations should not contain spaces or full stops

Worshipful Master	WM
Senior Warden	SW
Junior Warden	JW
Chaplain	Chap
Secretary	Sec
Treasurer	Treas
Director of Ceremonies	DC
Almoner	Alm
Charity Steward	ChStwd
Senior Deacon	SD
Junior Deacon	JD
Assistant Director of Ceremonies	ADC
Steward	Stwd
Inner Guard	IG
Organist	Org
Tyler	Tyler

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.]

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

PROTOCOL FOR THE ABBREVIATIONS OF PROVINCIAL RANKS

Abbreviations should not contain spaces or full stops

Provincial Grand Master	ProvGM
Deputy Provincial Grand Master	DepProvGM
Assistant Provincial Grand Master	AProvGM
Provincial Senior Grand Warden	ProvSGW
Provincial Junior Grand Warden	ProvJGW
Provincial Grand Chaplain	ProvGChap
Provincial Grand Registrar	ProvGReg
Provincial Grand Treasurer	ProvGTreas
Provincial Grand Secretary	ProvGSec
Provincial Grand Director of Ceremonies	ProvGDC
Provincial Grand Sword Bearer	ProvGSwdB
Provincial Grand Superintendent of Works	ProvGSuptWks
Provincial Deputy Grand Chaplain	ProvDepGChap
Provincial Deputy Grand Registrar	ProvDepGReg
Provincial Deputy Grand Secretary	ProvDepGSec
Provincial Deputy Grand Director of Ceremonies	ProvDepGDC
Provincial Deputy Grand Sword Bearer	ProvDepGSwdB
Provincial Deputy Grand Superintendent of Works	ProvDepGSuptWks
Provincial Grand Almoner	ProvGAlm
Provincial Grand Charity Steward	ProvGChStwd
Provincial Senior Grand Deacon	ProvSGD
Provincial Junior Grand Deacon	ProvJGD
Provincial Assistant Grand Chaplain	ProvAGChap
Provincial Assistant Grand Registrar	ProvAGReg
Provincial Assistant Grand Secretary	ProvAGSec
Provincial Assistant Grand Director of Ceremonies	ProvAGDC
Provincial Assistant Grand Sword Bearer	ProvAGSwdB
Provincial Assistant Grand Superintendent of Works	ProvAGSuptWks
Provincial Grand Organist	ProvGOrg
Provincial Grand Standard Bearer	ProvGStB
Provincial Assistant Grand Standard Bearer	ProvAGStB
Provincial Deputy Grand Organist	ProvDepGOrg
Provincial Grand Pursuivant	ProvGPurs
Provincial Grand Steward	ProvGStwd
Provincial Grand Tyler	ProvGTyler

PROTOCOL FOR THE ABBREVIATIONS OF PAST PROVINCIAL RANKS

Abbreviations should not contain spaces or full stops

Past Provincial Grand Master	PProvGM
Past Deputy Provincial Grand Master	PDepProvGM
Past Assistant Provincial Grand Master	PAProvGM
Past Provincial Senior Grand Warden	PProvSGW
Past Provincial Junior Grand Warden	PProvJGW
Past Provincial Grand Chaplain	PProvGChap
Past Provincial Grand Registrar	PProvGReg
Past Provincial Grand Treasurer	PProvGTreas
Past Provincial Grand Secretary	PProvGSec
Past Provincial Grand Director of Ceremonies	PProvGDC
Past Provincial Grand Sword Bearer	PProvGSwdB
Past Provincial Grand Superintendent of Works	PProvGSuptWks
Past Provincial Deputy Grand Chaplain	PProvDepGChap
Past Provincial Deputy Grand Registrar	PProvDepGReg
Past Provincial Deputy Grand Secretary	PProvDepGSec
Past Provincial Deputy Grand Director of Ceremonies	PProvDepGDC
Past Provincial Deputy Grand Sword Bearer	PProvDepGSwdB
Past Provincial Deputy Grand Superintendent of Works	PProvDepGSuptWks
Past Provincial Grand Almoner	PProvGAlm
Past Provincial Grand Charity Steward	PProvGChStwd
Past Provincial Senior Grand Deacon	PProvSGD
Past Provincial Junior Grand Deacon	PProvJGD
Past Provincial Assistant Grand Chaplain	PProvAGChap
Past Provincial Assistant Grand Registrar	PProvAGReg
Past Provincial Assistant Grand Secretary	PProvAGSec
Past Provincial Assistant Grand Director of Ceremonies	PProvAGDC
Past Provincial Assistant Grand Sword Bearer	PProvAGSwdB
Past Provincial Assistant Grand Superintendent of Works	PProvAGSuptWks
Past Provincial Grand Organist	PProvGOrg
Past Provincial Grand Standard Bearer	PProvGStB
Past Provincial Assistant Grand Standard Bearer	PProvAGStB
Past Provincial Deputy Grand Organist	PProvDepGOrg
Past Provincial Grand Pursuivant	PProvGPurs
Past Provincial Grand Steward	PProvGStwd
Past Provincial Grand Tyler	PProvGTyler

CRAFT GRAND RANKS

Abbreviations should not contain spaces or full stops

Senior Grand Warden	SGW
Junior Grand Warden	JGW
President to the Grand Charity	PresGChar
President of the New Masonic Samaritan Fund	PresNMSF
Grand Secretary	GSec
Grand Director of Ceremonies	GDC
Grand Sword Bearer	GSwdB
Grand Superintendent of Works	GSuptWks
Deputy Grand Director of Ceremonies	DepGDC
Deputy Grand Sword Bearer	DepGSwdB
Senior Grand Deacon	SGD
Junior Grand Deacon	JGD
Assistant Grand Director of Ceremonies	AGDC
Assistant Grand Sword Bearer	AGSwdB
Assistant Grand Superintendent of Works	AGSuptWks
Grand Standard Bearer	GStB
Assistant Grand Standard Bearer	AGStB
Deputy Grand Organist	DepGOrg
Grand Steward	GStwd

[Past Ranks should be prefixed by a “P” eg PSGD = Past Senior Grand Deacon].

TOASTS

- 1. **The Queen and the Craft**
Proposed by the Worshipful Master
- 2. **The Most Worshipful The Grand Master**
His Royal Highness The Duke of Kent, *KG, GCMG, GCVO, ADC*
Proposed by the Worshipful Master
- 3. **The Most Worshipful Pro Grand Master**
.....
The Right Worshipful Deputy Grand Master
.....
The Right Worshipful Assistant Grand Master
.....

and the rest of the Grand Officers, present and past.
Proposed by the Worshipful Master
Response by the
- 4. **The RW Provincial Grand Master,**
Proposed by the Senior Warden
Response by the RW Provincial Grand Master,
- 5. **The Lodge No**
Proposed by the Assistant Provincial Grand Master
Response by the Worshipful Master
- 6. **The Tyler’s Toast**
Proposed by

CURRICULUM VITAE

Full Name:

Usual first name:

Employment/Profession:

Position in Lodge:

Family:

Service in Armed Forces:

Hobbies: