

PROTOCOL

COURTESY

The higher your office, the greater the amount of authority you may exercise. Along with greater authority comes greater responsibility. A great deal of the time, particularly in ceremonial situations, the very best use you can make of the authority is not to use it, or to actively give it away. This is called by many names: grace, etiquette, diplomacy, good manners, etc. We are calling it courtesy.

Simple courtesy is not that simple, nor is it always second nature, thus automatic. In ritualistic situations it frequently must be thought out in advance to also abide by rules of the ritual.

Very seldom, after initial introduction, need you remind Masons of the Office you occupy, they know! The apron and jewel informs them. No matter what you do, do it politely, with respect for the feelings and position of others (particularly those of lesser rank). Dignify all names with correct pronunciation.

RECOGNITION

Recognition is basically introduction. Honors are accorded during Reception. This act is a major part of the Assembly's opening. One of the nicest guidelines given is to make your greeting as warm as it would be to a guest in your own home. It is important to socialize with the members prior to the opening to make all feel comfortable with your presence. It is wise to have your name and title printed out for use by the appropriate officers of the Council.

RECEPTION

Reception is a formal affair. Whoever is given the responsibility of organizing receptions, see that the receptions are carried out with total, sharp pomp and circumstance, without delays. He must see that the alarms are made promptly as each reception is concluded. This is especially important at Conventions, Festivals and Official Visits.

Order of Authority, during any assembly, from the highest:

- 1 - The Grand Master of the Grand Lodge of NY.
- 2 - The Grand Master of Grand Council of NY.
- 3 - The Deputy Grand Master of Grand Council of NY.
- 4 - A Representative of the Grand Master by Special Assignment.
- 5 - Current District Deputy Grand Master of the District.
- 6 - The Presiding Illustrious Master.

The first five listed above never "crave" or "seek" admittance for they may walk in, take the gavel, and preside whether the Master wills it or not. These Grand Line Officers make Official Visits with Authority; on these occasions only the official visitor(s) are received, unless the ranking Grand Line Officer decides otherwise.

ORDER OF RECEPTION

The above Grand Heads of the Orders listed on page one is received in reverse order. The Grand Master of the Grand Lodge of NY is **last in all cases**.

All current Grand Line Officers of Grand Council in the following order: Assistant Lecturer; Grand Representative, Sentinel, Musician, Historian, Fraternal Correspondent, District Deputy Grand Master, Lecturer, Chaplain, Trustees, Steward, Standard Bearer, Marshal, Conductor of the Council, Captain of the Guard, Recorder, Treasurer, Past Grand Masters of our Grand Council, Principal Conductor of the Work, Deputy Grand Master. If the Grand Master of Grand Council is present, the Grand Line Officers will enter with the Grand Marshal (act as an Honor Guard for Grand Master) and will not be available for reception at this time.

Current District Deputy Grand Master of the district, if he is making his official visit.

A Representative of the Grand Master by special assignment.

The Deputy Grand Master of Grand Council.

The Most Illustrious Grand Master of Grand Council of NY.

The Grand Master of Grand Lodge of NY.

Grand Honors of Grand Council are accorded to those making an Official Visit and others deemed deserving of them by the Illustrious Master. The Most Illustrious Grand Master of Grand Council receives Private Grand Honors.

Individuals of high rank are presented, introduced, usually accorded Grand Honors, asked to say "a few words," then returned, under escort, to their seat. If the distinguished visitors are numerous they may be received as a group, West of the Altar, and individually introduced.

ORDER OF SEATING IN THE EAST

Unless otherwise specified: The honored guest sits closest to the Illustrious Master's right.

EARLY DEPARTURES

Before the close of Council, if someone making an Official Visit, or any other special guest, must leave early, he departs under escort. It is important that the Illustrious Master is informed of any early departure before the Assembly is opened.

OFFICIAL VISITS

As a Grand Line Officer you assist the Grand Master as he makes decisions. Grand Line Officers are available for special assignment as Official Representatives. Each might become Grand Master some day. Grand Line Officers, too, must make visits to various councils assigned; though they officially represent Grand Council these regular visits are Without Authority. Since the officers need to meet and know the companions, and the companion need to meet and know the officers, the primary purpose of these visits is social.

The Grand Line Officer might well bring an escort with him; if he does not, before the meeting the Illustrious Master appoints the most capable companion, the highest rank possible, to be Escort of the Officer for the evening.

Since the Grand Line Officer will probably be in the Secret Vault during opening, after "Sickness and Distress" the Illustrious Master requests that he and his escort retire, to be received or he may be received following a Call to Refreshment.

At the designated time to be Received, the Escort advises the Sentinel that R.:I.: _____ (full name, title, and office) and his escort seek admittance." The Sentinel immediately sounds the alarm, which the Steward is immediately instructed to answer. The door is closed while the Steward reports the cause of the alarm. The Illustrious Master gives the order, "Admit them." The Steward informs the Sentinel that they are to be admitted. The Escort extends his right arm to the visitor, upon their entrance, the Illustrious Master raises the Council, they approach to West of the Altar, salute the Illustrious Master, then proceed to the East.

The Illustrious Master, presiding over his council, is Receiving a guest at his own pleasure. The visitor should extend thanks to his escort before ascending to the east. The visitor turns right about face to be on the right of the Illustrious Master, the Deputy Master having placed himself one further position to the right. The Illustrious Master introduces and presents the visitor saying, "Companions, it is my pleasure to present to you R.:I.: _____ (name, title, and office). Accord him Grand Honors, taking time from the Escort."

The Illustrious Master thanks the escort, using his full name and title, who then seats himself with the companions on the sideline. The Illustrious Master graciously welcomes the visitor, then says, "It is my pleasure to extend to you the gavel of _____ (name and number of Council)."

The Grand Line Officer accepts the gavel, seats the companions, expresses his pleasure at being with them, gives his message, then returns the gavel to the Illustrious Master. After the gavel has been returned to the Illustrious Master, the protocol is identical to a visit by the District Deputy Grand Master. The Illustrious Master immediately begins to close by asking the Recorder to read the minutes of the evening. The Grand Line Officer cannot defer the reading of the minutes until the next assembly. They must be read and approved, that evening. Only the Grand Master has this authority.

OBLIGATIONS

Each Council has an obligation to the Grand Line Officer assigned to the district. He will attend at least one assembly of each council and possibly several assemblies if his cabletow allows.

As soon as you know your assigned district, you should be in contact with each Illustrious Master by writing him or telephoning him and establishing a date and time for your Official Visit. When a date is established, obtain information about dinner, lodging, directions and any other necessities in order for your visit to be successful. Confirm all in writing prior to your Official Visit and closer to the date reaffirm by phone with the Illustrious Master before setting out.

BADGE AND DRESS OR WARDROBE

A "Rule of Thumb" is that the Morning Suit is worn for every Official Function during daytime hours with dark grey gloves. The Black Tuxedo is an emergency substitute for the Morning Suit during daytime functions. After 6:00 PM, dinner hours and later the Black Tuxedo is to be worn with Black or Purple bow tie and matching cummerbund and white gloves. Apron, Jewel and Gloves are worn at all appropriate formal occasions with Black socks and Black shoes (shined). No more than one Grand Council pin is to be worn on the formal wear. (Other pins are not to be worn.) The Grand Master will remind us in advance of the Official Functions (Grand Chapter RAM, Grand Council, Grand Commandery, Festivals, Receptions, Dedications, etc.)

The White Dinner Jacket is acceptable from Memorial Day until Labor Day for Regular Daytime or Evening Functions with Black pants, again you will be informed whether to wear or not. Generally, Suitable Street Dress is appropriate for all workshops, dinners and other occasions where formality is not a general requirement.

As a Grand Line Officer you should always wear your Grand Council Badge to identify yourself at all Masonic Functions. You can order your Grand Council Badge by filling out the order form which follows. Please fill out order form as illustrated by sample with your appropriate name, etc.