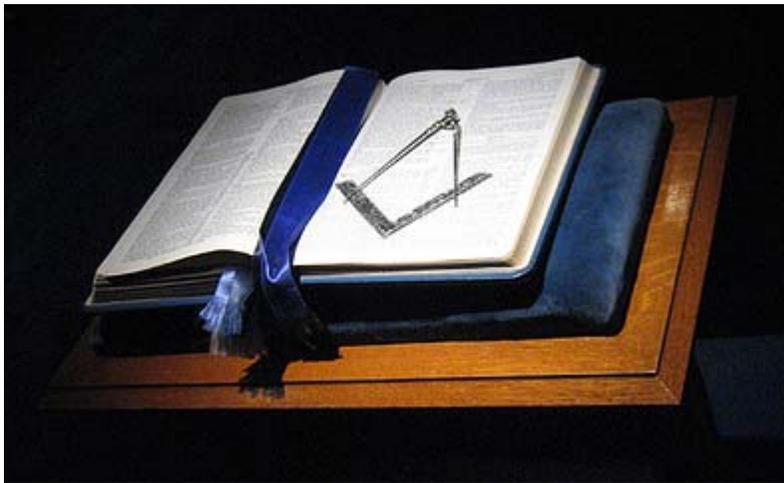




INSTALLATION & INVESTITURE CEREMONY



**Ritual, Protocol, Tips
and Reminders**



INSTALLATIONS and INVESTITURES

Ritual, Protocol, Tips and Reminders

TOPIC	
A	AFFIRMATION OF CHOICE OF W.M. <ul style="list-style-type: none">When the I.M. asks the brethren if they are still satisfied with their choice of W.M., you can only answer for yourself. The correct response is either “I am” or “I am not”. APRONS <ul style="list-style-type: none">A brother who received his apron from another Jurisdiction should not wear that apron while he is serving as an Officer in our Jurisdiction. He should wear the same apron as are worn by all the other Lodge Officers. (Q&A; General Question #49)Size the Master Elect’s new apron on him before lodge is opened.
B	BACKUP <ul style="list-style-type: none">The I.M. should arrange for a backup of all the key offices and lectures, (D of C, Wardens, General Charge, etc.) – including for himself! BECKONING <ul style="list-style-type: none">RFF, RH and arm fully extended, Fs pointing directly at chief O; then beckon, bringing the Fs of RH to LS, bending RA at elbow. BOOK OF CONSTITUTION, WARRANT, BY-LAWS and MINUTE BOOK <ul style="list-style-type: none">These items are to be presented to the new W.M. on the level.
C	CEREMONY OF INSTALLATION <ul style="list-style-type: none">It is one of the most important ceremonies in Craft Masonry. The Installing Master must take due care to ensure that the ceremony will be performed in an exemplary manner. (Page 103, <i>Meeting The Challenge</i>)“No Master or Warden is chosen by seniority, but for his merit.” (<i>Book of Constitution, “The Charges of a Freemason”</i>) COLLARS <ul style="list-style-type: none">If a Past Grand Lodge Officer is elected (or appointed) to be an Officer, he must divest himself of his Grand Lodge collar before being invested with the collar of his office.Collars should never be “stacked”. Neither is there a “symbolic investiture”, following which the Past GLO reassumes his G.L. collar.There is no requirement that Officers of an Installing Board wear the collars of the office they are temporarily assuming. (Q&A; General Question #93) COLLECTING THE COLLARS <ul style="list-style-type: none">The only lodge Officer who must wear his collar on the night of Installation is the Worshipful Master. Thus, on your lodge’s Installation evening, it would be quite in order to have all the other collars, (together with the wands of the Stewards and the swords), already assembled on the regalia stand (in order), before the lodge is even opened. (Leave the Deacons’ wands in place, as they will be needed when closing in the Third Degree.) This alternative approach avoids the time, confusion and noise typically associated with the Ds of C collecting and sorting the collars after the “not Installed Masters”

have retired.

D DDGM

- Remember to invite your DDGM to your Installation evening. (Unlike an Official Visit, he does not HAVE to be there.)
- As a nice courtesy for him spending yet another evening away from home, consider sending his wife some flowers.

DIRECTOR OF CEREMONIES and ASSISTANT DIRECTOR OF CEREMONIES

- Note there are usually two “sets” of D of C’s – the **Lodge D of C** and the **D of C for the Board**.
 - The Lodge D of C lines up and escorts all the visitors into lodge, where he presents/introduces them. (A special procedure applies when the Grand Master and the **Grand D of C** are present.)
 - The I.M. should consult with the Lodge D of C about the composition and number of groups used to bring in the visitors and the Installing Board.
 - **Tip:** Considerable time can be saved if an ASSISTANT Lodge D of C remains outside, while lodge is being opened, to collect the names of visiting W.M.’s, G.L.O.’s, Installing Board Members, and to prepare appropriate introduction lists. (He should have a copy of the Installation Trestle Board - and the current G.L.O.’s list, which is sent out by G.L.) Then all he has to do is hand the list(s) of everyone’s name to the Lodge D of C, when he comes out to bring in the visitors. The Tyler should assist with this.
-
- The D of C (and AD of C) for the **Board** play key roles and contribute greatly to the success of the evening. They can assist the Lodge D of C and AD of C with the above. It is very important they are familiar with their duties, once they enter lodge. They oversee what happens on the floor of the lodge. (**See the attached Appendices for two detailed sets of guidelines for a D of C in the Board.**)
 - The D of C could be asked by the I.M. to escort the Wardens in the Board to their chairs.
 - The D of C should escort in any family and friends that may be involved in a presentation to the M.E.
 - **NOTE:** These presentations should be made in the East, not the West!
 - The D of C leads all perambulations.
 - The D of C presents all the new Officers, (i.e. brings them to the East to be invested).
 - After the new Officers have been invested, the D of C directs each new Officer to salute the W.M.
 - The D of C escorts all the newly-invested Officers to their chairs and instructs them to sit. (Especially in the case of the Wardens, who often think they should remain standing for the Charge.)
 - **NOTE:** The D of C escorts the **Tyler** to the altar, (after the Tyler has been invested), from where the Tyler is then allowed to retire in the normal manner.

DRESS CODE FOR INSTALLATIONS

The appropriate dress code for Installations is (*see the following page for an explanation of these numbers*):

- Lodge Officers: **1 or 2**
- Current Grand Lodge Officers:
 - (a) DDGM’s, Elected GLO’s, and Honourary, Elected & Appointed Members of the Board: **1** (with dress regalia)
 - (b) Other appointed GLO’s (i.e. V. W. Brethren): **2** (with dress regalia)
- Past Grand Lodge Officers:
 - (a) If participating in the Ceremony: **1 or 2** (with dress regalia)
 - (b) If simply attending the Ceremony: **3** (may wear dress regalia)
- Installing Board: **1 or 2** (with dress regalia, if applicable)
- Visiting Worshipful Masters: **2** Do NOT wear your collar.
- Visiting Brethren: **3**

DRESS	EXPLANATION
1	Formal (white tie and tails)
2	Semi-Formal (Tuxedo, with black tie)
3	Dark business suit

- Note: At meetings of Daylight Lodges, held before 6:00 PM, Morning Dress (or a Director's suit) is appropriate for current GLO's, (except for the "other appointed GLO's", i.e. V. W. Brethren who are not Members of the Board). Dress regalia is worn.

ESCORT

- Means to walk beside; to conduct; to be a companion; a guide. It doesn't mean "to lead", or walk in front. (The D of C leads when perambulating but he walks beside when escorting.)

EXAMINING BOARD

- The Examining Board shall be comprised of three Installed Masters. (The W.M. may be one.)
- The Board shall be elected by open vote **on the night of the election of the Officers.**
- After examining the M.E. on his proficiency, the Board's report shall be in writing.
- If the report is unfavourable, the lodge members must again elect a Master at their next meeting.
- If two members of the Board are satisfied with the M.E.'s proficiency but the third is not, their report is still considered as favourable, as unanimity is not required.
(Sections 223, 251 and 255; *Book of Constitution*)

F

G GAVEL

- All concerned need to know how to exchange the gavel "in due form".
- There is no need for an Installed Master to continually hold the gavel in his hand while he opens the lodge in the Second Degree - and especially in the Third Degree, when both hands are used in giving the signs - or when opening the Board. After he has been given the gavel, the Installed Master can place it on the W.M.'s pedestal until he needs to pick it up again.
- Once the gavel has been presented to the (new) Worshipful Master, it is used by – and only by – him. It is totally under his control, (page 107, *C of I*, 2010). Don't take it away from him to close the Board. Instead, ask the W.M. to give the knock. (Q&A; Installation & Investiture Question #10)

GENERAL CHARGE

- The General Charge is to be delivered from the East. (You can move back and forth in the East but do not perambulate about the lodge.)

GRAND HONOURS

- The Grand Honours are NEVER given in public.
- The Code for extending the Grand Honours is detailed in Section 15 of the *Book of Constitution*.
- It should be noted that there is no Code for extending the Grand Honours to a Master Elect. However, once the Master Elect has been invested as the Worshipful Master, he then becomes eligible to be extended the Grand Honours three times, at the appropriate place in the Ceremony of Installation.
- The D of C - and all the brethren - face the new W.M. when giving him the Grand Honours. The D of C stands East of the altar.
- The new W.M. stands in front of his chair and assumes the S of F when he is receiving the Grand Honours.

H

I IMMEDIATE PAST MASTER

- The I.P.M. stands facing his chair in the E., while being invested.
- Any Past Master can act as the I.P.M. The office does not have to be filled by the outgoing W.M.
- If the outgoing W.M. is not going to serve as the I.P.M., but instead will be assuming another office, (e.g. Secretary), he should first be invested as the I.P.M. and then later in the ceremony be invested in whatever other office he is assuming.
- If another P.M. (other than the outgoing W.M.) is to sit as the I.P.M., he need not be invested. (He has already been invested as an I.P.M. once before and is just sitting in that position for the year.)
- You have already invested the outgoing W.M. as the I.P.M. and then he has stood down to take over another position. Hence you are basically just replacing him with a temporary substitute. It is not necessary to invest the replacement I.P.M. using the ritual outlined on page 41 of the 2010 edition of the *Ceremony of Installation*.
- Dispensation must be obtained for a member to hold two offices in the same lodge, or in more than one lodge at the same time. (Sec. 221, *Book of Constitution*)

INSTALLING BOARD

- The Officers of the Installing Board should assume their stations BEFORE the Master Elect is presented.
- The Officers of the Board could line up west of the altar, in a horseshoe formation, in the order in which they will be assuming their chairs as they perambulate, led by the D of C (e.g. Chaplain, Secretary, S.D., S.S., J.W., I.G., T., J.D., S.W. & J.S.)
- If the Officers of the Board are asked to assemble at the altar as the I.M. reads out their names, there is **no need** for them **to salute** the I.M. before they disperse to assume their stations. (They are not addressing the W.M., nor are they entering or leaving the lodge.)

INSTALLING MASTER (I.M.)

- The I.M. has overall responsibility for all aspects of the Installation Ceremony, including the Banquet Hour. He is the driving force behind what should be the most exciting evening in the Master Elect's Masonic career.
- While the current J.W. makes the arrangements for the banquet, and the current W.M. presides over the Banquet, the W.M. should liaise with the I.M. when planning and organizing the Banquet. The I.M. should be aware of the "big picture".
- The Constitution prescribes that the Worshipful Master, if present, shall preside at all meetings of the lodge. It therefore becomes his duty to conduct the Installation of his successor, or to ensure that his successor is properly installed and invested. If the Master Elect wishes another Installed Master to install him, the Master Elect should first seek the permission of the Worshipful Master.
- As part of his planning for the evening, to ensure nothing has been overlooked, the I.M. should check with the Lodge Secretary to confirm that:
 - the Master Elect's apron, gavel and the I.P.M.'s jewel have been ordered,
 - the Auditor's Report and the Examining Board's Report are ready (or in hand),
 - he will bring the Lodge Minute Book, By-Laws, and a copy of the Constitution to the meeting.
- If another P.M. is to be the Installing Master, he takes over in the First Degree.
- As the I.M. is not automatically entitled to the gavel, he should never be received under the wands.
- After the I.P.M. has been invested and conducted to his chair, the I.M. should not ask the I.P.M. to vacate his chair. The I.M. can sit to the right of the I.P.M. throughout the conclusion of the ceremony.

INSTALLED versus INVESTED

- Who is installed and who is invested? Only the Worshipful Master is installed; all the other Officers (including the I.P.M.) are invested. (Sec. 262, *Book of Constitution*.)

INSTRUCTIONS TO BRETHREN WHO RETIRE IN THE SECOND DEGREE

- The customary instructions to the brethren who are “not Installed Masters”, when they retire, are:
 - (If not already collected.) The Officers will remove and leave their collars at their stations;
 - The lodge will be in Third Degree when they return, so the PG and PW will be required;
 - No work will be done in Third Degree until the M.Ms. return;
 - The Officers Elect should be the first to re-enter, in the order in which they will be invested;
 - The D of C will be at the door to escort the M.Ms. back into lodge when they return;
 - The seats in the N/E will be reserved for the Officers Elect;
 - You will take their salutes from where they stand, at the conclusion of the Tyler’s knocks.

INVESTING

- Until he is actually invested, if applicable, it is correct to address an Officer Elect as W. Bro., or V. W. Bro., or R.W. Bro. However, once he is wearing the collar of his office, regardless of his Grand Lodge rank, he is addressed just as “Bro. Officer” (name his position).
- The (outgoing) W.M. retains his collar and jewel until the moment prior to the M.E. being invested.
- The W.M. should remove his own collar and invest his successor, whether or not he is giving the charge.
- It would be appropriate to first SHOW the Master Elect his new apron and collar, before then investing him with them.
- The placing of a collar on the shoulders of an Officer constitutes investiture.
- The brethren investing an Officer should leave the East together, after each new group of Officers has been invested, **WITHOUT SALUTING** the W.M.

J

K KNOCKS

- Q: In opening and closing a Board of Installed Masters, why are no knocks given by the I.M.?
A: No knocks are given by the Installing Master in the opening of the Board because the brethren remain standing for the formal part of the ceremony. The Worshipful Master knocks in the closing to call the brethren back to order. (Q&A; Installation & Investiture Question #9)

L LODGE MEMBERS

- Members of the lodge who are not Installed Masters may participate in the Ceremony, (but not the Board). Thus a M.M., F.C., or even an E.A. could present the working tools, or invest an Officer Elect.

M MASTER ELECT

- Q: Who may present the Master Elect?
A: The ceremony calls for a P.M. to present the Master Elect. If the W.M. is not the Installing Master, then it may be done by the W.M. **Note:** Before he begins speaking, the P.M. who presents the M.E. first salutes properly (Sp. and S.)
(Page 101 of the *C of I*, 2010) (Q&A; Installation & Investiture Question #49)
- When presenting the Master Elect, the presenter stands to the **left** of the M.E.
(Q&A; Installation & Investiture Question #54)

N NORTH

- As is the case in all Degrees, the secrets are communicated to the Master Elect on the N/S of the lodge – in this Ceremony, the M.E. stands on the north side of the altar, facing E.
- While the I.M. stands facing the M.E. when he first gives these signs, when it comes time to repeat the signs (i.e. “. . . hence are derived . . .”), the I.M. could first turn around and face the E., standing beside the M.E., as he demonstrates the signs to him for the second time. (It may be easier for the M.E. to copy the signs correctly if he isn’t trying to interpret them from a “mirror image”.)
- After the secret work, the D of C takes the Master Elect to the East, where he is placed facing North (perhaps symbolically facing toward the North Star, the “Pole Star”, that bright guiding light and giver of direction to ships’ captains and navigators throughout the centuries).

O OBLIGATIONS

- Following his OB in the Second Degree, the Master Elect is raised in the same way a candidate is raised in any of the Degrees.
- As all Installed Masters know, a different method is used after the Master Elect has taken his OB in the Board.
- Q: Could the OB in the Second Degree be given by a Master Mason?
A: No. The Obligation must be administered by an Installed Master. See Sec. 365 of the *Book of Constitution*. (Q&A; Installation & Investiture Question #42)

OFFICER QUALIFICATION

- Q: Can a Brother be appointed or elected to office before he has proven himself in the Master Mason degree?
A: No. Section 218 of the *Book of Constitution* precludes this.
(Q&A; Installation & Investiture Question #38)

OFFICERS ELECT

- When the Officers Elect re-enter the lodge, (in the Third Degree, after the Board has been closed), they should be the first to enter – and in the order in which they will be invested.
- NOTE: It would be helpful if the I.M. prepared three cards that listed the names and positions of the Officers Elect, in the order they will be invested. Give a copy of that card to the Tyler, D of C, and S.W. Elect.

OPENING A BOARD OF INSTALLED MASTERS

- A Board is a separate entity. While opened during this Ceremony from the Third Degree, a Board could also be opened directly from the First or Second Degrees (e.g. to invest an I.P.M. who wasn’t able to attend the actual Ceremony of Installation).

P PAST MASTERS

- Past Masters of your lodge should be assigned most of the major parts of the ceremony (as per the Grand Master’s comments in the November 2009 issue of the *DDGM Communique*).

PLACE

- To put; not to push or shove.

PRACTICE MEETINGS

- The I.M. should ideally hold two practices – one for the Officers of the Board – and the other for all the members of the lodge to practice what happens before and after the Board.

PRESENTATIONS

- If members of the Master Elect's family are to make a presentation to him, endeavour to have this done during the banquet preceding the ceremony.
- Alternatively, a Mason(s) could be asked to present the Master Elect with his apron and gavel, on behalf of his family. This could easily be done in lodge, without the delay of Calling Off and Calling On.

PROCLAMATION (Final)

- Q: Who may give the proclamation found on Page 91 of the 2010 edition of the *Ceremony of Installation*?

A: The proclamation is usually assigned to the D.D.G.M., or to the senior Grand Lodge Officer present. However, it may be given by the Installing Master, or a P.M. designated by him.

(Q&A; Installation & Investiture Question #59)

PROXY

- No elected Officer shall be Installed or Invested by proxy. Only appointed Officers can be invested by proxy. (Sec. 263, *Book of Constitution*.)

Q

R READMITTING THE MASTER MASONS

- The Ceremony of Installation typically requires between 15 to 20 minutes to complete. The Tyler, (and the S.W. Elect), should ensure the Master Masons are assembled in the vestibule, and ready to re-enter the lodge, at least 5 minutes before the end of the Ceremony. That helps to avoid any undue delay in readmitting them into the lodge.
- The Officers Elect of the lodge should be the first to re-enter, led by the S.W. Elect, and in the order in which they are to be invested.
- HINT: The I.M. should prepare a card for the Tyler, D of C, and S.W. Elect, which lists the names of the Officers Elect in their order of investiture.
- The D of C should assemble the Officers Elect to the West of the altar, with the other Master Masons lining up beside and behind them. Any "overflow" can be lined up in the North and South.

RECEPTION OF THE MEMBERS OF THE BOARD OF INSTALLED MASTERS

- There is no requirement that an Installing Board must be formally received into lodge.
- Also, it is not uncommon for an Installation team to be comprised solely/mainly of members of that lodge. (Indeed, that approach is highly recommended.) In such circumstances, there is no need for members of the Installing Board to retire and then formally re-enter lodge. They are already present.
- It is, however, the Installing Master's prerogative whether or not to formally receive members of the Installing Board into lodge.
- He could elect to ask any members of the lodge to retire, (after the lodge has been opened and its business concluded), so they could formally re-enter with the Installing Board.
- It is recommended, though, (so as not to unduly prolong the evening), if the Installing Board is to be formally received into lodge, that all members remain outside of the lodge until it is time to bring in the Board, (i.e. they are not present when the lodge is opened).
- The Installing Master should consider whether the simplest alternative is to dispense with receiving the Board as a group. Members of the Board are all recognized anyway, when the I.M. introduces them and calls out their names, prior to the Officers of the Board assuming their chairs.

REMARKS BY THE MASTER ELECT

- It is customary for the newly-installed W.M. to express his appreciation and make a few comments after the Final Charge and Proclamation. His comments should take no longer than 2 or 3 minutes to complete !!! (Even Academy Award winners are on the clock at the Oscar Ceremonies.)

S SALUTING

- Salute only :
 - When called for in the Ceremony (e.g. the Installed Master who presents the M.E. first salutes, before he says anything);
 - If a new Officer, after you have been invested.
- Do **NOT** salute:
 - When Officers of the Board have been lined up at the altar and are ready to assume their chairs;
 - When acting as a Warden in the Board;
 - After you have invested an Officer.
- Salute **BEFORE** you speak. (Actually Sp. and S.)

SALUTATION OF A MASTER OF ARTS and SCIENCES

- Instead of the entire Board perambulating and offering their individual congratulations to the new Worshipful Master, after the IPM has been invested, it is preferable that the I.M. should first demonstrate and then ask the Board to salute the new W.M. with the Salutation of a Master of Arts and Sciences. (RFB, RH on LS, Fs extended, then with body bent slightly fwd, sweep RH down and directly back, to behind and o/s of RL.)
- The Board would give the Salutation from where they are standing, on the level. They would withhold their personal congratulations until after the lodge has been closed.

SEATING OF THE BRETHREN

- The new W.M. will seat the brethren after the Board of Installed Masters has been closed.
- The brethren are **NOT** to be seated after the lodge has been closed in the Third and Second Degrees.

SEATING OF THE OFFICERS ELECT

- It is recommended that the Officers Elect be seated in N/E, after the Board has been closed. That way they can then be conducted directly to the East for investiture. Reserve sufficient chairs for them.
- This not only will save time, it also spares the D of C from having to make endless perambulations.
- **Note:** Whether the Officers Elect are seated in the N/E or not, there is absolutely **no need** for the D of C to first **take them to the altar to salute**, before they are invested.

SECOND TERM

- The W.M. must be elected annually, to comply with Sec. 223 of the *Book of Constitution*.
- It is not necessary to open a Board of Installed Masters if the Worshipful Master is continuing in office for a second consecutive, uninterrupted term, (i.e. he is "succeeding himself").
- However, if a P.M. has been elected as the W.M., after an absence of one or more years from the Chair of King Solomon, it is necessary that a Board be opened and the P.M. be (re)installed once again.

SEVEN

- A minimum of seven Installed Masters are required to open a Board of Installed Masters

SIGN OF FIDELITY

- Please note that the brethren do NOT assume the S. of F. while the S.W. recites a portion of the writings of the Prophet Amos.

SITTING & STANDING

- **Before the Board** – The (outgoing) Worshipful Master remains seated or rises with the Installing Master during the opening of the lodge in the Second and Third Degrees, (page 101, *C of I*, 2010).
- **After the Board** – The Installing Master remains seated or rises with the Master during the closings in the Third and Second Degrees, (page 108, 2010 version of the *Ceremony of Installation*).

STEP-UP NIGHT

- The Master Elect shall not assume the chair of the Worshipful Master until he has been installed. (Sec. 257, *Book of Constitution*.)
- Then where does the Master Elect, (or the Officer aspiring to be the M.E.), sit on a “step-up” night? Unless the M.E. is also a P.M., when proving his proficiency on a step-up night, the M.E. sits in a chair positioned to the left and in front of the Worshipful Master, in the East. He does not sit in the chair to the left of the Worshipful Master. (Q&A; Installation & Investiture Question #34)
- No one but the W.M. wears the W.M.’s collar. (Page 39, 2010 edition of the *Ceremony of Installation*.)
- Who returns salutes on Step-Up Night? Only the W.M., or an Installed Master who has taken the gavel, in the proper form, would return salutes. (Q&A; General Question #22)
- Does the Master Elect use the gavel on a “step up” night? The answer is **NO**, (unless he is also a P.M.). The gavel is presented to the Worshipful Master during the Installation Ceremony and can only be given, in the proper form, to an Installed Master. (Q&A; Installation & Investiture Question #33)
- In order to prove his proficiency, the Master Elect can open and close the lodge in all three Degrees on a Step-Up Night. However, the W.M. must be the only one to use the gavel during these openings and closings.

WORDS

- As described in the 2010 edition of the *Ceremony of Installation* booklet, (pages 115-116), the I.G. and Tyler always carry their swords in their RIGHT HAND, in the upright position.
- When they need to salute, they:
 - Transfer the sword to the L.H. (in the upright position);
 - Take the step of an EA and salute;
 - Return the R.H. to the side and change back from the step;
 - Return the sword to the R.H. (in the upright position).

T TIMING

- **“In by 8:00; out by 10:00”**. Complete the Ceremony by a reasonable hour. If need be, obtain dispensation to open lodge earlier that evening, to ensure the Ceremony will start on time.
- With proper planning and execution, the Installation and Investiture Ceremony can be completed within 90 minutes.

TITLES

- The rank of a Past or Present Grand Lodge Officer is not recognized when he is occupying an Officer’s chair. Thus a Past DDGM, when occupying the J.W.’s chair, is referred to as “Bro. Junior Warden” and not “R. W. Bro. Junior Warden”.
-

U

V VISITORS

- Visitors can be brought into lodge in either the First or Second Degree. (Remember: The I.M. must take over in the First Degree.)
- Note: The description “**Visiting Brethren**” is preferred to that of “General Visitors”.
- The manner in which visitors are received is left to the discretion of the Installing Master, in consultation with the Master Elect.
- At Installations, so as not to unduly prolong the evening, the Installing Board and all current Grand Lodge Officers may be received into lodge as one group, with the Board lining up in the North and South, and the current GLOs lining up in the West.
- On Installation night, the Worshipful Master may invite the Master Elect to join him in welcoming the visitors, in which case the Master Elect would position himself on the **left** of the W. M.
- Visitors do not join in the perambulations, after the Board has been closed.
- A visiting W.M. would NOT wear his collar at another lodge’s Installation Ceremony.

VOLUME OF THE SACRED LAW

- The Master Elect can certainly take his OBs, during his Ceremony of Installation, on his own book of faith.

W WORKING TOOLS

- The lectures on the working tools are to be given as printed in the *Ceremony of Installation* booklet.
- Hint: If you compare these lectures with their counterparts in the *Book of the Work*, you will find they consist of:
 - Third Degree: First two paragraphs and last **sentence** from the *B of W*;
 - Second Degree: First two and last paragraphs from the *B of W*;
 - First Degree: First four and last paragraphs from the *B of W*.
- The working tools are to be presented to the new W.M. on the level.
- The working tools may be presented by any brother who has attained that Degree, (e.g. an E.A. can present the working tools in the First Degree).

ADDITIONAL REFERENCE MATERIAL

Every Installed Master is strongly encouraged to review the comments about the Ceremony of Installation and Investiture in the following Grand Lodge publications:

- *Meeting The Challenge* (Pages 102 – 105, 2007 edition)
- *The Masonic Manual* (Pages 47 – 48, 2007 edition)
- *Questions & Answers* booklets

And including, of course, the comments at the back of the:

- *Ceremony of Installation & Investiture of Officers of a Lodge* booklet
(Pages 92 – 119, 2010 edition)
- *Whence Come We?* (See Pages 204 – 205, 1980 edition, for information on the history of the Ceremony of Installation and Investiture, and on the General Charge)

Please forward any suggestions and comments about this supplementary guide to the Installation Ceremony to:

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PREPARING FOR A CEREMONY OF INSTALLATION

This outline provides some practical suggestions for an Installing Master to consider PRIOR to the Ceremony of Installation. It also reviews his responsibilities.

1. It's an Honour - and a Challenge

“From time immemorial, it has been an established custom . . . for each lodge, once in every year . . . to select . . .” and install their Master. Every lodge does it - every year. The process is the same, whether for a first-time Master or for a “recycled” Past Master.

In each and every case, the ceremony is, or should be, a highlight of the year for the lodge and all its members.

The privilege of acting as Installing Master is one of the highest honours that can be extended to a Past Master. Some feel that it is second only to that of actually being elected as W.M. of the lodge. However, that honour carries with it an obligation and a great deal of work.

As the Installing Master, you are the driving force behind the most exciting evening your Master Elect has yet to experience in his Masonic journey. Your obligation is to ensure the evening measures up to his expectations and that it is everything it possibly could be, with respect to the Ceremony.

While there are still some Installing Masters who attempt to put an Installation together in a month – or even worse, a couple of weeks - it does take the better part of a year to do it properly and completely, particularly if it's your first time as an Installing Master.

The Installing Board should be made up of as many lodge members as possible. While all members of the Installing Board itself **must** be Installed Masters, (including the Tyler), younger and newer lodge members - who are not Installed Masters - may certainly take part in the investiture of Officers and asked to present the working tools.

It is absolutely essential that the Installing Board be given ample time to learn, (or re-learn), their work.

Except in the case of an emergency, it is inexcusable to ask someone to deliver a piece of ritual only a few days before - unless, of course you've previously asked them to back up that part.

2. Starting At The Beginning

The Constitution prescribes that the Master, if present, shall preside over every meeting of the lodge. It therefore becomes his duty to conduct the Installation of his successor, or ensure that his successor is properly installed and invested. If the Master Elect wishes another Installed Master to install him, he must first seek the permission of the Master.

This does not mean that the Master must undertake to perform the entire Ceremony of Installation all by himself, anymore than the reference to “W.M.” in the Book of Work means the Master must do it

all. However, it is his right and prerogative to do so. Also, he is indeed responsible to ensure that it is done properly.

When the Senior Warden (i.e. the potential W.M.) asks you to be his Installing Master:

- Be sure he is aware that he must first seek permission from the W.M.
- Your first question must be - has he done that?
- When he tells you that he has and that the W.M. is agreeable, you should quietly confirm with the W.M. that such is the case. You want to personally seek the W.M.'s blessing and also invite him to be involved in the Ceremony. This is but simple common courtesy.

Determine if there are any special people that the potential W.M. may wish to play a part in his Installation, such as his sponsor. Or, if any special courtesies would be appropriate, such as a father placing his son in the Chair. This would also be a good time to enquire if a family member may want to make a presentation (e.g. a gavel, or his apron).

3. Forms – Aids to Planning

Remember there is an excellent specimen trestle board you could utilize. It is posted on the Grand Lodge web site. The address is: <http://grandlodge.on.ca/Forms/> (Note the capital “F” on Forms.)

Scroll down the page (under “Lodge Forms”) until you come to:

[Installing Board BLANK. Updated 2008 10 04.1.doc](#) . (Note: A 2010 version of that form will be added soon.)

That specimen trestle board outlines all the parts of the Ceremony that can be assigned, step by step.

Does your lodge maintain a worksheet that would provide you with a history of which member can do what parts of the Ceremony? (If not, why not?) Such a worksheet can save you a lot of time in assigning the various parts.

Hopefully this worksheet provides for computer date stamping. That way, you (and all readers) will easily know if you’re working with the most recent revision.

Consider also preparing a trestle board in two formats:

- The first outlines the PARTS of the Ceremony, in their sequential order, as per the specimen on the Grand Lodge web site.
- The other lists each PERSON (in alphabetical order) who is participating in the Ceremony – and opposite his name, shows all the parts/tasks assigned to that brother. (This is very handy when one person is doing two or more parts.)

Every member of the Installing Board, (including those who will be Investing the Officers Elect and proposing - or responding - to Toasts at the Banquet), should receive a Confirmation Letter. Such a letter not only will make it clear what responsibilities have been assigned to that person, it will also prompt them to get back to you if there has been a misunderstanding.

Corresponding with Members of the Board by e-mail is quite acceptable. However, e-mails don't always reach their intended recipient. So while e-mails are good, supplementary correspondence by a written letter, sent by Canada Post, is even better.

The *Ceremony of Installation* booklet does suggest that the assignment of certain parts may require a little more care, (i.e. the Qualifications of a Master, the Summary of Ancient Charges, the Obligations, the Wardens, the Directors of Ceremony, the Chaplain, the Secret Work, the Charge from N.E., and, of course, the General Charge). **These parts, in particular, should have a backup person assigned, as should there be a backup for the I.M. himself.**

4. The Process

On your own, before you spring into action, familiarize yourself with the Ceremony. Even more importantly, read the very useful **Comments** on the Ceremony, which are found at the back of the *Ceremony of Installation* booklet.

Carry out a couple of thorough reviews of the Ceremony itself, its mechanics and those aforementioned key lectures. Familiarize yourself with the "big picture".

While it is certainly not necessary for the I.M. to personally do all of the ritual, he must ensure that it is done properly. Bear this in mind when assigning parts.

When selecting your installing team, there are two key parts that should be carefully considered:

- The Director of Ceremonies: His skill and knowledge of the ceremony will set the tempo for the ceremony. While the I.M. directs the overall program, a good D of C is instrumental in seeing everything comes together as it should. The I.M. is in charge of the program; the D of C is in charge of the "floor" and what happens on the "floor".

When the I.M. and the D of C work hand in hand, the outcome is a memorable and impressive ceremony, leaving a favourable impression on everyone in attendance. Those who participate are grateful. Most of all, the M.E. and his officers will be inspired and will likely reflect fondly back upon the ceremony over the rest of the year.

- The Assistant Director of Ceremonies: He will provide a fluent flow to the details, such as adjusting the W.M.'s apron before the installation, helping to escort the brethren and officers, as well as getting the Officer's collars in the proper order, prior to investiture.

Start by making up a list of potential participants. Take care to slot in those special people whom the potential W.M. has requested be given an opportunity to participate.

It is important that the Past Masters of the lodge be asked to participate in the Ceremony. After exhausting the resources of the lodge, then invite brethren from other lodges to be part of the ceremony. The principal Officers and lecturers will add lustre and polish to the ceremony, so select wisely.

Contact each person on your list to determine if he will take part. If you don't already have it, ask them for both their e-mail address and their postal address. REMEMBER - This should be done MONTHS before the Installation, NEVER a week or two before.

Of course, there can be situations where a participant has to cancel, but you do have a potential backup. Right?

Now, take the time to send out that Confirmation Letter. It can prevent nasty surprises later.

Confirm with the Lodge Secretary that he has invited the DDGM and the District Secretary to attend the Installation. And that he has ordered the M.E.'s apron and gavel. And the I.P.M.'s jewel. And that he has the Examining Board's report, the Auditors' Report, (duly signed, of course), and the lodge Minute Book and By-Laws, along with the Book of Constitution. (Don't leave anything to chance.)

As a courtesy, you should also advise the DDGM, by letter, that you would like him to make the Final Proclamation.

5. Using the Same "Hymn Book"

Ensure all members of the Installing Board are using the current, (2010), Installation Ceremony booklet. Grand Lodge does make revisions to the booklet, from time to time. Each revision supersedes (i.e. totally replaces) the previous version. Everyone participating in the Ceremony MUST work from a common reference source.

(We should probably start a recycling program for out-of-date editions of our rituals and ceremonies.)

6. Rehearsals

You should schedule at least one rehearsal for the Board and, ideally, another for the members of your lodge who are "not Installed Masters". This way, M.M.'s, F.C.'s, and E.A.'s will know what is expected of them, such as how to enter and leave lodge, how to perambulate properly and how to give the Grand Honours. Some of these members may also be presenting the Working Tools, or investing an Officer.

You could tactfully mention to the Board that while THEY may not need the practice, (which of course they do), **YOU** certainly need it. Tell them you need to rehearse your timing, your interaction with and instructions to the Board, and to have assurance that everything will occur in an impressive manner.

7. Prime Function of the Installing Master

The Installing Master's prime function is similar to that of a traffic cop. He is responsible for everything; for the "big picture". He keeps the ceremony moving along in an orderly fashion.

When the day for the Installation arrives, it can be very hectic for the I.M. Last minute phone calls, cancellations, substitutions, questions . . . There is a lot happening. It can be very confusing. So, here's a suggestion about another tool that you could use. It's an expanded version of the Ceremony's worksheet. It outlines the entire Ceremony, in order:

- With the name of the person doing the task
- Together with the first couple of lines of his ritual.
- While there should be only one prompter, we have all been at an Installation (and a Degree) where the prompter momentarily loses his place, for a variety of reasons.
- In such a situation, the I.M. can get the Board Member started and the prompter back on track.

IMPORTANT: This is not meant to suggest in any way that reading from the *Ceremony of Installation* booklet is an acceptable alternative to delivering the ritual from memory!

8. And In Conclusion

That's it - but is it? Just a few last reminders:

As the Installing Master, remember that you are to assume the chair in the First Degree, after all the other business of the lodge that evening has been completed.

It is left to the discretion of the W.M., the I.M., and the M.E., whether any visiting brethren, (including the Installing Board), are received into the lodge in the First Degree, or the Second Degree.

It is the I.M. (or a designated P.M.) who opens the lodge in the Second Degree, and then proceeds with the Ceremony.

The Officers of the Installing Board will be asked to take their chairs, (either formally or informally), before the M.E. is presented.

9. Wrapping Up

Here are a few final suggestions:

- Upon assuming the chair, (and thanking the W.M. for the privilege), you could remind the brethren of several things:
 - There is only one prompter – and who it is;
 - Any local traditions are not a part of the ritual and must be avoided;
- When assigning work, it is quite acceptable to have other Past Masters open the lodge in the Second and Third Degrees, as well as to open and close the Board. The gavel must be exchanged in the proper form, (except when closing the Board, of course).

- Should an appointed Officer Elect be unable to attend, he may be invested by proxy. (This is not the case, though, with an elected officer.)
- Should the outgoing W.M., for some reason, not be available to be invested as I.P.M.:
 - This can be done at a later date.
 - A Board of Installed Masters must be opened at that time, if one is required.
 - The Board is a separate entity. As such:
 - (1) There is no need to first open lodge in the Second or Third Degree.
 - (2) A Board can be opened directly from the First Degree.
- Have an information card prepared, listing the names of the Officers Elect in the order you want them to re-enter the lodge, after the Board has been closed. (This would be the order in which they are to be Invested.)

Give this card to the Senior Warden Elect, as he is responsible for lining up the Officers in the vestibule. Also give a copy of the card to the Tyler of the Board, and the D of C.

- In keeping with the significance of the evening, the I.M. should definitely wear a tuxedo (i.e. Black Tie), as is also the case with every other Member of the Installing Board. If applicable, they also should be wearing their dress regalia.
- Prior to the ceremony, reserve a chair for yourself to the right of the I.P.M.'s chair. This is especially important if the lodge room is full. That's where you will need to sit after the I.P.M. has been invested and escorted to his chair.

(DO NOT ASK THE I.P.M. TO GIVE UP HIS CHAIR AFTER HE HAS BEEN INVESTED.)

- Remind the W.M. that if he wishes to express his appreciation to the I.M. (or anyone else) at the end of the Ceremony, he should take no longer than three minutes to do so. (Even Oscar recipients at the Academy Awards are on the clock.) This is not an appropriate occasion for him to unduly add to the length of the evening. Our motto is: **"In by 8:00, out by 10:00"**.
- Every Worshipful Master should be given the learning opportunity and enjoy the experience of acting as an Installing Master. To encourage this, a copy of the current edition of the *Ceremony of Installation* booklet should be presented to the new Worshipful Master on the night of his Installation. With a year to prepare himself, he will certainly be able to preside with competence and confidence twelve months hence.

*Full acknowledgement for the inspiration and original creation of this material is given to
R. W. Bro. John E. Stevens, PDDGM, London East District - and also to
R.W. Bro. William A. Elliott, PDDGM, Victoria District, for his assistance in suggesting some revisions.*

DUTIES OF THE DIRECTORS OF CEREMONIES

- The Director of Ceremonies, and his Assistant, should be among the first to arrive at the lodge, on the evening of Installation.
- Both should have an up-to-date copy of the trestle board. One copy should be marked, using a yellow highlighter, as those brethren arrive who are participating in the Ceremony. This will quickly alert the Director of Ceremonies (and the Installing Master) to any possible unfilled parts. Hopefully arrangements can then be made to assign those parts to other brethren present. When the Board is filled, the highlighted copy should be given to the Installing Master, as he goes into lodge.
- If any non-masons are present, (for the presentations), the D of C should instruct the Tyler to have them readily available and waiting in the vestibule before the lodge is called off. (You don't want undue delays when it is time to admit these visitors into the lodge room.)
- The D of Cs should also ensure any visitors, (and the Board), are lined up in the proper order in which to enter the lodge.
- The D of Cs could lead the Board into the lodge, one at the head of each line.
- As the Board is being seated, the D of Cs should be locating the items in the lodge room that will be needed, (e.g. the second kneeler, where the collar and wands will be placed, etc.).
- As the presentations are made, the D of Cs should be in the background to take charge of the apron, (and see that it is sized to fit the Master Elect), and the gavel. The D of Cs will place any packaging and wrapping material out of the way.
- The D of Cs should take the apron and gavel to the East, where they can be quickly retrieved at the proper time.
- The D of Cs should make sure there are two empty seats in the North, one for the Master Elect and the other for one of them to sit beside him.
- When those who are not Installed Masters are instructed to retire, the D of Cs can assist in checking that no one but Installed Masters remains in the lodge, except for the Master Elect.
- The Tyler should be instructed that the Officers Elect are to be lined up in their order of Investiture when they return to lodge – and the first to enter. The Tyler can be reminded about this when the “Not installed Masters” are retiring.
- See the note (in the “Ritual and Protocol” section above) about assembling most of the regalia BEFORE the lodge is opened. If this has not already been done, a few minutes spent sorting the regalia at this time can save much time and confusion latter.
- The Tyler should also be made aware that the Ceremony of Installation typically takes about 15 minutes to complete. He should ensure all Master Masons are assembled in the vestibule and ready to re-enter

lodge, within this time frame. (The brethren often disperse to the Banquet Room, the washroom, or outside for a smoke. The Tyler may need to ask them to reassemble.)

- The D of Cs should also check to see that the Constitution, Lodge By-Laws and Minute book are available when they are needed later.
- After the Obligation in the Board, the Assistant D of C should position himself in the East, holding the Master Elect's apron and gavel, (and the IPM's collar), so they will readily available at the proper time. These items should be given directly to the brethren doing the investitures.
- If there is a large group of MMs returning, the Assistant D of C may assist with the grip and word at the door. The D of C should see that the Officers Elect and everyone else who has been (re)admitted line up in the West, with any "overflow" lining up in the North and South.
- They make sure that the seats reserved for the Officers are not taken by someone else. It is most convenient and expedient if these reserved seats are in the North East.
- In the MM and FC degrees, the D of Cs should line up the Officers Elect prior to their perambulating, (if only the Officers are to perambulate). (Remember: Some of the Officers Elect may be Installed Masters and are sitting elsewhere in the lodge.)
- The D of C leads each perambulation. After doing so, lead the Officers Elect back to their seats and line them up in front of their seats, in the order in which they will be invested. (The new W.M. will knock to seat the brethren who have perambulated.)
- The D of C (or his Assistant) should be at the door, after the lodge has been closed in the Third and Second degrees, to escort any FCs or EAs to the altar. He also directs them not to salute until they are instructed to do so by the I.M.
- Remember that the D of C is to lead the brethren in the Grand Honours in the First Degree, at the proper time and without direction. During the giving of the Grand Honours, all brethren (including the D of C) will face the newly Installed Worshipful Master. The W.M. will stand, at the S of F, while the Grand Honours are being accorded to him.
- During the investiture of the Officers Elect, the D of C will escort the new Officer to the East and remain with him. The D of C will instruct each new Officer to salute the W.M., following his investiture, and will then escort each Officer to his new station.
- The Assistant D of C will hand the proper regalia to the brother doing the investiture.

Good Directors of Ceremony can shave minutes off the length of an Installation, as well as making it a much more impressive and enjoyable evening for everyone.

Prepared by R.W. Bro. James Pearson, PDDGM of York District, a Member of the Protocol & Etiquette Committee and also the Grand Lodge of Instruction Team

DIRECTORS OF CEREMONIES CHECKLIST

INSTALLATION	Performed By
■ Locate and size W.M.'s apron	D of C
■ Locate cushion for the M.E. to kneel upon in the West	D of C
■ Locate and position the regalia stand in the proper location	Ass't D of C
■ Reserve two seats near the stand, for the D of Cs	AD of C
■ After the Officers of the Board have been assembled at the altar, escort the Ws to their chairs, if the I.M. has so directed	D of C
■ Remind presenter of M.E. to stand on M.E.'s left and to salute before speaking.	D of C
■ If necessary, collect all collars as the "all not I.M.s" leave. (Don't forget the Tyler's collar and sword.)	Both
■ Do NOT collect the Deacon's wands. (They will be needed when closing in the Third Degree.)	
■ Attend the M.E. when he: <ul style="list-style-type: none"> - Kneels in the W; - Advances to the A (and at the A); - Is placed N of A, facing E; - During the secret work; - Is placed in the E, facing N. 	D of C
■ Place the IPM in the E, facing his chair.	D of C
■ Hand the IPM's collar to the I.M.	AD of C
■ Escort IPM to his chair.	D of C
THIRD DEGREE	
■ Attend at the door to receive the returning MMs.	Both
■ Lead in the Officers Elect first. Assemble them at altar for proclamation and salutation. Line up remaining MMs beside and behind Officers Elect, with any "overflow" lining up in the North and South.	Both
■ After the proclamation and salutation, lead the Officers Elect in the perambulation, (if only they are to perambulate).	D of C
■ Do not stop at altar.	
■ Place the Officers Elect at their seats, (preferably in N/E), in their order of Investiture.	D of C

SECOND DEGREE

- Attend at the door to receive any returning FCs. Assemble them at altar for proclamation and salutation. D of C
- If their assigned seats are located there, (recommended), the Officers Elect will be standing in the N/E as the FCs are admitted and assembled. D of C
- After the proclamation and salutation, lead the Officers Elect in the perambulation (if only they are to perambulate). D of C
- Do not stop at altar.
- Place the Officers Elect at their seats, (preferably in N/E), in order of their Investiture. D of C

FIRST DEGREE

- Attend at door to receive any returning EAs. Assemble them at the altar for proclamation, salutation and the giving of Grand Honours. AD of C
- If their assigned seats are located there, (recommended), the Officers Elect will be standing in the N/E as the EAs are admitted and assembled. (The of C should also be standing near the Officers Elect.) D of C
- After the proclamation, lead the brethren in the Grand Honours. D of C
- This is done from N of the A. You can make the announcement facing W but then turn and face the new W.M. D of C
- After the salutation, lead all members of the lodge in the perambulation D of C
- Do not stop at altar.
- Place the Officers Elect at their seats, (preferably in N/E), in order of their Investiture. D of C

INVESTITURES

- The Officers Elect are invested in groups, such as:
 1. The Wardens
 2. The Chaplain, Treasurer, Secretary and Assistant Secretary
 3. The Deacons
 4. The D of C and the Stewards
 5. The Organist, Inner Guard and the Tyler
 6. The Historian

■ The Officers' Elect jewels and badges are:

Performed By

- | | | |
|-------------------------|-------------------------------|---|
| 1. SENIOR WARDEN: | Level |  |
| 2. JUNIOR WARDEN: | Plumb Rule |  |
| 3. CHAPLAIN: | Book on a Triangle | |
| 4. TREASURER: | Crossed Keys | |
| 5. SECRETARY: | Crossed Pens | |
| 6. ASSISTANT SECRETARY: | Crossed Pens (Assistant) | |
| 7. SENIOR DEACON: | Dove - and Wand | |
| 8. JUNIOR DEACON: | Dove - and Wand | |
| 9. D of C: | Crossed Rods – and Baton | |
| 10. SENIOR STEWARD: | Cornucopia – and Wand | |
| 11. JUNIOR STEWARD: | Cornucopia – and Wand | |
| 12. ORGANIST: | Lyre | |
| 13. INNER GUARD: | Crossed Swords – and Sword | |
| 14. TYLER: | Sword - and Sword | |
| 15. HISTORIAN: | Scroll, surmounted by a Torch | |

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| ■ If their assigned seats are located there, (recommended), the Officers Elect are led directly from the N/E to the E to be Invested. | D of C |
| ■ Be alert to intercept a Past Grand Lodge Officer who may be wearing his Grand Lodge collar, when he is coming to the East to be invested. He needs to first divest himself of his G.L. collar. | Both |
| ■ The collars, wands and badges are handed to the investing brother. | AD of C |
| ■ The collars of the newly-invested Officers are adjusted, if necessary. | D of C |
| ■ The Deacons, D of C, Stewards, Inner Guard and Tyler are instructed how to hold the badges of their respective offices, if necessary. | D of C |
| ■ All newly-invested Officers are escorted to their chairs and instructed to sit (except for the Tyler, who is escorted to the A). | D of C |
| ■ As the Wardens are being escorted to their chairs, they are INSTRUCTED TO SIT (together), after the D of C has left them. | D of C |
| ■ The Wardens will then STAND (together) for the Charge to the Wardens. (They resume their seats after the Charge.) | |

Full acknowledgement for the inspiration and original creation of this checklist is given to V. W. Bro. Michael S. Ikonomidis.