Wiltshire Freemasons

BUILDING TOGETHER

Attracting Members – Growing Freemasonry

The Lodge Director Of Ceremonies

2026

General notes and guidance



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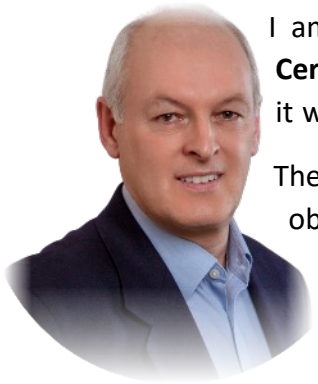
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INTRODUCTION BY JOHN REID PrGM



I am pleased to write this introduction to the revised **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 DC 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 DC 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 Lodge DCs how to conduct ceremonies, indeed, 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, 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 will be adhered to - 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 cooperation 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 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 (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. See in particular “Timesavers” in Appendix 13.

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.

John Reid
Provincial Grand Master

2. 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 DC's planning starts at the beginning of the Masonic year, in co-operation with the WM and the other main officers. 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 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 email: secretary@wiltshirefreemasons.org.uk or with the Provincial Director of Ceremonies dc@wiltshirefreemasons.org.uk

2.1.4 The DC 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 ADC 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.

2.2 THE ASSISTANT DIRECTOR OF CEREMONIES (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.

2.2.1 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/DC each collar as required, together with the columns and gavels for the Wardens and the wands for the Deacons.

2.2.4 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.

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

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

2.2.7 At 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.

2.2.8 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 ADC to act as DC for the entire evening (subject to qualification). He will gain valuable experience and the DC will enjoy his rest.

2.3 THE REGULAR MEETING

The Province would never presume to tell a Lodge Director of Ceremonies how to conduct a ceremony, indeed, 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 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).

2.3.2 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.

2.3.3 The Lodge 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.

2.3.4 The DC 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 ADC 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 DC 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 DCs 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 DC 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 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.

2.3.10 Contrary to popular opinion the act of giving salutes in 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 5 for more details.

2.3.11 Salutes should be given at a time determined by each Lodge. In Wiltshire they are generally given after the Minutes when the Lodge is open in the First Degree.

THE REGULAR MEETING (Continued)

Any distinguished Brethren attending will be known in advance, giving the opportunity to rehearse the correct preamble and salutation in private..

2.3.12 The DC 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 other extraneous movement or flamboyant gesture.

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

2.3.14 Salutations should be given in the first degree. The place from where the salutations will be made is Lodge specific. The DC 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.

2.3.15 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 5 for further details.

2.3.16 With regard to Provincial Officers (including holders of London Grand Rank) it is important for the Secretary and the Lodge DC 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.

2.3.17 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.

2.3.18 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). For the avoidance of doubt the appellation **PrGM** is a Grand Rank.

2.3.19 At the conclusion of the business of the Lodge and before the Lodge is closed the Lodge DC may ask if it is the wish of a Master to receive greetings from visiting Brethren.

Note: It is the wish of the PrGM that whenever possible only one 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. Specific words to be used are available.

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 DC to signal (by an inclination of the head) for the Officer to take their position.

INSTALLATION MEETING (general notes)

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.

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. 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 to the Presiding Officer at the point when Brethren in the procession have taken their places in the Lodge Room.

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.

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.

6. Advise the Provincial DC whether or not the Lodge wishes the Provincial SGW and JGW to take the place of the Lodge SW and JW.

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.

8. 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.

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

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

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 sat to the right of the Wardens, followed by Grand Officers in order of seniority.

12. Other Acting Provincial Officers should be seated throughout the dining room

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. Confirm with the Presiding Officer and advise the team and the Lodge Director of Ceremonies. *Occasionally the Presiding Officer may wish to remain but time will be allowed for those officers wishing to leave to do so.

14. At a prompt from the Provincial Director of Ceremonies the Lodge DC will ask Brethren to stand and announce - **"Brethren - please stand as the Provincial Team retire"** at which point **all** Officers will retire and those wishing to remain will return to the dining room.

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 11. The Lodge DC will be invited to lead the left hand column.

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

2. The PrGSwdB **(if the PrGM is presiding)** will stop in the North West level with the position at which the Presiding Officer will salute from, and wait there until the Presiding Officer has saluted the WM.

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**.

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.

5. The Presiding Officer will move to his seat in the North East.

6. The PrGStB will remain standing in the West.

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 DC, and the Lodge DC.

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

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.

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

11. The DC's move to centre line, give court bow to the WM before moving to their seats.

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

13. The Worshipful Master formally welcomes the Provincial Grand Master or Deputy or Assistant and offers him the gavel.

Note: 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. The gavel is **not** offered to a Grand Officer, a Provincial Officer or an Officer representing the PrGM.

Note: In order to assist the Director of Ceremonies to understand the changes made to the incoming procession the diagram on page 10 shows the position of the Provincial Officers to each other, and to the Presiding Officer **after** they have entered the Lodge. Various other diagrams show the position of Officers at different stages of the incoming procession. It is important that you familiarise yourself with the changes and communicate them to the Active Officers.

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

INSTALLATION MEETING (Preparing to enter the Lodge.)

1. The Lodge DC will be invited to lead the Left hand column while the PrGDC will lead the Right hand column.

2. Junior Provincial Officers at the front of the procession, seniors to the rear.

3. Provincial Stewards should carry their white wands at all times.

4. Officers forming the escort should be similarly placed with the senior officer always positioned on the right of the column.

5. 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 into the Lodge.

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



INSTALLATION MEETING (Entering the Lodge)

1. When the Lodge is ready to receive the Presiding Officer, ask the Tyler to knock, tell him who you are (by rank only - no name) in order that he can announce you correctly and request your admission.

2. Enter the Lodge when invited. Proceed to a central point in the West directly in front of the Senior Warden facing the Worshipful Master, halt, transfer your wand to your left hand, salute and say:

"Worshipful Master - The Provincial Grand Master for Wiltshire. Right Worshipful Brother (Name Only) is without and demands admission".

Or

"Worshipful Master - The Deputy Provincial Grand Master of Wiltshire (Name and Grand Rank) of the United Grand Lodge of England is without and requires admission"

Or

"Worshipful Master - The Assistant Provincial Grand Master of Wiltshire (Name and Grand Rank) of the United Grand Lodge of England is without and requires admission"

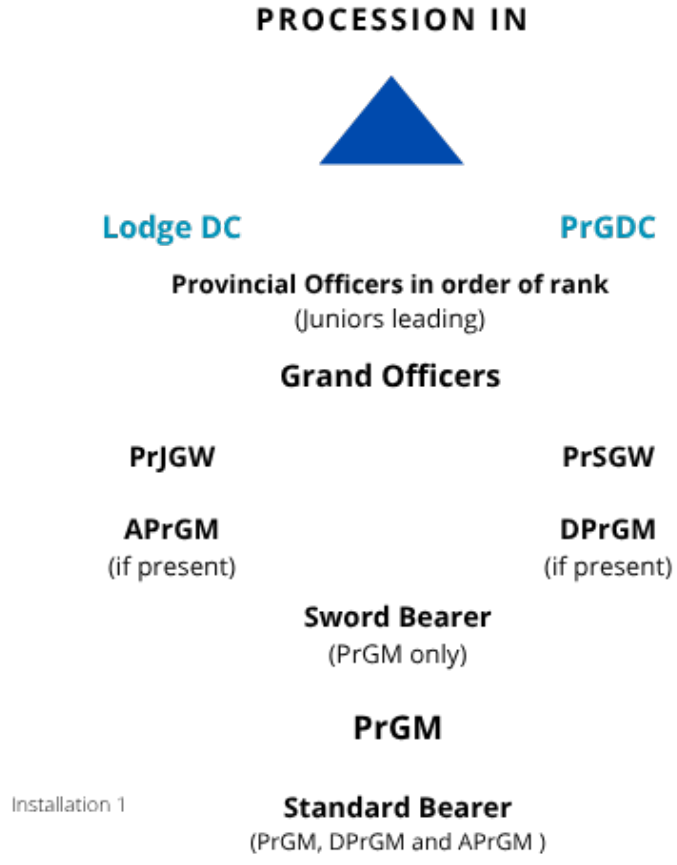
When the Worshipful Master responds with the words "we will receive them with pleasure" - acknowledge, cut the salute and transfer the wand back to your right hand and then say

"Bro Director of Ceremonies". The Lodge Director of Ceremonies is invited to lead the left hand of the column.

3. Immediately prior to Processing In you will say:

"To order Brethren - to receive the Provincial Grand Master for Wiltshire and his Officers".

The Lodge Director of Ceremonies will join you in leaving the Lodge, and take his place leading the incoming procession.

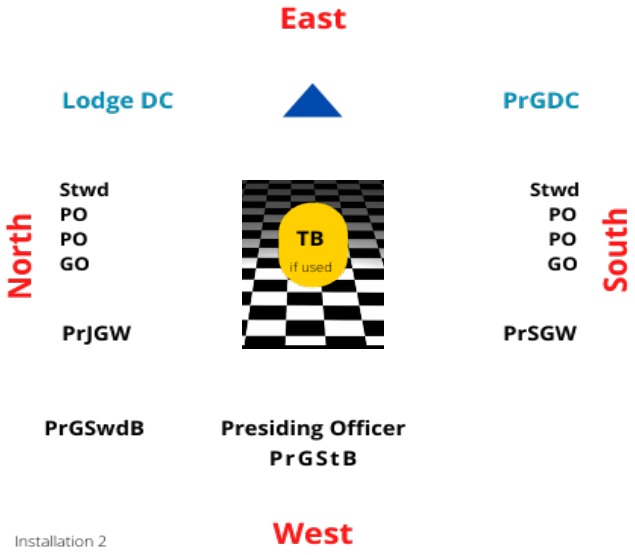


The position of the Provincial Officers having entered the Lodge.

There are a number of important differences to the manner in which the procession enters the Lodge Room.

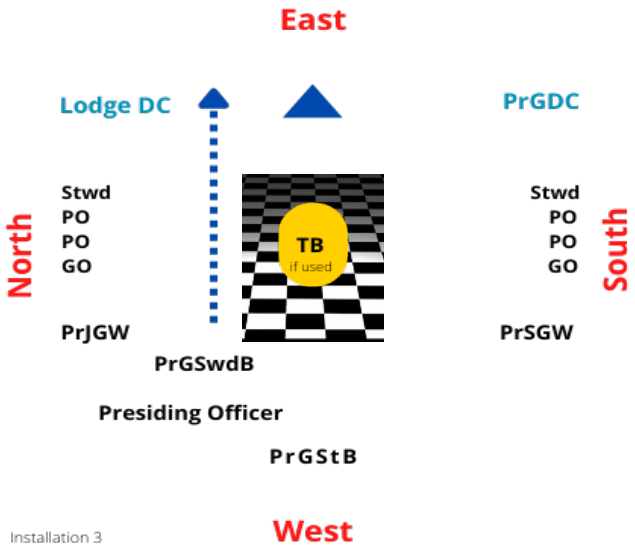
1. The columns will process along the left (North) and right (South) of the Lodge Room.
2. The procession will come to a halt at a point that allows the Presiding Officer and the PrGStdB to move to the centre line in the East facing the WM.
3. The PrGSwdB positions himself level to the left side of the Presiding Officer, behind the PrJGW.
4. The position and actions of the PrGSwdB and the PrGStB should be noted as they are different to what you may have observed in the past.
5. The PrGStwds remain in position until **after** the PrGSwdB, and the PrGStB have taken their seats.
6. Each and every Officer moves to the 'centre line' in the East to salute the WM.

- The Presiding Officer salutes the WM from a centre point immediately in front of the Lodge SW.



Installation 2

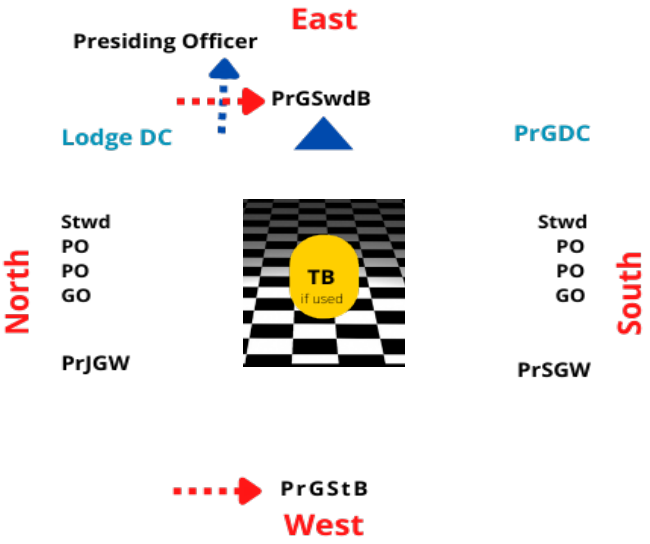
- The Presiding Officer preceded by the PrGSwdB moves along the North side of the Lodge and takes his seat in the NE part of the Lodge. (See Installation 3.) **Note:** The PrGStdB remains in the West.



Installation 3

Processing into the Lodge (Continued).

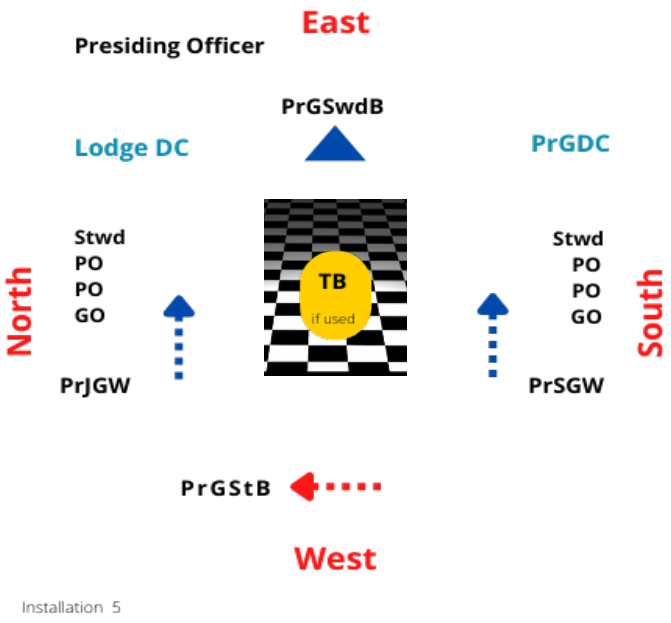
- The Presiding Officer moves to the NE corner and takes his seat to the right of the WM.
- The PrGSwdB moves to the centre line in the East and faces the WM. The PrGStB remains on the centre line in the West. (See Installation 4.)



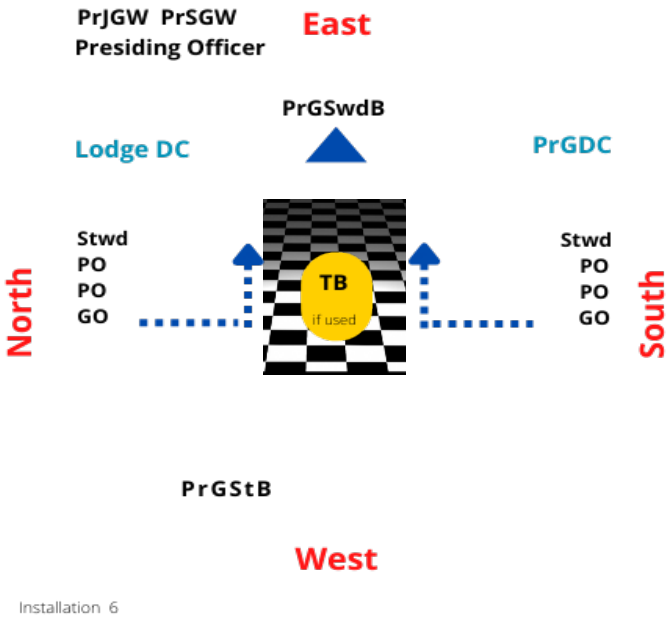
Installation 4

Processing into the Lodge (continued).

- The Wardens move to the centre line in the East, offer a court bow to the WM and take their seats in the Lodge. (See Installation 5.)
- The Grand Officers, and Provincial Grand Officers, with the exception of the Provincial Stewards who remain in post, move to the centre line in the East, offer a court bow to the WM and take their seats in the Lodge. (See Installation 6.)



Wardens move to the North East
Installation 5

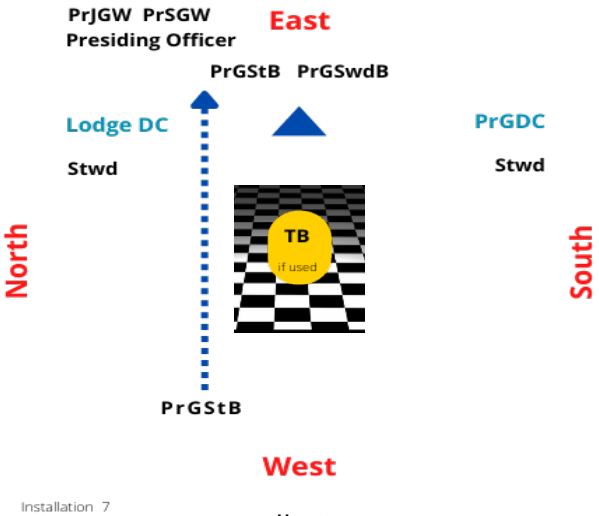


Grand and Provincial Officers move to the North East
Installation 6

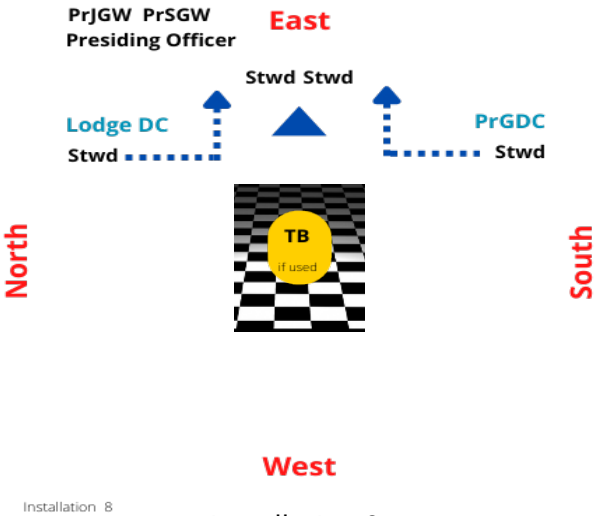
Note: Excellent ceremonial is characterised by actions which are carried out with precision, panache and pride. The role of the Director of Ceremonies is to make sure that every officer knows their role in the ceremony and the importance of each member of the team performing to the very best of their ability

Processing into the Lodge (Continued).

- As the officers move to the centre line in the East, and then to their seats, the PrGStB moves down the North side and places the standard in its designated holder. At the same time the PrGSwdB who is positioned on the centre line in the East, places the sword on its stand.
- The PrGSwdB and the PrGStB return to the centre line in the East. Both give a court bow to the WM and take their seats in the Lodge. (See Installation 7.)
- The PrGStwds move to the centre line in the East. Court bow to the WM and take their seats in the Lodge. (See Installation 8.)

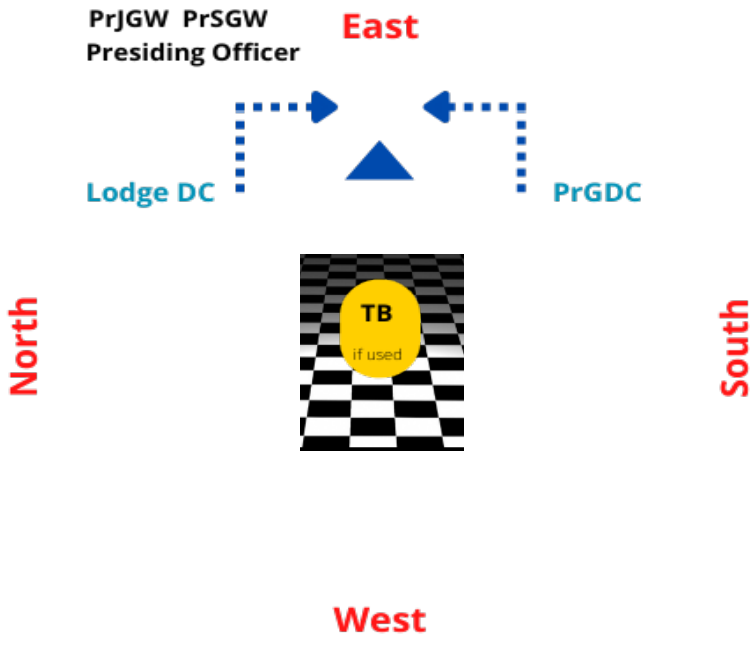


Installation 7.



Installation 8.

- The Provincial DC and the Lodge DC move to the centre line in the East and face the WM. Offer a court bow and take their seats in the Lodge. The Lodge DC moves to the back of the Provincial DC.



Installation 9.

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 DC** from a point in the Lodge agreed with the Lodge DC.

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 salute him with seven taking the time from me". To Order Brethren**

(b) **"The Lodge is (also) honoured by the presence of the Deputy Provincial Grand Master of Wiltshire (Name and Grand Rank) of the United Grand Lodge of England Please stand and salute 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 salute 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 salute 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 DC will say:

(f) **"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". To order Brethren.**

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

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

Important Note regarding privileges of a Representative of the Provincial Grand Master:

When a Grand 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 Representative of the Provincial Grand Master 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 Representative of the Provincial Grand Master would salute him.

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

1. Learn all three and be ready to prompt

At the appropriate point stand. PrGDC. and the Lodge DC give a court bow to each other as they hand over – one to the other.

2. Step out and face

a. Presiding Officer - Court Bow

b. PrSGW - Court bow

c. PrJGW - Court bow

3. **Address to the Master -** When the Presiding Officer 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.

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

4. **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"

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

"Brethren of (name and number of the Lodge) with the exception of the Worshipful Master and his recently appointed Wardens will 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 the Lodge DC and give a court bow.

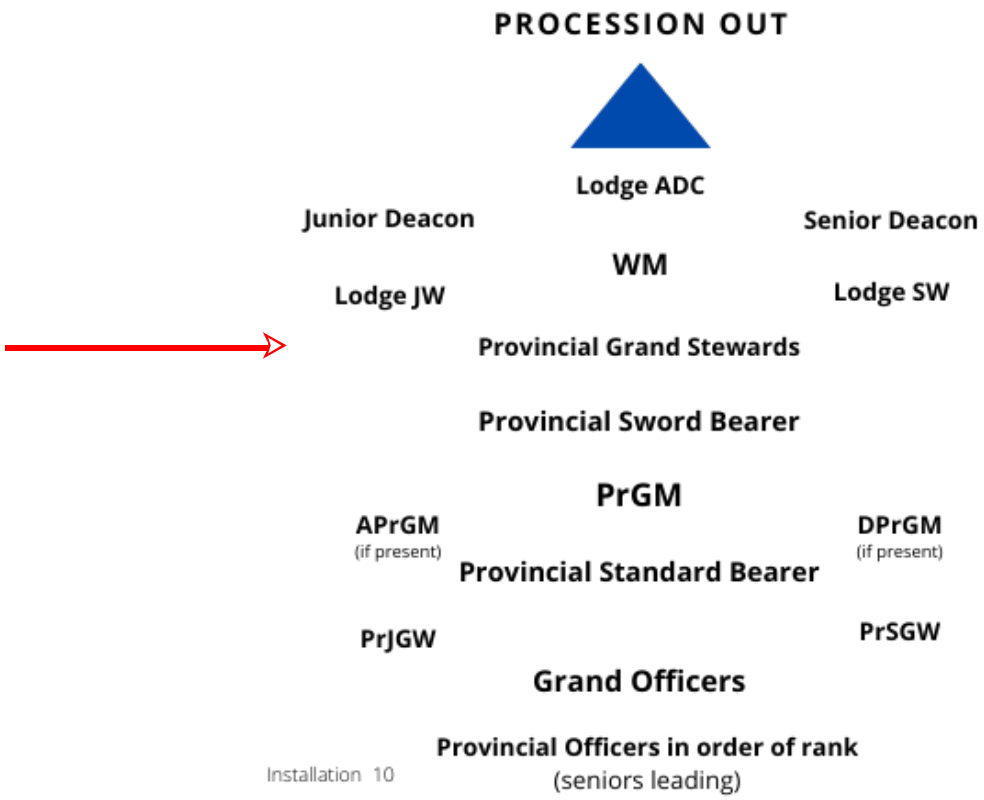
Turn to face the Brethren of the Lodge and say

"Brethren be seated"

INSTALLATION MEETING (Procession Out)

The procession out of the Lodge will be called to order by the Lodge Director of Ceremonies.

Note: The inclusion of the Provincial Grand Stewards in the outgoing procession.



1. It is the wish of the PrGM that the number of Brethren included in the procession out of the Lodge be kept to a reasonable number and 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 South. Great numbers are not necessary, and in time honoured fashion, sometimes 'less is more'
3. The Provincial GStwds (with Wands) will be called to lead the Presiding Officer's element of the outgoing procession.
4. When available the Provincial Sword Bearer (only with the **PrGM**) and the Provincial Standard Bearer will be called to escort the Presiding Officer.
5. It is perfectly acceptable that the PrSGW and the PrJGW are the only Active Provincial Officers called by the Lodge DC to join the procession.
6. As a general rule the above diagram (Installation 10) provides a guide to Grand Officers, the active Provincial Officers, and the Lodge Officers to be included in an outgoing procession.
7. At Installation meetings it is not necessary to invite Past Provincial Officers or Masters in Office to join the outgoing procession.

Important Notes

● 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.

● 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 PrGDC will appoint another Provincial Officer to deputise.

● 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.

● 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.

● 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.

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 DC 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 DC's duties in this respect are unlikely to be onerous, but Masonic protocol must prevail. Mobile phones are not required and should not be used during the meal, toasts or responses.

5.1.2 By having a formal break between the meal and speeches a great deal of time is lost at many dinners causing the proceedings to drag on 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. One way 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 DCs should remember that the demands on the time of distinguished guests are 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, however, favour Provincial officers being able to retire at Installations by **10.00 pm**. See Page 8 (13)

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** then those who need to get away can do so, but 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 DC should take responsibility for ensuring that those proposing toasts as well as those responding have been given as much warning as possible. Prepare your dinner notes well beforehand. Wine taking should be kept to an absolute maximum of three. See p.32.

5.1.7 Working from a list 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 three minutes before dinner is due to be served. Gavel to indicate that your entry procession is ready.

5.1.9 Keep the entry procession short and, if you can, limit it to the Master and Guest of Honour.

5.1.10 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. The raffle should never be the highlight of the evening.

5.1.13 Brethren **should not leave the dining room for a 'smoke break'** - such an action is unnecessary and is also discourteous.

5.1.14 Mobile phones are not required and should not be used during the meal, toasts or responses.

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.

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 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.



5.3 Toasts

5.3.1 The introduction to a toast is a matter of considerable importance and is often neglected. If the PrGDC is present, he would simply call for attention by addressing the room with 'Brethren' without a gavel being sounded.

5.3.2 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: 'Worshipful Master, 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.

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

5.3.4 The DC should stand behind the WM for all announcements. Wardens when proposing toasts should mention any recipient present in their preamble before proposing the toast.

5.3.5 The PrGM wishes Lodges to observe the practice that only the Worshipful Master handles his gavel - it is his symbol of office. It is perfectly proper for the Lodge DC to stand behind the WM and ask him to gavel, it is improper of the DC to gavel on behalf of the WM.

Note: The DC should never use the gavel, only the WM has that right, in both Lodge and in the Dining Room.

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"

5.3.7 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.

5.3.8 On occasions the guest of honour will be a Grand Officer and he 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.

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

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

5.3.11 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.

5.3.12 The fire is best led by the Lodge DC (or the Provincial DC on nights of Installation). Alternatively, the Brother proposing the toast can lead the fire.

5.3.13 The recommended wording from the Province and from Grand Lodge is

"Good fire Brethren, taking the time *from* me"

Note: The use of extraneous words such as 'Eyes East' has no place in English Freemasonry

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.

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 After the Worshipful Master has taken wine with the principal guest, if an Assistant or Past Assistant PrGM is the principal guest, he must always be invited to take wine with all the Brethren present and this will be the last of the Wine Taking.

5.4.7 As a general rule 'taking wine' should be restricted to no more than three occasions.

It is not necessary to 'take wine' with Brethren who will be the subject of a 'Toast'

General

WM with everyone present

WM with Candidate (Master Elect on Election Night)

WM with his personal guests

Installation

WM with his personal guests

WM with newly appointed Officers of the Lodge

FREQUENTLY ASKED QUESTIONS

It is impossible in a booklet of this size to answer every question that may arise in a Brother's Masonic journey.

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 'Ruritranian 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 id 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 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.

The new Grand Lodge/Supreme Grand Chapter tie may be worn in any Lodge or Chapter. However, it is the preferred wish of the PrGM that the Provincial Craft tie is worn when attending a Craft meeting, and the Royal Arch tie worn when attending a Royal Arch meeting.

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 Representative of the PrGM 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 Grand Officer and a Lodge officer. Do I wear both collars?

A. Yes - A Provincial Officer who is also a Lodge Officer must wear both collars. A Grand Officer may wear only the light blue collar of his Lodge Office. At an Installation, a period of time with no collar will not cause lasting damage.

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 together with your Provincial Collar.

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

A. Both collars should be worn. The senior office is worn as the top most collar.

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. 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. 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 in 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. 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.

APPENDIX 1

FURNITURE/EQUIPMENT

In the East
Warrant, Banner and Working Tools
WM gavel, heavy maul, VSL, 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
Tracing Board

In the West
SW gavel, column – lowered
Candlestick holder – Doric plain
Tracing Board
Kneeling stool in place

In the South
JW gavel, column – raised
Candlestick holder – Corinthian
Tracing Board

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 SE
Perfect Ashlar

In the NE
Rough Ashlar

For Other Degree Ceremonies.
Candidate's aprons for each degree
Poignard for IG and compasses for WM during obligation
Alms Dish JD
Square for IG and WM during obligation
Sheet for third, Compasses for IG, Level and Plumb Rule for SW and JW

APPENDIX 2

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. The Minutes are approved
3. Presiding Officer and team enter the Lodge*
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 DC – MM re-admitted
17. Proclamation of WM for the first time in the East
Working tools presented
18. Lodge closed by virtue by DC 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 DC 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 3

PROCESSIONS

On Installation nights, it is customary for the Provincial team to form a procession to escort the Presiding Officer. Processions are in pairs and start with Stewards and Deacons. Officers line up in seniority of rank. Senior is on the right, junior is on the left.

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

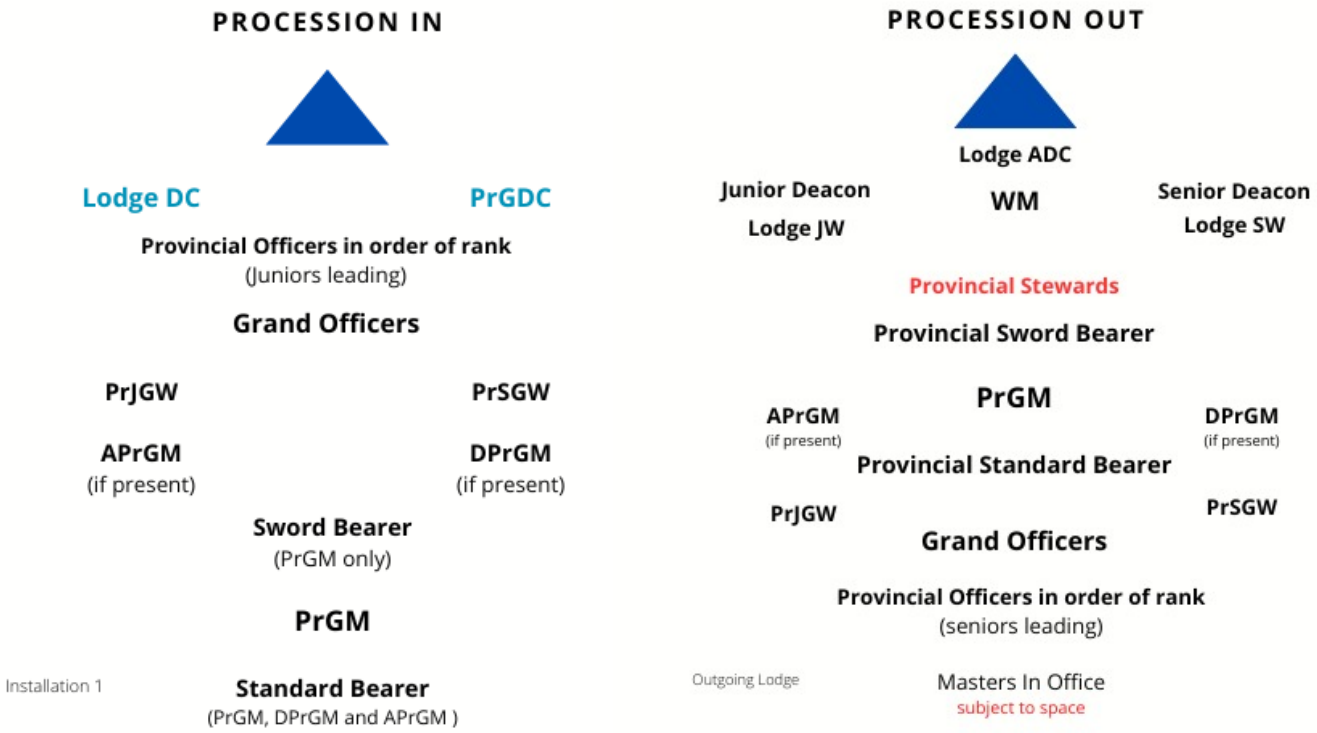
The processing Officers line up along the North and South sides of the Lodge Room and face inwards.

The Presiding Officer salutes the WM and walks through the escort, acknowledges the WM and moves to his seat to the immediate right of the WM.

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

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

Lodge Installation Procession In and Out



APPENDIX 4

SALUTATIONS

Salutations can cause DCs 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 DC then calls on those who are saluting to be rise.

The DC 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 "Brethren we will salute W Bro (Name) (Civil Honour) (Grand or Provincial Rank) 'The Representative of the RW Provincial Grand Master' with Entered Apprentice Honours ..... times taking the time from me. To order Brethren!"

The salutations are 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 responding they resume their seats and the DC repeats the above for the next salutation.

When all are finished he court bows to the WM and resumes his 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 Past APrGM **of this Province** is saluted with **5**
- 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 salutations to given to the senior officer present.

Note for the DC * When a Grand 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, 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 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 an Officer is attending in an official capacity, he will be seated to the WM's right. A representative of the PrGM will not normally be present in an official capacity if the PrGM, DPrGM or APrGM is in attendance.

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

A representative of the PrGM , 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 procession enters.

Note for the DC: When a representative of the PrGM is in attendance 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, 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 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).



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 DC and Secretary should liaise with the ProvGDC and ProvGSec as early as possible about seating arrangements. The Provincial Grand Secretary will provide guidance on the seating on the 'top' table and the placing of any distinguished guests.

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.

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

Note: The representative of the PrGM sits on the right of the Master (not at an Installation Meeting) . On his right are seated the GOs and PGOs in order of seniority

APPENDIX 7

TAKING WINE

As a general rule 'taking wine' should be restricted to no more than three occasions. It is not necessary or good practice to 'take wine' with Brethren who will be the subject of a 'Toast'

General

WM with everyone present

WM with Candidate (Master Elect on Election Night)

WM with his personal guests

Installation

WM with his personal guests

WM with newly appointed Officers of the 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 can be found on the Provincial Website.

However, and 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.

The Toast to the Worshipful Master may be proposed formally without response or it can be omitted.

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

The King mandatory

The MW The Grand Master mandatory

The Provincial Grand Master

The Worshipful Master

The Guests

Civil Honours and Grand Ranks should not be given.

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

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 is inconsistent across the Province and some Lodges have adopted the practice of only performing 'Masonic Fire' if the recipient is present. The PrGM is content for this to be the practice of the Lodge. Not performing 'Masonic Fire' saves time and has not been proven to detract significantly from the special nature of the evening.

APPENDIX 9

GLOSSARY

MWGM The Most Worshipful The Grand Master

PrGM Right Worshipful Provincial Grand Master

DPrGM Deputy Provincial Grand Master

APrGM Assistant Provincial Grand Master

UGLE United Grand Lodge of England

GO Grand Officer (not Grand Lodge Officer)

PrGDC Provincial Grand Director of Ceremonies

PrDGDC Provincial Deputy Grand Director of Ceremonies

PrADC Provincial Assistant Director of Ceremonies

DC Director of Ceremonies

APPENDIX 10

TIMESAVERS

Installation

1. Line up all officers (after Wardens) together in the 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 (three is sufficient) 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 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

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