

PROVINCE OF EAST LANCASHIRE



GUIDANCE NOTES

250th CELEBRATION

PROCEDURE FOR THE CELEBRATION OF A CHAPTER'S 250TH

1. The Chapter Scribe E must make any necessary enquiry of the Chapter records to confirm that, **on the day of the celebration**, the Chapter will have completed 250 years of **uninterrupted existence from its Consecration**.
2. Written confirmation of uninterrupted existence must be sent to the Provincial Grand Scribe E.
3. Approximately 12 months before the date of the Celebration, and once uninterrupted existence has been confirmed, the Chapter is invited to suggest three dates for the celebration meeting. The Provincial Grand Scribe E will then ascertain if any of these dates are suitable for Supreme Grand Chapter.
[Senior Officers from Supreme Grand Chapter [usually 3], are normally present at 250th celebrations].
4. Please note that no “firm booking” with either the Masonic Halls or Catering Companies should be made, prior to receiving confirmation from the Provincial Grand Scribe E of the celebration date.
5. Approximately 6 months before the Ceremony, the Provincial Grand Scribe E will arrange to meet the Chapter Scribe E and Director of Ceremonies to discuss all aspects of the meeting. It would be helpful, if at this meeting, the Scribe E brought along with him the draft Summons for the meeting [See Appendix A] and the draft Toast List [see Appendix B]

See Appendix C for assistance in ensuring that Provincial Ranks shown on the Summons and Toast List are correctly abbreviated.

6. Two copies of any History of the Chapter [to be circulated at the Social Board] and any other useful information concerning the Chapter should be sent as early as possible and in any event, not later than three months before the event, to the Provincial Grand Scribe E, who will send a copy to the ME Grand Superintendent and a further copy to the 3rd Provincial Grand Principal. These can be draft copies and do not need to be “bound” copies.

There should not be any reading of the Consecration Minutes. A précis [lasting no longer than 4/5 minutes] of the Chapter History will be delivered as a part of the Agenda for the meeting.

[Please let the Provincial Grand Scribe E have a copy of the text and the name of the Companion who will be delivering the précis at least 4 weeks prior to the meeting].

7. The Agenda should be printed on the Summons in conformity with the Template given in Appendix A.
8. The Summons and Toast List, after approval by the Grand Scribe E, should be printed and distributed at least four weeks before the meeting.
9. The Provincial Grand Scribe E will arrange the Deputation and provide names and addresses to the Chapter Scribe E in order that a Summons and invitation is sent to members of the Deputation.
10. The Grand Delegation and Provincial Deputations will, usually, include:

Grand Chapter

Principal Guest [Supreme Grand Chapter]
 The Grand Scribe E [or his Deputy or Assistant]
 The Grand Director of Ceremonies [or one of his Deputies]

Provincial

The ME Grand Superintendent
 Second Provincial Grand Principal
 Third Provincial Grand Principal
 The Assistant to the Provincial Grand Principals [patch]
 The Assistant Provincial Grand Master [patch]
 Provincial Grand Scribe E
 Provincial Grand Scribe Nehemiah
 Provincial Grand Director of Ceremonies
 Provincial Grand Sword Bearer
 Provincial Deputy Grand Director of Ceremonies x 2
 Provincial Grand Standard Bearers
 Provincial Grand Organist

11. **Costings**

Grand Chapter will pay for any transport costs of the Grand Delegation.

Any accommodation that is required for the Guests from Grand Chapter will be met by the Province.

The Chapter will be required to pay for the meals and hospitality of the members of the Deputation, with the exception of the Provincial Grand Scribe Nehemiah, the Provincial Grand Sword Bearer and the Provincial Grand Standard Bearers, who will pay for their own meals. Please advise these Companions of the dining cost and they will make their own arrangements for payment to be sent direct to you.

12. The Provincial Grand Scribe E will provide any seating cards required for the Chapter Room. It is the responsibility of the Chapter to provide place cards at the Social Board.
13. Brief personal details of the 1st, 2nd, 3rd Princes, Scribe E, DC, the Senior member of the Chapter, the most recent member, and the Companion who is to respond to the Toast should be sent to the Provincial Grand Scribe E no later than 6 weeks before the meeting [See Appendix D].
14. Copies of all speeches and responses must be sent to the Provincial Grand Scribe E at least four weeks before the event.
15. **Rehearsals**
The Grand DC will normally hold a rehearsal approximately one hour and fifteen minutes prior to Tying. The Provincial Grand Director of Ceremonies will, also hold a rehearsal approximately 1¼ hours before the Grand DC's rehearsal.

An example of timings is:

4.00 pm	Provincial Grand DC's rehearsal
5.15 pm	Grand DC's Rehearsal
6.30 pm	Chapter Tyles.

[Please note that the ProvGDC or one of his deputies will also attend your Chapter rehearsal prior to the meeting – nearer the celebration, the ProvGDC will arrange this direct with you].

16. On the day, the processions will include the Provincial Deputation together with any Past ME Grand Superintendent / Past Deputy Grand Superintendents / Past Assistant to the Provincial Grand Principals who are present. *[These will not be invited via the Secretariat, but as direct invitees from the members of the Chapter].*
17. If it is the intention of the Chapter for photographs to be taken, please advise the Provincial Grand Scribe E. In order to ensure the smooth running of any formal photographs being taken, the Provincial Grand Director of Ceremonies will conduct the proceedings at the Chapter meeting.

Photographs are usually restricted to three in number, namely:-

*The Grand Delegation / Provincial Deputation and Chapter Members.
The Principal Guest, the ME Grand Superintendent and the Chapter Members and
The Principal Guest, the ME Grand Superintendent and the First Principal.*

It is the Chapter's responsibility to obtain the services of a photographer

18. Any printed or photocopy history of the Chapter should be circulated at the Social Board after the meeting.
19. The Grand DC, [*or his Deputy*] will conduct the proceedings at the Social Board.
20. The Grand Scribe E **must approve** the seating positions on the Top Table. A list of Grand Officers who will be attending must be sent to the Provincial Grand Scribe E, by the Chapter Scribe E, at least 48 hours before being required for printing.
21. At the Banquet, the speeches will be confined to the occasion and, consequently, should be few in number. The Provincial Grand Scribe E will gladly advise and help in this matter when the detailed arrangements are in hand.
22. After the event has taken place, you should provide the Provincial Grand Scribe E with the following:-
 - Summons x 2
 - History x 2
 - Any printed “commemorative” documents, such as Menu Card / Toast List

These will then be sent to the Grand Chapter Librarian and the Provincial Librarian by the Provincial Grand Scribe E.
23. The Provincial Grand Scribe E will send to the Chapter Scribe E, after the event, a copy of the Extended Agenda and a copy of the Provincial Grand Chaplain’s Oration. These can be added to your Minute Book.

AGENDA

Appendix A

1. To Open the Chapter.
2. *To read the Dispensation [if required]*
3. To approve the minutes, of the last meeting, as printed and circulated.
4. [Chapter Business]
5. To receive the ME Grand Superintendent,, accompanied by a Provincial Deputation.
6. To receive [Principal Guest], accompanied by a Grand Delegation.
7. The Provincial Grand Scribe E will read the Provincial Certificate.
8. The ME Grand Superintendent will present the Provincial Certificate to the Worshipful Master.
9. EComp, will give a brief outline of the Chapter history.
10. The 3rd Provincial Grand Principal, ECompwill deliver an Oration.
11. The First Principal, Comp will present to the ME Grand Superintendent a donation to
12. To make a collection.
13. The Grand Delegation and the Provincial Deputation will retire.
14. To Close the Chapter.

DRAFT TOAST LIST

1. The Queen and the RA Masonry
Proposed by the MEZ, EComp.....
2. The Most Excellent First Grand Principal
His Royal Highness The Duke of Kent, KG, GCMG, GCVO, ADC
Proposed by the MEZ, EComp.....
3. The Most Excellent Pro First Grand Principal
The Most Excellent Second Grand Principal
The Most Excellent Third Grand Principal
and the rest of the Grand Officers present and past
Proposed by the MEZ, EComp
Response by the
4. The ME Grand Superintendent for East Lancashire,
Proposed by the Second Grand Principal, EComp
Response by the ME Grand Superintendent,
5. The Principals and Companions of Chapter, No.
Proposed by the ME Grand Superintendent,
Response by the MEZ, EComp
6. The Janitor's Toast

PROTOCOL FOR THE ABBREVIATION OF CHAPTER RANKS

Abbreviations should not contain spaces or dots

1st Principal	MEZ or 1st Prin
2nd Principal	H or 2nd Prin
3rd Principal	J or 3rd Prin
IPZ	IPZ
Scribe E	SE
Scribe N	SN
Treasurer	Treas
Director of Ceremonies	DC
Almoner	Alm
Charity Steward	ChStwd
Principal Sojourner	PrincSoj
1st Assistant Sojourner	1stAsstSoj
2nd Assistant Sojourner	2ndAsstSoj
Assistant Director of Ceremonies	ADC
Assistant Scribe E	AsstSE
Steward	Stwd
Janitor	Jan

Civil Decorations or Honours

i.e., *JP, OBE, CBE, DL, TD, QPM*, in *Italics*.

Academic or membership honorifics should not be used, unless special exemption has been granted for a School / University Lodge. [i.e., BSc, FCA] but academic titles are used as a prefix [i.e., Prof., Dr., Rev'd.]

Military Ranks are used as a prefix for Commissioned Officers but, if retired, only use the ranks of Major or above (or the equivalent rank in other branches of the Armed Forces).

A comma should be placed after a Companions name and before the Grand or Provincial rank. A further comma should be placed between any subsequent Office.

**PROTOCOL FOR THE
ABBREVIATION OF PROVINCIAL RANKS**

Abbreviations should not contain spaces or dots

Most Excellent Grand Superintendent	MEGS
Deputy Grand Superintendent	DepGSupt
2 nd Provincial Grand Principal	2ndProvGP
3 rd Provincial Grand Principal	3rdProvGP
Assistant Provincial Grand Principal	AProvGP
Provincial Grand Scribe Ezra	ProvGSE
Provincial Grand Scribe Nehemiah	ProvGSN
Provincial Grand Treasurer	ProvGTreas
Provincial Grand Registrar	ProvGReg
Provincial Grand Director of Ceremonies	ProvGDC
Provincial Grand Sword Bearer	ProvGSwdB
Provincial Deputy Grand Registrar	ProvDepGReg
Provincial Deputy Grand Scribe Ezra	ProvDepGSE
Provincial Deputy Grand Sword Bearer	ProvDepGSwdB
Provincial Grand Almoner	ProvGAlm
Provincial Grand Charity Steward	ProvGChStwd
Provincial Grand Sojourner	ProvGSoj
Provincial 1 st Assistant Grand Sojourner	Prov1stAGSoj
Provincial 2 nd Assistant Grand Sojourner	Prov2ndAGSoj
Provincial Assistant Grand Scribe Ezra	ProvAGSE
Provincial Grand Standard Bearer	ProvGStB
Provincial Grand Organist	ProvGOrg
Provincial Assistant Grand Director of Ceremonies	ProvAGDC
Provincial Grand Steward	ProvGStwd
Provincial Grand Janitor	ProvGJan

**PROTOCOL FOR THE
ABBREVIATIONS OF PAST PROVINCIAL RANKS**

Abbreviations should not contain spaces or dots

Past Grand Superintendent	PGSupt
Past Deputy Grand Superintendent	PDepGSupt
Past 2 nd Provincial Grand Principal	P2ndProvGP
Past 3 rd Provincial Grand Principal	P3rdProvGP
Past Assistant Provincial Grand Principal	PAProvGP
Past Assistant to the ME Grand Superintendent	PAMEGS
Past Provincial Grand Scribe Ezra	PProvGSE
Past Provincial Grand Scribe Nehemiah	PProvGSN
Past Provincial Grand Treasurer	PProvGTreas
Past Provincial Grand Registrar	PProvGReg
Past Provincial Grand Director of Ceremonies	PProvGDC
Past Provincial Grand Sword Bearer	PProvGSwdB
Past Provincial Deputy Grand Registrar	PProvDepGReg
Past Provincial Deputy Grand Scribe Ezra	PProvDepGSE
Past Provincial Deputy Grand Sword Bearer	PProvDepGSwdB
Past Provincial Grand Almoner	PProvGAlm
Past Provincial Grand Charity Steward	PProvGChStwd
Past Provincial Grand Sojourner	PProvGSoj
Past Provincial 1 st Assistant Grand Sojourner	PProv1stAGSoj
Past Provincial 2 nd Assistant Grand Sojourner	PProv2ndAGSoj
Past Provincial Assistant Grand Scribe Ezra	PProvAGSE
Past Provincial Grand Standard Bearer	PProvGStB
Past Provincial Grand Organist	PProvGOrg
Past Provincial Assistant Grand Director of Ceremonies	PProvAGDC
Past Provincial Grand Steward	PProvGStwd
Past Provincial Grand Janitor	PProvGJan

GRAND CHAPTER RANKS

Grand Sword Bearer	GSwdB
Deputy Grand Director of Ceremonies	DepGDC
Assistant Grand Sojourner	AGSoj
Grand Treasurer	GTreas
Grand Standard Bearer	GStB
Assistant Grand Director of Ceremonies	AGDC

Past Ranks should be prefixed by a “P” eg PGSwdB = Past Grand Sword Bearer

CURRICULUM VITAE

Full Name:

Usual first name:

Employment/Profession:

Position in Chapter:

Family:

Hobbies: