

# **Grand Master's Protocol**

for the  
Grand Jurisdiction  
of the  
Grand Lodge of the  
Most Ancient and Honorable Society  
of Free and Accepted Masons  
for the  
State of Rhode Island  
and Providence Plantations



2018 – 2019

Most Worshipful Grand Master

Glenn S. Carlson

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**Grand Master's Protocol  
2018 - 2019**

*To: The Grand Council, Officers of Grand Lodge, Masters, Wardens, Secretaries and Officers of Subordinate Lodges*

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**INVITATIONS TO THE GRAND MASTER**

All invitations to the Grand Master *shall* include the Grand Marshal. (Invitations to the District Deputy Grand Master *shall* include his Grand Master of Ceremonies.)

When the Grand Master is unable to accept an invitation, he will assign a personal representative on the following basis:

Invitations to Blue Lodges, Rainbow or DeMolay within a specific district will be assigned to the District Deputy Grand Master of the district.

The Grand Master of Ceremonies will accompany the District Deputy.

Invitations to Concordant Bodies, such as York Rite and Scottish Rite, or to other organizations such as the Lions, will be assigned to a member of the Grand Council.

The Grand Master of Ceremonies for the Grand Council member will accompany him.

Invitations from other Jurisdictions will be assigned to Grand Council members if allowed.

If there is more than one invitation to the Grand Master, then the Grand Marshal will be given the first opportunity (if allowed by the respective Jurisdiction.)

In all cases, when invitations are received, someone will be assigned immediately.

**PROCEDURE GOVERNING THE GRAND MASTER'S VISITATION**

The host lodge will open lodge no later than 7:00 P.M. All work must be completed by 7:15 P.M. The District Deputy Grand Master's Suite will be received at 7:15 P.M. All lodge officers are expected to accompany the District Deputy Grand Master. All Lodge Officers of the visitation district are expected to accompany the District Deputy Grand Master. **It is the responsibility of every Master to notify their lodge officers well enough in advance to avoid scheduling conflicts.**

**The Worshipful Master of the host lodge will call up the entire lodge (including him) upon the arrival of any Suite.**

The District Deputy Grand Master and his Suite, under the direction and escort of the District Grand Master of Ceremonies, will enter the lodge; the District Deputy Grand Master and his Master of Ceremonies will take their position west of the Altar after which the District Deputy Grand Master will give the appropriate Due Guard and Sign. (The Past Masters of the host lodge will act as the receiving committee. The Worshipful Master will designate one of the Past Masters to act as chairman of the receiving committee.)

The Worshipful Master of the host lodge will extend his welcome followed by a response from the District Deputy Grand Master. The District Deputy Grand Master, in his response, indicates he will approach the East under his present escort. The Worshipful Master will, upon the District Deputy Grand Master's arrival in the East, present the gavel to the District Deputy Grand Master who will seat the lodge and return the gavel to the Worshipful Master.

*Note:* The Worshipful Master will always remain covered.

The reception of the District Suite must be completed prior to the reception of the Grand Master and his Suite at 7:30 P.M.

***THE GRAND MASTER AND HIS SUITE WILL BE RECEIVED AT 7:30 PM***

**At this time, this being the Grand Master's visit to the district, the District Deputy Grand Master will assume the head of the lodge.**

The District Deputy Grand Master will assemble **all Past Masters of the host district** to serve as a reception committee to greet the Grand Master's Suite after being notified by the Grand Marshal that the Grand Master is ready to be received. The Master of the host lodge will designate a Past Master of his choosing (**from the host lodge**) to act as chairman and to introduce the Grand Master to the Brethren. The introduction of the Grand Master being completed the reception committee of Past Masters will return to their seats.

Upon the entrance of the Suite, the District Deputy Grand Master will immediately call the lodge up, including himself, via three (3) raps of his gavel and wait for the Grand Master and his Suite to give the Due Guard and Sign. (The Grand Council will form behind the Most Worshipful Grand Master and his escort.)

The District Deputy Grand Master will make welcoming remarks to the Grand Master, provide Grand Honors or Public Honors depending on the state of the lodge, then present the gavel to the Most Worshipful Grand Master, who will seat the brethren and return the gavel to the DISTRICT DEPUTY GRAND MASTER.

When the Grand Master visits his Mother Lodge, the Master of the lodge will welcome the Grand Master, present Grand or Public Honors, and present the gavel of the lodge following the same protocol as that of the afore mentioned District Deputy.

Further introductions will be made at the discretion of the Most Worshipful Grand Master.

The Most Worshipful Grand Master is the only one in this Jurisdiction entitled to receive Grand Honors.

If the Most Worshipful Grand Master retires from any lodge room before closing of the lodge, the lodge will be called up and Grand Honors given again.

The host lodge will provide additional chairs, space permitting, at proper locations to accommodate the following: two extra chairs at the Marshal's station for the Grand Marshal and Grand Master of Ceremonies; four extra chairs in the East for the Grand Chaplain, District Associate Grand Chaplain and Deputy Grand Master; one extra chair at the Senior Deacon's place for the Grand Sword Bearer; two extra chairs at the Sentinel's place for the Grand Pursuivant and Grand Standard Bearer; and an extra chair for

the Grand Secretary. Ten extra chairs are required. The Grand Marshal will sit closest to the East, on his left, the Grand Master of Ceremonies for the District and on his left the Marshal of the Lodge. They will **NOT** rotate in conjunction with the East.

**The District Deputy Grand Master will, in cooperation with the Worshipful Master** of the host lodge, **arrange a program** for the Grand Master's Visitation and **submit in writing the same to the Grand Master at least two months in advance** for his approval. Remember, this is a visit to the District; therefore, no lodge will be permitted to do degree work.

At the conclusion of the evening's program, the Most Worshipful Grand Master will close the host lodge, unless the host lodge must conduct further business, in which case both Suites may retire.

**All lodges of the district should encourage their members to attend the Grand Master's Visitation.** This is an opportunity for the lodge members to meet and get to know the Grand Lodge members. Secretaries are required to insert a notice in their monthly communication about the Grand Master's Visitation to their respective district in order that all Brethren may participate. The District Deputy Grand Masters from the other Districts should encourage brethren from their respective districts to attend as well.

The Grand Master's Suite will comprise the members of Grand Lodge present who choose to accompany the Grand Master into the lodge.

The District Deputy Grand Master's Suite shall be comprised of all officers and Past Masters of the lodges of the district being visited and any other members or officers as the District Deputy Grand Masters may desire. **We must remember that the obligation of all officers requires attendance at these visitations.** This protocol for the District Deputy Grand Master's Suite will apply to Visitations of the District Deputy Grand Master in his District. **All officers will accompany the Worshipful Master to all visitations.**

#### **DISTRICT MEETINGS**

There should be two district meetings scheduled; one in June and another in November. The point of these meetings should include setting up a charity event and getting the dates for the Blue Book. When a district meeting is held, District Deputy Grand Masters are to invite all Masters, Wardens, Secretaries, District Associate Grand Chaplains, Assistant Grand Lecturers and his own Grand Master of Ceremonies. *All Information packages, Blue Books, Protocols, etc. are to be distributed to each lodge representative at the June Organizational Meetings.*

#### **DISTRICT YOUTH ORGANIZATIONS**

The District Deputy Grand Master shall attend the annual meetings of the DeMolay Chapters and Rainbow Assemblies within the district to which he has been appointed. We must place importance on the survival of our youth groups and promote their activities. Make it a point to attend a meeting as a district suite. If there are no such meetings in your district, go elsewhere. Lodges are urged to support our young men and women and participate when, and as often, as they can.

#### **DATES**

All dates for District Deputy Grand Master's Visitations, Grand Master's Visitations, Annuals and all regular communications must be submitted to the Grand Secretary no later than **December 31**. When holding your meeting with the lodges in your district, invite the incoming District Deputy for that district so he can make sure that there are no conflicts with his visitation dates as their new District Deputy for the following year. If the incoming District Deputy is unable to attend, ensure that he gets a copy of the

dates turned in to Grand Lodge. This will be strictly adhered to.

### **PROTOCOL**

The District Deputy Grand Master is the presiding officer of Grand Lodge at the Annual Meeting and at the Official Visitations in his district except when the Grand Master is present. The District Deputy Grand Master will always be seated **on the right of the Master** at an Annual Meeting or Official Visitation except when the Grand Master or his representative is present. At such times, the District Deputy Grand Master will be seated on the **immediate left** of the Master. This part of the Protocol will be followed whenever possible except in lodges where the East cannot accommodate all the required officers. This exception will be left to the discretion of the District Deputy Grand Master or the ranking Grand Lodge officer. On all Official Visitations and Annual Meetings the Associate Grand Chaplain and Assistant Grand Lecturer of the district are to be seated in the East.

In the event a District Deputy Grand Master from another District is participating in an annual installation or visitation, only the presiding District Deputy Grand Master will be covered. At no time will there be more than one (1) District Deputy Grand Master covered in the East.

**All officers are expected to accompany the Master of their lodge on the Suite of the District Deputy. This is not only a mark of respect toward the District Deputy as the representative of Grand Lodge, but it is also part of their duty as an officer.**

The host lodge will be required to furnish a reception committee for the District Deputy Grand Master's Suite.

### **CLOSING FORM FOR DISTRICT DEPUTY GRAND MASTERS, GRAND COUNCIL AND PAST GRAND MASTERS**

The following closing form is a must.

Secretary shall read the minutes in full when and where appropriate.  
(The Worshipful Master will approve the minutes of his meeting if satisfied.)  
Notify the Tyler of closing.  
Return the Substitute (for the Word.)  
Prayer.  
Lights.  
Inform the Tyler — "This lodge is closed in FORM."

Only the Grand Master can close in "**AMPLE FORM**".

At no time should the secretary's minutes be omitted or completely abbreviated. One exception will be when there is a Semi-Public Installation and the officers and/or members of that lodge have retired prior to closing by the District Deputy Grand Master. Other times are at the discretion of the District Deputy Grand Master or Grand Master. **Grand Lodge Officers closing lodge will retain their title during the closing ritual.**

### **OPENING AND CLOSING FORM FOR MASTERS OF A LODGE**

A Master of a lodge must use the full form of opening and closing in the ritual including the reading and approval of the minutes prior to closing. They are not to abbreviate any of the aforementioned duties.

## INSTALLATIONS

The District Deputy Grand Master will perform the installation of officers in his assigned district at the Annual Communication of each lodge or such other date as approved by the Grand Master. The

installation being closed, the District Deputy Grand Master shall obligate **all** officers and **install** those Brethren who have not been reelected or reappointed. Any Brother absent, elected or appointed, at the Annual Communication will be installed at the next regular meeting of said lodge. All Brethren wishing to take part in the installation must ask the District Deputy Grand Master well enough in advance so the District Deputy Grand Master can obtain permission from the Grand Master, where appropriate.

The business of the Annual Communication will not be transacted without the District Deputy Grand Master or appointed representative of the Grand Master being present.

The outgoing Master must memorize the following ritual expected of him in closing his term of office. The District Deputy Grand Master will supply a copy of the outgoing ritual in advance of the Annual Communication.

**“Right Worshipful, I have now closed my term of office and return to you the gavel, the emblem of my authority; also the jewel with which I was invested. The Charter of this lodge I am prepared to hand to my successor.”**

## SEMI-PUBLIC INSTALLATIONS

Granting a Semi-Public installation will be considered after a proper written request from the lodge secretary is presented to Grand Lodge. Only those lodges with a full line of officers will be granted a Semi-Public Installation. All Semi-Public Installations granted must follow the protocol for Semi Public Installations under the direction of the District Deputy Grand Master. All officers present will be installed, and any excused officers will be installed at the next opportunity. ***A place holder should NOT be obligated or installed.*** Assistant Grand Lecturers or appropriate officer of the lodge will commit the Annual Prologue to memory and be prepared to participate. Any lodge having a Semi-Public Installation, the Master of that lodge will schedule a rehearsal with all officers of said lodge and the District Deputy Grand Master before the Semi-Public is held. A Semi-Public closing can be used at the discretion of the District Deputy Grand Master and performed only by the District Deputy Grand Master. The Semi-Public closing will allow all Brethren, family and friends to be in the lodge room at closing. The closing will consist of a closing comments, a closing Prayer and disarranging the Lights, followed by the normal questions asked of the Senior Warden and Junior Warden followed by informing the Tyler of the closing.

Lodges in this Jurisdiction that do not have at least a Master and a Warden or a proxy for one of them (**but not both**) in attendance at a Grand Lodge Communication may forfeit the privilege of receiving dispensations from the Most Worshipful Grand Master until the next Annual or Semi-Annual Communication. All outstanding dispensations issued prior to the imposition of this penalty may be revoked at the discretion of the Most Worshipful Grand Master.

## EXAMINATION OF THE MASTER-ELECT

Examination of the Master-Elect at Annual Meetings is serious work. This is intended to be dignified and solemn. Foot shuffling, partially rising from seats or other un-Masonic behavior is not to be tolerated. The District Deputy Grand Master is held responsible and is to call the lodge “to order” if necessary.



### **MASTER'S CERTIFICATE**

It has been the custom of the Grand Lodge to issue a Master's Certificate at the conclusion of a Master's term in office. A Master's Certificate may be issued based on his adherence to Grand Lodge programs, the recommendation of the District Deputy Grand Master and the approval of the Grand Master. If the Grand Master is present, the Grand Master will make the presentation. If the previous District Deputy is in attendance, he may be asked to make the presentation, seeing he has worked with the outgoing Worshipful Master.

### **GRAND MASTER'S AWARD PROGRAM**

This program is offered to those lodges that wish to receive a special award for the activities and programs accomplished during the Masonic year. Whether or not he wants to participate, is the option of the Master. The award is granted for accomplishment of programs spelled out in the Grand Master's Award Program, copies of which each District Deputy Grand Master will have available.

No award may be given unless eligibility qualification includes issuance of a Master's Certificate. Should the award period encompass the terms of two Masters, the outgoing Master must be certificate eligible.

### **ASSISTANT GRAND LECTURERS AND ASSOCIATE GRAND CHAPLAINS**

The Assistant Grand Lecturer of your district is **to be notified** in writing of the **DATE, TIME and PLACE** of the officer's rehearsals in the lodge. Include this information in your communication. He is to be put on the **MAILING LIST** to receive all notices.

They are ready and willing to lend assistance whenever it is possible and are striving to be helpful. In no way are they to be dictatorial. The Assistant Grand Lecturer will report on the work of each lodge to the Grand Lecturer. **The Grand Lecturer will have the final word on all ritual work in the districts.** The Assistant Grand Lecturer will strongly recommend to the Worshipful Master that sub-standard ritual work be stopped and rescheduled, whether during a rehearsal or actual degree. In that case, the District Deputy shall be notified as well as the Grand Lecturer. Any further appeal can be made to the Junior Grand Warden. The Assistant Grand Lecturers are requested to attend all rehearsals, and required to attend all meetings, degree work and visitations to their appointed lodges.

If Ritual Work is not being conducted correctly, Monthly reports are to be submitted to the Grand Lecturer (**NO EXCEPTIONS**).

**Each Assistant Grand Lecturer will commit the Annual Prologue to memory and be ready to give it if necessary. No Ciphers, Trestle Boards or notes regarding the ritual are to be in use during lodge openings, closings or degree work, except by a designated prompter.**

The Grand Master, through the Grand Lecturer's department will be striving to have the ritual and floor work as uniform as possible throughout the Rhode Island Jurisdiction and expects your cooperation.

### **OFFICERS OF SYMBOLIC LODGES**

Whenever an officer is unable to deliver a specific lecture properly, he will be replaced on that occasion by a qualified substitute who must be approved by the Worshipful Master.

Those lodges that do not have a Master of Ceremonies or Ritual Advisor will be required to secure an officer(s) to cover this position. The position of Master of Ceremonies or Ritual Advisor will be included with the list of officers given to the installing officer at the Lodge Annual and will appear on the list of officers printed on the monthly notice.

### **MASONIC MEMORIAL SERVICE**

It is not expected that a Memorial Service, either Christian or Jewish, be put to memory; however, it is expected that they are studied and rehearsed prior to any service. To assure a dignified ceremony at the funeral home, the Master and his line officers will hold sufficient rehearsals to perform a dignified and impressive service. If there is ever a time when we should make a fine impression, it is when a Memorial Service is being performed for a departed Brother. Remember that the request for a Masonic Memorial Service is ever present and every lodge must be ready to fulfill this obligation to a departed Brother.

Every Assistant Grand Lecturer is required to hold a Memorial Service rehearsal in each lodge of his District and will document the rehearsal on the Assistant Grand Lecturer's Monthly Report to the Grand Lecturer

### **FIFTY-YEAR VETERAN'S MEDALS**

It is imperative that Fifty-Year Medals be distributed as soon as the recipient becomes eligible. Eligibility will occur on January 1 of the year during which the Brother will attain Veteran's status. His dues must have been paid for the eligibility year and have no break in service of five years or more as required by the Constitution.

District Deputy Grand Masters will notify the Master when medals are in their possession. The responsibility of ensuring a timely distribution rests cooperatively between the District Deputy Grand Master and the Master. Delivery by one or both should occur promptly and then reported to the Grand Secretary. If necessary, another Grand Lodge officer may present the medal. While the recipient may be encouraged to receive his award in a lodge, his personal situation may dictate otherwise. ***In any event, get the medal to the recipient as soon as it is possible.*** If the Grand Master is present, he will make the presentation. If a medal is not presented to the recipient, it **must** be returned to the Grand Secretary by **April 1.**

### **SIGN OF FIDELITY**

In lodge, the Sign of Fidelity is given during prayer, flag ceremonies (veterans may give hand salute), eulogies (memorials) and work at the Altar. It is also to be given during grace/prayer at meals and refreshment. The cupped right-hand with fingers closed over the heart is correct. Hats, gavels, batons, etc. should be held in the left hand during Fidelity.

### **FLAG PROTOCOL**

The national flag is to be carried and held vertical at all times, room height permitting. In addition, the flag bearer and honor guard, if used, shall remain silent and not give the sign of fidelity during the Pledge of Allegiance or the singing of the national anthem. The national flag never dips, but all moving flags will dip during presentation.

### **INTRODUCTIONS AND SPEECHES**

Order of Recognition:

- A. Lodge Meetings and District Deputy Grand Master official visitations
  1. Visitors from other lodges and districts.
  2. Visiting officers from Concordant Bodies.
  3. Visiting officers from Symbolic Lodges in order of lodge seniority.
  4. Grand Lodge officers beginning with the lowest to the highest.

- B. Grand Master’s official visitation to the Districts and his Mother Lodge.
  - 1. Visitors from other lodges and districts.
  - 2. Visiting officers from concordant bodies.
  - 3. Visiting officers from Symbolic Lodges in order of lodge seniority.
  - 4. The Grand Master will request Grand Lodge Officers, except Grand Council, to arise and be recognized in manner as he may deem appropriate.
  - 5. The Grand Master will introduce Past Grand Masters and Grand Council individually.
  - 6. The Grand master will request anyone he desires to comment to the lodge on subjects specifically needing to be addressed when they are recognized.
  
- C. Banquets and Social Affairs
  - 1. Order of recognition is the same as in the lodge meeting.
  - 2. The principal speaker of the evening is introduced last.
  - 3. Seating arrangement at a head table is as shown below:

Notes:

- 1. The District Deputy Grand Master is next in rank below the Grand Master. He is the direct representative of the Grand Master.
- 2. It is suggested that only the District Deputy Grand Master and the Grand Master, if present, be called on to speak. The only exception should be news items or events in other lodges or groups.
- 3. On the occasion of an official visitation, there should be no reintroductions.
- 4. Relative to A, B and C above, the Grand Master will always be the last to speak.

AUDIENCE

Front of Head Table

Host	Principle		
DDGM	Speaker	Master	Grand Master
&	&	&	&
Lady	Lady	Lady	Lady

Center of Table

- Note:
- 1. Other officers are seated at the discretion of the Worshipful Master.
  - 2. Ladies are seated to the right of their escort and are introduced with them except for the lady of the principal speaker.
  - 3. If the Worshipful Master is the Toastmaster, the Master’s lady is introduced just before the speaker of the evening.

## **DRESS PROTOCOL FOR GRAND LODGE AND SUBORDINATE LODGE OFFICERS**

### **A. Subordinate Lodge Officers**

Blue Lodge officers are to wear tuxedos with white shirts (traditional white-pleated spread-type collar, bow tie and dress shoes) at all meetings including visitations, unless it is the custom of the lodge to dress in some other fashion, i.e., full dress, military uniforms or business suits, such as Overseas or Daylight Lodges. For morning meetings, steak fry meetings or summer meetings, a dispensation is required. However, if your lodge requests a dispensation every year for the same purpose, consider a change in your lodge's by-laws. If such change is considered, your individual lodge by-laws voting must be adhered to and such changes must be reviewed and approved by the Grand Lodge By-Laws Committee prior to its adoption and institution. Remember the Master will be held responsible to uphold the dispensation or by-law changes and will be answerable to the Most Worshipful Grand Master

The Master will wear a top hat or a hat suitable to the uniform. The Most Worshipful Grand Master must approve all requests for exceptions.

Presiding Masters, traveling or visiting other lodges within our Grand Jurisdiction, are to wear their tuxedos, aprons and jewels. It is recommended that lodge officers traveling with him do the same.

Officers attending Grand Lodge Semi-Annual, Annual or Special Communications and Church services are to wear a business suit, apron and jewel or the Grand Lodge Blazer and Tie.

Officers attending the Fall Festival, Grand Lodge Annual banquet or any other social activity may wear a dark business suit or the Grand Lodge Blazer, unless specified for the particular event.

If additional clarification is needed, contact the Grand Secretary's office.

### **B. Grand Lodge Officers excluding District Deputies, Grand Council, and Grand Marshal**

Appointed Grand Lodge Officers (listed below) are to wear black tuxedos, traditional white pleated spread collar shirt, black bow ties, apron/jewels and white gloves at all Most Worshipful Grand Master and District Deputy Visitations.

At the Grand Lodge Annual, Semi Annual Communication, Church Services, Fall Festival, or social event, a business suit or Grand Lodge Blazer is required.

Apron and Jewels will be worn at the Annual, Semi Annual and Church Services with the business suit or Grand Lodge Blazers.

White gloves are not worn when in business suit or Grand Lodge Blazer.

[Grand Lecturer, Grand Chaplain, Director of Masonic Education, Asst. Grand Lecturers, Associate Grand Chaplains, Librarian/Curator, Grand Historian, Senior Deacon, Junior Deacon, Senior Steward, Junior Steward, Sentinel, Sword Bearer, Pursuivant, Standard Bearer, Tyler and Musical Director.]

### **C. District Deputy Grand Masters and Grand Masters of Ceremonies**

District Deputy Grand Masters and their Grand Masters of Ceremonies visiting lodges in their appointed district *are always* considered in an official capacity and are to wear tails, white pointed pique-style tuxedo shirts, white pique-style bow ties, white pique-style vests, white gloves and apron/jewels. The District Deputy is to wear the traditional black silk top hat.

District Deputy Grand Masters and their Grand Masters of Ceremonies visiting lodges outside of their appointed district *together* are to wear a black tuxedo, traditional white-pleated spread-type collar shirt, black bow tie and white gloves.

**District Deputy Grand Masters will always be in tuxedo or tails in lodges of their Jurisdiction unless otherwise communicated by the Grand Master for special events where the Grand Lodge Blazer and tie are requested, such as Grand Master's Organizational Meeting, Church Services, Memorial Services, etc.** Grand Masters of Ceremonies, when visiting lodges solo *without* their District Deputy Grand Master, may wear black tuxedo, traditional white-pleated spread-type collar shirt, black bow tie and white gloves or the Grand Lodge Blazer and tie with Apron and Jewels. **Dress requirements for the Grand Master of Ceremonies other than above mentioned will be communicated thru the Grand Master**

District Deputy Grand Masters and their Grand Masters of Ceremonies visiting Rainbow or DeMolay Chapters in an official capacity are to be attired in tails as if they were visiting a lodge in their appointed district. When visiting in an unofficial capacity they are to wear a tuxedo or the Grand Lodge Blazer with Apron/Jewels.

District Deputy Grand Masters and Grand Masters of Ceremonies attending their own respective lodge(s) in which they hold membership in an unofficial capacity, may wear a business suit or the Grand Lodge Blazer with Apron/Jewels.

#### **D. Grand Council and Grand Marshal**

Grand Council and the Grand Marshal are to wear morning clothes. (i.e., long cutaway-style coat, striped trousers, gray vest, gray gloves, Grand Lodge purple neck tie and white shirt) at morning and early afternoon meetings that conclude prior to 6:00 P.M.

Grand Council and the Grand Marshal attending meetings after 6:00 P.M. are to wear their tails. Tails consist of white pointed pique-style tuxedo shirt, tuxedo pants, white pique-style bow tie, white pique-style vest and gloves. When visiting other Jurisdictions in an unofficial capacity, proper attire is a black tuxedo, traditional white pleated spread-type collar shirt, black bow tie and white gloves. Grand Masters of Ceremonies to the Grand Council are to wear traditional tuxedo.

When visiting other Jurisdictions in an official capacity representing our Grand Lodge, proper attire is similar to meetings held in our Jurisdiction. For evening meetings or a Grand Master's Banquet, reference invitation dress. If attire is not specified, wear a black tuxedo, traditional white pleated spread-type collar shirt, black bow tie, and apron/jewels.

Grand Masters of Ceremonies to the Grand Council are to wear black tuxedos, traditional white pleated spread collar shirt, black bow ties, apron/jewels and white gloves at all times even at the Grand Master Official Visitations.

Grand Treasurer and Grand Secretary, when visiting lodges in an unofficial capacity, have the option of wearing traditional tails or the Grand Lodge Blazer with Apron/Jewels.

#### **DISTRICT DEPUTY GRAND MASTER'S REPORTS**

Each District Deputy Grand Master is to submit to the Grand Master and Junior Grand Warden a report on the lodges in his district having any issues requiring either the District Deputy Grand Master's or the Grand Master's attention.

### **TRAVELING JEWELS**

The small Square, Level and Plumb fashioned to be worn suspended from the Blazer pocket should not be worn when a Master or Warden is wearing his official collar and jewel. These traveling jewels may be worn when visiting another lodge or at a social function if it is deemed appropriate.

### **NON-PAYMENT OF DUES**

No member is to be dropped for nonpayment of dues (NPD) without a full investigation by the lodge. The Worshipful Master will appoint a committee to ascertain the reason that their member is not paying his dues. Personal contact by the investigators with each member living in the state is mandatory. An investigating form, found on the Grand Lodge web site, must be answered and returned to Grand Lodge immediately after the completion of the investigation and then the drop must receive approval from the Grand Master.

Note: Please be assured that all reports are held in **strict confidence**.

### **FORUMS FOR CANDIDATES**

Attendance at Forums is required by General Regulations, Article V., Section 2.5.3, which states, "It shall be the duty of the Worshipful Master of each Constituent Lodge to see that the candidate(s) of his lodge are present to receive such instruction in the three degrees, unless excused by him for good reasons, in which case it shall be his duty to see that such candidate(s) receive the required instruction." If you experience difficulty, the Director of Forums or the Director of Masonic Education should be contacted and provisions will be made to hold a special forum. Candidate Forum Cards must be signed and presented to the secretary before a candidate is allowed to proceed. The Master of the lodge will see that an officer or lodge member attends the Forum with the candidate(s). The Master is ultimately responsible for the candidate's attendance and will be answerable to the Grand Master for failure to do so.

The number of Entered Apprentice Candidates who never become Master Masons is cause for concern. This loss has been attributed to many reasons ranging from improper investigation, poor presentation of basic Freemasonry, unimpressive ritual, lack of interest in a candidate and poor communication among all branches of our Fraternity. Needless to say, the fault does not lie with our Craft, per se, but with those who make up our Fraternity.

We must educate the teachers who in turn must care enough to communicate the information to the candidate so that his progress throughout the degrees may result in a substantial and fulfilling experience. Now is the time that we must turn to the task of strengthening our foundation through the basic teachings of Freemasonry. All sections of each degree must be given before attending the Forums.

### **FORUMS FOR OFFICERS**

The Grand Lodge Director of Masonic Education will schedule District Officer's Forums **and all line officers are expected to attend**. It has been proven that more can be accomplished at a district level because of the personal and relaxed attitude that prevails between officers of the same district. A District Deputy Visitation will provide the ideal opportunity to enhance our program of officer education. District Deputy Grand Masters are required to submit a date to the Director of Masonic Education for the District Officer Forum during at least one District Visitation.

### **MASONIC EDUCATION PROGRAMS/GUEST SPEAKERS**

It is a policy that **all Masonic Education Programs/Guest Speakers** are **cleared/approved** by the Director of Masonic Education. The primary reason for the aforementioned policy is twofold. First and foremost, it is extremely important to ensure the program/guest speaker will not be in conflict with the Education Committee's goals or objectives. Secondly, the Director of Masonic Education is responsible

for Masonic Education throughout our Jurisdiction. It is protocol that he be informed for his approval. **The lights should not be disarranged if the Lodge is called to refreshment.**

#### **RHODE ISLAND FREEMASON**

The Rhode Island Freemason is very well received, not only in our own Jurisdiction but in many other Jurisdictions as well. We must encourage everyone to support it so that it can long continue to bring more and further light to our Brethren.

Each Master is encouraged to appoint a Brother to be a reporter and forward news items of lodge events to the editor through the Grand Lodge office. To make our paper more meaningful, your lodge reporter should certainly submit announcements of upcoming events along with any news items.

#### **THE SPECIAL LADIES' PROGRAM**

We will continue to use the booklet that includes considerable information to assist you in your program for our special ladies. If you don't have one please ask for one. To those lodges that do not have a ladies program, you may use this booklet or any part of it to establish a program. I urge immediate and positive action. How better can one receive Master's wages than to contribute to a program that can be traced to the birthright of our Fraternity? The District Deputies are to promote this program in all of the lodges.

#### **TABLE LODGES**

Table Lodges will be allowed at the discretion of the Most Worshipful Grand Master. Lodge secretaries are to **notify the Junior Grand Warden and the District Deputy Grand Master, at least 45 days in advance** of the requested date to obtain initial approval prior to submittal to the Grand Master. After obtaining the Junior Grand Warden's approval of the proposed date, at least 30 days prior to the event, the request for a Table Lodge dispensation is to be made through the Secretary of the Blue Lodge to the Grand Lodge.

***Late requests are justification for denial by the Grand Master.*** To make the Table Lodge more meaningful, a Masonic message of some sort should be included (i.e.: a poem, etc.) **Themed table lodges will need special dispensation from the Grand Master. NO EXCEPTIONS.**

The Junior Grand Warden or Appointee by Most Worshipful Grand Master, must supervise a Table Lodge and the Master of the lodge will be held responsible for proper conduct throughout. **Remember proper behavior and decorum must be maintained as a table lodge is a tyled lodge.**

Table Lodges will require rehearsals and only Masons will be allowed admission to the Table Lodge or to serve as waiters. The Worshipful Master will be responsible for holding the required rehearsals and ensuring that the Wardens are fully aware of the ritual and procedures.

The Master of the host lodge will propose all toasts except that to the Worshipful Master which will be proposed by the Wardens. An eighth toast may be proposed by the Master, however, only the Master should give the eighth toast unless special circumstances or reading are appropriate for the table lodge ceremony. The Junior Grand Warden or Appointee must approve the eighth toast.

Just prior to each toast, **the waiters will charge the toast glasses only** to the level specified by the Junior Grand Warden. The waiters are to make certain that the bottles of wine are not placed on the dining tables at any time and are returned to the side table under their supervision.

The Charter of the lodge must be present at any Table Lodge.

### **FRATERNAL JEWELRY**

Wearing Masonic pins on clothing is an appropriate expression of pride in the Fraternity, however, let prudence dictate the number of pins that you wear on business suits or formal attire. **A maximum of two pins is strongly recommended.**

### **GENERAL NOTES TO MASTERS**

Plan your meetings so they will be meaningful and interesting. Work closely with your Wardens so that when they inherit your responsibilities, they will be somewhat prepared. It is imperative that those behind you hoping to ascend to the East, attend the Wardens Workshop or Leadership Programs when offered by Grand Lodge before the Annual Meeting at which they hope to be installed. In order to maintain uniformity in procedures and basic lodge management, this requirement applies to everyone, including Past Masters who have been out of office for three years or more who hope to serve as Worshipful Master.

#### **Make regular visits to the sick, shut-ins, and nonresident Masons living in your Jurisdiction.**

Encourage your entire line to extend the hand of fellowship and say “Hello” to each and everyone in the Lodge Room. You’ll be surprised by the true cordiality that will be generated throughout the lodge.

Put your sideline members to work. Encourage them to visit the sick or someone who just cannot make it to a lodge meeting. Form a degree team made up of sideline members. Make them part of the ritual work. Don’t just ask them to help in the kitchen. A full Fellow Craft team is a good place to start.

Start meetings and rehearsals on time.

Make sure the work of the evening is done with dignity, seriousness and sincerity, ever bearing in mind that this is the first real insight to the mysteries of the Craft that the candidate receives. Make certain it is an enriching experience for him.

Have some good programs, families’ and ladies’ nights, etc., whereby members can bring non-members so they can see both the fun and the seriousness of our organization. If your lodge cannot do it alone, try it on a District basis.

Your monthly notice should be interesting and not merely an announcement of the time and place of your meeting. Try to stimulate attendance by encouraging members to bring a member that they haven’t seen in the lodge for some time. The Master’s message is the only opportunity you have to speak to the your entire lodge membership. Do not waste that opportunity.

#### **Encourage your candidates to attend your meetings. After opening your lodge change lights to accommodate them.**

### **SENIOR WARDEN AND HIS PLANNED PROGRAM**

In theory, the Senior Warden is a lodge officer in training to serve as Master. Hopefully, the final phases of training will enable him to acquire the necessary proficiency to rule and govern a Symbolic Lodge. Consequently, previous to leaving the West, it is suggested that he present to the lodge an outlined program depicting his forthcoming plans if elected to serve in the East.



It is also suggested that every officer in line who is to serve as Master should give serious consideration to starting early in planning his programs. Gather as much information as possible and seek advice from those who have been successful. The results will be satisfying to you, your lodge and Freemasonry.

Let each of us assume the responsibility of the office to which we have been chosen. Be proud to be an officer and show it by performing to the best of your ability.

#### **VISITATION PROGRAM**

As a means to encourage participation and lodge attendance, a visitation program will be instituted for each lodge. There are many members whose only contact with their lodge is their monthly notice and for one reason or another do not come to meetings. The Master of each lodge shall appoint a visitation committee of members and/or officers to personally contact each inactive member (where distance permits) and invite them to come to a lodge meeting. At this time, transportation should be offered, fears dispelled about “working my way in” and an overview as to the condition of the lodge in general and the members in particular. There may be members who are in need and do not wish to come forward. As a result, these members could be lost through being dropped due to non-payment of dues or demit. In business, it has proven that the firm which offers personal service succeeds. **A Sick and Shut-In Report shall be emailed to Grand Lodge monthly** and should be completed by someone other than the lodge Secretary.

#### **WELCOMING COMMITTEE**

**Every lodge should have a committee composed of several of its members that will greet all guests** before each lodge function so that each guest feels welcome. The purpose of this committee is to prevent any chance of a visitor feeling uncomfortable. We are a fraternity of brotherly love and it should be shown at all times.

*Glenn S. Carlson*  
*Grand Master*  
*2018-2019*

*Appendix*

STANDING ORDER No. 50: *Order of Procession*

The order of procession for ceremonial occasions other than those specifically laid down in the Trestle-Board is as follows:

Grand Marshal in Charge  
Grand Standard Bearer  
Grand Tyler  
Grand Stewards with rods  
Master Masons  
Past Masters  
Present Masters  
Grand Masters of Ceremonies

Grand Musical Director  
Grand Curator/Librarian  
Director of Forums

Grand Pursuivant  
Grand Historian  
Director of Masonic Education

Assistant Grand Lecturers  
Grand Lecturer  
Associate Grand Chaplains  
Grand Chaplain

Southern District Deputy  
Northern District Deputy

Central District Deputy  
East Bay District Deputy

Metro District Deputy  
Past Grand Marshalls  
Past Grand Masters

Grand Secretary

Grand Treasurer

Past Grand Masters

Junior Grand Warden

Senior Grand Warden

Deputy Grand Master

Master of Oldest Lodge Bearing the Book of Constitutions  
The Grand Master supported by the Grand Deacons with rods  
On the left, Junior Grand Deacon; On the right, Senior Grand Deacon  
In Rear, Grand Sword Bearer with drawn sword  
A receiving committee will take position immediately in rear of Stewards

*Appendix*

**Grand Council  
Chain of Command**

If the Grand Master is out of town and unavailable, direct all questions and problems to the Deputy Grand Master. If the Grand Master and Deputy Grand Master are both unavailable, direct all questions and problems to the Senior Grand Warden, then to the Junior Grand Warden, then to the Grand Treasurer and then to the Grand Secretary.

District Deputy Grand Masters will direct all questions and problems to the Junior Grand Warden, who will contact the Grand Master if he deems it necessary.

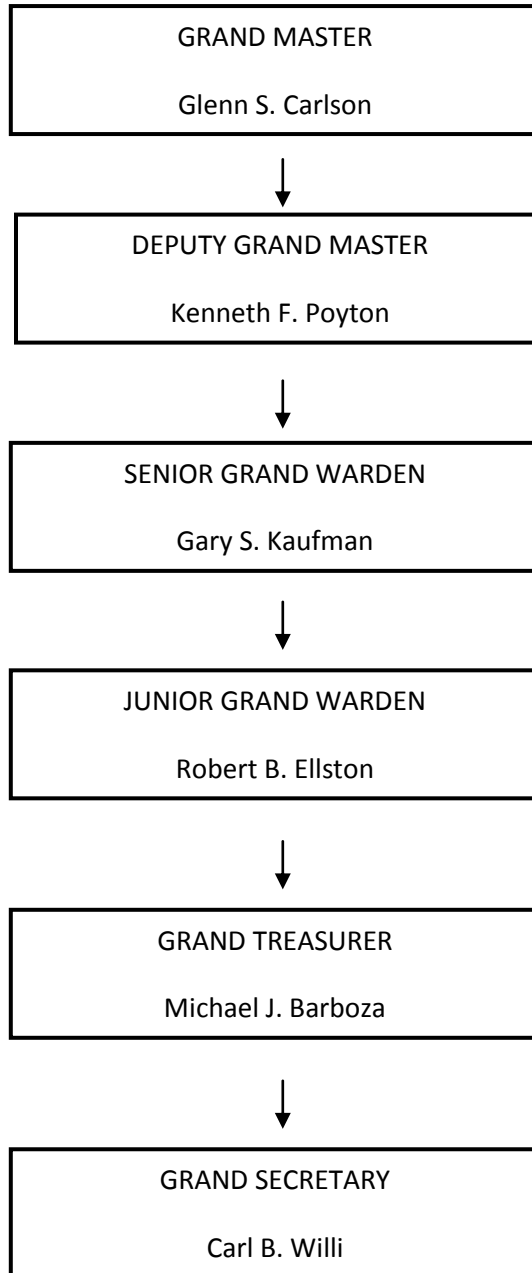
The Grand Lecturer will handle all questions and problems having to do with ritual in our Grand Jurisdiction. Any questions or concerns regarding ritual from subordinate lodges should be directed to the Assistant Grand Lecturers assigned to their lodges. The Assistant Grand Lecturer will contact the Grand Lecturer with any of their concerns. If the Grand Lecturer deems it necessary he will contact the Grand Master.

Encourage your lodge members to use the chain of command. This will facilitate solving problems that may arise during the year. If lodge members contact the Grand Master directly, the Grand Master will listen to their concerns but will forward them back to the appropriate officer before any actions will be taken.

*Appendix*

**Grand Lodge of Rhode Island**

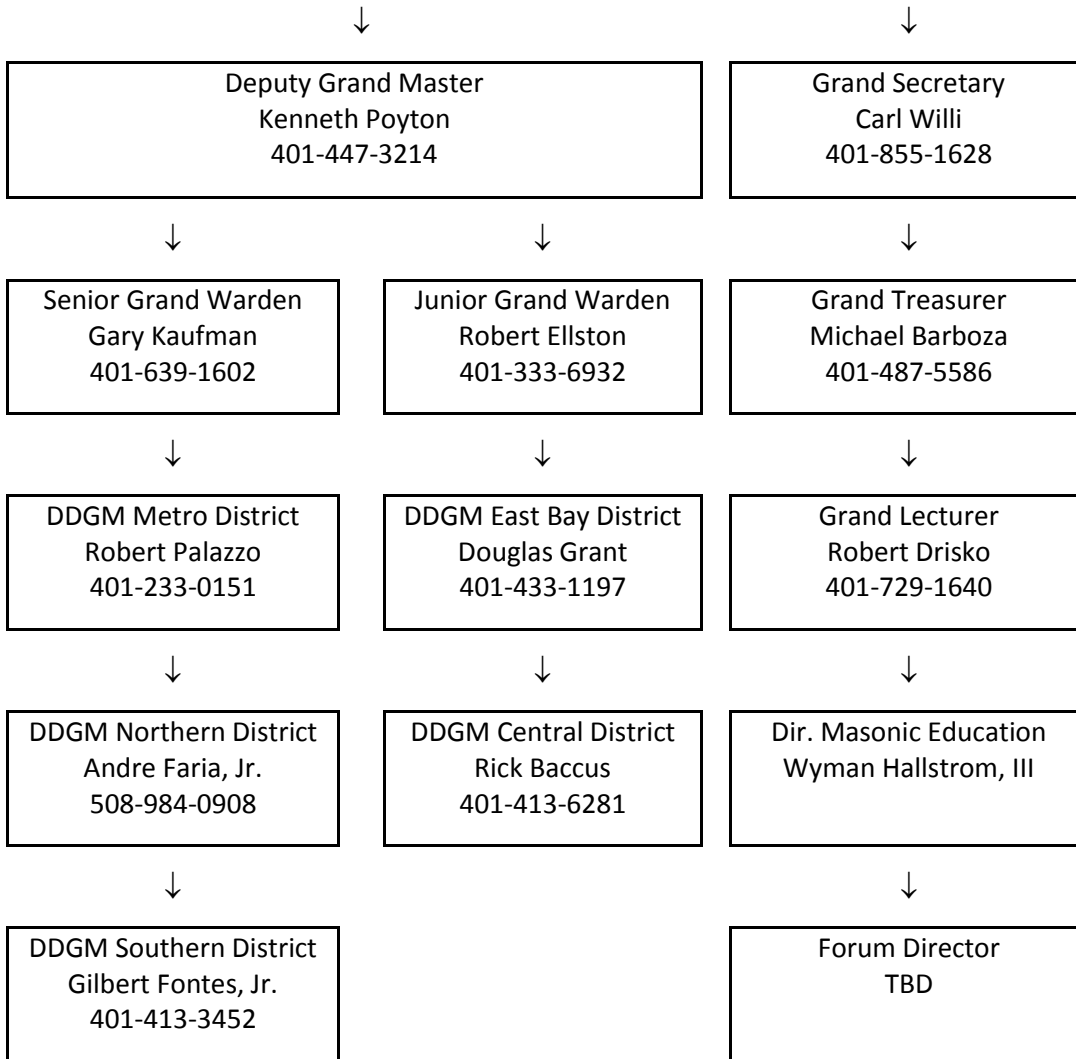
**Grand Council-Chain of Command**



# GRAND LODGE TELEPHONE TREE 2018-2019

Grand Master  
Glenn S. Carlson  
401-435-4650

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*NOTE:* Each District Deputy must call each Lodge Master in his District if necessary.

