

PROVINCIAL GRAND LODGE OF SOMERSET

DRAFT GUIDANCE NOTES FOR PROVINCIAL STEWARDS (2015)

These notes outline the procedures and protocol to be followed on Fraternal visits to Craft Lodges by the Provincial Grand Stewards when supporting The Provincial Grand Master, his Deputy or Assistant, or a Representative of the Prov. Grand Master (Representing Officer).

Note: The Deputy and Assistant P.G.M.s' attend in their own right and do not represent.

1. The notes are intended as a general guide for the Provincial Grand Steward as to his duties at a fraternal visit, but are not exhaustive and do not cover the many different situations with which a Pr.G.Stwd would need to deal as he sees fit at the time. Circumstances may arise when for a particular reason the P.G.M., D.P.G.M. or A.P.G.M. may wish to vary the procedures outlined.
2. The Provincial Team will be advised of the dates on which the official visits are to be made. If you are unable to attend could you please arrange a 'swap' and let one of the Deputy DC's know by phone as soon as possible.
Should you have a special Lodge(s) you would like to attend in your official capacity during the year we will try to arrange this if at all possible, as long as sufficient notice is given.

The Secretary of the Lodge concerned will be informed of the names of the Provincial Team who will be attending the Fraternal visit along with contact details.

The Secretary will also have been asked: -

- To ensure that the Provincial Team receives a summons (e-mail) and that one has been sent to the Ruler attending.
 - To supply the Lodge D.C.'s name and the telephone number when sending the summons to enable the Pr.G.Stwd to make contact with the Lodge DC in advance of the meeting to discuss the agenda, items in paragraph 3 below, and ensure the proposed ceremonial complies with Provincial policy. In the case of any proposed variation the Pr.G.Stwd should seek approval of the Provincial Principal as soon as possible before the meeting.
 - To arrange that the Lodge D.C. makes himself available before the meeting commences for a brief run through of the procedures.
 - To request that a parking space be reserved for the Ruler where possible.
3. At the meeting with the Lodge D.C. (where not finalised beforehand – see paragraph 7 below) the Pr.G.Stwd should ascertain:
 - That the Lodge DC will select no more than 6 Somerset Provincial Grand Officers to form the Escort in addition to the Lodge DC and Asst DC. The actual numbers may need to be small depending upon the size of the Lodge room.
 - In which degree the Salutations are normally given in that particular Lodge and at which point in the proceedings the Salutations will be given.
 - That the seating in the Lodge is correct and marked for the Ruler and the Provincial Team, including himself.

- That the Pr.G.Stwds seat provides him with easy access to the floor of the Lodge, this is important and the first seat in the front row in the N.E. is usually a good place. The Pr.G.Stwd must see that he is not boxed in at the back of the seats on the Dais.
- That at the Festive Board:

Note: This needs to be pre-arranged with the Lodge prior to the seating plan being published.

- The seating is correct for the Ruler and that the Provincial Team are suitably dispersed amongst the members of the Lodge. It will be suggested to Lodge Secretaries that their Dining Steward might consider putting like with like. i.e. should the Provincial Charity Steward be amongst those attending, he should sit with the Lodge Charity Steward
- ⊖ The correct Toast list is available and used at the appropriate time

Note: -

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

If the Salutations are given in the 3rd Degree the Pr.G.Stwd should ensure that a block is placed conveniently in the West, should he need it, from whence he will give the salutations).

4. The Pr.G.Steward is primarily concerned with:

- The **escort in** and reception arrangements for the Ruler and Provincial Team, (Note 5).
- The **Salutations** to the P.G.M. Deputy PGM, Asst PGM, or any Brother Representing the PGM. (See note 6)

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

5. **Procedures.**

- The Pr.G.Stwd should ensure that all Grand Officers, Acting Provincial Grand Officers and any possible V.I.P`s. stay outside the door of the Lodge, to enter the Lodge with the Provincial Team. The procession in usually takes place immediately after the Lodge is opened in the First Degree.
- Whilst the Lodge is being opened the Pr.G.Stwd will line up the Ruler, Grand Officers and Prov. Grand Officers in reverse order at a convenient part of the anteroom, leaving room near the Lodge door for the Past Provincial Grand Officers who will be coming out of the Lodge as an escort if required.
- Please note that the order of precedence in processions and seating, places the Provincial Grand Wardens between the Ruler(s) and Grand Officers.

- The Lodge Tyler should seek the admission of the Pr.G.Stwd in the usual way by saying e.g. “W.Bro (John Smith), Provincial Grand Steward **requests** admission”. It is advisable to write or print a piece of paper or card with your name and rank upon it for the convenience of the Tyler and Inner Guard.
- On entering the Lodge the Pr.G.Stwd will salute the W.M. from a position in the West behind the pillars or about one quarter way up the Lodge in front of the S.W’s chair. The wand should be transferred to the left hand for saluting. The sign is cut after addressing the Master.
- Pr.G.Stwd will say “Worshipful Master R.W.Bro. C A Stuart Hadler, Provincial Grand Master **for** The Province of Somerset, accompanied by The Deputy or Assistant P.G.M.s’, a number of Grand Officers and Provincial Grand officers is without and **demands** admission.
- If the Deputy P.G.M. or Asst. P.G.M. is attending, the Pr. D.C. will say e.g. “Worshipful Master, V W. Bro. Raymond Guthrie, Deputy Provincial Grand Master **of** The Province of Somerset, accompanied by (however many) Grand Officers and Provincial Grand Officers is without and **demands** admission”.
- If the Principal attending is someone other than the above then the Pr.G.Stwd will say e.g. “Worshipful Master, W.Bro (Name), Provincial Senior Grand Warden representing R.W. Bro C A Stuart Hadler, Provincial Grand Master **for** The Province of Somerset, accompanied by (say) 3 Grand Officers and (say) 2 Provincial Grand Officers is without and **requests** admission” (or other names and ranks will be substituted as appropriate).
- W.M. replies – “Admit him, W.Bro Provincial Grand Steward ”.
Pr.G.Stwd returns wand to right hand, steps, returns wand to left hand and gives a further salute, – “W.M., is it your wish that an escort be formed?”
W.M. replies “ It is, W.Bro Provincial Grand Steward ”.
Pr.G.Stwd cuts sign, returns wand to right hand.
- Pr.G.Stwd “Will those Brethren who are Officers of the Provincial Grand Lodge of Somerset and nominated to form the Escort, please form a column in the South, to retire from the Lodge, to escort the R.W. Provincial Grand Master (or to escort the representative of The R.W. Provincial Grand Master) into the Lodge”. “Brother Director of Ceremonies, Brother Assistant Director of Ceremonies” .
- The Lodge D.C’s. then take their position at the front of the escort i.e. nearest the West. When the column has been formed the Pr.G.Stwd will then say “Forward Brethren” and leads or follows the Escort from the Lodge.
The Inner Guard should be briefed beforehand to open the Lodge door wide.
The Lodge D.C’s. lead the column to meet the awaiting column outside and form up in reverse order. The Lodge DC and ADC will lead the escort back into the Lodge.
- When the Pr.G.Stwd arrives (if from rear of column, as in most Lodges), he briefs the escort on what the procedures are for the escort (most will have carried out this duty many times). He will then ask the P.G.M. or other Ruler if he is ready to enter. If the answer is in the affirmative, he turns around and proceeds back through the escort to the door of the Lodge.

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

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

When the shuffling has finished the Pr.G.Stwd will say “Forward Brethren”.

- If there is only one Lodge D.C. he heads the left hand column, and the Pr.G.Stwd heads the right hand column. They proceed up the North side of the Lodge, halting when they reach the East and turn inwards. If the Lodge is not very wide they will parade each column either side of the pillars. The Pr.G.Stwd then turns and proceeds slowly to the West between the two columns, making sure that they are far enough apart. He should time his progress so that he reaches the West just as the Ruler enters.
- Should both Lodge D.C`'s lead the column(s) the Provincial D.C. will go back outside and lead the Principal into the Lodge and wait to the North of the Pillars.
- The Principal will then salute the W.M. between the Pillars.
- The Pr.G.Stwd will turn around and proceed slowly and with great dignity to the East, preceding the Ruler. The Pr.G.Stwd then side steps to his right, and turns to his left, so that the Principal can walk past him to his seat. The Pr.G.Stwd takes a pace forward, turns to his right and faces the Ruler and they acknowledge each other with a court bow (head only).

The Ruler then sits, the Pr.G.Stwd turns about and court bows to the Provincial Grand Wardens if present then the Grand Officers who proceed in pairs (if there is room) through the column, in order, to their seats, followed by the other Active Provincial Officers. You should brief them before entering that they should walk through in pairs and both court bow to the WM before taking their places. (court bow only – head only inclined forward – **not** from the waist).

- Having seen that they find their seats, he invites the Past Provincial Officers to come through the column and return to their seats. and finally the Lodge D.C. and A.D.C. He then faces the Lodge and says, “W.M. and Brethren be seated”.
- The W.M. will then welcome the Ruler and the Provincial Team. It should be checked beforehand that the W.M. knows that only the P.G.M., the Deputy and the Asst. P.G.M`'s are offered the Gavel. No other Representatives are offered the Gavel. He should also check beforehand that any Representing Officer knows that he should **not** receive it even if it is offered in error.
- The Lodge work then proceeds.
- It is worthwhile mentioning that an escort is not essential if you have a good number of the Provincial Team in attendance. You must use your judgement to determine whether an escort is necessary or practical given the space available at some venues.

6. Salutations

At the appropriate time, i.e. either after the minutes have been read and matters arising (if any) have been dealt with or after the Lodge is opened in the 3rd Degree if appropriate, the Pr.G.Stwd will proceed to the West and salute the W.M. (placing his wand in his left hand if in the 1st Degree or in the wand holder if in the 3rd Degree) and say e.g. "Worshipful Master and Brethren, we are honoured this evening by the presence of R.W.Bro Clarence Alfred Stuart Hadler, Provincial Grand Master **for** the Province of Somerset, and I call upon you to rise, (then once all are standing and quiet) and salute him with seven, taking the time with me, to order Brethren". (Remember to step and stand to order, passing the wand to the left hand).When the salutation is completed he will then say, "W.M. and Brethren pray be seated".

Another example of a salutation would be: "V.W.Bro Raymond Guthrie, Past Grand Sword Bearer of the United Grand Lodge of England, Deputy Provincial Grand Master **of** the Province of Somerset, and I ask you to rise, and salute him with five, taking the time with me" Once completed ask the Brethren to be seated.

He will wait until the Ruler or his representative has responded and will then return to his seat, taking care at all times to square the Lodge and to acknowledge the Lodge D.C. before resuming his seat. You will note that for anyone other than the PGM, you need to announce their Grand Rank first , followed by their Provincial Grand Rank. The Provincial Grand Master is a Grand Rank in its own right.

There will be no further salutations. This revised procedure is set out in the 2014 version of the Lodge DC's Handbook.

7. Outgoing Procession.

The Lodge D.C. will organise the outgoing procession but it will be essential that the Pr.G.Stwd discusses and advises the Lodge D.C. of the usual protocol. Normally the P.G.M. prefers to accompany the W.M. if the W.M. processes out, as do the Deputy and Assistants.

The Lodge D.C. should be made aware that the WM is expected to accompany the Ruler in the procession. Directly behind them are the Lodge Wardens. Any other Rulers would then be arranged with the most senior behind the Lodge Senior Warden. Then Grand Officers, Provincial Grand Officers and VIP's.

If the Lodge does not have a retiring procession.

Immediately after the Lodge is closed and the closing Hymn and the National Anthem (if sung) has been sung, the Pr.G.Stwd will say "The Brethren will remain standing whilst the R.W. Provincial Grand Master (or V.W.Bro etc) accompanied by the WM retires from the Lodge. Will the Provincial Grand Officers of Somerset, please form a double column in the South to escort the R.W. Provincial Grand Master from the Lodge (pause), Active Provincial Officers, Grand Officers, Provincial Grand Wardens". These brethren having formed up should turn inwards.

The Pr.G.Stwd will then bow to the PGM then to the WM, who will proceed together through the column **lead** by the Pr.G.Stwd followed by Provincial Grand Wardens, Grand Officers, Active Provincial Officers and past Provincial Officers, etc. who will fall in behind.

Confer with the Lodge D.C. in all cases to ascertain any Lodge variations.

8. Before dining the Ruler will be entertained by the W.M. and members of the Lodge, but the Pr.G.Stwd should ensure that he is readily available to the Ruler should he be required and he should ensure that the Ruler is being looked after properly.

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

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

During the course of the Festive Board, he should ascertain from the Ruler at what time, or at what point in the proceedings, he wishes to retire and convey that information to the Lodge D.C. If the evening is progressing in a timely fashion, then the Ruler will normally stay until the end of the proceedings. However if there is considerable delay in the serving and consumption of the meal or if the Lodge D.C. is slow to make progress through taking wine and then the official toasts, the Pr.G.Stwd should encourage the Lodge D.C. to accelerate the process to avoid the need for the Ruler to depart before the end of the formalities. The Rulers and Representatives have set a guideline of four hours for a Provincial Fraternal visit or four and a half hours for an Installation Meeting. This has been communicated in bulletins to Lodge Secretaries and is also contained in the Lodge DC's Handbook.

Should the need arise that the Ruler does wish to retire before the end of formalities, the Pr.G.Stwd will ask the Brethren to stand to order at that time by announcing e.g. "Brethren will you please rise as The R.W. Provincial Grand Master wishes to retire".

The Pr.G.Stwd accompanies him and sees him to his car.

General Points

1. Always try to ensure that the Principal's driver is well looked after.
2. Dress will normally be morning dress with short coat, or black suit and Provincial tie and clean suitable shoes. Provincial Officers on duty do **not** wear dinner jackets with black or Provincial bow ties, irrespective of what the Officers or Brethren of the Lodge wear and no matter what it says on the summons regarding dress. When on duty the Royal Arch Jewel and 2020 Festival Jewels only are to be worn.

Barry McCormack
Provincial DC