

OVERVIEW OF THE GRAND MARSHAL'S RESPONSIBILITIES & DUTIES

I. Annual Assembly when Elected

- A.) Attend the Grand Council Assembly for the beginning of your term.**
- B.) At the closing of the Annual Assembly, after your election, approach the East and rap up the Companions, order the Grand Council Officers to assemble West of the Altar facing East, then "inward face." The Grand Marshal will then proclaim that the MIGM is about to retire and that the companions are under the governance of the IM of the host Council. The Grand Marshal will escort the MIGM out of the Assembly, followed by the Grand Line Officers. This above is the normal process. However, the MIGM may decide not to retire and close the Grand Assembly himself. You should find out what his wishes are prior to closing.**
- C.) Take possession of the Baton and its sock, signing the receipt.**
- D.) At the Saturday Banquet:**
 - 1.) You must organize the Head Table Guests in Order of Entry. You should be in contact with the MIGM, Grand Sentinel and the Arrangement Committee for this information.**
 - 2.) You announce to guests to enter banquet hall and take their seats.**
 - 3.) You call the room to order and announce that "The MIGM {Name}, his Lady {First Name} and his honored guests of the head table is about to enter. Please stand."**
 - 4.) Check with the Master of Ceremony to see if he is going to introduce the entrance of the head table, if so, escort him in and introduce him to the audience. He may decide to just proceed in with the head table and introduce himself.**
 - 5.) You will then proceed to escort the head table guests in. You should remain at the steps to the head table to assist the ladies and others.**

- 6.) You are on call this evening to escort any person to the head table for recognition if so requested by the Master of Ceremony or your Grand Master.
- 7.) You should be on hand to carry out any necessary last minute arrangements in order for the banquet to run smoothly.

II. MIGM Reception

- A.) Your duties will be the same as at the Annual Assembly Banquet.
- B.) Check with the MIGM and his Arrangement Committee for details.

III. Annual Grand Commandery Conclave

A.) Assemble the Cryptic Delegation in two parallel lines. The MIGM heading the right column and the remaining delegation members in descending order, with the Grand Line Officer of higher rank on the right side. The Commandery escort will introduce the MIGM to the Grand Commander. Upon being recognized by the Grand Commander, he will address the MIGM who will delegate the introduction of the delegation to his Grand Marshal—YOU!

B.) The Delegation Procession Scheme: (General Rule of Thumb)

Escort Or (GRAND MARSHAL)	MI Grand Master
Grand Principal Conductor of the Works	Deputy Grand Master
Grand Recorder	Grand Treasurer
Grand Trustee	Grand Trustee
Past Grand Masters According to Seniority	
Grand Conductor of the Council	Grand Captain of the Guard
Grand Standard Bearer	Grand Marshal (If not escorting)
Grand Sentinel	Grand Steward
Grand Chaplain	Grand Chaplain
Grand Historian	Grand Lecturer
Grand Musician	Grand Fraternal Correspondent
Grand Representatives	
District Deputies	
AGLs	

IV. Annual Grand Chapter Convocation, Royal Arch Masons

- A.)** The same responsibilities as at the Annual Grand Commandery Conclave.

V. Annual Assembly of Grand Council

- A.)** After the Host Council opens the Assembly, you will line up the Officers of the Grand Council for entrance in two files, descending rank, DGM on the Left and the GPCW on the right. The other officers will follow each of the above according to which side of the Assembly they will be seated so the lines can go forward and officers remain at their stations. Stations of the Grand Council Officers are found in the Constitution of the Grand Council Section 47 on page 20, of the new 8 ½" by 11" format, at the top of page. You will need to refer to pp. 95-96 of the Ritual Book as well.
- B.)** The Grand Marshal makes an alarm and per routine the Grand Line delegation enters, (the door remains **OPEN**) and all give the signs as a salutation to the Illustrious Master. The Grand Marshal proceeds to the East, accepts the gavel and raises the Assembly. The Grand Marshal will instruct the Companions in Private Grand Honors. Then the Grand Marshal will make the announcement: "The MI {Name}, Grand Master of Cryptic Masons of the State of NY is about to enter." The Grand Marshal proceeds to the West to escort the Grand Master, the Grand Line Officers will inward face as he approaches West of the Altar. The Grand Marshal escorts the MIGM into the Assembly, Grand Line Officers at sign of fidelity. MIGM will salute at the Altar and then proceeds East under your escort. Grand Line Officers facing East at this time. At his arrival in the East, you will make the proclamation: "The MI {Name} Grand Master of Cryptic Masons of the State of NY, Private Grand Honors". Private Grand Honors is extended by all under your leadership. The Grand Marshal receives the gavel of authority and hands it to the MIGM.
- C.)** At the recess, you may need to call up the Companions and order the Officers of the Grand Council to form two parallel lines, West of the Altar, facing East for the retirement of the MIGM. Generally, the MIGM has called for recess, GPCW announces it

to the Assembly, Altar is attended to and Assembly is recessed for lunch by the MIGM.

- D.) The Grand Marshal must be alert during the Assembly to carry out duties that may be assigned to him by the Grand Master.
- E.) Attend the Vesper Service and coordinate the collection of the Offering for the Charity. Count it and give it over to the Grand Treasurer. You should ask the Grand Steward, Grand Standard Bearer and the Grand Conductor of the Council to assist with the collection of the offering if needed.
- E.) You are to submit a final written report on your year to the Grand Recorder and if you are a Chairman of a committee of Grand Council you are to submit a written report on its activity for the year as well. You will be called upon to speak upon these reports at the Annual Assembly.

VI. Annual Assembly's Reception of Distinguished Visitors

- A.) You are required to be in contact with the Grand Sentinel and the Arrangement Committee prior to the Grand Council's Annual Assembly, at least two weeks ahead of time to find out the names and titles of visiting dignitaries and who of our NY Grand Representatives will be present for escorting duties.
- B.) You will need to be in contact with the Grand Sentinel a couple of days before the Annual Assembly to finalize your list and you may possible need to speak with him on the first day of registration of the Annual Assembly to note any changes or additions. I would suggest you even check with him prior to the Reception of Visitors on Saturday morning for any late comers.
ALL DELEGATIONS WILL BE ASSEMBLED 15 MINUTES PRIOR TO THEIR RECEPTION.
- C.) You need to have on 3x5 Cards the Titles and Names of each member of the delegation and who is the NY Escort. This card is given to the NY Escort and he uses it to introduce the guest(s) in the Annual Assembly. The ranking dignitary will assume responsibility for organizing the members of his delegation and their introduction. The Escort gives the card to the Assistant Grand Recorder. Please remind him of this prior to his entrance.

D.) You must notify the Grand Representatives of their escort duty preferably prior to the Annual Assembly and remind them that proper attire is tuxedo and apron.

- 1.) Prepare a listing of all delegations, in order that they will be received, listing the escort's name and the ranking dignitary's name. Copies of this listing should be available to the MIGM, Grand Treasurer, Grand Recorder and the Officers you recruit to assist you in forming the delegations outside the Assembly room.**
- 2.) The Officers who can assist you: Grand Lecturer, Grand Standard Bearer, Grand Fraternal Correspondent, and the Grand Historian,**
- 3.) In the registration packet of each escort and the ranking member of each delegation, a copy of delegation listing would be of help and prevent some confusion.**
- 4.) Plan on last minute additions and the need for substitute Escorts. Do have several "Titled" NY Companions prepared to act as escorts-in-waiting. (Past Grand Masters may be asked to escort if needed.) This will help prevent confusion and delay of the busy schedule. [GOOD LUCK with this! If the Grand Sentinel and the Arrangement Committee are not to organized this can be a true nightmare.]**
- 5.) As Grand Marshal you are responsible to escort any members of the Grand Lodge of NY (except Marshals and Deputy Grand Master & the Grand Master) into the assembly. As Grand Marshal you are responsible to announce the Deputy Grand Marshal of The Grand Lodge of NY into the Assembly and he will take care of the Deputy Grand Master of Grand Lodge of NY. As Grand Marshal you are responsible to announce the Grand Marshal of the Grand Lodge of NY and he will take care of the Grand Master of Masons in the State of NY.**

VII. Officers' Workshops

- A.)** There are generally three workshops a year, attendance is mandatory. The Fall Workshop is held the afternoon of the MIGM's reception. The Spring Workshop is usually held in April at a place determined by the DGM. The Summer Workshop is usually held the Friday afternoon of the Annual Assembly in August. There maybe other meetings scheduled for the Grand Line Officers if needed. Be prepared to discuss problems encountered with constituent councils and visitations. Items are dealt with by an agenda. Communicate topics for agenda in advance with the Deputy Grand Master. At these meetings finalization for Dedication and Rededication You should discuss ceremonies with the other Grand Line Officers. You are required to report on your visits to the Councils of your assigned district.

VIII. Dedication and Rededication Ceremonies

- A.)** The Grand Marshal arranges all dedication ceremonies for new councils and rededication ceremonies on specified anniversaries of constituent councils.
- B.)** The Grand Recorder will provide you with a list of all Councils' dates of chartering to determine significant events. {See sample enclosed} I would suggest working on a 12-18 month block to allow for adequate planning.
- C.)** Anniversaries of 25, 50, 75, and 100 should be recognized. Councils over 100 years old are also appropriate for you to contact to see if they wish a rededication ceremony on a specified anniversary, say like 125 years etc.
- D.)** A form letter {See sample enclosed} has been developed that introduces the Council to the idea of a Rededication Ceremony, and to "break the ice" around such an idea.
- E.)** If a Council expresses a desire for such, a second and more detailed letter {See sample enclosed} has been developed to assist the Council in making preparations for the ceremony. This letter fully explains options and expectations that are a part of a successful event.

IX. Escort Duties

- A.) You are on call to escort the Grand Master at any function. You are to use the same protocol for his entrance as if entering any one of the Grand Bodies with him. Private Grand Honors is not given at public receptions though.**
- B.) You may be called upon to escort either the DGM, GPCW or another Grand Line Officer if you are present at one of their visitations. Protocol as always should be followed. These Officers only receive Grand Honors.**

All of the Grand Marshal Duties and Responsibilities are saved on Floppy Disk in Rich Text Format. Also saved on the Floppy Disk are all other sample materials in Rich Text Format, necessary for you to carry out your assigned responsibilities. All saved in formation has a separate file. They are as follows:

***Grand Council Anniversary Letter
Grand Council Rededication Letter
Reception of Guests
Duties of the Grand Marshal***

All of the hard copy material and the diskette are to be transferred to your successor in office, along with the Grand Marshal's apron, jewel and baton. Do take the time to explain this material to your successor.

SAMPLE LETTER

{Date}

To The Illustrious Master, Officers and Companions of *{Name of Council and Number}*:

Fraternal Greetings!

On behalf of the Grand Line Officers of the Grand Council of Cryptic Masons of the State of New York and the 1,802 *{This number is from the Grand Recorder's Annual Report}* Cryptic Companions of this Grand Jurisdiction, I wish to extend a most heart-felt congratulations on your Council's upcoming *{Anniversary Number}* Anniversary on *{Anniversary Date}*.

On *{Charter Date}*, *{Name and Number of Council}* received its charter and has been an active participant in the affairs of Cryptic Masonry in this Grand Jurisdiction ever since. An occasion such as this becomes a major festive moment in human life or the life of any organization. It is a window of opportunity to reflect upon the past years and to vision for the future ones. It is a moment, when, who we are, what we are, and where we want to be, merge to fortify and guide us in our journey.

It is quite appropriate for your Council to celebrate this milestone with an appropriate ceremony. A Ceremony of Rededication of the Secret Vault by the Officers of the Grand Council may be done upon your request. If you have not had one recently, say the last five or ten years, why not consider holding such an event as part of your Anniversary year and use the opportunity to showcase Cryptic Masonry in your geographical area.

Please advise me, as Grand Marshal, if your Council wishes to plan such a Ceremony of Rededication or how the Grand Council may be of assistance to your Council during this anniversary year. Again our congratulations to the Council on arriving at this great milestone in its history.

May the Supreme Architect of the Universe continue to watch over your Council and each companion and his family. May the Lord Almighty fortify your Council with vision and strength in all proportions to fulfill its continual calling to Cryptic Masonry in the Empire State for many more years to come.

Fraternally yours,

R.: I.: *{Name of Grand Marshal}*

SAMPLE OF INSTRUCTIONS

{Date}

{Name & Number of Council}

{Name & Address of Illustrious Master}

To the Illustrious Master, Officers and Companions of **{Name & Number of Council}**

Dear Ill. **{Last Name of Illustrious Master}**:

This letter is from the Office of Grand Marshal in response to your request of a Rededication Ceremony by the Grand Council Line for **{Name & Number of Council}** on **{Day of Week, Month and Date/year}** at the **{Name of Masonic Temple}**.

First, let me join the Most Illustrious Grand Master in congratulating your Council on its **{Number}** Anniversary. We are delighted that you have invited the Grand Line and Permanent Members of the Grand Council for a Rededication Ceremony on **{Month, Date/Year}**.

As Grand Marshal, I have the responsibility of helping you set up the Rededication, define your next steps, and give you some contact points with Grand Council for help, aid, and assistance.

Let me say a word of comfort, though first. The arrival of all this "brass" from Grand Council is not an everyday event, and your Council may be collectively nervous about it. Don't be! We are a pretty nice bunch of guys once you get to know us, which is part of the reason we do things like this. We are looking forward to visiting your Council, and, speaking from experience, things always work out just fine.

HOW SHOULD THE DAY BE SCHEDULED?

Normally the schedule is as follows:

1:00 PM	Grand Council Officers and Permanent members arrive. Local Council Officers arrive and building is opened.
1:00 - 2:00 PM	Council Secret Vault is set-up for Rededication Ceremony Rehearsal for Rededication Ceremony is conducted.
2:30 - 3:30 PM	Ceremony of Rededication is held.
3:30 - 4:00 PM	Remarks are given by Illustrious Master and others. Grand Master of Grand Council is the last one to speak.
4:00 - 5:00 PM	Dinner and/or Reception for Council Members and Guests
5:00 PM	Departure

This schedule has some flexibility. You could start at 12:00 Noon (earlier is difficult for those travelling long distances) or at 2:00 PM. You may have more of a program than the half hour allowed for remarks, so the Dinner or Reception could be at 4:30 PM (Remember, however, not to schedule unrelated events. Also you may have remarks during a dinner, if you have one. The Most Illustrious Master is always the last to speak.) In addition, let's be frank, we are trying to do a lot in a short period of time, so we may need to delay the start of some parts of the program a bit anyway. This schedule is just a guide plan. However, if your Council has something quite different in mind let me know as soon as possible, and we will see how feasible it is.

WHAT KIND OF RECEPTION SHOULD WE HAVE?

Anything from cake and punch to a full sit down dinner has been done. It's what your Council can reasonably do and wants to do. Our preference is for something not too elaborate that doesn't drag out. This allows those who have traveled some distance to get on the road for home at a reasonable hour.

WHO CAN ATTEND?

Anyone, since this is an open ceremony. Good idea to invite your companions and their families, sister Councils in your District, the DDGM, AGL, and active Grand Representatives. Invite the DDGM and Staff Officer of your District of Grand Lodge. Its a nice way to get new candidates, or newly chosen companions introduced to Council life too. And how about extending an invitation to the Symbolic Lodges from which you can draw your membership. Really the sky is the limit on who you wish to invite.

DO THE COUNCIL OFFICERS HAVE A PART?

Council Officers are at their stations on the floor during the ceremony, but have no speaking parts, and no floor work to perform. The IM is responsible for informally opening the ceremony ("Hi folks, glad you could be with us today," or the like), some

remarks generally, and will dismiss everyone for the dinner or reception after the Grand Master has retired.

NOTE: The Grand Council makes every effort to get enough people to fill all parts required in the ceremony. However, illness, distance and prior commitments sometimes makes us short a few parts. We usually ask DDGMs, AGLs, Active Grand Reps., and/or a past venerable from your Council to sit in. Therefore, Companions of rank should be in Tux and have the Masonic regalia of their highest Council office.

WHAT IS THE DRESS?

The Grand Council Line will be in appropriate Formal Wear for the occasion. Your Council Officers should wear a Tux. If you are short officers, you should invite interested companions to fill the chair from your Council, if possible, and they too should wear a Tux. If Tux is not available, companions should be in a Dark Suit, White Shirt and Tie. Remember, your Council is on stage. Your Council Aprons and Jewels will be worn as well.

WHAT DO WE NEED FOR THE CEREMONY?

Necessary Furnishings and Paraphernalia

A. To be provided by the Host Council

- 1.) ALTAR upon which is situated, the Holy Bible, Square & Compasses.
- 2.) ARK OF THE COVENANT (Placed on Pedestal near Altar).
- 3.) POT OF INCENSE (Placed near Chaplain's Station).
- 4.) THE FLAG of our Country, placed in its Station in the East.
- 5.) ORIGINAL CHARTER of the Council should be in the East.
- 6.) The Officers chairs to be situated as they would be for a Regular Assembly of the Council with an additional chair for Grand Line Officers at each.
- 7.) LIST of the Current Officers of Doric Council.

NOTE: The Wardens' gavel pedestals make great pedestals for placing objects on.

B. To be provided by Grand Council

- 1.) Illustration of the Nine Arches.
- 2.) Illustration of the Circle of Perfection.
- 3.) Illustration of the Broken Triangle.
- 4.) Illustration of the Triple Triangle (Pentalpha).
- 5.) Grand Standard of the Grand Council of New York.

WHO ARE THE CONTACT PEOPLE AT GRAND COUNCIL?

The Grand Marshal, myself, (See Address and phone numbers within letter heading). and the Grand Recorder, M.:l.: John P. Nosal, Jr. 370 State Route 96 Lot 134, Owego, NY 13827-1101 (607) 687-5882.

WHAT'S THE NEXT STEP?

- <> Share this letter with your Council.
- <> Decide on the Schedule and Program.
- <> Send Schedule to Grand Marshal & Grand Recorder as soon as possible.
- <> Send Directions and/or Map of your Council to Grand Marshal and Grand Recorder as soon as possible.
- <> Get your Council's paraphernalia in good shape.
- <> Plan your Dinner or Reception.
- <> Send Out your Invitations.

I hope this letter does help you in your planning stage of your upcoming celebration. If you have any questions or concerns, please do not hesitate to write or call me as soon as possible. The Grand Council wishes to assist you in any way to make this a most memorable occasion for your Council.

Fraternally and Cordially yours,

R.:l.: **{Name of Grand Marshal}**, Grand Marshal

cc: **{Title & Name of Companion}** , Recorder
M.:l.: **{Name of Companion}** , Grand Master
M.:l.: John P. Nosal, Jr. Grand Recorder

JURISDICTION NY ESCORT DELEGATION

Alabama:

Alaska:

Arizona:

Arkansas:

California:

Canada East:

Western Canada:

Colorado:

Connecticut:

Delaware:

District of Columbia:

England & Wales:

Florida:

Georgia:

Germany:

Greece:

Hawaii:

Idaho:

Illinois:

Indiana:

Iowa:

Israel:

Italy:

Kansas:

Kentucky:

Louisiana:

Maine:

Maryland:

JURISDICTION**NY ESCORT****DELEGATION**

Massachusetts:

Michigan:

Minnesota:

Mississippi:

Missouri:

Montana:

Nebraska:

Nevada:

New Hampshire:

New Jersey:

New Mexico:

North Carolina:

North Dakota:

Ohio:

Oklahoma:

Ontario:

Oregon:

Pennsylvania:

Philippines:

Portugal:

Rhode Island:

Scotland:

South Carolina:

South Dakota:

Tennessee:

Texas:

Utah:

JURISDICTION

NY ESCORT

DELEGATION

Vermont:

Washington:

Wisconsin:

Wyoming:

A.A.S.R. N.M.J.:

NY Grand Chapter, RAM:

NY Grand Commandery KT:

NY York Rite Grand College:

Gen. Grand Chapter:

Gen. Grand Council:

Grand Encampment , KT (U.S.A.)

NY Grand Lodge:

