



## PROTOCOL & ETIQUETTE ESSENTIALS

Prepared by the Grand Lodge P. & E. Committee

Issue No. 5 – March 2010

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

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

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

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The Protocol & Etiquette Committee members are:

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

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

All Masons are advised to be on the alert for a very infectious condition. It is highly contagious and, unfortunately, it is spreading very quickly from one Lodge to another, often by visiting brethren. It is called the “**Second Salute**” and is to be avoided. It is easily recognized. When you see a brother salute both before he speaks and also AFTER he has finished, then he has become another victim



Everyone is reminded that you only salute when (1) entering, or (2) leaving a lodge, or when (3) addressing the Worshipful Master.

The proper protocol is to salute only **BEFORE** you speak. When you are standing, first take the appropriate step, then salute, and finally speak (e.g. “Worshipful Master”).

It may be a helpful aid for you to remember this direction if you consider a salute to be a form of “greeting” and a symbol of respect, given before you say anything.

There is absolutely **no** requirement that you salute for a second time, after you have finished speaking. Salutes are **not** given to indicate that you have concluded your remarks, or to somehow thank the W.M. for giving you the opportunity of sharing some information with the brethren.

The salutes which are used in each Degree are simply the Sign of Salutation of that Degree. And as you know, signs are given only when your feet are first in the proper position, (see the exceptions described below, in *Saluting When Passing*).

It is also not necessary to salute to acknowledge any instructions that have been given to you by the W.M.

Salutes only go one way – from the brethren up to the W.M. And the W.M. should return all salutes, even when he is seated.

**Do your part in eradicating the “Second Salute” !!!  
Do not let the brethren in your lodge become infected.**

### SALUTING WHEN PASSING

A candidate can pass the W.M. several times during a Degree. After the candidate has been instructed to salute when passing the W.M., the candidate does not stop perambulating to first take the appropriate step. He, and the Deacon(s), continues walking while giving the salute.

Also, during the Ceremony of Installation, the Officers Elect and members of the Lodge salute the W.M. while perambulating. During their perambulations, it is not necessary for them to stop and take the appropriate step before saluting.

For a more detailed discussion why we do not “halt and step” when passing, see pages 362-363 of *The Freemason At Work*, by Harry Carr, (revised in 1992 by Frederick Smyth).

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

## PRONOUNCING GLOSSARY

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

RETROSPECT	<u>RET</u> ROH SPECKT
SOLEMNITY	SO <u>LEMM</u> NIT EE
SUBLUNARY	<u>SUB</u> LOO NAR EE (or) SUB <u>LOO</u> NAR EE
TYLER	<u>TIE</u> LUR

**“Principles shape our character and our culture”**

## THE LEWIS JEWEL

- In our Grand Jurisdiction, a Lewis is the son of a Mason.
- His initiation age is 21.
- It makes no difference whether his father was a Mason before the son was born or not.
- The “father” may be a natural parent, or a step-parent, provided the Lewis regards him as his father.
- Eligibility applies to any son, not just the first born.
- A Lewis may wear the Jewel received from another Jurisdiction, in our Grand Jurisdiction.

The Lewis Jewel may be worn by a Mason, if at the time of his initiation, his father was a Mason in good standing. (The initiate of a deceased father – who was in good standing at the time of his demise – would also qualify.)

Section 384 (a) and 384 (b) of the *Constitution* adopts and authorizes the Lewis Jewel in our Jurisdiction.

## THE TYLER

It is at the Tyler’s Desk that the brethren are greeted, identified, welcomed and recorded in the Register. It is a courtesy to provide the visitors with a copy of the lodge summons when they sign the Register. Brother Tyler is an ambassador for his lodge.

Just in case a visitor cannot be vouched for, the Tyler must have a copy of the V.O.S.L. and the Tyler’s Oath ready at hand to perform his stated duty.

**You don’t get results by solving problems but by exploiting opportunities.**

## CAN THE GRAND HONOURS BE GIVEN IN PUBLIC?

The Grand Honours are never given outside of a tiled lodge room. However, a version of the Grand Honours, called the “Funeral Honours”, are given, (without any accompanying noise), in public, during a Masonic Memorial Service.

## THE WARRANT

**Background:** Every constituent lodge in this Grand Jurisdiction has a Charter, or a Warrant of Constitution. It is issued by Grand Lodge. The Warrant authorizes and empowers the lodge to meet in a specified community, at a stated time, to discharge the duties of Masonry. This must be done in a constitutional manner according to the forms of the Order and the laws of Grand Lodge. The Warrant is thus the attestation of a lodge’s legitimacy. It must always be present when the lodge is open.

- Excerpt from “*Beyond The Pillars*”, 1999 edition

Being, in reality, the property of Grand Lodge, the Warrant may be removed by Grand Lodge, (or declared forfeit), for reasons which are set forth in the *Book of Constitution*.

## DRAPING THE WARRANT

The Warrant may only be draped when it is so directed by the Grand Master. This typically occurs to mark the passing of a P.G.M. to the Grand Lodge Above.

It is not proper to drape the Warrant when a Lodge Member passes away. Such a “local tradition” is incorrect and should be dispensed with.

A possible alternative for remembering a deceased Lodge Member is to hold a short Memorial Service, wherein the details of the deceased’s Masonic life may be recounted during the next Lodge meeting. This has a greater and more immediate impact upon all concerned.

- *M.W. Bro. Donald H. Mumby, P.G.M. & Custodian of The Work*

## “Say I, repeat your several names and say after me”

How often have you heard these words said to the candidate, as he is about to take his OB? The problem is, they are not to be found anywhere in the *Book of the Work*. Protocol – and the ritual – calls for the W.M. to know and to state the candidate’s full name. The W.M. is, in effect, introducing the candidate to the members of the lodge. The candidate does not introduce himself.

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