

PROVINCE OF EAST LANCASHIRE



150th CELEBRATION

PROCEDURE FOR THE CELEBRATION OF A 150TH ANNIVERSARY

1. The Lodge Secretary must make any necessary enquiry of the Lodge records to confirm that, **on the day of the Celebration**, the Lodge will have completed 150 years of **uninterrupted existence from its Consecration**.
2. Written confirmation of the date and continuity must be sent to the Provincial Grand Secretary.
3. Approximately 12 months before the date of the Celebration, the Lodge is invited to suggest a date to the Provincial Grand Secretary, who will ascertain if this is convenient for the Deputy Provincial Grand Master.
4. Two copies of any 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, who will send a copy to the Deputy Provincial Grand Master and a further copy to the Provincial Grand Chaplain. These can be draft copies and do not need to be “bound” copies.
5. The Agenda should be printed on the Summons in conformity with the template given in **Appendix A** and should be approved by the Provincial Grand Secretary.
6. The Summons, after approval by the Provincial Grand Secretary, should be printed and emailed to the members of the Deputation.
7. The Provincial Grand Secretary will arrange the Deputation and provide email addresses to the Lodge Secretary.

The Deputation will include:

- The Deputy Provincial Grand Master
- The Assistant Provincial Grand Master [patch]
- The Assistant to the Provincial Grand Principals [patch]
- Area Chairman
- Provincial Senior Grand Warden
- Provincial Junior Grand Warden
- Provincial Grand Chaplain
- Provincial Grand Secretary
- Provincial Grand Director of Ceremonies
- Provincial Deputy Grand Director of Ceremonies
- Provincial Grand Organist

Please note that the Lodge is responsible for the hospitality, including dining costs of the members of the Deputation, with the exception of the Provincial Senior and Junior Grand Wardens, who will pay for their own meal.

I should be most grateful if you would make your own arrangements with these Brethren regarding payment.

8. Province will provide any seating cards required for the Lodge Room. It is the responsibility of the Lodge to provide place cards for the Social Board.
9. 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:
The Provincial Deputation, Lodge Officers [WM, SW, JW, SD, JD, IG, DC, Tyler]

[Please note that the ProvGDC, or one of his deputies, will also attend your regular Lodge rehearsal evening, prior to the Meeting. Nearer the Celebration date, the ProvGDC will arrange this with you].

10. On the day, the procession will include the Provincial Deputation together with any Past Provincial Grand Masters / Past Deputy Provincial Grand Masters, 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 DepProvGM, who will then respond.
11. The Deputy Provincial Grand Master will occupy the Chair of the Lodge and the Provincial Wardens will occupy the Warden's Chairs.
12. If it is the intention of the Lodge for photographs to be taken, please advise the Provincial Grand Secretary. In order to ensure the smooth running of any formal photographs being taken, the Provincial Grand Director of Ceremonies will conduct the proceedings at the Lodge Meeting.

Photographs are usually restricted to three in number, namely;-

- the Deputy Provincial Grand Master, Lodge Members and the Provincial Deputation.
- the Deputy Provincial Grand Master and the Lodge Members
- the Deputy Provincial Grand Master and the Worshipful Master.

Please note :-

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

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

13. Any printed or photocopy history of the Lodge should be circulated at the Social Board after the Meeting.
14. 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.

15. The Provincial Grand Director of Ceremonies will conduct the proceedings at the Social Board.
16. At the Banquet, the speeches will be confined to the occasion and, consequently, should, be few in number. The Provincial Grand Secretary will gladly advise and help in this matter when the detailed arrangements are in hand.

A copy of the Toast List is attached at **Appendix B**.

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:
email: secretariat@eastlancsmasons.org.uk or Tel: 01706 833170.

AGENDA

1. To Open the Lodge.
2. To approve the minutes, of the last Meeting, as circulated.
3. WBro will propose that in commemoration of the 150th anniversary the sum of £ be donated to the RMBI 2015 Festival [or other Charity, if requested by the Lodge and not already proposed at an earlier Meeting.]

[Any other items of Lodge Business].
4. To receive the Deputy Provincial Grand Master, accompanied by a Provincial Deputation.
5. To attend to a short History of the Lodge by WBro
6. The Provincial Grand Secretary will read the celebration Certificate to record the Lodge's 150th.
7. The Provincial Grand Chaplain, WBro, will give an Oration.
8. The Deputy Provincial Grand Master will address the Brethren.
9. WBro will present to the Deputy Provincial Grand Master a donation to[ELMC or Festival].
10. To take a collection.
11. The Deputy Provincial Grand Master and Provincial Deputation will retire.
12. To Close the Lodge.

TOASTS

1. The King, Duke of Lancaster
Proposed by the Worshipful Master, Bro
2. The Most Worshipful The Grand Master
His Royal Highness the Duke of Kent, *KG, GCMG, GCVO, ADC*
Proposed by the Worshipful Master, Bro
3. The Most Worshipful Pro Grand Master
.....
The Right Worshipful Deputy Grand Master
.....
The Right Worshipful Assistant Grand Masters
.....

and the rest of the Grand Officers, Present and Past.
Proposed by the Worshipful Master, Bro
4. The RW Provincial Grand Master,
Proposed by the Senior Warden, Bro
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 Deputy Provincial Grand Master, Bro
6. The [Lodge Name & No] and the Worshipful Master
Proposed by the Assistant Provincial Grand Master,
WBro
Response by the Worshipful Master, Bro
7. The Tyler's Toast
Proposed by WBro