



## *PROTOCOL & ETIQUETTE ESSENTIALS*

Prepared by the Grand Lodge P. & E. Committee

Issue No. 24A – April 2013

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

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

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

#### Committee Members

The current Protocol & Etiquette Committee members are:

Gordon Crutcher (*Chairman*); Steven Armstrong; William Elliott; Saliem Khoury; Michael Litvak; George McCowan; Bryan Middleton; Richard Morreau; James Pearson; George Pohle; David Purvis (*Secretary*); Brian Seabourn; David Stevens; and Terrance Van Horne.

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

### THE DISTRICT DEPUTY GRAND MASTER

Each District holds its own separate meeting at every Annual Communication of our Grand Lodge in July. The principal business conducted at that meeting is to elect a skilled Past Master of a lodge in that District who will serve as the new District Deputy Grand Master for that District for the ensuing Masonic year.

Those brethren who are allowed to vote to elect that DDGM are the:

- Past Masters,
- Worshipful Masters,
- Senior Wardens, and
- Junior Wardens

of every lodge in that District, (provided the lodge returns and payments have been submitted to the Grand Secretary on or before July 8<sup>th</sup> ).

The office of the District Deputy Grand Master is the highest in any District. It is a most significant and essential office. It is also one of the highest offices a brother can hold in this entire Grand Jurisdiction.

A DDGM has a multiple role. He is:

- The representative of the Grand Master in a designated District;
- The representative of his District at outside functions;
- The Masonic leader of his District.

As a direct representative of the Grand Master, the DDGM serves as the Grand Master's liaison, chief spokesperson, and expediter in the District which elected him. As such, he is to be accorded the same respect as would be rendered to the Grand Master himself.

As is befitting his special status and responsibilities, an exceptional protocol applies whenever a DDGM visits a lodge.

#### DDGM's OFFICIAL VISIT

On the occasion of his Official Visit to a lodge, (it is not called an inspection), the mandatory current protocol of our Grand Lodge is for the DDGM to be the **last** to enter the lodge room – and he will do so **on his own**. No one, (other than the lodge Director of Ceremonies), is to accompany him.

Everyone stands as the DDGM enters the lodge room. The DDGM is to be escorted to the altar by the Deacons. He walks under their interlocked wands. After being **PRESENTED** to the Worshipful Master and welcomed, the DDGM must be accorded the Grand Honours seven times. (While this is occurring, the D of C and the DDGM stand at the S of F.) Following the Grand Honours, the DDGM is escorted by the D of C to the East. (The DDGM again walks under the wands while doing so.) He is met in the East by the WM on the level.

After greeting each other on the level, both the DDGM and the WM would ascend the dais so the DDGM can

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

briefly assume the gavel – in proper form of course.  
(The gavel should not be exchanged on the level.)

## DDGM's FIRST VISIT

It is also the protocol of our Grand Lodge that a DDGM is to be formally received into lodge, under the wands, on the occasion of his first visit to that lodge, (assuming such first visit is not his Official Visit).

Any other current GLOs who may be present on the DDGM's first visit would accompany the DDGM when he enters. (The DDGM only enters last and alone on his Official Visit.)

### Supplementary Information

- No other Grand Lodge Officer of a higher rank would attend lodge on a DDGM's Official Visit. The DDGM must be the highest-ranking Mason in the room.
- As outlined in the P&E Committee's educational publication "*The Reception of Grand Lodge Visitors*", prior to the DDGM entering the lodge room, the proper protocol is for the Tyler, IG, and JW to each make an announcement similar to the following example:  
*"Bro. Director of Ceremonies returning, presenting R.W. Bro. Darren J. Byrne, District Deputy Grand Master of Victoria District, on his Official Visit to Lorne Lodge."*
- When the Deacons are called upon by the WM to attend with their wands, the SD will position himself by the main entrance door so that he will be on the DDGM's right as he enters. The JD will be on DDGM's left.
- The D of C will walk on the left of the DDGM. At no time will the D of C walk under the wands.
- The D of C never takes the DDGM by the arm while escorting him.
- While almost impossible to do so without any prior practice, the Deacons and the DDGM should attempt to square the lodge the best they can as they approach the altar.
- As soon as the DDGM meets the WM in the East, on the level, the role of the Deacons is complete. Without direction, they would simply uncross their wands and return directly to their seats.
- After their wands have been inserted into the wand stands, the Deacons remain standing until the WM seats all the brethren.
- It is not uncommon for a DDGM to visit a lodge in another District on the occasion of the "*In-District*" DDGM's Official Visit. The "*Out-of-District*" DDGM has no special privileges in that other District. Unlike what may have been done in prior years, the "*Out-of-District*" DDGM does not accompany the "*In-District*" DDGM into the lodge room. He would enter the lodge room with any other current Grand Lodge Officers who may be present.
- As the "*Out-of-District*" DDGM would already be in the lodge room when the "*In-District*" DDGM enters, the visiting DDGM would also participate in according the Grand Honours to the "*In-District*" DDGM.

### ADDRESSING THE EAST IN LODGE

If any brother has occasion to speak during a meeting when the DDGM is present, it is important that brother observes proper lodge protocol. Before beginning his remarks, that brother would only address whoever is in possession of the gavel. (That is usually the WM.) Do not confuse "banquet" protocol with "lodge" protocol.

Even if the Grand Master himself was also seated in the East, when the WM is in possession of the gavel, a brother wishing to speak would simply rise, take the step of the degree, salute and say, "**Worshipful Master**". Period. He would **not** mention either the DDGM, or the Grand Master, or make any general reference to the "Distinguished East".

### PROTOCOL OF FINAL COMMENT

The DDGM is also afforded the protocol of "Final Comment" on the occasion of his Official Visit.

At the end of the meeting, just before the lodge is closed, when the WM asks if anyone has anything to propose, etc., the DDGM will wait until it appears all brethren who wish to say something have done so. Then the DDGM will make his remarks. Once the DDGM is finished speaking, the WM will close the lodge. No one is to rise and attempt to speak after the DDGM has resumed his seat.

### BANQUETS

There must be an opportunity either at a banquet – or in the lodge room, if need be – to allow the DDGM to make a major address.

Seats are assigned at the Head Table so that the DDGM is always on the WM's right \*\*. When the Head Table guests are introduced, the DDGM is always introduced last.

(\**Should a guest speaker be present at the banquet held in conjunction with a DDGM's Official Visit, then the guest speaker is on the WM's right and the DDGM is seated on the WM's left.*)

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