

ANTIENNT FRATERNITY
OF
FREE AND ACCEPTED MASONS

Notes for the guidance of
the Members of the Craft
in the Province of Lincolnshire



APPROVED BY THE RIGHT WORSHIPFUL
PROVINCIAL GRAND MASTER

INTRODUCTION AND WELCOME

Brethren, I am very grateful to the Deputy Provincial Grand Master, V W Bro John Hockin, and the Provincial Grand Secretary, W Bro John Warwick, for their hard work and attention to detail in updating this publication.

The “Notes for the Guidance of the Members of the Craft in the Province of Lincolnshire” is a very important and valuable publication for all Masons in the Province of Lincolnshire and I commend it to you all. It is extremely important that we maintain our traditions, procedures and codes of conduct. If we adhere to the contents of this publication we shall certainly continue to do so.

Yours sincerely and fraternally,

Graham Ives

Provincial Grand Master

March 2014

First Edition	September 1971
Second Edition	September 1976
Third Edition	February 1983
Fourth Edition	August 1994
Fifth Edition	August 2005
Sixth Edition	March 2014

ALMS COLLECTIONS, LOTTERIES AND RAFFLES

1. The Worshipful Master must announce the destination of the proceeds (a) before any alms collection is taken and (b) before any raffle or lottery tickets are sold. Alternatively, in respect of the alms collection, the destination of the proceeds could properly be specified on the agenda item.
2. As the agenda item on the Lodge summons will state “to collect alms”, the destination of that collection should be for the relief of the needy as a charitable act.
3. The alms collection can be by “open plate” or by “gift aid envelopes”. These envelopes are for the benefit of the LMCA whose resources replenish the funds of the New Provincial Benevolent Fund from which, in addition to other beneficiaries, the donations to local charities/good causes nominated by our Lodges are made.

Grand Lodge has clearly stated that there is no inherent Masonic objection to any form of lottery currently permitted by law, and a lottery with a Masonic character may be used by members of the Craft for any lawful purpose. A lottery has a Masonic character if it is promoted or run by Masons who declare their capacity as such or for a purpose, or on behalf of a body, which is identifiably Masonic.

Further, such a lottery should, in general, be used only for -

- (a) Charity, or
- (b) Other benevolent purposes, or
- (c) Some other specific object not directed to private gain.

It should particularly be stressed that no form of lottery should be used to defray the general running expenses of a Lodge or Province.

In accordance with the spirit of Masonic Charity, money should only be sought in this context from Masonic sources, which include anyone who has a family or other close personal connection with the Craft or any of its members.

The following points of advice should particularly be borne in mind -

1. It is essential, before any tickets are sold, for the intended destination of the proceeds to be clearly identified.
2. The proceeds cannot be used for the general expenses of the Lodge. These expenses are capable of being easily identified.
3. In relation to (b) above, the introduction of the word “Benevolent” indicates a wider meaning than Charity and refers to goodwill, acts of kindness and a disposition to do good. One example in this context would be the purchase of gifts at Christmas for Lodge widows.
4. In relation to (c) above, it is impossible to define this object exhaustively but examples might be expenses incurred for special occasions such as a Lodges 50th or 100th anniversary, a non-regular purchase for the Lodge's benefit, or a contribution to a Building Fund for either a present or future capital expense for the Masonic Centre where the Lodge holds its meetings.

Provided that common sense and good faith are used in the interpretation and application of the above guidelines and advice, then the decision of the Lodge as to how to apply the proceeds from lotteries should not be open to challenge.

ABBREVIATIONS

The Rank of a Provincial Grand Lodge Officer should be described as "Prov".

Past Provincial Rank should be described as "PProv".

Abbreviations should not contain spaces or full stops.

Civil decorations, academic or membership honorifics should not be used but the prefixes of Prof., Dr. and Rev. may be used.

A protocol document for all relevant abbreviations and prepared by Grand Lodge was distributed in 2011.

BALLOTS

A candidate proposed for initiation or joining at a regular meeting of a Lodge must be balloted for at the next following regular meeting (**Rules 159, 163**, Book of Constitutions). If this procedure is not followed then the proposal will lapse. There is no objection to the ballots for the election of more than one candidate being taken together (whether for initiation or joining) but should the ballot prove unfavourable then each candidate must be balloted for individually.

A ballot for an Honorary member should be taken separately.

The practice of balloting for and initiating a candidate on the same evening is permissible but is discouraged, especially in the event, however unlikely or undesirable, of an unsuccessful ballot.

A joining member has one year from the date of a successful ballot to take up his membership and on that date he should be formally welcomed into the Lodge and the relevant details inserted in the Lodge Minutes.

In the context of the election by the members of the Lodge of the Worshipful Master and Treasurer for the forthcoming year, no ballot is necessary if, at the meeting prior to the Installation meeting, there is only one candidate for each of the offices of Worshipful Master and Treasurer, in which event the Worshipful Master shall declare the elections in favour of the nominated members provided that their names have appeared on the summons, no other member shall have indicated that he wishes to be considered and no member present calls for a ballot. The summons should also contain the following words: *To elect the Worshipful Master (or Treasurer Rule 112(a)) for the ensuing year in accordance with Rule 105(a) of the Book of Constitutions as amended. There being only one nomination, Bro name, and no other member duly qualified having indicated to the Secretary that he wishes to be considered, and if no member present calls for a ballot, the Master will declare his election.* In order to take advantage of this speedy and efficient procedure, the summons for the meeting must contain the full text for the election of the Worshipful Master but in the case of the Treasurer a shorter wording is permissible as set out in Rule 112(a).

In connection with the election of the Tyler, the Lodge by-laws will indicate the procedure to be undertaken but under Rule 113 a Lodge may resolve that a subscribing member of the Lodge shall be Tyler without emolument, in which case he shall be appointed with the other Officers by the Master.

It is imperative that the Master is aware of the by-laws of the Lodge before a ballot is taken so that he may accurately state whether or not a ballot has proved successful.

BOOK OF CONSTITUTIONS

Every Brother upon his initiation receives, amongst other documentation, an up to date book which contains the Constitutions of our Fraternity under the United Grand Lodge of England, together with the Supreme Grand Chapter Regulations and the Constitution and Regulations of the Grand Charity. It begins with a summary of the Antient Charges and Regulations, a statement of the aims and relationships of the Craft, the basic principles for Grand Lodge recognition, the General Laws and Regulations for the Government of the Craft together with an appendix, the charges of a Freemason, the General Regulations established by the Supreme Grand Chapter for the Government of the Order of Royal Arch Masons of England together with an appendix and finally the Constitution and Regulations of the Grand Charity. All Brethren are encouraged to familiarise themselves with the contents of this most important, instructive and informative publication.

Details of any changes or amendments to Rules in the Book of Constitutions are communicated in the Minutes of each Quarterly Communication Meeting and should be duly noted and recorded.

CALLING OFF AND CALLING ON

The Board of General Purposes recommends that the Master of a Lodge should be permitted to make a break in the proceedings at a suitable time during a meeting, provided that the Lodge is properly "called off" and "called on" again. Indeed, this procedure is adopted in a number of Lodges in this Province, particularly during the ceremony of Installation.

Grand Lodge recognises that a Lodge meeting is in two parts. One part is concerned with a number of administrative matters - minutes of the last meeting, proposing and balloting for new members, discussing and voting on financial matters, election of Officers, news and correspondence. The other part is concerned with the initiation, passing, and raising of Brethren and the annual installation of the Master and the appointment of Officers.

If a meeting contains parts which do not conform to the definition in the preceding paragraph, consideration must be given to the nature of the variances. Grand Lodge has confirmed that if a Lodge desires to rehearse or demonstrate its normal ritual at one of its meetings (because, for instance, it has no candidate) Brethren who have already been admitted to the degree being demonstrated can be present and the Lodge does not need to be "called off". However, there may be occasions when a Lodge wishes to have an Oration, a Lecture (other than, for example, one of the Lectures of the three degrees), a question and answer session, a reconstruction of a historical form of craft ritual (at which Brethren below the rank of Master Mason must not be present), or something else which is clearly not a masonic ceremony. In these circumstances, the Lodge should be "called off" before the non-ceremonial activity takes place and "called on" again to complete its administration and closure. The Lodge room should remain fully Tyled while the Brethren remain in the room.

Any Lecture given during a Lodge meeting should have a Masonic connotation. The Provincial Grand Secretary can provide some assistance with regard to appropriate Lectures and Talks upon request.

This procedure of "calling off and calling on" is useful on occasions, but should be kept to a minimum.

CANDIDATES FOR INITIATION AND JOINING

Brethren, who may approach, or be approached by, a friend showing an interest in becoming a Freemason, are recommended, before the submission of the application form to the Lodge Secretary, to give to a potential candidate for his retention and to discuss with him a number of very helpful booklets issued by the United Grand Lodge of England which are available from each Lodge Secretary, namely:-

- (a) Freemasonry – What's it all about?
- (b) A package of 5 smaller booklets namely - What is Freemasonry? Freemasonry's External Relations, Freemasonry and Religion, Regular Freemasonry and Public Affairs, and Freemasonry and Society.
- (c) Information about Masonic Charities.
- (d) What's it all about.

These booklets provide very helpful introductory information and will undoubtedly assist a potential candidate, with the help of his Proposer and Seconder, to understand the principles of Freemasonry, its qualities and its objectives, together with the very honourable and worthy commitments he is expected to give.

Since "like attracts like", it is probable that the younger Brethren will be in contact with the young men we need in Freemasonry today. A Brother, however short his membership of the Craft, should not be deterred by this fact alone from sponsoring a candidate whom, without reservation of any kind, he feels able to support. The combination, on the part of the Proposer and Seconder, of a close knowledge of and confidence in the character of the potential applicant, coupled with the provision to him of the fullest information which it is possible to give at this stage, will ensure that our Lodges continue to accept candidates of good quality so that the advice of Dr. Oliver (as appears on many Lodge summonses) that "if you have a good Lodge keep it select. Great numbers are not always beneficial" is followed as this provides a powerful guiding influence in the consideration of candidates for membership of our Lodges.

If it is felt that the potential candidate will "reflect honour on your choice", and this view is shared by a Brother prepared to second the proposition, the details should be communicated to the Secretary of the Lodge when the procedure usually followed by the Lodge (which will include, after completion of the application form, an interview conducted in accordance with the individual Lodge's procedures) will be put into operation before the name is formally submitted to the Lodge for ballot. A prospective candidate for initiation, at his interview by the appointed members of the Lodge, ought to be informed of the method of election to membership of the Lodge and the likely time scale upon his initiation through to his being raised to the third degree. Confirmation to the Lodge committee conducting the interview that the prospective candidate's application is fully supported by his lady is most important. A Brother's right to vote is statutory and must not be curtailed although such a right must be exercised fairly and objectively. A ballot must be carried out strictly according to constitutional procedure. It is recommended that, to avoid the risk and distastefulness of an unsuccessful ballot, a Brother who has an objection to a name brought forward should mention this privately - and under the seal of masonic secrecy - to the Worshipful Master and/or the Lodge Secretary. It is considered a desirable practice to mention, before the formal opening of a Lodge, the name of a potential applicant to the members of the Lodge before he is formally proposed and seconded.

Lodges may wish to adopt the practice of forwarding with the summons, before a candidate is proposed and seconded, a slip giving his name and other essential information so that all Brethren of the Lodge can be aware of the relevant details of a potential candidate.

Lodge Secretaries are respectfully reminded of the provisions of **Rule 164** of the Book of Constitutions which details the particulars to be printed in the summons for the meeting at which the ballot is to take place. The particulars inserted in the printed form of application must be read in open Lodge immediately before the ballot is taken and are referred to in a little more detail later on.

A copy of the Book of Constitutions, a copy of the Lodge by-laws and the Guidance Notes Booklet issued

by UGLE must be presented to each candidate on his initiation, together with advice that these Guidance Notes are available on the Provincial Website. A book of ritual dealing with the ceremony just undertaken should, if the Lodge considers it appropriate, be made available to a newly admitted Brother after each of the first two ceremonies he participates in prior to receiving the full book of masonic ritual following his third degree ceremony. A joining member should be presented with a copy of the Lodge by-laws and a copy of these notes.

The Proposer and Secunder of a candidate should advise him of the long term commitment he is being asked to give in his masonic career and also the financial implications of membership, including charitable contributions and collections.

Any member of a Lodge has the right to propose or second a candidate for membership and there is no upper limit of age as a bar to joining. Provided the minimum age requirement, usually 21 (but over 18 in certain cases), is met, age itself should never be a barrier to an application for membership of a Lodge. St. Hugh Lodge No. 1386 is currently participating in the Universities Scheme.

It is not essential for a potential candidate to take the initiative in an application for membership. There is no objection to a suitably worded approach being made to a man who is considered a suitable candidate for Freemasonry and it is perfectly permissible for a member of a Lodge to quietly (but certainly without applying any pressure) encourage a suitable potential candidate to submit his application. It is not essential for the Proposer and Secunder to have known a potential candidate for a lengthy period of time. Otherwise this could cause difficulties for potentially worthy members who have moved to an area of the country where they are not yet well known. Some potential candidates make enquiry for membership through the internet. It is recommended in these situations that at least a small number of members of the Lodge, including senior members, should see the potential candidate in as many social and other contexts as practicable so that they are in a position to make a responsible recommendation as to his suitability for membership.

The implementation of this approach and these recommendations will help to provide a platform for a new masonic career to be properly launched and then to blossom and flourish.

Joining members should be encouraged to adhere to the usual customs and practices of the Lodge. Whilst undoubtedly being an asset, they should not attempt to introduce work or procedures with which they are familiar but which work against the Lodge's traditions. It is recommended that any such suggestions should be referred to a Past Master's meeting for approval.

CEREMONIES

The Province is rightly proud of the quality of ceremonies in individual Lodges. Consideration should be given to apportioning the work among as many Worshipful Brethren and Brethren as possible within the bounds of what is reasonable and proper to ensure the smooth running, maximum participation in and continuing quality of our ceremonies. Newer members of the Lodge should be encouraged to take on responsibility within the Lodge, including learning and presenting ritual when they are ready, willing and able to do so. Occupying the office of Steward in the unavoidable absence of a Steward on a Lodge evening represents an ideal opportunity for a newer member to contribute towards the harmony of the evening and to acquaint himself with other members of the Lodge. Membership of a Lodge of Instruction should be strongly encouraged. This will particularly assist new members of the Craft to practice ritual and movements in an informal atmosphere and to gain confidence before presenting ritual in their own Lodge ceremonies. Such participation will undoubtedly contribute to a continuation of the high quality of ceremonies in our Lodges.

The preparation by the Director of Ceremonies, in conjunction with the Secretary, of a draft programme and the allocation of work for the year ahead is recommended. The Lodge Mentor has a role to play to ensure that the members of the Lodge play a relevant part in the delivery of the ritual to ensure that they have ownership of the Lodge. The practice of dividing large tracts of ritual into smaller parts and involving more members is to be encouraged.

No Lodge may initiate, or confer any one degree on, more than two candidates on the same day, unless by dispensation from the Grand Master or the Provincial Grand Master. (**Rule 168, Book of Constitutions**).

At least twenty-eight days must elapse between the conferring of degrees on a candidate. (**Rule 172, Book of Constitutions**).

CEREMONY BY A PAST MASTER

When a Past Master occupies the chair of a Lodge, the Master should sit on his immediate left and should not hand over his collar, which may be worn by the Master only. The Past Master must be clothed according to his rank. If the Past Master has not attained Provincial or Grand Rank, he should wear a Past Master's collar and collar jewel.

Past Masters acting as Wardens and Inner Guard during the Installation of a Master should not wear the collar of those offices, but be clothed according to their individual ranks. At other times a Past Master or Brother filling an office as a substitute may wear the collar of the office he is filling. It is incorrect in printing to use the title W Bro as well as PM. Similarly, the title of "W Bro" should not be used in front of the name of the Master where it is followed by the designation "WM"

It should be noted that a Master becomes a Worshipful Brother at his Installation.

All Past Masters not holding higher rank should at all times wear a Past Master's collar with a collar jewel.

Past Provincial Grand Officers are not properly clothed without the Past Provincial Jewel attached to their collars.

When the Provincial Grand Master, his Deputy or an Assistant assumes the chair in a private Lodge, the Master should sit on his immediate left.

CERTIFICATE

The exhibition of Grand Lodge Certificates in public or on business premises is emphatically deprecated (Board of General Purposes, 6th June 1956).

It should be noted that a Brother's Grand Lodge Certificate should be presented to him and be signed by him in open Lodge and the presentation recorded in the minutes. An explanation of the Certificate should be given, the importance of and reason for joining the Royal Arch explained and he should be given a copy of the letter prepared by the Provincial Grand Master/Most Excellent Grand Superintendent, to encourage joining the Royal Arch.

CLOTHING

The Brethren are referred to **Rule 239** onwards in the Book of Constitutions which covers this important subject in appropriate detail.

The wearing of any lapel pins is considered undesirable.

A Lodge's summons will invariably indicate the appropriate dress to be worn.

Normally, a "dark morning dress" will be indicated, and this should be understood to mean black or very dark lounge suit with white shirt and collar, white gloves, and black shoes and black socks or morning dress. The tie to be worn should be a black tie, a Lincolnshire Provincial Craft tie, a Grand Lodge Craft tie or a Royal Arch tie. The Royal Arch tie should not however be worn, when attending a Lodge in an official capacity on behalf of the Provincial Grand Master. Provincial ties from other Provinces are not permitted. The Lincolnshire Provincial tie should only be worn within the Province of Lincolnshire.

In Grand Lodge, Brethren must wear either one of the two versions of the Craft tie, or a plain black tie (without any emblem, whether in the weave or as a coloured design).

In some Lodges the dress code is dinner suits. Active Provincial Officers and Grand Officers should always wear short morning jackets and striped trousers. This practice is also applicable when dinner suits are worn at Installation ceremonies.

It is the duty of every Proposer to inform his candidate of the dress he will be expected to wear.

For the benefit of Grand Officers, and the Provincial Grand Wardens, advice and guidance is given in respect of those occasions when it is appropriate to wear dress or undress regalia so as to achieve consistency of approach and thereby avoid any potential embarrassment.

Rule 257 of the Book of Constitutions makes it clear that, unless impracticable, an embroidered collar and the accompanying apron (i.e. dress regalia) must be worn :

- (a) in Grand Lodge;
- (b) at great ceremonials and consecrations, and on other special occasions authorised by the Grand Master;
- (c) in any Provincial Grand Lodge when desired by the Provincial Grand Master.

The Rt. W. Provincial Grand Master wishes to draw attention to his desire that Dress Regalia should be worn only at Installation Meetings and when Official Visits are made by the Provincial Grand Master, the Deputy Provincial Grand Master, the Assistant Provincial Grand Masters and the Provincial Grand Wardens.

Naturally, dress regalia must always be worn at all meetings of Provincial Grand Lodge itself.

Grand Officers and the Provincial Grand Wardens will be advised of any other occasions arise when Dress Regalia should be worn.

They may find it helpful to keep in touch with their Lodge Secretary who will be informed well in advance of such visits as mentioned above so that they will have reasonable notice of the correct dress code for the evening in question.

On all other occasions, Undress Regalia should be worn.

COLLARS

Officers of private Lodges should wear their collars only in their own Lodges, except that the Master and Wardens will wear their respective collars when representing their Lodges in Grand Lodge or in Provincial Grand Lodge.

All officers must conform to **Rule 262** Book of Constitutions.

Advice has been sought about the several circumstances which can arise when 2 collars with their appropriate jewels should, or may be worn, and accordingly the opportunity is taken of providing this guidance note (December 2014).

A Provincial Officer, present or past, in active office in his Lodge must wear his dark blue Provincial Officer's collar, (or if appropriate, his red Stewards' collar), beneath his Lodge Officer's collar.

The 2014 edition of the United Grand Lodge booklet "Information for the Guidance of Members of the Craft" describes on pages 47 and 48 (in the section dealing with decisions of the Board of General Purposes) other circumstances in which 2 collars must be worn, firstly, by a Past Master who is also appointed or elected as an Officer for the year, in which event he should wear the collar and jewel of the office as well as the collar and jewel of his rank.

Further, when an Officer of the year is absent and a Past Master is appointed by the Master (or on his behalf) to take that Office for the evening, he should wear the collar and jewel of that Office as well as the collar and jewel of his rank.

However, it must be carefully noted that a Brother who occupies an Office in a Lodge (from that of the Master downwards) for whatever reason, when the regularly appointed or elected holder of that office is present, should not wear the collar and jewel of that office; in these circumstances they should be worn only by the regular holder of the office.

Also, any Brother who has been appointed as an "additional" Officer of the year, as defined in Rule 104 of the Book of Constitutions, and who has also been appointed to a regular office, should wear the collar and jewel of his additional office and also the collar and jewel of the regular office.

In respect of Grand Officers, **Rule 239** requires the holders of such rank to be clothed accordingly but **Rule 267** provides that a Grand Officer who is performing official duties as a present Provincial Grand Officer may (but need not) wear his Provincial collar with his Grand Officer's apron.

He therefore has 3 options, namely (a) he may wear only his regalia as a Grand Officer (b) he may wear his Provincial collar in substitution for that of a Grand Officer or (c) he may (albeit unusually) wear his Provincial collar on top of his Grand Officer's collar.

Please particularly note that the long standing practice in Lincolnshire of exercising option (a) should continue to be followed.

A Grand Officer who also holds an active office in his Lodge should wear the collar and jewel of that Office over his Grand Officer's collar and jewel.

CONTACT WITH GRAND LODGE

Brethren are reminded of the established convention which requires any contact with UGLE at Freemasons Hall, London to be made through the Provincial Office to whom any request for help, guidance, advice or information should first be made.

If any contact is made direct to UGLE, then it will invariably be referred back to the Provincial Office to be dealt with.

The Provincial Grand Secretary and his team are always happy and willing to assist in responding to such requests and, should any reference to UGLE be needed, then they will undertake this with the appropriate department and then respond accordingly.

EMERGENCY MEETINGS

Not more than one meeting of a Lodge may be held on one and the same day. A dispensation is required for an emergency meeting and is covered in appropriate detail in **Rule 140** of the Book of Constitutions. Under this Rule “good cause” must be shown. No business which is required to be transacted only at a regular meeting shall be transacted at an Emergency meeting. The Provincial Grand Secretary is happy to give advice in this regard.

Another potential emergency situation might arise where the length of the procedure for initiation of a candidate as set out in **Rule 159** would impose serious hardship upon a prospective candidate in which event the procedure in **Rule 160** of the Book of Constitutions provides for such hardship to be alleviated.

ENTERING LODGE

After the Lodge has been opened, Brethren entering for the first time should salute from the left of the Senior Warden giving the signs in each degree up to and including that in which the Lodge is working.

EXCLUSION

Should the subscription of a member to his Lodge remain unpaid for 2 full years, at the expiration of that period he shall cease to be a member of that Lodge (**Rule 148, Book of Constitutions**). Many Lodge by-laws provide for a lesser period at the expiration of which a member shall be liable to be excluded after due notice, in accordance with **Rule 181** of the Book of Constitutions. In this context a period of between 3 and 9 months is recommended.

The fact of his exclusion should be reported at the next meeting of the Lodge and also advised to the Grand Secretary via the Provincial Grand Secretary. If the exclusion is from the only Lodge of which he is a member, he shall not attend or visit any Lodge until he again becomes a member of a Lodge, which can only be done in strict accordance with **Rule 163**, Book of Constitutions.

GAVEL

The Master must offer his gavel to the Grand Master, Pro Grand Master, Deputy Grand Master, Assistant Grand Master, Provincial Grand Master, Deputy Provincial Grand Master and Assistant Provincial Grand Master and to no other person. Only the Master and his Wardens should use the gavel, both in Lodge and at the festive board with the exception that the Master may delegate the use of his gavel to the Director of Ceremonies and/or his Assistant at the festive board. Heavy or frequent use of the gavel is most objectionable, except during a ceremony, when it should be used lightly, the gavel should only be used to invite the Brethren's attention.

GLOVES

The Quarterly Communication of the Grand Lodge for 10th June 1964 reads as follows:-

"Enquiries are often made of the Grand Secretary as to the correct procedure to be observed in the wearing of gloves during Lodge meetings. As laid down in Grand Lodge in June 1950, this is left to the discretion of the Master of each Lodge to decide, after duly considering the interests of the members generally, whether to request that they be worn.

- (a) The Board considers that when such a request is made it should cover all present, and not, as sometimes occurs, the Officers only.
- (b) The Board recommends the Grand Lodge to rule that if gloves are worn they should be worn at all times except:
 1. By a candidate for the three degrees.
 2. By a Master-Elect when actually taking his obligations on the V.S.L. Gloves would thus not be removed (by Wardens or any temporary occupant of their chairs, or by any Brother assisting them) in the course of entrusting or examining candidates, or when investing Officers.
- (c) The Board sees no objection to Entered Apprentices and Fellow Crafts wearing gloves when not actually being passed or raised."

GRACE

When grace is given, it is essential that the wording should be consistent with our belief in the G.A.O.T.U.

Long graces and those which err on the side of humour rather than sincerity are to be avoided.

It is improper to give any sign when grace is said.

GRAND LODGE COMMUNICATION

Secretaries are required to make due reference to the minutes of the Quarterly Communications and to see that Brethren are given a summary of what has taken place in Grand Lodge. Where possible and convenient the circulation with the summons of an abbreviated summary of the proceedings is very helpful in attaining this end, as it gives the Brethren a full picture of what has transpired without encroaching too much on time in Lodge.

Attendance at Quarterly Communications is open to all Masons who are Active Wardens of their Lodge or above as of right. In recent years Grand Lodge has allowed Master Masons below the Active rank of Wardens of their Lodge to attend some Quarterly Communications but they will require a ticket and this is arranged by the Provincial Grand Secretary. The Quarterly Communications are held on the 2nd Wednesday of March, June, September and December but at present Master Masons below the rank of Active Warden are not invited to the March meeting.

HONORARY MEMBERS

These Brethren cannot take part in discussion or vote in Lodge, nor may they hold office. Their names should not be included in the annual returns unless special provision has been made in the return, and no fees are payable by them. Where the distinction of Honorary Membership has been conferred upon a Past Master because of the service he has rendered to the Lodge, he shall, if he has been a subscribing member thereof, be entitled to propose or second candidates for admission to the Lodge. Attention is drawn to **Rule 127** of the Book of Constitutions which directs that an Honorary Member of a Lodge who is not a subscribing member of another Lodge may not attend any one Lodge, other than that of which he is an Honorary Member, more than once in a lifetime and upon such one attendance he shall append the word "unattached" to his signature in the attendance book.

Honorary Membership which is permitted under **Rule 167** of the Book of Constitutions should be regarded as recognition of distinguished service to the Craft in general or to a particular Lodge.

INTERNET ENQUIRIES FOR LODGE MEMBERSHIP

The UGLE and Lincolnshire Provincial websites provide both interesting, informative and indeed stimulating information for those who wish to pursue the possibility of membership of a Masonic Lodge by first visiting one or both of the above websites.

The UGLE website defines the essential values of our organisation, gives access to a video hub and invites the completion and return of a simple form giving the interested persons' name, date of birth, email address and telephone number.

Our Provincial website also provides an informative introductory text about Freemasonry, gives access to the brochure and video "Becoming a Freemason" - refers to the UGLE website and advises on the steps to be taken to advance an application to join one of our Craft Lodges.

The Provincial Office will become involved either as the result of a referral to us by UGLE or as the result of a direct contact to the Provincial Office as advised by our website. We will then pass the referral to the Provincial Membership Officer who will contact the potential applicant, complete the preliminary enquiry form and, if the potential applicant is suitable, pass the details to the local area point of contact for further action.

It would not be appropriate for the Province to recommend a specific Lodge to a potential applicant as this would be unfair to the other Lodges meeting at that centre, except of course where there is only one Lodge at the centre in question, as is the case at two of our centres.

The local area point of contact will then, through his local knowledge of the needs of the Lodges in that area, pass the details of the potential applicant to the Secretary of a Lodge at the centre in question, so that they may see the applicant, have a preliminary introductory discussion to assess his suitability, provide him with any additional information/documentation he may reasonably request, and inform him of relevant information of other Lodges meeting at this centre including the dates when the Lodges there meet - all of this with a view to recommending to him a Lodge at that centre most suitable to his needs and wishes, and also to those of the Lodge concerned. He would then be given the necessary contact details of that Lodge and the Lodge Secretary would also be informed. If, in the course of discussion, it transpires that he is known well enough to be proposed and seconded by at least two Brethren who are members of the Lodge which he wishes to join, the application can then proceed in the normal way.

In the event that he is not so known, which is the more likely scenario, then the advice given by the Provincial Grand Secretary at two of the bi-annual Secretaries meetings, and recorded in the distributed minutes, should be adopted, a summary of which is set out below and which has equal application to someone moving to the area, who is not well known and who makes a direct approach -

“Some Initiates have come into Freemasonry via the website, or as a result of having moved into the Province for the first time because of a change of job, retirement or other good reason, and there are many examples of these Brethren becoming a credit to Freemasonry and to themselves.

There is no set time period during which the proposer and seconder must have known such candidates but it is recommended that he should be seen by at least a small number of Lodge members including senior Brethren and that they should see him in as many different contexts as possible (e.g. work, social, family setting etc.) before coming to a conclusion as to his suitability, thus enabling the proposer and seconder to have sufficient confidence in the gentleman concerned. The intensity of their knowledge of him is more important than the length of time involved and no minimum period is set by UGLE.”

This guidance note has been prepared to provide a general but not rigid framework which it is hoped will help such applications to be dealt with in an objective and consistent manner, and its flexibility reflects the confidence the Province has in those Brethren who will be responsible for implementing its recommendations.

JEWELS

No other jewel except the jewel of rank may be appended or worn on the collar.

Any other authorised jewel should be worn on the left breast.

When the Province is “in Festival” the jewel of that Festival should be worn by those entitled to wear it. When “not in Festival” no charity jewel should be worn.

The Hall Stone Lodge Jewel may be worn appended to a Collarette by the Master of each Lodge qualified as a Hall Stone Lodge.

When a Brother wears a Provincial Grand Chapter jewel no other jewel should be worn except a Festival jewel when the Province is “in Festival”. The Chapter jewel should be nearest the heart with the other jewel(s) to its left.

LECTURES OF THE THREE DEGREES AND CHARGES IN THE BOOK OF CONSTITUTIONS

Brethren should be encouraged to learn and work portions of these lectures, the mere reading of which will add considerably to a brother's knowledge of Freemasonry and to his enjoyment of the ceremonies. Masters of Lodges might well consult their Directors of Ceremonies with a view to forming a "team" of Brethren to work a portion of the lectures at a regular Lodge meeting, thus providing a welcome change from constant degree work. In some rituals, the lectures are included, but, if not so included, may be obtained in vest pocket or large pocket size from any masonic publisher. The attention of Masters of Lodges is drawn to the "Charges of a Free-Mason" which precede the appendix to the regulations in the Book of Constitutions. Grand Lodge suggests on the title page that these charges "be read at the making of new Brethren or when the Master shall order it". The Rt W Provincial Grand Master recommends the charges to Masters, Wardens and Brethren of Lodges and hopes that they will consider having them read in their Lodges, in full or in part, when a convenient opportunity arises during each year.

It will, of course, be appreciated that the "Charges of a Freemason" which appear in the Book of Constitutions after the general laws and regulations for the government of the Craft are somewhat more detailed and fuller than the Antient Charges and Regulations to be read by the Secretary to the Master Elect prior to his Installation into the chair of a Lodge.

LEWIS

A Lewis is the uninitiated son of a Mason. He cannot claim any special privilege other than that, in the event that a second candidate is initiated at the same time as himself, he can claim seniority during the ceremony. He cannot claim priority over any candidate on a waiting list or who may have been proposed before him, but must take his due place on the rota in accordance with the actual date his proposition is received, subject to the right of a Lodge, by a majority, to regulate its own proceedings within the authority it derives from Grand Lodge.

LIAISON OFFICERS

The Province of Lincolnshire covers a very wide geographical area in which there are 74 Craft Lodges situated at 21 Masonic Centres.

As a result of the regular contact between the Provincial Office and the Secretaries of individual Lodges, there are excellent lines of communication and these are supplemented and further strengthened by the appointment, by the Rt W Provincial Grand Master, of a Liaison Officer (usually but not always a Grand Officer) between the Lodge to which he is appointed and the Provincial Office. Each year, the Provincial Office will notify all Lodges of the identity of their Liaison Officer.

The role of the Liaison Officer is to assist the Worshipful Master and his Officers in sustaining the welfare of the Lodge and to provide appropriate liaison between the Lodge and the Provincial Office. He will always act in the promotion of the best interests of the Lodge, make himself available to all of the Brethren and respond positively to any requests of the Worshipful Master, the Officers and Brethren in any matter in which his help can promote the happiness, well-being, and smooth running of the Lodge.

Specifically, the Liaison Officer will have as his main objectives -

- encouraging, motivating and supporting the Brethren, particularly the newer and younger Brethren.
- ensuring that the all-important Mentoring Scheme is working effectively, including studying and signing the Lodge Mentor's annual report.
- maintaining a close link between the Province and the individual Lodges.
- ensuring that communications between the Lodge and the Province and vice versa are effective.
- detecting and dealing diplomatically with any disharmony at an early stage.
- advising the Province on the health of the Lodge, including the submission of an annual report, and making recommendations, by the completion of Honours form C, on the merits of those recommended for a First Appointment or Promotion.
- He will also liaise with the Lodge's Chapter Representative in the discharge of his duties.

LICENSING LAWS

The attention of the Brethren is drawn to the absolute necessity - at all times - of observing the Licensing Laws.

When the Licensing Act of 1902 was passed, an undertaking was given to the Home Secretary by the Grand Registrar that the masonic authorities would condemn the practice of consuming any intoxicating liquor in Lodge, or on premises directly associated with a Lodge, in connection with the ceremony of Installation. This undertaking was carried out on instructions issued from Freemasons Hall, and confirmed by Grand Lodge, with a direction for them to be read at the next meeting of each Lodge. "The Board condemns the practice and continues to enjoin that, neither directly nor by any colourful evasion, shall it be indulged in at any period during the meeting of a Lodge when engaged in the Ceremony of Installation". (Extract from Report of Board of General Purposes, adopted March 3rd 1926)

LODGE OF INSTRUCTION AND IMPROVEMENT

If practicable, it is most desirable that every Lodge Centre should have at least one Lodge of Instruction / Improvement attached to it. Reference to the importance of such a Lodge is referred to earlier in these notes under the heading of "Ceremonies". **Rules 132 to 135** of the Book of Constitutions, both inclusive, give all the relevant information concerning the formation and running of such Lodges. All Master Masons should be encouraged to join a Lodge of Instruction / Improvement immediately following their raising. As a change from constant "degree working", it is recommended that an explanation of one of the tracing boards could be presented or that an occasional lecture be given on other masonic topics of interest. To assist in the "daily advancement", the attention of the Brethren might well be called to masonic literature which is available and, particularly, to the lectures of the three degrees (see above). These Lodges should not be seen as Lodges of Rehearsal but Lodges where breaks occur and explanation given on different aspects of the ceremony.

Each year the Province nominates an acting Provincial Officer to represent the Provincial Grand Master at one meeting of every Lodge of Instruction or Improvement.

The Assistant Provincial Grand Secretary is responsible for arranging the visits of the Active Provincial Officers and he works in conjunction with the Assistant Provincial Grand Masters who share overall responsibility for this important part of the Province's programme.

Each of the Assistant Provincial Grand Masters will each visit 8 Lodges of Instruction annually.

LODGES OF REHEARSAL

It cannot be stressed too strongly that it is the duty of all Officers of the Lodge - including Stewards - to attend the rehearsals, as should all Past Masters taking part in the ceremony. The presence of the Officers is as important as that of the Master, the presence of the Stewards is most desirable in case they are called upon to deputise for an Officer at short notice and the presence of the Past Masters taking part in the rehearsal (even though not necessarily presenting, during the rehearsal, their own ritual in full) will assist the Director of Ceremonies and will also help and encourage the newer Brethren. The importance of well conducted rehearsals cannot be overstated.

MASONIC YEAR BOOK

The attention of Brethren is drawn to this annual publication, a copy of which is supplied to each Lodge Secretary every year and which is available to every member of the Lodge. In particular, much useful information is contained in the Year Book under the headings "Aims and Relationships of the Craft", "Basic Principles for Grand Lodge Recognition", "Points of Procedure", "Decisions by the Board of General Purposes". The Year Book is obtainable from Freemasons' Hall, Great Queen Street, London WC2B 5AZ.

It is recommended that each Brother in the Province takes advantage of the opportunity to obtain a copy of the Provincial Year Book commonly called "the blue book" which is provided free of charge. It is updated and published annually and is an excellent reference book for the members of the craft in the Province. The Brethren will be familiar with the content and layout of the yearbook but their attention is particularly drawn to the sections towards the end of the book relating to the Grand Charity, the Royal Masonic Trust for Girls and Boys, The Royal Masonic Benevolent Institution, the Masonic Samaritan Fund and Masonic Charities in the Province of Lincolnshire.

THE MEDIA AND TALKS TO OUTSIDE BODIES

In recent years there has been a substantial change in the way Freemasonry is portrayed to the outside world, including through social media and publications. This has led to a revival of interest in Freemasonry on the part of the broadcast media.

It is recommended that, whilst Brethren should not be prevented from voicing their views, participation, whether at national or local levels, in broadcast debates on Freemasonry is best left to spokesmen who have the background knowledge and experience to participate in such events, and who, preferably, have been duly authorised in advance.

Any Brother who is approached to take part in a broadcast should seek guidance from the Provincial Communications Officer, W. Bro. Stuart Pearcey.

In relation to giving talks to outside bodies, it is essential that contact is first made with the Information Officer and that his help, advice and guidance are sought, and his approval obtained, before any such talk is given.

MEETINGS

Every meeting called for by the by-laws must be summoned and held upon the proper day except as provided for by **Rules 137, 139, 141, and 142**, Book of Constitutions. No meeting of a Lodge may be adjourned. No meeting may be cancelled if it is possible to hold it.

Should very bad weather or other adverse circumstances prevent Brethren from attending a Lodge meeting, as has happened in a recent harsh winter, the meeting will be recorded as "abandoned" and detailed advice in this context is recorded in the Notes of the Secretaries Meeting held in September 2011.

MINUTE BOOK

The Lodge minute book must be properly bound. The names of all members present at each meeting of the Lodge, together with the names of all visiting Brethren with their Lodges and masonic ranks, must be entered in the minute book. The Board of General Purposes is of the opinion that the requirements of the second part of rule 144, Book of Constitutions, are met if loose-leaf attendance sheets are irremovably affixed to the minutes of the meeting to which they refer provided that each sheet is initialled by the Master or Secretary. (3rd June 1959). A reference to a separate signature book does not comply with Rule 144, Book of Constitutions (See also under "Security").

MODE OF ADDRESS

Only the Grand Master and Provincial and District Grand Masters are said to occupy thrones. Masters of Lodges are installed into the "Master's Chair". The expression "Reigning Master" should therefore never be used but Masters in Office can be used. There is only one Master in a Lodge, and he should accordingly be described as "Master" or "Worshipful Master". No Brother should ever be addressed as "Sir" or "Worshipful Sir" nor two or more Brethren as "Gentlemen". It is quite in order to use a Brother's known name, but this should not be used in isolation, e.g. it is correct to refer to "Brother John Smith", but incorrect to refer to "Brother John". Directors of Ceremonies should ensure that this increasingly common practice is discouraged.

An Officer of the Lodge who is a Past Master should be addressed without use of the prefix "Worshipful" unless his surname is used. For example, the Director of Ceremonies is addressed as "Brother Director of Ceremonies" or "Worshipful Brother (surname)".

See also "Notes for specific use of Directors of Ceremonies" under "Masonic After Proceedings"

OFFICERS

All officers must be subscribing members of the Lodge, with the exception of the Tyler. Rule 104, Book of Constitutions, defines the correct designation and the order of appointment and investiture of all officers of a Lodge. **No additional or alternative designation is recognised, and no other officer may be appointed, neither should any other officer appear on the Lodge summons, menu card, or other printed matter which purports to show an official list of officers.** Stewards are appointed without any designation of seniority. No brother has the right to claim advancement by rotation. The appointment of all Officers except the Master, the Treasurer and Tyler is in the discretion of the Master. Each Officer is appointed for a year. The Installing Officer, therefore, should not "declare all offices vacant" but, unless the Lodge is accustomed to dealing with this matter in a different way, should request the officers (except the Secretary and the Director of Ceremonies whose duties continue) to vacate their chairs, having divested themselves of their collars.

The Immediate Past Master is not an Officer of the Lodge. He takes precedence in the Lodge immediately in front of the Chaplain. In a printed list of Officers the Immediate Past Master should appear immediately after the Worshipful Master and before the Officers.

In some Lodges an Honorary Organist is appointed and his name should appear as such on the Lodge summons.

PAST MASTERS

A Past Master, on ceasing to subscribe to any Lodge under the English Constitution, ceases to be a member of Grand Lodge and Provincial Grand Lodge. On again becoming a subscribing member of a Lodge under the English Constitution, he will also become a member of Grand Lodge and Provincial Grand Lodge unless he has been excluded, or has resigned, without having paid his subscriptions, in which case he cannot become a member of Grand Lodge and Provincial Grand Lodge as Past Master until he has again duly served the office of Master. (**Rule 9, Book of Constitutions**).

PROMOTIONS

After any Grand Officer or any Provincial Grand Lodge Officer receives promotion, only letters showing his higher rank should be given after his name.

PROVINCIAL GRAND LODGE, ATTENDANCE

Brethren summoned to attend Provincial Grand Lodge are the Provincial Grand Officers, Past Provincial Grand Officers and the Masters, Wardens and Past Masters of the Lodges in the Province. Subscribing Master Masons are strongly encouraged to attend. **It is the duty of the Master and Wardens of each Lodge to be present at the annual meeting of Provincial Grand Lodge as this represents the only opportunity the Rt W Provincial Grand Master has of addressing them collectively.** Equally, it is the duty of Brethren receiving provincial appointments and promotions to attend unless there are exceptional circumstances which prevent their attendance. The annual meeting of Provincial Grand Lodge is an important and colourful event in the year of the Province. It is the highlight of the Provincial year, an opportunity for all Lodges to meet and celebrate and is an uplifting and rewarding individual experience for the Brethren.

The Annual Provincial Meetings of Craft and Chapter are held on the second Wednesday of May. The Chapter meeting is held in the morning and the Craft meeting in the afternoon. Brethren are reminded that luncheon is provided between the two meetings and is very well attended. A booking form for the luncheon is included in the summons for the meeting.

As a matter of courtesy to the Worshipful Masters of our Lodges, a special block of seating is reserved for them at the Craft meeting.

PROVINCIAL GRAND LODGE REGALIA

Attention is drawn to Rule 265, Book of Constitutions, which permits a Provincial Grand Officer to elect to have clothing with ornamentation either of gold lace or cord corresponding with the collar as described in Rule 260. A Brother electing to wear either form of dress will be considered adequately clothed on all masonic occasions. In both cases the appropriate jewel should be suspended from the point of the collar (Rules 247 and 254 Book of Constitutions). A Provincial Grand Officer is improperly dressed without a jewel at the point of his collar.

It has become the custom that “undress” regalia is worn at normal Lodge ceremonies but “full dress” regalia is worn at Installation Meetings and when there is an Official visit being made by one of the Rulers of the Province.

The wearing of gauntlets is permissible but it is not now the practice to wear them in Provincial Grand Lodge.

PROVINCIAL GRAND MASTER

As a matter of courtesy to the Provincial Grand Master, all applications or communications to him must be made through the Provincial Grand Secretary at the Provincial Office, unless they are letters conveying only greetings, congratulations and appreciations.

PROVINCIAL RANK, APPOINTMENTS

The Brethren will find it helpful to know the principles governing appointments to, and promotion in, Provincial Grand Rank.

- (1) The number of appointments and promotions which can be made each year is determined solely by the provisions contained in the Book of Constitutions. Until 2005, the number of active ranks, past appointments, and promotions available to the Provincial Grand Master was governed by the number of Lodges in the Province. Grand Lodge altered the system, and the quota then became based on the number of Brethren in the Province, resulting in fewer offices being available in certain categories.
- (2) The conferment of rank is the prerogative of, and entirely a matter in the discretion of, the Rt W Provincial Grand Master, and his decision is final and not open to review on the representation of any Brother or Brothers.
- (3) Rank is conferred in respect of an individual's merits, and not in respect of the merits of his Lodge, although it is increasingly seen that a Lodge which maintains high standards invariably has a large number of zealous masons in its membership.
- (4) In assessing the merits of a Brother for possible Provincial appointment or promotion, particular consideration is given to the interest he has shown in masonic affairs, his attendance record, his services to Freemasonry through the holding of an Office or performing different ritual since he has passed the chair and his participation in Royal Arch Masonry as well as the special needs of the Province.
- (5) As a general principle, a Brother is eligible for consideration of a First Appointment in Provincial Grand Lodge once 6 years have elapsed since his Installation as Worshipful Master. Similarly, a Brother is eligible for consideration of Promotion in Provincial Grand Lodge 6 years after his last Provincial Honour. Full information is provided by the Lodge Secretary and Liaison Officer on the appropriate forms provided by the Provincial Grand Secretary.
- (6) It therefore follows that indifferent attendance will not be a commendable factor.
- (7) Provincial rank must be accepted, if offered, on the clear understanding that the Brother becomes one of the Officers of the Rt W Provincial Grand Master, to support him in his work for the well-being of the Province and to give the Brother an opportunity and incentive for further service to Freemasonry, as well as the pride, personal satisfaction and fulfilment of a Provincial office, whether acting or past rank.

PROVINCIAL SOCIAL COMMITTEE

The Lincolnshire Social Committee was formed at the instigation of W Bros Patton, Wayman, White and Weston by kind permission of the then Provincial Grand Master Rt W Bro Geoffrey M. Cooper.

Its object was to generate the social side of Freemasonry and to encourage the participation of the Ladies in social events.

In 2003 Constitutions were drawn up and they state:-

"The objectives and aims of the Lincolnshire Provincial Social Committee shall be to encourage, promote, co-ordinate and disseminate information about activities of a social nature; to further the friendly relationship of Brethren and their Ladies in and out of the Province of Lincolnshire."

The same Constitutions gave voting rights to the Ladies.

Over the years each Lodge has been encouraged to appoint a Linkman whose responsibility is to ensure that the Brethren are fully acquainted with every event arranged by the Committee.

One of the Committee's principle aims is to organise functions such as the Fun Day for the Disabled and the Youth Concert at various venues throughout Lincolnshire.

Events such as these should involve every Lodge in the Province and are intended to be for the benefit of the community as well as the Fraternity.

The Social Committee's activities are considered to be an important facet in the Masonic life of Lincolnshire and should be encouraged by every Lodge.

REMEMBRANCE SUNDAY AND WREATH LAYING CEREMONIES

The MW Grand Master is very happy for members to be involved in wreath laying ceremonies to commemorate those Freemasons who died during the Great war and subsequent conflicts. Previously it may have been felt that, for some reason, this would not be appropriate. Please note the following guidance:

- Those participating are not representing UGLE or the Province of Lincolnshire and the 'message' on the wreath should not be from UGLE or the Province – below is an example of what might be used
- All 'messages' must be approved by the Province
- The wearing of Masonic regalia – it is suggested that collars only is appropriate – Masonic Jewels should not be worn.

In lasting memory of those Freemasons who made the ultimate sacrifice in Service to their Country

RESIGNATIONS

A Brother who has ceased to be a subscribing member of a Lodge otherwise than by "Exclusion" (please see the earlier note under this heading) shall be permitted to attend any or every Lodge under the English Constitution once in a lifetime, and once only, until he again becomes a subscribing member of a Lodge, and upon such one attendance he shall append the word "unattached" to his signature in the attendance book, stating therein the name and number of the Lodge of which he was last a subscribing member.

In the event of a resignation, the Lodge Secretary should notify the Provincial office of the reason for it.

Any resignation by email must be confirmed in writing to the Lodge Secretary and bear the Brother's signature.

Nothing in this rule shall preclude the attendance of a Brother at any Lodge of which he is an Honorary Member (Rule 127, Book of Constitutions).

RETENTION OF MEMBERS and THE MENTORING PROGRAMME

MENTORING PROGRAMME

The purpose of the mentoring programme is to ensure that every new member enjoys being a freemason, understands what it is about, and becomes involved in his Lodge and in all its activities.

The Lodges that have accomplished this objective have benefited from keen, enthusiastic and committed members who are not only an asset to their Lodge and freemasonry in general, but also keen to encourage their friends to join.

This objective cannot be achieved by one person alone. The Lodge as a whole must welcome, involve, and value its new members. We are receiving them into our order and their attitude and response to us will depend on how we treat them.

The "Strategy Document", approved by the Provincial Grand Master, and freely available from the Provincial Grand Mentor, explains the implementation and responsibilities of the Mentoring Programme in the Province of Lincolnshire.

In addition, there is a very valuable resource available from the new Grand Lodge website entirely devoted to Mentoring, <http://www.masonicmentoring.org.uk/>.

RETENTION

The overall numbers in the Province of Lincolnshire have remained relatively stable in recent times although some Lodges have suffered a fall, sometimes significant, in their numbers. Some Lodges have suffered disproportionately in losing members due to deaths, resignation and some members being required to move to other areas in connection with their work. Over a period of time the good fortunes of such Lodges will hopefully be restored by taking the initiatives set out below.

Conversely other Lodges have increased their membership and it is hoped that their momentum of success will be maintained. There is a particular risk of losing, through resignation, a certain percentage of new members particularly in the first 5 years following their initiation. It is expected that the positive approaches being adopted by Lodge Mentors and the acceptance of the Provincial Mentoring programme will reduce any such loss in the future.

Lodges and Brethren are invited to consider the following positive ways which it is hoped will alleviate this concern:

- (a) Proposers and Seconders should be reminded of their continuing duties to ensure the well-being, happiness and integration of their candidate. If, through force of circumstances, the Proposer and/or Secunder are not available to undertake this continuing responsibility, then the Personal Mentor has an important role.
- (b) Newly admitted Brethren should be encouraged to speak to their Proposer and/or Secunder and/or any other member of the Lodge (including his Personal Mentor) to deal with any queries or concerns which can then be addressed at an early stage.
- (c) The happy tradition of an initiate being invited to another Lodge to witness the same ceremony he has just undertaken should continue.
- (d) The desirability of Brethren being encouraged to learn and present ritual in their Lodge when they are ready, willing and able to do so is repeated and confirmed.
- (e) Newer members of the Lodge should be encouraged to play a role in social activities organised by the Lodge.
- (f) A senior member of the Lodge, designated by the Lodge Mentor, should accompany an entered apprentice or a Fellow Craft out of the Lodge room whilst a higher ceremony is taking place as this will provide a perfect opportunity for an informal and informative discussion to take place pending their return to the Lodge.
- (g) Proposers and seconders should give suitable and timely advice to their candidate (following his being raised to the third degree) of the other masonic degrees and orders, commencing with the Royal Arch, but they should ensure, before he takes any further step, that he will be in a position to meet the further commitments expected of him as he advances and enriches his masonic career. It is appreciated that circumstances do vary with each individual and this will no doubt be born in mind by the Proposer and Secunder.
- (h) The Liaison Officer for each Lodge should meet new members of the Lodge on an informal basis after their initiation and should also address the Brethren periodically for a suitable period of time on matters of special interest and should encourage and respond to questions and observations particularly from the newer members.
- (i) Should a Brother be absent for two consecutive meetings of his Lodge, then a discreet and diplomatic enquiry should be made as to the reason for his non-attendance so that any problems can be addressed in their early stages because the longer a member is away from Lodge meetings, the more difficult it is later to return. This recommendation should be considered in conjunction with the later notes regarding the duties of the Lodge Almoner.
- (j) Lodges may wish to consider reducing the time taken for an Initiate to become a Master Mason. Too often Initiates and Fellow Crafts feel that they are not “full members” of the Lodge when they have to withdraw for the working of a higher degree causing them to question their membership. If they become used to being involved regularly from any early stage they are less likely to resign.

RISINGS AND GREETINGS

On the "first rising", it is customary to deal with communications from Grand Lodge; on the "second rising", those from the Provincial Grand Lodge; on the "third rising", visitors, if qualified to do so, and if it is the custom of the Lodge to receive them, may give greetings. A Brother visiting a Lodge shall not give greetings on behalf of his Lodge unless he is the Worshipful Master or authorised by the Worshipful Master to do so. A newly installed Worshipful Master will normally find it convenient to give such authority immediately following his installation.

The protocol for giving greetings is "Worshipful Master, I bring greetings from Lodge No". If a member of the Lodge is also a member of other Lodges he should not give greetings. If a visitor is a member of more than one Lodge he should only give greetings from the senior Lodge of which he is a member.

It is perfectly permissible, and indeed encouraged, particularly where there are a large number of visitors, for the visitor senior in rank to give greetings on behalf of all the visiting Brethren.

ROYAL ARCH MASONRY

The Rt W Provincial Grand Master hopes and expects that all Master Masons will join the Royal Arch following their third degree ceremony. Master Masons may take this most important step after having been raised for a period of 4 weeks. Joining the Royal Arch is the completion of the journey in pure antient masonry and any Master Mason who has not joined the Royal Arch has not completed his basic experience of masonry. The Royal Arch is inextricably linked with the Craft and cannot be separated from it.

The Book of Constitutions recites that by the solemn Act of Union of December 1813 it was "declared and pronounced that pure Antient Masonry consists of three degrees and no more, viz., those of the Entered Apprentice, the Fellow Craft, and the Master Mason, including the Supreme Order of the Holy Royal Arch".

Reference is made elsewhere in these notes to the letter prepared by the Provincial Grand Master/Most Excellent Grand Superintendent in and over the Province of Lincolnshire and which is handed to each Master Mason when presented with his Grand Lodge Certificate.

SECURITY

Steps should be taken to ensure the security of Lodge minute books and records and experience shows that it is particularly important for a note to be readily available as to where old records are stored. The custody and care of Lodge warrants also requires careful attention. It is important that Secretaries ensure that the past records of the Lodge are not only safely stored but are handed over to their successors.

VISITORS AND VISITING

The attendance of visitors to our Lodges and to the festive board is of the greatest importance in contributing to the success of Freemasonry, the enjoyment of our ceremonies, and the conviviality of the festive board.

No one may be admitted into a Lodge unless introduced by one of the Brethren present (who should previously have sat in Lodge with him), or until after due examination by the Junior Warden with production of the Grand Lodge Certificate.

In the case of a visitor from another jurisdiction, the other requirements of Rule 125 must be carried out. (Rules 125,126, 127 Book of Constitutions). See also, above, under "Risings and Greetings".

Detailed advice concerning visits abroad has been given at the Bi-Annual meetings of Lodge Secretaries and is contained in the notes of those meetings. This advice includes the protocol for such visits which is also set out in the Masonic Year Book issued by United Grand Lodge. The Provincial Grand Secretary will always be pleased to give advice in this context and will if necessary contact the relevant department of UGLE should the need arise.

Provincial and District Grand Officers have precedence only in their own province or district.

VOCAL MUSIC

Other than the opening and closing odes, to be sung respectively before and after the Lodge is opened and closed, and the singing of the words "So mote it be", no hymns, anthems or other vocal music should be introduced into the ceremonies, except as specifically provided for in consecration or other ceremonies. Suitable organ music to add to the beauty and dignity of the ceremonial, is, of course, desirable, welcome and important.

WARRANT

It is recommended at Installation Meetings that the warrant of the Lodge is delivered into the special keeping of the new Master by the Immediate Past Master.

Rule 101 of the Book of Constitutions confirms that the Warrant of the Lodge is to be held by the Worshipful Master in safe custody on behalf of the Grand Master. The Master shall produce it at every meeting of the Lodge.

NOTES FOR THE SPECIFIC USE OF THE TREASURER OF THE LODGE

1. The duties of the Treasurer of a Lodge are usually only briefly outlined in the by laws and extend considerably beyond the collection of subscriptions, the payment of bills and the presentation of an annual account. Rule 153 of the Book of Constitutions clearly defines the duties of the Treasurer.
2. It is the duty of the Treasurer to advise the Secretary of a Lodge of arrears of subscriptions for the purposes of the annual return and the exclusion regulations of Rule 148 of the Book of Constitutions. Lodge by-laws may preclude a Brother in arrears from taking office and may result in exclusion from membership in a much shorter period than that specified in Rule 148.
3. The Treasurer should liaise with the Lodge Secretary and the management committee of the masonic centre to ensure that appropriate insurance is taken out to cover all relevant insurance risks including the building, its contents, employees, third party responsibility and all other potential liabilities which should be reviewed at least on an annual basis.
4. An annual budget of income and expenditure prepared in advance could be of material help to the Lodge standing committee when costs are constantly rising. An excess of expenditure over income, except for the unforeseen and non recurring items, which will deplete Lodge funds provided by previous members, is to be avoided.
5. All Lodges will have a charity account into which are paid the proceeds of monies collected for charitable purposes. Monies going into this account are deemed to be available only for charitable purposes, as defined in the Charities Act, and cannot, therefore, be used for Christmas presents for widows, in memoriam flowers or donations, presents for the sick or, indeed, any other non-charitable use. In order to get over this difficulty, many Lodges now have a Benevolent Account and / or a "Contingency Account" into which collections and raffle proceeds can be paid. The word "Benevolent" indicates a wider meaning than Charity itself and refers to goodwill, acts of kindness and a disposition to do good.

The purpose of any collection / raffle must be clearly explained to the Brethren before the collection is taken or any money taken for the raffle. The Contingency Account could also be used, for example, to deal with receipts and payments in respect of ladies' nights and other social events.

6. All Lodge accounts of whatsoever nature must be inspected by the elected examiners of accounts of the Lodge but monies collected on behalf of the LMCA by the Charity Steward are not subject to the same requirements. Except where a payment is made direct into the bank account of a Lodge, it is the Treasurer to whom all subscriptions or other monies due to the Lodge are to be paid, and he alone can give a discharge. That is not to say that a Brother cannot send cash or his cheque via the Secretary or some other Brother, but he does so at his own risk until the money reaches the Treasurer (or the Lodge's account). The words "without undue delay" in rule 153 B of C deliberately leave some flexibility to the Treasurer as to the time within which monies must be deposited (which is largely a matter of common sense, depending on the amount involved and the Treasurer's location and circumstances); the important word is "undue". In appropriate circumstances the Treasurer may reasonably delegate the task of paying in monies to a trusted individual, but there should be no further delegation by the individual so chosen.
7. The bank and, where appropriate, the branch **must** be approved by a resolution passed in open Lodge, so that it may be known to the members and duly minuted; under no circumstances may this be delegated to the Lodge Committee. Similarly, if it is wished to enable the Lodge to make use of electronic banking, a resolution must be passed by the Lodge authorising the Treasurer to make electronic payments from the Lodge's account. **Only** the Treasurer may be so authorised.

8. The Treasurer is primarily responsible for making payments out of the Lodge funds under his control, provided that they are for authorised purposes (e.g. regular payments such as Grand Lodge dues or dining charges) or have been specifically approved by the Lodge (in which connection, see the model by-law "Payment of any sum exceeding £- if for other than ordinary purposes may be made only by resolution of the Lodge, of which notice has been given on the summons, except in a case of emergency when such payment may be authorised by the Master and reported to the Lodge at the next regular meeting.").

As the Treasurer must normally sign every cheque since he has responsibility for the safe keeping of the Lodge's funds, it is right that he retain control over payments and it would be inequitable that others should be permitted regularly to make payments without his knowledge. Under rule 153 B of C the Treasurer can be solely authorised to make electronic payments, but two or more signatures (one of which must normally be that of the Treasurer) will in future be required on every cheque. The second signatory should be one out of *several* Brethren authorised for the purpose; any such authorisation must be of a named Brother (rather than the holder of a particular office) and must be given by resolution passed in open Lodge; under no circumstances may this be delegated to the Lodge Committee. Every signatory is under a duty to satisfy himself that the sum stated in every cheque he is called upon to sign is properly due from Lodge funds.

9. The traditional method of the Treasurer keeping a record of the monies which pass directly or indirectly through his hands is by the use of a cash book. There can be no objection to the cash book taking an electronic form such as a spreadsheet, but in that case it is essential not only that regular back-ups are made of the electronic record but also that the data is printed out regularly and kept as hard copy, so that there is available a written record showing every transaction.

Some flexibility is implied by the word "regularly" in Rule 153 B of C, and a similar degree of flexibility should apply to the printing out of data held electronically; it is suggested that whenever a significant amount of money flows in or out of the Lodge's funds a hard copy should be made.

A Lodge's accounting year does not have to be the same as its subscription year (although that is usually the case), but any change requires a resolution of the members passed in open Lodge.

The audited accounts must be presented no later than the third meeting after the date to which the accounts are made up.

10. The Brethren elected to the Audit Committee should generally be senior members and, wherever possible, they should also be Brethren with some knowledge of accountancy or book-keeping.

The practice adopted in some Lodges of appointing only junior members to the Audit Committee (unless they do have significant knowledge of accountancy or book-keeping) is disapproved and should be discontinued.

The form of the certificate of the Audit Committee is effectively set out in this paragraph of rule 153 B of C, and it should be noted that the audited accounts bearing the certificate must be sent out with the Lodge's summons so that every member has the opportunity to raise any issues whether or not he is able to be present at the meeting. For this reason it is not permissible for the accounts to be distributed at the meeting at which they are to be considered.

Every fund maintained by or in connection with the Lodge, including those maintained by the Charity Steward for monies collected on behalf of the LMCA, must be the subject of annual accounts, which must be audited and formally presented to the Lodge. This paragraph does not require that the Lodge's Treasurer be a signatory on cheques making payments from those funds, or that he be the person who keeps their accounts. It is, however, essential that the Lodge approve the bank at which such funds are held as well as the signatories on the respective accounts.

NOTES FOR THE SPECIFIC USE OF THE SECRETARY OF THE LODGE

The work of the Lodge Secretary is both multiple and varied. These notes cannot be exhaustive and cover some of the more important topics. The attention of each Lodge Secretary is respectfully drawn to the detailed notes of the bi-annual meetings of Lodge Secretaries held in September 2009, 2011 and 2013, all of which have been distributed after the respective meetings. The Provincial Grand Secretary, the Provincial Grand Registrar, the Assistant Provincial Grand Secretary and Mrs. Gene Reader are always ready and willing to give whatever help, assistance and guidance may be needed.

Summonses.

If not sent by email, five copies of the summons for each meeting of the Lodge must be sent well in advance of such meeting (a minimum of 14 days is requested) to the Provincial Grand Secretary. Please ensure that a copy of the summons for each meeting is also sent direct to the Provincial Grand Wardens.

Please make every effort to ensure that the requirements of Rules **159** and **164** of the Book of Constitutions are carried out. It is very easy inadvertently to omit one or other of the details required which, in the case of a candidate for initiation, are as follows:-

- (i) Full name,
- (ii) Age (and please include date of birth),
- (iii) Profession or occupation (if any),
- (iv) Place or places of abode,
- (v) Business address or addresses,
- (vi) The names of his Proposer and Seconder, and
- (vii) The date of his proposal in a regular Lodge.

In the case of a ballot for joining or rejoining, the same particulars must be given except age, together with the name and number of the Lodge or Lodges of which he is and has been a member. A Brother seeking to join or rejoin a Lodge must, before any ballot is taken, provide the Lodge Secretary with a clearance certificate from all Lodges of which he is or has been a member, together with his Grand Lodge Certificate. The summons should state that a clearance certificate(s) has been obtained.

Registration Form P.

This form must be completed for every new and joining member and the main body of the form must be completed and signed by the candidate personally. Pages 3 and 4 are completed by the Proposer and Seconder and Lodge Secretary, together with the Worshipful Master's certificate. Should an adverse matter be disclosed on page 2, then please refer to the minutes of the Secretaries' meeting of September 2011.

The registration form P, together with a cheque for the sum payable to United Grand Lodge in the case of an initiate or a joining member of another constitution, must be sent at the earliest opportunity to the Provincial Office for checking and for onward transmission to Grand Lodge.

Minutes.

Secretaries are encouraged to distribute a copy of the Lodge minutes in advance of the following Lodge meeting in order to achieve some saving of time in their reading but, more importantly, to bring the information contained in the minutes to the attention of any absent Brethren.

Returns.

Forms are supplied by the Grand Secretary for the annual and installation returns required by him. These forms are to be returned to the Grand Secretary direct. Computer returns should be dealt with as instructed. Copies of these returns should also be sent to the Provincial Office.

Forms are sent by the Provincial Grand Secretary to Lodge Secretaries to cover the annual and installation returns. It is always a great help to the Provincial Grand Secretary if the forms are returned as early as possible.

After the receipt of the annual Provincial return, the Provincial Grand Secretary submits an account to the Lodge Secretary covering the dues, the amount of which is decided at the annual meeting of Provincial Grand Lodge. This account must be paid not later than the 31st January.

Every effort should be made to ensure that returns are completed strictly in accordance with the instructions. It is a useful practice to keep a copy of returns and, for the annual return in particular, to ensure that every name which appeared on the previous return is accounted for.

The checking by the Lodge Secretary of the Provincial and Grand Lodge annual returns is vitally important because it gives an ideal opportunity of ensuring the accuracy of the Lodge membership and of making any amendments and corrections – this in turn assists the Provincial Grand Registrar in ensuring that the Adelphi system and the Provincial Year Book entries are accurate.

PLEASE PARTICULARLY NOTE the importance of notifying the Provincial Office at the earliest possible opportunity of deaths, resignations, cessation of membership, and exclusion, and of sending Form P to the Provincial Office immediately after the meeting at which the Brother is initiated or joins the Lodge

Lodge By-Laws.

In July 2010 Grand Lodge distributed a set of model by-laws and accompanying notes. Many Lodges have since that time updated their by-laws and, if they substantially comply with the model, then the Provincial Grand Master can approve them on behalf of the Grand Master. The Provincial Grand Secretary has been pleased to advise Lodges in drafting any new bylaws as there are some areas where flexibility is allowed to reflect the individual needs of the Lodge. The advantage of liaising with the Province in this way is that, after a draft has been agreed, the Lodge will know that the text is acceptable and will receive the Provincial Grand Masters approval.

Dispensations.

Dispensations to hold an emergency or special meeting, or to alter the date or place of a regular meeting (not covered by Rule 139), are not granted as a matter of course. Good cause must be shown and it is advisable to speak to the Provincial Grand Secretary at an early stage.

If a regular Lodge meeting falls on a prohibited day (i.e. on a Sunday, Christmas day or Good Friday) or on a public holiday, the Master of the Lodge can direct an alternative day (not being more than 7 days before or after the specified day) and no dispensation is required.

Place of Residence of Candidate.

The notes of the Secretaries meeting in September 2009 record the following advice -

Attention is drawn to Rule 158 which applies to a candidate for initiation seeking admission to a Lodge in a locality in which he neither has a permanent residence nor a regular place of business or employment. In such a case he must give his reasons in writing for his application and his reason for not seeking admission in the locality of his residence or principal place of business. The Lodge will decide the definition of 'locality'. If enquiries as to the candidates suitability from the Masonic authority having jurisdiction over the locality over the residence or principal place of business are required, then it is recommended that, if the enquiry is made within our Province, then it should be made to the Secretary of the Senior Lodge in that locality who may be invited to contact other Lodges there; otherwise, in the case of the locality in another Province, the enquiry should be directed initially to the Provincial Grand Secretary of that Province.

Communications.

All communications to Grand Lodge other than their annual returns should be made through the Provincial Secretary who is always happy to help and advise in this or indeed any context where he can offer advice.

Communications from Provincial Grand Lodge should be referred to in appropriate detail in open Lodge under the second rising and never be merely mentioned as being "Available for reading at the Secretary's table".

Provincial Grand Lodge.

In order to assist the Provincial Grand Secretary in the arrangements for Provincial Grand Lodge, please ensure that the summons for Provincial Grand Lodge is sent to every Lodge member as soon as possible after its delivery by the printers. Best endeavours are used to ensure that the summonses are delivered to all Lodge Secretaries by the end of February each year. The summons is also emailed to each Lodge Secretary who may then email it on to the Lodge members who are on email. However, it is most important that each member also receives a hard copy of the summons

Lodge Register.

All Brethren attending a masonic ceremony should be invited not only to sign the Lodge register but also to print their name.

Anniversaries and Certificates

In the case of an important anniversary date for the Lodge, or of a certificate for a long serving Lodge member, (usually a 50 year certificate), please give the Provincial Office plenty of notice so that the necessary administrative work can be arranged in good time.

Grand Lodge Guidance Booklet.

This booklet, the full title of which is “Information for the Guidance of Members of the Craft” is published by Grand Lodge and has been updated from time to time, most recently in 2014. It is a very useful and informative booklet and must be given to a candidate on his Initiation and to a Worshipful Master on his Installation. Each Lodge has been supplied with copies of this publication and further copies can be obtained from Freemasons Hall at a nominal cost.

These Guidance Notes.

The Provincial Guidance Booklet was first published in September 1971, was last updated in August 2005 and will continue to be updated to reflect changes which occur from time to time. The booklet will now be available for use via the Provincial web site from March 2014 which will save publishing costs and make it much easier and quicker to keep up to date.

Correspondence with the Provincial Office.

Modern technology now allows for speedy communication by email between the Provincial Office and Lodge Secretaries, and a consequent saving of postal charges. In turn, Lodge Secretaries have the same facility to pass on to the Brethren of their Lodge those communications and documents to which the Brethren should have access. Nevertheless, it is important that such correspondence and communications (but not necessarily purely administrative matters solely relevant for the Lodge Secretary) should be specifically referred to in the Second Rising and therefore recorded in the minutes of the meeting.

NOTES FOR THE SPECIFIC USE OF THE DIRECTOR OF CEREMONIES OF THE LODGE

1 The Director of Ceremonies.

The essential qualifications for every candidate for the office of Director of Ceremonies are:

- (a) That he should be a Past Master, as his services will be required during the inner workings.
- (b) That he should be conversant with the Lodge ritual.
- (c) That he should be well versed in the rules of procedure laid down in the Book of Constitutions.

It is his duty to see that the ceremonies are conducted properly, that visiting Brethren are seated according to their rank, and that the Officers are in their respective situations. It is desirable that the Lodge Director of Ceremonies and Assistant Director of Ceremonies should position themselves within the entrance of the Lodge to receive all Visitors and Brethren.

He is responsible, in conjunction with the Assistant Director of Ceremonies or any other Lodge member so designated, for all prompting that may be necessary other than that for the Master, who should be prompted by the Immediate Past Master. No other person should make use of the book of ritual save for the Chaplain. Any use of the book of ritual should be done as discreetly as possible in any event.

2. Reception of Provincial Grand Master, his Deputy or an Assistant.

On the occasions when the Rt W Provincial Grand Master, his Deputy or an Assistant makes a formal visit to a Lodge, they will always be attended upon either by the Provincial Grand Director of Ceremonies or one of his Deputies or Assistants. It is customary to invite them to bring a travelling companion. It is the wish of the Rt W Provincial Grand Master that escorts should be limited to some eight or ten members, including of course, any Grand Officers and acting Officers of the Provincial Grand Lodge of Lincolnshire present, and that seats in the Lodge should be carefully reserved for them.

Admission will be demanded after the Lodge has been opened and the Brethren called to order by the Provincial Grand Director of Ceremonies. The gavel will be offered to the Rt W Provincial Grand Master, his Deputy or Assistant. If the Rt W Provincial Grand Master is unable personally to attend the Installation Meeting of a Lodge, he will appoint a Brother specifically to represent him. If the Deputy and Assistant Provincial Grand Masters are not available, he will appoint a Grand Officer, and the Lodge will be notified by the Provincial Grand Secretary.

The Rt W Provincial Grand Master, or in his absence his Deputy, failing whom his Assistants, will be placed on the immediate right of the Brother presiding, and in their absence this courtesy will also be extended to a Grand Officer or a Provincial Grand Warden representing the Rt W Provincial Grand Master.

After the minutes have been confirmed, the Rt W Provincial Grand Master or his Representative will be saluted:-

Provincial Grand Master	7
Past Provincial Grand Master	
Deputy Provincial Grand Master	5
Past Deputy Provincial Grand Master	
(if entitled under Rule 6)	
Assistant Provincial Grand Master	5
Past Assistant Provincial Grand Master.....	5
(if entitled under Rule 6)	
Very Worshipful Brother.....	5
Grand Officer	3
Provincial Grand Lodge Officer	3

The Rt W Provincial Grand Master should be described as "For" the Province, the Deputy and Assistant Provincial Grand Masters "Of the Province.

No Brother acting as a higher Officer (e.g. a Grand Officer representing the Rt W Provincial Grand Master) may receive a salute other than that to which he is personally entitled, nor should he be saluted separately, but the fact that he is representing the Rt W Provincial Grand Master should be mentioned.

The Rt W Provincial Grand Master, his Deputy, his Assistants or a Grand Officer representing him at an Installation meeting, will normally retire at the conclusion of the business of the second rising.

3. **Reception of the Rt W Provincial Grand Master, his Deputy or Assistants on informal visits to Lodges.**

The Director of Ceremonies should ascertain the wishes of the visiting Brother concerning his reception. He will, normally, accompany the Worshipful Master in any procession into Lodge, walking on the Master's right. He should be seated at the immediate right of the Worshipful Brother presiding, and should be offered the gavel as soon as the Lodge has been opened. After the confirmation of the minutes, he should be saluted with the honours due to his rank. In any procession out of Lodge, he should be invited to accompany the Worshipful Master, walking on his right. At the festive board, the Rt W Provincial Grand Master will normally respond to his own toast or that of "Provincial Grand Lodge" and the Deputy or Assistant to the toast of "Provincial Grand Lodge".

4. **Reception of Provincial Grand Wardens.**

The Provincial Senior Grand Warden and the Provincial Junior Grand Warden will share equally the duty of visiting all Lodges in the Province throughout their year of office.

When making an "official" visit to a Lodge, as the Representative of the Rt W Provincial Grand Master, such visits will be at other than Installation meetings, and the Warden concerned will notify the Lodge Secretary of the intended visit. Should there be a procession into the Lodge; the Warden should be invited to accompany the Worshipful Master - walking on his left - in the procession into Lodge. He should be seated on the immediate right of the Brother presiding and after the confirmation of the minutes he should be saluted with three, "as the Representative of the Rt W Provincial Grand Master ", after the salutation of Grand Officers (if any). If the Deputy Provincial Grand Master and / or an Assistant Provincial Grand Master are present, it is the custom for them to sit on the right of the Provincial Grand Master's Representative. When the Lodge is closed, he should be invited to accompany the Worshipful Master in any procession out of Lodge, walking on the left of the Worshipful Master.

The custom has recently been introduced for a member of the Provincial Grand Steward's Lodge to accompany a Provincial Warden on his official visit. The limited duties he is asked to perform are set out in the protocol document which has been sent to all Lodges.

5. **Ceremonies.**

Directors of Ceremonies are reminded that only in the first degree can any general business of the Lodge be transacted. The Master can "raise" or "lower" by gavel as often as necessary but the Lodge can only be "opened" once in any degree at any one meeting. In raising or lowering the Lodge in any degree it is only necessary for the Master to gavel and then declare - "I resume the Lodge in the 1st/2nd or 3rd degree" as appropriate; he will then give the knocks of the "new" degree for the eventual benefit of the Tyler. A Master cannot close the Lodge in any degree with the gavel but he can resume - up or down - in any degree he wishes. Every Lodge meeting must be properly "closed" in the first degree.

6. **Toasts at Installation Meetings.**

When the Rt W Provincial Grand Master, his Deputy or an Assistant are present, it is customary for all previous regular toasts to be taken formally. They will, of course, respond to their own specific toast.

If a Grand Officer is present, as the Representative of the Rt W Provincial Grand Master, it is recommended that he should respond to the fifth regular toast, i.e. at the same point as the Deputy or Assistant.

7. **Seating in Lodge.**

Subject to what appears above, Grand Officers should be seated on the Master's right. Active Officers of Provincial Grand Lodge should be seated next to the Grand Officers. The Past Masters are usually seated on the left of the Master, the Immediate Past Master first, and the others in order of rank, seniors first. The Chaplain should normally be seated on the left of the Master, immediately after the Immediate Past Master.

8. **Masonic After Proceedings.**

Festive board procedure is subject to many and varied customs. As a good "guide" to the general conduct of the Festive Board, W Bro Harry Carr's "Masonic After Proceedings", obtainable from the Quatuor Coronati Lodge No. 2076, 27, Great Queen Street, London WC2B 5AZ, is recommended, but the following notes may prove helpful:

- (i) Every Lodge is free to enjoy its after proceedings in its own happy and relaxed way, so long as they are conducted with dignity and decorum, but Masters and Directors of Ceremonies will no doubt bear in mind that too many, and too lengthy, speeches may well have the effect of interrupting the Brethren's pleasant conversation, while adding nothing to their enjoyment.
- (ii) Every Master, being charged to maintain harmony, has the responsibility of ensuring, personally or through his Director of Ceremonies, that no observations are made which may give offence to any brother present. Thus, at no time has a "doubtful" story any place whatsoever in the proceedings.
- (iii) It is recommended that the Brother charged with the duty of proposing a toast should be given reasonable notice, i.e. before the Lodge night, for he will be "representing" the Lodge in this duty equally as much as when doing work on the "floor".
- (iv) The announcement of a toast by the Director of Ceremonies does not require a preamble. It is correct for him to say for example: "Brethren, I claim your attention to the Worshipful Master who will propose the first toast"; "Brethren - I claim your attention to (W) Bro X, who will propose the next Toast", "Brethren - I claim your attention to (W) Bro Y who will respond".
- (v) The Worshipful Master always addresses the company as "Brethren" - no more, no less.
- (vi) The correct preamble for the proposition of a Toast is: "WM Brother Wardens and Brethren".
- (vii) If the Rt W Provincial Grand Master is present (or, in his absence, the Deputy Provincial Grand Master, or, in the absence of both, an Assistant Provincial Grand Master), the preamble is: "WM, Rt W Provincial Grand Master (or VW or W Deputy Provincial Grand Master or W Assistant Provincial Grand Master) Bro Wardens and Brethren". In every case the name of the recipient of a Toast is omitted from the preamble. No toasts should be taken in the presence of a non-mason, although at a "White table event", it is appropriate to toast Her Majesty the Queen, the MW The Grand Master and the Rt W Provincial Grand Master. Grand Lodge has advised that White table events should be limited to one a year.
- (viii) The practice of taking wine is a happy and pleasurable tradition and one which adds to the conviviality of the festive board but should be kept to a reasonable minimum.
- (ix) A charity collection should never be taken in the presence of non-masons.
- (x) Always subject to Lodge traditions, which may well be well-founded and worthy of preservation, the Toast of "The Queen and the Craft", "The MW The Grand Master" and "The Rt W Provincial Grand Master" (and "The Initiate" when applicable) should always be honoured, whilst discretion may be exercised by the Master concerning certain other Toasts.
- (xi) Care should be exercised when using non-masonic premises, e.g. for Installation dinners, since proper tyling is impracticable. Masonic fire and musical responses should not be given in the presence of non-masons.

- (xii) Subject to Lodge tradition, it is recommended that the toast of "The Masonic Charities" should be proposed more frequently than is at present the case, and not only at the Installation meeting.
- (xiii) It is generally accepted as a pleasing custom for the initiate to sit on the immediate right of the Master at the festive board with a Grand Officer (if present) on his right, (this is also included at the end of xiv).
- (xiv) The Director of Ceremonies should ensure that Grand Officers and Provincial Grand Officers of the year are placed, unless they wish otherwise, in order of their precedence on the right of the Master of the Lodge. The Immediate Past Master and Chaplain should be seated on the immediate left of the Master. The seating of other Past Masters of and in the Lodge need not be formal unless the Lodge so wishes. Apart from Installation evenings, it might be thought desirable that some, at least, of the senior Brethren, including Grand Officers, should have the pleasure of the company of particularly newer or younger members at the festive board. The proviso, which is referred to above, provides for some flexibility in what otherwise would be a somewhat rigid seating arrangement. On the night of a candidate's initiation, it is highly appropriate and desirable that he should sit at the festive board in the company of any Grand Officers present.
- (xv) The Director of Ceremonies is urged to pay careful attention to timing, particularly at Installation meetings. Intervals should be minimal between ceremony and festive board and between toasts. Toasts and replies should be brief and relevant with the object in normal circumstances of concluding the evening as soon as possible after 10.00.p.m.
- (xvi) In the event of a raffle being held at the festive board, the intended recipients of the proceeds must be identified before the raffle begins.

9 Greetings

It is often the custom that Greetings are given to the WM before the Lodge is closed. There has been a tendency for this practice to have become more than "greetings". The following is the recommended practice:

Members of the Lodge should not give greetings from any other Lodge of which they are a member.

Visitors giving greetings should only give greetings from only one Lodge of which they are a member (usually the most senior one).

The wording to be used is set out under the heading "Risings and Greetings" earlier in this Guidance Booklet.

9 Protocol Document

In addition to the Protocol paper regarding the duties of a member of the Provincial Grand Steward's Lodge accompanying a Provincial Grand Warden, every Lodge has also been provided with the detailed Protocol paper relating to Official visits by the Provincial Grand Master, Deputy Provincial Grand Master, Assistant Provincial Grand Masters and Grand Officers.

9 Order of Merit

The Provincial Grand Master is empowered to confer on Brethren, who have rendered special service to the Craft, a distinction to be known as The Provincial Grand Master's Order of Merit. This is a recognition of considerable esteem but it does not give any privileges above the rank of the holder.

NOTES FOR THE SPECIFIC USE OF THE LODGE ALMONER

The Office and role of Almoner, which are inextricably linked to the welfare of the Brethren and their families, are of critical importance and are indispensable in dealing with those compassionate issues which arise from time to time.

In recent years, Grand Lodge has emphasised the increasing importance of this demanding role and a Provincial Grand Almoner was first appointed in the Province of Lincolnshire in 1995.

Dealing with compassionate and delicate issues requires the devotion of considerable time together with discretion, patience, tact and perseverance and, consequently, much of the work of the Lodge Almoner is done without the knowledge, and out of the sight, of the Brethren.

The duties of the Lodge Almoner may be summarised as follows:

- (i) In the sad event of bereavement, he will make immediate contact with the family of the deceased Brother, or with the Brother himself if his partner dies. Advice will be readily available with regard to administrative matters as well as addressing financial and welfare problems both in the short and long term, including any help required for dependent children so that immediate difficulties and longer term problems can constructively be addressed and resolved for their benefit.
- (ii) In addition, the Almoner maintains regular contact with sick Brethren and/or their families and dependants and will help them to address day-to-day problems which may arise and in respect of which help can be offered.
- (iii) Regular contact is maintained with widows of former Brethren throughout the year, especially at Christmas time, so that the Almoner can look out for any signs of financial difficulty or any other welfare issues.
- (iv) The Lodge Almoner will make discreet enquiries if a Brother is not attending regularly or in the unhappy event of a resignation being tendered so that any problems can be discussed and addressed in a helpful manner.
- (v) The Almoner will keep the Lodge updated about any sickness of Brethren and their families, but will not disclose names or details of cases of financial distress. Only the barest outline will be given, for reasons of discretion and confidentiality, where applications are made to Masonic Charities.

The Almoner does rely upon the support of the Brethren in informing him if there are any problems which the Almoner should address and the continued support of the Brethren in this context is strongly encouraged.

From time to time, the Almoner will appreciate help from the Brethren in the carrying out of his important duties and some Lodges have understandably seen fit to appoint one or more Assistant Almoners. It must be stressed that under the Book of Constitutions (Rule 104) this is not an appointment as an Officer of the Lodge but is to be regarded as recognition of the help and assistance given to the Almoner.

The Almoner will make or initiate applications to the Masonic Charities, full details of which are set out in the booklet "Masonic Charities" issued by Grand Lodge and also in the booklet entitled "The Almoner" first published in November 2002 which together identify the various masonic charities, including those which are applicable to the Province of Lincolnshire. Every Mason in Lincolnshire has been given a copy of "Freemasonry Cares" which is a valuable reference.

Where an application to a Masonic Charity results in a grant being made, this should be paid into a Lodge Almoner's Account and then paid out for the benefit of the applicant - ideally in discharging specific liabilities rather than as cash payments to the applicant and certainly not as regular payments. Cash payments to the applicant could jeopardise social security benefits.

While confidentiality must be an essential feature of the Almoner's work, the Almoner's Account must be administered in accordance with the Lodge by-laws -usually requiring cheques to be signed by two Brethren (perhaps the Almoner and the Lodge Treasurer) and the accounts to be audited by the Audit Committee. The accounts can be presented to the Lodge in summary form with no names being disclosed.

MASONIC CHARITIES

The Lincolnshire Masonic Charity Association (LMCA) is the main co-ordinating body for the charitable fund raising activities within the Province. The Provincial Grand Charity Steward administers the funds and works closely with all the Lodge Charity Stewards.

The LMCA's role is to collect, apply and administer charitable funds raised in the Province of Lincolnshire and to support the main masonic charities namely: - The Freemasons Grand Charity, The Royal Masonic Benevolent Institution, The Royal Masonic Trust for Girls and Boys, and The Masonic Samaritan Fund. Details of each of these charities can be found in the booklet "The Masonic Charities, Information for Freemasons and their Families" which is referred to earlier.

The Province also has two main Benevolent Funds, namely The Provincial Grand Lodge of Lincolnshire Freemasons Benevolent Fund which was established in 1933, which can only be used for the relief of distressed Brethren or their dependants, or other Masonic Charities, and the New Provincial Benevolent Fund, established in 1996, which is authorised to donate money to non-masonic as well as masonic charitable causes.

Generally, funds for all the charities are raised by Brethren through the Lodge Charity Stewards. These charitable donations are usually given on a regular basis and are enhanced when accompanied by gift aid declarations, which enable a tax refund from the Inland Revenue when the donors are UK taxpayers.

The principal method of raising funds for the main Masonic charities is through the various Festivals which are determined by Grand Lodge. Once a Province is invited to organise a Festival, it will usually dedicate 5 years to achieve the financial targets and during those 5 years it is expected that most of the charitable contributions will be directed towards the aims of the Festival.

NOTES FOR THE SPECIFIC USE OF THE LODGE CHARITY STEWARD

The Lodge Charity Steward's primary role is to act as agent for the Lincolnshire Masonic Charity Association (LMCA).

The Officer appointed to this position should be selected because of his ability and enthusiasm to raise money, his discretion in disbursing the funds, his respect for confidentiality between the donor and the recipient, and his administrative ability to maintain accounts and to handle money.

The duties when acting as the agent of the LMCA may be given as:

1. To maintain a list of members.
2. To encourage contributions from each Lodge member, in accordance with his financial means, for masonic charities.
3. To encourage each member who is a U.K. tax payer to complete and sign a gift aid declaration form so that tax can be reclaimed.
4. To provide relevant information so that members can be encouraged to contribute towards the appropriate masonic charity.
5. To maintain a record of all contributions which may be collected through a bankers order or personally and ensure that the money is collected and banked.
6. To ensure that all documentation is properly completed.
7. To make annual returns to the Provincial Grand Charity Steward by the end of January as the year in question is a calendar year.