

PROTOCOL & ETIQUETTE ESSENTIALS

Prepared by the Grand Lodge P. & E. Committee
 Issue No. 10 – February 2011

Greetings from Your P. & E. Committee

Welcome to the tenth issue of “*P&E Essentials*”. It is anticipated that these informative and easy-to-read newsletters will be published several times a year.

“*P&E Essentials*” is intended to be an interactive instrument, designed to help you make a daily advancement in Masonic knowledge. The Committee welcomes questions and/or suggestions for topics that could be addressed in future issues. Questions or suggestions not related to Protocol and Etiquette will be forwarded to the appropriate Grand Lodge Committee for response.

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Committee Members

The current Protocol & Etiquette Committee members are:

Gordon Crutcher (*Chairman*); William Elliott; Dennis Hawman; Terry Hornibrook; Jacques Lacourse Jr.; George McCowan (*Secretary*); Bryan Middleton; Jack Mittleholtz; Richard Morreau; James Pearson; Garnet Schenk (*Editor of P&E Essentials*); Brian Seaborn; David Stevens; and Terrance Van Horne.

With appropriate advance notice – and subject to travel constraints – any member of the Committee would be happy to make a presentation about P&E in your lodge, or at a District Meeting.

PRONOUNCING GLOSSARY

AMICABLY – AM ICK AB LEE

ASSIDUITY – A SID YOO IT EE

HEINOUSNESS – HAY NUSS NESS

HIEROGLYPHICAL – HIGH ER OH GLIFF ICK AL

PARALLELEPIPEDON – PA RA LELL E PIP E DON
 (“a” as in “at”)

PYTHAGOREAN – PITH AG OR EE AN

MASONIC TOASTS



After most lodge meetings are ended, the officers and brethren will retire to the banquet room for what is often referred to as the Festive Board. This gathering is typically opened with a prayer, conducted with certain toasts, and closed with the Junior Warden’s Toast.

Toasts are not part of our everyday life and can generate much fear and trepidation to many who have the task of proposing one. Some brethren have an enviable ability when it comes to composing and proposing a toast. However, with a little preparation and planning before hand, the rest of us can also do a commendable job.

Our time honoured toasts are like our Masonic landmarks – they sustain us, they are comfortable and we look forward to the responses.

There is a wealth of information on the web that will assist you in preparing a Masonic toast, including: <http://www.albertlucking2717.org.uk/downloads/Help%20with%20toasts.pdf>

To also assist, here are extracts from two of our essential Grand Lodge publications, *The Masonic Manual* and *Meeting The Challenge*. (Every Mason should possess a copy of these extremely useful reference books.)

(A) The Masonic Manual, pp. 55-57

TOASTS are a very important part of protocol and etiquette. They are a means of extending thanks and respect to certain persons.

Please share this newsletter with other members of your Lodge – and your Masonic friends

To be asked to propose or respond to a toast is an extreme honour and one that should not be taken lightly. The proposers and respondents should be contacted well in advance, to permit ample research and preparation, in order to provide a meaningful toast. **The Worshipful Master who does not provide this advance notice, but calls a brother at the very last minute, shows a lack of organization and appreciation for the toast.** (Ed.: *emphasis added.*)

Toasts should be brief, sincere and reflect the occasion. The correct wording for toasts given at banquets is:

1. The Queen and The Craft;
2. The Grand Master and the Grand Lodge of Canada in the Province of Ontario;
3. The Visitors;
4. The Newly Initiated (Passed or Raised) brother, Brother John J. Doe;
5. The Newly Installed and Invested Officers.

Following the toast to the Queen and the Craft, a toast to a foreign Head of State may be drunk if nationals of that country are present. No response to the Royal Toast, nor to a foreign Head of State, is required. The practice of giving a toast to Absent Brethren in common in many Masonic jurisdictions and is growing in Ontario. No response is possible.

On the occasion when a present Grand Lodge officer is not in attendance, the toast to **"The Grand Master and the Grand Lodge of Canada in the Province of Ontario"** would not need a response.

The toast to "The Visitors" should always warrant a response. From the viewpoint of etiquette, it is an important toast. It is a means of showing courtesy and friendship to guests. It is considered improper in replying to the toast to "The Visitors" to request the visitors to rise and drink a toast to their hosts.

When proposing the toast to **"The Grand Master and the Grand Lodge of Canada in the Province of Ontario"**, it is usual to offer a few brief, well chosen and pertinent comments. It is unnecessary for the proposer to ask the brethren to "charge their glasses", and the glasses should never be touched together. Glasses are simply raised to about chin level, prior to giving the toast. It is unusual for a present or past Grand Lodge Officer to be asked to propose this toast. Present Grand Lodge Officers remain seated when the toast to Grand Lodge is given.

The newly initiated candidate should be forewarned that he may be called upon to reply to a toast. Suggestions should be made to him as a guide to what he could say: e.g. thank his sponsors, thank the members for accepting him, and indicate his impressions of the ceremony. The important point is not to spring the reply upon the candidate without warning. A major aim in

Masonry is to make everyone feel comfortable and, if we can help the candidate to surmount his first speaking hurdle with success, he will feel confident enough to speak in the future.

Always ensure that a beverage is in the glasses before the toasts are to be given. The WM should remind the JW to make certain this is done prior to the banquet. There is no dignity in an occasion where, when the first toast is being proposed, the members are searching the table for bottle openers and rushing to fill their glasses.

At installations, it is becoming more frequent to have an informal buffet lunch afterwards. If this is your choice, then a **tribute** in the lodge room to Grand Lodge, the Visitors and the Newly Installed and invested Officers should be given in the form of a "recognition", not as a toast. The recognition would be in the form of a few words of appreciation, followed by a request that the brethren stand to recognize and show their thanks to, (for example), our visitors. The brethren being recognized in this manner would remain seated.

When proposing or responding to a toast, it is unnecessary to name all ranks in the introduction. Recognition need only be given to the WM, to a brother entitled to (assume) the gavel (in lodge), perhaps to the head table guests collectively, and then to the brethren. A possible addition might be to mention a brother who is being especially honoured on that occasion.

(B) Meeting The Challenge, pp. 107-108

Suggested Forms of Address:

1. In general, those entitled to assume the gavel in Lodge should be mentioned in an initial address. The Officer presiding at the banquet, normally the WM, will take precedence.
2. Examples:
 - (a) If no Grand Lodge Officer is present: "W.M. and brethren".
 - (b) If the D.D.G.M. is present: "W.M., R.W. the D.D.G.M. and brethren".
 - (c) If the G.M. is present: "W.M., M.W. the G.M. and brethren".
 - (d) If many Grand Lodge Officers are present: "W.M., M.W. the G.M., M.W. the P.G.M.'s, R.W. the D.G.M., R.W. the D.D.G.M. and brethren".
3. There is **no need** to refer to every rank of present and past Grand Lodge Officer present, in the form: "R.W. Sirs, V.W. Sirs, Wor. Sirs and brethren".
6. The salutations which are used in the banquet room can certainly be overdone and be repetitive. When there are a number of toasts, agreement could be made that, after the toast to the Grand Master and Grand Lodge, when protocol has been established, they could be abbreviated in a uniform manner, i.e. "Worshipful Master, District Deputy Grand Master, Distinguished Guests and brethren".