



Provincial Grand Lodge of West Lancashire

A Guide for Directors of Ceremonies (Revised May 2015)

The basic facts of a DC's duties

The DC is not a regular Officer of the Lodge (Rule 104 B. of C.) and there is no obligation to appoint one, however, the overwhelming majority of Masters do so. He **DIRECTS** ceremonies on behalf of the Master and not as a ruler in his own right. He should see that the ceremonies proceed smoothly around the Master. He should be tactful. The DC sets the tone of the Lodge by example; in dress – by dark clothing and socks, clean white shirt and collar, approved Masonic tie; and above all, **CLEAN BLACK SHOES AND CLEAN WHITE GLOVES**.

If the DC observes these points, he can remonstrate with those brethren who fail to achieve this standard. He must also set an example by the way he sits – not lounging, but erect and attentive and by the way he moves in the Lodge. He should encourage all officers to give their best for the following reasons: -

1. The ritual is really worthwhile, conveying our Masonic principles in a language of extreme beauty.
2. In Masonry, as in every activity in life, everything should be done well. A job worth doing is worth doing well
3. For the effect the ceremony has on the candidate. His future attitude to freemasonry may well be determined by the way he is treated on the night of his initiation.

The DC should sit at the most convenient position for the Master.
The Master may be deaf in one ear!

The DC should carry his wand at all times except when giving salutations.

The correct manner in which a DC should make announcements will be demonstrated at the seminars.

The work of the DC starts, at the latest, the night before the ceremony. He should go through the ceremony to refresh his memory and should consult the Secretary in order to learn unusual business that may have arisen. He should not hesitate to make notes to guide him through the ceremonial proceedings. On the actual day of the meeting he should arrive early and check that everything is ready. That the Warrant, gavels, collars, candles and the apron which, for a 3^o ceremony, should have already been adjusted to fit the candidate, are in their proper place. In other words, that the Tyler has done his work correctly.

If the Master needs a Prompt, **ONE** brother who has been specially detailed should give it, e.g. the DC, ADC, IPM or Secretary.

Section 1 - General

The PrGDC and the Group Chairman recognise that all Lodges have their own way of doing things and stress that whilst some of these items are procedurally correct others are only recommendations. The recommendations below are marked with an asterisk.

The DC, ADC and Deacons do not have to salute whilst carrying their wands.

Section 2 - General Recommendations

The Lodge must be opened on time. There is no need to announce, on the Lodge summons, a separate time for Grand and Provincial Grand Officers.

The Principal Guest, if he is a Representative, will be admitted in the First Degree and if a Chain (or Past Chain) Bearing Officer in the 3rd degree.

* *It is suggested that the Lodge DC and (Provincial) Deacons retire before the Lodge is opened in the 3rd degree to form up the procession of Grand and Provincial Grand Officers.*

NOTE :- the wand should be held by a pencil type grip above the centre. This enables it to be held loosely and the weight at the bottom causes it to hang plumb. When stepping off the first action is to lift the wand about 4 inches off the ground and the second action is a step with the left foot. It is not a military procession and there should be no swinging of arms or clicking of heels. There is no need to square the Lodge and definitely no hurry.

* *To avoid accidents it is recommended that ashlar are not used at an Installation or a 50th or 60th celebration ceremony as they are not needed.*

Section 3 - The Procession

If Provincial Grand Officers wish to process in, which is their right, they should not be present at the opening. The WM or DC should not ask for those wanting to retire to do so. They should already be outside ready to process in. This applies particularly to those Provincial Officers who are holding an acting office within the Lodge. Common sense should be applied regarding the size of the Procession. Have a separate one for the Provincial Grand Officers if necessary.

When the DC is readmitted he should keep the announcements simple. e.g. :-

The Representative of the RW Provincial Grand Master stands without and seeks admission.

The Deputy or Assistant PrGMs do not represent the RWPrGM, they attend in their own right and DEMAND admission.

* *The Inner Guard may close the Lodge door whilst these brief announcements are made.*

The DC then announces the Grand and Provincial Grand Officers as follows.

“Brethren upstanding to receive, e.g.

The Representative of the RW Provincial Grand Master, the Group Chairman and other Grand and the Provincial Grand Officers”. The DC then goes to head up the procession or if Deacons are used can wait in the North East, give a court bow to the Deacons who will then move off together. The Deacons do NOT need to square the Lodge.

The Representative has the right to be the last person to enter the Lodge in the procession and to salute the WM. He will sit on the WM's right in the Lodge and will convey the RWPrGM's congratulations immediately after the Installation has ended.

It is suggested that the DC leads the procession from within the door - not outside. Provincial Grand Officers will be placed immediately behind the DC in order of rank. The junior ranks to the front of the procession and the most senior ranks to the back.

When a Representative attends, Lodge Deacons can be used if desired. The Representative will walk between the ranks of Grand and Provincial Grand Officers alone, and be met by the DC

The DC will then introduce the Principal Guest to the WM. The Principal Guest will sit and the DC court

bows to the remainder of the Grand and Provincial Grand Officers who sit in order of seniority. DC then court bows to the Deacons and instructs them to be seated.

* *It is not essential to use any Deacons for a Grand Officer or lower rank.*

The procession into the Lodge differs if the PrGM, Deputy PrGM or an APrGM is in attendance rather than if a Representative present.

If the PrGM, Deputy PrGM or an APrGM is present the Provincial Deacons will wait at the west end of the column. When he has saluted he will walk up behind the Provincial Deacons who will keep as close to each other as possible. The DC will give a court bow to inform the Deacons when it is time to step off so they do not have to look behind them, and they will precede the PrGM etc., When introductions have been made and all are seated the WM will offer the Gavel of the Lodge to him. It will, in normal circumstances, be returned at this stage.

Provincial Deacons must only be used when the PrGM or his Deputy or Assistant is present. Following a change in procedure, approved by Cabinet, Acting Provincial Grand Officers of the year may now accompany the principal guest in the procession/recession at all installation meetings. When the PrGDC or one of his Deputies is present they would usually seat the Acting Officers on the front row South East.

Section 4 - Salutations

Giving Salutations as a matter of course at regular meetings of Lodges is not recommended and should be restricted to the Installation meeting. (Salutations are silent, i.e. no slapping of hands or sides)

The salutes are given when the Lodge has opened in the 3rd degree.

* *It is recommended that not more than 3 are named. However do not leave only one out. If there are 4 name 2 or all of them.*

Please remember that there is no such thing as a Grand Lodge Officer or a Provincial Grand Lodge Officer whether they have acting ranks or not. The correct terminology is Grand Officer or Provincial Grand Officer.

DC steps to face recipient without wand and without crossing the middle of the Lodge and stepping between the WM and the Wardens, court bow, (senior first), to inform him he is the recipient, turns back to face north west and announces :-

APrGM (Court Bow to recipient then turn to face the Brethren).

"Brethren upstanding – we will salute W. Bro. A B , Past Senior Grand Deacon of the United Grand Lodge of England, Assistant Provincial Grand Master of the Province of West Lancashire with the Grand or Royal Sign, five times, taking the time from me". – (Turn round to face recipient) – "To order Brethren", - (Step then give sign 5 times, turn back to face Brethren) – "Brethren be seated", - (wait for them to be seated, turn back to face recipient and give court bow and resume your seat).

To avoid repetition, our PrDC and his deputies have recently stopped saying 'of the United Grand Lodge of England' repeatedly, only saying those particular words for the first relevant salutation.

PAPrGM As for an APrGM

GO (Court Bow to senior G.O. then turn to face the Brethren).

"Brethren below the rank of Grand Officer upstanding – we will salute W. Bro. A B (Followed by his Rank) – W. Bro. A B , (Followed by his Rank) – Chairman(or Vice Chairman in absence of Chairman) of the Group W. Bro. A B , (Followed by his Rank) – who today is the Representative of the Right Worshipful Provincial Grand Master and the other Grand Officers with three, taking the time from me" – (Turn round to face recipient) – "To order Brethren", - (Step then give sign 3 times, turn back to face Brethren) – "Brethren be seated", - (wait for them to be seated, turn back to face recipient and give court bow and resume your seat). Always name the senior first, followed by the Group Chairman

Or the Representative depending on which of the two is senior.
It is advised that no more than THREE are mentioned by name

PrGO

(Court Bow to senior West Lancashire PrGO, then turn to face the Brethren).

"Brethren below the rank of Provincial Grand Officer upstanding. We will salute W. Bro. A B Past Provincial Junior Grand Warden - (or whatever rank the senior officer is) – of the Province of West Lancashire and the rest of the Provincial Grand Officers present and past of this and other Provinces with Three". – (Turn to face recipient) – "To order Brethren", - (Step then Sign 3 times, turn back to face Brethren) – "Brethren be seated", - (wait for them to be seated, turn back to face recipient and give court bow and resume your seat).

Always name the senior first, followed by the Group Chairman the Representative (if they are Pr G Officers) depending on which of the two is senior. There are occasions when you have a District Grand Officer and/or a Holder of London Grand Rank. These two are placed in wording after – "present and past of this and other Provinces" – then add – "and District Grand Officers and the Holder of London Grand Rank with three".

If the PrSGW is representing then he is the senior Provincial Officer, however you may have the PrJGW and a PPrSGW

In which case the PPrSGW is senior but you would salute both mentioning the PPrSGW first. You would also include the Chairman, and in his absence the Vice Chairman, if they are Provincial Grand Officers.

The DC should speak with the Secretary to confirm seniority which can easily be found in the Provincial Year Book or Provincial Office will advise.

A Provincial Grand Officer from another Province is junior to Provincial Grand Officers when visiting in West Lancashire. However there is no harm in allowing them their position in a procession as a matter of courtesy.

An Assistant(s) or above receives a salutation on his/(their) own; then Past Assistants. The Representative does not get a salutation on his own but is grouped with the rest of the Grand Officers.

A visiting APrGM is either given a separate salute or grouped with the PAPrGMs from West Lancs. He should not wear his Chain of Office. If any are present he should salute the West Lancs. APrGM.

Section 5 - Inner Workings and Installation.

There is no need to ask if all present are Installed Masters.

When the Installing Master is placing the apron on the WM the DC should assist. An apron is only necessary when a Master Mason is being Installed. A Past Master already wears the badge of that rank.

When the newly Installed Master is a Grand or Provincial Grand Officer the only pale blue regalia he wears is the Master's Collar, not the apron or cuffs.

If a Past Master is being re-installed it is perfectly acceptable to request him to reaffirm his previous Obligation.

The Master should be placed in the Chair; not thrown in !!

* *It is preferable not to congratulate the WM during the Board of Installed Masters as this pre-emptes the congratulations that are to be given on behalf of the RWPrGM at the conclusion of the Installation Ceremony. The resulting melee and delay can also be rather undignified.*

* *It is also suggested that, if it is customary for the Lodge to process round to greet the new Master, the DC or Installing Master should request only members of the Lodge and Masters in Office to do so.*

It is for the Lodge to decide who continues with the ceremony after the Installation and common sense

should be applied .

When closing the Installed Board remember the Inner Workings are part of the 3rd degree, **therefore you are not resuming in the 3rd you are already working in it. Further, there is no reason to close the Tracing Board during the Inner Workings.**

Addresses are given in the 1st Degree and the DC should know who will deliver which address. The Secretary should have the ritual open ready to prompt. Use the Secretary to prompt and restrict prompters to one so the person looking for assistance can look directly at the prompter when assistance is needed.

Prayers should be read. Brethren should stand to order with sign of reverence for prayers with the thumb tucked down. For obligations the sign of the appropriate degree is given. DC should know the order of seniority for the appointment of Officers.

The DC should wait in front of the WM's pedestal whilst the appointee comes to be invested - his left hand outstretched with palm upwards. The appointee comes to the DC and places his right hand lightly on the DC's left hand. The DC will conduct him to the appropriate side of the pedestal to be invested. The ADC can, as the appointee advances hand the collar to the DC or WM the front of the collar facing the WM so it is ready to place over the head of the recipient. Try and make things as easy as possible.

After an Officer has been Invested he should be escorted back to his seat by the ADC, whilst the DC continues. The DC will have to wait if there is an address to be given.

At the conclusion of the Installation the Installing Master should only say "that concludes the ceremony of Installation" and NOT that the Lodge is now under your control. It has been so since the Master was placed in the Chair.

Salutations are silent but Greetings after the WM has been Installed are audibly clapped. When saluting the WM salutes should only be given in the east at this time and there is again no need to square the Lodge.

Section 6 - The Recession.

For other than Assistant PrGMs and above the DC should come to order with his wand and request "Brother Deacons". They will advance to the south side of the Lodge beyond the JW pedestal to a predetermined point. Acting Provincial Grand Officers will then be called out, names are not given here just the offices of the brethren involved.

"Grand Officers", court bow to the senior one other than the Representative, conduct him together with any others to the appropriate position leaving room for the Representative.

Then back to face the Brethren and announce "Brethren upstanding whilst the Representative of the Right Worshipful Provincial Grand Master, the Group Chairman, Grand and Acting Provincial Grand Officers retire".

For an Assistant PrGM or above the situation is similar to the above except Provincial Grand Deacons will be used. They will be called out immediately after the Acting Provincial Grand Officers. The announcement will be "...whilst the Assistant Provincial Grand Master, the Group Chairman, the Grand Officers and Acting Provincial Grand Officers retire".

The Inner Guard should not open the door of the Lodge until after the Principal Guest has saluted the Master.

Section 7 - Festive Board

The Festive Board must be started on time and the DC is responsible for keeping things moving. 2½ hours maximum should be allowed for an Installation Ceremony and this will include time for a toast with the newly Installed Master. In general Installations should not commence before 5.00 p.m. and that would give a dining time of 7.30 p.m.

Request everybody to be seated to announce the entrance of the WM.

The gavel should always be with the WM and only he uses it. The DC positions himself behind the WM and invites him to gavel.

The announcement is "Brethren upstanding to receive your WM, accompanying the Representative of the Right Worshipful Provincial Grand Master accompanied by your W. Bro Group Chairman". Names and ranks are NOT necessary.

The Principal Guest will sit on the WM's right at the festive board and (if a Grand Officer) will respond to Toast No3, that to Grand Officers.

The Group Chairman, or in his absence the Vice-Chairman will sit on the right of the Principal Guest regardless of his rank. If a Chain Bearing Officer or Officers are present he will sit to the right of the junior one.

There is no necessity to have the remaining Grand Officers on the top table.

When dining has commenced DC should make sure the wine has been served prior to commencing the wine takings.

Wine Takings: Please see the separate memo at the end of this guide.

Please note that the WM should only gavel once the DC will say "Brethren" once. He should then wait for the room to quieten. The Brethren will soon get the message.

The wine takings are listed in the document circulated by the Provincial Grand Secretary prior to the Installation meeting and should follow this example.

There is no need for the WM to have separate wine takings with the DC or the Provincial DC if present or any other people. They are adequately catered for in the list above. Wine takings should be treated with the importance they deserve but should not take too long. Try and do several between courses so that they are all fitted in. Limit wine takings to 10 - 2 lots of 5.

Section 8 - Toasts

The first toast is announced thus :-

"Brethren, the WM will propose the first toast".

WM proposes the toast – 'Brethren': "The Queen, Duke of Lancaster", - nothing else.

The response, whether or not the anthem is sung is either :-

The Queen, or The Queen, Duke of Lancaster, or just Duke of Lancaster any of these 3 is correct

After the first toast the DC announces that the WM or someone else will now propose the NEXT toast - Not toast number 5 or whatever.

When announcing the respondent to a Toast the DC only needs to say, "W. Bro. James Smith, Past Assistant Grand Director of Ceremonies, the Representative of the Right Worshipful Provincial Grand Master". There is no need to indicate his pleasure to do so or even indicate what he is doing. This applies equally to anyone responding.

All toasts should be given exactly as printed in the toast list excluding the non Masonic honours which must not be announced. There is no need to ask the Brethren to be upstanding to honour the toast they should do so automatically. This applies to all the toasts from no. 1 to 5.

The toast list printed on menus should not include any details of who is to propose a toast or those who will respond. The list submitted by the Provincial Grand Secretary is all that is needed. When names of those proposing and responding are given they invariably change and it is not necessary.

Section 9 - The Recession from Festive Board.

The DC will announce that protocol dictates that our Principal Guests must now retire. "Brethren upstanding whilst W. Bro. James Smith PAGDC, Representative of the Right Worshipful Provincial Grand Master retires. Remember to keep these announcements brief, as in the Lodge.

If the festive board is to continue after the Principal Guest retires try to discourage the mass exodus

that invariably accompanies his departure. It is unseemly, discourteous and usually indicates that the proceedings both in Lodge and at dinner have been unnecessarily lengthy

Section 10 - Further General Topics

It is the responsibility of the Lodge Secretary to prepare the seating plan for any festive board. You are actively encouraged to use individual or 'occasional' tables. Which greatly enhance the atmosphere of the Festive Board.

To the WM's left will be the IPM, the Installing Master, (if not the IPM), Provincial DC if present, the DC, the ADC and other Officers of the Lodge to balance up the numbers on the table. The WM should always be central.

The only exception to this is at a 50th or 60th anniversary when the celebrant will sit on the WM's right. The Assistant will sit next to the celebrant with the Group Chairman on his right.

Remember just because a Lodge has always done something in a particular way that doesn't make it right. Be adventurous and change things from time to time.

No Brother, including the WM, can hold more than 1 Regular Office of the Lodge. The regular offices are :- the Worshipful Master, the Wardens, the Treasurer, the Secretary, the Deacons, the Inner Guard and the Tyler.

If you have any problems or questions please ask your Group Chairman or The Provincial Grand Director of Ceremonies who can be contacted on the email address below. Both brethren will be only too pleased to try and assist you.

ProvGDC@westlancsfreemasons.org.uk

Wine-takings

Reviewed May 2015

The first wine taking at the Installation Festive Board should be with the Principal Guest, i.e. the Chain bearing or appointed Representing Officer, (regardless of his rank.)

He will only take wine 'with all present' if he is a Chain Bearing Officer [CBO] of this Province.

If the Representative is not a CBO but one is present, the CBO will still take wine with all present as detailed below.

There should only be one wine-taking with Grand Officers and one wine-taking with Provincial Grand Officers. The wine-takings with Grand Officers and Provincial Grand Officers should follow the wording of the respective salutations to each in the Lodge.

In most cases the RWPrGM or his Deputy will be accompanied by the Provincial GDC or one of his Deputies who will supervise the event.

It should be noted that it is now permissible for the Assistant Provincial Grand Master to attend his own Lodge when a Representative has been appointed who is not a Chain Bearing Officer.

WINE-TAKINGS

WM	with	Principal Guest
WM	with	RWPrGM (or Senior Chain Bearing Officer (CBO) if present
RWPrGM or Senior CBO (if present)	with	All present

The WM will then take wine with the specified brethren present in the following order (omitting those not present from the sequence.)

Any other CBOs (as Salutation)
Any Past CBOs (as Salutation)
Grand Officers (as Salutation)
Provincial Grand Officers (as Salutation)
Masters of other Lodges
Immediate Past and Installing Master (Installation meeting only)
Master Elect (Election meeting only)
His Wardens
Other PMs Officers and Brethren of the Lodge

Note:

On the occasion of a 50th or 60th Anniversary the WM will wish to take wine with the Celebrant and this should be taken separately, after taking wine with the CBO but before the Celebrant's colleagues of Grand or Provincial Grand Lodge or before other PMs etc as appropriate.

Similarly with a Candidate after initiation before PMs, Officers etc.

Notes