

NOTES FOR THE SPECIFIC USE OF THE DIRECTOR OF CEREMONIES OF THE LODGE

1 The Director of Ceremonies.

The essential qualifications for every candidate for the office of Director of Ceremonies are:

- (a) That he should be a Past Master, as his services will be required during the inner workings.
- (b) That he should be conversant with the Lodge ritual.
- (c) That he should be well versed in the rules of procedure laid down in the Book of Constitutions.

It is his duty to see that the ceremonies are conducted properly, that visiting Brethren are seated according to their rank, and that the Officers are in their respective situations. It is desirable that the Lodge Director of Ceremonies and Assistant Director of Ceremonies should position themselves within the entrance of the Lodge to receive all Visitors and Brethren.

He is responsible, in conjunction with the Assistant Director of Ceremonies or any other Lodge member so designated, for all prompting that may be necessary other than that for the Master, who should be prompted by the Immediate Past Master. No other person should make use of the book of ritual save for the Chaplain. Any use of the book of ritual should be done as discreetly as possible in any event.

2. Reception of Provincial Grand Master, his Deputy or an Assistant.

On the occasions when the Rt W Provincial Grand Master, his Deputy or an Assistant makes a formal visit to a Lodge, they will always be attended upon either by the Provincial Grand Director of Ceremonies or one of his Deputies or Assistants. It is customary to invite them to bring a travelling companion. It is the wish of the Rt W Provincial Grand Master that escorts should be limited to some eight or ten members, including of course, any Grand Officers and acting Officers of the Provincial Grand Lodge of Lincolnshire present, and that seats in the Lodge should be carefully reserved for them.

Admission will be demanded after the Lodge has been opened and the Brethren called to order by the Provincial Grand Director of Ceremonies. The gavel will be offered to the Rt W Provincial Grand Master, his Deputy or Assistant. If the Rt W Provincial Grand Master is unable personally to attend the Installation Meeting of a Lodge, he will appoint a Brother specifically to represent him. If the Deputy and Assistant Provincial Grand Masters are not available, he will appoint a Grand Officer, and the Lodge will be notified by the Provincial Grand Secretary.

The Rt W Provincial Grand Master, or in his absence his Deputy, failing whom his Assistants, will be placed on the immediate right of the Brother presiding, and in their absence this courtesy will also be extended to a Grand Officer or a Provincial Grand Warden representing the Rt W Provincial Grand Master.

After the minutes have been confirmed, the Rt W Provincial Grand Master or his Representative will be saluted:-

Provincial Grand Master 7

Past Provincial Grand Master

Deputy Provincial Grand Master 5

Past Deputy Provincial Grand Master

(if entitled under Rule 6)

Assistant Provincial Grand Master..... 5

Past Assistant Provincial Grand Master 5

(if entitled under Rule 6)

Very Worshipful Brother..... 5

Grand Officer 3

Provincial Grand Lodge Officer..... 3

The Rt W Provincial Grand Master should be described as "For" the Province, the Deputy and Assistant Provincial Grand Masters "Of the Province.

No Brother acting as a higher Officer (e.g. a Grand Officer representing the Rt W Provincial Grand Master) may receive a salute other than that to which he is personally entitled, nor should he be saluted separately, but the fact that he is representing the Rt W Provincial Grand Master should be mentioned.

The Rt W Provincial Grand Master, his Deputy, his Assistants or a Grand Officer representing him at an Installation meeting, will normally retire at the conclusion of the business of the second rising.

3. Reception of the Rt W Provincial Grand Master, his Deputy or Assistants on informal visits to Lodges.

The Director of Ceremonies should ascertain the wishes of the visiting Brother concerning his reception. He will, normally, accompany the Worshipful Master in any procession into Lodge, walking on the Master's right. He should be seated at the immediate right of the Worshipful Brother presiding, and should be offered the gavel as soon as the Lodge has been opened. After the confirmation of the minutes, he should be saluted with the honours due to his rank. In any procession out of Lodge, he should be invited to accompany the Worshipful Master, walking on his right. At the festive board, the Rt W Provincial Grand Master will normally respond to his own toast or that of "Provincial Grand Lodge" and the Deputy or Assistant to the toast of "Provincial Grand Lodge".

4. **Reception of Provincial Grand Wardens.**

The Provincial Senior Grand Warden and the Provincial Junior Grand Warden will share equally the duty of visiting all Lodges in the Province throughout their year of office.

When making an "official" visit to a Lodge, as the Representative of the Rt W Provincial Grand Master, such visits will be at other than Installation meetings, and the Warden concerned will notify the Lodge Secretary of the intended visit. Should there be a procession into the Lodge; the Warden should be invited to accompany the Worshipful Master - walking on his left - in the procession into Lodge. He should be seated on the immediate right of the Brother presiding and after the confirmation of the minutes he should be saluted with three, "as the Representative of the Rt W Provincial Grand Master ", after the salutation of Grand Officers (if any). If the Deputy Provincial Grand Master and / or an Assistant Provincial Grand Master are present, it is the custom for them to sit on the right of the Provincial Grand Master's Representative. When the Lodge is closed, he should be invited to accompany the Worshipful Master in any procession out of Lodge, walking on the left of the Worshipful Master.

The custom has recently been introduced for a member of the Provincial Grand Steward's Lodge to accompany a Provincial Warden on his official visit. The limited duties he is asked to perform are set out in the protocol document which has been sent to all Lodges.

5. **Ceremonies.**

Directors of Ceremonies are reminded that only in the first degree can any general business of the Lodge be transacted. The Master can "raise" or "lower" by gavel as often as necessary but the Lodge can only be "opened" once in any degree at any one meeting. In raising or lowering the Lodge in any degree it is only necessary for the Master to gavel and then declare - "I resume the Lodge in the 1st/2nd or 3rd degree" as appropriate; he will then give the knocks of the "new" degree for the eventual benefit of the Tyler. A Master cannot close the Lodge in any degree with the gavel but he can resume - up or down - in any degree he wishes. Every Lodge meeting must be properly "closed" in the first degree.

6. **Toasts at Installation Meetings.**

When the Rt W Provincial Grand Master, his Deputy or an Assistant are present, it is customary for all previous regular toasts to be taken formally. They will, of course, respond to their own specific toast.

If a Grand Officer is present, as the Representative of the Rt W Provincial Grand Master, it is recommended that he should respond to the fifth regular toast, i.e. at the same point as the Deputy or Assistant.

7. **Seating in Lodge.**

Subject to what appears above, Grand Officers should be seated on the Master's right. Active Officers of Provincial Grand Lodge should be seated next to the Grand Officers. The Past Masters are usually seated on the left of the Master, the Immediate Past Master first, and the others in order of rank, seniors first. The Chaplain should normally be seated on the left of the Master, immediately after the Immediate Past Master.

8. **Masonic After Proceedings.**

Festive board procedure is subject to many and varied customs. As a good "guide" to the general conduct of the Festive Board, W Bro Harry Carr's "Masonic After Proceedings", obtainable from the Quatuor Coronati Lodge No. 2076, 27, Great Queen Street, London WC2B 5AZ, is recommended, but the following notes may prove helpful:

- (i) Every Lodge is free to enjoy its after proceedings in its own happy and relaxed way, so long as they are conducted with dignity and decorum, but Masters and Directors of Ceremonies will no doubt bear in mind that too many, and too lengthy, speeches may well have the effect of interrupting the Brethren's pleasant conversation, while adding nothing to their enjoyment.
- (ii) Every Master, being charged to maintain harmony, has the responsibility of ensuring, personally or through his Director of Ceremonies, that no observations are made which may give offence to any brother present. Thus, at no time has a "doubtful" story any place whatsoever in the proceedings.
- (iii) It is recommended that the Brother charged with the duty of proposing a toast should be given reasonable notice, i.e. before the Lodge night, for he will be "representing" the Lodge in this duty equally as much as when doing work on the "floor".
- (iv) The announcement of a toast by the Director of Ceremonies does not require a preamble. It is correct for him to say for example: "Brethren, I claim your attention to the Worshipful Master who will propose the first toast"; "Brethren - I claim your attention to (W) Bro X, who will propose the next Toast", "Brethren -I claim your attention to (W) Bro Y who will respond".
- (v) The Worshipful Master always addresses the company as "Brethren" - no more, no less.
- (vi) The correct preamble for the proposition of a Toast is: "WM Brother Wardens and Brethren".
- (vii) If the Rt W Provincial Grand Master is present (or, in his absence, the Deputy Provincial Grand Master, or, in the absence of both, an Assistant Provincial Grand Master), the preamble is: "WM, Rt W Provincial Grand Master (or VW or W Deputy Provincial Grand Master or W Assistant Provincial Grand Master) Bro Wardens and Brethren". In every case the name of the recipient of a Toast is omitted from the preamble. No toasts should be taken in the presence of a non-mason, although at a "White table event", it is appropriate to toast Her Majesty the Queen, the MW The Grand Master and the Rt W Provincial Grand Master. Grand Lodge has advised that White table events should be limited to one a year.
- (viii) The practice of taking wine is a happy and pleasurable tradition and one which adds to the conviviality of the festive board but should be kept to a reasonable minimum.
- (ix) A charity collection should never be taken in the presence of non-masons.
- (x) Always subject to Lodge traditions, which may well be well-founded and worthy of preservation, the Toast of "The Queen and the Craft", "The MW The Grand Master" and "The Rt W Provincial Grand Master" (and "The Initiate" when applicable) should always be honoured, whilst discretion may be exercised by the Master concerning certain other Toasts.
- (xi) Care should be exercised when using non-masonic premises, e.g. for Installation dinners, since proper tiling is impracticable. Masonic fire and musical responses should not be given in the presence of non-masons.

- (xii) Subject to Lodge tradition, it is recommended that the toast of "The Masonic Charities" should be proposed more frequently than is at present the case, and not only at the Installation meeting.
- (xiii) It is generally accepted as a pleasing custom for the initiate to sit on the immediate right of the Master at the festive board with a Grand Officer (if present) on his right, (this is also included at the end of xiv).
- (xiv) The Director of Ceremonies should ensure that Grand Officers and Provincial Grand Officers of the year are placed, unless they wish otherwise, in order of their precedence on the right of the Master of the Lodge. The Immediate Past Master and Chaplain should be seated on the immediate left of the Master. The seating of other Past Masters of and in the Lodge need not be formal unless the Lodge so wishes. Apart from Installation evenings, it might be thought desirable that some, at least, of the senior Brethren, including Grand Officers, should have the pleasure of the company of particularly newer or younger members at the festive board. The proviso, which is referred to above, provides for some flexibility in what otherwise would be a somewhat rigid seating arrangement. On the night of a candidate's initiation, it is highly appropriate and desirable that he should sit at the festive board in the company of any Grand Officers present.
- (xv) The Director of Ceremonies is urged to pay careful attention to timing, particularly at Installation meetings. Intervals should be minimal between ceremony and festive board and between toasts. Toasts and replies should be brief and relevant with the object in normal circumstances of concluding the evening as soon as possible after 10.00.p.m.
- (xvi) In the event of a raffle being held at the festive board, the intended recipients of the proceeds must be identified before the raffle begins.

9 Greetings

It is often the custom that Greetings are given to the WM before the Lodge is closed. There has been a tendency for this practice to have become more than "greetings". The following is the recommended practice:

Members of the Lodge should not give greetings from any other Lodge of which they are a member.

Visitors giving greetings should only give greetings from only one Lodge of which they are a member (usually the most senior one).

The wording to be used is set out under the heading "Risings and Greetings" earlier in this Guidance Booklet.

9 Protocol Document

In addition to the Protocol paper regarding the duties of a member of the Provincial Grand Steward's Lodge accompanying a Provincial Grand Warden, every Lodge has also been provided with the detailed Protocol paper relating to Official visits by the Provincial Grand Master, Deputy Provincial Grand Master, Assistant Provincial Grand Masters and Grand Officers.

9 Order of Merit

The Provincial Grand Master is empowered to confer on Brethren, who have rendered special service to the Craft, a distinction to be known as The Provincial Grand Master's Order of Merit. This is a recognition of considerable esteem but it does not give any privileges above the rank of the holder.