



A stage curtain with a sunset background. The word "Welcome" is written in white cursive. The curtain is red with gold fringe and tassels.

*Welcome*



# **PROTOCOL & ETIQUETTE**

## **GRAND LODGE SEMINAR**

July 20, 2010

- **P&E Concepts**
- **P&E Questions & Answers**
- **The Lodge Director of Ceremonies**
- **The Grand Director of Ceremonies**



# **PROTOCOL & ETIQUETTE**

## **MODERATORS**

- V.W. Bro. Gordon Crutcher,  
Member of the Board, P&E Chairman
- R.W. Bro. George McCowan,  
PDDGM & Secretary LOI Team
- R.W. Bro. John Mittelholtz,  
Grand Director of Ceremonies



# PROTOCOL & ETIQUETTE

## DEFINITIONS

- **PROTOCOL:** The established rules of behaviour for formal occasions.



# PROTOCOL & ETIQUETTE

## DEFINITIONS

- **ETIQUETTE:** The customs or rules of behaviour regarded as correct in social life, or in professional interaction and official intercommunication.



# PROTOCOL & ETIQUETTE

## DEFINITIONS

- **ETIQUETTE:** . . . means behaving yourself a little better than is absolutely necessary.
  - *Will Cuppy, American writer*



# PROTOCOL & ETIQUETTE

## DEFINITIONS

- **MANNERS:** Socially accepted behaviour; courteous in manner and respectful in address; proper deportment.



# **PROTOCOL & ETIQUETTE**

**P&E is simply about:**

- **What to say;**
- **What to do;**
- **What to wear.**



# **PROTOCOL & ETIQUETTE**

**P&E is about:**

- **COURTESY**
- **CUSTOM**
- **COMMON SENSE**



# **PROTOCOL & ETIQUETTE**

**P&E is:**

- **DOING THE RIGHT  
THING AT THE  
RIGHT TIME**



# PROTOCOL & ETIQUETTE

- “Freemasonry is a 600 year-old fraternity, based upon a 3,000 year-old tradition.”

*Robert Macoy, “A Dictionary of  
Freemasonry”*



# **PROTOCOL & ETIQUETTE**

## **Knowledge**

- **Brings uniformity**
- **Builds confidence**



# **PROTOCOL & ETIQUETTE**

**Knowledge → Confidence**

- **Makes us feel comfortable on formal occasions because we know how to act.**



# **PROTOCOL & ETIQUETTE**

## **SOME P&E QUESTIONS & ANSWERS**



# PROTOCOL & ETIQUETTE

- **What is appropriate attire to wear to lodge?**



# **PROTOCOL & ETIQUETTE**

## **DRESS CODE**

- **Each lodge establishes a uniform dress code.**
- **Usually tuxedo for Officers and business suit for members. (Lodge Summons)**



# **PROTOCOL & ETIQUETTE**

## **DRESS CODE**

- **Dressing down is not appropriate for lodge.**
- **Show respect for the fraternity and your lodge.**



# PROTOCOL & ETIQUETTE

## DRESS CODE

- For a thorough explanation about dress codes, see pages 38 – 43 in ***"The Masonic Manual"***.



# PROTOCOL & ETIQUETTE

- **When should you salute the W.M.?**



# **PROTOCOL & ETIQUETTE**

- **When entering lodge;**
- **When leaving lodge;**
- **Addressing the W.M.;**
- **When called for in ritual.**



# **PROTOCOL & ETIQUETTE**

## **NOTE:**

- There is no need to salute after you have finished speaking.**
- Avoid the “second salute”.**



# PROTOCOL & ETIQUETTE

**ALSO:**

- Do not salute to acknowledge a command by the W.M.
- Salutes go upward, not down.  
(e.g. J.W. does not salute I.G.)



# **PROTOCOL & ETIQUETTE**

- **Take the proper step before saluting -**  
**EXCEPT**
- **While perambulating in front of the W.M.**



# PROTOCOL & ETIQUETTE

## QUESTION

- **Should you hold a salute until it is acknowledged by the W.M.?**



# **PROTOCOL & ETIQUETTE**

- **No. While the W.M. should return all salutes, do not wait for him to do so before you complete your salute. Don't hold a salute.**



# **PROTOCOL & ETIQUETTE**

**WHEN IS THE  
SIGN OF FIDELITY  
USED?**



# **PROTOCOL & ETIQUETTE**

## **SIGN OF FIDELITY**

- **When the VOSL is being attended;**
- **During obligations;**
- **During ritual prayers in our ceremonies;**
- **Including prayers in the Masonic Memorial Service;**



# **PROTOCOL & ETIQUETTE**

## **SIGN OF FIDELITY**

- **During closing of lodge: F; F; F;**
- **By the S.W. when presenting a (?);**
- **When receiving Grand Honours, or accompanying someone who is;**
- **By the M.E. in the Installation Ceremony.**



# **PROTOCOL & ETIQUETTE**

**S of F is NOT given:**

- **In the Banquet Room;**
- **When being greeted by the W.M.;**
- **By the W.M. when receiving visitors;**
- **After completing a piece of work;**
- **If you are not wearing your apron.**



# **PROTOCOL & ETIQUETTE**

## **COLLARS**

- **Who can wear the W.M.'s collar?**
- **When should the W.M. wear his collar?**



# PROTOCOL & ETIQUETTE

## W.M.'s COLLAR

- The W.M.'s collar is only worn by the W.M.

**He wears it:**

- In his own lodge;
- When **CONDUCTING** a Divine Service;



# **PROTOCOL & ETIQUETTE**

## **W.M.'s COLLAR** (continued)

**He wears it:**

- **When CONDUCTING a Memorial Service;**
- **When attending a Grand Lodge Communication;**



# **PROTOCOL & ETIQUETTE**

## **W.M.'s COLLAR** (continued)

**He wears it:**

- **When attending an Official Visit with the DDGM in his District;**
- **When attending a Divine Service conducted by the DDGM.**



# **PROTOCOL & ETIQUETTE**

## **W.M.'s COLLAR** (continued)

**The collar is not worn:**

- **In the banquet room;**
- **When visiting another lodge for any other purpose (e.g. Installations or Degree Teams).**



# **PROTOCOL & ETIQUETTE**

**IF A LODGE HAS A SPECIAL  
APRON FOR EACH  
OFFICER, BEARING THE  
EMBLEM OF THAT OFFICE,  
WHO SHOULD WEAR IT?**



# **PROTOCOL & ETIQUETTE**

## **LODGE OFFICER'S APRON**

**A Lodge Officer's apron is worn:**

- By the regular officer;**
- By an acting officer;**
- By a Past Grand Lodge Officer, (who has been elected or appointed and invested), while in his lodge.**



# **PROTOCOL & ETIQUETTE**

**WHAT PINS OR  
BUTTONS CAN A  
MASON WEAR TO  
LODGE?**



# **PROTOCOL & ETIQUETTE**

## **Section 384**

**No jewels (or pins, or buttons) shall be worn in a lodge other than one specially designed and/or authorized by Grand Lodge.**



# PROTOCOL & ETIQUETTE

## “VISITORS”

Preferable description:

## “VISITING BRETHREN”

- W.M. should have a “well prepared” welcome. ☹️ “Fine array of Masons”
- Plan in advance what to say.



# **PROTOCOL & ETIQUETTE VISITING BRETHREN**

- It is recommended visitors be brought into lodge in as few groups as possible.
- Can take 5 – 10 minutes to receive each group. More groups prolong evening.
- Usually only two groups will suffice:

**General Visitors**

**Current Grand  
Lodge Officers**



# PROTOCOL & ETIQUETTE

## CURRENT GRAND LODGE OFFICERS

### PRESENTED vs INTRODUCED

- Only those GLOs who have the power and authority to assume the gavel by right of their office are PRESENTED.

(i.e. GM, PGM, DGM, DDGM in his District)



# PROTOCOL & ETIQUETTE

## CURRENT GRAND LODGE OFFICERS

### PRESENTED vs INTRODUCED

- All other current GLOs are **INTRODUCED**.
- W.M. should invite these other GLOs to sit in the East.



# PROTOCOL & ETIQUETTE

## CURRENT GRAND LODGE OFFICERS

Those GLOs who are PRESENTED:

- **MUST** be brought in under the wands;
- **MUST** be accorded the Grand Honours.
- **Are entitled by their rank to sit in the East.**

**(GM, PGM, DGM, DDGM in his District)**



# **PROTOCOL & ETIQUETTE**

## **CURRENT GRAND LODGE OFFICERS**

- **Order of rank, precedence and seniority of current GLOs is specified in Section 12 of the Constitution.**
- **Also, listing of the NAMES and rank of all current GLOs is published by G.S. each year after Annual Communication in July.**



# PROTOCOL & ETIQUETTE

## CURRENT GRAND LODGE OFFICERS

- Best of all, this listing is in the order in which current GLOs are to be “presented” or “introduced”.
- The most senior rank is presented (or introduced) first; the most junior last.



# **PROTOCOL & ETIQUETTE**

**You have just entered  
Lodge, saluted and are still  
standing at the altar.**

**How should you respond  
to the W.M.'s welcome?**



# PROTOCOL & ETIQUETTE

i.e. When acknowledging the W.M.'s welcome, should you:

- **Salute the W.M.?**
- **Assume the S. of F.?**
- **Simply bow your head?**



# PROTOCOL & ETIQUETTE

*ANSWER:* Simply bend your head a little forward. (It's called a "court bow".)



# **PROTOCOL & ETIQUETTE**

**Who is entitled to  
receive the Grand  
Honours?**



# **PROTOCOL & ETIQUETTE**

## **THE GRAND HONOURS**

- **Grand Honours are mandatory when receiving a GLO who is entitled to assume the gavel.**



# **PROTOCOL & ETIQUETTE**

## **THE GRAND HONOURS**

- **While optional, it is but common courtesy to give the Grand Honours to all other current GLOs.**



# PROTOCOL & ETIQUETTE

## THE GRAND HONOURS

- The W.M. **MAY** extend the Grand Honours to Past GLOs and other Worshipful Masters.



# **PROTOCOL & ETIQUETTE**

## **CURRENT GRAND LODGE OFFICERS**

- **Where is the most senior Grand Lodge Officer seated in the lodge room?**



# PROTOCOL & ETIQUETTE

## CURRENT GRAND LODGE OFFICERS

- The most senior GLO is always seated to the left of the W.M. in lodge, i.e.:

WM → GM → PGM → DGM → DDGM



# **PROTOCOL & ETIQUETTE**

## **CURRENT GRAND LODGE OFFICERS**

- **Where is the most senior Grand Lodge Officer seated at the Head Table in the Banquet Room?**



# PROTOCOL & ETIQUETTE

## CURRENT GRAND LODGE OFFICERS

- The most senior GLO is seated to the right of the W.M. at the Head Table in the banquet hall.



# **WORSHIPFUL MASTER**

- **Invite current GLOs, who are not entitled to assume the gavel, to take seats in the East, to the left and right of the W.M.**



# **WORSHIPFUL MASTER**

- **Invite the Grand Wardens to assume their chairs.**
- **Unless so arranged in advance, they will decline.**
- **Invite them to sit in the East.**



# PROTOCOL & ETIQUETTE

## WILLIAM MERCER WILSON MEDAL RECIPIENT

- Should be recognized as a very special visitor.
- The W.M. **MAY** invite him to sit in the East.
- Do not extend him Grand Honours.



# **PROTOCOL & ETIQUETTE**

- **Who can be a lodge  
D of C?**
- **What are the duties of a  
Director of Ceremonies for  
a lodge?**



# PROTOCOL & ETIQUETTE

- Any Master Mason can be a lodge D of C.
- However, many Lodges entrust this office to the brother who has just vacated the chair of I.P.M.



# PROTOCOL & ETIQUETTE

- The primary requisites are an acquaintance with the members of the Lodge and with a wide circle of visitors, plus a familiarity with Masonic etiquette and protocol.



# PROTOCOL & ETIQUETTE

- “It is far better that a lodge should have no Director of Ceremonies than an incompetent holder of that office.”

- Algernon Sidney Rose, *The Director of Ceremonies*



# DIRECTOR OF CEREMONIES

- **The Office**

- As per Constitution of Grand Lodge
- Section 217: The elected and appointed officers of a lodge MAY include a Director of Ceremonies. **(An APPOINTED office.)**
- Section 11: The officers of Grand Lodge ARE . . . The Grand Director of Ceremonies . . .



# DIRECTOR OF CEREMONIES

- **The Office**
- The D of C is thus also a “permissive” office, (the lodge **MAY** appoint one); not a “progressive” office.



# DIRECTOR OF CEREMONIES

## • His Duties

- As per Constitution of Grand Lodge
- No duties specified for a lodge D of C.
- Section 115: The **Grand** D of C shall, in addition to his other duties, have the care during any meeting of Grand Lodge, of the clothing, regalia and jewels belonging to it.

*. . . continued*



# DIRECTOR OF CEREMONIES

- **His Duties** (continued)
- As per Constitution of Grand Lodge
- Section 30: (Meetings of Grand Lodge)  
All members shall keep their seats, except the Grand Deacons, the Grand D of C and his assistants, and the Grand Stewards, who are allowed to move about from place to place in the discharge of their duties.



# DIRECTOR OF CEREMONIES OF A LODGE

- **His Duties**
- As per Ceremony of Installation
- D of C is invested with the Stewards.
- “. . . To introduce visitors and see that they are properly accommodated, and generally to attend to any ceremonies the lodge may take part in.”



# DIRECTOR OF CEREMONIES OF A LODGE

- **His Duties**

- As per Lodge Bylaws (example)
- “. . . To see that all regalia and paraphernalia is in place for the punctual opening of the lodge, that all brethren appear in the clothing prescribed by the *Book of Constitution*, and to the best of his ability, place every brother according to his station. (. . . *continued*)



# DIRECTOR OF CEREMONIES OF A LODGE

- **His Duties** (continued)
- As per Lodge Bylaws (example)
- “... He shall introduce visitors and see that they are properly accommodated, generally attend to the ceremonies in which the lodge may take part in and act as Marshal on all public occasions.”



# MARSHAL

- The office of “Marshal” is quite common in the United States, but not in other countries. In some jurisdictions where it is found, the title is simply an alternative for “Director of Ceremonies”.



# MARSHAL

- In feudal times, at many courts, one or more of the major dignitaries were styled marshal (such as the *court marshal* or grand marshal). Their functions varied, also in time, but frequently included formally announcing guests at audiences, balls, dinners, etc.



# **DIRECTOR OF CEREMONIES OF A LODGE**

- **Useful aids for a D of C**
- The Book of Constitution – Section 12;
- Listing of all elected and appointed Grand Lodge Officers, which is . . .
- Issued annually by Grand Lodge (in August);
- And organized by the order in which each Officer is to be presented or introduced.



# **DIRECTOR OF CEREMONIES OF A LODGE**

- **Useful aids for a D of C**
- District Trestle Board;
- Pen and paper/notebook.



# **DIRECTOR OF CEREMONIES OF A LODGE**

- **Order of Introduction of Grand Lodge Officers**
- Always begin with the most senior rank and proceed to the most junior.



# **DIRECTOR OF CEREMONIES OF A LODGE**

- Line up visitors so they enter lodge in the order in which they are to be presented and/or introduced.



# **PROTOCOL & ETIQUETTE**

## **OTHER P&E TOPICS**

- **Masonic Sign of Voting**
- **Crossing your legs in lodge**
- **Who can sit in the East?**
- **Another Book of Faith**
- **Toasts**
- **White gloves**



# **GRAND DIRECTOR OF CEREMONIES**

**R. W. Bro. John A. Mittelholtz**



# **GRAND DIRECTOR OF CEREMONIES**

## **When will the Grand D of C:**

- Attend your lodge?
- Attend a banquet to celebrate an anniversary?
- Another special event?
- A Grand Master's Reception?



# **GRAND DIRECTOR OF CEREMONIES**

- The Grand D of C accompanies and delivers the Grand Master to all craft lodge events.
- He is the Grand Master's Chauffeur, Aide-de-Camp and Protocol Officer.



# **GRAND DIRECTOR OF CEREMONIES**

- It is the Grand D of C's responsibility to assist in maintaining the dignity of the Office of the Grand Master.



# **GRAND DIRECTOR OF CEREMONIES**

## **INSIGHTS**

- The role of the Grand D of C.
- Suggestions how you may make the Grand Master's visit a memorable one.



# **GRAND DIRECTOR OF CEREMONIES**

## **CHAUFFEUR**

- The Grand D of C will ensure the G.M. arrives at your event.
- Reserve a clearly-marked parking space near the entrance for them.



# **GRAND DIRECTOR OF CEREMONIES**

## **DIRECTIONS**

- Show the full civic address of the lodge/banquet facility on all material, (invitation, brochure, tickets, Lodge & District web sites, and DDGM trestle board).



# **GRAND DIRECTOR OF CEREMONIES**

## **INVITATIONS**

- When you invite the G.M. (and his Lady), you are also automatically inviting the Grand D of C (and his Lady). All their tickets are to be complimentary.



# GRAND DIRECTOR OF CEREMONIES

## ACCOMMODATIONS

- If the G.M. requires accommodation, an adjacent room is also necessary for the Grand D of C. Both rooms are to be paid for by the Lodge/District **(in advance)**.



# GRAND DIRECTOR OF CEREMONIES

## ACCOMMODATIONS

- Advise Grand Lodge (and/or the Grand D of C) of the motel name, address, and confirmation number. In whose name is the reservation?  
**Who has pre-paid the room?**



# **GRAND DIRECTOR OF CEREMONIES**

## **ACCOMMODATIONS**

- Usually the G.M. will be at other events on the day preceding and following your own.
- No time for sight-seeing.
- Motel/hotel preferred to a B & B.



# **GRAND DIRECTOR OF CEREMONIES**

## **ACCOMMODATIONS**

- The G.M. often invites local or visiting Grand Lodge Officers to his room before and/or after each event to discuss Grand Lodge business. His time is precious.



# **GRAND DIRECTOR OF CEREMONIES**

## **AIDE-DE-CAMP**

- A confidential assistant to a superior.
- Seat the Grand D of C where he can assist the G.M.



# **GRAND DIRECTOR OF CEREMONIES**

## **AIDE-DE-CAMP**

- At a banquet, seat the Grand D of C in front of the Head Table, somewhere between the G.M.'s seat and the lectern.



# **GRAND DIRECTOR OF CEREMONIES**

## **PROTOCOL OFFICER**

- Definition of Protocol 😊
- Direct any questions re protocol to Grand D of C well in advance of the event. (His contact info is available from Grand Lodge.)



# **GRAND DIRECTOR OF CEREMONIES**

## **PROTOCOL OFFICER**

- Grand Master's Pennon.
- A small pennant or banner, containing the G.M.'s jewel.
- Displayed on the W.M.'s pedestal.



# **GRAND DIRECTOR OF CEREMONIES**

## **PROTOCOL OFFICER**

- The G.M.'s Pennon is placed on the W.M.'s pedestal by the Grand D of C, prior to G.M. entering the lodge room. Do not remove it.



# **GRAND DIRECTOR OF CEREMONIES**

## **PROTOCOL OFFICER**

- The G.M.'s Pennon is also placed on the lectern in the banquet hall by the Grand D of C, prior to the start of the banquet.



# **GRAND DIRECTOR OF CEREMONIES**

## **PROTOCOL OFFICER**

- At a G.M.'s Reception, the Grand D of C hangs a large G.L. banner beside or behind the Head Table.



# **GRAND DIRECTOR OF CEREMONIES**

## **PROTOCOL OFFICER**

- Prior to the opening of lodge, Grand D of C will meet with W.M. and lodge D of C to establish protocol for the evening.



# **GRAND DIRECTOR OF CEREMONIES**

## **PROTOCOL OFFICER**

- If G.M. is to present pins, awards, certificates, etc., in lodge, inform the Grand D of C. Introduce him to recipients so he can advise the G.M.



# **GRAND DIRECTOR OF CEREMONIES**

## **PROTOCOL OFFICER**

- The Grand D of C will line up any visiting Grand Lodge Officers in their proper order before entering lodge.



# GRAND DIRECTOR OF CEREMONIES

## PROTOCOL OFFICER

- Usual protocol after entering lodge is for the lodge D of C to “**present**” the G.M. and any other GLOs who are entitled to assume the gavel.



# GRAND DIRECTOR OF CEREMONIES

## PROTOCOL OFFICER

- The lodge D of C then **introduces** the Grand D of C, who will in turn **introduce** the other GLOs who are accompanying the G.M.



# **GRAND DIRECTOR OF CEREMONIES**

## **BANQUETS**

- Prior to banquet, the Grand D of C will want to review the program with Committee Chair(s) and the Master of Ceremonies.



# **GRAND DIRECTOR OF CEREMONIES**

## **HEAD TABLE GUESTS**

- Lodge should determine Head Table guests in advance.
- Place name tags in proper seating location at the Head Table.



# **GRAND DIRECTOR OF CEREMONIES**

## **HEAD TABLE GUESTS**

- The Grand D of C will line up the Head Table guests in proper order to parade into banquet room.  
(He needs a list.)



# **GRAND DIRECTOR OF CEREMONIES**

## **TOASTS**

- If the Head Tables guests are piped in, the G.M. will toast the piper. (Provide scotch, in glasses, not plastic cups.)



# **GRAND DIRECTOR OF CEREMONIES**

## **TOASTS**

- All guests (men and women) should participate in the Toast to the Queen and the Craft – not just the brethren.



# **GRAND DIRECTOR OF CEREMONIES**

## **CONCLUSION**

- The Grand D of C is there to assist you. Don't hesitate to request his help.



# PROTOCOL & ETIQUETTE

**P&E MATERIAL CAN BE  
DOWNLOADED FROM:**

[http://www.torontowestmasons.  
com/publications.htm](http://www.torontowestmasons.com/publications.htm)

# *Questions*