

A stage curtain with a sunset background. The word "Welcome" is written in white cursive. The curtain is red with gold fringe and tassels.

Welcome



PROTOCOL & ETIQUETTE

GRAND LODGE WORKSHOP

July 19, 2011

- **Quick Summary - P&E Concepts**
- **Questions & Answers**



PROTOCOL & ETIQUETTE

MODERATORS

- **V.W. Bro. Gordon Crutcher**
 - Member of the Board, P&E Chairman
 - Assistant Secretary – LOI Team
- **R.W. Bro. George McCowan**
 - Secretary – P&E Committee, &
 - Secretary – LOI Team



PROTOCOL & ETIQUETTE

DEFINITIONS

- **PROTOCOL:** The established rules of behaviour for formal occasions



PROTOCOL & ETIQUETTE

DEFINITIONS

- **ETIQUETTE:** The customs or rules of behaviour regarded as correct in social life, or in professional interaction and official intercommunication



PROTOCOL & ETIQUETTE

P&E is simply about:

- **What to say**
- **What to do**
- **What to wear**



PROTOCOL & ETIQUETTE

P&E involves:

- **COURTESY**
- **CUSTOM**
- **COMMON SENSE**



PROTOCOL & ETIQUETTE

P&E is:

- **DOING THE RIGHT
THING AT THE
RIGHT TIME**



PROTOCOL & ETIQUETTE

SOME P&E QUESTIONS & ANSWERS



PROTOCOL & ETIQUETTE

THE GRAND HONOURS

- Who to?
- When given?
- How given?



PROTOCOL & ETIQUETTE

GRAND HONOURS CAN BE:

- **Mandatory; or**
- **Optional (a courtesy)**



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THE GRAND HONOURS

- The Grand Honours MUST be given to a G.L.O. who is entitled – by his rank – to assume the gavel.



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GRAND HONOURS ARE MANDATORY FOR:

- **Grand Master**
- **A Past Grand Master**
- **Deputy Grand Master**
- **District Deputy Grand Master**
(when in his District)



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THE GRAND HONOURS

- **While optional, it is but a common courtesy to give the Grand Honours to all other current GLOs**



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THE GRAND HONOURS

- **It is the prerogative of the W.M. to extend the Grand Honours to a Past G.L.O., a P.M., or a visiting W.M.**



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THE GRAND HONOURS

- **Any brother directed by the G.M. to attend a lodge on some specific mission, must be accorded the Grand Honours.**



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THE GRAND HONOURS

BASIC RULE

- The Grand Honours are always given to the senior officer being received!



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TWO VISITORS





PROTOCOL & ETIQUETTE

QUESTION

- As a courtesy, the W.M. wishes to accord the G.H. to the visiting W.M.
- How should this be done?



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THE GRAND HONOURS - BASIC RULE

- The rank of the senior officer being received dictates the number of times the Grand Honours are given



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THE GRAND HONOURS

- **The code for giving the Grand Honours is specified in Section 15 of the Book of Constitution**



P&E

HOW TO GIVE THE GRAND HONOURS

**Start with
hands at
your sides**





P&E

GRAND HONOURS

**(1) Strike
thighs with
your palms**





P&E

GRAND HONOURS

**(2) Cross arms
over breast,
palms strike
shoulders**





P&E

GRAND HONOURS

(2) ... continued

L arm over R

**(Hint: think of
the S of F)**





P&E

GRAND HONOURS

**(3) Raise hands
over head,
strike palms
together**





P&E

GRAND HONOURS

**(4) Repeat until
series is done
3, 5, 7, or 9
times**





P&E

GRAND HONOURS

**(5) Do NOT
strike thighs
the last time**





P&E

GRAND HONOURS

**(6) Series of
smart claps,
(3, 5, 7, or 9),
R over **Left****





P&E

GRAND HONOURS

**(7) Same # of
smart claps,
Left over R**





P&E

GRAND HONOURS

**(8) Same # of
smart claps,
R over Left**





P&E

GRAND HONOURS

**(9) Always end
the G.H. with
first one clap,
R over **Left****





P&E

GRAND HONOURS

(10) Then

one clap,

Left over R





P&E

GRAND HONOURS

**(11) Finally
by one clap,
R over **Left****





P&E

GRAND HONOURS

**(12) Return
hands to
your sides.**





PROTOCOL & ETIQUETTE

IMPRESSIVE WHEN DONE IN UNISON





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THE WANDS

- When are the wands used to receive visitors?



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THE WANDS

- The wands are only used to receive those Grand Lodge Officers who are entitled to assume the gavel



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THE SWORD

- What is the proper way to carry a sword?



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The Royal Couple in Canada









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- **What is appropriate attire to wear to lodge?**



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DRESS CODE

- **Each lodge establishes a uniform dress code.**
- **Usually is tuxedo for Officers and business suit for members. (Lodge Summons)**



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DRESS CODE

- **Visitors would normally follow the dress code the lodge has established for its members (i.e. business suit)**



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DRESS CODE

- **Current Grand Lodge Officers would follow the dress code established by Grand Lodge, when they visit a lodge**



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DRESS CODE

- Does a different dress code apply when attending EMERGENT MEETINGS?



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DRESS CODE

- **Dressing down is not appropriate for lodge**
- **Show respect for the fraternity and your lodge**



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DRESS CODE

- For a comprehensive explanation about dress codes, see pages 38 – 43 in *“The Masonic Manual”*



PROTOCOL & ETIQUETTE

PROPER SALUTATION FOR THE G.M. and THE D.G.M.

- **How should you address the G.M. and/or the D.G.M. when you are talking to them?**



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PROPER SALUTATION FOR THE G.M. and THE D.G.M.

- **During their respective terms of office, (as far as Masons are concerned), neither the G.M., nor the D.G.M., has a personal name**



PROTOCOL & ETIQUETTE

PROPER SALUTATION FOR THE G.M. and THE D.G.M.

- **Even during a private conversation, when no one else can hear you, address these officers solely by their respective titles**



PROTOCOL & ETIQUETTE

PROPER SALUTATION FOR THE G.M. and THE D.G.M.

**e.g. “Hello, Grand Master”,
or “Good evening, Deputy
Grand Master”**

***Do not use their
personal names.***



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**YOUR NAME
IS VERY
IMPORTANT**



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QUESTION

- You are the D of C for your lodge.
- You are responsible to introduce/present visitors.



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QUESTION

- How can you ensure that you learn – and correctly pronounce – the name of everyone who should be introduced/presented?



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CORRECT PRONUNCIATION

- Always carry a pen and notebook.
- If you are the least bit uncertain how to pronounce a brother's name – ask him!



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CORRECT PRONUNCIATION

- **Write down the phonetic pronunciation of any difficult names in your notebook.**
- **Your name is your most important possession.**



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- **When should you salute the W.M.?**



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SALUTE THE W.M. WHEN:

- Entering lodge
- Leaving lodge
- Addressing the W.M.
- Called for in ritual



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NOTE:

- There is no need to salute after you have finished speaking
- Avoid the “second salute”



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ALSO:

- Do not salute to acknowledge a command by the W.M.
- Salutes go upward, not down (e.g. J.W. does not salute I.G.)



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- **Take the proper step before saluting -**
EXCEPT
- **While perambulating in front of the W.M.**



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QUESTION

- **Should you hold a salute until it is acknowledged by the W.M.?**



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- **No. While the W.M. should return all salutes, do not wait for him to do so before you complete your salute. Don't hold a salute.**



PROTOCOL & ETIQUETTE

ADDRESSING

THE

EAST



PROTOCOL & ETIQUETTE

QUESTION

- The G.M. and the D.D.G.M. are both present in lodge.
- You wish to speak.
- How should you address the East?



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ADDRESSING THE EAST

- **Stand and take the proper step. Then salute.**
- **Address whomever is in charge of the gavel.**



PROTOCOL & ETIQUETTE

ADDRESSING THE EAST

- **If the W.M. is in charge of the gavel, say “Worshipful Master”. Period. Address your remarks only to him.**



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ADDRESSING THE EAST

- Do **NOT** say: “W.M., M.W. the G.M., R. W. the D.D.G.M., distinguished East, and brethren”



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**WHEN IS THE
SIGN OF FIDELITY
USED?**



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SIGN OF FIDELITY

- **When the VOSL is being attended**
- **During obligations**
- **During ritual prayers in our ceremonies**
- **Including prayers in the Masonic Memorial Service**



PROTOCOL & ETIQUETTE

SIGN OF FIDELITY

- **During closing of lodge: F; F; F;**
- **By the S.W., when presenting a (?)**
- **When receiving Grand Honours, or accompanying someone who is**
- **By the Master Elect during the Installation Ceremony**



PROTOCOL & ETIQUETTE

S of F is **NOT** given:

- In the Banquet Room
- When being greeted by the W.M.
- By the W.M. when receiving visitors
- After completing a piece of work
- If you are not wearing your apron



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COLLARS

- Who can wear the W.M.'s collar?
- When should the W.M. wear his collar?



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W.M.'s COLLAR

- The W.M.'s collar is only worn by the W.M.

He wears it:

- In his own lodge
- When **CONDUCTING** a Divine Service



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W.M.'s COLLAR (continued)

He wears it:

- When **CONDUCTING** a Memorial Service
- When attending a Grand Lodge Communication



PROTOCOL & ETIQUETTE

W.M.'s COLLAR (continued)

He wears it:

- When attending an Official Visit with the DDGM in his District
- When attending a Divine Service conducted by the DDGM



PROTOCOL & ETIQUETTE

W.M.'s COLLAR (continued)

The collar is **not** worn:

- In the banquet room
- When visiting another lodge for any other purpose (e.g. Installations, or if part of a Degree Team)



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**IF A LODGE HAS A SPECIAL
APRON FOR EACH
OFFICER, BEARING THE
EMBLEM OF THAT OFFICE,
WHO SHOULD WEAR IT?**



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LODGE OFFICER'S APRON

A Lodge Officer's apron is worn:

- By the regular officer**
- By an acting officer**
- By a Past Grand Lodge Officer, (who has been elected or appointed and invested), while in his lodge**



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**WHAT PINS OR
BUTTONS CAN A
MASON WEAR TO
LODGE?**



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Section 384

No jewels (or pins, or buttons) shall be worn in a lodge other than one specially designed and/or authorized by Grand Lodge



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“GENERAL VISITORS”

Preferable description:

“VISITING BRETHREN”

- W.M. should have a “well prepared” welcome. ☹️ “Fine array of Masons”
- Plan in advance what to say.



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VISITING BRETHREN

- It is recommended visitors be brought into lodge in as few groups as possible.
- Can take 5 – 10 minutes to receive each group. More groups prolong evening.
- Usually only two groups will suffice:

**“General
Visitors”**

**Current Grand
Lodge Officers**



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CURRENT GRAND LODGE OFFICERS

PRESENTED vs INTRODUCED

- Only those GLOs who have the power and authority to assume the gavel by right of their office are PRESENTED.

(i.e. GM, PGM, DGM, DDGM in his District)



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CURRENT GRAND LODGE OFFICERS

PRESENTED vs INTRODUCED

- All other current GLOs are **INTRODUCED**.
- W.M. should invite these other GLOs to sit in the East.



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CURRENT GRAND LODGE OFFICERS

Those GLOs who are PRESENTED:

- MUST be brought in under the wands
- MUST be accorded the Grand Honours
- Are entitled by their rank to sit in the East

(GM, PGM, DGM, DDGM in his District)



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CURRENT GRAND LODGE OFFICERS

- **Order of rank, precedence and seniority of current GLOs is specified in Section 12 of the Constitution**
- **Also, listing of the NAMES and rank of all current GLOs is published by G.S. each year after Annual Communication in July**



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CURRENT GRAND LODGE OFFICERS

- Best of all, this listing is in the order in which current GLOs are to be “presented” or “introduced”
- The most senior rank is presented (or introduced) first; the most junior last



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**You have just entered
Lodge, saluted and are still
standing at the altar.**

**How should you respond
to the W.M.'s welcome?**



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i.e. When acknowledging the W.M.'s welcome, should you:

- **Salute the W.M.?**
- **Assume the S. of F.?**
- **Simply bow your head?**



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ANSWER: Simply bend your head a little forward. (*It's called a "court bow".*)



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CURRENT GRAND LODGE OFFICERS

- **Where is the most senior Grand Lodge Officer seated in the lodge room?**



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CURRENT GRAND LODGE OFFICERS

- The most senior GLO is always seated to the left of the W.M. in lodge, i.e.:

WM → GM → PGM → DGM → DDGM



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CURRENT GRAND LODGE OFFICERS

- **Where is the most senior Grand Lodge Officer seated when at the Head Table for a Banquet?**



PROTOCOL & ETIQUETTE

CURRENT GRAND LODGE OFFICERS

- The most senior GLO is seated to the right of the W.M. when at the Head Table for a banquet



WORSHIPFUL MASTER

- **Invite current GLOs, who are not entitled to assume the gavel, to take seats in the East, to the left and right of the W.M.**



WORSHIPFUL MASTER

- **Invite the Grand Wardens to assume their chairs**
- **Unless so arranged in advance, they will decline**
- **Invite them to sit in the East**



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WILLIAM MERCER WILSON MEDAL RECIPIENT

- Should be recognized as a very special visitor
- The W.M. **MAY** invite him to sit in the East
- Do not extend him Grand Honours



PROTOCOL & ETIQUETTE

OTHER P&E TOPICS

- **Masonic Sign of Voting**
- **Crossing your legs in lodge**
- **Who can sit in the East**
- **Another Book of Faith**
- **Toasts**
- **White gloves**





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**P&E MATERIAL CAN BE
DOWNLOADED FROM:**

[http://www.torontowestmasons.
com/publications.htm](http://www.torontowestmasons.com/publications.htm)

Questions