



## PROTOCOL & ETIQUETTE ESSENTIALS

Prepared by the Grand Lodge P. & E. Committee  
Issue No. 4 – January 2010

### Greetings from Your P. & E. Committee

Welcome to the fourth issue of “*P&E Essentials*”. It is anticipated that these informative and easy-to-read newsletters will be published six times a year.

“*P&E Essentials*” is intended to become an interactive instrument, designed to help you make a daily advancement in Masonic knowledge. The Committee welcomes questions and/or suggestions for topics that should be addressed in future issues. Questions or suggestions not related to Protocol and Etiquette will be forwarded to the appropriate Committee for response.

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#### Committee Members:

The Protocol & Etiquette Committee members are:

Gordon Crutcher (*Chairman*); Keith Anderson; William Chatwell; Robert Day; William Elliott; Dennis Hawman; Ian LaFleur; Terry Lanning; Robert Manz; George McCowan (*Secretary*); David Mead; Terry Pachal; James Pearson; and Garnet Schenk (*Editor of P&E Essentials*).

**Any member would be happy to make a presentation about P&E in your lodge, or at a District Meeting.**

**Remember – you become what you think about. So think about the teachings of Freemasonry.**

**The Ceremony of Installation booklet is being revised**

The 2010 version of this booklet is expected to be available to Installed Masters by early February. You will be able to order a copy through your Lodge Secretary, or direct from Grand Lodge.

As was the case with the 2009 revision of the *Book of the Work*, there are only very minor changes to the ceremony itself. However, the rubrics and instructions have been enhanced. Also, the print font has been slightly increased and standardized throughout, (at the request of some of our older brethren). All this has resulted in the Installation booklet increasing in size from the current 73 pages to 119 pages. All Installed Masters should welcome the changes in the new booklet.

#### ARE YOU AWARE . . .

. . . that the P&E Committee has produced an educational and informative guide for any Installed Master who may be planning for, or participating in, an Installation Ceremony?

This new 20 page document, (entitled “*The Installation & Investiture Ceremony – Ritual, Protocol, Tips & Reminders*”) is available to any Installed Master. It is a great supplement to the new Ceremony of Installation booklet.

You can request a copy by e-mail from [Gordon@Crutcher.ca](mailto:Gordon@Crutcher.ca)

(When requesting a copy, please indicate your name, rank, and lodge.)

#### Pronouncing Glossary

A *Functional Pronouncing Glossary of the Work*, published by Grand Lodge of Canada in the Province of Ontario, indicates the following pronunciations:

DELINEATE      DEE LIN EE ATE  
SANCTITY      SANK TIT EE  
RETROSPECT      RET ROH SPECKT  
ZEREDATHA      ZER ED DATHA

**Excellence is not a skill – but an attitude.**

**Maturity doesn't come with age. It begins with the acceptance of responsibility.**

## Reception of Visiting Brethren

**Visiting Brethren** - *doesn't that sound much better than "General Visitors"?* – can typically be brought into lodge in just one or two groups. (Fewer groups help to reduce the time involved.) However, at Installations, Investitures, or Official Visits, the local tradition in your District may include another delegation, such as the Worshipful Masters, or Wardens, of the District. In such case, the visitors may be brought into lodge in three groups, e.g. (in this order):

- **Visiting Brethren**, including Past Masters and Past Grand Lodge Officers;
- **Worshipful Masters** of the District;
- **Present Grand Lodge Officers**.

**Note:** On his Official Visit, your District's D.D.G.M. is always to be brought into lodge last and alone. He would therefore be the sole member of, (in the preceding example), a fourth "group".

## Announcing Grand Lodge Visitors

The proper protocol for announcing visiting current Grand Lodge Officers is for the Tyler, the Inner Guard, and the Junior Warden to all say the same thing.

There is no established "ritual" concerning the actual words to be used in announcing Grand Lodge Officers. Some appropriate, sample announcements are outlined below.

We strongly recommend that the W.M. or Secretary prepare and provide the Tyler, the Inner Guard and the Junior Warden with a 3" by 5" *index card*, containing the words they are to say, such as the following:

Bro. Director of Ceremonies returning, **presenting** R.W. Bro. D. Garry Dowling, Deputy Grand Master of the Grand Lodge of Canada in the Province of Ontario, together with other present Grand Lodge Officers.

Be aware when the correct protocol requires you to say "**presenting**", (for those G.L.O.s who are entitled by their rank to assume the gavel), or "**introducing**."

Following are examples of other announcements:

### **When a Grand Lodge visitor is entitled to assume the gavel**

(a) On a Fraternal Visit:

Bro. Director of Ceremonies returning, **presenting** R.W. Bro. Isaac Lazar, District Deputy Grand Master of Toronto Don Valley District, together with other present Grand Lodge Officers.

(b) On an Official Visit:

Bro. Director of Ceremonies returning, **presenting** R.W. Bro. John W. Reynolds, District Deputy Grand Master of South Huron District, on his Official Visit to Stratford Lodge.

(c) **When a Grand Lodge visitor is NOT entitled to assume the gavel**

Bro. Director of Ceremonies returning, **introducing** R.W. Bro. Norman Mathie, Grand Senior Warden.

**Note:** Such additional comments as "seeking admission" or "desiring admission" are redundant and not necessary.

## Proper Reference to the Grand Master

When the Grand Master is to be introduced in lodge, or at a Masonic function, special protocol applies. His full title should be used, as he is the chief head and ruler of our institution, i.e.

**"Most Worshipful Brother Raymond S. J. Daniels, Grand Master of the Grand Lodge of Ancient, Free and Accepted Masons of Canada in the Province of Ontario"**.

Please note that during a personal conversation with the Grand Master, proper protocol requires that you address him by his rank, (e.g. "Good evening, Grand Master", or "Hello, Grand Master"), and NEVER just by his first name.

Even during a private conversation, when no one else is present to overhear you, this protocol should continue to be observed,

## Worshipful Master's Collar

As indicated in *The Masonic Manual*, the Worshipful Master only wears his collar:

- Within his own lodge;
- When CONDUCTING a Divine Service;
- When CONDUCTING a Memorial Service;
- When attending a Grand Lodge Communication;
- When attending an Official Visit with the DDGM in his District; and
- When attending a Divine Service in his District, conducted by the DDGM.

No matter what the circumstances, our greatest limitation is not the leaders above us – it's the spirit within us.

You can request a direct e-mail subscription to *P&E Essentials* from: [Gordon@Crutcher.ca](mailto:Gordon@Crutcher.ca)