

Grand Lodge of the Most Ancient and Honorable Society of Free and Accepted Masons for the State of New Jersey

STATEMENT OF PURPOSE

The purpose of this manual is to assist the Master and other lodge officers in dealing with the administration of the non-ritualistic duties and activities incident to their offices. It is also hoped that it will be a means of cementing and keeping intact the Masonic manners and courtesies that tradition and usage have established in New Jersey over the years.

It is intended to be a ready source of information to the lodges and officers that will aid them in conforming to established customs and procedures of the Fraternity, thus, to assist in maintaining the dignity and uniformity in those customs and procedures throughout the Jurisdiction.

The Committee, in gathering and compiling these protocol guidelines and suggestions included herein, does not in any way intend to infringe on those portions of Ritual, Constitution, or By-laws which are now in effect. Neither do we wish to limit or inhibit a Worshipful Master or other lodge officers from performing in a manner which is consistent with good taste and common sense. Every possible situation cannot be foreseen. The information included in this manual is in no sense wholly original with this Committee. We have attempted to compile the information currently published in various forms, within our own Jurisdiction along with the customs, traditions, personal experience and knowledge of current and past Grand Lodge Officers.

If this manual serves to make your task as an officer of your lodge easier or gives you an expanded and improved knowledge of Masonic Protocol, then this manual will have been worthwhile. This purpose can best be accomplished by faithfully studying the ideas and suggestions and by sharing them with the brethren of your lodge.

We sincerely hope that this manual will prove to be a worthwhile handbook or guide and will become an indispensable book for all lodge Officers. Properly used as a companion to the Constitution and By-laws, Officers Manual, and the Masonic Ritual, it should guarantee a high degree of dignity and decorum within New Jersey Freemasonry.

DEFINITION OF PROTOCOL

In this usage, we mean more than just a verbal agreement of how we are going to conduct ourselves. What we are really talking about is the fine art of good manners. Freemasonry has developed its own conventions, by which its members act in lodge and the anteroom. Not to proceed according to their dictates is not a Masonic offense; it is merely a lack of Masonic manners.

Titles can be confusing to an inexperienced brother, but they can be very simply handled and your District Deputy Grand Master (DDGM) who will always be ready to assist and advise you. The little refinements, which can be accomplished only by forethought and carefully laid plans, will mark a well-governed Lodge, one which is well handled and in which a visitor is properly received and treated.

Lodge courtesies, like those in the outside world, are founded wholly in the Golden Rule. They oil the Masonic wheels and enable them to revolve without creaking.

I. MASONIC PROTOCOL IN THE LODGE ROOM

A. Opening of Lodge

A Masonic Lodge cannot be regularly opened unless the warrant is present, except in the presence of the Grand Master, or by the Deputy Grand Master in the absence of the Grand Master.

The Worshipful Master, Senior Warden, or Junior Warden must be present to open a Masonic Lodge. However, the senior of these three (Worshipful Master, Senior Warden, Junior Warden) brethren present may appoint any *other brother* to open the Lodge in his presence.

The number of Masons required to open or close a Lodge is the seven prescribed by the ritual, one of whom must be the Worshipful Master or either of the Wardens. The seven required by ritual are the Worshipful Master, Senior Warden, Junior Warden, Treasurer, Secretary, Senior and Junior Deacons. A Masonic lodge must be tiled. In the absence of the Tyler, the Junior Deacon tiles from his place.

To do Masonic work, the presence of seven Master Masons is required, and for the transaction of lodge business the presence of seven of its members, is a quorum, the number required to retain a lodge warrant, is necessary.

If there be a legal quorum present (seven members of the lodge), the majority of those voting decides any matter of business.

Lodges may, in their By-laws grant permission to their Worshipful Master to open a regular communication at any time not more than one hour before the time fixed in their By-laws.

In the event of an early opening, no business is to be transacted until the regular meeting time.

A dispensation must be granted by the Grand Master via the District Deputy Grand Master to open a regular communication other than as stated in the By-laws of the Lodge. [e.g.; at a different time or place]

The Master of the lodge may at any time order an emergent communication, or change the time of one already ordered, but no work may be done on Sunday, except such as is permissible at an emergent communication with the approval of the Grand Master. In the Master's absence the Senior Warden may do the same. If both the Master and the Senior Warden are unavailable the Junior Warden may also exercise this privilege. Due and timely notice must be given to the brethren, if possible.

B. The Flag

The flag represents a living country and is itself considered a living thing. Therefore, the lapel flag pin being a replica should be worn on the left lapel near the heart.

During rendition of the national anthem when the flag is displayed, all present except those in uniform should stand at attention facing the flag with the right hand over the heart. Men not in uniform should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should render the military salute at the first note of the anthem and retain this position until the last note. When the flag is not displayed, those present should face toward the music and act in the same manner they would if the flag were displayed there.

The pledge of Allegiance to the Flag, "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all," should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform, men should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag, and render the military salute.

C. The Hat

The Worshipful Master may be known by his head being covered; remember, if you relinquish the gavel, remove the hat. The hat is also removed during prayer, when addressing the Flag, in a moment of respect for a departed brother and at funerals. The District Deputy Grand Master will decide all matters concerning the suitability of a hat. A Masters hat should not be abusive or offensive.

A Brother (sideliners) can wear an article (yamika, turban) if it is apparel of his religion, and only by dispensation of the Grand Master.

D. Wearing of Aprons and Jewels

The brethren will be clothed. The badge of a Mason is his Masonic apron. In New Jersey, each Master Mason is presented with a white lambskin apron (or a facsimile) that he is to wear at all communications of Masonic meetings requiring Masonic dress. In New Jersey, the rule is to wear the apron outside the suit coat and outside the outermost garment where it is the most visible. **If you are a New Jersey Mason, you will wear a New Jersey apron when in a New Jersey Lodge.**

Officer's aprons, traditionally white lambskin with a blue border, are to be worn by elected or appointed Officers of the Lodge. Past Masters elected or appointed as Officers, **must wear a blue Officer's apron. A Past Master's apron, and R.W. apron is not acceptable.** The silver metal collar with the jewel of office is worn with an Officer's apron, as prescribed in the Constitution & Laws. Current Grand Lodge Officers, when sitting as a Lodge Officer will wear an officer's apron. Any pro tem officers must wear an Officers apron.

The Distinguished White Leather Apron is a white lambskin apron with the Seal of the Grand Lodge imprinted in blue on the apron flap. A recipient of the Distinguished White Leather Apron shall thereafter be known as Distinguished Brother (Last Name). (When sitting in an Officers chair, he must wear the officers apron)

Lodge Officer's jewels are silver and have the symbol of each officer's station attached, and are to be worn when serving as an officer in his station or place.

Grand Lodge Officer's jewels are gold and have the symbol of the office attached and should be worn as directed by the Grand Master.

The wearing of aprons and jewels at church services is permissible when the attendance is **25** brethren or more. Permission must be obtained in advance from the Grand Master to participate in parades or other public ceremonies in Masonic regalia, once again there must be at least **25** brethren in attendance.

E. Entering or Retiring from a lodge

While at labor, a brother requesting the Tyler to admit him into the lodge should inquire on which degree the lodge is working. While the lodge is at labor, a brother should enter on the square, which would be a line on the South side of the lodge to a point West of the alter, then North to the center of the alter and face East. When the Worshipful Master rises, the brother should be on the appropriate step and give the due guard and sign of the degree on which the lodge is at labor, and then proceed as directed by the Worshipful Master.

When retiring from the lodge, the brother will approach the Altar, wait for the Worshipful Master to rise, salute and retire from the lodge on the square in the reverse manner as when he entered.

Informal admittance may be permitted only by the Worshipful Master, when so announced the brethren will enter the lodge and go directly to their seats without going to the Altar or saluting. When crossing the room to the North side of the room a salute must be given.

When entering or retiring from the lodge while on refreshment, a brother will stand West, but not south of the Altar and as close to the Altar as possible and salute the Junior Warden. He may then proceed to enter or retire from the lodge informally. If he forgets to determine the degree and activity status from the Tyler beforehand, observing the position of the Warden's columns and that of the Square and Compasses will indicate who and how to salute.

The Tyler must not permit a Brother to enter the lodge while the lodge is being opened or closed.

There should be no alarms while the Grand Master is present. With the same consideration, alarms should never disturb a candidate during a degree. So, bearing in mind that a brother may attend, to see the Grand Master, or to hear a speaker, or to see a friend receive a degree, it would be well for a Worshipful Master to explain this to the Tyler at the beginning of the year and leave it to his good judgment to allow a Brother to enter informally.

In moving about the lodge while it is on labor or refreshment, the rule is that no one from the sidelines shall cross between the Worshipful Master and the Altar unless specified by the ritual. This is so that the Worshipful Master may view the Volume of Sacred Law at all times for his edification, wisdom, and guidance. Also, in reverence to the three great lights and respect to the Worshipful Master, when crossing the lodge from North to South or South to North on the West side of the Altar, a brother will look toward the East and give the appropriate sign of the degree without stopping.

During Refreshment when entering or exiting the Lodge room it is necessary to salute the Junior Warden with the proper step, dueguard and sign of the appropriate degree. During Refreshment the Tyler should remain at his position to assure that only Masons enter, or invited guests is being accompanied by a Mason enter.

F. Use of the Outer and Inner Doors

The Outer door is the *only* door by which members, visitors, and guests will enter or retire from the lodge room. The outer door is tyled from the outside by the Tyler and from the inside by the Junior Deacon.

The inner door is in the custody of the Senior Deacon and is answered only by the Senior Deacon when an alarm is given by or for a candidate in waiting. It is unmasonic and discourteous to the Worshipful Master for brethren to enter or retire by the inner door when the lodge is at labor.

G. Conducting Candidates/ Escorting Masons

There is a major difference between conducting and escorting. To conduct someone is to take him by the upper arm and lead him to a destination. There are three ways of escorting a brother, first is simply by saying "follow me". The second would be by offering your right arm to the brother and you will take him to his destination. The Senior Deacon will switch his rod to a left hand carry before offering his arm to escort a brother. The third way is by the forming of an arch by the Sr. and Jr. Deacons, with the honoree taking their inner arms, and walking between them.

Candidates are neither expected nor permitted to move about of their own volition; they are conducted at all times. Once the degree is completed, you do not put your hands on the candidate again, except as a candidate in another degree.

Master Masons, as such, are all equal and are escorted, but never "conducted".

H. Gifts to Candidates

All candidates are to be treated "in the same way and manner". Any gifts presented to candidates in open Lodge will be the same to each. Other special, personal, or family gifts should be made after the lodge is closed. There are no exceptions to this rule.

I. Balloting

There are three forms of voting in our Masonic Lodges: First, the secret ballot with the ballot box using white balls and cubes; Second, a written ballot; and Third, the manual or ancient voting sign of a Mason. (Which is done by raising your left arm to horizontal position and bending the elbow to a 90 degree angle upward) Balloting for membership is done on the Master Mason Degree only

We should remember at all times, when the ballot is called for, that the lodge is at labor and every brother should conduct himself accordingly. We salute before casting our ballot; the salute is not returned. This is a reminder to ourselves and an affirmation to our brothers that we are conscious of our obligations and that we vote not as an individual but as a Master Mason and for the good of the Craft.

It is not only the right, but also the duty of each Master Mason to vote unless excused by a three-quarters vote of the members present. (This is easily determined by the Worshipful Master announcing, "Brother (name) has asked to be excused from voting. Is there any objection?" The show of hands will quickly determine the number, if any, of objections).

The ballot must be kept strictly secret. It is unmasonic for a Brother to state how he has or will vote. A brother shall not inquire of another how he has or will vote. (Subject to Masonic Charges).

Remember that if he is a member of the lodge, the Tyler comes under these same rules. The Junior Deacon replaces him while inside. The Worshipful Master makes the same announcement to him as was made to the lodge.

J. Addressing the Lodge, Worshipful Master, Officers and Brethren

When a brother enters a Masonic Lodge he must suppress his own personality to the extent that Masonic dignity and courtesy are observed at all times. He must remember his Masonic Obligations and conduct himself as a Brother Mason at all times. The principles of ordinary courtesy will always enhance the dignity of his speech.

The Worshipful Master is addressed as Worshipful Master except where indicated in the ritual as Worshipful Sir. A Past Master is addressed as Worshipful Sir. A brother should never be addressed as Brother John or Brother Joe, but as Brother Brown or Brother Smith. An officer should always be addressed by the official title of the office that he holds rather than as the brother who holds it.

A DDGM should be addressed as Right Worshipful District Deputy Grand Master or as Right Worshipful Brother (last name), District Deputy Grand Master or as Right Worshipful (full name) District Deputy Grand Master. The exception to this is when he closes the lodge by virtue of a dispensation granted to him by the Grand Master at which time he will be addressed as Worshipful Master.

A SALUTE WILL BE GIVEN PRIOR TO SPEAKING AND THERE IS NO SALUTE UPON COMPLETION OF WORK DONE.

When addressing the Worshipful Master, a brother should rise, wait until acknowledged by the Worshipful Master, salute, address the Office as Worshipful Master, and continue to speak. This is the same procedure to use when making a motion. A brother wishing to speak to an officer or another brother should ask the permission of the Worshipful Master to address the officer or the brother to whom he wishes to speak.

It is not courteous to talk or cause any confusion during a lodge session and the Worshipful Master has the right to call any such offending brother to order if the harmony of the lodge is being disrupted. The lodge is no place in which to discuss religious, commercial (i.e. business), or political problems. Bitterness and ill-will are discourteous and criticism of the Lodge or Grand Lodge is clearly unmasonic.

Officers while sitting in their chairs will not cross their legs, or fold their arms. When standing, hands should be at their sides, showing good posture.

K. Grand Honors

Grand Honors are always given to the Grand Master. They are always given to the Deputy Grand Master, in the absence of the Grand Master and are always given to the District Deputy Grand Master when he is officially representing the Grand Master. They may be given by courtesy to a Past Grand Master.

Grand Masters have generally directed that Grand Honors be given to the recipients of 50, 55, 60, 65 & 70 year tokens, and 75 year jewels on the presentation of their certificate.

If Grand Honors are once given at a communication of a Lodge, they should not again be given at that communication to any brother unless he be of a higher Masonic rank than the brother to whom they were first given -or unless they be given (with the approval of the Grand Master) to recipients of 50, 55,60, 65, 70 year tokens and 75 year jewels.

At a closed ceremony of Installation, the Grand Honors are given to the Worshipful Master after his investiture. At the conclusion of the ceremony, after the Proclamation in the South, West, and East, the Grand Honors are again given and everyone joins in giving them. They are regarded in this instance as being given to the Grand Lodge of New Jersey, and in the broader sense, to the Institution of Freemasonry in general.

Public Grand Honors are given to the Worshipful Master at an open Installation and after the Marshal makes the Proclamation. They are also given at open receptions, Gold Token presentations when the family of the recipient is invited in while the lodge is on refreshment, cornerstone laying, etc.. In essence the public Grand Honors are substituted for the Grand Honors whenever Grand Honors are called for but we are in front of the public. **(Public Grand Honors are 3 times 3)**

L. Masonic Funeral Ceremonies

All Master Masons are entitled to a Masonic funeral service. If requested, Entered Apprentices and Fellow Crafts are also entitled. "Once a Mason, always a Mason" When a family requests a Funeral Service, and the deceased was suspended (NPD), you may do the service. If the family requests another apron (such as PM, RW or GM) you may do so after the service.

The only acceptable Funeral Service is found in the Officer's Manual titled "Manual for the use of the Lodges" has the complete service with extensive guidelines.

The wording of the exhortation itself was set by vote of this Grand Lodge and the record can be found in the appropriate Manual. **It is designed to permit no personal or private eulogy.**

Bear in mind that all processions are under the direction of the Marshal, so even in the funeral parlor we are at labor and under lodge room discipline. The procedures have been set and are detailed to make them easy to follow and it is to our advantage to do so.

The most appropriate dress is a dark business suit unless the lodge is conferring a degree on the evening of the funeral service, then the officers would normally be wearing tuxedos. A very small number of lodges conduct their services in tuxedos because they have done so for many years and the communities were accustomed to it.

Not only should the oration be delivered from memory, but it is well to remember that the rule is, "There will be no ritual books in evidence".

The procedure is so arranged that the brother doing the service should lead the column on the side that will place him at the foot of the casket and the Chaplain, bearing the Three Great Lights, leading the other column, will be at the head. It is not at all necessary for the brother delivering the exhortation to wear someone else's jewel. He is not in charge of the Lodge; he is only delivering the funeral oration. In many cases, he is a white apron brother and not an officer. The Master of the Lodge shall not relinquish his jewel to anyone.

The next in line behind the orator is asked to carry the white apron, in much the same position as the one he is wearing, that it may be in full view and available when needed, without appearing as if by magic. If someone else is to do the service it would be well that the Worshipful Master carry the apron.

Probably the second most important thing, is that the Marshal will see that the brethren are so placed that they not obstruct the view of the mourners. He should then find a suitable place for himself until the service is completed, then step back on the floor and direct the procession as the brethren pay their respects and depart; he is the last to do so. All of the brethren will leave the room and then may come back to pay respects to the family.

There is one way and one way only to open a Masonic Lodge in this Jurisdiction. If it is an emergent communication, called for an individual funeral service or for a Lodge of Sorrow for the year, it is opened exactly the same as one for a regular communication. In all emergent communications, when the final gavel is sounded, in the opening ceremonies, the Worshipful Master should rise and announce the purpose of that communication. If the Worshipful Master is unavailable, for any reason, the Senior Warden calls the emergent communication and announces the purpose. If neither the Worshipful Master nor the Senior Warden is available, the Junior Warden may call an emergent communication. At this point there is one difference: "The Pledge of Allegiance to the Flag of the United States shall be given at every regular communication of a Lodge and at all emergent communications except those called to conduct funeral services." [1963] All Lodges have had the privilege of opening a Lodge of Sorrow for the year since this legislation was passed in 1959.

To many, a Lodge of Sorrow has been a great help; others have not chosen to use it. To do so, the lodge must pass, at its Annual Communication, a resolution to do so. Then an emergent communication is opened, after the close of the Annual, and before the next regular communication, or before the next funeral, whichever comes first.

A Lodge of Sorrow is opened for the purpose of conducting funeral services during the ensuing Masonic year. It is to be closed before the next Annual Communication is opened. Provision may be made for an appropriate Annual Memorial Service to our departed brethren.

M. Table Lodge

A table lodge is someone else's ancient, and in most cases, obsolete Lodge form. It comes to us from several sources: English, French, and German included. In those days, lodges often met in what were called Public Houses; later they were called taverns. They were probably the only public place that a group of men could obtain meeting rooms, have a meal served, and remain securely private.

In that day, there was much less ceremony. In some, they were used only after an Entered Apprentice Degree. Some state, "After the making, the candidate was brought into the table." The lectures in those days were worked in question and answer form; the Master asking the questions and different brothers at the table giving the answers. It created an opportunity for good food, good fellowship, and conviviality. They always included a series of toasts.

They do not conform to New Jersey's laws governing a Masonic communication and we have no law concerning table lodges, as such. Their use can serve us well as a means of continuing an ancient and respected custom, providing a special reason for our members to come out and have a good meal and hear a good speaker in the company of their brethren.

If it is desired to serve alcoholic beverages for the traditional toasts, a dispensation to do so must be obtained from the District Deputy Grand Master.

N. Tendering the Gavel

The gavel is the authority of the Worshipful Master of the lodge and is only surrendered on the following three occasions: When surrendering his gavel, a Worshipful Master will always remove his hat.

-The gavel is always surrendered to the Grand Master; or the Deputy Grand Master in the absence of the Grand Master.

-The gavel is surrendered to the District Deputy Grand Master on an official visit.

-The gavel may be surrendered to a brother who has the authority to close the lodge by virtue of a dispensation granted by the Grand Master.

The Worshipful Master does not extend the gavel to a guest speaker unless the speaker is the Grand Master or the Deputy Grand Master.

The gavel is the voice of authority in a Masonic lodge. It never, under any conceivable circumstance, needs a human voice to speak for it.

O. Dress Code

At the following a suit or jacket and tie should be worn by all in attendance

1. Regular communication of the lodge
2. Emergent communication of the lodge
3. Grand Lodge communication (annual or emergent) Grand Lodge of Instructions
4. Masters' and Wardens' Association meetings

At the following a tuxedo shall be worn by the lodge officers.

(If an officer does not own a tuxedo a dark suit is fine)

1. All degrees in their lodge or any other lodge in which the officer is to take part in the degree
2. All Official Visits of the District Deputy Grand Master to their lodge
3. For the Grand Master's District Grand Lodge of Instruction

The employment of neat casual clothing for a District Lodge of Instruction is acceptable.

P. Open Installation of Officers

Rules and Regulations for an Open Installation is found in the Book of Constitutions. In addition, it is suggested that the Installing Team and all officers to be installed should be wearing tuxedos.

In review, the lodge is not opened, however; the lodge is fully set up with the Three Great Lights, the Three lesser Lights, the letter G and Officers' rods in place as though the lodge were open. This must be arranged before the guests are admitted into the lodge room. Both Wardens columns are down.

No Masonic signs are given at any time in an open installation.

Presentation of gifts to the Worshipful Master is made only by Master Masons. A gift from a wife, children, etc., must be made on their behalf by a Master Mason.

No one but a Master Mason may be in the East.

In closing, the Worshipful Master directs the Senior Deacon, by pre-arranged signals, to disarrange the altar. The Senior Deacon proceeds with no reply to the Worshipful Master. After the Lesser Lights are extinguished, the Senior Deacon goes directly to his place. No words are spoken by the Senior Deacon or the Worshipful Master. The Senior and Junior Deacons perform their duties without their rods.

II. CLOSING OF LODGE

There are three variations on closing of lodges in this Grand Jurisdiction.

-First, is a "regular" closing by the Worshipful Master or someone designated by him to close in regular form. In this case, the duties of the two Deacons, the Secretary, and the Treasurer are given in the opening and are not used in closing. Bear in mind that while, and only while the three Great Lights are displayed, are the signs given.

-Second, the Lodge may be closed by the Grand Master or the Deputy Grand Master by right of their office. The Grand Master closes lodges in "ample form;" he and the Deputy Grand Master are always addressed by their titles.

-Third, those closing the lodge by dispensation. In order to de-mystify the terminology, listen to the wording; all others, regardless of their rank, if any, will say, "by virtue of a dispensation granted to me by Most Worshipful (the current Grand Master)." If they use the word "dispensation," they are addressed as "Worshipful Master".

Appropriate order to ask Grand Lodge Officers to close your lodge

Grand Master
 Deputy Grand Master
 District Deputy Grand Master
 Senior Grand Warden
 Junior Grand Warden
 Grand Treasurer
 Grand Secretary
 Deputy Grand Secretary
 District Ritual Instructor
 Current appointed Grand Lodge Officer from the Lodge
 Current appointed Grand Lodge Officer from the District
 Past Grand Master – When Asked (He is a Distinguished Mason, he should be accorded the courtesy)
 Past District Deputy Grand Master from the District with Dispensation or a Brother with a Dispensation

Before you ask any of the above to close you should ascertain whether or not they possess a Dispensation from the Current Grand Master to close your lodge. Make sure they are willing to close before you ask them to approach the East. As far as appointed Grand Lodge Officers refer to the proper order of introductions to ascertain who you should offer the gavel.

III. EXAMINING & RECEIVING VISITORS

A. Visitors

Remember, every Masonic Lodge wants and should welcome visitors. The Tyler should not assume upon himself the authority or responsibility to examine visitors to the lodge. The Worshipful Master will assign an examining committee for that purpose. The duty of the examining committee is to ascertain if those who would visit the lodge are regular Masons in good standing. This committee is usually composed of three Master Masons of which at least two (2) should be very familiar with Lodge work and, if possible, a recently raised brother to give him the opportunity to learn. Following is the recommended procedure:

1. The Worshipful Master designates a committee.
2. The committee and visitor retire to a private room.
3. Introduce the committee members to the visitor, making him feel welcome.
4. Examine the visitor's dues card. There should be a sign posted outside the Lodge room indicating all Visitor's must present a current dues card.
5. Ask the visitor to sign his name on another piece of paper for comparison with the signature on the dues card.
6. Look up his lodge in the List of Regular Lodges, a book furnished each Lodge by our Grand Lodge, which shows the names of all the Lodges throughout the world recognized by our Grand Jurisdiction.
7. Once you have established that the visitor is a member in good standing of a recognized lodge, request him to demonstrate the signs, steps and words of each degree and to place the Three Great Lights in proper position for the three degrees. Perhaps he can do this properly, perhaps not.

It may be years since a visitor has actually sat in Lodge or perhaps he has not served as an officer nor is he familiar with the ritual. If he cannot answer all the questions on ritual, do not be impatient.

Let him tell you in his own words enough of the incidentals or stories of the degrees to prove that he has received them. Let us not forget that the purpose of this examination is to ascertain that our visitor is a Master Mason in good standing and entitled to sit with us; it is neither to learn how proficient he is in the ritual nor to exhibit our own proficiencies and abilities.

After the examination, the committee returns to the lodge room and renders a report to the Worshipful Master. The visitor DOES NOT enter the lodge with the committee.

If the Worshipful Master will obtain from the brother who makes the committee report the visitor's card, he will be in better position to fully present him to the lodge.

After a favorable report, the Worshipful Master invites the visitor to enter the lodge to join in our meeting. The Worshipful Master should welcome the visitor as a guest and introduce him to the brethren.

A very successful working arrangement is for the Worshipful Master to authorize both Wardens to examine prospective visitors at a place and time mutually acceptable to them. If satisfied of the brothers good standing, they have him fill out the lodge visitor's card; explain to him that they are the Senior or Junior Warden of the Lodge and when he wishes to visit the lodge, ask for him. The Warden will already have the card, which he will sign, and vouch for him.

All visitors who are admitted into the lodge shall sign the lodge register, if there is one. Remember, The examination committee's duty is to prove that the visitor is a Master Mason in Good Standing, NOT how much he knows about Masonry.

B. Candidates

Candidates may only attend when their lodge is at labor on a degree that has been conferred upon them and only in their lodge unless accompanied by one member of his Lodge.

He should be welcomed as a brother and assigned to a knowledgeable brother who can explain to him the meaning of the degree as it is being conferred.

After the conclusion of the work of that degree and prior to resuming labor on a degree which has not been conferred on them, candidates should be asked to retire from the lodge room in the regular manner.

Candidates may visit the District Grand Lodge of Instruction after their Third Degree and prior to passing the examination ONLY in their own district.

C. Introducing Visitors From Other Lodges

The Worshipful Master should acknowledge and introduce visitors from other lodges every time they visit. This should be done at their respective chairs and not West of the altar or from the East. Endeavor to make the visitors feel as comfortable as possible so that they will visit again and have good feelings about their visit. Remember to introduce them by any titles that they might now hold or be entitled to. Generally, the visitor's card will contain the needed information.

The key to making all this work is to train the Tyler to get the complete data on the visitor's card and pass it to the Junior Deacon before he gives the alarm. The Junior Deacon should deliver the cards to the Worshipful Master before any alarm or announcement is made.

The Worship Master introduces the visiting Dignitary when he is sitting in the Lodge Room from the opening. The Senior Deacon introduces the visitor when he (SD) escorts him into the Lodge Room.

D. New Members

Historically, each Lodge will have their own traditions or customs here. New members are the lifeblood of our Fraternity. Why not make a little fuss over them. Make them feel comfortable and wanted. Introduce them to the Brethren from East or West of the Altar. Tell them a little about the history and customs of your lodge. Share with them the planned activities and by all means extend to them your personal invitation to become involved. Make them feel that they are an important part of this Fraternity and that their participation is earnestly solicited.

The long form examination is required for each Degree. (The Worshipful Master has the authority to gavel the exam at any point, preferably after the Obligation if he has heard the complete work previously).

The Working Tools will be given to the candidate as the lecture begins (I now present you with the Working Tools ofMason, which are.....(now)

IV. COMMITTEE OF INVESTIGATION

Consider it an honor to be appointed and to serve as a member of the committee of investigation. The future welfare, purity and prosperity of your lodge and the character of its membership depend on how thoroughly, faithfully, and conscientiously you perform the duty your Master has requested.

A. Candidates

In our Jurisdiction, the Committee on Investigation usually consists of three members appointed by the Worshipful Master. This committee is charged to learn as much as possible about the petitioner and to explain to him and his family as much about Freemasonry as possible. In the investigation and interview you should try to obtain sufficient information to answer the following questions:

1. Why has he submitted his petition?
2. Is he of lawful Age?
3. What does he expect from membership in the Fraternity?
4. Is his spouse and family in agreement with his joining?
5. What is his reputation in the neighborhood and where he works?
6. What is his idea or concept of Freemasonry?

For those petitioners who know of no one currently in the Fraternity, a preliminary meeting is called for so that two members of the lodge can fill out his petition. Care should be taken at that meeting to explain as much as possible of the process which the petition will go through, that an investigating committee will be appointed and will call on him at a future date, and that any questions will be answered, if possible. Bear in mind that all of the above must be done with care and in a most tactful manner. Blunders here will forever mar the first impression of the Fraternity and may well dissuade an otherwise viable candidate from pursuing things further.

It is necessary that an interview be arranged with the petitioner for the purpose of investigation. Preferably, it should be done in the home of the petitioner. This affords the opportunity to see his environment; meet with his family and conduct the interview in a casual, friendly manner. Request the petitioner's family to be present, if possible, so they also may ask questions. NEVER request to see the petitioner alone! Remember to present the petitioner with the INTRODUCTORY EDUCATION MATERIAL FOR PETITIONERS.

It is suggested that the committee prepare, in advance, a series of remarks or queries that will bring out the information being sought in a friendly, unassuming manner, rather than the appearance of a "third degree" type of interview. Remember, this may be the first contact with Freemasonry. Put your best foot forward.

We must remember that by the time the petitioner has decided to seek membership in the Fraternity, he has formed some concept of what Freemasonry is and undoubtedly knows someone who has been a Mason perhaps a member of your lodge. The purpose of the interview with him is to determine his eligibility. He probably is equally concerned about the kind of organization he is seeking to join and would be pleased to know something about the character and conduct of the men he is hoping to be associated with. He may well take advantage of the committee's visit to satisfy questions he may have in his own mind. The investigators should be prepared to answer those inquiries intelligently so that they can do the Lodge and the prospective candidate a valuable service. Be prepared to discuss:

1. **What the Fraternity really is.**
2. **What the purposes of Freemasonry are.**
3. **What Freemasonry offers to its initiates, members, and families.**
4. **Explain fully what takes place after each degree and what will be required of him [e.g. Memorization, passing an examination, etc.].**
5. **What it expects and requires of its members.**

Remember, it is a privilege and honor to serve as a member of an investigating committee. It is a once in a lifetime opportunity to introduce someone to our Fraternity and your conduct will make a lasting impression on them. All members of the committee when visiting the petitioner should wear a jacket and tie.

B. Brother for Affiliation

A petition for affiliation or dual membership does not require the appointment of an Investigating Committee. He must be in good standing in his current lodge. His name must be published. He must be properly vouched for before being balloted on.

V. CANDIDATES IN WAITING

A. Notifying the Candidate After the Ballot

Once a petition has been balloted on, if it is not too late in the evening, one of the signers of the petition should retire from the lodge and call the new candidate to inform him that he was elected by unanimous ballot to membership in the lodge. If a signer is not present the Worshipful Master should order a brother to retire to make the phone call.

B. Formal Notification Of Election

The secretary shall mail the new candidate a formal letter on the lodge letter head. The letter should congratulate the gentleman upon his election into the fraternity. The letter should also state when he is to report to the lodge for the first or Entered Apprentice Degree.

C. Assign a Mentor to a Candidate

The Worshipful Master should immediately appoint a mentor to the candidate. The mentor should do the following;

1. Invite the candidate to the lodge at the earliest convenience.
2. Show him around and explain who sits where.
3. Show him the alter and explain to him that he will kneel at it to take an oath or obligation
4. Show him the preparation room and the uniform he will have to wear.
5. Stress the importance of the Degrees and explain that they are formal meetings at which the officers will be in tuxedos and he should wear a suit and tie.
6. Stress all the hard work being put into the degree for him and impress on him that he must be on time
7. Obtain from the candidate a list of his Masonic friends and relatives so the mentor may call these masons to invite them to the candidates degrees
8. Supply the candidate with the pamphlet "On The Threshold"
9. Answer whatever questions the candidate may have

D. After the Entered Apprentice Degree

1. The mentor should meet the new brother at the lodge and walk him through the degree answering any questions he may have.
2. The mentor (or another Master Mason) should accompany the new brother to a local lodge to view the conferral of an Entered Apprentice Degree on a candidate and again answer any questions he may have.
3. Go through the Grand Lodge Educational Plan for Entered Apprentice Brothers.
4. Assist the new brother in learning the Entered Apprentice Examination.
5. These procedures shall also be used after the Fellow Craft and Master Mason Degrees.
6. All three (3) exams will be done in long form. (The Worshipful Master has the right to stop the exam after the Obligation) The exam will be given as prescribed by the Grand Master.

VI. OUTSIDE THE LODGE ROOM AND IN PUBLIC PLACES

Civic and community relations are important to the lodge and to Freemasonry in general. This can be done by the individual brother reflecting his Masonic training in his daily life and by doing his duty as a good citizen. Each member should be impressed with the fact that he, as an individual, is a window through which the uninitiated looks at us as Freemasons and Freemasonry as a fraternal organization. By his conduct the world judges us; by his actions and usefulness, the world judges the Fraternity.

There are but few public functions that the lodge performs. These are the funeral ceremony, the laying of foundation stones and the public installation of officers. Additionally, there may be receptions or other special events that are open to the public for which a ritual or written ceremony does not exist, per se.

The uninitiated are not aware of, nor are they familiar with Masonic customs, courtesies, or protocol. This must be taken into consideration when receiving the uninitiated inside or outside of the Lodge room. Suggested procedures are as outlined:

A. Guest Speakers or Public Officials

1. Send invitation at least six (6) months prior to the requested date.
2. Advise him/her at the time of invitation as to the type and length of the program.
3. Indicate the amount of time allotted, in the overall program, for the speaker's presentation.
4. If he/she is not a member of the Fraternity, make sure that a reception committee is assigned to receive him/her if you are conducting lodge business.
5. Ascertain, beforehand, how the speaker would like to be introduced and whether a resume might be forwarded to assist in that introduction.
6. Be on time with your program.
7. Invite the speaker to the East informally and introduce him/her to your members and guests. (Note that anyone who is not a Master Mason cannot be invited up to the east and should be greeted on the floor).
8. Make sure that you thank the speaker on behalf of yourself and the Lodge.

B. Widows' Pins

Each lodge should adopt and use the Widow's Pin program recommended by the Grand Lodge. A special annual program should be held for this purpose or it could be done through a ladies night program within the lodge room.

Widows' pins are **never** to be given to any member of the family immediately before or after the funeral service. The ceremony and pin are intended to be reminders to the deceased's family that we, as his brothers, still have concern for the widow's well being and stand ready to assist her in any needs that might arise. By making the presentation at a date other than at the funeral ceremony, we demonstrate that concern. It gives the lodge and its members a further opportunity to meet the family at a less trying time.

VII. OFFICIAL VISITS AND RECEIVING DIGNITARIES

It is always a highlight of any lodge year to have an official visit from a Grand Lodge Officer or other dignitary. At such a time, there is an established protocol particular to such an event. The Worshipful Master who is cognizant of this protocol, and who follows it to the letter, will not only avoid embarrassment for himself and his lodge, but will be able to relax knowing that he can rehearse exactly what will happen and be said far in advance of the actual visitation.

A. The Grand Master's Official Visit – Guide Line

The time of the Grand Master's planned entrance into the lodge room will generally be made known in advance. The Grand Master will communicate this through his secretary in approving the program submitted by the Worshipful Master or someone designated by the Worshipful Master. For example, if a dinner precedes an official visit, and the time for the Grand Master's entrance into the lodge room has been designated as 8:00 P.M., every effort should be made to insure the completion of the dinner in time to afford the Grand Master and those accompanying him to have time to prepare themselves (aprons and jewels, etc.) shortly prior to 8:00 P.M. Regardless of the time designated, it is with due respect to the office of Grand Master that his time of entrance be honored.

Announcement of the Grand Master's presence will be made by the Grand Marshal or, in his absence, one designated by the Grand Master to act as Grand Marshal. The Tyler of the lodge gives the alarm and when asked the cause of the alarm reports, "The Grand Marshal is prepared to enter." The Junior Deacon will report, "The Grand Marshal is prepared to enter." The Worshipful Master will answer, "Admit him." He will then raise the lodge. The Junior Deacon will admit the Grand Marshal, leaving the outer door open after the Grand Marshal enters. The Grand Marshal proceeds in a direct line to the altar, salutes and announces to the Worshipful Master, "The Most Worshipful Grand Master is prepared to enter". The Worshipful Master does not respond. The Grand Marshal walks back toward the door and stops. Upon a nod from the Grand Marshal, those accompanying the Grand Master will enter the room and form in columns on the North and South sides of the lodge according to a prescribed procession for entrance given to them previously in a Grand Staff Protocol Manual.

The Grand Marshal will escort the Grand Master to the altar. His position is on the North side of the Grand Master. The Grand Master followed by all accompanying him into the Lodge Room (except the Grand Marshal) will go on the step and salute the Worshipful Master. The Grand Marshal will announce, "Worshipful Master, it is my privilege and pleasure to present to you, Most Worshipful (full name) Grand Master of Masons of the State of New Jersey. He is accompanied this evening by (if all are present, in this sequence) Right Worshipful (full name), Deputy Grand Master; Right Worshipful (full name), Senior Grand Warden; Right Worshipful (full name), Junior Grand Warden; Right Worshipful (full name), Grand Treasurer; Right Worshipful (full name), Grand Secretary; Right Worshipful (full name), Deputy Grand Secretary .[In the event that the Grand Treasurer, Grand Secretary, or Deputy Grand Secretary are Past Grand Masters, they are announced as:(example) Most Worshipful (full name), Past Grand Master, Right Worshipful Grand Treasurer. This should be done with any Grand Lodge Officer serving who is also a Past Grand Master.] Continuing his announcement of those accompanying the Grand Master, the Grand Marshal then names the Past Grand Masters present, the District Deputy Grand Master of the respective district, and any honored guest or guests.

The Worshipful Master will welcome the Grand Master and invite him to the East, where he will present him to the brethren. The Grand Master proceeds to the East under the escort of the Grand Marshal and such others as may be designated by the Grand Master. The Worshipful Master greets the Grand Master in the East with a handshake and announces, "Brethren, it is my honor to present to you Most Worshipful (full Name), Grand Master of Masons of the State of New Jersey. You will with me accord him The Grand Honors taking time from the Right Worshipful Grand Marshal." The Grand Marshal (in the center of the floor in front of the Worshipful Master) leads the Lodge in the Grand Honors. The Worshipful Master should then remove his hat, and surrender the gavel to the Grand Master by saying, (example) "In token of our fealty to the Most Worshipful Grand Lodge and to you as Grand Master, I extend to you the gavel of (_____) Lodge No. (__) to wield as you see fit." [The Worshipful Master thereafter will only wear his hat when presiding and in possession of the gavel.] If the Grand Master returns the gavel because of a planned program, the Worshipful Master will request the Grand Master to be seated on his immediate right. The Worshipful Master then requests the Grand Marshal to escort to the East the Elected Grand Lodge Officers. The ranking Grand Lodge Officer will be escorted by the Grand Marshal with the others, in order of rank, following. The Worshipful Master will greet them all in the East with a handshake and then present each, in order of rank and full title, to the brethren. The Brethren respond with applause. He will then ask them to take seats in the East and ask the Grand Marshal to escort to the East the Past Grand Masters present, the District Deputy Grand Master of the respective district, and any honored guest(s) of the evening. The Worshipful Master receives them in the East with a handshake and presents them all to the brethren, followed by a round of applause. He indicates that they are then to be seated. Remember, they are experienced; they know what to do and where to go. If the Worshipful Master makes a mistake or omits a part of the group, they will generally stand and wait to give him a chance to make the correction._

NOTICE: It is done in three steps only:

The Most Worshipful Grand Master 2. The elected Officers of Grand Lodge 3. All others.

The Worshipful Master then thanks the Right Worshipful Sirs for accompanying the Grand Master. He then calls on the designated Grand Chaplain to lead us in prayer followed by a salute to the Flag of our Country. One verse of the National Anthem is optional. He then seats himself, seats the lodge, rises and makes his welcoming speech and finishes by calling on the first speaker.

The regular program, reception or other, would follow according to a procedure detailed previously by the Grand Master through his secretary. During the course of the evening's program, speakers should be called upon in the following order [or as directed by the current Grand Master]:

1. The presentation of the honored guest, if there is one. His response follows.
2. Any presentations including those to the honored guest, if any.
3. Musical selections may be added to the program.
4. The District Deputy Grand Master
5. The Past Grand Master speaking for the Past Grand Masters
6. Elected Grand Lodge Officer (if pre-determined, will usually be selected just prior to the entrance of the Grand Master).
7. The Grand Master

The Most Worshipful Grand Master does not make speeches. He is not asked for a few words of wisdom. He addresses the Craft, over which he is the Supreme Ruler.

Just as there should be no alarms at the outer door during degree conferrals, there should be none while the Grand Master is present. The Worshipful Master would be well advised to discuss this in the beginning of the year with the Tyler. He should authorize the Tyler to admit brethren informally, which means, be seated as quickly and quietly as possible, "without any signs".

There is to be no deviation from a printed program (which must be previously approved) except by the Grand Master, or with his permission. The proper procedure should be detailed elsewhere, but the Grand Master should ALWAYS be the last speaker. His presentation is the purpose of the meeting. He should be presented, prior to his address, by the Worshipful Master with THESE FOUR WORDS ONLY: "Brethren, the Grand Master." This form should be used only for the Grand Master.

The brethren will rise spontaneously and be seated by the Grand Master when he is presented and at the conclusion of his address. This remains true not only in the lodge, but also at any assemblage of Masons, as such, at which he is present. At the end of the evening after the Grand Master has spoken no one else will speak except as directed by the Grand Master.

The only scheduled item following the Grand Master's address is the presentation of the present and past Grand Lodge Officers by the Right Worshipful Grand Marshal, at the request of the Worshipful Master. The Grand Master then presents the Grand Marshal to the brethren.

Upon the conclusion of the program, the Worshipful Master should request the Grand Master to close the lodge. He then removes his hat, surrenders the gavel and his chair. The Worshipful Master then sits to the immediate right of the Grand Master when the latter is seated. [The gavel should always be offered to anyone in the position that they will use it; by which is meant, hold the head and offer them the handle.]

The Grand Master may direct that the Grand Honors be given to anyone, at any time. This should never be done by order of the Worshipful Master in the presence of the Grand Master, the Deputy Grand Master, or the District Deputy Grand Master.

This procedure is always subject to minor changes at the will and pleasure of the reigning Grand Master. Be sure to check with your District Deputy Grand Master.

B. Official Visit of the District Deputy Grand Master

The Grand Lodge Constitution and By-Laws dictates that the District Deputy Grand Master must visit each lodge in his District at least once a year to ascertain its proficiency in the prescribed ritual work.

The District Deputy Grand Master will also make an Official Visit to a lodge to present gold tokens to deserving Brothers. On the night of Gold Token presentations no other work is to be scheduled. The lodge may at the Worshipful Master's discretion have Gold Tokens presented while the lodge is on refreshment so the family and friends of the recipient may be in attendance.

An Official Visit of the District Deputy Grand Master should be one of the highlights of the Lodge year. It is an opportunity for the officers to shine and impress all in attendance.

This is an extremely important night and all decorum and Masonic Protocols must be observed.

The District Deputy Grand Master will inform the lodge in advance as to the time he will be entering the lodge. The Worshipful Master should make sure all necessary Lodge business is complete before the District Deputy enters.

The evening will start with the Tyler giving an alarm at the outer door. When the Junior Deacon answers the alarm, the Tyler will announce "Right Worshipful Full Name District Deputy Grand Master of this the Masonic District on an Official Visit". Take notice that the wording is on **an** Official Visit not on **his** Official Visit. During the year, the District Deputy may make more than one Official Visit to a Lodge therefore the word is **an**. After the Junior Deacon closes the door he will salute the Worshipful Master and repeat "Right Worshipful Full Name District Deputy Grand Master of this the Masonic District on an Official Visit. The Worshipful Master will order the Junior Deacon to admit him. Before the Junior Deacon opens the door to let the Deputy in he will allow the Senior Deacon time to join him at the door. Once the Deputy enters the Deacons will form an arch and the District Deputy will take their arms and direct them to the Alter. After the District Deputy salutes the Master, the Senior Deacon will introduce the Deputy to the Worshipful Master. The Worshipful Master will welcome the Deputy and ask him to continue under his present escort and join him in the East. Once they reach the East the Deacons will break the arch and ground facing each other. The Worshipful Master will greet the District Deputy with a hand shake and present him to the Brethren with words similar to "Brethren it is my honor and pleasure to present to you Right Worshipful Full Name District Deputy Grand Master of this the Masonic District. You will with me accord him the Grand Honors taking time from the Marshal". The Marshal, with his baton, will step out in the front center of the East between the Deacons, (by walking behind them) place the baton in his apron on his right side and say "The Grand Honors Brethren".

After the Grand Honors the Marshal will return to his chair. The Worshipful Master will take his hat in his left hand and the head of the gavel in his right hand and say something to the effect "Right Worshipful District Deputy Grand Master in token of our Fealty to you and to the Most Worshipful Grand Lodge I tender you the gavel of blank Lodge".

If the District Deputy Grand Master is accompanied into the Lodge by other Brethren they will take their places on the North and South East of the Alter. These Brethren will salute the Worshipful Master at the same time as the District Deputy. After the Senior Deacon introduces the District Deputy to the Worshipful Master, the Senior Deacon would continue saying he is accompanied this evening by Right Worshipful Full Name, Title, Right Worshipful Full Name, and Title and continue until he has introduced all who have accompanied the District Deputy.

Generally the District Deputy will extend the gavel to the District Ritual Instructor to conduct the inspection of the ritual work. The District Deputy will retire with the Treasurer and Secretary to inspect the lodge books.

At the end of the evening once the District Deputy has reentered the Lodge, the District Ritual Instructor will invite the District Deputy back up to the East and return the gavel to his care.

Although it has long been a tradition to address the Deputy when closing a lodge at an Official Visit as Right Worshipful District Deputy Grand Master, anyone who closes a lodge by a dispensation granted by the Grand Master shall be referred to as Worshipful Master.

At any Masonic function in the absence of the Grand Master or the Deputy Grand Master It is discourteous for anyone to speak after the District Deputy Grand Master. The same courtesies should be adhered to when the Grand Master or the Deputy Grand Master are in attendance.

C. Reception and Introduction of Other Dignitaries

In New Jersey, the Grand Master makes official visits. Other occasions that are termed an "Official Visit" are those of the District Deputy Grand Master in the performance of his duties as the representative of the Grand Master in overseeing the lodges assigned to him. This is all detailed in the Constitution and Laws.

Others make personal visits, unless they are commissioned as the representatives of the Grand Master. Bear in mind, that this might apply to any brother, anywhere, to do anything that he (the Grand Master) could do, if present.

In the case of the District Deputy Grand Master, it would be well to remember that they are appointed, for one year at a time, to represent one man, the Grand Master, while the Elected Grand Lodge Line Officer represents the majority of votes cast in Grand Lodge and is expected (in a surprisingly short time) to be the Grand Master.

This is not meant in any way to take from the great assistance that the District Deputy Grand Master can be to a Worshipful Master; for he has more experience. He is better informed on protocol than most Worshipful Masters.

Let us assume that at or about the time of opening of the lodge, you observe that a Grand Lodge Officer is in attendance. First ascertain his position in Grand Lodge. Should he be an Elected Officer, the Deputy Grand Master, Senior Grand Warden, Junior Grand Warden, Grand Treasurer, Grand Secretary, or Deputy Grand Secretary, you should determine whether he is present for an official or personal visit. This will determine immediately how he should be received, what honors are due him, and whether he may close the lodge.

D. Deputy Grand Master

The Tyler announces that the Deputy Grand Master seeks admission. He will usually be accompanied by the District Deputy Grand Master or some Past Grand Lodge Officer, who will escort him into the Lodge and introduce him to the Worshipful Master, West of the Altar. The Worshipful Master will greet the Deputy Grand Master and invite him to continue under his present escort that he may greet him in the East and present him to the brethren.

He will be accorded the Grand Honors, usually taking time from the person who escorted him into the lodge room. After the Grand Honors, the Worshipful Master will tender him the gavel, the symbol of authority and remove his hat. Generally, he will return the gavel to the Worshipful Master and the planned program may proceed. When the evening's program is completed, the Deputy Grand Master should be requested to address and/or close the Lodge.

The Deputy Grand Master shall be addressed as "The Deputy Grand Master of Masons of the State of New Jersey". The Grand Master and the Deputy Grand Master close constituent lodges by right of their office and are always addressed by their titles. All others close by virtue of a dispensation granted by the reigning Grand Master and are addressed as "Worshipful Master".

Dispensations to close Lodges in the prescribed short form have been described as a gift from the Grand Master to the Right Worshipful that serve during his term of office. They are of no value to the men that carry them, only to the Worshipful Masters that request their use.

E. Senior and Junior Grand Wardens.

The Senior or Junior Grand Warden may make a personal and even an unannounced visit to a lodge. He would be greeted at the Altar and invited to the East under the escort of the District Deputy Grand Master, if present, or a Past Grand Lodge Officer or the Senior Deacon. The Worshipful Master would present him to the brethren with such words as "I am pleased to present to you Right Worshipful (full name), Senior or Junior Grand Warden of the Grand Lodge of the Most Ancient and Honorable Society of Free and Accepted Masons for the State of New Jersey." It is not necessary to tender the gavel nor is he accorded Grand Honors. He is greeted by the brethren with a hearty round of applause. The Worshipful Master should invite him to remain in the East. The Grand Warden may accept the invitation or he may desire to sit in the body of the lodge with the brethren. At the appropriate time, he may be asked to address the brethren and/or close the Lodge.

There are more legitimate reasons or causes for these personal visits than an active imagination could ever dream up. We have had Grand Masters who visited a lodge in every district unannounced; but it happens many more times with the other Elected officers. Sometimes they are prospecting, or checking out recommendations. The way they are received definitely has a bearing on future events.

F. Grand Treasurer, Grand Secretary, or Deputy Grand Secretary

Should a visit of these elected officers occur, they would be received in the same manner as the Grand Wardens. Past Grand Masters are usually given the Grand Honors as a courtesy but a Worshipful Master would be wise to request their permission to do so before making the announcement.

The word "Brother" could hardly be overworked but when the rank, full name and title is used formally, it becomes an encumbrance and should be omitted.

Regardless of one's personal title or friendships, given names or nicknames are never acceptable conduct in a Masonic Lodge. Always show the proper respect due the office that the brother holds or has held. Freemasonry should at all times and places be an uplifting experience. For a Worshipful Master to create the appearance of dragging a guest down to his level, with flip or comical salutations, can in no way enhance the dignity of his office or his lodge.

G. Visiting Grand Lodge Officers from this or Other Grand Jurisdictions

The Worshipful Master should invite them to the East under the escort of the Senior Deacon or any Present or Past Grand Lodge officer present. They should be presented to the brethren, giving their respective titles and identifying their jurisdiction. They should be accorded a hearty round of applause. The Worshipful Master should extend the courtesies of the lodge, ask if they would like to address the brethren, and invite them to remain in the East if they desire. No Grand Honors are given.

H. Past Masters

Each lodge has its own traditions and customs in this area. Past Masters should be greeted at their respective seats or West of the altar and accorded a hearty round of applause after they have all been introduced. Visiting Past Masters from this or other jurisdictions should be extended the same courtesies. The New Jersey custom of raising the lodge when a Past Master is admitted is just that and nothing more; a courtesy. Any Worshipful Master would be well advised to treat them equally. Do not greet a group at their seats and then admit one or more at a later time and extend an invitation to a seat in the East.

All Past Masters would be wise to familiarize themselves with the Constitution and Laws which details a Past Master Apron and reads, "shall be worn on all Masonic Occasions within this Jurisdiction." (Except by duly elected officers of the lodge)

I. Dignitaries in Appendant Bodies (York Rite Scottish Rite Shrine etc.)

These brethren may be introduced at their respective seats or West of the altar. They are to be introduced by giving their respective title of their Blue Lodge first. For example, M.W., R.W., Worshipful, or Brother (name), Commander in Chief, _____Consistory, Ancient Accepted Scottish Rite. Brother (name), Potentate of _____Temple, Ancient Arabic Order of Nobles of the Mystic Shrine.

The correct titles should be obtained prior to the start of the meeting in order to avoid any confusion and to insure the proper designation. No Grand Honors are given.

VIII. MASONIC PROTOCOL AT GRAND LODGE COMMUNICATION

A. Annual and Emergent Communication of Grand Lodge

The Annual Communication of Grand Lodge is held on the First Wednesday after the Fourth Tuesday in April each year at a place to be determined at the previous Annual Communication provided such change shall not cause a conflict with Passover or Maundy Thursday.

It is the obligation of the Worshipful Masters and Wardens to attend with their Officers' Aprons and Jewels of Office.

All Past Masters in good standing are members of Grand Lodge and are entitled to vote on any matters presented. They must be present to vote.

The Worshipful Master, Senior, and Junior Warden of each Lodge who are present at the Communication are also entitled to vote on any matter presented. By right of the Warrant, the lodge is entitled to three votes. The Master and Wardens are the Representatives of the Lodge so they vote the lodge's votes. If the Worshipful Master, Senior Warden and Junior Warden are all present they each vote one of the lodge's three votes. If one or two of the aforementioned are not in attendance then the senior of the aforementioned remaining will cast the ballot of the absent brother or brothers. In the absence of the Worshipful Master, Senior Warden, and Junior Warden, the elected Proxy to Grand Lodge from the individual lodge can vote in place of the officers; he can only vote in the absence of all three presiding officers. If the proxy is a Past Master he also casts his personal vote for a total of four votes.

Remember, the Annual Communication is a tyled lodge. Your conduct, courtesies and manners should be the same as a regular communication of your own Lodge.

Attend the Annual Communication fully informed as to the matters subject to vote. All matters are printed in the New Jersey Freemason, which is distributed in sufficient time for all to be fully informed as to the intent of such legislation.

B. Emergent Communication of Grand Lodge

Emergent Communications of the Grand Lodge are called by the Grand Master at his will and pleasure. Due and timely notice is given as to matters to be discussed. All other requirements are the same as at the Annual Communication.

C. Grand Lodge of Instruction

Each district is required to have a Grand Lodge of Instruction annually. This date is set at the convenience of the Grand Instructor and affords him the opportunity to observe the prescribed ritual performed by the brethren of the district. The Grand Lodge of Instruction is a Grand Lodge function.

After the observance of the ritual, the Grand Instructor informs the Grand Master as to the proficiency of the respective officers of that district.

The District Deputy Grand Master assigns each lodge specific parts of the ritual to be presented at the Grand Lodge of Instruction. Every lodge officer is expected and required to attend their District Grand Lodge of Instruction.

Every officer who occupies a station or place in the Lodge shall remain in that station or place until relieved by the District Deputy Grand Master or another lodge officer.

Decorum should be such that the meeting can be a learning experience for all attending.

Discuss with the District Deputy Grand Master and the District Ritual Instructor the manner in which corrections or criticism will be made by the Ritual Committee so that each lodge officer knows what to expect.

D. District Lodge of Instruction

A District Lodge of Instruction is to be held in each district on at least a monthly basis. This District Lodge of Instruction is under the direction of the District Deputy Grand Master of the respective district.

Again, it is a tyled lodge and all Masonic courtesies and protocol should be demonstrated by those in attendance.

The purpose is to instruct the respective lodge officers in ritual, protocol, Masonic courtesies and to impart information from the Grand Lodge to the brethren.

A **PRIMARY DUTY** of all lodge officers is to attend the District Lodge of Instruction.

E. Communicating with Grand Lodge

All Correspondence with the Grand Lodge, the Grand Master, the Grand Secretary or any other Grand Lodge Officer must go through the District Deputy Grand Master. This would not include monthly and annual reports the lodge must file with the Grand Secretary.

Annual Election of Officers

Your Lodge by-laws will state when the annual Election of Officers will be held.

On the night of the election, after all necessary business is complete the Worshipful Master will announce that he is about to place the lodge on a tyled refreshment. During which, anyone wishing to place a name in nomination for the following Offices, Worshipful Master, Senior Warden, Junior Warden, Treasurer, Secretary, Proxy to Grand Lodge and Trustee for a __ year term may do so by writing their name on a piece of paper and placing it in the box (or hat) on the Secretary's desk. If there are any other trustee positions to be filled they would naturally follow the first trustee. Place the Lodge on refreshment. Some Lodges request the names to be placed into nomination during the course of the meeting, by putting the name in a container which is on the Secretaries desk

While the Lodge is on refreshment instruct a few junior officers to set up a table with three chairs around it west of the altar. One chair on the north side of the table, one on the south side and one on the west side.

After it seems that all nominations have been made, call the lodge back to labor. Ask if all nominations have been made. If so sound the gavel and declare the nominations closed.

The Worshipful Master must now appoint an Election Committee consisting of a judge and two tellers. Instruct the judge to approach the secretary's desk and retrieve the ballot box with the nominations. The judge will set the box on the table and take his seat on the west side of the table.

The judge and tellers will open the box, take out and arrange the nominations according to the positions to be balloted on.

Worshipful Master - " Brother (last name of judge)

Judge - Rises salutes and responds “Worshipful Master”

Worshipful Master - “Announce the names of the nominees for the office of Worshipful Master”

Judge - “Worshipful Master I find the following Brethren nominated for the office of Worshipful Master, Brother (Full Name), Brother (Full Name) and Brother (Full Name)”

OR

“Worshipful Master I find but one name in nomination for the office of Worshipful Master that being Brother (Full Name).

Worshipful Master - “Brother (Last Name) you have been nominated to serve this lodge as Worshipful Master for the ensuing Masonic year do you accept the nomination and if elected will you serve?”

If there is more than one nomination for an office you would repeat the above to each nominee. After each is asked they will reply

Nominee - rises and salutes “Worshipful Master, I accept the nomination and if elected I will serve”

OR

Nominee - rises and salutes “Worshipful Master, I do not accept the nomination”

If there is only one name in nomination or only one Brother accepts the nomination, the **Worshipful Master** would continue “Who would you like to cast the unanimous ballot of the lodge for you?”

Nominee- “Brother (Name)

This Brother will approach the judge’s table he will be handed a slip of paper and write the name of the Brother that he is voting for.

Worshipful Master - “Brother (Last Name of Judge)

Judge - rises and salutes “Worshipful Master”

Worshipful Master - “Announce the name of the Brother who has been elected Worshipful Master”

Judge - “Brother (Full Name)

Worshipful Master - “Brother (Last Name) you have been elected Worshipful Master of this Lodge for the ensuing Masonic year and on behalf of the Brethren I congratulate you.”

If there are multiple candidates for an office the Worshipful Master would instruct the tellers to hand each member a piece of paper to write down their selection for the contested office. Each member will place their ballot in the ballot box.

Worshipful Master - Brethren, you have heard the names of the nominees for the office of Worshipful Master you will write the name of the Brother you are voting for and place your ballot in the ballot box on the judge's table Govern yourselves accordingly only members of this lodge proceed to vote. (The Tellers will pick up the ballots)

If the Tyler is a member of the lodge the Worshipful Master must bring him in so he may cast his ballot.

Worshipful Master - "Have all members voted, then I declare the ballot for Worshipful Master closed" sounds the gavel "Brother (Last Name of Judge) announce the results of the ballot for Worshipful Master"

Judge - Rises and salutes "Worshipful Master, Brother _____ received ___ votes. Brother _____ received ___ votes" and continue until all votes are announced. "As Brother _____ received the most votes and it is a majority of the votes cast, Brother _____ has been elected Worshipful Master.

Worshipful Master - "Brother (Full Name) you have been elected Worshipful Master of this Lodge for the ensuing Masonic year and on behalf of the Brethren I congratulate you."

If no nominee achieves better than 50% of the votes on the first ballot, the Worshipful Master will announce the names of the top two vote recipients and immediately call for a second ballot with just the top two nominees eligible. Once again, the judge will read off the results when requested by the Worshipful Master. The Worshipful Master congratulates the Brother as above.

This same procedure will be followed for all elected offices except as follows.

If your Lodge has multiple concurrent term Trustee positions up for election and there are a greater number of Brethren seeking these positions, then there is only one mass ballot for all the trustee positions and the top vote earners will be announced as the winners. This is how the Trustees for Grand Lodge are balloted on and unless your Lodge By-Laws state differently this is the procedure you will use.

If there is an unexpired trustee term to be filled then that will have its own nominees and ballot.

After all elective offices have been balloted on the Worshipful Master will declare the ballot closed and sound the gavel. He will then dismiss the Elections Committee.

Worshipful Master - "Brother Secretary"

Secretary - Rises and salutes “Worshipful Master”

Worshipful Master - “Announce the name of the Brother who has been elected Worshipful Master”.

Secretary - “(Full Name of the Worshipful Master Elect)” *without any title preceding name.*

The Lodge will continue right into the qualification ceremony.

XI. INTRODUCING PRESENT AND PAST GRAND LODGE OFFICERS

A. Present Grand Lodge Officers

The following is the proper order of introductions:

Grand Master
 Deputy Grand Master
 Senior Grand Warden
 Junior Grand Warden
 Grand Treasurer
 Grand Secretary
 Deputy Grand Secretary
 Past Grand Masters in order of seniority
 District Deputy Grand Master of the District
 District Ritual Instructor of the District
 Grand Lodge trustee (Chairman first)
 Grand Instructor
 Grand Marshal
 Grand Orator
 Secretary to the Grand Master
 Senior Grand Deacon
 Junior Grand Deacon
 Senior Grand Steward
 Junior Grand Steward
 Grand Sword Bearer
 Grand Historian
 Grand Tyler
 Grand Soloist
 Grand Pursuivant
 Grand Organist
 Grand Chaplains (In alphabetical order)
 District Deputy Grand Masters (In numeric order of district starting with the 1st district)
 District Ritual Instructors (In numeric order of district starting with the 1st district)

If the Grand Master and the Deputy Grand Master are not in attendance then the District Deputy Grand Master of the district will be introduced first followed by the Senior Grand Warden, if in attendance, and so on continuing down the list.

B. Past Grand Lodge Officers

Past Grand Lodge Officers will be introduced by order of title as above. For example; Past Grand Lodge

Trustee, Past Grand Orator, Past Secretary to G.M., Past Senior Grand Deacon, Past Grand Marshal, Past Junior Grand Steward, Past Grand Tyler, Past Grand Chaplain, Past DDGM, Past DRI

C. Past Masters

After the Right Worshipful Sirs, the Present Masters will be introduced and then the past masters in no particular order.

D. Distinguished Brothers

After the worshipful sirs, Distinguished Brothers Will be introduced in no particular order.

E. White Apron Brethren

If he chooses, the Worshipful Master may introduce the white apron brethren.

Educational Plan for Entered Apprentice Brothers

NJ Mentor Program:

1. Walk through the Degree on the Lodge Floor
2. Encourage reading of the first book.
3. Discuss Symbol relative to the degree.

Candidate Education:

1. Review preparation of the Candidate
How is a candidate prepared? Why, per EA lecture
Neither barefoot or shod – symbolizes humility before God
Faith in those with whom we are about to associate.
2. Why was he caused to kneel for the benefit of prayer?
No atheist can be made a Mason
No obligation would be binding unless he professed faith in deity.
3. What is the first Step, the step of the Entered Apprentice?
4. How were his hands placed during the obligation?
To what does this relate?
- 4a. Review the points of the obligation.
5. What are the Three Great Lights of Masonry?
6. What are the Three Lesser Lights?
7. Explain the Lambskin
8. Explain the meaning of the Working Tools
9. Review the various Masonic charities.
NJ Masonic Charity Foundation
NJ Masonic Home
NJ Masonic Charity Foundation Scholarships
Children's Learning Centers, Inc. – NJ
Masonic Organizations donate over \$2 million per day to charity
(Shriners Hospitals for Children had a 1997 budget of \$1.3 million per day)
10. Explain the Cable Tow.
The cable tow is a symbolic representation of the tie of brotherly love
Between Masons.

It also represents your duty to your obligation. The cable tow should provide a symbolic tug to remind you of your duties. From Allen Roberts, "The Craft and Its Symbols": "...The cable

tow acted as an outward, visible pledge of submission and fidelity. It is the symbol of a vow to assist another, even at the risk of our lives. Its strength and length depend upon a man's ability to fulfill his obligations. It is a test of his character and his capacity to love.

How long is a cable tow? It's as long as you want it to be. It will reach as far as your moral principles go, or your material conditions will allow. Each man is his own judge of the length of his cable tow. But if the cord of each Freemason were tied around the world, no earthly power could break the bond of brotherhood. It is truly the Mystic Tie that binds the Craftsmen together. This tie keeps Freemasonry a house undivided.

11. **The Northeast Corner:**

The EA is placed in the Northeast Corner to remind him that he has laid the Cornerstone of his own Masonic building.

12. **The Symbolical Supports of Masonry:**

Wisdom, Strength, and Beauty

13. **Square, Level, Plumb, and Compasses:**

Square – teaches morality

Level – teaches equality

Plumb – Rectitude of Life and Conduct

Compasses – teaches us to circumscribe our desires and keep our passions within due bounds.

14. **Principle Tenets of Freemasonry:**

Brotherly Love – teaches the universality of man.

Relief – teaches man's duty to man.

Truth – the foundation of everything that is just.

O be good and true is the first lesson we are taught in Masonry”

Used by Mason's as a guide to regulate our conduct.

15. Review the method of recognition of the Entered Apprentice Degree.

Lessons after the Fellow craft Degree:

16. Review how the candidate was prepared

17. Review how he was received.

18. Review how he was placed at the altar

19. Review his placement at the altar & the arrangement of the altar

20. Review the second step

21. Review the points of the obligation.

22. Review the working tools

Working Tools – Square, Level, and Plumb

Square – The square stands for virtue as well as morality. Virtue should guide you in all your transactions.

Plumb – Plumb is used by operative masons to test perpendiculars. It admonishes us to walk upright before God and man.

Level – Used by operative masons to prove horizontals. It reminds us that we are traveling on a level of time toward an unknown future and we can not return to correct our prior Actions.

It also refers to **Equality** that is equality of man before God. As Masons we meet on the Level.

The Fellow Craft Mason symbolically and factually represents a builder. You have been presented with the working tools of a builder. By the lessons we are taught by these symbols, we are able to build upon the great heritage left by our forefathers in Masonry. It is our obligation to continue to build upon these lessons.

The Fellow Craft Degree represents that stage of life when we have much to learn in order to become a mature individual. The operative mason at this stage learned all of the knowledge necessary for him to perform his work with the proper skills. Likewise, we must learn the lessons of morality, which we find in the Symbolism of the Ritual. These lessons aid us in our conducting ourselves before God and man.

Two Pillars or Columns:

The Right hand pillar symbolizes power and the left hand pillar, choice or control. This signifies that there should not be power without control. Review the Masonic meaning of both pillars.

23. **Wages of Masonry:** – Corn, Wine, and Oil
In ancient times these were coin of the realm. They are symbols of dedication, constitution, and consecration. As Freemasons we receive no material wages but are paid in the coin of the heart, the good feelings of fellowship and personal satisfaction. We must remember that all wages must be earned thus they are symbols of sacrifice.
24. **Symbolism:**
The Fellow Craft Degree teaches the necessity of education symbolized in the Liberal Arts & Sciences.
25. Review the method of recognition of the Fellow Craft degree.
26. **Principle Supports of Freemasonry** – Wisdom, Strength, and Beauty
27. Wisdom, Strength, and Beauty are Masonic Ideals and are represented by the three original orders of Architecture – The Doric, The Ionic, and The Corinthian.

Wisdom:

Wisdom is the awareness of the world. Balanced, wisdom of life's senses, emotions, intellect, character, work, deeds, habits, and soul of a man are knit together in Unity, Balance, & Poise.

Strength:

Illustrates strength of character

Beauty:

The perfected Soul, quality of life, that every Mason should strive to manifest in himself.

28. Review Famous Masons
29. Review the Ancient Landmarks
30. Review the Constitution and By Laws
31. Review symbolism of the letter "G"
Geometry as it is used in masonry
Geometry consists of defining the properties and attributes of matter.
We take joy in the observation of nature and recognize its creation by the Supreme Architect of the Universe
We find that Freemasonry has survived through the dedication and devotion of faithful members who have communicated it down through the ages to the faithful brethren.

Lessons after the Master Mason Degree:

1. Review how the candidate was received.
2. Review the arrangement of the altar
3. Review the elements of the obligation.
4. Review the working tools of a Master Mason

- The significance of the trowel and cement of brotherly love.
5. Review the method of recognition of the Master Mason Degree.
 6. Review the meaning of the Allegory of the Second Section.
Fidelity to a Trust.
 7. Review the positions of the three Great Lights during all three degrees.
 8. The significance of “So Mote it be”
 9. How do we know other men as Masons (vouching for a brother)
 10. Review proper Lodge Room etiquette:
 - Saluting the Master
 - Proper crossing of the Lodge (not in front of the Altar)
 - What to expect during the opening of the Lodge
 - Entering & Exiting Lodge while Lodge is open.
 - Proper method of Balloting
 - Responsibility of the ballot
 - How to be recognized to speak while in Lodge.
 - Topics that involve religion and politics are not subjects for discussion in Lodge as they can cause disharmony among the members as there are so many divergent opinions.
 11. What can you say about Masonry to a non-member who asks a question about it.
 - Freemasonry is the oldest Fraternal organization in the world
 - Charity is an important aspect of Masonic activity. Masons donate over \$2.0 million dollars per day to charity.
 - Freemasonry is not a religion or religious but is based upon the common belief of its members in the existence of a Supreme Being. It teaches that each individual must find faith and inspiration in the religion of his choice.
 - Masons believe that we should be tolerant of each others opinions.
 - It teaches us that we have a duty to others as well as to ourselves.
 12. Review the appendant bodies.
 13. Masonic related organizations for women and children:
 - Rainbow, DeMolay, Eastern Star, Golden Chain, Job’s Daughters, Amaranth, White Shrine

CANDIDATES PROGRESS CERTIFICATION

Please PRINT All Information And Fill Out Promptly

Candidate's Name: _____ Age: _____

Lodge Name: _____ Lodge Number: _____ District: _____

Date of Entered Apprentice Degree: _____

Was Book "Introduction to Freemasonry Part 1" presented? _____

Date of "Walk-Through" of Degree: _____

At which Lodge was Entered Apprentice Degree witnessed? _____

Date: _____

Attest: Mentor – Signature: _____ Date: _____

Attest: Worshipful Master - Signature: _____ Date: _____

-

Date of Fellowcraft Degree: _____

Was Book "Introduction to Freemasonry Part 2" presented? _____

Date of "Walk-Through" of Degree: _____

At which Lodge was Fellowcraft Degree witnessed? _____

Date: _____

Attest: Mentor – Signature: _____ Date: _____

Attest: Worshipful Master - Signature: _____ Date: _____

-

Date of Master Mason Degree: _____

Was Book "Introduction to Freemasonry Part 3" presented? _____

Date of "Walk-Through" of Degree: _____

At which Lodge was Master Mason Degree witnessed? _____

Date: _____

Attest: Mentor – Signature: _____ Date: _____

Attest: Worshipful Master - Signature: _____ Date: _____

-

Date Master Mason Exam held: _____

Date attended District Lodge of Instruction: _____

Date visited Masonic Home: _____

When completed, a copy of this form shall be forwarded to the District Deputy Grand Master and the original shall be kept in this Brother's membership file. If there are any questions, contact your District Deputy Grand Master.

OFFICERS TRAINING

Duties and Responsibilities of Lodge Officers

TO ALL OFFICERS

You have been accorded a great privilege – and it is a privilege - to serve your Lodge actively. It is the opportunity of a life time, denied to many. It behooves you to repay the confidence and trust placed in you by discharging your duties to the very best of your ability, wholeheartedly, cheerfully, and without shortcuts.

All officers are expected to take an active, positive interest in their stations and the affairs of the Lodge.

Do not accept duties you cannot discharge. Be fair to yourself and to you Lodge.

Always strive to do better than you are expected to!

1. Attendance is mandatory at all Lodge Communications, Rehearsals, District Lodges of Instruction, Funerals, Special Lodge functions, Master Mason Nights, Official Visits (Senior Officers), Master & Wardens meetings (master and Wardens only)
2. Be punctual. Be present 15 minutes ahead of time at all meetings.
3. If you must be absent, notify Master or Senior Warden immediately, not the last minute.
4. If you are late do not take over your station until the opening ceremony is completed, unless requested by the Master.
5. Dress conservatively – unless formal attire is required.
6. **Do not lounge in your seat. Sloppy postures, crossing legs, chewing, talking, giggling during meetings are unbecoming of an officer. They do not enhance the decorum of a Lodge and often are a contributory cause for members staying away.**
7. Learn the duties of your station as quickly as possible and prepare ONE STATION AHEAD
8. For a better understanding, study Masonry beyond the words of the ritual.
9. Make a real effort to learn the names of all you come in contact with and become acquainted with them. It will pay off later.
10. Take the initiative in saying "Hello!" to your fellow-officers and other members. Have an extra friendly word for visitors.
11. District Lodge of Instruction is a MUST for all line officers. The District Deputy Grand Master keeps an attendance and proficiency record, and reports the results to the Grand Master

1. The nature of this important station requires FRIENDLINESS, COURTESY, AND DIPLOMACY
2. Do not hesitate to ask to see a Dues Card if you do not know or recognize a Brother, even a member of your own lodge.
3. Visitors should show their Dues Cards voluntarily and register. If they don't ask for it politely.
4. First time visitors must fill out the customary Visitors Card, signed by at least one voucher.
5. First time visitors must be properly vouched for to your complete satisfaction. When in doubt – or not vouched for – request an examining committee.
6. Rubber stamp all visitors cards with the date of each visit.
7. Try to remember names and greet as many as you can by first names and a friendly handshake.
8. Give alarms to admit members and visitors as rapidly as possible, but at the proper time only.
9. Make certain that entering Brethren are properly clothed.
10. Set up the Lodge for the evening's work and dismantle it- with the assistance of those officers assigned to help you.
11. Because of your duties before the meeting, it is necessary that you be at your post early and ahead of all others.
12. Stay at your post at all times during the meetings! In case of momentary absence from your post for an emergency, arrange for replacement or inform the Junior Deacon discreetly.
13. See to it that the Lodge is kept in ample supply of Aprons for the Brethren and PM's, Working Tools, Candles, Hoodwinks, Candidates' Uniform, Officials' Jewels, Booklets, etc.
14. Report any loss, damage, need of repair or replacement of Lodge equipment or paraphernalia promptly to the Master or Senior Warden for action.
15. Have Aprons and other necessary equipment available at Funeral Services, Church Services and other special functions.

CHAPLAIN

1. Memorize Opening and Closing Prayers, the Scripture Readings in the three degrees, the Prayer in the second section of the Master Mason Degree, and the Closing Prayer of the Funeral Service
2. Be prepared to assist in giving the substitute word in the Master Mason Degree.
3. Be prepared to offer Prayers, in your own words, on special events or of the square club.
4. Refresh questions and Answers for all the degrees.
5. Memorize presentations of the Working Tools
6. Begin studying the Charges for all three degrees.
7. Place Candidates' Chairs in position for examinations and lectures and remove them afterwards.
8. Assist Senior Deacon with the Aprons in the E.A. Degree, if needed.
9. Learn all of the Marshal's and Junior Steward's work.
10. Assist in setting up, and dismantling the Lodge.
11. Never read a prayer unless previously reviewed.

MARSHAL

1. Conduct all processions with skill, precision, and dignity.
2. Know your positions and movements in all degrees, funerals, and other functions.
3. Know all regular Proclamations.
4. Know how to give the Grand Honors, public and private.
5. Provide assistant marshals as needed – thoroughly instructed. Do not talk to candidate unless absolutely necessary. Instruct your assistants in the details of their duties in advance.
6. Be prepared to present the Working Tools.
7. Refresh Questions and Answers for all three degrees.
8. Be able to assist in giving the substitute word in the Master Mason Degree.
9. In the absence of the Chaplain, place the candidates' chairs in position for the exams and lectures, and remove afterwards.
10. Assist in setting up and the dismantling the lodge.

JUNIOR STEWARD

1. Know your positions and movements in all degrees.
2. Be prepared to present the Working Tools
3. Be prepared to deliver the Charges for all three degrees.
4. Learn the E.A. Lecture in full form, by the end of your year.
5. Learn the Questions and Answers for all three degrees.
6. Distribute Hymn Cards for second section of Master Mason Degree and collect them after the meeting.
7. Assist the Tyler in setting up and dismantling the Lodge.
8. As a member of the Refreshment Committee, you handle refreshment assignments of the Junior Warden, including setting up of the collation room, preparing and serving refreshments, dismantling and cleaning up.
9. Be thoroughly prepared to instruct candidates under the direction of the Senior Deacon, including explanation of the symbols and meaning of the ritual covered by the candidate.
10. Make certain that all equipment and paraphernalia for each degree is readily available when needed.
11. Learn all the work of the Senior Steward and Junior Master of Ceremonies. Be ready to step up without notice.

SENIOR STEWARD

1. Know your position and movements in all degrees.
2. Be prepared to present the Working Tools.
3. Be prepared to deliver the Charges for all Three Degrees

4. Assist the Tyler in setting up and dismantling the lodge.
5. As a member of the Refreshment Committee, you handle refreshment assignments of the Junior Warden, including the setting up of the collation room, preparing and serving refreshments, dismantling and cleaning up.
6. Be thoroughly prepared to INSTRUCT CANDIDATES under the direction of the Senior Deacon, including the explanation of the symbols and meaning of the ritual covered by the candidate.
7. Make certain the all equipment and paraphernalia for each degree is readily available when needed.
8. Assist the Tyler in keeping all supplies in full stock.
9. Learn all the work of the Junior and Senior Masters of Ceremonies. Be prepared for sudden step-up and advancement.

JUNIOR MASTER OF CEREMONIES

1. THE CANDIDATE'S FIRST CONTACT WITH THE BODY OF FREEMASONRY IS HIS INTRODUCTION TO THE MASTERS OF CEREMONIES. IT IS THEREFORE INCUMBENT UPON THOSE OFFICERS TO CONDUCT THEMSELVES IN SUCH A MANNER AS WILL CONVEY TO THE CANDIDATE THE SOLEMNITY AND SERIOUSNESS OF THE CEREMONIES WHICH HE IS ABOUT TO ENTER.
2. Know thoroughly your duties in the preparation room and perform them with self-confidence, without fumbling. This includes the preparation lecture, interrogatory, physical preparation etc..
3. Observe UTMOST DECORUM in the Preparation Room! Both Masters of Ceremonies must stay with the candidate (s), also during refreshment periods, except required by the ritual. Keep the doors closed. Allow no one to enter except the Worshipful Master or Senior Deacon. Do Not Smoke.
4. Coordinate your ritual work at all times with the Senior Master of Ceremonies, including entering or retiring from Lodge, formation of Lodge, and processions, returning to your station.
5. Learn all work of Senior Master of Ceremonies and Junior Deacon.
6. Assist the Junior Warden and Stewards in their refreshment duties.
7. Be thoroughly prepared to instruct candidates under the direction of the Senior Deacon, including the explanation of the symbols and meaning of the ritual covered by the candidate.
8. Help provide chairs in the Lodge Room or Collation room as needed.
9. Be prepared for special assignments by the Master.

SENIOR MASTER OF CEREMONIES

1. The Candidate's first contact with the body of Freemasonry is the introduction to the Masters of Ceremonies. It is, therefore, incumbent upon those officers to

- conduct themselves in such a manner as will convey to the candidate the seriousness and solemnity of the ceremonies which he is about to enter.
2. Know thoroughly, your duties in the preparation room and perform them with self-confidence, without fumbling. This includes the preparatory lecture, interrogatory, physical preparation. Etc.
 3. Observe the **UTMOST DECORUM** in the preparation room! Both Masters of Ceremonies must stay with the candidate (s), also during refreshment periods, except as required by the Master or Senior Deacon. Do Not Smoke.
 4. Perform all work with smooth precision and impressively! Coordinate all movements with the Junior Master of Ceremonies, including entering or retiring from the lodge, formation of Lodge, processions, and returning to your stations.
 5. Learn all the work of the Junior and Senior Deacons stations.
 6. Be thoroughly prepared to instruct candidates under the direction of the Senior Deacon.
 7. Keep your mind refreshed on all work in previous stations.
 8. Assist Junior Warden and Stewards in their refreshment duties.
 9. Volunteer in setting up and dismantling the Lodge
 10. Be prepared for special assignments by the Master

JUNIOR DEACON

1. Guard the outer door and report alarms to the Master only at the proper time (No alarms to be answered while candidate is in the room, except by order of the Master.)
 2. During degree work, admit members and vouched-for visitors unobtrusively and without salute to anyone – with the permission of the Worshipful Master.
 3. Know how to announce all who wish to enter, including dignitaries and other special visitors.
 4. **IF THE TYLER HANDS YOU VISITORS' CARDS AFTER THE ALARM HAS BEEN ANSWERED, CARRY THEM TO THE EAST BEFORE ADMITTING THE VISITORS. THE WORSHIPFUL MASTER WILL THEN BE ABLE TO RECEIVE THE VISITORS PROPERLY**
 5. Admit only those properly vouched for and by order of the Master,
 6. Know how to assist in escorting dignitaries.
 7. Do not admit any Brother without proper Masonic Clothing.
 8. Sound the alarm to call the brethren back to labor when the Master sounds the gavel.
 9. Stay at or near your station when the Lodge is on refreshment.
 10. Know how to control the lights in the Lodge room as required for all degrees.
 11. Be ready to deliver the Middle Chamber Lecture, as it will be expected to be done as a Senior Deacon.
 12. Know the part of S.F. man.
 13. Assist the Senior Deacon with Draping the Alter when required.
-
14. Study conferring the E.A. and FC Degrees.
 15. Be thoroughly prepared to Instruct Candidates under the direction of the Senior Deacon with explanation of the symbols and ritual covered by the candidate.

16. Learn all the work of the Senior Deacon's and Junior Warden's station and places. Be prepared to step-up and advance at any time.
17. Attend Official Visits of the District Deputy Grand Master in th District whenever possible.

SENIOR DEACON

1. He attends to the Alter and Lesser Lights by order of the Worshipful Master – with dignity and assurance.
2. Know how to receive and conduct all candidates for initiation or advancement.
3. Must lead all perambulations and generally pace the floor work.
4. When working with the Junior Deacon, move smoothly and confidently.
5. Know your duties if any irregularity occurs in the opening ceremony.
6. School yourself in the proper introduction of visiting dignitaries.
7. Be familiar with all steps of the balloting procedure.
8. If elected Proxy to Grand Lodge, know and understand the responsibilities as such.
9. Drape the Alter when requested by the Worshipful Master with the assistance of the Junior Deacon.
10. Deliver the Middle Chamber Lecture and exemplify the 1st section of the FC as Worshipful Master.
11. **KNOW ALL RITUALISTIC WORK OF YOUR STATION BY THE BEGINNING OF YOUR TERM.**
12. Before opening of Lodge, check all paraphernalia and equipment needed for the evening- (Lesser Lights in Order? Ballot Box properly prepared?, Sufficient Bibles, Squares and Compasses available if needed?...))
13. Keep the preparation room supplies in full stock.
14. Learn the Junior Warden's and Senior Warden's work
15. Study to delivery the EA Lecture as Junior Warden.

JUNIOR WARDEN

1. Be prepared to deliver the EA Lecture and 1st Section FC (As Worshipful Master).
2. Know all ritualistic work and Lectures.
3. Know Senior Warden's and Masters work beyond ritual. Prepare for emergency step-up.
4. Be prepared to assume the East without notice and even confer degrees.
5. Provide refreshments for every Lodge meeting, assisted by the Stewards and other junior officers.
6. Assist the lower officers when asked and expedient

7. Place additional Bibles, Sq and Co., in position as may be required and remove before being brought to light.

8. Attendance at every Lodge communication or function is now mandatory. This includes; Rehearsals – District Lodge of Instruction – Annual Communication of Grand Lodge – Church Services of your Lodge – Official Visits of your DDGM – Masters and Wardens meetings – Master Mason Nights, etc...
9. Volunteer to accompany the Master on any visitation or in any matter on behalf of the Lodge.
10. Sit in on Distress Calls.
11. Serve on any committee appointed thereto, and perform such duties and functions as may be assigned to you by the Master.
12. Assist the Master in every possible way.
13. Study Constitution and By-Laws. **PLAN YOUR YEAR AS MASTER.**
14. Learn the Master Mason Lecture.

SENIOR WARDEN

1. Deliver the Master Mason Lecture.
2. Learn the Masters work, beyond ritual.
3. Learn the Funeral Service.
4. Assists the Worshipful Master
5. In the absence of the Worshipful Master, assumes the duties of the Worshipful Master.
6. Do the duties of Worshipful Master for the complete Fellow-craft degree
7. Be prepared to do the complete Master Mason Degree as Master.

Worshipful Master

1. Complete Master Mason Degree
2. Funeral Service
3. Qualify your successor
4. Know the Constitution and Bylaws
5. Be a Leader and Example for your officers and members