



## PROTOCOL & ETIQUETTE ESSENTIALS

Prepared by the Grand Lodge P. & E. Committee  
Issue No. 17 – April 2012

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

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

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

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#### Committee Members

The current Protocol & Etiquette Committee members are:

Gordon Crutcher (*Chairman*); William Elliott; Dennis Hawman; Michael Litvak; George McCowan (*Secretary*); Bryan Middleton; Richard Morreau; James Pearson; David Purvis; Garnet Schenk (*Editor of P&E Essentials*); Brian Seabourn; David Stevens; and Terrance Van Horne.

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

## THE GRAND HONOURS

1. When according the Grand Honours, follow the prime rule:

**The Grand Honours are given to the senior officer in the delegation being received. His rank will dictate the number of times the Grand Honours are given.**

2. The Grand Honours **cannot** be specifically directed to a visitor of a lesser rank when he forms part of a delegation in which a more senior rank is present, (e.g. to a visiting Worshipful Master when a Past DDGM is

also in the delegation). The visitor of a lesser rank would have to be received individually, (or subsequently asked to attend at the altar), before he could be specifically accorded the Grand Honours.

3. Some of the other rules which apply include the following.
4. All brethren accompanying this senior officer should stand at the Sign of Fidelity while the Grand Honours are being given.
5. The Grand Honours are compulsory in the case of a Grand Lodge Officer who is entitled to assume the gavel.
6. It is but common courtesy to extend the Grand Honours to any current Grand Lodge Officer.
7. It is also the Worshipful Master's prerogative to afford Grand Honours to a Past Grand Lodge Officer, or to a Past Master, or to a visiting Worshipful Master, when circumstances warrant.
8. It is inappropriate for the Worshipful Master to request the Director of Ceremonies to lead the Grand Honours.
9. Any brother who suffers from a physical disability need not give the Grand Honours. (He would simply stand, or sit, but would not assume the Sign of Fidelity.)
10. The established code for giving the Grand Honours can be found in Section 15 of the Book of Constitution. That Section also outlines who is eligible to receive them.
11. The method of giving the Grand Honours is described in both *The Masonic Manual* (pages 45-46) and *Meeting The Challenge* (pages 99-100).

## THE DEACONS

In addition to escorting candidates in our Degrees, the Deacons may also be involved in the reception of visitors. The only time they do so is when one (or more)

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

of the visitors is (are) entitled – by his (their) rank – to assume the gavel.

ONLY THEN would the Deacons attend at the entrance of the lodge, **with their wands**. For all other occasions when visitors are received, the Deacons would remain in their seats.

When the Deacons do attend with their wands, it is for the purpose of forming an arch with their wands over the GLO(s) who is (are) entitled to assume the gavel. Such special escort by the Deacons is reserved SOLELY for those GLOs who are entitled to assume the gavel.

The Deacons would never attend at the entrance without their wands, as the wands are as much a badge of their office as is their jewels.

## ADDRESSING THE EAST

1. It is easy to become confused between the protocol which applies in lodge when addressing the East, and the protocol which applies at a Banquet when addressing those seated at a Head Table. However, these protocols are separate and distinct and not interchangeable.
2. When a brother wishes to speak in lodge, (or make an announcement), the correct protocol is to stand, take the step of the degree, salute, (S., S. & S.) and say "Worshipful Master". (*You address the Master as "W.M." and not as "W. Sir".*)
3. When another Grand Lodge Officer is present, who by his rank is entitled to assume the gavel, unless that Officer is actually in possession of the gavel, you still only address the Worshipful Master.
4. For example, on the occasion of the D.D.G.M.'s Official Visit, both the W.M. and the D.D.G.M. will be sitting in the East.
5. A brother wishing to speak would simply S., S. & S. and then say: "Worshipful Master". He would NOT say: "*Worshipful Master, R. W. the District Deputy Grand Master, Distinguished East, and brethren*". (Such a form of address is reserved only for the Banquet Hall.)
6. Why the distinction? It's because of the power of authority that we assign to the gavel and the person who uses it. When we are assembled in open lodge, the gavel is an emblem of power. It is the presiding officer's badge of power and authority. (*While the gavel is the SYMBOL of the authority, it is not the authority itself.*) Whoever possesses the gavel is responsible for the lodge and has it in his care and control. You only need address the person who is in charge of the lodge. He alone should deal with issues, questions, and reports from the floor.

## Excerpt from the Q&A booklet – General Questions:

58. *Q. If a brother arrives late when the G.M. or D.D.G.M. is present, should he address the G.M. or D.D.G.M. in addition to the W.M.?*
- A. Hopefully this would be a rare exception to enter after the G.M. or D.D.G.M., but **the brother would only address the W.M.**, (the W.M. presumably being the one in possession of the gavel at the time.)

## ADDRESSING A HEAD TABLE

1. A different protocol applies at a banquet, when you address the guests seated at a Head Table, than when you are in lodge and wish to address the East.
2. When proposing or responding to a toast, it is not necessary to name all the ranks (e.g. the V.W. and Worshipful brethren) seated at the Head Table, as part of your introduction.
3. Recognition need only be given to:
  - The W.M. (*he takes precedence, as he is the one in charge*);
  - **Any brother entitled to assume the gavel**;
  - Perhaps to the Head Table guests collectively;
  - Possibly mention a brother who is being especially honoured on that occasion;
  - (Ladies, if present);
  - Then to the brethren.
4. One example of how to address the Head Table is:  
*"Worshipful Master; Most Worshipful the Grand Master; Most Worshipful the Past Grand Master(s); Right Worshipful the Deputy Grand Master; Right Worshipful the District Deputy Grand Master; distinguished Head Table guests; (Reverend Sir - if a brother who is a clergyman is present); and Brethren."*
5. Subsequent salutations, after the Toast to Grand Lodge has been made, could be abbreviated in a uniform manner – such as:  
*"Worshipful Master; Most Worshipful the Grand Master; distinguished Head Table guests; (Ladies); and Brethren."*
6. Note the reference above just to "**Brethren**". Although it receives widespread usage, concluding with the words "**Brethren all**" is redundant. (The word "Brethren" is itself a plural reference to all the Brethren present.)
7. Although we have all heard it said, there are no such words as "**brothren**" or "**brothern**".

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