



## Provincial Grand Lodge of Mark Master Masons of London

### Guidance Notes for Lodge Officers

#### **Official visits**

It is the Provincial Grand Master's wish that all lodges should enjoy the benefits of regular official visits. To improve communication he has adjusted the structure of the Province so that his Deputy and Assistants have particular responsibility for about fifteen Lodges each within the Province, with the intention that it is they who will visit those particular Lodges in the course of the year. The Provincial Grand Master has retained direct responsibility himself for certain Lodges, but will of course be visiting others in the Province when desirable and of course for special events such as Centenaries and Jubilees. A smaller number of Lodges has been allocated to Past Assistants so that all the Lodges in the Province are 'looked after' in this way.

On all Visits the Official Visitor will be accompanied by a member of the Provincial GDC's team, who will make contact with the Lodge Secretary and DC before the meeting, so that all are fully prepared. The Official Visitor will be supported by a delegation of Provincial Grand Officers, usually four, who will be drawn from other Lodges in the Province. Normally the Official Visitor, and the Delegation, will be received after the Lodge has been opened but before the minutes are taken.

The escorting DC will enter the Lodge first, to 'demand' admission for the Official Visitor (unless he should be one of the Wardens, when he will 'request' admission) and then form an escort to retire and lead him and the Delegation into the Lodge.

After being formally welcomed the Official Visitor (if an APGM or senior) will accept the gavel and take the chair. Once the Provincial Officers forming the incoming Delegation have reached their allocated chairs and the DC and ADC have resumed their positions, but before the Brethren are seated, the Provincial DC will call upon the brethren to salute the Official Visitor.

Once the brethren are seated, the Official Visitor will introduce the members of the Delegation. A Provincial Warden will introduce the members of the Delegation while standing in front of his seat at the WM's right hand. With the assistance of the escorting DC, the AsstPGM or above will return the gavel to the WM and take his seat.

If a certificate is to be presented the Official Visitor will be pleased to perform this duty, but normal courtesy requires that he should be invited to do so well beforehand. Lodges wishing to invite an Official Visitor to give one of the addresses at an Installation Meeting should definitely make such a request in advance, when sending him his copy of the Summons for the meeting.

The escorting Provincial DC will organise the Official Visitor's retiral procession, and will act as Master of Ceremonies at the Festive Board.

#### **Keystone Collarette – Mark and RAM**

A Lodge Keystone Collarette should be presented to the incoming Master after he has received the Warrant, Book of Constitutions and Regulations, By-Laws but before he invests his Officers. The investing officer should use the form of words as set out in parts IV of the 1998 editions of the Mark and RAM Rituals No.2, explaining to the new Master/Commander the significance of the Jewel, its presentation to the Lodge by the Grand Master, and should inform the Master that the Collarette and Jewel should be worn as part of his regalia at all meetings of Mark and Royal Ark Mariner Lodges which he attends during his term of Office.

#### **Salutes**

The following are the salutes authorised by Grand Lodge –

	Mark	RAM
MW Grand Master	11	11
MW Pro Grand Master	11	11
RW Deputy and Asst Grand Master	9	9
RW Provincial Grand Master	7	7
Present and Past Prov/District Grand Master	7	7
RW Brethren	7	7
Members of Grand Master's RA Council		7
Deputy and Asst Prov/District Grand Masters	5	*5

VW Brethren	5
Other Present and Past Grand Officers	3
RAM Grand Rank	3
Present and Past Prov/District Grand Lodge officers	3

Past Ranks are entitled to the same salute as those of active Rank.

\* Only when representing the Provincial Grand Master

### **Loyal Toast**

Lodges are reminded that if the National Anthem is sung after dinner, it should precede the drinking of the Loyal Toast and the following procedure adopted:

The WM will rise and announce 'Brethren, the Queen.' The organist will play the first verse (and the second if preferred) of the National Anthem, which will be sung. The Toast is drunk. No Fire. The WM and brethren sit.

If however, the National Anthem has been sung in the Temple, (immediately following the closing of the lodge) the following procedure is suggested at the festive board:

The WM will rise and announce 'Brethren, the Queen'. The toast is drunk. No Fire. The WM and brethren sit.