

## Provincial Grand Lodge of MMM of London

### FTV / Delegation Guidance

#### Introduction

During each Masonic season, the Provincial Grand Lodge of MMM of London roll-out two comprehensive visiting schemes; Full Team Visits and Delegations. The coordination of both schemes is managed by the Assistant Provincial Grand Secretary.

A Full Team Visit [FTV] will be attended by the Provincial Grand Master & will be supported in most cases only by Active Officers of the year.

A Delegation is a meeting whose Official Visitor is any other member of the Provincial Executive i.e. the Deputy Provincial Grand Master, an Assistant Provincial Grand Master, a Warden or the Provincial Grand Secretary.

Full Team Visits and Delegations are an opportunity for the Province to not only show a Lodge visible support but also an opportunity to meet its senior members and discuss any matters for which guidance may be sought. It also allows an opportunity for the Province to assess the health of the Lodge and its membership and to identify talent for future promotion.

On average, each visit by the Province will add approximately 15 Delegates including the Official Visitor [OV] & his Escorting Officer [EO]. Most will remain for the Festive Board, however, to be clear, the Lodge is only requested to subsidise one meal, that being for the OV; everyone else must pay for themselves.

#### Process

The process of arranging a visit from the Province to the Lodge is coordinated by the Assistant Provincial Grand Secretary. Towards the end of previous season a coordination exercise is carried out within the Province to ultimately decide 'who will visit where and when' during the forthcoming season. Following a brief discussion with the Lodge to confirm that the visit is viable, the Visiting Programme is finalised and approved.

Once the Programme is approved it is distributed throughout the Province to the appropriate members who are eligible for delegation duty, who in turn submit a list of Delegations they would wish to attend.

Leading up to the meeting the AProvGSec will contact the Lodge Secretary, starting a sequence of planned correspondence leading to the day of the visit. (See Correspondence Matrix)

Once the correspondence has been distributed to all parties it is the responsibility of the Delegates to inform the EO of his attendance to the meeting, and to inform the Secretary of his dining intentions. If a Delegate does not advise you that he intends to dine a meal must not be booked, regardless of the fact that his name appears on Template E.

**IMPORTANT NOTE:** If a Lodge books a meal for an individual without his specific request, any monies due as a consequence will be borne by the Lodge and not by the Province.

All dining fees associated with the Delegation will be collected by the Lodge in the way they are usually accustomed.

**Delegation Correspondence Matrix**

1	42 Days prior to the Meeting	The AProvGSec issues Template A (See Appendix for example Templates) and Template B to the Lodge Secretary, indicating the date that Template B is to be returned.
2	28 Days prior to the Meeting	The Lodge Secretary returns Template B to the AProvGSec.
3	21 Days prior to the Meeting	The AProvGSec issues a guidance letter to the EO & OV (with a copy to the Secretary), along with Template B and Template E (See Appendix for example Template E)
4	21 Days prior to the Meeting	The AProvGSec issues a guidance letter to the Delegates, along with Template B and Template E (See Appendix for example Template E)

## **Appendix**

### **Template Examples**

## Example Template A



**PROVINCIAL GRAND LODGE  
of  
MARK MASTER MASONS  
of  
LONDON**

W Bro Scott Cargill  
Assistant Provincial Grand Secretary, ProvRAMGR  
Tel: 07974 142427  
Email: [scott.cargill@blueyonder.co.uk](mailto:scott.cargill@blueyonder.co.uk)

45 Windmill Road  
London  
W4 1RN

22<sup>nd</sup> July 2015

Escorting Officer: W Bro Kenneth Day ProvAGDC (Athlumney Menatschim No. 224)  
Aeolvs, 7 South End Close  
Hursley, Winchester SO21 2LJ  
Tel: H: 01962 775319 M: 07858 086447  
Email: [kenneth.day7@btinternet.com](mailto:kenneth.day7@btinternet.com)

**Provincial Delegation  
Meridian Lodge No. 936**

Dear Sir & Brother,

I have pleasure in advising you that Assistant Provincial Grand Master, VW Bro Jeremiah Daniel Gangadeen will be attending the meeting of your Lodge on Tuesday 1<sup>st</sup> September 2015.

The Escorting Officer will make contact with you in advance of the meeting to agree any details with you. Item 2 on your agenda should read:

**"To receive the Assistant Provincial Grand Master; VW Bro Jeremiah Daniel Gangadeen PGMO"**

Would you please post or email a copy of the summons to him at the following address:

"Moyah", 7 Grenville Close, Tolworth, Surbiton, Surrey KT5 9PS. Email: [jerry.gangadeen@blueyonder.co.uk](mailto:jerry.gangadeen@blueyonder.co.uk)

Please would you also be kind enough to post or email a copy to the Escorting Officer whose details are above.

The Assistant Provincial Grand Master and the Escorting Officer will be accompanied by a Delegation of Provincial Grand Officers. The members of the Delegation are not obliged to attend the Festive Board, but if they choose to do so they are required to contact the Dining Secretary to inform him and are directly responsible to the Lodge for meeting the costs involved.

All other arrangements for the Members of the Delegation are the responsibility of the Escorting Officer.

I do not require copies of the summons as the Delegates can collect a copy at the meeting. Copies of the Summons as required by the Province should be dispatched in accordance with current instructions.

**Please complete and return to me as soon as possible the relevant details on the enclosed Template B in order that I can send the details to the Delegates in good time.**

I do hope that you have an enjoyable evening.

Yours sincerely and fraternally,

Scott Cargill  
Assistant Provincial Grand Secretary

## Example Template B



**PROVINCIAL GRAND LODGE  
of  
MARK MASTER MASONS  
of  
LONDON**

W Bro Scott Cargill  
Assistant Provincial Grand Secretary, ProvRAMGR  
Tel: 07974 142427  
Email: scott.cargill@blueyonder.co.uk

45 Windmill Road  
London  
W4 1RN

### DELEGATION INFORMATION FORM

Meeting Date: <b>Tuesday 1st September 2015</b>	
Lodge Name and Number:	<b>Meridian Lodge No. 936</b>
Meeting Venue:	<b>Mark Masons Hall, 86 St James's St, London SW1A 1PL Tel: 020 7839 5274</b>
Time of Mark meeting:	<b>17:30</b>
Business:	<b>Advancement &amp; Installation</b>
Name of Dining Steward:	<b>W.Bro. Graham Thorn</b>
Contact phone numbers:	<b>01494 862383 07785 362280</b>
Email address:	<b>Grahamthorn123@gmail.com</b>
Dining Fee:	<b>£45</b>
Will summonses be available on the evening?	<b>Yes</b>

#### If Applicable:

RAM meeting:	<b>Yes</b>
Time of RAM meeting:	<b>16:00</b>
Business	<b>None</b>

## Example Template C



**PROVINCIAL GRAND LODGE  
of  
MARK MASTER MASONS  
Of  
LONDON**

W Bro Scott Cargill AProvGSec, ProvRAMGR  
45 Windmill Road, London W4 1RN  
Tel: 07974 142427  
Email: [scott.cargill@blueyonder.co.uk](mailto:scott.cargill@blueyonder.co.uk)

10th August 2015

Escorting Officer: W Bro John Wickes DepProvGDC (Eclectic & Britannic Lodge 410)  
49 Sunningdale, Stopsley,  
Luton LU2 7TF  
Tel: 01582 611546 M: 07884 253786  
Email: [john.wickes@ntlworld.com](mailto:john.wickes@ntlworld.com)

**Provincial Delegation  
Meridian Lodge No. 936  
Tuesday 1<sup>st</sup> September 2015**

**Official Visitor: AProvGM VW Bro Jeremiah Daniel Gangadeen**

Dear Escorting Officer,

With respect to the forthcoming delegation detailed above would you please be kind enough to contact all members of the delegation listed on the attachment to ensure they have advised the Secretary of their intention to dine. Thank you for your assistance in this matter.

To assist further, this letter is copied to the Lodge Secretary in order to help plan the meeting & festive board.

The Members of the Delegation have been instructed:

- To attend 30 minutes before the Lodge is opened for the purpose of rehearsal of their duties.
- To have with them Full Dress Mark Regalia & RAM Regalia if attending that meeting.
- Triangle jewel only on collar at RAM meetings. Do not wear Active Officers jewel.
- It is essential to contact the Dining Steward if they wish to dine.
- To clearly insert their 'Mark' after signing the attendance register.

I have also sent a copy of this letter to the Official Visitor. I look forward to receiving your comments after the meeting.

I wish you an enjoyable evening.

Sincerely and fraternally,

Scott Cargill  
Assistant Provincial Grand Secretary

## Example Template D



PROVINCIAL GRAND LODGE  
of  
MARK MASTER MASONS  
Of  
LONDON

W Bro Scott Cargill  
Assistant Provincial Grand Secretary, ProvRAMGR  
Tel: 07974 142427  
Email: [scott.cargill@blueyonder.co.uk](mailto:scott.cargill@blueyonder.co.uk)

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10<sup>th</sup> August 2015

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Email: [john.wickes@ntlworld.com](mailto:john.wickes@ntlworld.com)

**Provincial Delegation  
Meridian Lodge No. 936  
Tuesday 1<sup>st</sup> September 2015**

**Official Visitor: AProvGM VW Bro Jeremiah Daniel Gangadeen**

Dear Provincial Officer,

The Province will be represented at the Lodge Meeting detailed above, in an official capacity. We would be pleased if you could join the supporting Delegation. Please note:

- Dress: Grand Officers – Full Dress Grand Officers Regalia or chain if applicable.
- Provincial Officers – Full Dress Provincial Officers Regalia.
- Note: Triangle jewel only on collar at RAM meetings. Do not wear active Officers jewel.

It would be appreciated if you could report to the Escorting Officer 30 minutes prior to the meeting, in order that he can explain matters of procedure. If you wish to join the Lodge at the Festive Board, which is not obligatory and is at your own expense, please inform the Lodge Secretary or Dining Steward as listed on the information sheet as soon as possible.

Please advise the Escorting Officer if you are attending so that a final list of members supporting the Delegation can be forwarded to the Official Visitor before the meeting.

The Escorting Officer will confirm your attendance with before the meeting to ensure that there is no confusion regarding dining arrangements. The Official Visitor will be made aware of the names of the Members of the Delegation.

**Please remember to clearly put your 'Mark' after your signature when signing the attendance register. This is important.** Please also remember to bring 'RAM' regalia if attending that meeting. See note above regarding collar jewels at RAM meetings.

I wish you an enjoyable evening.

Yours sincerely and fraternally,

Scott Cargill  
Assistant Provincial Grand Secretary

## Example Template E

Meridian Delegation 01/09/15 Template E

Grand Rank	Prov Rank	RAM Rank	Prefix	Forename	Surname	Lodgename	Lodge No	PHONE	MOBILE
	PAsstProvGStB	ProvRAMGR	W Bro	Wilkin	Wilhelm	London West Africa	1457	01795 871180	07887 757804
	PAsstProvGDC		W Bro	Graham	Tarran	Guild of Freeman	0647	020 8462 3804	07790 492665
P.A.G.D.C.	PProvGJD	ProvRAMGR	W Bro	Chris	James	Henniker	0315	01189 832137	07921 457221
	PProvGJD		W Bro	Jeffery	Bonn	Sanitarian	0786	020 8459 5027	07887 892424
P.G.Std.B.	PProvGJD	ProvRAMGR	W Bro	Meharban	Jutla	Keystone	0107	020 8607 9829	07442 167760
	ProvGJD	ProvRAMGR	W Bro	Mark	Woolcott	Isma	0996	020 8297 8939	07791 261246
	PProvGJO	ProvRAMGR	W Bro	Bob	Martin	Semper Fidelis	1473	01303 266836	07771 613368
	PProvGMO	ProvRAMGR	W Bro	Robert	Lakic	Centenary	1200	020 8650 4880	07774 272629
P.A.G.D.C.	PProvGMO	RAMGR	W Bro	Trevor	Heap	Pickwick	0997	020 8949 0403	07790 439322
P.A.G.D.C.	PProvGJW	RAMGR	W Bro	Trevor	Gray	Foundation	0921	020 8460 4057	07736 454382
P.G.J.D.	PProvGSW	RAMGR	W Bro	Neville	Barnwell	Carnarvon	0616	020 8656 4467	07713 377983
	AsstProvGStdB		W Bro	Adam	Kennard	Composite	0802		07941 500333
	AsstProvGSec	ProvRAMGR	W Bro	Scott	Cargill	Royal Naval	0239		07974 142427
	AsstProvGAlm	ProvRAMGR	W Bro	Peter	Brindle	Connaught Army & Navy	0748	01223 860704	07900 922883
	ProvGJD	ProvRAMGR	W Bro	Steven	Brown	Ubique	0411	020 8464 4553	07956 456644
	ProvGJD	ProvRAMGR	W Bro	Kwasi	Boatin	Horus	0633	020 8866 6710	