

# **TEAM VISIT**

Revised April 2020

## **Procedure to be adopted when the Grand Superintendent visits a Private Chapter Centenary Meeting with the Provincial Team**

The Provincial Team would consist of the following officers. MEGS, 2<sup>nd</sup> & 3<sup>rd</sup> Provincial Grand Principals, DeptGS, Local Assistant to the Provincial Grand Principals, PrGSE, PrGSN, PrGDC, PrGSwdB, PrDGDC, PrGStdBs and PrGJanitor. Together with other Acting Officers who are present.

### **AT LEAST TEN DAYS BEFORE THE MEETING**

A copy of the Chapter Summons for the meeting should be sent to your principal guest and a copy to the PrDC and all the members of the Provincial Team attending.

### **FOUR DAYS BEFORE THE MEETING - (or when requested)**

Advise the PrDC of the full names and ranks of ALL the Grand Officers and the Senior West Lancashire Provincial Grand Officer who will be attending and any other information which you think should be made known to the PrDC, particularly the name of any Provincial Grand Officers holding acting rank.

### **2 HOURS BEFORE THE MEETING**

The following Companions to report to the PrDC

1. The Provincial Team
2. Acting Officers attending
3. The Three Principals
4. The Chapter DC, ADC, Scribe Nehemiah & Janitor

### **THE MEETING**

1. Open the Chapter at stated time.
2. Carry out ALL domestic matters.
3. PrDC will then form a procession of Grand and Provincial Grand Officers.
4. Janitor will announce that "the Provincial (Deputy) Grand Director of Ceremonies seeks admission".
5. On being admitted the PrDC will announce, "The Grand Superintendent stands with-out and demands admission".

6. Z replies, "We will be honoured to receive him".
7. PrDC makes an announcement.
8. The Grand Superintendent will be greeted by the ME 'Z' and offer him the Sceptre – the MEGS accepts it and takes 'Z' Chair.
9. The 2<sup>nd</sup> and 3<sup>rd</sup> Provincial Grand Principals accept 'H' & 'J' Sceptres and take their chairs.
10. The MEGS is saluted by the PrGSwdB who then moves to his seat followed by the PrGStdBs all remain standing.
11. All are then seated with the exception of the Provincial Team.
12. The MEGS addresses the Convocation firstly by introducing the Provincial Team.
13. MEGS, 2<sup>nd</sup> & 3<sup>rd</sup> Provincial Grand Principals stand and give knocks and MEGS says; "By virtue of the power vested in me I declare this Special Convocation of Provincial Grand Chapter open" (MEGS, 2<sup>nd</sup> & 3<sup>rd</sup> PrGP's then sit)
14. MEGS then addresses the Companions on the purpose of the meeting and invites the Provincial Grand Scribe Ezra to read the Centenary Charter.
15. The Centenary Charter is then read by the Provincial Grand Scribe Ezra.
16. The MEGS then presents the Centenary Charter to the ME'Z'.
17. The MEGS invests the ME'Z' with his Centenary Jewel. (If applicable)
18. The Provincial Grand Director of Ceremonies announces that the Centenary Jewels can be worn by the Companions of the Chapter. (If applicable)
19. An Oration is then given by the Clerk in Holy Orders.
20. Preparation for the closure of Provincial Grand Chapter. (MEGS & PrGDC)
21. MEGS then invites the Clerk in Holy Orders to give a prayer of Re-Dedication.
22. MEGS, 2<sup>nd</sup> & 3<sup>rd</sup> Provincial Grand Principals stand and give knocks and MEGS says; "By virtue of the power vested in me I close this Special Convocation of Provincial Grand Chapter" (MEGS, 2<sup>nd</sup> & 3<sup>rd</sup> PrGP,s then sit)
23. One verse of the National Anthem.
24. The MEGS then invites the Chapter Principals to re-occupy their chairs.
25. A short history of the Chapter is then given.
26. The ME 'Z' thanks the MEGS and his Team for their attendance.
27. Presentation of cheque for Masonic Charities to the MEGS by the ME 'Z' (If applica-ble)
28. Charity Collection if Chapter practice.
29. After the 1st Rising the PrDC will form the recession.
30. The Chapter will thereafter be under the direction of the Chapter DC.

**Please see overleaf for additional notes relating to the Festive Board arrangements.**

## **Festive Board DINNER – which should start NO LATER than 7:30pm**

The procedure for dinner will be under the direction of the PrDC until such time as the Grand Superintendent retires. SEATING Individual tables should be used for this occasion and the PrGDC will advise on seating.

### **TOASTS Return Thanks**

**TOAST No 1** - The Queen

**TOAST No 2** - First Grand Principal

**TOAST No 3** - Grand Officers Response by DepGSupt, 2nd PrGPI , 3rd PrGPI or Asst to PrGPs who will 'Roll Over' and propose Toast No 4 to MEGS NB - If AsstPrGPs is to Propose TOAST No 4 and he is NOT a GOs there will be no re-sponse to TOAST No 3

**TOAST No 4** - MEGS MEGS will respond

NB - Before Toast 5 - Collection for Charity (if not taken before 1st rising in Chapter)  
Collection only - not a toast to Masonic charities

**TOAST No 5** – Toast to the Chapter Proposed by the Local Assistant to the Provincial Grand Principals- Response by the Chapter ME'Z'

**TOAST No 5** – Toast to the Visitors Proposed by Chapter nominee- Response by PrGSN

**TOAST No 5** – Toast to Absent Companions Proposed formally by Chapter ME'Z'  
with no response

Presentations if any

**TOAST No 6** – Janitors Toast Proposed by Provincial Grand Janitor