

SECTION 6

PROTOCOL & ETIQUETTE PROGRAM



- 1.1 RECEPTION OF GRAND LODGE OFFICERS
 - 6.1.1 Fraternal Visits
 - 1.1.2 Grand Senior & Grand Junior Wardens
 - 1.1.3 Alarm from Tyler
 - 1.1.4 Announcing visitors
 - 1.1.5 Official Visit of the District Deputy Grand Master
 - 1.1.6 Acknowledging words of welcome
 - 1.1.7 The Sign of Fidelity
 - 1.1.8 Proper reference to a Grand Lodge Officer
 - 1.1.9 Proper reference to the Grand Master & Deputy Grand Master
 - 1.1.10 The Gavel
 - 1.1.11 Closing lodge
- 1.2 BANQUET PROTOCOL
 - 6.2.1 Banquet program
 - 6.2.2 Toasts
 - 6.2.3 Introducing the Head Table
 - 6.2.4 Addressing the Head Table
 - 6.2.5 Tributes

SECTION 6 – PROTOCOL & ETIQUETTE PROGRAM

PROTOCOL & ETIQUETTE SPECIAL PRESENTATION TOPICS

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

- *The Masonic Manual* (2007 edition)
- *Meeting The Challenge* (2007 edition)

6.1 RECEPTION OF GRAND LODGE OFFICERS

RECEPTION OF GRAND LODGE VISITORS

1. It is recommended that, whenever possible, visitors be brought into lodge in just two groups:
 - **General Visitors**, including **Past** Grand Lodge Officers; and
 - **Present Grand Lodge Officers**.
2. The following comments apply 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 60 year pin*);
 - Installations and Investitures;
 - Fraternal Visits;
 - The Official Visit of the D.D.G.M..
4. When the Grand Master leads the delegation of Grand Lodge Officers, it is customary for the Director of Ceremonies of the **lodge** to present him and any other Grand Lodge Officers who are entitled to assume the gavel by right of Office (and thus also to be received under the wands), namely any Past Grand Master, the Deputy Grand Master, and the District Deputy Grand Master (of the District).

5. If a large number of present Grand Lodge Officers are in the delegation accompanying the Grand Master, it is the usual custom for the **Grand Director of Ceremonies**, or Assistant Grand Director of Ceremonies, to introduce the **present** Grand Lodge Officers.
6. At Installations, Investitures, or Official Visits, the local tradition in the District may include another delegation, namely the Worshipful Masters of the District. In such case, the visitors would be brought into lodge in three groups, in this order:
 - **General Visitors**, including Past Masters and Past Grand Lodge Officers;
 - **Worshipful Masters** of the District;
 - **Present Grand Lodge Officers**.

Note: On his Official Visit, the D.D.G.M. is to be brought into lodge last and alone. He would therefore be the sole member of a fourth “group”.

7. You are reminded that it is improper for visiting Worshipful Masters to wear their collars at Installations. As indicated in *The Masonic Manual*, the W.M. 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 D.D.G.M. in his District; and
 - When attending a Divine Service conducted by the D.D.G.M.
8. While still on the topic of Installations, the Installing Master and the Installing Board often enter as a group, together with the **present** Grand Lodge Officers. In such cases the Installing Board would enter and line up along the North and South, while the Grand Lodge Officers would assemble in front of the altar, in the West.

6.1.1 Fraternal Visits

FRATERNAL VISITS OF PRESENT G.L. OFFICERS

*It is very unusual for **PAST GRAND LODGE OFFICERS** to be included and introduced in the delegation of present Grand Lodge Officers. It is more common to include them with the General Visitors.*

1. Please note the following comments apply to the Fraternal Visits of **present** Grand Lodge Officers.
2. It is expedient and efficient to line up the delegation in the anteroom before the Tyler knocks to announce the distinguished visitors. The present Grand Lodge Officers are arranged in order of rank - led by the most senior rank in descending order.

3. In our Grand Jurisdiction, it is the prerogative of the Grand Master, (as per the *Constitution*), to establish the Order of Introduction of present Grand Lodge Officers. This Order is revised every year and published immediately following the Annual Communication.
4. Once finalized, each lodge is provided with the list of all present Grand Lodge Officers 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.
5. For your ready reference, a copy of the current 2008 – 2009 list is included with these notes, as an 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 Grand Lodge Officer to enter the lodge and approach the altar when there are no other Grand Lodge Officers in their path.
 - (b) In smaller lodges, it can sometimes be almost a physical impossibility for the senior Grand Lodge Officer 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 Grand Lodge Officer 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 Grand Lodge Officer and the Deacons to attempt to square the lodge, as they enter.
 - (e) The remaining Grand Lodge Officers can then follow the most senior Grand Lodge Officer into lodge, in order of descending rank.
7. The lodge D of C leads the visitors in their saluting of the W.M.
(**Tip:** When he prompts the visitors, the D of C could say:
“Brethren, First Degree - **step** and **sign**”.)
8. The Director of Ceremonies begins the introductions with the senior ranking Grand Lodge Officer present, then proceeds to the second most senior ranking Grand Lodge Officer, working through the list in descending order of precedence.

9. The remainder of the introductions would continue in order of descending rank, toward the South, i.e.:

7th Highest Ranking G.L.O.	6th Highest Ranking G.L.O. ←	5th Highest Ranking G.L.O. ←	4th Highest Ranking G.L.O. ←	3rd Highest Ranking G.L.O. ←	2nd Highest Ranking G.L.O. ←
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Lodge **D of C** stands here



10. No more than two Grand Lodge Officers should share the wands. Otherwise it is too awkward for the Grand Lodge Officers and the Deacons to manoeuvre. Those Grand Lodge Officers will decide among themselves who will go under the wands and who will walk behind the wands.
11. However, if as a courtesy, a P.G.M. has elected to be the one who walks behind the wands, and he is the **senior ranking** G.L.O. present, he would still be introduced first by the D of C.
12. Grand Lodge visitors are presented and 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
 - D.D.G.M. (*“In-District”*)
 - D.D.G.M’s. (*“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** – listed in order of seniority
- Appointed Very Worshipful Brethren
- Appointed Very Worshipful Grand Stewards
- Additional Appointed Grand Lodge Officers

13. **Note:** The Honorary, Elected and Appointed Members of the Board of General Purposes are introduced in descending order of seniority (i.e. years of service on the Board). The Order of Introduction, (as established by the Grand Master), gives the assigned Committee Chairmanship and responsibilities of each member, together with the city or town where he lives.

(Their lady's name is included for use at functions and receptions when the ladies are present, and would not be used in lodge.)

14. Grand Honours **M U S T** be given to any visitor who is entitled to receive the gavel.
15. It is considered a courtesy for the Worshipful Master to give 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.)
16. **Important:** A man's name is his most personal and prized possession. Every effort should be made by the Director of Ceremonies 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 informal nicknames.

6.1.2 Grand Senior and Grand Junior Wardens

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 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. Unless prior arrangements have been made by the W.M. 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 W.M.’s invitation.

6.1.3 Alarm From The Tyler

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 W.M. instructs the J.W. to ascertain the cause of the alarm, the W.M. should **NOT** add such words as: *“ . . . and if it is the D of C returning with the D.D.G.M., you will admit them”*.
3. The W.M. should simply instruct the J.W. **to ascertain the cause of the alarm**, even if he already knows the reason for it.
4. This procedure will then give the Tyler, the I.G., and the J.W. the opportunity to make their respective formal announcements, (see the following section).
5. Once the cause of the alarm is “officially” known, the W.M. can then decide if it is necessary to instruct the Deacons to attend with their wands, (i.e. if a G.L.O. is present 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 G.L.O., (i.e. on the G.L.O.’s right side, as the G.L.O. enters the lodge room).
7. Before any visitors enter the lodge, the W.M. should give three knocks to raise the brethren. **Everyone always stands to receive visitors, including the W.M.**, just as you would when guests enter your home.

6.1.4 Announcing Grand Lodge Visitors

ANNOUNCING GRAND LODGE VISITORS

1. The proper mode for the announcing of 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” concerning the actual words to be used in announcing Grand Lodge visitors. Some appropriate, sample announcements are outlined on the following page.

3. There is no reason why the Tyler, the Inner Guard, and the Junior Warden cannot each use a 3" by 5" **index card**, prepared in advance, when doing so, such as the following:

The Director of Ceremonies returning, **presenting** R.W. Bro. Raymond S. J. Daniels, Deputy Grand Master of the Grand Lodge of Canada in the Province of Ontario, together with other present Grand Lodge Officers, who desires admission.

4. Be aware of when it is correct protocol to use the words "presenting" (for those G.L.O.'s entitled to assume the gavel), or "introducing".
5. Following are some examples of other announcements:

When a Grand Lodge visitor is entitled to assume the gavel

- (a) On a Fraternal Visit: "The Director of Ceremonies returning, **presenting** R.W. Bro. Robert W. Cox, District Deputy Grand Master of Western District, together with other present Grand Lodge Officers."
- (b) On an Official Visit: "The Director of Ceremonies returning, **presenting** R.W. Bro. Kenneth A. Orr, District Deputy Grand Master of Algoma District, on his Official Visit to Port Arthur Lodge."

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

- (c) "The Director of Ceremonies returning, **introducing** R.W. Bro. David R. Mackey, Grand Junior Warden, who seeks admission."

6.1.5 Official Visit Of The District Deputy Grand Master

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

1. When the District Deputy Grand Master makes his Official Visit to the lodge, (as per Section 97 of the *Constitution*), protocol demands that he is the highest ranking officer present.
2. The Grand Master, all Past Grand Masters, and the Deputy Grand Master will make a point of not being present. However, other Officers of Grand Lodge and Members of the Board of General Purposes often attend.

3. It is the established protocol of our Grand Lodge that, on the occasion of his Official Visit, (it is not called an “inspection”), 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 Present Grand Lodge Officers**), must be brought in and introduced before the D.D.G.M. enters. (If you adopt the procedure outlined in the paragraph immediately following, you could withhold the giving of any Grand Honours until the D.D.G.M. eventually arrives.)
5. In a large lodge room, these other groups could be lined up in the North and South, where they remain standing until the D.D.G.M. enters. At which time, Grand Honours are given to the D.D.G.M. He is escorted to the East, assumes the gavel and then seats everyone.
6. In a small lodge room, or if there is an inordinate number of visitors, they could be welcomed by the W.M., afforded Grand Honours, (if the W.M. so desires, as this is not mandatory), and then seated to await the arrival of the D.D.G.M.
7. It is not uncommon for a D.D.G.M. from another district to attend the Official Visit of the D.D.G.M. from your District. In prior years, both D.D.G.M.’s were typically brought into lodge together, the “Out-Of-District” D.D.G.M. walking behind the “In-District” D.D.G.M. It is now our Grand Lodge’s protocol that the “Out-Of-District” D.D.G.M. is to enter with the other Grand Lodge visitors. On the occasion of his Official Visit, your District’s D.D.G.M. is to enter last and alone.
8. After he has introduced the D.D.G.M., the D of C could acknowledge the presence of the **District Secretary**, who will typically be seated near the Secretary’s desk.

6.1.6 Acknowledging Words Of Welcome

ACKNOWLEDGING THE W.M.’S WORDS OF WELCOME

1. After the D of C has introduced each Grand Lodge visitor, each will be welcomed by the W.M., (in descending order of rank).
2. **TIP:** If the D of C **pauses** after introducing each Grand Lodge Officer, this gives the W.M. the opportunity to better remember the name of the G.L.O. He could then welcome each G.L.O. as they are being introduced, addressing each by their proper rank, name and title.
3. Each visitor should **acknowledge the W.M.’s greeting** simply by **inclining their head forward** about 3” or 4”.

4. Visitors should **not** use the **Sign of Fidelity**, nor should they **salute**, as they **respond** to the W.M.'s greeting. (The Sign of Salutation is not required because the visitor is not addressing the W.M.; he is simply **responding** to the W.M.'s words of welcome.)
5. NOTE: This protocol should be followed by **all visitors** to a lodge, whatever their rank, once they have been welcomed by the W.M.

6.1.7 The Sign Of Fidelity

THE SIGN OF FIDELITY

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 W.M. says: "*Let Us Pray*");
 - During the closing of lodge in the First Degree, when saying F.F.F.;
 - By the S.W. 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 W.M.;
 - By the W.M. when receiving visitors.
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.

6.1.8 Proper Reference To A Grand Lodge Officer

PROPER REFERENCE TO A GRAND LODGE OFFICER

1. When referring to a specific Grand Lodge Officer, 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 Allan J. Petrisor, Grand Master of the Grand Lodge of Canada in the Province of Ontario;
 - (b) * Right Worshipful Brother Raymond S.J. Daniels, Deputy Grand Master of the Grand Lodge of Canada in the Province of Ontario;
 - (c) Most Worshipful Brother C. Edwin Drew, Past Grand Master;
 - (d) Most Worshipful Brother Donald H. Mumby, Past Grand Master and Custodian of the Work;
 - (e) Right Worshipful Brother Brian E. Bond, Member of the Board of General Purposes;
 - (f) Right Worshipful Brother Blain R. Moffat, District Deputy Grand Master, Ontario District.

* The full reference to “. . . of the Grand Lodge of Canada in the Province on Ontario” applies to just these two most senior Officers.

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

4. Finally, please note it is **not** necessary to use the word “**the**” when referring to the rank of a present G.L.O., after mentioning his name, such as for:
 - **Grand Master** (do **not** say “M.W. Bro. Allan J. Petrisor, **the** Grand Master . . . etc.);
 - **Deputy Grand Master** (do **not** say “R.W. Bro. Raymond S. J. Daniels, **the** Deputy GM . . . etc.);

- **Grand Senior Warden** (do **not** say “R.W. Bro. Ronald H. Bivens, **the** Grand Senior Warden”);
- **Grand Steward** (obviously there is more than one GS, so “**the**” would be inappropriate anyway).

6.1.9 Proper Reference To The Grand Master and Deputy Grand Master

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

1. During their respective terms of office, as far as you and I are 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”).

6.1.10 The Gavel

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 Grand Lodge Officers are **entitled by right of 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 Grand Lodge Officers 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” D.D.G.M.
4. The W.M. passes the gavel first to the **highest ranking** Grand Lodge Officer.
5. **Tip:** The W.M. may find it easier to hold the gavel in his left hand while passing it in proper form, as he receives the Grip and Word of an Installed Master.

6. After he has finished his remarks, the highest ranking Grand Lodge Officer will pass the gavel in proper form to the second highest ranking Grand Lodge Officer.
7. The last Grand Lodge Officer to receive the gavel is the one who will return it in proper form to the W.M.

6.1.11 Closing Of Lodge

CLOSING OF LODGE

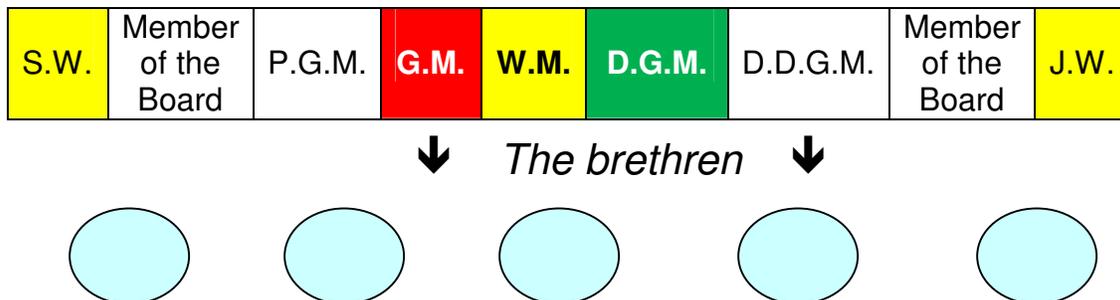
1. What is the order in which Grand Lodge Officers, (who are entitled to receive the gavel), speak before lodge is closed?
2. In reverse (**ascending**) order of rank. The highest ranking Grand Lodge Officer speaks last.
3. No one should rise to offer any comments or announcements after that Grand Lodge Officer has finished speaking.

6.2 BANQUET HALL PROTOCOL

BANQUET HALL PROTOCOL

SEATING

1. The W.M. sits in the **centre** of the Head Table.
2. The S.W. should sit at the W.M.'s extreme right.
3. The J.W. should sit at the W.M.'s extreme left.
4. The **guest of honour**, (usually the highest ranking Grand Lodge Officer present), sits on the W.M.'s **immediate right**.
5. The second highest ranking Officer sits on the W.M.'s immediate **left**.
6. Any D.D.G.M.'s and Members of the Board would be seated in the remaining seats, to the right and left, as space permits.
7. Any Grand Lodge Officer who is entitled to assume the gavel **MUST** be seated at the Head Table.
8. Anyone replying to a toast should be seated at the Head Table, if space permits.
9. When there is a large group of visiting present Grand Lodge Officers, seat some of them at one or two RESERVED tables, directly in front of the Head Table.
10. One example of a Head Table seating arrangement could be:



11. All **present** Grand Lodge Officers in attendance, whether seated at the Head Table or elsewhere in the room, should be introduced.
12. Introduce the Head Table before you introduce any Secondary Head Table.

6.2.1 Banquet Program

TYPICAL BANQUET PROGRAM

- Invocation, or Grace.
- One verse of the Royal anthem.
- Toast to “The Queen and The Craft”.
- Dinner.
- Introduction of the Head Table. (*See the method described in the next section.*)
- Toast to Grand Lodge.
- Response, (if a PRESENT Grand Lodge Officer 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”.

6.2.2 Toasts

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.)
 - 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.)
 - **“The Grand Master and the Grand Lodge of Canada in the Province of Ontario.”** (No response if a PRESENT Grand Lodge Officer is not in attendance.) (A present or past Grand Lodge Officer should not propose this toast.)

- The Visitors. (Always a response – but visitors are never requested to rise and drink a toast to their hosts.)
- 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!)
- The Junior Warden's Toast. (All brethren participate.)

6.2.3 Introducing The Head Table

INTRODUCING THE HEAD TABLE

1. When introducing the Head Table guests, the Master of Ceremonies will **begin at the extreme left *** (i.e. the J.W.) and move to the chair (i.e. the W.M.), then go to the **extreme right *** (i.e. the S.W.) and **finish with the most senior Grand Lodge Officer**, or principal speaker.

(* to the left or right of the W.M.)

2. The Head Table guests should be asked to **remain standing**, and the brethren requested to **withhold applause**, until the entire Head Table has been introduced.
3. The W.M. could act as the Master of Ceremonies, or he could delegate this responsibility to another member of his lodge.

6.2.4 Addressing The Head Table

ADDRESSING 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) at the Head Table, as part of your introduction.
2. Recognition need only be given to:
 - The W.M. (*he takes precedence*);
 - **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; (Reverend Sir - if a brother who is a clergyman is present); 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.)

6.2.5 Tributes

TRIBUTES

1. Due to time and fiscal constraints (or, perhaps, due to 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. It would be appropriate to give a tribute to:
 - (a) The Queen and The Craft;
 - (b) The GM and 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, to make a toast.*)
6. The recognition would be in the form of a few words of appreciation, followed by a request that the brethren stand to recognize and show their thanks to (for example), our Visitors. While the lodge members are clapping, the brethren being recognized in this manner would remain seated.

7. No response is necessary to a tribute.

Method Of Making A Tribute

8. Before anything is done, first close the lodge.
9. Seat the brethren.
10. All tributes would be made before “O Canada” is sung.
11. The W.M. should explain that since an informal banquet is to follow, without involving the traditional toasts, we will now make a few “tributes”.
12. The first tribute he would like to make is to The Queen and The Craft. After those words are spoken, all that the brethren would do is to rise and applaud.
13. Next would follow a tribute to Grand Lodge. For example, the W.M. could ask the brethren to rise and recognize the leadership efforts and the dedication of our Grand Lodge Officers. The brethren again would simply rise and 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 a toast, not a tribute.*)
14. A tribute would then be made to the Visitors, etc.
15. There would **not** be a traditional Junior Warden’s toast.
16. It may be desirable to have the Chaplain or another brother ask a Blessing or say Grace for the informal banquet before leaving the lodge room. As the lodge is now closed, (see #8 above), no signs are given and specifically, the Sign of Fidelity is **not** assumed during this Blessing or Grace.
17. Once all the tributes have been made, the W.M. would ask all the brethren to join him on the floor of the lodge to sing one verse of “O Canada”. (Note: 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.

When It Is NOT Appropriate To Substitute Tributes For Formal Toasts

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

- a) The Official Visit of the D.D.G.M. (He will usually want to make a short speech following the toast to Grand Lodge.)
- b) The annual Installation and Investiture Ceremony.