



## PROVINCE OF EAST LANCASHIRE



To view the video message from the Right Worshipful Provincial Grand Master, Sir David Trippier, RD, JP, DL, please click on the picture below.



## #TogetherAgainEastLancs

As Secretaries, Scribes and Lodge/Chapter organisers, you will undoubtedly have many questions about tidying up the past 18 months and making plans for the upcoming season. Below you will find the links to both Craft & Royal Arch Frequently Asked Questions (FAQs) and also links to the current guidance about the resumption of our Meetings.

There will be times along the way where you may naturally need some advice and the first port of call has traditionally been the Secretariat. Although the Provincial Office will be fully staffed, as you may understand, there will be a great deal of pressure as we all look to return around the same time.

With that in mind, we ask that in the first instance that you please contact your District Secretary or District Team Leaders with anything non urgent. If you do not already have them to hand, the details of all respective District Secretaries and your District Team Leaders can be found here <https://almanac.pgile.co.uk/login>

Your District Teams are here to support you. That could be just advice, materials or even assisting with numbers for a Meeting. Please just ask them.

Additionally, further down you will see some helpful advice with regards to Covid Measures you may want to make sure are in place at your respective Masonic Venue, along with some tips and ideas for Lodges & Chapters to consider in regards to their own working.

Our combined aim must be to make sure that everything that is required to be in place actually is, so that our Members can feel safe and comfortable about returning.

Going forward into our return, we will all need to work together to build momentum and positivity about coming back, by sharing our upcoming business, celebrating our new Initiations and Exaltations and by supporting each other as best as we can. Your District Communications Officer will be more than pleased to receive your Lodge schedule for the upcoming start of the new season, and to share stories of your celebrations and Ceremonies.

This roadmap will need us all to participate in a unified effort right across our wonderful Province of East Lancashire, to demonstrate to our Members and to the outside world that we are back, we are safe and together, we are moving forward.



## PROVINCE OF EAST LANCASHIRE



### Frequently Asked Questions & Guidance

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#### Craft

##### Frequently asked Questions - 2021 Resumption

Click on the icon below to download the PDF



#### Craft

##### General Guidance - 2021 Resumption

Click on the icon below to download the PDF



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#### Royal Arch

##### Frequently Asked Questions - 2021 Resumption

Click on the icon below to download the PDF



#### Royal Arch

##### General Guidance - 2021 Resumption

Click on the icon below to download the PDF



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The Provincial 'Lodge Secretary's Handbook'  
can be accessed by clicking [here](#)

The Provincial 'Chapter Scribe E's Handbook'  
can be accessed by clicking [here](#)



# PROVINCE OF EAST LANCASHIRE



## Covid and our return

### Suggested Lodge and Chapter Checklist/To Do list

Task	Done
1. Contact the Lodge/Chapter Venue to ensure Covid Secure compliance <ul style="list-style-type: none"><li>All venues should be Covid compliant and self certified</li><li>Province or District should be made aware of any issues as soon as they arise</li></ul>	
2. Ask for a copy of Covid Secure compliance/risk assessment <ul style="list-style-type: none"><li>A Covid risk assessment should be in place or in progress. You may get asked for this by your own Members. Please be patient with Hall Teams, this guidance is subject to sudden change.</li></ul>	
3. Attendance procedures in place, including details of maximum attendance figures <ul style="list-style-type: none"><li>If your Lodge/Chapter room has a maximum attendance, you should be aware of this in advance to manage meeting numbers.</li></ul>	
4. Appointed persons identified to welcome guest in lieu of a Tylers/Janitors book <ul style="list-style-type: none"><li>This avoids congregation points on landings and in ante rooms.</li><li>Tylers/Janitors books can be filled in by one person</li><li>For track and trace (if applicable) this produces a register of guests for the Hall/venue to keep for the required times as per the legislation of the day.</li></ul>	
5. Payments by electronic and non contact means - reducing cash handling <ul style="list-style-type: none"><li>Purchase a handheld card reader i.e. SumUp/Zettle etc to receive electronic payments for meals, significantly reducing contact for payments - Visa/Mastercard/Apple Pay/GPay</li><li>Pre Pay arrangements for members and Guests meals</li><li>Alms etc by bank transfer or annual contribution</li><li>Cheque payments for those who prefer not to pay by any of the above</li><li>Alms collections to be left in the collection box/bag for 72 hours before handling</li></ul>	
6. Preparing for Ceremonies <ul style="list-style-type: none"><li>Lateral flow testing packs in place for ceremony participants preferably at home before leaving but availability at the Masonic Hall/Venue - Free tests are available for all at: <a href="https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests">https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</a></li><li>Back up Officers considered for Ceremonies in case of Positive tests</li></ul>	

#### Current Government Roadmap guidance:

<https://www.gov.uk/government/publications/covid-19-response-spring-2021>

During the Pandemic and suspensions, our Hall Managers/Stewards and volunteers have undertaken a vital and an enormous task in keeping our venues financially viable, maintained and safe ready for our return. Together, we must recognise and appreciate this effort and support them fully as we prepare to meet again.



## PROVINCE OF EAST LANCASHIRE



#TogetherAgainEastLancs



Facebook



YouTube



Twitter



Instagram

Click on the icons above to access the Provincial social media channels

It is in all of our interests to come back together with positivity, enthusiasm and momentum. To that end we will need to do this together. Here's some tips to how you can help:

- Inform your District Communications Officer of your upcoming business from September through to December so that monthly 'What's On' plans can be shared.
- For those that do, use your Lodge/Chapter or personal social media to promote upcoming events and use the hashtag #TogetherAgainEastLancs.
- After a special occasion i.e. a Ceremony, 50th, District Volunteering etc, give your District Comms officers a short article and some pictures to share through the District and social media channels. Make the picture a little different so they can also be relatable to non Masons.
- Keep our pipeline and potential candidates in the loop. Share any newsletters or add them to Lodge/Chapter Social media groups.
- Build momentum for each Meeting, they're all events, let's promote and celebrate them more widely.
- Don't struggle! Ask for support getting started on social media from your District Team. It doesn't have to be a Secretary or Scribe that does this, it can be any Member.
- We have guidelines specifically for Freemasons on social media that can be accessed here:  
<https://b.ugle.org.uk/communications/social-media-policy-guidelines>

[www.pglel.co.uk](http://www.pglel.co.uk)