

PROVINCIAL GRAND CHAPTER OF YORKSHIRE, WEST RIDING

GUIDANCE NOTES FOR THE VISIT OF AN ASSISTANT TO THE PROVINCIAL GRAND PRINCIPALS

The following information is intended to help you and your Companions to have a satisfying and rewarding evening at your forthcoming Installation Meeting.

The Assistant who is attending will be accompanied by one of the Provincial Deputy or Assistant Grand Director of Ceremonies, to ensure that he is received correctly and admitted to the Chapter in the manner prescribed by Provincial Grand Chapter. This may not be the way that you in your Chapter usually operate but, on this occasion, I would request your co-operation in complying with the Provincial format. The bulk of your evening, once the Assistant has been admitted, will be left entirely to you and your Director of Ceremonies and he will not offer any comments or instructions until the final recession from the Chapter.

Your opening and early part of the evening will be as you usually operate. The Provincial D of C will remain outside the Chapter with the visiting Assistant. When you reach the item on the summons relating to receiving the Assistant arrange for a report to be given.

In response to a report, Companion Janitor and in turn Companion Scribe Nehemiah will announce "E Companion, Provincial (Dep./Asst.) Grand Director of Ceremonies requests admission".

When he enters the Chapter he should **not** be met by your Director of Ceremonies or any other Companion. He will salute the pedestal and announce that the Assistant (by name) is without and he requests admission.

Your response should be **"Companion Provincial (Deputy/Assistant) Grand Director of Ceremonies, we will be pleased to receive him"**

The Provincial Director of Ceremonies will then arrange an escort by calling in turn for the Chapter D of C who will leave his seat and move at a stately pace to a position to the South of the Arch. He will then call for the Chapter Assistant D of C and he will do likewise, lining up on the left of the D of C. All will be facing West and all will carry Wands (or Baton in the case of D of C if this is your normal practice). At the command "Companions forward" they will move to the door of the Chapter. The escort will leave the Chapter then immediately wheel about and halt in the doorway facing the Chapter. They should be in the same positions as before.

The Provincial D of C will then call the Companions to order to receive the Assistant. The procession will move forward halting in the North at the bottom of the Arch.

The Assistant will salute the Pedestal from the West.

The Assistant will then be conducted to the East of the Chapter in procession where he will go to his seat.

The MEZ should at this point greet him with a handshake and he will sit. (**Do not offer the Sceptre**). The escort at this time is still facing inwards. The Provincial D of C will then give a court bow in the direction of the Chapter D of C at which point the escort will turn to the East and set off together perambulating the Chapter and go to their places. The Provincial D of C will then say "Companions be seated"

The Provincial D of C will be sitting in the North adjacent to the North East corner. I would appreciate a seat being placed there prior to the meeting.

At this point, the MEZ should rise, officially greet the Assistant - he must not be offered the Sceptre.

The ceremony is yours entirely until the Last Ode has been sung or following the Closing Address, whichever is last. The Provincial D of C will then announce the National Anthem.

The Provincial D of C will then direct DC's, the Three Principals, the Assistant, Grand Officers and Provincial Grand Officers, to join the procession and on the command "Forward" the organist should play some suitable music and the procession will set off. The Chapter D of C's should go outside the door and halt, turning inwards.

The Festive Board will be under the direction of the Provincial Director of Ceremonies. The Ruler will respond to the Toast to the Province. On the occasion of an Installation, the toast to Province will be an informal toast, and the proposer should restrict the toast to 4 – 5 minutes.

I am attaching a list of other requirements to this letter and I would appreciate details, as requested, be sent to the attending D of C as soon as they are available.

I hope you have a happy and rewarding evening

Provincial Grand Director of Ceremonies

MEZ's Elect, Scribe E's and Directors of Ceremonies – Please Note

The Assistant to the Provincial Grand Principals attend as the Personal Representative of the Grand Superintendent

CHECK LIST OF POINTS FOR CLARIFICATION PRIOR TO THE MEETING

- A car parking space should be reserved for the Assistant
- Z Elect should have written to the Assistant, extending a welcome and specifically inviting him to undertake any particular task in the Chapter, e.g. Closing the Book
- Speeches at the Festive Board should be no longer than 4 to 5 minutes
- Wine taking should be kept to a minimum
- It should be the aim to be in a position for the Assistant to leave no later than 9.30 p.m., if he wishes. He will not leave before the newly installed Z has responded to his Toast
- Please reserve a seat for the Provincial D of C in the Temple in the North adjacent to the North East corner
- To enable the Provincial D of C to plan his part of the evening will you please let him have the following as soon as practical, and also ensure that the Chapter D of C contacts him as soon as possible:
 - A summons for the meeting
 - A menu and Toast List
 - Names and ranks of the Grand Officers attending (excluding the Assistant in attendance)
 - Details of where the Assistant will robe on the night