

GRAND LODGE OF WASHINGTON

LODGE OFFICERS' HANDBOOK

2014

The *Lodge Officers' Handbook* was originally prepared in 1967, revised in 1971, with a *Suggested Guidelines for Floor Work* added in 1972 and further revised in 1999. Progress in most endeavors is the result of building on the work of those who have gone before. So it is with this edition of the *Lodge Officers' Handbook*. We are grateful to our predecessors on the Masonic Research and Education Committee for their work.

It is not the intention of this Handbook to detract from customs of any Lodge or to set policy, but to make suggestions to help standardize the work and promote its understanding as found in the *Standard Work and Freemasons' Guide*, and to provide suggestions to foster a thriving Lodge.

We are deeply grateful to the Elected Officers of our Grand Lodge for their suggestions and support of our efforts.

INTRODUCTION

The purpose of *Lodge Officers' Handbook* is to provide all Masons, but especially the Lodge Officers in this Jurisdiction, suggestions for successful Lodge operational practices. This Handbook is a compilation of previous versions; it is not to be considered definitive but only suggestive.

In every Lodge, the Master has the absolute right to direct its operation as long as there is no conflict with the Washington Masonic Code or Lodge By-Laws. Our Jurisdiction has historically avoided taking a firm stand concerning standardizing our Constituent Lodge operations. It is the hope of all that these pages will simply serve as a guide to efficient and courteous Lodge operations and procedures.

It is important to remember the difference between landmarks or traditions of a Lodge and actions that are required by the Standard Work and Washington Masonic Code.

The wording and recommendations of this book are slanted principally towards the Master, Wardens and Deacons. They should make themselves thoroughly familiar with the Ancient Ceremonies and the Addenda in the *Standard Work and Freemasons Guide* and of course *The Washington Masonic Code*. This Handbook is designed to work in concert with those other two documents. Together, they should enable the presiding officer to successfully and more easily govern his Lodge, receive visiting Brethren courteously and extend to all members and visitors the honors due their peculiar rank and station.

In this Handbook, each Officer will find an outline of the duties and functions that pertain to his growth as an Officer. It is supposed that each Officer will one day be elected or appointed to a higher responsibility in his Lodge and therefore he should seek to prepare himself for these duties.

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Chapter 1 Suggested Expectations

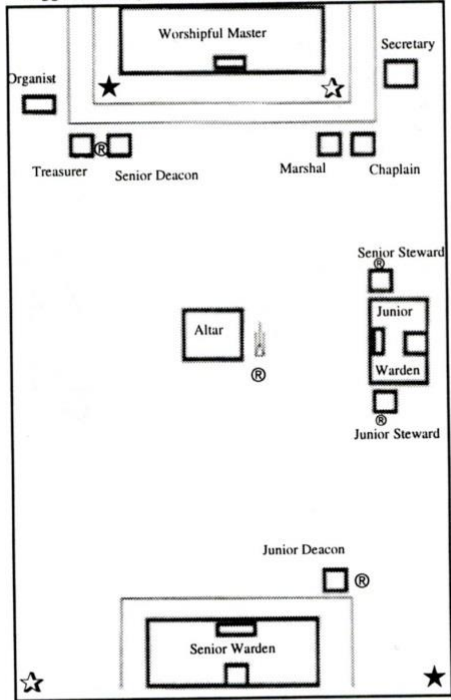
Traditional Stations and Places in the Lodge

The Standard Work states that a Lodge is situated due East and West but the location or design of the building that houses the lodge room may make this physically impossible. The station of the Worshipful Master is always in the East, if only symbolically.

The stations of the Master, Wardens, Treasurer, Secretary and Deacons are set by the Standard Work but there are variations in the actual placement in the Lodge dependent on the customs and arrangement of individual Lodges. This includes the Senior Deacon, Chaplain and Marshal with their backs to the Master or facing inward.

- The Worshipful Master's station is in the East, in most Lodge halls three steps above floor level.
- The Senior Warden's station is in the West, two steps above floor level.
- The Junior Warden's station is in the South, one step above floor level.
- The Treasurer's place may be on the right or left of the Worshipful Master in the East. A suitable desk should be provided. If on the left near the Secretary the Standard Work in the Entered Apprentice Degree is still spoken as, “. . . to the right of the Worshipful Master. . .”
- The Secretary's place is on the left of the Worshipful Master in the East. A suitable desk is required.
- The Senior Deacon's place is on the right and in front of the Worshipful Master. A rod holder is provided on his right.
- The Junior Deacon's place is on the right of the Senior Warden and near the door. A rod holder is provided on his right.
- The Stewards' places are in front of the Junior Warden with the Senior Steward on the Junior Warden's right and the Junior Steward on the left. Rod holders are provided on the Senior Steward's right and the Junior Stewards' left.
- The Chaplain's place is on the left and in front of the Worshipful Master.
- The Marshal's place is on the left of the Chaplain.
- A stand should be provided in the East, to the right (North) of the Worshipful Master and on his same level, to hold the American flag. Another stand may be provided on his left (South), on the same level, to display any other flag during Lodge meetings. A stand is provided in the Southwest of the Lodge for the American flag; another may be in the Northwest for any other flag when retired.
- A rod holder should be provided at the Southwest corner of the Altar for the Senior Deacon's rod.
- An organ or piano is generally in the Northeast area of the Lodge room for a Musician.
- The Lodge Charter is to be in the Lodge room whenever the Lodge is opened.
- Many Lodges display the working tools in front of the Station of the Master.

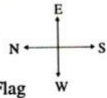
Suggested Lodge Floor Plan or Seating Arrangement



Ⓜ Rod Holders

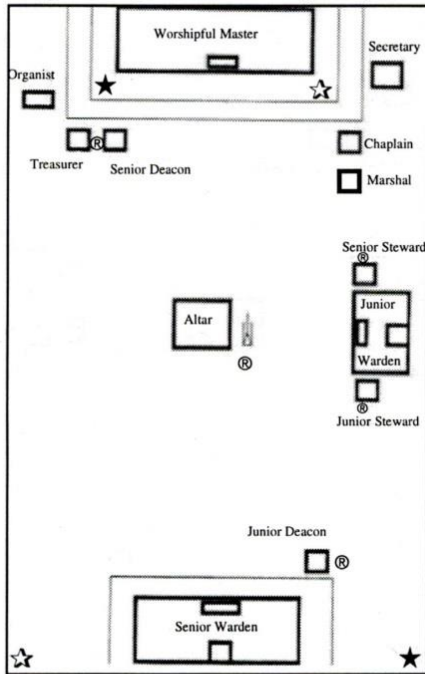
★ Stand for American Flag

☆ Stand for Canadian or Other Flag



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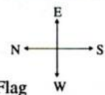
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Ⓜ Rod Holders

★ Stand for American Flag

☆ Stand for Canadian or Other Flag



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Duties, Expectations & Pointers

General responsibilities and duties of all Officers are contained in our Standard Work and given during the Installation of Lodge Officers. More details are contained in the Washington Masonic Code (WMC) and The Freemasons Guide. This Handbook provides options but is not a substitute for the Standard Work or WMC. Individual Lodges should set their own expectations of each officer. These should be in writing so a member will know what the job entails prior to accepting an office.

It is recommended that all members of a Lodge complete the Proficiency in Lodge Management while progressing through the chairs as to provide a more complete understanding of Lodge operations, Officer Duties and the Washington Masonic Code.

An important duty of all officers elected or appointed is to observe the will and pleasure of his Worshipful Master. The five principal officers of the Lodge are elected by the members of the Lodge; these include the Worshipful Master, Senior and Junior Wardens, Treasurer and Secretary. All others are appointed by and serve at the Master's pleasure.

All Officers should inform the Master if they are unable to attend a meeting as soon as they become aware of that fact, preferably with a suggested replacement. One should not expect the Master to fill officer roles at the last minute. An email, text message or a telephone call will give the Master an opportunity to fill the position with the appropriate person.

Worshipful Master

The Worshipful Master is the Chief Executive of the Lodge and his duties are laid out in the WMC. He can delegate authority but not his responsibility. He does the Degree work at his pleasure and can call any Master Mason to the East to preside.

A meeting is opened and conducted on whichever degree the Master decides. He should take into consideration the Degree of any Mason in attendance. He decides which of the practices covered in this Handbook not dictated by the WMC, will be followed or be different during his term as Master. The Worshipful Master is the only officer of the Lodge who once installed cannot resign.

The Master's hat is a distinction peculiar to his station. It is removed when the Chaplain kneels to attend prayer, when any prayers are being said and during the flag ceremonies. When removed during prayers and the saluting the flag, it is held so the hand is over the heart. No Mason is permitted to wear a hat except the presiding officer of that Lodge. If a guest or other Brother has been designated by the Master to preside, that Brother should be covered, and the installed Master removes his hat. The Master should plan for this eventuality, and have a hat available for this presiding officer. Exceptions may be made for coverings required by a Brother's faith.

The gavel is a symbol of the Master's authority and should be carried when he leaves his station in the East. Exceptions include during degree conferrals, during closing, or when receiving visitors.

The Master stands in full view of the Brethren when attending the signs at opening and closing. This may require him to step out from behind the podium. They should be given slowly, distinctly and clearly for all to see and follow.

At the closing the Master recites the words "And part upon the Square" while stepping down with the Brethren.

Typically, it is expected that the Worshipful Master will:

- Be present at and lead all stated and special communications, and when unavailable see that there is a suitable replacement who receives adequate notice.
- Be responsible for conferring the Third Degree (this practice varies; many Lodges have the Senior Warden responsible for the conferral of the Third Degree).
- Organize a schedule of the year, preferably to be promulgated at the first stated meeting following his installation. This schedule may be amended throughout the year by the Master and Lodge as conditions require.
- Organize, with the assistance of the Treasurer and Finance Committee, a budget for the year, preferably to be approved by the Lodge at the first stated meeting following his installation.
- Attend District Lodge Officer Association meetings.
- Submit monthly articles for the Trestleboard, and ensure its publication by the editor.
- Supervise the webmaster in ensuring the website is kept current and accurate.
- Direct a member of the Lodge to have Masonic Education available for each meeting.
- Have an agenda for each meeting, stated, special, officer, or otherwise. Preferably written and distributed to the officers before the meeting.
- Committees:
 - Serves as de jure member of all committees of the Lodge.
 - Directs and guides all committees.
- Know the Standard Work for all three degrees.

Wardens

General Instructions:

If either Warden is directed by the Worshipful Master or the Standard Work to leave his station, his jewel need not be relinquished to another, nor is it required to have someone sit in the Warden's station. But if a Warden must leave the Lodge room at any time, except when the Lodge is at refreshment or off session; or if he takes a different station/place during a degree conferral, then the jewel should be turned over to another Brother to wear in his stead. If a Warden is giving a Degree lecture then he should keep the jewel and his station may remain vacant.

The custom in some Lodges is to always have a brother sitting in the West or the South. Both ways are correct. It is up to the traditions of the Lodge or the Worshipful Master to determine the practice of an individual Lodge. This Handbook merely provides suggested methods.

Both Wardens should learn the Master's and Wardens' Standard Work for all three degrees, as they are the substitutes designated by the WMC should the Master or another Warden be absent.

Both Wardens should not hold the gavel when standing except as required for appropriate raps or in conjunction with the dismissal of a Candidate following examination or instruction. The Senior Warden may use the gavel to dismiss the Deacons following purging of the Lodge. Either Warden may be required to raise or seat the Lodge per the Master's instruction while the Master is not in the East.

Senior Warden

The Senior Warden is the Master's administrative assistant and, in the absence of the Worshipful Master, assumes that role.

He directs the Deacons in purging the Lodge and if there is a challenge is the Brother to whom the Deacons should address any inquiry as to the suitability of a Brother to remain in Lodge.

The Master Mason Degree in many Lodges is traditionally the Senior Warden's task to oversee and he should be ready to confer it. In others, it is the Fellowcraft Degree that he confers.

The Senior Warden raises his column immediately after the declaration that Lodge is open or is at Labor after having been at refreshment. The column is lowered immediately after the declaration that Lodge is closed or at refreshment.

The Senior Warden should not hold the gavel when standing, except when required for appropriate raps or in conjunction with dismissal of a Candidate following examination or instruction. The Senior Warden may use the gavel in a waving gesture to dismiss the Deacons following purging of the Lodge. He may be required to raise or seat the Lodge, per the Master's instruction, when the Master is not in the East to do so himself.

The Senior Warden remains in his station while the Lodge is at labor, except when descending to instruct the Candidate in the manner of wearing his apron, when stepping down during the closing ceremony, or when ordered to do otherwise by the Master. The Senior Warden recites "Upon the Level, Worshipful Master," while stepping down.

At many Lodges, it is expected that the Senior Warden will:

- Be available to lead all stated and special meetings if the Master is unavailable.
- Be present at all stated and special communications possible, and when unavailable see that there is a suitable replacement who receives adequate notice he is needed, and inform the Master of the replacement.
- Be responsible for conferring the Second Degree or, in some Lodges the Third Degree.
- Be responsible for organizing the conferral of the Third Degree (practice varies by Lodge).
- Know the Standard Work for all three degrees.
- Working with the Master, ensure that each new Brother is appointed a coach/mentor, decided on before the First Degree is conferred, and presented to the new Brother, with all applicable materials, at his initiation.
- Attend District Lodge Officer Association meetings.
- Submit monthly articles for the Trestleboard.
- Mentor the Deacons on the Standard Work, Floor Work and Degree Work.
- Be prepared to introduce visiting Senior Wardens during the meeting, making a special point to find out if any are present before the meeting begins.
- Attend annual Grand Lodge Wardens' Conference and Grand Lodge.
- Attend annual District Wardens and Stewards Conference.
- Be a member of, or chair committees as directed by the Worshipful Master.

Junior Warden

In most Lodges the Junior Warden has the great honor of seeing that the members are provided with appropriate food and drink at all functions (with the assistance of the Stewards).

The Junior Warden's column is raised only during the hours of refreshment. The column is raised immediately after the declaration that Lodge is at refreshment. The column is lowered immediately after the declaration that Lodge is at labor after having been at refreshment.

The Junior Warden remains in the South while the Lodge is at labor, except when stepping down during the closing ceremony or when ordered to do otherwise by the Worshipful Master. The Junior Warden recites "By the plumb, Worshipful Master," while stepping down.

Many Lodges have the Junior Warden oversee the Fellowcraft degree and if directed to do so by the Worshipful Master to confer. Frequently it is his duty to confer the Entered Apprentice Degree.

In the absence of the Worshipful Master and Senior Warden, the Junior Warden will preside over a Lodge meeting.

At the majority of Lodges, it is expected that the Junior Warden will:

- Be present at all stated and special communications possible. When unavailable see that there is a suitable replacement who receives adequate notice, and inform the Master of the replacement.
- Be responsible for conferring the First Degree (practice varies by Lodge, in some he confers the Second Degree).
- Be responsible for organizing the conferring of the Second Degree (or Third).
- Know the Standard Work for all three degrees.
- Oversee and mentor the Stewards:
 - See that the Stewards' fund is adequately safeguarded, maintained, and replenished.
 - Review the Stewards Fund accounts, with quarterly audits of written accounts with Senior Steward.
- Ensure that adequate refreshments are provided at stated and special meetings as directed by the Master. Individual Lodges determine the extent of refreshments.
- Organize visitations (generally one per month):
 - To other Lodges, including, but not limited to, those in District but also adjacent Districts and to Masonic youth groups.
 - At least two per year to Sister Lodges, including to their installation.
 - A schedule of these visitations for the year, which may be amended as needed, should be presented at the January stated meeting.
- Attend District Lodge Officer Association meetings.
- Submit monthly articles for the Trestleboard.
- Schedule and oversee an annual Table Lodge, with the assistance of the Stewards.
- Introduce visiting Junior Wardens during the meeting.
- Attend annual Grand Lodge Wardens' Conference and Grand Lodge.
- Attend annual District Wardens and Stewards Retreat.

- Be a member of, or chair committees as directed by the Worshipful Master.

Secretary

The Secretary is responsible for recording all proceedings of the Lodge proper to be written and to make those available to Grand Lodge upon request. He should assist the Worshipful Master in preparing the agenda for each meeting.

The Secretary is responsible for:

- Lodge communication.
- Annual mailing of dues statements and the collection of dues payments.
- Receiving all monies due the Lodge.
- Keeping membership records.
- Assist the Worshipful Master and Treasurer in the annual audit during the District Deputy's official visit.
- Ordering Lodge supplies.

It is expected that the Secretary will:

- Be present at all stated and special communications possible. When unavailable, see that there is a suitable replacement who receives adequate notice and inform the Master of the replacement.
- Maintain adequate records of the Lodge, including, but not limited to, those required by the Grand Lodge.
- Assist the Treasurer in any financial duties.
- Assist the Worshipful Master with creation of a budget.
- Ensure that the Senior Warden has the appropriate materials for all newly initiated Brothers, including books and a new apron.
- Submit articles for the Trestleboard as he sees fit.
- Keep the official record of members of the Lodge, ensure they are kept current and communicate the status of all members to Grand Lodge.
- Collect monies due the Lodge, record their receipt and give them to the Treasurer.
- Issue membership/dues cards.
- Track the status of investigation committees and petitions within the Lodge.
- Serve on committees as directed by the Worshipful Master.

Treasurer

The Treasurer is responsible for keeping the financial records of the Lodge and paying bills as directed by the Worshipful Master and with consent of the Lodge. It is his role to ensure all monies paid by the Lodge are approved by the members of the Lodge.

When a Lodge has combined the offices of Secretary and Treasurer and opens of the Entered Apprentice Degree, a pro-tem Treasurer is required.

It is expected that the Treasurer will:

- Be present at all stated and special communications possible. When unavailable see that there is a suitable replacement that receives adequate notice and inform the Master of the replacement.

- Safeguard and maintain the funds and assets of the Lodge.
- Report on the status of the assets, income, and expenses.
 - At each stated meeting with an abbreviated report consisting of the status of the Lodge checking account, and major upcoming expenses.
 - Periodically provide a detailed accounting of all Lodge investments and accounts.
 - Provide at each meeting of the Finance Committee, the sums pertinent to that meeting's agenda.
- Assist the Worshipful Master with creation of a budget.
- Assist the Worshipful Master and Secretary with the annual official visit of the District Deputy.
- Submit articles for the Trestleboard as he sees fit.
- Serve on committees as directed by the Worshipful Master including finance.
- File IRS Form 990 as required.

Deacons

The Stewards and Deacons present the most visible examples to the Brethren when doing floor work (meetings and degree work). Floor work has an impact of the perception of a Lodge and should be practiced.

Deacons should work in unison. The Junior Deacon should take his lead from the Senior Deacon and maintain a position relative to the Senior Deacon's. A "mark" or place on the floor should be determined as an indicator when to make turns or stopping points.

The Deacons, when rising at their respective places, do so without grasping their rods. They take up the rod after being directed to perform a task, and should carry it throughout the performance of that task, except when both hands are required, or when kneeling.

The rod emblem should be perpendicular to the line of sight of the Deacons or Stewards when the rod is held stationary or is placed in its holder. The emblem of the Senior Deacon is the sun and that of the Junior Deacon, the moon.

When Deacons or Stewards are in motion, their rods should be carried with the emblem end elevated and the rod at about a 45° angle, the shaft parallel to and along the inner forearm, the elbow close to the body. It is suggested that the emblems at the top of the rods be vertical (knife-like) while the rods are carried, affording maximum recognition from the sidelines.

The base of the rod should be placed on the floor with the rod in a vertical position when a Deacon pauses while carrying his rod. The hand holding the rod should move up or down on the shaft until the forearm is horizontal and at a right angle to the body and the rod.

Deacons and Stewards should carry their rods uniformly.

A holder should be provided near the Southwest corner of the Altar so the Senior Deacon can deposit his rod while attending at the Altar. The rod should never be leaned against the Altar or the lesser lights or be laid on the floor. If a holder is not available, one of the Stewards should step forward to hold the rod.

The suggested Lodge Floor Plans shows the Senior Deacon's rod holder located at his right. When the Senior Deacon responds to the Master's rap, he stands and faces the East. At the conclusion of the Master's direction, the Senior Deacon turns and grasps the rod in his right hand and proceeds with the directed task.

Rods may be carried interchangeably in either hand, depending on the circumstances. The Senior Deacon conducts on the right side of the Candidate and carries the rod in his right hand. He escorts on the left side of Brethren and carries the rod in his left hand.

Purging the Lodge

When the Deacons are ordered to approach the Senior Warden to purge the lodge, they should go along the outer edge of the Lodge room floor, turn inward together and meet in front of the Senior Warden about four feet apart. As they progress up the side of the Lodge room, usually from West to East, if one has completed the purge before the other, he should wait near the East and both then return together to report to the Senior Warden. The Junior Deacon gives him the password first. After the password is collected following the purge, on the Fellowcraft or Master Mason Degree, the Junior Deacon whispers it in the Senior Deacon's ear who gives it to the Senior Warden. After being dismissed by the Senior Warden and they return to their respective places the Senior Deacon should nod slightly to the Junior Deacon as an indication to put their rods in holders and sit.

In purging the Lodge, the Deacons should carry the rods on the side away from the Brethren, thereby preventing an accident.

The password is not collected from the Master or Wardens.

Deacons (and Stewards) move about the Lodge, in the performance of their duties, progressing in straight lines and making square corners when changing direction. The only exception occurs in the circumambulation of the three Degrees

During balloting on petitions or voting on election of officers, the Junior Deacon is to remain at his station except when relieved by another Brother so that he may vote. No one is permitted to enter or leave the Lodge room while balloting is in process except to admit the Tyler to vote on petitions as provided in Washington Masonic Code

- It should be automatic that the Deacon's rod is with him while moving about the Lodge.
- The Deacons should practice switching their rod from the right to left hand.
- The word is not collected from the Wardens or Master.
- While it is conventional for a Brother to rise while giving the pass, if a Brother has difficulty it is not required that they stand to give the password.

Senior Deacon

The Senior Deacon is the Master's proxy and his personal officer. He should check the Porch Book/Tyler's Register before the meeting starts to find who the visitors are, seek them out and make sure they are welcomed. This will assist in knowing who will need to be introduced and

escorted. If in doubt, ask how a name is pronounced, and if they hold a position that should be honored in the Lodge.

It is important to learn the proper way to escort and introduce visitors (see Introductions...). Visitors should be received with appropriate Masonic honors. Correct escorting and introducing makes all feel welcome. Remember that Masons are always “escorted” but non-Masons and candidates are conducted. That means take the Mason by the left arm, others by the right. To conduct, as opposed to escort, a Brother Mason is to tell him that he is not equal to the Brothers in the Lodge.

After arranging the Three Great Lights, the Senior Deacon should step back and slightly left of the Altar and wait until the Junior Deacon has alerted the Tyler. The same should be followed as much as possible when the lodge is closed.

The Senior Deacons response is given after the Junior Deacon’s.

Be prepared to confer the Entered Apprentice degree. In many Lodges it is up to the Senior Deacon to organize and/or confer this Degree.

He should be ready to fill the Junior Warden’s station.

Typically, the Senior Deacon performs that role for degree work and so should learn all the degree circumambulations.

The duty of the Senior Deacon during balloting on a petition is to carry the ballot box for inspection before the ballot is opened as requested by the Master, attend the ballot box during voting making sure all ballot who are entitled and carrying the ballot box for examination after the ballot is closed. During balloting the Senior Deacon should not form an arch or gate with the rod. If there is more than one petition a steward can take charge of a separate ballot box. The Worshipful Master, not the Senior Deacon, destroys the ballot after it is examined.

Opening and Arranging the Great Lights

Before the meeting, the Senior Deacon should find out which degree the Master will work, then position the page divider /book mark in the Volume of Sacred Law (VOSL) to indicate where it should be opened during the Lodge meeting (in Washington there is no “correct” page). The practice in many Lodges is to open the VOSL then attend to the Lesser Lights. The Square and Compasses should be placed on the right hand page of the open VOSL. The page divider/book mark can be left in the center, between the pages of the open VOSL. In some Lodges the book-mark is placed on the left page and Square & Compasses are placed on the right side of the VOSL.

Place the rod in the holder by the altar. The VOSL is opened, the Square and Compasses arranged then the lesser lights are lit or as is the tradition in some Lodges, the lesser lights are lit prior to opening the VOSL and the jewels arranged. The Lesser Lights are lit in the order of East, West then South. Adjust the jewels to the proper setting, stand, step back, look to see if the book is centered on the Altar, adjust, then pick up the rod and step slightly to the left of the altar just off to the corner.

While there is no requirement that the Lesser Lights are lit prior to the opening of the Great Lights, legend tells us that before the advent of electric lighting, the candles were lit first to shed light on the VOSL, Square and Compasses.

After the Junior Deacon reports, respond as per the Standard Work. After the Master's sign; the Deacons return to their places in the Lodge. The Junior and Senior Deacons should coordinate both the return of the rods to their holders and sitting.

Occasionally when setting up Lodge, the rod holder next to the Altar is overlooked. The Junior Steward should be prepared to assist by holding the rod while the altar is attended.

The Great Lights are opened according to the Standard Work at the beginning of every meeting and arranged when moving from labor on one Degree to another.

When closing the Great Lights, extinguish the Lesser Lights last.

It is expected that the Senior Deacon will:

- Be present at all stated and special communications possible, and when unavailable give the Worshipful master adequate notice a replacement needed, preferably with a suggestion.
- Be responsible for organizing the conferral of the First Degree (practice varies by Lodge).
- Ensure that the Lodge room is properly set up (and taken down) for each meeting.
- Coordinate with the Master to have Masonic Education for each meeting.
- Introduce himself (with the assistance of the Marshal) to all visitors before the beginning of the meeting, and alert the Wardens or Master if there are visitors who are Masters, Wardens, Deacons, or Grand Lodge Team members.
- Be responsible for introducing visitors; conducting and escorting, as directed by the Master.
- Attend annual Grand Lodge Wardens' Conference.
- Attend District Wardens Conferences/workshops.
- Committees: Chair and serve on committees as directed by the Worshipful Master.
- Standard Work, know the floor work for Opening and Closing.
- Degree Work:
 - Know Standard Work for all three degrees.
 - Prepare the candidate for degrees.
 - This should include ensuring he is prepared mentally before the Lodge is opened.
 - Ensure he is properly clothed.
- Prepare and practice floor work for all Degrees (ask for help from JW or Director of Ritual).
- Attend District Deacons/Stewards workshop.

Junior Deacon

The Junior Deacon is the Senior Warden's proxy and personal officer and is responsible to guard the door to Lodge room and respond to all alarms from the Tyler. At the opening of Lodge, if the

door has already been closed do not knock when alerting the Tyler that that the Master is about to open the Lodge. In short, when the Lodge is open, the Junior Deacon should knock. When Lodge is not open, he need not do so.

During degree work or at the closing of Lodge the Junior Deacon always stays at the door; he does not join the circle around the altar until Lodge is declared closed and is directed to inform the Tyler.

He should learn the Junior Warden's part for degree conferrals. The Junior Deacon informs anyone who enters late on which Degree the Lodge is at labor and checks to see that tardy Brothers are properly clothed. It is strongly suggested that he learn the Senior Deacon's work for all degrees.

The Junior Deacon knocks as required by the Standard Work, waits for answering knocks, and then opens the door. The Junior Deacon, not the Tyler, has sole responsibility to open and close the Lodge door. This does not include the door to the Preparation Room.

The Junior Deacon remains inside the Lodge room when communicating with the Tyler. He should speak with a voice audible to all within the room.

The Junior Deacon informs the Tyler of the status of the Lodge after the Senior Deacon has opened or closed the Great Lights. The Junior Deacon returns to his place before making a report to the Worshipful Master.

During large gatherings it may be expedient for the Junior Deacon to collect the password as the Brethren are entering the Lodge room. With exceptionally large groups the Stewards can assist with purging.

It is expected that the Junior Deacon will:

- Be present at all stated and special communications possible, and when unavailable give the Worshipful master adequate notice a replacement is needed, preferably with a suggestion.
- With the assistance of any EA or FC Brothers present, set up (under the supervision of the Senior Deacon) the Lodge room before each meeting.
- Attend annual Grand Lodge Wardens' Conference and Grand Lodge.
- Attend District Wardens' Conference or workshops.
- Committees: Participate as directed by the Worshipful Master.
- Standard Work:
 - Learn and practice floor work and Standard Work for all Degrees (ask for help from SW or Director of Ritual).
 - Learn SD parts, including all Degree Standard Work.
- Prepare to follow the Officer Chairs up to Worshipful Master in next 5 years.

Stewards

In many Lodges, Stewards assist the Junior Warden in preparing meals or refreshments. They certainly should assist with the set-up and clean-up of the dining room. In others, before the meeting starts, the Stewards will assist with the Lodge set up and be a part of the greeting of

visitors, making them feel welcome. They also may assist in breaking down the Lodge, making sure everything is put away. Stewards must learn the floor work necessary for Degree conferrals. The Stewards' part is relatively small, but they are one of the first officers that the new candidate meets; before they put on his hoodwink they should make him feel at ease.

The Stewards should hold and carry the rods in the manner previously explained for the Deacons.

If there is an exceptionally large attendance, the Stewards may be directed by the Senior Warden to assist the Deacons in collecting the password. In this case, the Stewards will give it to the Deacons before and after collecting it from the Brethren.

When retiring from the Lodge, the Senior Steward should precede the Junior Steward. The Junior Steward typically holds the door open for the Senior Steward.

During Degree work when the Stewards are directed to retire to the preparation room, the Junior Steward should stand at his place, rod in hand, until the Senior Steward reaches a point in front of him and turns. They both then advance to the Altar and salute. They then may proceed to the door in tandem or abreast.

If a rod holder was not placed at the Altar for the Senior Deacon to use during the opening and closing of Lodge, the Junior Steward should quickly step forward and hold the rod for the Senior Deacon.

Senior Steward

It is expected that the Senior Steward will:

- Be present at all stated and special communications possible, and when unavailable give the Worshipful master adequate notice a replacement needed, preferably with a suggestion.
- Prepare the candidate for degrees. This should include ensuring he is prepared mentally before the Lodge is opened.
- Prepare refreshment for each meeting, generally a dinner an hour before any stated meeting, and a snack or desert before or after a special meeting. Clean up!
- Prepare or coordinate the preparation of special meals as required, including Table Lodges and special occasions, including clean-up.
- Keep Stewards' Fund Account:
 - Keep the Stewards' Fund with written reports periodically to the Junior Warden.
 - Keep a running spreadsheet showing all income/receipts/expenditures with running balance and maintain receipts whenever possible.
- Prepare the candidate for degrees:
 - This should include ensuring he is prepared mentally before the Lodge is opened.
 - Ensure he is properly clothed.
- Prepare and practice floor work for all Degrees (ask for help from the Junior Warden or Director of Standard Work).

- Attend District Deacons/Stewards' workshop.

Junior Steward

The Junior Steward's duties are identical to the Senior Steward's, except as noted above.

Tyler

The Tyler should not sound an alarm during the opening and closing ceremonies, but should wait until he has been informed that the ceremonies are complete.

When Lodge is at labor, the door should not be opened by the Tyler, but always by the Junior Deacon from the inside.

The Tyler should give an alarm and inform the Junior Deacon when a visitor seeks admission, giving his name, title, and Lodge. If the Tyler cannot personally vouch for this Brother, he should make that clear to the Junior Deacon, so that a Brother inside may vouch for him.

The Tyler should inform late arrivals of the Degree in which the Lodge is at labor. The Brother should not be embarrassed when saluting the Worshipful Master because he mistakenly assumed the Lodge was at labor on Master Mason Degree. Because Washington Masonry conducts business on any of the three Degrees this is even more important. By the same token the Brother entering an open Lodge should take careful note of the position of the Great Lights on the altar.

The Tyler must remain outside the door when given permission to observe the Lodge proceedings, typically by placing a chair in the doorway. Some Lodges have the custom of automatically allowing the Tyler to open and sit himself in the door as soon as the Master declares Lodge open.

The Tyler can and should be replaced by a visiting Master Mason prior to the opening of a ballot of a petitioner as the Lodge room door is to remain shut during this process.

It is expected that the Tyler will:

- Be present at all stated and special communications possible, and when unavailable give the Worshipful master adequate notice a replacement needed, preferably with a suggestion.
- Ensure all Brothers present at a meeting sign the register.
- Ensure aprons are available for Brothers at meetings.

Marshal

The Marshal should learn the Flag Ceremony Standard Work so that it can be given at the altar unless the Master directs otherwise. In many Lodges this is assigned to the Marshal by the Master even though in the Standard Work it is the Master's part.

- For the Flag ceremony, the Marshal approaches the Flag, pauses without saluting, and if possible grasps the staff in such a manner that he can turn and advance without first backing up.
- The Flag should be carried free flowing. Tilting the staff slightly forward will keep the Flag from draping the bearer. The flag should be carried in a direct line from its holder in the southwest corner, presented at the west side of the altar for the

appropriate words, and then carried on the north side of the altar to its place of honor at the right of the Master in the East.

- The Flag should be deposited in its holder in such a manner that no further handling or rearranging of the folds is necessary.
- If an emblem surmounts the flagstaff, it should be carried and deposited with the emblem in a forward position.
- In presenting or retiring the Flag it is never dipped.
- As the Third Degree drama is one of the only speaking parts for the Marshal, he should be very familiar with it when the occasion arises.
- The Standard Work states the Marshall is to lead processions on public occasions.
- He should learn what the Stewards do during the Degree work and learn some prayers in case the Chaplain might miss a meeting.

In some Lodges the Marshal may be asked to assist the stewards in the preparation of the candidates, both physically and mentally, to receive the three degrees. He may be asked to assume the task of seeing that the candidate's robes and other paraphernalia and the preparation room are maintained in good order. Because he may be with the candidate before they are greeted by the Stewards, he may well be the brother from whom a candidate receives his first impression of our Standard Work.

The Marshal's place in the Lodge is on the left of the Chaplain (See Lodge Floor Plans).

The Marshal should escort the Chaplain West of the altar for prayer during the opening and closing ceremonies. Immediately after the raps by the Junior Warden, the Marshal and Chaplain step off without oral instruction, and will walk in straight lines and make square corners.

During prayer the Marshal stands one pace to the rear of the Chaplain, facing east.

As the Chaplain rises from the Altar and steps back, the Marshal steps to the Chaplain's left and escorts him back to his place in the Lodge.

It is expected that the Marshal will:

- Be present at all stated and special communications possible, and when unavailable give the Worshipful master adequate notice a replacement needed, preferably with a suggestion.
- Assist the Senior Deacon in introducing himself to all visitors before the beginning of the meeting, and alerting the Wardens or Master if there are any visitors who are Wardens, Masters, or Grand Lodge Team members.
- Act as head of any committee investigating suitability of visitors who are not properly vouched for.
- Know the Marshal Third Degree Standard Work.

Chaplain

The prayers in the Standard Work are suggestions; the Chaplain is free to use a different prayer if the practice is approved by the Worshipful Master. The name of any particular Deity is never to be used and never end a prayer in the "Name of Jesus Christ our Lord" or anything similar. He

should be prepared to deliver a special prayer in case the Lodge has a memorial for a departed brother and should be familiar with the funeral rituals.

During the opening and closing ceremonies the Marshal should escort the Chaplain to the altar.

The Chaplain's hands while kneeling at prayer may rest on the altar or on the Volume of Sacred Law. He does not need to assume the attitude of prayer.

Upon completion of the prayer, the Chaplain rises and steps back to allow the Marshal to take a position at his left side and escort him back to his place in the Lodge.

A special prayer at the time of closing Lodge after a degree conferral asking a blessing on the newly made Mason may be welcomed by the candidate.

Chapter 2 Introductions, Titles, Courtesies and Protocols

Titles

Title of Grand Lodges

The title of the Grand Lodge in Washington is “The Most Worshipful Grand Lodge of Free and Accepted Masons of Washington.”

“Most Worshipful Prince Hall Grand Lodge of Free and Accepted Masons of Washington and Jurisdiction” is the title for Prince Hall Masons in Washington.

While the Masons in Washington use Free and Accepted Masons (F.&A.M.), others, such as the Grand Lodges of British Columbia & Yukon, Alberta, Idaho, Montana, Oregon and many others, are Ancient Free and Accepted Masons (A.F.&A.M.). Not all jurisdictions number their member Lodges, for example Hawaii and Massachusetts.

Titles and Honors Due

Those who have obtained a title in Freemasonry worked hard to earn that distinction so deserve to have their name preceded by their title. Except for Special Deputies of the Grand Master, all Masons keep the title of the highest office they have held (e.g. a Past Master retains the title of Worshipful Brother).

A Brother holding a higher title by reason of his service to the Grand Lodge does not revert to a lesser title upon his subsequent appointment or election to a lesser office (a Past Deputy of the Grand Master who is appointed as a Grand Lodge Officer or Committeeman retains the title of Very Worshipful; a Past Grand Master appointed or elected to another office retains the title of Most Worshipful).

Titles always precede the individual’s name.

Below is a list of officers and the honor methods recommended for a uniform practice in this jurisdiction. If no title is shown, their last or highest title should be used which may simply be “Brother.”

The order of introductions should be from the top of this list.

Position	Title	Honors
Grand Lodge Committeemen		Public
Deputies of the Grand Master	Very Worshipful	Public
Assistant Grand Secretary		Public
Grand Tyler		Public
Grand Musician		Public
Junior Grand Steward		Public
Senior Grand Steward		Public
Grand Bible Bearer		Public
Grand Sword Bearer		Public
Grand Standard Bearer		Public

Junior Grand Deacon		Public
Senior Grand Deacon		Public
Grand Marshal		Public
Grand Historian		Public
Grand Orator		Public
Grand Lecturer		Public
Grand Chaplain	(May also be Reverend Bro.)	Public
Assistant Grand Secretary-Emeritus		Public
Past Grand Secretary	Right Worshipful	Public
Past Grand Masters	Most Worshipful	Public
Grand Secretary	Right Worshipful	Public
Junior Grand Warden	Right Worshipful	Public
Senior Grand Warden	Right Worshipful	Public
Deputy Grand Master	Right Worshipful	Public
Deputy of the Grand Master	Very Worshipful	Public
	(On his official visit)	
Grand Master	Most Worshipful	Private*
Grand Master	Most Worshipful	Public

*Private Grand Honors are only given in a tiled Lodge when open on the Third Degree

The position and title should be used only when introducing or presenting current members of the Grand Lodge Team. They are introduced as “..... of the Most Worshipful Grand Lodge of Free and Accepted Masons of Washington (or other Jurisdiction). Brother who are not Grand Lodge Team members are “Free and Accepted Masons of Washington.” The format is; title, name, position, grand lodge

Example:

- *Very Worshipful Brother Hiram Adams, Deputy of the Grand Master in District No. 101 of the Most Worshipful Grand Lodge of Free and Accepted Masons of Washington*
- *Worshipful Brother Clem Muddle, Worshipful Master of Seafarer’s Lodge, No. 777, Free and Accepted Masons of Washington.*

When Grand Lodge opens or closes a Grand Lodge session, the person in each station should be addressed with his Grand Lodge title, e.g. Right Worshipful Brother Senior Grand Warden. In opening and closing all other Lodges, only the Grand Master should be addressed with his Grand Lodge title, the Standard Work should be followed for all others e.g. Brother Senior Warden.

Masonic Honors

There are three Masonic Grand Honors (see the Addenda of the Standard Work)

- Public Grand Honors.
- Private Grand Honors.
- Funeral Grand Honors.
 - There are two methods of giving them, both of which have been adopted by Grand Lodge. Note the difference in the Standard Funeral Service adopted in 1930, and the Optional Funeral Service adopted in 1935 Standard Work and Freemasons Guide.

- When a Lodge is opened for burial services, it has been noted there is a tendency to delete the opening portions (the readings and the responses). This should never be omitted because the Ritual calls for it, and, the Lodge being tyled, the departed Brother may be accorded the Private Grand Honors if open on the Third Degree; a courtesy, perhaps, never tendered him during his lifetime. (See also “Lodge of Sorrow” Washington Masonic Code)
- The Brethren should from time to time be instructed in the correct manner in which the Funeral Grand Honors are to be given. They should always be given strictly according to the ritual and in perfect unison. No funeral is complete without them, they add much to the beauty and solemnity of the ceremony.

The type of honors extended to Masons is the prerogative of the Master of the Lodge and should not be given lightly; these are reserved for deserving individuals. Public and Private Grand Honors should be accorded with the recipient in the East. Private Grand Honors are rarely given to anyone except the Grand Master and only when the Lodge is at labor on the Master Mason Degree. These honors are reserved for Masons.

Introductions

Introductions are an opportunity to honor guests and create a warm and inviting atmosphere in your Lodge. This should be done with warmth and genuine appreciation for the Brother who has come to visit your Lodge meeting.

Every Brother should have a ‘generic’ introduction prepared in advance to ensure that they are never caught off guard when asked to present or introduce a Brother. An example would be: “Brethren, it is my pleasure to introduce to you <title> <name> of <Lodge>. Please join with me in giving them a warm welcome.” ‘

With the exception of the Most Worshipful Grand Master, introductions are at the sole discretion of the Worshipful Master. It is recommended that the Worshipful Master allot time to always introduce visitors and new members at their first meeting.

Remember that officers from foreign jurisdictions are extended the same courtesies as a Washington Mason, and as such they are introduced with members of the Grand Lodge of Washington according to their rank.

The Senior Deacon presents visitors at the altar; the Worshipful Master introduces them from the East.

Rank and File Brethren

Rank and file Brethren are typically introduced by the Senior Deacon but it has become the practice in many Lodges for visiting Brethren to rise and from their seats, introduce themselves.

Past Masters

Introducing the Lodge’s Past Masters is not mandatory but is a nice gesture towards those who have served the Lodge. They can be introduced and greeted by having them stand in place or escorted to the East. Honorary Past Masters should be included. If the Master knows the year the Worshipful Brother served as Master it is impressive to give it when doing the introduction but not required. Many Lodges have an annual Past Masters Night when a more elaborate introduction is appropriate.

Warden Introductions

While in many Lodges it is not the custom to introduce visiting Wardens, still others make it regular practice. To do or not to do is a decision that is left to the Worshipful Master. A widely accepted method is when the Senior or Junior Warden is asked by the Worshipful Master if he has any visiting Wardens to introduce, the Lodge Warden then asks the visiting Warden(s) to join him west of the Altar. He then greets him; welcomes him briefly and “presents” him to the Worshipful Master saying, “*Worshipful Master it is my pleasure to present to you and the brethren, Brother Les Able, Junior (Senior) Warden of Lux Dei Lodge No. 1. What is your pleasure Worshipful Master?*” The Master will then welcome him in whatever manner he desires.

In many Lodges, the practice is for the Senior Warden to introduce visiting Senior Wardens and the Junior Warden introduces visiting Junior Wardens. This may be done from the alter or from their seats in the Lodge.

Master Introductions

The Worshipful Master will direct the Senior Deacon to seek out visiting Masters and escort them to the East, or in front of the East. He raises the Lodge as they reach the East, greets them and introduces them as he sees fit and then may call for the Public Grand Honors. Here too the introduction customs vary between regions and Lodges and it is also appropriate to introduce visiting Masters from their seats on the sidelines. Courtesy does suggest that they be accorded the Public Grand Honors.

Grand Lodge Team Introductions

Use the same procedure as with the Masters. When a Deputy is a Lodge member and is the only Grand Lodge team member present he may prefer to remain in his station or place in the Lodge, the Worshipful Master may defer to his request but will still raise the Lodge to accord him the Public Grand Honors. When there are other Grand Lodge Team members present to be escorted to the East, he must be included in deference and respect for his senior office in the District. The Grand Lodge team normally will arrange themselves in the order of precedence.

When there is a group of Grand Lodge Team members, it is appropriate to introduce each individually with their title and name followed by “.....all of the Most Worshipful Grand Lodge of Free and Accepted Masons of Washington.”

Official Visit of the District Deputy

On this occasion, even if he is a member of the Lodge the District Deputy should be presented at the altar by the Senior Deacon. The Worshipful Master calls up the Lodge, goes to the altar after the Senior Deacon has presented him, greets him and escorts him to the East. He is greeted with appropriate words of welcome, accorded the Public Grand Honors and tendered the gavel. The District Deputy should speak last as he is representing the Grand Master.

Grand Master Visit

When the Grand Master visits the procedure is the same as an Official Visit of the Deputy with a few differences. Most Grand Masters seat themselves on the sidelines during the opening of the meeting. The Worshipful Master, after he concludes all the other introductions says to the Senior Deacon, “Brother Senior Deacon you will seek out our Grand Master and present him at the altar.” Then everything follows the same process as above.

If it is an Official Visit of the Grand Master, the Master may select a Past Master to serve as a host/escort of the Grand Master. The host is also escorted to the altar and Senior Deacon adds in his introduction to the Worshipful Master, “. . . and his host escort for the evening W. : Brother Taylor.”

One important part of receiving a Grand Master is that all brethren stand without the sound of the gavel. It is automatically done as soon as the Grand Master enters the Lodge room or if already in the Lodge room as soon as he stands to be escorted.

After introducing the Grand Master, the Worshipful Master customarily removes his hat and tenders the Grand Master the gavel, deferring to him the opportunity to conduct the meeting. The Grand Master almost never does.

While the need for seemingly long, overly formal but proper introductions and the time taken is often questioned, (at a special communication they can be made more casual) they are important and signifies that the Lodge respects tradition. That it “. . . holds in veneration the original rulers and patrons of Freemasonry, and their regular successors, supreme and subordinate according to their stations. . .”

The brother being introduced represents his Lodge, Grand Lodge and/or his station and office. Therefore proper and warm introductions honor the office, the Lodge and the Brother as well. Conducting a Brother rather than escorting is in reality an insult or slight to him and all. At his installation the Worshipful Master promises to “Pay homage to the Grand Master and to his officers. . .” The Worshipful Master has the final decision about the manner of introductions.

Escorting and Conducting - General instructions and suggestions

Before the meeting the Senior Deacon should prepare, in advance, from the Tyler’s register/porch book a list of those to be introduced. The Senior Deacon should take time before the meeting begins to meet those he may need to present or introduce. This affords him the opportunity to learn the pronunciation of the Brothers’ names. Visitor cards are a valuable resource. The Master of the Lodge should be made aware of any guests that he may need to introduce.

Escorting

- In Lodge, Masons are escorted, all others are conducted. Generally, the Master will direct the Senior Deacon to meet someone on the sidelines and escort (or conduct) that person to a specific place in the Lodge room. The only exception is candidates are conducted through the Second and Third Degrees. In some Lodges, after the Brother has taken the obligation of the higher degree, he is then escorted by the Senior Deacon, not conducted.
- Always escort a Brother Mason taking him by the left arm, leaving his right (the sword or greeting) arm free. It also means that you are on the outside of the Brother as he is escorted around the altar to the East.
- The practice in some Lodges is that Masons are taken to the North or right hand side of the Master in the East when passing the altar. All others (non-Masons) are conducted on the South of the altar.
- When escorting a Brother to the East, stop at the bottom of the steps up to the East (never go up the steps unless the Brother needs assistance climbing the steps). The

Master should extend his hand or in some way to invite the brother to join him in the East before that Brother ascends the steps to the East.

- When escorting more than one Brother to be introduced from the East, the Worshipful Master will usually ask that they be placed “in the East facing west.” They should be placed in a line or semi-circle. Once they are in place the Senior Deacon should take a step back to the end of the line near the Chaplin’s chair. The Grand Lodge team usually arranges themselves in order of rank. The Master should have already placed himself near the altar; he greets them, completes his introductions and will then ask that they be escorted back to their seats.
- To return the Brothers back to their seats, the Senior Deacon will take the person first escorted or whoever may now be at the end of the line circle back towards the north (the Senior Deacon’s place). The Worshipful Master should stay in front by the altar until they depart.
- The Master introduces Brethren & guests from the East, not the Senior Deacon. There is an exception when the Worshipful Master directs that someone be presented at the altar, then:
 - Follow the above direction except the brother is taken West of the altar and while standing on the Brother’s left so the Deacon can read his name tag, he says, for example:” Worshipful Master it is my pleasure to present to you Right Worshipful Brother Harold Pitt, Deputy Grand Master of the Most Worshipful Grand Lodge of Free and Accepted Masons of Washington.” He then steps back and the Worshipful Master advances from the East, greets the Brother and then escorts him to the East. Without any special directions, the Deacon returns to his place in the Lodge.
- When ordered by the Worshipful Master to escort someone who is in the East back to their seat on the side lines, the Deacon simply rises and stands at the foot of the East. When the honoree steps down, the guest is again taken by his left arm and returned to his seat. A personal comment to him if done quietly while taking him back his to his seat can help make the guest feel welcome.
- Prior to the meeting, prepare a list of the visiting Brethren. The Senior Deacon should be ready to introduce the rank and file Brethren. The Senior Deacon usually introduces all but Wardens, Masters or Grand Lodge Team Members. Sometimes Brethren don’t give their rank or office in the porch/Tyler’s book; he should find them before the meeting opens and ask if they have a major office, etc.
- To introduce visiting Brethren they should be invited to stand and remain in place with words like: “Would all the visiting brethren except Wardens, Masters and Grand Lodge Team Members please rise. Worshipful Master it is my pleasure to present to you our visitors for the this meeting, Brother Sly Wone from High Twelve Lodge No. 20, Brother Terry Clothe from True Fortitude Lodge No. 141” . . . etc.
- When the visiting brethren have been introduced the Master should be asked, “What is your pleasure Worshipful Master?”

Conducting

- The difference between escorting and conducting is that Masons are escorted by their left arm. Conduct candidates and non-Masons, including wives, by taking them by their right arm.
- Conducting candidates is to be done per the ritual for each of the three Degrees.

While the Lodge is at Labor, never take anyone between the Worshipful Master and the altar. The only exception is during the circumambulation of the three degrees. If a group of people are to be introduced east of the altar, it is helpful if the Master moves from his station in the East, closer to the altar.

Presenting and Introducing

- Always arrange the introductions to begin with the lowest in rank and proceed in order to the highest in rank.
- The Senior Deacon presents visitors at the altar.
- The Worshipful Master introduces visitors from the East.
- Deputies of the Grand Master should be introduced in numerical order by District, starting with the smallest number.
- The Senior Deacon retrieves the Brother who is located the farthest away from his station and escorts him to the place designated by the presiding officer. The other Brethren will follow and align themselves in proper order.
- Introductions should commence from the visitor's left. Name badges with title and Lodge number will be readily visible from this side.
- Always check for correct name pronunciation.
- Avoid using nicknames with titles.
- After the first proper introduction of distinguished Masons it is not necessary to address them with their lengthy title and position. The Grand Master, however, should always be referred to as Most Worshipful Brother. Others may be referred to as Brother.
- The Grand Master (and his escort, if any) is presented (and introduced) last and separately.

Grand Lodge Officers

The Grand Lodge Consists of the Following Elective and Appointed Grand Officers

- A Grand Master whose title is Most Worshipful.
- Elected Grand Officers: Deputy Grand Master, Senior Grand Warden, Junior Grand Warden and Grand Secretary, who are titled Right Worshipful.
- Appointed Grand Officers: Grand Chaplain, Grand Lecturer, Grand Orator, Grand Historian, Grand Marshal, Senior Grand Deacon, Junior Grand Deacon, Grand Standard Bearer, Grand Sword Bearer, Grand Bible Bearer, Senior Grand Steward, Junior Grand Steward, Grand Musician and Grand Tyler. They can be variously titled:
 - Brother,
 - Worshipful Brother,
 - Reverend Worshipful Brother

- Very Worshipful Brother,
- Right Worshipful Brother,
- Most Worshipful Brother.
- Grand Deacons and Grand Stewards and others should, in all cases, be referred to as Senior Grand Deacon, Junior Grand Deacon, Senior Grand Steward, and Junior Grand Steward.
- There are several Grand Lodge Standing Committeemen, Special and Session Committeemen, and Deputies of the Grand Master appointed to serve this Grand Lodge, but they are not defined as Grand Lodge Officers.
- Titles always precede the individual's name. Example: Most Worshipful Brother, Leo Roar, Grand Master of the Most Worshipful Grand Lodge of Free and Accepted Masons of Washington.
- It has also been deemed acceptable to introduce the Grand Master as "Grand Master of Masons in Washington."

Reception and Accommodation of Grand Lodge Officers

Anxiety associated with the reception and introduction of the Grand Master, and/or visiting dignitaries, is many times caused by the presiding officer not having become thoroughly familiar with the correct titles, names and honors due. As one never knows when the Grand Master or other Grand Lodge Officers may visit the Lodge, the Master, Wardens and Senior Deacon should be familiar with the titles and names of the Grand Lodge Officers, Past Grand Masters and Deputies of the Grand Master, Standing Committeemen, and Worshipful Masters, especially those in his immediate vicinity. All such information is available on the Grand Lodge web site.

Except when the Grand Master is in attendance, the Deputy of the Grand Master and any elected Grand Lodge officer should be invited to a seat in the East. Most likely they will demur and sit on the sidelines. However in any case, prior to the close of the meeting he should be offered the opportunity to speak.

Most often, the Grand Lodge Officers and Committeemen, usually referred to as the "Grand Lodge Team," are introduced together followed by the Grand Master alone. In every case the Grand Master is introduced last and separately.

On the occasion of his Official Visit to the Lodge, the Deputy of the Grand Master is presented last and separately (unless the Grand Master is in attendance). At District Meetings the Deputy is introduced prior to the Grand Lodge Team.

Masonic guests may be introduced in place, at the altar, or from the East. When moving about the Lodge, they are escorted by their left arm. See "Escorting and Conducting"

Other Jurisdictions often have Officers with unfamiliar titles. Prior to introducing them, determine at which level their Office operates. Officers of equal rank are entitled to similar introductions and honors. Occasionally as when there are a large number in attendance, it is appropriate to introduce all of the members of one Grand Lodge, and then proceed to another. When this is the case, the Washington Team is introduced first then the other Grand Lodges' team.

Reception of the Grand Master (official or announced visits)

(The procedure for reception of the Official Visit of the Deputy of the Grand Master also applies, with the necessary and appropriate changes to an Official Visit of the Grand Master)

Prior to receiving the Grand Master, the courteous thing to do is to give him an outline of your program. This should be done for several reasons. He may desire to make certain changes to expedite the meeting, to select such material as he may deem advisable, or to specify the procedure of receiving and introducing the other Officers or dignitaries.

When the Grand Master makes an announced official visit to a Lodge, the Worshipful Master generally should direct some distinguished member or members of the Lodge to meet and remain with the Grand Master in the Tyler's room, or other convenient place, until the time for his reception into the Lodge.

Arranging the Program

When arranging the program for the reception of the Grand Master, do not hesitate to reserve time for the accompanying elected Grand Lodge Officers. Remember that with the exception of the Grand Secretary, each of the elected officers mostly likely will become Grand Master in a very few years. The Grand Master considers it a compliment when they are present. He may invite them to speak; custom says that choice is reserved for him to decide.

It is advisable to limit Lodge business to that which is necessary, do not waste the Grand Master's time with the mundane.

Most frequently the Grand Master chooses to remain inside the Lodge room during the preliminaries. Then the Senior Deacon is directed to seek out the Grand Master and his escort. The Lodge will rise with the Grand Master, without the use of the gavel. He is then escorted to the altar by the Senior Deacon in the usual manner.

Give some thought to the introduction of the Grand Master, keeping in mind that this too, can be overdone. While it is not necessary to enumerate all his virtues and titles, the occasion demands more than just to say, "Grand Master, we are now ready for your remarks." In every case the Master should introduce him. Even though he may be a close personal friend, always refer to him as "Most Worshipful Brother" or "Grand Master."

The Lodge will rise as the Grand Master enters or rises from his seat on the sidelines, without the use of the gavel. When the Grand Master is escorted into the Lodge by the Senior Deacon; he is presented to the Worshipful Master from west of the altar who will then meet him at the altar, tender him appropriate greetings, and escort him to the East.

The Worshipful Master will then introduce the Grand Master, accord to him the appropriate Grand Honors, tender him the gavel and uncover. The Worshipful Master will invite the Grand Master to occupy the seat immediately to the right of the Master.

Whenever the Grand Master attends a meeting of a Lodge, he should always be afforded the opportunity of presiding over the meeting; he should be the last to speak and be invited to close Lodge. Brief, important announcements should be made prior to asking the Grand Master to speak or tendering him the gavel.

Once the Grand Master gives his official remarks at the end of the meeting, no other Brother should speak except as is required by the ritual in closing Lodge.

Formal Reception of the Grand Master in Lodge

Before the Grand Master enters the Lodge room, the Worshipful Master may choose to remind the Brethren of the appropriate Grand Honors, especially if the Lodge is at labor on the Master Mason Degree.

Suggested dialogue if the Grand Master remains outside doors of the Lodge:

Worshipful Master: “* Brother. Senior Deacon, you will position yourself at the door of the Lodge to receive our Grand Master.”

“* Brother Junior Deacon, inform the Tyler we await the will and pleasure of the Grand Master.”

The Grand Master, with his escort on his right, enters the Lodge. The Lodge will rise without the use of the gavel. Senior Deacon receives the Grand Master, taking his left arm, and together they advance to the altar.

Senior Deacon: “Worshipful Master, it is an honor to present to you *M.:W.:Brother Hale Yu, Grand Master of the Most Worshipful Grand Lodge of Free and Accepted Masons of Washington, accompanied by* (title and name). (Escort and Senior Deacon retreat one pace.)

Worshipful Master advances to the Altar, greets the Grand Master in a voice loud enough for the sidelines to hear and invites him to the East. Taking the Grand Master’s left arm, escorts him to the East, preceding him up the steps only if necessary to take a position at the podium. Even the Grand Master should not get between the altar and the Master of the Lodge.

Worshipful Master: “*Brethren, it is a distinct honor and pleasure for me to introduce to you M.:W.: Brother Hale Yu, Grand Master of the Most Worshipful Grand Lodge of Free and Accepted Masons of Washington. You will join me in according him the Private (Public) Grand Honors.*

Note: Private Grand Honors are extended only when Lodge is at labor on the Master Mason Degree. Public Grand Honors are accorded at other times. The Worshipful Master leads the honors. He should be slow and deliberate with his movements.

Worshipful Master tenders his gavel and hat to the Grand Master and asks if it his will and pleasure to preside. The Grand Master will seat the Lodge and usually will ask the Worshipful Master to proceed. The Worshipful Master then proceeds with the agenda.

If parking is scarce at some Lodges; provisions for the Grand Master will be appreciated.

Grand Master’s Surprise Visit

Due to the Grand Master’s schedule there is little time for him to just “drop in” on a Stated Meeting. However, when it happens it is prudent to be prepared, particularly if there is a gap in his schedule, published on the Grand Lodge website. If he arrives after the Lodge is open, consider the following:

- The gavel should never be used to raise the Lodge when the Grand Master enters.
- After the Grand Master salutes, the Master should go to the Altar, greet him and invite him to the East.

- Visiting Grand Masters are usually there for a friendly visit, the Lodge should do its best to make the Grand Master feel welcome, with all due courtesies, but his visit should not cause undue stress.
- The officers should follow the basic outline given above for a more formal visit, and the courtesies below.

Courtesies

- When the Grand Master is to be received, formally or otherwise, he should not be kept waiting for any undue period of time.
- Upon determining that the Grand Master is in waiting, the Senior Deacon is stationed to the South of the Senior Warden, ready to escort the Grand Master to the Altar.
- The Junior Deacon knocks and informs the Tyler that “The Lodge awaits the will and pleasure of the Grand Master.” Nothing else is acceptable.
- The Senior Deacon escorts the Grand Master (and his escort, if any) to the Altar and presents him (them) to the Worshipful Master.
- The Worshipful Master then meets the Grand Master at the Altar, gives him appropriate greetings, escorts him to the East, introduces him, causes the appropriate Grand Honors to be given, then tenders him the gavel and uncovers.
- The Worshipful Master then invites the Grand Master to occupy the seat to his immediate right.
- After the Grand Master has been received, there should be no further introductions unless he otherwise directs.
- When the Grand Master is present at a meeting, he introduces any visiting Grand Master of another jurisdiction or his representative.
- No business should be conducted after the Grand Master delivers his message, with the exception of the reading of the minutes. (Lodge announcements should be done prior to inviting the Grand Master to speak.)
- The Grand Master should always be invited to close Lodge, never asked if he would like to close the Lodge.
- It is the Grand Master’s privilege alone to close Lodge in Ample Form; the Lodge is typically closed in Due Form.
- If the Grand Master directs the Secretary to read the minutes in ‘short form,’ they should be abbreviated; namely, the type of communication, where held, when opened, purpose of meeting, petitions received or voted, how and when closed.
- When the Grand Master closes the Lodge the Officers address him, directly, as “Most Worshipful Grand Master.” When addressing the Station such as the West or South, they always use the ritual-directed language.
- When the Deputy of the Grand Master or any other titled Officer closes Lodge, the Officers always address him as the ritual directs in the several Degrees.

Deputies of the Grand Master

The Washington Masonic Code gives the Grand Master authority to appoint Special and District Deputies as required. A Deputy’s title is Very Worshipful. Special Deputies only retain the title of Very Worshipful while serving in that capacity.

Deputies of the Grand Master are not Grand Lodge Officers. They are the personal representatives of the Grand Master in designated Districts or in the case of Special Deputies have been given a specific task to perform.

Deputies of the Grand Master hold positions of great trust and responsibility. They are chosen to represent the Grand Master because they exhibit some of the following desirable traits:

- Knowledge of the standard work,
- Understanding of the Masonic Code,
- Tact in handling delicate situations,
- And a willingness to follow the direction of the Grand Master.

The Deputies are valuable to the Grand Master and to the Grand Lodge in general. Their many assignments include: investigations, reports as to the condition of the Lodges in their Districts, and the general assistance to the Grand Master in carrying out his program.

The Deputy of the Grand Master in the District can, and should, be of great service to the Lodge. He cannot make rulings and decisions, that is the prerogative of the Grand Master, but he can assist in finding answers to questions concerning protocol and the Washington Masonic Code. In many instances first conferring with the Deputy will make it unnecessary to write to the Grand Master for rulings and decisions.

By checking with the Deputy on regular occasions it is possible to keep abreast of the schedule of events being planned in the District. This may prevent some of the conflicts between Lodges of dates for important programs being planned by the different District Lodge.

Reception of the Deputy of the Grand Master in Lodge

When the Deputy of the Grand Master is making his Official Visit at a Stated Meeting a special escort can, but need not be, assigned to accompany him. He may choose to enter the Lodge after it has been opened, or he may elect to be inside to observe the “opening” work.

When the time arrives to present or greet the Deputy at the direction of the Worshipful Master:

- The Senior Deacon will escort him to the altar and present him to the Worshipful Master.
- The Worshipful Master should meet the Deputy at the altar, tender him appropriate greeting, and escort him to the East. The Worshipful Master will then introduce the Deputy, cause the Public Grand Honors be accorded to him, give him the gavel and uncover.
- The Deputy will probably seat the Lodge and return the gavel allowing the Worshipful Master to continue the meeting. The Deputy should be given ample time to present his message at the end of the meeting, just as this opportunity would be afforded to the Grand Master.
- When the Deputy of the Grand Master makes his official visit he should always be invited to close your Lodge.

The above procedure is for official visits, and need not be used each time the Deputy visits your Lodge. On other occasions the Senior Deacon should pick up the Deputy from the sidelines (with other Grand Lodge officers and committeemen, if any), escort him/them to the East where they

will be introduced and accorded Public Grand Honors. Because he is the Deputy, he should be invited to sit in the East.

Chapter 3 Lodge Meetings

There are two types of formal Masonic Meetings; Stated and Special. The By-Laws of the Lodge give the day of the month, time and place of all Stated Meetings. Lodge business (e.g. reading of petitions, balloting, voting, official communications, approval of Lodge expenditures) can only be done during a stated meeting. Not holding a stated meeting at the time and place prescribed by the by-laws will subject the Lodge to sanctions from the Grand Master. The Washington Masonic Code does have exceptions and dispensation can be obtained from the Grand Master or in some circumstances, his Deputy. At both Stated and Special meetings, if the Lodge is to be opened the Standard Work must be followed.

Special meetings are held when the performance of Lodge business is not required. These can be for Installations, Degree work or presentations. While the Master's calendar may show a special meeting, it is not required to open Lodge if it is not necessary, and it may be cancelled or altered by the Master without consulting Grand Lodge. The date and time of special meetings may be determined by the Lodge, unless dispensation is obtained from the Grand Master, Special meetings must still be held at the location recorded in the Lodge's by-laws. The members of a Lodge may assemble as they see fit for other events (e.g. bowling night, dinner, degree practice) without it being an official meeting where the Lodge is opened, however no business, degrees, etc. may be conducted.

Meeting Preparation

The success or failure of any meeting is based on preparation. The Master should take time to plan the meetings and familiarize himself with the procedures for infrequent occurrences, such as elections or balloting. He should create an agenda for every meeting, and ensure his fellow officers have a copy and are able to support it. It is frequently useful to consult with the Lodge Secretary in advance to see if there are any specific evolutions that are required.

The Master and his leadership team must be prepared for things that may go wrong, and assume that the meeting may not go as planned. They should be ready to adapt and change as circumstances dictate. The agenda is the foundation for the meeting, but should provide flexibility for those last minute changes that crop up. It is up to the Master what is addressed at each meeting; however he should keep the needs of the Lodge foremost in his mind.

If a controversial topic arises, it may be preferable to form an ad-hoc committee to discuss the issue and report back to the Lodge rather than hold a full discussion in open Lodge. This provides time for emotions to cool and logic to prevail. Frequently, however, it is important to the Lodge that the Brothers are able to air their opinions in Lodge. Thus, frequently the committee can report and the Master can hold a brief conversation before a vote is held. When this is done, the Master should specify at the beginning of the debate how many people will be allowed to speak for and against an issue and any other restrictions on the conversation. If the Master chooses to state his opinion on an issue, he should clearly state that it is his opinion, and not necessarily that of the Lodge.

A time may come when a Master needs to hold a vote or a discussion on an issue he does not support. While the power of the Master does extend to setting the agenda and running votes and the like, it is occasionally important for the Lodge that the Master hold these discussions and votes, even though he may be outvoted. He must always keep the needs of the Lodge first in his mind, not his own opinions. Reasonable people can disagree on issues of opinion.

Notes taken during one meeting and studied before the next will help keep the Master abreast of business that needs completion. These should include comments that needed further study and announcements that need repeating. A discussion before the meeting of these items with Lodge Officers may be of value.

Keeping in regular contact with the Secretary between meetings is always advisable. Therefore a session with him before the meeting in order to compare notes with his records, to check communications that sufficient time may be given to them, to check on status of petitions, whether new or ready for balloting, and any other items the Secretary has on record will ensure the dispatch of necessary business.

Monthly Lodge Officer Meetings provide a method to get the officers on the same page and helps set the agenda for the following meeting. This also assists in the long range continuity of the Lodge and helps the Master understand issues that may be brought up in a Stated Meeting, and the officers' opinions on these issues.

Calendars

Wardens should work on a term calendar while on their journey to the East; discussing these calendars with other Brothers before they come into effect can be invaluable. Soon after his election to the East, the new Master-elect's calendar should be presented to the Lodge members so they can plan accordingly. The term calendar should be a working document and adjusted throughout the year as required.

Special Events

It is suggested that Stated Meetings, in addition to the regular agenda, be planned to include a special interest program. The program may consist of a speaker, Masonic or non-Masonic, but it should be timely and of interest to the Brethren.

The Master should plan these meetings with the assistance of the other Officers. Well-planned meeting events are more likely to be successful and bring enjoyment to all.

Masonic Education Programs are always an excellent idea. A Lodge of Research, a Grand Lodge Officer or Committeeman in your area will be more than happy to perform that duty. The appointed Grand Lodge officers, especially the Grand Lecturer, Grand Orator and Grand Historian are good sources for speakers. If the speaker is someone other than the Grand Master or the Deputy of the Grand Master on his official visit, it is usually best to allow the speaker to speak early in the program, perhaps after introductions.

When a program is planned that requires a speaker, a timely invitation should be made in writing or by email. This invitation should include the details of the meeting, time, place, etc. The speaker will want to know how long he has to speak. Extra time should be included in the agenda

because speakers almost always run longer than planned. It would be insulting to the guest for him to reach the end of a window in the agenda, only to be abruptly cut off by the Master, as it implies that he and whatever he was speaking about was less important than the reading of the minutes or whatever comes next in the agenda. Confirmation should always be obtained, and frequently it is best if a reminder is sent, as well. Should the speaker be from out of town, he should be met on arrival and made welcome. The Lodge and the Master should endeavor to be the perfect host.

Courtesy demands certain responsibilities on the part of the Lodge when an invitation has been accepted. Whether the speaker is member of the Craft or not, the Lodge should offer to assume such items as transportation, dinner and any other expenses that might be incurred. The Master, one of the Wardens, or some other Brother could be delegated to furnish transportation if the speaker should need it. If a dinner is not being served, he should be taken out to dinner at the expense of the Lodge.

No instances are known of a fee being charged by a speaker who is a member of the Fraternity and it is not necessary to ask him the amount of his expenses. This may be determined by checking railroad, bus or ferry fares, and hotel rates and then adding a reasonable amount for meals. It does not have to be exact to the penny.

An outside speaker (non-Mason) will frequently charge a fee, in which case it will no doubt be sufficient to cover all expenses, and clearly agreed upon when the agreement to speak is made. A check covering the items mentioned above should be presented in a sealed envelope, privately and without ostentation.

The Lodge should provide the courtesy of a prompt letter or email expressing the thanks of the Officers and the appreciation of the Brethren, certainly sent within a week of the event. The guest speaker will welcome it.

Suggestion for special programs to include during the year:

- Past Masters' Night
- Masonic Plays
- Masonic Code Night
- Public School Night
- Ladies' Night
- Youth Organization Program
- Anniversary Night
- George Washington Night
- Robert Burns Night
- International Night
- Program/speaker at each Stated meeting
- Non-Masonic Friends Night
- Appendant or Concordant Body Program
- A program honoring a local citizen or Police/Fire Department
- Masonic education

- St. John's Feast-day

Lodge Committees

The Lodge can accomplish more if the work is spread among all its members. A method of doing this is by forming committees, with a chair who needs to be responsible for tasks assigned. Some committees should carry over from year to year, such as a finance or long range planning committee; others, such as an examination committee, are formed as needed. A few committees, such as the investigating committee, are mandatory in order to carry out the minimal functions of the Lodge and some may be required by the Lodge by-laws.

The Master needs to attend to all of the details necessary to produce a smooth-running, active, interesting and sustainable Lodge. But he should not be so mired in these details as to mar his overall effectiveness in governing the affairs of the Lodge. Failure to involve other members in the planning of activities denies the rank and file an opportunity to serve the Lodge. Often members do not want to be committed to holding an office but by serving on a committee in an area where they are comfortable and they have some competence, they can be involved and interested in Lodge activities.

A resourceful Master will find occasion to use a sizable percentage of the membership in a wide variety of functions. However he should be careful not to depend too heavily on just a few people. One of the characteristics of successful Lodge administration is the number of members who are involved in the work of the various committees.

The Master should particularly enlist the enthusiastic new members, but do his best not to end up overwhelming them with responsibilities. A good Master will motivate members to take an active role in the Lodge, and ensure they have the resources to do their best. Delegating tasks to as many members as possible and motivating them to fulfill those assignments is a hallmark of a leader. Finally, he should continually recognize the members for their contributions to the Lodge.

The Master should be aware of the activities of his committees, and on occasion, give due recognition to their accomplishments. Failure of a member of any committee to fulfill his trust should never be overlooked. The candidate is charged, even in the First Degree, to be faithful to every trust, to manifest his fidelity by a strict observance of the constitutions, etc. What then are his reactions at his first Stated Communication when member after member fails to make due report? The new Brother will be more apt to do as he is shown rather than as he is told.

The Master should be in frequent contact with the committee chairmen, providing support and motivation as needed. He should do his best not to embarrass the chairman or members of a given committee in Lodge if they are not succeeding in their goals. By calling on a chair of a committee to interrogate him in Lodge of why he is failing is to alienate that Brother and bring resentment and division into the Lodge. Frequently the failure of a given committee is more a reflection of the leadership of the Master than of the committee.

Again, the Master should be in contact with these committees, and if he sees a problem with that committee, either because the personnel are not up to the task, or because they do not have the resources to complete their goals, it is the Master's responsibility to rectify these issues, and make sure the committee resumes its labor. No craftsman can work without tools and skills.

If a committee is failing and a report is necessary to the Lodge then the Master and the chairman should agree before the meeting on a course of action, and the report to the Lodge should be given including these remedies. Frequently it is best if the Master gives this report himself, instead of potentially embarrassing the members or chair of the committee.

It should be noted that it is also the job of the committee chair and members to contact the Master if they see problems that are outside of their ability to rectify. While the Master should be in contact with them, clearly this communication is a two-way process. If the Master has detailed a group of Brothers to prepare a special meal for St. John's Feast-day, but none of them can cook, and they have no budget with which to buy supplies or rent a hall, then it is incumbent upon them to contact the Master and inform them of these shortcomings, preferably with a suggested remedy.

Typical Lodge Committees can include:

Executive Committee

This committee is required of Lodges within the Grand Lodge of Washington, and consists of the Master and Wardens.

Investigating Committee

This is perhaps the most important of all committees. When appointing the Investigating Committee the Master should charge each member with the seriousness of the responsibility each committeeman carries. They should be told they are the first lines of defense, guarding well our Fraternity against the acceptance of those who will not reflect honor upon our Ancient Institution.

Composition of the Investigating Committee is the prerogative of the Master, but the task is frequently assigned to the Secretary. Many Lodges have found that forming a committee composed of a Past Master, a member the age of the petitioner, or one of the most recently raised brothers or even a member who cannot attend regularly meetings is a good mix.

Membership Committee

The value of an active Membership Committee cannot be overstated. While each Master has the option to assign whatever tasks to each committee that he feels are appropriate, many Lodges have found the following to be effective uses of the Membership Committee:

- Develop activities and programs to promote the Fraternity and attract potential new members.
- Function as the Lodge Investigating Committee. This provides continuity as the petitioner moves through his initial introduction, Degrees, and education as a Freemason.
- Serve as the Mentors who guide the candidate through the proficiency requirements established by the Lodge and administer the Lodge's proficiency program.

- An active, aggressive Visitation Sub-Committee as part of Membership will help relieve the Master of some duties and assist greatly in cementing Brotherly Love.
- Once a year it is customary to call upon Brethren who are delinquent in their dues.
- If a continuous program of calling upon those who are negligent in their attendance were carried out the result would be an increase in attendance at meetings as well as reducing the number of year-end calls required. This duty can be performed by a Sunshine Committee or the like, as well.
- An email site such as a Google Group if used regularly can provide modern interaction and contact with members and improve attendance.
- Telephone Committees are very effective in promoting attendance for special events and for visitations to other Lodges.

Examination

The Examination committee is typically composed of three Brothers appointed ad hoc by the Master when a visitor not vouched for by another Brother wishes to attend a tyled meeting, to ensure this visitor is a true Brother. All Brothers should have a familiarity with what is required of a visitor, but it is helpful to have at least one Past Master on this committee, and one current officer of the Lodge.

Finance

This is one of the two committees required of all Lodges in the Grand Lodge of Washington. This committee works with the Lodge Treasurer, Secretary, and Master to ensure that the lodge has a solid long term financial plan. They also should ensure that expenses and incomes are following the budget and generally maintaining and overseeing the financial long-term stability and future of the Lodge. According to the by-laws of most Lodges, the Finance Committee is charged with reviewing all expenses of the Lodge. They also should assist Brothers in line to become Master in the preparation of their budgets.

Long Range / Strategic Planning

Every successful business has a Long Range Plan so should each Masonic Lodge.

This committee should be used to determine the long-range goals and define the purpose of the Lodge. Too often Lodge direction is set only by the Master and changes from year to year, resulting in a Lodge that lurches from crisis to crisis or drifts aimlessly. By developing a long range plan, the Lodge improves the continuity of programs and can help determine what sets it apart from other Lodges. Guidance can be obtained from the Grand Lodge web site and from the Grand Lodge Long Range Planning Committee. Frequently, these committees consist mostly of Past Masters and the elected officers, but it is helpful to include any Brother interested in guiding the future of the Lodge.

Lodge Programs

These committees can help direct any special Lodge programs such as:

- CHIPs
- Bikes for Books

- Scholarship/JROTC/Public Schools
- Activities/Events

Sunshine/Correspondence/Sojourners

This committee works with the Secretary and Chaplin of the Lodge to keep track of the brethren and ensure that the lodge is aware of any sickness and distress that may have befallen one of its members. They also can proactively reach out to brethren whose attendance may have fallen off and invite them back to lodge.

Research and Education or History Committee

A Committee on Masonic Research and Education or History Committee can render valuable assistance to the Master in carrying out his obligation to spread and communicate light and instruction to the Brethren of the Lodge by the presentation of interesting and informative material. There are numerous speakers available to provide Masonic educational and historical talks.

Suggestions for the first meeting of the term

The new Master's first meeting sets the tone for the year. It is incumbent upon the Master to instill in the members of his Lodge a wholesome and proper respect for the Lodge, its aims and purposes. He should elicit from them the degree of cooperation that is essentially necessary for the efficient and smooth operation needed if the Lodge is to carry out its intended objectives.

- Hold several ritual practices with the officer team – There is no such thing as too much practice. A Master who fumbles the opening of his first meeting is not projecting a proper respect for the ritual, and sets a tone for the entire year.
- While the Master is in charge, he should remember that the officers are a team working together to present a meeting. The better the team works together the better meetings will be.
- Create an Agenda – every meeting should have one, and it should be distributed at least to the other elected officers before the meeting commences.
- Take notes on the agenda during the meeting.
- Hold a post-meeting review/planning session for the next meeting with the leadership team.
- Close the previous year's Lodge of Sorrow and open one for the ensuing year.
- Keep it simple; for this first meeting all of the needs of the Lodge for the ensuing decade need not be met, but the tone for the year will be set, and the Master should articulate some of his plans.

The Communication, Gavel to Gavel

Tyler's Register

Every Mason who attends a meeting must sign the Tyler's Register. It is the Tyler's duty to ensure this is done.

Every Brother sitting in an officer's position should sign in to the station or place that he will occupy for that meeting. A Brother should write "Pro Tem" next to his name when filling a station to which he has not been installed.

The Communication

The time and place of the Stated Communications are provided for in the Lodge By-Laws. The Communication can be opened and conducted on any of the three degrees but must be in accord with the Standard Work. The following is a suggestion of the order of business of a stated meeting:

- Opening.
- Flag Ceremony.
- Greetings and Masters Message.
- Degree work or other special business.
- Introductions.
- Program: Speaker, etc., except the Grand Master or District Deputy on his official visit
- Reading of the Previous Minutes.
- Communications.
- Approval of bills for payment.
- Reports of Committees.
- Reading of Petitions.
- Balloting.
- Old Business.
- New Business.
- Announcements.
- Calendar / Next Agenda.
- Closing Remarks.
- Prelude to Closing.
- Good of the Order.
- Deputy/Distinguished Guest Remarks.
- Reading & Approval of Minutes.
- Retire Flag.
- Closing.

A notebook containing a page for each meeting, with the order of business spaced to allow for notes regarding each item, is one method that is of valuable assistance in insuring that all business is acted upon, however it is better if the Master prepares a formal agenda for each meeting and reviews it with the leadership team both before and after the meeting.

Some Lodge Secretaries find it convenient to prepare a suggested 'order of business' for the Worshipful Master several days in advance of the meeting. This includes the important action items like petitions in hand for reading and/or ballot, any old business and items from Grand Lodge that require Lodge information or action. Some Secretaries will several days in advance of the meeting, email this 'order of business' to the Worshipful Master and the Wardens. While extremely helpful and supportive, the Master should not defer his responsibility of ensuring that his team is properly prepared for each meeting.

Execution

- The details necessary to properly carry the meeting forward are many and should not be left to chance.
- A check should be made before opening Lodge that all stations are filled. Pay particular attention when opening on the First Degree, there must be seven Officers, with a separate Secretary and Treasurer, even if the Lodge has one Secretary/Treasurer installed. Any vacancy among the stations should be filled before the meeting. It is not only reasonable but expected that officers inform the Master if they will miss the meeting, preferably with a suggested replacement.
- Unless prior dispensation from the Grand Master has been obtained, all Stated Communications must be at the time and place as set in the Lodge by-laws.
- Follow the agenda to ensure the meeting does not run too long, it is helpful to mark a rough time schedule for the agenda of each particular meeting. By including less important items later in the agenda, some can be dropped if time runs short. Experience in this timing can be gained by making notes while the Brother is advancing through the chairs, before he becomes Master. Similarly, a new Master can ask a Past Master for his estimate.
- Avoid delay in presenting the business of the meeting. This can be done in several ways, but primarily by having remarks prepared ahead. If necessary, do not hesitate to write out these remarks. They will be easier to follow and immensely helpful.

Freemasonry does not formally follow *Robert's Rules of Order* as the Master can run discussion and business as he sees fit. That said, *Robert's Rules of Order* can provide an organized framework to deal with items that arise so it is wise to understand the concepts presented by those rules. For instance, in most Lodges it is customary for a motion (e.g. to pay an unusual bill, commit to a certain activity) to be made and seconded before discussion and voting take place. However, strictly speaking the Master can simply introduce such motions at his discretion, or choose to reject the motion on the floor, even after it has been seconded. Again, in doing this, the Master must carefully consider the implication of his actions on the harmony of his Lodge.

Opening

The procedure of opening the Lodge is very clearly detailed in the Standard Work. All officers should constantly review their parts to the end that this ceremony loses none of its beauty and meaning. Practice makes perfect. The Washington Masonic Code does not allow any deviation from the Standard Work. There is no short-form opening. The flag presentation and Pledge of Allegiance are optional, but customary in most Lodges. It should be noted that if the flag is presented at the opening of the meeting, it must then be retired at the end of the meeting immediately before the closing. If it is not presented at the opening, it is not to be retired at the end.

After the opening it is a practice in many Lodges to invite the Tyler to participate in discussions, programs or Lodge business by telling the Junior Deacon to “direct the Tyler to secure the outer door and tyle from without the inner door.” The Tyler does not need to sign in as long as he

remains outside of the inner door. He must remain vigilant for the approach of others, and immediately inform the Junior Deacon to close the door.

Introductions

This relatively simple part of a meeting has caused considerable consternation among many new presiding officers. Any courtesies extended are at the will and pleasure of the Worshipful Master. He, the Wardens and Deacons should be familiar with the proper procedure for extending any courtesies.

Careful study of the section **Introductions, Titles, Courtesies and Protocols** can help in reducing any anxiety.

Program

A special program can inspire the membership and visitors to attend each Stated Meeting. A speaker or special presentation will reward those who choose to make “attending Lodge” their priority. Placing the program early in the agenda is a courtesy to the speaker and allows the Brethren to remain alert and attentive.

Reading of Previous Meeting’s Minutes

The WMC provides that the Minutes of a previous Stated Communication may be read for information only, as they should be read formally and approved at the end of each meeting. In the case of some Special Communications it may be desirable to merely indicate the type of meeting and the work accomplished.

The actual content of the minutes should be made in accordance with the wishes of the Worshipful Master; he should direct the Secretary as to what part of the minutes will be read. The Brethren are not interested in rehearing the speaker’s presentation, a restating of all correspondence and each bill, or officers in attendance. When directed to read the minutes in “short form,” the Secretary should do just that. As a Grand Secretary once said to a Lodge Secretary, “Short form means in short, we opened, we balloted and we closed. None of the brethren wants to hear the Secretary babble on.”

Rather than reading the minutes of a previous meeting, a number of Lodges find it convenient to post the Minutes before each meeting and others email a copy to members.

Reports of Committees

A list of committees should be at hand. When appropriate, committee chairmen should be called on to make brief and direct reports.

Balloting

A suggested procedure is detailed in the section **Balloting**.

New Business

It is always well to inquire if there is any unfinished business. The Secretary should have provided the Master with a list of items held over from a prior meeting but it is always advisable to keep the rank and file members involved.

New business usually comes from communications and from the Brethren. It is the Master's prerogative to delay action on new business if there appears to be a great deal of argumentative reaction. Considered judgment is quite important on such occasions.

Announcements

This is self-explanatory, and the Master should call the attention of the Brethren to the announcements that have been received since the last meeting and request such other announcements as may be of interest, including those pertaining to the various groups that meet in the Masonic facility or District. Again, it is frequently helpful to have a printed sheet, or to post them on the Lodge or District website.

Good of the Order

A visitor may have a word or two for the Lodge or an event may have transpired that may be of interest to the Brethren, or one of the Brethren may desire to make a few remarks. Give them the opportunity. We can always learn from others.

When the Grand Master is in attendance, he always has the last word. There should be no business other than the reading of the minutes conducted after his remarks, including announcements, or anything the Master happened to leave out earlier by accident. In the absence of the Grand Master, his District Deputy gives his remarks last on the occasion of his official visit.

Closing

The "Closing Charge" may be given on all Degrees. When it is given, is the Master's decision. Usually it is given after the Master's words, "Part upon the Square." The ritual does not provide for any type of short form closing.

The Standard Work clearly shows that the Brethren step down with the Worshipful Master at closing, and not with the Senior Warden or Junior Warden.

States of the Lodge

Lodge at Labor and at Refreshment

If at any time during the course of the meeting it is deemed advantageous to have a break, the Worshipful Master should call the Lodge to refreshment. This will afford all of the Brethren an opportunity to enjoy a brief moment of relaxation and fellowship. If the Lodge is not called from labor to refreshment, the Officers of the degree are supposed to remain in their stations, the Brethren will have to be excused properly and the Tyler may not relax his vigilance. The procedure of calling to refreshment takes little time and more will be wasted discussing the merits of any improvised, improper method.

Free from restraint

Free from restraint may be declared for the Lodge for a period of time at the Worshipful Master's direction. This does not mean that the doors may be thrown open or unattended or that one may come and go or move about the Lodge room at will. It means that one may carry on a quiet conversation with the Brother sitting by him and must be prepared to come to order

immediately upon one rap of the gavel. A Brother desiring to leave the Lodge room must sign out. The Lodge remains tyled.

Off Session

The Worshipful Master may declare the Lodge off session for two purposes:

1. To permit the Lodge to conduct the installation of its officers in a public ceremony at which the Great Lights and the Lesser Lights are displayed.
2. To permit the Lodge to invite in non-Masons for a program during a Lodge meeting when it is appropriate for them to be present in a Lodge that is at Labor. Frequently in this scenario it is best to go to refreshment.

The Master should simply say, "I now declare this Lodge off session for the purpose of . . ." then "I now declare this Lodge on session." The Master then directs the Junior Deacon to inform the Tyler. The Lodge should be purged before going back on session.

At any given time, the Lodge is in one of the following states:

1. Open and at labor (including free from restraint)
2. At refreshment
3. Open and off-session
4. Closed

NOTE: The term 'At ease' is not recognized.

Decorum

Every Mason is charged to observe with dignity the solemnity of our ceremonies, yet there are those who will carry on conversations in a loud whisper during the conferring of Degrees and at other times when their attention is required on the business of the Lodge. This is very discourteous to the Officers, to the Brethren, to the candidate during Degree conferrals, or to those who are interested in the affairs of the Lodge.

The proper way for a Brother to make a comment, ask a question or make a motion is for him to:

- Rise.
- Wait to be recognized by the Master.
- Address the Worshipful Master or as permission to address the Lodge or another Brother.
- When done, sit.
- It is never proper to interrupt thee person speaking.

When to (and when to not) knock on the Tyler's door

Generally the guideline is to knock if the Volume of the Sacred Law is open, however, during at the end of the ritual closing, knocking is still appropriate despite the Volume of the Sacred Law being closed because the Tyler still needs to be informed that the Lodge is duly closed. First the ritual should be followed, then when in doubt, knock. Note that the knocking should be done exclusively by the Tyler or Junior Deacon, except as specifically designated in the ritual. The Junior Deacon is the only one that should open or close the door while the Lodge is open.

Other Items of Importance

- It is appropriate to address the Grand Master as “Most Worshipful Grand Master” or simply “Grand Master” when he is presiding at closing in a Symbolic Lodge. Other Grand Lodge Officers and/or District Deputies when in a station at closing should be addressed as in the Standard Work.
- The Secretary may remain seated while reading the minutes or while communicating with the Worshipful Master in the performance of his secretarial duties. However, he rises when addressed by the Worshipful Master on other business, when participating in a general discussion or in ritual work.
- The apron is worn on the outside of the outer garment or as otherwise provided in the WMC. The apron may be worn under a formal evening coat
- We owe courtesies to our guests, both Masonic and uninitiated. Introduce them properly, conduct them about the Lodge, assist with equipment if they are the entertainment, etc.
- When seeking to address the Lodge the Brother should arise and address the Master after he recognizes the Brother wishing to speak. If seeking to address another Brother, he should ask of the Master permission to do so. It is not the custom in Washington when seeking to address the Master of the Lodge to salute the Master with the sign of the degree.
- When the Worshipful Master says, “Attend the signs together,” or calls for Private Grand Honors, the several signs should be given slowly and distinctly, not hurried, and in time with the presiding officer.
- Officers should avoid lounging or slouching while seated.
- Brethren wishing to retire from the Lodge at a time when the Worshipful Master’s attention is diverted must wait for his recognition. The Senior Warden is not authorized to give such permission.
- The opening and closing declarations, “In the name of God” do not require that the Brethren assume the attitude of prayer.
- All officers, including pro-tem should wear the jewel of the station or place that they occupy at any given time. This includes changing collars when a Brother moves to another position for a degree or special ceremony.
- All installed officers should wear the officer apron for which they were elected or appointed. This custom can result in a Brother sitting in an officer position with a collar of one position and the apron of another, or a plain apron. This is completely appropriate.
- The Master and Wardens should take special care to know when it is or is not appropriate to leave their stations. The Master should almost always remain on the top step in the East, except during certain special ceremonies, such as installations and Degrees. He should not relinquish his hat, collar, or apron when moving from his station.
- Similarly, it is appropriate for the Wardens to leave their stations in the performance of their duties. They should retain their regalia, including when leaving their station to perform ritual not specifically designated for them, e.g. delivering a Degree lecture. There is no need for the chair to always be occupied by a Brother wearing the collar

of that station. If a Warden must leave a tyled Lodge for some reason, then he should have his place filled by another Brother wearing his regalia.

- The duty of the Junior and Senior Deacons is to “carry messages/orders...about the Lodge.” To this end, they may leave their stations in the performance of their duties, or to perform other official duties of the Lodge, such as degree work, or balloting on a new petitioner. Again, there is no need for an uninstalled Brother to fill the chair when the Deacon remains in the tyled Lodge.
- If there is a rap at the door while the Junior Deacon is away from his station, he may return to his post and perform his duties.

Visitors

Visiting Lodges other than one’s home Lodge is one of the Landmarks of Freemasonry, and an opportunity for both the visiting Brother and the Lodge to grow in fraternalism and as Masons. All visitors, and especially first time visitors, should be treated as guests of the Lodge, and accorded every courtesy and made to feel as if they were in their home Lodge.

However, before a visiting Brother may attend a tyled Lodge, he must satisfy the Master of the Lodge that he is a Mason in good standing. Typically this is done by the appointment of an Examination Committee. The Examination Committee should, but is not required to, include at least one Past Master, and a current officer of the Lodge.

Visitors from other jurisdictions may request that the committee be composed of certain Brothers (e.g. a committee of Past Masters to examine a Brother who is a Past Master). While it is not required that the Master accommodate these requests, he should make a reasonable effort to do so, as a courtesy to the visitor.

According to the WMC, the visitor should have a current dues card or receipt, a demit card from the last three years and other identification as required by the Master or his committee. Some jurisdictions issue travelling certificates to their Brothers, but these are not suitable substitutes for a current dues card.

The Lodge of membership from the card should be checked against the current *List of Regular Lodges Masonic*, which should be available at each Lodge, and can be purchased from the Grand Secretary’s office. Additionally, the visiting Brother should be vouched for by a Brother known by the Lodge to be a Mason in good standing who has sat with him in open Lodge, or by the visitor and the committee retiring to a secure place and the visitor taking the Test Oath and submitting to a strict trial and due examination by the committee.

The purpose of the committee is to report to the Master whether or not they are satisfied beyond a reasonable doubt that the visitor is a Brother in good standing; while a basic knowledge of the work is required, proficiency, or suitability for the post of Grand Lecturer are not required. While they should be courteous, they are not a welcoming committee or people seeking the approval of the visitor, no matter his standing or rank.

The examination should include the grips, signs, and words; if the visitor can adequately perform these; there is no need for further examination. The committee should keep in mind that there are variations in the manner of delivering these from jurisdiction to jurisdiction, and accommodate

the visitor within reason. Similarly, if a Brother has not sat in Lodge in a long time, it may be necessary to ask questions more than once, or with different syntax to obtain the information desired. This should be done by the Committee as they see fit, but without divulging any secrets or risking the admission of an illegitimate visitor.

If there is no one to vouch for the visitor, the test oath should be given or read by the visiting Brother.

The results, positive or negative, of the Examination Committee should be reported to the Master as soon as their deliberations are completed, and certainly before the opening gavel falls.

A visitor may ask to examine the Lodge's Charter to assure himself that it is a regular Lodge. This request does not have to be honored and the Master may or may not grant the request.

Lighting

In a Lodge equipped with an overhead Altar light or lit "G" in the East, the lights may be turned when the Volume of Sacred Law is opened and be turned off at the moment when the Volume of Sacred Law is closed. The Standard Work does not specify when the "G" should be lit; in some Lodges it is turned on for all three degrees, in others it is only lit when the Lodge is opened on the Second or Third Degrees and when conferring the Second Degree it is left off until the appropriate portion of the ritual is reached (the "G" lecture). When the letter is to be lit is at the discretion of the Master of the Lodge.

When possible, the Lodge general lighting should be dimmed during the conferral of degrees, until the candidate is brought to light.

Courtesies to the flag

The flag ceremony in Masonic Lodges of this Jurisdiction is optional, both in regard to presenting and retiring the flag.

Because of the nature of our ritual and our lodge rooms, Masonic courtesy to our National Flag is not a set practice but there are general customs that are usually found in every lodge. Public Law 94-344 specifies the manner in which the flag shall be displayed, as well as the manner in which civilians as well as military personnel shall salute the National Flag. Some of the ceremony prescribed in Public Law 94-344 appears to be a little difficult to apply in our Masonic flag ceremony at the opening and closing of our Lodges. However, some uniform standard should be used; this can be done without violating the spirit of the basic law.

When the Worshipful Master directs the Marshal to present the flag at the Altar, the Brethren should come to attention, place the right hand over the heart at the time the Marshal lifts the flag and puts it in motion. They should remain in this position, not turning to follow the flag until it is in the place of honor. The salute is then dropped, the body turned to face the flag, salute given again for the Pledge of Allegiance. Active and former members of the military services may if they so desire use the traditional military salute. The Master should remove his hat, covering his heart with his right hand holding the hat during the flag ceremony and Pledge.

It is appropriate for the Master to assign to the Marshal the ritual lines given during the flag presentation.

During the ceremony of retiring the flag, when the Worshipful Master addresses the Brethren to remind them that in the presence of the Great Lights and under the protecting folds of the flag, the Brethren should be at attention. When the Marshal lifts the flag and puts it in motion the Brethren should then place the right hand over the heart and remain in that position until the Marshal has placed the flag in the place provided for it.

See Public Law 94-344, sections 171,172,175,176,177.

For treatment of the Canadian or other National Flag, see Public Law 94-344, Section 175 (c, d, and g).

Attitude of Prayer

The Brethren assume the Attitude of Prayer only during prayer and not during other spoken references to Deity. This form is assumed as the Chaplain kneels at the Altar or as the Worshipful Master removes his hat for the Benediction. The Master should hold his hat in his right hand after removing it (with his hand over his heart, not the hat over the heart), while in the Attitude of Prayer. The Attitude of Prayer is disengaged immediately after “So mote it be.” The Attitude of prayer is also assumed at Masonic functions where a prayer is delivered, even when Lodge is not opened, e.g. during a blessing before a meal.

In this jurisdiction there are two forms of the Attitude of Prayer; the tradition of the Lodge dictates which should be used. Both begin with right hand, fingers together, placed over the left breast/heart. One form calls for the left hand placed covering or slightly above the right elbow, not under as if supporting it.

If a Lodge uses the second method, the left arm crosses over the right and the left hand placed over the right breast. This is also call the sign of the good shepherd.

In both, the head should be bowed.



Suggested Guidelines for Floor-work

Lodge floor work is “the placement or movement of Brethren as they perform duties or engage in activities within the Lodge.”

Background

The Grand Lodge of Washington has historically refrained from dictating a standardized floor work in constituent Lodges. The attitudes of the Brethren continue to be divided on the issue of standardization. Some regard the freedom of floor work selection as an important prerogative of the Worshipful Master, a tradition of the Lodge. Other Brethren bemoan the extent of variations found in the various Lodges and have often urged standardization of the floor work. But what the Brethren would call ‘standard’ is usually what is done in their own Lodge. There are noticeable differences between Lodges and areas of this jurisdiction. They add to the uniqueness of the Craft. If they are not in conflict with the Masonic integrity of the Standard Work they are generally accepted.

After 150 years, to attempt to set forth a standard required floor work would doubtless prove to be an absurdly futile effort. This collection of Lodge floor work procedures is a basic guide of what has been found to be the most commonly and successfully used, but it is given only as a basic instructional guide.

Chapter 4 Making a Man into a Mason (& Degree Conferral)

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We are instructed early in our Masonic careers that we are not to bring just anyone into the Fraternity; only those who are good men seeking to become better. The best way to attract potential candidates is to live our lives as Freemasonry instructs.

While we are not to ask someone to become a Mason, a Washington Past Grand Master made it clear we are not prohibited from talking about the Fraternity.

We never know when we might meet a potential member so it is wise to always have a petition. The petition contains many talking points that can help explain what Freemasonry is. If a prospect has a document to take home, it is a reminder to him of his interest. A contact name and phone number will be useful to him and get his number for a follow-up call. Know the initiation fee as the topic will arise.

Invite him to a Lodge dinner or function. This affords the prospect the opportunity to meet members of the Lodge and get any questions answered. Remember we are preparing for this man to become a Mason and what better way than to show our fellowship.

The Washington Masonic Code contains some restrictions concerning petitions such as a residency requirement. Know the Code so as not to mislead the prospect as to his eligibility.

Once the petition and fee are received and signed by three members (sponsors) of the Lodge, it will be read at a stated Lodge meeting, an investigating committee assigned and, when the committee has completed the investigation, the petition will be balloted on by the Lodge.

A great responsibility rests upon the sponsors of potential members who, in effect, are vouching for the honesty, integrity and morality of the candidate and his general suitability for membership. The permanence and usefulness of the Craft depends upon the type of candidate we admit. Having in mind Freemasonry's purpose and objectives, it is clear that membership must be restricted to such as can reasonably be relied upon to promote those objectives by service and example. Suitable candidates will prove to be regular attendees, more especially so if the Lodge plays its part by providing the necessary instruction and stimulus.

Each step of the process needs to provide a positive experience for the prospect.

The Petitioner Investigation

When appointing the Investigating Committee, the Master should charge each member with the seriousness of the responsibility each committeeman carries. They are the first lines of defense, guarding well our Fraternity against the acceptance of those who will not reflect honor upon our Ancient Institution. They are also the first formal introduction of a man to Freemasonry.

In the charges to a Master previous to his investiture we hear these words, "You admit that no person can be regularly made a Mason in, or admitted a member of, any regular Lodge without previous notice and due inquiry into his character." From time immemorial the character of our

ancient craftsmen had to be above reproach. The man who is destitute of some degree of mental development will be but little enlightened by Masonry. The moral character and reputation of an applicant for Masonry should be well weighed and investigated, otherwise our labor spent in making him a Mason is wasted. Only those who can be confidently relied upon to appreciate and apply the teachings of Freemasonry should be considered for membership.

The purpose of the investigation of a candidate is to determine as best we can, if the stranger knocking at our door is of a character to worthily wear the Lambskin Apron. We should consider whether his membership would be mutually beneficial and reflect honor upon our Order.

No one recommending a petitioner should serve on the Investigating Committee as they have already vouched for the character of the petitioner and thus cannot conduct an unbiased inquiry. While all members of the committee should meet the petitioner, at least one member of the committee should call upon the candidate in his home. It is important to know the attitude of his family toward Masonry. They should be as enthusiastic as he about his approaching Masonic membership and have a wholesome regard for Masonry. The committee should know the Masonic attributes and dedication of the Brothers who sign his petition and the Masonic qualities of his references.

The Investigating Committee that recommends election because it finds “nothing bad” is doing a Lodge a disservice because the voters unconsciously, by implication, interpret the recommendation as “something good.” The absence of positive evil cannot be substituted for the presence of positive good. The investigation must be more than just answering the questions on the Investigation Form.

While the chief burden of discernment and analysis of character of any petitioner for the Degrees of Masonry should fall squarely upon the shoulders of the Brothers who sponsor a prospective candidate, the Investigating Committee is charged with the responsibility of final analysis. Its duty to delve deeply into the antecedents, character, and mental capacity of our petitioners is not to be taken lightly. They are remiss in their duty and responsibility to their Lodge if they leave any stone unturned that might reveal a superficiality of character or lack of capacity that would preclude a petitioner from a proper comprehension of Masonry and its wonderful mysteries.

If a petitioner is new to our Jurisdiction, and/or additional information is desired as to his reputation and character, do not hesitate to refer the matter to our Grand Secretary for assistance. He has means at his disposal to obtain data on the petitioner from where he lived in another state, province, or country.

The petitioner must be shown every respect and courtesy. Except for those recommending him for the Degrees, the committee may well be his first Masonic contact. His opinion of the Fraternity and his desire to become a member of it, having been crystallized by the character of those known to him, must not be shattered by a breach of etiquette. Further, it will require all the skill, tact and courtesy a committee possesses to ascertain his standing and reputation in his community and among his associates and friends.

The composition of the Investigating Committee is the prerogative of the Master, but the task of selecting the committee members is frequently assigned to the Secretary. Many Lodges have

found that forming a committee composed of a Past Master, a member the age of the petitioner and one of the most recently raised brothers or even a member who cannot attend regularly meetings is a good mix.

Degree Conferrals

Degrees are to be completed per the ritual with few exceptions. The necessary questions and the preparatory lecture can be given prior to the start of the Degree.

During a degree the Lecture and Charge must be given.

Instructions for individual officers

Master

When the Master displays the due guard following the candidate being brought to light, the position is held until the new Brother has ample opportunity for observation. If the Brother wears glasses, allow time for him to put on his glasses so that he can see clearly. The Master approaches the new Brother only “on the step” of the Degree being conferred, i.e. in the Fellowcraft or Master Mason degree taking one step not two or three.

The Master returns to the East and seats the Brethren before the new Brother goes to salute the Wardens. It is suggested that when the candidate is told to arise, that the words following that direct him to ‘*go and salute*’ be given from the East after the Master has rapped the brethren to their seats. This will allow the Brethren and Stewards to reach their seats and avoid confusing the new Brother while the brethren are returning to their seats.

The Master should not raise the Lodge during the candidate’s personal prayer in the Third Degree drama. No response is to be given following this prayer.

During the conferral of each degree, the Master should raise the Lodge prior to leaving the East, such as for the prayer in the First Degree and for the obligations.

Wardens

During the obligations of a Degree when the Brethren form at the altar, the Wardens stay standing at their stations. When there is a second or third candidate a Warden or other Brother may assist the Worshipful Master at the altar with the additional candidate giving the grips and words.

If the salute is satisfactory, the Wardens do not return the salute of the new Brother following the obligation. The Wardens give permission for the candidate to proceed by a wave of the hand or gavel. The Wardens should not hesitate to correct a candidate’s errors by showing the candidate the correct salute, etc. They should not descend from their stations if hands-on correction is needed, the Senior Deacon should do so.

Deacons

During the circumambulation the Senior Deacon conducts the Candidate in an elliptical course around the Altar, emulating the apparent path of the sun from East to West by way of the South.

The circumambulation for each Degree begins as the Senior Deacon conducts the Candidate past the Junior Warden's station. The appropriate passage of Scripture, as defined in the Standard Work, is commonly given by the Senior Deacon. The circumambulation ends when the Senior Deacon knocks with his rod at the Junior Wardens Station. From that point all progression should be in straight lines with square corners when changing direction.

When placing the candidate "in order," the Senior Deacon should not use his rod to adjust the candidate's feet during the ceremony. If verbal instructions do not work the Senior Deacon should simply kneel and use his hands.

During a degree obligation, the Senior Deacon should stand immediately behind and to the right of the candidate. In some Lodges the Senior Deacon keeps hold of the cable tow as to remain in symbolic control of the candidate.

For a degree conferral, if the Lodge presents each candidate with his own Bible, being new it may be hard to work with. It should simply be opened so it lies fairly flat so the other jewels stay on it even if it is not open on the page containing the circumambulation.

Conducting

Candidates are conducted by their right arm even on the second and third Degrees so all in the room may see that he is duly and truly prepared. Also, because he is being held by the sword arm, it symbolically indicates that the lodge is free from danger. When a blindfolded candidate is stationary, his conductor should keep a hand on one of the candidate's shoulders or continue to hold his arm as some people lose their sense of balance when they cannot see.

Tradition in our jurisdiction says that all candidates should be conducted even after receiving a degree, throughout the ceremony. While this is not a requirement it adds to the meaning of the ceremony and aids consistency.

Ideally each circumambulation should be timed so that the speaking portion is completed at the Junior Warden's station. In practice this may be difficult; it is better to have a brief period of walking in silence at the end of the circumambulation rather than to have gaps in the middle. The raps of the gavel from the East, West or South do not depend on the words but rather when the candidate passes those stations.

Remember to put the blindfolded candidate's hands on the Altar to assist him into a kneeling position. Talk quietly to the candidate explaining that there is a kneeling bench, etc.

Stewards

The Stewards, after preparing the Candidate, will cause him to give the alarm, as indicated in the Standard Work.

The Senior Steward conducts the Candidate into the Lodge by his right arm and passes him to the Senior Deacon as the Junior Steward closes the door. After opening the door, the Senior Steward steps back far enough to allow plenty of room for all to enter the Lodge room.

After entering the Lodge for the Entered Apprentice Degree, the Stewards can remain with the Senior Deacon and the candidate north of the altar until the Master returns to the East and seats

the Lodge. Before returning to their places, the Stewards then advance to the altar and salute. On other Degrees they immediately approach the altar but can wait to take their seats until after the Senior Deacon and the candidate(s) have passed the Junior Warden.

At the completion of the first section of each Degree, the Stewards advance to the altar, taking a position north of the candidate, where they will be in position to precede the Candidate and the Senior Deacon to the preparation room door.

During the degree conferral, when the Worshipful Master raps up the lodge for the obligations, the Stewards should move into positions West of the Senior Deacon and candidate standing on either side of the altar with their rods on the outside.

After the completion of the obligations when the Worshipful Master orders the Brothers to assist him, the Stewards should wait until all the Brethren are aligned and then at a nod from the Worshipful Master, walk up the carpet and stand alongside him, rods forming an arch over his head.

The Senior Deacon or Senior Warden can motion left or right if the arch appears unsymmetrical. When the Worshipful Master steps off with the sign, rods are returned to the ready position. The Stewards hold their position until the Worshipful Master raps the Brethren to their seats. They should then wait long enough for the sides to clear and at a nod from the Senior Steward return to their places.

At the end of the ceremony as the Deacon and candidate(s) approach the altar, the Stewards automatically rise and place themselves on the left or north side of the others. As they approach the preparation room door, they should pause to allow the Senior Deacon to pass the candidate(s) into their care and then exit.

If there are multiple candidates during the degree a Steward may function as an acting Deacon-conductor. They should know and understand how to conduct candidates and learn the Deacon's parts.

Be sure to leave enough space at the end of Master Mason Degree between everyone that the candidate(s) can be quickly turned around.

At the end of each Degree, the newly obligated Brother should be reminded of what is expected of him in order to progress. The Standard Work mentions of few of these expectations such as Entered Apprentices and Fellow Crafts should not wear Masonic jewelry.

Courtesy Degree

If a Lodge of any Jurisdiction should desire to confer a Degree as a courtesy to a Lodge in any Foreign Jurisdiction, Masonic tradition prohibits them from writing or otherwise contacting directly a Lodge in another Grand Lodge to convey this information.

The following steps must be observed:

1. The Lodge Secretary must write the Grand Secretary of their Jurisdiction with the request.

2. The Grand Secretary, in turn, will forward the information to the respective (our) Grand Secretary.
3. The Grand Secretary will then inform a local Lodge or if a specific Lodge has been suggested, that Lodge.
4. The local Lodge is then free to proceed and contact the candidate.
5. When the Degree work is completed, the Lodge that performed the Degree will inform their Grand Secretary unless permission has been granted to communicate directly with the requesting Lodge.

Multiple Degree Conferrals

The Washington Masonic Code was amended June 1999 to allow a Lodge to confer any Degree on up to three candidates at one time and up to 15 in one day. The following is presented as ideas collected from observations of such conferrals by various Lodges, and is not to be taken as definitive. It might also be noted that the prescriptive time between Degrees has been eliminated and a candidate can advance as soon as the Lodge is satisfied with his proficiency. It is therefore conceivable that a Lodge can confer all three Degrees on three Brothers in one day.

Every Lodge and Worshipful Master should remember that a man's entry into our ancient Fraternity is a step matched by few other happenings in his life. Every effort should be made to make this step personal, a very individual event in each candidate's life. Even if there are multiple candidates it should, and can, still be made a distinct and memorable occasion for each.

Whenever possible, each candidate should be addressed by name to make the event meaningful for him. This holds true throughout the Degrees but it is logical that, where appropriate, the candidates will be addressed in the plural number. To maintain individuality during the ceremonies it is suggested that in conducting the candidates each have an acting Senior Deacon. Also, the candidates' hands are not to be placed on the shoulder of another candidate forming a line

At the preparation room doors, the Senior Steward when asked by the Senior Deacon should give each candidate's name in full. The actual Senior Deacon should address and query each candidate individually by name just as he would if there were only one candidate. Upon their admission the Senior Deacon should give the reception speech, while the other acting Senior Deacon copies his actions.

On the Entered Apprentice Degree, following the initial prayer the Worshipful Master should quietly ask each candidate, by name, the appropriate question and proceed with each as if he were the only candidate.

Traditionally the actual Senior Deacon or the Worshipful Master would give the circumambulation speech as in the Standard Work as all the candidates are conducted in the usual manner to the South. Some Lodges assign this to another, perhaps younger member so as to include more brothers in the ritual work.

When the candidates are returned to the West and placed in order on the Entered Apprentice Degree, the Worshipful Master should also initially address each by his name. Placement at the Altar should be as comfortable as possible. In the Fellowcraft Degree some minor adjustments

will be necessary from the traditional method, but it can be accomplished without affecting the Degree work.

The Lodge and Worshipful Master may want to consider that in a small Lodge room with a small Altar with three candidates, one of them might have to be placed at the North side of the Altar facing the South. It may be argued that this position would tend to create problems with the traditional floor work with the Brethren and Worshipful Master before the Altar. Also, it might appear that the candidate at the side of the Altar is in a place of lesser honor. Each candidate should have an individual set of Bible, Square and Compasses while taking the obligation.

The ritual work at the altar, between the Worshipful Master and Senior Deacon, has been done two ways, both of which seem to be successful.

The first way is for the Worshipful Master to take each candidate through the work with his individual Senior Deacon.

The other method is for an experienced Brother; often the Senior and/or Junior Warden to act for the Worshipful Master with the other candidate and his acting Senior Deacon while the Worshipful Master and Senior Deacon proceed with the first in the normal manner.

The drama of the Third Degree can be a challenge, but it too, can be successfully staged for multiple candidates. It is suggested that each candidate be taken individually through the first part of the drama until being placed in front of the West and the acacia planted. Nothing is changed from the usual action of the drama, except that after the first candidate is placed in the West, he is quietly moved to the Tyler's room.

To help maintain the personal and individual objectives of the drama, it is suggested that subsequent candidates should not be allowed to view previous candidates placed in the West on their entry into the Lodge room which is the justification why the first candidate is asked to move from the West.

When there is a third candidate, the second candidate is similarly asked to move. The final candidate remains in the West and the previous candidate(s) are placed in the West again as the drama proceeds. The drama ends in the usual fashion except that there is a team of experienced brothers filling the roles for each candidate, going through the necessary grips, signs, steps and words, as King Solomon and King Hiram do the verbal parts.

How the Lodge is going to confer multiple Degrees is an issue that should be well discussed, and even more importantly, well-rehearsed before it is done. Many may feel, and perhaps rightly so, that the drama of the Third Degree should always be done individually. It is a decision the Worshipful Master and his Lodge must make. *The Washington Masonic Code* merely offers the Lodge the opportunity to confer Degrees on up to three candidates at a time.

One Day Conferrals

One Day Conferrals are performed infrequently, at the discretion of the Grand Master, and only in his presence, or that of his designated representative.

Candidate Proficiency Program

The questions and answers taught a candidate are a review of the Degree. No candidate can be given a succeeding Degree without proof of suitable proficiency in the preceding Degree. Proficiency in each Degree shall be determined by examination in open Lodge or by a committee appointed by the Master of the Lodge. The Lodge is the sole judge of proficiency.

Preferably Proficiency in the Third Degree should be demonstrated in open Lodge at a Stated Meeting. Proficiency is not required after the Master Mason Degree unless the Brother hopes to become an officer. However, all proof of proficiency can be done before a committee.

Candidate Proficiency

From among the best informed members of the Lodge, the Master should assign a mentor, coach, or committee charged with bringing candidates to proficiency. New members can be very helpful in teaching the ritual because they have recently demonstrated proficiency in it. If the assigned mentor and the candidate seem not to form a bond, it is acceptable and a good idea to change mentors.

The Posting Lecture should be thoroughly studied, and if it is the will of the Worshipful Master, memorized.

The *New Candidate Education Program* offers a different avenue to demonstrate proficiency. In addition, it provides the candidate with an extensive series of questions to answer which offers greater knowledge of the Craft. The *Washington Masonic Code* says the candidate “must be able to demonstrate knowledge of the obligations, signs, words, and grips and all modes of recognition of each Degree.” It also directs that the *New Candidate Education Program* must be given to all candidates even if the Posting Lecture is used by the Lodge to demonstrate proficiency.

The *New Candidate Education Program* is a good way for a Brother to learn more about the Craft requires some research and gets the Brother used to using available reference materials.

Reminders

In addition, the mentor, coach, or committee should inform the candidate about:

- The charges.
- Lodge room conduct and procedures.
- The proper use of the gavel.
- The correct method of saluting.
- The traditional attitude during prayers.
- The various methods of voting and right to vote.
- An understanding of the mores of Freemasonry and the public conduct expected of a Mason.
- To what extent he may discuss Masonry with the non-Mason.
- That he is permitted to allow anyone to read the *Washington Freemasons Guide*, especially members of his family.

- That his primary obligation is to the Lodge, the Lodge, which is the foundation of all Masonry regardless of which Rites or Orders he may decide to join in the future.
- That he may visit other Lodges provided he can prove himself. Note that this requires the Brother to have a current dues card.
- How to take the 'Test Oath' in the event there is no one there to vouch for him.
- That he may sign a petition for application to the Lodge after he has signed the By-Laws of his Lodge.
- Advise him to use caution and care in signing any petition.
- That as a Master Mason he can vote on petitions, officers and in Masonic trials.
- That he (or his family) may request a Masonic Funeral for him, and remind him that it is a privilege and not a right.
- His Masonic duties should not be allowed to conflict with his obligations to his country, family, or religion and that Masonry should not be considered a substitute for his Faith.

Many of these items are usually explained by the Master at completion of the Entered Apprentice degree but the mentor should re-stress them by offering a more complete explanation of them and other Masonic practices.

It is the duty and responsibility of those in charge to teach candidates in such a manner that they will have a genuine feeling that they are proud to be a Mason.

Chapter 5 Suggestions for Learning the Ritual

It is often not obvious that one of the most important responsibilities that each Officer learns as he progresses through the various offices of a Lodge is self-discipline. Sometimes it does not occur and the Lodge suffers. P.G.M. Conrad Hahn, (Connecticut) described it in this manner: “No Brother should be elected or appointed to a Lodge office if he is unwilling or unable to memorize the ritual of the Three Degrees. Exceedingly few men are really unable to memorize.”

Usually the inability to memorize is used as an excuse for unwillingness to make the effort to do so. Almost everyone can memorize if he applies himself. Furthermore, it is a very useful personal discipline, not only for the officers, but for every Brother who wants Symbolic Masonry to make its spiritual impact on the candidate.

While memorizing is not an easy discipline for most of us, Brethren should be required to develop that skill as a natural development of their Masonic growth. That is one of the distinctions that mark a man as a Mason.

Self-discipline is one of the most important techniques in developing spiritual awareness. Memorizing the lectures and obligations is such a discipline, without which a good man is not led to improve himself in Masonry.

It is recommended that each officer learn one of the three lectures and that the three lectures be rotated by the succeeding Junior Deacons; e.g. this year the Junior Deacon learns and gives the Middle Chamber lecture; and the following year the Junior Deacon of that year learns and gives the lecture of the Third Degree. In this manner there will always be a line officer capable of giving the lecture for any particular Degree. This procedure lessens the burden on the Past Masters whom many Lodges must count on.

By establishing a suggested sequence as a Lodge policy, each Worshipful Master is assured of having Lodge officers qualified to perform the ritual work. For Lodges that may not be so fortunate as to have candidates, the Worshipful Master may want to designate one night a month for the study and practice of Degree ritual. A different Degree could be selected for each successive month. This procedure has been known to be effective in keeping the Lodge Officers proficient during slack times. A Lodge that has not had a new candidate in some time should not use this fact as an excuse for slipshod ritual

Actors often associate a particular line with an action or even location on stage as a reminder of the line. The same can be applied to much of the ritual. An ideal way to learn the Entered Apprentice and Fellow Craft degrees is by walking through part of the lecture. The first part of the Entered Apprentice lecture can be walking new Brothers back through the footsteps of where events happened during the Degree.

Assigning small parts of the ritual like the Presentation of the Apron, the Working Tools or the Charges to the youngest members will work them into learning the ritual and the sometimes archaic Masonic word usage. Masonry teaches that it is a “progressive science, taught by degrees.” The youngest Mason can start learning small parts and progress by degrees to a full lecture. Divide the lectures into different sections with different young brothers learning a smaller section and in time the full lecture.

Chapter 6 Balloting

Balloting Procedure

Every Master Mason of a Lodge present at any balloting for the Degrees or for Affiliation must ballot unless excused by unanimous consent. If it is a petition for Affiliation or Plural membership and the candidate is present, he should be excused during the balloting.

- Calling the Tyler into the Lodge to ballot is proper, as he is present at the Lodge. Full information concerning the petitioner must be extended to the Tyler before he ballots. It is appropriate for the Master to request a visiting Master Mason to relieve the Tyler during balloting.
- All doors to the Lodge room must be closed and the Lodge tyled during balloting.
- The Worshipful Master directs the Senior Deacon to prepare the ballot box. If more than one petitioner is to be balloted upon more than one ballot box may be used, provided each is identified with a petitioner's name. The result of each ballot must be separately reported.
- The Senior Deacon will determine that sufficient white balls and black cubes are present in the ballot box.
- The Senior Deacon displays the ballot box in the South and West for inspection and returns it to the East.
- The Worshipful Master declares the ballot open, ballots first and then directs the Senior Deacon to present the ballot box to the West for the Senior Warden to ballot and to the South for the Junior Warden to ballot.
- After the Worshipful Master and Wardens have balloted, the Senior Deacon will place the ballot box near (but not on) the altar where the other members present will ballot.
- The Senior Deacon will take a position between the altar and the Senior Deacon station to see that only members ballot and to suggest to each member a suitable distance for secrecy of the ballot. His rod should be held vertically and not used as a "gate."
- The Junior Deacon remains at his place until relieved for balloting. No one shall be allowed to enter or retire during balloting, except to allow the Tyler to vote as provided in the Masonic Code.
- The Senior Deacon generally ballots last unless the Tyler is admitted as above.
- It is a tradition in some Lodges to cast a ballot with the left hand while holding the right over the heart. This is not a requirement rather is a Lodge practice.
- When all members have balloted, including the Senior Deacon, the Worshipful Master will declare the ballot closed.
- The Senior Deacon will display the ballot in the South, West, and East for inspection.
- The Worshipful Master receives the reports from the Junior Warden and the Senior Warden; he then verifies the ballot himself.
- The Worshipful Master not the Senior Deacon will clear the ballot box before returning it.
- It is appropriate to carry the ballot box to a mobility impaired Brother seated on the sidelines for his ballot.

The following dialogue may be used:

W.M. “Brother Senior Deacon, prepare the ballot box.” (If the Tyler is tiling from the outer door the Worshipful Master then says “Brother Junior Deacon, close the door.”)

W.M. “Brother Senior Deacon, carry the ballot box to the South and West for inspection and return it to the East.”

W.M. “Brethren, we are about to ballot on the petition of Mr. John Doe for the Degrees of Masonry (or for affiliation) in this Lodge. The report of the Investigating Committee is full and favorable (or unfavorable).

“Remember, white balls elect and black cubes reject. Look well to your ballot and vote for the good of Masonry.”

W.M. “I declare the ballot open.” He then ballots, and says: “Brother Senior Deacon, present the ballot box to the Senior Warden and the Junior Warden for their ballot, then place it on the stand near the altar for the balloting of the Brethren.”

W.M. “Balloting will be led by the Marshal. All members of this Lodge present will ballot.”

After balloting by the Brethren is completed the Worshipful Master says:

“Brother Senior Deacon, have all balloted who are entitled to ballot?”

S.D. “Worshipful Master, all have balloted who are entitled to ballot.” (If the Tyler has not voted and is entitled thereto, he adds “with the exception of the Tyler and myself.”) Arrangements should be made at this time to allow the Tyler to ballot.

W.M. “I declare the ballot closed.” (rap of gavel.)

W.M. “Brother Senior Deacon, carry the ballot box to the South, West, and East for examination.”

W.M. “Brother Junior Warden, how find you the ballot in the South?”

J.W. “Fair in the South, Worshipful Master.”(or cloudy)

W.M. “How in the West, Brother Senior Warden?”

S.W. “Clear in the West, Worshipful Master.” (or dark)

W.M. “And bright in the East.” (or black)

W.M. “Brethren, by your ballots you have elected Mr. John Doe to receive the Degrees of Masonry in this Lodge.” (Or, “you have elected Brother John Doe to be a member of this Lodge by affiliation.”)

or:

“Brethren, by your ballots, you have rejected the petition of Mr. John Doe to receive the Degrees of Masonry in this Lodge.” (Or, “you have rejected the petition of Brother John Doe for affiliation with this Lodge.”)

If there is a rejection it is strongly suggested that Section 19.14 of the *Washington Masonic Code* should be read admonishing the brethren not to discuss the ballot.

(The Tyler may now resume his position at the will and pleasure of the Worshipful Master.)

Note: To ensure the secrecy of the ballot as required by the *Washington Masonic Code*, Sec.19 B.L. should be read to the Lodge. Sec. 19 B.L. also outlines how and when a new ballot may be spread to correct an announced error.

Chapter 7 Correspondence

Each Masonic Jurisdiction, i.e. Grand Lodge, is sovereign. Therefore, all correspondence between Lodges in the Grand Lodge of Washington and Lodges of another (Foreign) Jurisdiction or between Washington Lodges and a Foreign Grand Lodge must be processed through Washington's Grand Secretary's office. "Foreign Jurisdiction" means any Grand Lodge other than the Grand Lodge of Washington, including the MW Prince Hall Grand Lodge of Washington and Jurisdictions. This section contains guidance for communications with all Blue Lodges and Grand Lodges of Foreign Jurisdictions. These requirements do not include appendant or concordant organizations.

It is imperative that the Master, but even more especially the Secretary, be familiar with the method of corresponding with other Lodges, especially those in Foreign Jurisdictions. Being so informed may prevent embarrassment to the Lodge, and the breach of Masonic etiquette, laws or customs with the possible result of reprimand by a Grand Master or harm to relations between Washington and other Grand Lodges. The practice of every Lodge, Worshipful Master or any Mason should be; if in doubt, have the Lodge Secretary contact the Grand Secretary for guidance.

It is not only standard practice, but is written into the Constitution and By-Laws of some Grand Lodges that all correspondence with other Jurisdictions must be cleared through their Grand Secretary's office. This prohibition is observed as a matter of precaution and protection; for instance, there are cases on record where clandestine lodges have requested regular Lodges to do courtesy work for them or have requested Masonic Charity under false pretenses.

Official correspondence includes any information dealing with the Masonic Record of a Mason, an invitation to a Foreign Grand Master to attend a function in any Constituent Washington Lodge, requests for a courtesy Degree or recognition of a Foreign Lodge.

Masonic courtesies are such that a visiting foreign Grand Master must request permission from the Washington Grand Master prior to visiting in this Jurisdiction. The Master may assume if a Grand Master from another jurisdiction arrives at his Lodge that the visitor has received this permission and need to interrogate him.

Washington Lodges can correspond between each other and request courtesy degrees, etc., without the need of Grand Lodge permission. If there is any doubt as to the validity of a request or Lodge, the Lodge Secretary or Master should check the *List of Lodges Masonic*, or contact the Grand Secretary's office.

The solicitation by a Mason of this Jurisdiction (and/or any other Jurisdiction) to promote his business is a violation of Masonic Protocol, and possibly the Washington Masonic Code. Any such effort to offer a business product to this or another Grand Lodge, or its Lodges, must first be submitted to the Grand Lodge of Washington. The Grand Secretary can then prepare the necessary correspondence to the other Grand Lodge as an introduction. It might be that the Foreign Grand Lodge has already informed the Grand Secretary that they do not want such solicitations.

These customs and rules do not preclude individual Brothers from visiting Lodges while traveling in Foreign Jurisdictions. Nor does it forbid the established visitations of Washington Lodges to sister Lodges in nearby Jurisdictions. New sister Lodge relationships should be first

cleared through the respective Grand Secretaries. Brothers planning to travel in countries outside North America, such as England or in Europe can request a Letter of Introduction from the Grand Secretary. They would do well to also carry their Masonic apron with them because outside the United States it is usually the custom to wear one's own apron and courtesy aprons may not be available.

Seldom is there a letter to the Lodge or to the Secretary that does not warrant immediate attention, especially official Grand Lodge business. Correspondence from the Grand Master or the Grand Secretary should be given first and timely consideration. When writing to the Grand Master or the Grand Secretary prompt service is expected, and by the same token, promptness is due on the Lodge's part.

If a Lodge in this Jurisdiction is contacted by a Lodge or Grand Lodge of another Jurisdiction other than as a part of those relationships mentioned above, this communication should be immediately referred to the Grand Secretary's office.

When an individual Washington Lodge needs to contact Grand Lodge in an official capacity (e.g. to order materials or ask questions), the Lodge Secretary should be the Brother contacting the Grand Lodge office whenever possible. This will reduce redundant communications, and ease the load on both the individual Lodge and the Grand Lodge office. If in an isolated instance the Secretary is unable to perform this duty the Master may do so.

Chapter 8 Courtesies to Members and Sojourners

One segment of the membership of each Lodge that is often overlooked and sorely neglected is the Brother living in some distant community, state, or foreign country. Normally these Brothers maintain their membership in the Lodge because of loyalty and a strong fraternal tie. As such, they are entitled to be continually informed of the Lodge's activities. Too often the only time they hear from their Lodge is when they receive the annual dues notice. Be sure that they are included on the regular mailing list and receive routine bulletins and announcements. Although these are often brief and incomplete, they are most appreciated.

Some Lodges have an established practice of contacting these Brothers on their birthdays or the anniversary of their Master Mason Degree. If the Lodge does not send regular bulletins, it is suggested that these distant Brothers be sent the program or announcement of the Installation of Officers each year. Lodges that have created an on-line members group make sure that Brothers living out of town are included in the distribution.

The warm hand of fellowship should be extended to each and every visitor of the Lodge, but the visiting or sojourning Mason in the community is one who should receive a continuous fraternal greeting. In addition, every effort should be made to discover if there are sojourners living in the community. Extend to them a genuine Masonic welcome and an invitation to participate in meeting and activities. The sojourner offers one of the best opportunities for a Lodge to maintain, “. . . in its entire splendor, that truly Masonic ornament, Brotherly Love.” If feasible, place these Brethren on the lodge mailing list; include them in invitations to regular and special meetings. Let them know that the lodge wants them to make it their Masonic “home away from home.”

Without question, the most satisfactory method a Lodge can employ to keep in contact with sojourning Masons is to have an active “Sojourner's Committee.” The creation of such a Committee is highly recommended to every Worshipful Master. In addition to the procedures previously outlined, the committee should make a report of such contacts to a Brother's home Lodge. An email or special post cards can serve that purpose unless the writing of a letter appears to be more appropriate.

Loss of contact appears to be one of the leading causes for lack of interest and has proven to be one of the principal reasons for members being dropped for Non-Payment of Dues (NPD). Lodge Secretaries during the Grand Secretary training programs are given several suggested methods of locating missing Brethren. A united effort in the right direction could easily close this avenue of membership loss. It is strongly suggested that when a brother relocates to a different city, that every effort possible be made to provide a lodge in that city with this information with the hope that he can be welcomed as a Mason.

Chapter 9 Installation Planning and Execution

Annual Elections

The first step in Installation Planning is to hold elections. Section 15 of the WMC directs that the elective officers of every Chartered Lodge shall be chosen annually at a stated communication of the Lodge during the period beginning the first Monday after the close of Grand Lodge and ending December 14.

It is recommended that the Lodge establish and adhere to a specific meeting date to annually hold these elections. For example, the Lodge always holds officer elections at the October meeting. This sets a clear pattern in the annual calendar and allows the lodge to promote and encourage attendance at this very important meeting as well as the Brethren opportunity to plan their schedules well in advance

Suggested Guide for Installations

This is a guide only and can be changed as each brother deems appropriate for his Installation.

Junior Warden:

As soon as elected or installed as Junior Warden, it is advisable to start planning the basics of an installation and activities for his expected year in the East. He should get a loose-leaf binder and in it keep a record of everything that he plans for his installation.

It is advisable to consider:

- The date of the installation. The Lodge may have a traditional date for elections or installations. Many times this is flexible. The only dates set by the *Washington Masonic Code* are for election of officers starting the Monday after the close of Grand Lodge through December 14, with January 31 the last date for an installation. So “the when” is a decision that needs to be considered and discussed with the Senior Warden as he will doubtless be the Master who sets and conducts the election at which his Senior Warden should be elected to the East.
- Decide if any of the elected Grand Lodge officers will be invited to be the installing officer. If so, it is prudent to extend a written invitation as soon as possible.
- The Installation Team.
- Ask Past Masters for any tips or suggestions to help make the event successful.
- Start a draft event-calendar for the year following the Installation. Make notes about planned special events such as:
 - Past Master’s Night.
 - Ladies’ Night/Sweethearts dinner.
 - Youth Night. Invite Job’s Daughters, DeMolay or Rainbow to exemplify their degree work.
 - Guest speakers.

While many Lodges have the Installation of Officers in December or January, the Masonic Code allows mid-year elections and Installations. It is permissible to elect officers as soon after Grand Lodge as the Lodge's stated meetings allow and install soon afterwards there-by avoiding the holiday season. There might be a better chance of getting an elected Grand Lodge officer to participate in late summer or early fall.

By visiting other Lodges, a Warden will help develop relationships that will encourage Officers of other Lodges to attend your meetings and Installation.

Senior Warden:

Everything that was suggested for the Junior Warden applies to the Senior Warden. If he has not started his Installation planning, it is time to begin. The term calendar should be mostly complete. He should determine if the Installation will be open or tyled. While this decision is up to the Lodge as specified in the Washington Masonic Code, the wishes of the Senior Warden are usually followed.

The installing team should be set no later than about four months before the installation. Installing officers include the:

- Installing Master.
- Chaplain.
- Secretary.
- Marshal (two may be preferable).
- Senior Deacon.
- Musician (optional).
- Other Brothers as necessary to deliver charges and the like.

Traditionally, the outgoing Master has the right to install the Master elect. Few exercise this right but it would be appropriate to discuss this soon after elections.

According to the installation ritual the newly installed Master is the one to install the rest of his team. This is the practice in some Lodges but in others arrangements are made for an Installing Officer to perform this task.

A Past Master of any Lodge may install the new Lodge Officers. While the Installation Ritual only calls for one Installing Master, many Lodges use different Past Masters to install the Master, Wardens or Deacons and/or give the Charges. This provides an opportunity to honor those who have provided guidance or mentorship to the incoming Master.

Using two Marshals helps speed the ceremony along.

An experienced Installing Senior Deacon can be of great assistance to the retiring Master who may need to have someone conducted or escorted. Choose a Brother who understands the installing ceremony who can help by passing the right jewels and tools to the Marshal.

The Installing Marshall, Chaplain and Secretary do not need to be Past Masters. Using Masons who have provided assistance in ones' Masonic career again provides the opportunity to honor them.

It is suggested that at least two months prior to the installation write letters or email each of the appointed officers asking them to serve in the office chosen for them. Also out of courtesy, even though they are elected positions, the Treasurer and Secretary deserve a letter thanking them for their past work and hoping they will continue in office.

Courtesy says that in addition to a telephone call or email, the Master-elect write each Brother on the installing team, asking them to serve. This should be followed by a message reminding them of the date, time and place. It is best to reconfirm with any Grand Lodge officer with the same information and let him know who is on the installation team. Also provide the Installing officer a list of the officers to be installed (and how to pronounce their names). Be sure to tell him if it will be a tyled or open installation. The Lodge should determine by a vote, at the time of the election of Officers if there will be an open or tyled installation.

Memorize the Master's Obligation.

Installation Suggestions

Preparation is the key to a successful Installation. The day of the event there will be many things going on; the Master-elect must not wait until the last minute to make decisions. He should have a go-to person to take care of anything that may crop-up.

Prepare for the Installation:

- Use a binder to hold all the information concerning the Installation.
- Create an Agenda for the day.
- Food: get a cake and other food ordered and perhaps ask one of the Masonic Youth Groups or perhaps Eastern Star to serve. Do not wait until the last minute to order things.
- Practice: Make sure the officers have had a basic walk-through of the ceremony.
- Get to the hall early enough to greet everyone who comes in and especially your installing officers.
- Make sure the installing officer knows of any last minute changes in the installing team or the lodge officers.
- Make sure the installing officer knows if the musician is going to play a special number during different parts of the ceremony. And don't surprise the musician by saying, "Would you like to play something?" Plan with him some music before the installation so he is really prepared.
- Get a hat for the ceremony that fits you, either purchase one or use an old Lodge hat, it does not have to be a top hat. New Masters have worn top hats, homburgs, derbies, bowlers and Scottish Tams.
- If you want a printed program do not wait until the last minute. Spell names correctly and have someone proof read the program. If there is a difficult

name to pronounce, clue the Installing Officer, Installing Secretary and Installing Marshals how to say it.

- Remember to coordinate with the secretary if there are any special presentations to be made. There should be a Past Master's apron. The Installation is a good occasion to present a Hiram Award to a deserving Lodge member. This award needs to be ordered from the Grand Lodge office a month, but not less than three weeks in advance and should be done jointly with the retiring Master.
- Have a written check list of all items needed for the Installation.
- If flowers are going to be used, have them set in place well before guests arrive.
- Let any Officer escorts know of any special order or other arrangements necessary.
- Consider a token of appreciation for the Installation Team and the newly installed Lodge Officers.
- Arrange to have someone responsible to clean-up after the Installation.
- If the Installation is to be held at a place other than the location specified in the Lodge by-laws, dispensation must be obtained from the Grand Master. Be sure to make the request early.

If the Grand Master (or his Deputy in the District) is present, it is his prerogative to take over the duties as the Installing Master and while he should be asked his "will and pleasure," unless previous arrangements have been made, he will almost certainly decline.

Installation Binder

Generally, the best way to organize the Installation and to make sure nothing is missed is to create a binder to hold everything concerning the event. One can use one page per topic, placed in the same order as the agenda. It is helpful to write out the full titles and names of those who will be addressed, presented or introduced. Determine if they will be escorted, conducted or introduced in place. Also write out anything that is wished to be said. Installations are hectic and it is easy to forget names, titles and whom to thank.

Offer to include any information the out-going Master would like as to minimize the number of documents on the podium.

Any comments or speeches should be written down and included in the binder to help keep one on track and avoid rambling. It is inadvisable to "wing-it" or speak off the cuff as this is not usually successful.

Examples of introductions and thanks:

Thank the Installing Master M.: W.: Gotten T. Munchen, Past Grand Master

"M.: W.: Brother Gotten Munchen, I want to thank you again for installing me and the elected officers. It is always such a pleasure and of course an honor to have

you here at our lodge again. I am sure that everyone here enjoyed your work as much as I did.”

Thank the other installing Master V.:W.: James R. Wallflowere, Past Deputy in District No. 50

“V.:W.: Brother Wallflowere, and of course I want to thank you for doing such a great job in seeing that our appointed officers are properly installed.

Other introductions:

Brother Junior Warden, do you have any visiting Junior Wardens or Junior Wardens-elect for this upcoming Masonic year that you want to introduce West of the Altar?

Brother Senior Warden, do you have any visiting Senior Wardens or Senior Wardens-elect that are here and you can introduce West of the Altar?

Brother Senior Deacon, would you escort in front of the East the visiting Worshipful Masters.

*** raps – step down and introduce them going from your right to left so you can read their name tags and ask for the public grand honors.

Brother Senior Deacon, would you collect the members of the Grand Lodge team EXCEPT the Deputy of the Grand Master, and escort them to a place in front of the East.

*** raps – step down and introduce them and ask for the public grand honors.

Brother Senior Deacon, will you please escort to the East, Very Worshipful John Glee, the Deputy of the Grand Master in District No. 55.

It is with great pleasure I present to you Very Worshipful Brother John Glee, Deputy of the Grand Master in District #55, you will join me in according him the public grand honors.

[Hand him the gavel and ask him for some words, etc.] *Very Worshipful Brother Glee do you have some words for us this morning?*

If the Grand Master is present, everything may change. If that is the case, the new Master should get advice and direction from him and not attempt to guess his intention. Even though he wears a fancy apron, he is a Brother and has shared this experience.

Other Introductions:

It is appropriate to thank and introduce family members. Again any comments should be written out. Too often one can become tongue-tied and even say the wrong thing.

The Senior Deacon should be reminded that Masons [and the DeMolay State Master Councilor] are always taken by the left arm leaving the right arm free. Others are conducted by the right arm.

When introducing a number of Brethren in a line, the introducing officer should start at the far left (south) side of the line. This affords a look at their name tags without having to look across the person being introduced. Just as during a regular meeting, after the Wardens introduce and greet their peers, they should ask "What is your pleasure, Worshipful Master."

If the Master introduces his family, then the officers should be asked to introduce their families and friends.

Presentations:

After introductions is a good point to make any special presentations such as the Past Master's Apron to the immediate Past Master. One should be sure to include all presentations in the Installation binder, write out what is going to happen and be said. No one should get maudlin about the immediate past Master.

All the Brothers should avoid long speeches. The attendees appreciate fewer remarks rather than more. For the most part they have been sitting for a long time and would like the ceremony to end.

After the ceremony completes it usually best to make a quick ending, *"Thanks everyone for attending and let's all talk over the refreshments in the dining room."*

It is up to the just installed Master to determine how the officers will retire. Some will just rap the gavel to end the ceremony; others will want to have a more formal exit of the officers.

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