



Martin O. Weddington Papers.

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OFFICIAL PROTOCOL

MOST WORSHIPFUL PRINCE HALL GRAND LODGE FREE AND ACCEPTED MASONS, INC., JURISDICTION OF MINNESOTA

INTRODUCTION

Masonic Protocol may be defined as the code of precedence and etiquette that are established as proper and correct in the ordinary intercourse of Fraternal life, especially the conduct of formal and social occasions. The devoted attention to the many decorums which make up the homage of our society is a heritage from the past. In many cases the beginnings have been quite obvious because the very same customs have prevailed since the dawn of time. What we do with this inheritance in any generation depends upon how we interpret its usefulness for the time in which we live. The customs that have come down to us have naturally been modified as our ways of living have changed, but the mode of conduct has not changed.

Masonry has maintained a high standard of decorum which has lifted it above all other orders of similar design. It owes much of its success to men who are willing to follow very closely the ancient traditions that have made quite ordinary men radiant and lifted them to a pedestal crowning them with manners as traditions of Masonic etiquette.

OBJECTIVE

Many lodges have grown careless with regard to Masonic etiquette. The objective of this manual is to establish "UNIFORMITY" within this jurisdiction on all Masonic related matters, having to do with procedures and practices as they may apply to the Grand Lodge and subordinate Lodges.

The format adheres to the accepted practices of conduct and the formalities of ceremonies according to ancient custom and rules of precedence. It should serve as a reference for specific purposes and many not be altered except by the expressed permission of two-thirds of the votes cast during an annual meeting; providing, prior notice was given to the delegates at least 90 days previously.

MASONIC DISTRICTS (3)

Each Masonic District works under a District Deputy Grand Master (D.D.G.M.), who is appointed by the Grand Master. The D.D.G.M. is the highest authority in his district, except the Grand Master, whom he represents.

SUBORDINATE LODGES

AREA OF JURISDICTION

While stating the objectives and attempting to interpret any doubtful procedure, we should be aware that the Most Worshipful Prince Hall Grand Lodge, F. & A.M., Jurisdiction of Minnesota is a creature of laws, custom and usage. In

principle, it can be likened to a civil government. For organizational purposes the rules herein contained are specific and determinant. The Grand Lodge's jurisdiction extends to all lodges of its obedience, all appendant, concordant, and adopted bodies owing allegiance to it.

FRATERNAL RECOGNITION

In every walk of life, due respect should be paid to rank, otherwise all ambition and progress would cease. This is why Masonry makes as part of its creed, respect for all seniority. Rank and title should be given due recognition at the proper place and time. When in the Lodge, courtesy and respect should prevail and always address each member with full title.

A. ORDER OF PRECEDENCE (by rank)

1. Grand Lodge

Most Worshipful Grand Master
Right Worshipful Deputy Grand Master
Right Worshipful Senior Grand Warden
Right Worshipful Junior Grand Warden
Right Worshipful Grand Treasurer
Right Worshipful Grand Secretary
~~Right~~ Worshipful Grand Trustees
Right Worshipful Grand Lecturer
~~Right~~ Worshipful Grand Chaplain
Worshipful District Deputy Grand Master (3)
Worshipful Grand Chairman of Foreign Correspondence
Worshipful Grand Custodian Relief Fund
Worshipful Grand Senior Deacon
Worshipful Grand Junior Deacon
Worshipful Grand Senior Steward
Worshipful Grand Junior Steward
Worshipful Grand Tyler
Worshipful Grand Marshall
Worshipful Grand Standard Bearer
Worshipful Grand Organist
Worshipful Grand Historian
Worshipful Grand Librarian
Worshipful Grand Director of Youth
Worshipful Grand Attorney
Worshipful Grand Public Relations Director
Worshipful Grand Auditors
Worshipful Grand Keeper of Financial Records
Worshipful Grand Director of Education
Worshipful Grand Convention Director
Worshipful Grand Special Events Director
Worshipful Grand Photographer
Worshipful Grand Director of Transportation
Worshipful Grand Assistant Secretary
Worshipful Grand Deputy Grand Lecturer
Worshipful Grand Assistant Marshall

Worshipful Grand Assistant Chaplain
Worshipful Grand Administrative Assistant

All other appointed Grand Lodge departments and Chairmen, not mentioned specifically, are of the same equal rank and status.

2. Subordinate Lodges

Worshipful Master
Senior Warden
Junior Warden
Past Masters
Treasurer
Secretary
Senior Deacon
Junior Deacon
Assistant Secretary
Marshall
Senior Steward
Junior Steward
Chaplain
Tyler
Master Masons

The Worshipful Master, Senior and Junior Wardens and the Past Masters are members of the Grand Lodge with voice and vote therein.

HOMAGE

Mackey states that "the Grand Honors of Masonry have undoubtedly a classical origin and are but an imitation of the plaudits and acclamations practiced by the ancient Greeks." There is abundant evidence in the writings of the ancients that the Romans have circumscribed the mode of doing homage to their Emperors and great men when they appeared in public. Freemasons, have preserved the ancient custom of applause, guarding and regulating its use by as strict though different rules, as did the Romans. Thus, showing as another evidence of the antiquity of the institution, that the Grand Honors of Freemasonry are legitimately derived from the "Plausus" of applaudings practiced by the ancient on public occasions.

The "Grand Honors of Masonry" are those peculiar acts and gestures by which the Craft have always been accustomed to express their homage, their joy or their grief on memorable occasions. They are of three kinds: the private, public and funeral, and each of them is used on a different occasion and for different purposes.

PRIVATE GRAND HONORS

The Private Grand Honors of Masonry are performed in a manner known only to Master Masons, since they can be used only in a Master Masons Lodge or a Grand Lodge. They are practiced by the Craft on the following occasions: a new Lodge constituted; when a Grand Master-Elect is to be installed; a Master-Elect is to

be installed; a Masonic Hall is consecrated; or a Grand Master or his Deputy is to be received on an official visitation to a lodge.

They are to be used at all these ceremonies as tokens of congratulations and homage. As they can only be given by Master Masons, it is evident that every consecration of a hall, or constitution of a new lodge, every installation of a Worshipful Master, and every reception of the Grand Master must be done in the Third Degree. It is also evident, from what has been said, that the mode and manner of giving Grand Honors can only be personally communicated to Master Masons. They are among the aporrata -- "the things forbidden to divulge."

PUBLIC GRAND HONORS

The public Grand Honors, as their name imports, do not partake of this secret character. They are given on public occasions, in the presence of the profane as well as the initiated. They are required at the laying of cornerstones of public buildings or in other ministrations of the Fraternity, especially at funerals.

? The public Grand Honors are given on all public occasions. Both arms are crossed on the breast, ^{right over left} the left uppermost, and the palms of both hands sharply striking the shoulders, they are then raised above the head, the palms striking each other and then made to fall smartly upon the thighs. This is repeated three times, as there are three blows given each time, namely on the breast, on the palms of the hands and on the thighs making nine concussions in all -- thus, THREE TIMES THREE.

FUNERAL HONORS

All give funeral honors by extending the hands toward the casket with palms ^{up +}
~~down~~. FORWARD

Master: To the grave we consign the mortal remains of our deceased Brother.
(Each brother then must cross the arms over the breast, the left above the right, the fingers touching the shoulders.)

Master: We cherish his memory here.
(Brothers raise the hands above the head, looking upward.)

Master: His spirit we commend to God who gave it.
(Brothers drop hands to side.)

(The funeral honors are given thrice. The Master alone repeats the words, but all give the signs, in concert with the Master. If ceremonies are at the grave, use *commit* instead of *consign* in the sentence -- "To the grave ...")

VISITATION

While Past Appointive Officers of the Grand Lodge, Past Masters and Fifty-Year members are not accorded any specific honors, wisdom and propriety demand recognition when possible. The Master should note their contributions to the

Fraternity and a hearty greeting accorded them by all present. On the other hand, Grand Lodge Officers of the Jurisdiction of Minnesota and Grand Lodge Officers of affiliated Fraternal jurisdictions are entitled to the honor and respect of their office. Whether past or incumbent, we acknowledge the distinctive service rendered to the Craft. A high level of graciousness and courtesy is extended in both Grand and Subordinate Lodges. The code prescribing deference to rank and strict adherence to order of preference and correct procedure is based upon consideration and mutual respect. Protocol in itself has many facets. It would be impossible to cover it all here. Therefore, the chief consideration herein is limited to three specific points: first, the precedence of reception; secondly, the designated title and thirdly, the homage to be given the individual.

A few words on addressing members of different rank will not be out of place at this juncture. Worshipful Masters are advised that elective and appointive officers of the Grand Lodge are extended the homage of our society only when on an official visit. When seated as members of their respective subordinate Lodge, they, as Past Masters, are entitled to the title of Worshipful Brother. These rules of address should be rigidly adhered to, in spite of the fact that many Past Masters would like to be addressed as Worshipful Brother on all occasions, fraternal and civic.

When in the street, public thorough fare, or in the company with others outside the Craft, never on any consideration unless (sotto voce) speak of another as Brother so-and-so. It becomes too much of a "please take notice" stunt. "I am a Mason." In any case, a self-advertising Mason always brings contempt on himself and immediately becomes repulsive to all true Craftsmen.

A. RECEPTION

1. Announcing Visitors

Since it is usually known by the Master when distinguished guests will be in attendance he should designate a Brother to meet them in the anteroom and write down their titles and names. To facilitate their entrance they should be arranged in groups according to their rank.

B. ORDER OF PRECEDENCE (by rank)

1. Reception of the Grand Master at Grand Lodge

The Deputy Grand Master, having been received in a Lodge opened on the Third Degree, stations the Deacons and Stewards at the sides of the door with rods crossed and arranges the Brethren in a line from the door to the chair, facing inward. (The officers of the Lodge remain in their stations.) He then sends a Past Master to escort the Grand Lodge representatives, who enter in procession with suitable music, the Grand Tyler, however, remains at the door. (The Grand Master should enter the Hall or Lodge room without his hat on. The Grand Master's hat and paraphernalia should be taken to the East before he is received.) The Grand Lodge proceeds up to the East and comes to the right and left on the due guard while the Grand Master passes through the line by way of the North to the East on the right of the Senior Deacon or the Marshall

and ascends to the Master's platform. After the Grand Master ascends to the Master's platform, all Brethren as one turn to the East, the Deputy Grand Master receives the Grand Master according to ancient usage with Private Grand Honors, the Deputy Grand Master should remove his hat and presents the Grand Master his hat and gavel and resigns to him the Chair, where upon each other Grand Officer assumes his appropriate station in place of the corresponding officer of the subordinate Lodge entering the station from the right. The Grand Officers are given Grand Honors, and the Brethren are seated.

2. Reception of Affiliated Fraternal Jurisdictions

The procedure is essentially the same as above, with the exception that the Grand Lodge Officers are escorted to the East and seated on the right of the Grand Master, according to rank. The highest ranking Grand Lodge Officer being on the Grand Master's immediate right. If two or more delegations arrive at the same time (simultaneously), then they shall be admitted according to the age of their formation, with the youngest last and the oldest first.

3. Past Grand Masters

If they come in a group, then they shall be admitted as such after due and timely notice of their presence without the door. They shall be escorted to the Altar by the Grand Deacons and Stewards, being led by the Grand Marshall. Upon arriving at the Altar, the Marshall shall introduce each Past Grand Master according to their time of service - youngest first and the oldest last. After the Grand Master will have led in giving the Private Grand Honors, he will order that the Past Grand Masters be escorted to the East, where they will be seated on the left of the Grand Master according to seniority - the Junior Past Grand Master being at the immediate left of the Deputy Grand Master, with the exception that the Past Grand Master of Foreign Jurisdictions, who are place on the right.

4. Announcing Delegations

In announcing delegations without the door, the Grand Tyler shall inform the Grand Junior Deacon, who will announce the same to the Most Worshipful Grand Master. The Most Worshipful Grand Master will then direct the Grand Marshall to attend and escort the delegation into the Hall.

5. Grand Master

Masonic usage requires that the Grand Master and other officers of the Grand Lodge should periodically visit the subordinate Lodges to examine their books and work, and to make general inspection of their affairs. Concomitant with the Grand Master's prerogative of presiding in any Lodge is that of visitation. This is simply the right to visit, which every Master Mason in good standing possesses, but it is a prerogative of a more important nature, and which has received the distinctive appellation of the right of visitation. It is the right to enter any Lodge to inspect its proceedings, to take part in its business

transactions and correct its errors. The right is specifically recognized in the Regulations of 1721, but it is also an inherent prerogative; for the Grand Master is *virtute officii* - the head of the whole Fraternity, and is not only entitled, but bound in faithful discharge of his duty, to superintend the transactions of the Craft and to interfere in all congregations of Masons to prevent the commission of wrong and to see that the Landmarks and Usages of antiquity and the Constitution and Laws of the Grand Lodge and every Lodge in the Jurisdiction are preserved and obeyed. The duties and prerogatives of the Grand Master are those contained in the Ancient Landmarks. As the Chief Executive of the Order, he is entitled to the respect and dignity appertaining to his office. The recognition of authority vested in the Grand Master, who as a symbol, stands for justice, law and order to all Masons irrespective of rank and positions, is an acknowledgement of the humble representative of King Solomon.

Visitation is the distinction applied whenever receiving a visitation from the Grand Master and his Grand Cabinet, whether in the Grand Lodge or a subordinate Lodge. When a visit from the Grand Master is announced, the Master sends the Marshall, Deacons, Stewards and one of the oldest members (a Past Master, if practicable) bearing the Book of Constitution to escort the Grand Master into the Hall. They form a procession in the following order:

Marshall
Stewards
Brothers carrying the Book of Constitution
Grand Master
Deacons

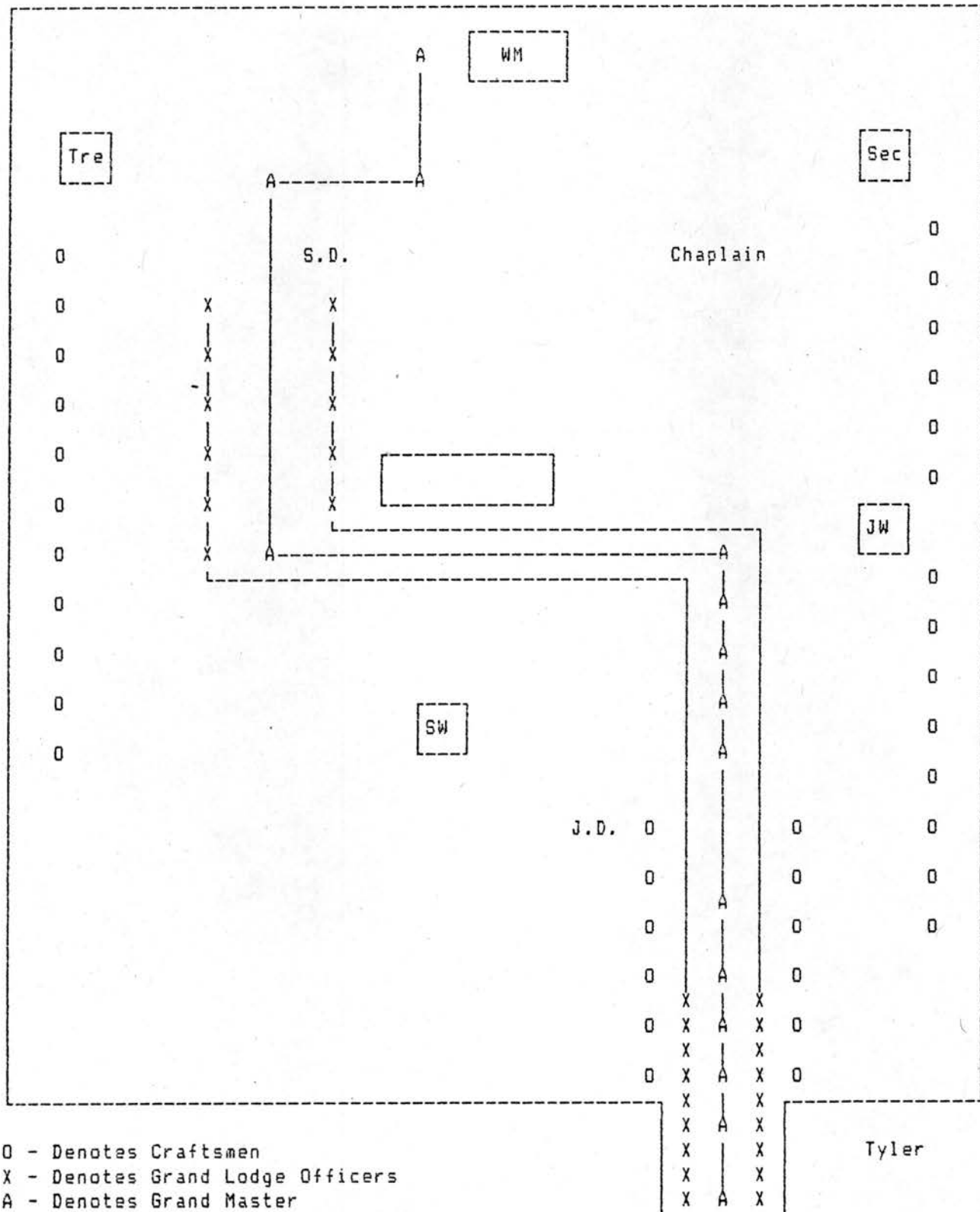
The Marshall makes demand and upon entering announces "The Most Worshipful Grand Master" (the Grand Master enters the Hall or Lodge room without his hat on, the Grand Master's hat and paraphernalia should be taken to the East before he is received). The Master calls the Lodge up on due guard. The Stewards stop inside the door and cross their rods while the Grand Master proceeds to the East by way of the North, on the right of the Senior Deacon or other designated officer. Grand Officers accompanying the Grand Master stop at the Altar facing the East. The Grand Master ascends the Master's platform and is given Private Grand Honors. The Master gives the Grand Master his hat, then resigns his Chair and gavel to the Grand Master. The Grand Officers are given Grand Honors, and the Lodge is seated, with the Grand Officers seated in the East, at the right of the Master's platform.

6. Subordinate Lodges

- a. In receiving Grand visitations in subordinate Lodges, the following procedure is to be observed. The R. W. Deputy Grand Master, when visiting separately from the M. W. Grand Master, is to receive the same honors as the M. W. Grand Master and to be attended by the Deacons, Stewards and Marshall. The Worshipful District Deputy Grand Master, when making official visits in his district is to receive the same honors as the M. W. Grand Master and to be attended by the Deacons, Stewards, etc. All other Grand Lodge officers,

GRAND LODGE

RECEPTION OF THE MOST WORSHIPFUL GRAND MASTER



elected or appointed, will be received by the Marshall introduced at the Altar, given honors due their rank and escorted to the East and seated on the right of the Worshipful Master.

- b. The Worshipful Master will allow sufficient time for the Grand Lodge Officers to present and discuss business for which the visit to the Lodge was made. If the visitation is merely a social one, the Grand Lodge officers will be allowed time to bring greetings and felicitations.

It is the duty of the Worshipful Master to surrender the gavel of authority to the Grand Master, who may at his discretion return the same to the Worshipful Master for continuance of lodge business or he may retain the gavel for the purpose of conducting the business relative to the visit. (The District Deputy, as the representative of the Grand Master should also be given the gavel to preside.) The Grand Master has the right to be attended during the conducting of business by his Grand Lodge officers, if he so desires.

7. Visiting Brothers

For the reception of all visitors, the lodge is called up by the Worshipful Master, who tenders greetings on behalf of the lodge.

IMPORTANT GUIDE

The wisdom and propriety of recognizing many Brethren who have rendered distinctive service to the craft is acknowledged and it should be done. Past appointive officers, Past Masters, fifty-year members, and such, can and should be presented at the Altar or elsewhere on occasion, and their work and contributions acknowledged by the Worshipful Master and a hearty greeting accorded them by all present.

ORDER OF RECEPTION OF GRAND LODGE OFFICERS AND DISTINGUISHED VISITORS

Group 1

<u>Appointive Officers</u>	<u>Title</u>	<u>Private Grand Honors</u>
District Deputy Grand Master	Worshipful Brother	At Altar
Grand Tyler	Worshipful Brother	At Altar
Grand Junior Deacon	Worshipful Brother	At Altar
Grand Senior Deacon	Worshipful Brother	At Altar
Grand Chaplain	Worshipful Brother	At Altar
All Appointive Officers of other Grand Jurisdictions	A	At Altar
All Elected and Appointed Officers of recognized Masonic Grand bodies	B	None

- A. These officers will be given the title held by them in their jurisdiction.
- B. These officers will be given the title of Worshipful Brother.

Those in Group 1 are introduced at the Altar thus ... Worshipful Brother William Brown, Grand Junior Deacon of the Grand Lodge, F. & A.M. of Masons of Minnesota or Brother Thomas Taylor, Grand Marshall of Grand Chapter of Royal Arch Masons of Minnesota. All of the above group will be introduced and welcomed at the Altar and seated by the Grand Master.

Group 2

<u>Elective Officers</u>	<u>Title</u>	<u>Private Grand Honors</u>
Grand Senior Warden	Right Worshipful Brother	At Altar
Grand Junior Warden	Right Worshipful Brother	At Altar
Grand Treasurer	Right Worshipful Brother	At Altar
Grand Secretary	Right Worshipful Brother	At Altar
Grand Lecturer	Right Worshipful Brother	At Altar
The corresponding Visiting Officers of other Grand Jurisdictions		
	See A above	At Altar

Those in Group 2 are to be presented at the Altar, thusly ... Right Worshipful Brother James Jones, Grand Senior Warden of Most Worshipful Prince Hall Grand Lodge of Minnesota, etc.

Group 3

<u>Officers</u>	<u>Title</u>	<u>Private Grand Honors</u>
The Deputy Grand Master of other Grand Jurisdictions	Right Worshipful Brother	At Altar

Those in Group 2 and 3 will be introduced, welcomed and extended Private Grand Honors at the Altar.

Group 4

<u>Officers</u>	<u>Title</u>	<u>Private Grand Honors</u>
Grand Master from other Jurisdictions	Most Worshipful Brother	East
Deputy Grand Master when on official business	Right Worshipful Brother	East
The Grand Master	Most Worshipful Brother	East
Past Grand Masters	Most Worshipful Brother	Private Grand Honors at Altar
District Deputy Grand Master when presiding at his own District meeting	Worshipful Brother	East

Visiting Grand Masters from other Jurisdictions will be escorted alone by the Senior Deacon (or acting Marshall) to the Altar where he salutes, is presented, and proceeds to the East where he is given Private Grand Honors. Grand Masters have the prerogative of having their delegation received with them.

When the Master has been informed that the Grand Master (or his official representative) is present and ready to be admitted, he directs the Senior Deacon (or acting Grand Marshall) to retire to the anteroom and, after the usual alarm, enters the Lodge room with the Grand Master on his right, then follow directions on preceeding pages.

When other elected Grand Officers or Past Grand Masters visit a Lodge, the procedure is the same as regards the calling up of the Lodge. They are introduced and the Grand Honors are given while they are at the Altar. The introduction of visitors in a Lodge is a duty assigned to the Senior Deacon. When the Tyler informs the Worshipful Master through the Junior Deacon that distinguished visitors desire admittance, he will instruct the Senior Deacon to retire and escort them to the Altar in the Lodge. It is always the prerogative of the Master, however, to appoint an Acting Grand Marshall or committee to serve in presenting visitors.

As it is usually known by the Master when distinguished guests will be in attendance, he should designate some Brother to meet them in the anteroom and write down their names and titles, and to facilitate their entrance, arrange them in groups for the Senior Deacon in accordance with the Chart.

PROCESSIONALS

- A. In processions, not otherwise specifically mentioned herein, the following alignment is to be observed:

Grand Tyler, with drawn Sword
Grand Standard Bearer
Band of Music, when available
Knights Templar Escort
Grand Stewards, with White Rods
Master Masons
Past Masters
Junior Wardens
Senior Wardens
Worshipful Masters
Appointed Grand Officers - according to rank with the exception of those specifically placed
District Deputy Grand Master
Past Grand Masters
Grand Lecturer
Grand Trustees
Grand Secretary and Grand Treasurer
Senior and Junior Grand Wardens
Deputy Grand Master
A Venerable Master Mason (bearing the Three Great Lights of Masonry)

Master of Oldest Lodge present (Bearing the Book of Constitution)
The Grand Master
Senior and Junior Deacons, with Black Rods

The Grand Marshall and his assistants are on the left of the processional.

- B. The Grand Procession, having been thus formed, preceded by musicians playing Noble Marches of established reputation, and governed by a competent Grand Marshall with assistants, moves slowly and with dignity to the door of the building in columns of two's. Upon the signal of the Grand Marshall the procession halts, faces inward and marches into the building in inverted order.

Whenever a guest Minister or other distinguished guests, unaffiliated with the Order, unites with us on any occasion, he is put in the care of one of the assistants to the Grand Marshall, who will see that he is escorted to the proper place at the appropriate time.

- C. The Funeral Procession is formed under the direction of the Marshall, which moves forward in the following order, and halts at the outer door of the building: (Marshall should have copy of line-up)

Tyler, with drawn Sword
Two Stewards, with White Rods
Musicians, (band) if they are Masons; if not, they precede the Stewards
Master Masons, two and two
Treasurer and Secretary
Two Wardens with their columns
Past Masters, two and two
Three Great Lights of Masonry, borne by an old and venerable brother, on a cushion covered with black cloth. (The oldest active member of the lodge is usually selected for this honor; but none save a religious man is suitable. The scriptures are open at the 12th Chapter of Ecclesiastes.)
Chaplain
The Master, supported by two Deacons with White Rods

When more than one Lodge is in procession as a Lodge, the Lodges go according to the respective dates of their charter, the youngest preceding the elder, but the Lodge which has the funeral proceedings in charge occupies the place of Honor, in the rear, and the Master of the Lodge governs the proceedings of the day.

The Marshalls march on the left of the procession. If the Grand Master or Deputy Grand Master is present, he, of course, takes precedence over all, and the same respect is usually shown to any officer of the Grand Lodge present.

The processions enter the building in reverse order. The procession is afterwards completed according to instruction in Worshipful Master Assistant, and Standard Masonic Monitor approved by the Most Worshipful Prince Hall Grand Lodge of Minnesota.

ADDRESSING DELIBERATIVE BODIES, GRAND AND SUBORDINATE

- A. When being formally introduced to the body, you should address and greet all officials and members represented therein.
- B. When addressing the body, while engaged in business, for the purpose of entering the debate, you should direct and address your remarks, when recognized, to the presiding officer only.

SOCIAL FUNCTIONS

A. PRELIMINARY CONSIDERATIONS

In arranging for various social affairs, considerable thought and attention should be given to the invited guests, their reception and entertainment; accommodations for their lodging and transportation, to be borne by the host organization, for the entire duration of the visitation.

Whenever the Grand Master's presence at a social or Masonic function is desired, the arrangements committee should forward the request directly to the Grand Master, in addition to sending a copy of the request to the District Deputy Grand Master at least 60 days prior to the affair. Courtesy, out of respect to the host committee, would require that a response to the request should be made at least 30 days prior to the affair. Those Grand Lodge Officers who have not given previous notice of their attendance at the affair, should not expect to disarrange the seating by their presence, exceptions being accorded to only the Grand Master.

B. SEATING ARRANGEMENTS

1. Public Affairs

The highest ranking member of the Grand Cabinet, to which an invitation has been presented shall be seated at the head table and as many other invited Grand Cabinet Officers as may be convenient to the affair, no outsiders should have superior seating to the highest ranking Masonic Official present.

C. INTRODUCTION OF GRAND LODGE OFFICERS

1. Public Affairs

Introduction must be made in reverse order, meaning least ranking officers first and the highest ranking officer presented last. When presenting or introducing the Most Worshipful Grand Master, the presiding officer (Master of Ceremonies) will call up the Craft with three raps. In deference to the office of Grand Master (the supreme Masonic authority in the Prince Hall Masonic Family in the Jurisdiction of Minnesota) all members of appendant, concordant and adopted bodies present, will rise.

The introduction of officers of the Grand Lodge should induce one to take into consideration the forbearance of your patrons and audience;

and it is suggested that it should be limited to the personages at the head table. All other affiliated bodies and fraternal groups present should be introduced as a body, with exceptions of individuals and representatives whose presence at the affair and seated not necessarily at the head table, should be made known by way of introduction to the assemblage.

FORMS OF ADDRESS TO PRINCIPLE OFFICERS OF THE VARIOUS MASONIC BODIES

A. SYMBOLIC LODGE

<i>Most Worshipful Grand Master</i>	Highest ranking officer of a Grand Masonic Jurisdiction
<i>Worshipful Master</i>	Highest officer of a subordinate Lodge
<i>Senior Warden</i>	Second ranking officer
<i>Junior Warden</i>	Third ranking officer
<i>Treasurer</i>	Fourth ranking officer
<i>Secretary</i>	Fifth ranking officer
<i>Senior Deacon</i>	Sixth ranking officer
<i>Junior Deacon</i>	Seventh ranking officer
<i>Tyler</i>	

B. ROYAL ARCH

<i>Most Excellent Grand High Priest</i>	Highest ranking officer of a Grand Jurisdiction of Royal Arch Masons
<i>Excellent High Priest</i>	Highest ranking officer of a subordinate Chapter
<i>Excellent King</i>	Second ranking officer of a Royal Arch Chapter
<i>Excellent Scribe</i>	Third ranking officer of a Royal Arch Chapter
<i>Comp. Captain of the Host</i>	Fourth ranking officer of a Royal Arch Chapter
<i>Comp. Principal Sojourner</i>	Fifth ranking officer of a Royal Arch Chapter

C. ROYAL AND SELECT MASTERS

<i>Thrice Illustrious Grand Master</i>	Highest ranking officer of a Grand Jurisdiction of Royal and Select Masters
<i>Thrice Illustrious Master</i>	Highest ranking officer of a subordinate Council
<i>Deputy Illustrious Master</i>	Second ranking officer of a Council
<i>Principal Conductor of the Works</i>	Third ranking officer of a Council

D. KNIGHTS TEMPLAR

<i>Right Eminent Grand Commander</i>	Highest ranking officer of a Grand Jurisdiction of Knights Templar
<i>Eminent Commander</i>	Highest ranking officer of a Commandery
<i>Generalissimo</i>	Second ranking officer of a Commandery

Captain-General

Third ranking officer of a Commandery

E. SCOTTISH RITE

Sovereign Grand Commander, 33°

Highest ranking officer of a Northern or Southern Jurisdiction of Scottish Rite Masons

Most Ill. Commander-in-Chief, 33°

Highest ranking officer of the Council of Deliberation

Ill. Commander-in-Chief,

Highest ranking officer of a Consistory of Scottish Rite Masons

Ill. 1st Lieutenant-Commander

Second ranking officer of a Consistory

Ill. 2nd Lieutenant-Commander

Third ranking officer of a Consistory

D. SHRINE - Membership confined to Knights Templar on 32° Scottish Rite Masons

Imperial Potentate

Highest ranking officer of the Shriners of North and South America

Potentate

Highest ranking officer of a Shrine Temple

Chief Rabban

Second ranking officer of a Shrine Temple

Assistant Rabban

Third ranking officer of a Shrine Temple

High Priest and Prophet

Fourth ranking officer of a Shrine Temple

FORM OF ADDRESS TO PRINCIPLE OFFICERS OF APPENDANT AND ADOPTIVE BODIES

A. ORDER OF EASTERN STAR

Worthy Grand Matron

Highest ranking officers of Grand Jurisdiction Order of Eastern Star

Worthy Grand Patron

Associate Grand Matron

Second ranking officers of Grand Chapter, O.E.S.

Associate Grand Patron

Worthy Matron

Highest ranking subordinate Chapter officers

Worthy Patron

Associate Matron

Second ranking officers of subordinate Chapter

Associate Patron

B. ORDER OF THE GOLDEN CIRCLE

Grand Loyal Lady Ruler

Highest ranking officer

Loyal Lady Ruler

Highest ranking officer of subordinate Assembly

C. HEROINES OF JERICHO

Grand Most Ancient Matron

Highest ranking officers in Grand Jurisdiction of Heroines Court

Grand Most Worthy Joshua

Grand Senior Matron

Second ranking Grand Court Officers

Grand Vice Joshua

Most Ancient Matron
Most Worthy Joshua

Highest ranking officers in subordinate Court

Senior Matron
Vice Joshua

Second ranking Court officers

D. DAUGHTERS OF ISIS

Imperial Commandress
Illustrious Commandress

Highest ranking officer
Highest ranking officer in subordinate Court

GOVERNMENTAL FORMS OF ADDRESS

<u>To Whom</u>	<u>Envelope Address</u>	<u>Formal Letter</u>	<u>Informal Letter</u>
Senator U.S. or State	The Honorable address	Sir: Very truly yours	My Dear Senator Sincerely yours
Representative U.S. or State	The Honorable address	Sir: Very truly yours	My Dear Mr. Sincerely yours
Governor (State Territory or Possession)	The Honorable The Governor of (State) City and State	Sir: Very truly yours	My Dear Governor Sincerely yours
Mayor	The Honorable Mayor of (City and State)	Sir: Very truly yours	My Dear Mayor Sincerely yours
Judge	The Honorable (Title of Court)	Sir: Very truly yours	My Dear Judge Sincerely yours
Councilman	Councilman (City and State)	Dear Sir: Very truly yours	My Dear Councilman Sincerely yours

CLERICAL FORMS OF ADDRESS

<u>To Whom</u>	<u>Envelope Address</u>	<u>Formal Letter</u>	<u>Informal Letter</u>
Protestant Bishop	The Right Reverend <u>or</u> D.D., LLD. Bishop of (State)	Right Reverend Sir: Respectfully yours	My Dear Bishop Sincerely yours
Protestant Clergyman	The Reverend (degrees if any) Local address	Reverend Sir: Very truly yours	My Dear Mr. My Dear Dr. Sincerely yours
Priest	The Reverend Local address	My Dear Father: Sincerely yours	Always formal

MASONIC CUSTOMS

The rules of this subject and the various customs of the Craft closely related thereto have never been defined or prescribed in our written laws. They have been transmitted to us from the past by the method of mouth-to-ear. Therefore, for the sake of uniformity and convenience reference, many of the most important and appropriate customs of conduct which have come down through tradition along with other Masonic usages have been compiled. Masonry has requirements of its own; in principle it belongs to the empire of good manners, that code by which gentlemen the world over govern conduct. But this principle in Masonry is found to apply in two directions; it becomes a manifestation of respect for the Craft as a whole, and a form of courtesy for the individual.

Harmony is the first law of the Lodge as it is a heaven. For one man to live in unity with another is the very essence of the Royal Art. Since it is the nature of decorum to nurture and protect harmony, good conduct is the bulwark of the Craft. It is also a guarantee of equality in the treatment of members, that equality in which each man is treated with the same courtesy as every other.

In Lodge meetings, conduct takes the form of proper decorum. Loud talk, restless moving about, laughter, flippancy, irreverence toward the Worshipful Master and other constituted officers of the Lodge, passing between the Altar and the East, omission of the due guard and sign, giving no heed to the business in hand, improperly entering and leaving, are all unseemly and indecorous behavior which is not permissible.

You are not to withdraw from the Lodge to hold private Committees or separate conversations without leave from the Master, nor talk of anything impertinent or unseemly, nor interrupt Masters or Wardens or any Brother speaking to the Master, nor behave yourself ludicrously or jestingly while the Lodge is engaged in what is serious or solemn, but to pay due respect to your Master, Wardens, and Fellows.

Reference: Behavior, Ancient Charges.

A. ADDRESSING THE CHAIR

A member who has anything to say to the Lodge, whether it be to enter discussion, or to make a second motion, must rise to his feet, give the proper sign, and address the Worshipful Master.

GRAND LODGE

In the Grand Lodge the presiding officer is addressed Most Worshipful Grand Master. If the Deputy Grand Master, Past Grand Master, or Grand Warden is presiding in the East he is addressed as Most Worshipful Grand Master.

SUBORDINATE LODGE

In the subordinate Lodge the presiding officer is addressed as Worshipful Master. If the presiding officer is a Past Master, he is addressed as Worshipful Master.

B. ALTAR

Symbolically the Altar is a cube in shape, though in practice it is made oblong. It should stand in the center of the Lodge room, at the point of intersection of two lines drawn from the Northeast to the Southeast corners of the lesser lights properly placed. The shape, size and location of the Altar have had a symbolism from ancient times.

It should not be moved during a Lodge meeting, nor should the lights be moved or extinguished. In size, its top should be large enough to hold the opened Bible, allowing space for the ballot box without shifting the Bible. The ballot box should never rest upon the Bible.

No other objects, except the appropriate draping, should be placed on the Altar.

When the Altar is draped out of respect for a deceased Brother, the top of the Altar should be covered with a suitable cloth of black, on top of which the Bible is placed. This cloth must never cover the Great Lights. The Altar should never be covered nor decorated with the national flag.

The space between the Altar and the East is deemed sacred ground, not to be trodden under foot; hence passing between the Altar and the Worshipful Master is forbidden.

C. PREPARATION ROOM

The preparation room should never be used as a means of access to or from the Lodge. It is for the use only of candidates and officers while participating in the conferring of the Degrees. To permit it to be used otherwise is contrary to the explicit instructions of the Ritual. It is the duty of the Tyler and Junior Deacon to see that this rule is rigidly enforced.

If a Brother is late, he does not request the Tyler to obtain permission for him to enter until he is properly clothed. He must enter the Lodge only through the door guarded by the Junior Deacon, and in a manner to attract as little attention as possible.

D. ENTRY

The Brother enters the Lodge room, turns South and proceeds to the Junior Warden's station, then turns and proceeds to the center of the Lodge, West of the Altar, makes a right face, salutes the Great Lights and the Worshipful Master only, gives proper salutation and is seated among the Brethren.

The Worshipful Master may remain seated and acknowledge the salutation with a nod of the head, but it is the prerogative of the officer to rise, if he chooses, to return the salutation.

The due guard and sign are not given while seated.

At the Worshipful Master's instructions to the Senior Warden to receive Brothers into the Lodge room, the Senior Warden shall instruct the Junior Deacon to inform all Brothers upon entry they are to salute the Senior Warden. In such cases entry is the same as above, however, after observing the Altar without saluting, the Brother should make an about face and approach the West and salute the Senior Warden only. Give proper salutation in subdued voice and take a seat among the Brethren.

E. MASTER'S HAT

While there is no written law requiring a Worshipful Master to remain covered at all times, to wear a hat is so old a custom, is so generally recognized as a symbol of his office, and is so inherently a part of the system of Masonic symbolism, it is entirely fitting that he should do so. It is a token of superiority of rank of office, a visible and conspicuous sign of his position as presiding officer and actual head of the Lodge.

The hat should always be removed during prayer and at the name of the Deity as a sign of respect to the Grand Architect of the Universe, and when giving the obligation as a token of the sacredness of the pledges being entered into by a candidate.

It should not be removed during the reception of the Most Worshipful Grand Master, Deputy Grand Master, and District Deputy Grand Master when being received in their official capacity until they reach the East and receive Private Grand Honors.

F. CORRESPONDENCE

When addressing mail to a Grand Master do not put his title as such on the envelope. It should be addressed if to a Grand Master: Honorable John Doe -- if to a member: Mr. John Doe. The salutation of the letter to the Grand Master should be: Mr. John Doe, Grand Master in Kansas (Address); Most Worshipful Grand Master:
For a Brother: Mr. John Doe, (Address); Dear Brother Doe:

G. RITUAL

The function of the Ritual is to move profoundly the inner life of the candidate; to accord him a genuine moral and spiritual experience; to give him a vision of a new life; to use its potentialities; and zealously to perform its duties and make the necessary sacrifices.

It is important that all participating in the work of the Ritual to be so imbued with its meaning that the spiritual atmosphere of a Lodge, during the exemplification of the Ritual, will be felt by all present. Each officer should strive so to perfect himself in the exemplification of his part of the Ritual that he will be able to recite it accurately and impressively without conveying to the candidate the impression that it is something committed to memory.

An outburst of mirth or applause has no place in its exemplification, more particularly in the Third Degree where unfortunately it has become a common practice.

It is improper to discuss the Ritual in public, to advertise it, or to publish pictures of it in any way whereby the secrets of Masonry may be unlawfully revealed.

H. FLAG

The national flag should be mounted on a stand and placed in the East, in the corner of the Lodge to the Master's right.

During the ceremony of posting the colors in the Lodge all the Brethren will rise, face the flag, stand at attention and salute by placing the right hand over the heart. It is improper to use the flag as a drapery for the Altar, or on any chair, seat, or station in the Lodge room; or as a bunting for decorative purposes.

The flag should be given precedence over the banner of the Lodge or any other banner used in the Lodge room, in public processions, or when displayed on a Masonic building.

Where a Lodge banner is displayed in a Lodge room, it should be placed behind the secretary's desk.

I. OPENING AND CLOSING OF A LODGE

The opening and closing ceremonies are required at each Lodge meeting. Our Ritual provides: "The short form opening and closing ceremonies may be used ONLY if the full form opening and closing ceremony of any one of the Three Degrees shall have been used during the same meeting. If the meeting is for the purpose of inspection the full form opening and closing ceremonies of the Degree in which the inspection is being held MUST be used."

The duty of closing the Lodge is as imperative, and the ceremony as solemn as that of the opening.

No Lodge can be opened or closed by anyone without observing this ancient form and usage.

While the Grand Master has the inherent right to assume the chair of any subordinate Lodge in which he may be present, and govern the Lodge as its Master, as its Master he is obligated to perform all duties required of a Master.

APPENDANT AND ADOPTIVE BODIES

A. VISITATIONS

1. Subordinate Lodges

In receiving visitation from appendant and/or adoptive bodies into the subordinate Lodge, the following procedures are to be observed. The Lodge is to be called from labor to refreshment prior to the entrance of the delegation. All of the group except for the executive or elected officers should be escorted into the Lodge room by the Stewards and

Marshall in a column of two, making one full circle around the center of the Lodge room squaring all corners and then escorted directly to chairs provided in a predesignated area of the Lodge room. The Worshipful Master shall call for the Lodge members to stand as the group enters the room.

All will remain standing when Worshipful Master instructs the Stewards and Marshall to escort the ranking officers into the Lodge room. Elected officers shall be escorted into the Lodge room and make a full circle and stop at the closed Altar, be introduced by the Marshall, greeted by the Worshipful Master and escorted to predesignated seats. The same procedures shall be observed for past highest authority persons present as a separate group and prior to the current highest ranked persons, who shall be the last to enter and be received.

Appropriate marching music should be played during the entrance. Past highest authority persons and current highest ranked person should be designated to seats in the East. The Senior Deacon may be substituted for Marshall. Where visitation to the Lodge shall include appendant and/or adoptive bodies and Grand Lodge officers, the Grand Lodge delegation shall enter last in accordance with previously outlined protocol.

2. GRAND LODGE

The procedures are essentially the same with each Grand body being admitted separately and distinctly prior to the next group.

The order of entrance into the Grand Lodge shall be as follows:

1. Order of Eastern Star, Grand Chapter
2. Order of the Golden Circle
3. Heroines of Jericho
4. Daughters of Isis

After the preceding groups have been received, the delegation of principle officers from all other Masonic bodies shall be received in the following order, being escorted to the Altar:

1. Holy Royal Arch Grand Chapter representative
2. Royal and Select Masters Grand Council representative
3. Knights Templar Grand Commandery representative
4. United Supreme Council Scottish Rite representative
5. Mystic Shrine representative
6. Visiting Grand Lodge officers
7. Visiting Grand Masters

B. GRAND PROCESSIONAL

A Grand procession which includes other appendant and/or adoptive bodies of the Prince Hall Masonic Family shall assemble in the following alignment in full regalia as separate identifiable groups.

The lineup with each group shall be in accordance with the recognized style and order for their organization. No organization outside of the Prince Hall Masonic Family may assemble or be a part of a Grand Lodge processional, except a band of music which must precede the full processional. The Knights Templar shall be the official escort for all Grand processions.

1. Daughters of Isis
2. Heroines of Jericho (delegation of principal officers)
3. Order of the Golden Circle
4. Order of Eastern Star
5. Each subordinate Lodge (smallest number first)

The following shall be a delegation of principal officers only:

6. Nobles of the Mystic Shrine
7. Royal and Select Masters
8. Holy Royal Arch Chapters
9. United Supreme Council of Scottish Rite

The Grand Lodge procession shall be last and the following alignment observed:

Grand Tyler, with drawn Sword
Grand Standard Bearer
Knights Templar Escort
Grand Stewards with White Rods
Appointed Grand Lodge officers
District Deputy Grand Masters
Past Grand Masters
Grand Lecturer
Grand Secretary and Grand Treasurer
Grand Senior and Junior Wardens
Deputy Grand Master
Grand Senior and Junior Deacons with Rods (one on each side of Grand Master)

The Grand Marshall and his assistants shall be spaced throughout the parade route. The full procession shall be in columns of two, except where specifically designated. When arriving at the building, follow procedures as outlined in processions Section B of this manual.

C. SUBORDINATE LODGE PROCESSIONAL

A subordinate Lodge or District processional shall be essentially the same for appendant and/or adoptive bodies with the following alignment observed:

Tyler
Standard Bearer
Order of Eastern Star Chapter
Master Masons
Stewards
Other appointed officers
Deacons
Secretary and Treasurer

Senior and Junior Wardens
Worshipful Master

The Marshall shall coordinate all Lodge processions. If a subordinate Lodge is a part of the Grand procession, the Marshall will be in line after the Standard Bearer. When arriving at the building the columns of two will separate and face each other allowing space in between the two lines for the procession to enter in inverted order.