



*Gran Logia Provincial de Valencia*

*Director of Ceremonies*

*Handbook*

*2025*

*English Edition*

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*Acknowledgements to former ProvGDC's*

## Foreword

As Freemasonry in Spain seeks to adapt to an ever-changing world, it is a challenge to maintain the traditions that we hold dear whilst updating protocol and practice to reflect the needs of newer members, and those joining Spanish Masonry from other constitutions. These various changes have been incorporated into this text in the hope that an answer to many aspects of Ceremonial will be found within.

This Handbook should be read in conjunction with other occasional published papers and documents particularly The Book of Constitutions and Bye-laws of the Grand Lodge of Spain (2024) edition English Translation (*APPENDIX F*) and the Valencian Ritual as practiced within this Province.

The Ritual observed by the Gran Logia Provincial de Valencia is ‘Valencian Ritual’, Although there are similarities to Emulation workings, It should not be confused or compared with other workings.

A theme that recurs in the Handbook is the efficient use of time. It is important that our ceremonies are conducted with due dignity and solemnity. However, every effort should be made to complete business in a timely fashion so that sufficient time remains to socialise with each other and not feel pressured to leave prematurely because of an excessively late finish to the formalities. As Provincial Grand Director of Ceremonies I hope that the suggestions made in this Handbook will be positively considered and applied by all lodges, within the Province of Valencia.

There will be situations not covered in this or other references. In these cases, the Provincial Grand Director of Ceremonies or other senior officers of the Province will be pleased to give advice, and where necessary consult with the Provincial Grand Master or Grand Lodge.

As Provincial Grand Director of Ceremonies, I and my team welcomes feedback and suggestions as to how this Handbook may be further improved.

I want everyone to enjoy their Freemasonry and above all have fun, please put the effort in to ‘reap the rewards’ of Love and Harmony with each other.

**“Onwards and upwards Brethren.”**



**Worshipful Brother Paul Norman Nicholls  
Provincial Grand Director of Ceremonies  
Gran Logia Provincial de Valencia.**

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2022 - 2023  
2023 - 2024  
2024 - 2025

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# The “Director of Ceremonies”.

## 1. Introduction

The Director of Ceremonies is one of the most senior offices to which a Brother may aspire. It is to the Director of Ceremonies that the brethren look for guidance and from whom the Master will seek confirmation of his actions. All ritual and ceremonial floor work is totally under the direction of the Director of Ceremonies. A challenging and difficult task well worthy of the title ‘Director’ for his duty is to **direct encourage and guide**.

The successful Director of Ceremonies will by good example, encouragement and careful coaching not only lead his Lodge toward excellence in its work, but he will also earn the respect and trust of his fellow brethren.

The Director of Ceremonies should be aware of the Provincial By Laws. Encourage participation at the Provincial Assembly and the Provincial LOI, noting to lodge members

“It shall be the duty of all Provincial Grand Lodge Members to attend the Assemblies, and the Provincial LOI., unless they are unable to do so due to exceptional circumstances. “See (*APPENDIX F*)

The following notes have been compiled to be helpful to the Lodge Director of Ceremonies and perhaps to be of some assistance in pointing out areas where improvements may be useful or required.

## 2. Qualifications for Office

The effective Director of Ceremonies will be an experienced mason, expert in the ritual, and knowledgeable about good practice, etiquette and conversant with the relevant portions of the Book of Constitutions. He will be confident and courteous in manner, able to exhibit command and presence when required yet be sensitive and tactful in his dealings with brethren. He will also be able to encourage less experienced brethren by demonstrating good leadership.

Often newer members are reluctant to undertake ritual and to take roles within the lodge for fear of failure. The Lodge Director of Ceremonies is ideally placed to ensure that this is not the case in his particular lodge and that more experienced members encourage their attempts rather than admonish them.

The Director of Ceremonies will be conversant with, and able to direct, all Lodge proceedings.

### **3. Preparation for a Lodge Meeting and Rehearsal**

The Director of Ceremonies will have identified the various roles and tasks to be undertaken at forthcoming meetings. He will ascertain, from the Worshipful Master, those brothers who he wishes to undertake specific pieces of ritual, toasts and other duties.

The Lodge Secretary and the Director of Ceremonies should consult with the Worshipful Master to confirm the content and sequence of business for inclusion in the Summons.

At the prior Committee meeting, the Director of Ceremonies can usefully note items of business for the forthcoming meeting, clarify where these will be undertaken and who is to propose and second the various items. The agreement of brethren selected to propose and reply to toasts, should be sought prior to the meeting and advice given as to the length and content required.

The practice of producing a schedule of work for all meetings and ceremonies for the year showing who has been delegated work, toasts etc. is recommended.

### **4. Rehearsal**

The Rehearsal is a crucial opportunity for the Director of Ceremonies to ascertain that all Officers are conversant with their duties and that he and the Worshipful Master have agreed on points of procedure and continuity.

The Director of Ceremonies will wish to pay particular attention to the performance of ritual and of floor work, especially that of the Deacons and of any Brother designated to undertake work for the first time.

Brethren should by this time have learnt their parts and should make every effort to attend.

It is advisable to have in mind a reliable ritualist to act as substitute if required.

The over-riding approach should be to encourage everyone to give of their best and be acknowledged for the effort made.

## **5. Distinguished Guests and Ruling Masters**

The Director of Ceremonies should obtain in advance from whoever collates the attendance list, the names of Distinguished Brethren, including current Ruling Masters, who are attending.

This will enable him to be alert for their arrival, ensuring that they are properly received, and escorted to the correct seat in the Lodge.

The Director of Ceremonies should be familiar with the order of precedence laid down in the Book of Constitutions and should be able to recognise a Brother's rank from his apron or collar badge. In Valencia, Active Officers take precedence over all Past Officers of higher rank.

This is particularly important at the Installation meeting and meetings where the Provincial Grand Master is present.

The Provincial Grand Master wishes that, where the Grand Superintendent of the Royal Arch or Heads of other Orders, are in attendance they be seated with distinguished visitors even though they may not hold senior rank in the Craft. They should be acknowledged by the Worshipful Master during the evening.

Officers of Grand Lodge, Active Officers of Provincial Grand and Ruling Masters normally sit to the right of the Worshipful Master. In Valencia, Active Provincial Grand Wardens take precedence in seating and in processions before Officers of Grand Lodge.

Note:- Salutations are taken in seniority. (See Appendix A).

Should the Master vacate his chair for the Provincial Grand Master or Past Master he must sit in the Immediate Past Master's chair, the Immediate Past Master sits to his left in a spare seat left vacant for the occasion.

The Director of Ceremonies is responsible for the correct seating of Brethren in the Lodge room and at the Festive Board.

## 6. Arrival and Preparation

An early arrival at meetings is most essential. The Director of Ceremonies should make a point of being at the Lodge at least half an hour before the time shown on the summons.

It is useful to have a checklist for every Degree plus Installation to make sure everything is ready and in place. Officers Collars and Gauntlets should be appropriately set out

In Valencian working, The Volume of the Sacred Law should be opened facing the Worshipful Master. The points of the Compass and the “V” of the square should always point to the Worshipful Master, in the right-hand side.

When the VSL is opened in the various degrees. it should be opened at the following Books and Chapters:

1<sup>st</sup> Degree      2nd Epistle of St Paul to the Romans

2<sup>nd</sup> Degree      Judges XII

3<sup>rd</sup> Degree      1 Book of Kings I

Inner Workings 1 Book of Kings X

It is important to ensure that both the Tyler and the Inner Guard are aware of and competent in their duties to correctly prepare and receive Candidates.

Check that the apron for the Master Elect or the new Master Mason is in the right place and adjusted before the Installation or Third-Degree ceremonies respectively so that it fits properly.

Entered Apprentices and Fellow Crafts should be fitted with the appropriate Apron, reminded of the relevant Signs, and be escorted to their Seat. The *Entered Apprentices* sit in the North East, *Fellow Craft* in the South East. In both instances they should be, where practicable, accompanied by their Proposer, Secunder, Personal Mentor or another experienced Brother, who will also leave the Lodge with them when higher Degrees are being conferred.

The Tyler and Inner Guard should be stationed at the door of the Lodge sufficiently early to prove all Brethren entering the Lodge.

An unknown brother should be invited to a suitable anteroom, tested and asked to produce his Grand Lodge Certificate. This should not cause offence to the genuine Mason. A verbal indication that he is a guest of a particular Brother is not sufficient.

If the visitor is from a foreign Constitution, care must be taken that this is recognised by the Grand Lodge of Spain for which prior arrangement should have been made via the Provincial Grand Secretary



## 7. Dress

The correct dress for all Lodge Meetings is: **Black or Dark Suit**, Black Shoes and socks, White shirt and Collar and White Gloves. The wearing of *Brown or Light Grey* suits should be actively discouraged. Brethren straying from these rules need to be tactfully reminded.

### Ties

Within the Province the following rule regarding the wearing of tie will apply.

- (i) **The Grand Lodge tie** - should be worn by all Brethren when attending regular craft meetings. (the traditional black tie may still be worn as an alternative).
- (ii) **The Provincial Grand Lodge tie** - will be worn by all active Provincial Grand Lodge Officers.
- (iii) **The Provincial Stewards tie** – will be worn by all active Provincial Grand Stewards, at all meetings.
- (iv) **The Black tie** - Candidates must be advised to wear a black tie for their Initiation ceremony and encouraged to buy their Grand Lodge tie before their raising to the third degree.
- (v) **Provincial Festival tie** – Will be worn as directed by the PGM.

### Aprons

#### **The Rounded Flap Apron is to be worn by all craft members**

The Entered Apprentices and Fellow Craft's Aprons are usually worn with the flaps down and tied at the front under the flap. In the Second and Third Degrees it is permissible and certainly more practical, for the Senior Warden to remove the former apron completely and then invest the Candidate with his new badge of rank.

It is essential that the Master Masons apron be unbuckled and ready to be removed before the new Master is invested with his Master's apron in the inner workings.

Aprons are intended to be worn around the waist not low slung around the hips. Director of Ceremonies should encourage all Brethren to wear them correctly. Some more stoutly built Brethren have found it helpful to sew a short loop of black shoelace or elastic, inside the top of an Apron, which can be hooked over a button on the jacket at the correct level.

## Gloves

Gloves should be always worn except by the Candidates during the three Degrees and by the Master Elect when taking his obligations on the Volume of the Sacred Law.

The Worshipful Master may approve the removal of gloves in the interests of all members generally e.g. in extremely hot weather.

## Jewels

These are breast jewels and should never be worn on a Past Master or Provincial Collar. The permitted jewels and correct sequence from centre to left arm are: -

Chapter jewel, Past Master jewel.

A Past Masters jewel is not worn by Officers of Provincial Grand Lodge. The wearing of the Chapter jewel is mandatory.

## The wearing of Collars

There is often confusion regarding the wearing of collars and where they should be worn. At all times only one collar should be worn.

## Officers of Grand Lodge

Officers of Grand Lodge should at all times wear their Grand Lodge Collar and Apron.

An Officer of Grand Lodge (who is also an active Provincial Grand Officer) when visiting a lodge in the Province of Valencia or has been invited to visit another Province as a guest (Representing Valencia), must wear his Provincial Collar.

An Officer of Grand Lodge (who is also an active Provincial Grand Officer) who holds Office in his craft lodge, when attending that lodge, must only wear the collar of that office.

An Officers of Grand Lodge (who is *not* an active Provincial Officer) when Visiting a lodge in the Province of Valencia or visiting Grand Lodge or another Province must wear his Grand Lodge Collar.

## Officers of Provincial Grand Lodge

An Officer of Provincial Grand Lodge when visiting a lodge in another Province or Grand Lodge, must wear his Provincial Collar and Apron.

An Officer of Provincial Grand Lodge, who is an active officer in his craft lodge, when attending that lodge meeting must only wear the lodge office's collar.

## Masters and Past Masters

Masters should only wear their 'Master's collar' when presiding over his own Lodge, or when visiting the Provincial Grand Assembly or the Provincial Lodge of Instruction. The 'Master's Collar' is not worn when visiting a lodge in Valencia or another Province.

'Past Masters Collar's may be worn in the Lodges' of Valencia and when visiting Grand Lodge or a lodge in another Province.

## Wardens

The Wardens will wear their 'Collar of Office' only in their lodge.

## Acting Officers, Temporary Offices and Vacant Offices

Brethren who are requested to fill in as Acting, or Temporary Officers, or occupy a vacant office should not wear the collar or gauntlets of that office unless they are listed on the summons as "Acting". Then it is permissible to wear the collar of that office.

## Provincial Stewards

Active Provincial Grand Stewards must wear their Stewards Apron, Collar and Collaret at all times.

A Provincial Grand Steward who is an active officer in his Craft lodge will wear his Provincial Stewards Apron and Collaret and the Collar of the office he holds within the Craft lodge.

A member of the Provincial Steward's Lodge, who is an Officers of Grand Lodge or Officer of Provincial Grand Lodge will wear the appropriate apron and his steward's Collar and Collaret when on official Provincial duty. At all other times he will wear his Grand Lodge or Provincial Collar, with the Stewards Collaret.

Provincial Grand Stewards who are on Official Provincial duty as escorts, Provincial Assembly and other Provincial events will wear their Collaret at the festive board. Stewards Collarets will not be worn at regular festive boards, unless on official duty.

The Provincial Grand Sword Bearer and Provincial Grand Standard Bearers will wear the Provincial tie when on escort duties.

## Lapel Badges

The wearing of lapel badges should be restricted to two (2) discrete badges and relevant to 'Craft Masonry' the wearing of multiple badges is to be discouraged.

## 8. In-going Procession

Where it is the custom and practice of a lodge to have an In-going Procession, the Director of Ceremonies is responsible for ensuring that the Worshipful Master, his Wardens and Deacons are correctly dressed, Collars, Cuffs and Aprons etc. (see section 7 on Dress).

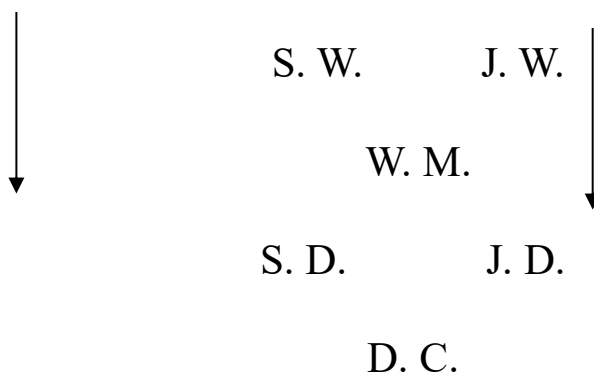
The Director of Ceremonies will ensure the in-going procession is formed up in processional order, between five and ten minutes before the stated time of the meeting. Prior to announcing the Worshipful Master, the Director of Ceremonies should enquire of the assembled Brethren if they have all signed the 'Attendance register' and have turned their 'Mobile phones off'. He will also give the Emergency Safety announcement and will make any other appropriate announcement at that time.

The composition, numbers forming, and the format of the in-going procession is entirely a matter of the lodge's Custom and Practice and Province would not wish to interfere providing that it is carried out with dignity and due ceremony.

For normal regular lodge meetings, a suggested format is as follows, however additional officers of the lodge, together with Officers of Grand Lodge and Provincial Grand Lodge may be included: for example, the installation meeting.

### In-going Procession

A.D. C.



The Wardens who assist the Master in the ruling of the lodge should not be separated from him, in either the in-going or out –going procession.

The Director of Ceremonies will call the Brethren to Order to receive the “Worshipful Master” accompanied by his “Wardens,” and give the command ‘Forward’ The brethren should all step off together with the left foot and try to keep in step. The brethren are processing not “Marching”, so arms remain at the side of the body and not swung. Silence should be maintained in the procession.

A single (as opposed to several) perambulation is more efficient, placing, consecutively the Worshipful Master followed by Junior and Senior Wardens, Junior and Senior Deacons and finally Director and Assistant Director of Ceremonies.

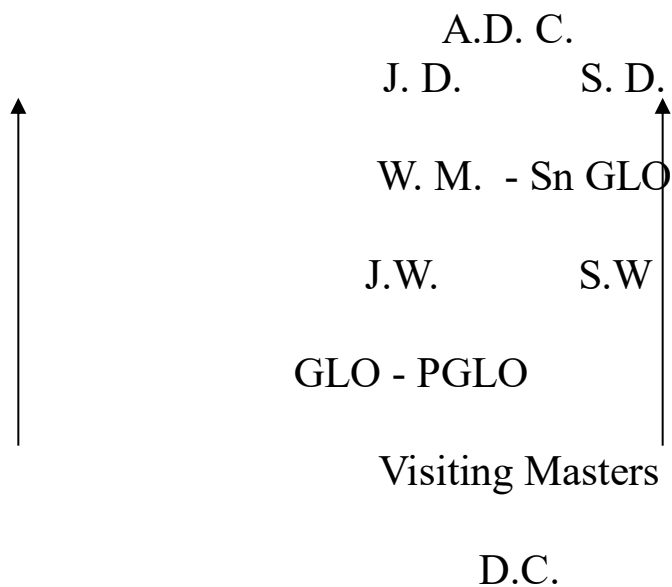
## 9. Out -going Procession

Where it is the custom and practice of a lodge to have an Out-going Procession, the Director of Ceremonies is responsible for forming the procession.

The composition, numbers forming, and the format of the out-going procession is entirely a matter of the lodges Custom and Practice, and Province would not wish to interfere, providing that it is carried out with dignity and due ceremony.

For normal regular lodge meetings, a suggested format is as follows, however additional officers of the lodge, together with Officers of Grand Lodge and Officers of Provincial Grand Lodge, may be included: for example, the installation meeting.

### Out-going Procession



## **10. Conduct of Business**

The Director of Ceremonies duties during the meeting are essentially to:

- ensure the correct seating of brethren
- escort latecomers to their seats
- oversee the conduct of business including ballots
- give salutations to distinguished visitors
- ensure the proper conduct of ceremonies
- prompt all ritual except that of the Worshipful Master
- attend promptly to any unexpected difficulties or emergencies
- organise processions
- advise the Worshipful Master as required

### **In memoriam**

When a Brother of the lodge has passed to the Grand Lodge Above, he will be remembered at the next regular lodge meeting with a minutes silence, immediately after the lodge is opened and before Salutations. In Memoriam may also take place for other acts of remembrance as directed by Grand or Provincial Grand lodge.

### **Salutations**

The giving of Salutations is a courtesy extended by the Lodge. It is not obligatory. Where it is the custom and practice of a Lodge to extend Salutations to all distinguished Brethren present, this must be done so as not to offend any individual Brother.

Consideration should be given to extending Salutations, to the most senior Brother present. The Worshipful Master may then at an appropriate point in the proceedings personally welcome other distinguished brethren.

When brethren are called to order the Director of Ceremonies should ensure that brethren know to step and then make the relevant sign.

A Detailed guidance to giving Salutations is included at Appendix 'A' to this handbook.



## **Late Arrivals**

A report on the door other than those expected should be reported to the Junior Warden by the Inner Guard at a convenient point in the business. It would be unusual to interrupt a Ceremony to admit latecomers.

The late arrival should be announced by the Inner Guard to the Worshipful Master by name only, i.e., “Worshipful Master, Bro A.N. Other (and other brethren)”, **‘Requests admission’ should not be stated.**

The Director of Ceremonies should be ready to receive and escort late arrivals, reminding them in which Degree the salute (s) to the Worshipful Master should be given and then escorting them to a convenient seat appropriate to their rank.

## **Ballots**

The Director of Ceremonies will oversee the conduct of the ballot. He should ensure that either he, or the Worshipful Master, fully explain the custom and practice of the lodge when balloting, so as to avoid the embarrassment of a re-ballot.

On occasions, a black ball may be found in the drawer. This should not cause concern however, if this is thought to be due to error, the Worshipful Master may call for a re-ballot having clarified for the benefit of newer brethren.

Should two or more Black balls be found the Worshipful Master must declare the ballot ‘against’ and the result must stand. This is usually governed by lodge by-laws. The Ballot must only be declared ‘In Favour’ or ‘Against’. No other comment or discussion should be entered into.

## **Prompting**

The Director of Ceremonies **alone** should prompt all work except that of the Worshipful Master, which should be in the hands of the Immediate Past Master.

The Director of Ceremonies may nominate designated prompters, to keep the audible prompts low key.

The presence of ritual books in open lodge should be carefully avoided. Where exceptionally, this is required, e.g., when an unusual or extended piece of ritual is to be undertaken, then this should be unobtrusive such as at the Secretaries table or a Wardens pedestal

## Risings

During the Three Risings the number of the Lodge must be given in full e.g. “One hundred and thirty-four” not “1 3 4”. (See Appendix ‘F’)

At an Emergency Meeting there are neither Risings nor business other than that for which the Meeting has been convened and no greetings from visitors.

### **11. Procedure for the Nomination / Appointment of Master, Treasurer and Tyler**

The procedure for nominating and electing the Master, Treasurer and Tyler will vary in each lodge according to the Custom and Practice of the lodge. but it should comply with the Book of Constitution and Bye Laws of the Grand Lodge of Spain.

Article 10 of the Book of Constitution gives guidance on these elections. Where it is the Custom and Practice in a lodge to ‘Declare’ the Master and having established there is only one nominee, the following wording for the Worshipful Master is recommended.

“Brethren, the next item is to elect the Master for the ensuing year. Unless any Brother present wishes a paper ballot to take place and there being only one nominee, I propose to declare the ballot in favour of Brother ‘(name.....)’  
(W.M. Pauses for any response) - Gavel—“Brethren I declare Brother ‘(name.....)’ duly elected to serve as Master for the ensuing year”.

The appointment or election of the Treasurer and Tyler must be conducted separately.

## 12. Other Good Practice Items

### Addressing the Worshipful Master

The Worshipful Master is always be addressed as ‘Worshipful Master’ – not ‘Master’ or by his name

Junior Warden - Faces North and only turns his head towards Worshipful Master.

Inner Guard - Faces East and only turns his head towards Junior Warden.

Secretary and Treasurer - Face South and only turn heads towards Worshipful Master.

### Addressing Officers of the Lodge and other Brethren

When addressing Officers of the Lodge they are addressed as ‘Brother Secretary’ ‘Brother Treasurer’ etc... Other Brethren will be addressed as ‘Brother (name.....)’.

### Tyler & Inner Guard Dialogue

During the Ceremonies, the dialogue between the Tyler and Inner Guard must be distinct and audible to every Brother in the Lodge. The Brethren are witnesses to each Candidates progression and acceptance into each degree.

### Ritual.

#### **FIRST DEGREE OR CEREMONY OF INITIATION.**

In order to reflect more accurately the status of the brother returning to the lodge having restored himself to his personal comforts. As he is no longer a ‘*Candidate*’.

He is ‘**our newly made Brother**’.

Both the *Tyler* and the *Inner guard* will now use the words:-

**“Our newly made brother on his return.”**

Also, in the 2<sup>nd</sup> and 3<sup>rd</sup> it will be **“Brother (Name) on his return.**

## **Acclamation of Ritual**

Some Lodges have a practice of giving acclamation after a Brother has completed a portion of ritual. This is not part of Valencian Working and should not be given during a ceremony. Directors of Ceremonies of these Lodges must ensure that this practice is not extended to any work undertaken by the Right Worshipful Provincial Grand Master, other Provincial or Officers visiting in an official capacity

Masonic acclamation is indicated by a single loud clap and is generally used as an acknowledgement of an appointment or achievement.

Applause is occasionally acceptable, such as the acknowledgement of some special achievement or award and during the receiving and retiring procession of the Provincial Grand Master during an official visit.

These acknowledgements will be given under the direction of the Director of Ceremonies

## **Court Bow**

The Court Bow is simply a forward inclination of the head. The body does not bend from the waist. Officers being placed in their seats give a Court Bow to the Director of Ceremonies.

## Sign

The Director of Ceremonies should ensure that the signs given by every member of his Lodge are of a high standard and correct. A particular effort should be made by the Senior Lodge Officers, who are often in the limelight, as less experienced Brethren will be watching them to imitate what “purports” to be good practice.

In Rehearsals or Lodge of Instructions it is useful to ensure that the Brethren know, for example, when to cut the Third degree Penal Sign, with or without recovery. i.e. No recovery when opening in the Third degree, but recovering on all other occasion.

Do not allow the step or the position of the feet to be ignored, as these are integral to each sign.

In Valencian Working, the sign should be cut at the end of the Obligation and before the Obligation is sealed.

The Signs for the Obligations are:-

- a. First Degree obligation - *The entered Apprentice sign, it is given firstly by standing erect, feet formed correctly, the R.H. placed to the L. of the W.P. T.E. in the form of a S. the sign is cut smartly, fingers remaining straight not closed.*
- b. Second Degree Obligation - *The sign of Fidelity, Do not confuse this sign with the sign of Reverence, R. H. on L. B. fingers closed thumb extended in the form of a S, and the hand is cut cleanly, not dropped, fingers remain straight not closed.*
- c. The Third-Degree obligation - *The penal sign only, of a Master Masons, is used for the obligation in the third degree. The sign is cut and recovered, then the hand is dropped.*
- d. Prayers and acts of Remembrance - *The Sign of Reverence is used for all Prayers, acts of remembrance and when the name GAOTU is Invoked. It is given with the right hand placed on the left breast, with the fingers together and thumb in the palm of the hand. The hand is dropped to the side not cut.*

We are instructed in the First Degree that a Mason is expected to stand perfectly erect, the feet formed in a square. This should be remembered when giving all signs particularly the Third-Degree signs when brethren should remain erect *with the body facing front* and does not bend, only the head and arms move.

Signs are given in *silence*, whilst salutations or greetings are *audible*.

## **Salutations**

When brethren are called to order the Director of Ceremonies should ensure that brethren know when to step and then make the relevant sign.

### **At the Installation meeting: -**

The Entered Apprentice salute is given with an audible slap on the thigh on cutting the sign.

The Fellow Craft salute is often the least well given at Installation meetings and would benefit from rehearsal followed by a reminder, whilst the Inner Working is in progress, by the Tyler or Mentor in the anti-room

The Grand or Royal sign is commenced with the hands at the sides, but the first audible sound is with the hands on return the thighs.

## **Standing and Sitting**

Unless explicit in the ritual, it should not be necessary for the Worshipful Master to request brethren to stand or sit. They should follow his example. As a guide for the Worshipful Master, when the candidate is kneeling, he and the rest of the lodge should be standing and when the candidate stands, he should sit.

## **Wands**

Wands are badges of office and should be carried by the Director of Ceremonies, his Assistant and both Deacons at all times. An exception in some Lodges is when the Deacon is carrying the Minute Book, Ballot Box, (in some lodges when lighting and extinguishing the candles), or other non-ceremonial matters.

At Installations, the ADC or Deacons should not carry wands after opening in the Third Degree, until they are invested.

The wand should be held between the fingers and thumb not with the fist, This enables the wand to be borne in the correct vertical position and raised just off the ground. The upper arm should form a square with the lower arm as all Sq's; L's and P's are true and proper signs, etc.

When Deacons are instructing Candidates, wands must not be used as “pointers” e.g., in the Third Degree, and should never be leant upon.

### **Inner Working**

In Valencia, it is mandatory for all Lodge to use the extended ceremonial Opening and Closing of a Board of Installed Masters and the Inner Workings, at the installation of the Master

### 13. The Festive Board

The Festive Board is just as important as any ceremony in terms of correct protocol and decorum. Similarly, efficient management and good time keeping of the proceedings are the mark of an effective Director of Ceremonies.

Regrettably, many newly installed Masters are given no instruction or guidance. The Director of Ceremonies must take the Master Elect through all aspects of the meeting before he goes into the Chair. He must go through the Toast List to ensure his proficiency. It is surprising how many errors are made e.g. “The Provisional Grand Master” The Master Elect should also appreciate that the Toasts to Grand and Provincial Grand Lodge involve the reading out of several names.

The gavel must be respected, and total silence maintained before the Worshipful Master or Director of Ceremonies speaks. If necessary, the Director of Ceremonies should robustly remind the Brethren

It should be noted that the gavel is the emblem of power of the Worshipful Master and his alone. All Lodges should adopt the correct practice of the Worshipful Master and Wardens only having a gavel at the Festive Board, as is the case in the Lodge. *The Worshipful Master* sounds the gavel at the appropriate time **Not the Director of Ceremonies**

As the Worshipful Master’s Director of Ceremonies, it is practical for him to sit immediately to the left of the Immediate Past Master this makes for ease of communication between him and his Worshipful Master.

Make sure that the Worshipful Master has the Official Toast List in front of him and that it is up to date.

Call Brethren to table as soon as possible. Always remember, as in the Temple, that the pace of the proceedings is under your control. Once events begin to drift it is more difficult to put them back on course.

#### **Mobile Phones.**

The use of mobile phones at the festive board should always be discouraged. The Director of ceremonies should remind brethren that the festive board is an extension to the meeting and no phones should be used during the meal.



## **Music and singing.**

Many Masonic lodges have specific songs or hymns that are sung during meetings, especially during openings and closings. These songs typically reflect Masonic values and principles. Various songs may be sung at the festive board providing they are respectful and appropriate. Entered apprentice's song, Masters Song. Masonic Chain, And any others that will be deemed appropriate. It will be up to each lodge to determine what will be sung and when, but it is to be encouraged and helps literally the perfect 'harmony' of the lodge and to develop and bring us all together more. This is a practice in many countries of the world and should be embraced at all our meetings.

## **Checklist for the Festive Board**

### *Seating Plan*

Ensure a seating plan is completed, is on show and that all visitors are included. Ensure that correct protocol has been observed with regard to seating.

Traditionally, Officers of Grand Lodge, have been seated on the top table followed by Active Officers of Provincial Grand Lodge and Worshipful Masters. It is increasingly common, for senior brethren to request to sit elsewhere in order to be with newer members and friends. Such requests should be respected. Ruling (not Reigning) Masters should sit with the Worshipful Master if they are part of a "circle". or have been formally invited by the Lodge.

As in the Lodge, when a formal seating plan is used, the Provincial Grand Wardens take precedence over Officers of Grand Lodge.

### *Planning the Toasts*

The names of Proposers and Responders will have been agreed with the Worshipful Master and the hosts in the case of visitors. Responders should be approached and confirmed before the evening. Ensure that the Proposer is given the Responder's details (on a slip of paper).

All speeches should be of short duration and to the point. While there is no particular objection to discreet jokes or funny stories they should not be encouraged, and all reference to sexual, religious or political topics should be avoided. Inexperienced Brethren should be warned accordingly. The content should always fall within the boundaries of what is acceptable to all the Brethren.

### Organist

Should an Organist be present, ensure that he is ready at the appropriate time in the proceedings. Liaise with any singers with regard to the words and music used. Both in the Lodge and at the festive board, Brief everyone on the procedure for Entered Apprentice, Masters, and other songs.

### Table

Check that nameplates, song sheets, gavels, “Toast and Taking of Wine” lists are in position.

### Stewards

Ensure sufficient stewards are in attendance and clear on any duties they may be required to carry out, Substitutes or co-opt others if necessary.

To ensure the flow of the Festive Board, they could assist catering staff to clear tables between courses and, if necessary, at the end of the Festive Board.

### Caterer

Ensure the caterer is given the time the Festive Board is to commence and the anticipated time for the first toast, also ensuring they are aware of any special requirements.

### Greeting Distinguished Brethren into the Dining room

The custom and practice will vary between lodges. The following points are recommended and should be considered.

- Consider whether the constraints of time should limit those to be so honoured. It may suffice to welcome the Provincial Visitor and the Worshipful Master.
- If a large number of ruling Masters are present, it may be appropriate to receive them collectively.
- The Director of Ceremonies will inform those brethren to be so honoured and invite them to assemble at the entrance to the Dining Room.
- The Director of Ceremonies will establish the name and rank / appointment of each brother and ensure that he is properly announced.
- It is customary to welcome the most junior first, concluding with The Worshipful Master, the Assistant Director of Ceremonies should direct brethren to their seats.

The Director of Ceremonies should escort the Worshipful Master to his seat and draw back his chair and invite him to ‘Gavel, Then announce the chaplain who will say grace (*in whatever manner appropriate for the meeting concerned*).

## **Toasts**

Within the Province of Valencia there are no reservations about toasts being given in sequence whilst the Brethren remaining standing.

The exception would be when, for example the PGM, is present. In such cases the Brethren should sit whilst the WM offers a few words of welcome and appreciation before the Toast is proposed.

While it is usual for Toasts to be given after the meal at the Festive Board, there is no reason that, in the interests of time management they cannot be commenced at any appropriate point during the meal.

Within the Province of Valencia, it is recommended that the long pre-amble to Toasts (WM, R.W Provincial Grand Master, Grand Officers, etc, etc) need only be given for the first toast. Thereafter it would suffice to say “WM, (Provincial Officers and/or Warden if present) and brethren”.

It is incorrect to address a Brother as a “Grand Lodge Officer” or “Provincial Grand Lodge Officer”. The correct forms are “Grand Officer” or “Provincial Grand Officer”.

A full suggested format for the toast is set out at Appendix ‘B’ to this handbook.

## **Absent Brethren**

The toast to Absent Brethren should never be referred to as “**The nine o’clock toast**”.

No toast, including that to Absent Brethren, shall be given before the toasts to The King, Heads of State, and the Grand Master. If it is the lodge custom and practice to toast Absent Brethren at 9 p.m. or 9.30 p.m. then this must only be observed in the form of the Worshipful Master marking the time for “Absent Brethren”, if the specified time falls before the official toasts can be given. Ensure that an inexperienced Master is sure of the difference. Only the Master should stand and speak.

## **Masonic Fire**

The recommended format is simply “Fire Brethren. Take the time with me”. Masonic Fire should be given evenly, deliberately and with dignity. (See Appendix ‘B’)

## **Taking Wine**

The Worshipful Master should first take wine with his Wardens

**NOTE:** ‘wine-taking’ is a totally optional exercise and to excess demeans the honour bestowed.

## 14. Presence of Ladies and other Non - masons at the Festive Board

**In general terms there are normally only two occasions when Ladies and Non masonic guests are permitted to dine at the Festive Board, these are:-**

*A 'White Table' and When the Master 'Invites the Ladies' to dine'*

In Lodges where it is the custom and practice to permit Ladies and Non masons to attend the Festive Board, it must be remembered that they are **'Visitors'** to the lodge and must not be permitted to take part in any of the proceeding other than the giving of the 'Loyal Toast' and 'Heads of State'.

At the Festive Board, while there is no strong objection to drinking Masonic Toasts in the presence of Ladies or Non-masons, they should be kept to the absolute minimum. Brethren in the course of speeches must avoid references to matters of Masonic ritual. For this reason, "Fire" must not be given on such occasions.

Ladies and Non-masons should not be present at the Festive Board following an Installation or Initiation Ceremony when important traditional Toasts are given to the Worshipful Master or Initiate, and they receive "Fire" in their own right.

Provincial Grand Lodge recommends that the number of Toasts on such occasions should generally be limited to no more than "The King, Heads of State", "The Most Worshipful The Grand Master", "The Right Worshipful Provincial Grand Master", "The Worshipful Master" and "The Visitors". Ladies and Non-masons should be invited to stand for the Loyal Toast and Heads of State and no "Fire" given.

## 15. Presence of Ladies and other Non - masons at Meetings and Ceremonies

There are few occasions when Ladies and Non-Masons are permitted to attend Lodge meetings. When such an occasion does arise, the following guidelines should be followed: -

Non-masons are not permitted to be present during any part of Lodge Business. It follows that no part of the ceremonies of Initiation, Passing, Raising and Installation should be conducted with Non-masons present.

The text of the Charge after Initiation is already in the public domain and is sometimes recited at 'open days', but a distinction must be drawn between such an event and a 'live' ceremony. Generally it is considered inappropriate to recite any part of the ritual to Non-masons.

There are Masonic activities that can be undertaken while a Lodge is called off or after it has been closed. Examples are the laying of a Foundation Stone or a Banner Dedication where there is a show of 'Masonic Ceremonial' as opposed to 'Ritual'. It must be clearly understood that **no Masonic signs** whatsoever may be given on such occasions.

There are also precedents for the admission of Non-masons to investitures where a Lodge has been called off or closed beforehand. Do remember however that some Brethren might be reluctant to attend if Non-masons are to be present. The arrangement recommended as most courteous to guests attending a regular meeting is that they be escorted into the Lodge and seated.

The Lodge is meanwhile opened in an Ante Room and called off. Only those Officers required to open the Lodge need be present. The Officers of the Lodge will then parade into the Lodge and take their respective seats. When the designated agenda for the evening is completed the Officers parade from the Lodge to the Ante Room, call on and close the Lodge. If, as an alternative, the Lodge wishes to hold a brief business meeting and close the Lodge before the open event is held, then it is important that guests are suitably entertained and that the formal meeting is kept short.

At the subsequent Festive Board, the procedure set out in the previous paragraphs is to be followed.

## **16. Ceremonial Procedure for an Official Provincial Visit**

Every Lodge has its own cherished and time-honoured customs and practices and will be anxious to preserve these, and this is as it should be.

The Official Visit, however, is a Provincial Event which has its own 'Customs and Practice' and it is important that this uniform procedure is followed throughout the Province of Valencia upon such occasions. The recommended Procedures are given below. It is not intended to eliminate any particular Lodge custom or practice which may be adhered to upon any other occasion.

### **The Provincial Grand Master**

The Provincial Grand Master will / may be accompanied by his Deputy, and Assistant's and have in attendance the Provincial Wardens. He will be escorted by his Provincial Grand Sword and Standard Bearers and Six (6) Provincial Grand Stewards. The Provincial Grand Director of Ceremonies, or his Deputy will accompany this Provincial Team and take charge of proceedings.

### **The Deputy Provincial Grand Master**

The Deputy Provincial Grand Master will normally be accompanied by The Deputy Provincial Grand Director of Ceremonies, or an Assistant Grand Director of Ceremonies and four (4) Provincial Grand Stewards.

## *The Assistant Provincial Grand Master*

The Assistant Provincial Grand Master will normally be accompanied by an Assistant Provincial Grand Director of Ceremonies and escorted by two (2) Provincial Grand Stewards.

### *Preliminary Arrangements*

The Lodge Secretary will be informed well in advance who the Provincial Visitor(s) and Director of Ceremonies will be. He in turn will provide relevant information to the Visitor(s) about the Lodge. The Provincial Grand Director of Ceremonies will make contact with the Lodge Director of Ceremonies prior to the meeting to discuss arrangements.

The Lodge Director of Ceremonies, Assistant Director of Ceremonies, Deacons, Inner Guard and Tyler must be aware beforehand of exactly what is required of them, and the procedure should be gone through at the Lodge rehearsal. This of course applies to existing and incoming officers.

On arrival, the Provincial Grand Director of Ceremonies (Deputy or Assistant) will finalise arrangements with the Lodge Director of Ceremonies regarding seating, processions and salutations.

The Provincial Grand Director of Ceremonies (Deputy or Assistant) will require the lodge room free of other members for a minimum of forty minutes, prior to the meeting for a rehearsal of the Provincial Grand Stewards.

### **Procedure**

The Lodge is opened, according to the normal custom and practice of the Lodge.

The Inner Guard, by pre-arranged signal, indicates to the Tyler that this business has been completed. The Tyler gives a report and advises the Inner Guard that the Provincial Grand Director of Ceremonies (Deputy or Assistant.) requests admission.

The Inner Guard reports to the Worshipful Master “Worshipful Master the Provincial Grand Director of Ceremonies” and, following The Worshipful Masters assent, admits the Provincial Grand Director of Ceremonies, (Deputy or Assistant).

The Provincial Grand Director of Ceremonies (Deputy or Assistant) will enter the



lodge, salute the Worshipful Master and states (e.g.): “Worshipful Master, outside the door of the lodge stands The **Right Worshipful Provincial Grand Master** and he **Demands** admission”.

The Worshipful Master gives his assent. “We will receive him with Pleasure  
Worshipful Brother Provincial Grand Director of Ceremonies”

The Provincial Grand Director of Ceremonies (Deputy or Assistant) will seek the Worshipful Masters permission to address the Brethren. The Worshipful Master will give his assent.

The Provincial Grand Director of Ceremonies (Deputy or Assistant) gives a court bow and addresses the Brethren.

“Brethren, when the Right Worshipful Provincial Grand Master enters the lodge he will pause in the west and salute the Worshipful Master, he will then proceed to the east; during which time it is both customary, and polite to greet him with light theatre applause, which will cease when he reaches the east”. The Provincial Grand Director of Ceremonies will then give a court bow to the Worshipful Master and retire.

### *Receiving the Provincial Grand Master*

The Provincial Director of Ceremonies will call the Brethren to Order and give the command “Escort Forward”. The escort of Provincial Grand Stewards will process into the lodge to their appointed place, followed by the Provincial Grand Sword Bearer, Provincial Grand Master, Provincial Grand Standard Bearer, (Deputy, Assistant Provincial Grand Masters and the Provincial Wardens, if in attendance).

The Provincial Grand Master will salute the Worshipful Master from an appropriate point in the West (usually in front of the Senior Wardens pedestal and between the pillars). The Provincial Grand Master will proceed through the column of the Escort and greet the Worshipful Master, who will proffer the gavel and take his seat. Under the direction of the Provincial Grand Director of Ceremonies (Deputy or Assistant) the Officers pass through the column and take their places.

He will then say, “Brethren be seated” “Provincial Grand Sword Bearer, Provincial Grand Standard Bearer” who will in turn court bow to the Worshipful Master, place the Sword and Banner in its designated places and move to their seats followed by “Escort be seated”.

**Note:** - Only the Provincial Grand Master, Deputy Provincial Grand Master, and Assistant Provincial Grand Masters demand admission and, in deference to their high offices should always be proffered the gavel. All other official representatives request admission and must not be proffered the gavel. Past Rulers (e.g., P.P.G.M.) are not offered the gavel.

The Deputy or Assistant Provincial Grand Masters attend Lodges in their own right and should not be referred to as “Representing” the Right Worshipful Provincial Grand Master.

### Salutations

Salutations will only be given to the Provincial Grand Master, (no further salutations will be given. (Salutations to Officers of Grand Lodge and Officers of Provincial Grand Lodge will be given before the Provincial Grand Master enters). The Provincial Grand Director of Ceremonies (Deputy or Assistant) will give the Salutation as follows: -

“Worshipful Master, Brethren ‘Lodge name.....’ is this evening (afternoon or today if appropriate) very honoured by the presence of The Right Worshipful Provincial Grand Master. Right Worshipful Brother .....(Name) and we will honour The Right Worshipful Provincial Grand Master with Seven (7) taking your time with me—Brethren be upstanding—To order ” The Salutation is given—“Brethren Be seated”

The Provincial Grand Master will then respond—the conduct of the meeting will then proceed.

### Retiring the Provincial Grand Master – Second Rising

At the end of the second rising, it is the normal custom and practice for the Provincial Grand Master to rise and address the Worshipful Master and Brethren and resume his seat. (He may also ask the Provincial Officers to rise and will give greeting to the Worshipful Master on behalf of the Provincial Grand Lodge).

The Provincial Grand Director of Ceremonies (Deputy or Assistant) will rise and move to a point in the west, court bow, and address the Worshipful Master.

“Worshipful Master, The Right Worshipful Provincial Grand Master is now desirous to retire in order to restore himself to his personal comforts in readiness to join you at your festive board”

The Provincial Grand Director of Ceremonies (Deputy or Assistant) will then proceed to form the escort.

“Provincial Deputy or Assistant Grand Director of Ceremonies”

“Provincial Grand Stewards” They will stand and take their place at the head of the column facing ‘west’ Provincial Grand Sword Bearer” He will rise approach the Worshipful Master court bow, retrieve the sword and take his place, “Provincial Grand Standard Bearer” He will rise approach the Worshipful Master court bow retrieve the standard and take his place.

The Provincial Director of Ceremonies (Deputy or Assistant) Will then say:-

“Brethren be upstanding while the Right Worshipful Provincial Grand Master, The Right Worshipful Brother (name.....)” he will invite the Right Worshipful Provincial Grand Master to take his place, announcing and placing the remaining official visitors (if any) in the retiring column. When all are assembled, he will say “The Brethren will remain standing while the Right Worshipful Provincial Grand Master — retires from the lodge, no doubt to:-

**“enthusiastic acclimation and hearty applause”** (*or words to that effect*)— followed by “Escort Forward”.

On occasions the Provincial Grand Master may wish to remain until the lodge is closed and retire with the Worshipful Master, on such occasion the Provincial Grand Director of Ceremonies (Deputy or Assistant) will liaise with the lodge Director of Ceremonies as to the format of the retiring column. Guidance on this is given at annex ‘D’ to this handbook

Note: - When an Official visit is being made by the Deputy or Assistant Grand Masters the procedure to be followed is the same as for the Provincial Grand Masters Visit adjusting the preambles.

### The Festive Board

At the Festive board, as in the lodge, it is the Provincial Grand Director of Ceremonies (Deputy or Assistant) duty to ensure that the seating arrangements are correct, and that he is seated as near as possible to the Provincial Grand Master in order to be able to attend upon him during the proceedings. He will need to check that the toast lists are in order and conduct all the proceedings at the Festive Board. (He may defer these to the Lodge Director of Ceremonies).

### Installations

Should the Provincial Grand Master his Deputy or Assistant Grand Master attend a lodge Installation meeting, the Secretary should establish, prior to the meeting, if it is the wish of the Provincial Grand Master to give the 'Address to the Master'.

## 17. Effective use of Time

The importance of the Director of Ceremonies role in controlling the pace of the proceedings in conjunction with his Worshipful Master has been mentioned previously and cannot be emphasised too strongly. If a Director of Ceremonies does not take a keen interest throughout, then matters begin to drift and Brethren, particularly visiting Brethren, become impatient for the next part of the proceedings to begin. Always remember that there are three phases to a Masonic evening – Lodge meeting, Festive Board and Socialising - all are important. If the first two take too long there is no time for the third. Consideration should be shown for Brethren who may have a long journey at the end of the evening or may have an early start the following day.

Consider how time may be used more efficiently: What is the latest time the Lodge could be opened to accommodate the proceedings, particularly on Installation evenings?

Can the opening perambulations be condensed e.g. by dropping off the Deacons with the Wardens?

The Minutes could be circulated with the Summons. This also has the advantage that absent Brethren are kept up to date with affairs of the Lodge. The Reports of the Almoner, Charity Steward etc, could also be circulated.

If it is proposed to ‘Call Off’ during the proceedings the question should be asked, ‘Is it necessary and appropriate in the present day?’ If the answer is ‘Yes’ then it is the Director of Ceremonies responsibility to ensure that the interval between Calling Off and Calling On again, is kept to the necessary minimum, and that the Brethren do, in fact, remain readily available for re-entry.

Nothing conveys an adverse impression of a Lodge more than seeing Brethren milling around aimlessly after the Lodge has been Called Off, with no real purpose in evidence, and no one appearing interested in moving the proceedings forward.

The same principle should be applied at the conclusion of the Inner Working and before the re-entry of the Brethren.

When a Candidate retires, the Secretary could deal with routine matters including correspondence. Similarly, it may be possible to take reports from the Almoner, and Charity Steward during this period. (this is not recommended, as the Candidate is a member of the lodge and should be party to all lodge business)

Consideration should be given to ‘e’ mailing many of the items traditionally

reported in detail during the Risings. A newsletter could cover these and other of Lodge news.

If time is likely to be pressing, why not arrange for collective greetings to be given by the senior visiting Worshipful Master? Encourage Greetings to be given only by Visitors rather than by Lodge Members who happen to be Members of other Lodges.

Try to ensure that the time allowed between ceremony and dining is minimal and rigidly maintained. This is also a courtesy to the caterer and his/her staff.

There is the ever-present problem of obtaining drinks with limited bar space and staff. Drinks and wine could be pre - ordered and be ready at the table.

Have a target time for toasts to commence and adhere to it. These should be kept running with no long delays in between.

In deference to older Brethren and those with disabilities why not remain standing for the first Two Formal Toasts?

It is highly recommended to agree with Proposers and Responders the length and content, (where deemed necessary) beforehand. If possible, minimise the number - keep to the essential ones.

## **18. Lodges of Instruction**

The work undertaken at Lodges of Instruction is very much in the hands of the Director of Ceremonies or Preceptor. It is a venue where interested Brethren can learn and appreciate the workings within a Lodge. It provides an opportunity for Brethren to ask questions and to learn by making mistakes, but without the pressures, often perceived at a normal Lodge meeting.

It is not desirable that Lodge of Instruction evenings should be treated as additional rehearsals for normal Lodge evenings but rather, where a wide variety of Ritual can be practised. It is also very useful for practising floor movements and encouraging careful reading of the instructions in the book. The confidence gained by less experienced Brethren is certainly evident at a later stage in their Masonic careers, and bears testimony to the service given unstintingly by Directors of Ceremonies, Preceptors and other Senior Brethren who assist them. There are a number of areas often, where a deacon is demonstrating steps that could be practiced at length.

A Demonstration Evening where a full ceremony is conducted by a team drawn from a Lodge of Instruction is a very special and worthwhile event and is to be encouraged.

## **19. Sharing of Ritual**

Every opportunity should be taken to share out Ritual. This can alleviate pressure on Brethren who struggle to learn or deliver Ritual. It is also an ideal way of building the confidence and enthusiasm of junior brethren and retaining the interest and involvement of Past Masters.

## **20. Care of Candidates and Conduct.**

It is imperative that Candidates and other new Members are always made welcome and not allowed to become isolated at Lodge meetings. Always ensure that arrangements have been made by the Proposer, Secunder, or Lodge Mentor (if appointed within the lodge) for brethren to be accompanied in the Lodge and, when required, to retire during a superior degree by Personal Mentors.

A situation where members feel that they are being pressured to progress in office or bullied into reaching the chair is a practice which must not be allowed.

We must always be watchful for this type of behaviour and mindful that this should never be allowed to exist in our Lodges. Newer members must be allowed to progress at a pace that they are comfortable with and not at a pace that suits the lodge.



## APPENDIX 'A'

### Salutations

Title	Designation	Salutation
<b>Grand Officers</b>		
Grand Master	Most Worshipful Brother	11
Deputy Grand Master	Right Worshipful Brother	9
Assistant Grand Master	Right Worshipful Brother	9
Past Asst Grand Master	Right Worshipful Brother	9
Right Worshipful Brethren	Right Worshipful Brother	7
Very Worshipful Brethren	Very Worshipful Brother	5
Other Grand Officers	Worshipful Brother	3
<b>Provincial Officers</b>		
Provincial Grand Master	Right Worshipful Brother	7
Deputy Provincial Grand Master	Worshipful Brother	5
Assistant Provincial Grand Master	Worshipful Brother	5
<b>Note: - All R. W. Brothers receive.</b>		7
Other Provincial Officers		3

#### **Salutation – The Right Worshipful Provincial Grand Master**

“Worshipful Master, Brethren, ‘(name.....) lodge is this evening, (afternoon or today if appropriate) very honoured by the presence of The Right Worshipful Provincial Grand Master. Right Worshipful Brother (name.....) and we will honour The Right Worshipful Provincial Grand Master with Seven (7) taking your time with me—“Brethren be upstanding”—To order ” The Salutation is given—“Brethren be seated”

#### **Salutation – The Deputy Provincial Grand Master**

“Worshipful Master, Brethren ‘(name.....)lodge’ is this evening (afternoon or today if appropriate) very honoured by the presence of the Deputy Provincial Grand Master. (Very) Worshipful Brother (name.....) and we will honour The Deputy Provincial Grand Master with Five (5) taking your time with me—Brethren be upstanding—To order ” The Salutation is given—“Brethren Be seated”

#### **Salutation – Right Worshipful Brethren**

“Worshipful Master, Brethren ‘(name.....)lodge’ is this evening (afternoon or today if appropriate) honoured by the presence of The Right Worshipful Brother(s) (name(s).....) Past Grand (Give title.....) and we will honour

Him (Them) with Seven (7) taking your time with me—"Brethren be upstanding"—To order " The Salutation is given—"Brethren Be seated"

#### **Salutation – Very Worshipful Brethren**

“Worshipful Master, Brethren ‘(name.....)lodge’ is this evening (afternoon or today if appropriate) honoured by the presence of The Very Worshipful Brother(s) (name(s).....) Past Grand (Give Title.....) and we will honour Him (Them) with Five (5) taking your time with me—"Brethren be upstanding"—To order " The Salutation is given—"Brethren Be seated"

#### **Salutation – Officers of Grand Lodge**

“Worshipful Master, Brethren ‘(name.....)lodge’ is this evening (afternoon or today if appropriate) honoured by the presence of Officers of the Grand Lodge of Spain, and we will honour Him (Them) with Three (3) taking your time with me—"Brethren be upstanding"—To order " The Salutation is given—"Brethren Be seated"

#### **Salutation – Officers of Provincial Grand Lodge**

“Worshipful Master, Brethren ‘(name.....)lodge’ is this evening (afternoon or today if appropriate) honoured by the presence of Officers of the Provincial Grand Lodge of Valencia, and we will honour these with Three (3) taking your time with me—"Brethren be upstanding"—To order " The Salutation is given—"Brethren Be seated".

## Appendix 'B'




### Festive Board Toast Format

The following is a suggested format for the flow of the festive board. It may vary according to the Custom and Practice of the Lodge, i.e. in the use of the Wardens to propose Toasts.




#### 1. Introducing the Worshipful Master and Distinguished Guest

**D.C.** – Brethren please be up-standing to receive your Worshipful Master (accompanied by... as appropriate) (D. C. accompanies W.M to his seat and invites him To 'Gavel')

#### 2. Grace

**W. M.**  **S. W.**  **J. W.**  - **D. C.** “Brethren pray silence for the Chaplain (or nominated Brother) who will offer ‘Grace’”

#### 3. Reporting Columns

**W. M.**  **S. W.**  **J. W.**  - **D. C.** – “Brother Wardens How do you report your respective Columns”




**S. W.** – (S. W. rises glass in right hand and says) “Fully charged in the West Worshipful Master” (Remains Standing)

**J. W.** – (J. W. rises glass in right hand and says) “Fully charged in the South Worshipful Master” (Remains Standing)

**D. C.** – Please remain standing as the Worshipful Master will be pleased to take wine with you

**W. M.** – (W. M. rises and takes wine with his wardens and all three sit)

#### 4. Taking of Wine

**W. M.**  **S. W.**  **J. W.**  - **D. C.** – “Brethren the Worshipful Master will be pleased to take wine with....” (D. C. gives title, W.M and Nominated Brother rise take wine and sits; - this is repeated for all the wine taking)

#### 5. Formal toast

The Director of Ceremonies will position himself behind the right shoulder of the Worshipful Master and invite him to gavel for each toast

### (a) The loyal Toast

W. M.  S. W.  J. W.  - D.C – “Brethren the First toast of the evening is the ‘Loyal Toast’ and is in the hands of our Worshipful Master”

W. M. – (W. M. rises and proposed the toast)

“Brethren the first toast of the evening is to the ‘King’

W. M. “Brethren, please be up-standing”

(Pause and let them Settle)

W.M. “Brethren the toast is “The King”

Response “The King”

### (b) Heads of State

W. M.  S. W.  J. W.  - D.C – “Brethren the next toast of the evening is in the hands of our Worshipful master”

W. M. – (W. M. rises and proposes the toast)

“Brethren the next toast of the evening is to ‘All Heads of State in the world who protect Masonry”




W. M. “Brethren, please be up-standing”

(Pause and let them Settle)

W.M. “Brethren the toast is All Heads of State in the world who protect Masonry”

Response “Heads of State”

### (c) The Grand Master

W. M.  - S. W.  J. W.  - D.C – “Brethren the next toast of the evening is in the hands of our Worshipful Master”

W. M. “Brethren the next toast is to The Most Worshipful Grand Master (name.....)

W. M. “Brethren, please be up-standing”

(Pause and let them Settle)

W.M. Brethren the toast is “The Grand Master”

Response “The Grand Master”

W. M. Fire Brethren taking your time with me - Point Left Right – Point Left Right - Point Left Right – One – Two

**(c) Grand Officers**

W. M.  S. W.  J. W.  - D.C – “Brethren the next toast of the evening is in the hands of our Worshipful Master”

W. M. “Brethren the next toast is to the Right Worshipful Deputy Grand Master (name.....) the Right Worshipful Assistant Grand Masters (name(s).....) and the rest of the Grand Officers present and past”

W. M. “Brethren, please be up-standing”

(Pause and let them Settle)

W.M. Brethren the toast is “Grand Officers Present and Past”

Response “Grand Officers”

W. M. Fire Brethren taking your time with me - Point Left Right – Point Left Right – Point Left Right - One – Two

**(d) Provincial Grand Master**

W. M.  S. W.  J. W.  - D.C – “Brethren the next toast of the evening is in the hands of our Worshipful Master”

W. M. “Brethren the next Toast is to The Right Worshipful Provincial Grand Master .....(name)

W. M. “Brethren, please be up-standing”

(Pause and let them Settle)

W.M. Brethren the toast is “The Provincial Grand Master”

**Response “Provincial Grand Master”**

**W.M.** Fire Brethren take your time with me Point Left Right – Point Left Right – Point Left Right One – Two

**(d) Provincial Officers**

**W. M.**  **S. W.**  **J. W.**  - **D .C** – “Brethren the next toast of the evening is in the hands of our Senior Warden”

**S. W.** Brethren “The next toast is to the **Deputy Provincial Grand Master**.....(name) **the Assistant Provincial Grand Masters**, Name(s)..... and the rest of the **Provincial Grand Officers** Present and Past

**S. W.** “Brethren, please be up-standing”

(Pause and let them Settle)

**S. W.** The toast is “Provincial Officers Present and Past”

**Response “Provincial Officers”**

**S.W.** Fire Brethren take your time with me Point Left Right – Point Left Right – Point Left Right One – Two

**(e) Worshipful Master**

**W. M.**  **S. W.**  **J. W.**  - **D .C** – “Brethren the next toast of the evening is in the hands of our Immediate Past Master”

**I.P.M.’s Preamble** “Worshipful Master, Provincial Grand Master, Deputy Provincial Grand Master, Grand Lodge Officers, Provincial Officers, Distinguished Brethren, Brethren All” (Note the preamble will change according to who is present at the festive board)

**I.P.M.** I have the honour to propose the toast to our Worshipful            Master

(I.P.M. Makes his comments, followed by)

“Brethren, please be up standing”,

(Pause and let them Settle)

**I.P.M.** The Toast is “The Worshipful Master”

**Response “Worshipful Master”**

**I.P.M.** “Fire Brethren take your time with me  
Point Left Right – Point Left Right – Point Left Right One – Two”

**I.P.M.** “I now claim a response from our Worshipful Master”

### **(e)Response to the I.P.M. Toast**

**W. M’s Preamble** “Provincial Grand Master, Deputy Provincial Grand Master, Grand Lodge Officers Provincial Officers, Distinguished Brethren, Brethren All, Immediate Past Master” (Note the preamble will change according to who is present at the festive board)

(W. M. Makes his comments, Thanks and any commercials followed by his final thank you and sit)

### **(f) The Visitors**

**W. M.**  **S. W.**  **J. W.**  - **D .C** – “Brethren the next toast of the evening is in the hands of our Junior Warden”

**J.W’s Preamble** “Worshipful Master, Provincial Grand Master, Deputy Provincial Grand Master, Grand Lodge Officers Provincial Officers, Distinguished Brethren, Brethren All”

(Note the preamble will change according to who is present at the festive board)

**J. W.** I have the honour to propose the toast to our Visitors

(J.W. Makes his comments, followed by)

“Brethren of (Name the Lodge) Please be upstanding,

(Pause and let them Settle)

**J. W.** The Toast is “Our Visitors”

**Response** “Our Visitors”

**J.W.** “Brethren, Quick Fire Brethren take your time with me - Point Left Right – Point Left Right – Point Left Right - One – Two”

**J. W.** I now claim a response from....

### **(g) Absent brethren**

**W. M.**  **S. W.**  **J. W.**  - **D .C** – “Brethren the next toast of the evening is in the hands of our Worshipful Master or the Almoner” (or other nominated Brother)

**Almoners Preamble** “Worshipful Master, Provincial Grand Master, Deputy Provincial Grand Master, Grand Lodge Officers, Provincial Officers, Distinguished Brethren, Brethren All” ” (Note the preamble will change according to who is present)

**Almoner** – “Brethren the toast to Absent Brethren” (Almoners will say a few words and then)

“Brethren, please be up standing”,

(Pause and let them Settle)

**Almoner.** The Toast is “Absent Brethren”

**Response** “Absent Brethren”

**Almoner -** “Fire Brethren take your time with me  
Point Left Right – Point Left Right – Point Left Right One – Two”

## (h) The Tyler Toast

**W. M.** 

The Worshipful Master will summon the Tyler with a Double knock of the gavel. The Tyler will then position himself behind and at the right shoulder of the Worshipful Master

**Tyler Preamble, -**

“Brethren By command of the Worshipful Master I give you the Tyler’s Toast To all poor and distressed Freemasons, Wheresoever they may be, On the land, the sea or in the air. A speedy relief from their suffering, and a safe return to their native land, If they so desire”.

“Brethren please be upstanding”

(Pause and let them Settle)

**The Toast is** “To all poor and distressed Freemasons”

**Response** “Poor and distressed Freemason”

**Tyler** “Brethren, Quick Fire Brethren taking your time with me -Point Left Right – Point Left Right – Point left Right - One – Two”

**NOTE:** - The toast and song to the Initiate will be inserted after the toast to the Worshipful Master on such occasions



**Master Continuing in the Chair**

Should it be necessary for a Master to continue in Office in the Lodge, it is unnecessary to repeat the full 'Installation' ceremony. (Fuller details are contained in the 'Installing Masters Guide').

1. The Worshipful Master will open Lodge in the First Degree.
2. The Worshipful Master will then conduct the routine business of the meeting
3. The Worshipful Master will then appoint Past Masters to act as the Senior Warden, Junior Warden and Inner Guard.

**Note:** - All subsequent workings are conducted in this Degree

4. The Immediate Past Master or Director of Ceremonies will proceed to a central point in the West (e.g., between the Pillars) and will proclaim:

*“Brethren, Worshipful Brother..... (name), having been elected, is to continue as Worshipful Master and I now proclaim him Worshipful Master of .....(name) Lodge No. .... in the Register of the Grand Lodge of Spain until the next regular period of election within this Lodge, and until a successor shall have been duly elected and installed in his stead”.*

5. If the Immediate Past Master is also continuing the Director of Ceremonies will announce:

*“Brethren, Worshipful Brother..... (name) is to continue as the Immediate Past Master of the Lodge”.*

6. If another Past Master is to be invested as Immediate Past Master the Director of Ceremonies will say:

*“Worshipful Master you will now invest the Immediate Past Master”*

7. The Worshipful Master will then say:

*“Worshipful Brother (name.....), I have much pleasure in investing you with this jewel as the Immediate Past Master of this Lodge, feeling assured from the manner in which you previously transacted the business of the Lodge during your Mastership, that should I at any time require assistance, my reliance on your co-operation will not be misplaced.”*

8. The Immediate Past Master will then say:

*“Worshipful Master, the Warrant of the Lodge remains in your special keeping. I would remind you that it has been for many years entrusted to the hands of very worthy and distinguished Brethren and in your charge it has lost none of its former splendour. I am sure that it will be transmitted to your successor pure and unsullied as you received it.”*

9. “The Immediate Past Master will then say:

“Worshipful Master you will now appoint and invest your Officers”.

10. The appointment and investiture of Officers will then proceed in the usual manner.

11. There will be no Address to the Worshipful Master but the Addresses to the Wardens and Brethren will be given as usual.

## APPENDIX 'D'

### Alternative out – Going Procession

When the Right Worshipful Provincial Grand Master wishes to retire with the Worshipful Master, the Provincial Grand Director of Ceremonies and lodge Director of Ceremonies will agree the format, the following are guidelines to forming this Procession:-

#### **1. The Closing Ode**

During the closing ode and after the candles have been extinguished The Provincial Grand Director of Ceremonies will move to a point in the West and state “Brethren be Seated”.

#### **2. Forming the out –going Procession**

The Provincial Grand Director of Ceremonies will then form the out-going procession as follows:-

Provincial Deputy (or Assistant) Grand Director of Ceremonies  
Provincial Grand Stewards  
Brother Director of Ceremonies  
Brother Assistant Director of Ceremonies  
Brother Junior Deacon – Brother Senior Deacon  
Brother Junior Warden – Brother Senior Warden  
Provincial Grand Sword Bearer – Provincial Grand Standard Bearer

Brethren Be up Standing – Whilst the Worshipful Master accompanied by the Right Worshipful Provincial Grand Master, (Deputy or Asst if in attendance) Retire from the Lodge No doubt to raptures applause (or words to that effect).

Escort Forward.

The Provincial Grand Director of Ceremonies will Gestor/indicate Grand Lodge Officers to follow.

# Provincial Grand Lodge of Valencia



A LA GLORIA DEL GRAN ARQUITECTO DEL UNIVERSO



Date 04/03/2024.

To all Lodge Director of Ceremonies, Assistant Director of ceremonies and Worshipful Masters of the Province.

It has been noted by the members of the executive that Festive board standards are not to the exacting standards of the Province, and I must remind you all of what is expected and indeed required.

## Festive Boards - Protocol, Etiquette and Procedures.

### Introduction

Whilst the festive board is a time to generally relax and enjoy the company of those present after the Lodge meeting business has concluded, they should always be conducted with the same decorum and protocol maintained during the festivities as is expected during the actual Lodge meeting.

The Festive Board is often described as being an extension of the Lodge ceremony and as such should be carried out with the same level of decorum and respect that is used in the Lodge room itself. There are many views regarding what should and should not be carried out during a Festive Board but as within the Lodge, the Lodge Director of Ceremonies is responsible for controlling all of the activities which take place during the Festive Board.

If there is an Official visit, however, either the Grand Director of Ceremonies or the Provincial Grand Director of Ceremonies are there officially and will control the Festive Board. Unless the chose to defer it to the Lodge DC.

### Seating

Seating is always a topic of conversation and opinions vary as to the correct manner in which Brethren should be seated. The Festive Board should be approached in the same manner as the Lodge meeting, so the seating should follow the same rules as within the Lodge. The Official visitor or Senior Grand or Provincial Officer will always sit to the immediate right of the Worshipful Master, the exception being at a Festive Board following an initiation ceremony when the Initiate has that honour. The seating to the right of the Worshipful Master should then be in order of seniority following on to the appropriate sprig if there is insufficient room for all on the top table. When the Official Visitor is accompanied by a Director of Ceremonies the latter will be seated on the top table but always at least one place away from him so that the Official Visitor has either a senior member of the lodge or another senior officer to talk to. The accompanying Director of Ceremonies may properly be seated either to the right or the left of the Worshipful Master. Lodge Officers should sit to the left of the Worshipful Master beginning with the Immediate Past Master.

### Grace

The saying of Grace is always the privilege of the Chaplain, his deputy or a nominated Brother; it should always be said in appropriately respectful terms. Return Grace is not practiced in the Grand Lodge of Spain.

### Wine Taking

The practice of the Master "taking wine" at the festive board should be kept to a minimum and not become detrimental to congenial conversation and should be kept to Brethren in their Masonic status. It should be remembered that Masonry can be brought into disrepute unless the Master under the guidance of the Director of Ceremonies ensures that proceedings are conducted with decorum and respect. Challenging or cross toasting should not be permitted.

### Toasts

Toasts should follow the order of the official Provincial toast list and should not deviate from it; they should always be given separately. It is the Director of Ceremonies responsibility to ensure that the current toast list, as posted on the Provincial website, is available for the Master and his Wardens. Toasts should be conducted formally in the prescribed manner and not elaborated on or given disrespectfully.

The correct wording when announcing a toast should be used as;  
For the Director of Ceremonies.

"Brethren, the first toast this evening is the Loyal toast and is in the capable hands of the Worshipful Master". The Worshipful Master then proposes that toast as, "Brethren the first toast of the evening is to; The King". Thereafter the announcement is "Brethren the next toast is".

The Director of Ceremonies should always discreetly ask the Worshipful Master to gavel once before each announcement of a toast.

For the Worshipful Master.

"Grand Lodge Officers, Provincial Grand Lodge Officers, Distinguished Brethren and Brethren all".

For the Wardens.

"Worshipful Master, Grand Lodge Officers, Provincial Grand Lodge Officers, Distinguished Brethren and Brethren all".

The Tyler's toast should be given in the standard format not elaborated to a long or extended version.

## Fire.

In the Province of Valencia, the first two toasts are not supported by fire. The tradition of giving fire after a toast is a long-standing one in Freemasonry and there are, as in other matters, many views in the manner (not to mention the speed) of the fire in which it should be given. It should always be remembered that fire is intended to be an additional way of honouring a toast and care should be taken that it does not degenerate into a contest to see who can give it the fastest. If the slower speed of Emulation is not to everyone's taste, the excessively fast tempo adopted in some Lodges is at least as objectionable.

There are also many views on the wording to be used before fire but it is sufficient to say that as we are referring to Craft Lodges in this paper an appropriate introduction would be "Quick Fire", which no-one should then take exception to.

The practice of delegating fire such as, "quick fire Brethren, taking your time from....." should not take place.

Fire should never be given at "White table events" or at any time that non-Masons are present.

## Gavels

No-one other than the Master and his Wardens should Gavel during the Festive Board; the practice of some Directors of Ceremonies gaveling on behalf of the Worshipful Master is bad practice and should be avoided. The gavel which should ALWAYS be obeyed - the wardens should be reminded that it should never be abused by over enthusiastic use, by them or other brethren.

## Worshipful Master

The Worshipful Masters job in the Festive Board is much the same as in the Lodge meeting; he is responsible under the guidance of the Director of Ceremonies for conducting the Festive Board with decorum and not allowing the proceedings to degenerate into a free for all.

## Wardens

The Wardens have the responsibility of assisting the Worshipful Master to maintain order in the Festive Board and as the two senior officers of the Lodge should act accordingly. They should never leave their seats without arranging for someone to occupy it in their absence. They should not take part in any form of practice that has been brought in from another Constitution or Lodge that is different to that accepted and promoted by the Province and the Grand Lodge of Spain.

When the Director of Ceremonies or Worshipful Masters asks; "Brother Wardens, how do you report your respective columns?" The Wardens will stand and reply "Fully charged in the . The Worshipful Master will then take wine with them, and they will sit. Nothing else is required of them. Any variation to this is not acceptable in the Grand Lodge of Spain.

## Director of Ceremonies

The Director of Ceremonies is responsible for the overall management of the Festive Board to ensure it runs smoothly and harmoniously. Newly appointed Masters and Wardens should be given instruction prior to the installation on what is expected of them so that they are not embarrassed at their first Festive Board. The inexperience of a New Master should not be an excuse for the Director of Ceremonies to take over the whole proceedings. It is good practice to hold one or two rehearsals of the festive board before the installation so that everyone is aware and comfortable with their responsibilities and duties.

## Visitors

Whilst the Junior Warden as the Ostensible Steward of the Lodge is responsible for proposing the toast to the visitors and will often arrange for a suitable visitor to respond to the toast, the Director of Ceremonies should support and guide the Junior Warden in this process. Only in exceptional circumstances should a Grand Lodge Officer be asked to respond on behalf of the Visitors. As with members of the Lodge, the Director of Ceremonies should ensure that the festive board is not disrupted by enthusiastic visitors whose festive board practices may differ from our own.

## Etiquette

Jackets should only be removed at the Festive Board in exceptional circumstances and then only with the permission of the Worshipful Master. Mobile phones should not be used at the Festive Board, neither for calls nor SMS messaging/social media. Where a telephone call is of an urgent nature, the Brother concerned should excuse himself and leave the dining room

Clean, witty, and clever jokes or stories can often enhance the after-dinner speeches, but the telling of smutty jokes, swearing or blasphemy is not considered to be appropriate and those proposing or responding to formal toasts should be advised accordingly.

I hope this information will enhance your meetings and provide you with an enjoyable experience.

*Paul Norman Nicholls.*

W. Bro Paul Norman Nicholls.  
Provincial Grand Director of Ceremonies.

## Appendix F By-Laws

### 1. **AUTHORITY**

The Provincial Grand Lodge of Valencia is fully authorised within its denominated territory to carry out the duties for which it was appointed under the Constitution and Bye-laws of the Grand Lodge of Spain and also by what are established in the current Provincial Bye-Laws.

### 2. **MEMBERS**

The Provincial Grand Lodge of Valencia is composed of all Installed Masters, Master Masons, Fellow Crafts and Entered Apprentices who are current members in first affiliation of a Lodge inscribed in the Provincial List.

### 3. **TITLE**

This collective entity shall be known as the Provincial Grand Lodge of Valencia. The Officers of the Provincial Grand Lodge shall hold preference within the Province in the same way as the order established for Officers of the Grand Lodge of Spain.

### 4. **ANNUAL ASSEMBLY OF THE PROVINCIAL GRAND LODGE**

The Provincial Grand Lodge will meet at the hour and in the place designated by the Provincial Grand Master and in it, elect (if necessary), appoint and invest as necessary the Officers of the Provincial Grand Lodge. The date for the ordinary Provincial Grand Lodge Meeting will be the fourth Saturday of February. The Provincial Grand Lodge may be convened in extraordinary session at any time by mandate of the Provincial Grand Master. Brethren who are not members of the Provincial Grand Lodge of Valencia may attend Provincial Grand Lodge Meetings with the express authorisation of the Provincial Grand Master, being Master Masons and members of a Lodge belonging to an Obedience recognised by the Grand Lodge of Spain, without being allowed to vote on any matter nor speak without the previous agreement of the Provincial Grand Master. All subjects and matters which a member wishes to be submitted for the consideration of the Provincial Grand Lodge Assembly must be communicated to the Provincial Grand Secretary, in writing, 60 days in advance of the Grand Assembly of Provincial Grand Lodge. The Provincial Grand Master has the authority to accept or reject the mentioned subject. Only those matters which appear in the Order of Business and that are duly proposed and accepted may be debated in the Provincial Grand Lodge unless with the express permission of the Provincial Grand Master, who is the only one entitled to include, without previous notice, any item or motion in the Agenda that he considers to be a matter of urgency.

It shall be the duty of all Provincial Grand Lodge Members to attend the Assemblies, unless they are unable to do so due to exceptional circumstances. In the Grand Provincial Assemblies the Spanish Flag, together with the Masonic Banner, must preside over the work.

### 5. **RIGHT TO VOTE**

At the Annual Provincial Grand Lodge Meeting all Master Masons from the Lodges with a minimum of three uninterrupted years of seniority in the GLE have the right to vote. The Provincial Grand Master may authorise votation rights to the rest of the members of the Provincial Grand Lodge without distinction of their degree whenever he considers it necessary. The attendance at the Annual Provincial Grand Lodge Assembly is a personal responsibility and therefore the representative or delegation vote is not admitted.

### 6. **TIME LIMITS**

Notification of the date and place of the Grand Assembly of Provincial Grand Lodge must be sent out via the Provincial Grand Secretary at least 30 days in advance of the meeting, except in the case of extraordinary meetings in which event the Notification shall be issued as soon as circumstances permit to all active Provincial Grand Lodge Officers as well as Secretaries of the Lodges inscribed in the Provincial list: the distribution of the notification to the members of the lodges will be the responsibility of the Secretaries of each Lodge.

### 7. **MOTIONS**

The motions and agreements adopted in the Annual Assembly of the Provincial Grand Lodge do not require any further confirmation in order for them to become adopted policy. All motions presented should be duly proposed and seconded prior to their votation.

### 8. **HONOUR FEE**

Every Brother who is appointed or promoted an officer of the Provincial Grand Lodge shall pay an honour fee, the amount of which will have been previously determined by the Executive Committee of the Province. This honour fee shall be paid on the acceptance of the post and no Brother may assume the rank and wear the Regalia appropriate to the rank until the day of his investment.

### 9. **INSIGNIAS**

Every Brother to be invested should acquire the regalia appropriate to his office. The Jewels to be worn by active officers will be provided by the Provincial Grand Lodge of Valencia, remaining always the property of the same: on receipt of the jewel the officer who receives it will sign the Book of Provincial Jewels under the supervision of the Provincial Grand Superintendent and Brethren who have so signed shall be responsible for the jewels safekeeping and preservation until they are returned to Provincial Grand Lodge at the end of their period in that particular office. Any Brother who receives an active jewel will be deemed to have accepted responsibility for it and should it be lost or damaged must refund its value to the Provincial Grand Lodge.

### 10. **FURNISHINGS**

The Provincial Grand Superintendent is in charge of the furniture, Jewels and other material property of the Provincial

Grand Lodge and he shall maintain an exact inventory of the same and shall inform the Provincial Grand Secretary of any loss and the current replacement value.

**11. PROVINCIAL GRAND MASTER**

The Provincial Grand Master is the supreme authority in the Province and, under his jurisdiction, he represents all the functions of the Grand Master of Spain. Amongst his many duties and responsibilities he has the following: to call and preside over the Provincial Grand Assemblies, the Executive Committee and the General Purposes Committee; to consecrate new Lodges after the Grand Lodge of Spain has given the Warrant; to keep the regularity and the purity of the Rituals and also the Masonic Instruction of the Brethren; to visit the Lodges; to sanction with his signature all the official documents of the Provincial Grand Lodge; to intervene in all actions of irregularity that may happen in the Lodges, to admonish and propose to the Grand Master of Spain the temporary suspension of Masonic Rights to those whom he thinks deserve it because of actions against Masonic Law and the spirit of our Order.

The Provincial Grand Master shall appoint a Deputy, who shall act as his representative and shall carry out the duties of the Provincial Grand Master in his absence.

Also the Provincial Grand Master can appoint one Assistant Provincial Grand Master for every five Lodges under his jurisdiction, up to a maximum of three Assistants, who shall act as his representative in the absence of the Provincial Grand Master and his Deputy.

**12. PROVINCIAL GRAND RANK**

Both appointment and cessation of all the Provincial Grand Officers, are at the sole discretion of the Provincial Grand Master, with the exception of the Provincial Grand Treasurer, Provincial Grand Orator and Provincial Grand Tyler, who will be elected at the Annual Provincial Grand Lodge Meeting and will be elected for a period of three years. The remainder of the Provincial Grand Officers are appointed for a period of one year and may be reappointed or promoted without any time limit; they will all be invested in their respective ranks at the Annual Assembly of the Provincial Grand Lodge. The right of Past Provincial Grand Officer is acquired by those Provincial Grand Officers of the Province who hold the office for four years, and it must be sanctioned by a Provincial Decree. However, in addition, a Past Provincial Grand Officer can continue to be designated by the Provincial Grand Master, in the normal manner.

No Brother may be appointed as a Provincial Grand Lodge Officer without having been previously installed as a Worshipful Master in a Regular Lodge at least two years before his appointment, except to the Office of Provincial Grand Steward which could be held by a Master Mason. The Provincial Grand Master, after serious consideration, could, as an extremely exceptional case, issue a special dispensation to Brethren who do not fulfill these requirements.

In the case of a Provincial Grand Office becoming vacant for any reason, the Provincial Grand Master may appoint another Brother for that Office; that appointment will have the character of pro tempore in relationship with the elected offices until the next election to be taken at the next Provincial Grand Assembly.

The Provincial Grand Master may designate or promote those Brethren who have given distinguished service to the Order with the Rank of Past Provincial Grand Officer and they will enjoy the same Rights and Privileges as their respective active Rank.

If the Provincial Grand Master is dissatisfied with the conduct of any Provincial Grand Officer he may remove him from his Office and Provincial Rank with the prior authorisation of the Provincial Executive Committee, this also applies to the Past Provincial Grand Officer ranks.

**13. EXECUTIVE COMMITTEE**

The Executive Committee of the Province is composed of the Provincial Grand Master, Past Provincial Grand Masters of the Province, Deputy Provincial Grand Master, Assistant Provincial Grand Masters, Provincial Grand Inspectors, Provincial Grand Wardens, Provincial Grand Registrar, Provincial Grand Treasurer, Provincial Grand Secretary, Provincial Grand Director of Ceremonies and a member of the Provincial Grand Stewards Lodge selected by the Provincial Grand Master following the suggestion of that Lodge. The Executive Committee has the capacity to order payments of accounts and make other payments.

The Committee shall meet, at least once year, on the dates and in the place decided by the Provincial Grand Master or, in his absence the Deputy Provincial Grand Master or, in the absence of both, the most senior Assistant Provincial Grand Master. The Provincial Grand Master may invite to the meetings any Brother he considers appropriate although that Brother will not have the right to vote at the meeting.

**14. GENERAL PURPOSES COMMITTEE**

The General Purposes Committee is composed of The Provincial Grand Master, Past Grand Masters of the Province, Deputy Provincial Grand Master, Assistant Provincial Grand Masters, Provincial Grand Inspectors, Provincial Grand Wardens, Provincial Grand Registrar, Provincial Grand Treasurer, Provincial Grand Secretary, Provincial Grand Director of Ceremonies, Provincial Grand Superintendent, Provincial Grand Charity Steward, Provincial Grand Inner Guard, Provincial Grand Tyler, a member of the Provincial Grand Stewards Lodge selected by the Provincial Grand Master following the suggestion of that Lodge, and also the Chairmen of all Provincial Committees that meet under the jurisdiction of the General Purpose Committee.

The General Purposes Committee is empowered to deal with all matters that affect the Order in the Province as well as those that arise in consequence of meetings held by Provincial Grand Lodge. The Committee shall meet, at least once year, on the dates and in the place decided by the Provincial Grand Master or, in his absence the Deputy Provincial Grand Master or, in the absence of both, the most senior Assistant Provincial Grand Master. The Provincial Grand Master may invite to the meetings any Brother he considers appropriate, although that Brother will not have the right to vote at the meeting.

**15. COMMITTEES UNDER THE JURISDICTION OF THE GENERAL PURPOSES COMMITTEE**

The Committees that meet under the jurisdiction of the General Purposes Committee are: Membership Committee,



Learning and Development Committee, Provincial Events Committee, Provincial Charity Committee, Provincial Fund Raising Committee, Almoners Fund Committee, Funeral Plan Committee. All these Committees will present their reports to the General Purpose Committee, to which they depend, for their debate and adoption. Their members will be elected at the Annual Assembly of the Provincial Grand Lodge for a period of one year and they could be re-elected.

16. **JUSTICE**

The membership and regulations of the Justice Committee of the Province will adhere to what is established at the Constitution and General Bye-Laws of the Grand Lodge of Spain.

17. **RANK AND HONOURS COMMITTEE**

The Rank and Honours Committee advises and proposes every year to the Provincial Grand Master the list of the Brethren who deserve Provincial Grand Rank. The members of the Committee are freely designated by the Provincial Grand Master for the time limit he considers appropriate.

18. **AUDITORS**

Two Auditors shall be elected by the Provincial Grand Lodge in the Annual General Assembly of Provincial Grand Lodge held in accordance with its established and current Bye-Laws.

19. **TREASURER**

The Provincial Grand Treasurer shall take charge of the monies collected for the Provincial Grand Lodge and make payments in the manner determined by the Provincial Grand Lodge or the Provincial Grand Master or, in his absence the Deputy Provincial Grand Master or, in the absence of both, the most senior Assistant Provincial Grand Master. The Provincial Grand Treasurer will make an audited report of his accounts; income and expenditure closed to the 31st December of each year and shall present it to the General Purposes Committee when it is convened by the Provincial Grand Maser, or in his absence the Deputy Provincial Grand Master or, in the absence of both, the most senior Assistant Provincial Grand Master.

This report of accounts must be presented to the Annual General Assembly of the Provincial Grand Lodge to be submitted to voting and, if approved, a copy of the same shall be sent to the Lodges of the Province.

The Provincial Grand Lodge will have three different and separate bank accounts, which are: general fund, charity account and brotherly, love and care account. The number of persons authorised to operate those accounts should be three and they will be joint holders, so that it will be necessary for at least two signatures in order to operate the bank accounts.

20. **PROVINCIAL GRAND LODGE OF INSTRUCTION**

Once a year all the members of the Provincial Grand Lodge will be called to a Meeting of the Provincial Grand Lodge of Instruction in which there will be demonstrations of the different degrees and rituals. At every Meeting of the Provincial Grand Lodge of Instruction minutes will be taken and approved at the subsequent meeting, they will then be included in the Minute Book. **It shall be the duty of all Provincial Grand Lodge Members to attend the Meetings of the Provincial Grand Lodge of Instruction, unless they are unable to do so due to exceptional circumstances.**

21. **PROVINCIAL GRAND STEWARDS LODGE**

The Provincial Grand Stewards Lodge, being a Respectable Specialist Lodge, was consecrated to enable it to serve the needs of the Province of Valencia. Appointment to the Office of Worshipful Master of the Provincial Stewards Lodge is at the Provincial Grand Master's discretion. It is a necessary requisite for being member of that Lodge to be an active or past Provincial Grand Steward.

22. **REPORTS FROM THE LODGES**

The Secretary or the Worshipful Master of each Lodge inscribed in the Provincial list must send immediately after the Installation of the Master, a notification to the Provincial Grand Secretary with the names of the Installed Master, the Secretary and appointed officers for the Masonic year. Also required, as at the 31st December of each year, will be a return detailing all Lodge Members, together with details of all Brethren initiated, passed and raised: plus Brethren who have affiliated in the said period, indicating date of affiliation and the name and number of the Lodge from which they have come. Appropriate payment must also be sent to the Provincial Grand Treasurer including the quota payment for Provincial Grand Lodge.

23. **AMOUNTS PAYABLE TO THE GENERAL FUND**

Each Brother of the Province who has first affiliation to a Lodge inscribed in the Provincial list shall pay a monthly amount of two Euros to the funds of the Provincial Grand Lodge.

24. **DISPENSATIONS**

Each request for a Dispensation, required because of reasons of necessity or urgency, must be made in writing to the Provincial Grand Master via the Provincial Grand Secretary, stating clearly the reason for the request and accompanied by payment of the corresponding fee of 12 euros.

25. **LODGE SUMMONS**

The Secretary or, in his absence, the Worshipful Master of each Lodge, shall send one copy of the Summons of each meeting of the Lodge to the Provincial Grand Secretary.

26. **LODGE ACCOUNTS**

The Treasurer of each lodge in the Province shall send, once audited, and immediately after being voted on and approved, one copy of the report of accounts of the Lodge to the Provincial Grand Secretary.

27. **TRANSFER OF LODGES**

No lodge may change its meeting place without authorisation, in writing, from the Provincial Grand Master, duly sanctioned by the Most Worshipful Grand Master, except in case of emergency dispensation.

28. **MASONIC PROTOCOL**

No Brother of the Province may make comments to any other Masonic Obedience regarding the internal affairs of the

Grand Lodge of Spain or the Provincial Grand Lodge of Valencia if he has not previously sought in writing the approval of the Provincial Grand Master and this has been duly sanctioned by the Most Worshipful Grand Master via the Grand Secretary.

29. **REMITTING CLAUSE**

Whatever points are not covered in these Bye-Laws for the ruling of this Province shall be governed by the Constitution and Bye-Laws of the Grand Lodge of Spain.

30. **APPLICATION AND MODIFICATIONS**

These Bye-Laws are mandatory for all lodges in the Province until modified by means of the correct procedure. The present Provincial Bye-Laws may be modified at any meeting of the Provincial Grand Lodge convened in accordance with these regulations, modifications having been communicated to the Provincial Grand Secretary beforehand within a minimum period of sixty days before the date of the meeting to enable the Provincial Grand Secretary to send sufficient copies of the proposal to the Secretaries of Lodges in the province for distribution to the lodge members. A qualified majority of  $\frac{3}{4}$  of the Brethren who have the right to vote and who attend the meeting is required to support the said modification.

**NOTE: In all cases of dispute reference must be made to the original Spanish version of these Bye-Laws.**

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Designed by R.W. Bro. P.A. Gibson-Daw.

# Notes

This page can be used to make notes for future meetings.