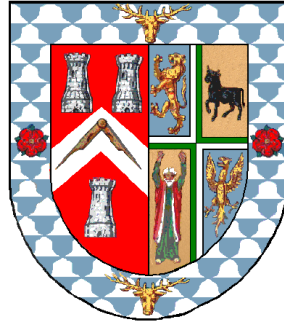


PROVINCE OF EAST LANCASHIRE



GUIDANCE NOTES

250th CELEBRATION

PROCEDURE FOR THE CELEBRATION OF A LODGE 250TH

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 250 years of **uninterrupted existence from its Consecration**.
2. Written confirmation of uninterrupted existence must be sent to the Provincial Grand Secretary. Province will liaise with UGLE to confirm the qualifying date.
3. Approximately 12 months before the date of the Celebration, and once uninterrupted existence has been confirmed, the Lodge is invited to suggest three dates for the Celebration Meeting. The Provincial Grand Secretary will ascertain if any of these dates are suitable for United Grand Lodge.
[Senior Officers from Grand Lodge [usually 2], are normally present at 250th Celebrations].
4. Please note that no “firm booking” with either the Masonic Hall or Catering Company should be made, prior to receiving confirmation from the Provincial Grand Secretary of the Celebration date.
5. 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 at this meeting, the Secretary brought along with him the draft Summons for the Meeting [See Appendix A] and the draft Toast List [see Appendix B]

See Appendix C for assistance in ensuring that Provincial Ranks shown on the Summons and Toast List are correctly abbreviated.
6. 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, not later than three months before the event, to the Provincial Grand Secretary, who will send a copy to the 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.

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].

7. The Agenda should be printed on the Summons in conformity with the Template given in Appendix A.
8. The Summons and Toast List, after approval by the Grand Secretary, via the Provincial Grand Secretary, should be printed and distributed at least four weeks before the Meeting.
9. The Provincial Grand Secretary will arrange the Deputation and provide names and email addresses to the Lodge Secretary in order that a Summons and invitation is sent to members of the Deputation.
10. The Grand Delegation and Provincial Deputations will, usually, include:

Grand Lodge

Principal Guest [Grand Lodge]

The Grand Director of Ceremonies [or one of his Deputies]

Province

The Provincial Grand Master

The Assistant Provincial Grand Master [patch]

The Assistant to the Provincial Grand Principals [patch]

The Area 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 Standard Bearer

Provincial Grand Organist

11. **Costings**

Grand Lodge will pay for any transport costs of the Grand Delegation.

Any overnight accommodation that is required for the Guests from Grand Lodge will be met by the Province.

The Lodge will be required to pay for the meals of the members of the Grand and Provincial Deputations, with the exception of the Provincial Senior and Junior Wardens, Provincial Grand Sword Bearer and the Provincial Grand Standard Bearer, 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.

12. Province will provide any seating cards required for the Lodge Room. It is the responsibility of the Lodge to provide place cards at the Social Board.
13. Brief personal details of the WM, SW, JW, Secretary, DC, the Senior PM, the most recent member, the youngest member and the Brother who is to respond to the Toast should be sent to the Provincial Grand Secretary no later than 6 weeks before the Meeting [See Appendix D].
14. Copies of all speeches and responses must be sent to the Provincial Grand Secretary at least four weeks before the event.
15. **Rehearsals**
The Grand DC will normally hold a rehearsal approximately one hour and fifteen minutes prior to Tying. The Provincial Grand Director of Ceremonies will also hold a rehearsal approximately 1¼ hours before the Grand DC's rehearsal.

An example of timings is:

4.00 pm	Provincial Grand DC's rehearsal
5.15 pm	Grand DC's Rehearsal
6.30 pm	Lodge Tyles.

[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 direct with you].

16. On the day, the processions 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].*
17. 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 Grand Delegation / Provincial Deputation and Lodge Members*
- *The Principal Guest, the RWProvGM and the Lodge Members*
- *The Principal Guest, the RWProvGM and the Worshipful Master*

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

18. Any printed or photocopy history of the Lodge should be circulated at the Social Board after the Meeting.
19. The Grand DC, [*or his Deputy*] will conduct the proceedings at the Social Board.
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. 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.
22. After the event has taken place, you should provide the Provincial Grand Secretary with the following:-
 - Summons x 2
 - History x 2
 - Any printed “commemorative” documents, such as Menu Card / Toast List

These will be sent to the Grand Lodge Librarian and the Provincial Librarian by the Provincial Grand Secretary.

23. The Provincial Grand Secretary will send to the Lodge Secretary, after the event, a copy of the Provincial Grand Chaplain’s Oration. These can be added to your Minute Book.

AGENDA

Appendix A

1. To Open the Lodge.
2. *To read the Dispensation [if appropriate]*
3. To approve the Minutes, of the last Meeting, as printed and circulated.
4. [Lodge Business]
5. To receive the Provincial Grand Master, RWBro,
accompanied by a Provincial Deputation.
6. To receive [Principal Guest], accompanied by a Grand
Delegation.
7. The Provincial Grand Secretary will read the Provincial Certificate.
8. The Provincial Grand Master will present the Provincial Certificate to the
Worshipful Master.
9. To attend to a short History of the Lodge.
10. To attend to an Oration.
11. The Worshipful Master, Bro will present to the RW Provincial
Grand Master a donation to [ELMC / Festival]
12. To take a collection.
13. To Close the Lodge.

TOAST LIST

Appendix B

1 The King and the Craft

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
Response by..... [Principal Guest]

4 The RW Provincial Grand Master,

Proposed by [Principal Guest]

5 The [Name & No of Lodge]

Proposed by the RW Provincial Grand Master,
Response by the Worshipful Master, Bro

6 The Tyler's Toast

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	ProvDepSuptWks
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	PProvDepSuptWks
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].

CURRICULUM VITAE

Full Name:

Usual first name:

Employment/Profession:

Position in Lodge:

Family:

Hobbies: