

Guidance Notes for a Visit by the Provincial Grand Master, DPGM, or APMG

These general notes are for the use of Lodge Secretaries and DC's when preparing for an Official Visit by the PGM, DepPGM or an APMG. (Visits by Representatives of the PGM are not covered by these notes and are detailed separately) The Lodge Secretary should pass a copy of these notes together with the telephone number of the officiating Provincial DC (to be found on the accompanying letter) to the Lodge DC as soon as possible. These notes are for general guidance and it is likely that there will be other points on which the Lodge Secretary or DC may need assistance. The officiating Provincial DC or the Provincial Office will be pleased to help with any enquiry that is not covered by these notes.

1 Before the Meeting

The Lodge Secretary should distribute copies of the summons as detailed on the attached letter. If the Lodge circulates Lodge meeting minutes it would be appreciated if a copy were sent with the summons for the Official Visitor. In addition the Provincial Office and the officiating Provincial DC should be apprised of any special events or circumstances i.e. Lodge or member anniversaries, Grand Lodge Certificates, Senior Masonic guests etc.

2 The Meeting

(a) Parking spaces should be reserved for the Official Visitor and the officiating Provincial DC.

(b) The appropriate dress is (i) Full dress for Provincial grand Officers (ii) Undress for Grand Officers unless the visit takes place at an Installation or other special meeting when Grand Officers will wear full dress regalia.

(c) The WM, Secretary, DC and other active officers should ensure that they arrive at the meeting in plenty of time to welcome the Official Visitor and be available should the officiating Provincial DC need to discuss ceremonial matters.

(d) The Secretary should read the Provincial letter (attached) before the Official Visitor enters the Lodge.

(e) Under normal circumstances the Official Visitor will enter the Lodge after it is opened but before the agenda item for the approval of the minutes is taken.

(f) The officiating Provincial DC will enter the Lodge and report to the WM that the Official Visitor is outside the door of the Lodge and demands admission. The WM will respond by saying "We will be very pleased to receive him and will you Bro Provincial (Deputy)(Assistant)Grand Director of Ceremonies form a deputation to escort him into the Lodge".

(g) The officiating Provincial DC will form the deputation and bring in the Official Visitor who will make his way to a reserved seat immediately to the left of the WM (WM's right). The WM will offer him the gavel which he will probably return the WM.

(h) The officiating Provincial DC will then lead the salute to the Official Visitor. There will be no other salutes once the Official Visitor has entered the Lodge.

(i) After the Lodge business has been conducted and the WM has closed the Lodge the Official Visitor will close the VSL, the officiating Provincial DC will announce the first verse of the National Anthem (if it is the custom of the Lodge) and the WM will call for the Closing Ode. The Lodge DC and the ADC will then perambulate the Lodge collecting the Deacons and the Wardens but remain with his ADC at the head of the Procession to the West of the JW's pedestal. The officiating Provincial DC will then form the remainder of the outgoing procession.

3 The After Proceedings

(a) Prior to the Festive Board the Official Visitor may wish to meet some of the Lodge members and the officiating Provincial DC will arrange this but it would be helpful if a Lodge member could be available to assist him. (b) The officiating Provincial DC will announce the entry of the WM and the Official Visitor to the dining room.

(c) The Official Visitor will be seated immediately on the WM's right unless there is an Initiate, in which case the Official Visitor will be seated immediately on the Initiate's right. Under normal circumstances the officiating Provincial DC will be seated immediately on the Official Visitor's right.

(d) If it is normal for the Wardens to "report their respective columns" then they can do so but the WM should NOT take wine with them until after (e) below.

(e) The officiating Provincial DC will announce the first three wine takings vis. WM with Brethren. WM with Official Visitor, Official Visitor with Brethren. Any other wine takings will be under the control of the IPM or DC as normal.

(f) The Lodge DC will officiate for the Official Toasts except that the officiating Provincial DC will make the announcement when the Official Visitor responds to his toast. When giving the toast which includes the Official Visitor the WM should precede it with a few words of welcome to the Official Visitor but NOT say "this toast is coupled with the name of....."

(g) The Official Visitor may retire from the Festive Board before the Tyler's toast.