



PROTOCOL & ETIQUETTE ESSENTIALS

Prepared by the Grand Lodge P. & E. Committee
Issue No. 3 – October 2009

Greetings from Your P. & E. Committee

Welcome to the third issue of "*P&E Essentials*". These informative and easy-to-read newsletters are expected to 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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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*).

"The more you invest in the vision of the organization, the more it becomes your own."

NEW: The *Book Of The Work* has been revised

The 2009 revision of the *Book of the Work* is now available for purchase from Grand Lodge. The cost is \$8. It is only available in a spiral bound version. Changes to the ritual itself have been very minor – basically only to clarify the meaning of certain abbreviations. However, the rubrics - those

italicized instructions - have been extensively expanded. This has resulted in 18 additional pages, when compared to the 2007 edition.

Every Mason should own a copy of the revised *Book of the Work*. It's well worth the investment.

Glossary

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

ANCIENT **AIN** SHUNT

ASHLAR **ASH** LER

COMPUTE **KOM** PYOOT

Funeral Honours

The *Memorial Service* at a Funeral Home, to honour a departed brother, should be dignified – with the comfort of the family the principal consideration. The 1999 printing of the guidelines for a *Memorial Service* is to be followed.

The brother leading the **Funeral Honours**, as well as the officiating Lodge Officers, join the rest of the brethren in facing the deceased brother's remains when the **Funeral Honours** are given.

Memory Joggers

A leader's success comes from bringing others across the finish line with him.

Leadership is more disposition than position – influence others from wherever you are in the organization.

Did You Know?

When a D.D.G.M. makes his Official Visit to a Lodge, protocol demands that he is the highest ranking officer present.

Banquet Hall Seating Protocol

1. The W. M. sits in the **centre** of the Head Table.
2. The S.W. sits at the W.M.'s extreme **right**.
3. The J.W. should sit at the W.M.'s extreme **left**.
4. The **guest of honour**, (usually the highest ranking Grand Lodge Officer present), sits on the W.M.'s **immediate right**.
5. The second highest ranking Grand Lodge Officer sits on the W.M.'s **immediate left**.
6. D.D.G.M.'s and Members of the Board would be seated in the remaining seats, to the right and left as space permits.
7. Any Grand Lodge officer who is entitled to assume the gavel **MUST** be seated at the Head Table.
8. Anyone replying to a Toast should be seated at the Head Table, if space permits.
9. When there is a large group of visiting present Grand Lodge Officers, seat some of them at one or two RESERVED tables directly in front of the Head Table.
10. All present Grand Lodge Officers in attendance, whether seated at the Head Table or elsewhere in the room, should be introduced.

Quick Points

In the Openings, the knocks of the W.M. are withheld until the P.M. returns to his station.

In the Closings, the W.M. gives the knocks immediately after he has directed the S.W. to close the lodge.

It is suggested that the knocks for Openings and Closings be remembered as 3, 12, and 21.

Nothing succeeds better than good work.

The Wands

The P&E Committee has been asked to clarify when the Deacons (with their wands) should be used to escort visitors into a lodge.

As pointed out in The Masonic Manual, (page 49), proper use of the wands is an important part of the reception of brethren of senior rank. Only visitors who are entitled by their office to assume the gavel should be escorted into lodge under the wands.

Thus the wands should only be used when the visitor(s) is:

- The Grand Master;
- A Past Grand Master;
- The Deputy Grand Master; and
- The District Deputy Grand Master in his District.

The Grand Honours

What is the origin, significance and symbolism of Grand Honours?

An explanation of the origin of the Grand Honours may be found in Bro. Harry Carr's book, "*The Freemason at Work*", (Seventh and Revised Edition), pages 375-376.

The Code for extending them is described in Section 15 of our *Book of Constitution*.

All members who are present in the lodge, (including the W.M.), give the Grand Honours, while those who are receiving them, (and those accompanying the recipients), stand at the S. of F.

Source: *Questions & Answers* booklet, (2004)

What is the proper way to give the Grand Honours?

First the Hs. are dropped to the Ss., striking the Ts.; then they are crossed on the B., L. over R., with the Ps. striking the Ss.; the Hs. are clapped together over the H., and then returned to the Ss. This series of movements is repeated several times, according to the Code which corresponds to the rank of the officer being recognized.

Next a series of smart claps is given, beginning with a group of R.H. over L., then a second group with L.H. over R., followed by a third group of R.H. over L. Again, the Code is followed.

Finally, regardless of a brother's rank, the giving of the Grand Honours always concludes with three claps – R. over L., L. over R., and R. over L.

Source: *Beyond The Pillars* (1999), page 138.

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