



# Wiltshire Freemasons

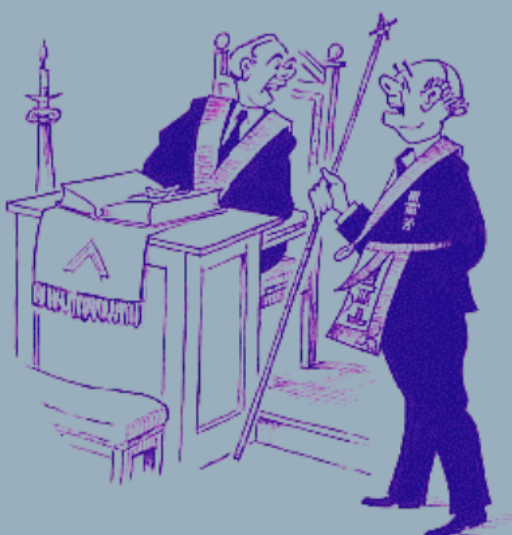
Attracting | Engaging | Growing



## The Lodge Director Of Ceremonies

General notes and guidance

2025



"Never mind the Ritual Book. We'll do it our way"

[www.wiltshirefreemasons.org.uk](http://www.wiltshirefreemasons.org.uk)



## INTRODUCTION BY JOHN REID PrGM.



I am pleased to write this introduction to the 2025 edition **Guide for Directors of Ceremonies**. I trust that you will all 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, the overwhelming majority of Masters do so. The Lodge Director of Ceremonies directs ceremonies on behalf of the Master and not as a ruler in his own right. He should see that the ceremonies proceed smoothly, ensure that ceremonial within the Lodge is carried out in a dignified manner and to the highest possible standard. He should be knowledgeable about the ritual practiced in the Lodge; tactful in his dealing with the Brethren and above all he should set the tone of the Lodge by personal 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 a Lodge Director of Ceremonies how to conduct ceremonies, indeed, provided they are consistent with the general laws and regulations of the Craft (Rule 155 BoC) the members present at any Lodge duly summoned have the right to regulate their own proceeding.

However, when either the PrGM, the DPrGM or APrGM are present in an official capacity, and the Provincial Grand Director of Ceremonies or one of his Deputies or Assistants is officiating there is a requirement that Provincial protocols will be adhered to - both ceremonial in the Lodge Room and in the Dining Room. In short, Grand Lodge rules apply. I am sure that this is and will be appreciated and understood, and that your co-operation is assured.

For many years it has been accepted that Freemasonry should be enjoyable, and in particular that we will only attract and retain new members if it provides such an experience. You may recall the words of the Pro Grand Master some time ago when he said, "it is not a capital offence to smile during a Masonic meeting". He did go on to 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 (Pages 18-19) 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 Director of Ceremonies can easily find the guidance that he may need. See in particular "Timesavers" in Appendix 9 Page 28.

Finally, I would like to thank you all for the work that you do and the contribution 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 Reid". The signature is written in a cursive, flowing style.

John Reid  
**Provincial Grand Master**

# THE LODGE DIRECTOR OF CEREMONIES

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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. If in doubt please refer to the Provincial Grand Director of Ceremonies for guidance. [dc@wiltshirefreemasons.org.uk](mailto:dc@wiltshirefreemasons.org.uk)

## 2.0 THE DIRECTOR OF CEREMONIES.

### 2.1 The Role of the Director of Ceremonies.

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 Director of Ceremonies planning process starts at the beginning of the Masonic year, when in co-operation with the WM and the other main Officers consideration is given to the year's programme of events. In particular which ceremonies are to be carried out and in what the sequence, who will perform the work, and how best to make use of the broad range of talent within the Lodge especially from among the new and more 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 and will you as Director of Ceremonies 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 email: [secretary@wiltshirefreemasons.org.uk](mailto:secretary@wiltshirefreemasons.org.uk) If the issue is one concerning ceremonial email: [dc@wiltshirefreemasons.org.uk](mailto:dc@wiltshirefreemasons.org.uk)

2.1.4 As the Director of Ceremonies you should aim to 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 Director of Ceremonies responsibility to see the Lodge furniture and accessories are in place (see Appendix 1). The Director of Ceremonies is responsible for supervising the work of the Tyler. At this time, the Director of Ceremonies 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 Director of Ceremonies tries always to engender the right team spirit within the Lodge. The division of duty between the Director of Ceremonies and Assistant Director of Ceremonies should be clearly defined, for example, who picks up late arriving Brethren, and will it depend on rank?

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, are in charge is not something of which they should be proud and which should give no satisfaction to the Lodge.

## THE ASSISTANT DIRECTOR OF CEREMONIES

### 2.2 The Role of the Assistant Director of Ceremonies

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 Director of Ceremonies to include the Assistant Director of Ceremonies in as much of the ceremonial as is practicable. It's also a matter of common sense as otherwise the Assistant Director of Ceremonies is redundant.

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

2.2.2 During the usual Lodge meeting, he might take responsibility for the positioning of the kneeling stool for the candidate in the West and its removal afterwards.

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

2.2.4 The Assistant Director of Ceremonies 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.

2.2.5 The Assistant Director of Ceremonies could be asked to form and control the outgoing procession.

2.2.6 It would be perfectly acceptable for the Assistant Director of Ceremonies to participate in the investiture of Officers by presenting those below Junior Deacon.

2.2.7 At the Dining Room the Assistant Director of Ceremonies 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.

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

## 2.3 THE REGULAR MEETING

The independence of a Lodge allows it to have its own traditions, which they are perfectly able to demonstrate provided they are consistent with the general laws and regulations of the Craft (Rule 155 BoC). However, the Province wishes that Lodge Directors of Ceremonies consider as **Official Provincial guidance** items shown in red type.

2.3.1 The work of a Director of Ceremonies 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 that must be followed in each ceremony.

2.3.2 A good working relationship with the Lodge Secretary is essential to ensure that the Director of Ceremonies 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.

2.3.3 The Lodge Director of Ceremonies directs the ceremony on behalf of the Master and the Lodge and should at all times 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.

2.3.4 The Director of Ceremonies should sit in the position that allows him the best command of the ceremony, regardless of his rank as a Grand Officer, 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 Assistant Director of Ceremonies or others.

2.3.5 This support can take the form of accompanying a Deacon while perambulating with a candidate, supporting him with words of advice and general guidance.

2.3.6 The wand of office gives the Director of Ceremonies the right to move freely around the Lodge, and allows him and anyone in his charge to forego the requirement to square the Lodge unless 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 perpendicular, with the left arm held at their side. **It is the PrGM's wish that Lodge Director of Ceremonies and Deacons emulate their Provincial counterparts and that the pencil grip be the default position throughout the Province.**

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

2.3.8 The person who should prompt during the ceremony is usually the IPM but if he is unable, then the Director of Ceremonies will be responsible. **It is the wish of the PrGM that open ritual books in the Lodge should be actively discouraged.**

2.3.9 When conducting Brethren about the Lodge the Director of Ceremonies 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.

**Note:** The practice of taking a Brother's hand, including the Master, when escorting him to his place in the Lodge has evolved over time and has no ritualistic value or probity. The convention at Grand Lodge is for the Director of Ceremonies to signal (by an inclination of the head) for the Officer to take their position. The PrGM would like Wiltshire Lodges to adopt this method.

### 2.3 THE REGULAR MEETING (continued)

2.3.10 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 what salutes are given. (See Appendix 4 for more details.)

2.3.11 Salutes should be given at a time determined by each Lodge, some Lodges give salutes on the Risings, but in Wiltshire they are generally given after the Minutes when the Lodge is open in the first degree. Any distinguished Brethren attending will be known in advance, giving the opportunity to rehearse the correct pre-amble and salutation in private.

2.3.12 The Director of Ceremonies should ensure that all signs and salutes are given correctly, i.e. with an open hand (not a clenched fist) and the thumb extended in the form of a Square. In particular the PrGM wishes that the salute in the First Degree is performed correctly. Having achieved the first part of the salute, the hand is drawn smartly from left to right and 'dropped' to the side, also in the form of a square. The practice of flicking the hand at the top of the salute discharge is incorrect and inappropriate, as is any extraneous movement or flamboyant gesture.

2.3.13 Salutations should be given in the first degree. The place from where the salutations will be made is Lodge specific. The Director of Ceremonies should stand facing the WM's pedestal, court bow to the WM, turn to the recipient and court bow. After giving the salutation, he should ask the Brethren to be seated and having seen that they are, court bow again to the recipient to indicate that he may now reply.

2.3.14 When giving salutations to Grand Officers it should be borne in mind that RW Brethren receive **7**, VW Brethren and the APrGM receive **5** and W Brethren receive **3**. It is important to call the salutation by category. In the case of Grand Officers the response is given by the senior Officer in each category saluted. (See Appendix 4 for further details.)

2.3.15 With regard to Provincial Officers (including holders of London Grand Rank) it is important for the Secretary and the Lodge Director of Ceremonies to check carefully the names of all those attending to ensure that the salutation is correctly given to the Senior Officer of the Provincial Grand Lodge of Wiltshire who will respond.

2.3.16 The PrGM is content for an Active Officer of another Provincial Grand Lodge to be named in the salutation, but the response must be made by the most senior Wiltshire Provincial Grand Officer.

2.3.17 A DPrGM, or APrGM from another Province, or a Metropolitan Grand Inspector is given the number of salutations commensurate with their Grand Rank. **(Not in respect of their Provincial, District or Metropolitan Grand Rank).**

2.3.18 At the conclusion of the business of the Lodge and before the Lodge is closed the Lodge Director of Ceremonies may ask if it is the wish of the Master to receive greetings from visiting Brethren.

**It is the wish of the PrGM that whenever possible a single person is asked to give greetings on behalf of all visitors and that the Brother selected is made aware that he brings greetings and not congratulations, the latter being in the capable hands of the responder to the visitors toast.**

2.3.19 Before a Brother is seated a polite court bow should be given. This is given by inclining the head only.



### 3.1 THE INSTALLATION MEETING (general notes)

**Note:** This is only for the information of the Lodge Director of Ceremonies.

3.1.1 The Lodge Installation Meeting is under the overall control of the The Provincial Director of Ceremonies who will arrive at least an hour before the time of opening of the Lodge.

3.1.2 It is the wish of the PrGM that the Provincial team enters the Lodge **after** the Lodge has been opened and **before** the minutes..

3.1.3 If it is the Lodge custom to applaud as the PrGM enters the Lodge. The Brethren should follow the lead of the WM who should offer applause only after the PrGM or his representative, has entered the room. Grand Officers and Provincial Grand Officers forming the escort will not applaud.

**Note:** The Worshipful Master must offer the gavel at the point when Brethren in the procession have taken their places in the Lodge Room and are seated.

3.1.4 If a Provincial Officer, due to give an address is not present, the address will be given by the Provincial Grand Director of Ceremonies or his nominee.

3.1.5 Brief the Provincial Grand Master, his Deputy, the Assistant, and the Provincial Director of Ceremonies on any Lodge customs and what they will be asked to do.

3.1.6 Advise the Provincial Director of Ceremonies whether or not the Lodge wishes the Provincial SGW and JGW to take the place of the Lodge SW and JW.

3.1.7 in consultation with the Provincial Grand Director of Ceremonies check the seating arrangements for the Provincial Team and advise them where they will be sitting. If necessary place reserved signs on the seats.

3.1.9 In the NE part of the Lodge, Officers are seated in order of seniority. Grand Officers, in order of seniority, (Check Wiltshire Reference Book). To the right of the Presiding Officer will be seated the Provincial Wardens and the Provincial Grand Director of Ceremonies. Acting Provincial Grand Officers, and Masters in office will be seated as per the Provincial Grand Director of Ceremonies.

**Note:** If space is at a premium, members of the Provincial team may be seated throughout the Lodge.

3.1.10 At the supper table the PrGM or his Representative, must be seated on the immediate right of the Worshipful Master.

3.1.11 The PrGM wishes that arrangements are made to seat the Provincial Wardens to the immediate right of the Presiding Officer at the Master's table. In the event that another Ruler is in attendance, they will be seated to the right of the Wardens, followed by Grand Officers in order of seniority.

3.1.12 Other Acting Provincial Officers should be seated throughout the dining room

3.1.13 Check with the Provincial Director of Ceremonies when the Provincial Team wish to leave the Festive Board. This will be no later than 10.00 pm and will usually be after the response to the toast to the Installing Master and before the toast to the Visitors. Advise the team and the Lodge Director of Ceremonies.

3.1.14 At a prompt from the Provincial Director of Ceremonies the Lodge Director of Ceremonies will ask Brethren to stand and announce

**"Brethren - please stand as the Provincial Team retire"**

### 3.2 THE INSTALLATION MEETING Processing In and Out (Important changes effective 7 October 2022)

The Incoming procession is under the control of the Provincial Director of Ceremonies and will form up as in diagram page 22 Appendix 3. The Lodge Director of Ceremonies will be invited to lead the left hand column.

3.2.1 The columns process to the East, down the North and South sides of the Lodge, halt and turn inward.

3.2.2 The PrGSwdB will stop in the North West level with the position at which the PrGM, DPrGM or APrGM (Presiding Officer) will salute from, and wait there until the Presiding Officer has saluted the WM.

3.2.3 The Standard Bearer will follow the Presiding Officer and stand directly behind him on the centre line in the West (in front of the SW) and **wait**.

3.2.4 Once the Presiding Officer has saluted and turned to his left the PrGSwdB will move off in front of the Presiding Officer walking up the North side and take up a position in the East on the centre line in front of the sword stand, and in front of the WM, but allowing space for the Officers to make a court bow to the WM and move to their seats in the North East.

3.2.5 The Presiding Officer will go to his seat in the North East.

3.2.6 The PrGStB will remain standing in the West.

3.2.7 When the Presiding Officer has reached his seat the Wardens step forward, turn, and move to the East in front of WM, give a court bow and move to their seats, likewise the other Grand/Provincial Officers, leaving the PrGStwds, the Provincial Director of Ceremonies, and the Lodge Director of Ceremonies.

3.2.8 At this time the PrGStB moves off, down the North side, and places the Standard in its holder.

3.2.9 As the Standard is placed in its holder the PrGSwdB places the sword on its stand and waits for the PrGStB to return to the centre line, when, together both give a court bow to the WM and move to their seats.

3.2.10 PrGStwds move to centre line, give court bow to the WM and move to their seats,

3.2.11 The Directors of Ceremonies's move to centre line, give court bow to the WM before taking their seats. **Note: The Lodge Director of Ceremonies takes a short step backwards and allows the Provincial Director Ceremonies to pass in front of him before he turns to his right to his seat.**

3.2.12 The officiating Director of Ceremonies faces the WM with court bow, then turns to face the Brethren of the Lodge and says. **"Be seated Brethren"**.

3.2.13 The Worshipful Master formally welcomes the Provincial Grand Master or Deputy or Assistant and offers him the gavel. **Note: The gavel is only offered after the Brethren are seated.**

On most occasions this offer will be politely declined but if it is accepted for a special purpose, i.e. a presentation, then the Worshipful Master occupies the chair to his left (normally occupied by the IPM) until he is invited to resume his normal place. **Note: The gavel is not offered to a Grand Officer, a Provincial Officer or a Visiting Officer representing the PrGM.**

**Note:** The Provincial Director of Ceremonies will conduct the salutations which will be undertaken immediately after the signing of the Lodge minutes.

### 3.3 THE INSTALLATION MEETING (Salutations).

There is no requirement for a Lodge to give salutations, and some Lodges in the Province do not apply the practise. However if salutations are given the BoC mandate to who, and how they are to be given and the following applies to those Lodges which observe the practise.

In such cases the PrGM has determined that at the **Installation ceremony** all salutations will be conducted by a **Provincial Director of Ceremonies** from a point in the Lodge agreed with the Lodge Director of Ceremonies.

3.3.1 The PrGM wishes you to refrain from using the term 'Brethren be upstanding' - the correct wording is 'Brethren please stand' or 'The Brethren will stand'

(a) **"The Lodge is honoured this evening by the presence of the Provincial Grand Master for Wiltshire, Right Worshipful Brother (Name only) Please stand and greet him with seven taking the time from me". To Order Brethren**

(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 Please stand and greet him with five taking the time from me". To order Brethren**

(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. Please stand and greet him with five taking the time from me". To order Brethren**

(d) **"The Lodge is also honoured by the presence of the following Grand Officers:**

**Worshipful Brother ..... Name and Grand Rank ..... of the United Grand Lodge of England. Please stand and greet him with three (five or seven), taking the time from me". To order Brethren**

(e) **"The Lodge is (further) honoured by the presence of a number of Provincial Grand Officers including Worshipful Brother ..... Provincial Senior Grand Warden and Worshipful Brother .....Provincial Junior Grand Warden**

At which point the Provincial Director of Ceremonies will say:

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

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

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

(l) **"Be seated Brethren".**

**Note:** The salutation includes the phrase 'taking your time **from** me' and not **with** me.

**Important Note regarding privileges of a Visiting Officer:**

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

### 3.3 THE INSTALLATION MEETING Salutations (continued)

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

The correct references are "Grand Officer" and "Provincial Grand Officer" – the word "Lodge" must not be used.

#### Addresses to the Master, Wardens, and Brethren of the Lodge

##### 3.3.2. Learn all three and be ready to prompt

At the appropriate point stand. Provincial Director of Ceremonies. and the Lodge Director of Ceremonies give a court bow to each other as they hand over – one to the other.

##### 3.3.3 Step out and face

- a. PrGrM, or his Representative
- b. PrSGW, Court bow
- c. PrJGW, Court bow

3.3.4 **Address to the Master** - Ask the WM to stand. When the PrGM rises to present the address, lead him to the pre-agreed position on the floor of the Lodge - usually to rear of the Tracing Board or a point the South West of the Lodge all depending on space available, squaring the Lodge. Stand behind him.

**Note:** There is no requirement for the WM to be 'formally' addressed on re-appointment by proclamation..

Afterwards lead him back to his place in the E. Court bow as he sits.

3.3.5 **Address to the Wardens** - Lead PrSGW. to halfway down the North side of the Lodge – Go direct, do not square the Lodge. You will say:

**"Brother Wardens -please stand"** ensure the Wardens stand and sit afterwards.

After you have escorted the PrSGW to his seat give a court bow. Turn to the Wardens and say

**"Brother Wardens be seated"**

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

3.3.6 **Address to the Brethren** - Before you conduct PrJGW to South East corner, face the brethren and say:

**"All Brethren of (name and number of the Lodge) with the exception of the Worshipful Master and his recently appointed Wardens please stand"**

Turn and escort PrJGW to SE. Go direct, do not square the Lodge.

After you have escorted the PrJGW back to his seat give a court bow,

Turn to face the Brethren of the Lodge and say: **"Brethren be seated"**

Turn the Lodge Director of Ceremonies and give a court bow.

### 3.4 THE INSTALLATION MEETING (Important Notes)

#### 3.4.0 Provincial Officers being invested in their Lodge

When a member of the Provincial Team is on duty in their own Lodge and is due to take an office they can be appointed but not invested with the collar of the office. The WM should touch the shoulder of the Officer with the collar of their Lodge office but **must not** attempt to place it over the recipients head.

#### 3.4.1 Provincial Officers holding an office in their Lodge

When a member of the Active Provincial Team holds an office in their Lodge, the PrGM expects that Officer to fulfil the duties of the Lodge office. In such a case the Provincial Director of Ceremonies will appoint another Provincial Officer to deputise.

#### 3.4.2 Approbation (applause)

Members of the Provincial Team **do not** give greetings, **nor do** they give approbation (applaud) when the Lodge is called upon to recognise an appointment to Lodge office.

#### 3.4.3 Greetings

It is the wish of the PrGM that on the conclusion of the business of the Lodge, greetings from visiting Brethren be made by a single representative using the following form of words:

**“Worshipful Master, on behalf of your visitors I bring you warm and fraternal greetings and wish you well in your year of office”.**

It should be borne in mind that the giving of greetings is not the occasion to offer congratulations to the Master or his Officers. This task being in the capable hands of the Brother appointed to respond to the Visitors Toast.

#### 3.4.4 Procession out of the Lodge

1. It is the wish of the PrGM that the outgoing procession is maintained at a numerical level which allows for a dignified exit from the Lodge Room.
2. As a general rule the outgoing procession should not exceed the length of the carpet along the North. Great numbers are not necessary, and in time honoured fashion, sometimes ‘less is more’.
3. Please explain to Provincial Officers that this policy may well result in some of them not being included in the procession. No slight is intended and no offence should be taken.

## 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 Provincial Director of Ceremonies the PrSGW, the PrJGW, and subject to availability the PrGSwdB and PrGStB. 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 Secretary and register their attendance.

4.1.3 The Director of Ceremonies or Lodge Secretary should also advise the Provincial Director of Ceremonies 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 Provincial Director of Ceremonies 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 Provincial Director of Ceremonies will advise the wishes of the Presiding Officer to the Lodge Director of Ceremonies.

### 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 (see 4.4)

### 4.3 Banner, Bible Dedication, Lodge Golden Jubilee

4.3.1 These will be Presided over by the PrGM or DPrGM with the assistance of the Provincial Director of Ceremonies or the Provincial Deputy Director of Ceremonies.

### 4.4 Personal 50th and 60th.

4.4.1 These will be conducted by the PrGM or DPrGM or APrGM or a Grand Officer appointed by the PrGM and will be escorted by the Provincial Director of Ceremonies or the Provincial Deputy Director of Ceremonies or an Assistant Provincial Director of Ceremonies.

### 5. THE DINING ROOM

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

5.1.2 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 very difficult to get all the Brethren back to start the formal proceedings.

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

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

5.1.4 Lodge Director of Ceremonies should remember that the demands on the time of Provincial Officers is very considerable. Make sure the Dining Room is conducted efficiently and with a degree of momentum that will enable you to bid them good night at a reasonable hour. The PrGM does, favour Provincial Officers being able to retire at Installations by 10.00 pm.

5.1.5 Many new Freemasons are under considerable pressure in their employment and so the programme should not be allowed to slow down. Aim to try to finish by 10.00 pm to allow those who need to retire to do so while those with time to spare can stay. 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 The Director of Ceremonies should take responsibility for ensuring that those proposing and responding to toasts have been given as much warning as possible. It is helpful, indeed it is highly desirable, to prepare your dinner notes well beforehand. Wine taking should be kept to an absolute minimum.

5.1.7 There is no disgrace in working from a list as a matter of course. It helps to avoid any embarrassment. Your dinner notes should also include the names of all those who are proposing and responding to toasts.

5.1.8 Have everyone seated at least **five minutes** before dinner is due to be served with your Assistant Director of Ceremonies 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, whereas the WM will be '**accompanied by**' the Initiate following the Initiation meeting..

5.1.10 It should not have to be said , but risqué or doubtful stories have no place at 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. The number of raffle prizes should be kept within reasonable bounds.

5.2 Seating

- 5.2.1 The Director of Ceremonies, 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 6, 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, Director of Ceremonies, Secretary, Treasurer (if there is room),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 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.

MASTER'S TABLE												
Grand Officers	APrGM	DPrGM	Provincial JGW	Provincial SGW	Presiding Officer	Master	Immediate Past Master	Chaplain	DC	Secretary	Treasurer	Past Master



### 5.3 Toasts.

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

5.3.2 The Lodge Director of Ceremonies should stand behind the WM for all announcements. The Assistant Director of Ceremonies 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.

What then follows with the preamble is the same. 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 8 for further details.

5.3.3 A Provincial Officer responding to toast Number 5; the preamble in this case would be merely "Worshipful Master and Brethren".

5.3.5 Occasionally a Grand Officer may be present and 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.

5.3.6 The response to the visitors toast is not the place for jokes and stories of a dubious nature.

5.3.7 Masonic fire, the PrGM has expressed his concern that on some occasions the 'fire' is given too fast, which inadvertently can result in Brethren having difficulty in matching it or which, in terms of simple decorum, is perhaps distasteful or disrespectful. Masonic fire should be given with measure, poise and decorum.

5.3.8 The fire is best led by the Lodge Director of Ceremonies.

5.3.9 The recommended wording from the Province and from Grand Lodge is: "Good fire Brethren, taking the time from me" .

**Note: Starting the fire with terms such as "Eyes East Brethren" has no place in English Freemasonry or its Rituals.**

5.3.10 If it is the Lodge custom to sing the first verse of the National Anthem at supper, the Director of Ceremonies'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 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 ...”

5.4.6 As a general rule if a Brother or group of people will be subject to a toast it is considered inappropriate to include him/them in a toast.

### FREQUENTLY ASKED QUESTIONS.

It is not possible in a booklet of this size to answer every question that may arise in a Brother's Masonic journey. However, you can ask a question on any Masonic topic by using the online facility:

[contact@wiltshirefreemasons.co.uk](mailto:contact@wiltshirefreemasons.co.uk)

#### **Q. 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 'Ruritanian General'.

Importantly, a Freemason should always remember that he must not wear the jewels of any other Masonic Order in a Craft Lodge.

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

A. Yes they can, subject to a few caveats. First the PrGM /MEGS has requested that Wiltshire Freemasons wear the Provincial Craft tie when attending a Lodge meeting and a Royal Arch tie when attending a Chapter meeting. However, 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.

What would be incorrect and highly inappropriate is to wear a Wiltshire RA tie in another Province's Craft Lodge, equally incorrect would be to 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 carry a UGLE Craft tie, or a black tie in their regalia. 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 Masonic Order. As the Lodge Director of Ceremonies it is perfectly proper for you to gently advise the Brother of the etiquette regarding the wearing of ties and jewels in this Province.

**FREQUENTLY ASKED QUESTIONS (continued)**

**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?**

A. Yes you do, and indeed you must. Your Provincial collar denotes your Provincial rank, whereas at Lodge meeting, the Lodge office takes precedence and must be worn over a Provincial collar.

**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 Officers’ 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 over your Provincial collar.

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

A. You have been invested with two collars and you must wear both. The collars should be worn with the collar of the senior office on top.

**Q. At the Installation meeting I am going to be appointed a Warden, and what is called an additional office. Do I wear both collars?**

A. It depends. As a general principle the answer is yes. However, if you have been appointed a Warden you don’t place the junior office over the Warden’s collar. In such a case it is better if the WM taps you on the shoulder and hands you the subsidiary collar. At an Installation, a period of time with no collar will not be viewed as poor form.

**Q. We always Toast “Absent Brethren” at 9 pm., but you say that no Toast should come before Toast number 2. What do we do if we have over-run and Number 2 will be after 9 pm.?**

A. While it might be a tradition to Toast “Absent Brethren” at 9 pm, it is not obligatory to do so.

**Q. What Toasts do we give when non-Masons are present:**

A. Just two, The King followed by The MW The Grand Master

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

A. The DPrGM and APrGM is a Ruler of the Craft. 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. 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..

## **APPENDIX 1**

### **FURNITURE/EQUIPMENT**

#### **In the East**

Warrant, Banner and Working Tools.

WM gavel, heavy maul.

VSL, Lodges working Emulation Ritual are reminded that the recognised attitude of the VSL is positioned in order that the Master can read the text.

Square and Compasses (with the points of the Compasses, and the apex of the Square pointing to the bottom of the page).

Tracing Boards.

Candlestick holder - Ionic

Kneeling stool in place.

Book of Constitution and the Lodge By-Laws.

#### **In the West**

SW gavel, column – lowered

Candlestick holder – Doric plain

Smooth Ashlar

Lewis

Kneeling stool in place

#### **In the South**

JW gavel, column – raised

Candlestick holder – Corinthian

Rough Ashlar

#### **In the North**

Book of Constitutions for the Secretary to read

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

#### **In the Centre**

Tracing Boards

## APPENDIX 2

### INSTALLATION CEREMONY – SPECIMEN CHECKLIST

The below is an example of how a Lodge Director of Ceremonies might prepare for and manage an Installation.

01. The Lodge is opened in the First Degree
02. Presiding Officer and team enter the Lodge\*
03. The Minutes are confirmed
04. Salutes
05. Announce Installation item on summons
06. Installing Officers take up positions, SW, JW and IG
07. All below Fellow Craft to retire
08. Lodge opened in the Second Degree
09. 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** After closing, the Presiding Officer addresses the WM informally.
16. Lodge resumed in Third Degree by Director of Ceremonies – MM re-admitted
17. Proclamation of WM for the first time in the East

#### **Working tools presented or referred to**

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

#### **Working tools presented or referred to**

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

#### **Working tools presented or referred to**

22. Presentation of Warrant, Book of Constitutions and Lodge By-Laws by IM
23. Address to the WM **By Presiding Officer**
24. Investiture of Wardens
25. Address to the Wardens **By Provincial Senior Warden**
26. Investiture of remaining Officers
27. Address to the Brethren **By Provincial Junior Warden**
28. WM the Lodge is now under your control – said either by the Lodge Director of Ceremonies or the Installing Master
29. Continue with the Lodge agenda
30. First Rising
31. Second Rising
32. Third Rising
33. Lodge is closed by the WM
34. Closing Ode, First verse of National Anthem, Alms Collection\*
35. Retiring Procession

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

## APPENDIX 3

### PROCESSIONS

On Installation nights, it is customary for the Presiding Officer to enter the Lodge in procession.

Processions are in pairs and start with junior at the front left, facing in the direction of the procession. The senior is on the right (inside).

It is always easier if the procession starts level, so the 'odd man' will be at the back left. If you start with the 'odd man', the procession will always tend to level up at the front as it walks.

The PrGM, his Deputy and the Assistant **demands** admission, and is accompanied by other Officers of UGLE and the Province when entering the Lodge Room. **Note: If the Presiding Officer is either the DPrGM or the APrGM they too will demand admission. A Past PrGM, a Past DPrGM or a Past APrGM will desire admission, any other Officer acting as Presiding Officer will request admission.**

The processing Officers line up along the North and South sides of the Lodge Room and face inwards.

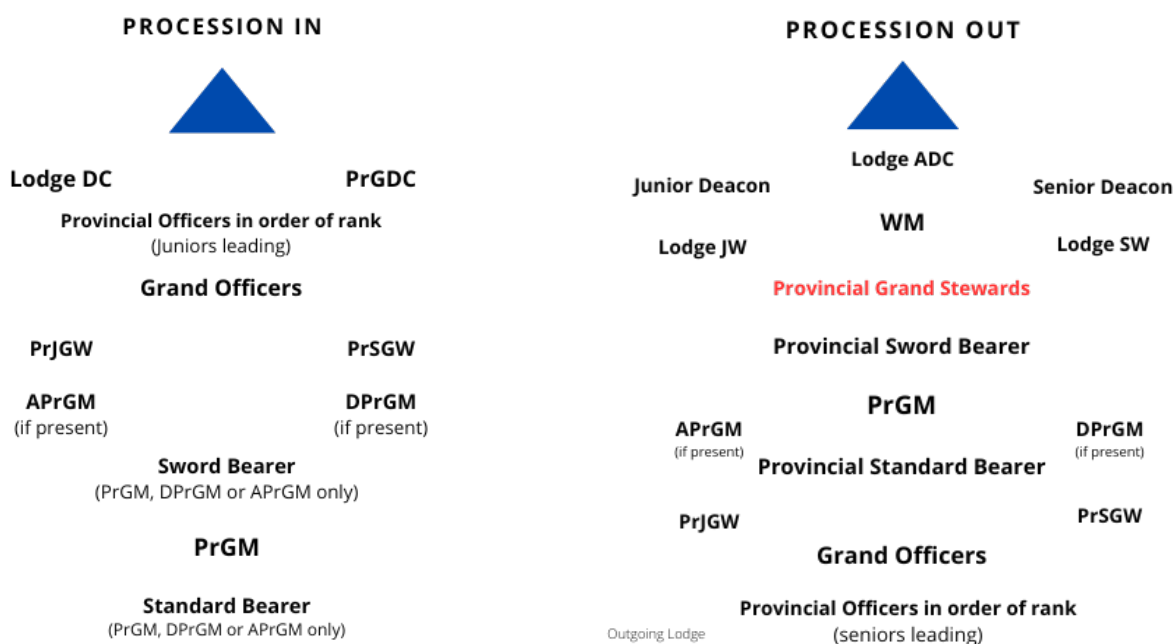
The PrGM salutes the WM and walks through the procession, acknowledges the WM and takes his seat to the immediate right of the WM.

The escort procession, in order of seniority and moving in pairs acknowledge the WM and take their seats.

When moving to their correct position in the Lodge the Provincial Director of Ceremonies and the Lodge Director of Ceremonies will cross over with the Lodge Director of Ceremonies taking a short step backwards allowing the Provincial Director of Ceremonies to turn to his left and walk in front of him. The Lodge Director of Ceremonies will turn to his right and walk to his place in the Lodge.

At this point the assembled company will discover whether or not the Director of Ceremonies made sure that there were sufficient seats. **It is for this reason the Provincial Director of Ceremonies requests that reserved seats are left unoccupied.**

### Lodge Installation Procession In and Out



It is always better to have a small outgoing procession. It should never exceed the length of the carpet along South part of the Lodge.

## APPENDIX 4

### SALUTATIONS

Salutations can cause a Director of Ceremonies a few headaches, especially in getting the right people standing and/or seated at the right time. Experience has shown that it is easiest if all Brethren are first seated and the Director of Ceremonies then calls on those who are saluting to stand. The Director of Ceremonies should move to a position in front of the WM's pedestal, court bow (head only) to the WM, turn to face the recipient of the salutation (or senior recipient if more than one person is to be saluted) and court bow to him. He should then say "All Brethren below the rank of ..... please stand". Once the Brethren are standing he will say **Example: "Brethren we will salute W Bro (Name) (Civil Honour) (Grand or Provincial Rank) as Entered Apprentices three times taking the time from me. To order Brethren!"**

The salutation is then given (taking care to keep the hand open and thumb extended throughout) after which the Brethren are seated. A court bow should then be given to the recipient who will then stand (with his colleagues if appropriate) and respond. After which point he/they resume their seats and the Director of Ceremonies repeats the above for the next salutation.

When all salutations are finished court bow to the WM and resumes your seat.

Where there is more than one recipient the other Brethren should normally be added as a group e.g. "...and the rest of the Officers of United Grand Lodge". An acting Officer of the Province is usually addressed by his office and then his name e.g. "We will salute the Assistant Provincial Grand Master (or perhaps the Provincial Senior Grand Warden) W Bro..... with ... etc".

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 formally representing the PrGM **3 \***
- Past RW Brethren **7**
- Past VW Brethren and Past APrGMs **5**
- Grand Officers of United Grand Lodge **3**
- Officers of Provincial Grand Lodge **3**

The PrGM is content for the Lodge Director of Ceremonies to only give salutations to the senior Officer present.

**Note:** \* When a Grand or Provincial 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.

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

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



## APPENDIX 5

### 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.

In Wiltshire the DPrGM and the APrGM have indicated their wish to adhere to the principle that a Visiting Officer 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 Director of Ceremonies should acquaint himself with the list of all senior brethren (GO and Acting Provincial Officers attending the Lodge and plan out the seating accordingly. Named reserve seat cards are very useful to make sure the Brethren sit exactly where the Director of Ceremonies has planned – and to ensure that there is a seat available when the procession enters.

**Note for the Director of Ceremonies:** 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 Visiting Officer is 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.

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

## APPENDIX 6

### SEATING IN THE DINING ROOM

The seating in the Dining Room should follow the order of precedence as set out below, except when round tables are used.

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 Director of Ceremonies and other senior Lodge Officers ideally in order of the rank of their offices (which should be as on the summons).



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.

If there is a Provincial Deputation the Lodge Director of Ceremonies and Secretary should liaise with the Provincial Director of Ceremonies and ProvGSec as early as possible about seating arrangements. The Provincial Grand Secretary will provide guidance on the seating protocol for the 'top' table and the placing of any distinguished guests.

The gavel should only be used by the WM under 'guidance' from the Director of Ceremonies. The Director of Ceremonies has no right to use the gavel, which is restricted to the WM and Wardens or those acting in that capacity.

**Note:** The procession into the Dining Room should be restricted to the WM **accompanying** the senior Ruler (PrGM, DPrGM or APrGM) .

**Note:** 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 PGOs in order of seniority

## APPENDIX 7

### TAKING WINE

#### General.

The practice of 'wine taking' requires careful management and should be kept to an absolute minimum. As a general rule the etiquette is that wine is NOT taken with the recipient of a toast.

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

#### Regular Meeting.

WM with Officers of the Lodge.

WM with his personal guests.

#### Election Meeting. (As Regular meeting plus).

WM with Master Elect

#### Initiation, Passing or Raising.

WM with Candidate (s) .

#### Installation. (As Regular meeting plus).

WM with Presiding Officer.

#### Official Visit of Visiting Officer. (As Regular meeting plus).

WM with VO

**Note:** The practice of cross or reverses toasting, where a Brother stands and proposes a toast in response to the toast, is improper and should not occur in a Wiltshire lodge.

## APPENDIX 8

### TOASTS

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

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

The Toast to the Worshipful Master may be proposed formally without response or it can be omitted. **Note: not all toasts require a response.**

The PrGM does not object to Toasts being taken in quick succession.

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

Toast 4 and 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 is inconsistent across the Province and some Lodges have adopted the practice of only performing 'Masonic Fire' if the recipient is present. Not performing 'Masonic Fire' saves time and has not been proven to detract significantly from the special nature of the evening.

The Toasts to be given when **non-members** are present are:

1. The King
2. The MW The Grand Master
3. The Provincial Grand Master
4. The Worshipful Master
5. The Guests

Civil Honours and Grand Ranks should not be given when naming any recipient of a toast.

## **APPENDIX 9**

### **TIMESAVERS**

#### **Installation**

1. Line up all Officers (after Wardens) together in North and have each one walk to WM or be escorted by an Assistant Director of Ceremonies and announced by Director of Ceremonies.
2. Omit perambulations and singing.
3. Do not process in or salute Provincial Grand Officers.

#### **Ceremonies**

Director of Ceremonies, Assistant Director of Ceremonies, 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 or do all together
4. Run all Toasts one after another without pauses. i.e. Remain standing throughout.
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

## APPENDIX 10

### GLOSSARY

MWGM	Most Worshipful The Grand Master
PrGM	Provincial Grand Master
DPrGM	Deputy Provincial Grand Master
APrGM	Assistant Provincial Grand Master
VO	Visiting Officer
UGLE	United Grand Lodge of England
GO	Grand Officer (not Grand Lodge Officer)
PrGDC	Provincial Grand Director of Ceremonies
PrDepGDC	Provincial Deputy Grand Director of Ceremonies
PrAGDC	Provincial Assistant Director of Ceremonies
DC	Director of Ceremonies
ADC	Assistant Director of Ceremonies

## NOTES

# WILTSHIRE FREEMASONS



This booklet is one of a series produced and published by the Provincial Learning and Development Team as part of the MEMBERS' PATHWAY programme.

Each of the booklets is designed 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 or Freemasonry in general. It does not claim or intend to be the definitive or absolute answer to every question. Freemasonry being a progressive science offers its members the opportunity to make a daily advancement in Masonic knowledge.

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](mailto:comms@wiltshirefreemasons.org.uk)

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