



## **PROVINCE OF YORKSHIRE, WEST RIDING**

### **2028 FESTIVAL IN AID OF THE MASONIC CHARITABLE FOUNDATION**

#### **TERMS OF USE FOR THE FESTIVAL TRAVELLING GAVEL**

#### **1. INTRODUCTION**

- 1.1 These Terms of Use have been produced for the purposes of assisting Lodges within the Province to enjoy use of the Festival Travelling Gavel ("the Gavel"). They explain how it is allocated to Lodges, how it will be presented to Lodges and how its use should facilitate fraternal visiting and fundraising for the Festival.
- 1.2 In these Terms of Use, the Lodge presenting the Gavel is referred to as the Presenting Lodge and the Lodge receiving the Gavel is referred to as the Receiving Lodge. Under these Terms of Use, the Presenting Lodge must travel, with the Gavel, to the Receiving Lodge and present the Gavel at the Masonic Hall where the Receiving Lodge meets.
- 1.3 The Gavel and carrying case was made especially for the Festival by W Bro Alan Corbridge with oak from York Minster. The Festival Committee wishes to record its gratitude to W Bro Corbridge for making the Gavel and donating it to the Province.

#### **2. OBJECTIVES**

- 2.1 The Festival is being run primarily for the purposes of raising funds for the MCF. However, the Festival Committee is also keen to try to bring the Province closer together through a co-ordinated scheme of fraternal visiting. The Gavel has been launched with the intention of satisfying these joint objectives.
- 2.2 It is hoped that the Receiving Lodge will be able to perform a Ceremony at the fraternal visit of the Presenting Lodge.

#### **3. ADMINISTRATION**

- 3.1 W Bro Paul Durkin is responsible, on behalf of the Festival Committee, for the administration and co-ordination of the Gavel across the Province. His contact details are as follows:
  - 3.1.1 Telephone number: 07887 763 276
  - 3.1.2 E-mail address: RProvGCHStwd@wrprovince.com
- 3.2 Over the life of the Festival, W Bro Durkin will, each year, prepare a route for the Gavel, with the dates on which Presenting Lodges will present the Gavel to Receiving Lodges, which enables as many Lodges as possible to receive the Gavel. The locations and start times of these presentation meetings will also be identified in this itinerary. W Bro

Durkin will liaise with the administrators of the Royal Arch Travelling Pedestal (which will remain an initiative unconnected with the Festival) to ensure that overlap with the Gavel is avoided.

- 3.3 W Bro Durkin will ensure that each Receiving Lodge has sufficient notice that it will be presented with the Gavel and he will send a copy of these Terms of Use (which can be found on the members' website [HERE](#) to the Secretary of the Receiving Lodge in good time. The Festival Committee would like the Receiving Lodge to use this time to plan accordingly.
- 3.4 The Secretary of the Receiving Lodge will ensure that an item is included within the Lodge Summons which addresses the presentation and receipt of the Gavel from the Presenting Lodge to the Receiving Lodge.
- 3.5 It will be the responsibility of the Worshipful Master of each Receiving Lodge to:
  - 3.5.1 take safe receipt of the Gavel;
  - 3.5.2 maintain safe custody of the Gavel during the time when it is in the possession of his Lodge;
  - 3.5.3 identify the identity of the next Receiving Lodge and liaise with the Secretary of that Lodge for the purposes of arranging the fraternal visit; and
  - 3.5.4 present the Gavel to the Worshipful Master of the next Receiving Lodge in person, with a delegation of visitors from the Presenting Lodge.
- 3.6 A Receiving Lodge should ensure that all of its members are aware that it is to be presented with the Gavel. All members are strongly encouraged to send invitations to other Brethren to attend the presentation and the Worshipful Master is encouraged to invite his circle(s).
- 3.7 No Lodge will be considered for a repeat presentation of the Gavel until every Lodge within the Province has had, or has had the opportunity to have, the Gavel.
- 3.8 The Gavel remains the property of the Province and W Bro Durkin has the right to recall the Gavel immediately at any time at his discretion.
- 3.9 It is a condition of these Terms of Use that, at his discretion, the Gavel will be presented to the Provincial Grand Master in good time prior to, or at, the annual meeting of Provincial Grand Lodge for his use at that meeting.
- 3.10 Any issue arising with the Gavel or with these Terms of Use shall be resolved by W Bro Durkin and his decision shall be final.

#### 4. **PRESENTATION OF THE GAVEL**

- 4.1 It is a condition of these Terms of Use that, by being presented with the Gavel, a Receiving Lodge agrees to these Terms of Use.
- 4.2 Suggested presentation ritual is attached to these Terms of Use at Appendix 1.
- 4.3 The Presenting Lodge will form a deputation consisting of the Worshipful Master and at least two Provincial Officers. The Director of Ceremonies of the Receiving Lodge will ensure that there is a sufficient number of seats available in the Lodge Room to accommodate the deputation from the Presenting Lodge. The deputation should consist of at least five brethren **but the Festival Committee strongly encourages as**

**many members of the Presenting Lodge to travel to the Receiving Lodge to form part of that deputation.**

- 4.4 At the appropriate time, the Worshipful Master will notify the Inner Guard that the Lodge is ready to receive the deputation from the Presenting Lodge. The appropriate time for the Worshipful Master to receive the deputation from the Presenting Lodge is immediately after the Minutes have been voted on. If, however, the Receiving Lodge is being visited by a Ruler, the appropriate time for the Gavel to be presented is immediately after the Ruler is received by the Worshipful Master.
- 4.5 The deputation from the Presenting Lodge will form up in two lines with the Worshipful Master of the Presenting Lodge at the rear, carrying the Gavel in its case.
- 4.6 The Worshipful Master of the Receiving Lodge will display the Gavel at the Festive Board and he, or the Director of Ceremonies, will use the Gavel at the Festive Board.

## **5. FUNDRAISING**

- 5.1 Whilst the Festival Committee hopes that Presenting Lodges and Receiving Lodges will use the Gavel as a means of facilitating fraternal visits, the Festival Committee also hopes that it will be used as a way of generating income for the Festival. The opportunities for generating funds for the Festival, from having the Gavel, include:
- 5.1.1 holding collections in the Lodge room;
  - 5.1.2 holding raffles at the Festive Board (the prizes for which will hopefully include the Festival beers and/or gins); and/or
  - 5.1.3 the Receiving Lodge making a donation from its reserves and/or charity account.
- 5.2 In order that no expense is incurred by the Receiving Lodge, any members of the Presenting Lodge who attend the Receiving Lodge's Festive Board will pay for their own meals.
- 5.3 The Festival Committee recognises that, despite the Province being in Festival, there are Worshipful Masters who will, during their year in the Chair, support charities other than the Festival. Whilst that is a matter for each Master and his Lodge, funds raised by a Lodge during a period when that Lodge is in possession of the Gavel **MUST** be donated to the Festival in full. These funds will be collected by the Charity Steward of the Receiving Lodge.
- 5.4 All funds raised whilst the Receiving Lodge is in possession of the Gavel should be totalled and paid, by the Lodge Charity Steward, to the Festival Relief Chest. Those funds will go towards the Receiving Lodge's patronage goal.
- 5.5 A member of the Receiving Lodge should be asked to take appropriate photographs for the purposes of recording the fraternal visit. These should be posted to the Provincial Facebook Group with a short narrative which summarises events and the names of key participants, the Brethren making up the deputation from the Presenting Lodge and details of the amount raised.
- 5.6 The Festival Committee will also create a photograph album on the Festival pages of the members' website which records the journey made by the Gavel during the five year period of the Festival. The information identified at paragraph 5.5 should, therefore, also be e-mailed to W Bro Durkin.

**Yorkshire West Riding 2028 MCF Festival Committee**

**September 2023**

## APPENDIX 1

The following ritual is suggested. It is permissible for this ritual to be read.

*At a convenient moment, the Outer Guard knocks on the door of the Lodge.*

**Inner Guard** rises and says: *Worshipful Master, there is a report.*

**Worshipful Master:** *Brother Inner Guard, attend to that report and enquire who seeks admission.*

**Inner Guard:** *Goes to, and opens, the door and asks the Outer Guard: Whom have you there?*

**Outer Guard:** *The Worshipful Master and a delegation of Worshipful Brethren and Brethren from ..... Lodge No..... seek admission. They bear with them the MCF Festival Travelling Gavel of the Province of Yorkshire West Riding.*

**Inner Guard:** *Wait while I report to the Worshipful Master. Closes door and returns to the point of address.*

**Inner Guard:** *Worshipful Master, the Worshipful Master and a delegation of Worshipful Brethren and Brethren from ..... Lodge No..... are outwith. They bear with them the MCF Festival Travelling Gavel of the Province of Yorkshire West Riding and they seek admission.*

**Worshipful Master:** *Admit them Brother Inner Guard. Brother Director of Ceremonies...*

*The Lodge DC proceeds to the door of the Lodge to meet the Presenting Delegation who should have formed into two columns outside the door of the Lodge (the WM carrying the Festival Travelling Gavel in its presentation box at the rear). The Outer Guard opens the door and the DC leads the delegation up the North side of the Lodge. The Presenting Master proceeds to the point of address (in the West) with the Travelling Gavel, salutes the WM and says:*

**Presenting Master:** *Worshipful Master, condescend to receive from this delegation from ..... Lodge No..... this, the MCF Festival Travelling Gavel of the Province of Yorkshire West Riding. Guard it well during the short period it remains within your custody. It symbolises the great importance of visiting in order to reinforce the fraternal union of our Province, more especially during this Festival period. I charge you in due time to present it to the Worshipful Master of another Lodge in the Province, just as I now present it to you, thereby strengthening the important bond of fraternal companionship which this Festival serves to cement further.*

**Worshipful Master:** *Worshipful Brother ..... and Worshipful Brethren and Brethren of ..... Lodge, we, the Brethren of ..... Lodge, greet you well and welcome you most heartily to ..... Lodge.*

*The Presenting Master proceeds down the North side of the Lodge, stands in front of the Worshipful Master and presents to him the Festival Travelling Gavel.*

**Worshipful Master:** *Receives the Festival Travelling Gavel and says: I accept the MCF Festival Travelling Gavel of the Province of Yorkshire West Riding with gratitude. It will be well guarded and, in due time, transferred to the Worshipful Master of another Lodge within this Province as you request. We now invite you to join us in our labours and take your seats in the Lodge where, after our labours are ended, our members will be pleased if*

you will join with them at refreshment. May fraternal companionship continue to flourish amongst all Freemasons within this Province. Brother Director of Ceremonies, you will conduct the visiting Brethren of ..... Lodge to their seats.

*The DC conducts the delegation to their seats in the Lodge and returns to his seat and sits.*