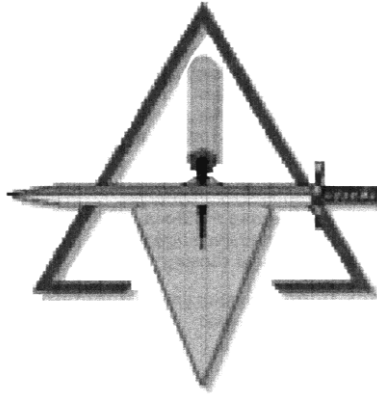


HANDBOOK OF CEREMONIES



OF THE SUPREME GRAND COUNCIL OF THE EASTERN JURISDICTION OF CANADA, ROYAL AND SELECT MASTERS

2004 Edition

AUTHORITY:

CONSTITUTION OF THE SUPREME GRAND COUNCIL, 1995 edition
(amended through 1999):

4.03.00 The ritual, forms, and ceremonies now adopted and in use, or as may from time to time be authorized by the Grand Council of the Eastern Jurisdiction of Canada, Royal and Select Masters, shall be the Authorized Work for all Degrees and Orders.

4.03.01 The ritual and work of the several Councils under the jurisdiction of Grand Council shall be uniform and the Grand Master, or his Deputy, may preside in any Council under this Jurisdiction in order to examine its work and proceedings.

**Any variation from the contents of this Handbook of Ceremonies,
and any further alteration, must have the sanction of the Advisory Council.**

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ARRANGEMENT OF GREAT LIGHTS AND OTHER SYMBOLS ON THE ALTAR

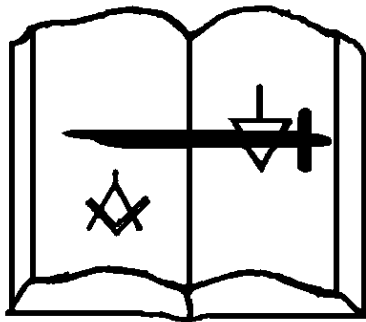
OPEN:

On the right hand page, a trowel with the handle pointing East.

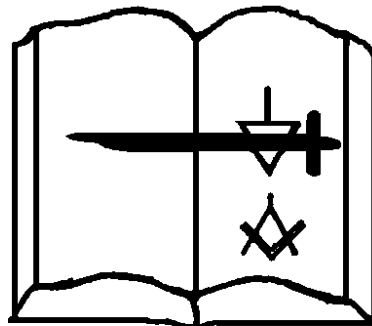
On the left hand page (for Opening Council), the Square and Compasses.

Across both pages a short sword with the hilt to the South and the point of the blade in the North.

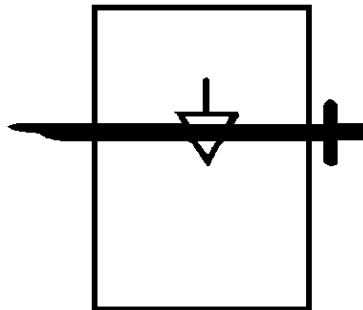
Opening Council, and Select Master Degree



Royal Master Degree



CLOSED:



ASSEMBLIES OF GRAND COUNCIL

1. Who receives ballots at Grand Councils?

The T.I.Ms, D.Ms, P.C.Ws and P.T.I.Ms in good standing, and duly registered proxies.

2. Who receives the three Council ballots?

If the T.I.M., D.M. and P.C.W. attend, each receives one ballot on registering.

If only two of the three principal officers attend, the senior officer receives two ballots and the junior officer one ballot.

If only one of the three principal officers attends he receives three ballots.

3. When may a proxy be used?

Should neither the T.I.M., D.M. or P.C.W. of a Council be able to attend the Assembly, the Council may, by a vote properly certified under seal by the T.I.M. and Recorder, delegate any Illustrious Companion who is a member of that Council to represent the Council.

The certified Illustrious Companion upon registration shall not be entitled to more than three votes in his own right and as a proxy.

These votes apply only to voting in the election of Grand Council officers.

THE COEHORN MORTAR

This small mortar, used for throwing grenades, got its name from Baron Coehorn, a Dutch military engineer.

The spelling is sometimes Cohorn and the mortar is frequently referred to simply as a Cohorn.

This particular Coehorn was a gift to this Grand Council from M.III.Comp. Stuart Sturges, Past Grand Master of the Grand Council of Cryptic Masons of the State of New York on 25 May, 1984 when our Grand Council held its annual Assembly at Fredericton, hosted by The York Council, No. 11.

M.III.Comp. Sturges was assisted in his presentation by M.III.Comp. I. Powell, Past Grand Master of the Grand Council of Royal and Select Masters of the State of Massachusetts, M.III.Comp. Rodger Staples, Past Grand Master of the Grand Council of the State of Maine, and III.Comp. John Sainz who was later to become a Past Grand Master of the Grand Council of Cryptic Masons of the State of New York.

The base of the Coehorn mortar is made of swamp cherry obtained from Crown Point* and the wedge of maple is made from wood more than 200 years old. The pin for cleaning out the touch hole was presented by Comp. Powell.

It was the express wish of the presenters that the Cohorn would be on display at each meeting of the Council to which the Grand Master belonged. This wish was officially confirmed at the Advisory Council meeting held immediately after the 117th annual Assembly closed, when the following motion was passed:

“Moved by Comp. Bean, seconded by Comp. Black, that the Grand Council ‘cannon’ (Cohorn) be placed in the hands of the Most Puissant Grand Master and to be on display in his own Council during his term of office, then returned to the Annual Assembly for presentation to the new Most Puissant Grand Master.”

* *Crown Point, a community about 90 miles North West of Albany, New York, was in 1609 the site of fighting between Champlain and the Iroquois Indians. Later on, Dutch and English traders trafficked there. By 1731 it had become a military outpost built by the French. At the beginning of the War of Independence it was wrested from the French and garrisoned by the American soldiers.*

ON THE GIVING OF GRAND HONOURS

Distinguished Guests from other Grand Councils:

As the Grand Master of Ceremonies leads in the distinguished guests (junior first, senior in rear) the Most Puissant Grand Master calls up Grand Council. The guests usually form a line to the West of the Altar. As each guest is introduced he usually goes to the Sign of Fidelity and gives a slight bow to the East, holding his place or even taking one pace forward and then returning to the line.

When all have been introduced, the Grand Master of Ceremonies calls for Grand Honours.

The Most Puissant Grand Master then requests the Grand Master of Ceremonies to escort the distinguished guests to the East where he may greet them personally. It is a courtesy for the Most Puissant Grand Master to step down to the floor, receive each guest, and have the Grand Master of Ceremonies escort them to their seats.

Representatives of Concordant Bodies:

As they enter, junior body leading, senior last, Grand Council is called up. They form a line across the floor West of the Altar. The proper dress is that of a Council with the Collar and Jewel of the office the guest holds in the Concordant body. Grand Honours are again given at the Altar and the Most Puissant Grand Master directs the Grand Master of Ceremonies to escort the guests to the East where he may greet them. Here again, the Most Puissant Grand Master usually steps down to the floor to greet and welcome his guests and turns them over to the Grand Master of Ceremonies for seating.

Reception of others (who may not be Council Members or even members of the Fraternity):

The Most Puissant Grand Master calls Grand Council to Refreshment, and directs the Grand Master of Ceremonies to introduce the guest (Mayor perhaps) or guests. This is done from West of the Altar *with no Grand Honours*. The Grand Master of Ceremonies escorts the guest or guests to the East where they are welcomed by the Most Puissant Grand Master and seated.

The Most Puissant Grand Master requests visiting non-members (Mayor, etc.) to speak, and then has the Grand Master of Ceremonies escort them to the Altar and out.

The Grand Master of Masons:

The last to enter is the Grand Master of Masons of the Jurisdiction where Grand Council is meeting. He is the only one who wears regalia other than that of the Council as he has authority over all Masons in his jurisdiction. He enters. Grand Council is called up and he is introduced at the Altar. It is fitting for a Past Grand Master to perform this function. The Grand Master is immediately escorted to the East. This time, the Most Puissant Grand Master

remains in the East to present him with the Gavel. The Grand Master is seated to the right of the Most Puissant Grand Master, who calls upon the Grand Master of Ceremonies to give Grand Honours.

Update for receiving the District Grand Master of Scotland in Newfoundland and the Grand Master of the Grand Lodge of Newfoundland and Labrador when both are in attendance. (November 18, 2011.)

All other guests of concordant bodies would have been received, introduced and seated and would have received Grand Council honors as a group;

The District Grand Master of the Grand Lodge of Scotland in NL., would be admitted, Grand Council to be upstanding, the District Grand Master to be introduced at the altar by the Grand Master of Ceremonies, welcomed by the MPGM, given Grand Council honors while at the altar, escorted to the East by the Grand Master of Ceremonies and seated to the immediate left of the MPGM;

The Grand Master of the Grand Lodge of NL. would be admitted last, Grand Council to be upstanding, the Grand Master would be introduced at the altar by the Grand Master of Ceremonies, brief welcome by the MPGM, escorted to the East, seated at the immediate right of the MPGM, Grand Council then seated.

The Grand Master of Ceremonies would request that Grand Council be upstanding and accord Grand Council honors to the Most Worshipful Grand Master of the Grand Lodge of NL. The MPGM would then extend the gavel to the Grand Master, who would reply, and return the gavel to the MPGM who would then seat Grand Council.

NOTE: If the Grand Master is not in attendance the gavel will not be extended.

(When the ruling head of a Masonic body visits one of his own Masonic Bodies, he always receives Grand Honours in the East after being introduced at the altar. He is the only one. All Past Grand Masters and Past Grand Officers receive Grand Honours at the Altar, never in the East. It is a serious breach of protocol to do otherwise.)

(Within the Eastern Jurisdiction of Canada, the Grand Inspectors-General of all Districts receive Grand Honours at the Altar immediately after introduction and before being escorted towards the East, where they are greeted on the level by the presiding T.I.M., presented with the Gavel, and seated in the East, the T.I.M. taking the seat of the P.C.W.. Grand Honours of three-times-three are given to Grand Inspectors-General consistently in every Council in every Province within the Eastern Jurisdiction, regardless of differences in local Grand Lodge customs.)

THE FLAG CEREMONY

PRESENTATION OF FLAGS

The usual flags to be presented are the Flags of Canada, United Kingdom, United States and the Provincial Flag.

The name to be used or referred to is “Flag Party”

It is strongly suggested that all flags to be presented are the same size if possible and a length of 7 or 8 foot for the poles.

Flags to be carried at an angle of 45 degrees under the left arm

The flag party should if at all possible be composed of “Military or ex Military types” the Flag Captain or Marshal should be able to give commands in a clear voice.

Upon receiving the order for “Flag Party” to enter, the assembly is called up (3 raps of the gavel) and the Flag Captain/Marshal gives the order for the “flag Party” to advance in single file. The Flag of Canada leading, other National flags following in alphabetical order E.G., Canada, United Kingdom, United States followed by the Provincial flags.

On arrival in the East going down the South side, they would cross in front of the dais, halt and then be given the order “Into line, Right Turn” The flag poles would then be lowered to the floor and the flag bearers would be standing at attention.

After arrival in the East the Flag Captain/Marshal gives all the orders He will say “you will place the “Flag of Canada”. The Flag bearer will then place the flag in the pedestal – take one step back and the “National Anthem” will be played, and the rest of the ceremony remains the same

If there are only three flags to be presented E.G., Canada, US and Provincial Flag the ceremony is a little different

This time the Canadian Flag goes in the center.

It should be noted that the Senior position which will always be occupied by the Canadian Flag is on the RIGHT OF THE SPEAKER’

with four or more flags and in the CENTRE if there are only three flags. The presentation ceremony should be worked out with the

Gm etc. prior to commencement. The organ/piano player should also be brought into the picture so he knows when to commence playing the anthems

The Colour Party is made up of four flag bearers led in by the Grand Master of Ceremonies.

Since the Supreme Grand Council does not always hold its Annual Assemblies in a conventional Lodge room, the entrance of the Colour Party will have to be determined by circumstances. In any event it is desirable for the Party to march up to the East on the South side of the Altar, swing left, and form a straight line across the East. That being the case, the first Bearer would carry the flag of Canada, the second Bearer the flag of the United

Kingdom, the third Bearer the flag of the United States of America, and the last Bearer the flag of the Province in which the Supreme Grand Council is meeting.

The Provincial flag is the first to be placed (on the Grand Master's far left) following which the appropriate anthem or song is sung.

The second flag placed is that of the U.K. (on the Grand Master's right). *God Save the Queen.*

The third flag is that of the U.S.A. (left of the Grand Master). *The Star Spangled Banner.*

The last flag placed is that of Canada (far right of the Grand Master). *O Canada.*

When the ceremony has been completed, the Grand Master of Ceremonies orders the Colour Party to "Right Turn" and "Dismiss".

NOVA SCOTIA

Our Nova Scotia Bless,
With Peace and Happiness
Our Flag we raise.
And may we ever be,
United, Loyal and Free,
True to ourselves and thee.
We sing thy praise.

ODE TO NEWFOUNDLAND

When Sun-rays crown the pine-clad hills
And summer spreads her hand
Then silvern voices tune thy rills,
We love thee smiling land,
We love thee, we love thee,
We love thee, smiling land
As loved our fathers, so we love,
Where once they stood we stand,

Their prayer we raise to heav'n above,
God guard thee, Newfoundland,
God guard thee, God guard thee,
God guard thee, Newfoundland.

THE ISLAND HYMN

Words by L.W. Montgomery
Tune: Insula Beata

Music by L.W. Watson
Arrangement by C. Gledhill



- | | | |
|----|-----------------------------|------------------------------|
| 1. | Fair Island of the sea, | we raise our song to thee, |
| 2. | Upon our princely Isle | may kindest fortune smile |
| 3. | Prince Edward Isle, to thee | our hearts shall faithful be |



- | | | |
|----|-----------------------|----------------------|
| 1. | the bright and blest; | loyally now we stand |
| 2. | in coming years; | peace and prosperity |
| 3. | where'er we dwell; | forever may we stand |



- | | | | |
|----|----------------------------|----------------------------|---------------------|
| 1. | as brothers, hand in hand, | and sing God save the land | we love the best. |
| 2. | in all her borders be, | from every evil free, | and weakling fears. |
| 3. | as brothers, hand in hand, | and sing God save the land | we love so well. |

GOD SAVE THE QUEEN

God save our gracious Queen,
Long live our noble Queen,
God save the Queen,
Send her victorious
Happy and Glorious
Long to reign over us.
God save the Queen.

THE STAR SPANGLED BANNER

O say! Can you see by the dawn's early light
What so proudly we hailed at the twilight's last gleaming?
Whose broad stripes and bright stars, thru' the perilous night
O'er the ramparts we watched, were so gallantly streaming?
And the rocket's red glare and bombs bursting in air
Gave proof thro' the night that our flag was still there.
O say! does that Star-Spangled Banner yet wave
O'er the land of the free and the home of the brave?

O CANADA

O Canada, our home and native land,
True patriot love in all thy sons command.
With glowing hearts we see thee rise, the True North strong and free;
From far and wide, O Canada, we stand on guard for thee.
God keep our land, glorious and free,
O Canada, we stand on guard for thee,
O Canada, we stand on guard for thee.

GRAND REPRESENTATIVES

1. The number of Grand Representatives allotted each Council is determined on a per-capita basis.
2. Grand Representatives appointed by Grand Masters are expected to have or have had rank in Grand Council.
3. To continue in the position of Grand Representative, the Companion so appointed is expected to appear for Roll Call at each annual Assembly of Grand Council or send written regrets if prevented from attending for some good reason. Failure to do so for two consecutive years will result in the Grand Representative forfeiting his appointment.
4. An active and responsible Grand Representative is expected to maintain an ongoing contact with his counterpart, which involves more than merely sending him a copy of our Annual Proceedings.

RECEPTION OF DISTINGUISHED VISITORS BY COUNCILS

General:

Companions accompanying the distinguished visitor line up in the Anteroom in pairs under the direction of the Grand Master of Ceremonies (or an Acting Grand Master of Ceremonies). Very Illustrious Companions lead, followed by Right Illustrious Companions and Most Illustrious Companions, with the distinguished visitor alone at the end of the procession.

When all is in readiness, the Sentinel sounds the alarm (***) and announces, “The Very Illustrious Grand Master of Ceremonies” (or Acting Grand Master of Ceremonies).

Most Puissant Grand Master:

The Grand Master of Ceremonies is admitted, advances to the Altar on the square, salutes and says, “Thrice Illustrious Master, the Most Puissant Grand Master, accompanied by present and past Grand Council officers, is without and demands admission. You will order your Captain of the Guard and Conductor of the Council to attend at the Altar” (the Captain of the Guard and the Conductor of the Council with swords, or staves, join the Grand Master of Ceremonies at the Altar, one on his right, the other on his left) “and call up your Council.”

The three march to the door, which is immediately opened. The Captain of the Guard and Conductor of the Council take positions on either side of the doorway, crossing their swords (or staves).

The procession, led by the Grand Master of Ceremonies (or Acting Grand Master of Ceremonies) enters under the crossed swords (or staves), crosses the West, and marches down the centre of the Council to the Altar. The Grand Master of Ceremonies (or Acting Grand Master of Ceremonies) takes his position just North of the Altar and awaits the arrival of the Grand Master. The Grand Council officers, in two files, well apart, halt when the leaders reach the Altar, and face inwards.

The Grand Master, followed by the Captain of the Guard and Conductor of the Council with crossed swords (or staves), passes between the lines to the Altar. When he arrives at the Altar, the Grand Council officers face the East and salute, taking their time from the Grand Master.

The Grand Master of Ceremonies (or Acting Grand Master of Ceremonies) says, “Thrice Illustrious Master, I am honoured to introduce to you and through you to the Companions of Council No. the Most Puissant Grand Master of the Supreme Grand Council of the Eastern Jurisdiction of Canada, Royal and Select Masters.” He takes the Grand Master by tile right hand and escorts him to the East. The T.I.M. descends to the floor, shakes the Grand Master’s hand, passes him the Gavel, and stands at his left as he assumes the East.

The Grand Master of Ceremonies (or Acting Grand Master of Ceremonies) stands at the Grand Master’s right and says, “The Grand Council officers accompanying the Most Puissant Grand Master will kindly take seats in the East, advancing from the rear in pairs and saluting

at the Altar. Companions Captain of the Guard and Conductor of Council, resume your stations. Companions be seated.” (*When done:*) “Companions, you will rise and greet the Most Puissant Grand Master with the Grand Honours of Masonry by three times three, taking your time from me.” (*When done:*) “Companions, be seated.”

Deputy Grand Master, Principal Conductor of the Work, Inspector-General:

The procedure is the same except that the Grand Master of Ceremonies (or Acting Grand Master of Ceremonies) uses the words “requests admission” instead of “demands admission” and, immediately after introducing the distinguished visitor at the Altar, says, “Companions, let us greet the Right Illustrious with the Grand Honours of Masonry by three times three, taking your time from me.” He then conducts the distinguished visitor to the East.

(Only the reigning Grand Master is entitled to receive the Grand Honours in the East. All others receive them at the Altar.)

(The Thrice Illustrious Master sits at the visitor’s left. After the visitor has returned the Gavel to the T.I.M., the T.I.M. assumes the East with the visitor at his immediate right. This avoids crowding and confusion on the dais.)

Retiring:

When the distinguished visitor wishes to retire, he notifies the Grand Master of Ceremonies (or Acting Grand Master of Ceremonies), who thereupon rises, salutes, and says, “Thrice Illustrious Master, the Most Puissant Grand Master (*or Right Illustrious Deputy Grand Master, etc.*) has expressed a desire to retire. You will order your Captain of the Guard and Conductor of the Council to attend at the Altar” (*when done:*) “and call up your Council.” (*When done:*) “The Grand Council officers accompanying the will kindly take their places at the Altar.” (*They should assemble in the same order in which they entered, facing the East.*)

The Grand Master of Ceremonies (or Acting Grand Master of Ceremonies) takes the distinguished visitor by the right hand and escorts him to the Altar. The Captain of the Guard and the Conductor of the Council stand immediately behind the distinguished visitor, with crossed swords (or staves), and far enough apart for him to pass between them. All salute, taking their time from the distinguished visitor. As the distinguished visitor turns, all Grand Council officers face forwards. The distinguished visitor passes under the crossed swords (or staves) and passes between the lines followed by the Captain of the Guard and Conductor of the Council. When they pass the end of the lines, the Grand Council officers turn (seniors in rank leading, juniors following) and follow them to the door, where the Captain of the Guard and Conductor of the Council take their positions with crossed swords (or staves). The visitors retire. The Grand Master of Ceremonies is the last to leave the Council Room.

INSTALLATION OF INSPECTORS-GENERAL

Right Illustrious Companion:

You have been invested with the apron, collar and jewel of an Inspector-General. The Inspectors-General are most important officers in the Grand Council. In your Province you are the representative of the Most Puissant Grand Master, invested with a portion of his powers, duties and responsibilities. Upon you, more than upon any other Companion, depends the harmony, the prosperity, and the proper transaction of business of the Councils.

It is your duty to visit each Council, at least once during the year; inspect its mode of working; examine its By-Laws; see that its records are being properly kept; inquire whether Grand Council returns and dues have been forwarded; ascertain if its hall is safe and properly supplied with furniture and working tools; communicate to it all edicts received through the Grand Recorder; and give it such instruction as your wisdom may suggest.

It is moreover your duty to make your report to the Most Puissant Grand Master at the time named in the Constitution – a duty which should under no circumstances within your control be omitted or delayed. Whether the Councils have done their duty or not, do yours; let them understand that the responsibility for omissions and delays must fall where it belongs, and set them the example of doing your duty promptly.

Your duties can be successfully performed only by constant care, labour and study. Your selection is evidence of the good opinion entertained respecting your Masonic knowledge, your willingness to labour, your fidelity and your discretion. Endeavour to discharge your duties in such manner as to show that the confidence of the Most Puissant Grand Master has not been misplaced.

INSTRUCTIONAL GUIDELINES

INSPECTORS-GENERAL

The Office:

Inspectors-General are within their Province a personal representative of the Most Puissant Grand Master. They are his eyes, his ears, his advisor and, when authorized, his spokesman. The Grand Master may properly call upon his Inspectors-General for any kind of assistance in respect of Masonic affairs in their respective Provinces.

Inspectors-General should be constantly careful to preserve harmony among Companions and Councils. They should not allow themselves to be drawn into factional disputes or into concerted efforts to elect or defeat any particular Companion who may be nominated for Grand Council office.

Inspectors-General must not take upon themselves the prerogative of speaking for the Grand Master or for Grand Council, must not give rulings or issue Dispensations, and must not act in

a dictatorial manner. Their kindly and helpful advice and counsel are to be cheerfully given to all presiding Thrice Illustrious Masters.

The whole purpose of this office is to link the Councils of the Provinces more closely with the Grand Council and to give to both a more vigorous and intimate life.

While holding the office, the Inspector-General's prefix is "Right Illustrious". But whether that prefix will be permanent will depend upon the Grand Master's recommendation to Grand Council at the end of the term. His recommendation will, of course, be based on duties performed and reports submitted.

Qualifications:

The Inspectors-General are recommended by their respective Councils to the Most Puissant Grand Master for appointment because of the nominees' experience and proficiency; but, once appointed, the Inspectors-General should prepare themselves by studying the Proceedings of Grand Council for at least the past three years, paying particular attention to the addresses of the Most Puissant Grand Masters, the reports of the Committee on the Condition of the Order, and amendments to the Constitution; and:

- whenever possible, study the reports concerning Councils in his Province during the past three years
- study the Constitution, and the authorized work
- prepare some addresses on Masonic subjects for use on appropriate occasions.

Until he has prepared himself through this reading and study, he should not consider himself fully prepared to advise or visit a Council or to deal intelligently with the problems and duties of the office.

Official Visits:

The most important duty of the Inspector-General is to visit all Councils in his Province, to inspect and report on their work and records. He should plan his visits early, and send a copy of his itinerary to each Council Recorder and to any present or past Grand Council officers resident in the area, with an invitation to the latter to accompany him whenever possible as they are equally interested in the welfare of Grand Council and some of them may seek the experience and knowledge of affairs which will qualify them for larger duties and service.

It is most desirable for the Inspector-General to notify the T.I.M. and Recorder well in advance of his visit so that a reference to the visit may be inserted in the summons. Lack of such notice may result in small attendance and general disappointment. It is never wise to make a surprise visit to a Council and it is most inadvisable for the Inspector-General to plan a visit on the same night that the Most Puissant Grand Master is visiting.

The Inspector-General should arrange to meet with the Council Recorder and Treasurer before the meeting so that he may examine at leisure the following:

1. The Recorder's minutes since the last Inspector-General's visit, noting their neatness and clarity, reference to Degree work, special occasions, special services rendered to Craft or community, and notice taken of Companions or their widows at Christmas or other special occasions.
2. The Recorder's accounts.
3. The Treasurer's accounts.
4. The premises.

Prudence and tact are most necessary in dealing with Council officers. The inspection is not for the purpose of finding fault, but rather to assist by independent counsel and constructive advice. It is better to discuss privately with the T.I.M. any irregularities discovered. In fact, it is a good rule never to criticize an officer or a Council in open Council respecting a matter not previously discussed with the T.I.M. The Inspector-General should make sure he is right, that his criticism is necessary, and that it is made in a kindly manner.

Program:

The Council is opened as usual by the T.I.M. and officers. It is permissible for the Inspector-General to be present (without official regalia) to witness the opening ceremonies so that he may satisfy himself as to the proficiency of the officers. After the opening he should retire without any special ceremony.

Companions who are to accompany the Inspector-General should form a procession in the Anteroom, the junior in rank leading with the Inspector-General in the rear. The Inspector-General should appoint a well skilled companion to act as his Acting Grand Master of Ceremonies.

The Acting Grand Master of Ceremonies causes the usual alarm to be made by the Sentinel, and when admitted he proceeds to the Altar, gives a Sign and advises the T.I.M. and Council that the Right illustrious Inspector-General is without, accompanied by a number of present and past Grand Council officers. The Acting Grand Master of Ceremonies then retires and accompanies the Inspector-General into the Council to the Altar. The Council is "called up" at the Inspector-General's entrance. He salutes at the Altar and remains there until introduced by the Acting Grand Master of Ceremonies and given Grand Honours. (Those accompanying him should not join in the Grand Honours, but instead give the Sign of Fidelity.)

The T.I.M. extends a welcome and, as the Inspector-General is escorted to the East, descends to the floor, shakes his hand, and surrenders the Gavel to him. The Inspector-General takes the T.I.M.'s place in the East with the T. I.M. on his left.

The Inspector-General arises, thanks the T.I.M. and Companions for the reception, returns the Gavel to the T.I.M., and takes a seat to the immediate right.

The Evening Business:

It is important that one of the Degrees should be conferred or exemplified. The Inspector-General takes note of any liberties taken from the authorized work.

Speeches:

These should be brief and kept to a minimum. That of the Inspector-General concludes the evenings program. If he cares to remark on the work and the records, he should be constructive, fair and frank; not harsh or destructive; not over-done or merely conventional praise. He should leave the impression that his inspection has been thorough and his criticism necessary and constructive. Unless he is experienced in ritual and has seen work in other Councils, he should be cautious in his comments on Degree work. His remarks should include a brief and instructive address on some Masonic topic.

Retiring:

It is probably wise, although not obligatory, for the Inspector-General to retire before the closing. He signals his Acting Grand Master of Ceremonies, who makes the announcement and conducts the Inspector-General to the Altar after he has requested the T.I.M. to call up his Council. Before leaving the Altar, the Inspector-General has a nice opportunity to express his thanks and appreciation. He salutes and retires, the procession turning about and following him, junior in rank leaving last.

Finances:

The inspection of the Council's financial affairs is a most important part of the Inspector-General's duties. While the "confidential report" form indicates what is regarded as wise and proper, the Inspector-General should make sure:

1. that adequate insurance is carried and that the policy has not lapsed,
2. that official dues receipts are used,
3. that all funds are deposited in a chartered bank,
4. that the cheques are signed by at least two officers, preferably the T.I.M. and Treasurer, but this is governed by the By-Laws which should be checked,
5. that a copy of the last financial statement is furnished him,
6. that such statement is properly audited and signed by the auditors,
7. that Council dues are sufficient to cover the operation of the Council,
8. that all surplus funds are invested in securities legal under the Provincial Trustees Act and that all securities are kept in a safe depository in the name of the Council.

Reports:

The confidential report form is to be completed by the Inspector-General for each Council visited. This should be forwarded immediately after the visit, to the office of the Grand Recorder. This report is to be filled in by the Inspector-General himself, and not by the T.I.M., Recorder, or any other Companion.

All questions must be answered.

Recommendations for Grand Council rank should be made only after thorough discussion with at least the T.I.M. and Recorder. They should represent the wish of the Council and carry the Inspector-General's recommendation.

Annual Report:

At the end of his term, the Inspector-General submits an annual report to Grand Council. He should aim at giving a true picture of the condition of the Councils in his Province, the quality of the work, the efficiency of the officers, attendance, enthusiasm, interest, etc.

**WEARING OF OFFICIAL REGALIA
BY GRAND COUNCIL OFFICERS**

Grand Council has a substantial investment in the apron and collar of office provided for the use of officers, and replacement costs are extremely high.

The Advisory Council has ruled that this dress regalia is for official use only, and is never to be worn on casual visits.

Official visits have been defined as:

1. When accompanying the Most Puissant Grand Master
2. When specially directed by the Most Puissant Grand Master
3. At assemblies of Grand Council
4. On visits to Councils when specially invited or when previous notice has been given
5. Authorized appearances in public

ESTABLISHING NEW COUNCILS

1. When it is deemed desirable and fitting that a new Council be established, a competent number of Companions choose a spokesman (say the potential Recorder) who will request of the Grand Recorder the proper form of petitioning Grand Council that a new Council be formed.
2. Should the petition be acceptable to Grand Council, a Dispensation is issued and the new Council is instituted using the *Ceremony for Instituting a New Council*.
3. Once the request for a Charter be granted (at an Annual Assembly of Grand Council) the *Ceremony of Constituting and Consecrating a New Council* is carried out by Grand Council.

(Charter Members of any new Council are those whose names appear on the original Petition for Dispensation. Any other Companions who become members while the new Council is under Dispensation will be known as Founding Members.)

PETITION FOR DISPENSATION TO FORM A NEW COUNCIL

To the Most Puissant Grand Master of the Supreme Grand Council of the Eastern Jurisdiction of Canada, Royal and Select Masters. The Petition of the undersigned respectfully represents that they are severally Companions of the Grand Council residing in and its vicinity, that they are in good standing as Companions of a Council, and competent to form and open a Council of Royal and Select Masters and properly to discharge the duties thereof, according to ancient usage.

Having at heart the good of the Order and being desirous to extend its benefits to worthy Companions, they pray for a Dispensation of Institution, empowering them to form, open, and hold regular Assemblies of Royal and Select Masters at in the Province of, Canada, in a Council to be named Council and to be conducted in strict accordance with the Constitution, Rules and Edicts of the Supreme Grand Council of the Eastern Jurisdiction of Canada, Royal and Select Masters.

They beg to recommend that the First Thrice Illustrious Master be, the first Deputy Master be, and the first Principal Conductor of the Work be

Dated 20..

CEREMONY FOR INSTITUTING A NEW COUNCIL

Notes:

1. The Inspector-General is in charge of the Ceremony until the arrival of the Most Puissant Grand Master and his retinue.
2. Prior to the day of the Institution, the Inspector-General should choose his Master of Ceremonies and Organist so that they may have ample preparation time. He may also wish to choose the pro-tem officers he will need for the opening of a Council of Select Masters.
3. On the day of the Institution the Inspector-General's Master of Ceremonies will see that all Companions not involved in the ceremonies are seated on the South side of the room so as to leave room for the officers and Companions of the new Council on the North side.
4. The Master of Ceremonies then assembles outside all the Companions of the new Council (except the officers-elect), leads them in, makes one clockwise perambulation, and directs them to seats behind those of the officers-elect.
5. The Master of Ceremonies then goes out to bring in the officers-elect who will make the same perambulation as the others and be conducted to seats in the North arranged as follows (from West to East):

Sentinel, Steward, Captain of the Guard, Master of Ceremonies, Recorder, Principal Conductor of the Work, Thrice Illustrious Master, Deputy Master, Chaplain, Conductor of the Council, Organist.
6. The Master of Ceremonies then retires to conduct into the Council Room the Inspector-General and his retinue of pro-tem officers. On entering, the procession divides into two columns facing the East, and the Master of Ceremonies conducts the Inspector-General through the two columns, past the North side of the Altar, to the East. The Inspector-General then asks his pro-tem officers to assume their stations and proceeds to open a Council of Select Masters. (The officers drop off at their stations as the Master of Ceremonies leads them in single file, clockwise, around the room, the South column falling in behind the North column.)
7. Meanwhile, in another room, a special Assembly of Grand Council is opened and made ready to enter the Council chamber on notification that a Council of Select Masters has been opened.
8. Grand Council, led by the Grand Master of Ceremonies, makes its entrance in the customary manner, the Grand Master being conducted to the East, handed the Gavel by the Inspector-General, and accorded Grand Honours under the direction of the G.M. of C.
9. The Ceremony of Institution begins. (See following pages.)

10. The Inspector-General's Master of Ceremonies asks the officers-elect to rise, then leads them once around the room, clockwise, and ends with them in two lines before the Altar, five in the front line and six in the second. He then asks the remaining members of the new Council to form lines behind the officers.
11. At the point where the Grand Master directs that the officers-elect and Companions of the new Council be returned to their seats in the North, the Grand Master of Ceremonies will take command, give the necessary orders, and conduct them to their seats.
12. It is highly desirable that the Organist chosen by the Inspector-General will play appropriate music for marching, whenever the situation presents itself.

CEREMONY OF INSTITUTION

Insp.-Gen. (*addressing the Grand Master*):

Most Puissant Grand Master, we have assembled here this evening for the purpose of instituting the Council, and I would therefore ask that the officers-elect and other petitioners for the Dispensation be conducted before the Altar.

(The Inspector-General's Master of Ceremonies does so in the manner described in Note 10.)

Grand Master of Ceremonies:

Most Puissant Grand Master, a number of Companions, duly instructed in the mysteries of the Craft, who are now before you, have requested me to inform you that, in accordance with the tenor of the Dispensation granted, they have assembled for the purpose of being instituted into a Council of Royal and Select Masters at in the Province of according to the forms and usages prescribed by the Supreme Grand Council.

Grand Master:

Companions, it is true that, after due deliberation, the Supreme Grand Council has granted to you, the petitioners for the new Council, a Dispensation enabling you to meet as Royal and Select Masters, and establishing you in all the rights and privileges appertaining to Councils working Under Dispensation, but, before proceeding further, it will be necessary for you to take a solemn vow. You will place your right hand on your left breast and repeat after me: I do solemnly promise and vow, upon my honour as a Select Master, that I will, to the best of my ability, comply with and cheerfully obey the Statutes and Regulations of the Supreme Grand Council of the Eastern Jurisdiction of Canada, Royal and Select Masters, so far as they shall come to my knowledge, so help me God and keep me steadfast. Grand Director of Ceremonies, you will please conduct the Thrice illustrious Master-elect to the East and the remaining Companions back to their seats.

(Note 11.)

Grand Master:

We shall now proceed with the Installation Ceremony.

(It is naturally the prerogative of the Grand Master either to install the officers of the new Council himself, asking the help of those in his retinue in the matter of reading Charges, etc., or to delegate the responsibility to a Past Grand Master of his choosing.)

(Should the Thrice Illustrious Master-elect be a P.T.I.M. (and it is highly desirable that he be), the Installation Ceremony may be shortened considerably by using the following:

“Illustrious Companion, since you have already occupied the Oriental Chair and have received the Order of Thrice Illustrious Master, it will not be necessary to subject you again to those parts of the Installation Ceremony which pertain to your office. I therefore declare you to be officially installed in your office.”)

Grand Master:

Most Illustrious Companion Grand Recorder, will you now please read the Dispensation.

(Grand Recorder does so.)

Grand Master (addressing T.I.M.):

Illustrious Companion, I now deliver into your hands this Dispensation, enjoining you faithfully to obey in all respects the Constitution, Rules and Regulations of the Supreme Grand Council.

(The installation of the remaining officers continues until all are installed.)

Grand Master:

Companions, this Council is now empowered to draft a set of By-Laws for the approval of Grand Council, to receive and to ballot upon Petitions, to confer the Degrees of Royal and Select Master and, in general, to conduct the affairs of the Council in accordance with the Constitution of the Supreme Grand Council.

If, in the wisdom of Grand Council, Council shall have proven itself capable and worthy, a Warrant will be granted at a later date, a number assigned, and the Council consecrated. The Supreme Grand Council wishes you every success.

Companion Grand Master of Ceremonies, you will make the Proclamation.

*(Gives three raps ***)*

(Grand Master of Ceremonies takes position before the Altar.)

Grand Master of Ceremonies:

In the name of the Most Illustrious Supreme Grand Council of the Eastern Jurisdiction of Canada, Royal and Select Masters, I proclaim this Council Under Dispensation, to be duly instituted, by three times three, taking your time from me.

(Grand Honours)

(At this point in the ceremonies it would be appropriate for other Councils to express greetings, extend congratulations, or make presentations. The dedication of any gifts will occur at the time of the new Council's Consecration.)

(The Grand Master of Ceremonies announces that it is the wish of the Grand Master to retire.)

(The Grand Master and his retinue retire to close the special Assembly of Grand Council.)

(The Grand Master of Ceremonies announces that it is the wish of the Inspector-General to retire.)

(The Inspector-General and his retinue retire.)

(The T.I.M. conducts any further business of the new Council and then proceeds with the closing.)

PETITION FOR WARRANT

To the Most Puissant Grand Master of the Supreme Grand Council of the Eastern Jurisdiction of Canada, Royal and Select Masters:

We, the undersigned Principal Officers of Council, located at, granted Dispensation on the day of, 20...., and instituted on the day of 20...., do now humbly pray that this petition for a Warrant will be granted by the Supreme Grand Council of the Eastern Jurisdiction of Canada, Royal and Select Masters.

..... T.I.M.
..... D.M.
..... P.C.W.

Dated 20....

(Mailing Address)

(Telephone)

CEREMONY FOR CONSTITUTING AND CONSECRATING A COUNCIL U.D.

Notes:

- *The new Council U.D. will meet in its chamber and open on the Select Master Degree.*
- *The Grand Council officers will meet in an adjoining room and open a special Grand Assembly of Grand Council.*
- *On being advised that the new Council is ready to receive them, the Grand Council officers will parade into the Council chamber in the usual manner.*
- *The Most Puissant Grand Master is escorted to the East and handed the Gavel. He asks those accompanying him to take over the seats of the officers of the new Council and asks the latter to take seats on the North side, depositing their Jewels of office on the small table provided as they do so.*
- *The Most Puissant Grand Master raps the Gavel and everyone is seated.*
- *The Grand Master of Ceremonies then proceeds with the ceremony of according Grand Honours.*

Grand Master:

The Grand Chaplain will now lead us in prayer.

Grand Chaplain:

Most holy and glorious Lord God, the Great Architect of the Universe, Thou who governst the world in the secrecy and silence of thy omniscient counsels, and who showest mercy unto all who trust in thy holy and ineffable name: we invoke thy benediction upon the purposes of our present Assembly. May this Council be established to thy honour, and consecrated to thy glory. May its officers be endowed with wisdom to discern and fidelity to pursue its true interests, and may its members, remembering that they have been chosen as a select band to preserve for the Craft that divine truth which is the foundation stone of all Masonry, be ever mindful of the duty which they owe to Thee, the Eternal Builder, the obedience they owe to their superiors, the love they owe to their equals, and the goodwill they owe to all mankind. Glory be to God on High. Amen.

Response:

So mote it be.

Grand Master:

Companion Grand Master of Ceremonies, you will conduct the officers and members of this Council before the Altar.

(The Grand Master of Ceremonies carries out the order, placing the T.I.M. directly in front of the Altar, the D.M and P.C.W. on either side of him but one pace back, the remaining officers in the next line, and the Companions in rows behind the officers.)

Grand Master:

Officers and members of Council, your petition to the Supreme Grand Council for a Warrant to constitute this Council has received our careful consideration. The Inspector-General has reported that since the date of your institution you have performed your duties well and in accordance with all the rules and regulations of Grand Council. You have proved yourselves competent in the conferring of Degrees, have submitted your By-Laws for our approval, and have shown great zeal in promoting the honour and propagating the principles of our Mystic Art.

I am happy to report that the Supreme Grand Council has unanimously approved of your petition, and by virtue of the power in me vested I do now form you into a regular Council of Select Masters.

The Grand Recorder will now read your Warrant of Constitution.

(Grand Recorder reads Warrant.)

Grand Master:

Companions of Council No., may the God of your fathers be with you and guide and direct you in all your doings.

I shall now call upon the Grand Chaplain to offer the Dedicatory Prayer.

(The Grand Master of Ceremonies and the Grand Chaplain proceed to the Altar. The Grand Master of Ceremonies uncovers the Jewels, Ark, Beautiful Piece of Work, etc. The Grand Chaplain then offers prayer:)

Grand Chaplain:

To our Most Illustrious Grand Master, King Solomon, we solemnly dedicate this Council. May the blessing of Him who presides in the Grand Council Above descend and rest upon its members, and may their fidelity be unbounded.

Glory be to God on High. Amen.

Response:

So Mote it Be.

Grand Master:

Very Illustrious Companion Grand Master of Ceremonies, you will now reinvest the officers of this Council with their appropriate Jewels and return them to their several stations. Grand Council officers will please assume the vacated chairs in the North.

(When done:) Very Illustrious Companion Grand Master of Ceremonies, you will now make the Proclamation. *(Gives three raps ***)*

Grand Master of Ceremonies:

In the name and by the authority of the Supreme Grand Council of the Eastern Jurisdiction of Canada, Royal and Select Masters, I proclaim Council No. to be legally constituted and consecrated, with the Grand Honours of Masonry, taking your time from me.

(Grand Honours.)

(Speeches, remarks, presentations, etc., would be appropriate here.)

(Grand officers retire.)

(Council concludes business and closes.)



The Supreme Grand Council
Eastern Jurisdiction of Canada
Royal and Select Masters

MEMBERSHIP REPORT

COUNCIL	_____	NO.	_____
NAME	_____	BIRTHDAY	_____
ADDRESS	_____	POSTAL CODE	_____
	_____	TELEPHONE	_____

Date

Royal Master Degree	_____
Select Master Degree	_____
Super Excellent Master Degree	_____
Royal Ark Mariner Degree	_____
Demitted	_____
Suspended	_____
Reinstated	_____
Deceased	_____
Affiliated	_____

DATE: _____ RECORDER: _____

Please complete and forward to the Grand Recorder after meeting in which the event was dealt with.



The Supreme Grand Council
Eastern Jurisdiction of Canada
Royal and Select Masters

THE GILLISPIE ACHIEVEMENT AWARD

Points having been won during the year January 19__ - December 31, 19__
_____ Council No. _____

- 1. Number of times Royal Master Degree conferred in full ___ X 10 _____
 - 2. Number of times Select Master Degree conferred in full ___ X 10 _____
 - 3. Number of Companions received Super Excellent Masters Degrees ___ X 5 _____
 - 4. Number of Companions received Royal Ark Mariner Degree ___ X 5 _____
 - 5. Percentage gain in member ship ___ X 10 _____
 - 6. Average Percentage of officers attending Regular Assemblies ___ X 1 _____
 - 7. Average Percentage of members attending Regular Assemblies ___ X 1 _____
 - 8. Attendance of T.I.M. at Grand Council 1 X 15 _____
 - 9. Attendance of Deputy Master at Grand Council 1 X 10 _____
 - 10. Attendance of P.C.W. at Grand Council 1 X 5 _____
 - 11. T.I.M. received at Grand Council 1 X 10 _____
 - 12. Percentage of members attending Grand Council ___ X 5 _____
 - 13. Number of Companions reinstates ___ X 5 _____
 - 14. Number of petitions for Affiliation accepted by ballot ___ X 5 _____
 - 15. Number of Meetings featuring Masonic Education, notice having
been given in Summons ___ X 10 _____
- TOTAL POINTS _____

Kindly complete and return to Grand Recorder by February 1, 19 __.

T.I.M. _____
Recorder _____

Date Returned _____

INSTALLATION OF OFFICERS

GRAND COUNCIL OF THRICE ILLUSTRIOUS MASTERS

(It will be the responsibility of the Presenting Officer to see that the Officers-Elect are properly seated on the north side of the Grand Council Chamber.)

Installing Officer:

The officers of this Grand Council of Thrice Illustrious Masters will now vacate their several stations. You will advance to the Altar, salute, and retire to the sidelines.

(When done:)

Installing Officer:

Illustrious Companion Presenting Officer, you will present the Thrice Illustrious Master-Elect for Installation.

(The T.I.M. is presented to the West of the Altar for installation.)

Presenting Officer:

Illustrious Companion Installing Officer, I present Illustrious Companion to be installed as Thrice Illustrious Master of this Grand Council of Thrice Illustrious Masters for the ensuing year, and who now declares himself ready for installation.

(The installing Officer calls up the Grand Council and proceeds to the Altar.)

Installing Officer:

Illustrious Companion, you will kneel at the sacred Altar, place both hands on the Holy Bible, Square and Compasses. You will say I, give your several names in full, and repeat after me:
I do solemnly promise that I will serve this Grand Council of Thrice Illustrious Masters for the ensuing year, and I will to the utmost of my knowledge, skill, and ability discharge all of the duties of the office to which I have been elected. So help me, God.

In testimony of your sincerity of purpose, you will seal your obligation on the Holy Bible, first removing your hands.

(When done:)

You will arise.

(The Grand Council is then seated.)

Illustrious Companion, you are now duly installed in your office, and I am very pleased to escort you to your station in the East.

(The T.I.M. takes his seat.)

Installing Officer:

Illustrious Companion Presenting Officer, you will present the remaining officers collectively, in order of rank.

(The remaining officers are presented to the West of the Altar.)

Presenting Officer:

Illustrious Companion Installing Officer, I am pleased to present Illustrious Companion who has been elected Senior Warden, Illustrious Companion who has been elected Junior Warden, Illustrious Companion who has been elected Steward, and Illustrious Companion who has been elected Sentinel of this Grand Council of Thrice Illustrious Masters for the ensuing year, and now declare themselves ready for installation.

Installing Officer:

Illustrious Companions, you are too well acquainted with the principles of this Grand Council of Thrice Illustrious Masters to warrant any distrust that you will be found wanting in the discharge of your respective duties.

You are to assist the Thrice Illustrious Master in the discharge of his duties, diffusing light and imparting knowledge to all whom he shall place under your care.

From the spirit which you have hitherto evinced, I entertain no doubt that your future conduct will be such as to merit the applause of your companions and the testimony of a good conscience.

You are now duly installed in your respective offices, and the Illustrious Companion Presenting Officer will conduct you to your respective stations.

(When done, the Installing Officer then proceeds to the West of the Altar.)

Installing Officer:

Thrice Illustrious Master, you will call up your Grand Council.

Illustrious Companions, let us pray.

(Kneels at the Altar.)

Most holy and glorious Lord God, the Great I Am, we approach Thee with reverence and implore thy blessing on these Illustrious Companions who have been elected to preside over this Grand Council of Thrice Illustrious Masters.

Fill their hearts with thy fear, that their tongues and actions may pronounce thy glory.

Make them steadfast in thy service, grant them firmness of mind and strengthen their endeavour. Bless them, O Lord, and bless the work of their hands. Accept us in mercy and forgive us our transgressions. Amen.

Response: So mote it be.

(Presenting Officer joins the Installing Officer at the West of the Altar.)

Presenting Officer:

In the name of the Most Illustrious Grand Council of Thrice Illustrious Masters of the Eastern Jurisdiction of Canada, Royal and Select Masters, I proclaim the officers to be duly installed in their respective offices for the ensuing year.

Installing Officer:

Thrice Illustrious Master, this concludes the Ceremony of Installation.

(Installing Officer and Presenting Officer then take their seats, and the T.I.M. seats the Grand Council.)

DRAPING OF THE WARRANT

T.I.M.: Companion Captain of the Guard, what is our first consideration on this occasion?

CoG: To honour the memory of our late Companion

T.I.M.: Companions, from the beginning of history it has been a universal custom to honour, ceremonially, the memory of departed Companions. Companion Captain of the Guard, how stands the hour?

CoG: Thrice Illustrious Master, it is low twelve. The sun has set on the life of our Companion, and he has laid down his working tools.

T .I.M.: (*Three raps ***.*) Companions, let us remember our late Companion, now at rest from his labours. Companion Captain of the Guard, you will drape the Warrant in memory of our departed Companion.

CoG: (*Drapes Warrant, then returns to his station.*)

T.I.M.: Let us now observe a moment of silent tribute.

(After about 15 seconds the T.I.M. from the East, or the Chaplain from the Altar, will offer the following prayer:)

T.I.M. or Ch:

Rest eternal grant unto him (*them*), O Lord, and may light perpetual shine upon him (*them*). And may the souls of the faithful departed rest in peace. Amen.

All: So mote it be.

T .I.M.: (*One rap *.*)

(It is suggested that the Warrant be draped during the meeting when the death of a Companion becomes known to the Council. It is customary to drape the Warrant for thirty days following the death of a Past Grand Council Officer, and for ninety days following the death of one of the five principal officers of Grand Council during his period of service.)