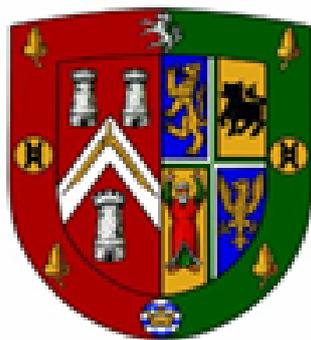


## PROVINCE OF WEST KENT



## INFORMATION FOR THE LODGE DIRECTOR OF CEREMONIES

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## **INTRODUCTION**

The following information is for the guidance of current and aspiring DC's. The role of the Provincial Grand Director of Ceremonies is to ensure that Ceremonial within the Province is carried out in an accurate and dignified manner. To this end, he will lead, organise and advise on all aspects of Ceremonial within the Province.

A programme of workshops, designed to assist Lodge DC's, ADC's or Brethren possessing aspirations for these roles are held at regularly at our Masonic Centres within the Province. Dates for the next workshops will be advertised on the Provincial Website.

## **PREPARING THE LODGE**

You will need to liaise with the Lodge Secretary, perhaps a week before a meeting to ensure that all the Lodge officers are available to attend the meeting. A further check the day before would be useful to enable you to find replacements for any officers unable to attend. No doubt you will encounter last minute illnesses or work commitments inhibiting an officer attending. Consequently, arranging for your Officers to arrive at least 30 minutes before a meeting will allow reasonable time to find a replacement, especially if your replacement needs to refresh his memory. Delegating some of your duties to the ADC at this time would allow you to concentrate on finding such a replacement.

While your Tyler is entrusted to prepare the Lodge, it is the duty of the Director of Ceremonies to ensure that it has been laid out correctly. However, this could be delegated to an ADC who intends to become a DC in the future; it would also prepare the ADC for that occasion when you might be unable to attend a meeting.

## **LODGES THAT DO NOT MEET AT MASONIC CENTRES**

For those Lodges that do not meet in a Masonic centre, you have the additional task of laying out and storing all the items required for a meeting. It is a good idea to delegate your Stewards to assist the Tyler with this task. Not only do many hands make light work, but they will also learn the form of the Lodge room.

**See Appendix 1 - All Meetings Check List**

## **THE PROCESSION IN**

All the Members and their guests need to be encouraged to be seated as early as practicable, reminded of any pertinent Emergency Evacuation Procedures and the need to prevent interruption of the meeting by mobile phones or similar electronic devices. Place the Lodge Officers in their respective order in good time. Early preparation will also ensure that you are ready to perambulate into the Lodge well before time.

Make sure that the WM has the Warrant to hand (unless framed and on display). All the Officers should know the procedures of the perambulation. Some may need to be reminded, particularly if they are a temporary replacement Officer in the line-up. Additionally your Junior Deacon, being the least experienced, may need a reminder. Words of encouragement and wishing everyone a “good meeting” will go a long way to calming the nerves of the less experienced.

At the stated time for entering the Lodge room, call everyone’s attention\* by announcing;

“To Order Brethren to receive the Worshipful Master and his Wardens”

*\*When you were appointed Director of Ceremonies of the Lodge, the Worshipful Master presented you with the wand, a badge of your office. He did not present you with an implement (or Gavel) to pound on the floor to call the brethren’s attention. Your voice and persona should be perfectly adequate.*

## **SALUTING GRAND OFFICERS**

Ensure that you know the names, ranks and order of seniority of any visiting Grand Officers, before entering the Lodge. When saluting Grand Officers, ensure that you have arranged for a response, ideally with the most senior Grand Officer present. However on some occasions it may be thoughtful to ask a recently appointed Grand Officer to respond.

Should more than one Grand Officer be in attendance, it is vitally important to name the Grand Officer who is to respond, so as to prevent uncertainty. Consequently, the Lodge DC may consider using the following example:

“Will all those below the Rank of Grand Officer please stand. Brethren, I call upon you to salute the Grand Officers, including W Bro. (Name), (Rank), of the United Grand Lodge of England, with the ..... sign three times, taking the time from me. To order Brethren”.  
*Salutations are given, after which Lodge DC says, “Be seated Brethren”.*

The named Grand Officer will then respond.

You should also know how many salutes\* are to be given, particularly for a Provincial visit as the Visiting Officers' escort could fail to arrive on time. Anything above 'seven' will certainly not be your problem.

Right Worshipful	7
Very Worshipful	5
Deputy PGM	5*
Assistant PGM	5*

***Two-year rule.***

Past Deputy and Assistant PGM's having served 2 years in office (or for that period partially in one office and partially in the other) are always saluted with Five\*.

Should they retire having served less than 2 years, they are then saluted with 'Three'. \* They are saluted with 'Five' within their own Province only; otherwise they would be saluted with 'Three', unless entitled to 'Five' as a Very Worshipful Brother.

A list of Grand Officers in order of seniority, together with the appropriate number of Salutes, is included in **Appendix 2**.

**SALUTING PROVINCIAL GRAND OFFICERS**

As with Salutations to Grand Officers, it is vitally important that you identify the most Senior Provincial Grand Officer and arrange for him to respond. Likewise, due to the likelihood of several Provincial Grand Officers being in attendance, it is vital that you name the Brother to respond, thereby preventing uncertainty. Consequently, the Lodge DC may consider using the following example:

*"Will all those below the Rank of Provincial Grand Officer please stand. Brethren, I call upon you to salute Officers of the Provincial Grand Lodge of West Kent, including W Bro. (Name), (Rank) with the ..... sign three times, taking the time from me. To order Brethren". After the Salutations, the DC says, "Be seated Brethren" The named Officer will then respond.*

Historically, many Lodges have also given separate Salutations to Officers of other Masonic Provinces and Holders of Senior London and London Grand Rank". However, since the formation of Metropolitan Grand Lodge, the Official Metropolitan Toast List has evolved and become more streamlined, whereby, all London Grand Ranks have been incorporated under the title, 'Metropolitan Grand Ranks'. Consequently, if customary to give these Salutations, the West Kent Lodge DC may consider using the following example:

“Will all those below the Rank of Provincial Grand Officer please stand. Brethren, I call upon you to salute Officers of other Masonic Provinces and Metropolitan Grand Ranks, including W Bro. (Name) (Rank) with the ..... sign three times, taking the time from me. To order Brethren”. *After the Salutations, the DC says, “Be seated Brethren”* The named Officer will then respond.

Alternatively, Salutations to Officers of the Provincial Grand Lodge of West Kent, Officers of other Masonic Provinces and Metropolitan Grand Ranks may be announced at the same time. Likewise, should Officers of Overseas Ranks or District Grand Ranks be present, these too may be included at the same time.

### **THE MEETING**

You or your ADC should check the Temple for the degree to be worked, and you will have checked\* that all the officers and candidate are present.

\*Close liaison with the Secretary during the week prior to the meeting to ascertain that all the Officers will be attending should have minimized any problems. You should also have previously arranged who is to prompt during the meeting. A method successfully adopted by many Lodges is as follows:

- The Master is initially prompted by the IPM.
- Should the IPM fail to provide the correct prompt, the DC should then prompt.
- The DC should be prepared to prompt all the other Officers.

It may be considered acceptable that the Secretary discretely follows the ceremony from the ritual book, so that on any rare occasions the IPM and the DC may fail to prompt, he is then in a position to assist.

However, giving a loud prompt across the Lodge is often undesirable and could easily embarrass the intended recipient. In cases where you can envisage a problem; consider asking an experienced Past Master to sit nearby to prompt when necessary\*.

If your Lodge has a tradition of all and sundry prompting during a meeting, you may feel that this is an area where you can influence a change in the culture by encouraging those responsible to allow you to conduct and direct the Lodge Meeting. You should also consider delegating tasks to your ADC.

\*The method of prompting during a meeting is vitally important, particularly if the confidence of the respective Officers or the flow and delivery of meaningful ritual is not to be impaired. Consequently, prompts should be discrete, accurate, pertinent and timely.

## **OUTGOING PROCESSIONS**

When forming the outgoing procession, you should keep the numbers to a minimum and never take out more than are left behind.

Worshipful Master

(Attended by) The Wardens

(Accompanied by) Grand Officers

Provincial Grand Officers of the Year

Masters of other Lodges

(In some Lodges, it is customary for the Initiate to be placed alongside the Worshipful Master, although there is no precedent for him to do so. In some Lodges it may also be customary for the Chaplain to attend the WM).

\*You will find it more expedient in forming the outgoing procession in this manner. You should however advise your Past Provincial Officers prior to the meeting (particularly on the first occasion) that you intend to change the method of forming the outgoing procession by not inviting Past Provincial Grand Officers to join in the outgoing procession. When forming the outgoing procession, the DC will precede a Grand Officer to his appropriate position in the procession. The DC should not escort Grand Officers by taking hold of their right hand.

Should either the PGM, Deputy PGM or Assistant PGM attend the Lodge in an **Official** capacity, their escorting Provincial DC will escort them to a position alongside and to the right of the WM.

Should the PGM, Deputy PGM or Assistant PGM(s) attend your Lodge in an **unofficial** capacity, they will stand behind the Wardens.

Any West Kent Past Deputy PGM's or Past Assistant PGM's should be 'called out' after any 'Active' West Kent 'Chains' and before any remaining Grand Officers.

Alternatively, depending upon the respective rank of senior Grand Officers in attendance, it may be prudent to 'call out Rt W. Brethren and VW. Brethren after 'Active' West Kent 'Chains' and before calling out any remaining Grand Officers.

### **BEFORE THE FESTIVE BOARD**

To organise Wine Takings, liaise with the caterer and head waitress to arrange for an appropriate pause after the last 1<sup>st</sup> Course plates / bowls have been collected and before the 2<sup>nd</sup> Course plates / vegetables are dispensed. This will enable Wine Takings to be performed uninterrupted, without Brethren having to stand whilst consuming their meals or whilst waitresses are serving hot plates or foodstuffs. The same procedure may be adopted after the last 2<sup>nd</sup> Course plates have been collected, if necessary.

Ensure all Members and guests are in the dining room in good time. You should be aware of who is proposing and responding to the Toasts. It may be advisable to check with the proposers and responders of Toasts to ensure that they have prepared for the undertaking. You also need to ensure that the proposer of Official Toasts has a copy of the current Toast List and that they are conversant with all its abbreviations. When appropriate, they should be advised of the correct manner of addressing a Provincial representative.

A proposer of the Visitors Toast should also know the name of the responder.

Remind the proposer that they are formal toasts. Adding a few words of welcome (when appropriate) will be appreciated, but jokes and 'stories' need to be avoided. Advising them who conducts the Fire is also prudent.

In West Kent, 'Masonic Fire' is conducted at a moderate speed and with decorum. Try to ensure that the selling of any raffle tickets is done at the earliest convenient moment, and that the raffle is drawn at the end of the W M's reply.

### **THE FESTIVE BOARD**

Before entering the Festive Board, ensure that Brethren standing at tables situated between the door and the Masters' Chair have stepped back, so that the Master may process to his Chair without having to walk behind them.

You will already be aware that you should Gavel and call the Brethren 'To Order' before announcing the Worshipful Master.

The DC should precede the Master and approach the Master's Chair in a clockwise direction (ie. from the left when viewed from the front). This is particularly pertinent if accompanied by an Initiate, thereby allowing the Master and Initiate to reach their respective Chairs without having to shuffle their positions.

Whilst the Master is being escorted to his Chair, the Brethren should show their approbation by clapping. However, a slow handclap should be discouraged.

Upon arrival at the Master's Chair, the Lodge DC may wish to offer the Gavel to the Master, in order that he may Gavel promptly, thereby enabling the Announcement for Grace to be made without delay.

### **WINE TAKING**

Wine takings during the meal should be kept to a minimum and should not interrupt the meal and general conversation.

After the soup/first course

W.M.: With his Wardens

W.M.: With all the Brethren, who remain seated.

W.M.: With the Visiting Official. (if any)

The Visiting Official with all the Brethren, who remain seated.

After the Main Course

W.M.: With the Initiate

W.M.: With the Immediate Past Master.

W.M.: With the guests

At the conclusion of the meal when coffee has been served, the room should be "tyled" by the Tyler in preparation for the formal toasts.

### **GRACE**

*Do you know that "Pray silence for Grace, which will be sung" is grammatically incorrect; it may be "Brethren will you stand for Grace, which will be sung".*

### **TOASTS**

The Queen and The Craft, followed by Fire

The Grand Master, followed by Fire

Grand Officers, followed by Fire

The Provincial Grand Master, followed by Fire

Provincial Officers, followed by Fire

The Worshipful Master, followed by Fire

The Initiate followed by, Fire

Visitors, followed by Fire

Tylers Toast, followed by Fire

Neither the Toast to Absent Brethren nor other Festive Board activities should be taken before Grace, The Toast to Queen and the Craft, as well as The Toast to The Grand Master have been performed.

You need to control the speed of a raffle. Try to avoid unnecessary time wasting by inviting the Worshipful Master to draw all the tickets

When a song is sung in conjunction with a Toast, the following sequence should be adopted:

The Proposer announces the toast

The Toast is drunk

Fire follows

Then the song is sung

With the Loyal Toast

The Proposer announces "The Queen and the Craft"

The Anthem is sung

Repeat "The Queen and the Craft"

The Toast is drunk

Then Fire

With the Master's Song at Installation Meetings, ensure that the Master and Wardens fully understand the sequence of events. Please remember that, as the Director of Ceremonies, you should never be the centre of attraction.

## OFFICIAL VISITS

### *Official Visit by a Representative of the Provincial Grand Master*

The Province endeavours to have a Representative of the Provincial Grand Master attend a regular working meeting of the Lodge. This is to enable the Representative to have the opportunity to see work carried out by the more junior Brethren. In the event that the Lodge has no candidate, then a meeting which is carrying out a demonstration of a degree will be suitable. When there is no work on the horizon, the Representative may attend an Installation meeting. However, the Representative will not attend a white table meeting.

The Representative will be unaccompanied, unless otherwise notified by the Provincial Secretary. Your secretary may have received some guidance notes from the Province; please ensure that he communicates these to you if that is the case. However, a copy is available in the appendices of this document.

The Provincial Representative will take his place, immediately to the right of the Worshipful Master and be present whilst the Lodge is opened in the requisite Degree(s).

You will need to advise the Worshipful Master that, immediately after the Secretary has read the official letter from the Province, he should welcome the Provincial Representative to the Lodge. However he should not offer him the Gavel.

Having responded to the Worshipful Master's welcome, the Provincial Representative will sit down and should then be saluted, according to his rank, by all up to and including the Deputy Provincial Grand Master.

The salutations should be announced by the Lodge DC, who may wish to use the following:

"To order Brethren. Brethren, I call upon you to salute the Representative of the Rt W. Provincial Grand Master, W. Bro. (Name) (Rank), with the Entered Apprentice sign three times, taking the time from me. To Order Brethren"

*After the salutations the Lodge DC says, "Be seated Brethren".*

The Provincial Representative will respond appropriately, then sit down.

There is no need for any further salutes, even if members of the executive are present; however, if it is the usual practice for the Lodge to salute and acknowledge other Senior Brethren, this should be carried out just prior to AOB. In the event that other Senior Brethren are saluted, the Representative will in turn, rise and salute all above his own personal rank.

After the lodge business has been conducted and the WM has closed the Lodge, the Provincial Representative should be escorted to close the VSL, by preceding him out and following him back to his seat. When forming the outgoing procession you should escort the Provincial Representative, by preceding him to his place, which is immediately behind the Wardens.

### ***The Festive Board Seating Arrangements***

The Provincial Representative should be seated on the right hand side of the WM.

Note: Should the Official Visit be to an Initiation Ceremony, the Initiate must be seated at the right hand side of the W.M. with the Official Visitor on the right of the Initiate.

You need to ensure that the proposer of each Official Toast has a current copy of the Toast List and that they are fully conversant with all the abbreviations, the pronunciations of the respective Brethren included on the Toast list, together with the correct manner of addressing the Official Visitor.

The Provincial Representative will respond to the Toast to the Province. Remind the proposer that they are formal Toasts, adding a few word of welcome etc. will be appreciated, but jokes and 'stories' need to be avoided.

### ***Official Visits by the Provincial Grand Master, the DPGM or an APM***

When the Provincial Grand Master, his Deputy or one of his Assistants visits a lodge, he will be accompanied by an experienced DC who will guide you through the procedures.

The PGM and the DPGM will also be attended by four Provincial Grand Officers of the year as their escort, whilst the APMs will only be attended by two Provincial Grand Officers of the year.

Your secretary may have received some guidance notes from the Province; please ensure that he communicates these to you if that is the case. However, a copy is available in the appendices of this document.

As the escorting DC will be seated in the position normally occupied by the Senior Deacon, you will need to advise the Senior Deacon that he is required to occupy the seat to the right of his regular position.

The Provincial Grand Director of Ceremonies (or his Deputy or escorting DC) will, on arrival, need the following information from you and or the Secretary: Do you expect any Right Worshipful or Very Worshipful visitors to be present?

Will the Lodge be 'called off' and if so, will tea be served?

When do you usually sing the National Anthem, in the Lodge or at the Festive Board?

How do you generally form the outgoing procession, by perambulating during the closing ode or by calling the Officers of the Lodge to their respective places?

In cases when you call the Officers to their respective places, the Provincial Grand Director of Ceremonies (or his Deputy) will do that on the night.

You will need to advise the Worshipful Master that he should offer the gavel to the Official Visitor and welcome him to the Lodge.

Should you have a Grand Officer or Provincial Grand Officer that you particularly desire to salute on the evening, this must be done before the Official Visitor enters the Lodge. Immediately after the Secretary has read out the letter from the Province, there will be a report and the escorting Director of Ceremonies will enter to announce that the Official Visitor is outside in the ante room and will then form a Deputation of lodge members to greet him.

*The Provincial Grand Master, his Deputy and Assistants are sometimes colloquially referred to as 'Chains' due to their jewel of office being appended to a Chain (see plates 47, 48 & 49 in the Book of Constitutions).*

### ***The Deputation***

Before the meeting, you will need to arrange with the Past Provincial Officers of your Lodge, those who will be designated to form the Deputation. The escorting DC may attend one of your LOIs to run through the official visit and the protocol involved. Please ensure that all those involved in the Deputation attend this meeting.

It is recommended that you limit the size of the Deputation to the DC, ADC, SD, JD and four nominated Provincial Officers. Try to designate an even number, but remember, it is not worth upsetting anyone by excluding them from the deputation.

The escorting DC will call the Brethren to form the Deputation. The DC, ADC and Deacons should all carry their wands in the correct manner, whilst all Brethren within the Deputation should walk without swinging their arm(s). On arriving at the ante-room, it is your duty to introduce all the members of the escort to the Official Visitor.

Instruct your ADC to line up the members of the escort in their respective columns after you have introduced them to the Official Visitor.

Following instruction from the escorting DC, you will lead the deputation back into the Lodge, and upon entering you announce; -

“To Order Brethren”,

The left hand column (led by the ADC) keeping to the North side of the room, the right hand column, (led by the DC), keeping to the South side and in line with the Immediate Past Master. This should leave enough space between the columns for the brethren, two abreast, to pass through when dismissed. (see fig. 1)

Both columns should stop about 6 feet from the Worshipful Master’s pedestal and turn inwards. Wands should not be raised. The preferred method of resuming places is shown in Fig.1, please convey this to the Brethren in the Deputation.

The escorting DC will then step forward and give a court bow to each pair in turn; they should then follow the route shown in Fig.1. The Official Visitor should be sat on the WM’s right and the salutation to him will be conducted by the escorting DC.

After the lodge business has been conducted and the WM has closed the Lodge, the Official Visitor will be led by the escorting DC to close the VSL. Once the Official Visitor has been escorted back to his seat, the escorting DC will announce the 1<sup>st</sup> verse of the National Anthem, unless it is the Lodge’s custom for this to be sung when the perambulation has been completed, or at the Festive Board.

Consequently, at the appropriate time, you and your ADC will form the outgoing procession, up to collecting the Wardens. Ensuring that the Wardens halt in the South, you, together with the ADC and Deacons will halt just west of the JW’s pedestal. The escorting DC will subsequently escort the WM to his position behind the JD and instruct the Wardens to take up their position, behind the WM, before escorting the Official Visitor to his position, which is to the right of the WM. The escorting DC will then complete the outgoing procession. Fig.1.

### **The Festive Board (Official Visit)**

#### **Seating arrangements at the festive board:**

The Official Visitor should be seated on the right hand side of the WM.

Note: Should the Official Visit be to an Initiation Ceremony, the Initiate must be seated at the right hand side of the WM, with the Official Visitor on the right of the Initiate. The escorting DC should be seated to the right of the Official Visitor, unless there is another 'chain' present when he will then be seated to his right.

The Provincial Grand Master will respond to his own toast which will be announced by the escorting DC. The Deputy and Assistant provincial Grand Masters will respond to the toast to the Province and again the escorting DC will announce their response.

You need to ensure that the proposer of each Official Toast has a current copy of the Toast List and that they are fully conversant with all the abbreviations, the pronunciation of the names of the respective Brethren included on the Toast list, together with the correct manner of addressing the Official Visitor.

By way of an introduction to an Official Toast to an Official Visitor, it is customary for the WM to offer a 'few' words of appreciation for the Official Visitor's attendance, without using the word 'coupled' or a derivative thereof. Such introductions often include words of welcome, reference to the enjoyment of the Official Visitor, Lodge members or an Initiate. However, jokes and 'stories need to be avoided.

Consequently, in the absence of an alternative, the WM may wish to consider using the following example as a preamble:

"Brethren, before we honour the next Toast, I take this opportunity of thanking the (Official Visitor's Title, Rank & Name)..... *The WM may conclude the preamble by saying, "Brethren I give you the (Title, Rank, Name of Official Visitor)", followed by the Toast and Fire.*

The Official Visitor and his Director of Ceremonies will normally leave at the end of the Festive Board. However should circumstances dictate otherwise, they may leave after the WM's reply, or in the case of an initiation, after the initiates' response.

## **THE LODGE OF INSTRUCTION**

### ***The LOI Programme***

Endeavour to have the years' programme available to all members early in the season.

Establish from the Secretary the anticipated Lodge schedule for the year; - this will enable you to plan your LOI programme accordingly.

A method successfully employed by some Lodges of Instruction is to have blocks of 1st (or 2nd) Degrees being practiced so that newly Initiated (or Passed) members can attend. Inviting Brethren that have recently been initiated into your Lodge to attend LOI at the earliest opportunity will enhance their sense of belonging and needs to be encouraged. Aim to rehearse all the Lodge activity; - not just the Ceremony, but opening and closing the Lodge, ballots and processions in and out.

Some Preceptors have found that having an evening devoted to practicing 'Opening and Closing' in a 'round robin' fashion familiarises everyone with talking aloud and learning the ritual. There is no harm in allowing the junior members to read from the book.

Try to ensure that the Master for the evening follows an agenda that includes the reading of Minutes and the Risings. Never allow the Master or Wardens to occupy their respective chairs from the right hand side (when facing), this practice will instil a discipline that should avoid an error at a Lodge meeting.

## **PLANNING A BROTHERS PATH TO THE CHAIR**

With careful planning of a Brothers' future you should be able to avoid any unforeseen problems when the Brother is ready to occupy the Chair of King Solomon. Ideally you may wish that as a Junior Warden he should be able to perform the Masters' work in all three Degrees. However in today's society with increased pressures from their employment, this may not be achievable. You must be ever mindful that his priorities should be to his Family and work commitments.

Although it is desirable that a Master performs all three Degrees during his year in Office, in practice this is often not achievable. This may be due to the lack of candidates, young families, difficulty in learning the ritual or work commitments. As a minimum aim to have him perform all the Degrees within 3-4 years. Some example plans are shown in Appendix 3.

## **THE DC AND PRECEPTOR'S ROLE**

Ensure that the Members WANT to attend the Lodge meeting and the Lodge (or Class) of Instruction. It should always be a pleasurable experience for the Members of the Lodge to attend if you are to ensure a regular attendance.

As their Principal Mentor you or the Preceptor should ensure that all Members choose to attend LOI on a cold dreary winter night rather than watch a TV programme or the like.

### ***Demonstrate***

You will find that by walking around demonstrating procedures while instructing the members will often convey 'best practice' with little effort. A visual demonstration frequently has a more lasting effect when coupled with the spoken word.

### ***Man Manager***

In your role you need to be a good man manager. Be sympathetic and understanding. You need to know all the strengths and weaknesses of your Members. Encouraging Members who find difficulty in learning the ritual will probably be your greatest challenge.

You should do everything in your power to ensure that they are supported every step of the way. Make certain that they enjoy being a Freemason as much as any other member of your Lodge. They must never be denied the opportunity of being Master of the Lodge, even if they can only 'open and close' the Lodge.

Remember that a good Mason is not always a good ritualist and a good ritualist is not always a good Mason.

### ***Commitment***

By accepting the Office of DC you should be prepared to commit to attend LOI and rehearsals at least for the duration of your appointment, which needs to be not less than 3 years and if possible not more than 5-6 years.

### ***Know your Lodge***

Your Lodge Ritual will often vary from the Ritual Book, very few Lodges strictly adhere to the original intent. Over the years small changes may have crept in that will not be reversed. To a great extent you are, for the time being the custodian of the Lodge ritual. Maybe you should consider documenting all the small variations that have occurred over the years. Your successors will find the information invaluable.

Conferring with senior Members to establish and confirm these variations will be important and will avoid future misunderstandings.

In some instances you may consider that changes are desirable, but you alone must not make that decision. Involve the senior Members in discussing any changes and obtain the approval of the Lodge Committee before proceeding.

### ***Encourage***

Attendance at LOI and rehearsals by all Members of the Lodge; active assistance from Past Masters is invaluable.

Also encourage involvement by the junior Members in presenting the 'Working Tools,' 'The Charge' and the 'First' and 'Second Degree Tracing Board'.

Try to involve junior Past Masters in presenting addresses at Installation Meetings.

Consider breaking up Ceremonies and involving the Past Masters that currently do not hold office to keep them active in the Lodge. Never press the less able ritualist to perform beyond his means

### ***Deportment***

Try to remain upright whilst perambulating or moving about the Lodge. You should not need to look at your feet whilst 'stepping off', especially as this will impair your deportment.

Utilising the 'pencil grip', endeavour to carry your wand vertically with the base approximately 4" above the ground and ensure that all Officers hold them in the same manner.

During a meeting, it will be found helpful if Brethren using a wand remove them from their respective wand stand before standing. Likewise, they should sit before returning the wand to its stand. Attempting to return a wand whilst standing and facing the wand stand is not only unsightly but can be both problematic and time consuming.

### ***Perform your tasks with decorum.***

Observe and emulate others, particularly the Provincial Team. "What you find praiseworthy in others, you should carefully imitate"

### ***Attitude***

A successful and popular Director of Ceremonies will endear himself to the Members by having a calm and gentle attitude towards his task.

Try to remember "Humility in each is an essential qualification"

And "Hence we learn to be meek, humble and resigned"

### ***Your Successor***

Identifying your successor and training him for his future role will be one of the most important tasks that you could have during your term of Office; a legacy that could give you years of pleasure if he; - "reflects honour on your choice"

Ensure that you allow your ADC to take an active part in all the proceedings; he needs to be well prepared for that meeting that you cannot attend.

### ENTERED APPRENTICES AND FELLOWCRAFTS TO RETIRE

Is there anything more undesirable in Freemasonry than for a new Member to be asked to retire from the Lodge - alone? A change that you could introduce to your Lodge would be to ensure that all Entered Apprentices and Fellowcrafts are accompanied by an experienced Past Master (Mentor). While keeping him company he could then answer any questions the Member may have and instruct him as necessary. However some Lodges are fortunate in having an excellent Tyler that endeavours to carry out the task of instructing junior Members, and you may consider that asking a Lodge Member to accompany him is unnecessary.

### PROVING VISITORS

On the rare occasion that the Junior Warden is required to prove a visitor it may be prudent for you to assist him, unless he is an experienced Past Master who should have the confidence to prove the visitor correctly.

### APPENDIX 1 - Check Lists

Lodge Room Generally	
1	Carpet
2	Tracing Boards
3	Wands & Stands
4	Officers Collars
5	Gauntlets
6	Kneeling Stools
7	Lodge Banner & Stand
8	Ballot Box
9	Broken Column/Alms Bags

All Meetings	
1	Warrant
2	Banner
3	Ballot Box
4	Broken Column/Alms Bags
5	Light/Turn on Candles

Master's Pedestal	
1	Gavel & Block
2	VSL Cushion
3	VSL
4	Square & Compasses
5	Working Tools

Senior Warden's Pedestal	
1	Gavel & Block
2	Tripod & Smooth Ashlar
3	Column
4	Level

Junior Warden's Pedestal	
1	Gavel & Block
2	Rough Ashlar
3	Column
4	Plumb Rule

<b>First Degree Ceremony</b>	
Master's Pedestal	
1	Book of Constitutions & Bylaws
2	Compasses
3	Questions for 2 <sup>nd</sup> Degree
4	1 <sup>st</sup> Degree Ritual Book (if given)

<b>Second Degree Ceremony</b>	
Master's Pedestal	
1	Square
2	Questions for 3 <sup>rd</sup> Degree
3	2 <sup>nd</sup> Degree Ritual Book (if given)

Senior Warden's Pedestal or DC	
1	Entered Apprentice Apron
2	Cushion

Senior Warden's Pedestal or DC	
1	Fellowcraft Apron
2	Cushion

Junior Deacon or Treasurer's Desk	
1	Broken Column or Alms Bag

Inner Guard	
1	Poignard

Inner Guard	
1	Square

<b>Third Degree Ceremony</b>	
Master's Pedestal	
1	Heavy Maul
2	Ritual Book

Senior Warden's Pedestal or DC	
1	Master Mason's Apron

Inner Guard	
1	Compasses

<b>Installation</b>	
Master's Pedestal	
1	Master's Apron
2	Past Master's Collar
3	Book of Constitutions
4	Bylaws

<b>Installation Meeting Generally</b>	
1	Collar Stand
2	Book of Constitutions
3	Bylaws

Secretary's Table	
1	Copy of Antient Charges

APPENDIX 2 - Grand Ranks

Title Salutes

Most Worshipful - (11)

The Grand Master

The Pro Grand Master

Past Grand Masters

Past Pro Grand Masters

Deputy Grand Master - Past (9)

Deputy Grand Masters

Assistant Grand Masters

Past Assistant Grand Masters

Right Worshipful - (7)

Metropolitan Grand Masters

Past Metropolitan Grand Masters

Provincial and District Grand Masters

Pro Provincial and District Grand Masters Past Provincial and District Grand Masters Past

Pro Provincial and District Grand Masters

Senior Grand Warden

Past Senior Grand Wardens Junior Grand Warden

Past Junior Grand Wardens

President of the Board of General Purposes

Past Presidents of the Board of General Purposes

Very Worshipful - (5)

Grand Chaplain

Past Grand Chaplains

Grand Registrar

Past Grand Registrars

Grand Secretary

Past Grand Secretaries

Grand Chancellor

Past Grand Chancellors

President of the Grand Charity

President of the Royal Masonic Trust for Girls and Boys

President of the Royal Masonic Benevolent Institution President of the Masonic Samaritan Fund

Past Presidents of the Grand Charity,

Past Presidents the Royal Masonic Trust for Girls and Boys,

Past Presidents the Royal Masonic Benevolent Institution &

Past Presidents of the Masonic Samaritan Fund

Grand Director of Ceremonies

Past Grand Directors of Ceremonies

Grand Sword Bearer

Past Grand Sword Bearers

Grand Superintendent of Works

Past Grand Superintendents of Works

Grand Inspectors

Past Grand Inspectors

Other Ranks -

**(3)**

### APPENDIX 3 - Learning Plans

#### Plan 1; - An ideal world

##### Year Office Ability

- 01 Steward - Opening & Closing and Working tools 1st Degree.
- 02 Steward - Opening & Closing and Working Tools 2nd & 3<sup>rd</sup> Degrees.
- 03 Steward - The Charge & First Degree Obligation.
- 04 Inner Guard - First Degree Ceremony.
- 05 Junior Deacon - Second Degree Tracing Board.
- 06 Senior Deacon - Second Degree Ceremony.
- 07 Junior Warden - Third Degree Ceremony.
- 08 Senior Warden - Investing Officers.

It is appreciated that very few Lodges will be able to afford the luxury of allowing a newly Initiated member to act as Steward for three years or to have all Officers of this ability

These plans indicate a growing workload as the Brother concerned gradually increases his capacity to memorise ritual. You will be very aware that the majority of Freemasons have not been required to exercise this ability since leaving school.

Of course in addition to the tasks listed they would be learning the work of the Offices above their current Office.

Most importantly, whichever plan you select for a particular Brother, you must incorporate sufficient and appropriate\* time for him to practice during Lodge of Instruction.

\* It is possible that you may need to devote more LOI time to the less able learner.

#### Plan 2 - A Compromise

- 01 Steward - Opening & Closing and Working tools, 1st Degree
- 02 Steward - Opening & Closing and Working Tools, 2nd & 3<sup>rd</sup> Degrees.
- 03 Inner Guard - The Charge & First Degree Obligation.
- 04 Junior Deacon - First Degree Ceremony.
- 05 Senior Deacon - First Degree Ceremony.
- 06 Junior Warden - Second Degree Ceremony.
- 07 Senior Warden - Third Degree Ceremony.

You may consider arranging a Past Masters' ceremony, a Demonstration or a Lecture for the last meeting of a Masters' year to allow the Senior Warden more time to learn the ritual of Investing Officers.

#### Plan 3 - A Further Compromise

01 Steward - Opening & Closing and Working tools 1 or 2 or 3

02 Inner Guard - First Degree Ceremony.

04 Junior Deacon - First Degree Ceremony.

05 Senior Deacon - Second Degree Ceremony.

06 Junior Warden - Second Degree Ceremony.

07 Senior Warden - Investing Officers.

Plan 3 depicts a Member who does not find it easy to memorize ritual and indicates that you have accepted that he will become Master of the Lodge; unable to perform the Third Degree ceremony.

You should however endeavour to encourage the Brother concerned to perform the Third Degree working during the next few years.

#### APPENDIX 4 - Where to Obtain Information

Experienced Directors of Ceremonies within your Lodge will invariably be delighted to assist you. There will, no doubt, be other Directors of Ceremonies known to you who could also help.

The Provincial DC Support Team, headed by the Provincial Grand Director of Services, is available to offer assistance and guidance to all Brethren on all Ceremonial matters.

**Should you desire such guidance, please contact the Provincial Grand Director of Ceremonies via the contact form on the West Kent Provincial website.**

## APPENDIX 5

### **Guidance Notes for a Visit by a Representative of the Provincial Grand Master**

These general notes are for the use of Lodge Secretaries and DCs when preparing for an Official Visit by a Representative of the Provincial Grand Master. (Visits by the PGM, DepPGM or APGMs are not covered by these notes and are detailed separately) The Lodge Secretary should pass a copy of these notes to the Lodge DC as soon as possible. These notes are for general guidance and it may be that there are other points on which the Lodge Secretary or DC may need assistance. The Provincial Office will be pleased to help with any enquiry that is not covered by these notes.

#### 1. Before the Meeting

The Lodge Secretary should forward a copy of the summons to the Representative of the Provincial Grand Master. If the Lodge circulates Lodge meeting minutes, it would be appreciated if a copy were sent with the summons. In addition the Representative of the Provincial Grand Master should be apprised of any special events or circumstances i.e. Lodge or member anniversaries, Grand Lodge Certificates, Senior Masonic guests etc.

#### 2. The Meeting

- (a) A parking spaces should be reserved for the Representative of the Provincial Grand Master.
- (b) The appropriate dress for Installation meetings in the Province of West Kent is full dress for Provincial Grand Officers.
- (c) The WM and Secretary should ensure that they arrive at the meeting in plenty of time to welcome the Representative of the Provincial Grand Master.
- (d) The Representative of the Provincial Grand Master should be seated immediately to the left of the WM (WM's right). The WM does not offer him the gavel.
- (e) The Secretary should read the Provincial letter as soon as the Lodge has opened.
- (f) The Lodge DC should then lead the salute to the Representative of the Provincial Grand Master, appropriate to his rank. All up to and including the Deputy Provincial Grand Master will salute the Representative of the Provincial Grand Master.

(g) If it is appropriate for further Salutations to be made, these should be done under 'Any Other Business' so as to leave a diplomatic interval. The Representative of the Provincial Grand Master will then salute all Brethren senior to his own rank.

(h) After the Lodge business has been conducted and the WM has closed the Lodge, the Representative of the Provincial Grand Master will be escorted by the Lodge DC to close the VSL. After the Closing Ode, the Lodge DC will form the outgoing procession as normal and should escort the Representative of the Provincial Grand Master to his place in the procession which is immediately behind the Wardens.

### 3. The After Proceeding

(a) Prior to the Festive Board the Representative of the Provincial Grand Master may wish to meet some of the Lodge members and it would be helpful if a Lodge member could be available to assist him.

(b) At the Festive Board the Representative of the Provincial Grand Master will be seated immediately on the WM's right unless there is an Initiate, in which case he will be seated immediately on the Initiate's right.

(c) The Representative of the Provincial Grand Master will respond to the toast to the Province (The Deputy Provincial Grand Master etc., etc.,). When giving the toast, which includes the Representative of the Provincial Grand Master, the WM should precede it with a few words of welcome.

## APPENDIX 6

### **Guidance Notes for a Visit by the Provincial Grand Master, DPGM, or APM**

These general notes are for the use of Lodge Secretaries and DC's when preparing for an Official Visit by the PGM, DepPGM or an APM. (Visits by Representatives of the PGM are not covered by these notes and are detailed separately) The Lodge Secretary should pass a copy of these notes together with the telephone number of the officiating Provincial DC (to be found on the accompanying letter) to the Lodge DC as soon as possible. These notes are for general guidance and it is likely that there will be other points on which the Lodge Secretary or DC may need assistance. The officiating Provincial DC or the Provincial Office will be pleased to help with any enquiry that is not covered by these notes.

#### **Before the Meeting**

The Lodge Secretary should distribute copies of the summons as detailed on the attached letter. If the Lodge circulates Lodge meeting minutes it would be appreciated if a copy were sent with the summons for the Official Visitor. In addition the Provincial Office and the

officiating Provincial DC should be appraised of any special events or circumstances i.e. Lodge or member anniversaries, Grand Lodge Certificates, Senior Masonic guests etc.

### **The Meeting**

- (a) Parking spaces should be reserved for the Official Visitor and the officiating Provincial DC.
- (b) The appropriate dress is (i) Full dress for Provincial grand Officers (ii) Undress for Grand Officers unless the visit takes place at an Installation or other special meeting when Grand Officers will wear full dress regalia.
- (c) The WM, Secretary, DC and other active officers should ensure that they arrive at the meeting in plenty of time to welcome the Official Visitor and be available should the officiating Provincial DC need to discuss ceremonial matters.
- (d) The Secretary should read the Provincial letter (attached) before the Official Visitor enters the Lodge.
- (e) Under normal circumstances the Official Visitor will enter the Lodge after it is opened but before the agenda item for the approval of the minutes is taken. (f) The officiating Provincial DC will enter the Lodge and report to the WM that the Official Visitor is outside the door of the Lodge and demands admission. The WM will respond by saying "We will be very pleased to receive him and will you Bro Provincial (Deputy) (Assistant) Grand Director of Ceremonies form a deputation to escort him into the Lodge".
- (g) The officiating Provincial DC will form the deputation and bring in the Official Visitor who will make his way to a reserved seat immediately to the left of the WM (WM's right). The WM will offer him the gavel which he will probably return the WM.
- (h) The officiating Provincial DC will then lead the salute to the Official Visitor. There will be no other salutes once the Official Visitor has entered the Lodge.
- (i) After the Lodge business has been conducted and the WM has closed the Lodge the Official Visitor will close the VSL, the officiating Provincial DC will announce the first verse of the National Anthem (if it is the custom of the Lodge) and the WM will call for the Closing Ode. The Lodge DC and the ADC will then perambulate the Lodge collecting the Deacons and the Wardens but remain with his ADC at the head of the Procession to the West of the JW's pedestal. The officiating Provincial DC will then form the remainder of the outgoing procession.

### **After The Proceedings**

Prior to the Festive Board the Official Visitor may wish to meet some of the Lodge members and the officiating Provincial DC will arrange this but it would be helpful if a Lodge member could be available to assist him.

- a) The officiating Provincial DC will announce the entry of the WM and the Official Visitor to the dining room.
- b) The Official Visitor will be seated immediately on the WM's right unless there is an Initiate, in which case the Official Visitor will be seated immediately on the Initiate's right.
- c) Under normal circumstances the officiating Provincial DC will be seated immediately on the Official Visitor's right.
- d) If it is normal for the Wardens to "report their respective columns" then they can do so but the WM should NOT take wine with them until after (e) below.
- e) The officiating Provincial DC will announce the first three wine takings vis. WM with Brethren. WM with Official Visitor, Official Visitor with Brethren. Any other wine takings will be under the control of the IPM or DC as normal.
- f) The Lodge DC will officiate for the Official Toasts except that the officiating Provincial DC will make the announcement when the Official Visitor responds to his toast.
- g) When giving the toast which includes the Official Visitor the WM should precede it with a few words of welcome to the Official Visitor but NOT say "this toast is coupled with the name of....."
- h) The Official Visitor may retire from the Festive Board before the Tyler's toast.