

PROVINCIAL GRAND LODGE OF SOMERSET

GUIDANCE NOTES FOR PROVINCIAL D.C`S. (2015)

These notes outline the procedures and protocol to be followed on official visits to Craft Lodges by the Provincial Deputy or Assistant Grand Directors of Ceremonies when supporting The Provincial Grand Master, his Deputy or Assistant, or a Representative of the Prov. Grand Master (Representing Officer). **Note:** The Deputy and Assistant P.G.M.s' attend in their own right and do not represent.

1. The notes are intended as a general guide for the Provincial D.C. as to his duties at an Installation meeting, but are not exhaustive and do not cover the many different situations with which a Pr.D.C. would need to deal as he sees fit at the time.
Circumstances may arise when for a particular reason the P.G.M., D.P.G.M. or A.P.G.M. may wish to vary the procedures outlined.
2. The Pr.D.C. will be advised by myself of the dates on which the official visits are to be made. Should he be unable to attend could he please arrange a 'swap' with one of his fellow D.C's and let me know by phone as soon as possible.
Should he have a special Lodge(s) he would like to attend in his official capacity during the year I will try to arrange this if at all possible, as long as I have sufficient warning.

The Secretary of the Lodge concerned will be informed of the name of the Pr.D.C. who will be attending the Installation.

The Secretary will also have been asked: -

- To ensure that the Pr DC receives a summons and that one has been sent to the Principal attending.
 - To supply the Lodge D.C.'s name and the telephone number when sending the summons.
- 2a. The Pr DC will make contact with the Lodge DC in advance of the meeting:-
- To discuss the agenda, items in para 3 below, and ensure the proposed ceremonial complies with Provincial policy. In the case of any proposed variation the Pr.D.C. should seek approval of the Provincial Principal as soon as possible before the meeting.
 - To arrange that the Lodge D.C. makes himself available before the meeting commences for a brief run through the procedures.
 - To remind the Lodge DC that should the Lodge practice Extended Inner Workings, the Installing Master should make the required declaration. (Page 13 Lodge DCs guide)
 - To request that a parking space be reserved for the Principal and Pr.D.C. where possible.
3. At the meeting with the Lodge D.C. (where not finalised beforehand – see General Points 7 below) the Pr.D.C. should ascertain:
 - That the Lodge DC will select no more than 6 Somerset Provincial Grand Officers to form the Escort in addition to the Lodge DC and Asst DC. This will be determined by the size of the Lodge room and the number of Active Provincial Officers and Grand Officers accompanying the PGM.
 - In which degree the Salutations are normally given in that particular Lodge and at which point in the proceedings the Salutations will be given, and that the Lodge DC is fully

aware that on that occasion, Salutation will only be given to the senior officer attending. i.e., The PGM, Deputy PGM, Assistant PGM or the Representing Officer.

- Whether or not the Master processes out after the Lodge is closed, and if the Lodge D.C. wishes the Principal Officer to process out with the Master or whether the Lodge has two processions.
- That the seating in the Lodge is correct and marked for the Principal Officer, Grand Officers, Provincial Grand Officers etc., including himself.
- That the Pr.D.C seat has easy access to the floor of the Lodge, this is important and the first seat in the front row in the N.E. is usually a good place. The Pr.D.C. must see that he is not boxed in at the back of the seats on the Dais.
- That at the Festive Board:
 - The seating is correct for the Principal Officer, Grand Officers, Active Provincial Grand Officers, Ruling Masters etc.
 - The correct Toast list is printed in the menu. Note: If the PGM is present, the “Provincial Toast” is to him, on other occasions it is to Provincial Grand Officers. If the PGM is present, it is courteous and polite to say a few words of welcome or thanks before proposing the official toast, if he is not present, the same applies to any of the Rulers or a Representative before the toast to the Provincial Grand Officers. The latest Toast List is available on the Provincial Website.
 - That the Master retains the Gavel (the Lodge D.C. should NOT remove the Gavel as has become a practice in some Lodges).
 - The Lodge DC should be reminded to keep a watchful eye on his WM, especially at Installations when everything is new to him, ensuring that he is mindful of the courtesy that should be extended to the Ruler or Representative.
- Additionally, experience has indicated that not all Lodges have anticipated that it is the PGM’s wish that the Lodge Information Officer be appointed and invested with his badge immediately after the Investiture of the Tyler. The Pr DC should ensure that the Lodge DC has been reminded of this in advance of the meeting and that if desired the Principal Officer would be pleased to present him with his badge. The Badge should be available on the WMs pedestal.

Note: -

The Pr.D.C. should place his wand outside the door of the Lodge ready for his use, and the holding block should be placed by his seat in the Lodge beforehand.

If the Salutations are given in the 3rd Degree the Pr.D.C. should ensure that a block is placed conveniently in the West, from whence he will give the salutations.

4. The Pr.D.C. is primarily concerned with:

- The **escort in** and reception arrangements for the R.O. (Note 5).

The **Salutations** to the P.G.M., Deputy PGM, Asst PGM or the Representative of the PGM.

- The **escorting of the Principal/Representative to the West** for the address to the Master at the appropriate time. In most Lodges this is immediately after the Tyler (or LIO) has been invested and has retired to take up his post outside the door of the Lodge. It is essential to learn this piece and be able to prompt if required.

In one or two Lodges this timing varies, e.g. in Queen's College Lodge the address to the Master is given immediately after the Master has been proclaimed three times and saluted by his own Brethren and before he invests his Officers. It is therefore essential that the Pr.D.C. checks this point with the Lodge D.C. (Note 7).

If a Master is remaining in Office, the Principal will very often give the address to the Wardens so it is essential to be able to prompt if required. You will need to ascertain this prior to the start of the meeting and determine where the Principal will stand to give that address.

- **The outgoing procession.** (Note 8).

The Pr.D.C. should not be expected to assist in or advise on the normal ceremonial of the Lodge, unless specifically requested to do so by the P.G.M. The work of the Lodge during the visit is entirely a matter for the W.M. and his Lodge Officers.

The P.G.M. is particularly keen that "we are not seen to be interfering in Lodge work", except in cases where the P.G.M. himself has laid down certain criteria, and in this case any comments should be left until after the meeting closes, and should be made in private to the Lodge D.C but in fact will normally be made by the P.G.M. anyway.

5. **Procedures.**

- The Pr.D.C. should ensure that all Grand Officers, Acting Provincial Grand Officers and any possible V.I.P's. stay outside the door of the Lodge, to enter the Lodge with the Provincial Principal. The procession usually takes place immediately after the Lodge is opened in the First Degree.
- Whilst the Lodge is being opened the Pr.D.C. will line up the Principal, Grand Officers and Prov. Grand Officers in reverse order at a convenient part of the anteroom, leaving room near the Lodge door for the Past Provincial Grand Officers who will be coming out of the Lodge as an escort.
- Please note that the order of precedence in processions and seating, places the Provincial Grand Wardens between the Principal(s) and Grand Officers.
- The Lodge Tyler should seek the admission of the Pr.D.C. in the usual way by saying e.g. "W.Bro (Barry McCormack), Provincial Grand Director of Ceremonies **requests** admission".
- On entering the Lodge the Pr.D.C. will salute the W.M. from a position in the West behind the pillars or about one quarter way up the Lodge in front of the S.W's. chair. The wand should be transferred to the left hand for saluting. The sign is cut after addressing the Master.
- Pr.D.C. says "Worshipful Master R.W.Bro. C A Stuart Hadler, Provincial Grand Master **for** The Province of Somerset, accompanied by The Deputy or Assistant P.G.M.s', a

number of Grand Officers and Provincial Grand officers is without and he **demands** admission.

- If the Deputy P.G.M. or Asst. P.G.M. is attending, the Pr. D.C. will say e.g. “Worshipful Master, V.W. Bro. Raymond Guthrie, Deputy Provincial Grand Master **of** The Province of Somerset, accompanied by (however many) Grand Officers and Provincial Grand Officers is without and **demands** admission”.
- If the Principal attending is someone other than the above then the Pr.D.C. will say e.g. “Worshipful Master, W.Bro (Name), Provincial Senior Grand Warden representing R.W. Bro C A Stuart Hadler, Provincial Grand Master **for** The Province of Somerset, accompanied by (say) 3 Grand Officers and (say) 2 Provincial Grand Officers is without and **requests** admission” (or other names and ranks will be substituted as appropriate).
- W.M. replies – “Admit him, W.Bro Provincial Grand Director of Ceremonies”. (Experience tells us that sometimes the WM being unfamiliar with the protocol, fails to respond so the Prov DC should be ready to ask” Is it your pleasure to admit him?”) Prov.D.C. returns wand to right hand, steps, returns wand to left hand and gives a further salute, – “W.M., is it your wish that an escort be formed?” W.M. replies “Yes, W.Bro Provincial Grand Director of Ceremonies”. Prov. D.C. cuts sign, returns wand to right hand and bows to W.M. (court bow only – head only inclined forward – **not** from the waist).
- Prov. D.C. – “Will those Brethren who are Officers of the Provincial Grand Lodge of Somerset and nominated to form the Escort, please form a column in the South, to retire from the Lodge, to escort the R.W. Provincial Grand Master (or as appropriate) into the Lodge”. “Brother Director of Ceremonies, Brother Assistant Director of Ceremonies” (if both are Officers of the Provincial Grand Lodge of Somerset).

(If one or both of the Lodge D.C.s are **not** Provincial Grand Officers then other considerations apply. If **neither** is Provincial then arrange for a Provincial Grand Officer from the Lodge to act as your A.D.C. If only one is Provincial – or you have a stand-in A.D.C. - then he will head the left hand column and you will head the right hand column when processing out).

- The Lodge D.C`'s. then take their position at the front of the escort i.e. nearest the West.
- When the column has been formed the Prov. D.C. then says “Forward Brethren” and leads or follows the Escort from the Lodge. Should there be only one Provincial Officer as Lodge D.C. or A.D.C. the Prov. D.C. moves to the front of the escort as above or, if both are Provincial Officers they will lead, with the Provincial D.C. at the rear (in the East).
The Inner Guard should be briefed beforehand to open the Lodge door wide.
The Lodge D.C`'s. lead the column to meet the awaiting column outside and form up in reverse order. The Lodge DC and ADC will lead the escort back into the Lodge.
- When the Pr.D.C. arrives (if from rear of column, as in most Lodges), he briefs the escort on what the procedures are for the escort (most will have carried out this duty many times). He will then ask the P.G.M. or other Principal if he is ready to enter. If the answer is in the affirmative, he turns and proceeds back through the escort to the door of the Lodge.

- He enters the Lodge, stands at the open door and says “To Order Brethren”.

When all is ready, “Brethren will you please receive R.W.Bro C A Stuart Hadler, Provincial Grand Master **for** the Province of Somerset” (Or other Officer as appropriate).

When the shuffling has finished the Pr.D.C. says “Forward Brethren”.

- If there is only one Lodge D.C. he heads the left hand column, and the Pr.D.C. heads the right hand column. They proceed up the North side of the Lodge, halting when they reach the East and turn inwards. If the Lodge is not very wide they will parade each column either side of the pillars. The Pr.D.C. then turns and proceeds slowly to the West between the two columns, making sure that they are far enough apart. He should time his progress so that he reaches the West just as the Principal enters.
- Should both Lodge D.C.’s lead the columns the Provincial D.C. will go back outside and lead the Principal into the Lodge and wait to the North of the Pillars.
- The Principal will then salute the W.M. between the Pillars.
- The Pr.D.C. will turn round and proceed slowly with great dignity to the East, preceding the Principal. The Pr.D.C. then side steps to his right, and turns to his left, so that the Principal can walk past him to his seat. The Pr.D.C. takes a pace forward, turns to his right and faces the Principal and they acknowledge each other with a court bow (head only).
- The Principal sits, the Pr.D.C. turns about and court bows to the Provincial Grand Wardens then the Grand Officers who proceed in pairs, if space permits, through the column to their seats, followed by the other Active Provincial Officers.
- This will leave the escort remaining and the simplest thing to do is to say “ Brethren of the escort, resume your places” When they have resumed their places he then faces the Lodge and says, “W.M. and Brethren be seated”. Having seen that everyone is seated he turns to the Lodge D.C., they acknowledge each other with a court bow, and both resume their seats.
- The W.M. will then welcome the Principal/R.O. It should be checked beforehand that the W.M. knows that only the P.G.M., the Deputy and the Asst. P.G.M.’s are offered the Gavel. No other Representatives are offered the Gavel. He should also check beforehand that any Representing Officer knows that he should **not** receive it even if it is offered in error.
- The Lodge work then proceeds.

6. Salutations

At the appropriate time, i.e. either after the minutes have been read and matters arising (if any) have been dealt with or, if it is the Lodge custom, after the Lodge is opened in the 3rd Degree, the Pr.D.C. will proceed to the West and salute the W.M. (placing his wand in his left hand if in the 1st Degree or in the wand holder if in the 3rd Degree) and say “Worshipful Master and Brethren, your Lodge is honoured this evening by the presence of **(and either of the following)**”

- a) R.W.Bro Clarence Alfred Stuart Hadler, Provincial Grand Master **for** the Province of Somerset, or
- b) V W Bro Raymond Guthrie, Past Grand Sword Bearer of the United Grand Lodge of England, Deputy Provincial Grand Master **of** the Province of Somerset, or
- c) W Bro John W Winston, Past Senior Grand Deacon of the United Grand Lodge of England, Assistant Provincial Grand Master **of** the Province of Somerset, or
- d) W Bro David C A Mason, Assistant Provincial Grand Master **of** the Province of Somerset, or
- e) W Bro..(Name)...Provincial Senior/Junior Grand Warden **of** the Province of Somerset, representing the R W Provincial Grand Master, or
- f) W Bro...(Name)...(stating Grand Rank and any active Provincial Grand Rank) representing the R W Provincial Grand Master

and I call upon you to rise, (only when all are standing and quiet) and salute him with 7, (5 or 3) taking the time with me, to order Brethren". (Remember to step and stand to order, passing the wand to the left hand).

He will then say, "W.M. and Brethren please be seated". He will wait until the Principal has responded and will then return to his seat, taking care at all times to square the Lodge and to acknowledge the Lodge D.C. before resuming his seat.
There will be no further Salutations.

7. Address

At the appropriate point in the Ceremony i.e. after the Tyler has been invested or otherwise, the Pr.D.C. will rise and take his position in front of the Principal who will then rise. They will give each other a court bow. The Pr.D.C. will then proceed slowly and with great dignity to the West (squaring the Lodge) followed by the Principal. The Pr.D.C. will pass the S.W's chair and take his place facing East to the left of and slightly behind the Principal.

He must be ready to prompt the Principal if necessary, in a quiet but firm voice, during the address to the Master.

When this is finished and the Principal has saluted, the Pr.D.C. will precede him to the East and step aside etc. (as when the Principal entered the Lodge). The Pr.D.C. will then take his seat.

8. Outgoing Procession.

Normally the P.G.M. prefers to accompany the W.M. if the W.M. processes out, as also do the Deputy and Assistants, and it is advisable that all other R.O. follow this example.

If the Lodge normally has a procession for the W.M. to retire then the Pr.D.C. will take charge of this as follows:

He will step out in front of the Master's pedestal facing West and announce "The Brethren will remain standing whilst the Worshipful Master, accompanying the R.W. P.G.M. (Deputy P.G.M., Assistant P.G.M.), attended by his Wardens, accompanied by Provincial Grand Wardens, Grand Officers, Acting Somerset Provincial Grand Officers, Metropolitan and

Provincial Grand Officers, holders of Senior London or London Grand Rank, ruling Masters and other distinguished Brethren retire from the Lodge”. This should be shortened to suit the range of VIPs present and the occasion.

The Lodge D.C. and A.D.C should head the outgoing procession. (The question of Provincial rank is immaterial for this purpose). The Deacons and Wardens should be briefed to be ready to join the Procession at the appropriate time whilst the procession is moving.

Once the procession has formed and the Lodge D.C.s and Deacons have passed the Pedestal the Pr.D.C. should move in front of the Pedestal to stop the Wardens if they do not halt. The D.C., A.D.C, S.D. and J.D. should continue to a position in the south. The Senior and Junior Wardens should halt just before the Pedestal.

The Pr.D.C. will bow to the W.M. and conduct him to his position in the procession immediately behind the **Junior** Deacon. Then bow to the R.W. P.G.M. (or Dep. or Asst. P.G.M.) who will take position to the right of the W.M. The Wardens should then close up behind the W.M. without further direction.

The position of any other R.O. is **behind** the Senior Warden but **before** the Provincial Grand Wardens and Grand Officers including V.I.P.s. (Remember that an Officer Representing is in place of the P.G.M.)”. If the W.Master invites the R.O. to join him then of course his wish should be honoured.

The Pr.D.C. will then bow in the general direction of the Provincial Grand Wardens, any Grand Officers and other active Provincial Officers and say “Forward Brethren”.

It is not necessary to wait for Provincial Officers to have taken their place before the procession moves off. This they can do as the procession moves. The aim should be to keep the W.M. and Principal Provincial Officer waiting the shortest possible time once they have been placed in the procession. The Pr.D.C. should be the last one out after seeing all the Distinguished Brethren including all the visiting Masters have joined the procession.

If the Lodge does not have a retiring procession, then after the Lodge is closed and the closing Hymn and the National Anthem (if sung) has been sung, the Pr.D.C. will say “The Brethren will remain standing whilst the R.W. Provincial Grand Master (or V.W.Bro etc etc) retires from the Lodge. Will the Provincial Grand Officers of Somerset, please form a column in the South to escort the R.W. Provincial Grand Master from the Lodge (pause), Active Provincial Officers, Grand Officers, Provincial Grand Wardens”. These brethren having formed up should turn inwards.

The Pr.D.C. will then bow to the Principal, who will proceed through the column lead by the Pr.D.C. followed by Provincial Grand Wardens, Grand Officers, Active Provincial Officers and past Provincial Officers, etc.

If two processions are required: Some Lodge rooms are so small that the Lodge D.C. knows from experience that he prefers two separate processions and if this is the case then the P.G.M. or anyone else, should be advised accordingly, and they will normally do as advised by the Pr.D.C.

(Confer with the Lodge D.C. in all cases to ascertain any Lodge variations regarding the formation of the outgoing procession – see General Points below – item 3).

On very rare occasions a Lodge D.C. may insist that in his Lodge the Lodge D.C. **always** organises the outgoing procession. This may happen where a newly appointed Prov. D.C. is unsure of his position. In such cases his duty is clear and it is important that the question of the closing procession is resolved before the evening commences. **The duty of the Prov.D.C. is to ensure that his Principal is escorted from the Lodge in a procession that the Prov. D.C. has controlled and organised.** If the Lodge D.C. insists that he will organise the procession for his W.Master then by all means he may do so but the Prov.D.C. will **first** have organised a procession at the **second rising** to enable the Provincial Principal to retire. It should be clear to the Lodge D.C. that, unfortunately, this will mean that the W. Master will be deprived of the company of the Principal Officer, Grand Officers and Provincial Grand Officers in the final procession which the Lodge D.C. will organise. The Prov. D. C. will organise his procession in the same format as given above for Lodges which do not have closing processions.

9. During cocktails the Principal will be entertained by the W.M. and members of the Lodge, but the Pr.D.C. should ensure that he is readily available to the Principal should he be required and he should ensure that the Principal is being looked after properly.

The Pr.D.C. will check with the Lodge D.C. that the Principal is received by the Brethren at the festive board, immediately preceding the W.M. when everyone else has taken their places.

The Lodge D.C makes the announcement of his entry. The Pr.D.C. if required, will escort the Principal to his seat. The Pr.D.C. should ensure that the Principal is well looked after during the meal and that, when the Principal is going to reply to the appropriate toast, he should stand behind the chair (like a good toast-master should).

He should ascertain from the Principal at what time, or at what point in the proceedings, he wishes to retire and see that the Brethren stand to order at that time by announcing e.g. "Brethren will you please be rise as the The R.W. Provincial Grand Master wishes to retire".

The Pr.D.C. accompanies him and sees him to his car.

General Points

1. Always ensure that the Principal's driver is well looked after.
2. Dress will normally be morning dress with short coat, or black suit and Provincial tie. Provincial Officers on duty do not wear dinner jackets with black or Provincial bow ties, irrespective of what the Officers or Brethren of the Lodge wear and no matter what it says on the summons regarding dress. When on duty the Royal Arch Jewel only should be worn.
3. It would also be advisable to have learnt the Address to the Wardens as the Principal may give this where a Master is continuing for a second year. A Provincial Grand Warden may be invited to give this Address, in which case the Pr.D.C. should prompt.
4. If a Lodge has a retiring procession for the W.M. which differs considerably from the normal one used in most Lodges, which is the one described in these notes, the Pr.D.C. may find it better to use the Lodge normal procedures and amend his own actions rather than complicate matters by trying to alter things.

5. If the Pr.D.C. has any queries or special points to raise, he should inform me either by telephone if urgent, or by letter when he sends to me his short report form that he will complete after each meeting.
5. The Pr.D.C. as a matter of courtesy will write a thank you letter to the Secretary of the Lodge after the meeting, including any points that he may wish to praise.
6. Some Lodges offer the Pr.D.C. the courtesy of a driver, especially if the journey is a long one, but in most cases the Pr.D.C. will drive himself, unless the Principal comes from nearby when it is possible to join his transport or offer to drive him.
7. Approximately a week before the Installation date, as a matter of courtesy, you should contact the Principal Officer you will be accompanying to ensure that he has no travel problems or to offer him transport if practicable. You may also find it helpful to contact the Lodge Secretary to introduce yourself and to obtain the Lodge D.C.s phone no. if this has not already been supplied. It is often useful to have a word with the Lodge D.C. beforehand to discuss any problems or procedural points as time available on the appointed day may be limited and, of course, the Lodge D.C. will have his own duties requiring his attention.

Barry McCormack
Pr.G.D.C.
February 2015.