

PROVINCIAL GRAND LODGE OF YORKSHIRE, WEST RIDING

GUIDANCE NOTES FOR THE VISIT OF A RULER

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

The Ruler who is attending will be accompanied by the Provincial Grand Director of Ceremonies or one of his Deputies or Assistants, to ensure that he is received correctly and admitted to the Lodge in the manner prescribed by Provincial Grand Lodge. This may not be the way that you in your Lodge 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 Ruler has been admitted and saluted, will be left entirely to the Lodge and your Director of Ceremonies and he will not offer any comments or instructions until the final recession from the Lodge.

The opening and early part of the meeting will be as you usually operate. The ProvGDC will remain outside the Lodge with a deputation to accompany the Provincial Ruler. When you reach the item on the summons relating to receiving the Ruler your Inner Guard will indicate that to the Tyler, who will give a report.

ENTRY

In response to a report, Brother Tyler and in turn Brother Inner Guard will announce "W. Brother -----, Provincial (Deputy/Assistant) Grand Director of Ceremonies requests admission".

When he enters the Lodge, he should **not** be met by your Director of Ceremonies or any other Brother. He will salute the Worshipful Master (WM) from inside the door and announce that Ruler (by name) is without and he **DEMANDS** admission.

The response of the WM should be "Brother Provincial (Deputy/Assistant) Grand Director of Ceremonies, we will be pleased to receive him".

The ProvGDC will then arrange an escort by calling in turn for the Lodge DC who will leave his seat and move at a stately pace to a position opposite the Junior Wardens Pedestal. He will then call for the Lodge ADC and he will do likewise, lining up on the left of the Lodge DC. The Senior Deacon will then be called and he will perambulate the Lodge and halt behind the Lodge DC. The Junior Deacon when called will proceed to a position behind the Lodge ADC. All will be facing West and all will carry Wands (or Baton in the case of DC if this is your normal practice). At his command "Forward Brethren" they will move to the door of the Lodge. The Escort will leave the Lodge then immediately wheel about and halt in the Doorway facing into the Lodge. They should be in the same positions as before.

He will then call the Brethren to order to receive the Ruler. The procession will move forward halting at a reasonable distance from the East (just short of the NE Corner) ensuring that there

is sufficient space between the columns for two people to pass side by side. The Escort on halting will turn to face inwards.

The Ruler will pass through the ranks and he will salute the WM, he will then go to his seat. The WM should at this point greet him with a handshake and he will sit (**Do not offer the gavel at this point**). The Grand and Provincial Grand Officers will then come forward in pairs. **THEY WILL NOT SALUTE, merely give a court bow to the WM and go to their places in the Lodge, they will remain standing.** When all are placed the ProvGDC (The escorts at this time are still facing inwards). The ProvGDC will then give a court bow in the direction of the Lodge DC at which point the Escort will going to their places directly. They will remain standing until all are at their places, the ProvGDC will then say "Be seated Brethren". (All will then sit)

The ProvGDC will be sitting alongside your Senior Deacon, on his **Left** and I would appreciate a seat being placed there prior to the meeting. (The ProvGDC will sit nearest the Ruler)

At this point, the W.M. should rise, officially greet the Ruler and offer him the Gavel. (When the Ruler is seated) The ProvGDC will then lead the salute. **Only the Provincial Ruler will be saluted** - after which the ceremony is yours entirely until the Lodge has been closed.

RETIRING

After the Lodge is closed and the Ruler has finished "fidelity" and is back in his place, the ProvGDC will call for the 1st verse of The National Anthem. The ProvGDC or the WM or Lodge DC will then call for the Closing Ode.

If it is the Lodge's normal practice to parade around the temple while singing the Closing Ode and the Lodge DC & ADC collecting the Lodge Deacons and the Lodge Wardens and forming them up in the West the Prov DC will not interfere with this practice, please remember that both Wardens must leave sufficient room to allow the Ruler & WM to join the procession at the appropriate time.

Once the retiring escort has been fully formed, Lodge DC, who will standing just past the JW's pedestal facing west, Lodge ADC who will stand next to the Lodge DC (On Lodge DC's Left) also facing west, Lodge SD who will stand behind the Lodge DC facing west, Lodge JD who will stand on the Lodge SD's left facing west.

The ProvGDC will give a court bow to the WM. The WM will the take his place in the procession behind the JD leaving a space for the Ruler who will stand on the WM Right.

The ProvGDC will then give a court bow to the Ruler who will join the procession standing on the WM Right and standing behind the Lodge SD.

The ProvGDC will then give a court bow to any of the Brethren who processed in with him
NB No Brother will be named individually, they will only be acknowledged with a court bow.

Lodge ADC	Lodge DC
Lodge JD	Lodge SD
WM	Ruler
Lodge JW	Lodge SW
Those who processed in with the Ruler	

The ProvGDC will then say "The Brethren will remain standing whilst the WM accompanying The Rt. Worshipful PGM retires. The ProvGDC will then turn to the east give a court bow to the PGOs the turn to face the west and say "forward Brethren" the organist should play some suitable music and the procession will set off. The Lodge DC's should go outside the door and halt, turning inwards and the Deacons should halt inside the Lodge, turn inwards and raise their Wands.

(If the Lodge do not normally parade out of the temple the Prov DC will form a retiring procession as follows.

By calling in turn for the Lodge DC who will leave his station and move at a stately pace standing 5 or 6 paces pasted the Junior Wardens Pedestal. He will then call for the Lodge ADC and he will do likewise, lining up on the left of the Lodge DC. The Senior Deacon will then be called and he will perambulate the Lodge and halt behind the Lodge DC. The Junior Deacon when called will proceed to a position behind the Lodge ADC. Once the DCs and Lodge Deacons are in place the Prov DC will call out the Lodge Wardens who will join the procession All facing west (See above)

The Festive Board will be under the direction of the ProvGDC.

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

I hope you have a happy and rewarding evening.

CHECKLIST OF POINTS FOR CLARIFICATION PRIOR TO THE MEETING.

- A car parking space should be reserved for the Ruler and the Provincial DC.
- The Master Elect should have written to the Ruler extending an invitation to attend, specifically inviting him to undertake any particular task in the Lodge, e.g. Presentation of Past Master's Jewel
- The Ruler will close the VOSL.
- Speeches at the Festive Board should be no longer than 4 or 5 minutes.
- The ProvGM has approved that all speakers may open with "Worshipful Master and Brethren" after the Third Toast, when full titles will be given.
- Wine taking should be kept to a minimum.
- The Ruler may wish to retire before all the Toasts have been concluded, however he will not leave before the Master has responded to his Toast.
- Please reserve a seat for the ProvDC in the Lodge Room to the left of the Senior Deacon.

To enable the ProvDC to plan his part of the evening will you please let him have the following as soon as practical.

- A summons for the meeting
- A Menu and Toast List
- Details of where the Ruler will robe on the night.
- Is there to be a private bar for the Ruler and Senior Officers after the Ceremony?
- Which Degree will the Lodge be in when the Ruler is received?
- A list of the Grand Officers attending.