

Provincial Grand Lodge of Buckinghamshire



A Guide for Lodge Directors of Ceremonies.

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Index

PREPARING THE LODGE	4
LODGES THAT DO NOT MEET AT MASONIC CENTRES.....	5
INSTALLATION MEETINGS (CHECK LIST)	6
ALL MEETINGS CHECK LIST	6
THE PROCESSION IN.....	9
SALUTING GRAND OFFICERS.....	10
THE MEETING	11
OUTGOING PROCESSIONS.....	12
BEFORE THE FESTIVE BOARD	13
THE FESTIVE BOARD	14
WINE TAKING	15
TOASTS	16
AN OFFICIAL VISIT.....	17
INSTALLATION MEETINGS	18
THE DEPUTATION	20
THE FESTIVE BOARD (OFFICIAL VISIT).....	22
THE LODGE OF INSTRUCTION	23
THE LOI PROGRAMME	24

PLANNING A BROTHERS PATH TO THE CHAIR	25
THE DC AND PRECEPTOR'S ROLE.....	26
YOUR SUCCESSOR	28
DEPARTMENT	29
ATTITUDE.....	29
ENTERED APPRENTICES AND FELLOWCRAFTS TO RETIRE	30
PROVING VISITORS	30
APPENDIX A; - GRAND RANKS	31
APPENDIX B; - LEARNING PLANS.....	33
APPENDIX C; - WHERE TO OBTAIN INFORMATION.....	36

Preparing the Lodge

You will need to liaise with the Secretary, perhaps a week before a meeting that all the Lodge officers are available to attend the meeting.

A further check the day before would be useful to enable you to find replacements for any officers unable to attend.

No doubt you will encounter last minute illnesses or work commitments inhibiting an officer attending, delegating some of your duties to the ADC at this time would allow you to concentrate on finding a replacement.

While your Tyler is entrusted to prepare the Lodge, it is the duty of the Director of Ceremonies to ensure that it has been laid out correctly.

This however could be delegated to an ADC who intends to become a DC in the future; it would also prepare the ADC for that occasion when you might be unable to attend a meeting.

Lodges that do not meet at Masonic Centres

Lodge Room Generally

Carpet
Tracing Boards
Wand Stands & Wands
Officers Collars
Gauntlets
Kneeling Stools
Banner and Stand
Ballot Box
Broken Column/Alms Bags

Masters' Pedestal

Gavel and Block
VSL Cushion
VSL
Square & Compasses
Working Tools

Senior Wardens' Pedestal

Gavel and Block
Tripod and Smooth Ashlar
Column
Level

Junior Wardens' Pedestal

Gavel and Block
Rough Ashlar
Column
Plumb Rule

Installation Meetings (check list)

Collar Stand
Book of Constitutions
By Laws

All Meetings Check List

Warrant
Banner
Ballot Box
Broken Column/Alms Bags

First Degree Ceremony

Masters' Pedestal

VSL Cushion
VSL
Square & Compasses
Working Tools
Book of Constitution & Bylaws
Compasses
Questions for 2nd Degree
1st Degree Ritual Book

Senior Wardens' Pedestal

Entered Apprentice Apron

Junior Deacon or Treasurer's Desk

Alms Bowl

Inner Guard

Poignard

Second Degree Ceremony

Masters' Pedestal

VSL Cushion
VSL
Square & Compasses
Working Tools
Square
Questions for 3rd Degree
2nd Degree Ritual Book

Senior Wardens' Pedestal

Fellowcraft Apron

Inner Guard

Square

Third Degree Ceremony

Masters' Pedestal

VSL Cushion
VSL
Square & Compasses
Working Tools
Heavy Maul
Ritual Book

Senior Wardens' Pedestal

Master Masons Apron

Inner Guard

Compasses

Other

Sheet
Matches or lighter

Installation Ceremony

Masters' Pedestal

VSL Cushion
VSL
Square & Compasses
Working Tools in all Degrees
Masters' Apron
Past Masters' Collar
Book of Constitutions
Bylaws

Secretary's Table

Ancient Charges (for reading by the Secretary).

The Procession in

- All the Members and their guests need to be encouraged to be seated as early as practical.
- Place the Lodge Officers in their respective order in good time.
- Being prepared early will allow you to find suitable temporary replacements for any of the Officers that are likely to arrive late.
- Early preparation will also ensure that you are ready to perambulate into the Lodge well before time.
- Make sure that the W M has the Warrant to hand (unless framed and on display)
- All the Officers should know the procedures of the perambulation. You may however feel the need to remind everyone of the practice, particularly if you have a temporary replacement Officer in the line up. Additionally your Junior Deacon being the least experienced may need a reminder.
- Words of encouragement and wishing everyone a “good meeting” will go a long way to calming the nerves of the less experienced.
- At the stated time for entering the Lodge room, call everyone’s attention by announcing; -

“To Order Brethren to receive
the Worshipful Master and his Wardens”

Saluting Grand Officers

Ensure that you know the names, ranks and order of seniority of any visiting Grand Officers before entering the Lodge

You should also know how many salutes* are to be given, particularly for a Provincial visit as the Visiting Officers' escort **could** fail to arrive on time.

Anything above 'seven' will certainly not be your problem.

Right Worshipful	Seven
Very Worshipful	Five
Deputy P G M	Five*
Assistant P G M	Five*

Two-year rule.

Past Deputy and Assistant P G M's having served 2 years in office (or for that period partially in one office and partially in the other) are then always saluted with Five*.

Should they retire having served less than 2 years, they are then saluted with 'Three'.

* They are saluted with 'Five' within their own Province only; otherwise they would be saluted with 'Three'.

A list of Grand Officers in order of seniority together with the appropriate number of Salutes is included in *Appendix A*.

The Meeting

You or your ADC should have already checked the Temple for the degree to be worked, and you will have checked* that all the officers are present.

*Close liaison with the Secretary during the week prior to the meeting to ascertain that all the Officers will be attending should have minimized any problems.

You should have previously agreed; who is prompting.

A method successfully adopted by many Lodges is: -

The Master is initially prompted by the IPM.

- Should the IPM fail to provide the correct prompt, the DC should then prompt.
- The DC should be prepared to prompt all the other Officers.
- It may be considered acceptable that the Secretary follows the ceremony from the ritual book so that on any rare occasions when the IPM and the DC fail to prompt he is then in a position to assist.
- However, giving a loud prompt across the Lodge is often undesirable and could easily embarrass the intended recipient. In cases where you can envisage a problem; consider asking an experienced Past Master to sit nearby to prompt when necessary.

If your Lodge has a tradition of all and sundry prompting during a meeting you may feel that this is an area where you can influence a change in the culture by encouraging those responsible to allow you to conduct and direct the Lodge Meeting.

You should also consider delegating tasks to your ADC.

Outgoing Processions

A procedure now adopted by The Provincial Grand Director of Ceremonies and his team, is to keep outgoing processions to a minimum. You should consider adopting a similar practice.

Worshipful Master

(Accompanied by) PGM, Dep. PGM Asst. PGM
(If it is customary in your Lodge, the initiate may be placed alongside the Worshipful Master).

(Attended by) The Wardens *

(Followed by) Grand Officers

Provincial Grand Officers of the year

Masters of other Lodges

*In some Lodges it may be customary for the Chaplain to also attend the W M

You will find it more expedient in forming the outgoing procession in this manner. You should however advise your Past Provincial Officers prior to the meeting (particularly on the first occasion) that you intend to change the method of forming the outgoing procession by not inviting Past Provincial Grand Officers to join in the outgoing procession.

Before the Festive Board

Liaise with the caterer and inform them of how many wine takings between each course

Ensure all Members and guests are in the dining room in good time.

You should be aware of who is proposing and responding to the Toasts.

It may be advisable to check with the proposers and responders of Toasts that they have prepared for the undertaking.

You need to ensure that the proposer of each Toast has a copy of the Toast that they will be proposing and are conversant with all the abbreviations on the toast list, and (when appropriate) are aware of the correct way of addressing a Provincial representative.

A proposer of the Visitors Toast should also know the name of the responder.

Remind the proposer that they are formal toasts. Adding a few words of welcome (when appropriate) will be appreciated, but jokes and 'stories' need to be avoided.

Advising them who conducts the Fire is also prudent.

In Buckinghamshire 'Masonic Fire' is conducted at a **moderate speed** and with **decorum**.

Try to ensure that the selling of any raffle tickets is done at the earliest convenient moment, and that the raffle is drawn at the end of the W M's reply.

The Festive Board

You will already be aware that you should Gavel and call the Brethren 'To Order' before announcing the Worshipful Master.

However before doing so ensure the Brethren at the tables between the door and the Masters' Chair have stood back so that the Master can walk in front them.

On the Masters' arrival at his chair make sure that he Gavels without any delay.

Announce Grace immediately.

Wine Taking

Guidance given to Provincial Escorts is as follows: (you may want to consider adopting it in your Lodge).

Wine takings during the meal should be kept to a minimum and should not interrupt the meal and general conversation.

It is better if they are taken at the end of each course before the catering staff remove the empty plates. You will need to liaise with the caterers to control this point.

The following pattern is suggested;

After the soup

W.M.: With all the Brethren, who remain seated.

W.M.: With the Visiting Official. (if any)

The Visiting Official with all the Brethren, who remain seated.

After the Main Course

W.M.: With his Wardens and the other Officers of the Lodge.

W.M.: With the Immediate Past Master.

W.M.: With the guests

At the conclusion of the meal when coffee has been served, the room should be "tyled" by the Tyler in preparation for the formal toasts.

Grace

Do you know that "Pray silence for Grace, which will be sung" is grammatically incorrect; it may be "Brethren will you stand for Grace, which will be sung".

Toasts

The Queen and The Craft followed by Fire
The Grand Master followed by Fire
Grand Officers followed by Fire
The Provincial Grand Master followed by Fire
Provincial Officers followed by Fire
The Worshipful Master followed by Fire
The Initiate followed by Fire
Visitors followed by Fire
Past Masters and Officers
Tylers Toast

The Toast to Absent Brethren may not be taken before The Toast to The Grand Master

You need to control speed of a raffle. Try to avoid unnecessary time wasting by inviting the Worshipful Master to draw all the tickets

When a song is to be coupled with a Toast the following sequence should be adopted.

The Proposer announces the toast
The Toast is drunk
Fire follows
Then the song is sung

With the Loyal Toast

The Proposer announces "The Queen and the Craft"
The Anthem is sung
Repeat "The Queen and the Craft"
The Toast is drunk
Then Fire

With the Masters Song at Installation Meetings try to ensure Master and Wardens know the sequence of events

Please remember that you as the Director of Ceremonies should never be the centre of attraction.

An official visit
by a
Provincial Representative

Installation Meetings

The Province endeavours to have a Representative attend all Installation meetings. The Representative will invariably be accompanied by an experienced escort who will guide you through the procedures.

The escort will be seated in the position normally occupied by the Senior Deacon, you will need to advise the Senior Deacon that he is required to occupy the seat to the right of his regular position.

In some instances a Provincial Representative may wish to attend a Regular Lodge meeting, again the escort will guide you through the procedures. You will however receive notification of any intended visit.

The Provincial Grand Director of Ceremonies (or his Deputy) on arrival will need the following information from you and or the Secretary.

Do you expect any Right Worshipful or Very Worshipful visitors to be present?

Will the Lodge be 'called off' and if so will tea be served?

The precise point in the ceremony that the address to the W M is normally given.

When do you usually sing the National Anthem, in the Lodge or at the Festive Board?

How do you generally form the outgoing procession, by perambulating during the closing ode or by calling the Officers of the Lodge to their respective places?

In cases when you call the Officers to their respective places, the Provincial Grand Director of Ceremonies (or his Deputy) will do that on the night.

You will need to advise the Worshipful Master that he should offer the gavel to the Visiting Official and welcome him to the Lodge.

Note: The gavel is not offered to visiting officials below the rank of Assistant Provincial Grand Master.

Should you have a visiting Grand Officer that you particularly desire to salute on the evening, this should be done before the Provincial Representative enters the Lodge.

The Deputation

Before the meeting you will need to arrange with the Past Provincial Officers of your Lodge, those who will be designated to form the Deputation.

It is recommended that you limit the size of the Deputation to four Provincial Officers; you may need to alter your arrangements on the night if there are any acting Buckinghamshire Provincial Officers visiting.

Try to designate an even number, but remember it is not worth upsetting anyone by excluding them from the deputation.

The Provincial Grand Director of Ceremonies will call the Brethren to form the Deputation. On arriving at the anti-room, remain in line facing the Provincial Representative until instructed by the Provincial Grand Director of Ceremonies to "about turn and come to the head of your respective columns". Do remember to cross over so that 'seniors' form the right hand column.

On instruction from the Provincial Grand Director of Ceremonies you lead the deputation back into the Lodge, and on entering you announce; -

"To Order Brethren",

The left hand column (led by the ADC) keeping to the North side of the room, the right hand column led by the DC keeping to the South side and in line with the Immediate Past Master. (see Fig. 1)

Both columns should stop about 6 feet from the Worshipful Master's pedestal and turn inwards. Wands should not be raised.

The preferred method of resuming places is shown in fig.1, please convey this to the Brethren in the Deputation.

The Provincial Grand Director of Ceremonies will then step forward and give a court bow to each pair in turn; they should then follow the route shown in fig.1.

Outgoing Procession. (see page 15)

The Festive Board (Official Visit)

Seating arrangements at the festive board

The Provincial Official or Representative should be seated on the right hand side of the W.M.

Note: Should the Official Visit be to an Initiation Ceremony, the Initiate must be seated at the right hand side of the W.M. with the Official Visitor on the right of the Initiate.

The Provincial Grand Director of Ceremonies or his representative should be seated at the left of the I.P.M.

The Provincial Grand Director of Ceremonies will need to know who will be proposing the Toast to the Provincial representative.

You need to ensure that the proposer of each Toast has a copy of the Toast that they will be proposing and are conversant with all the abbreviations on the Toast list, together with being aware of the correct way of addressing the Provincial Representative.

Remind the proposer that they are formal Toasts, adding a few word of welcome etc. will be appreciated, but jokes and 'stories' need to be avoided.

The Provincial Officer and Director of Ceremonies will normally leave after the W M's reply.

The Lodge of Instruction

The LOI Programme

Endeavour to have the years' programme available to all members early in the season.

Establish from the Secretary the anticipated Lodge schedule for the year; - this will enable you to plan your LOI programme accordingly.

A method successfully employed by some Lodges of Instruction is to have blocks of 1st (or 2nd) Degrees being practiced so that newly Initiated (or Passed) members can attend.

Inviting Brethren that have recently been initiated into your Lodge to attend LOI at the earliest opportunity will enhance their sense of belonging and needs to be encouraged.

Aim to rehearse all the Lodge activity; - not just the Ceremony, but opening and closing the Lodge, ballots, and processions in and out.

Some Preceptors have found that having an evening devoted to practicing 'Opening and Closing' in a round robin fashion familiarizes everyone with talking aloud and learning the ritual, and there is no harm in allowing the junior members to read from the book.

Try to ensure that the Master for the evening follows an agenda that includes the reading of Minutes and the Risings.

Never allow the Master or Wardens to occupy their respective chairs from the right hand side (when facing), this practice will instil a discipline that should avoid an error at a Lodge meeting.

Planning a Brother's path to the Chair

With careful planning of a Brothers' future you should be able to avoid any unforeseen problems when the Brother is ready to occupy the Chair of King Solomon.

Ideally you may wish that as a Junior Warden he should be able to perform the Masters' work in all three Degrees. However in today's society with increased pressures from their employment, this may not be achievable. You must be ever mindful that his priorities should be to his Family and work commitments.

Although it is desirable that a Master performs all three Degrees during his year in Office, in practice this is often not achievable. This may be due to the lack of candidates, young families, difficulty in learning the ritual or work commitments. As a minimum aim to have him perform all the Degrees within 3-4 years.

Some example plans are shown in Appendix B

The DC and Preceptor's Role

A list of qualities

Ensure that the Members **WANT** to attend

The Lodge meeting and the Lodge (or Class) of Instruction should always be a pleasurable experience for the Members of the Lodge to attend if you are to ensure a regular attendance.

As their Mentor you or the Preceptor should ensure that all Members choose to attend LOI on a cold dreary winter night rather than watch a TV programme or the like.

Demonstrate

You will find that by walking around demonstrating procedures while instructing the members will often convey 'best practice' with little effort.

A visual demonstration frequently has a more lasting effect when coupled with the spoken word.

Man Manager

In your role you need to be a good man manager. Be sympathetic and understanding. You need to know all the strengths and weaknesses of your Members.

Encouraging Members who find difficulty in learning the ritual will probably be your greatest challenge.

You should do everything in your power to ensure that they are supported every step of the way. Make certain that they enjoy being a Freemason as much as any other member of your Lodge. They must never be denied the opportunity of being Master of the Lodge, even if they can only 'open and close' the Lodge.

Remember that a good Mason is not always a good ritualist and a good ritualist is not always a good Mason.

Commitment

By accepting the Office of D C you should be prepared to commit to attend LOI and rehearsals at least for the duration of your appointment, which needs to be not less than 3 years and if possible not more than 5-6 years.

Know your Lodge

Your Lodge Ritual will often vary from the Ritual Book, very few Lodges strictly adhere to the original intent, over the years small changes may have crept in that will not be reversed.

To a great extent you are, for the time being the custodian of the Lodge ritual. Maybe you should consider recording all the small variations that have occurred over the years. Your successors will find the information invaluable.

Conferring with senior Members to establish and confirm these variations will be important and will avoid future misunderstandings.

In some instances you may consider that changes are desirable, but you alone must not make that decision, involve the senior Members in discussing any changes and obtain the approval of the Lodge Committee before proceeding.

Encourage

- Attendance at LOI and rehearsals by all Members of the Lodge; active assistance from Past Masters is invaluable.
- Involvement by the junior Members in presenting 'Working Tools,' 'The Charge' and the 'Second Degree Tracing Board'.
- Try to involve junior Past Masters in presenting addresses at Installation Meetings.
- Breaking up Ceremonies and involving the Past Masters that currently do not hold office to keep them active in the Lodge.

Never press the less able ritualist to perform beyond his means

Your Successor

- Identifying your successor and training him for his future role will be one of the most important tasks that you could have during your term of Office; a legacy that could give you years of pleasure if he; -

“reflects honour on your choice”

- Ensure that you allow your ADC to take an active part in all the proceedings; he needs to be well prepared for that meeting that you can not attend.

Depoirtment

- Endeavour to carry your wand vertical and ensure that all Officers hold them at the same height
- Perform your tasks with decorum.
- Observe and emulate others, particularly the Provincial Team.

**“What you find praiseworthy in others,
you should carefully imitate”**

Attitude

- A successful and popular Director of Ceremonies will endear himself to the Members by having a calm and gentle attitude towards his task.

Try to remember

“Humility in each is an essential qualification”

And

“Hence we learn to be meek, humble and resigned”

Entered Apprentices and Fellowcrafts to retire

Is there anything more undesirable in Freemasonry than for a new Member to be asked to retire from the Lodge; - **alone**?

A change that you could introduce to your Lodge would be to ensure that all Entered Apprentices and Fellowcrafts are accompanied by an experienced Past Master. While keeping him company he could then answer any questions the Member may have and instruct him as necessary.

However some Lodges are fortunate in having an excellent Tyler that endeavours to carry out the task of instructing junior Members, and you may consider that asking a Lodge Member to accompany him is unnecessary.

Proving Visitors

On the rare occasion that the Junior Warden is required to prove a visitor it may be prudent for you to assist him, unless he is an experienced Past Master who should have the confidence to prove the visitor.

Appendix A; - Grand Ranks

Title	Salutes
Most Worshipful	Eleven
The Grand Master The Pro Grand Master Past Grand Masters Past Pro Grand Masters	
Right Worshipful	
Deputy Grand Master Past Deputy Grand Masters Assistant Grand Masters Past Assistant Grand Masters	Nine
Provincial and District Grand Masters Pro Provincial and District Grand Masters Past Provincial and District Grand Masters Past Pro Provincial and District Grand Masters Senior Grand Warden Past Senior Grand Wardens Junior Grand Warden Past Junior Grand Wardens	Seven
Very Worshipful	Five
Grand Chaplain Past Grand Chaplains President of the Board of General Purposes Past Presidents of the Board of General Purposes Grand Registrar Past Grand Registrars Grand Secretary Past Grand Secretaries President of the Grand Charity President of the Masonic Trust for Girls and Boys President of the Royal Masonic Benevolent Institution President of the Masonic Samaritan Fund	

Title	Salutes
Very Worshipful (cont)	Five
Past Presidents of the Grand Charity, Past Presidents the Masonic Trust for Girls and Boys, Past Presidents the Royal Masonic Ben Institution Past Presidents Masonic Samaritan Fund Grand Director of Ceremonies Past Grand Directors of Ceremonies Grand Sword Bearer Past Grand Sword Bearers Grand Superintendent of Works Past Grand Superintendents of Works Grand Inspectors Past Grand Inspectors	
Other Ranks	Three

Appendix B; - Learning Plans

Plan 1; - An ideal world

<u>Year</u>	<u>Office</u>	<u>Ability</u>
01	Steward	Working tools 1
02	Steward	Working Tools 2 & 3
03	Steward	The Charge
04	Inner Guard	Second Degree Tracing Board
05	Junior Deacon	First Degree Ceremony
06	Senior Deacon	Second Degree Ceremony
07	Junior Warden	Third Degree Ceremony
08	Senior Warden	Investing Officers

It is appreciated that very few Lodges will be able to afford the luxury of allowing a newly Initiated member to act as Steward for three years or to have all Officers of this ability

These plans indicate a growing workload as the Brother concerned gradually increases his capacity to memorise ritual. You will be very aware that the majority of Freemasons have not been required to exercise this ability since leaving school.

Of course in addition to the tasks listed they would be learning the work of the Offices above their current Office.

Most importantly, whichever plan you select for a particular Brother, you must incorporate sufficient and appropriate* time for him to practice during Lodge of Instruction.

* It is possible that you may need to devote more LOI time to the less able learner.

Plan 2 – A Compromise

- 01 Steward Working tools 1
- 02 Steward Working Tools 2 or 3
- 04 Inner Guard The Charge.
- 05 Junior Deacon First Degree Ceremony.
- 06 Senior Deacon First Degree Ceremony.
- 07 Junior Warden Second Degree Ceremony.
- 08 Senior Warden Third Degree Ceremony.

You may consider arranging a Past Masters' ceremony, a Demonstration or a Lecture for the last meeting of a Masters' year to allow the Senior Warden more time to learn the ritual of Investing Officers

Plan 3 – A Further Compromise

- 01 Steward Working tools 1 or 2 or 3
- 02 Inner Guard First Degree Ceremony.
- 04 Junior Deacon First Degree Ceremony.
- 05 Senior Deacon Second Degree Ceremony.
- 06 Junior Warden Second Degree Ceremony.
- 07 Senior Warden Investing Officers.

Plan 3 depicts a Member who does not find it easy to memorize ritual and indicates that you have accepted that he will become Master of the Lodge; unable to perform the Third Degree ceremony.

You should however endeavour to encourage the Brother concerned to perform the Third Degree working during the next few years.

Plan 4 – Lodge of Instruction

Lodge No 1 - Meeting at Marlow Masonic Centre													
Date	Room	CER	IPM	WM	SW	JW	SD	JD	IG	CAN		Bro	Office Held
30-Sep	Loi Rm	O/C	All	All	All	All	All	All	All			A	IPM
07-Oct	D Rm	Inst	A	B	C	D	E	F	G			B	WM
14-Oct	Temp	Inst	A	B	C	D	E	F	G			C	SW
21-Oct	Loi Rm	Inst	A	B	C	D	E	F	G			D	JW
15-Oct	Lodge Meeting - Installation												
28-Oct	Provincial Grand Lodge												
04-Nov	Loi Rm	2	B	C	D	E	F	G	A			G	IG
11-Nov	Temp	2	C	D	E	F	G	A	B			H	St
18-Nov	D Rm	1	A	B	C	D	E	F	G			J	New Initiate
19-Nov	Lodge Meeting - Initiation												
25-Nov	Loi Rm	1	B	C	D	E	F	G	A	J			
02-Dec	C Rm	O/C	All	All	All	All	All	All	All				
09-Dec	Temp	1	B	F	G	H	C	D	E	J			
Xmas Break													
06-Jan	C Rm	O/C	All	All	All	All	All	All	All				
13-Jan	Loi Rm	1	E	F	G	H	C	D	B	J			
20-Jan	Loi Rm	1	F	E	H	B	D	G	J				
27-Jan	C Rm	O/C	All	All	All	All	All	All	All				
03-Feb	Loi Rm	1	E	F	A	B	C	D	J				
10-Feb	Loi Rm	1	F	G	B	C	D	A	J				
17-Feb	Temp	2	PM	PM	PM	PM	PM	PM	PM				
18-Feb	Lodge Meeting - Passing												
24-Feb	C Rm	O/C	All	All	All	All	All	All	All				
03-Mar	D Rm	2	B	E	G	D	F	A	C	J			
10-Mar	LOI Supper												
17-Mar	Loi Rm	O/C	All	All	All	All	All	All	All				
24-Mar	Temp	1	C	G+H	E	B	D	G+H	J				
31-Mar	Temp	3	A	B	C	D	E	F	G				
07-Apr	Temp	3	A	B	C	D	E	F	G				
14-Apr	Temp	3	A	B	C	D	E	F	G				
15-Apr	Lodge Meeting - Raising												
21-Apr	Easter Monday												
28-Apr	Temp	Volunteers Needed											
05-May	Bank Holiday												
12-May	D Rm	Volunteers Needed											
19-May	Temp	3	A	B	C	D	E	F	G				
20-May	Lodge Meeting - Initiation												

The majority of the abbreviations above will be familiar to you. O/C may not be; during those evenings a 'round robin' of Opening and Closing the Lodge are practised, this may sometimes be without standing up or saluting; the emphasis is on the ritual alone.

The above plan depicts how with careful planning, you can involve a newly initiated brother the week after he was initiated. You will also note that during the LOI year he was included in every meeting up to 24th March.

This above plan is by no means definitive, merely an example of what can be achieved by working with the secretary in planning the Lodge programme as well as the LOI programme.

Appendix C; - Where to Obtain Information

Experienced Directors of Ceremonies within your Lodge will invariably be delighted to assist you.

There will no doubt be other Directors of Ceremonies known to you who could also help.

We would encourage you to E Mail or Telephone any queries to one of the Director of Ceremonies Training Team listed below.

Our preferred method of communication is by E Mail.

North of the Province contact

Mike Stimson: - mikestimson@mkfire.co.uk

Tel: - 01908 317676

or

Peter Carter: - mkochealth@aol.com

Tel: - 01908 375700

South of the Province contact

Brin Edwards: - brinlloyd@edwards-heating.co.uk

Tel: - 01494 485226

or

Robert Wharton: - robert_wharton@totalise.co.uk

Tel: - 01844 347913

Any suggestions for improvement or additions are welcomed.

An electronic copy of this booklet is available from:

North Bucks mikestimson@mkfire.co.uk or mkochealth@aol.com

South Bucks brinlloyd@edwards-heating.co.uk or robert_wharton@totalise.co.uk

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