

Guidance Notes for a Visit by a Representative of the Provincial Grand Master

These general notes are for the use of Lodge Secretaries and DCs when preparing for an Official Visit by a Representative of the Provincial Grand Master. (Visits by the PGM, DepPGM or APGMs are not covered by these notes and are detailed separately) The Lodge Secretary should pass a copy of these notes to the Lodge DC as soon as possible. These notes are for general guidance and it may be that there are other points on which the Lodge Secretary or DC may need assistance. 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 forward a copy of the summons to the Representative of the Provincial Grand Master. If the Lodge circulates Lodge meeting minutes, it would be appreciated if a copy were sent with the summons. In addition the Representative of the Provincial Grand Master should be appraised of any special events or circumstances i.e. Lodge or member anniversaries, Grand Lodge Certificates, Senior Masonic guests etc.

2. The Meeting

(a) A parking spaces should be reserved for the Representative of the Provincial Grand Master.

(b) The appropriate dress for Installation meetings in the Province of West Kent is full dress for Provincial Grand Officers.

(c) The WM and Secretary should ensure that they arrive at the meeting in plenty of time to welcome the Representative of the Provincial Grand Master.

(d) The Representative of the Provincial Grand Master should be seated immediately to the left of the WM (WM's right). The WM does not offer him the gavel.

(e) The Secretary should read the Provincial letter as soon as the Lodge has opened.

(f) The Lodge DC should then lead the salute to the Representative of the Provincial Grand Master, appropriate to his rank. All up to and including the Deputy Provincial Grand Master will salute the Representative of the Provincial Grand Master.

(g) If it is appropriate for further Salutations to be made, these should be done under 'Any Other Business' so as to leave a diplomatic interval. The Representative of the Provincial Grand Master will then salute all Brethren senior to his own rank.

(h) After the Lodge business has been conducted and the WM has closed the Lodge, the Representative of the Provincial Grand Master will be escorted by the Lodge DC to close the VSL. After the Closing Ode, the Lodge DC

will form the outgoing procession as normal and should escort the Representative of the Provincial Grand Master to his place in the procession which is immediately behind the Wardens.

3. The After Proceeding

(a) Prior to the Festive Board the Representative of the Provincial Grand Master may wish to meet some of the Lodge members and it would be helpful if a Lodge member could be available to assist him.

(b) At the Festive Board the Representative of the Provincial Grand Master will be seated immediately on the WM's right unless there is an Initiate, in which case he will be seated immediately on the Initiate's right.

(c) The Representative of the Provincial Grand Master will respond to the toast to the Province (The Deputy Provincial Grand Master etc., etc.,). When giving the toast, which includes the Representative of the Provincial Grand Master, the WM should precede it with a few words of welcome.