

**PROTOCOL WHEN A GRAND OFFICER OR A PROVINCIAL WARDEN  
ATTENDS A CRAFT LODGE PROCLAMATION MEETING AS THE PRINCIPAL  
GUEST AND IS THE REPRESENTATIVE OF THE RWPGM.**

**Foreword**

Lodges hold a Proclamation Ceremony, where the Worshipful Master is staying in the 'Chair' for a second consecutive year. There could be all sorts of reasons for this to happen and it does not necessarily mean that a Lodge is struggling.

The Proclamation Ceremony can and should still be a celebration for the Lodge and the Worshipful Master.

A Lodge can simply open up to the First Degree, proclaim the Worshipful Master for another year and after appointing the Officers of the Lodge, close it. This would of course mean that no Brother gets an opportunity to carry out any ritual, that guests and visitors do not get the chance to witness the Lodge carrying out any ceremony and the Principal Guest and Representative of the RWPrGM does not receive any Salutations (West Lancashire Protocol dictates that Salutations should only be given in the Third Degree, without exception). This brief ceremony could result in Brethren being in the Lodge room for approximately 30 minutes and is obviously not recommended.

The ceremony can be tailored around a Lodge's custom, but if the Group and Lodge have invited a Grand Officer or a Provincial Warden as the Principal Guest and he is the representative of the Right Worshipful Provincial Grand Master, the following should be the preferred, suggested format when the Principal Guest is NOT a Chain Bearing Officer.

(There is a separate Protocol on the West Lancashire Provincial website which deals with a current Chain Bearing Officer attending a Lodge Proclamation Ceremony):

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. A copy of the Lodge summons should be forwarded to the Principal Guest as soon as it has been prepared. Also forward to them the full menu of the Festive Board and please include any alternatives that are available.
3. The Principal Guest will usually be pleased, if requested to do so and if given prior notice, to deliver the Address to the Brethren.

4. If the Principal Guest is a Provincial Warden, then he may give the Address to the Wardens, if requested to do so and with prior notice (it is not recommended that he be asked to do both the Address to the Brethren and to the Wardens).
5. It would also be appropriate for the Principal Guest to be informed of any interesting or unusual detail regarding the Lodge or any of its members. This would include information on the Worshipful Master, any recent promotions in the Lodge, significant Lodge changes, bereavements, etc.
6. The Principal Guest should be informed of how to gain access to the Masonic Hall, such as any key-code number.
7. The Principal Guest, Grand and Provincial Grand Officers should be asked to wear full dress regalia for the meeting.
8. The Principal Guest, Grand Officers and the Group Chairman should be requested to wear tailcoats for a Proclamation meeting.
9. Additional wand stand(s) should be provided for any Acting Provincial Grand Stewards (if attending).
10. The Lodge should place reserved notices on the seats for the Principal Guest, Grand Officers, Group Chairman and all Acting Provincial Grand Officers
11. The Lodge DC should hold a rehearsal before the meeting for the WM and any Acting Provincial Grand Officers. They should be in the Lodge Room **1 hour before the start of the meeting for this rehearsal to take place**. All of these officers MUST have been clearly informed that they must report to the Lodge DC in the Lodge room promptly for this rehearsal, irrespective of whether they have done this before. The rehearsal should include the Procession, the Recession and the WM greeting the Principal Guest.
12. The Lodge should have previously rehearsed the admission of latecomers to the meeting who should be admitted PRIOR to the main Procession. Latecomers should not be allowed to 'tag' onto the main Procession.
13. The Lodge should commence promptly (**recommended start time no later than 6pm**) and carry out the business, as per the Lodge summons.
14. The Lodge DC should retire from the Lodge after it has concluded all of the general business on the summons. Once he has ensured that the Procession is ready he will instruct the Tyler to give the First Degree knocks. He will then say to the Inner Guard *"The Director of Ceremonies on his return to the Lodge"*. If the Principal Guest is a Past Chain Bearing Officer (Past CBO), or a Past CBO is present

(whether he is the Principal Guest or not), the Procession should be in the Third Degree.

15. The Inner Guard will then interact with the Junior Warden, who will inform the Inner Guard to admit the Lodge DC.
16. The Lodge DC will then enter alone and address the WM *“The Representative of the Right Worshipful Provincial Grand Master stands without and seeks admission”*. The WM should respond *“We will be honoured and pleased to receive him”*.
17. The Brethren will be asked to stand and the Procession will take place under the direction of the Lodge DC. The Principal Guest will salute the WM from the top of the Lodge room, which should be acknowledged by the WM with a court bow.
18. The Principal Guest will then make his way to the East, through a cordon of Grand and Acting Provincial Grand Officers.
19. The Lodge DC will quietly introduce the Principal Guest to the WM. The Principal Guest, Grand Officers and Group Chairman will then take their seats without prompting, before the Lodge DC says *“Brethren, be seated”*.
20. The Acting Provincial Grand Officers should then form back up into pairs and led by the Lodge DC, make their way to their seats in the front row in the South East. After a court bow from the Lodge DC, they should then be seated.
21. As soon as the Acting Provincial Officers have taken their seats, the WM should stand and formally welcome the Principal Guest to the Proclamation Meeting.
22. If a Past CBO is not present and the Procession has been in the First Degree, the Lodge should then open up to the Second and Third Degrees, with Entered Apprentices and Fellow Crafts retiring at the appropriate time.
23. Once the Lodge has opened in the Third Degree, the Salutations will then be conducted by the Lodge DC, as per the ‘Guide for Director of Ceremonies’. West Lancashire Province Protocol dictates that Salutations should only be given in the Third Degree, without exception.
24. The Lodge should then carry out any 3rd Degree business, such as the 3rd Degree Working Tools, if they are to be given (recommended).
25. The WM will then close (by virtue) to the 2nd Degree, followed by the readmission of any Fellow Crafts.
26. The Lodge should then carry out any 2nd Degree business, such as the 2nd Degree Working Tools, if they are to be given (recommended).

27. The WM will then close (by virtue) to the 1st Degree, followed by the readmission of any Entered Apprentices.
28. There should then be an explanation of the 1st Degree Tools, if they are to be given (recommended).
29. Once the Lodge has reopened in the First Degree and any Entered Apprentices have been admitted, the Lodge DC should stand, court bow to the WM and say *"Brethren upstanding"*.
30. Once all the Brethren are standing, the Lodge DC should then say *"Brethren I now declare Brother \*\*\*\*\* Worshipful Master of this The \*\*\*\*\*Lodge, number \*\*\*\* in the register of the United Grand Lodge of England for the ensuing 12 months or until a successor shall have been duly elected and installed in his stead. And I now call upon you to greet him with a single court bow"*. *"Brethren be seated"*.
31. Once the Brethren have resumed their seats the Lodge DC should stand and say to the WM *"Worshipful Master you will now appoint and invest your Officers"*. The Officers of the Lodge should then be appointed in the usual Lodge format.
32. It is not necessary to re-collar Officers who are staying in post. They can stand and acknowledge the WM upon re-appointment with a single court bow. Likewise it is not necessary to give collar addresses to those Brethren who have received this on a previous occasion.
33. It is recommended that the Address to the Wardens and Address to the Brethren are still given at a Proclamation Ceremony (see foreword).
34. At the point where the actual Proclamation is concluded, the Lodge DC should rise and say *"Worshipful Master that now completes the ceremony of your Proclamation, you will now revert to the summons"*. The Principal Guest will then rise and bring greetings from the RWPrGM.
35. If a cheque for Charities is to be given to the Principal Guest it should be presented to him after he has risen to give those greetings and BEFORE he resumes his seat.
36. The Lodge should then revert to the remaining items on the summons.
37. If the Principal Guest is a Grand Officer, then after the first rising and greetings from the Grand Officers (if they are given at your Lodge) the Lodge DC will form up a recession of the Principal Guest, Grand and Acting Provincial Grand Officers and Group Chairman.

38. If the Principal Guest is a Provincial Warden the recession should be formed up after the second rising and greetings from the Provincial Grand Officers (if they are given at your Lodge) . It should again include the Principal Guest, Grand and Acting Provincial Grand Officers, but it should not include Past Provincial Grand Officers, who should be formed up in a separate additional recession, if they are to retire from the Lodge after the second rising.
39. If the Principal Guest is a Provincial Warden it is appropriate and courteous to inform the Grand Officers that they will be recessing after the second rising and not the usual first rising. They should be expecting this to happen.
40. The Principal Guest will salute the WM from the top of the Lodge room. The WM should acknowledge the salute with a court bow. The Principal Guest, Grand and Acting Provincial Grand Officers will then retire from the Lodge.
41. Brethren who are required to retire from the Lodge before it has closed, such as those required for stewarding duties, or bar work, etc, should do so in the correct and appropriate manner, They should not join in the main Recession.
42. The second, third risings and the closure of the lodge will then be under the direction of the Lodge DC.
43. The festive board should be commenced promptly **(7.30pm, if a 6pm Lodge start time)** and the caterers should be ready to serve the first course no later than 1 hour 30 minutes after the Lodge start time.
44. It should ALWAYS be the case that the caterers are waiting for the Brethren and not that the Brethren are waiting for the caterers.
45. The Festive Board seating plan is the same as for an Installation and is available on the Provincial Website. It should be strictly adhered to.
46. Wine takings are as per those for an Installation Festive Board (guidance as per the Provincial Website), with the exception of the wine taking with the Past and Installing Master.
47. If the Principal Guest is a Grand Officer he should be associated with Toast 3 and respond to that Toast. If the Principal Guest is a Provincial Warden, he should be associated with Toast 5 and he will respond to that Toast.
48. Toast 6 should still be to the Worshipful Master and should be given by a Past Master of the Lodge.
49. Appropriate honours should be given after the response to any of the Toasts.

50. Use of the shortened toast list, with the Tylers Toast immediately following the WM's response to the Toast to his health, is strongly encouraged at a Proclamation Ceremony.

Barry Fitzgerald

PrGDC

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