



PROVINCIAL GRAND LODGE
OF LEICESTERSHIRE & RUTLAND

Lodge DC Guidance Booklet

February 2024 V8

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FOREWORD

During my time as Assistant, Deputy and now Provincial Grand Master it has been a great privilege to witness the excellent standard of ritual in our Province. The Provincial Grand Director of Ceremonies W.Bro. Robert Wood has incorporated in this new edition of “The Guidance on Craft Ceremonies” the changes in our ritual which over the past few years have been approved by United Grand Lodge and by this Province. Over the past few years my predecessor, RtWBro David Hagger, has encouraged visits by the whole Provincial Team to celebrate Lodge special events, a practice which I intend to continue, so in this latest iteration, the Provincial Grand Director of Ceremonies has included my preferences as to the procedures which should be adopted when an Lodge receives such a visit.

I congratulate him on the way he has continued the work of the then Provincial Grand Director of Ceremonies W. Bro. O Farrant PJGD which was first published in 1964. Over the intervening years this has proved of considerable guidance particularly to Masters and Directors of Ceremonies and should be required reading for all Brethren proceeding to the chair. I commend this booklet to you.

February 2024

Peter C Kinder

Provincial Grand Master

GENERAL CONSIDERATIONS

- “The Master is responsible for the due observance of the laws by the Lodge over which he presides” (B. of C. 114).
- The Ancient Charges and Regulations, accepted by every Master at his Installation, emphasises his responsibilities; and one of the most important functions of Directors of Ceremonies is to assist the Masters in the discharge of their duties.
- The ritual address to the Director Ceremonies states:-

“Your duty is to see that the ceremonies of the Lodge are carried out with propriety and decorum, the Visitors and Brethren placed according to their rank, and the Officers in their respective stations. I trust that you will give to your duties the attention which their importance demands”.

- In Rule 104 of the B. of C. the Director of Ceremonies is listed among the additional officers whom the Master may appoint; and the desirability of modesty on his part is further emphasised by the fact that he is not mentioned in the Emulation Ritual except in the ceremony of Installation, and then only as “I.M. or D.C.”.

This does not mean, however, that the role of the Director of Ceremonies is unimportant. All Lodges have a Director of Ceremonies among the officers, and he should be prepared to make a pre-eminent contribution to the success of the Lodges Meetings, and to the life of the Lodge generally. That contribution will be the better appreciated if he carries out his duties with dignity, but as unobtrusively as possible, and without pomposity. His function is largely educational and to this end he must be prepared to make a studied appraisal of the requirements of the ceremonial and the ritual.

- In previous editions of this booklet it was pointed out that the Emulation Lodge of Improvement had since 1823 taught its working of the ritual by oral methods and demonstrations only and had never authorised any printing of it.

This policy has now been changed, and the Eighth and Revised Edition of the Emulation Ritual was compiled and published with the approval of the Committee of the Emulation Lodge of Improvement. The latest edition is the Eleventh and the PGM wishes the Brethren to follow the advice given in this edition.

The Leicestershire and Rutland interpretation of the ritual is based on Emulation but with many traditional variations, some introduced no doubt by deliberate intent in the XIXth Century, and others arising from the local custom for the Master to delegate much of the work to the Past Masters and other brethren, as well as from the layout of our Lodge Rooms.

- Although some Lodge Minutes customarily include the statement that “the ceremony was performed by the Worshipful Master; assisted by W.Bro. A. B.. etc” the work should never be reported with adjectives such as “good”, “excellent”, “ably” as this is usually the subjective observation of the Lodge Secretary.

The quality of a ceremony should always be judged by the sincerity of those taking part in it, and its success recognised by the impression made on the candidate and all the brethren present. (please note that there should not be any slapping of the thigh after the completion of a piece of floor work. The Brethren will be aware that the work has been done well without an audible noise. If a piece hasn't been done as well as it could have been and the Brother is used to hearing a “slap”, then it is very demoralising to receive silence).

The Officers and others to whom parts of the ceremony are delegated should not merely learn it by heart but should study the meaning of the work and the manner of delivery so that the meaning is conveyed to the candidate. Verbal accuracy is commendable – but not at the expense of meaning.

Before the production of the Emulation Ritual book, the ritual was taught by word of mouth, the book now being a useful method of ensuring complete and regular ceremonies. However, over the past few years it has become apparent that lodges are allowing parts of the ritual to be read. This is totally unacceptable as it diminishes the sincerity of the ceremony for the candidate, and also doesn't encourage junior Brethren to learn their pieces and take personal pride in a job well done.

TIME SAVING SUGGESTIONS WITHIN THE LODGE ROOM & FESTIVE BOARD

We would all surely agree the pace of modern life is far removed from that time when many of our more senior members joined the Fraternity.

The employer expectations of a young working man are also very different from the often 9.00 – 5.00 working day previous generations. It is now common for men to regularly work into the early evening. Young men also have intense personal lives with multiple activities making calls upon their precious time.

In the era of scheduled zoom calls, meetings and conferences a modern man expects his professional life to be efficiently planned with little or no time wasted during his working week.

With this in mind we need to be time sensitive as we can no longer expect to attract and initiate younger working men into a fraternity which commences meetings prior to 18,00hrs.

In an effort to make meetings more accessible whilst continuing to complete the formal part of the evening at a reasonable time we have looked at several suggested alterations to the administrative sections of our meetings.

Lodge Room

Processing into the lodge room – Many Lodges commence proceeding with all officers in their relevant seats rather than process into the room in ceremonial format. Consider whether you may wish to do this. There is no reason why you shouldn't process into Lodge for special occasions such as installations, or special meetings.

Lodge processions at Provincial Team visits should no longer take place.

Introduction of Visitors – With immediate effect we strongly recommend distinguished visitors are not physically & individually introduced to the Master at the commencement of the ceremony. The DC or ADC should announce "Will the Masters and Past Masters of sister Lodges present please be upstanding to be greeted by the WM" Once upstanding the WM will welcome his visitors en-bloc before the DC /ADC requests brethren to be seated. The Lodge DC will manage those brethren wishing to sit on the raised dais to enable them to take that seat prior to the commencement of proceedings. Lodge members should be encouraged to sit with their guests wherever practicable.

Secretaries Risings – As a general principle, no minutes, letters or notices which have been distributed prior to the meeting should be read in open Lodge unless specifically requested by the Province.

Balloting within the Lodge – It is clear that there are many differing ceremonial methods of balloting within the Lodge room. Some clearly more intricate and time consuming than others. Please consider whether your method is a good use of your Lodge's time. It is both

simpler and quicker for example for the Deacons to hand out the balls and have them collected by the DC's rather than have all members perambulating around the Lodge.

Greetings – Please consider each meeting upon its own merits. Should you have a small quantity of visitor's individual greetings can be a welcome end to a meeting especially at Initiations. If you have had a busy evening or have substantial numbers of visitors, it is recommended a capable Brother gives greetings from his own Lodge as well as "all Sister Lodges here present" Brethren should be reminded this is a greeting and not a toast and should be therefore kept to a minimum. Wording should be "WM, I/we bring hearty greetings from ABC Lodge No.1234. There is no requirement to state the geographical location of a Lodge unless greetings are being given from another Province.

Personal Comforts – One of the major time-wasting factors in our ceremonies is when the Master suggests to the candidate that he is at liberty to retire to restore himself. This in very many Lodges is the signal for a chat or to pass around the mints. We would strongly suggest this time is used to undertake a further item of business. Maybe the report from the Royal Arch Representative, Treasurer or Almoner.

The Risings

The Provincial Grand Master requests that you reconsider how "the risings" are conducted towards the end of your meetings, immediately before the lodge is closed.

It is much preferred that the procedure detailed here is followed.

To receive propositions and to transact any other business that may regularly be brought before

the Lodge.

WM: "Brethren, I rise for the first, second and third times to enquire whether any brother has aught to propose for the good of Freemasonry in general or this the ABC Lodge No 1234 in particular"

Sec: "WM, all communications from The United Grand Lodge have been circulated to all the members" or "WM, I have received no communications from The United Grand Lodge"

Most senior Provincial Grand Lodge Officer: "WM we bring you hearty good wishes from the Provincial Grand Lodge of Leicestershire & Rutland"

Sec: "WM, all communications from Provincial Grand Lodge have been circulated to all the members" or "WM, I have received no communications from Provincial Grand Lodge"

Sec: "WM, I request that the brethren ensure they sign the register as this is the only record of their attendance here this evening. X apologies have been received all of which will be recorded in the minutes" etc, etc

Any other propositions for Initiates, joining members

WM: "To close the Lodge"

Please note: when there is a proposal or proposition to be made by one of the brethren, it is recommended that this is introduced by the secretary e.g. "WM, I understand there is a proposal to be made by Bro X"

Installations

It is encouraged that those brethren remaining in the same office retain their collars and are reinvested collectively after standing when the secretary has read aloud their names in order.

Particular attention should be given to efficient and unobtrusive arrangement of the collars in the correct order for those brethren who are to be invested.

When the newly installed Master is a Past Master, it is unnecessary for the address to the Master to be delivered. This principal also applies to the Wardens.

It is worth highlighting at this point that the actual ceremonial aspect of our evenings is not to be abbreviated. Any time saving initiative should relate solely to the administrative element of the meeting.

(Please note: Grand Lodge Certificates should not be presented at Installation meetings)

Festive Board

It is recommended that the DC has a checklist of actions to be undertaken at the Festive Board.

Toasts – One of the major contributing factors of an overrunning Festive Board are toasts which are simply too long. Toasts should cover the subjects required and not be an opportunity for any brother to show his ability in public speaking. An extended toast to Provincial Grand Lodge should never exceed 4 minutes in length and should never include the masonic CV of the official visitor. A response to the visitor's toast is not required and should be discouraged.

Seating – Unless extreme circumstances dictate Brethren should not leave their place setting for the duration of the Festive Board, except the DC/ADC.

Raffles / Collections – The DC & ADC should ensure the efficient management and planning of raffles and collections. Ticket selling, draw and prize distribution should be undertaken at appropriate times throughout the proceedings and not be a specific item DC's may consider announcing the selling of tickets etc, immediately on completion of wine-taking.

Planning – An efficiently run Festive Board needs to be planned in advance with the Hall staff. WM's, DC's, & Stewards should work as a team to ensure the smooth time efficient running of the evening. Please ensure all miscellaneous items such as collection bowls, raffle tickets and Gift Aid envelopes are in place prior to commencement. DC's should

ensure any musical accompaniment is primed and ready for the appropriate portion of proceedings.

It is normal to expect some Brethren to leave once the Tyler's Toast and if applicable, "Happy Have we Met" has been sung. Brethren may choose to remain at the table or maybe repair to the bar for further conversation.

REHEARSALS

The importance of well conducted rehearsals cannot be over-stated

- Quite often faults occur as a result of nerves affecting the participating Brother on the night. A serious attack of nerves by a Brother who has applied himself to learning his ritual should never be condemned. We all suffer from nerves at times. What is unacceptable though is a brother who does not apply himself having taken an office or agreed to do work on the floor of the Lodge.
- The Director of Ceremonies is charged with the responsibility for the conduct and standard of both the Ceremony and after proceedings. It is a duty he should not shirk. The Director of Ceremonies is in charge not the Past Masters and he should in a firm but kindly manner, ensure the Ceremony faithfully reflects the latest Edition of the Emulation Ritual Book which clearly sets out the rubric and symbolic penalties to be followed in this Province.
- Remember the primary reason for the rehearsal is to practise the rubric, not to learn the ritual. All brethren taking part in the ceremony should have learnt their pieces of ritual prior to the rehearsal and not at it.
- Masters, Secretaries and Directors of Ceremonies will benefit by a careful study of a booklet "Information for the Guidance of Members of the Craft" obtainable from the Provincial Grand Secretary.

THE RITUAL – INTERPRETATION AND EMPHASIS

The Printed Ritual

The Ritual authorised by the Emulation Lodge of Improvement naturally errs on the side of over-rubrication and in the light of Provincial tradition some of the rubrics may well be ignored.

Accordingly, the Director of Ceremonies should be qualified to guide the Officers and brethren responsible for the work in the Lodge, and to discuss with them its correct interpretation.

Ideally, the prompting of the Brethren taking part in a Ceremony should be by one voice only; uncontrolled prompting by individual members of a Lodge can be very distracting, and even embarrassing. It is good practice to have the prompter located near the Brother delivering the work, as this eliminates “shouting” across the floor of the Lodge to the detriment of the ceremony. It may also be useful to have the prompter assist by saying a few words, not merely the first word of a section.

Any prompting required by the Master and for work at the dais should be given by the Immediate Past Master.

The Director of Ceremonies should delegate any prompting for work on the floor prior to actual Ceremony to ensure the prompter is in possession of the appropriate documentation.

The Brethren should not have their books of ritual open in the Lodge during the Ceremony with the exception of those prompting, and then only if necessary and with the book suitably concealed behind a summons.

Opening And Closing The Lodge

The Provincial variation from the printed ritual in opening the Lodge has the endorsement of the older books of ritual. A copy dated 1888, (now in the Provincial Library) has the following note:-

“In certain Provinces the Inner Guard literally sees that the Lodge is properly tyled, by opening the door and looking to see that the Tyler is at his post, the Ks being omitted. There is apparently as good a reason for this as for calling the Officers by their proper names, namely that the Ks shall not become known to a possible cowan. The difference in the words, namely ‘see’ in the opening and ‘prove’ in the closing, shows clearly that the process in the opening should be different from that in the closing”.

It is suggested that the correct emphasis is:-

Opening”.....the Lodge is properly tyled”.

Closing.....".....the Lodge is close tyled".

It may be stated here that the single K by the Junior Warden is in place of the proper name of the Master, which is not mentioned.

Closing In The Three Degrees

For many years, very few Leicestershire and Rutland brethren ever saw the closing in the Third and Second Degrees, but happily nowadays certain Lodges in the Province have recognised this omission. Lodges are strongly recommended to use this neglected part of the ritual once a year. It is both instructive and interesting, especially to the candidate, who thus sees the work of the Degree completed. If time is a factor, the Lodge may be closed in the Third Degree and then resumed in the First Degree for the subsequent business.

Instruction Of The Candidate

The quality of the work has a lasting effect on the minds of most candidates, and all possible steps ought to be taken to produce a sincere and impressive ceremony in which the candidate is made to realise that he is the focal point.

This entails careful study on the part of the Master and the brethren assisting him. Due care should be given to ensuring clear speech and intelligent interpretation, the Director of Ceremonies being prepared to give all possible help in this connection.

The Obs. and Prayers

Phrasing is all important as sometimes the sentences are so broken up as to be almost meaningless. The candidate is normally a reasonably intelligent man and in the Second and Third Degrees in particular he is sufficiently practised to assimilate suitable phrases and sentences.

Here it may be said that the same remarks apply to the work of the Deacons when presenting candidates to the Junior and Senior Wardens. It is embarrassing to hear something like this :- "At the time – that J – fought – the battles-of the Lord – when it was – in this position –that he prayed-fervently-to the Almighty –to continue – etc, etc ".

"hele" – Although most books of ritual state that this word should be pronounced "hail" the correct pronunciation is "heel" (Oxford Dictionary). It is an old English word derived from the Saxon 'helan' (to hide or to cover or to conceal) and it is still used in its practical sense by gardeners in many parts of the country.

“secret art”, as in the older ritual books, seems more appropriate than “secret arts”, printed thus in some of the more recent revisions.

The Secrets

The importance of the instruction given at this point cannot be over emphasised and it is no place for a mere recitation of the ritual. The brother concerned has the duty to give a perfect demonstration of the signs and to ask the candidate to repeat them more than once if necessary. Formality ought always to give way to accuracy and sympathetic teaching. It is best for the Deacons to take no physical action during this process.

In sharing the words in the First and Second Degrees, the Deacons and the candidate should not repeat them in full after sharing. Repetition reduces this part of the ritual to an absurdity. Even when the candidate is being told what the word is, it is quite unnecessary for him to repeat and spell it.

Note:- The same caution must be exercised at the Wardens' Pedestals.

The Presentation of the W.T.s

When presenting the Working Tools to a Candidate it will give more importance to the ritual if they are passed to the Candidate to hold during the delivery of the ritual. The Brother presenting them should not pick them up, but merely point to them.

At Installation ceremonies it is sufficient for the shortened version of presentation to be adopted.

Note: It is the responsibility of the D.C. to ensure that the abridged version of the W.T's at Installation is done using the correct words, i.e. “W.M. I present to you the Working Tools of an [x], they are [IPM/PM repeats the actual names of the tools], the practical and symbolic usages of which you are well familiar.”

Prompting the Candidate

It is usual for a candidate's sponsors to put his mind at rest by telling him he will have to say nothing until prompted. There are many parts of the ceremonies where this true; but there are at least three points during an initiation ceremony and one each during passing and raising ceremonies where dictation of the answers tends to rob the ceremony of effect.

On candidate's initial entry into Lodge

A voluntary answer to the question should be expected. "Mr.....as no man.....eighteen years?".

Immediately before the Obs. In the three Degrees

A voluntary answer to the questions should also be expected. 1st "Are you therefore willing to takeOrder?"

2nd "Are you willing to take it?"

3rd "Are you prepared to meet them as you ought?"

If there is no ready response, a light touch on the shoulder by the Deacon will probably evoke an answer or failing which, he should whisper, "Answer".

During the Charge to the new-made Brother in the N.E. part of the Lodge

Here a voluntary answer by the candidate is essential. The questions asked are a matter for his conscience.

It is suggested that the Tyler should tell the candidate that, associated with his preparation, there will be one question immediately after entering the Lodge and three consecutive questions for which there will be no prompting.

If answers do not come readily, the questions may be repeated, thus – "are you?", "Have you?", "Were you?", "Would you?".

INVESTITURE OF THE INITIATE

The custom clapping the hands at "...never disgrace that badge..." is incorrect. However, it is appropriate for the brethren to put one hand under the apron and strike it with the other one. It is acceptable for the Brethren to slap their own badge in time with the S.W.

Some Pitfalls To Avoid

- The W.T.s "We apply these Ts. to our morals. In this sense....", NOT "We apply these Ts. To our morals in this sense".
- The Charge after Initiation .. "to enable you to (continue to) be respectable in life". As 'to be' means, inter alia 'to live', remain, continue, exist' (Oxford Dictionary), it seems unnecessary to interpolate the words in brackets.
- Opening in the 3rd Degree'With the C.,' NOT 'At the C.'
- The Exhortation (3rd Degree) ... Note the effect of the correct punctuation in the following:-
"It instructed you, in the active principles of universal beneficence and charity, to seek the solace of your own distress..." Without the use of the first comma as well as the second, the statement is ungrammatical.
- The Traditional History (3rd Degree)...'sepulture', NOT 'sepulchre' (Oxford Dictionary: sepulture –burial, interment).
- The Proclamations ..."and until a successor', NOT 'or until..'
- The Address to the Master ...'when time shall be no more', NOT 'until..'
- The Address to the Brethren ...'perfected', NOT 'pérfected'
- Working tools in the Second Degree – the pause represented by the comma in the passage "to try, and adjust...." Should be respected.
- Third Degree obligation – the comma in "...all lawful sns, and summonses sent to me" must be observed. It is not possible to send sns.
- When the North East Corner is delivered to a candidate by a Brother other than the Worshipful Master the confirmation by the Junior Deacon, to his questions to the candidate, should be addressed to the Worshipful Master and not to the Brother delivering the ritual.

By careful study of the ritual, a Director of Ceremonies will doubtless discover many other pitfalls, on which he may think it necessary to give advice.

MOVEMENT DURING CEREMONIES

In the books of ritual, the directions are designed for Lodges in which the whole of the work is performed by the Master, and where the T.B.s stand in front of the Pedestals. Many of the rubrics, therefore, cannot be applied in this Province, where the work is shared.

Squaring

- In Emulation working there is no 'squaring' except where it has a ritual significance, as in the perambulations in the three Degrees. In Leicestershire and Rutland, however, as the T.B.s are in the middle of the Lodge Room, a certain amount of further 'squaring' is unavoidable; but this should not be overdone.
- There should be no 'squaring' at all before the Lodge is opened, and after it has been closed.
- Squaring the Lodge ought to be carefully observed when conducting the candidates in the three Degrees, this being very important symbolically.
- The Inner Guard would be more correct if he moved directly to the door and back without any 'squaring'. If he wishes to be meticulous in 'a clock-wise' movement, he may turn right-about before proceeding to the door, but this is really superfluous.
- The Inner Guard should be stood on the squared carpet at all times when he is responding to the W.M. or J.W.

Processions

- Processions in and out of the Lodge Room should be dignified and at a speed pre-determined by the Director of Ceremonies at rehearsal. The Director of Ceremonies leads the procession in, but is in the rear of the procession out of the Lodge Room.
- Perambulations with the candidate can add to the solemnity of the occasion, and the larger Lodge Rooms provide a good setting for them. Here again, the tempo, which may be varied with advantage, should be pre-determined.
- Care should be taken not to over-crowd the floor. The conducting Deacon should know his duties in this respect.
- When the Candidate is conducted for the explanation of the Tracing Board, should the D.C. or A.D.C. be part of the conducting party, he/they should resume their seats, the Deacons should step back so that the Candidate is alone facing across the T.B. to the Brother giving the explanation.
- This could well be one of the occasions when the officers should retire well into the background, leaving the candidate alone with his mentor. The same consideration might be exercised when a candidate is being given the Charge after Initiation.

Conducting Brethren To Do The Work

- When conducting a brother to give a part of the ritual, the Director of Ceremonies and the brother concerned should exchange court bows before moving and again when the brother resumes his place.
(A court bow is given by a slight forward inclination of the head, without body movement).
- It is generally accepted that a Brother doing work on the floor of the Lodge is conducted to his position. However, if the DC is part of the perambulations he should not leave the Candidate and Deacons and collect the Brother doing the work. This should be done by the ADC.
- In general, the services of the Assistant Director of Ceremonies are often insufficiently used. Sometimes he does not move from his position throughout the ceremony.
- It is assumed the Assistant Director of Ceremonies will take over from the Director of Ceremonies in due course and therefore it is important he is given plenty of opportunity to direct parts of the ceremony and take charge at the after proceedings.
- There should be no audible clapping or knee slapping after a Brother has delivered a piece of ritual. The Brethren will know when a piece of work has been done well, and if knee slapping is done for apparent "good" work then the absence of slapping for work not so well done could lead the Brother feeling deflated. This is especially bad if the Brother is one of the Junior Brethren of the Lodge.

THE SIGNS AND WORDS

Strict accuracy in giving the signs is important, and it is most desirable for the Director of Ceremonies to ensure that the Officers and Past Masters, in particular, set a good example in this respect, and in the correct pronunciation of the words and pass-words.

The DC should not interrupt the Ceremony unless the error will detract from the meaning, but a quiet word at cocktails to correct a Brother's shortcoming is in order.

In every case the step is part of the sign. Directors of Ceremonies should highlight this at rehearsal, as it appears to be a recent trait that junior officers omit the step when answering requests from the WM or Wardens. Correct signing adds to the efficiency of a Ceremony.

It is distressing to hear a Master 'acknowledge the correctness of the sign' when it was obviously wrongly given, and when as not infrequently happens, the Master himself gives it incorrectly.

The signs should be given quietly, including when they are used in salutations

The Grand or Royal Sign in particular should not be audible – no slapping of thighs.

Standing To Order

The instruction to brethren to Stand to Order will take one of two forms:-

- On entry or exit of the Master, Officers and Past Masters to or from the Lodge or when the instruction will be given as "To order brethren, (to receive.....)." The position to be assumed is that described for the candidate immediately before the First Degree Secrets are communicated – "...stand perfectly erect, your feet formed in a sq...".
- When opening the Lodge in a Degree when the instruction is given as "To order brethren in the Degree". The position to be assumed is that of placing the r.h. into the hollow of the l.f. without a step and adopting the P...I.S..n of the Degree. Standing to order in a Degree is discontinued by completing the p...I.s...n. of the Degree.
- It is a good pointer to remember that when a Candidate is kneeling the Brethren are standing and when the Candidate is standing the Brethren are seated.

THE SIGNS IN THE THREE DEGREES

1ST DEGREE – There should be no preliminary pointing movement. When a candidate is being instructed he may be told to extend the fs. and sq. the th. While the h. is at the side. It is then carried directly to the l. of the t.

The sign should be completed with the h...flat, and the h...returned to the side in the form of a s.....

2ND DEGREE – In this Province the l.h. is usually shown edgewise to the front. After the p... sign, the h.. should be returned to the side in the form of a s... The fs. should be extended and the ths. sqd. throughout.

With the adoption of the permissive form of penalties, the manner in which the sns of the Second Degree was amended in the rubric to the Eighth Edition of Emulation Working in that the indication of the l.b.l.o. and the h.t.t. are now omitted. By this omission the sn corresponds with the ritual given in communicating the Secrets.

The lblo is shown by the Brother when he explains the penal part of the sign, but this is not copied by the Candidate.

3RD DEGREE – in the first part, the l.h. should be outwards and in front. In the third part there should be no preliminary pointing movement. The instruction may be given as in the 1st Degree. The h... should be returned to the side in the form of a s..., and recovered on the C. In both the first and third parts the fs. should be extended and the ths. sqd.

There should be no bending of the fingers or clenching of the fist in any of the signs of the Three Degrees.

Saluting In Passing

It has become an established custom in the Province for D.Cs during Installation ceremonies to instruct Brethren to pass round the Lodge and salute the W.M. "in passing". This is to be undertaken on the three occasions during an Installation ceremony as it produces a more orderly progression round the Lodge. The ADC who will be leading the column should give his wand to the acting Senior Deacon so that he can demonstrate the sign to be given "in Passing" before each proclamation. At other times, when a Candidate is being conducted round the Lodge, he should be instructed to stop momentarily and take a step before giving the sign. He has already been taught that the step is part of the sign and this will, therefore, accord with that teaching.

Signs Not Shown

One of the strongest of local traditions (and a good one) is that during a Degree Ceremony, no sign is displayed until the candidate has received the Secrets of the Degree. If any explanation of this tradition were necessary, it would be that the concentration of the candidate could be disturbed by seeing the brethren making strange movements.

Consistency is desirable, and the signs should not be used, even when the candidate is being presented in the First Degree, or when the Wardens are reporting to the Master in the Third.

A court bow is suitable acknowledgement.

The S. Of F. And The S. Of R.

In the S. of F. the th.... is s...d, and the sign 'drawn'

In the S. of R. the th... is close to the f....s or hidden, and the h... is dropped to the side.

The S. of F. is part of the Second Degree sign, and in the Provincial tradition, it is be given by the Master-elect when he acknowledges the Ancient Charges at his Installation, by the Senior Warden when presenting the candidate in the Second Degree ('for some further mark of your favour'), during Obligations in all three degrees and at the Closing of the Lodge (F*****y, F*****y, F*****y)

The S. Of R. was not mentioned in the early books of ritual. It is, however, associated with the R. or H. Sign in the ceremony of the Royal Arch. ('Moses placed his h... on his h.... in token of his obedience').

Nowadays, the books of Craft Ritual call for the use of the S. of R. during prayers, and at the end of the Explanation of the Second T.B.

It may be noted here that it is inappropriate for the Deacon to place an initiate's hand in position when he first k....s in Lodge, and that where the reading from Ecclesiastes forms part of the Ceremony of Raising it is incorrect to show the S. of R. However, it is in order for the Brethren to stand during Ecclesiastes.

In some Lodges the Charge after Initiation is interrupted at a certain point; the Master gavels and the brethren stand with the S. of R. The book of ritual wisely makes no mention of this practice, in that this break creates an unfortunate interruption in the unity of the three great duties ..."to God.. to your neighbour... and to yourself..".

Please ensure your brethren use the S. of F. and S. of R. correctly.

Obligations - S. of F.

Prayers - S. of R.

Closing - S. of F.

The use of the word 'F.....' at the Closing of the Lodge calls for the display of the S. of the F. All the printed rituals have a rubric stating "The brethren touch

l.b. three times with the r.h." In effect, we are uniting in the act of "locking up our secrets", and the key we are using, in the rhythm of the knocks of the Degree, is that of "faithful adherence of our obligations". (The dictionary definition of 'F.....').

Addressing The Master

It is unnecessary to maintain a sign while addressing the Master at length. It should be given at the beginning and end of speech.

It is incorrect to give the complete sign and immediately return to a position of "To order in the Degree". This in effect is a double sign.

The Deacons should give the complete sign after changing the T.B.s.

When standing to address the Worshipful Master, the Junior Warden should face North and incline his head to the East.

Note: THE MASTER OF A LODGE DOES NOT RETURN ANY SALUTE

The Words

The words are often incorrectly pronounced, and the Director of Ceremonies should be prepared to give advice on this matter. Attention is particularly drawn to the full syllabic value of the password to the Third Degree.

SHARING THE WORK

The Provincial custom for the Master of a Lodge to delegate parts of the work to Past Masters and other brethren has been conducive to the high standards of which the Province is entitled to be proud. It permits the Master to concentrate on those parts of the ritual which he carries out and the other brethren on the quality of their own contribution. There is the additional advantage of retaining and fostering corporate enthusiasm and (if the work is well done) of enlarging the interest of the brethren generally by changes of voice, and by impression of varying personalities.

There is pleasing tradition in some of the Lodges for the Master to call on the services of younger brethren from time to time and you may wish to consider asking an E.A. or F.C. to present the W.T.s in the 1st and 2nd Degree respectively. If the W.T.s are presented to the candidate by an E.A., F.C. or Master Mason, it should be from the N. of the Pedestal. It is seriously suggested, however, that certain parts of the work, such as "the Secrets" should always be entrusted to a Past Master.

The presentation of the W.T.s to the Master at his Installation should always be made by a Past Master, or Past Masters. The explanation of the W.T.s should be in the abbreviated form as follows:-

- 3rd Degree I now present to you the Working Tools of a M.M., the Sk, the P and the C's. with the practical and symbolical uses of which you are familiar.
- 2nd Degree I now present to you the Working Tools of a Fellowcraft, the S. the L and the PR, with the practical and symbolical uses of which you are familiar.
- 1st Degree I now present to you the Working of an E.A. the 24in. G., the common G, and the C, with the practical and symbolical uses of which you are familiar.

ADMISSION OF THE CANDIDATES TO THE LODGE

In strict Emulation there is no point where a single K. is used. In some systems it is used as an alarm, that is, to indicate that a stranger is present.

The Emulation Ritual and the Lectures (as taught in the Union Lodge of Instruction) indicate that three Ks are given by the Tyler for the admission of a candidate for Initiation, the First Degree Ks. for the ceremony of Passing, and the Second Degree Ks. for the ceremony of Raising.

Some special indication that a candidate is ready to be admitted is necessary, because the report is first given to the Junior Warden for transmission to the Master in order that instructions may be received. It is considered best to adhere to the rubrics of the book of ritual. If the ritual Ks. are used it is suggested that for the First Degree the Tyler should space them out deliberately, the explanation being "seek, and ye shall find; ask, and ye shall have; knock, and it shall be open unto you".

The Ks. should not be at all vigorous. The significance is merely a symbolic barring of the way until the Ws. are satisfied that the candidate is entitled to enter. In some systems the Ks. are given on the outstretched arm.

Preparation Of Candidates

The preparation of candidates in the three degrees by the Tyler will no doubt cause a certain amount of apprehension in the mind of any candidate. By reason of the Tyler's attention at the door of the Lodge it follows that the candidate will be left on his own for considerable periods. To give reassurance to the candidate it is suggested that one of his sponsors or an experienced mason accompany him in the ante room up to the time of his entry into the Lodge.

The V.S.L.

The V.S.L. should be placed open facing the candidate with the square and compasses on the left hand page. The angle of the square should be to the bottom of the page.

The V.S.L. may be open at any Book or Chapter. Nothing is laid down about this. The First Great Light in Masonry is the entire volume which must be open while the Lodge is at labour. Care should be taken that nothing but the S. and C. is placed on it.

When the faith of an initiate requires the use of a different Sacred Volume it should be provided on the pedestal adjacent to, but not on, the V.S.L. It is not necessary for additional S. and C's. to be placed on any second or subsequent Sacred Volumes, which should be present and open on the pedestal at all times the Brother, who has taken his obligation upon them, is attending the Lodge.

Please make sure the VSL is closed after the knocks and before the IPM says his closing words. The IPM should not place his hand on the VSL when saying his closing words.

THE WEARING OF GLOVES

Gloves should be worn at all times, except

- by candidates in the three Degrees
- The Master-elect should remove his gloves just before vacating the SW's chair and before he is presented to the Installing Master. The gloves remain off until the Board of Installed Masters is closed.
- There is no objection to Entered Apprentices and Fellow-crafts wearing gloves when not actually being 'passed' or 'raised'.
- Gloves would thus not be removed by the Master (or Wardens or a temporary occupant of their Chairs, or by any other brother assisting them) in the course of entrusting or examining candidates, or when investing officers.

THE WANDS OF OFFICE

Wands should always be carried by the Director of Ceremonies and by the Deacons when on duty (except when changing the T.Bs and assisting in a ballot).

While carrying his wand, an officer does not give salutes.

At an Installation the Director of Ceremonies and Assistant Director of Ceremonies should carry his wand at all times except when the ADC is demonstrating the sign "in Passing" or the sign of greeting (ie. as MMs, FCs and EAs) following the WMs proclamation in the three degrees).

The wands should be carried upright, and not at an angle. There should be no "swinging arms" as if marching when perambulating with wands. The left arm should be by the side and motionless.

The Deacons at the time of prayers and obligations should cross their wands above the candidate which in itself is a sign of reverence, thereby enabling them to support their wands with both hands or in the Second Degree, the square supporting the candidates left elbow. If present the Director of Ceremonies should not elevate his wand above the candidate during prayers and obligations .

MUSIC DURING CEREMONIES

Music has long been recognised as a desirable part of the Lodge meetings, and the instrumentalist can add much to the dignity of the ceremonial and help to create an atmosphere in keeping with the solemnity of the work. On the other hand, playing too loudly or too long, or during speech, cannot but detract from the value of the proceedings. The music must provide a background accompaniment, and not a recital. Due consideration should be given to the suitability of the items played; there is a wealth of information on this subject in the Papers printed in the Transactions of the Lodge of Research. Special tunes ought not to be played when individual officers are invested.

Vocal music, apart from the Opening and Closing Odes, sung before the Lodge is opened and after it has been closed, has no place in Emulation working. This relates particularly to installation meetings and processional odes. The directive was first instigated in 1961 by the Past Provincial Grand Master, RW Bro Brigadier CBS Morley and is strongly supported by the Provincial Grand Master.

It is challenging for the processional odes to be delivered with dignity, particularly by the newer brethren who have the added complication of processing round the lodge, saluting in passing while reading the words of each verse. This is very often leads to an unsatisfactory outcome to this part of the ceremony when the new master is in the process of being proclaimed. Naturally these processions should be conducted with due respectful solemnity to the new Master.

Lodges consecrated prior to 1961 where traditionally processional odes have been sung at installation meetings are exempt from this directive; however, should these lodges prefer to cease this procedure, this would be supported by the Provincial Grand Master

Vocal items have become traditional in some Lodges, but, in view of the ruling by the Grand Lodge, items (such as the 'Kyrie Eleison') which have a specific sectarian significance, are forbidden. Under that ruling, no new musical item may now be introduced, or old item re-introduced, without the prior sanction of the Provincial Grand Master.

The masonic odes used in some Lodges during the perambulations at Installation ceremonies, in fact, form no part of Emulation working, but the Provincial Grand Master has authorised those Lodges, who wish to continue this practice, to do so.

Organists should be asked to be careful to mask the organ light during the Ceremony of Raising.

THE INSTALLATION

The timing of the investiture of the new Worshipful Master is something that deserves special attention. Please ensure the IM has adequate guidance and rehearsal of the inner workings – especially the work on the floor. It is suggested you fit the apron (“the Badge”) first before commencing the words. NB. Please remove the MEs apron before investing him with “the Badge” (ie. WM’s apron) and it is recommended the cuffs/gauntlets should be left on the WMs pedestal and put on with the gloves after the Board of Installed Master has been closed.

- Past Masters occupying the Chairs temporarily during Installation do not wear the Officers’ collars.

As they assume the duties of the various officers, they should not be addressed as “W.Bro. Acting Senior Warden,” “W.Bro. Acting Inner Guard,” etc but as “Bro. Senior Warden”, “Bro. Inner Guard” etc.

- A Master has no power under the B. of C. to declare all offices vacant, nor is it correct for the Director of Ceremonies to say, at the end of the investiture of officers, “and the Lodge is now under your direction”. The Lodge is at all times under the direction of the Master and his Wardens.
- The Secretary must stand when reading the Antient Charges to the Master Elect.
- At the conclusion of the Obligation the Installing Master demonstrates to the Master Elect the sign formerly included in the Obligation. (Note: the Brethren should kneel on the right/left knee (as appropriate) during the prayer.
- It is considered that the Master Elect will understand the correct sign better if the demonstration is made in full by the Installing Master without removing the Master Elect’s hands from the V.S.L. In the explanation of the symbolic penalty the word is “decay” not die
- When the Installing Master raises the Master Elect following his Obligation the Director of Ceremonies should ensure that the grip of an Installed Master is used rather than the grip of a Master Mason.
- There should be no procession of Past Masters giving the IM’s sign. Furthermore, it is preferred that the G or R sign greeting to the newly Installed Master can is given from where the PMs are standing in the Lodge, rather than assembling on the floor of the Lodge
- Particular attention should be given to efficient and unobtrusive arrangement of the collars in the correct order for those brethren who are to be invested. It is encouraged that those brethren remaining in the same office retain their collars and are reinvested collectively after standing when the secretary has read aloud their names in order. Consideration should also be given to those due to be appointed but are not present will of course not require a collar.

- Investiture of Officers – it is suggested that after the Wardens have been invested and the address to the Wardens completed, the WM should remain standing centrally in front of the dais to appoint and invest his Officers.
- The DC should remain facing the Master on the floor of the Lodge, the ADC collects the officers to be invested and conducts them back to their seats and a Past Master presents the correct collar to the Master (on a board if possible) together with other items as required such as the Wardens column and gavel and the Deacons wand. It is also recommended that as with the WM, the cuffs/gauntlets remain on the Wardens Pedestal and are put on when the new Warden assumes his seat. It may be necessary to use a second Past Master to assist with collecting the officers and escorting them back to their seats. This all saves time and produces a far more polished ceremony.
- Brevity is advised for the Master's remarks while investing the Officers, but what he says should be audible to all the brethren. It is not necessary to give the full ritual to junior officers with the exception of the Deacons and Tyler. All that is needed is "I appoint you my and I invest you with the collar and jewel of your office" – "I congratulate you and wish you a happy year". If a Past Master is being re-appointed – "I thank you" rather than "I congratulate you" is appropriate
- It is a great deal more dignified for him to address them as "Brother (William) Brown", etc, than to make use of their first names only.
- If the Tyler is presented with a sword it should be unsheathed – blade upright. The Tyler should hold the sword at the carry, salute the WM with the sword and salute again prior to retiring from the Lodge following the Address to the Brethren.
- The gavel should not be presented over the wrist like a sword. The Master should NOT stand to receive it.
- Until the expiration of his term of office a Master should never surrender his gavel, except to the Provincial Grand Master, or the Deputy Provincial Grand Master, or the Assistant Provincial Grand Master, or to a Past Master whom he has invited to conduct a ceremony.
- The IM should ask the newly Installed Master to gavel when closing the Board of Installed Masters. The Installing Master has no right to use gavel at this point.
- The IM should stand and request the Inner Guard to admit MM's, F/C's and EA's. It should be noted that the newly-installed Master is only fully in control of the Lodge when the Warrant, BOC's and Bye-laws are formally presented.

(NOTE: the correct phrase when the Installed Master is using the abridged version of closing in the degrees is "by VIRTUE of the power in me vested, I close the lodge in the 3rd (2nd) degree and resume it in the 2nd(1st) degree"). The PGM and his team have noted that the word "virtue" has been omitted on many occasions.

- Before the brethren return to the Lodge, either the Tyler or Assistant Director of Ceremonies should take the opportunity to instruct the Entered Apprentices and Fellow Crafts on the procedure. An explanation to the Fellow Crafts of the salutation

to be used after perambulation will save the Director of Ceremonies from giving a tedious description of it. Remember "In Passing" does not mean stop.

- The Master should stand when receiving the Warrant of the Lodge, and during the Address to him.
- Please note the position from which the proclamations should be made particularly in the second degree. Having made the proclamation, it is not necessary for the DC to walk to the South East, dispose of his wand and instruct the time be taken from him. The ADC who will be at the head of the column should lead the greetings following the proclamation in the three degrees (ie. the DC should end the proclamation with the words – "taking the time from the ADC").
- At this point the ADC should move across to the SE part of the Lodge, place his wand in the stand adjacent to the DCs chair and lead the greeting. At the conclusion of each of the greetings the ADC should collect his wand and resume his place at the head of the column in the NE.
- The Address to the Master is given from the S. W. that to the Wardens from the N.E. and that to the Brethren from the S.E. When the newly installed Master is a Past Master, it is unnecessary for the address to the Master to be delivered. This principal also applies to the Wardens. The prelude to the address to the Brethren should be "Brethren of XXXX Lodge who have not served as Warden, upstanding"

INSTALLATION OF A PAST MASTER IN LEICESTERSHIRE & RUTLAND

WM: To install the ME

(E.A. retire) Opens the Lodge in the 2nd Degree (I.P.M. to arrange Sq & Com. on VSL throughout)

PM's take positions in chairs

DC: Conducts the ME to the centre of the Lodge facing the WM. ME removes gloves before vacating his chair & remain off till 'board of I M closed.

DC: WM I present to you Bro ? ME of this Lodge to receive at your hands the benefit of Installation. (Raise hands)

WM: Bro DC Your presentation shall be attended to – (DC returns to his seat) Bro. ?, do you submit to and ratify the Ancient Charges and Regulations to which you gave your unqualified assent on a previous occasion?

ME: I do.

WM: Then you will advance to the Pedestal and reaffirm the S.Ob.as regards to your duties as Master of a Lodge, taken by you on a previous occasion. [ME advances to the Pedestal, kneels on R.Kn., places RH on VSL.]

WM: [1 Kn., followed by SW and JW. All rise and show Sn.of F.]

ME: I, [name] hereby ratify and confirm the Ob. as regards my duties as Master of a Lodge, taken by me on a previous occasion, and I solemnly pledge myself to preserve the Landmarks of the Order, to observe the ancient usages and established customs, and strictly to enforce them within this Lodge.

WM: As a pledge of your fidelity and to render this a S.Ob. you will seal it twice. on the VSL.

ME does so. WM takes ME's RH in his own and says Rise duly obligated ME.

[DC conducts ME to a seat in the SE.]

WM: F.C. Retire. Open the Lodge in the 3rd.degree. .All sit after opened in 3rd, then DC assembles Officers in the N. in order of seniority. (If the substitute SW, JW and IG are Officers, they stand but remain in place.)

Officers addressed by WM

DC: Instructs the Officers who are not remaining in the same office to remove their collars. ADC collects collars. 'The Officers will now pass round the Lodge and salute the WM as Master Masons in passing and retire from the Lodge for a short period without further salutation. Will brethren below the rank of Installed Master join the procession salute the WM and then retire from the Lodge.

DC places chair in centre of carpet, Master Elect will go straight to position.

WM: [1 Kn., followed by SW and JW.] I now declare this a duly constituted Board of Installed Masters. The Brethren will turn to the E. ME kneels on chair with right knee

CHAP: Vouchsafe thine aid etc.

All: SMIB.

WM: You have already re-affirmed your S.Ob. as regards your duties as a Master of a Lodge; you will now advance, and reaffirm the Obligation with respect to the secrets restricted to the Masters chair taken by you on a former occasion.

[ME does so.]

ME: I hereby ratify and confirm the Obligation with respect to the secrets restricted to the Masters chair taken by me on a former occasion.

WM: As a pledge of your fidelity and to render this a Solemn Obligation you will seal it thrice with your lips on the VSL.

WM: Let me once more direct your attention to the three Great, though emblematical, Lights in Freemasonry : the VSL, the Sq., and Cs. The SV., that Great Light in Masonry, will guide you to all truth, direct your steps in the paths of happiness, and point out to you the whole duty of man. The Sq. will teach you to regulate your life and actions according to the Masonic line and rule. The Cs. remind you to limit your desires in every station of life that, rising to eminence by merit, you will live respected and die regretted. [Leaves his chair by the S. side and raises the ME with the proper grip and Wd. saying :] Rise G. [Presses ME gently round to the SE until he faces N. WM stands opposite him ,facing S., and says : You are already in possession of the Ss. of an Inst. Master. and wear the badge of that Rank. I now invest you with the Jewel of your Office (D.C adjust at back) which is the highest honour that the Lodge can confer on any of its members. The Sq., [takes it in his left hand] being the implement which forms the rude and proves the perfect mass, is well applied by MMs. to inculcate the purest principles of piety and virtue. [releases Sq.] Masonically speaking it should be the guide of all your actions. [Takes the ME with the proper grip and whispers the necessary directions.] With the Gr. and Wd. G of an Inst .M. I now place you in the chair of King. S. feeling fully satisfied that your future conduct will justify the choice the Brn. have made. [Steps back to front of Pedestal and salutes the new WM with the Sign of Hty.] I now place in your hands this gavel, which is an emblem of power, to enable you to preserve order in the Lodge, especially in the E. D.C. addresses W.M - You will now invest the IPM. (collar should be in place place on back of Masters chair)

WM: Bro.? I have much pleasure in investing you with this Collar and Jewel as the IPM of the Lodge, feeling assured that should I at any time require assistance my reliance on your cooperation will not be misplaced.

DC: Brn. you will now greet our newly Installed Brother with 5 G.or R.Sns., taking the time from me. To order....

IM: Requests WM to knock [1 Kn., followed by SW and JW.] then "I now declare this Board of Inst. Masters closed". [1Kn., followed by SW and JW.] Be Seated Brethren

PROCLAMATION OF A MASTER IN LEICESTERSHIRE & RUTLAND

The following ritual is to be used when the Worshipful Master has been elected by the Lodge to continue in office for a successive year.

It is not to be used when a Master is remaining in office by virtue of the operation of a Rule in the Book of Constitutions such as Rule 108. In such a case the summons needs merely to record the fact and provide for the Master to proceed to appoint and invest his officers.

The entire ceremony is conducted in the first degree. No brethren retire and Past Masters do not take the Warden's chairs

DC rises from his position in the Southeast and says:

"Worshipful Master, as you have been elected to continue in office as Master for a further year, it will not be necessary for you again to be Installed in the Chair of the Lodge. It will suffice therefore for you to be proclaimed as Worshipful Master.

Brethren, to order.

I now proclaim Worshipful Brother.....Worshipful Master of this theLodge, No.....on the register of the Grand Lodge of England during the ensuing twelve months and until a successor shall have been elected and Installed in his stead. I call upon you to greet him with three EA signs taking the time with me."

DC moves to face WM in the Chair and says:

"Worshipful Master, I must remind you that at your previous Installation in the Chair of this Lodge, the Warrant of the Lodge was entrusted to your special keeping. I trust it will be transmitted to your successor pure and unsullied.

You are also reminded of your duty to make a careful perusal of the Constitutions of the Craft and the By-Laws of the Province. Lastly you are to enforce the By-Laws of this Lodge."

DC resumes his position in the Southeast and invites the Brethren to be seated

INSTALLTION OF A MASTER IN A PAST MASTER'S LODGE IN LEICESTERSHIRE & RUTLAND

[Note: to include Lodge of Research & Derek Buswell Lodge of Provincial Grand Stewards]

WM: To install the ME

(E.A. retire) Opens the Lodge in the 2nd Degree (I.P.M. to arrange Sq & Com. on the VSL throughout)

PM's take positions in chairs

DC: Conducts the ME to the centre of the Lodge facing the WM. ME removes gloves before vacating his chair & remain off till 'board of I M closed.

DC: WM I present to you Bro ? ME of this Lodge to receive at your hands the benefit of Installation. (Raise hands)

WM: Bro DC Your presentation shall be attended to – (DC returns to his seat) Bro. ?, at your Installation on a previous occasion you signified your unqualified assent to the Ancient Charges and Regulations. Do you now confirm your adherence to and support of them?

ME: I do.

WM: Then you will advance to the Pedestal and reaffirm the S.Ob.as regards to your duties as Master of a Lodge, taken by you on a previous occasion. [ME advances to the Pedestal, kneels on R.Kn., places RH on VSL.]

WM: [1 Kn., followed by SW and JW. All rise and show Sn.of F.]

ME: I, [name] hereby ratify and confirm the Ob. as regards my duties as Master of a Lodge taken by me on a previous occasion, and I solemnly pledge myself to preserve the Landmarks of the Order, to observe the ancient usages and established customs, and strictly to enforce them within this Lodge.

WM: As a pledge of your fidelity and to render this a S.Ob. you will seal it twice. on the VSL. ME does so. WM takes ME's RH in his own and says Rise duly obligated ME. [DC conducts ME to a seat in the SE.]

WM: F.C. Retire. Open the Lodge in the 3rd.degree. .All sit after opened in 3rd, then DC assembles Officers in the N. in order of seniority. (If the substitute SW, JW and IG are Officers, they stand but remain in place.) Officers addressed by WM

DC: Instructs the Officers who are not remaining in the same office to remove their collars. ADC collects collars. 'The Officers will now pass round the Lodge and salute the WM as Master Masons in passing and those Brethren below the rank of an Installed Master retire from the Lodge for a short period without further salutation. Will brethren below the rank of Installed Master salute the WM from where they are situated and then retire from the Lodge without further salutation.

DC places chair in centre of carpet, Master Elect will go straight to position.

WM: [1 Kn., followed by SW and JW.] I now declare this a duly constituted Board of Installed Masters. The Brethren will turn to the E. ME kneels on chair with right knee

CHP: Vouchsafe thine aid etc.

All: SMIB.

WM: You have already re-affirmed your S.Ob. as regards your duties as a Master of a Lodge; and on a previous occasion you have taken a S.Ob. with respect to the Ss restricted to the Master's chair. That Ob. remains binding on you for so long as you shall live. You will,

however, advance to the pedestal, kneel on both knees, place both hands on the VSL and re-affirm that Ob. by sealing it with your lips thrice on the VSL. [ME does so.]

WM: Let me once more direct your attention to the three Great, though emblematical, Lights in Freemasonry : the VSL, the Sq., and Cs. The SV., that Great Light in Masonry, will guide you to all truth, direct your steps in the paths of happiness, and point out to you the whole duty of man. The Sq. will teach you to regulate your life and actions according to the Masonic line and rule. The Cs. remind you to limit your desires in every station of life that, rising to eminence by merit, you will live respected and die regretted.

[Leaves his chair by the S. side and raises the ME with the proper grip and Wd. Saying Rise G. [Presses ME gently round to the SE until he faces N. WM stands opposite him, facing S., and says : You are already in possession of the Ss. of an Inst. Mstr. and wear the badge of that Rank. I now invest you with the Jewel of your Office (D.C adjust at back) which is the highest honour that the Lodge can confer on any of its members. The Sq., [takes it in his left hand] being the implement which forms the rude and proves the perfect mass, is well applied by MMs. to inculcate the purest principles of piety and virtue. [releases Sq.] Masonically speaking it should be the guide of all your actions. [Takes the ME with the proper grip and whispers the necessary directions.] With the Gr. and Wd. of an Inst .M. I now place you in the chair of King. S. feeling fully satisfied that your future conduct will justify the choice the Brn. have made. [Steps back to front of Pedestal and salutes the new WM with the Saln. of Hty.] I now place in your hands this gavel, which is an emblem of power, to enable you to preserve order in the Lodge, especially in the E. D.C. addresses W.M - You will now invest the IPM. (collar should be in place on back of Masters chair)

WM: Bro.? I have much pleasure in investing you with this Collar and Jewel as the IPM of the Lodge, feeling assured that should I at any time require assistance my reliance on your cooperation will not be misplaced.

DC: Brn. you will now greet our newly Installed Brother with 5 G.or R.Sns., taking the time from me. To order....

WM: [1 Kn., followed by SW and JW.] I now declare this Board of Inst. Masters. closed. [1Kn., followed by SW and JW.] Be Seated Brethren.

WM: By virtue of the power in me vested I resume the Lodge in the first degree (1st degree knocks)

TB, Sq & C's adjusted

WM: (if anyone has previously retired from the lodge) Brother Inner Guard, admit all Masons Brethren, you will pass round the Lodge, saluting the WM as Entered Apprentice Freemasons.

DC: (from in front of his chair in the Lodge) Brethren, during the recent ceremony WBro XXXX has been regularly installed into the Chair of King Solomon, according to ancient custom, and I now proclaim him for the 1st, 2nd & 3rd time as Worshipful Master of this the [XXXX] Lodge number [XXXX] in the register of the United Grand Lodge of England until the next regular period of election within the Lodge and until a successor shall have been duly elected and installed in his stead and I call on you to greet him as Entered Apprentice Freemasons with three, taking the time from me. [note: if no attendees are below the rank of an Installed Master the DC simply greets the WM with three on his own]

Address to the WM and presentation of the Warrant, BOC & By-laws

DC: WM is it now your wish to appoint and invest your Wardens? (done)

No address to the Wardens

Will those Brethren remaining in office please stand (WM thanks and re-appoints the Offices)

WM, WBro [XXX] having been elected Treasurer, is it your wish to invest him (done)

WM, is it now your wish to appoint and invest the remaining officers?

No address to the brethren

Ceremony Complete

PROCEDURE TO BE USED DURING A PROVINCIAL VISIT

When the Rt W Provincial Grand Master honours a Lodge by visiting with the whole team of Provincial Grand Officers, he is desirous that the following procedure is adopted:

- It is usual for the Provincial Grand Director of Ceremonies, or one of his deputies to visit the Lodge during a rehearsal to acquaint the Brethren of the procedures to be adopted for the Provincial visit.
- The Provincial Director of Ceremonies will allocate seating the Lodge Room to facilitate the efficient seating of the Provincial Officers after the formal entrance and when forming a retiring procession. The allocated seats will have "reserved for W Bro[X]" placed on them to prevent a Brother not in the procession sitting there.
- The Provincial Team will usually attend a brief rehearsal prior to the Lodge being opened. It is imperative that the Lodge is cleared to allow this rehearsal.
- The Lodge DC should ensure the Brethren are seated and the WM's procession takes place in a timely manner as the Provincial DCs will require adequate time to form up the entering Provincial Team procession.
- The Provincial Team are announced and enter the Lodge, followed by the RtW PGM's procession. (note: the RtW PGM should be applauded when he steps on the carpet, which should cease when he formally bows to the WM)
- The RtW PGM should be offered the gavel (which he will usually refuse) and assumes his place to the immediate right of the WM. The DPGM and APGM are escorted to the places by the DC team and the Grand and Provincial Officers are nodded to their places. The RtW PGM is saluted with seven (note: on a full Provincial Visit, only the RtW PGM, or his Deputy or Assistant (if officiating) are saluted).
- The Provincial Team will usually retire from the Lodge before the "Risings" to lessen the number of Brethren at cocktails.
- During the Festive Board, it is the RtW PGM's wish that the Provincial DC takes charge. This should ensure conformity during Provincial Visits and will lessen the load for the Lodge DC. When on an official Provincial Visit, the team may stay for the entire Festive Board. If the RtW PGM retires before the end, the Lodge DC will resume control of the Festive Board.

- It is imperative that ALL toasts are kept short and succinct. They should never be longer than three minutes (including the Toast to Province, which should be given by a member of the Lodge who is not a Provincial Officer).
- The objective of the Festive Board is to enjoy good food, accompanied by friendly conversations, not to spend excess time listening to Brethren imparting superfluous information. A crisp, informative and short speech has much greater effect than a long drawn-out one.
- The RtW PGM may stay until the end of the Festive Board but may retire after the "Absent Brethren" toast. Should the Provincial Team stay until the end of the Festive Board, the Provincial DC will announce "Upstanding Brethren whilst the WM, accompanying the RtW PGM, the DPGM and the APMG retire from the Festive Board". In this instance it is essential that no Brethren leave the room before the RtW PGM. (note: it is appropriate that the Brethren applaud the retiring team). Should the RtW PGM retire before the end, the same procedure is followed, omitting the WM.

End of Procedure

DOUBLE/TRIPLE/QUADRUPLE etc. CEREMONIES

When organising the Lodge's Programme of Work for the time when Lodges are able to reconvene, it may be preferable to hold an emergency meeting for which a dispensation can be obtained from the Provincial Grand Master via the Provincial Grand Secretary's Office.

However, with the inception of the "Universities Scheme", and consequently as a result of the COVID-19 pandemic, which has meant that lodges have had to place many ceremonies on hold, the PGM is conscious that in some Lodges it is desirable to hold multiple ceremonies in order to ensure that candidates are not kept waiting for too long. As a guide therefore, multiple ceremonies should be considered in order that Candidates are Initiated, Passed and Raised as soon as practical.

DC's are advised that a Team of experienced multiple-ceremony Brethren, provided by the University Scheme Lodges, are available to assist any Lodge in carrying out Ceremonies if the Lodge Members feel that they are unable to provide Candidates with a memorable experience on the night.

If assistance is required, please contact the Assistant Provincial Grand Master, WBro Andy Green well in advance of the Ceremony in order that suitable arrangements can be made.

In the case of a Passing or Raising the Lodge may still consider "sub-contracting" the ceremony to a Lodge which is suffering from a shortage of candidates, but this should not apply for an Initiation. However, if a multiple ceremony is deemed a requirement, then the

following broad-brush guidance notes should be considered: (note - if a lodge already has a local method for conducting ceremonies then this should still be applied).

Candidates in a double Initiation should be held in an area outside the Temple where any activity within the Temple cannot be observed/heard. At a suitable juncture, the Tyler should collect the 1st Candidate (the Candidate who completed his Form P the earliest EXCEPT where the Initiate is a "Lewis". In this instance, he is always the first to be introduced) and announces the Candidate and a normal ceremony is carried out until the Obligation is completed. At this time, the Candidate should be seated alongside the Senior Deacon (it is recommended that for an Initiation the Lodge Mentor is seated alongside the Initiate to advise him of the next part of the Ceremony). A chair(s) should be reserved for this purpose.

(Note - For ceremonies with more than two Candidates it is recommended that all Candidates are announced and all enter the Temple simultaneously and "assistant Deacons" from the Lodge Brethren take control of individual Candidates for the Perambulations, with additional stools and small VSL's being provided and which will be held by a Past Master (per Candidate) standing directly in front of the Candidate. The Candidates should place their hands on the individual VSL and affirm their Obligations - all Candidates giving their responses individually)

For ceremonies of Passing and Raising, the agenda item is read out by the WM and the Deacons are instructed to place the candidates in the North-West, with the Junior Deacon nearest the Senior Warden and the Senior Deacon at the other end of the line of candidates. When answering the questions for the WM it is preferable that the Candidates answer alternatively. To have multiple Brethren attempting to answer the questions together inevitably leads to an incomprehensible "noise", where the rest of the Brethren are not sure if all Candidates were able to answer the questions. To this end, the Junior Deacon should advise the candidates (when lined-up) of the sequence of answering and obviously be able to prompt the Candidates as necessary.

On completion of the questions, "assistant Deacons" should attend on the candidates when they are instructed to attend at the WM pedestal for the words and signs leading to the superior degree, the IPM, or other Past Master's should stand and assist the WM in communicating the sign and word. They should not speak, only the WM is permitted to give the word and sign.

When the WM instructs the candidates to retire, they should sign and retire in order.

When the lodge is then opened in a superior degree, the candidates are brought in individually (in order of seniority, except for a Lewis) and obligated in turn by the WM.

After all the Obligations are completed, the Candidates are placed in the correct corner of the Lodge, senior to the East, and again, the IPM or Past Masters should assume positions in front of their Candidate. The Brother giving the Secrets will address the Senior Candidate and the other PM's will provide their hands and adjust grips as required. The PM's will then retire to stand alongside the Junior Warden in time for the Presentation by the Deacon. The

PM's will then act and substitute Junior Warden(s) to receive the grips and words. They will then surreptitiously make their way to the Senior Warden's chair and repeat the exercise.

They should they go to the North side of the Senior Warden, to assist the robing of the aprons on the Candidates. After which, they should resume their seats. When the explanation of the Apron has been given, the WM should request the Candidates be placed in the North-East or South-East corner of the Lodge (as applicable). During the North-East Corner, the Junior Deacon should ask the Candidates in turn, regarding Charitable donations.

On completion of this part of the Ceremony, the candidates are placed in order at 45 degrees for the WT's.

The Candidates should then be taken to the WM who will congratulate the Brethren individually.

When the Candidates re-enter at a Ceremony of Passing and an explanation of a Tracing Board is to be given, (note – Lodges may consider dropping out this item due to time constraints), the Candidates should gather round the TB for the explanation.

In the Ceremony of Raising, the explanation of the Traditional History contains elements of the Secrets and must therefore be given, as a Brother cannot be Raised with having these explained. In this instance it is recommended that the candidates are arranged in a line at the opposite side of the TB box and the Deacons stand at either end, one pace back.

Please note that should any DC require guidance and he has not requested assistance from the University Scheme lodges, the Provincial DC is always happy to assist and will (if possible) be pleased to attend a rehearsal if desired.

POINTS OF GENERAL INTEREST

Gavels

Reference has already been made to the Master's gavel. It is presented to him, as is explained to every Master at his Installation, for a special purpose and the dignity with which ceremonies are conducted in the Province would seldom if ever call for the exercise of the gavel in this respect. It is suggested, therefore, that all unnecessary gavelling, which can be distracting, should be avoided. It should only be used prior to introducing the most important items of business on the agenda i.e. To Install or To Initiate etc and as directed in the ritual. The gavelling should be light and the Wardens etc. should follow the same tempo.

Gavelling should never be noisy; it is particularly disturbing and often frightening to the Initiate if excessive zeal is used when L. is restored in the First Degree.

The tempo and strength of the Master's gavelling should be continued by the Wardens, the Inner Guard and the Tyler. The Inner Guard should move to the door directly the Master has gavelled, in order that the rhythm may be preserved.

The Deacons And The Candidate

The Deacon should realise that the candidate is in strange surroundings, and he should conduct him firmly, but sympathetically, avoiding abrupt or awkward movement. His dictation of the answers should be distinct but quite and suitably phrased.

The approach to the Pedestal should be measured so that the candidate may reach it without further movement, forward or lateral. The steps should be demonstrated carefully, and there should be no counting aloud. In the 1st Degree the candidates k. should be guided gently to the K. stool.

If the candidate for initiation normally wears glasses, the Deacon should collect them at the door and produce them when appropriate.

It looks untidy if the arch of wands is not symmetrical. It is not necessary (nor strictly correct) for the Director of Ceremonies to add his wand. The Deacons should grip the wrist of the candidate from behind the elbow to control the candidate's movement in a firm and reassuring manner.

The instructions should be given to the candidate in a clear and audible way not in a whisper.

At the Wardens pedestal during a degree ceremony the Deacon should stand forward and to the side of the candidate (facing East at Junior Warden pedestal and South at the Senior Warden pedestal) so that his demonstrations are visible to the candidate. The Deacon should pass his wand to either his fellow Deacon, the D.C. (depending on who is involved in the perambulation) or Brother sitting adjacent to the Ws pedestal.

The Deacons play an extremely important role in producing a tidy and dignified ceremony. Please allow sufficient time for rehearsing perambulations.

Entered Apprentices And Fellow Crafts Returning

When these brethren return to the Lodge for the final part of the ceremony, the report should be "Bro. A.B. on his return to the Lodge", and NOT "The candidate.....". Items on the agenda should not be taken during the brother's temporary absence.

Position At The T.B.S

The Deacon should place the candidate at a point near the T.B. where he can best see what is being explained to him – at or near to the W. of the Second Degree B., and at or near to the E. of the Third Degree B. Any desire here for tidiness of movement should be sacrificed to efficiency.

Additional Responsibilities Of The Director Of Ceremonies

- to check that the W.T.s are in place and that the T.B.s are in the correct order, and the offertory plate (First Degree) is available for the Junior Deacon.
- to see the Book of Constitutions, the Lodge By-Laws and the booklet entitled "Information for Guidance of the Craft" etc are available for presentation at the Installation Festivals. These should be handed to the Provincial visitor individually.
- to check that the necessary implements are on the Master's and Wardens' Pedestals and that the floor cloth etc, are available, and ready for use (Third Degree).
- generally, to arrange that the ceremony shall not be interrupted by the lack of some essential item, such as appropriate apron, the ballot boxes, ballot papers etc.
- to arrange for the lighting and the extinguishing of the candles (see 7 (iv)).

The Tyler's Duties

The Tyler's duties are specified in the book of ritual – 'to keep off all intruders and cowans to Masonry and to see that the candidates are properly prepared'.

The preparation of the candidate should be carefully and sympathetically carried out and the Tyler should be able to give the candidate the reasons for it. The correct preparation for the First and Second Degrees may be checked by reference to the questions and answers for the Second and Third Degrees, respectively.

For the comfort of the candidate there is no objection to the slipper being secured by an elastic band.

If a stranger approaches to seek admission, the Tyler should report the fact to the Inner Guard, so that the Master may take appropriate action for 'proving'.

The exchanges between the Tyler and I.G. should be audible to brethren in the Lodge room.

The Tyler has additional responsibilities: –

- to prepare for the ceremony by lighting the candles, to check that the candidate's apron is available and in the correct place in the Lodge, and in the Third Degree that it has been adjusted for size before the Lodge is opened, to see that the V.S.L. is ready for the Chaplain (if it is carried in procession), or on the Master's pedestal if not so carried, to see that the Warrant is available for the Master, to bring out the wands for use in the procession, and to see that the collars and gauntlets of the Master and his officers are all in order.
- to rehearse the candidate in the signs when he is temporarily out of the Lodge.

- to make himself acquainted with the correct announcements.
- to switch off the lights in the Lodge Room after the Lodge is closed (To prevent damage by candle wax an officer should be delegated to used a snuffer whenever the candles are extinguished – where oil filled candles are used, in order to prevent damage to the wicks, a snuffer should not be used. After the closing of the Lodge this duty may be done prior to, or during, the Closing Ode).
- to carry out the Master’s instructions for the safe keeping of the Warrant.
- To sort the Officers collars into their correct order during/whilst the Inner Workings take place.

Titles

Difficulty is sometimes experienced by brethren in finding the correct way to address a brother.

Section 3 of the ‘Ancient Charges’ states “you are to salute one another in a courteous manner, as you will be instructed, calling each other brother...”. It is doubtful whether any member of Craft (of whatever rank) would object to being addressed by the honourable title ‘Brother’.

A point that does emerge is the unsuitability of the address, ‘Right Worshipful’, or ‘Very Worshipful’ on informal occasions it would be more appropriate to address him as ‘Provincial Grand Master’ or ‘Deputy Provincial Grand Master’ etc.

The expressions ‘Right Worshipful Sir’ and ‘Worshipful Sir’ are non-masonic and should never be used.

Visiting

Whereas visiting Lodges is a pleasant part of Masonry, the old idea that it is the Master’s duty to visit all Lodges in the Province is now quite outmoded. No Master or brother should undertake such a burden, nor allow his visiting to be to the detriment of his family or his private avocations or a financial burden on Lodges.

The expression ‘Reigning Masters’ is incorrect. They are ‘The Masters of Sister Lodges’.

Greetings And Good Wishes

Constitutionally, it is the Master’s privileged alone to give ‘hearty greetings’ on behalf of his Lodge. It is usual, however, for him to give permission to the members of his Lodge to do this. Entered Apprentices and Fellow Crafts should not have this privilege; and it is the duty of Lodges to inform them accordingly. ‘Hearty good wishes’ are given by the Provincial Grand Master, the Deputy and Assistant Provincial Grand Masters, or another brother

representing the Provincial Grand Lodge. If there is no official representative present the good wishes are conveyed by the senior Provincial Officer of the year present or, failing him, the senior Past Provincial Grand Officer. (note: when giving greetings it is considered superfluous for a Brother to say "of this Province", this extended greeting should only be done if the Brother is from another Province.

However, it is the Provincial Grand Master's wish that the "senior" officer should defer at least once a year, say in December, to a brother who has received a first appointment or promotion at the Annual Communication in November.

If time is pressing it is not necessary to go around the Lodge and receive greetings from a member of every Lodge represented. It is considered it is sufficient for one Lodge to give greetings and include sister Lodges. The Director of Ceremonies should consider appointing someone prior to the Lodge being opened.

No brother should give greetings in another Lodge without the consent of his Master; and no Provincial Grand Officer should give good wishes in another Province without obtaining the prior consent of the Provincial Grand Master.

Collars

It has been a custom in the Province for brethren, when temporarily occupying offices to which they have not been appointed, not to wear the collar of that office and it is the Provincial Grand Master's wish that this custom should continue.

Timing Of Ceremonies

At the present time difficulty is experienced by many Brethren leaving employment early to attend Masonic meetings. Lodges are urged to consider very carefully starting meetings, other than Installations, no earlier than 6pm. To assist in arranging a later start consideration may be given to various means by which the length of the ceremony can be reduced without detriment to the solemnity and dignity which are so essential eg. circulating minutes and matters which would normally be raised by the Secretary at Risings.

Term Of Office

It is strongly recommended that Past Masters should hold offices in the Lodge such as Secretary, Treasurer, Charity Steward etc for a maximum of five years.

Assistant Secretaries and Director of Ceremonies should be appointed with the intention of taking over that office in the future. Likewise, Lodges should actively try and identify future Almoners, Treasurers and Charity Stewards and ask them to act as an unofficial assistant, this way they will gain invaluable experience of the office they are eventually going to fill.

Jewels

A Past Master may be presented with a past master jewel after he has completed his year as Master of the Lodge. The jewel can be worn over the left breast at all craft meetings including Provincial Grand Lodge.

If a brother is also a member of the Holy Royal Arch, then his Royal Arch breast jewel will take precedence and is worn on the inside nearest the lapel.

In general Festival jewels should only be worn for the duration of the Festival.

As from 2017, if a Brother has a Tercentenary jewel then the sequence of jewels from the left as viewed should be – Chapter, Tercentenary, Festival (as applicable), PM jewel. If a Brother is an Active Provincial Officer on a formal visit, then no Lodge-specific jewels should be worn

THE RECEPTION OF VISITORS TO PRIVATE LODGES

Formal Visits By The Provincial Grand Master, The Deputy Provincial Grand Master And The Assistant Provincial Grand Master

In the following note, in the absence of the Provincial Grand Master substitute the words 'the Deputy Provincial Grand Master' and, in the absence of both, the words 'the Assistant Provincial Grand Master'.

- After the minutes, The Tyler will report that the Provincial Grand Director of Ceremonies (Prov. DGDC/AGDC), not named, seeks admission. The Inner Guard will report to the WM who will reply "Admit him" – no names.
- Prov.G.D.C. (DGDC/AGDC) enters, (carrying the D.C's baton, no salute), he will stand in front of the SW's pedestal. "WM, The R.W.P.G.M. (DPGM/APGM) stands outside the door of the Lodge and he DEMANDS ADMISSION and the WM replies "admit him".
- Prov GDC. (DGDC/AGDC) – asks for permission to form two columns of the Members of the Provincial Grand Lodge of Leicestershire and Rutland to escort the P.G.M. (DPGM/APGM) into the Lodge?"
- The Lodge D.C. and Assistant will head the columns, the Lodge Asst. D.C. will lead the South Column, the Lodge D.C. leads the North.
- After assembling the procession (not necessarily in order of SENIORITY in the West), the Prov GDC (DGDC/AGDC) will say "Forward Brethren" and the Inner Guard moves to open the doors.
- The Prov. G.D.C. (DGDC/AGDC) follows the columns out to the ante-room where the PGM (DPGM/APGM) will greet and thank the escort before they re-enter the Lodge.
- The Prov. G.D.C. (DGDC/AGDC) will re-enter the Lodge, stand in front of the SW's pedestal and call the brethren to order "To receive the R.W.P.G.M.(DPGM/AGDC)".
- The Lodge D.C. and the Assistant Lodge D.C. lead the procession back into the Lodge After the procession has re-entered and turned inward, the P.G.M. (DPGM/APGM) enters, salutes the Master (who bows in acknowledgement) and is conducted to the E by the Prov GDC (DGDC/AGDC). On reaching the E, the Provincial visitor will give a

court bow to the WM from the edge of the carpet before moving forward to be greeted by the WM,

- The WM should offer the PGM, (DPGM/APGM) the Gavel. (It is appropriate here to re-iterate that the Master must never surrender his gavel except in the above circumstances, or on such occasions as he may invite a Past Master to conduct a ceremony).
- Other Grand Officers present, who have not already sat in the Lodge will join the North column and enter the Lodge. Once the PGM (DPGM/APGM) has taken his place the accompanying DC will turn and nod to the Grand Officers who will then step in, turn to the east, salute the WM and proceed to their places without further salutation.
- The salutation to the PGM, (DPGM /APGM) will be given by the Prov. G.D.C (DGDC/AGDC), from the floor of the Lodge in the N.E. The accompanying D.C. will then take his place on the dais to the right of the P.G.M. (DP.G.M/A.P.G.M.)
- The Lodge D.C. will now resume his normal duties including giving salutations to any other Grand Officers present.

Official Visits To A Ceremony By A Provincial Grand Warden Or Grand Officer

- After the minutes the Lodge DC will give salutations to any Grand Officers present. The Tyler will then report that the Provincial Grand Director of Ceremonies (Prov. DGDC/AGDC) seeks admission. The Inner Guard will report to the WM who replies, "Admit him".
- The Prov GDC (DGDC/AGDC) and stands in front of the SW's pedestal. "WM the Provincial Senior/Junior Grand Warden/W.Bro. stands outside the door of the Lodge and he seeks admission". The WM replies "Admit him" – There is NO Procession of Provincial Grand Officers. Prov GDC (DGDC/AGDC) goes to the main door of the Lodge.
- The Prov GDC (DGDC/AGDC) will re-enter the Lodge, stand in front of the SW's pedestal and call the brethren to order "Upstanding Brethren - To receive the Provincial Senior/Junior Grand Warden/W.Bro.....(Rank)".
- The Prov SGW/JGW/GO enters the Lodge, salutes the WM from the north west corner and is conducted to the east by the Prov GDC (DGDC/AGDC).
- The WM does not offer the Gavel.
- The salutation to the Prov SGW/JGW will be given by the Prov GDC (DGDC/AGDC) from the floor of the Lodge in the NE. (note: the Prov DC will request "Brethren below the rank of Prov Grand Officer upstanding etc etc'). The accompanying D.C. will then take his place on the dais to the right of the Prov SGW/JGW/GO. (Note: should the Visitor Officer not be of Grand Rank, but the Escorting Prov DC/DDC/ADC is, then no salutations should be given to him. He is attending as an escort to the visiting officer, not as a Grand Officer. However, he will be toasted as such at the Festive Board.
- The Lodge DC will now resume his normal duties.

- If any Grand Officers are present who are not members of the Lodge and the Provincial Visitor is the PGM/DPGM/APGM they can invite them to remain outside with him until he is admitted.
- No Grand Officers should accompany a Provincial Warden if that person is not of Grand Rank.
- Salutations to the Grand Officers present should have been given prior to the entrance of the Provincial Warden, salutations are accorded to the Provincial Senior (Junior) Grand Warden. The Director of Ceremonies calls "Brethren below Provincial Grand Rank to Order" and the Brethren salute with "3".

Please note, the Provincial representative should always enter the Lodge room via the main door or doors.

- During the closing ode the outgoing possession will be formed. After the Chaplain has taken up his position behind the Deacon's the Lodge DC will escort the WM to a position directly behind the Chaplain and the Lodge Wardens will move up and position themselves immediately behind the WM.
- The Lodge DC will then nod to the Provincial Visitor and escort him to the appropriate position in the outgoing procession. The PGM, DPGM/APGM in front of the Lodge Wardens alongside the WM on the inside, Grand Officers and the Prov. SGW/JGW immediately behind the Lodge Wardens.
- If any Grand Officers are present, they may allow the Provincial Wardens to join the outgoing procession in front of them.

Visits By Grand Officers

If a Grand Officer (not an Officer of the Lodge) is present before the opening of the Lodge, the Lodge Director of Ceremonies should conduct him to his place on the dais. If he enters after the Lodge has been opened, the Director of Ceremonies should meet him at the door, and after calling the brethren below Grand Rank to order, conduct him to his place.

Visitors Generally

Attention is drawn to Rules 125, 126, 127 and 144 of the Book of Constitutions, which should be carefully studied.

The Grand Lodge has frequently issued warnings, and clearly too much caution cannot be exercised in this matter. The duty of 'proving' is often delegated to a Past Master. In either case it is the responsibility of the Director of Ceremonies to make suitable arrangements for it to be done at every meeting of his Lodge.

Grand Stewards And Provincial Grand Officers Of Other Provinces

The Grand Stewards are considered to be Grand Officers only during their year of office (B. of C. 36(b)).

A Provincial Grand Officer has no official standing outside his own Province. In these cases, however, the normal courtesies should be extended.

In recent years a tendency has arisen in some Lodges to extend the 4th toast to include the words " ... of this or any other Province". The 4th toast is specifically intended for the RtW Provincial Grand Master, Deputy and Assistant Provincial Grand Masters of Leicestershire and Rutland and those brethren the Provincial Grand Master and his predecessors have appointed and promoted to Provincial Grand Rank – present and past and MUST NOT be extended to include other Provinces. The WM can take wine separately with any of the Brethren who are Officers of other Provinces.

FROM LABOUR TO REFRESHMENT

The Festive Board should be a relaxed and enjoyable occasion, but the Director of Ceremonies is charged with ensuring that the important formalities are observed.

Seating At Table

The Steward must consult the WM and DC regarding the menus and seating plan at the Festive Board.

Grand Officers and Provincial Grand Wardens of the year (or in the case of Installations, other Provincial Grand Officers representing the Province) must be placed in order of their precedence on the right of the Master of the Lodge, and the Chaplain and Director of Ceremonies on the left of the Immediate Past Master, whether or not they are Grand Officers or present Provincial Grand Officers. The seating of the remaining Past Masters of, and in, the Lodge need not be formal. In fact it may be thought desirable that they should be invited to mingle with the junior members of the Lodge, so they may get to know one another.

Ceremonial Entry

If there is a ceremonial entry into the dining room, it is appropriate for the Director of Ceremonies to announce all concerned in the following terms:-

"To order, Brethren, to receive the Worshipful Master, accompanied by the Provincial Grand Master (the Deputy Provincial Grand Master, the Assistant Provincial Grand Master, the Grand Officers and the Provincial Grand Wardens)".

(or such of these brethren as may be present)

The Master enters first behind the Director of Ceremonies, the others following in the order of their Masonic seniority.

If it is customary to give applause, it should be rapid.

The Gavel

None but the Master may use the Master's gavel, with the exception of the Tyler, to whom the Master hands the gavel for use with the Tyler's Toast, the proceedings having terminated. Only if silence is required for a toast or an announcement, the Director of Ceremonies should ask the Master to gavel. Here, as in the Lodge, loud and excessive gavelling can be very disturbing. In many cases a call to the brethren by the Director of Ceremonies is sufficient to produce the necessary silence.

Directors of Ceremonies should bear in mind that gavelling or the making of announcements when a course is in process of being served seriously interferes with kitchen routine.

After Dinner Speeches And Conversation

Every Lodge is free to enjoy its after proceedings in its own way, so long as they are conducted with 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 and unnecessarily delaying the time of departure.

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. The inclusion in speeches of irrelevant matter of any type, or remarks which could offend a brother's personal views, indicates a poverty of imagination.

Attention is drawn to Section vi (2) of 'The Ancient Charges' in the Book of Constitutions:-

"You may enjoy yourselves with innocent mirth, treating one another according to ability; but avoiding all excess, or forcing any brother to eat or drink beyond his inclination, or hindering him from going when his occasions call him, or doing or saying anything offensive, or that may forbid an easy and free conversation; for that would blast our harmony, and defeat our laudable purposes...".

The Toasts

Much time is wasted when formal toasts are proposed at the Festive Board. Whilst the toasts should not be hurried there is no need to take a pro-longed rest between each of the first four/five toasts

No toast may be given before 'Queen and the Craft'

In proposing toasts, it is unnecessary to refer to the Awards, Decorations, or Appointments held by the brethren concerned.

Order of toasts at regular Lodge Festive Boards to be the same except for the omission of the toast to the Worshipful Master and the Installing Master and Past Masters of the Lodge. If the ceremony is an Initiation, the Toast to the Initiate should be proposed before the Absent Brethren toast. The visitors toast may also be omitted if time is pressing, the Master can simply welcome the visitors during his closing remarks.

Brethren who have departed to the Grand Lodge above should not be included in the toast to Absent Brethren neither should eulogies be given at the Festive Board. There is a proper time and place in open lodge to pay tribute to recently departed brethren.

THE ANNOUNCEMENT of a Toast by the Director of Ceremonies does not require a preamble. It is correct for him to say for example:-

- "Pray silence for the Chaplain" (the phrase "Pray Silence" should only be used to introduce the Chaplain).
- "I claim your attention for (W) Bro X who will propose the next Toast" "I claim your attention for (W) Bro Y who will respond".

In no case should the Director of Ceremonies read out the wording of a Toast.

THE CORRECT PREAMBLE for the proposition of a Toast and for the response is:- "W.M., Bro. Wardens and Brethren"

If the Provincial Grand Master is present, or, in his absence the Deputy Provincial Grand Master, or in the absence of both, the Assistant Provincial Grand Master, the preamble is:-

"W.M., R.W. Prov G.M. (or D. Prov. G.M. or A.Prov. G.M.) Bro. Wardens and Brethren".

In every case the name of the recipient of a Toast is omitted from the preamble; e.g. the preamble to Toast No 3 should omit any reference to Grand Officers, as also should Toast No 5 in respect of Provincial Grand Officers. Note: the preamble for WM, PGM, Grand Officer etc should only be given once. After that, it is sufficient to merely say "Brethren etc..."

In replying to a Toast it is usual for the responder to add the name of the proposer at the end of the preamble (..and (W) Bro. X)

- Provincial Grand Rank not being an automatic appointment it is most undesirable to ask the most senior Past Master who has not yet received that appointment to propose Toast No 4.

- When the Provincial Grand Master or the Deputy Provincial Grand Master, or the Assistant Provincial Grand Master or a Grand Officer, or the Provincial Senior or Junior Warden visits a Lodge the forth toast should be given in extended form.

It is the duty of the Director of Ceremonies to ensure the content of all toasts is correct and appropriate to the occasion.

- All Toasts must be 'fired'. The Director of Ceremonies should ensure that the 'firing' by the Junior Warden is neither so slow nor so fast as to provoke comment. Subdued 'firing' after the Toast to the Absent Brethren seems desirable.

Note: "Take the time (Not "your time") from me".

It is important that all doors are closed before any Toast is proposed, and that no non-masonic persons are present. It is acceptable that non-Masonic waiting staff can be present during non-Masonic announcements. (raffles, charity collections etc.)

The list of official toasts will be found after the Craft Section in the current year book.

It is quite permissible for the Director of Ceremonies to have notes so that he does miss any of the formalities to be observed at the Festive Board.

Taking Wine

The Worshipful Master will be honoured to take wine with the Provincial Grand Master, the Deputy Provincial Master, and the Assistant Provincial Grand Master, except when two or more of them are present, in which case the privilege is enjoyed only by the senior one.

The W.M. will be pleased 'take wine' with other brethren, as he desires.

"The practice of 'taking wine' at dinner becomes detrimental to congenial conversation unless kept to a minimum and should be confined to brethren in their Masonic status. The PGM desires that wine-taking should only be undertaken when the majority of Brethren have finished a course. The Board of General Purposes wishes to emphasise that Masonry can be brought into disrepute unless the Master ensures that after proceedings are conducted with decorum. Challenging and cross toasting should not be permitted"

Charity Collections

A charity collection can be taken in the presence of the domestic staff. Please note that it is illegal to claim gift-aid on "games of chance" (i.e. raffle).

Entertainment

The introduction of ladies and gentlemen who are not Freemasons, to provide entertainment in the Dining Room is not permissible during Masonic proceedings.

All Masonic activity (toasts, firing etc) should have been completed before any such persons are admitted. It is also a prerequisite that all serving staff leave the Festive Board before toasts are begun and not readmitted until all the toasts are completed, with the exception of the Tyler's toast, however, they must have vacated the room for the Tyler's toast. On the occasions when there is a retiring procession of the Provincial Rulers, the waiting staff must not be in attendance. There is no issue if serving staff are present during wine-taking.

Ceremonial Exit

At the end of the evening, unless the Master desire otherwise, the Director of Ceremonies should call the Brethren 'to order while the Worshipful Master and the Grand Officers retire'.

It is considered a courtesy if the brethren are called to order on the departure of the Provincial Grand Master, the Deputy Provincial Grand Master, and the Assistant Provincial Grand Master, at any stage of the after proceedings.

If there is applause, it should again be rapid.

The Provincial Grand Director of Ceremonies will be pleased to meet Masters, Master elect and Directors of Ceremonies, by appointment, to discuss with them any matters on which they may seek guidance or assistance.

Ladies/Non-Masonic Guests At The Festive Board

United Grand Lodge has stated that there is no reason why ladies or Guests should not be admitted to the Festive Board.

Within the Province it is requested that the invitation to ladies to attend the Festive Board be restricted to special occasions and that the Provincial Grand Secretary be informed prior to any such invitation being issued to ensure that their presence does not overload the catering facilities.

On occasions when ladies attend the Festive Board the Board of General Purposes has recommended that the toast list should be restricted to 'The Queen and the Craft' and 'The Grand Master' and 'our Visitors and Guests' (optional). If required, a toast to "Absent Friends" may be made. Masonic firing and the Tyler's Toast both of which have Masonic origins should not be given.

If a lodge organises social events (Ladies Festivals, Fund-raising activities), at which non-masons are present, no outwardly Masonic activity should take place. Toasts should be limited to "The Queen" and "Absent Friends". Other toasts specifically aimed at guests attending (e.g."The Ladies" etc) are obviously permitted and references to Lodge Officers (Chaplain, Almoner etc) are also permitted, but activities such as "triple knocking" – WM, Senior Warden, Junior Warden should never take place as they are only to be used during Masonic activity not at social functions.