



## PROTOCOL & ETIQUETTE ESSENTIALS

Prepared by the Grand Lodge P. & E. Committee

Issue No. 25 – May 2013

### Greetings from Your P. & E. Committee

Welcome to the latest issue of “*P&E Essentials*”. It is anticipated that these informative and easy-to-read newsletters will be published several times a year.

“*P&E Essentials*” is intended to be an interactive instrument, designed to help you make a daily advancement in Masonic knowledge. The Committee welcomes questions and/or suggestions for topics that could be addressed in future issues. Questions or suggestions not related to Protocol and Etiquette will be forwarded to the appropriate Grand Lodge Committee for response.

#### Committee Members

The current Protocol & Etiquette Committee members are:

Gordon Crutcher (*Chairman*); Steven Armstrong; William Elliott; Saliem Khoury; Michael Litvak; George McCowan; Bryan Middleton; Richard Morreau; James Pearson; George Pohle; David Purvis (*Secretary*); Brian Seabourn; David Stevens; and Terrance Van Horne.

**With appropriate advance notice – and subject to travel constraints – any member of the Committee would be happy to make a presentation about P&E in your Lodge, or at a District Meeting.**

### QUESTIONS & ANSWERS BOOKLET

The brethren of this Grand Jurisdiction ask a truly amazing number of questions. Several times a week, our Custodian of the Work, **M.W. Bro. Donald H. Mumby**, and I are contacted by District Deputy Grand Masters, by Past Masters, by Worshipful Masters, by Lodge Officers, and indeed by brethren of every rank.

This desire for knowledge, interpretation and clarification is certainly not unique to the present day. Indeed, so many questions were directed at our former Custodian, **M.W. Bro. C. Edwin Drew**, that in 2004 he published quite a few of them in a booklet simply entitled “*Questions & Answers*”. A second, supplementary edition was published in 2006, containing entirely new Questions which were not addressed in the original booklet.

You will be pleased to learn that these booklets have just been combined, updated and expanded. The new material will be available in time for our Annual Communication in July. The cost will be quite nominal.

Every Mason will find this booklet an excellent reference. You are encouraged to obtain your personal copy, once it becomes available. It will provide a ready answer to many excellent questions, in these key categories:

- General Questions
- Openings and Closings
- Entered Apprentice Degree
- Fellowcraft Degree
- Master Mason Degree
- Banquet Hall Protocol
- Installation and Investiture
- Masonic Memorial Services

Following are a few excerpts from this new 2013 edition, selected from some of the above categories:

21. *Q. On a “step up” night, who returns the salutes?*  
A. Only the Worshipful Master, or an Installed Master who has taken the gavel, returns salutes.
22. *Q. On a “step up” night, does the Senior Warden take possession of, and make use of, the gavel?*  
A. No. The gavel is presented to the Worshipful Master during the Installation Ceremony, and can only be given (in the proper form) to an Installed Master. During “step up” night, the gavel remains in the hands of the Worshipful Master, who continues to rule the lodge. The Worshipful Master will provide all the knocks at the appropriate time.
23. *Q. Where does the Master Elect sit on a “step up” night?*  
A. When proving his proficiency on a “step up” night, the Master Elect sits in a chair positioned on the level, in front of the Worshipful Master, in the E.  
He does not sit in any chair on the dias.
24. *Q. On “step up” night, can the Master Elect remain seated and stand with the Worshipful Master during the*

**Please share this newsletter with other members of your Lodge – and your Masonic friends**

### **Openings and Closings?**

A. The answer is NO. The only brethren who have been conferred with the power to sit and rise with the Worshipful Master are those Grand Lodge Officers who – by their rank – are automatically entitled to assume the gavel in lodge, namely:

- The Grand Master;
- A Past Grand Master;
- The Deputy Grand Master;
- The District Deputy Grand Master (but only in his own District).

**70. Q. If a brother arrives late when the Grand Master or DDGM is present, should he address the Grand Master or DDGM in addition to the Worshipful Master?**

A. Hopefully this would be a rare exception to enter after the Grand Master or DDGM, but the brother would only address the Worshipful Master, (the Worshipful Master presumably being the one in possession of the gavel at the time.)

**71. Q. I have noticed some brethren (District Chairmen in particular) will address all the Grand Lodge Officers sitting in the East in lodge, when these brethren rise to speak or make a report. Is this necessary?**

A. The protocol to observe in lodge is to only address the brother who is in possession of the gavel – regardless of who may actually have the floor, or be sitting in the East.

As an example, suppose both the Grand Master and the DDGM happen to be present in lodge. Unless one of them was in possession of the gavel when you stand to speak, neither are addressed.

When the Worshipful Master of the lodge is in possession of the gavel, he is the only one in the East who should be addressed. You would stand, take the step, salute, say “Worshipful Master” and then direct your remarks solely to him.

On Official Visits in particular, many District Chairmen think that because their DDGM has invited them to make a report, the DDGM is running the meeting, so they must address him. This is not the case. The DDGM merely has the floor. Unless the DDGM is in possession of the gavel, he is not running the meeting.

If the Worshipful Master has the gavel, it is the Worshipful Master who is running the meeting. He is the one empowered to preserve order and attend to the welfare of the brethren, regardless of who has the floor.

**72. Q. When a brother has finished speaking in lodge, or making a report, what should he do?**

A. He should just sit down. You salute the Worshipful Master prior to making your remarks. (You are addressing him.) You do not salute him again when you are finished.

**11. Q. If no signs are given before the V.O.T.S.L. is opened, how can we come to order?**

A. It is important to distinguish between the P.S. and coming to order. (See the note on the bottom of p. 9 in the *Book of the Work*.)

**12. Q. If no signs are to be given before the V.O.T.S.L. is opened, what is the correct procedure to stand easy?**

A. Bearing in mind the distinction between coming to order and the P.S., when the brethren are given permission by the Worshipful Master to stand easy, they would simply drop the R.H., until they resume the order with the Worshipful Master. (See the *Book of the Work*, pp. 2-3 and 7.)

**37. Q. Which Grand Lodge Officers are permitted to sit and stand during the openings and closings with the Worshipful Master?**

A. Only those brethren who are presented (rather than introduced) and who are entitled to assume the gavel, (i.e., the Grand Master, the Past Grand Masters, the Deputy Grand Master and the DDGM while in his own District), are entitled to remain seated and to rise with the Worshipful Master.

**14. Q. When an E.A. is a (?) to be passed, must the Ob. be given in full?**

A. The examination before passing, in the *Book of the Work*, pp. 110 to 114, contains no request for the Ob. It has become a custom in many lodges for the Ob. to be requested. The response is at the discretion of the Worshipful Master.

Whether the (?) recites the full Ob. in open lodge or not, **he must know the entire Ob.**

**30. Q. After the Board has been closed, in the Ceremony of Installation and Investiture, where do the Master Masons line up when they are re-admitted into the lodge room?**

A. The officers elect should enter first, in the order in which they will be invested. They should line up in the West, in front of the A. Depending upon the number of Master Masons entering, the rest can either line up behind them, or in the N. and S.  
(See the *Ceremony of Installation and Investiture*, p. 47.)

**31. Q. How do the I.G. and the T. salute when carrying the sword?**

A. As described on pp. 115-116 of the *Ceremony of Installation and Investiture* book, the proper way to salute when carrying a sword is to:

- Transfer the sword to the L.H. in the upright position.
- Take the step of an E.A.
- Salute, then return the R.H. to the side.
- Change back from the step.
- Return the sword to the R.H. in the upright position.

**32. Q. In the Installation Ceremony, may the Working Tools be presented by a Master Mason?**

A. Most certainly! (See the *Ceremony of Installation and Investiture*, pp. 93-94, No. 1.)

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