



Wiltshire Freemasons

Attracting | Engaging | Growing

The Lodge Director Of Ceremonies

General notes and guidance

2024



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INTRODUCTION BY JOHN REID PrGM



I am pleased to write this introduction to the **Guide for The Lodge Director of Ceremonies**. I trust that you will find it a useful reference document and that it will assist you in the performance of your important duties in the Lodge.

The Director of Ceremonies is not a regular Officer of the Lodge (Rule 104 BofC.) and there is no obligation to appoint one. However, I am delighted that every Lodge in Wiltshire does appoint and invest a Director of Ceremonies. He should see that the ceremonies proceed smoothly, ensure that ceremonial within the Lodge is carried out in an accurate and dignified manner and to the highest standard possible. He should be tactful, and above all he should set the tone of the Lodge by his own example. The role of the Director of Ceremonies in supporting the Brethren of the Lodge in both the Lodge Room and the Dining Room cannot be overstated.

It is not for the Province to tell the Lodge DC how to conduct ceremonies, indeed, the independence of a private (or particular) Lodge allows it to practice its own traditions provided they are consistent with the general laws and regulations of the Craft (Rule 155 BoC). However, when either the PrGM, the DPrGM or APrGM are present in an official capacity, and the Provincial Grand DC or one of his Deputies or Assistants is officiating there is a requirement that Provincial protocols take precedence and are adhered to - both ceremonial and in the Dining Room. I am sure that this is and will be appreciated and understood, and that your absolute co-operation with my officers is assured.

For many years it has been accepted that Freemasonry should be fun, and in particular that we will only attract and retain new members if it provides an enjoyable experience. You may recall the words of the Past Pro Grand Master sometime ago when he said "...it is not a capital offence to smile during a Masonic meeting". He did also go onto say "don't make it a pantomime" which comment emphasises the serious aspect of what we do.

The challenge of learning ritual (the words) and delivering it to the best of an individual's ability gives a sense of personal achievement and collective pride. I believe ritual is really worthwhile, conveying our Masonic principles in a language of timeless beauty. In modern terms, it is a Unique Selling Point (USP) of Freemasonry.

A Frequently Asked Questions (FAQ) section (Appendix 1) has been included where you will find answers to many of your immediate questions. Similarly, a great deal of effort has been applied to preparing the Appendices so that the busy DC can easily find the guidance that he may need.

Finally, I would like to thank you all for the work that you do and the contribution that you make to your Lodge and to the Province. May you long continue to enjoy your Freemasonry.

A handwritten signature in black ink that reads "John". The signature is written in a cursive, flowing style.

John Reid
Provincial Grand Master

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The Province has a Protocol for events and general processions/seating. This is occasionally revised and whilst every effort will be made to reflect major alterations in these pages it is worth checking the Protocol document on the website from time to time to see if the policy of the Provincial Rulers has changed.

2. THE CEREMONIES

2.1 The Role of the Director of Ceremonies 'The DC'

2.1.1 The Ceremonial we use in our Lodges comes largely from that used at court in Ancient Times. If we look at great State occasions such as the Opening of Parliament, the Coronation, or the reception for a visiting Head of State, we can see very clearly that such important events call for much planning, organisation, rehearsal and refining to meet the requirements of the occasion.

2.1.2 The planning process starts at the beginning of the Masonic year in co-operation with the Master and the main officers of the Lodge. Consideration needs to be given to the year's programme of events, which ceremonies are to be carried out, what the sequence should be, who will perform the work and how best to make use of the broad range of talent within the Lodge and in particular, the Junior Brethren.

2.1.3 It is important to produce and use a detailed checklist for each meeting. For example, if a Grand Lodge certificate needs to be presented, who has it, who will present it, and will you as DC have to collect it from the Secretary's table? Are there matches for relighting the candles in the third degree? Does the Tyler have a copy of the summons? If any point of protocol or etiquette is unclear check with the Provincial Grand Secretary's office: secretary@wiltshirefreemasons.org.uk

2.1.4 As the DC you should arrive as early as possible for each meeting, at least half an hour before opening, to go through the checklist with the Tyler. It is the DC's responsibility to see that the Lodge furniture and accessories are in place (see Appendix 2). The DC is responsible for supervising the work of the Tyler. At this time, the DC will have much on his mind, but nevertheless he should still be courteous and affable.

2.1.5 The Lodge operates as a team and it is important that the DC tries always to engender the right team spirit within the Lodge. The division of duty between the DC and the ADC should be clearly defined; for example, who attends to late arriving Brethren, and will such a decision depend on the rank of the Brother?

2.1.6 The ideal Director of Ceremonies is one who controls without perhaps more than a glance or a slight movement of the head. We should not emulate those Directors of Ceremonies (and we all know at least one) who are far too obvious. Their apparent desire to let everyone see that they, and not the Master, is in charge is not something of which they should be proud and should not be tolerated by the Lodge.

2.2 The Meeting

2.2.1 It is important to start the meeting on time, for which purpose request that the officers aim to arrive at least 15 minutes – preferable 30 minutes before the scheduled start.

2.2.2 Salutes should be given at a time determined by each Lodge, but generally after the Minutes when the Lodge is open in the first degree. Any distinguished Brethren attending will be known in advance, giving the DC the opportunity to rehearse the correct preamble and salutation in private. The DC should ensure that all signs are given correctly, i.e. with an open hand (not a clenched fist) and the thumb extended in the form of a Square. The hand is drawn smartly from left to right and 'dropped' to side, also in the form of a Square. The practice of forming a fist or flicking the hand at the top of the salute discharge is incorrect and inappropriate.

Contrary to popular opinion the act of giving salutes is not mandatory. It is very much a Provincial or Lodge decision whether or not salutes are given to senior Brethren. However, in the event that salutes are given the Book of Constitutions sets out quite clearly the number of salutes that are given. See Appendix 5 for more details.

2.2.3 The DC directs the ceremony on behalf of the WM, and at all times should set an example to the Brethren regarding dress, manner and behaviour. He should discreetly advise the Brethren of any infringement of etiquette. A wise Brother will understand and accept the advice.

The IPM is the Brother who should prompt during the ceremony, but if he is unable, then the DC will be responsible. **Note: It is the wish of the PrGM that open ritual books in the Lodge should be actively discouraged.**

2.2.4 The DC should sit in the position that allows him the best command of the ceremony, regardless of his rank as GO, Provincial Officer or otherwise. During the ceremony he should be 'anywhere and everywhere'. He should know the strengths and weaknesses of the Lodge officers and arrange appropriate support from the ADC and others.

This support can take the form of accompanying a Deacon while perambulating with a candidate, supporting him with words of advice and general guidance. There is nothing in the BoC or any ritual book that prevents such support from being given.

2.2.5 The wand of office gives the DC, and the ADC the right to move about the Lodge freely and allows him and anyone in his charge to forego the requirement to square the Lodge (if it is the practice of the Lodge). The Provincial Team always carry their wands lightly between the finger and thumb of the right hand (the pencil grip) holding them erect, with the left arm held at their side.

Note: It is the PrGM's wish that Lodge DCs and Deacons follow the example of their Provincial counterparts and that the pencil grip be the default position throughout the Province.

2.2.6 This same default position (the use of the pencil grip) applies to the Lodge Deacons.

2.2.7 When conducting Brethren about the Lodge the DC should hold out his left hand, palm uppermost, so that the Brother can place his right hand on top rather than the 'firmer' grip used by the Deacons for Candidates. Before a Brother is seated a polite court bow should be given. This is given by inclining the head only.

2.3 The ADC

It is not a requirement of the BoC, or of the Province, for a Lodge to appoint an Assistant Director of Ceremonies. In appointing a Brother to the office it should always be borne in mind that it is incumbent on the Lodge and the DC to include the ADC in as much of the ceremonial as is practicable. It's also a matter of common sense as otherwise the ADC is redundant.

2.3.1 It is the responsibility of the Director of Ceremonies to train his Assistant. The duties of the Assistant Director of Ceremonies vary according to individual Lodge practices..

2.3.2 During the meeting, the ADC might take responsibility for the positioning of the kneeling stool for the candidate in the West and its removal afterwards.

2.3.3 At an Installation Meeting he could assist by collecting and handing to WM/DC each collar as required, together with the columns and gavels for the Wardens and the wands for the Deacons.

2.3.4 The ADC should endeavour to acquire a standard of proficiency which will enable him to carry out the duties of the Director of Ceremonies should he for any reason be unable to be present.

2.3.5 The ADC could be asked to form and control the outgoing procession.

2.3.6 It would be perfectly acceptable for the ADC to participate in the investiture of officers by presenting those below Junior Deacon..

2.3.7 In the Dining Room the ADC can take responsibility for part of the proceedings and on occasion the whole of the proceedings. Such active participation is to be encouraged as training any officers for future service in the Lodge shows sound forward thinking.

2.3.8 Many Lodges hold a 'Past Masters Meeting' at which all the offices are occupied, and ritual performed, by Past Masters. This affords an ideal opportunity to allow the ADC to act as DC for the entire evening (subject to qualification). He will gain valuable experience and the DC will enjoy his rest.

3. THE INSTALLATION CEREMONY is subject to Provincial Rules.

3.1 The work of a DC starts well before the ceremony, probably weeks before in the case of the Installation. It is advisable for him to compile notes as to the correct sequence of events (see Appendix 3). A good working relationship with the Lodge Secretary is essential to ensure that the DC knows the full names and rank, including civil honours of any Officer of UGLE and/or the Senior Officers of Provincial Grand Lodge attending the meeting.

It is also necessary to know the number of any Senior Officers present in order to reserve seating and to organise both the seating and entrance procession in the correct sequence of seniority.

3.2 Lodges should consider carefully the starting time for Installations. Some still retain an early afternoon Tying time simply because it has always been the Lodge practice. It is perhaps prudent to revisit this and take in to account the age we now live in. It is important that the Lodge recognises the working constraints placed on many newer and younger members and makes sure such an important event in the year of the Lodge is accessible to as many members as possible.

3.3 On the day of the ceremony the DC should arrive early and check that all equipment is in its correct place before the Lodge is opened.

3.4 In the Province of Wiltshire it is customary for every Installation ceremony to be Presided over by either the PrGM, the DPrGM, or the APrGM. In all cases the Presiding Officer will be accompanied by the PrGDC or one of his deputies, or assistants. The presence of the PrGM, DPrGM or APrGM at an Installation changes the meeting by making it **subject to Provincial rules**.

3.5 In addition the PrSGW and the PrJGW or a substitute will also attend. Should the Lodge wish, the PrSGW and PrJGW will occupy the Lodge Wardens' Chairs. Where possible the PrGSwdB and the PrGStdB will also be present.

3.6 At an Installation Meeting it is the right of the Provincial Grand Master, the DPrGM or the APrGM to demand admission. The Presiding Officer must be offered the Gavel by the WM **after** all the Brethren, including those in the incoming Provincial procession are seated. **Note: The Gavel is never offered to any other Brother even if he is a Visiting Officer representing the PrGM.**

3.7 It is important for the Secretary and the DC to check carefully the names of all those attending such an important meeting as an Installation, to ensure that the Salutation is correctly given to the Senior Officer of the Provincial Grand Lodge of Wiltshire, who will respond.

3.8 The salutation should always be given in the first degree. **Note: The Provincial DC will lead the salutation to the Presiding Officer.** The PrGDC will stand in front of either the the WM's pedestal or at the centre line in the West in front of the SW whichever is the normal practice of the Lodge. After salutations have been given the DC asks the Brethren to be seated and waits for the senior recipient to respond. When giving Salutations remember that they should be given by name to the Senior Officer of UGLE present, and to the most senior of the active Provincial Officers present. See Appendix 5 for further details.

3.9 The PrGM is content that an active Officer of another Provincial, Metropolitan or District Grand Lodge should be named in the salutation, but the response must be made by the most senior Wiltshire Provincial Grand Officer. **Note: This rule also applies in a Regular Lodge Meeting.**

3.10 A DPrGM or APrGM from another Province is given the number of salutations commensurate with their Grand Rank.

THE LODGE DIRECTOR OF CEREMONIES

3.11 On returning to the Lodge after the Inner Workings, it is often better that the ADC leads the junior Brethren and also takes the lead when the Brethren form in procession to salute the Master.

3.12 When Addresses are being given to the Master, Wardens and Brethren, the Provincial GDC will conduct the Presiding Officer, and the Warden giving the Address to the appropriate place and stand behind him ready to prompt, if required.

Note: There is no requirement for a SW or JW to be addressed on re-appointment.

3.13 During the Investiture of the Officers, the DC should stand in front of the WM and wait for the Brother to come to him when their name is called. The Brethren (other than the Wardens) may also be lined up in the North to await their turn. This prevents a lot of unnecessary perambulation and saves time.

3.14 When the Installation ceremony is completed the DC should turn to the WM and say, "That completes the Installation of your officers".

Note: At this point the Provincial Junior Grand Warden will address the Brethren of the Lodge . It is the PrGM's wish that with the exception of the Worshipful Master and the two Wardens, all Brethren of the Lodge, irrespective of the rank held, should stand to receive the Address.

4. SPECIAL OCCASIONS

It is one of the nicest moments in Freemasonry when a Lodge has cause to celebrate a special occasion. The Lodge Installation meeting is by far the best known, but there are others, and the PrGM wishes it be known that he and his team will support Lodges by attending such events.

4.1 Installation Meetings

4.1.1 In the Province of Wiltshire it is the convention that a Provincial Ruler in the capacity of the presiding Officer attends the Installation meeting of a new Master. He will normally be accompanied by a Provincial team consisting of a PrGDC the PrSGW the PrJGW and the PrGSwdB and PrGStdB. Should it be the custom of the Lodge the Provincial Wardens will occupy the Lodge Wardens' Chair at some point in the Installation ceremony.

4.1.2 The Provincial team may include other active officers. The PrGSec will have advised every member of the team as to the date of the meeting, and requested them to contact the Lodge and register their attendance.

4.1.3 The DC or Lodge Secretary should also advise the PrGDC of the names of other GOs expected to attend. Any special items at the meeting or in the Dining Room (cheque or other presentation, raffles etc.) should be discussed with the PrGDC in advance.

4.1.4 As members of the Provincial team often have long distances to travel the PrGM and his officers may wish to leave the Dining Room before the toast to the visitors. The PrGDC will advise the wish of the Presiding Officer to the Lodge DC.

4.2. The PrGM or DPrGM will attend:

- 300th Anniversary (with or without official representative of GM)
- Bicentenary (with or without official representative of GM)
- Centenary
- Presentation of a personal 50th/60th certificate

4.3 Banner, Bible Dedication, Lodge Golden Jubilee

4.3.1 These will be conducted by the PrGM or DPrGM with the assistance of the PrGDC or PrDGDC when available.

4.4 Personal 50th and 60th.

4.4.1 These will be conducted by the PrGM or DPrGM or APrGM with the assistance of a PrDGDC when available.

5. THE DINING ROOM

The Dining Room, like the Lodge meeting itself, requires planning and discipline if it is to be successful. It is the DC who has principal charge of protocol so you should ensure that acceptable standards are maintained in the Dining Room. As Dining Rooms should be relaxed and happy affairs the DC's duties in this respect are unlikely to be onerous, but Masonic protocol must prevail.

5.1. Having a formal break between the meal and speeches can result in proceedings extending to a very late hour. A formally announced break of 10 minutes will last at least twice as long and it is difficult to get all the Brethren back into the dining room to start the formal proceedings.

5.1.1 The secret to avoiding this protracted break is to have coffee served immediately after the pudding course has been served.

5.1.2 You are in charge and a quiet word with the catering staff beforehand telling them what you wish to happen will enable them to organise their work and staff accordingly.

5.1.3 As a Lodge DC please remember that at Installation meetings the PrGM wishes Provincial officers to be able to retire by 10.00 pm.

5.1.5 Many new and younger Freemasons have intimated that they would like to return home at a reasonable hour. This is a reasonable request and the Lodge should aim to finish formal proceedings by 10.00 pm which would allow those who need to leave to do so; while Brethren who wish to stay and enjoy a drink at the bar can do so. It is always better to have your Brethren and guests rise from the table wanting more, than to have them thinking "thank goodness that's over"

5.1.6 As a general rule it is your task as DC to take responsibility for ensuring that those proposing toasts as well as those responding have been given as much warning as possible. It is not good practice to surprise a Brother by asking him to propose or respond to a toast on the evening of the event. Good practice dictates that you would know the names of all those who are proposing and responding to toasts prior to the meeting

5.1.7 The practice of 'wine taking' requires careful management and should be kept to an absolute minimum. **Note: The PrGM wishes that wine taking is restricted to three occasions.**

5.1.8 Have everyone seated at least three minutes before dinner is due to be served with your ADC standing behind the Master's chair ready to gavel when you indicate to him that your entry procession is ready.

5.1.9 Keep the entry procession as short as possible and, if you can, limit it to the Master and Guest of Honour. The Master will 'accompany' the PrGM, DPrGM or APrGM into dinner. He will also be 'accompanied by' the Initiate following the Initiation meeting.

5.1.10 It should not have to be said, but risqué or stories of a dubious nature have no place in the Dining Room.

5.1.11 It saves a considerable amount of time at an Installation if the pianist can be ready to strike the first chord of the Masters' song as soon as the applause has ceased. There is then no need to announce the Masters' song and the singer can immediately lead into this very important item.

5.1.12 If there is a raffle, a good time to draw the raffle prize is following the Masters' response to his toast. Some Lodges have a tendency to overdo the number of raffle prizes. It is the PrGM's wish that the number of raffle prizes should be kept within reasonable bounds - five is an equitable number.

5.2 Seating

5.2.1 The DC, normally in liaison with the Lodge secretary, is responsible for the seating plan in the Dining Room and should see that suitable arrangements have been made for the principal guests. See Appendix 7, in particular concerning the possible use of round tables.

5.2.2 If formal seating is used (i.e. top table) It is the wish of the PrGM that his Wardens are placed to his immediate right, followed by the DPrGM and APrGM if present. Thereafter, Grand Officers in order of seniority and Provincial Grand Officers.

5.2.3 To the WM's left the order of seating should be the IPM, Chaplain, [Treasurer and Secretary if there is room], DC and Past Masters of the Lodge. These Brethren can sit among the Brethren if it is the Lodge custom, or if they wish, to sit with their guests.

5.2.4 A Visiting Officer (not at an Installation Meeting) acting as the representative of the PrGM sits on the right of the Master. On his right are seated the GOs and ProvGOs in order of seniority.

5.3 Toasts

5.3.1 The gavel should be placed in front of the WM who will sound it when the DC requests him to do so. **Note: The DC should never use the gavel, only the WM has that right, either in Lodge or in the Dining Room.**

5.3.2 The Lodge DC should stand behind the WM for all announcements. The ADC could stand behind the Wardens when they are proposing their toasts and remind them that they should mention any recipient present in their preamble before proposing the toast.

5.3.3 The introduction to a toast is a matter of considerable importance and is often neglected. For example, the IPM when proposing a toast to the Master in the presence of an APrGM, should open his proposition as follows: 'WM, Assistant Provincial Grand Master and Brethren'. Provided he mentions the Senior person listening to that toast, there is no need for him to mention Grand Officers and Officers of Provincial Grand Lodge. He should not however, include in his introduction the recipient of the toast. See Appendix 9 for further details.

5.3.4 Occasionally a Grand Officer may be invited to respond to toast Number 3. However, in Wiltshire this is not a custom generally observed by Lodges and the PrGM is content that no response is required.

5.3.5 A Provincial Officer responding to toast Number 5 would begin his response with "Worshipful Master and Brethren".

5.3.6 If it is the Lodge's custom to sing the first verse of the National Anthem at supper, the DC's announcement of the loyal toast is "Brethren, we will sing the first verse of the National Anthem" If the Lodge has a toast to Absent Brethren, this can be taken where appropriate according to the hour, but it should never be taken before toast Number 2, neither should it ever be taken between the proposition and response to a toast.

Note: The most important ingredient to any and every response to a toast is 'brevity'.

5.4 Taking Wine

5.4.1 During the course of the meal, wine may be taken on a number of occasions, but it should be kept to an absolute minimum, more than three or four occasions would be excessive. See suggestions at Appendix 8. **Note: The PrGM wishes that wine taking is restricted to three occasions.**

5.4.2 Wine taking should be taken in a single group where possible and must be limited to a Masonic context.

5.4.3 Wine taking should be taken following the first course and prior to the main course, being mindful to ensure that the Master and principal guest have finished eating before commencing.

5.4.4 The Master will sound the gavel when you ask him, after which you will make the announcement. It should not be necessary to sound the gavel more than once. Be mindful of well-meaning brethren also calling for "silence" A quiet and well-placed word is capable of preventing this becoming the norm.

5.4.5 The announcement should be made in the form "The Worshipful Master accompanying the Right Worshipful Provincial Grand Master will be pleased to take wine with ..."

Note: The PrGM wishes that wine taking is restricted to three occasions.

APPENDIX 1

FREQUENTLY ASKED QUESTIONS

Q. What happens at the installation if the WM is continuing in office?

A. As much or as little as the Lodge wishes. The WM is appointed "until a successor is elected and installed in his stead" so no re-appointment ceremony is required. A proclamation in the First Degree, with no repeat obligations is all that is necessary and this is the recommended procedure.

Q. When do we salute the Visiting Officer if he is not a Grand Officer?

A. Before Grand Officers, all of whom will join in the salute to the Visiting Officer

Q. I am a Provincial Officer and a Lodge officer. Do I wear both collars in my Lodge?

A. Yes you do and indeed you must.

Q. I am a Grand Officer and a Lodge officer. Do I wear both collars in my Lodge?

A. As a Grand Officer you have a choice. You can wear both collars or just the collar of your Lodge Office.

Q. I am a Grand Officer holding an active Provincial Office. Do I wear both collars when on duty?

The PrGM has asked that only the collar of the Provincial Office is worn. This is allowed under Rule 267 BoC. The apron denotes the Brother's Grand Rank and no other collar is required.

Q. I am an active Provincial Officer and about to be appointed a Lodge officer. Is it permissible for the Master to place the Lodge officer's collar over my Provincial collar.

A. No it isn't. The correct procedure is for the Master to 'touch' the Lodge collar to your shoulder and to hand you the collar of your Lodge office. At the next meeting of the Lodge you may proudly wear the Lodge collar of your office.

Q. I have two offices in my Lodge. Which collar do I wear?

A. You should wear each of the collars of the office you hold. What you should not do is loop one through the other. **Note: A Lodge officer's collar is worn over a Past Master's collar.**

Q. The appointed Lodge officer is absent and a Brother is acting in his place. Does he wear the collar of the office?

A. Yes he must wear the collar of the office. This also applies to a visitor. However, if the appointed officer is present but is unable to undertake the duties he retains his collar.

Q. We always Toast "Absent Brethren" at 9 p.m., as no Toast should come before Toast number 2. What do we do if we have over-run and Number 2 will be after 9 p.m.?

A. While it might be a tradition to Toast "Absent Brethren" at 9 pm it is not obligatory to do so. Toasting 'Absent Brethren' can be undertaken at any time after Toast number 2

Q. What Toasts do we give at Dining Rooms when non-Masons are present:

A. The Board of General Purposes recommends a short list that should be no longer than the following five toasts. • The King and the Craft. • The MW The Grand Master • The Provincial Grand Master • The Worshipful Master • The Guests. There should be 'No Masonic Fire'.

FREQUENTLY ASKED QUESTIONS (continued)

Q. How do we deal with a DPrGM or APrGM attending an Installation instead of the PrGM?

A. The DPrGM and APrGM are Provincial Rulers. As such he demands admission and is the last to be admitted and the first to be seated. He must be offered the Gavel and is saluted with five separately from any other Grand Officers and before any other Grand Officer irrespective of their rank.

Q. The outgoing Master was not able to be present to Install his successor. Can he be Invested as IPM at a later date?

A. No he can't. First, the IPM assumes the role based on the fact that he was the last WM and therefore is now the IPM. Secondly, the act of Investing the IPM is made during a period called 'The Inner Workings' that can only be worked in a Board of Installed Masters. Incidentally, the practice of Investing officers not present at the Installation is also a recent 'fashionable thing to do' and has no authority in the BoC or any Ritual.

Q. In what order should a Brother wear his jewels?

A. If they are a Companion in the Royal Arch, that jewel is the one worn closest to the heart. This is followed by the UGLE Tercentenary jewel (subject to being qualified to wear it). The order that follows is as suggested and recommended by the Province, and endorsed by the PrGM.

- Royal Arch Jewel
- UGLE Tercentenary Jewel
- Province of Wiltshire Charity Jewel
- Lodge Past Master jewel (only to be worn in the Lodge to which it applies)
- Lodge centenary, bi-centenary or tercentenary jewel (only to be worn in the Lodge to which it applies)

The general rule followed today is 'less is more'. Gone are the days when a Freemason wore more jewels than a 'Ruritranian General'.

Importantly, a Freemason should always remember that **he must not wear** the jewels of any other Masonic Order in a Craft Lodge. Nor should he wear military medals or insignia of civil honours.

Q. Can a Brother wear a Royal Arch tie in a Craft Lodge?

A. Yes they can, subject to a few caveats. There is an accord between the Wiltshire Royal Arch and the Wiltshire Craft that a Wiltshire Royal Arch Companion can wear his RA tie in a Wiltshire Craft Freemasons' Lodge. The courtesy is reciprocal. However, a Wiltshire Freemason cannot wear a Wiltshire RA tie in another Province's Craft Lodge, equally they cannot wear a Wiltshire Craft tie in another Province's RA Chapter. But they may be permitted to wear a Wiltshire RA tie in another RA Province, and they may be permitted to wear a Wiltshire Craft tie in another Craft Province. Complicated - well not really, but to be safe and out of respect for others, we advise that a Brother/Companion always has a UGLE Craft tie, or a black tie in their regalia case. Brethren and Companions never intend to offend but sometimes offence is taken.

Occasionally, you may see a Brother wearing a RA tie from another Province in a Wiltshire Craft Lodge, equally you may encounter a case of a Brother wearing the tie of another Order. As the Lodge DC it is perfectly proper for you to gently advise the Brother of the etiquette regarding the wearing of ties and jewels.

Entering the Lodge (the Provincial Grand Director Ceremonies)

1. When the Lodge is ready, the PrGDC will ask the Tyler to knock, and announce you correctly to the Inner Guard, who will request your admission.

2. The PrGDC will enter the Lodge, proceed to W facing the WM, halt, salute and say:

“Worshipful Master The Provincial Grand Master for Wiltshire Right Worshipful Brother John Reid is without and demands admission”.

Or (if the DPrGM is the Ruler presiding he **demands** admission)

“The Deputy Provincial Grand Master of Wiltshire Very Worshipful Bro Simon Leighfield Past Grand Sword Bearer of the United Grand Lodge of England is without and requires admission”

Or (if the DPrGM is the Ruler presiding he **demands** admission)

“The Assistant Provincial Grand Master of Wiltshire (Name and Grand Rank)..... of the United Grand Lodge of England is without and requires admission”

Or (if the APrGM is the Ruler presiding he **demands** admission)

3. **“The Representative of the Provincial Grand Master for Wiltshire. (Name and Grand Rank) of the United Grand Lodge of England is without and requires admission”.**

(a representative of the PrGM is not a Ruler and can only **require** admission)

When the WM responds “we will receive them with pleasure” acknowledge, cut the salute and transfer the wand back to your right hand and then say

“Bro Director of Ceremonies”.

Note: The Provincial Grand Master has determined that we no longer ask other Provincial Officers to retire to escort the Presiding Officer into the Lodge.

APPENDIX 2

FURNITURE/EQUIPMENT

In the East

Warrant, Banner and Working Tools

WM gavel, heavy maul

VSL with Square and Compasses

Note: Square and Compasses with the Compasses pointing to the bottom of the page.

Candlestick holder, Ionic with ram's horns

Kneeling stool in place

Book of Constitution and By-laws

In the Centre

Tracing Boards

In the West

SW gavel, column – lowered

Candlestick holder – Doric plain

Kneeling stool in place

Perfect or Smooth Ashlar

In the South

JW gavel, column – raised

Candlestick holder – Corinthian

Rough Ashlar

APPENDIX 2

FURNITURE/EQUIPMENT

In the North

Book of Constitutions for the Secretary

Past Master's Jewel

Collection box and Ballot boxes if required

Ensure the candles are lit

Wands and wand holders are in place for Lodge Officers

Reserve notices are placed on seating for all Provincial Visitors

For Other Degree Ceremonies.

Candidate's apron (for each degree)

Poignard for IG

Square for IG

Compasses for WM during obligation

Square for WM during obligation

Alms Dish or Bag JD

Sheet for third

Compasses for IG

Level SW

Plumb Rule for JW

APPENDIX 3

INSTALLATION CEREMONY – SPECIMEN CHECKLIST

The below is an example of how a DC may prepare for and manage an Installation.

1. The Lodge is opened in the First Degree
2. Presiding Officer and team enter the Lodge*
3. The Minutes are approved
4. Salutes
5. Announce Installation item on summons
6. Installing Officers take up positions, SW, JW and IG
7. All below Fellow Craft to retire
8. Lodge opened in the Second Degree
9. Presentation of the Master Elect
10. Obligation of the Master Elect
11. All below the rank of Master Mason to retire
12. Lodge opened in the Third Degree
13. All below the rank of an Installed Master to retire
14. A Board of Installed Masters is constituted
15. INNER WORKING
16. Lodge resumed in Third Degree by WM – MM re-admitted
17. Proclamation of WM for the first time in the East

Working tools presented

18. Lodge closed by virtue by WM to Second Degree FC re-admitted
19. Proclamation of WM for the second time in the West

Working tools presented

20. Lodge closed by virtue by WM to First Degree – all Masons re-admitted
21. Proclamation of WM for the third time in the South

Working tools presented

22. Presentation of Warrant, Book of Constitutions and Lodge By-Laws by IM
23. Address to the WM
24. Investiture of Wardens
25. Address to the Wardens
26. Investiture of remaining Officers
27. Address to the Brethren
28. WM the Lodge is now under your control – by DC
29. First Rising
30. Second Rising
31. Third Rising
32. Lodge is closed by the WM
33. Closing Ode, First verse of National Anthem, Alms Collection*
34. Retiring Procession

*Examples of what might be custom and practice within a Lodge

APPENDIX 4

PROCESSIONS

On Installation nights, it is customary for the Provincial Team to process into the Lodge. The make up of the procession is managed by the PrGDC or his deputy or his assistant. Processions generally consist of 'pairs' and start with the junior officer (PrGStwd with wand) at the front left, facing in the direction of the procession. The senior is on the right.

The procession starts level, so the 'odd man' will be at the back left. If the procession starts with the 'odd man', it will always tend to level up at the front as incoming officers inadvertently 'fill the gap'.

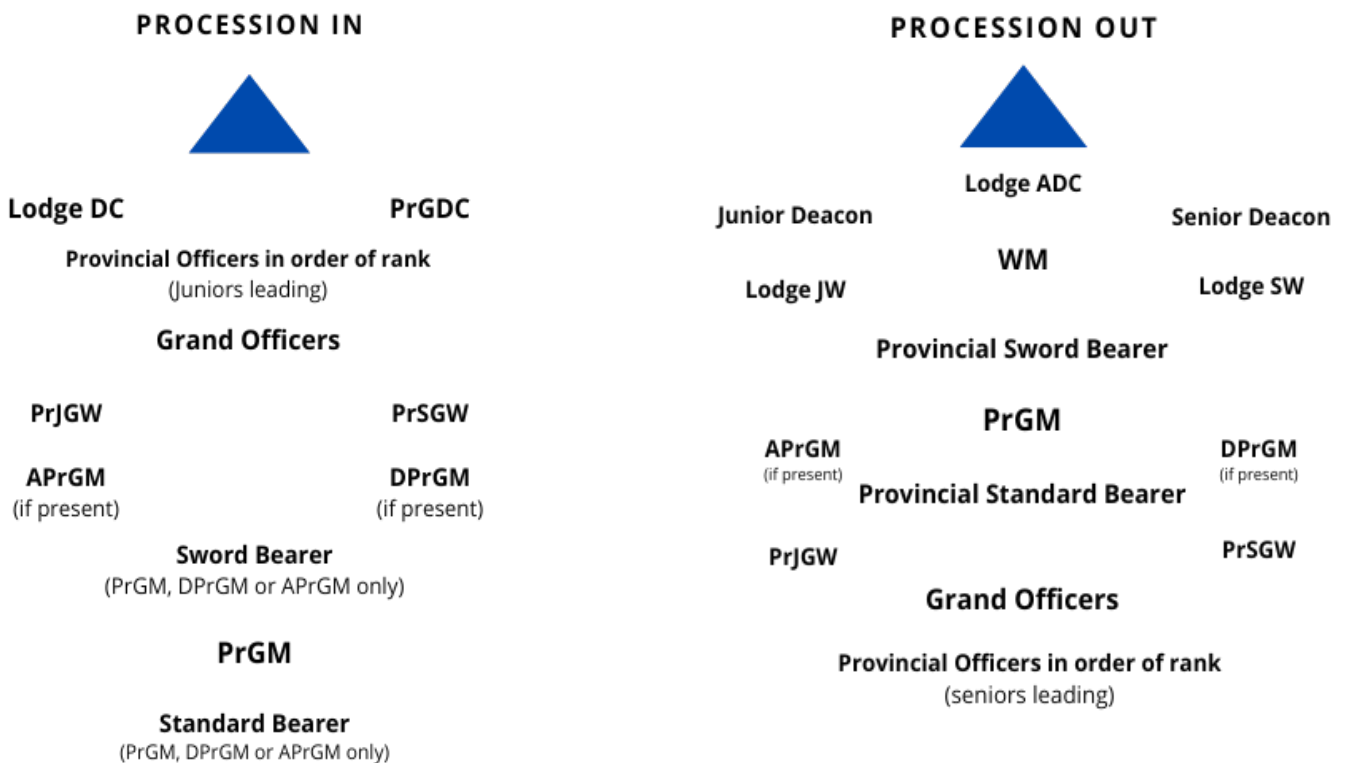
The Presiding Officer demands admission, and accompanied by other officers of UGLE and the Province he enters the Lodge Room.

The procession will divide left and right, with the left hand side walking along the North side of the Lodge, and the right hand side walking along the South side of the Lodge.

The Officers line up and face inwards. The Presiding Officer salutes the WM and walks through the procession along the North side of the Lodge to the East. He acknowledges the WM and takes his seat to the immediate right of the WM. The escort procession, in order of seniority and moving in pairs acknowledge the WM and take their seats. At this point the assembled company will discover whether or not the Lodge DC made sure that there were sufficient seats.

Note: The Presiding Officer is to be offered the gavel **after** the Officers in the procession are seated.

Lodge Installation Procession In and Out



Note: The diagrams shown above reflect what could be described as the ideal processions. However, the PrGDC or his Deputy will manage the incoming procession and decide which Grand Officers will form the procession. While the Lodge DC will call the outgoing procession, the PrGDC or his Deputy will advise him as to the make up of the procession.

APPENDIX 5

SALUTATIONS

Salutations can cause even the the most experienced DCs a few headaches.

The Lodge DC determines the position in the Lodge from where he will announce the salutation, equally it is for the Lodge DC to decide whether or not he is accompanied by the ADC.

The salutations should be given in a manner which recognises their importance. The salute in the First Degree is given by 'placing the right hand, thumb extended to form a square, to the left of the windpipe, and drawing the hand smartly across and dropping it to the side also in the form of a square'.

The major points to bear in mind are :

(1) the fingers of the right hand are together - not spread.

(2) the thumb is extended to form a square.

(3) the right forearm is bent at the elbow at a right angle and held in a horizontal position (unless physically impossible)

(4) the open right hand is drawn smartly from left to right and dropped to the side, also in the form of a square.

(5) the discharge of the salute is not made with a clenched fist, or a flourish with the hand or fingers.

The order of salutations and number is as follows:

- RW Provincial Grand Master **7**
- Deputy Provincial Grand Master **5**
- Assistant Provincial Grand Master(s) **5**
- A Visiting Officer on an official visit **3 ***
- Past RW Brethren **7**
- Past VW Brethren and Past APrGMs (of the Province of Wiltshire) **5**
- Grand Officers of United Grand Lodge **3**
- Officers of Provincial Grand Lodge **3**

The PrGM is content for the Lodge DC to only name the senior officer present.

Note for the DC * When a Grand Officer or Visiting Officer is in attendance and is formally representing the Provincial Grand Master, he must be saluted, first and before any other, according to his rank, and regardless of the seniority of any other brother present.

In Wiltshire, a Visiting Officer is required to participate in the salute to all Brethren who may be senior to him, e.g. if the APrGM was present, as a member or guest of the Lodge, and is saluted, the Visiting Officer would salute him.

The correct reference is "Grand Officer" and "Provincial Grand Officer" – the use of the word "Lodge" is incorrect and must not be used.

THE LODGE DIRECTOR OF CEREMONIES

At an Installation Meeting **ALL** salutations to the PrGM, DPrGM and the APrGM will be conducted by the Provincial Director Ceremonies or his appointee. At a Regular Meeting of a Lodge the Lodge Director of Ceremonies will conduct the salutations using the format described.

(a) **"The Lodge is honoured this evening by the presence of the Provincial Grand Master for Wiltshire Right Worshipful Brother John Reid and I call on you to stand and salute him with seven taking the time from me"**.

(b) **"The Lodge is (also) honoured by the presence of the Deputy Grand Master of Wiltshire (Name and Grand Rank) of the United Grand Lodge of England and I call on you to stand and salute him with five taking the time from me"**.

(c) **"The Lodge is (also) honoured by the presence of the Assistant Provincial Grand Master of Wiltshire (Name and Grand Rank) of the United Grand Lodge of England and I call on you to stand and salute him with five taking the time from me"**.

(d) **We are (also) honoured by the presence of the following Grand Officers:**

Worshipful Brother Name and Grand Rank of the United Grand Lodge of England and I call on you to stand and salute him with three, taking the time from me.

(e) **We are (also) honoured by the presence of the following Provincial Grand Officers:**

Worshipful Brother Provincial Senior Grand Warden and

Worshipful BrotherProvincial Junior Grand Warden

This may properly be limited to:

We are also honoured by the presence of a number of Provincial Grand Officers including Worshipful Brother Provincial Senior Grand Warden and Worshipful BrotherProvincial Junior Grand Warden.

At which point the Lodge DC will say:

(j) **And I call on those Brethren below the rank of Provincial Grand Officer to stand and salute them with three, taking the time from me.**

If the Visiting Officer is present it is courteous to mention his attendance by the following.

(k) **We also acknowledge the presence of our Visiting Officer Worshipful Brother.....**

Acknowledge with a court bow. The Visiting Officer does not respond.

If the Visiting Officer is on an 'official visit' the Lodge DC will say:

(l) **We are honoured by the presence of our Visiting Officer Worshipful Brothername and rank and I call on you to stand and salute him with.....Taking the time from me**

After which the relevant Director of Ceremonies will say **Be seated Brethren.**

When all salutes are finished the DC offers a court bow to the WM and resumes his seat.

Note: The PrGM wishes Lodge Director Of Ceremonies to refrain from using the term 'Brethren be upstanding' - the correct wording is 'Brethren please stand'

The PrGM is content that an active Officer of another Provincial, Metropolitan or District Grand Lodge should be named in the salutation, but the response must be made by the most senior Wiltshire Provincial Grand Officer.

APPENDIX 6

SEATING IN THE Lodge

The most senior of the PrGM DPrGM APrGM has the right to sit immediately to the right of the WM.

If a Visiting Officer is attending in an official capacity, he will be seated to the WM's right. A Visiting Officer will not normally be present in an official capacity if the PrGM, DPrGM or APrGM is attending.

The DPrGM and the APrGM have indicated their wish to adhere to the principle that a VO on an official visit should be offered the opportunity to sit to the right of the WM.

A Visiting Officer, however, is **NOT** offered the gavel, nor does he 'demand' admission.

Other Brethren are seated in Grand Rank and Provincial Grand Rank order.

The Lodge DC should acquaint himself with the list of all senior brethren (Active Provincial Grand rank and above) attending the Lodge and plan out the seating well in advance. Named reserve seat cards are very useful to make sure the Brethren sit exactly where the DC has planned – and to ensure that there is a seat available when the Provincial procession enters.

Note for the DC: When a Grand Officer or Visiting Officer is in attendance and is formally representing the Provincial Grand Master, he must be saluted first and before any other according to his rank, and regardless of the seniority of any other brother present. This applies solely on the basis that the VO acting in his official role represents the PrGM.

In Wiltshire a Visiting Officer is required to participate in the salute to all Brethren who may be senior to him, e.g. if the APrGM was present, as a member or guest of the Lodge, and is saluted, then the Visiting Officer would salute him.

When a Grand Officer, Present or Past, holding Active office in Provincial Grand Lodge is present he must be saluted in his highest rank.

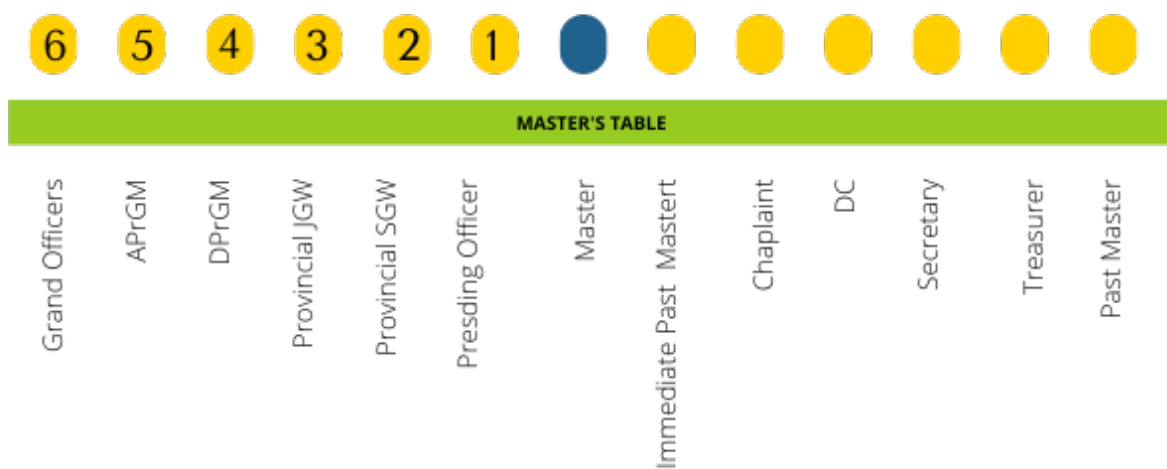
APPENDIX 7

SEATING IN THE DINING ROOM

The seating in the Dining Room should follow exactly the same order of precedence on the Master’s right as above, subject to possible use of round tables (see below). However, as senior brethren are encouraged to mix with junior brethren at Dining Rooms, the top table does not have to be overloaded with them as long as those that are sat there follow the seating order.

If formal seating is used (i.e. top table) It is the wish of the PrGM that his Wardens are placed to his immediate right, followed by the DPrGM and APrGM if present. Thereafter, Grand Officers in order of seniority and Provincial Grand Officers.

To the left of the WM should sit the IPM, Chaplain and DC and other senior Lodge officers ideally in order of the rank of their offices (which should be as on the summons).



A Visiting Officer (not at Installation Meeting) acting as the representative of the PrGM sits on the right of the Master. On his right are seated the GOs and PGOs in order of seniority

The gavel should only be used by the WM under ‘guidance’ from the DC! The DC has no right to use the gavel, which is restricted to the WM and Wardens or those acting in that capacity.

If there is a Provincial Deputation the Lodge DC and Secretary should liaise with the ProvGDC and ProvGSec as early as possible about seating arrangements. In particular the use of round tables may be appropriate to encourage mixing and discussion. If round tables are used, the senior Ruler should of course be seated with the WM but other members of the deputation should each be seated on different tables. If the ProvSGW is present, it makes sense to seat him with the Lodge SW and so on. Further guidance may be found in the Appendices.

The Provincial Grand Secretary will provide guidance on the seating on the ‘top’ table and the placing of any distinguished guests. The Secretariat must be liaised with.

The procession into the Dining Room should be restricted to the WM accompanying the senior Ruler (PrGM, DPrGM or APrGM) and/or the Representative.

APPENDIX 8

TAKING WINE

General

Note: As a general rule it is not necessary to 'take wine' with a Brother or Brethren who will also be the recipient of a 'Toast'.

WM with Officers of the Lodge

WM with Candidate (Master Elect on Election Night)

WM with visiting Brethren

WM with personal guests

Installation

WM with PrGM or DPrGM APrGM

WM

Official Visit of Visiting Officer

WM with VO

APPENDIX 9

TOASTS

1. The Toasts to be given at every Installation Meeting are those specified in the Toast List issued by the Provincial Grand Secretary and which can be found on the Provincial Website.

<https://www.pglwilts.org.uk/about-us/provincial-grand-Lodge/toast-list-for-craft-Lodges>

1.1 However, on other occasions, if time is of the essence, they may be reduced to Toasts 1-2- 4-6 plus a Toast to the Candidate, if appropriate.

1.2 The Toast to the Worshipful Master may be proposed formally without response, or omitted.

1.3 The Toasts to be given in the Dining Room when non-members are present are:

The King and the Craft.

The Guests

Note: Civil Honours and Masonic Ranks should not be given.

1.4 The PrGM does not object to Toasts being taken in quick succession, that is:

Toasts 1 - 2 & 3 may be taken without Brethren being asked to be seated.

Toast 4 & 5 can be treated in exactly the same way other than if the PrGM is present.

Many Lodges have 'Masonic Fire' after Toasts. The PrGM is aware that the practice of conducting 'Masonic Fire' is inconsistent across the Province and some Lodges have adopted the practice of only performing 'Masonic Fire' if the recipient is present.

The PrGM advocates this methodology as being beneficial in many respects, particularly as **not performing** 'Masonic Fire' has been proven to save time and there is no evidence to suggest the practice detracts from the special nature of the evening.

However 'Masonic Fire' has on occasions been used as a means of entertainment with Brethren competing to be the fastest (or slowest) in performing the action. This is not at all in the spirit of 'Masonic Fire' and the PrGM deprecates the practice.

APPENDIX 10

TIMESAVERS

Installation

1. Line up all officers being appointed (after Wardens) together in North and have each one walk to WM or be escorted by ADC and announced by DC.
2. Omit perambulations and singing.
3. Do not process in or salute Provincial Grand Officers.

Ceremonies

DC, ADC, Deacons do not square the Lodge or salute at the pedestals.

Dining Room

1. Do not have a break before the Toasts
2. Omit singing and Masonic Fire
3. Keep wine taking to a minimum and do all together
4. Run all Toasts one after another without pauses
5. Have Pianist and Chaplain ready at appropriate time
6. Brief staff at the hall of your expectations as to timings and protocols in advance of the meeting and not on the night.

WILTSHIRE FREEMASONS



This booklet is one of a series produced and published as part of THE MEMBERS' PATHWAY by the Provincial Communication Team on behalf of the Provincial Membership Team, the Provincial Mentoring Team, and the Provincial Learning and Development Team.

Five of the booklets are specifically written to help a Freemason understand the important step he has taken and to answer a few of the many questions he may be asking about the ceremony he has experienced and Freemasonry in general. None of the booklets claim or intend to be the definitive or absolute answer to every question. Freemasonry being a progressive science the booklets offer its members the opportunity to make a daily advancement in Masonic knowledge.

The series of booklets also include GUIDANCE NOTES for Officers of the Lodge. The guidance reflect the wishes of the Provincial Grand Master and it is hoped that Lodge Officers will actively support the practical advice, tips and hints contained in the notes.

Errors and omissions are inevitable. If you spot a mistake or consider something of importance has been missed out, please contact the editor comms@wiltshirefreemasons.org.uk