

## *PROTOCOL & ETIQUETTE ESSENTIALS*

Prepared by the Grand Lodge P. & E. Team  
*Issue No. 1*

### **Greetings from Your P. & E. Team**

Welcome to the first issue of “**P&E Essentials**”. These informative and easy-to-read newsletters will be published quarterly and will contain items of interest related to **Protocol** and **Etiquette**.

“*P&E Essentials*” is intended to become an interactive online instrument. E-mail addresses have been provided so that you can submit questions and/or suggestions for topics that should be addressed to help with the daily advancement of Masonry in our Grand Jurisdiction. Questions not related to Protocol and Etiquette will be forwarded on to the proper committee for response.

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### **Committee Members:**

Protocol & Etiquette Team members are: Gordon Crutcher (*Team Leader*); Keith Anderson; William Chatwell; Robert Day; William Elliott; Dennis Hawman; Ian LaFleur; Terry Lanning; George McCowan (*Secretary*); David Mead; Terry Pachal; James Pearson; Garnet Schenk (*Editor of P&E Essentials*); Edward Standish; and Alan Tibbetts.

**Tact** is the art of making a point without making an enemy. *Anon.*

### **Definitions:**

**Protocol:** The established rules of behaviour for formal occasions.

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

**Manners:** socially acceptable behaviour; courteous in manner and respectful in address; proper deportment.

In short – what we say, how we act, what we wear, the way things are done, and how we proceed during a lodge meeting and a festive board,

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What then is the whole purpose and object of protocol?

It is to set some simple rules “rules of the game” based on common courtesy, common custom, and, above all common sense. When all the players know and play by the same basic rules, the game can be enjoyed and everyone wins.

Protocol and etiquette enable us to feel comfortable on formal occasions because we know how to act without hesitancy, awkwardness or self-consciousness. In consequence, we will be more confident, and our meetings will be more enjoyable. *Credit: R.W. Bro. Raymond S.J. Daniels, DGM.*

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It has been said that:

**Masonic etiquette belongs to the empire of good manners, together with certain additional concepts peculiar to Freemasonry. We study it because we are convinced of its power to help maintain harmony. It is a form of courtesy to the individual and a manifestation of respect to the Craft.**

**Every aspect of the entire Masonic system promotes an attitude of reverence and respect in order to sustain unity and harmony.**

**Harmony is the first law of the Lodge. Where discord enters, Freemasonry leaves. For one man to live in unity with another is the very essence of the Craft. Etiquette helps schisms and discord from arising.**

*Credit: G. L. of New York, Protocol and Etiquette Review.*

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**When is it proper to use the Sign of Fidelity?**

- During prayers and obligations;
  - When the V.O.S.L is being attended;
  - F.F.F. in the closing of the lodge;
  - By the S.W. when presenting a candidate;
  - When receiving Grand Honours or accompanying a brother who is receiving them, and as directed during the Installation Ceremony.
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**Is it appropriate to applaud when a brother completes a piece of work?**

It is completely inappropriate and should never occur.

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If you wish to directly receive future issues of *P&E Essentials* by e-mail, please send your e-mail address to: [Gordon@Crutcher.ca](mailto:Gordon@Crutcher.ca)

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The Chapters on Protocol and Etiquette in both *Meeting The Challenge (2007)* and *The Masonic Manual (2007)* define the dress code and the usage in our Grand Jurisdiction. The custom in lodges varies – tuxedo, business suit or even highland dress in some lodges. In most Lodges in Ontario, a dark business suit, white shirt, and conservative tie is normally worn by members.

In observing a dress code it is good to remember that actions speak louder than words. Your apparel reflects your attitude. A meeting opened in the name of the Great Architect is not the same as a casual social gathering.

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### **Quick Points**

The Canadian Flag is placed to the right of the Worshipful Master.

We face the Canadian Flag when singing “O Canada”, (not a picture of the Queen).

All the brethren –including the Worshipful Master – stand to receive visitors. He also gives any Grand Honours with the Brethren.

You always take the step of the Degree before saluting.

Any Grand Lodge Officer who is entitled to assume the gavel MUST be:

- Presented (rather than introduced);
  - Received under the wands; and
  - Given Grand Honours.
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Build a strong Foundation on which to raise a Superstructure.

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*The bulletin is intended to be interactive in order to address the concerns of the reader. Please address your questions or comments to the contact persons listed on page one.*