The following comments deal with but a limited number of key Protocol and Etiquette topics. For information about other important aspects of P & E, you are strongly encouraged to read the indicated chapters in these Grand Lodge publications:

- **Meeting The Challenge**: Chapter 6 (2007 edition)
- **Beyond The Pillars**: Chapters 13 & 14 (1999 edition)

**RECEPTION OF GRAND LODGE VISITORS**

1. It is recommended that, whenever possible, to make the most efficient use of the meeting time available, visitors be brought into lodge in just these two groups:

   - **Visiting Brethren**, including Past Grand Lodge Officers (GLOs); and
   - **Current Grand Lodge Officers**.

2. The following comments apply specifically to the latter group.

3. Grand Lodge Officers typically visit a lodge for any of the following reasons:
   - Special Occasions involving the Grand Master (e.g., for a lodge’s 100th anniversary, or to present a William Mercer Wilson Medal);
   - Installations and Investitures;
   - Fraternal Visits;
   - The Official Visit of your District’s DDGM.
4. When the Grand Master leads the delegation of GLOs, it is customary for the Director of Ceremonies of the lodge to present him and any other GLOs who are entitled to assume the gavel by right of office (and thus also to be received under the wands), i.e. any Past Grand Master, the Deputy Grand Master, and the District Deputy Grand Master (of the District).

5. If several other current GLOs are in the delegation accompanying the Grand Master, it is the usual custom for the Grand Director of Ceremonies, (or the Assistant Grand Director of Ceremonies), to introduce these other current GLOs. (After presenting the GM/PGM/DGM/DDGM, the lodge D of C then introduces the Grand D of C, who in turn introduces the other current GLOs.)

6. At Installations, Investitures, or Official Visits, the local tradition in the District may include another delegation, such as the Worshipful Masters of the District. In such case, the visitors could be brought into lodge in three groups, in this order:
   - **Visiting Brethren**, including Past Masters and Past Grand Lodge Officers;
   - **Worshipful Masters** of the District;
   - **Current Grand Lodge Officers**.

7. Notes:
   - On his Official Visit, the DDGM is to be brought into lodge last and alone. He would therefore be the sole member of a fourth "group".
   - The DDGM should also be brought into lodge last and alone on his FIRST VISIT to a lodge (unless a higher-ranking GLO is present).

8. You are reminded that it is improper for visiting Worshipful Masters to wear their collars at Installations. As indicated in *The Masonic Manual*, the WM only wears his collar:
   - Within his own lodge;
   - When CONDUCTING a Divine Service;
   - When CONDUCTING a Memorial Service;
   - When attending a Grand Lodge Communication;
   - When attending an Official Visit with the DDGM in his District; and
   - When attending a Divine Service conducted by the DDGM.

9. While still on the topic of Installations, the Installing Master and the Installing Board often enter as a group, together with the current GLOs. In such cases the Installing Board would enter and line up along the North and South, while the current GLOs would assemble in front of the altar, in the West, (in descending order of rank).

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**FRATERNAL VISITS OF CURRENT GRAND LODGE OFFICERS**

*It is very unusual for **PAST GRAND LODGE OFFICERS** to be included and introduced in the delegation of current Grand Lodge Officers. It is more common to include them with the Visiting Brethren.*
1. Please note the following comments apply to the Fraternal Visits of current GLOs.

2. It is expedient and efficient to line up the delegation in the vestibule before the Tyler knocks to announce the distinguished visitors. The current GLOs should be arranged by the Director of Ceremonies in order of rank - led by the most senior rank – and in descending order.

3. In our Grand Jurisdiction, it is the prerogative of the Grand Master, (as per Section 90 of the Constitution), to establish the Order of Introduction of current GLOs. This Order is revised every year and is published shortly after the Annual Communication.

4. Once finalized, each lodge is provided with the list of all current GLOs by rank, detailing the specific order in which they are to be either PRESENTED, or INTRODUCED. (Note and understand the difference.) Every Tyler and D of C should obtain a copy of this list from their Lodge Secretary.

5. For your ready reference, a copy of the current list is included with these notes, as part of the Appendix.

6. This method of conducting Grand Lodge visitors into lodge, by descending order of rank, has several advantages:

   (a) When space in the West is at a premium, it is obviously easier for the D of C, the Deacons, and the senior GLO(s) to enter the lodge and approach the altar when there are no other GLOs in their path.

   (b) In smaller lodges, it can sometimes be almost a physical impossibility for the senior GLO(s) and the Deacons to manoeuvre through the line(s) of lesser ranks and also to remain under the wands at the same time.

   (c) It enables the senior GLO(s) to walk unobstructed to the altar, thus enhancing the dignity, pomp and ceremony associated with his high office.

   (d) It makes it possible for the senior GLO(s) and the Deacons to attempt to square the lodge, as best they can, as they enter.

   (e) The remaining GLOs can then follow the most senior GLO(s) into lodge, in order of descending rank, and form up in a line behind him in the West.

7. Any visiting GLO who is entitled by his rank to assume the gavel MUST be escorted into lodge by the Deacons, under the wands.

8. If the visiting GLO is NOT entitled to assume the gavel, the Deacons do not attend with their wands.

9. The Director of Ceremonies begins the presentations/introductions with the senior ranking GLO present, then proceeds to the second most senior ranking GLO, working through the remainder in descending order.
10. The rest of the introductions would continue in order of descending rank, from North to South, e.g.:

<table>
<thead>
<tr>
<th>7th Highest Ranking GLO</th>
<th>6th Highest Ranking GLO</th>
<th>5th Highest Ranking GLO</th>
<th>4th Highest Ranking GLO</th>
<th>3rd Highest Ranking GLO</th>
<th>2nd Highest Ranking GLO</th>
</tr>
</thead>
</table>

11. No more than two GLOs should share the wands. Otherwise it is very awkward for the GLOs and the Deacons to manoeuvre. If there are more than two entitled to the wands, those GLOs will decide among themselves who will go under the wands and who will walk behind them. *When there are two GLOs under the wands, the most senior ranking GLO is on the left.*

12. However, if as a courtesy, a PGM has elected to be the one who walks behind the wands, and he is the **senior ranking** GLO present, he would still be presented first by the D of C.

13. Grand Lodge visitors are presented and/or introduced in **descending** order of rank, as per the Grand Lodge’s “Order of Introduction”, e.g. (if all happen to be present):

- Grand Master
- Past Grand Master(s)
- Deputy Grand Master
- DDGM ("In-District")
- DDGMs ("Out-of-District")
- Grand Senior Warden
- Grand Junior Warden
- Grand Chaplain
- Grand Treasurer
- Grand Registrar
- Grand Director of Ceremonies
- **Members of the Board of General Purposes**
- Appointed Very Worshipful Brethren
- Appointed Very Worshipful Grand Stewards
14. The Grand Honours **M U S T** be given to any visitor who is entitled to assume the gavel.

15. It is considered a courtesy for the Worshipful Master to give the Grand Honours to other Grand Lodge ranks, but it is not mandatory to do so. (This is something to remember if there is a very full evening ahead and when time is at a premium.) It is also the WM’s prerogative to afford the Grand Honours to a Past GLO, to a PM, or to a visiting WM – but don’t overdo it. *(Refer to Section 15 of the Book of Constitution for the Code for extending the Grand Honours – and for who is eligible to receive them.)*

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**GRAND SENIOR** and **GRAND JUNIOR WARDENS**

1. When the Grand Master is conducting a meeting, (either of Grand Lodge, or a Craft Lodge meeting), the Grand Wardens shall sit in their respective chairs. *(Refer to Section 110 of the Book of Constitution.)*

2. When a Grand Warden visits a lodge, (and the Grand Master is not present, or will not be conducting the meeting), then it is a **courtesy** for the Worshipful Master to invite the Grand Warden to sit in “his” chair.

3. The Worshipful Master would extend this invitation after the Grand Warden has been introduced and as part of the Worshipful Master’s words of welcome to the Grand Warden.

4. However, unless prior arrangements have been made by the WM with the Grand Warden(s) to assume the Warden’s chair, it is customary for the Grand Warden to acknowledge the courtesy, but to **decline the WM’s invitation.**

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**ALARM FROM THE TYLER**

1. When the D of C is ready to bring the Grand Lodge visitors into lodge, he will ask the Tyler to sound an alarm. The Inner Guard, (and the Junior Warden), will then announce the alarm.

2. When the WM instructs the JW to ascertain the cause of the alarm, it is strongly suggested that the WM **NOT** add such words as: “... and if it is Brother Director of Ceremonies returning with the District Deputy Grand Master, you will admit them”.

3. The WM should simply instruct the JW to **ascertain the cause of the alarm**, even if the WM likely knows the reason for it.

4. This procedure will then give the Tyler, the IG, and the JW the opportunity to make their respective formal announcements, *(see the following Section).*
5. Once the cause of the alarm is “officially” known, the WM can then decide if it is necessary to instruct the Deacons to attend with their wands, (i.e. if it is a GLO who is entitled to assume the gavel).

6. Note: The Senior Deacon always stands so he will be positioned to the right of the incoming senior GLO, (i.e. on that GLO’s right side, as the GLO enters the lodge room).

7. Before any visitors enter the lodge, the WM should give three knocks to raise the brethren. Everyone always stands to receive visitors, including the WM, just as you would when guests enter your home.

ANNOUNCING GRAND LODGE VISITORS

1. The proper mode for announcing Grand Lodge visitors is for the Tyler, the Inner Guard, and the Junior Warden to all use the same words.

2. There is no established “ritual” in our Grand Jurisdiction concerning the actual words to be used in announcing Grand Lodge visitors. Please note that it is redundant to include such phrases as “. . . who desires admission”, or “. . . who seeks admission”.

3. There is no reason why the Tyler, the Inner Guard, and the Junior Warden, (and the D of C), cannot each use a 3” by 5” index card when doing so. The D of C, (with any necessary assistance from the Lodge Secretary or the WM), should prepare the cards and distribute them to these other Officers, in advance of the meeting.

4. Following are sample announcements:

   Bro. Director of Ceremonies returning, present**ing** M.W. Bro. Donald A. Campbell, Grand Master of the Grand Lodge of Ancient, Free and Accepted Masons of Canada in the Province of Ontario, together with other current Grand Lodge Officers.

5. Please note that when presenting the Grand Master in lodge, (or when introducing him at a banquet), special protocol applies. His full title should be used, as he is the chief head and ruler of our institution.

6. The reference to “the Grand Lodge of Ancient, Free and Accepted Masons of Canada in the Province of Ontario” is restricted to the Grand Master alone.
7. When presenting the Deputy Grand Master, these comments should be used:


8. Be aware when correct protocol requires you to use the words “**presenting**”, (for those GLO’s entitled to assume the gavel), or “**introducing**”.

9. Following are some examples of other announcements:

**When a Grand Lodge visitor is entitled to assume the gavel**


(b) On an Official Visit: “Bro. Director of Ceremonies returning, **presenting** R.W. Bro. Harold Clarke, District Deputy Grand Master of Toronto Humber Valley District, on his Official Visit to Georgina Lodge.”

**When a Grand Lodge visitor is NOT entitled to assume the gavel**

(c) “Bro. Director of Ceremonies returning, **introducing** R.W. Bro. Dale Graham, Grand Senior Warden.”

**DIRECTOR OF CEREMONIES**

1. The D of C enters the lodge first. He would be followed by the GLOs, in descending order of rank.

2. If the Deacons are attending with their wands, the D of C should not walk between the Deacons while he is entering. The Deacons position themselves sufficiently far enough into the lodge room to enable the D of C to walk behind and around the JD.

3. As the senior GLO(s) approaches them, the Deacons cross (or more usually, lock) their wands.

4. The GLO(s) takes his place between the Deacons and under the wands.
5. The D of C remains outside of the wands and on the left of the Deacons and the GLO(s).

6. At no time does the D of C grasp a visiting GLO by the arm.

7. The D of C leads the visitors in their saluting of the WM.

   (Tip: When he prompts the visitors, the D of C could say: “Brethren, First Degree - step and sign”)

8. The D of C then presents/introduces the visiting GLO(s) using virtually the same words that were spoken previously by the Tyler, Inner Guard and Junior Warden.

9. There is no need for the D of C to make any introductory or personal remarks unless the GLO(s) is a stranger to the WM. In such case, he would then only make sufficient comments to brief the WM.

10. **Important:** A man’s name is his most personal and prized possession. Every effort should be made by the D of C to pronounce the visitors’ names correctly and distinctly. If necessary, write them out phonetically. Full names must be used - never use diminutives (e.g. Jim, Dave, Bill, or Bob for James, David, William, or Robert), and never use informal nicknames.

11. The D of C (and the Piper, if one has been used to pipe the GLOs into lodge), stands at the Sign of Fidelity during the giving of any Grand Honours.

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**OFFICIAL VISIT OF YOUR D.D.G.M.**

1. When the District Deputy Grand Master makes his Official Visit to a lodge, (it is not called an “inspection”), in accordance with Section 97 of the Constitution, protocol demands that he is the highest ranking GLO present.

2. The Grand Master, all Past Grand Masters, and the Deputy Grand Master will make a point of not being present. However, other current Officers of Grand Lodge, Members of the Board of General Purposes, and Past DDGMs often will (and should) attend.

3. It is the established protocol of our Grand Lodge that, on the occasion of his Official Visit, your current DDGM must be received and presented last and alone, and brought in under the wands.

4. This means that all other groups, (e.g. visiting Worshipful Masters and members from other lodges, as well as other Past and current GLOs), must be brought in and introduced before the DDGM enters. (If you adopt the optional procedure outlined in the paragraph immediately following, you could withhold the giving of any Grand Honours until the DDGM is subsequently escorted into the lodge room.)
5. In a large lodge room, these other groups could be lined up in the North and South, where they remain standing until the DDGM enters. After he has entered, been presented and welcomed, the Grand Honours are given to the DDGM. He is then escorted to the East, where he assumes the gavel and seats everyone.

6. In a small lodge room, or if there is an inordinate number of visitors, these other groups could be welcomed by the WM, afforded the Grand Honours, (if the WM so desires, as this is not mandatory), and then seated to await the arrival of the DDGM.

7. It is not uncommon for a DDGM from another District to attend the Official Visit of the DDGM from your District. Some years ago, both DDGM’s were often brought into lodge together, with the “Out-Of-District” DDGM walking behind the “In-District” DDGM. It is now our Grand Lodge’s protocol that the “Out-Of-District” DDGM is to enter with the other Grand Lodge visitors.

8. As he would already be in the lodge room before the “In-District” DDGM enters, any “Out-Of-District” DDGM would participate in according the Grand Honours to the “In-District” DDGM, together with everyone else.

9. After he has presented the DDGM, the D of C should acknowledge the presence of the District Secretary, who will typically be seated at the Secretary’s desk.

**ACKNOWLEDGING THE W.M.’S WORDS OF WELCOME**

1. After the D of C has introduced each Grand Lodge visitor, each should be welcomed by the WM, (in descending order of rank).

2. TIP: If the D of C pauses after introducing each GLO, this gives the WM the opportunity to better remember the name of the GLO. He could then welcome each GLO as they are being introduced, addressing each by their proper rank, name and title.

3. Each visitor should acknowledge the WM’s greeting simply by inclining his head forward about 3” or 4”. (This is known as a “court bow”.)

4. Visitors should not use the Sign of Fidelity, nor should they salute, as they respond to the WM’s greeting. (The Sign of Salutation is not required because the visitor is not addressing the WM; he is simply responding to the WM’s words of welcome.)

5. NOTE: This protocol should be followed by all visitors to a lodge, whatever their rank, if they should be individually welcomed by the WM.
It may be helpful to clarify what protocol should be observed when a W.M.W.M. recipient visits a lodge;

1. A W.M.W.M. recipient is certainly deserving of special recognition when he visits a lodge, or attends a banquet.

2. However, this recognition does not include being brought into Lodge with the current GLOs. He is NOT a Grand Lodge Officer.

3. He should enter as a “General Visitor”, i.e. as one of the Visiting Brethren.

4. As any Worshipful Master “outranks” him, a visiting Worshipful Master(s) would usually lead in the delegation of “General Visitors”.

5. No particular position in the assembly of the visitors in the West need be assigned to the W.M.W.M. recipient. He can stand anywhere amongst the visitors, after the visiting Worshipful Masters.

6. The Director of Ceremonies could mention the W.M.W.M. recipient as part of his introductions. However, this is not mandatory.

7. If the W.M.W.M. recipient is not introduced before he takes his seat, (because of an oversight or for any other reason), the WM should subsequently recognize him after all the “General Visitors” have been seated.

8. While the W.M.W.M. recipient is not entitled to sit in the East by right, the WM could invite him to sit in the East – but this is strictly optional, as it could make the recipient ill-at-ease.

9. The Grand Honours are NOT to be specifically given to a W.M.W.M. recipient when he visits a Lodge.

10. As per the provisions of Section 15 (f) of the Constitution, the Grand Honours are only afforded to a W.M.W.M. recipient on the occasion of the presentation of the medal to him.

11. When the W.M.W.M. recipient is attending meetings of his own lodge, no special recognition need be given to him in his Lodge.

12. A W.M.W.M. recipient should always be referred to during the preamble to the Toast to Grand Lodge at a banquet, i.e. when the Head Table guests are addressed, prior to proposing that toast.

13. However, after the Toast to Grand Lodge, (when protocol has been established), the W.M.W.M. recipient need not be mentioned in any of the subsequent salutations. (This is because it is acceptable protocol – after the Toast to Grand Lodge – to abbreviate all subsequent salutations to a minimum, such as: “Worshipful Master, District Deputy Grand Master, distinguished Head Table Guests, and brethren”.)
1. The Sign of Fidelity is one of the most misused signs in Masonry.

2. It is often used when neither called for, nor required.

3. The Sign has specific and limited use, namely:
   - It is used when the VOSL is being attended;
   - It is used during obligations;
   - It is given during ritual prayers, in ceremonies;
   - Including those in the Masonic Memorial Service in the Funeral Home, (when
     the WM says: “Let Us Pray”);
   - During the closing of lodge in the First Degree, when saying F.F.F.;
   - By the SW when presenting a candidate;
   - When receiving the Grand Honours, or when accompanying a brother who is
     receiving them;
   - As directed in the Installation Ceremony, when the Master Elect is assenting to
     the Ancient Charges.

4. The Sign is NOT given:
   - When you have completed an assigned piece of work;
   - In the Banquet Room;
   - When acknowledging greetings from the WM;
   - By the WM when receiving visitors.
   - In a lodge room after the lodge has been closed, when the Chaplain offers a
     Grace before the brethren proceed to the banquet room. (No signs are given
     in the lodge room when the VOSL is closed.)
   - When you are not wearing your apron.

5. Incidentally, in this Grand Jurisdiction, we do NOT bend or bow when the affirmation
   “So mote it be” is said at the conclusion of any Prayers.

PROPER REFERENCE TO A GRAND LODGE OFFICER

1. When referring to a specific GLO, you should mention his:
   - Rank;
   - Name; and
   - Title.

2. It is recommended this be done in the above order, as per the following examples:

   (a) Most Worshipful Brother Donald A. Campbell, Grand Master of the Grand
       Lodge of Ancient, Free and Accepted Masons of Canada in the Province of
       Ontario;
** Right Worshipful Brother John C. Green, Deputy Grand Master of the Grand Lodge of Canada in the Province of Ontario;

Most Worshipful Brother Donald H. Mumby, Past Grand Master;

Most Worshipful Brother D. Garry Dowling, Past Grand Master and Custodian of the Work;

Right Worshipful Brother Charles A. Woods, Member of the Board of General Purposes;

Right Worshipful Brother Dean Paddon, District Deputy Grand Master, St. Thomas District.

* The full reference to “. . . of the Grand Lodge of Ancient, Free and Accepted Masons of Canada in the Province on Ontario” applies to just the Grand Master.

** The reference to “. . . of the Grand Lodge of Canada in the Province on Ontario” applies to just the Deputy Grand Master.

3. It is appropriate to always mention the District which the DDGM represents as he represents only that District. And after all, if it wasn’t for that District, he wouldn’t be a DDGM.

4. Finally, please note it is not necessary to use the word “the” when referring to the rank of a current GLO, after mentioning his name, such as for:

- **Grand Master** (do not say “M.W. Bro. Donald A. Campbell, the Grand Master . . . etc.);
- **Deputy Grand Master** (do not say “R.W. Bro. John C. Green, the Deputy GM . . . etc.);
- **Grand Treasurer** (do not say “R.W. Bro. Thomas W. Hogeboom, the Grand Treasurer”);
- **Grand Steward** (obviously there is more than one G.S., so “the” would be inappropriate anyway).

**PROPER REFERENCE TO THE G.M. and D.G.M.**

1. During their respective terms of office, as far as any other Mason is concerned, neither the Grand Master, nor the Deputy Grand Master, has a personal name.
2. Even during a private conversation, when no one else is present to overhear you, the proper protocol is for you to address these Officers solely by their titles, (e.g. “Good evening, Grand Master”, or “Hello, Deputy Grand Master”.)

THE GAVEL

1. Who is entitled to receive the gavel - and in what order, if more than one senior Grand Lodge Officer is present?

2. **Only** the following GLOs are entitled by right of their office to receive the gavel:
   - The Grand Master;
   - A Past Grand Master,
   - The Deputy Grand Master, and
   - The District Deputy Grand Master in his District.

3. The gavel is offered and received in **descending order of rank**, e.g. (if all the following GLOs happen to be present):
   - First to the Grand Master;
   - Then to a Past Grand Master;
   - Next to the Deputy Grand Master; and
   - Finally to the current “In-District” DDGM.

4. The WM passes the gavel first to the **highest ranking** GLO.

5. **Tip:** It is recommended that the WM hold the gavel in his left hand while passing it in proper form, as he receives the Grip and Word of an Installed Master. After the Grip and Word have been exchanged, the gavel is offered handle first to the brother receiving it. The exchange of the Word occurs only “one way” – i.e., it is given solely by the brother who is to receive the gavel, thus proving he is an Installed Master.

6. After he has finished his remarks, the highest ranking GLO will pass the gavel, in proper form, to the second highest ranking GLO.

7. The last GLO to receive the gavel is the one who will return it, in proper form, to the WM.

CLOSING OF LODGE

1. What is the order in which GLOs, (who are entitled to receive the gavel), speak before lodge is closed?

2. In reverse **ascending** order of rank. The highest ranking GLO always speaks last.

3. No one should rise to offer any comments or announcements after that GLO has finished speaking.
**ADDRESSING THE EAST**

1. When a brother wishes to speak in lodge, (or make an announcement), the correct protocol is to stand, take the step of the degree, salute, (S., S. & S.) and say “Worshipful Master”. *(You address the Master as “WM” and not as “W. Sir”)*

2. When another GLO is present, who by his rank is entitled to assume the gavel, unless that Officer is actually in possession of the gavel, you still only address the WM.

3. For example, on the occasion of the DDGM’s Official Visit, both the WM and the DDGM will be sitting in the East.

4. A brother wishing to speak would simply S., S. & S. and then say: “Worshipful Master”. He would **NOT** say: “Worshipful Master, R. W. the District Deputy Grand Master, Distinguished East, and brethren”. *(Such a form of address is reserved only for the Banquet Hall.)*

5. Why the distinction? It is because of the power of authority that we assign to the gavel and the person who uses it. When we are assembled in open lodge, the gavel is an emblem of power. It is the presiding officer’s badge of power and authority. *(While the gavel is the SYMBOL of the authority, it is not the authority itself.)* Even the Grand Master must obey a rap of the gavel by the Worshipful Master.

6. Whoever possesses the gavel is responsible for the lodge and has it in his care and control. **You only need address the person who is in charge of the lodge.** He alone should deal with issues, questions, and reports from the floor.

7. Do not salute the WM again at the conclusion of your remarks. *(Avoid the improper “Second Salute”).*

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**BANQUET HALL PROTOCOL**

**LINING UP THE HEAD TABLE GUESTS**

1. It would be appropriate for the lodge’s Director of Ceremonies to organize the Head Table guests in the order in which they are to be seated, before they enter the Banquet Hall.

2. The Head Table guests could be piped into the Banquet Hall, led in by the Director of Ceremonies, or simply enter unescorted, in the order in which they will be seated.
SEATING

1. The WM sits in the centre of the Head Table.

2. The SW should sit at the WM’s extreme right.

3. The JW should sit at the WM’s extreme left.

4. The **guest of honour**, *(who is usually — but not always — the highest ranking GLO present)*, sits on the WM’s immediate right.

5. The second highest ranking GLO sits on the WM’s immediate left.

6. Any DDGMs and Members of the Board would be seated in the remaining seats, to the right and left, as space permits.

7. Any GLO who is entitled to assume the gavel **MUST** be seated at the Head Table.

8. When there is a large group of visiting current GLOs, you could seat some of them at one or two RESERVED tables, directly in front of the Head Table. Alternatively, it would be quite in order for them to sit scattered throughout the room, with the brethren. *(That way the brethren become better acquainted with the GLOs.)*

9. One example of a Head Table seating arrangement could be:

```
S.W.     Member of Bd. | D.G.M. | G.M. | W.M. | P.G.M. | D.D.G.M. | Member of Bd. | J.W. \\
         ↓                    ↓                     ↓                     ↓                     ↓                     ↓                     ↓
         The brethren
```

10. All **current** GLOs in attendance, whether seated at the Head Table or elsewhere in the room, should be introduced.

GUEST OF HONOUR

1. The Guest of Honour at a banquet is always seated on the WM’s right. Also, the Guest of Honour is always the last person at the Head Table to be introduced.
2. When identifying the person who is the Guest of Honour, remember that we are discussing **BANQUET PROTOCOL.** Not **LODGE PROTOCOL.** There are differences. When in doubt, consider these factors.

3. The Guest of Honour is usually (but not always) the highest-ranking Mason present.

4. The Guest of Honour does **not** have to be a Mason. That person also doesn’t have to be a man, (e.g. it could be the Premier of Ontario, the Honourable Kathleen Wynne).

5. The Guest of Honour is usually your principle speaker.

6. Whatever his rank, (if he is a Mason), the Guest of Honour would be treated as if he outranks the Grand Master himself.

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**PIPER**

1. If a Piper is used to lead in the Head Table guests, while the brethren are still standing and before the regular banquet program commences, the WM (or the highest ranking GLO present), will typically say, “Brother Piper, front and centre”.

2. The WM will then offer a Toast to the Piper, such as **slàinte mhath** (pronounced *slanj-uh vah*, meaning "Good health").

3. If both parties are agreeable to doing so, it would be quite proper for the WM and the Piper to then complete the Toast by quickly drinking a small amount of scotch (from real glasses).

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**TYPICAL BANQUET PROGRAM**

- Grace.
- One verse of the Royal Anthem.
- Toast to “The Queen and The Craft”.
- Dinner.
- Introduction of the brethren at the main Head Table. *(See the method described in the next section.)*
- Introduction of any brethren at a secondary Head Table. *(This is also described below.)*
- Toast to “The Grand Master and the Grand Lodge of Canada in the Province of Ontario”.
- Response, (if a **current** GLO is in attendance).
- Toast to the Visitors.
- Response.
• If a degree night – Toast to the Newly Initiated, (or Passed, or Raised), Candidate.
• Response.
• On Installation night – Toast to the Newly Installed and Invested Officers.
• Response.
• Announcements.
• The Junior Warden’s Toast.
• One verse of “O Canada”, (unless our National Anthem is to be sung later, at the conclusion of the lodge meeting).

TOASTS

1. Toasts should be brief, sincere and reflect the occasion.

2. The correct wording for toasts given at banquets is:

- “The Queen and The Craft.” (No response is necessary.)
  (Any ladies present should also be asked to stand and join in this toast. She is their Queen too.)
- To a foreign Head of State, (if nationals of that country are present), e.g. “To the President of the United States”. (No response is necessary.)

  Note the toast is NOT to “the Office of the President of the United States.”
  The Presidency IS an Office.

  Source: Mr. Charles Bourque
  State Ceremonial and Corporate Events Directorate
  Department of Canadian Heritage

- To Grand Lodge. Following some thoughtful and sincere comments about the role of Grand Lodge, the brethren will be asked by the proposer to join him in the time-honoured toast to Grand Lodge. The 14 words of this toast are: “The Grand Master and the Grand Lodge of Canada in the Province of Ontario.”
  (No response is required if a CURRENT GLO is not in attendance.)
  (A current or past GLO should not propose this toast.)
  (Note the correct description of this toast is “The Toast to Grand Lodge”. It is not “The Toast to the Grand Master”.)
  (To see a good example of such a toast, please refer to Page 23.)

- The Visitors. (Always a response – but visitors are never requested to rise and drink a toast to their hosts.)
(To see some examples of such a toast, please refer to Pages 25 and 26.)

- The Newly Initiated, (or Passed, or Raised), Candidate, Brother John. J. Doe.  
  (He should respond – but forewarn him in advance!)

- The Newly Installed and Invested Officers.  
  (The most junior Officer could respond – but, again, forewarn him in advance!)  
  (To see an excellent example of such a toast, please refer to Page 24.)

- The Junior Warden’s Toast.  
  (All brethren participate.)

**INTRODUCING THOSE SEATED AT THE HEAD TABLE**

1. When introducing the main Head Table guests, the Master of Ceremonies will **begin at the extreme left** of the WM (i.e. with the JW). Everyone seated to the right of the JW will be introduced consecutively, **up to and including the WM**.

2. After introducing the WM, the M.C. will then introduce the brother sitting at the **extreme right** of the WM (i.e. the SW). After introducing everyone seated to the left of the SW, in consecutive order, he will **finish with the most senior GLO**, (or the guest of honour, or the principal speaker, as the case may be).

3. The Head Table guests should be asked to **remain standing**, and the brethren requested to **withhold their applause**, until the entire Head Table has been introduced.

4. The WM could act as the Master of Ceremonies, or he could delegate this responsibility to another member of his lodge, such as the Director of Ceremonies.

**INTRODUCING THOSE SEATED AT A SECONDARY HEAD TABLE**

1. Introduce, (and then seat), the brethren at the **main Head Table** before you introduce any secondary Head Table(s).

2. You may have to deal with two different situations where brethren, other than those seated at the Head Table, are to be introduced.

3. **FIRST SITUATION:** All these other brethren are **seated together** at a secondary Head Table, in front of (or near) the main Head Table.

   Ideally, it would be preferable to arrange to seat these brethren in order of rank. (Perhaps you could use place cards to designate everyone’s seat.) Then they could be introduced in ascending order of rank, as well as in consecutive order.
However, even if they are not seated in order of rank, it would still be preferable for the introductions to occur in whatever order the brethren are seated. The goal is to have an orderly progression of introductions, rather than have the brethren pop up all over the place. Just begin the introductions at one end of the table, (or if they are seated at a round table, start at a particular seat), and introduce everyone in consecutive order.

Therefore, whether the brethren at an actual secondary Head Table are seated in order of rank or not, start the introductions at one end and finish at the other.

4. SECOND SITUATION: There is also the situation where the other brethren to be introduced are scattered throughout the room, sitting at tables with people who will not be introduced.

When this occurs, you should introduce them in ASCENDING order of rank and/or seniority, as per the list provided by Grand Lodge. (This is the list established by the Grand Master for making introductions in lodge.) End up introducing the highest rank and/or seniority last.

5. As was the case with the main Head Table, the additional brethren being introduced should be asked to remain standing (and any applause withheld) until everyone is introduced.

6. When all the secondary Head Table brethren have been introduced, remember to ask them to be seated.

ADDRESSING GUESTS AT THE HEAD TABLE

1. When proposing or responding to a toast, it is not necessary to name all the ranks (e.g. the V.W. and W. brethren) seated at the Head Table, as part of your introduction.

2. Recognition need only be given to:
   - The WM (he takes precedence, as he is the one in charge);
   - Any brother entitled to assume the gavel;
   - Perhaps to the Head Table guests collectively;
   - Possibly mention a brother who is being especially honoured on that occasion;
   - (Ladies, if present);
   - Then to the brethren.

3. One example of how to address the Head Table is:

   “Worshipful Master; Most Worshipful the Grand Master; Most Worshipful the Past Grand Master(s); Right Worshipful the Deputy Grand Master; Right Worshipful the District Deputy Grand Master; distinguished Head Table guests; (Ladies); and Brethren.”
4. Subsequent salutations, after the Toast to Grand Lodge has been made, could be abbreviated in a uniform manner – such as:

“Worshipful Master; Most Worshipful the Grand Master; distinguished Head Table guests; (Ladies); and Brethren.”

5. Note the reference above just to “Brethren”. Although it receives widespread usage, concluding with the words “Brethren all” is redundant. (The word “Brethren” is itself a plural reference to all the Brethren present.)

**TRIBUTES**

1. Due to time and fiscal constraints (or possibly because of a lack of appropriate facilities), informal banquets seem to be more commonplace than in prior years.

2. An informal banquet is one without structure or direction and one where no toasts are made.

3. In such cases, a tribute should be given before anyone leaves the lodge room.

4. Tributes could be offered to:

   (a) The Queen and The Craft;
   (b) Grand Lodge;
   (c) The Visitors;
   (d) The Newly Installed and Invested Officers (if appropriate);
   (e) The Newly Initiated (or Passed, or Raised) brother (if appropriate).

5. The tribute should be given in the form of a “recognition”, not as a toast. (*You need something liquid to drink, in order that it be a toast.*)

6. That recognition would be in the form of a few words of appreciation, followed by a request that the members of the lodge recognize and show their appreciation to, (for example), our Visitors. This appreciation is shown by simply applauding. While the lodge members are clapping, the brethren being recognized in this manner obviously would not applaud.

7. **No verbal response is necessary to a tribute.**

**Method Of Making A Tribute**

8. Before anything is done, first close the lodge.

9. All tributes would be made before “O Canada” is sung. The brethren can remain standing for all tributes. (Tributes don’t take long to complete.)
10. The WM should explain that since an informal banquet is to follow, without involving the traditional toasts, there will now be a few “tributes”.

11. The first tribute he would like to make is to The Queen and The Craft. After those words are spoken, the brethren simply applaud.

12. Next would follow a tribute to Grand Lodge. For example, the WM could ask the brethren to recognize the leadership efforts and the dedication of our Grand Lodge Officers. The brethren again would just applaud.

They would **not** respond with the words, “The Grand Master and The Grand Lodge of Canada in The Province of Ontario”. *(That would be done for a toast, but not for a tribute.)*

13. A tribute would then be made to the Visitors, etc.

14. There would **not** be a traditional Junior Warden’s toast.

15. It may be desirable to have the Chaplain (or another brother) offer a Grace, for the informal banquet which follows, before leaving the lodge room. In such case, as the lodge is now closed, *(see #8 above)*, no signs are given since the VOSL is closed. Specifically, the **Sign of Fidelity is not assumed during this Grace**, even if the brethren are still wearing their aprons.

16. Once all the tributes have been made, the WM would ask the brethren to join him on the floor of the lodge to sing one verse of “O Canada”.

17. Notes:

- It is both polite and courteous to wait until all brethren are standing on the level before starting to sing “O Canada”. Some of the older members may need a little extra time to assemble.

- You **face the Canadian flag**, not the Queen’s picture, while singing “O Canada”.

**The Junior Warden’s Toast**

18. It is usually possible, no matter how informal the banquet, to conclude it with the traditional Junior Warden’s toast. Even if that is the only toast given during the banquet, it should always occur.

19. If the banquet is held **before** the lodge meeting, and if only light refreshments will be available after lodge is closed, it would be appropriate for the banquet to conclude with the Junior Warden’s toast. While this toast usually signifies the end of the EVENING, in this case it would only signify the end of the festive board.
Note that the final words spoken in lodge by the Junior Warden, during the Closing in the First Degree, are not a toast (i.e. the brethren don’t join in, nor is any liquid consumed).

**When It Is NOT Appropriate To Substitute Tributes For Formal Toasts**

20. Every effort should be made to have traditional formal toasts made during any banquet, (however sparse the menu may be at that banquet), which is associated with:

(A) The Official Visit of the DDGM. (He will usually want to make a short speech following the toast to Grand Lodge.)

(B) The annual Installation and Investiture Ceremony.

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**Prepared by**

**R.W. Bro. Gordon Crutcher**  
(e-mail: [Gordon@Crutcher.ca](mailto:Gordon@Crutcher.ca))

Chairman – Grand Lodge Protocol and Etiquette Committee  
and Assistant Secretary – Grand Lodge “Lodge of Instruction” Team

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Together with the invaluable assistance of:

- **M.W. Bro. Raymond S.J. Daniels, Past Grand Master**;
- **M.W. Bro. Donald H. Mumby, Past Grand Master**;
- **M.W. Bro. Terence Shand, Past Grand Master and Grand Secretary**;
- **M.W. Bro. Allan J. Petrisor, Past Grand Master**.

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The latest version of this material can be downloaded – in colour – from the Grand Lodge website, as well as several District websites, (including that of Hamilton A District). **Use the following link:**

[http://hamiltondistrictamasons.org/publications/P&E/protocol.htm](http://hamiltondistrictamasons.org/publications/P&E/protocol.htm)
EXAMPLE OF A TOAST TO GRAND LODGE

First address those seated at the Head Table (see Page 19). Then continue:

We are indeed honoured this evening by the presence of our District Deputy Grand Master, as well as two Past Grand Masters. How on earth have we merited such illustrious attention? But in the Craft, my brethren, this is not unusual. In fact Grand Lodge has, throughout history, been an extraordinary supporter of its Lodges.

The first and “mother” Grand Lodge was constituted in London in 1717, about one hundred years after the birth of speculative Masonry in the late Sixteenth Century. We learn that it was founded to inculcate the virtues of brotherly love, charity, and truth in all of its members.

Those great virtues were perpetuated by M. W. Bro. William Mercer Wilson when he became the first Grand Master of our new Grand Lodge, over 150 years ago.

Brethren, it is now so fitting that we remember and pay tribute to those brethren who gave us these high aspirations. Please join me in honouring our present Grand Lodge and all its cherished members who lead and direct us so well in carrying those high ideals forward into the Twenty First Century.

Brethren, please be upstanding and join me in a rousing toast to: “The Grand Master and the Grand Lodge of Canada in the Province of Ontario”.

(By W. Bro. Stephen Maizels, Patterson Grey Lodge #265 in Thornhill, ON)
EXAMPLE OF A TOAST TO THE NEWLY INSTALLED AND INVESTED OFFICERS

I have been asked to propose the toast to the Newly Installed and Invested Officers of this lodge for the ensuing Masonic year. It is such a pleasure to do so, as our Officers are very important to the lodge.

We are fortunate to have such a fine lodge. We have no doubt that it will become even better this year. There are at least two reasons for this.

The first is the outstanding leadership that will be provided to us by our Master Elect. He will provide us with the wisdom, vision, goals and understanding that will guide us this year.

The second will be the equally outstanding work we know will be offered to us by the elected and appointed Officers. The Officers are central to the success of any lodge. We rely on them in so many ways. They:

- Prepare the lodge;
- Introduce and accommodate visitors;
- Participate in our rituals and ceremonies;
- Look after our accounts and finances;
- Arrange our banquets;
- Record our history and proceedings;
- Offer advice and guidance to the Worshipful Master, when called upon to do so.

To those brethren who have been chosen to take on a larger role within the lodge, we say thank you. Your willingness to assume a larger commitment, to take on greater responsibility, to offer yourselves as examples to others, is deeply appreciated. We will be a better lodge from your efforts.

But this is not solely about improving the lodge. It is also about you. Your willingness to serve as an Officer in this lodge represents another important step in your Masonic journey. It will be part of your development in Masonry. It is part of your path to enlightenment. We know you will work hard. And at the end of this year, you will be both better Masons and better persons. Thank you – and enjoy your journey.

Brethren – please join me in a Toast to our Newly Installed and Invested Officers.

(By W. Bro. Walter Pedersen, Patterson Grey Lodge #265 in Thornhill, ON)
EXAMPLES OF TOASTS TO THE VISITORS

In the few short years since my knocking at the door of Freemasonry there is one question
that never occurred to me until now.

The reason this question became the subject of some thought now was because I was given
the honour of proposing the Toast to our Visitors this evening, on this very special occasion.

And it struck me … why is it the “Toast to the Visitors” and not “The Toast to Our Guests”?
After all when we invite company to our homes, we say “we are having guests”.

I had the choice of polling an opinion from 30 or 40 Past Masters, or checking the FREE
DICTIONARY web site. Yes … You got it right. … I chose the latter approach. Here,
brethren, is what I found.

Definition of guest by the Free Online Dictionary

One who is a recipient of hospitality at the home or table of another.

Define of Visitor by Dictionary.com

A person who visits, as for reasons of friendship, business, duty, or the like.

And there, my brethren, was the simple answer. The Guest simply receives benefit but the
Visitor comes for a purpose.

That purpose for the Masonic visitor is to bring friendship, warmth and participation. They do
not take from us, but they do bring to us. They enhance our banquets and our ceremonies by
their presence and are a fundamental part of every Lodge they visit.

We are indeed fortunate as Freemasons to be able to visit other Lodges. Above all, we are
fortunate to be able to receive such wonderful visitors as we have with us this evening.

And so, my brethren of __________ Lodge, let us show our Visitors how much we appreciate
what they bring to us tonight. Please charge your glasses, be upstanding, and join me in a
hearty toast to our Visitors and may they return often.

(By W. Bro. Stephen Maizels, Patterson Grey Lodge #265 in Thornhill, ON)
EXAMPLES OF TOASTS TO THE VISITORS (continued)

It is a pleasure to have this opportunity to propose what I consider the most important toast of the evening—a toast to our visitors. On occasions like tonight, when we are honoured by having the DDGM with us, it is also gratifying to see that so many distinguished visitors have accompanied him. I use the term distinguished advisably, since it is my belief that every visitor is someone special and should be treated as such.

Each one of the visitors here tonight comes for a reason best known to himself; respect for Grand Lodge, admiration for our DDGM, or perhaps an interest in the running of our lodge. All are good reasons but underlying them all is a desire to join with fellow Freemasons for an evening of friendship and brotherly love; something that can never be measured in terms of worldly values. I trust that we, the members of ________ Lodge, have greeted you, and treated you each and all as someone special. May you continue to be a visitor as our hand of fellowship is always extended.

Brethren of ________ Lodge, will you please be upstanding and join me in a toast to our visiting brethren. To our visitors.

(Courtesy of the Grand Lodge of British Columbia and Yukon)

My dear brethren, if you cast your mind back to the ceremony of your initiation, many wonderful images may flash across the screen of your memory. You had just been made a Mason and the experience was overwhelming. A book, a poem, or a song could be written about that experience and still not fully encompass the wonderful and very different feeling that filled your mind. But the one aspect that may have gone almost unnoticed by you was the presentation to you of your Lodge dues card. That card demonstrated that you are both a member in good standing of your Lodge and also a member of the Craft.

Clearly you do not need that card to gain entry to your own Lodge, as your new brethren know full well that you have joined them. What that card does do for you, however, is to demonstrate that you are a fully-accredited member of a constituent Lodge of the Grand Lodge of Canada in the Province of Ontario. When presented at the door of any Lodge in our Jurisdiction, (or any other Jurisdiction that we recognize), it will, - along with a small test of your authenticity - gain you admission and a very warm welcome.

Tonight, here at our Investiture Ceremony, we hope that you, our visiting brethren, have felt that sincerity and affection of our Lodge’s welcome and that you will not hesitate to again grace our Lodge with your presence without waiting too long. We indeed have felt YOUR warmth and friendship and deeply appreciate it.

Brethren of __________ Lodge, please be upstanding and join me in a resounding toast to all of our gracious visitors.

To our visitors!

(By W. Bro. Stephen Maizels, Patterson Grey Lodge #265 in Thornhill, ON)
2013 – 2014 GRAND LODGE OFFICERS
Order of Introduction – Entering Lodge (as per the Grand Master)

PRESENTING:

GRAND MASTER, PAST GRAND MASTERS and the DEPUTY GRAND MASTER

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<th>No.</th>
<th>Name</th>
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<tr>
<td>1</td>
<td>M.W. Bro. Donald A. Campbell</td>
<td>Grand Master</td>
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<td>2</td>
<td>M.W. Bro. Robert E. Davies</td>
<td>PGM</td>
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<td>3</td>
<td>M.W. Bro. Ronald E. Groshaw</td>
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<td>M.W. Bro. William R. Pellow</td>
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<td>M.W. Bro. C. Edwin Drew</td>
<td>PGM</td>
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<td>M.W. Bro. Terence Shand</td>
<td>PGM and Grand Secretary</td>
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<td>M.W. Bro. Donald H. Mumby</td>
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<td>M.W. Bro. Raymond S.J. Daniels</td>
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<td>M.W. Bro. John C. Green</td>
<td>Deputy GM</td>
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Also PRESENTING:
R.W. Bro. ___________________________ the DDGM of ___________________________ District

INTRODUCING the other Grand Lodge Officers, starting with the District Deputy Grand Masters:

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<tr>
<th>District</th>
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<tr>
<td>Brant</td>
<td>R.W. Bro. Albert S. Devereux</td>
<td>Peterborough</td>
<td>R.W. Bro. S. Andrew Henderson</td>
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<td>Frontenac</td>
<td>R.W. Bro. Timothy M. Barber</td>
<td>South Huron</td>
<td>R.W. Bro. Jeffrey S. French</td>
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ELECTED OFFICERS OF GRAND LODGE

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<td>1</td>
<td>R.W. Bro. Dale Graham</td>
<td>Grand Senior Warden</td>
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<td>2</td>
<td>R.W. Bro. Walter Drane</td>
<td>Grand Junior Warden</td>
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<td>R.W. Bro. Bevan J.M. Carrique</td>
<td>Grand Chaplain</td>
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<td>4</td>
<td>R.W. Bro. Thomas W. Hogeboom</td>
<td>Grand Treasurer</td>
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<td>6</td>
<td>R.W. Bro. Howard F. Adams</td>
<td>Grand Director of Ceremonies</td>
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The following Members of the Board of General Purposes:

4. R.W. Bro. H. Edward Standish, Member of the Management Committee, from Caledon.
9. R.W. Bro. David J. Cameron, Member of the Management Committee, from Waterloo.
10. R.W. Bro. S. Weston Libbey, Team Leader, Reflections Newsletter, from Cornwall.
17. R.W. Bro. Gareth R. Taylor, Chairman, Brock University Partnership, from Richmond Hill.
19. R.W. Bro. David M. Sheen, Member of the Management Committee, from Markham.
26. R.W. Bro. Leonard Feldt, Team Leader, Mentors, from Richmond Hill.
32. R.W. Bro. Colin Heap, Chairman, Fraternal Correspondence, from Waterloo.
33. R.W. Bro. Ronald Findlater, Team Leader, Cornerstone Project, from Woodstock.
34. R.W. Bro. Leyland Muss, Team Leader, Brother to Brother, from Scarborough.
35. V.W. Bro. Paul Skazin, Member of the Audit and Finance Committee, from Toronto.
### APPOINTED GRAND LODGE OFFICERS

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<td>V.W. Bro. Duncan S. Skinner</td>
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<td>Grand Junior Deacon</td>
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<td>V.W. Bro. Larry A. Park</td>
<td>Grand Supt. of Works</td>
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<td>V.W. Bro. George Malloch</td>
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<td>V.W. Bro. Joseph Rabot</td>
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<td>Assist Grand Organist</td>
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<td>14</td>
<td>V.W. Bro. Wayne Nicholson</td>
<td>Grand Pursuivant</td>
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### The following are VERY WORSHIPFUL GRAND STEWARDS

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### APPOINTED GRAND LODGE OFFICERS

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<td>Grand Piper</td>
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### NOTES – ADDITIONAL SPECIAL VISITORS (WMW Medal Recipients, GM Meritorious Award, etc. . . .)

2.
3.

Revision Date: September 1, 2013