

PROVINCE OF EAST LANCASHIRE



CENTENARY CELEBRATION

PROCEDURE FOR THE CELEBRATION OF A CENTENARY

1. Approximately two years before the Centenary matures the Grand Secretary will contact the Secretariat advising that the Lodge is approaching its Centenary *[provided that the Lodge can establish one hundred years of uninterrupted working]* and requests that the Lodge confirm, via the Secretariat, the following:-
 - That it is the Lodge's intention to hold a Celebration Meeting
 - That they have full documentation of the Lodge's continual workings, via the Lodge Minutes and
 - If possible, the suggested date for a Celebration meeting.
2. The Grand Secretary should be asked to confirm that the records provide satisfactory proof of 100 years of continuous working.
3. Approximately, one year before the due date, providing that the records are in order, the Grand Secretary will send to the Lodge, via the Secretariat, a Centenary Warrant Application Form.
4. Once received the form should be completed by the Lodge and returned to Grand Lodge via the Provincial Grand Secretary.
5. When requested the Lodge need to send an appropriate fee to Grand Lodge via the Provincial Grand Secretary.

The Centenary Warrant (which is issued by Grand Lodge) is an illuminated document on parchment [the fee for which and the application procedure, is advised by the Provincial Grand Secretary at the appropriate time, and is paid by the Lodge . [The Current fee can be found on the Secretariat website]. The document records that the Lodge has completed 100 years of uninterrupted existence from a certain date, and authorises the subscribing members, being Master Masons of the Lodge, to wear a Centenary Jewel.

If required a Centenary Jewel should be obtained direct from a Masonic Supplier. This is illustrated in colour on the Centenary Warrant and, in outline form, on Plate 59 of the Book of Constitution. Authority for the members of the Lodge to display their Centenary Jewel will be given by the RW Provincial Grand Master at the appropriate stage in the Ceremony.

Please advise the Provincial Grand Secretary if Centenary Jewels are to be worn.

6. The Lodge will be invited to suggest a date for the celebration meeting to the Provincial Grand Secretary who will ascertain if it is convenient for the RW Provincial Grand Master.
7. Approximately 6 months before the Ceremony, the Provincial Grand Secretary will arrange to meet the Lodge Secretary and Director of Ceremonies, to discuss all aspects of the meeting. It would be helpful if a draft copy of the Summons *[See Appendix A]*, Toast List *[See Appendix C]*, Menu Card etc was available at that meeting.

8. A draft copy of the History of the Lodge [to be circulated at the Social Board] and any other useful information concerning the Lodge should be sent as early as possible and in any event no later than three months before the event, to the Provincial Grand Secretary. Once agreed copies of the History will be provided for the RW Provincial Grand Master and the Provincial Grand Chaplain. These **do not** need to be “bound” copies.

It is customary to present a copy of the Lodge History to the RW Provincial Grand Master. Other copies can be circulated to members and visitors at the Social Board after the Meeting, **if this is the wish of the Lodge.**

9. There should 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, 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 must be printed on the Summons in conformity with the template given in **Appendix A** and approval obtained from 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 emailed to the Provincial Grand Secretary for approval.
13. The Summons, after approval by the Provincial Grand Secretary, should be emailed to the Provincial Deputation which will comprise:-

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

14. The Provincial Secretariat 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.

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 in attendance and invited to join the Procession, they will not be part of the Deputation.

15. The Provincial Secretariat will provide any seating cards required for the Lodge Room. The Lodge is responsible for providing place cards for the Social Board.
16. One hour and fifteen minutes before the Lodge is due to open, the Provincial Grand Director of Ceremonies will hold a rehearsal for the following Officers:

The Provincial Deputation
Lodge Officers [WM, SW, JW, SD, JD, IG]

[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].

17. Processions: On the day the procession will include the 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.
18. 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 Provincial Grand Director of Ceremonies will conduct the proceedings. Photographs are usually restricted to three in number, namely;-
- The RW Provincial Grand Master, Lodge Members and the Provincial Deputation.
 - The RW Provincial Grand Master and the Lodge Members
 - The RW Provincial Grand Master and the Worshipful Master with the Centenary Warrant.

Please note :-

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

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

19. 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.

Early Guidance can be obtained from the Provincial Secretariat.

20. The Provincial Grand Director of Ceremonies will conduct the proceedings at the Social Board.
21. 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 fewer in number.

22. The Provincial Grand Secretary will send to the Grand Librarian and Provincial Librarian the following:-

- A copy of the 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 *[via the Provincial Grand Chaplain]*
- and, if provided a 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.

A G E N D A

1. To open the Lodge.
To read the Dispensation [if any].
2. To approve the minutes, of the last meeting, held on..... as printed and circulated.
3. WBro will propose that in commemoration of the Celebration the sum of £ be donated to the East Lancashire Masonic Charity [ELMC].
[NB If requested by the Lodge and not already proposed at an earlier meeting].

[Any other items of Lodge business].
4. To receive the Provincial Grand Master, RWBro, accompanied by a Provincial Deputation.
5. To attend to a short History of the Lodge by WBro
6. To receive the Centenary Warrant.
7. The Provincial Grand Secretary, WBro, will read the Centenary Warrant.
8. To attend to an Oration by the Provincial Grand Chaplain, WBro the Rev'd.....
9. The RW Provincial Grand Master will present the Centenary Warrant and Address the Lodge.
[The members of the Lodge will be invited to wear their Centenary Jewel, if appropriate].
10. WBro will present to the RW Provincial Grand Master a donation to[ELMC].
11. To make a collection.
12. The RW Provincial Grand Master and Provincial Deputation will retire.
13. 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, Duke of Lancaster
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

4. The RW Provincial Grand Master,
Proposed by the Senior Warden

5. The Deputy Provincial Grand Master,
VWBro

- The Assistant Provincial Grand Masters
[See current Toast List]

and the rest of the Provincial Grand Lodge Officers Present and Past.
Proposed by the Junior Warden, Bro
Response by the RW Provincial Grand Master

6. The [Lodge Name & No] and the Worshipful Master
Proposed by the AProvGM
Response by the Worshipful Master

7. The Tyler's Toast
Proposed by WBro