

PROCEDURE WHEN A CHAIN BEARING OFFICER (CBO) ATTENDS A REGULAR  
CRAFT LODGE MEETING, OTHER THAN AN INSTALLATION, ANNIVERSARY, ETC.,  
WHERE HE IS NOT A SUBSCRIBING MEMBER

1. This document should be read in conjunction with the 'Guide for Director of Ceremonies' to be found on the West Lancashire Provincial website.
2. The attendance of a CBO at a regular Lodge meeting, should be advertised at the earliest opportunity to other Brethren within the Group. The Lodge Secretary should liaise with the Group Chairman to ensure that as many Brethren as possible are aware of the CBO's attendance to encourage a well attended meeting.
3. Liaison should also take place with the local Light Blue Club, to ensure that as many Junior Brethren are encouraged to attend the meeting.
4. The PGM and DPGM will always be accompanied and attended upon by the Provincial Grand Director of Ceremonies (PrGDC) or a Provincial Deputy Grand Director of Ceremonies (PrDGDC).
5. An APM will not normally have either a PrGDC or PrDGDC with him. It will therefore be the responsibility of the Lodge Director of Ceremonies to ensure that this procedure is adhered to.
6. Where the PGM or DPGM is scheduled to attend a regular Craft Lodge meeting the PrGDC or PrDGDC will write to the Lodge Secretary informing them of their attendance and reminding the Lodge of this protocol. A copy of this procedure should obviously be forwarded to the Lodge DC ASAP.
7. A copy of this protocol will be made available on the West Lancashire Provincial website for the information and attention of Lodge Secretaries and Lodge Directors of Ceremonies.
8. A copy of the Lodge summons should be forwarded to the CBO and the PrGDC/PrDGDC if appropriate, as soon as it is available.
9. The CBO, PrGDC and PrDGDC should also be informed regarding the menu of the Festive Board and if available any alternatives.

10. It would also be appropriate for the CBO to be informed of any interesting or unusual detail regarding the candidate or any Lodge members. This would include any recent Lodge changes, bereavements, etc.
11. Unless agreed beforehand, the CBO will not be expected to take part in any part of the meeting or ceremony. If the Lodge wishes him to do anything, such as present a Grand Lodge certificate, etc, this should be communicated to him several weeks before his attendance. In the case of the PGM or DPGM being asked to do this, it should also be communicated to the PrGDC/PrDGDC attending upon him.
12. It is anticipated that the visiting CBO, where possible, will arrive at the Masonic Hall up to one hour before the start of the meeting. If possible it would be appreciated to have as many members of the lodge (of all ranks) present to meet with him. Light refreshments would be agreeable, but not essential.
13. Where possible the CBO should be provided with a car parking place and he should be notified of where he should park several days before his attendance.
14. Please inform the CBO, PrGDC and PrDGDC how to gain access to the Masonic building, such as the key-code number, etc.
15. Grand and Provincial Grand Officers should be asked to wear 'undress regalia' for the meeting.
16. Grand and Provincial Grand Officers should wear stripes, but not tailcoats.
17. The CBO's will wear their chains at a regular Craft Lodge meeting.
18. The CBO should have a seat reserved immediately to the WM's right (Principal Guests Chair).
19. All Brethren, including the CBO will be in from the opening. There will be no procession.
20. There will be no salutations at a regular Craft Lodge Meeting.
21. It is accepted that at a normal meeting, many lodges accept visitors who have not booked in. This makes it difficult to reserve seats. If the lodge has accepted bookings, the Grand Officers should be seated to the CBO's right, in rank order.

22. Acting Provincial Grand Officers will be seated in the front row in the South, near to the East.
23. If possible, Lodges may have an idea how many Grand and Acting Provincial Officers are likely to attend, even if the Lodge has not taken bookings for the meeting. In this case unnamed reserved notices should be placed on seats to anticipate the potential attendee's, including one for the Group Chairman and/or a member of the Group Executive.
24. The PrGDC, PrDGDC or Lodge DC will have a brief rehearsal before the meeting with the WM and any Acting Provincial Grand Officers (1 hour before the start of the meeting is suggested). This is for the WM to rehearse greeting the CBO and for the Acting Provincial Grand Officers who are to take part in the recession.
25. Immediately upon opening, the WM should welcome the CBO and offer him the gavel of the lodge. Unless there are exceptional circumstances, agreed with the CBO beforehand, the gavel will be declined and returned to the WM.
26. The meeting will then be conducted under the direction of the Lodge Director of Ceremonies.
27. It is requested that the ceremony be the usual format performed by that Lodge. No additional ritual should be added to the ceremony just because there is a CBO present.
28. Lodges should be aware of the busy schedule of the Provincial CBO's and should attempt to ensure that the Lodge meeting is carried out with as much brevity as possible. There should be no long closing, calling off, excessive squaring of the Lodge, etc, just because a CBO is in attendance.
29. The PGM and DPGM will retire from the Lodge after the first rising.
30. In the case of an APGM attending a regular Lodge meeting, the Lodge DC should clarify with the APGM whether he wishes to recess from the Lodge after the first rising, or remain until the Lodge has closed.
31. The PrGDC, PrDGDC (or Lodge DC, if the APGM has requested to recess after the 1st rising) will form up a recession of the CBO, Grand and Acting Provincial Grand Officers after the first rising as per the DC's guide on the West Lancashire Provincial website.

32. At a regular Lodge meeting it will not be necessary for the CBO to be escorted by Provincial Grand Deacons. Acting Provincial Grand Officers will be sufficient.

33. If any Grand Officers wish to remain in the Lodge after the recession then this is acceptable, but should be clarified with them beforehand.

34. If present, the festive board will be conducted under the direction of the PrGDC or PrDGDC, until such time as the CBO retires. If they are not present, then the festive board will be under the direction of the Lodge DC, who should ensure that this protocol is adhered to.

35. Referring back to the busy schedule of our CBO's, please endeavour to ensure that the festive board is served and completed as quickly as possible. Even consider using Brethren to assist with serving and clearing away, if possible.

36. The prompt start time of the festive board is an essential detail when a CBO attends a regular Craft Lodge Meeting.

37. It should ALWAYS be the case that the caterers are waiting for the Brethren and not that the Brethren are waiting for the caterers.

38. It is therefore requested that when a CBO attends a regular meeting the meal is booked for 45 minutes from the start of the meeting. 75 minutes from the start of a first or second degree and no more than 90 minutes after the start of a third degree meeting. If Lodges anticipate an earlier finish, then the meal should be ordered to coincide with the earlier estimated finishing time.

39. If for whatever reason, these times cannot be achieved. The explanation MUST be communicated to the CBO, PrGDC or PrDGDC in advance. Not on the day of the meeting.

40. The festive board should be the normal meal a Lodge would have at its usual regular meeting. It should not be more elaborate, additional courses, additional cost, etc, than would be for a usual regular meeting.

41. Again, if raffles are normal at your festive boards, then this will be acceptable, but efforts, such as using stewards to deliver prizes should be encouraged to minimise delay.

42. The Top Table should have the following seating plan:  
WM in the centre.

(To his right) (Delete if not present)

PGM

DPGM

Local APGM

Other APGM's in Grand Rank order

Group Chairman (or Vice/Deputy Chairman if Group Chairman absent)

Past CBO's in rank order.

Grand Officers in rank order

(To the WM's left) (Delete if not present)

IPM

PrGSec

PrGDC

PrDGDC

PrSGW

PrJGW

Lodge DC

Candidates Proposer (First Degree only)

Candidate (First Degree only)

43. A larger than normal top table is not required and if there is insufficient room for the above, then place the Brethren who cannot sit on the top table on adjacent tables to the left and right of the top table.

44. There is no requirement for a procession into the festive board at a regular meeting, unless this is normal procedure for that Lodge.

45. It is not necessary for the top table to be provided with wine at a regular Lodge meeting, if this is not the usual practice for that Lodge to do so.

46. If the Lodge normally carry out wine takings at regular meetings then this is acceptable when a CBO is present and should take the format outlined in the 'Guide for DC's' on the West Lancashire Provincial website.

47. If a Lodge does not normally carry out wine takings at a regular Lodge meeting, then they should not do so, just because a CBO is present. Even if this is the case, the PGM, DPGM or APGM may wish to take a single wine taking with all of the Brethren present (Lodge DC should clarify with the APGM).

48. The toast list will take the usual format:

1. The King
2. The Grand Master
3. Grand Officers

The DPGM or APMG should be asked if they intend to respond to the toast to the Grand Officers. If they are so inclined, they should be associated with the toast to the Grand Officers and will respond accordingly. They will be given honours of 5 after their response.

4. The PGM

The PGM will ordinarily respond to the toast to his health and will be given honours of 7 after his response.

5. Provincial Grand Officers

No response, even if the PrSGW or PrJGW are in attendance.

6. Candidate (First Degree Only).

Response from the candidate, who should ALWAYS be briefed on what to say in his response. He will be given honours of 1.

7. WM

Response by WM and he will be given the honours of 3 (unless the WM is a PSGD or above, in which case 5, etc).

8. Tylers Toast.

49. If the Lodge normally has additional toasts, such as to visitors, absent brethren, etc, (which is encouraged on this occasion), then the CBO (at his discretion) may retire after the toast to and response by the Worshipful Master.

50. The PrGDC, PrDGDC or Lodge DC should check with the CBO when he wishes to retire from the festive board and they should ensure that this request is adhered to.

Barry Fitzgerald  
PrGDC  
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