

PROVINCE OF EAST LANCASHIRE



LODGE GOLDEN JUBILEE CELEBRATION

PROCEDURE FOR THE CELEBRATION OF A LODGE GOLDEN JUBILEE

1. The Lodge Secretary must make any necessary enquiry to confirm that, on the day of the celebration, the Lodge will have completed 50 years **uninterrupted existence from its Consecration**.
2. Written confirmation of the date and continuity must be sent to the Provincial Grand Secretary with a copy to the Area Secretary.
3. Approximately 12 months before the date of the Celebration, the Lodge is invited to suggest a date to the Area Secretary, who will ascertain if this is convenient for the Assistant Provincial Grand Master.
4. Once agreed, the Area Secretary emails the Provincial Grand Secretary to confirm the date and to request inclusion on the Provincial Calendar.
5. The Provincial Grand Secretary will email confirmation of the date and the inclusion on the Provincial Calendar, to the Area Secretary.
6. The Provincial Grand Secretary will inform each member of the Delegation.
7. Once this availability has been confirmed, the Provincial Grand Secretary will email the Area Secretary who, in turn, will write to the Lodge Secretary to advise him of the members of the Delegation.
8. The Lodge Secretary will then send a Summons and a specific invitation to each member of the Delegation.
9. The Provincial Delegation will be led by the Assistant Provincial Grand Master for the Area.
10. The Provincial Delegation will comprise:-
 - The Assistant Provincial Grand Master [patch]
 - The Assistant to the Provincial Grand Principals [patch]
 - The Area Chairman
 - The Provincial Senior Grand Warden
 - The Provincial Junior Grand Warden
 - The Provincial Grand Chaplain
 - The Provincial Grand Director of Ceremonies
 - The Provincial Deputy Grand Director of Ceremonies

11. The Lodge will need to decide whether a donation to the ELMC or Festival will be made to mark the event. The cheque should be presented to the Assistant Provincial Grand Master during the Lodge Meeting.
12. A draft Agenda is shown below. Other items of business should not be introduced without the approval of the Assistant Provincial Grand Master.
13. Draft speeches [or bullet points] need to be submitted to the Area Secretary at least three weeks before the event.
14. A draft copy of the History of the Lodge 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 Area Secretary, who will then send a copy to the Provincial Grand Chaplain.

Any printed history of the Lodge should be circulated at the Social Board after the meeting.

15. Other than the requirements given above, all communications should be via the Lodge Secretary to the Area Secretary.

It is important that the drafts and printer's proof, copies of the Summons and any toast list are submitted to the Area Secretary at least six weeks before the Meeting. This is in order for any necessary amendments to be made, approval given by the AProvGM and the documents returned to the Lodge Secretary.

16. Please ensure that two sets of the final copies of the Lodge Summons for the meeting / history / Menu Card / and any other items of interest are sent to the Provincial Grand Secretary after the celebration has taken place. The Provincial Grand Secretary will send one set to the United Grand Lodge Library, and one set to the Provincial Grand Lodge library.

Note:

Please advise the Provincial Grand Director of Ceremonies, as soon as possible, when and where the Practice Meeting for the Ceremony will be held. He and / or the Provincial Deputy Grand Director of Ceremonies will attend the Practice and outline the proceedings.

It is **essential** that the following Officers [or the substitute for the Ceremony] attend: Worshipful Master, Senior Warden, Junior Warden, Senior Deacon, Junior Deacon, Inner Guard, Director of Ceremonies.

A G E N D A

1. To Open the Lodge.
2. To confirm the Minutes of the last Regular Meeting as circulated.
3. WBro will propose that in commemoration of the 50th Anniversary of the Lodge, the sum of £..... be donated to.....
[If not voted upon at a previous meeting]
4. Other Lodge Business
5. To receive the Assistant Provincial Grand Master, WBro together with a Provincial Delegation.
6. The Assistant Provincial Grand Master will Address the Lodge.
7. The Provincial Grand Chaplain, WBro will deliver an Oration.
8. The Worshipful Master will present to the Assistant Provincial Grand Master a donation to
9. To take a Collection.
10. The Assistant Provincial Grand Master and the Provincial Delegation will retire.
11. To Close the Lodge.

PROTOCOL FOR THE ABBREVIATIONS OF 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	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].