

PROTOCOL WHEN A WEST LANCASHIRE PAST CHAIN BEARING OFFICER
(PAST CBO) ATTENDS A CRAFT LODGE INSTALLATION OR PROCLAMATION

AS THE PRINCIPAL GUEST

ALSO

WHEN HE IS **NOT** THE PRINCIPAL GUEST.

WHEN A PAST CBO IS THE PRINCIPAL GUEST

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. When a West Lancashire Past Provincial Grand Master attends a Lodge Installation or Proclamation as the Principal Guest, this protocol will still apply, but he will usually be accompanied by a Provincial Deputy Grand Director of Ceremonies, whose details will be intimated in advance to the Lodge.
3. The PrDGDC will forward to the Lodge appropriate documentation when a Past PGM represents the RWPrGM at an Installation or Proclamation ceremony.
4. A West Lancashire Past Chain Bearing Officer has certain privileges when it comes to attending a Lodge Installation or Proclamation when he is the Principal Guest and the Representative of the Right Worshipful Provincial Grand Master.
5. He is entitled to enter the Lodge in the 3rd Degree, but he **DOES** not demand admission and he is **NOT** entitled to have Provincial Grand Deacons.
6. He salutes the WM on behalf of all in the Procession.
7. He is **NOT** offered the Gavel.
8. He will sit to the immediate right of the WM, both in the Lodge and at the festive board.
9. At the festive board the Group Chairman or in his absence the Vice Chairman will sit at his immediate right.
10. To convey to the newly Installed Master, at the moment that the Installation/Proclamation Ceremony has been completed, the personal

congratulations, greetings and best wishes of the Right Worshipful Provincial Grand Master.

11. At the First Rising, to lead the procession of Grand Officers out of the Lodge and on behalf of all Grand Officers to salute the Worshipful Master.
12. To take wine with the WM, but does **NOT** take wine with all the Brethren (strictly reserved for current West Lancashire CBO's only).
13. To respond to Toast 3.
14. Salutations (Where appropriate include that he is 'The Representative of the Right Worshipful Provincial Grand Master'):
 - a. The Past PGM (if present) with **seven**. (Include visiting Right Worshipful Brethren from other Provinces, if present).
 - b. The Past DPGM(s) (if present) with **five**. (Include visiting Very Worshipful Brethren from other Provinces, if present).
 - c. Past APGM's (if present) in Grand Rank order with **five** (include visiting Current and Past APGM's from other Provinces, if present).
 - i. *Rule of 1 - If only one PSGD is present, by name and Grand Rank.*
 - ii. *Rule of 2 - If 2 PSGD's are present, name both in Grand Rank order.*
 - iii. *Rule of 3 - If just 3 PSGD's are present, name the Senior PSGD **only** and include that he is the Representative of the RWPrGM if that is the case.
However if one of the other 2 PSGD's is the Representative of the RWPrGM, but is not the Senior PSGD, **then name all 3 (do not leave one out).***
 - d. The Grand Officers with **three**:
 - i. *Rule of 1 - If only one Grand Officer is present, by name and rank and include that he is the Group Chairman*, if that is the case.*

- ii. *Rule of 2 - If only 2 Grand Officers are present, name **both** in rank order and include that they are the Group Chairman*, if that is the case.*
- iii. *Rule of 3 - If just 3 Grand Officers are present, name the Senior Grand Officer **only** and include that he is the Group Chairman* if that is the case.
However if one of the other 2 Grand Officers is the Group Chairman*, but is not the Senior Grand Officer, **then name all 3 (do not leave 1 out).***

*(*Vice Chairman if the Group Chairman is absent providing he is also a Grand Officer).*

- e. The Provincial Grand Officers with **three**.

This shall be to the following Brethren in the order of their seniority in West Lancashire Provincial Grand Rank:

The Senior West Lancashire Provincial Grand Officer present (by name and Provincial Grand Rank and include that they are the Group Chairman (or Vice-Chairman, if the Group Chairman is absent), if that is the case).

“and the rest of the Provincial Grand Officers present and past of this and other Provinces and (if present) the Holders of (Senior) London, Metropolitan or Overseas Grand Rank”.

(NB: If the Provincial Senior Grand Warden is present, he is always the Senior Provincial Officer. The Provincial Junior Grand Warden is senior to a Past Provincial Junior Grand Warden, but he is junior to a Past Provincial Senior Grand Warden).

*Also add the Group Chairman (or Vice-Chairman if the Group Chairman is absent), if they are a Provincial Grand Officer, (by name and Provincial Grand Rank and that they are the Group Chairman/Vice Chairman of ***** Group of Lodges).*

Festive Board

1. The Principal Guest should always sit at the immediate right of the Worshipful Master at an Installation/Proclamation Festive Board, irrespective of rank.

2. The Group Chairman (or in his absence the Vice-Chairman) sits on the Principal Guest's immediate right, irrespective of rank.
3. Other past CBO's should sit at the Top Table (if there is sufficient room), but in Grand Rank order to the right of the Group Chairman (or in his absence the Vice-Chairman) .
4. The Worshipful Master takes wine in two sets (after the first and second courses) and in the following order:
 - a. The Representative of the RWPrGM.
(NB: He does not take wine with the Brethren, which is strictly reserved for **current** West Lancashire CBO's only).
 - b. Other W.Lancs past CBO's and current CBO's from other Provinces (if present). These should be individually, however they should be combined, if they are the same Grand Rank. If several PSGD's are present they should be named as per the Salutations (not including the Representative) in one set of wine takings.
 - c. The Grand Officers (named as per the Salutations).
 - d. The Provincial Grand Officers (named as per the Salutations).
 - e. Masters in Office.
 - f. Immediate Past and Installing Master.(Installation only)
 - g. Newly appointed Lodge Senior & Junior Wardens.
 - h. Brethren of his own Lodge.
 - i. Any other Brother with whom he has not yet had that pleasure.
(Add the Group Chairman to wine taking c or d above depending upon his rank).

Use of the shortened toast list, with the Tylers Toast immediately following the WM's response is strongly encouraged. However, should the Lodge wish to continue with additional toasts such as to visitors, charity, absent brethren, etc, the Representative of the RWPrGM should be invited to retire after the WM's response, if he so wishes.

WHEN A PAST CBO IS PRESENT, BUT IS NOT THE PRINCIPAL GUEST.

1. A Past Chain Bearing Officer is entitled to enter the Lodge in the **THIRD DEGREE**, but he **DOES** not demand admission and he is **NOT** entitled to have Provincial Grand Deacons.

2. Even if the Principal Guest is a Provincial Officer or a Grand Officer, who is not a Past Chain Bearing Officer, the Procession should be in the **THIRD DEGREE** and not the First Degree.

[This is regardless of the rank of the Principal Guest]

3. The Past CBO should take his place in the Procession and Recession as per his Grand Rank.
4. The Principal Guest (irrespective of Rank) will still process at the rear and will salute the Worshipful Master upon entering and retiring from the Lodge.
5. The Past CBO is **NOT** offered the Gavel.
6. If the Principal Guest is a Grand Officer, the Recession will be formed up after the first rising. The Principal Guest will take his place immediately behind the Acting Provincial Grand Officers and on behalf of all in the Recession will salute the Worshipful Master, before retiring from the Lodge.
7. If the Principal Guest is a Provincial Grand Officer, the Recession will be formed up after the second rising. The Principal Guest will take his place immediately behind the Acting Provincial Grand Officers and on behalf of all in the Recession will salute the Worshipful Master, before retiring from the Lodge.
8. In both cases the Past CBO(s) will take their place(s) in Grand Rank order, but should be escorted to their position in the Recession individually and before the Principal Guest.
9. Irrespective of the rank of the Principal Guest, the Salutations shall be given in the following order:
 - a. The Past PGM (if present) with **seven**. (Include visiting Right Worshipful Brethren from other Provinces, if present).
 - b. The Past DPGM(s) (if present) with **five**. (Include visiting Very Worshipful Brethren from other Provinces, if present).
 - c. Past APGM's (if present) in Grand Rank order with **five** (include visiting Current and Past APGM's from other Provinces, if present).
 - i. *Rule of 1 - If only one PSGD is present, by name and Grand Rank.*

- ii. *Rule of 2 - If only 2 PSGD's are present, name both in Grand Rank order.*
 - iii. *Rule of 3 - If 3 or more PSGD's are present, name the Senior PSGD **only**.*
- d. The Grand Officers with **three**:
- i. *Rule of 1 - If only one Grand Officer is present, by name and rank and include that he is the Representative of the RWPrGM and/or that he is the Group Chairman*, if that is the case.*
 - ii. *Rule of 2 - If only 2 Grand Officers are present, name **both** in rank order and include that they are the Representative of the RWPrGM and/or the Group Chairman*, if that is the case.*
 - iii. *Rule of 3 - If just 3 Grand Officers are present, name the Senior Grand Officer **only** and include that he is the Representative of the RWPrGM and/or the Group Chairman* if that is the case. **However** if one of the other 2 Grand Officers is the Representative of the RWPrGM and/or the Group Chairman*, but is not the Senior Grand Officer, **then name all 3 in Grand Rank order (do not leave one out)**.*
 - iv. *Rule of 4 - If there are 4 or more Grand Officers present, name the Senior Grand Officer **only** and include that he is the Representative of the RWPrGM and/or the Group Chairman*, if that is the case. **However** if **one** of the other Grand Officers is the Representative of the RWPrGM and/or the Group Chairman*, but is not the Senior Grand Officer, name him also, but **only name 2** in this case. **However** if the above applies and there are only 4 Grand Officers present and **one of the remaining two Grand Officers** is the Representative of the RWPrGM but is not the Senior Grand Officer or the Group Chairman* **then name all 4 in Grand Rank order (do not leave one out)**.
(*Vice Chairman if the Group Chairman is absent providing he is also a Grand Officer).*
- e. The Provincial Grand Officers with **three**.
This shall be to the following Brethren in the order of their seniority in West Lancashire Provincial Grand Rank and include that they are the

Representative of the RWPrGM and/or the Group Chairman* if that is the case:

The Senior West Lancashire Provincial Grand Officer present (by name and Provincial Grand Rank).

(NB: If the Provincial Senior Grand Warden is present, he is always the Senior Provincial Officer. The Provincial Junior Grand Warden is senior to a Past Provincial Junior Grand Warden, but he is junior to a Past Provincial Senior Grand Warden).

Also, include the Group Chairman (or Vice-Chairman if the Group Chairman is absent) if either is a Provincial Grand Officer, (by name and Provincial Grand Rank).

“and the rest of the Provincial Grand Officers present and past of this and other Provinces and (if present) the Holders of (Senior) London, Metropolitan or Overseas Grand Rank”.

Festive Board

1. The Principal Guest should always sit at the immediate right of the Worshipful Master at an Installation/Proclamation Festive Board, **irrespective of rank**.
2. The Group Chairman (or in his absence the Vice-Chairman) sits on the Principal Guest's immediate right, irrespective of rank.
3. The Past CBO should sit at the Top Table (if there is sufficient room), but in Grand Rank order to the right of the Group Chairman (or in his absence the Vice-Chairman) .
4. The Worshipful Master takes wine in two sets (after the first and second courses) and in the following order:
 1. The Representative of the RWPrGM.
(NB: He does not take wine with the Brethren, which is strictly reserved for **current** West Lancashire CBO's only).
 2. Past CBO's and current CBO's from other Provinces (if present). These should be individually, however they should be combined, if they are the same Grand Rank. If several PSGD's are present they should be named as per the Salutations (not including the Representative) in one set of wine takings.
 3. The Grand Officers (named as per the Salutations, not including the Representative).

4. The Provincial Grand Officers (named as per the Salutations, not including the Representative).
5. Masters in Office.
6. Immediate Past and Installing Master (Installations only)
7. Newly appointed Lodge Senior & Junior Wardens.
8. Brethren of his own Lodge.
9. Any other Brother with whom he has not yet had that pleasure.
(Add the Group Chairman to wine taking 3 or 4 above, depending upon his rank).

Use of the shortened toast list, with the Tylers Toast immediately following the WM's response is strongly encouraged. However, should the Lodge wish to continue with additional toasts such as to visitors, charity, absent brethren, etc, the Representative of the RWPrGM should be invited to retire after the WM's response, if he so wishes.

Barry Fitzgerald

PrGDC

October 2023