



## PROTOCOL & ETIQUETTE ESSENTIALS

Prepared by the Grand Lodge P. & E. Team  
Issue No. 2

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

Welcome to the second issue of "**P&E Essentials**". These informative and easy-to-read newsletters are published four times a year.

"*P&E Essentials*" is intended to become an interactive online instrument. E-mail addresses have been provided so that you can submit questions and/or suggestions for topics that should be addressed to help with the daily advancement of Masonry in our Grand Jurisdiction. Questions not related to Protocol and Etiquette will be forwarded on to the proper committee for response.

#### Contact Information:

Gordon Crutcher, *Team Leader*  
E-mail: [Gordon@Crutcher.ca](mailto:Gordon@Crutcher.ca)

Garnet E. Schenk, **F.C.F.**, *Editor*  
E-mail: [gschenk@cogeco.ca](mailto:gschenk@cogeco.ca)

#### Committee Members:

Protocol & Etiquette Team members are:  
Gordon Crutcher (*Team Leader*); Keith Anderson; William Chatwell; Robert Day; William Elliott; Dennis Hawman; Ian LaFleur; Terry Lanning; George McCowan (*Secretary*); David Mead; Terry Pachal; James Pearson; Garnet Schenk, **F.C.F.** (*Editor of P&E Essentials*); Edward Standish; and Alan Tibbets.

The surest way to gain respect is to earn it by conduct.

Charity sees the need, not the cause.  
- German proverb

### Pronouncing Glossary

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

AMMONITISH      AM ON ITE ISH

AVOCATION      A VO KAY SHUN

IMPIOUS      IMM PEE USS

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#### When does I.P.M. leave the E. to open or close the V.O.S.L.?

In the openings, after the W.M. has declared the lodge open.

In the closings, after the knocks by the W.M.

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### P&E Summary Statement

Respect for the Fraternity and courtesy to our Brethren – Masonic protocol enables us to work together “in unity” as equals and “in harmony” as individuals.

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**Watch for more *P&E Essentials* in the forthcoming Lodge Resources Committee newsletter, called the “Lodge Resources Program Review”**

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## Quick Points

### The Gavel – What is it?

A ceremonial instrument and a symbol of authority. Gavels are as traditional to Masonry as are the pillars.

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### Which Grand Lodge Officers are entitled to receive the Gavel?

- The Grand Master;
  - A Past Grand Master;
  - The Deputy Grand Master;
  - A District Deputy Grand Master while in his own District.
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### The Gavel is offered (in proper form) and received in descending order of rank:

- First to the Grand Master;
- Then to a Past Grand Master;
- Then to the Deputy Grand Master; and finally
- To the “In-District” D.D.G.M.

The W.M. passes the Gavel first to the highest ranking Grand Lodge Officer.

(The W.M. may find it easier to hold the gavel in his left hand while passing it in proper form, as he receives the Grip and Word of an Installed Master.)

The last Grand Lodge Officer to receive the gavel is the one who will return it, in proper form, to the W.M.

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### BANQUET HALL PROTOCOL Introducing brethren at a Secondary Head Table

1. Introduce, (and then seat), the brethren at the Main Head Table (in the proper form) before you introduce any Secondary Head Table(s).
2. There can be two situations where brethren, other than those seated at the Head Table, are to be introduced.

3. **FIRST SITUATION:** All these other brethren are seated together at a Secondary Head Table, in front of (or near) the Main Head Table.

Ideally, it would be preferable to arrange to seat these brethren in order of rank. (Perhaps you could use place cards to designate everyone's seat.) Then they could be introduced in ascending order of rank, as well as in progressive order.

However, even if they are **not** seated in order of rank, it would still be preferable for the introductions to occur in whatever order the brethren are seated. The goal is to have an orderly progression of introductions, rather than have people pop up all over the place. Just begin the introductions at one end of the table, (or for a round table, start at a particular seat), and introduce everyone in consecutive order.

So, whether the brethren at an actual Secondary Head Table are seated in order of rank or not, start the introductions at one end and finish at the other.

4. **SECOND SITUATION:** There is also the situation where the other brethren to be introduced are scattered throughout the room, sitting at tables with people who will not be introduced.

When this occurs, you should introduce them in ASCENDING order of rank and/or seniority, as per the list provided by Grand Lodge. (This is the list used by the Grand Director of Ceremonies for making introductions in lodge). End up introducing the highest rank and/or seniority last.

5. As was the case with the main Head Table, the additional brethren being introduced should be asked to remain standing until everyone else is introduced.
  6. When all the “Secondary” Head Table brethren have been introduced, remember to ask them all to be seated.
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