

THE MOST WORSHIPFUL GRAND LODGE OF ANCIENT FREE AND ACCEPTED MASONS

OF THE STATE OF CONNECTICUT

POLICY AND PROCEDURES MANUAL

When Welcoming Guests or Concluding a Ceremony and Excusing Guests

Applicability and Responsibility

This document applies to all Constituent Lodges of the Grand Lodge A.F. & A.M. of Connecticut.

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

Procedure for Welcoming Guests or Concluding a Ceremony and Excusing Guests

The following statement is offered for use when ladies and guests enter the lodge room for an event or ceremony.

*(***) Three raps of the gavel to raise everyone.*

(Name of lodge) would like to welcome you to the (name of event). We hope you enjoy your visit. (Optional) Please feel free to move about the lodge room and take photographs.

At the conclusion of any semi-public event, the Worshipful Master or other Presiding Officer should thank everyone for attending, and, if refreshments are planned, he should invite everyone to retire for refreshments. If the ceremony was conducted as part of a meeting when the Lodge was at Refreshment (e. g. an Installation or District Deputy Reception), he should ask ladies and other guests who are not Masons to retire and announce that Masons should remain as the Lodge is closed.

The following statement is offered for use if the event was conducted when the Lodge was at Refreshment.

*(***) Three raps of the gavel to raise everyone.*

"This concludes our ceremony this (morning, afternoon, or evening), on behalf of (name of lodge), I would like to thank everyone for being part of the event, and invite you to join us in the (location of refreshments, e.g. banquet hall) for refreshments. At this time we would ask the ladies and others who are not Masons to please retire and for Masons to remain while we close the Lodge. Brethren, please escort your ladies to the door of the Lodge Room and then return to your seats so we can proceed promptly."

The following statement is offered for use by the Worshipful Master or other Presiding Officer if the ceremony was not held when the Lodge was at Refreshment.

*(***) Three raps of the gavel to raise everyone.*

"This concludes our ceremony this (*morning, afternoon or evening*). On behalf of (*name of lodge*), I would like to thank everyone for being part of the event, and invite you to join us in the (*location of refreshments, e.g. banquet hall*) for refreshments."