

PROVINCE OF EAST LANCASHIRE



PROVINCIAL ROYAL ARCH HONOURS GUIDANCE 2023

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Application Form

Provincial Grand Chapter 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 Most Excellent Grand Superintendent and are his exclusive prerogative, subject only to the limitations of the Book of Royal Arch Regulations.

The Most Excellent Grand Superintendent has delegated responsibility to his Assistants to the Provincial Grand Principals to make recommendations of those Companions 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 Grand Superintendent, as Chairman, the Second and Third Provincial Grand Principals, the Assistants to the Provincial Grand Principals and the Provincial Grand Scribe E.

The number of Appointments and Promotions made each year by a Most Excellent Grand Superintendent is based upon a factor of the number of Companions in the Province as at 1st September the preceding year, as advised by the Supreme Grand Chapter of England.

Allocations made to the Assistants to the Provincial Grand Principals for their respective Areas are based on a factor of the number of Companions in their Area as a proportion of the Provincial total.

The Honours are grouped into four categories,

- Acting Rank
- First Appointment to a Past Provincial Rank
- Promotion to a Past Provincial Rank
- Mid-year Promotion

Each Assistant should nominate Companions 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, subject to numbers and the approval of the Most Excellent Grand Superintendent.

The Rank of Provincial Grand Steward is considered special and is for a Companion who has demonstrated particular promise and is, ideally, under 60 years of age.

With the lowering of the number of Supreme Grand Chapter Collars being awarded, the Rank of Past Provincial Grand Scribe Nehemiah is now seen as a very senior award. These will be allocated, on a normal basis, of only one per Assistant per year.

Each year the Provincial Grand Scribe E will publish an Honours Timetable, Honours Guidance and Application Form (Appendix A) which will be made available on the Provincial Secretariat website in accordance with the published timetable. After completion of the form by the Companion (with the assistance of his Chapter Scribe E if necessary), the application form must be checked as to accuracy and completeness and countersigned by the Chapter First Principal and Scribe E. **This is not to approve the application, but**

merely to record the Chapter is aware of its submission and that the information is broadly correct. The assistance of the Royal Arch District Officer and the Assistant to the Provincial Grand Principals is available when needed.

In addition:

- A Chapter does not have the right to Petition for an Appointment to, or Promotion in Provincial Grand Chapter, but can, if it so wishes, support an application made by a Companion. Neither does a Chapter have the authority to vet applications that are to be submitted by an individual Companion. There is no limit to the number of Companions that can make application from the same Chapter each year, or the number of Appointments or Promotions that a single Chapter can receive in one year.
- Special consideration may be given to Companions in Past First Principals Chapters, with the exception of those listed in Section F, who are no longer subscribing members of any other Chapter, but who have continued to make a significant contribution. Such Companions will be eligible to apply 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 Companion's Mother Chapter.
- Companions from newly Consecrated Chapters will not be eligible to submit applications until the fourth year after the Consecration of the Chapter.
- First Appointments are usually made within Band One [*See Section I*]. Subsequent Promotions will either be within a Band or to the next Band, which ever is appropriate.
- Companions who have not been through the First Principal's Chair within a Chapter in East Lancashire and are 'Joining Members' do not qualify to have any rank from another Province automatically 'matched'. Furthermore, their service within another Province is not considered as qualifying them for preferment in this Province. **Service to another Province should be recognised by and within that Province.** Any service given to their East Lancashire Chapter(s) will be considered on its own merit, including the time they have been a member of this Province.
- Honours offer letters will be distributed in accordance with the published timetable, usually in early January, in advance of the Provincial Grand Chapter Meeting the following March.

Section B: Appointments

Every East Lancashire Companion who has been Installed as the First Principal of an East Lancashire Chapter and five years have elapsed since he Installed his successor, **or** completed a full 12 months as First Principal, **qualifies** for consideration. [i.e. for the **2023** Investiture meeting, **five years** must have elapsed by the date of the annual investiture meeting since the Companion installed his successor or completed 12 months as First Principal]. A degree of flexibility will be applied to ensure a Companion is not disadvantaged by the date of the Chapter Installation.

Unless there is a good reason, all Companions who have not received a Provincial Appointment after the qualifying period should be reviewed by their APGP.

This **does not** mean that the Companion will receive an Appointment after the qualifying period; it only means that he **qualifies for consideration** based on length of service.

An exception to these guidelines is the Rank of Provincial Grand Steward. This is a very special Appointment and is to encourage particularly active and, often, younger Companions. The Appointment can be awarded at any time after the Companion becomes a Past First Principal of his Chapter.

The Assistant to the Provincial Grand Principals, together with his Royal Arch District Officers, will review the applications received from Companions using set criteria including:

- A Companion's service in the Chapter,
- Whether he has occupied one of the "Principal Offices" such as;
 - Scribe E
 - DC
 - Almoner
 - Treasurer etc
- Any ritual which has been undertaken by him
- His attendance record
- Whether he has made any contribution to:
 - his District / Area
 - the Province
 - his Masonic Hall
 - his local community

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

The highest possible Past rank that will be given on the First Appointment is usually Past Provincial 1st Assistant Grand Sojourner. However, to give a yardstick, a First Principal, who has served his Chapter 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

An Assistant to the Provincial Grand Principals may recommend Discretionary Appointments. There is no qualifying time before such an appointment may be recommended. However, the five-year rule should generally be observed, except for Acting Ranks, or for special cases for the consideration of the Honours Panel in the following circumstances:

- In order to alleviate long waiting times
- For the good of the Province
- For the good of the Area
- To acknowledge a Companion who is deemed to have special qualities
- For either Acting or Past Ranks, but usually for Acting Ranks
- For designated District Offices

Neither a Chapter nor an individual Companion can apply for a Discretionary Collar.

Section D: Promotions

The criterion and application form [Appendix A] used for a promotion is the same as that used for an appointment and is published on the Secretariat website each year.

Recommendations for Promotion to Past Ranks are initially prepared by each Assistant to the Provincial Grand Principals in liaison with his Royal Arch District Officer. Each year they will review all the applications received and the Provincial Officers in their Areas. In simple terms, **seven years** must have elapsed since the Companion received his first appointment / last promotion.

The date regime will be observed.

To assist, a list of Companions last honoured seven years or more ago, can be made available from the Assistant to the Provincial Grand Principals.

This qualifying period does not apply to Companions who were first appointed as;

- Provincial Grand Steward
- Provincial Assistant Grand Director of Ceremonies or
- To a discretionary rank / office

Normally, a Companion holding one of the above Offices, providing that he has continued to make progress, will be promoted, usually to the rank of PProvAGSoj [1st or 2nd] 3 years after the date of the original appointment to that Office.

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

Promotions should normally be from “band to band”, [See Section I] even if this means that 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 PProvGStB to PProv2ndAGSoj] then that one step promotion should be given.

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

It is possible, of course, for a Companion to receive more than one promotion during his involvement as a Royal Arch Mason. It is also possible for a Companion to receive no promotion at all or any further promotion if he has given little or no additional contribution since his first appointment or last promotion in Provincial Grand Chapter.

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 Companion 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 second promotion range will normally be awarded to those Companions performing at District / Area level or for Companions having demonstrable and substantial involvement in

his Masonic Hall and / or in community activities acceptable to the Honours Panel, or for those Companions that have given exceptional service to his Chapter.

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

Section E: Designated Ranks (District Appointments / Promotions)

A designated rank awarded to a District Officer will normally be a Promotion.

However, an Appointment to a District Office should usually qualify a Companion, if he is not already a Provincial Officer, for a first Appointment up to and including Acting or Past Provincial Grand Sojourner.

Two years later, or after a further period determined by the Honours Panel and following consideration given to the progress made by the occupant of the Office, he should normally be Promoted to the substantive rank designated to that particular Office, eg:

District Chairman

On first Appointment	Past Provincial Grand Sojourner
After two years, on recommendation	Past Provincial Grand Sword Bearer

District Deputy Chairman

On first Appointment	Past Provincial Grand Standard Bearer
After two years, on recommendation	Past Provincial Deputy Grand DC

Royal Arch District Officer [1]

On first Appointment	Past Prov First Assistant Grand Sojourner
After two years, on recommendation	Past Provincial Deputy Grand DC
After five years, on recommendation	Past Provincial Grand Sword Bearer*

Royal Arch District Officer [2]

On first Appointment	Provincial Grand Steward
After two years, on recommendation	Past Provincial Deputy Grand DC
After five years, on recommendation	Past Provincial Grand Sword Bearer*

Other District Officer appointments will be considered, by recommendation, through the usual process.

**If the Companion is appointed to another office within this five year period and is recommended / supported by the Assistant to the Provincial Grand Principal, the rank of Past Provincial Grand Sword Bearer can still be awarded on the completion of the five year period.*

Section F: Chapters which do not normally receive Provincial Honours

East Lancashire Provincial Grand Officers Chapter	No.3747
East Lancashire Provincial Grand Stewards Chapter	No.8408
Aldwyn Chapter	No.5712

Section G: Data Sheets

Data sheets **must** be used, on all occasions, to inform the process; they provide important background information.

Section H: Rosette Collar

A special case can be made to the Honours Panel for a Companion who has not been through the First Principals Chair, but who has given exceptional service to his Chapter, of for example, at least 15 years in an important Chapter office, e.g. Scribe E, DC, Treasurer, Almoner. In such circumstances the award will be at the level of PProvAGDC.

Section I: Banding

Band One – Appointments / Promotions

- Past Provincial 1st Assistant Grand Sojourner
- Past Provincial 2nd Assistant Grand Sojourner
- Past Provincial Grand Standard Bearer
- Past Provincial Assistant Grand Director of Ceremonies

Band Two – Promotions

- Past Provincial Deputy Grand Director of Ceremonies
- Past Provincial Grand Sojourner

Band Three – Promotions

- Past Provincial Grand Scribe N
- Past Provincial Grand Registrar
- Past Provincial Sword Bearer

The consistent allocation of Honours awarded 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 Companions generally within the various agreed bands, e.g.

- a Companion who has:
 - a good [80%+] attendance record
 - been through the three Principals Chairs in a conscientious and dignified manner
 - conducted an appropriate number of Ceremonieswill be placed as a PProvAGDC. **This is the “norm position” Honour.**
- If a Companion substantially exceeds the above criterion, a higher honour can be awarded, e.g. PProvGStB.
- If the Companion has been a Scribe E, DC, Treasurer, or other substantial Chapter Official, for a period of time, (usually 5 years) then the position of **PProv2ndAGSoj** can be awarded.
- If he is of a very high standard, or a District / Provincial Officer progressing to a Designated Office then **PProv1stAGSoj** can be recommended, rising in due time to the substantive rank.

Section J: Moderation

Once the Assistants to the Provincial Grand Principals have completed their recommended lists, they are sent to the Provincial Grand Scribe E where the lists are collated, checked for accuracy, moderated and then considered by the Deputy Grand Superintendent 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 Companion 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.**

Each of the Assistants to the Provincial Grand Principals is present at the Honours Panel meeting. This means that at least one member of the Panel knows the background to the Companion under discussion. The final agreed list is then presented to the Most Excellent Grand Superintendent who, before giving approval, reviews the list very carefully.

The Honours system is a meritocracy and is there to honour Companions for their service to our Order.

The rank awarded is based on the quality of the contribution each Companion has made to his Chapter, Hall, District, Area, Province, Community or to Royal Arch Masonry generally and in anticipation of his ability to contribute further in the future.

Section K: Fees / Dues

In order to qualify for an appointment or promotion a Companion must:

- be clear of any encumbrance of dues to any Chapter, or Lodge [i.e. he should not be listed as being either Excluded, or having Ceased Membership, for lack of payment of dues to any Chapter or Lodge]
- pay a fee for a:
 - First Appointment
 - First Promotion
 - Second Promotion

N.B. - Fees are not due for:

- Any Appointment to an office below the level of a Companions current rank
- Any subsequent Honour after the second promotion.

Provincial Grand Scribe E
July 2022

Provincial Grand Chapter of East Lancashire
Honours Application Form 2023
Appointment to, or Promotion within Provincial Grand Chapter (March 2023)

Surname Forename(s).....

Chapter Name & No SGC No (if known)

Address

..... Year of Birth

Email:

Profession (even if retired)

Year Exalted Year Installed

Provincial Ranks (if any) in other Provinces: Craft RA

Province of

Please complete the following statements:		
SECTION A	TITLE	DURING THE YEAR(S)
I served the Chapter as:	Z
	H
	J
	Scribe E
	Scribe N
	Treasurer
	D.C.
	Almoner
	Charity Representative
	Asst Scribe E
	Asst D.C.
	Festival Representative
	District Representative
	R.A. Representative in Lodge
I have worked/demonstrated the Ceremony of Exaltation		
I have worked the Installation Ceremony on.....		
I have served as First Principal for a subsequent year during.....		
.		
SECTION B – Since I Installed my successor:		
Out of a total of Meetings, I have attended% of the meetings.		
No. of occasions I have worked a ceremony or a part ceremony		
No. of occasions I have given an Address Robes Explanation.		
No. of occasions I have given a Lecture		

QUALIFYING TIME LIMITS

- **First Appointment: Five years** must have elapsed by the date of the annual investiture meeting since the Companion Installed his successor, or completed a full year as First Principal.
- **Promotion: Seven years** must have elapsed since the Companion received his first appointment / last promotion.

SECTION C – The completion of this section is important particularly when the application is being considered for promotion. Mention any special activities including Public Service [other than those in Section A] that should be brought to the notice of the ME Grand Superintendent.

SECTION D

The particulars given on both sides of this form are correct. I will play my part in ensuring that the Chapter is represented at all meetings of Provincial Grand Chapter.
I confirm that I have not been excluded from, or ceased membership via BOC Regulations 71(RA), 181, 148 (Craft) of **any Chapter or Lodge**.

Before completing this Form for a Promotion, please check that you are eligible and that there is ample supportive evidence (especially in **Section C**).

A copy of the 2023 Honours' Guidelines can be obtained from your Chapter Scribe E, or from the Provincial (Secretariat) website.

SIGNATURE OF CANDIDATE

SIGNATURE OF FIRST PRINCIPAL

SIGNATURE OF SCRIBE EDate.....

Please ensure that all sections are completed and return one copy to your Royal Arch District Officer [not the Provincial Office] BEFORE 14 November 2022.