

BERKSHIRE MASONIC EDUCATION COMMITTEE



THE OFFICE AND ROLE  
OF  
THE DIRECTOR OF CEREMONIES  
AND  
PRECEPTOR

THE INSTALLATION MEETING

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## INTRODUCTION

The procedure described for the Installation meeting is for a Master being Installed for the first time, small variations occur for a Master being installed for a second time. For a Master continuing for a second consecutive year the Master is pronounced by the DC, before investing his officers, details of which procedure can be obtained from the Provincial G Sec.

The Provincial GDC will always meet the Lodge DC and discuss the procedure prior to the meeting. The ProvGDC will deal with the Provincial team throughout their visit and his advice and instructions concerning ceremonial with relation to the Provincial visitors will take precedence at all times.

The Provincial Visitor may be either the PGM, Deputy PGM or Assistant PGM, or the PGM may be represented by the ProvSGW, ProvJGW, ProvGSec or ProvGDC. For the purposes of this paper the Provincial Visitor is referred to as the PGM, the Installing Master as IM and the Master Elect as ME.

The Lodge DC should ensure that the Provincial Visitors are met on arrival, car park spaces are reserved for them if applicable, and they are introduced to the Master and Master Elect before the ceremony.

## PROCESSIONS & DEPUTATION TO GREET THE PGM

The Lodge DC will form his procession of Lodge Officers, call the Brethren to order to receive the WM and enter the Lodge to commence the meeting on time.

The incoming procession is usually small but may have additional Officers and Past Masters placed between the Deacons and the Wardens.

ADC	DC
JD	SD
JW	SW
WM	

The Lodge will be opened and the minutes read and approved.

The Tyler will report that the Provincial GDC seeks admission, he will enter the Lodge and announce the names of the Provincial Visitor and accompanying Officers. The WM will accede to the demand for admission and ask his DC to form a deputation to escort the Provincial Visitor into the Lodge.

The DC will ensure the Tyler, Inner Guard and Master know the name and rank of the ProvGDC or his Deputy, so that the correct announcements can be made in the Lodge. He will ensure the Organist is advised to stop playing when announcements are being made, too often on entering and re-entering the Lodge the music continues *forte*.

The Lodge DC will form a deputation of PMs to greet the PGM. The DC should have a list of PMs attending the meeting, call out his ADC and form the deputation in two columns with the senior members at the head of the deputation. The DC will take his place at the head of the right hand column, and the ProvGDC will call 'forward brethren' and lead the procession out of the Lodge. The IG will then close the door. Note a deputation is not formed to greet a representative of the PGM, who will be escorted into the Lodge by the ProvGDC after requesting admission.

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The ProvGDC will introduce the Lodge DC to the to the PGM. The DC will then introduce the PMs, and the ProvGDC will reform the procession with the DC and ADC at the head, followed by PMs in order of seniority, this time with juniors first, acting Provincial Grand Officers not attending the PGM, Grand Officers, Provincial Wardens and the PGM. The ProvGDC will address the deputation concerning the procedure for entry into the Lodge and returning to their seats.

The ProvGDC will say `forward brethren', and the Tyler will open the door. On entering the Lodge the DC will say `to order brethren'. The DC will stop three paces from the WM's pedestal and the deputation will turn inward. The ProvGDC will stand at the door and announce `to order Brethren to receive the Provincial Grand Master for this Masonic Province of Berkshire.' The PGM will salute, and approach the WM. The brethren, but not those in the deputation, will applaud (though not with a slow handclap). When the PGM has been offered and usually returned the gavel to the WM, the ProvGDC will court bow to the PGM, turn and court bow to the Prov Wardens who will turn inward and walk to their seats, followed immediately as they pass in turn by the Grand Officers and other members of the deputation.

When all are at their seats the Prov GDC will say `Be seated Brethren'

The PGM will always sit immediately to the right of the WM, with his attending officers to his right (Wardens and DC), then Grand Officers and other acting Provincial Grand Officers who are present but not in attendance. Where there are two rows of seats, at Sindlesham for example, Provincial Grand Officers will sit in the front row with the Grand Officers behind. The ProvGDC will always liaise beforehand to ensure there are sufficient chairs for those processing in.

The gavel must always be offered to the PGM, his Deputy and Assistants, whether processing in or not, and in their own lodges at every meeting unless they have specifically asked for this not to be done. In the Lodge and at the Festive Board the PGM, his Deputy, Assistant or Representative always sits on the right of the WM regardless of the rank of all other brethren present, except at a Regular meeting where there is an Initiate.

### SALUTATIONS

It is preferred that Salutations are given in the first degree when all members are present.

Brethren may be referred to as Grand Officers, Provincial Grand Officers or Officers of Grand Lodge or Officers of Provincial Grand Lodge, but not as Grand Lodge Officers or Provincial Grand Lodge Officers

The numbers of salutations for each rank are given in Rule 6 of the Book of Constitutions. For guidance:

In the Province

PGM	7
Dep PGM	5
Asst PGM	5
Representative of PGM	3

followed by Grand Officers by precedence 7 for RW Brethren, 5 for VW Brethren and 3 for

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W Brethren

followed by 3 for Provincial Grand Officers of the year (of this Province only).

Name the Provincial Visitor, Grand Officers and Wardens as appropriate, being aware that Past Deputy and Assistant PGMs within their own Province having served 2 years or more in office receive 5, and that Deputies and Assistants from other Provinces are saluted by their Grand Rank.

A representative of the PGM takes precedence over all others present and must be accorded the rights and privileges afforded to the PGM, he will always be saluted first. Further when an acting Provincial Grand Officer attends either the Deputy or one of the Assistant PGMs in lieu of a Warden he will take the precedence of a Warden, both in the Lodge and at the Festive Board, and respond to the salutation on behalf of the Provincial Grand Officers whether or not a higher ranking Provincial Grand Officer is present at that meeting

Grand Stewards are Grand Officers during the year of their appointment, Past Grand Stewards are not Grand Officers but rank above Provincial Grand Officers within and outside their own Provinces, excepting those representing or attending the PGM.

## LATECOMERS

Should Brethren be late the ADC should meet MMs and below, and the DC should meet PMs and Masters of other Lodges. The latecomers should be advised of the degree in which the Lodge is working and the senior member asked to make apologies on behalf of them all to the WM. Ensure they stand in line and advance together, place them in appropriate seats, court bow, and walk at a measured pace back to your chair. Advise the Tyler not to report latecomers after the Lodge has been opened in the second degree, but wait until MMs are re-admitted before allowing them in.

## PROCEDURE TO INNER WORKING

When Past Masters or visiting Masters are asked to act as Wardens and Inner Guard, ensure they are all sitting together and are aware of the manner in which the Lodge works. Collect them with a court bow, escort them to the chair, court bow, and return the Officer to vacated seat

The IM then gavel and asks the Officers to line up in the North in order of seniority, and pass round the lodge to be thanked by the IM and hand collars to the IPM. There is no need to announce this latter point if the Wardens have been told at rehearsal. In Emulation working there is no need to ask officers to continue in office since this is automatic until the WM invests the new holder of the office. Any Officers remaining in their posts for the ensuing year may retain their collars if the permitted short cut is to be employed. (Their re-appointment and re-investment will be dealt with later.) The Deacons should return to their seats and attend to their normal duties with respect to tracing boards and the like.

The IM will then gavel and ask EAs to retire, the ADC will act as escort and they should leave without saluting but may court bow to WM. In Emulation working the Inner Guard does not report to the WM, either that all EAs have retired or all EAs have been re-admitted, on returning to his place. He should court bow and sit down. Again it is not his duty to stand and look around the Lodge when members are asked to retire, he should only move if a person rises to leave. The DC should have already advised the Brother he will be asked to retire, and the DC and JW should check for others they may not have noticed.

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The Lodge will be opened in the Second Degree, and the IM will gavel and announce the next item on the agenda is to install the ME. The DC court bows collects the ME, takes him to the centre of the Lodge, under the letter G, and holding up the ME's right hand with his left presents him to the IM and returns to his seat. The DC must practise balancing his wand on his right shoulder for this presentation. After the address and following the acceptance of and adherence to Ancient Charges and Regulations, when the ME advances to the pedestal and removes his gloves the DC should step forward and take the gloves from him. On completion of the obligation the DC returns the ME to his seat and returns the gloves to him.

The sign of fidelity is always held until the obligation has been sealed on the VSL.

The IM will ask FCs to retire in the manner described above and open the Lodge in the Third Degree.

### INNER WORKING

The IM then announces that all below the rank of IM retire from the Lodge. It is not necessary to say with the exception of the ME. The DC should ensure that the Tyler is advised that the retiring Brethren do not disturb the Inner Working by loud conversation and are kept within to hail to re-enter the Lodge when required. Several minutes waiting while Brethren return from the bar is not good practice, especially when it occurs in a Temperance Lodge!

The IM gavels and declares a Board of Installed Masters open. In the inner working the kneeling stool should be placed some 4 paces from the pedestal and the ME instructed to kneel and give sign of reverence for the prayer. When asked to advance, the gloves should be taken by the DC, who should never walk between the ME and IM either while placing the stool in position or returning to his place.

Make sure that the Master's apron is to hand and has been adjusted for fit before the meeting. Ensure the apron is presented to the IM in dignified manner, and make a ceremony of it. While the IM holds the apron firstly take off the ME's apron and hand it to the ADC, and secondly assist the IM to fit the Master's apron. Do not try to carry out these tasks simultaneously. This is an important part of the ceremony and should not be rushed. Following this see that the IPM's collar is to hand and motion the previous IPM to move to the spare seat. When the Brethren salute the WM as an Installed Master the sign of humility is preferred.

After closing the Board of Installed Masters the PGM will congratulate the WM and the ProvGDC will say 'Be seated Brethren'. Then return the gloves to the WM assist him to put on the gauntlets and allow him a short time to settle before the IM asks the IG to admit MMs. Do not try fitting gloves and gauntlets beforehand, it is not necessary and frankly interrupts the flow of the ceremony.

### PROCEDURE FOR PERAMBULATIONS AND INVESTITURE

When MMs are admitted let the ADC head the perambulations. This allows the DC to set the time for salutes, which should be given audibly. It is better that those perambulating have been well rehearsed so that the DC does not have to explain the salutes but merely says 'to order Brethren'. The ADC should have wand stand available for salutes in the third and second degrees. The same procedure is followed for the FCs and EAs there are no salutes on entry and only members of the Lodge join the line, visiting FCs and EAs are directed to their seats. When the perambulations are complete the IM says 'Be seated brethren'.

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The procession should follow the ADC round the lodge with members leaving as they reach their seats and remaining standing until the ADC reaches his seat and indicates that all should sit.

The Working Tools should preferably be explained by a PM and not a junior member. The PM should court bow, and, in Emulation working, simply commence with 'I now present ...'. In each case, when resuming (which is preferred over full closings) make sure the WM is aware of the phrasing 'By virtue of the power in me vested, I now resume the Lodge in the second (or first) degree' and knows the correct knocks. Should the Lodge either close in full in the third and second degrees or if the Lodge is to be called off and called on, make sure the WM and the temporary Wardens are well rehearsed.

When the Warrant of the lodge is presented, if in a case, it is opened, if it is framed and moveable, the DC holds it for the WM to see and place his hand on it. The WM always stands to receive the Warrant of the Lodge, as he holds it in trust for the Grand Master.

The IM will then address the WM saying 'You will now appoint and Invest your Officers. The DC will then move to the centre of the Lodge, salute and address WM saying 'WM whom do you appoint your SW'. The Officers of the Lodge will then be named in turn and those present will be invested. When Officers named are not present the DC must ask the WM to invest these Officers on some future occasion. The DC, after his first salute, may thereafter court bow when addressing the Master. If any Officers are to be re-appointed and re-invested in the same role they held in the previous year, they may have retained their collars. If so, on reaching the most senior of such Officers, the DC may announce the fact that they are all to be re-appointed and ask the WM to do so collectively and to notionally re-invest them. The WM may, however, exercise his discretion and choose to appoint and invest all his officers individually. The WM must never say when asked to name an Officer 'your good self' or something similar, but will always give the name of the Officer. This usually applies when asked to name the DC, and there must be very few if any DCs called 'your good self'.

When presenting officers to the WM, Brethren are presented from the North (left) and PMs are presented from the South (right). The DC and ADC should work to a set pattern, the DC collecting the collar and then, after the WM has named the Brother collecting him and taking him forward to be invested. The ADC will collect the columns, gavels and wands and will return Brethren below the rank of Secretary to their seat while the DC returns to collect the next collar. There is no need to square the lodge particularly when Brethren such as the Chaplain are immediately adjacent to the Chair, nor do Brethren need to be escorted to or from their seats if there are only one or two steps to be taken. Stewards should be seated together in order of seniority, and when called to stand. The ADC carries the Steward collars and leads them to the North. After each is presented to the WM by the DC and invested, the ADC places them in line in front of the WM. Following the address the ADC leads the Stewards back to their seats, faces them and gives a court bow and Stewards all sit together. Note there is no such office as 'Senior Steward'. The DC should slip the hook of the collar under the jacket as each brother is invested, noting that if a brother has more than one collar the top collar is the one that is hooked.

If the Lodge does not have a regular organist, the Master may thank a guest organist for his services during the risings at ordinary meetings. At an installation meeting the Master as an alternative may wish to thank a regular guest organist after he has thanked his officers in the first degree. DCs should not, during the appointment and investiture of Officers when the

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office of organist is reached, say either you may now wish to say a few words to the guest organist or bring him to the pedestal. This part of the ceremony is for appointing and investing only.

For the investiture of the Treasurer the DC says 'WM W Bro .... having been elected Treasurer of the Lodge will you please invest him' Similarly the announcement for the Tyler should be followed automatically by two gavels. The Tyler is escorted in by the ADC, and at the same time the Inner Guard goes out of the Lodge while the Tyler is in. The Tyler is returned to the Door by the DC and the Inner Guard re-enters. The DC and ADC then return to the East together court bow to the WM and the ADC sits.

The DC court bows and escorts the IM to the West, and during the address to the Master stands behind the IM to prompt if necessary and returns him to his seat.

The ProvGDC will then firstly escort the Provincial Warden and secondly the PGM on to the floor of the Lodge to give the addresses to the Wardens and to the Brethren respectively unless either or both of the addresses are to be carried out by members of the Lodge.

For the presentation of the PM's Jewel make sure the jewel is available and that the Brother who is to present the jewel has been notified of this duty at an early date. The jewel should always be shown to the WM before being handed to the Brother who is to present it. The IM should be conducted on to the floor by the DC. The presenter by the ADC.

The Master will then carry out the remaining business of the Lodge, rise three times and close the Lodge.

In all degrees during openings and closings, the knocks should be given in the same sequence of time that is at regular intervals. There is no need to wait for VSL or tracing boards to be attended to and the IG should move toward the door as soon as the WM commences the sequence.

### OUTGOING PROCESSION

The procession should be formed in an orderly manner either by collecting the Officers in procession around the Lodge during the singing of the closing ode or by forming a procession after the closing ode. As guidance it is suggested that there is no need to make any announcements until the procession is ready to leave the Lodge. Any requests for Provincial Officers, Masters of other Lodges or others to join the procession should be done in a moderate voice and an indication of the left hand. Do not form too long a procession, for there may be nobody left to watch it and depending on the size of the lodge room and the number of masons present it may extend to Grand Officers only. Ensure however that the whole procession can be formed in the space available before it moves off.

As an example ADC moves off during first verse of closing hymn nods to JD who falls in behind him then to SD who joins to right of JD. As ADC starts second circuit the DC follows and nods to JW who falls in behind JD and then to SW who joins behind SD. There is no need for the procession to stop until the ADC has reached a point a few paces to the south of the SW's pedestal. The Deacons should be a pace behind the ADC, and the Wardens must stand in line astern behind the JD and leave a gap for the WM to join. The DC then collects the WM and places him behind the JD and in front of his SW. The ProvGDC collects the PGM, who is followed automatically by his Wardens, and places him to the right of the WM. The ProvGDC always stands to the right and slightly behind the PGM. Grand

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Officers should follow or if not the DC should indicate for them to join the procession. The DC then indicates to any others he wishes to join the procession and will then say 'The Brethren will remain standing to order whilst the WM attended by his Wardens, accompanying the RW PGM attended by his Wardens, Grand Officers, Provincial and District Grand Officers and holders of London Grand Rank retire from the Lodge/Temple - brethren forward.' All step off with the left foot, and those Brethren who cannot move forward immediately should mark time until they can. In this way no one should lose step. The DC can make his announcement either from in front of the procession or in the body of the Lodge. The WM always leaves first followed by the PGM the ProvGDC, SW, Prov SGW, JW and Prov JGW when in attendance.

Alternatively the DC can form a procession without recessing around the Lodge. In this case, the DC stands in front of the WM pedestal, bows to the ADC who moves to the West, then to the Deacons and when in position to the Wardens. Both sets of officers moving to their positions by partly squaring the Lodge. That is the JD will move to the North and East until opposite his place in the procession and turn to the South, the SD will move to the South and West and both will coincide in reaching their places, similarly with the Wardens. The DC then escorts the WM and continues as described above.

Calling out as the procession is being formed, that is 'the Brethren will stand to order as the WM' collects him pause, 'attended by his Wardens' pause 'accompanying the PGM' wait 'attended by his Wardens' pause 'accompanied by Grand Officers' pause while collecting them and others is rather staccato, disjointed and less dignified. One clear announcement is far better.

## Outgoing Procession

ADC	DC
JD	SD
WM	PGM
SW	ProvSGW
JW	ProvJGW
GOs	GOs

## THE INSTALLATION FESTIVE BOARD

The following comments supplement those made in another paper and are designed to address procedure specific to the Installation meeting in more depth.

The Installation Festive Board requires more care than is usually given. It will be found beneficial to rehearse this at least once a year particularly prior to the Installation Meeting. The Master and Wardens should practice reading the toast list and be made aware of common errors.

Firstly ensure that the seating is correct, traditionally the seating for the senior officers at the Installation Festive Board when facing the top table is as follows:

ProvGDC Prov Wardens Grand Officers PGM WM IPM Chaplain DC Lodge Officers

However, in many cases Grand Officers may wish to sit with their guests, hosts or friends and the Provincial Grand Wardens may be placed on the sprigs with senior members of the



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lodge, to facilitate conversation.

When the PGM, his Deputy or an Assistant PGM is present it is expected as an act of courtesy to allow the ProvGDC or his Deputy to run the Festive Board, The ProvGDC will always carry this duty out in consultation with the Lodge DC to conform as closely as possible with the normal Lodge practice.

On entering the dining room the DC announces Brethren please receive your WM accompanying the RW PGM.

The DC leads followed by the WM, the PGM with the ProvGDC behind. See that in the progress to the top table the brethren on route have moved back to allow the party to pass in front of and between them and the tables. Advise the WM previously that as soon as he arrives at his place to gavel. The ProvGDC announces 'Pray silence for Grace by the Chaplain.' After Grace the DC then eases out the WM's chair for him to be seated, and the ProvGDC attends to the PGM.

Although this is the Installation Festive Board, wine taking should be kept to a minimum. Firstly ensure that the Lodge is providing wine for the Provincial guests, and if not that the ProvGDC has been advised of this well beforehand so that he can arrange purchase from the Stewards.

The correct order for wine taking which will be followed by the ProvGDC is:

- With the PGM
- With the Wardens
- With the Grand Officers
- With you all

This sequence covers everyone present should there be no time for further wine taking.

Following these initial wine takings and in between other courses, wine will be taken with the Installing Master, and then Masters of other Lodges, which allows an opportunity to identify all Masters present should a sweep on the length of the Master's speech be envisaged. Then with Founders and Consecrating Officers of the Lodge if present, and maybe visitors from overseas or distant provinces.

Do not forget Grace must be said or sung after the meal, the correct announcement by the ProvGDC being 'Brethren pray silence for the Chaplain who will say grace' or 'Brethren we will now sing grace'(present tense) NOT 'Grace will now be sung'(past tense).

The formal toasts may now commence. No toast may be proposed before that to the Queen and the Craft. For each toast the ProvGDC will announce 'Pray silence for the WM' and ease his chair out and after each toast announce 'Good fire Brethren' and always lead the fire. Where others are to give a toast the WM gavels and the ProvGDC announces 'Pray silence for Brother SW' or 'Brother Charity Steward' as applicable and continues as before. For a reply the WM gavels and the ProvGDC announces 'Pray silence for Brother A, B or C'

The toast to Absent Brethren should be given at 9.00 p.m. where possible, but if this time occurs before the formal toasts begin, the ProvGDC will announce the WM as above who will ask the brethren to remember Absent Brethren; all present will stand, drink and sit.

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The ProvGDC will expect to receive a list from, or be informed by, the DC firstly who is to propose each toast and who is to respond, and secondly advising if the Organist will play for Grace and Absent Brethren and who will sing the Master's Song if this is to be done. The DC and Secretary should have ensured that all the brethren who are to propose the toasts are aware of how this should be done, with particular reference to the introductions. Further that the Brother who is to give the toast to the PGM, or the Province has been advised and provided with sufficient content if needed, to welcome him warmly to allow a sensible reply to be made. The DC will always carefully check that the toast list has been printed correctly and is up to date, and will remind brethren not to use honorifics when proposing toasts and also not to say provisional instead of provincial, and Provincial Grand Master instead of Pro Grand Master, which are too often some of the common errors referred to above.

Good fire will follow the toast to the Queen and the Craft and all other toasts provided the room is tiled. Where this is impracticable the ProvGDC will continue with the first three toasts, and wait until the room is tiled in order that fire can be given for the toast to the PGM. The fire will always be given at a sensible rate and not at speed, firstly speed is wrong and secondly it must be remembered that some older members are not as nimble as they used to be.

### CONCLUSION

The Installation meeting is a very special occasion for the Lodge. It is hoped that by following the guidance given in the paper that the meeting will be successful and memorable, especially for the new Master and for the visiting Provincial Executive. The performance of the DC is the foundation on which success will be built.

Version 1 Originated by Geoff Round September 1997

Version 2 Checked for consistency BMEC January 2008