

**RESPONSIBILITIES  
AND  
GUIDELINES  
FOR  
OFFICERS  
AND  
LODGE MEMBERS**

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# **RESPONSIBILITIES AND GUIDELINES FOR OFFICERS AND LODGE MEMBERS**

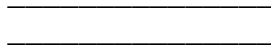
## **FORWARD**

This document contains information useful for Lodge Officers and members of the Lodge in one package, not always easily found in various Grand Lodge of Virginia publications.

We first published this document, in its original form and content, in 1984 and revised it, with limited corrections, the following year. In the meantime, we have distributed it to anyone who has shown interest. In the latest edition, it was once more revised with material being deleted and added to it.

The author, Right Worshipful C. Bruce Palmer, has striven to make this document as accurate as humanly possible. Most of the pages are deemed requirements - others are recommendations or suggestions. Note that in no way does this document preclude referring back to the Methodical Digest or any other official publication of the Grand Lodge of Virginia.

While none of the information is "privileged," discretion should be used in distribution. Corrections and suggestions are welcome at any time.



We have reprinted this document with the date of April 2009. This reprint does not contain any additional information, but does contain several corrections of errors discovered in previous issues. We still want the user to note any further errors and to notify us.

My thanks go out to Worshipful William G. L. Turner, Past Master of Arlington Centennial – Glebe Lodge No. 81, and his wife Patti, in the January 2003/5/7 edition, for assisting through many hours with their computer expertise and editing expertise.

Right Worshipful C. Bruce Palmer



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## A. PUBLICATIONS

The following is a list of Masonic publications we feel is essential for all officers to have in their briefcase, and always available. Some documents mentioned are duplicated in larger volumes but are listed because of their “fingertip” accessibility. All items are available from the Grand Lodge of Virginia, and through your Lodge Secretary, for a reasonable charge. Check for the most recent edition.

1. Virginia Methodical Digest - plus current supplements
2. Lodge by-laws
3. Roster of Lodge members
4. Funeral Services – “Instructions Governing Masonic Funerals and Evening Memorial Services -1995”
5. Manual of Ceremonies - This booklet contains some 20 ceremonies; in some cases, several of these are printed in separate form.
6. Manual of Work
7. Manual of Masonic Etiquette, Protocol and Decorum
8. Subordinate Lodge Officer's Manual
9. Mentor's Manual
10. Veterans Emblems
11. Handbook for Masonic Trials
12. The Table Lodge
13. Presentation Volume
14. Kidd's Self-Pronouncing Masonic Dictionary
15. Responsibilities and Guidelines for Officers and Lodge Members

### ALSO SUGGESTED

16. Petition for Degrees (form)
17. Application for Membership (form)
18. Booklet for Petitioner/Candidate
  - a. Taking The First Step
  - b. The Degree of Entered Apprentice
  - c. The Degree of Fellowcraft
  - d. The Degree of Master Mason and More Light In Masonry
19. Pocket calendar
20. Macoy's catalog
21. Masonic information brochures

## **B. PREPARING FOR DEGREES (SECTIONS 2.91 - 2.115)**

### **1. ENTERED APPRENTICE'S DEGREE**

In some Lodges, it is traditionally the responsibility of the Senior Deacon to set up the cast for this degree and to assure that all paraphernalia is in place. This suggestion is made so that responsibility is divided. However, the Master has the final call. Note that the following serves as a checklist for the Senior Deacon.

#### **a. CAST**

- ❖ East
- ❖ West
- ❖ South
- ❖ Senior Deacon
- ❖ Junior Deacon
- ❖ Chaplain
- ❖ Secretary (recite duty only)
- ❖ Treasurer (recite duty only)
- ❖ Senior Steward (preparation of candidate)
- ❖ Junior Steward (assist the Senior Steward)
- ❖ Tiler
- ❖ Lecturer
- ❖ Charge (we recommend a friend of candidate - if possible)
- ❖ Lights

#### **b. PARAPHERNALIA**

- ❖ Receiving tool (near the West Gate)
- ❖ Bible at altar - with square, compasses, marker
- ❖ Leather apron in East with container - may be given after the MM Degree
- ❖ Pillow (at Junior Steward's place)
- ❖ Working tools (in East)
- ❖ Knock blocks on floor
- ❖ Hoodwink, shoe, apparel, short cable tow (in Preparation Room)
- ❖ Glass of water (for Lecturer)
- ❖ Candidate's complete name on card for WM, SW, JW, SD, SS

#### **c. NOTES**

- ❖ Senior Deacon should schedule at least one rehearsal prior to degree; mail outline of cast to each participant, designating time and dress. NOTE: Lodges are allowed to publish the name of a candidate for the degrees, but ONLY AFTER he has been elected to receive the same. (2.108).
- ❖ Secretary gives advance notice to candidate re: fee, dress, reporting time.
- ❖ Candidate may request Masonic friends/relatives to attend the degree.
- ❖ Junior Steward tends to the pillow and assists Senior Warden at altar.
- ❖ Stewards place chairs and staff holder for lecture.
- ❖ Senior Deacon adjusts kneeling pad prior to degree.
- ❖ Senior Deacon meets candidate prior to degree and turns him over to the Senior Steward.
- ❖ Senior Steward reads statement re: initiation of candidate prior to degree.

## 2. FELLOWCRAFT'S DEGREE

It is traditionally the responsibility of the Junior Warden to set up the cast for this degree and to assure that all paraphernalia is in place. This suggestion is to divide responsibility. However, the Master has the final call. Note that the following is a checklist for the SW.

### a. CAST

- ❖ East - Obligation
- ❖ East - Receiving in the East
- ❖ West
- ❖ South
- ❖ Senior Deacon - First Section
- ❖ Senior Deacon Lecture - Second Section
- ❖ Junior Deacon
- ❖ Chaplain
- ❖ Senior Steward (preparation of candidate)
- ❖ Junior Steward (assist the Senior Steward)
- ❖ Tiler
- ❖ Secretary (present for Receiving in the East)
- ❖ Charge (may be a friend of the candidate)
- ❖ Lights

### b. PARAPHERNALIA

- ❖ Bible, square, compasses, marker at altar
- ❖ Receiving tool (near the West Gate)
- ❖ Wages and working tools (in the East)
- ❖ Square (north of altar)
- ❖ Knock blocks on floor
- ❖ Columns and stairs available in Lodge room
- ❖ Hoodwink, shoe, apparel, cloth apron, mid-length cable tow (in Prep Room)
- ❖ Candidate's complete name on card for WM, SW, JW, SD, SS

### c. NOTES

- ❖ Junior Warden should schedule at least one rehearsal prior to degree; mail outline of cast to each participant, designating time and dress. Note that no Lodge shall permit the publication of a candidate's name (2.108).
- ❖ Secretary gives advance notice to candidate regarding fee, dress, time, etc.
- ❖ Be sure Junior and Senior Wardens know responses for the Senior Deacon's lecture.
- ❖ Junior Warden meets candidate prior to degree and turns him over to SS.
- ❖ Senior Deacon adjusts kneeling pad prior to degree.
- ❖ Senior Steward tends square and assists Senior Warden at altar.
- ❖ Candidate may request Masonic friends/relatives to attend the degree.

### 3. MASTER MASON'S DEGREE

As in the Entered Apprentice's and the Fellowcraft's Degrees, in some Lodges it is traditionally the responsibility of the Senior Warden to set up the cast for the Master Mason's Degree and to assure that all paraphernalia is in place. This suggestion is made so that responsibility is divided. However, the Master has the final call. Note that the following is a checklist for the Senior Warden.

#### a. CAST - First Section

- ❖ East - Obligation
- ❖ West
- ❖ South
- ❖ Senior Deacon
- ❖ Junior Deacon
- ❖ Chaplain
- ❖ Senior Steward (preparation of candidate)
- ❖ Junior Steward (assist the Senior Steward)
- ❖ Tiler
- ❖ Lights

#### CAST - Second Section

- ❖ East - Raising
- ❖ West
- ❖ South (temporary)
- ❖ Senior Deacon
- ❖ Junior Deacon (Note that the Seafaring Man can be combined)
- ❖ Senior Steward (preparation of candidate)
- ❖ Junior Steward (assist the Senior Steward)
- ❖ Secretary (roll call)
- ❖ First Fellowcraft
- ❖ Second Fellowcraft
- ❖ Third Fellowcraft
- ❖ First Ruffian
- ❖ Second Ruffian
- ❖ Third Ruffian
- ❖ Tiler
- ❖ Lecturer
- ❖ Charge (may be a friend of the candidate)
- ❖ Lights
- ❖ Canvas Team (8 Master Masons - note that very rarely do you have the luxury of 8 attendees not otherwise engaged. Do the best you can with those available.)

#### b. PARAPHERNALIA

- ❖ Bible, square, compasses, marker at altar
- ❖ Receiving tool (near the West Gate)
- ❖ Working tools (in the East)

- ❖ Copy of Resolution - Feb. 14, 1968, page 34, small Manual of Work
- ❖ Copy of Resolution - Feb. 14, 1924, page 48, small Manual of Work
- ❖ Knock blocks on floor
- ❖ Canvas and maul (NE corner)
- ❖ Roll call, page 47, small Manual of Work (Secretary's desk)
- ❖ Song sheets (Secretary's desk)
- ❖ Acacia (Marshal's place)
- ❖ Gong (in East)
- ❖ White gloves and aprons, 3 pairs (in Prep Room)
- ❖ Hoodwink, shoe, apparel, cloth apron, long cable tow (in Prep Room)
- ❖ Glass of water (in East for Lecturer)
- ❖ Name cards – candidate's complete name for WM, SW, JW, SD, SS
- ❖ 24 inch gauge in South, square in West

**c. NOTES**

- ❖ Senior Warden should schedule at least one, preferably two, rehearsals prior to degree; mail outline of cast to each participant, designating times and dress. Note that no Lodge shall permit the publication of candidate's name (2.108).
- ❖ Secretary gives advance notice to candidate regarding fee, dress, time, etc.
- ❖ Candidate may request Masonic friends/relatives to attend the degree.
- ❖ Senior Warden meets candidate prior to degree and turns him over to the Senior Steward.
- ❖ Senior Deacon adjusts kneeling pad prior to degree.
- ❖ Hoodwink and jewel in South before second section begins.
- ❖ Master reads 1968 Resolution immediately after first section.
- ❖ Secretary gives out and collects song sheets.
- ❖ Stewards place chairs and holder in East for lecture.
- ❖ Master reads 1924 Resolution at conclusion of degree.
- ❖ Master should, at end of degree, arrange for presentation of gifts, booklets and the like to the new Master Mason.

**REPAIR TO THE EAST  
PROCESSION ALIGNMENT**

<p><b>These 12 represent the 12 Fellowcrafts</b></p>	<p><b>JD JW 3<sup>rd</sup> FC FC * FC * FC * FC * SW</b></p>	<p><b>SD 1<sup>st</sup> FC 2<sup>nd</sup> FC FC * FC * FC * FC * (WM)</b></p>	<p><b>These 8 FC * are members of the canvas team</b></p>
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## **C. QUALIFICATIONS TO SERVE AS WARDEN/MASTER (Section 2.34)**

### **1. DEGREE OF PAST MASTER**

No Brother shall be elected as Warden (or Master) without having first received the Degree of Past Master as per Section 2.34, except one who has served as Master in another jurisdiction and awarded the title of Past Master. The Past Master's Degree may be received in a Royal Arch Chapter or in a Provisional Lodge of Past Masters.

### **2. WARDEN'S CERTIFICATE**

No Brother shall serve as Master without having first received the required Warden's Certificate as issued by the Grand Lecturer or his representative (Section 2.34). This certificate is valid for a period of three (3) years from date of issue.

## **WARDEN'S CERTIFICATE REQUIREMENTS**

### **a. ENTERED APPRENTICE**

1. Open the Entered Apprentice's Lodge
2. Confer the Entered Apprentice's Degree
3. Close the Entered Apprentice's Lodge

### **b. FELLOWCRAFT**

4. Open the Fellowcraft's Lodge
5. Confer the Fellowcraft's Degree (Receiving in the East lecture is no longer required)
6. Close the Fellowcraft's Lodge

### **c. MASTER MASON**

7. Open the Master Mason's Lodge
8. Confer the Master Mason's Degree (First Section)
9. Confer the Master Mason's Degree (Second Section)
10. Dispense with the Master Mason's Lodge
11. Resume labor
12. Call from labor to refreshment
13. Call from refreshment to labor
14. Close the Master Mason's Lodge

### **d. MISCELLANEOUS**

15. Short prayers used by Master
16. Stewards assist the Deacons in taking up the word
17. Wrong word on one side
18. Wrong word on both sides
19. Pledge of allegiance
20. Understand the differences between stated and called
21. Understand resolution requirements
22. Spread and circulate a ballot (adopted in 2000)

## D. JUNIOR DEACON - DUTIES (Section 2.65)

Section 2.65 - The Deacons shall attend to the reception of candidates, the introduction and accommodation of visitors, and discharge such other duties in the Lodge as may be assigned them by the Master and Wardens.

When elected and installed, the Junior Deacon embarks on a (normally) five-year tour of duty, the first of which is most demanding in time, energy, and dedication. The Junior Deacon cannot start too soon in preparing for all offices in line, especially that of Worshipful Master. *THE FOLLOWING ARE OFFERED MORE AS REQUIREMENTS RATHER THAN SUGGESTIONS.*

1. Notify the Master, in advance, if you are unable to attend a Lodge meeting; also notify the Senior Deacon, so he can open and set up the Lodge.
2. Learn the duties of a Junior Deacon as soon as your election appears imminent — as follows:
  - a. Opening and closing a Master Mason's Lodge.
  - b. Attending the Tiler's alarm and making proper announcements to the Master.
  - c. Proper handling of the staff - walking, turning, standing, sitting, etc.
  - d. Duties recited in the Entered Apprentice and Fellowcraft Degrees.
  - e. Ceremony of receiving the Grand Master and District Deputy Grand Master.
3. Attend all Lodge, District, Area, and Grand Lodge Schools.
4. **SETTING UP THE LODGE** - It is the responsibility of the Junior Deacon to set up the Lodge for all meetings of the Lodge, including degree work (see R & G Sections B-1, B-2, and B-3 for special instructions in setting up for the EA, FC, and MM Degrees). Be at the Lodge at least 45 minutes before the meeting is to begin. *THE FOLLOWING IS A CHECK LIST FOR SETTING UP THE LODGE FOR REGULAR MEETINGS*
  - a. Install tapers and test.
  - b. Spread cloth on altar.
  - c. Place Great Lights - Bible, square, and compasses on altar. Bible is closed and the marker is exposed to the appropriate passage - Ecclesiastes 12 for MM Degree; Amos 7 for FC Degree; Psalm 133 for EA Degree.
  - d. Put gavels on Wardens' pedestals.
  - e. Place all chairs in position, including one or two extra chairs in East for visitors.
  - f. Deacons' and Stewards' staffs and rods and holders in place.
  - g. Kneeling pad at altar.
  - h. Flag in East.
  - i. Deacon's staff holder at altar.
  - j. Officers' aprons and jewels on seat of chairs.
  - k. Tiler's sword outside of the door.
  - l. Baton on Marshal's chair.
  - m. Register book in Ante Room, heading filled out, with pen available.
  - n. Visitors' aprons in Ante Room.
  - o. Small Bible and "List of Lodges" in Examining Room.
  - p. Sign-in cards in Ante Room.

**5. TAKING DOWN THE LODGE**

- a. Put paraphernalia away.
- b. Take apparel home for laundering.
- c. Adjust thermostat.
- d. Turn out all lights.
- e. Check doors and lock up.

**6. GENERAL**

- a. Launder apparel.
- b. Launder cloth aprons and gloves as necessary.
- c. Check supply of lambskin aprons and their containers (Secretary will order).
- d. Advance page in Register (notify Secretary to order next Register).
- e. Adjust heat/AC in advance of meeting.
- f. Place crepe on Deacons' Stuffs and Stewards' Rods on death of member. Leave on one month. (If applicable, place the black underside of altar cloth over)
- g. Put candles out for Grand Master's visit.
- h. Have candles available for power failure.
- i. Pick up paraphernalia for Masonic funerals (see section on Masonic funerals).

**7. FINALLY**

- a. Arrive early.
- b. Meet and greet all visitors and members.
- c. Have visitors fill out name cards (fully) and give to Master.
- d. Give visitors current bulletin.
- e. Notify Master if an Examining Committee is required.
- f. Visit other Lodges.
- g. Know your contemporaries.
- h. Again, attend schools, both ritual and educational.
- i. Attend Area Conference.
- j. Attend Grand Lodge.
- k. Keep a date book.
- l. Study the Methodical Digest - on a continuous basis.

## **E. SENIOR DEACON - DUTIES (SECTION 2.65)**

Now in your second year in line, your duties are less demanding than those of the Junior Deacon, but you may have to perform his duties now and then. Being an active officer is ever more applicable. *THE FOLLOWING SUGGESTIONS ARE STRONGLY RECOMMENDED.*

1. Meet and welcome all attendees at all meetings.
2. Check Bible and Great Lights before meeting begins.
3. Familiarize yourself with all attendees' names, titles, and affiliations. You may have to introduce them.
4. Always carry a pocket calendar for names and dates.
5. Keep a record of all petitions and advancements.
6. Know the balloting procedure.
7. Be responsible for all Entered Apprentice Degrees. (see section B-1, page 2, of R & G, for list of cast, paraphernalia required, and helpful notes.)
8. You should be well on your way in learning the ritual required for the Warden's Certificate (the certificate is valid for three years.)
9. Assist the Junior Deacon in taking down the Lodge.
10. It is not too soon to learn a lecture.
11. Notify the Master, well in advance, if you are unable to attend a Lodge meeting.

## **F. SECRETARY - DUTIES (SECTIONS 2.59 – 2.63)**

Section 2.59 -The Secretary shall keep minutes of all proceedings of the Lodge proper to be written. All minutes shall be read and approved at the communication to which they refer. The Worshipful Master may dispense with the reading for approval of the minutes of a called communication at the conclusion of the communication. *EDICT-7-1989, permits the Worshipful Master to dispense with the reading of the minutes at the close of CALLED communications.* The minutes of the stated communication and those of a called communication subsequent thereto shall be faithfully entered upon the books of permanent record by the Secretary prior to the next ensuing stated communication and upon entry, such minutes shall be signed by the Worshipful Master and the Secretary.

The Worshipful Master may, in his discretion, have the minutes of previous communications summarized, read in full, or dispensed with entirely at the next ensuing stated communication.

The Secretary shall keep a list of all members of his Lodge and an account as to the dues between the Lodge and each member. He shall collect said dues and make his current collection a part of his minutes. He shall collect the deposit fee when he enters a petition upon his minutes, and the fee for each of the degrees when he enters the initiation, passing or raising of a candidate. When such fees are thus recorded, this fact shall be the presumption that he has collected thereto, and he shall be responsible for and chargeable with the funds so recorded and pay them over to the Treasurer, taking his receipt for the same.

The Secretary shall notify the members of his Lodge by such memos as the Lodge and the Worshipful Master may specify, the said means to be subject to change as ordered by the Worshipful or by vote of the Lodge.

The Secretary shall not furnish a mailing list of his members to anyone for other than Masonic purposes.

Section 2.60 - The Secretary shall be the custodian of the records, archives and Seal of the Lodge. The Lodge speaks through its Seal, and it should not be used for other than strictly Masonic papers and documents. As custodian, the Seal of the Lodge is the entire responsibility of the Secretary and should be retained in his possession to prevent its misuse by anyone.

Section 2.61 - He shall keep an accurate list of all members of the Lodge, with the dates of initiation, advancement, and admission to membership. When a Brother is admitted to membership in a Lodge, the Secretary thereof shall immediately report said affiliation to all other Lodges of which he is a member.

Section 2.62 - The Secretary shall forward on printed form furnished for that purpose by the Grand Secretary, monthly and annual reports of the Lodge by Section 2.17 (1973).

Section 2.63 - He shall give prompt information to the Grand Secretary, and to the District Deputy Grand Master, of any change that may occur in the Office of Master or Secretary.

DECISIONS - Please refer to the many decisions of Sections 2.59 through 2.63, located at the end of each section.

## **G. TREASURER - DUTIES (SECTION 2.54)**

Section 2.54 - The Treasurer shall receive from the hands of the Secretary and receipt to him therefor, all monies due the Lodge; keep a fair and just account of the same, and pay them out as he may be ordered by the Master, or by vote of the Lodge. He is the custodial and disbursing officer of the funds of the Lodge.

Section 2.55 - He shall keep books setting out in detail his accounts, and preserve all vouchers for disbursements, and be prepared at any time to exhibit the same when required by the Lodge or the Master, and to answer any inquiry pertaining to the duties of his office.

Section 2.56 - Unless the Master or the Lodge provide otherwise, the Treasurer shall have the charge and custody of the jewels and furniture of the Lodge.

Section 2.57 - The Master shall appoint an Auditing Committee at the last stated communication in November of each year, who shall examine the books, accounts, and vouchers of the Treasurer and Secretary for the Masonic year, and report to the Lodge at the December communication. If the election of officers is held at that communication, the report shall be made before the election. The Master may have additional examinations made, if he deems it necessary. NOTE: *Decision-10, 1962 — A Lodge has complied with the intent of Section 2.57 when it receives a TENTATIVE REPORT from the Auditing Committee and grants FURTHER TIME for the examination of books and records.*

Section 2.58 - The Treasurer shall attend each stated communication with his books. NOTE: *Decision-5, 1905 — The clause in Section 2.58 which states, “The Treasurer shall attend each stated meeting with his books” is more recommendatory than mandatory.*

## **H. WARDENS - DUTIES (Sections 2.52 – 2.53)**

Section 2.52 - Duties of the Senior and Junior Wardens - it shall be the duty of the Wardens to qualify themselves to discharge all the duties of the Master, and, in his absence, or at his request, they shall always be ready to assume the functions of his Office. It shall be the duty of the Junior Warden to formulate and prosecute all charges preferred in the Lodge; provided, that it shall be competent for a Lodge to appoint some Brother to act in the place of, or assist the Junior Warden in the performance of this duty. NOTE: Please refer to the booklet, "Handbook For Masonic Trials" by Most Worshipful Edmund Cohen, published by the Most Worshipful Grand Lodge of Virginia, dated 2008. The Lodge cannot in any manner prescribe the duties of the Wardens.

Section 2.53 - The Senior Warden will succeed to all the duties of the Master when the Master is absent, and in the event of the Master's death or disqualification from any cause, take his place during his term of Office, or until the disqualification is removed; but his so succeeding does not create a vacancy in the Office of Senior Warden, but said office must be filled by pro tempore appointment at each communication of the Lodge while he continues to discharge the duties of Master. In the like event as to both the Master and Senior Warden, the Junior Warden will succeed in like manner. If the presiding Warden shall call on any Past Master who may be in the Lodge to take the chair, on the presumption of his superior skill in conducting the business of the Lodge, nevertheless such Past Master still derives his authority from the Warden, and cannot act until that officer congregates [ assembles ] the Lodge. If there be no Master or Warden, the Secretary shall immediately inform the District Deputy Grand Master, who shall summon the Lodge, at a stated or special communication, to fill the vacancies, and in the meantime the Past Master who has last served as Master of the Lodge shall be the acting Master. NOTE: Please refer to the some seven decisions concerning the Wardens.

# I. APPOINTED OFFICERS - DUTIES

## 1. CHAPLAIN - (Section 2.64)

When the Lodge is at prayer, the Chaplain shall lead their devotions, and when the Lodge is at refreshment, he shall ask the blessings of God at the table. NOTE: In addition, the Chaplain may recite the short prayers during degrees, up to now reserved to the Master. He should commit to memory all prayers and Bible passages for all degrees.

## 2. TILER - (Section 2.66)

The Tiler must be a Master Mason of knowledge and experience, and he shall verify the qualifications of visitors while the Lodge is in session. He should receive compensation from the Lodge for his services. In addition to assigned duties without the Door, he should be the keeper of the ledger, to assure that visitors and members sign in and to see that all are furnished with an apron.

## 3. STEWARDS - (Section 2.68)

The Stewards, under the direction of the Master, or the Stewards' Committee of the Lodge, shall provide for and attend to the accommodation of the Brethren at refreshment. They shall perform such other duties as may be delegated to them by the Worshipful Master or the Wardens - such as the preparation of candidates, the Senior Steward taking charge and giving the required responses, with the Junior Steward assisting the Senior Steward.

### a. ESTIMATED ATTENDANCE

Here is a guideline to expected attendance during the hour of refreshment. Naturally figures will vary depending on the Lodge, weather, the speaker, and the like.

❖ Regular stated .....	20
❖ Called - EA or FC Degree.....	25
❖ Called - MM Degree .....	30
❖ Stated with Speaker .....	25-50
❖ Elections .....	30
❖ Installation – Closed .....	40
❖ Installation – Public.....	50-150
❖ Wardens' Night.....	30
❖ Past Masters' Night.....	40
❖ DDGM's Official Visit .....	50
❖ DIW or DEO School.....	40
❖ Lodge School.....	10-20
❖ GM's Official Visit to the Lodge.....	100-200

## 4. MARSHAL

Duties are assigned by the Master, such as presenting the Flag at meetings and his assignments at funerals. Please see R&G Section “ M “ concerning Masonic funerals.

## **J. MASTER - DUTIES (Sections 2.48 - 2.51)**

### **1. THE DUTIES OF THE MASTER OF THE LODGE**

Section 2.48 - The Master of the Lodge shall direct and control the order of business and work in his Lodge, except when the Grand Master or the District Deputy Grand Master is present and presiding. In case of a tie vote on any matter, the Master shall have a second vote. His direction and control of the order of business and work shall extend to all times including those of refreshment, and when the Lodge is in session, he shall require and enforce the observance by his officers, members, and visitors of all the laws of the Grand Lodge and the by-laws of his Lodge.

He shall have the right, without dispensation, to call his Lodge into special communication for work, provided the members of the Lodge are duly notified of the degrees in which work will be conferred and provided further that the communication is held in the place specified in the by-laws. [The Master may change the TIME but not the PLACE.] At such communication, he has the right to circulate the ballot on the Masonic proficiency of any candidate presenting himself for the degree, which the Lodge was called to confer.

The Worshipful Master should preside at all times when he is present. When he shall leave his station, except as may be required by ritual in conferring the degree, he shall provide a proper substitute. He may permit any Brother he deems properly qualified to occupy the East in his Lodge during the conferring of any of the degrees.

The Worshipful Master controls the funds of the Lodge in the hands of the Treasurer and may order them expended for Masonic purposes. He does not have the right to invest the funds of the Lodge, to change the investments, or encumber or rent the property of the Lodge of his own volition.

After the Lodge is opened, every Brother who desires to enter must have the permission of the Worshipful Master. It is improper and un-Masonic for other officers or members to admit members or visitors without his permission.

In exercising his control over the business of the Lodge, the Worshipful Master may remove from the Lodge room any insolent or disrespectful Brother, using the Deacons for that purpose, if necessary.

The Worshipful Master cannot change the Trustees of his Lodge nor interfere with them in the performance of their duties. He cannot excuse any member of his Lodge from balloting on the petition of a candidate for initiation or advancement. (1987)

NOTE: There are some fifty-four decisions relating to Section 2.48; please refer to them.

Section 2.49 - No appeal from the decision of the Master can ever be taken to his Lodge, but such appeal may be taken through the District Deputy Grand Master to the

Grand Master; but if the Master whose decision is a matter of complaint be the District Deputy Grand Master, the appeal may be taken directly to the Grand Master.

Section 2.50 - A call for the " previous question " is un-Masonic and cannot be entertained in any subordinate Lodge in this jurisdiction; nor can a motion to lay on the table. The subject must be disposed of; or if postponed, it must be to some definite, stated time.

Section 2.51 - After every Annual Communication of the Grand Lodge, he shall report to his Lodge his attendance thereon, or if he be absent, his reasons for such absence, and appoint a committee to examine the proceedings of the Grand Lodge and report all new laws enacted, and any other matter of special interest to the Lodge.

NOTE: Duties and responsibilities of the Worshipful Master are too numerous to mention all of them in these pages - they are covered throughout Section 2 of the Methodical Digest. I count fifty-seven decisions alone under the heading "THE WORSHIPFUL MASTER" starting with Section 2.48; please refer to them.

In addition, are listed a few reminders, which may be helpful to the Worshipful Master in his service to his Lodge. Since the Master "rules and governs his Lodge" most items should be considered suggestions, remembering that the Worshipful Master must have a Lodge to "rule and govern."

## **2. IMPORTANT DATES**

Here are some suggested dates to be scheduled during the Master's year in the East. The dates designated with an asterisk are required, or may be required depending on the Grand Master in Office.

- a. January - First meeting, open Lodge of Sorrow. \*
- b. January through December - Regular Lodge ritual schools.
- c. January - Rededication Night, with speaker. \*
- d. January through December - Masonic Birthdays, once each month - a small gift may be in order.
- e. January through December - Bring a Friend Night, once or twice a year. \*
- f. January, April, July, October - Masters and Wardens - in some Lodges. \*
- g. February - Go to or come to Church.
- h. January, February, March - Official Visit of DDGM, no later than April.
- i. March, April, May - Recommendation for next DDGM, and to Grand Lodge "on or before May 1st" (Section 1.86). \*
- j. April - Leadership Conference, date per Grand Master. \*
- k. May - Law Enforcement Night, with speaker.
- l. Grand Master's Official Visit to the district, probably in the first half of the year. \*
- m. May through October - Wardens' Night.
- n. July - Patriotism Night, with speaker.
- o. July, August, September - Official Visit of the D.I.W. \*
- p. July, August, September - Official Visit of the D.E.O. \*
- q. August, September - Past Masters' Night.

- r. October- Founders' Day.
- s. October before Grand Lodge Session - Review of Grand Lodge resolutions. \*
- t. November - Grand Lodge (Section 1.05).
- u. December - Last Meeting - Audit Report (Section 2.57), elections (Section 2.31), Sts. John's Night, close Lodge of Sorrow. \*
- v. December, January - Installation, after last meeting or before first meeting the following year. \*
- w. Other Nights - Masonic Home, Blood Program, Bring a Mason, Shrine, Education, Ladies, Back to Lodge, Family, Youth, Tall Cedars, Masonic Veterans, Sojourners, etc.

### **3. THINGS TO REMEMBER**

- a. Your entire year should already be planned.
- b. You should already be meeting with the other Masters in the district, which should include the DDGM.
- c. Regular schools should be held to keep the ritual current.
- d. Coordinate your activities with other Masters.
- e. Restudy the Methodical Digest, Manual of Work, Manual of Ceremonies, Manual of Masonic Etiquette, Protocol and Decorum, Veterans Emblems, Officers Manual, Mentors Manual, Lodge of Sorrow, Reception of DDGM, Handbook on Masonic Trials, etc.
- f. Get your bulletin out before the first of the month.
- g. Select committees as soon as possible.
- h. Pick your Junior Deacon nominee long before the end of your Senior Warden's year.
- i. Visit other Lodges and Appendant Bodies and attend Masonic functions.
- j. Have Secretary get out new Lodge roster.
- k. Check roster for 25, 50, 60, 70-year members.
- l. Appoint Audit Committee early in your term.
- m. Make (almost) daily contact with your Secretary.
- n. You may want to mail out Masonic Birthday reminder cards.
- o. You may want to do something regarding widows, especially at Christmas.
- p. Make phone calls (or e-mail) to invite members and visitors to Lodge. Send out invitation cards for special events.
- q. Line up speakers well in advance of event.
- r. Send letters of request to members you want to nominate and appoint for your year in the East (after checking in person).
- s. Call and invite members to join you in visiting.
- t. Require that all officers notify you when they can't make a meeting.
- u. Keep your officers informed.
- v. Memorize names and titles.
- w. You may want to appoint special Committee Chairmen, for example: Audit, Funeral, Sick, Blood, Grand Lodge Arrangements, Grand Lodge Resolutions, Instructors, Mentors, LIW, LEO, Widows, Masonic Home, Youth, Special Activities, Investigations, etc.

#### **4. INTRODUCTIONS - AT A REGULAR STATED MEETING**

Making presentations and introductions is one of the most difficult tasks a Master performs. Introductions are strictly voluntary - if the Master chooses to avoid this responsibility. Moreover, under normal circumstances, introductions should not take more than ten minutes.

Remember that introductions are made at the seat, presentations are made at the ALTAR - and that Grand Honors are made only in the East, after the presentation at the altar, and only to Past Masters and beyond. A committee should be appointed before a dignitary is requested to assemble at the altar (contrary to established procedure), and thereby eliminating the request. The Master rises to address or introduce (and not before) an attendee when attendee holds title of Past Master or beyond.

The Senior Deacon (with staff) may be asked to present any Master Mason at the altar or to the East.

The first committee member chosen will do the (verbal) presentation and should be (if possible) of equal or higher title than the Brother(s) being presented.

The Master, if he so chooses, may want to introduce all those present at their seats. Conversely, he may have anyone he chooses to be presented at the Altar and to the East. Also, the Master may combine visitors and members in his introductions (we, therefore recommend it). NOTE: The introductions (receptions) at a regular stated meeting may be found in the "Manual of Ceremonies," page 73.

It is not required that a Master make introductions at all, but if he chooses to do so we recommend that the following order be adhered to:

- a. I will ask that all VISITORS and MEMBERS, who have not served as Worshipful Master, to please rise. (Master remains seated and asks for APPLAUSE)  
NOTE that from this point on the Master will RISE when ADDRESSING OR INTRODUCING the Brethren.
- b. I will ask that all PAST MASTERS and PAST DISTRICT DEPUTY GRAND MASTERS, who do not hold OFFICE or TITLE in the GRAND LODGE, to please rise.
- c. I will ask that all HEADS of APPENDANT BODIES, to please rise.
- d. I will ask that all GRAND LODGE COMMITTEEMEN, GRAND LODGE REPRESENTATIVES, DISTRICT EDUCATIONAL OFFICERS, DISTRICT INSTRUCTORS of WORK, DISTRICT MASONIC HOME AMBASSADORS, DISTRICT BLOOD COORDINATORS, DISTRICT VACHIP DIRECTORS, and DISTRICT MEMBERSHIP COORDINATORS to please rise.

REMEMBER that the WORSHIPFUL MASTER is to seat himself between each category of introductions.

NOTE: *From this point on a COMMITTEE should be appointed and all DIGNITARIES are to be presented at the ALTAR.* The Worshipful Master will say,

“WORSHIPFUL BROTHER A,B,C, and WORSHIPFUL BROTHER D,E,F, you will serve as a COMMITTEE to present \_\_\_\_\_ at the ALTAR.”

- e. WORSHIPFUL MASTERS at the ALTAR.
- f. All VISITING DISTRICT DEPUTY GRAND MASTERS at the ALTAR.
- g. All GRAND LODGE OFFICERS ---- EXCEPT - the DEPUTY GRAND MASTER and PAST GRAND MASTERS, who are OFFICERS of the GRAND LODGE, at the ALTAR.
- h. DEPUTY GRAND MASTER at the ALTAR.
- i. PAST GRAND MASTERS at the ALTAR.

NOTE: When Past Grand Masters are presented at the altar, the presenter will designate the year they served as Grand Master, thus: “Worshipful Master, your committee is honored to present Most Worshipful Henry Wade Stuart, Grand Master of Masons in Virginia in the year 1990.”

And the Worshipful Master's response is the same in the East -- when only one Past Grand Master is given honors. However, when two or more Past Grand Masters are given honors the Worshipful Master will say, “Brethren, behold, these Past Grand Masters as presented at the altar and salute them accordingly.”

- j. DISTRICT DEPUTY GRAND MASTER for the 95<sup>th</sup> MASONIC DISTRICT at the ALTAR.
- k. THE GRAND MASTER of MASONS in VIRGINIA at the ALTAR - not for his official Visit.

NOTE: The Master may want to present the SPEAKER FOR THE EVENING “dead” last, provided the Master lets the Lodge know of his intentions.

## **5. ORDER OF BUSINESS**

The Order of Business should be adhered to :

- a. Close The Door
- b. Purge
- c. Display Three Great Lights
- d. Prayer
- e. Brief welcome (optional)

- f. Pledge to the Flag (optional - but if performed, must adhere to ritual)
- g. Secretary's desk
  - ❖ Reading of minutes of previous meetings for approval (example, Masonic funerals)
  - ❖ Reading of minutes of previous meetings, for information only (optional)
  - ❖ Communications (optional)
  - ❖ Bills, for approval
  - ❖ Receipts
  - ❖ Petitions for first reading (lie over for at least 28 days); Master may appoint Investigating Committee of three at that time.
  - ❖ Maturing petitions, followed by speakers and balloting
- h. — Open Lodge of Sorrow - first meeting
- i. Introductions (optional) - refer to item 4 above
- j. Announcements (optional)
- k. Sick Report (optional)
- l. — Audit Report/Elections/Installation (closed) - Last meeting
- m. — Appoint proxies (after elections)
- n. — Dismiss committees - Last meeting
- o. — Close Lodge of Sorrow - Last meeting
- p. Query West, South, and Brethren
- q. Reading of Minutes - for approval
- r. Close

## **6. PRAYERS BY THE MASTER - if the Chaplain be absent**

OPENING — “Supreme Architect of the Universe! We invoke Thy blessing at this time: may this meeting, thus begun in order be conducted in peace and closed in harmony. So mote it be - Amen!”

CLOSING — (at the altar, immediately after the query of the Wardens and before the Closing Declaration) - “ May the blessing of Heaven rest upon us and all regular Masons; may Brotherly love prevail, and every moral and social virtue unite and cement us. So mote it be – Amen!”

## **7. LODGE OF SORROW (Section 2.05 (a) - 1981) - (Manual of Ceremonies, pg 117)**

The Worshipful Master of any Virginia Lodge may, at the beginning of his term, or at any time during such term of Office, open a Lodge of Sorrow, provided a Master Mason's Lodge shall have first been opened in a 'regular manner.' After the first such opening, no further formality need be followed except as is noted herein for subsequent convening of the Lodge of Sorrow specified hereinafter.

NOTE: In the event a Masonic funeral is called for, between the last closing and before the next opening of a Lodge of Sorrow, a Lodge of Sorrow shall be opened in the “regular manner”; that is, a group of no fewer than three stationed officers shall repair to

the Lodge room and open a Master Mason's Lodge and open a Lodge of Sorrow and close the Master Mason's Lodge. The Lodge of Sorrow is, thereby, open for the balance of the ensuing term.

## OPENING

WM Brethren, we will now proceed to open a Lodge of Sorrow, (3 raps). Let us pray.

CHAP Grand Architect of the Universe, we of the Masonic Fraternity, have dedicated our lives to the formation of true living stones for Thy Temple, ask Thy blessing on our work that we may be better enabled to serve Thee. May we always work according to Thy grand design. So mote it be. Amen.

WM Brother Senior Warden, it is my order that a Lodge of Sorrow be now opened for the purpose of paying the last tribute of respect to those Brethren of this Lodge whom death will take from us and for honoring members of other Lodges as an act of courtesy when duly requested. This you will communicate to the Junior Warden in the South that the Brethren having due notice thereof may govern themselves accordingly.

SW Brother Junior Warden, it is the order of the Worshipful Master that a Lodge of Sorrow be now opened for the purpose of paying the last tribute of respect to those Brethren of this Lodge whom death will take from us and for honoring those members of other Lodges as an act of courtesy when so requested. This you will report to the Brethren that they having due notice thereof may govern themselves accordingly.

JW Brethren, take due notice thereof, and let it be accordingly so done.

WM Brethren, let us apply the symbolic tools of Masonry to our daily lives that we may be tried and found to be true as living stones and thus render ourselves worthy for that house not made with hands, eternal in the heavens. Accordingly, I declare this Lodge of Sorrow open, to remain open until my successor shall have been duly elected; and to be closed as my last order of business as Worshipful Master of this Lodge. (1 rap)

Brother Junior Deacon, inform the Tiler.

JD Brother Tiler, the Lodge of Sorrow is now open.

The Worshipful Master of any Virginia Lodge shall at the end of the term for which he was elected (the last stated communication of his term) close the Lodge of Sorrow, which has been opened during his tenure as Worshipful Master.

## CLOSING:

WM Brethren, we will now proceed to close this Lodge of Sorrow. (3 raps) Let us pray.

CHAP Great Architect of the Universe, while we mourn the passing of our departed Brethren, let us learn well the lessons of death. Make us aware that time is passing swiftly and this separation from our departed Brethren is of short duration. Let the loss that we have sustained increase our affections for those who are yet spared. So mote it be. Amen.

WM Brother Senior Warden, it is my order that the labors of this Lodge of Sorrow be now ended, to be resumed at the will and pleasure of the incoming Master and his officers. This you will communicate to the Junior Warden in the South that the Brethren having due notice thereof may govern themselves accordingly.

SW Brother Junior Warden, it is the order of the Worshipful Master that the labors of this Lodge of Sorrow be now ended, to be resumed at the will and pleasure of the incoming Master and his officers. This you will report to the Brethren that they, having due notice thereof, may govern themselves accordingly.

JW Brethren, take due notice thereof, and let it be accordingly so done.

WM Brethren, may we be ever aware of our approaching fate as this alone can bring seemingly major crises into proper perspective, thereby creating that attitude of peace and harmony for which we strive. Accordingly, I declare this Lodge of Sorrow closed. (1 rap)

Brother Junior Deacon, inform the Tiler.

JD Brother Tiler, the Lodge of Sorrow is now closed.

## **K. ELECTIONS - (Sections 2.31 - 2.41)**

This section is not an outline but a complete Order of Business during the last stated meeting of the year in which ELECTIONS are held. However, the portion concerning the various sections and decisions are also complete, but are only brief descriptions (or teasers) of the sections and decisions; there is not enough room here to include complete descriptions. It is necessary that you refer to the Methodical Digest to get the sections and decisions in their entirety.

### **ORDER OF BUSINESS**

1. Close the Door
2. Purge
3. Display three Great Lights
4. Prayer
5. Brief welcome (optional)
6. Pledge Allegiance (optional - but should do)
7. Secretary's desk
  - ❖ Reading of minutes of previous meetings, for approval (ex. Masonic funerals)
  - ❖ Reading of minutes of previous meeting, for information only (optional)
  - ❖ Communications (optional)
  - ❖ Bills, for approval
  - ❖ Receipts
  - ❖ Petitions for first reading (lay over for at least 28 days); Master may appoint a three man Investigating Committee at that time.
  - ❖ Maturing petitions, followed by speakers and balloting
8. Introductions (optional)
9. Announcements (optional)
10. Sick report (optional)
11. Audit report

*Section 2.57 - The Master shall appoint an Auditing Committee at the last stated communication in November of each year, who shall examine the books, accounts, and vouchers of the Treasurer and Secretary for the Masonic year; and report to the Lodge at the December communication. If the election of officers is held at that communication, the report shall be made before the election. The Master may have additional examinations made, if he deems it necessary.*

*Decision 1962-d-10 - A Lodge has complied with the intent of Section 2.57 when it receives a TENTATIVE REPORT from the Auditing Committee and grants further time for the examination of books and records.*

## 12. ELECTIONS

NOTE: THE DOOR MUST BE CLOSED DURING ELECTIONS

a. Master Appoints two tellers - who will later pass out ballots and then call out tallies at the altar. The Secretary will repeat and record ballots.

b. QUALIFICATIONS -

NOTE: the Master will study, in advance, the qualifications section and then go to item 12c.

*Section 2.31- Officers continue in office until successors are installed. Any officers may resign except WM (see Section 2.36 to fill vacancies). The WM may request to be relieved of his office. The SW shall succeed to those duties. The SW's office is filled by pro-tem.*

*Decisions - 1909-d-18 - electioneering for himself, vote against  
1917-d-3 - when Master-elect not installed  
1919-d-7 - WM can't be installed by proxy  
1974-d-6 - special election  
1975-d-11/12 - WM cannot resign  
1988-d-3 - WM cannot resign or demit  
1989-d-3 - GM ordered 4 WMs removed from office*

*Section 2.32 - Any officers-elect may decline installation. If Master-elect declines, then present Master remains until successor is elected and installed. A Lodge can never be without a WM*

*Decisions - 1901-d-4 - Brother can't decline nomination but may ask his name to be withdrawn  
1954-d-3 - officer can't ask his name be dropped in voting  
1974-d-6 -see 1954-d-3 above  
1975-d-11/12 - see 1954-d-3 above  
1988-d-3, 1989-d-3 - same as in Section 2.31*

*Section 2.33 - Master must have served as Warden at least one year, unless extraordinary case.*

*Decisions - 1899-d-4 - only Past Wardens may serve as Master (having served full year)  
1901-d-9 - under dispensation, etc.  
1905-d-19 - Wardens who served 12 months eligible as Master  
1907-d-5 - Brother not serving one year not eligible for Master  
1916-d-21- SD can't be Master, unless Warden for one year  
1968-d-24 - same as 1899-d-4; 1905-d-19  
1978-d-1- SW, less than one year (exception)*

1981-d-4 - same as above  
1983-d-5 - advancement of Brother, if it be the will of Brethren  
1991-d-2 - JW who served entire year, but not installed until June, 1990,  
eligible as Master  
1992-d-2 - Warden not having served one year, elected Master (exception)  
1992-d-3 - same as above  
1992-d-6 - eligibility upheld

*Section 2.34 - Qualifications required for election and installation of Master or Warden*

- ❖ *Master and Wardens must have Past Master's Degree before elections*
- ❖ *To serve as Master, Brother must have Warden's Certificate, which is issued by Grand Lecturer or approval thereof. (see ` Responsibilities and Guidelines; Section C, for list of required work). The certificate is good for three years.*

*Decisions - 1907-d-6 - any member may be elected SW whether he has served as JW or not*

1923-d-6 - Brother with only one arm can be elected JW  
1953-d-1- re: Scottish Rite and Lodge of P.M.'s  
1962-d-5 - PM's Degree belongs to Grand Lodge  
1962-d-6 - Research Lodge WM exempt from Section 2.34  
1963-d-1- Blind Brother not eligible to serve as Master  
1975-d-9 - re: Gold/Silver Card Awards  
1987-d-1- JW did not receive PM degree - set aside  
1990-d-22 - JW must receive PM degree  
1990-d-23 - Warden's Certificate is good for three years, by law  
1992-d-6 - same as above

*Section 2.35 - Election of Officers; When to be held? On anniversary of St. John the Evangelist (December 27) or last stated in Dec.*

*Decisions - 1913-d-3 - Late member can't annul election*  
1917-d-3 - When Master-elect not installed, present Master held over  
1936-d-3 - St. John's Night is on a stated  
1945-d-5 - Time of election fixed by Grand Lodge  
1969-opinion-7 - Election in tiled Lodge only  
1979-d-5 - Time of election set aside

*Section 2.36 - Course to be pursued when officers not elected at prescribed time; how vacancies to be filled. If no election held, within 10 days, Master notifies members to attend next stated to elect officers. Delay must be obtained from Grand Master. When vacancy occurs (except Master), Master notifies members to attend next stated to fill vacancy.*

*Decisions - 1905-d-47 - absence of Master creates no vacancy to fill. SW must take charge.*

*1905-d-48 - Master cannot fill elected office by appointment*

*1906-d-9 - JW need not resign to be eligible for SW*

*1917-d-3 - When Master-elect not installed, present Master holds over*

*1920-d-13 - officer who demits, forfeits office, etc,*

*1932-d-21 - take more than one ballot, if no election occurs, etc.*

*1933-d-4 - Master-elect died before installation. Special election*

*1987-d-2 - JW resigned, etc.*

*1998-d-8 - permitted Lodge to fill office of Secretary, pro-tem until annual election in December*

c. Nomination for Worshipful Master (Section 2.38)

- ❖ PROCEDURE: The Worshipful Master may nominate Wardens, who have certificates for WM; have Secretary read certificate numbers; ask for other nominations; close nominations; nominees retire (if two or more); ballots passed out; discussions; collect ballots; invite in nominees; WM asks nominees to ballot if they wish; tellers count ballots and report to the Secretary.

NOTE: If there be only one nominee for any elective office, the vote shall be by *viva voce* (1963-1990).

- ❖ WORDING BY WORSHIPFUL MASTER

"The first Office to be filled is that of Worshipful Master. The Wardens (or SW or JW) have their certificates and are eligible to serve as Worshipful Master. Brother Secretary, you will read the certificate number(s). I nominate Brother A.B.C. to the office of Worshipful Master. Are there any other nominations? I declare the nominations closed."

Nominees retire. Remarks. On return of nominees, they are asked if they wish to vote.

- ❖ Worshipful Master calls Master-elect to the East - (pro-tem SW)

*Section 2.37 - When Elections to be by ballot; a majority necessary for choice. If more than one nominee, must be by ballot. A majority is necessary for a choice. The Master may have additional vote to break tie. In any election in which there shall be more than two candidates, and after the ballot shall have been tallied and reported, and no candidate shall have received a majority of the ballots cast, the candidate who received the least number of votes shall be dropped from the list of nominees. An additional ballot shall then be taken with the remaining nominees as candidates. At this next ballot, if there shall remain more than two candidates and no majority ensues, this method of reduction of candidates shall be continued until one candidate shall have received a majority of the ballots cast or there remain but two candidates. (1985)*

*Section 2.38 - When Wardens to be Nominees for Master. Each Warden may be a nominee for election as Master, provided he has the certificate required in Section 2.34; any member may make additional nominations.(1985)*

d. Nominations for other elected officers (Section 2.39)

❖ FOR THE SENIOR WARDEN

PROCEDURE : Master-elect has the first nomination; other nominations; close nominations; nominees retire; ballots passed out; discussions; collect ballots; invite in nominees; WM asks nominees to ballot if they wish; tellers count ballots and report.

NOTE: If there be only one nominee for any elective Office, the vote shall be by *viva voce*. (1963-1990)

PROCEDURE is the same for other elected officers:

Junior Warden  
Treasurer  
Secretary  
Senior Deacon  
Junior Deacon

❖ WORDING BY WORSHIPFUL MASTER

“The next Office to be filled is that of Senior Warden; the Master-elect has the first nomination”;

Followed by - Junior Warden

Treasurer  
Secretary  
Senior Deacon  
Junior Deacon

❖ WORDING BY MASTER-ELECT

“I nominate Brother X.Y.Z. to the Office of Senior Warden.”  
Master-elect may wish to speak on behalf of nominee.

Then the Worshipful Master follows the procedure above: asks for any other nominees; close nominations; nominees retire; ballots passed out; discussions; collect ballots; invite in nominees; nominees may wish to ballot; tellers count ballots and report.

The Wording and Procedure of the Worshipful Master and Master-elect is the same for - Junior Warden, Treasurer, Secretary, Senior Deacon, and Junior Deacon.

*Section 2.39 – Master-elect to make nomination for each elective office. The Master-elect shall make a nomination for each other elective office, and members of the Lodge may make other nominations. All nominees must be willing and bona fide candidates. If there be only one nominee for any elective office, the vote shall be viva voce. If there be more than one nominee for any elective office, the vote shall be by written ballot. (1990)*

*Decisions - 1898-d-1 - WM left Lodge. SW in charge  
1929-d-10 - No unanimous ballot  
1978-d-2 - Oversight in procedure, healed*

*Section 2.40 - Nominees must retire but may return and be permitted to vote. The nominees shall retire before any discussions or ballot. When the ballot is collected, they may return to the Lodge room and shall then be permitted to vote.*

*Section 2.41- Which officers elected; which appointed by the Master. The elective officers are: Worshipful Master, Wardens, Treasurer, Secretary, and Deacons. All others are appointed officers. The Master may appoint the Chaplain, Stewards, Marshal, Musician or Organist, and Tiler, who are not necessarily members of his Lodge (but must be shown as such in the Lodge's returns to Grand Lodge).*

*Decisions - 1918-d-4 - Secretary cannot be non-member  
1933-d-2 - Stewards are appointed*

*Section 2.67 - If a member of the Lodge, he shall be entitled to vote. Tiler, if he be a member of the Lodge, shall be entitled to vote upon any question before the Lodge; and in all elections, or whenever he shall express the desire, or the Master shall deem it proper, he shall be called into the Lodge room for the purpose of casting his vote. He shall stand excused from voting on Applications for Degrees unless he desires to do so, when the privilege must be accorded him.*

e. The Trustees (Sections 2.69 - 2.70)

During the elections, and after the election of officers, and after the Master-elect returns to his station, the Worshipful Master shall call for election of Trustees. Ordinarily a Lodge has three Trustees. One Trustee is replaced (or re-elected) each year. The procedure for electing trustees is the same as for election of officers. As usual, the Worshipful Master has the first nomination. The duties of Trustees and how appointed are covered in the following Sections 2.69 and 2.70.

*Section 2.69 - Trustees of a Lodge, how appointed, their duties. The Trustees of a Lodge are appointed by the courts of the state upon the application of the Lodge. Their function is to hold legal title to the property of the Lodge. They shall invest such funds, which the Lodge may make available to them either by direction of the Lodge, or in the absence of such direction, to the best of their ability.*

*NOTE: Based on Sections 2.69 and 2.70 and on the decisions, that the Trustees shall oversee the use of the Lodge building and property throughout, including the rental (or donation) of the building, and repairs and maintenance.*

*Decisions - 1905-d-20 - Lodge can rent Lodge rooms, if renter is respectable  
1921-d-4 - Trustees may issue bonds, but should consult attorney  
1923-d-30 - Trustees cannot interfere with Master, in managing  
1925-d-4 - similar to above  
1961-d-24 - Grand Lodge cannot interfere with Lodge acquiring real property  
1990-d-2 - Master can order Trustees to transfer funds for Lodge use*

*Section 2.70 - Trustees to make Annual Report. At the December stated communication, Trustees shall make Annual Report of all property and investments in their hands. Their accounts shall be audited annually by the committee appointed by the Master for that purpose.*

*Decisions - 1902-d-4 - Trustees have right to consult attorney  
1940-d-11- Lodge has right to dispose of real property without consulting Grand Lodge*

13. Master-elect may announce Appointed Officers at this time (Section 2.41)
14. Master-elect and Wardens-elect appoint proxies (Section 1.07)
15. Master discharges all of his committees
16. Memorial Service ("Instructions Governing Masonic Funerals and Evening Memorial Services," 1995, page 17 — OR Section N of "Responsibilities and Guidelines for Officers and Lodge Members," April 2009)
17. Worshipful Master's swan song
18. Worshipful Master closes Lodge of Sorrow ("Instructions Governing Masonic Funerals and Evening Memorial Services," 1995, page 13 — OR in these pages, Section J-7)
19. Query the West, South, and the Brethren
20. Reading of minutes - for approval
21. Close

## L. INSTALLATION OF OFFICERS (Sections 2.42 - 2.45)

The TILED INSTALLATION is covered in the Methodical Digest beginning with Section 2.42. The PUBLIC or OPEN INSTALLATION is covered in the "Manual of Ceremonies" beginning at the front of the booklet. At one time, all installations were closed (or tiled). Beginning about 1977, the first public installations were held in Virginia. In fact, the Grand Lodge now encourages Virginia Lodges to hold open installations - the reasons will be discussed in a moment, but first the CLOSED or TILED INSTALLATION.

### 1. TILED INSTALLATION (Section 2.42)

*Section 2.42 - Every elective officer of the Lodge shall be duly installed into Office before he can enter upon the discharge of the duties or be entitled to the privileges of his Office.*

*Decisions - 1961-d-25 - If the Master-elect suffers a physical mishap prior to his installation, he may be installed when his physical condition permits. The installed Master holds over until his successor is installed.*

*1991-d-2 - Junior Warden served as Junior Warden the entire year, but not installed until June 1990, eligible to be elected and installed as Worshipful Master.*

*Section 2.43 - If an officer has been reelected to the Office into which he has been previously installed, it shall be necessary only to REINVEST him with the jewel of his Office.*

*Section 2.44 - The Master shall perform the ceremony of installation or re-investiture or he may designate some other Master or Past Master to act for him.*

*Decisions - 1960-d-17 - Report of the Past Grand Master stated that it is the prerogative of the retiring Master to install his successor but that he may delegate this privilege to anyone who is a Master Mason in good standing.*

*Section 2.45 - The officers-elect should be installed at the same communication at which they have been elected, or at the next stated communication. If an officer-elect, other than the Master, be absent, and his consent to accept the Office be known, he may be installed by proxy. If he has not designated any Brother present as his proxy, the Master may appoint one for him. If his acceptance of the Office be not known, the ceremony of installation may be postponed until a subsequent communication, either stated or special.*

*Decisions -1916-d-15 - Officers elected at regular time may be installed at any time thereafter at a regular or called communication of the Lodge.*

1919-d-7 - *Worshipful Master-elect cannot be installed by proxy and if absent when other officers are installed, the presiding Master holds over until his successor is elected and installed. His absence does not preclude the election and installation of a Senior Warden at the regular time.*

1958-d-13 – *Master-elect must be installed not later than the first stated communication of his Lodge in January following his election in December, if he wishes to have the rights and privileges of a Past Master at the expiration of his term of one year as Master.*

NOTE: The title of “Past Master” is covered in Section 2.46 of the Methodical Digest.

## **2. PUBLIC – OPEN INSTALLATION (Manual of Ceremonies)**

From the “Manual of Ceremonies”: The installation of Lodge officers is a ceremony open to the general public and serves three main purposes:

- a. The families of officers and members can share with each other the joy of attending an actual Lodge ceremony and take pride in the honor paid to loved ones and friends at that time.
- b. Families and non-Masonic friends can learn something about the operation of a Lodge, the duties of its officers and the philosophies of the Masonic Fraternity.
- c. An open to-the-public event helps overcome a general misconception about the secrecy of Freemasonry, and can, therefore, promote a greater appreciation of and esteem for the Institution.

FURTHER: — planning a public installation takes extra care in arranging for and conducting the ceremony. Without this care and planning, the installation may be ineffective and bring embarrassment, if not actual disfavor to the Lodge and to Masonry in general. — The same order of installing officers and the same recapitulation of their duties as found in the regular installation ceremony within the tiled Lodge is used in the public installation. However, because it is an event open to the public, certain arrangements and procedures that we are accustomed to in a tiled Lodge are changed in the public ceremony. — In addition, a careful observance of the points discussed here will help to secure an effective ceremony and make it one that will achieve the three purposes mentioned, and assure that it will reflect credit on the Lodge, its officers and members.

### **PREPARING for INSTALLATION (well in advance)**

1. Have a rehearsal. Installing Officer should conduct
2. May send out invitations
3. Have a program printed (must contain full names and titles)
4. Arrange for a photographer
5. Arrange for a musician (organ or piano), if desired
6. Arrange for refreshments/dinner
7. Put up extra chairs, if necessary (expect 50 to 200)

8. Arrange for heat/AC to be turned up and doors unlocked ahead of time, and the Lodge set up in advance
9. Request Chaplain to say a prayer
10. Remind outgoing JW, SW, Master to bring their station pins
11. Remind Secretary to take minutes
12. Arrange for two persons to hand out programs
13. Use of tapers is optional, but must not be lit
14. Use of staffs and rods is optional, but not recommended
15. Officers wear their aprons on the outside (of tux)
16. White gloves for officers to be installed is an option of the Master-elect
17. Appoint chair snatchers before ceremony begins
18. ARTICLES REQUIRED
  - Lodge Charter (in view)
  - Hat (Master-elect)
  - Bible on altar (closed, before ceremony begins)
  - Batons (2)
  - Tiler's sword (without sheath)
  - Gavel (must be present, but not to be used at any time)
  - Aprons, jewels, sword, batons (2), (for officers being installed)
    - (jewels, baton, sword lined up on Secretary's desk in order of installation)
  - Chair for Tiler near(est) the door
  - Dispensation from Grand Master to hold public installation (not required to be present)
  - List of FULL NAMES and TITLES of officers to be installed (both elected and selected -available for Installing Officer, Installing Marshal, and Installing Secretary) (For example: Right Worshipful John Paul Jones, Treasurer-elect)
  - Printed programs for all of the Installing Officers
  - Ribbons for reserved seats (usually in SE corner)
  - Altar cloth (optional)
  - January bulletin (optional)
  - Register with pen
  - American Flag (in place)
19. Reserve 6 seats in SE corner (in front) for Installing Officers and Outgoing Master, thus
  1. Officer, 2. Secretary, 3. Chaplain, 4. Marshal, 5. Assistant Marshal, 6. Master

## **PROCEDURE**

1. The Installing Officers will not wear aprons or jewels; white gloves are optional
2. Officers may enter from either The Door or West Gate (we recommend the West Gate)
3. To begin the ceremony, the outgoing Master approaches the altar through the center of the chairs, opens the Bible near the center, and proceeds to the East. If a prayer is given by the Master or the Chaplain at this time, the Master requests all to rise - and remain standing for the Pledge. This prayer will be non-ritual. Later, the prayer by the Installing Officer will be according to the ritual. The first prayer is optional.

4. The salute to the Flag (is optional, but is strongly recommended)
5. After the Pledge, the Master requests the audience to be seated
6. At no time will the gavel be used
7. After a brief welcome, the Master may give an explanation of the ceremony
8. The Master will introduce the Installing Officer and request him to approach the East — who will, from then on, be in charge of the Installation — and the Master will vacate the East
9. The Installing Officer will introduce the other Installing Officers, who will assist him
10. When the Installing Officer is through with these introductions, the other Installing Officers will then go to their assigned places
11. In time, the Installing Officer will ask the Installing Secretary to read the names of the officers to be installed — one at a time — and in the designated order. The Installing Secretary says:  
 “Brother John Paul Jones, Master-elect” OR “Right Worshipful Jack Cole Smith, Treasurer-elect” OR “Brother John Trent Thomas, Chaplain, Select”
12. The officers do not move into the Lodge room until their complete name is called
13. The officers, when they are called, will proceed up the center aisle between the two rows of chairs to their assigned positions, and remain standing
14. NOTE that the senior officers are seated on the right, junior officers on the left — HOWEVER, for the ease of installation, the Deacons' and the Stewards' places are reversed
15. The officers remain standing until the Installing Officer seats them
16. The officer to be installed STANDS when the Installing Officer FINISHES saying, “Brother Installing Marshal you will present the next officer to be installed.”
17. The Installing Marshal announces (to the Installing Officer in the East), “Brother Installing Officer, I present Brother John Paul Jones for installation as Worshipful Master.”
18. The Treasurer is conducted directly to his place and the Installing Marshal returns to the West via the north side of the Lodge, and South to his regular position at the “Door,” and remains there until he is further directed by the Installing Officer
19. The Senior Deacon is conducted directly to his place, while the Junior Deacon remains in the East for the Installing Marshal to conduct him to his place
20. The Installing Marshal conducts the Stewards together to their places
21. The Deacons and the Stewards seat themselves together
22. Finally, the Installing Marshal makes THE PROCLAMATION (standing at the altar),  
 THUS:  
 “In the name of the Most Worshipful Grand Lodge of Ancient, Free and Accepted Masons of the Commonwealth of Virginia, I proclaim the officers of \_\_\_\_\_ Lodge No. \_\_\_\_\_ duly installed and the Lodge properly constituted for the ensuing year.  
 This proclamation I make to the South.  
 This proclamation I make to the West.  
 This proclamation I make to the East.”

## SEATING ARRANGEMENT FOR OFFICERS

MASTER

Junior Warden	Senior Warden
Secretary	Treasurer
Senior Deacon	Junior Deacon
	Chaplain
Senior Steward	Junior Steward
Marshal	Musician
	Tiler

NOTE: The foregoing instructions are designed for the Lodge — not for the Installing Team

## **M. MASONIC FUNERAL (Instructions Governing Masonic Funerals and Evening Memorial Services — 1995)**

In 1995, the Grand Lodge of Virginia published a booklet entitled, "Instructions Governing Masonic Funerals and Evening Memorial Services." It contains a wealth of information. In its 35 pages it describes, in detail, the funeral service, if a Lodge of Sorrow has been opened; if a Lodge of Sorrow has not been opened; the ceremony of opening and closing a Lodge of Sorrow (which has already been covered in previous pages in this document in Section J., 7.); Lodge Memorial Service (covered in succeeding pages in Section N); Evening Memorial Service; and finally, the STANDARD FUNERAL SERVICE.

NOTE: Refer to this booklet of 1995 for a description of the various types of services.

### **THE (OLD) STANDARD FUNERAL SERVICE**

This service is performed at the funeral home, graveside, at home, or in a chapel, as revised in 1995.

This is the funeral service that has been performed for many years. In times past, it was mostly performed at the cemetery, at graveside, however, more recently the service is performed, a majority of the time, at a funeral home. From the 1995 booklet, we have borrowed certain portions throughout these pages, but we shall concentrate on the part entitled, "AROUND THE BIER" on page 25, and on where the Lodge of Sorrow "HAS BEEN PREVIOUSLY OPENED."

NOTE : Please refer to pages 25 thru page 28 in the 1995 booklet for the performance of the standard funeral service itself.

### **THINGS TO REMEMBER**

NOTE : The page numbers at the end of paragraphs cited below refer to the page number in the 1995 booklet.

1. Only deceased Master Masons, in good standing, are entitled to a Masonic burial or Evening Memorial Service, and only Master Masons, in good standing, can participate in these services. Page 3
2. A Lodge cannot go out of its jurisdiction and open a Master Mason's Lodge or convene a Lodge of Sorrow in that of another Lodge; even for a funeral. Page 5
3. It is for the family of a deceased Brother to select pallbearers, any or all of whom may be Masons. Page 5
4. Masons cannot exclude other orders or dictate order of procession at graveside. Page 5
5. Lodge must conduct its burial service either first of all or last of all, in the opinion of the Master. Page 5
6. Lodge cannot conduct courtesy funerals without clearance from Grand Lodge. Page 5

7. If the Lodge receives a request from an individual or the family of a Sojourning Mason for Funeral Rites or an Evening Memorial Service and the deceased does not have a current dues Card, which would indicate both his own standing and the regularity of his Lodge, such request must also be handled through the Grand Secretary of Virginia to be cleared with the Grand Lodge under which his Lodge is holden. Page 5
8. Master's first duty, on being informed of the death of one of his members, is to call the family. In making this call, he should do so merely for the purpose of conveying to them the sympathy of his Brethren and to offer to them any assistance his Lodge may provide. As a matter of courtesy and information, the Master should inform the family of the availability of the Masonic Funeral Service, should it be their desire. Page 5
9. IMPORTANT NOTE: The Masonic Funeral Service was originally designed as a " graveside Rite." The Grand Lodge has an approved " Evening Memorial Service," and this or the amended ritual of the older service may be used at the funeral home, chapel, church or home of the deceased on the evening before interment. FURTHER: Both services have been further amended to include occasions when the body or ashes are not present. The word " Spirit " will be substituted when there is no body or ashes. The Lodge of Sorrow covers both the " Evening Memorial Service " and the " Masonic Funeral Service," as amended.  
STILL FURTHER: Regarding the graveside rites and the deference due them, because of their antiquity, it would probably be better to have an Evening Memorial Service, if a proper attendance could not be secured for the graveside service. This is a matter for the Worshipful Master to decide, but it should not be settled without concurrence from the family of the deceased. Page 6
10. The Holy Bible, Square, and Compasses are indispensable and MUST be displayed whenever either of the funeral services is conducted. Staffs, Rods, and Tiler's Sword ARE NOT TO BE USED OR DISPLAYED at any public funeral service. If Divine Services ONLY are to be conducted in either the church, chapel, funeral home, or home of the deceased, with the Masonic Funeral Service to follow at the grave site, the Holy Bible, Square, and Compasses will NOT be taken into these facilities. Masonic Aprons, Jewels, and white gloves may be worn with the approval of the Minister or Pastor. Page 7
11. The Bible Bearer will not participate in Grand Honors — all others will. Page 7
12. The Worshipful Master (or designee) conducting a Masonic Funeral Service, either graveside or Evening Memorial Service, will NOT wear a hat. The hat is not to be worn in public at any time during these services. Page 7
13. The Brother conducting the service will wear the jewel of the Worshipful Master, unless he is the DDGM or a Grand Lodge Officer, who will wear the jewel of his respective Office. Page 7
14. Masons should REMAIN STANDING during either of the two Evening Services. This is an inherent part of the Masonic services and SHOULD BE OBSERVED. When space limitations make this impractical, the Marshal shall direct all but the officers to a designated area, where they will be seated together. The Brethren will stand for Grand Honors, all prayers (all prayers end with 'So mote it be – Amen'), and Benediction. Page 7 SPECIAL NOTE: Those Brethren who ARE seated will rise for Grand Honors and will be seated at the conclusion of Grand Honors and will rise

again for the “Prayer By The Chaplain” and will remain standing until the conclusion of the service. ANOTHER NOTE: At the conclusion of the service, ALL BRETHREN WILL REMAIN STANDING until the Master (or designee) offers his condolences to the family, and will file out in reverse order, that is, the Master retires first, then the Masons at the head, then the Masons at the foot, and finally the Brethren who may have been seated. A FINAL NOTE: At the conclusion of the Benediction (which is the end of the service), the Brethren WILL SAY, ` So mote it be.

15. If the casket is “Flag draped,” the funeral director should be requested to fold the Flag back so that the Apron, Glove, and Evergreen is not placed on the Flag. Page 7
16. The Senior Deacon will carry the White Apron, Glove, Sprig of Evergreen, and sand and hand them to the person conducting the service at the appropriate time. Page 7
17. Do not use sand or earth at time of committal at the Evening Memorial Service. Use the words : “Unto his Maker we resign the body (spirit) of our deceased friend and Brother, there to remain, etc.” Page 7
18. There should be ONE committal of the body. If the Minister commits the body, the Brother conducting the Masonic Funeral Service will omit the words, “Earth to Earth, Dust to Dust, Ashes to Ashes” and the strewing of sand or earth. Page 7
19. Earth or sand IS to be used during committal at graveside rites - DO NOT USE flower petals. Page 8
20. DO NOT USE a trowel to spread sand or earth on the casket at the Graveside Service — secure a container of earth or sand from the funeral director if the Lodge does not possess one of its own. Page 8
21. At the Graveside Service, the White Leather Apron is to be placed directly on the head of casket by the one conducting the service. It is suggested that two small pieces of double backed tape be placed on the back of the Apron to prevent wind from blowing it from the casket. Page 8
22. At either Evening Memorial Services, the White Apron is to be placed on the edge of the casket, nearest the person conducting the service. Page 8
23. At either of the Evening Memorial Services, when the body or ashes are not present, a table shall be placed near the Master. A flower, vase, or picture of the deceased shall be placed on the table prior to the service. The Apron will be placed on the table by the person conducting the service. Page 8
24. At both the Graveside Service and either of the Evening Memorial Services, the White Glove and the Evergreen are to be placed on the Apron. Page 8
25. The Brethren do not deposit or drop a Sprig of Evergreen in the grave or on the casket. Page 8
26. The Tiler will stand to the right and back of the Wardens at either the Graveside or Evening Memorial Service WITHOUT his sword and DOES participate in giving Grand Honors. Pg. 8
27. The oldest member (if practical) of the Lodge, carrying the Great Lights, standing at the foot of the casket (or table) and in front of the Senior Warden, (at the Graveside or Evening Service), will hold the Holy Bible, Square, and Compasses at all times and will NOT participate in giving Grand Honors. Page 8
28. All Masons participating in the services will wear their APRONS on the OUTSIDE of the coat; in cold weather for graveside services, OUTSIDE of the topcoat.

Edict-1-1994

**PARAPHERNALIA REQUIRED  
For Standard Funeral Service**

- ❖ Officers' aprons and jewels
- ❖ Copy of funeral service
- ❖ One clean white leather (or cloth) apron (for bier)
- ❖ One clean white glove (for bier)
- ❖ Evergreen (for bier)
- ❖ White aprons (large supply)
- ❖ White gloves (large supply)
- ❖ Register with pen
- ❖ Great Lights
- ❖ Marshal's baton
- ❖ Masonic biography of deceased
- ❖ Table (when body or ashes not present)
- ❖ Flower, vase, or picture of deceased (when body or ashes not present)
- ❖ Earth or sand (for graveside service - see item 18 above)

**ORDER OF PROCESSION  
At the Funeral Home**

Marshal  
 Master Masons  
 Past Masters  
 Tiler  
 Stewards  
 Treasurer Secretary  
 Wardens  
 Great Lights  
 Chaplain  
 Junior Deacon Master Senior Deacon

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**AT THE CASKET (OR TABLE)**

	<u>HEAD</u>	<u>FOOT</u>	
	JD		JW SY JS TILER
	WM		GL
	SD		SW TR SS
CH			Mar

All Master Masons and Past Masters will always gather behind the Tiler at the foot when space permits; otherwise, when space limitations make this impractical, the Marshal shall direct all but officers to a designated area, where they will be seated together. This should be determined before the service begins. The arrangement at the table is much the same.

**ORDER OF PROCESSION  
At the Graveside Service**

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**At the Funeral Coach**

TL	
MM	MM
PM	PM
JS	SS
SY	TR
JW	SW
GL	SD
ML	WM
CH	JD

	PB	PB	PB
Funeral Coach			Casket
	PB	PB	PB

---

**Procession to the Grave**

	MM	PM	JS	SY	JW					JD	PB	PB	PB	
TILER						GL	ML	CH	WM		Casket			Grave Site
	MM	PM	SS	TR	SW				SD		PB	PB	PB	

---

**At the Grave Site**

JD									MM	MM	
WM	<u>Head</u>			<u>Foot</u>				JW	SY	JS	TILER
SD						GL					
CH							SW	TR	SS	ML	
								MM	MM		
								PM	PM		

AGAIN, please refer to “ Instructions Governing Masonic Funerals and Evening Memorial Services, 1995 “ for the actual wording by the Master and officers for (1) The Lodge of Sorrow, Page 13 (or this document - under the heading of, “J. MASTER — DUTIES”); (2) Lodge Memorial Service, Page 17 (or this document -under heading, “N. LODGE MEMORIAL SERVICE”); (3) Standard Funeral Service, Page 24; and (4) Evening Memorial Service (new), Page 32.

**DECLARATIONS - BY THE MASTER**

- OPENING — “Brethren, I now declare this Lodge of Sorrow at LABOR.”
- CLOSING — “Brethren, I now declare this Lodge of Sorrow DISPENSED WITH during my will and pleasure.”

## **N. LODGE MEMORIAL SERVICE (FOR TILED MEETING)**

THIS TILED LODGE MEMORIAL SERVICE is held at the close of the Masonic year, and is conducted in commemoration for all those Brethren of the Lodge, who died during the year.

The Service is covered on page 17 of the publication entitled, "Instructions Governing Masonic Funerals and Evening Memorial Services, 1995." However, this document -"N. LODGE MEMORIAL SERVICE," is all you need to conduct the service. In fact, we have added a wee bit more as suggestions to enhance the meaning of a memorial service.

The Service is rather lengthy and may be shortened, but we DO NOT RECOMMEND THIS. The Service is a recognition of our beloved Brethren who, in their own unique way, contributed to their Lodge and Masonry — and should be conducted in its entirety.

### **LODGE MEMORIAL SERVICE**

#### **WORSHIPFUL MASTER**

Brethren, from the beginning of history it has been the custom of men of all ages to honor ceremonially the memory of their departed Brethren. Such a custom has its roots in the fundamental nature of our being and the universal institution of the immortality of the soul.

Wherefore, it is fitting that Masons should, from time to time, as occasion might require, meet together in solemn assembly, for the purpose of commemorating their Brethren at rest, and to remind ourselves of the hope beyond the grave, the preparation for which should be our daily concern.

Brother Senior Warden, how stands the hour?

#### **SENIOR WARDEN**

Low Twelve! The sun has set over the graves of our beloved Brethren who have laid aside the working tools of life, Worshipful.

#### **WORSHIPFUL MASTER**

Brother Junior Warden, whither shall we look?

#### **JUNIOR WARDEN**

Toward the East, where the rising sun, the Glory of the Lord reminds us of that which was lost, and is found with God, with Whom do live the spirits of just men made perfect, Worshipful.

### **WORSHIPFUL MASTER**

Then, Brethren, (three raps) let us invoke the blessing of the Grand Architect of the Universe, as we remember our Brethren at rest from their labors.

### **CHAPLAIN (kneeling at altar)**

Almighty Father, the source from which we come, the end to which we travel, the light and strength of our pilgrimage, and the repose of the holy and blessed dead, bind us, we pray Thee in comradeship with the heroes and saints of every age. In this hour of solemn remembrance, we think of our Brethren who have faithfully lived and died, especially those who are near to us. Lift us all into light and love, and give us at last our portion with those who have trusted in Thee and have striven to do Thy will.

And to Thy Name, with the Brethren on earth, and the Brethren above, we ascribe all honor and glory. Amen

**Response:** So mote it be. (one rap)

### **WORSHIPFUL MASTER**

Brother Senior Warden, what solemn duty should we now perform?

### **SENIOR WARDEN**

We should recall in loving remembrance the names of all the Brethren who have passed to higher service above, Worshipful.

### **WORSHIPFUL MASTER**

Brother Secretary, you will (advance to the altar and there) read the names of all the Brethren who since our last Memorial Service, have finished their earthly pilgrimage and entered into eternal rest. (three raps)

*(The Lodge stands with right hands over the heart while the names are read.)*

### **WORSHIPFUL MASTER**

Brethren, as the lights are lowered, let us bow our heads in silent reverence to the memory of these, our departed Brethren.

### **Scripture Reading**

*(During this period of reading and silent reverence, the LIGHTS of the Lodge are LOWERED.)*

*(As each name is read, a candle is lit and a short verse of Scripture is read. NOTE: A selection of suggested Bible verses follows:)*

(three raps — after the reading is complete. The lights are then raised to full brilliance)

NOTE: Some Lodges may choose to light candles in the proceeding portion of the service. We have given you that option. The candles may be placed on the altar or on a separate table west of the altar. If the candles are placed on the altar, the Secretary should read the names of the deceased Brethren at his desk. The Worshipful Master, however, may choose, in any event, to have the Secretary read the names at his desk.

The reading of Scripture, while lighting candles during that portion, is also optional but is recommended. We have given several passages of the Bible as suggested readings.

Concerning the Hymn, we have also made it optional since many Brethren may not be in good voice.

Regarding the balance of the service, we have omitted the address and have made it optional, but in keeping with our original statement, we are including the Prayer of Commemoration and the Prayer of Dedication.

### **Hymn - Optional**

### **Address - Optional**

### **WORSHIPFUL MASTER**

Brother Chaplain, you will advance to the altar and there offer the prayer of Commemoration and Dedication. (three raps)

### **CHAPLAIN**

#### PRAYER OF COMMEMORATION

Almighty God, with Whom do live the spirit of them that depart hence in the Lord, and with Whom the souls of the faithful, after they are delivered from the burden of the flesh, are in joy and felicity; we praise and magnify Thy Holy Name for all Thy servants who have finished their course and kept the faith, beseeching Thee that it may please Thee, of Thy gracious goodness, shortly to accomplish the number of Thine elect, and to hasten Thy kingdom, that we, with all those that are departed in the true faith of Thy Holy Name, may have our perfect consummation and bliss, both in body and soul, in Thy eternal and everlasting glory. Hear our prayer, O God, and let our cry come unto Thee. AMEN

## PRAYER OF DEDICATION

Almighty Father, by Whose grace we have life and in Whose light we see light, mercifully grant that this hour of memory may be a mount of vision, from which new light shall fall upon our fleeting days; that we may think of our lives as sent from Thee, on Thy Errand for service Thou has appointed. Reverently, O God, we give ourselves to Thee in new dedication.

Fill our minds with light and our hearts with love, that we may serve Thee with patient faith and joyous confidence. Build our lives into Thy Temple of spiritual fellowship and keep us as Brethren steadfast in that fellowship.

Make our days bright with Thy presence, rich in the fruits of the spirit and tender in human ministry, that our lives may be fragrant with happiness.

Use as Thou wilt, our hands to do Thy work, our lips to speak Thy truth, our lives to be gospels of Thy love and mercy; and to Thee be honor and glory, thanksgiving and adoration, world without end. AMEN

## BENEDICTION

The Lord bless us, and keep us. The Lord make his face to shine upon us and be gracious to us. The Lord lift up His countenance upon us, and give us peace, now and evermore.

## **THIS ENDS THE LODGE MEMORIAL SERVICE**

### SUGGESTED SCRIPTURE PASSAGES

Psalm 23: 6  
Psalm 121: 8  
Ecclesiastes 12: 7  
1 Corinthians 13: 1  
Proverbs 20: 7  
Proverbs 21: 21  
Luke 11: 9-10  
Ecclesiastes 7: 1-2  
Matthew 22: 37-38  
Psalm 19: 14

Psalm 41: 1-2  
Psalm 9: 1-2  
Proverbs 20: 5  
Proverbs 19: 20-21  
Proverbs 19: 8  
Proverbs 7: 2-3  
Proverbs 4: 7  
John 14: 1-2  
Ecclesiastes 3: 1-2

## O. RECEPTION OF THE GRAND MASTER (Manual of Ceremonies, 1990, Page 55)

This rendition is almost verbatim with the wording in the “Manual of Ceremonies,” 1990, Page 55, but for the type size. We varied the several sizes of type for emphasis — and we added a few notes for further explanation.

### OPEN LODGE

### PRESENT FLAG

### RECEIVE THE GRAND MASTER

*As soon as the flag is returned to its place in the Lodge, the TILER should make an alarm and when answered by the JUNIOR DEACON, the TILER will state :*

“MOST WORSHIPFUL \_\_\_\_\_ (FULL NAME) \_\_\_\_\_ , GRAND MASTER of MASONS in VIRGINIA is in waiting.”

*(The JUNIOR DEACON makes no response to the TILER, but closes the door, turns right at the door, holds due guard, and reports to the Worshipful Master as follows:)*

“MOST WORSHIPFUL \_\_\_\_\_ (FULL NAME) \_\_\_\_\_ GRAND MASTER of MASONS in VIRGINIA is in waiting, Worshipful.” *(and sits)*

*THE WORSHIPFUL MASTER will name the Committee to wait on the GRAND MASTER :*

1. RIGHT WORSHIPFUL \_\_\_\_\_ (FULL NAME - of the DDGM) \_\_\_\_\_
2. MOST WORSHIPFUL \_\_\_\_\_ (FULL NAME) \_\_\_\_\_
3. And RIGHT WORSHIPFUL \_\_\_\_\_ (FULL NAME) \_\_\_\_\_

“You will serve as a Committee to wait on the GRAND MASTER.’

*The DISTRICT DEPUTY GRAND MASTER of the district to which the GRAND MASTER is paying his visit should make the presentation, unless otherwise directed by the GRAND MASTER.*

*THE WORSHIPFUL MASTER will instruct the JUNIOR DEACON to permit the Committee to retire.*

*When the GRAND MASTER is ready to enter, the TILER will make an alarm and when answered by the JUNIOR DEACON, the TILER will say :*

“The COMMITTEE with the GRAND MASTER.”

*(The JUNIOR DEACON makes no response to the TILER, but closes the door, turns left at the door, holds the due guard, and reports to the Worshipful Master as follows:)*

*“The COMMITTEE with the GRAND MASTER, WORSHIPFUL.” (and backs up)*

*THE WORSHIPFUL MASTER will give the SENIOR DEACON sufficient time to get to his place at the door and will then say :*

*“ADMIT THEM.”*

*(The JUNIOR DEACON will then open the door and say:)*

*“ADMIT THEM.”*

*(As soon as the GRAND MASTER enters, have all lights dimmed or extinguished, except the letter “ G “ and the altar lights.)*

*THE WORSHIPFUL MASTER will immediately remove his hat and call the Lodge up.*

*The DEACONS will form an arch over the GRAND MASTER only and proceed to the altar. The COMMITTEE, in triangular form, each with a lighted candle, will walk two steps behind the GRAND MASTER. The DEACONS upon arriving at the altar will face each other and spread the arch, placing the base of their staffs on the top of their chests, to permit two members of the COMMITTEE to stand at the right and left of the GRAND MASTER. The DISTRICT DEPUTY GRAND MASTER of the district to which the GRAND MASTER is paying his OFFICIAL VISIT should be to the right of the GRAND MASTER and make the presentation — WITH FULL TITLE AND NAME.*

*(The DEACONS will continue to hold the arch over the GRAND MASTER and the two members of the COMMITTEE during the presentation.)*

*After the presentation, the WORSHIPFUL MASTER should address the GRAND MASTER, using words of his own choice, then say:*

*“YOU WILL DO ME THE FURTHER HONOR OF CONTINUING TO THE EAST.”*

*(The arch is held over the GRAND MASTER only from the altar to the East; the COMMITTEE, in triangular form, will walk two steps behind the GRAND MASTER, relinquishing their candles to a Brother near the East.)*

*As soon as the GRAND MASTER mounts the FIRST STEP of the dais, the Deacons uncross their staffs and carry them in the normal fashion and immediately return to their respective places.*

*As the WORSHIPFUL MASTER escorts the GRAND MASTER to the East the lights come on full when the GRAND MASTER mounts the FIRST STEP.*

*THE WORSHIPFUL MASTER will present the GRAND MASTER to the Lodge (with FULL TITLE and NAME) and cause him to be saluted, after which he will hand the gavel to the GRAND MASTER, who will seat the Lodge. ONE RAP*

*THE GRAND MASTER will probably tell the WORSHIPFUL MASTER that he will defer his remarks until after the business of the Lodge has been concluded. He will also probably suggest to the WORSHIPFUL MASTER that he will, no doubt, desire to recognize and welcome the distinguished guests who are present this evening.*

*THE GRAND MASTER will remove his hat and take a seat to the left of the WORSHIPFUL MASTER, who will again be covered.*

*THE WORSHIPFUL MASTER should then state the purpose of the meeting as follows:*

- 1. If the GRAND MASTER is paying his OFFICIAL VISIT to a PARTICULAR LODGE, the WORSHIPFUL MASTER will say:*

*“Brethren, this COMMUNICATION has been called for the purpose of receiving the GRAND MASTER of MASONS in VIRGINIA in \_\_\_\_\_ Lodge No. \_\_\_\_\_ on the occasion of his OFFICIAL VISIT.”*

- 2. If the GRAND MASTER is paying his OFFICIAL VISIT to the DISTRICT, the WORSHIPFUL MASTER will say:*

*“Brethren, this COMMUNICATION has been called for the purpose of receiving the GRAND MASTER of MASONS in VIRGINIA on the occasion of his OFFICIAL VISIT to the \_\_\_\_\_ MASONIC DISTRICT, \_\_\_\_\_ Lodge No. \_\_\_\_\_ having been selected as the HOST LODGE.”*

**NOTE:** If the OFFICIAL VISIT is made on a STATED COMMUNICATION, a slight change in wording will be necessary.

THE WORSHIPFUL MASTER should have the DISPENSATION read at this time, provided one has been issued by the GRAND MASTER.

**NOTE:** If STATED COMMUNICATION, complete all necessary business as promptly as possible, then start with INTRODUCTIONS.

If a SPECIAL COMMUNICATION has been CALLED, start with INTRODUCTIONS as soon as the DISPENSATION has been read.

## INTRODUCTIONS

*THE WORSHIPFUL MASTER will REMAIN SEATED and extend a GENERAL WELCOME to ALL BRETHREN, expressing his appreciation to the visitors for their presence at the time \_\_\_\_\_ LODGE/DISTRICT is being honored by a visit from the MOST WORSHIPFUL GRAND MASTER.*

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*THE WORSHIPFUL MASTER will REMAIN SEATED and say :*

*“ I will ask ALL MEMBERS and VISITORS, who have NOT served as WORSHIPFUL MASTER, to rise. “ THE WORSHIPFUL MASTER will welcome these Brethren, call for a round of APPLAUSE, and seat them with ONE RAP of the gavel.*

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*THE WORSHIPFUL MASTER will then say :*

*“ I will ask ALL PAST MASTERS and PAST DISTRICT DEPUTY GRAND MASTERS, who do not hold office or title in the Grand Lodge, to rise. “ THE WORSHIPFUL MASTER will STAND, greet these Brethren, call for a round of APPLAUSE and seat them with ONE RAP of the gavel.*

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*THE WORSHIPFUL MASTER will then request (WORSHIPFUL), (RIGHT WORSHIPFUL) \_\_\_\_\_ (Past Master or Past District Deputy Grand Master) \_\_\_\_\_ to INTRODUCE the HEADS of ALL APPENDANT BODIES at their seats, requesting that Brethren remain standing until final introduction is made. THE WORSHIPFUL MASTER will STAND, welcome them, call for a round of APPLAUSE, and seat them with ONE RAP of the gavel.*

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*THE WORSHIPFUL MASTER will then request (WORSHIPFUL), (RIGHT WORSHIPFUL) \_\_\_\_\_ (Past Master or Past District Deputy Grand Master) \_\_\_\_\_ to introduce ALL GRAND LODGE COMMITTEEMEN, GRAND LODGE REPRESENTATIVES, DISTRICT EDUCATIONAL OFFICERS, DISTRICT INSTRUCTORS of WORK, DISTRICT MASONIC HOME AMBASSADORS, DISTRICT BLOOD COORDINATORS, DISTRICT VACHIP DIRECTORS, and DISTRICT MEMBERSHIP COORDINATORS at their seats, requesting that Brethren remain standing until final introduction is made. THE WORSHIPFUL MASTER will STAND, welcome them, call for a round of APPLAUSE, and seat them with ONE RAP of the gavel.*

NOTE: From this point on, all dignitaries will be presented at the ALTAR, by a Committee of two, requested by THE WORSHIPFUL MASTER, “to give me the further honor of continuing to the East,” and cause them to be saluted. Only Past Masters or above can be saluted in the East, and only after they have been presented at the altar.

FURTHER NOTE: When a dignitary is presented at the altar and to the East, his full TITLE and NAME should be used.

## **PRESENTATION AT THE ALTAR**

*THE WORSHIPFUL MASTER will say: "I request ALL WORSHIPFUL MASTERS to assemble at the altar," and "A COMMITTEE composed of \_\_\_\_\_ (Past District Deputy Grand Master or Past Master) \_\_\_\_\_ you will present the WORSHIPFUL MASTERS at the ALTAR." After they have been presented, THE WORSHIPFUL MASTER will STAND, welcome them, and ask that they continue to the East. He will CALL THE LODGE UP, request the WORSHIPFUL MASTERS to face the West, be saluted, and ask one of them to respond.*

NOTE : When there are two (or maybe three) dignitaries, they should go up into the East to be received. Incidentally, there is no such thing as "west of the altar."

ANOTHER NOTE: The Grand Master may elect to present anyone and at any time.

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*THE WORSHIPFUL MASTER will say: "I request ALL DISTRICT DEPUTY GRAND MASTERS to assemble at the Altar," and "A Committee of \_\_\_\_\_ (Worshipful Master, Past District Deputy Grand Master or Past Master) \_\_\_\_\_ you will present the DISTRICT DEPUTY GRAND MASTERS at the ALTAR." After they have been presented, THE WORSHIPFUL MASTER will STAND, welcome them, and ask them to continue to the East. He will CALL THE LODGE UP, request the DISTRICT DEPUTY GRAND MASTERS to face the West, be saluted, and ask one of them to respond.*

NOTE : It is customary to request the District Deputy Grand Master of the district in which the Official Visit is being held to respond.

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*THE WORSHIPFUL MASTER will say, "I request ALL GRAND LODGE OFFICERS, except the Deputy Grand Master and Past Grand Masters who are Officers of the Grand Lodge, to assemble at the altar," and "A COMMITTEE of \_\_\_\_\_ (District Deputy Grand Master, Worshipful Master, Past District Deputy Grand Master or Past Master) \_\_\_\_\_ you will present the GRAND LODGE OFFICERS at the ALTAR." After they have been presented, THE WORSHIPFUL MASTER will STAND, welcome them, and ask them to continue to the East. He will CALL THE LODGE UP, request the GRAND LODGE OFFICERS to face the West, be saluted, and ask one of them to respond.*

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*THE WORSHIPFUL MASTER will say, "I appoint a Committee composed of*

*\_\_\_\_\_ (Past Grand Master, Grand Lodge Officer, District Deputy Grand Master, Worshipful Master, Past District Deputy Grand Master or Past Master AND Past Grand Master, Grand Lodge Officer, District Deputy Grand Master, Worshipful Master, Past District Deputy Grand Master or Past Master) \_\_\_\_\_ you will present the DEPUTY GRAND MASTER at the ALTAR." After he has been presented, THE WORSHIPFUL MASTER will STAND, welcome him, and ask him to continue to the East. He will CALL THE LODGE UP, cause him to BE SALUTED, tender him the gavel and request him to seat the Lodge, and if he so desires, to address the Brethren.*

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*THE WORSHIPFUL MASTER will say: " I request ALL PAST GRAND MASTERS to assemble at the altar," and "A COMMITTEE of \_\_\_\_\_ (Grand Lodge Officer, District Deputy Grand Master, Worshipful Master, Past District Deputy Grand Master or Past Master AND Grand Lodge Officer, District Deputy Grand Master, Worshipful Master, Past District Deputy Grand Master or Past Master) — you will present the PAST GRAND MASTERS at the ALTAR." After they have been presented, THE WORSHIPFUL MASTER will STAND, welcome them, and ask them to continue to the East. He will CALL THE LODGE UP, cause them to BE SALUTED, tender one of them the gavel, request him to seat the Lodge, and him to respond on behalf of the PAST GRAND MASTERS.*

NOTE: In presenting the Past Grand Masters at the altar, the presentation should be made thus : "Your Committee is honored to present Most Worshipful A B C, Grand Master of Masons in Virginia in the year 1981, and \_\_\_\_\_," the same when there are two or more.

In the East, when there is only one Past Grand Master, the presentation is much the same, thus: "Brethren behold, Most Worshipful A B C, Grand Master of Masons in Virginia in the year 1981, as presented at the altar, and salute him accordingly."

However, in the East, when there are two or more, the Worshipful Master will say, "Brethren behold, these Past Grand Masters, as presented at the altar, and salute them accordingly."

## **END OF INTRODUCTIONS**

After the last presentation, it is suggested THE WORSHIPFUL MASTER then turn to the GRAND MASTER and tell him this concludes the business of the Lodge (if a stated communication) and the presentation of the guests. THE WORSHIPFUL MASTER should then ask the GRAND MASTER to assume the East.

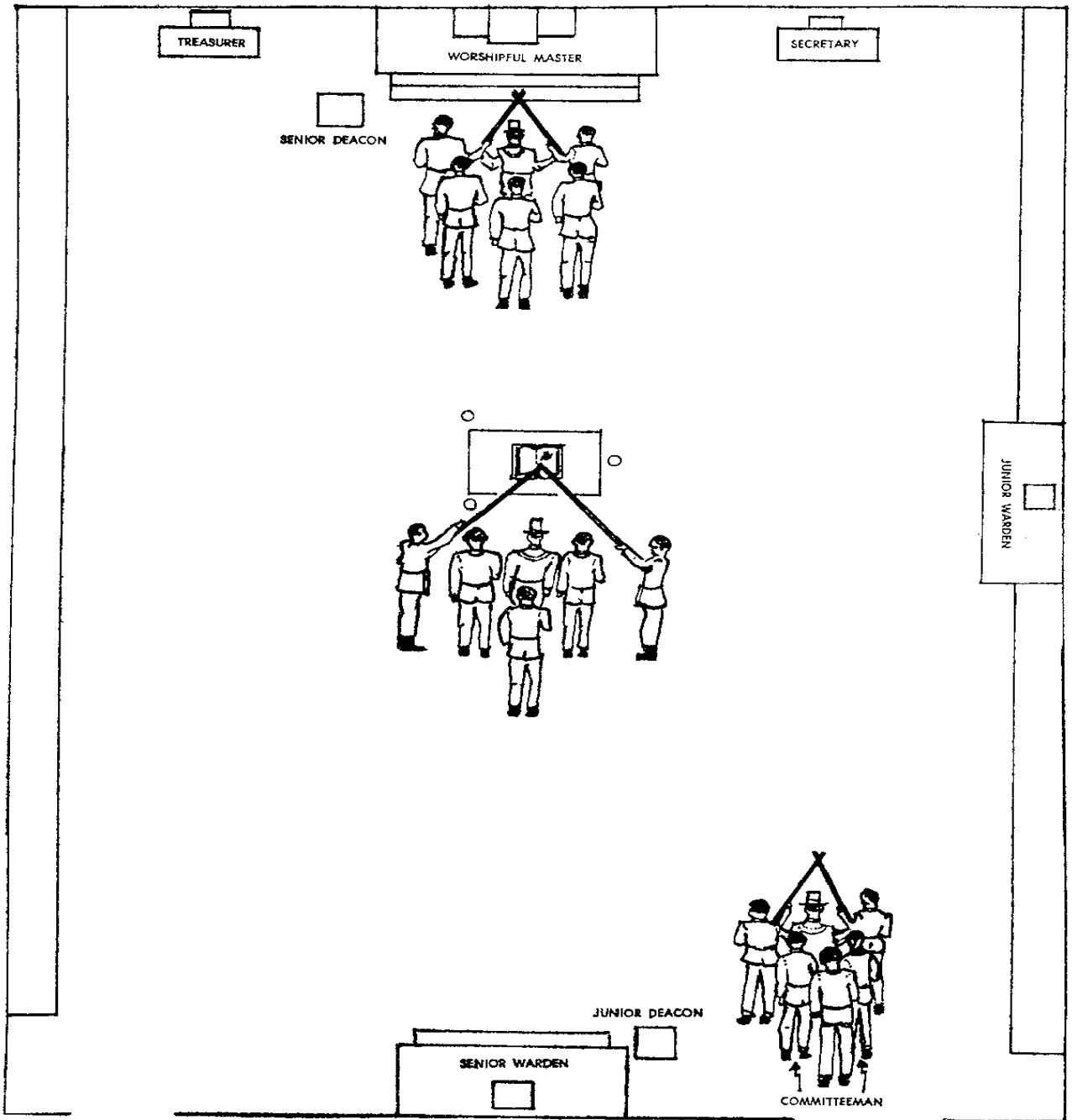
THE WORSHIPFUL MASTER should stand after the GRAND MASTER'S address and thank him for his visit to \_\_\_\_\_ Lodge or \_\_\_\_\_ Masonic District.

The GRAND MASTER may ask the Secretary if he wishes to have permission granted to dispense with the reading of the minutes. However, the Secretary should have the minutes in such condition and form that they may be read and approved, if necessary.

## **CLOSE LODGE**

### **THINGS TO REMEMBER**

1. **APPOINT A COMMITTEE** to see that each person to be introduced completes the proper registration slip.
2. **REGISTRATION** — Where possible, and in order to avoid delays, set up a table or tables at which various groups can register simultaneously; give consideration to the preparation of a placard showing, for example, “Worshipful Masters will please register here,” etc. Station a member of the Registration Committee at each of the Registration Stations to collect registration slips immediately upon completion. After final registration, the completed slips should be handed to the Worshipful Master of the host Lodge in order that he may turn them over to those who will be making the introductions or presentations (it will facilitate handling if ordinary paper clips are used to keep various categories separated). After each presentation, the Committee should hand these registration slips to the Secretary for recording in the minutes.
3. **GLOVES, CANDLES, ETC.** — Determine that all equipment essential for the presentation of the Grand Master is in place, i.e., clean white gloves for Presentation Committee members, candles, matches, etc.
4. **SEATING, APRONS** — Make certain that seating arrangements are adequate; also determine that there is a sufficient supply of clean white aprons on hand.
5. **PRESENTERS** — Alert the members of the Presentation Committee to be present and prepared for the meeting; enter their names on the lines provided in this outline. Stress to them the desirability of brief introductions; emphasize that introductions and presentations are made to the Worshipful Master and not “through you to the Lodge, etc.”
6. **GRAND MASTER'S PREFERENCE** — Determine the Grand Master's pleasure concerning his preference for members of the Committee named to present him.
7. **CLOSING THE LODGE** — Prior to the meeting, ask the Grand Master when he desires to present his remarks; also, determine if he desires to close the Lodge and/or give the Charge at closing.
8. **PROGRAM** — Work out, in detail, the program for the evening. Presentation of an advance copy of the agenda to the Grand Master would be most appreciated.
9. **LIGHTS** — Appoint someone to extinguish or dim the lights when the Grand Master enters the Lodge and to turn them on again when he is received in the East. (Lights are turned on again as the Grand Master mounts the first step.)
10. **BUSINESS** — If the Grand Master's visit must be at a stated communication, limit all business to that which is absolutely necessary, remembering that the principal purpose of the meeting is to receive the Grand Master.
11. **FINALLY** — Clear all announcements, comments, etc., before the Grand Master rises to speak. No one should speak or make announcements after the Grand Master has delivered his address.



## RECEPTION OF THE GRAND MASTER

## **P. RECEPTION OF THE DISTRICT DEPUTY GRAND MASTER (Manual of Ceremonies, 1990, Page 65)**

This rendition is almost verbatim with the wording in the "Manual of Ceremonies," 1990, Page 65, but for the type sizes. We varied the several sizes of type for emphasis - and we added a few notes for further explanation.

### **OPEN LODGE**

### **PRESENT FLAG**

### **RECEIVE THE DISTRICT DEPUTY GRAND MASTER**

As soon as the flag is returned to its place in the Lodge, the TILER should make an alarm and when answered by the JUNIOR DEACON, the TILER will state :

"RIGHT WORSHIPFUL \_\_\_\_\_ (FULL NAME) \_\_\_\_\_ DISTRICT DEPUTY GRAND MASTER for the \_\_\_\_\_ MASONIC DISTRICT is in waiting."

*(The JUNIOR DEACON makes no response to the TILER, but closes the door, turns right at the door, holds due guard, and reports to the Worshipful Master as follows:)*

"RIGHT WORSHIPFUL \_\_\_\_\_ (FULL NAME) \_\_\_\_\_ DISTRICT DEPUTY GRAND MASTER for the \_\_\_\_\_ MASONIC DISTRICT is in waiting, Worshipful."

*THE WORSHIPFUL MASTER will name a Committee to wait on the DISTRICT DEPUTY GRAND MASTER:*

NOTE: The Worshipful Master will appoint a Committee of two. He will try to select a Committee of equal rank or higher. This is not always possible. In addition, the DDGM might select his Committee in advance. FULL NAMES SHOULD BE USED.

*THE WORSHIPFUL MASTER will then say: "You will serve as a Committee to wait on the DISTRICT DEPUTY GRAND MASTER."*

*THE WORSHIPFUL MASTER will instruct the JUNIOR DEACON to permit the Committee to retire.*

*When the DISTRICT DEPUTY GRAND MASTER is ready to enter, the TILER will make an alarm and when answered by the JUNIOR DEACON, the TILER will say:*

"The COMMITTEE with the DISTRICT DEPUTY GRAND MASTER."

*(The JUNIOR DEACON make no response to the TILER, but closes the door, turns left at the door, holds the due guard, and reports to the Worshipful Master as follows:*

“The COMMITTEE with the DISTRICT DEPUTY GRAND MASTER, WORSHIPFUL.”  
(and then backs up)

*THE WORSHIPFUL MASTER will give the SENIOR DEACON sufficient time to get to his place at the door and will then say:*

“ADMIT THEM.”

*(The JUNIOR DEACON will then open the door and say:)*

“ADMIT THEM.”

*THE WORSHIPFUL MASTER, who remains seated, will remove his hat as soon as the DISTRICT DEPUTY GRAND MASTER enters the Lodge Room.*

*The DEACONS will form an arch over the DISTRICT DEPUTY GRAND MASTER only and proceed directly to the altar. The COMMITTEE will walk two steps behind the DISTRICT DEPUTY GRAND MASTER. The DEACONS upon arriving at the ALTAR will face each other and spread the arch, placing the base of their staves on the top of their chests, to permit the COMMITTEE to stand at the right and left of the DISTRICT DEPUTY GRAND MASTER. The COMMITTEEMAN standing at the right of the DISTRICT DEPUTY GRAND MASTER should make the presentation — WITH FULL TITLE AND NAME.*

*(The DEACONS will continue to hold the arch over the DISTRICT DEPUTY GRAND MASTER and the Committee during the presentation.)*

*THE WORSHIPFUL MASTER, after the presentation, will STAND and address the DISTRICT DEPUTY GRAND MASTER, using words of his own choice, then say:*

“YOU WILL DO ME THE FURTHER HONOR OF CONTINUING TO THE EAST.”

*THE WORSHIPFUL MASTER will then call the Lodge up.*

*(The DEACONS will immediately return to their respective places.)*

*The COMMITTEE will escort the DISTRICT DEPUTY GRAND MASTER from the Altar to the East. THE WORSHIPFUL MASTER will present the DISTRICT DEPUTY GRAND MASTER to the Lodge and cause him to be saluted, after which he will hand the gavel to the DISTRICT DEPUTY GRAND MASTER, who will seat the Lodge.*

Assuming that the District Deputy Grand Master will pay his Official Visit at the time of a stated communication, he will probably tell the Worshipful Master that he will defer his remarks until after the business of the Lodge has been concluded and all of the distinguished guests have been recognized and welcomed.

The DISTRICT DEPUTY GRAND MASTER will then remove his hat and take a seat to the left of the Worshipful Master, who will again be covered.

THE WORSHIPFUL MASTER will complete all necessary business as promptly as possible and then start with introductions.

## **INTRODUCTIONS**

*THE WORSHIPFUL MASTER will REMAIN SEATED and extend a GENERAL WELCOME to*

*ALL BRETHREN, expressing his appreciation to the visitors for their presence at the time -*

*\_\_\_\_\_ LODGE/DISTRICT is being honored by a visit from the DISTRICT DEPUTY GRAND MASTER.*

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*THE WORSHIPFUL MASTER will REMAIN SEATED and say :*

*“I will ask ALL MEMBERS and VISITORS, who have NOT served as WORSHIPFUL MASTER, to rise.” THE WORSHIPFUL MASTER will welcome these Brethren, call for a round of APPLAUSE, and seat them with ONE RAP of the gavel.*

---

*THE WORSHIPFUL MASTER will then say :*

*“I will ask ALL PAST MASTERS and PAST DISTRICT DEPUTY GRAND MASTERS, who do not hold office or title in the Grand Lodge, to rise.” THE WORSHIPFUL MASTER will STAND, greet these Brethren, call for a round of APPLAUSE, and seat them with ONE RAP of the gavel.*

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*THE WORSHIPFUL MASTER will then request (WORSHIPFUL), (RIGHT WORSHIPFUL) \_\_\_\_\_ (Past Master or Past District Deputy Grand Master) \_\_\_\_\_ to INTRODUCE the HEADS of ALL APPENDANT BODIES at their seats, requesting that Brethren remain standing until final introduction is made. THE WORSHIPFUL MASTER will STAND, welcome them, call for a round of APPLAUSE, and seat them with ONE RAP of the gavel.*

---

*THE WORSHIPFUL MASTER will then request (WORSHIPFUL), (RIGHT WORSHIPFUL) \_\_\_\_\_ (Past Master or Past District Deputy Grand Master) \_\_\_\_\_ to introduce ALL GRAND LODGE COMMITTEEMEN, GRAND LODGE REPRESENTATIVES, DISTRICT EDUCATIONAL OFFICERS, DISTRICT INSTRUCTORS of WORK, DISTRICT MASONIC HOME AMBASSADORS, DISTRICT BLOOD COORINATORS, DISTRICT VACHIP DIRECTORS and DISTRICT MEMBERSHIP COORDINATORS at their seats, requesting that Brethren remain standing until final introduction is made. THE WORSHIPFUL MASTER will STAND,*

welcome them, call for a round of APPLAUSE, and seat them with ONE RAP of the gavel.

NOTE: From this point on, all dignitaries will be presented at the ALTAR, by a Committee of two, requested by THE WORSHIPFUL MASTER, "to give me the further honor of continuing to the East," and cause them to be saluted. Only Past Masters or above can be saluted in the East, and only after they have been presented at the altar.

FURTHER NOTE: When a dignitary is presented at the altar and to the East, his full TITLE and NAME should be used.

## **PRESENTATION AT THE ALTAR**

*THE WORSHIPFUL MASTER will say: "I request ALL WORSHIPFUL MASTERS to assemble at the altar," and "A COMMITTEE composed of \_\_\_\_\_ (Past District Deputy Grand Master or Past Master) \_\_\_\_\_ you will present the WORSHIPFUL MASTERS at the ALTAR." After they have been presented, THE WORSHIPFUL MASTER will STAND, welcome them, and ask that they continue to the East. He will CALL THE LODGE UP, request the WORSHIPFUL MASTERS to face the West, be saluted, and ask one of them to respond.*

NOTE : When there are two (or maybe three) dignitaries, they should go up into the East to be received. Incidentally, there is no such thing as "west of the altar."

ANOTHER NOTE: The District Deputy Grand Master may elect to present anyone and at any time.

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*THE WORSHIPFUL MASTER will say: "I request ALL VISITING DISTRICT DEPUTY GRAND MASTERS to assemble at the altar," and "A COMMITTEE of \_\_\_\_\_ (Worshipful Master, Past District Deputy Grand Master or Past Master) \_\_\_\_\_ you will present the DISTRICT DEPUTY GRAND MASTERS at the ALTAR." After they have been presented, THE WORSHIPFUL MASTER will STAND, welcome them, and ask them to continue to the East. He will CALL THE LODGE UP, request the DISTRICT DEPUTY GRAND MASTERS to face the West, be saluted, and ask one of them to respond.*

---

*THE WORSHIPFUL MASTER will say : "I request ALL GRAND LODGE OFFICERS, except the Deputy Grand Master and Past Grand Masters who are Officers of the Grand Lodge, to assemble at the altar," and "A COMMITTEE of \_\_\_\_\_ (District Deputy Grand Master, Worshipful Master, Past District Deputy Grand Master or Past Master) ----- you will present the GRAND LODGE OFFICERS at the ALTAR." After they have been presented, THE WORSHIPFUL MASTER will STAND, welcome them, and ask them to continue to the East. He will CALL THE LODGE UP, request the GRAND LODGE OFFICERS to face the West, be saluted, and ask one of them to respond.*

---

*THE WORSHIPFUL MASTER will say, "I appoint a Committee composed of \_\_\_\_\_ (Past Grand Master, Grand Lodge Officer, District Deputy Grand Master, Worshipful Master, Past District Deputy Grand Master or Past Master AND Past Grand Master, Grand Lodge Officer, District Deputy Grand Master, Worshipful Master, Past District Deputy Grand Master or Past Master) \_\_\_\_\_ you will present the DEPUTY GRAND MASTER at the ALTAR." After he has been presented, THE WORSHIPFUL MASTER will STAND, welcome him, and ask him to continue to the East. He will CALL THE LODGE UP, cause him to BE SALUTED, tender him the gavel, and request him to seat the Lodge, and, if he so desires, to address the Brethren.*

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*THE WORSHIPFUL MASTER will say, "I request ALL PAST GRAND MASTERS to assemble at the altar," and "A COMMITTEE of \_\_\_\_\_ (Grand Lodge Officer, District Deputy Grand Master, Worshipful Master, Past District Deputy Grand Master or Past Master), you will present the PAST GRAND MASTERS at the altar." After they have been presented, THE WORSHIPFUL MASTER will STAND, welcome them, and ask them to continue to the East. He will CALL THE LODGE UP, cause them to BE SALUTED, tender one of them the gavel, request him to seat the Lodge, and ask him to respond, and on behalf of the PAST GRAND MASTERS.*

NOTE : In presenting the Past Grand Masters at the altar, the presentation should be made, thus: "Your Committee is honored to present Most Worshipful A B C, Grand Master of Masons in Virginia in the year 1981, and \_\_\_\_\_," the same when there are two or more.

In the East, when there is only one Past Grand Master, the presentation is much the same, thus: "Brethren behold, Most Worshipful A B C; Grand Master of Masons in Virginia in the year 1981, as presented at the altar, and salute him accordingly." However, in the East, when there are two or more, the Worshipful Master will say, "Brethren behold, these Past Grand Masters, as presented at the altar, and salute them accordingly."

## **END OF INTRODUCTIONS**

After the last presentation, it is suggested THE WORSHIPFUL MASTER then turn to the DISTRICT DEPUTY GRAND MASTER and tell him this concludes the business of the Lodge (if a stated communication) and the presentation of the guests. THE WORSHIPFUL MASTER should then ask the DISTRICT DEPUTY GRAND MASTER to assume the East.

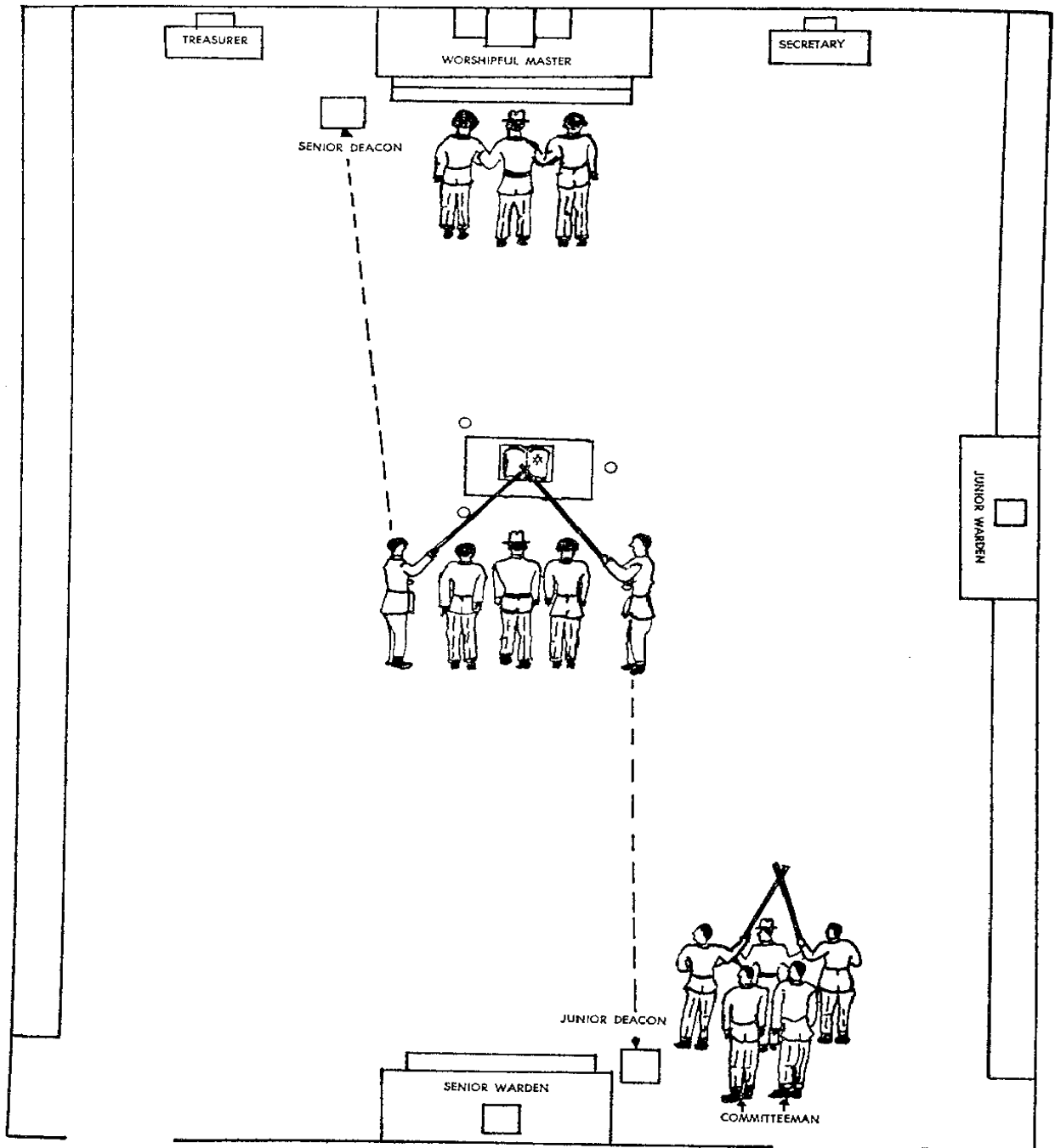
THE WORSHIPFUL MASTER should stand after the DISTRICT DEPUTY GRAND MASTER'S address and thank him for his visit to \_\_\_\_\_ Lodge.

If the District Deputy Grand Master does not choose to close the Lodge, the Worshipful Master will assume the East and close in the usual manner.

## **CLOSE LODGE**

### **THINGS TO REMEMBER**

1. **APPOINT A COMMITTEE** to see that each person to be introduced completes the proper registration slip.
2. **REGISTRATION** — After the final registration, the completed slips should be handed to the Worshipful Master in order that he may turn them over to those who will be making the introductions or presentations (it will facilitate handling if ordinary paper clips are used to keep various categories separated). After each presentation, the Committee should hand these registration slips to the Secretary for recording in the minutes.
3. **SEATING, APRONS** - Make certain that there is sufficient seating available and that there are extra seats/chairs on hand, if needed; also, make certain that there are sufficient clean white aprons on hand.
4. **PRESENTERS** — Alert the members of Presentation Committee to be present and prepared for the meeting; enter their names on the line provided in this outline. Stress to them the desirability of brief introductions; emphasize that introductions are made to the Worshipful Master and not “ through you to the Lodge, etc.”
5. **PREFERENCE** — Determine the District Deputy Grand Master's pleasure concerning his preference for members of the Committee to present him.
6. **CLOSING THE LODGE** — Prior to the meeting, ask the District Deputy Grand Master when he desires to present his remarks; also, determine if he desires to close the Lodge and/or give the Charge at closing.
7. **PROGRAM** - Work out, in detail, the program for the evening. Presentation of an advance copy of the agenda to the District Deputy Grand Master would be most thoughtful and appreciated.
8. **FINALLY** — Remember that the Lodge is not called up until the District Deputy Grand Master has been presented at the altar and is proceeding to the East.



## RECEPTION OF THE DISTRICT DEPUTY GRAND MASTER

## **Q. BALLOTING (Sections 2.91 - 2.95)**

There are three different procedures for balloting in a Lodge in the Commonwealth of Virginia. The first two are much the same, the third varies somewhat; they are:

1. **PETITIONS FOR DEGREES** — this is where a profane has submitted a petition to receive the Degrees in Freemasonry, has been voted on, (after laying over for at least 28 days - note that there is not to be any discussion on the first reading) and after due discussion, balloted on after the second reading. The ballot must be unanimous for Petitions for Degrees.
2. **APPLICATION FOR MEMBERSHIP** — this is when a Brother, already a Master Mason, desires to become a member of your Lodge. Some refer to this as an affiliation. The procedure is the same as a Petition for Degrees, except that the Worshipful Master uses a little different wording. Likewise, the ballot must also be unanimous.
3. **MASONIC PROFICIENCY** — this procedure is to test the Masonic proficiency of a candidate on his catechism. A while back, the Lodges were given the option of not teaching the catechism in lieu of giving more emphasis on Masonic education. Several Lodges, however, still teach the catechism. When a candidate stands proficiency by examination, a voice vote shall then be taken afterwards upon his Masonic proficiency. Only a majority vote is necessary to approve advancement.

### **THINGS TO REMEMBER**

Before balloting in these three procedures, it would be helpful to be reminded of several things:

1. When the Worshipful Master (while seated) tells the Senior Deacon to prepare the ballot, the Senior Deacon, with his staff on his left side, checks the ballot box by standing at his place, facing West, removes the drawer, turns it upside down, returns the drawer, opens the lid to check the balls and cubes, closes it, and reports to the East, carrying the ballot box with his right hand, and faces to the East.
2. The Master does not rise until the Senior Deacon grounds his staff.
3. The Master takes the ballot box from the Senior Deacon and proceeds to check the ballot box just as the Senior Deacon checked it, except the Master leaves the lid open and then returns the box to the Senior Deacon.
4. Then, and only then, does the Master state the purpose for which the ballot will be spread. The Master will then make the due guard, cast his ballot, and sit.
5. Every member of the Lodge must vote for Petitions for Degrees and Applications for Membership.
6. Regarding Masonic proficiency, the members of the Lodge are not required to vote but are obliged to do so.
7. As in the case of the Master, the Senior Warden and the Junior Warden do not rise until the Senior Deacon grounds his staff.

8. The Senior Deacon upon approaching the Senior Warden for balloting, faces South. At the Junior Warden's station, he faces East. In the process of checking the ballot, the Senior Deacon faces the Wardens.
9. The due guard is performed to the ballot box, not to the Worshipful Master.
10. In all cases EXCEPT balloting for Masonic proficiency, the Senior Deacon starts the balloting with the Treasurer and ends with the Secretary - with each member in between, in order, casting his ballot.
11. As an aid — the Senior Deacon, at the altar, reports to the Master the first time (for petitions and applications) — the ballot is “spread “ (as in Senior) and in the second time - the ballot is “deposited” (as in Deacon).
12. The Senior Deacon does not stand back (during the depositing of ballots) until the Master finishes his statement, “all Brethren will advance to the altar and deposit their ballots, commencing on my right.”
13. After balloting, the Brethren will exit to the North between the Senior Deacon and the tapers.
14. Regarding how the ballot stands, the Master does not inquire of the Junior or Senior Wardens until the Senior Deacon grounds his staff at the stations — whereupon, the Wardens rise at the Master's command, check the ballot, report, and then sit.  
NOTE: When the Master rises to check the ballot the first time, he remains standing until the balloting procedure is completed.
15. NOTE: When a ballot is NOT CLEAR, the Master (if he so chooses) will destroy the ballot, as if nothing happened, and start over again from the beginning. He can only do this ONE TIME. If the Master chooses, he can declare the ballot NOT CLEAR the first time around (after circulating it to the Wardens), after which he will call the candidate rejected.
16. THE DOOR MUST BE CLOSED DURING THE BALLOTING PROCESS.

## **BALLOTING ON A PETITION**

MASTER - Brother Senior Deacon, prepare the ballot.

MASTER - Brethren, we are about to spread the ballot on the petition of Mr. \_\_\_\_\_ (full name) to receive the Degrees in Freemasonry. The Whites elect; the Blacks reject; a unanimous ballot is necessary to elect.

SENIOR DEACON - Worshipful Master, the ballot is spread.

MASTER - The Brethren will advance to the altar and deposit their ballots, commencing on my right.

SENIOR DEACON - Worshipful Master, the ballot is deposited.

MASTER - Brother Senior Warden, have all balloted in the West?

SENIOR WARDEN - Brethren, have you all balloted in the West? All have balloted in the West, Worshipful.

MASTER - Have all balloted in the South, Brother Junior Warden?

JUNIOR WARDEN - Brethren, have you all balloted in the South? All have balloted in the South, Worshipful.

MASTER - Brethren, have you all balloted? Brother Senior Deacon, close the ballot and present it in the East.

Present the ballot in the South.

Brother Junior Warden, how stands the ballot in the South?

JUNIOR WARDEN - The ballot is clear (or not clear) in the South, Worshipful.

MASTER - Present it in the West. Brother Senior Warden, how stands the ballot in the West?

SENIOR WARDEN - Clear (or not clear) in the West, Worshipful.

MASTER - Again present it in the East. And clear in the East. Accordingly I declare Mr. \_\_\_\_\_ (full name) - elected to receive the Degrees in Freemasonry.  
OR Accordingly I declare Mr. \_\_\_\_\_ rejected. DESTROY THE BALLOT

## **BALLOTING ON APPLICATION FOR MEMBERSHIP**

MASTER - Brother Senior Deacon, prepare the ballot.

MASTER - Brethren, we are about to spread the ballot on the application of Brother \_\_\_\_\_ (full name) for membership in \_\_\_\_\_ Lodge. The Whites elect; the Blacks reject; a unanimous ballot is necessary to elect.

SENIOR DEACON - Worshipful Master, the ballot is spread.

MASTER - The Brethren will advance to the altar and deposit their ballots, commencing on my right.

SENIOR DEACON - Worshipful Master, the ballot is deposited.

MASTER - Brother Senior Warden, have all balloted in the West?

SENIOR WARDEN - Brethren, have you all balloted in the West? All have balloted in the West, Worshipful.

MASTER - Have all balloted in the South, Brother Junior Warden?

JUNIOR WARDEN - Brethren, have you all balloted in the South? All have balloted in the South, Worshipful.

MASTER - Brethren, have you all balloted? Brother Senior Deacon, close the ballot and present it in the East. Present the ballot in the South. Brother Junior Warden, how stands the ballot in the South?

JUNIOR WARDEN - The ballot is clear (or not clear) in the South, Worshipful.

MASTER - Present it in the West. Brother Senior Warden, how stands the ballot in the West?

SENIOR WARDEN - Clear (or not clear) in the West, Worshipful.

MASTER - Again present it in the East. And clear in the East. Accordingly I declare Brother \_\_\_\_\_ (full name) elected to membership in \_\_\_\_\_ Lodge. OR Accordingly I declare Brother \_\_\_\_\_ rejected. DESTROY THE BALLOT

## **BALLOTING ON MASONIC PROFICIENCY**

### **FOR AVANCEMENT TO RECEIVE THE SECOND DEGREE**

MASTER – Brethren, a voice vote will be taken to test the Masonic proficiency of Brother \_\_\_\_\_ (full name) — previous to his being passed to the Second Degree of Masonry. The Aye’s approve; the No’s disapprove; a majority vote is necessary to approve. All approving say “Aye.” All not approving say “No.”

The Lodge is satisfied (not satisfied) with the Masonic proficiency of Brother \_\_\_\_\_ to be passed to the Second Degree of Masonry.

### **FOR ADVANCEMENT TO RECEIVE THE MASTER MASON'S DEGREE**

MASTER - Brethren, a voice vote will be taken to test the Masonic proficiency of Brother \_\_\_\_\_ (full name) — previous to his being passed to the Sublime Degree of Master Mason. The Aye’s approve; the No’s disapprove; a majority vote is necessary to approve. All approving say “Aye.” All not approving say “No.”

The Lodge is satisfied (not satisfied) with the Masonic proficiency of Brother \_\_\_\_\_ to be passed to the Sublime Degree of Master Mason.

NOTE: Notwithstanding the option of teaching the catechism or giving more emphasis on education, the learning of the Master Mason's catechism is still optional. However, the Grand Lecturer and the District Deputy Grand Masters emphasize the teaching of the catechism of the Master Mason's Degree. This is prescribed in the Resolution, Adopted February 14, 1924 and is still in effect.