



## PROTOCOL & ETIQUETTE ESSENTIALS

Prepared by the Grand Lodge P. & E. Committee

Issue No. 6 – April 2010

### Greetings from Your P. & E. Committee

Welcome to the sixth issue of “*P&E Essentials*”. It is anticipated that these informative and easy-to-read newsletters will be published six 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 should be addressed in future issues. Questions or suggestions not related to Protocol and Etiquette will be forwarded to the appropriate Committee for a response.

#### Contact Information:

Gordon Crutcher, *Chairman*  
E-mail: [Gordon@Crutcher.ca](mailto:Gordon@Crutcher.ca)

Garnet E. Schenk, *F. C. F., Editor*  
E-mail: [gschenk@cogeco.ca](mailto:gschenk@cogeco.ca)

#### Committee Members:

The Protocol & Etiquette Committee members are:

Gordon Crutcher (*Chairman*); Keith Anderson; William Chatwell; Robert Day; William Elliott; Dennis Hawman; Terrance Van Horne, Ian LaFleur; Terry Lanning; Robert Manz; George McCowan (*Secretary*); David Mead; Terry Pachal; James Pearson; and Garnet Schenk (*Editor of P&E Essentials*).

**Any member would be happy to make a presentation about P&E in your lodge, or at a District Meeting.**

### DRESS and UNDRRESS REGALIA

- (1) When should a Grand Lodge Officer (current or past) wear his **dress** regalia? When should he wear his **undress** regalia?
- (2) Should a Past GLO ever wear his dress regalia? If so, on what occasions? Does our Grand Lodge have any “rules”? What would proper etiquette require?
- (3) What if I don't own any undress regalia?

The above questions have been submitted to us by several brethren. Here are some guidelines.

As a general rule of thumb, undress regalia is worn when you wear a business suit. Dress regalia is worn with a tuxedo, with tails, or with a Morning/Directors Suit.

But there are exceptions, as you will see below.

### No option but to wear dress regalia . . .

- At their initial orientation session, new DDGMs are advised that they must wear their **dress regalia** throughout the complete year they are in office.
- Similarly, current elected, appointed, and honorary Grand Lodge Officers would wear only **dress regalia** during their term of office.
- And if you don't own a set of undress regalia, then it is quite acceptable to always wear **dress regalia**.

### Some specific references about dress regalia . . .

A few specific occasions about the wearing of regalia are mentioned in *The Masonic Manual*:

- Page 40 – dealing with **Divine Services**: “Past or Present GLOs would wear dress regalia”.
- Page 40 – dealing with a **Masonic Memorial Service** at a funeral home: “Present GLOs would wear dress regalia”. (NOTE: The Custodian has clarified this and instructed that dress regalia would be worn by all GLOs, whether current or past.)
- Page 40 – If PARTICIPATING at a **Ceremony of Installation**, then “Past GLOs . . . (will wear) . . . dress regalia”.
- Page 40 – dealing with when business dress is appropriate at a Ceremony of Installation: If just ATTENDING, then “Past GLOs **may** wear dress regalia”.
- Page 41 – dealing with the wearing of a Morning Suit at the **Annual Communication of Grand Lodge**: “Dress regalia will be worn” by the G.M., a P.G.M., D.G.M., Chairman of a Committee, or any Member of the Board.
- Page 41 – dealing with the wearing of Formal Dress by present GLOs at **Constitution and Consecration Ceremonies, Cornerstone Laying Ceremonies** and **Dedication Ceremonies**: “Dress regalia should be worn”.
- Page 41-42 – dealing with the wearing of Formal Dress by present GLOs at the **Ceremony of Installation**, (or any lodge formal event): “Dress regalia **is** worn”.

What is common to all the above? Basically, that dress regalia is worn on special and/or important occasions.

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

While it may be optional for Past G.L.O.s to wear their dress regalia when attending Installations, an Installation is one of the most important events in any lodge's year. What you wear only adds to the significance of the occasion. Undress regalia suggests that you are putting more emphasis on personal comfort than showing respect for the occasion. The rules of etiquette support the wearing of dress regalia at Installations.

Obstacles are those annoying things that we encounter when we lose sight of our goals.

**ADDRESSING THE EAST**

There is a growing practice in some Districts of not properly addressing the East, when a brother wishes to speak.

Everyone is reminded that the correct procedure when you wish to speak is to stand, take the step of the degree, salute, (S. S. & S.) and say "Worshipful Master".

When another Grand Lodge Officer is present, who by his rank is entitled to assume the gavel, unless that Officer is actually in possession of the gavel, you still only address the W.M.

For example, suppose it was the occasion of the D.D.G.M.'s Official Visit. Both the W.M. and the D.D.G.M. are sitting in the East.

A brother wishing to speak, (or make an announcement), would simply S. S. & S., then say: "Worshipful Master". He would NOT say: "Worshipful Master, R. W. the District Deputy Grand Master, Distinguished East, and brethren". (Such a form of address is reserved only for the Banquet Hall.)

Why the distinction? It's because of the power of authority that we assign to the gavel and the person who uses it. When we are assembled in open lodge, the gavel is an emblem of power. It is the presiding officer's badge of power and authority. (While it is the SYMBOL of the authority, it is not the authority itself.) Whoever possesses the gavel is responsible for the lodge and has it in his care and control. You only need address the person who is in charge of the lodge. He alone should deal with issues, questions, and reports from the floor.

While a gavel may be used for the purpose of attracting the brethren's attention at a banquet, it is not used to signify who is in control of the banquet.

A question for every Mason – Am I holding myself to the same standard that I am demanding of others?

**Q:** Does a Steward need to report that the lodge is properly prepared, after he has finished doing so?

**A:** No. Not only is there no such requirement in the *Book of the Work*, the Steward has prepared the lodge in full view of all the brethren present. Everyone has watched him carry out his duties and is aware that the lodge is properly prepared.

**THE SIGN OF FIDELITY**

The sign of fidelity is one of the most misused signs in Masonry.

It is often used when neither called for, nor required.

The sign has specific and limited use, namely:

- It is used when the VOSL is being attended;
- It is used during obligations;
- It is given during prayers, in ceremonies;
- In the Masonic Memorial Service in the Funeral Home, (when the W.M. says: "Let Us Pray");
- During the closing of lodge in the First Degree, when saying "F.F.F.";
- By the S. W., when presenting a candidate;
- When receiving the Grand Honours, or when accompanying a brother who is receiving them;
- As directed in the Installation Ceremony, when the Master Elect is assenting to the Ancient Charges.

The Sign is NOT given:

- When you have completed an assigned piece of work;
- In the Banquet Room;
- When acknowledging greetings from the W. M.
- By the W. M. when receiving visitors;
- When you are not wearing your apron.

Also, in this Grand Jurisdiction, we do NOT bend or bow when the affirmation "So mote it be" is said at the conclusion of any Prayers.

**PRONOUNCING GLOSSARY**

**A Functional Pronouncing Glossary of the Work**, published by Grand Lodge of Canada in the Province of Ontario, indicates the following pronunciations:

ASSENT:	A SENT
APPEASE:	A PEEZE
BENEFICIENCE:	BE NEFF ISS ENCE
COMMUNICATE:	KOM YOO NICK ATE
EMBLEMATICALLY:	EMM BLEM AT ICK ALLEY

**You can request a direct e-mail subscription to *P&E Essentials* from: [Gordon@Crutcher.ca](mailto:Gordon@Crutcher.ca)**