

# THE MOST WORSHIPFUL GRAND LODGE OF ANCIENT FREE AND ACCEPTED MASONS

OF THE STATE OF CONNECTICUT

## **POLICY AND PROCEDURES MANUAL**

### **PROCESSIONS AND INTRODUCTIONS**

#### **Applicability and Responsibility**

This document applies to Lodge Officers and Grand Lodge Officers, District Deputies, and Associate Grand Marshals or Chaplains. It provides instructions regarding the formation of Masonic Processions and the Reception and Introduction of Dignitaries.

Responsibility for maintaining this document rests with the Committee on Ritual and Ceremonies, with the approval of the Grand Master.

#### **PROCESSIONS**

##### **Order of Line up for a Procession** (from Front to Rear)

Past Associate Grand Marshals/Chaplains  
Associate Grand Marshals/Chaplains  
Past District Deputies  
Present District Deputies  
Appointed Grand Lodge officers  
Past Elected Grand Lodge Officers  
Past Grand Masters  
Grand Secretary  
Grand Treasurer  
Grand Junior Warden  
Grand Senior Warden  
Deputy Grand Master  
Grand Master

#### **Notes**

- 1) On the occasion of the Official Evaluation by the District Deputy, He is the senior officer unless the Grand Master or the Deputy Grand Master is present.
- 2) On all other occasions when a Grand Line Officer(s) is present the highest ranking Grand Lodge officer is the senior officer present.
- 3) The only one dressed in a top hat is the Worshipful Master, the Grand Master or District Deputy (worn only on the occasion of the Official Evaluation).
- 4) When in double file, the senior officer of a pair is on the right. The senior Grand Lodge Officer will be escorted (not conducted) into the Lodge Room at the end of

the Procession by the Senior Deacon or other brother designated by the Worshipful Master. The Marshal may also be used to lead the procession into the Lodge.

### **Line of March – Preferred**

Double file column enters the Lodge  
Left turn at the Junior Deacon's station  
Right turn at the Senior Warden's station  
Column splits left & right at the Altar, facing the East

\*(Note: Large delegations may require that the columns continue along the North & South sides of the Lodge between the Altar and the East).

Escorted Senior Officer ends up at the Altar facing the East

### **Line of March – Alternate**

Small Lodge rooms, narrow doorways, and/or crowded conditions may make it necessary to enter single file. If so, adapt the entry by using the following (or a variation if necessary):

Enter single file  
Turn left at the Junior Deacon's station  
Turn right at the Senior Warden's station  
Alternate every other one left & right at the Altar  
Escorted Senior Officer ends up at the Altar facing the East

## **INTRODUCTIONS**

### **Proper Introduction Etiquette**

The Senior Officer will be introduced by his escort (usually the Senior Deacon). After brief comments, the Senior Officer will call upon the junior person (usually the AGM of the District) to introduce the remainder of the suite.

The brother making introductions will therefore begin with the second most senior officer in the suite, and so on, to the least senior officer. Always start with Brother, followed by the name, then rank and title.

The preparation and use of INTRODUCTION CARDS is strongly recommended.

It is far better to read introductions from cards in a dignified manner than to get flustered half way through the introductions. DO NOT USE A FULL SHEET OF PAPER AS IT LOOKS VERY UNPROFESSIONAL.

## Format for Introducing Grand Lodge Dignitaries

*Senior Deacon or Escort of the Senior Officer:*

**WORSHIPFUL MASTER, I HAVE THE PRIVILEGE TO PRESENT BROTHER (FIRST M LASTNAME), MOST WORSHIPFUL GRAND MASTER OF THE GRAND LODGE OF ANCIENT FREE AND ACCEPTED MASONS IN CONNECTICUT.**

*(Note that in the absence of the Grand Master, the senior Officer's name and title would be substituted.)*

*The Worshipful Master should respond with something similar to the following:*

**MOST WORSHIPFUL BROTHER (LASTNAME), IT IS A PLEASURE TO HAVE YOU PRESENT IN (LODGE NAME) LODGE THIS EVENING. WOULD YOU PLEASE CAUSE YOUR SUITE TO BE INTRODUCED?**

*Senior Officer's Response:*

**IT IS MY PLEASURE TO BE HERE THIS EVENING, WORSHIPFUL MASTER. I HAVE ASKED WORSHIPFUL BROTHER \_\_\_\_\_ ASSOCIATE GRAND MARSHAL (or R.W. District Deputy, etc.) OF DISTRICT \_\_\_\_\_ TO INTRODUCE THE SUITE.**

*Introducing Officer Proceeds as Follows:*

**WORSHIPFUL MASTER, I HAVE THE PLEASURE TO INTRODUCE THE FOLLOWING GRAND LODGE OFFICERS AND PAST GRAND MASTERS:**

**BRO. (FIRST M LASTNAME), RW DEPUTY GRAND MASTER  
BRO. (FIRST M LASTNAME), RW GRAND SENIOR WARDEN  
BRO. (FIRST M LASTNAME), RW GRAND JUNIOR WARDEN  
BRO. (FIRST M LASTNAME), RW GRAND TREASURER  
BRO. (FIRST M LASTNAME), RW GRAND SECRETARY**

*(If any Past Grand Masters are present, they should be introduced here as follows:)*

**BRO. (FIRST M LASTNAME), MW PAST GRAND MASTER - (YEAR)**

*for each Past Grand Master present.*

*(If any Past Elected Grand Lodge Officers are present, they should be introduced here as follows:)*

**BRO. (FIRST M LASTNAME), RW PAST (PAST ELECTED OFFICE)  
BRO. (FIRST M LASTNAME), RW GRAND SENIOR DEACON  
BRO. (FIRST M LASTNAME), RW GRAND JUNIOR DEACON  
BRO. (FIRST M LASTNAME), RW GRAND MARSHAL  
BRO. (FIRST M LASTNAME), RW GRAND SENIOR STEWARD  
BRO. (FIRST M LASTNAME), RW GRAND JUNIOR STEWARD  
BRO. (FIRST M LASTNAME), RW GRAND CHAPLAIN  
BRO. (FIRST M LASTNAME), RW GRAND HISTORIAN  
BRO. (FIRST M LASTNAME), RW GRAND ORGANIST  
BRO. (FIRST M LASTNAME), RW GRAND TILER  
WOR. BRO. (FIRST M LASTNAME), ASSOCIATE GRAND TILER  
WOR. BRO. (FIRST M LASTNAME), ASSOCIATE GRAND TILER  
WOR. BRO. (FIRST M LASTNAME), DEPUTY GRAND TREASURER  
WOR. BRO. (FIRST M LASTNAME), DEPUTY GRAND SECRETARY**

**THE FOLLOWING RIGHT WORSHIPFUL DISTRICT DEPUTIES;**

**BRO. (FIRST M LASTNAME), DISTRICT (Appropriate number and letter).**

THE FOLLOWING RIGHT WORSHIPFUL PAST DISTRICT DEPUTIES;  
**BRO. (FIRST M LASTNAME) DISTRICT (Appropriate number & letter).**

THE FOLLOWING ASSOCIATE GRAND MARSHALS;  
**WOR. BRO. (FIRST M LASTNAME), DISTRICT (Appropriate number and letter).**

THE FOLLOWING PAST ASSOCIATE GRAND MARSHALS;  
**WOR. BRO. (FIRST M LASTNAME), DISTRICT (Appropriate number and letter).**

*The Worshipful Master then again greets the Senior Officer and requests:*  
**BROTHER (LASTNAME), WE ARE DELIGHTED TO HAVE YOU WITH US. WILL YOU AND YOUR SUITE PLEASE CONTINUE TO THE EAST UNDER YOUR PRESENT ESCORT.?**

*The Worshipful Master descends to the level while the Senior Deacon escorts the Senior Officer to the East. The Worshipful Master greets the Senior Officer and invites him to a seat in the East (at his immediate right hand). The Worshipful Master greets each of the dignitaries, and to the extent available, invites them to a seat in the East or to the sidelines.*

*The Worshipful Master then calls upon the Lodge to salute the Senior Officer with the Grand Honors, if applicable.*

*Grand Honors are reserved for the Grand Master or Past Grand Masters, and to the District Deputy on the occasion of his Official Inspection. Grand Honors MAY be given by the Lodge to other dignitaries if desired. If the Senior Officer is a Progressive Grand Lodge Line Officer, or the District Deputy on Official Inspection, the Worshipful Master proceeds as follows:*

*Following the Grand Honors, the Worshipful Master tenders his gavel to the Senior Officer as follows:*

**BROTHER (LASTNAME), IN TOKEN OF THE ALLEGIANCE OF \_\_\_\_\_ LODGE TO THE GRAND LODGE OF CONNECTICUT, I PRESENT YOU WITH MY GAVEL, THE EMBLEM OF MY AUTHORITY.**

*The Senior Officer will accept the gavel, make very brief remarks, seat the Lodge and return the gavel to the Worshipful Master. If the Senior Officer is covered, he will then remove his hat and take his seat, at which time the Worshipful Master recovers and proceeds with the program of the evening.*

*At the end of the evening's program, after all in the room have had an opportunity to address the Lodge, the Worshipful Master will call upon the Senior Officer for final remarks, and may invite him to close the Lodge. No one is to speak after the Senior Officer unless invited to do so by him. The Senior Officer may accept the gavel, make his remarks, and proceed to close the Lodge.*

*On the occasion of the Official Inspection by the District Deputy, he may be invited to close the Lodge, but should decline to do so in order that he might observe the closing by the Lodge officers.*

**Introduction Cards**

Cards should be made up ahead of time. They should be clearly PRINTED or TYPED. Make the characters large enough to be easily read. Three by five index cards make a good format. Place only ONE NAME/TITLE on each card. A small supply of blank cards should also be on hand to be filled out for unexpected dignitaries who show up.

Cards should be prepared for present:

- Grand Lodge Officers
- District Deputies
- Associate Grand Marshals/Chaplains
- Past Grand Masters
- Other dignitaries known to frequent the District, (Past District Deputies, Past Associate Grand Marshals)

When organizing the cards in the anteroom prior to making introductions, don't forget those who are not in the line of march due to being a Lodge Officer, or who may be too old and infirm to march in, etc.

It is a good idea to color code the cards for the different categories. This will make it much easier to find a card and to return them to their proper place in the stack after the introductions. One method of color coding is to apply a "Magic Marker" or Highlighter Pen to the top edge of a stack of cards, using a different color for each category.

**Recommended card formats:**

<p style="text-align: center;"><b>GRAND MASTER</b></p> <p>Brother _____,</p> <p>Most Worshipful (Grand Master/Past Grand Master) of the Grand Lodge, Ancient Free &amp; Accepted Masons of the State of Connecticut</p>	<p style="text-align: center;"><b>GRAND LODGE OFFICERS</b></p> <p>Brother _____,</p> <p>Right Worshipful (Title) _____</p>
<p style="text-align: center;"><b>DISTRICT DEPUTIES</b></p> <p>Brother _____,</p> <p>Right Worshipful (Past) District Deputy of Masonic District _____</p>	<p style="text-align: center;"><b>ASSOCIATE GRAND MARSHALS (OR CHAPLAINS)</b></p> <p>Worshipful Brother _____, (Past) Associate Grand Marshal (or Chaplain) of Masonic District _____</p> <p>(If the Brother is not a Past Master, omit "Worshipful".)</p>