



## PROTOCOL & ETIQUETTE ESSENTIALS

Prepared by the Grand Lodge P. & E. Committee

Issue No. 27 – January 2014

### Greetings from Your P. & E. Committee

Welcome to the first issue of “*P&E Essentials*” for 2014. It is anticipated that these informative and easy-to-read newsletters will be published several times a year.

“*P&E Essentials*” is intended to be an interactive instrument, designed to help you make a daily advancement in Masonic knowledge. The Committee welcomes questions and/or suggestions for topics that could be addressed in future issues. Questions or suggestions not related to Protocol and Etiquette will be forwarded to the appropriate Grand Lodge Committee for response.

#### Committee Members

The current Protocol & Etiquette Committee members are:

Gordon Crutcher (*Chairman*); Steven Armstrong; Art DiCecco; David Fernandes; Dennis Hawman; Saliem Khoury; Michael Litvak; George McCowan; Bryan Middleton; James Pearson; George Pohle; David Purvis (*Secretary*); David Stevens; and Refik Yoney.

**With appropriate advance notice – and subject to travel constraints – any member of the Committee would be happy to make a presentation about P&E in your Lodge, or at a District Meeting.**

### THE DIRECTOR OF CEREMONIES

He is the “Chief Ceremonial Officer” of the lodge. His competency is often taken for granted. Rarely does he receive the recognition that he deserves when he conducts himself with distinction. But the efficiency and ambiance of the lodge is increased immeasurably when he excels.

He is neither provided with a manual nor a book of ritual that outlines his duties, how he should perform them, or what he should say. However, he is expected to be well-versed in the protocols and customs of our Grand Lodge when it comes to the introduction of visitors and other lodge ceremonies. Much is left to his personal expertise and knowledge of the Craft. For these reasons, it is essential that a D of C also be a Past Master.

Situations can arise unexpectedly, or at the last minute. The D of C who remains level headed and who is not thrown into a panic is a great asset! Most problems have a solution which, if dealt with in a quiet and controlled manner, can contribute much to the success of the evening.

Similar to the offices of Secretary and Treasurer, the office of D of C is not a “progressive” position. Thus it is not always necessary to appoint a new D of C every year. When a lodge is fortunate to already have a capable D of C, careful thought should be given before replacing him with someone untested.

The following suggestions may assist with improving both the confidence level and the performance of a D of C.

### What a D of C should know

- Don't leave it to the last minute to ascertain what you have to DO and what you will have to SAY.
- Several days in advance of a lodge meeting, plan what you will need to do – especially before Official Visits, Installations, and special events.
- Preparation is the key. The work carried out by the D of C **prior** to the meeting will ensure a ceremony of distinction and merit the regard of his peers.
- Good results don't just happen.
- **The following comments are intended for those lodges whose practice it is to formally receive visitors (including perhaps an Installing Board) into lodge, after it has been opened.**
- Prepare cards for the Tyler, Inner Guard and Junior Warden to use to announce the highest-ranking Grand Lodge Officers (GLOs).
- When a particularly large number of visitors is expected, make prior arrangements with the WM:
  - To be excused from lodge 10 or 15 minutes before it will be time to bring in the visitors (i.e. leave before all the lodge business is conducted).

**Please share this newsletter with other members of your Lodge – and your Masonic friends**

- For another member to assist you in lining up the visitors, especially if you are soft spoken and your voice does not carry well.
- Visitors should be conducted into lodge in appropriate, homogeneous groups. Know what the typical groups are, and their purpose.
- Try to separate the visitors into as few groups as possible. A disproportionate amount of time should not be devoted to conducting visitors into lodge.
- Usually two groups will suffice, but three may be required on the occasion of your DDGM's Official Visit.
- That is because your DDGM must be conducted into lodge "**last and alone**" on his Official Visit.
- The second group typically consists of all current GLOs. Conduct them into lodge in descending order of rank.
- The first group consists of everyone else. This group is often referred to as the "General Visitors". (It is suggested the term "**Visiting Brethren**" be used instead.)
- While there is no prescribed order in which the "General Visitors" are to be conducted into lodge, they are usually led in by any visiting Worshipful Masters. These WMs could be arranged in ascending order of their lodge number.
- On the occasion of a lodge's Ceremony of Installation, if it is the lodge's wish to have the Installing Board parade into lodge, the Board and any current GLOs can enter together, as one group.
- The Installing Board would precede any current GLOs and line up along the north and south. Any current GLO's would line up in the west, as usual, in descending order of rank.
- The D of C LEADS the visitors to the required position. Do not conduct them by taking their arm.
- When salutes are to be given, insist that the step is taken first.
- Know with which visitor to commence your introductions.
- Know which visitors must be PRESENTED and which must be INTRODUCED.
- All introductions should be brief and dignified. Try to avoid clichés (e.g. ". . . a fine array").
- Unlike the situation with current GLOs, there is no need to introduce all "General Visitors", nor to have them all introduce themselves.
- Simply introduce any visiting Worshipful Masters and any brethren who have been accorded special recognition, such as a William Mercer Wilson Medal recipient, or a Grand Master's Meritorious Service Award recipient.

### Order of Introduction of Current GLOs

- Did you know a list is available with the name and rank of every current GLO in the entire Province?
- Best of all, these GLOs are listed IN THE ORDER in which they are either to be presented or introduced in lodge.
- It is called the "**Order of Introduction**" list.
- A new list is prepared by Grand Lodge for every new Masonic year, usually in August.
- A copy is available anytime from the P&E Committee, or from Grand Lodge. The list is also posted on the Grand Lodge and on some District web sites.
- Always carry a clean copy of this list in your apron pocket, together with a yellow highlighter pen. Simply highlight the names of the GLOs who are visiting and you have a ready-made introduction list.

### Special Protocol Applies When The Grand Master Visits A Lodge

- He will be accompanied by the Grand D of C, (or the Assistant Grand D of C).
- The lodge D of C will PRESENT the Grand Master and any other current GLOs who (by their rank) must be "presented".
- The lodge D of C will then INTRODUCE the Grand D of C, who in turn will INTRODUCE all remaining current GLOs.

### Reception of Grand Lodge Officers and Banquet Hall Protocol

- Obtain a copy of the excellent practical guidelines developed by the P&E Committee, entitled the "*Reception of Grand Lodge Visitors and Banquet Hall Protocol*".
- This document can be obtained directly from any member of the P&E Committee.
- It is also posted on the Grand Lodge and on several District web sites.

### Director of Ceremonies' Baton

- The D of C's baton confers similar powers as do the Deacons' and Stewards' wands.
- A D of C's power, or right to act, is by virtue of his carrying or holding his baton, a significance derived from ancient days.
- When carrying his "badge of office", a D of C can move freely about the lodge room.
- The baton (as with a wand) is carried in the left hand.

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## Wand Etiquette

While the WM is in charge of the lodge and its ceremonies (e.g. the Degrees), the D of C is responsible for such ceremonial activities as organizing processions, and conducting visitors into lodge. He (and the WM) must know:

- WHEN wands are required:
  - Only when the visitor(s) being received is entitled by his rank to assume the gavel.
- WHERE the Deacons should stand:
  - Several feet from the entrance door, leaving room for the D of C to easily walk to the side and around them.
  - The SD is always on the right of the incoming visitors. (The visitors' right.)
- WHEN the wands are crossed:
  - Just as the visitor who is entitled to the wands approaches the Deacons.
- HOW to conduct himself around the wands:
  - Never enter lodge and walk under the wands.
  - Walk around the wands, behind the JD.

## Miscellaneous

There are occasions during Degrees, and other ceremonies, when an EA or a FC is excused by the WM. The D of C should be prepared to assist them to attend at the altar and to leave the lodge room in the proper manner.

## References

Excerpt from *Towards The Square*, page 41:

### Director of Ceremonies

The Director of Ceremonies must ensure that visitors are properly introduced and their comfort attended to. Introduce visitors with dignity and with as short an introduction as is possible. Do not take the arm of a guest; just walk beside him (or lead them) and, if the guest is entitled to the wands, remain outside the wands. Check with the WM before the meeting to see who is expected and in what order the WM would like them brought into the lodge. Before entering the lodge with the guests, get to know the names and rank of those you will mention. The D of C should never be asked to lead the Grand Honours.

Sometimes the lodge bylaws will state further duties such as seeing that the lodge is properly prepared, that all brethren are clothed with the proper regalia, and that all brethren are stationed according to rank.

Whenever the Grand Honours are given, the D of C stands at the S of F with the guests he has introduced. After the WM's welcome, he accompanies the guests to

the East and stands to one side until all have been introduced, then proceeds to his station.

At a banquet or special occasion, he could be used to assemble the important visitors in a special area, or to direct certain brethren to the head table, so that they are seated with a minimum of fuss. Some lodges use their D of C as the chairman at formal banquets, to call for the toasts.

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Excerpt from *Meeting The Challenge*, pages 10 & 11:

The duties of the Director of Ceremonies are "to introduce visitors and see that they are properly accommodated . . ."

Many Lodges entrust this office to the brother who has just vacated the chair of IPM. The primary requisites are an acquaintance with the members of the lodge and with a wide circle of visitors, and a familiarity with Masonic etiquette and protocol. The D of C who can do his job without drawing too much attention to himself will be appreciated by his brethren.

1. Prepare the correct wording for the introduction or presentation of guests (i.e. "**presenting**" is used for those Grand Lodge Officers who are entitled to assume the gavel, viz., GM, PGMs, DGM and DDGM of his District. "**Introducing**" is used for all other Grand Lodge Officers, viz., GSW, GJW, Grand Steward, etc.)
2. Precede the visitors and the Grand Lodge Officer into the Lodge room. Do not take the brother by the arm, or step under the wands.
3. Be ready to give the PG and PW when you enter in the Second and Third Degrees.
4. During the Grand Honours, stand at the S of F.

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Excerpt from *Meeting The Challenge*, page 99:

*When a GLO is entitled to the wands . . .*

3. The Grand Lodge Officer enters first and takes his place under the wands. The Deacons proceed with the visiting Officer to the altar. The escorting Officer remains outside the wands, on the left. At no time does he grasp the visitor by the arm.

4. After the brethren salute, the escorting Officer presents the visiting Officer in precisely the same words as were used for admission. He should not make any introductory or personal remarks unless the Officer is a stranger to the Worshipful Master, and then only to brief the WM.

It is mandatory for the WM to designate a Brother other than the D of C to lead in the Grand Honours.

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