

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

OF THE STATE OF CONNECTICUT

## **POLICY AND PROCEDURES MANUAL**

### **INSTALLATION OF OFFICERS**

#### **Applicability and Responsibility**

The Officers of a Masonic Lodge must be formally installed before they can assume the responsibility of their station. The ceremony may be semi-public (encouraged) or private.

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

#### **References**

**Section 3205** states that officers once installed shall hold their stations until their successors are elected and duly installed, unless deposed for cause.

**Section 3408** permits a public installation of officers to be held on a Sunday.

**Section 7100** requires the Master-elect to have received the Past Master's degree prior to his installation as Worshipful Master.

**Section 7200** permits installation to be done at a Special Communication if not otherwise specified in the bylaws of the Lodge.

**Section 7201** requires the Lodge to be at Refreshment for a PUBLIC installation.

**Section 7202** states that no officer may be installed by proxy.

**Section 7203** requires all officers to be installed and mandates that an installed officer may not resign.

**Section 7204** requires an Actual Past Master to install the officers of a Lodge.

#### **Discussion**

If the Master-elect is not an Actual Past Master, the Installing Officer will ensure that the Master-elect has received the essential elements of the Actual Past Master degree in proper form. The Master-elect must receive the degree from a Committee of no less than three Actual Past Masters or in a Lodge of Actual Past Masters. Copies of the Actual Past Master degree are available from the Grand Lodge Office.

Chairs for all Officers to be installed (except W.M.) arranged West of Altar facing the East.

On a small table near the Marshal's chair should be grouped:

- |                       |                           |
|-----------------------|---------------------------|
| Jewels of Officers    | Master's Hat              |
| •Rule                 | Charter                   |
| •Line                 | Deacon's Rods             |
| Book of Constitutions | Stewards' Rods            |
| By-Laws of lodge      | •Lockwood's Jurisprudence |
| Record Book of Lodge  | Tiler's Sword             |

"M" stands for Marshal. "I.O." stands for Installing Officer who is here addressed as Right Worshipful. •**Before words or paragraphs denotes that the same may be omitted.** Prior to the installation the officers to be installed may be clothed with the aprons of the offices to which they have been elected or appointed.

The Marshal may invest with jewels all except the Master as shown in the text on the Wardens.

### Procedure

## CEREMONY OF INSTALLATION

The Marshal escorts all officers except the Master-elect into the Lodge room and seats them.

**I.O. Brother Marshal, you will present the W.M.-elect.** (The W.M.-elect is presented in front of the East and introduced .....).

**M. I present Brother ..... to be installed Master of this lodge. He has been found to be of good morals and great skill, true and trusty and as he is a lover of the whole Fraternity wheresoever dispersed, I doubt not that he will discharge his duties with fidelity and with honor.**

**I.O. Brother M., you will face the Master-elect to the West.** (This is done.)

**I.O. Brethren, you behold before you Brother ..... who has been elected to serve this Lodge as Master for the ensuing year, and who now declares himself ready for installation. If any of you have any reason to urge why he should not be installed you will make it known now or else forever after hold your peace. Hearing no objection, I shall proceed to install him.** (The Master-elect is then faced to the East.)

**I.O. Brother M. you will place our Brother at the Altar there to receive the benefit of prayer and to take upon himself his official obligation.** (The Lodge is called up. ...)

(The I.O. uncovers, goes to the Altar, kneels facing the West, and says:)

**Vouchsafe Thine Aid, Almighty Father of the Universe, to this our present convention and grant that this Thy servant may dedicate and devote himself to Thy service and to the ideals of Freemasonry. Endue him with a**

competency of Thy Divine Wisdom that by the secrets of our art he may be better enabled to display the beauties of Brotherly Love, Relief and Truth and furnish us an example of Temperance, Fortitude, Prudence and Justice to the honor of Thy Holy Name. Amen.

I.O. You will now repeat after me your official obligation.

I, .....do solemnly promise upon my honor as a Mason to serve ..... Lodge No. .... Ancient Free and Accepted Masons, as Master for the ensuing year or until my successor is elected and installed, to the best of my ability, strictly conforming to the Constitutions, Rules and Regulations of the Most Worshipful Grand Lodge of the State of Connecticut and to the By-Laws of this Lodge so far as they shall come to my knowledge.

(Presiding Officer returns to East, recovers, and **Lodge is seated •**). (Master stands beside the Altar with the Marshal.)

I.O. My Brother, previous to your investiture it is necessary that you should signify your assent to those ancient charges and regulations which point out the duties of a Master of a Lodge. (To insure accuracy the following, 1 to 15, should be read.)

1. You agree to be a good man and true and strictly to obey the moral law.
2. You agree to be a peaceable citizen and cheerfully conform to the laws of the Country in which you reside.
3. You promise not to be concerned in plots and conspiracies against government, but patiently to submit to the decision of the Supreme Legislature.
4. You agree to pay proper respect to civil magistrates, to work diligently, to live creditably and act honorably by all men.
5. You agree to hold in veneration the original patrons and rulers of the Order of Masonry, and their regular successors, supreme and subordinate, according to their stations; and to submit to the awards and resolutions of your brethren, when convened, in every case consistent with the Constitutions of the Order.
6. You agree to avoid private piques and quarrels and to guard against intemperance and excess.
7. You agree to be cautious in carriage and behavior, courteous to your brethren and faithful to your Lodge.
8. You promise to respect genuine brethren, and to discountenance impostors and all dissenters from the original plan of Masonry.
9. You agree to promote the general good of society, to cultivate the social virtues, and to propagate the knowledge of the art.

10. You promise to pay homage to the Grand Master for the time being and to his Officers when duly installed; and strictly to conform to every edict of the Grand Lodge or general assembly of Masons that is not subversive of the principles and ground-work of Masonry.
  11. You admit that it is not in the power of any man or body of men to make innovations in the body of Masonry without the consent of the Grand Lodge having been first obtained.
  12. You promise a regular attendance on the committees and Communications of the Grand Lodge on receiving proper notice and to pay attention to all of the duties of Masonry on convenient occasions.
  13. You admit that no new Lodge shall be formed without permission of the Grand Lodge and that no countenance be given to any irregular Lodge or to any person clandestinely initiated therein, being contrary to the ancient charges of the Order.
  14. You admit that no person can regularly be made a Mason in or admitted a member of a regular Lodge without previous notice and due inquiry into his character.
  15. You agree that no visitor shall be received into your Lodge without due examination and producing proper vouchers of his having been initiated in a regular Lodge.
- I.O. These, my Brother, are the ancient charges and regulations of Free and Accepted Masons. Do you submit to these charges, and promise to support these regulations as Masters have done in all ages before you? (Master assents.)
- I.O. In consequence of your cheerful conformity to the charges and regulations, you are now to be installed Master of this Lodge, your brethren having full confidence in your care, skill and capacity to govern the same.
- (Marshal conducts W.M. to the East.)
- I.O. My Brother, with pleasure I invest you with the jewel of your office, the Square. As the Square is employed by operative Masons to fit and adjust the stones of a building that all its part's may properly agree, so you, as Master of this Lodge, are admonished by the symbolic meaning of the Square upon your breast to preserve that moral deportment among the members of your Lodge which should ever characterize good Masons, and to exert your authority to prevent ill-feeling or angry discussion from arising to impair the harmony of your meetings.
- (Master conducted to West of Altar.)
- I.O. (or Marshal) to Master-elect at the Altar: The various implements which are now presented to you are emblematical of your conduct in life.

**The Holy Writings, that Great Light of Masonry, will guide you to all truth, it will direct your paths to the Temple of Happiness and point out to you the whole duty of man.**

- However much men may differ in creed or theology, all good men are agreed that within the covers of the Holy Bible are found those principles which lay the foundation upon which to build a righteous life. Masonry therefore, opens this Book upon its Altars with the command to each of its votaries that he diligently study therein to learn the way to everlasting life.

- Adopting no particular creed, forbidding sectarian discussion within its lodge rooms, encouraging each to be steadfast in the faith of his acceptance, Masonry takes all good men by the hand and, leading them to its Altars, points to the open Bible thereon, and urges upon each that he faithfully direct his steps through life by the Light he there shall find, and as he there shall find it.

- If from our Sacred Altars the atheist, the infidel, the irreligious man or the libertine should ever be able to wrest this Book of Sacred Law, and thus remove, or even obscure the greatest Light in Masonry - that light which for centuries has been the rule and guide of Masons, then could we no longer claim for ourselves the great rank and title of Free and Accepted Masons; but as long as that light shines upon our Altars, as long as it illumines the pathway of the craftsman by its golden rays of Truth, so long and no longer can Masonry survive and shed its beneficent influences on mankind.

- Guard and treasure that Book of Sacred and immutable law; live according to its divine teachings, with the everlasting assurance of a glorious immortality.

**The SQUARE teaches us to regulate our actions by rule and line, and to harmonize our conduct by the principles of morality and virtue.**

**The COMPASSES teach us to limit our desires in every station, that rising to eminence by merit, we may live respected and die regretted.**

(From here the I.O. resumes. W.M. conducted to East.)

- The RULE directs that we should punctually observe our duty; press forward in the path of virtue, and, neither inclining to the right nor to the left, in all our actions have ETERNITY in view.

- The LINE teaches the criterion of moral rectitude, to avoid dissimulation in conversation and action, and to direct our steps to the path which leads to IMMORTALITY.

**I also present to you a copy of Masonic Law and Practice, as applied to this Grand Jurisdiction, and I particularly refer you to the "Landmarks of Masonry". A frequent rehearsal of these tenets will be of incalculable benefit to the members of your Lodge.**

**The Book of Constitutions you are to search at all times; cause it to be read in your Lodge that none may pretend ignorance of its requirements.**

(The presentation of the charter may be varied by having the retiring Master transmit it to the new Master.)

**You now receive in charge the Charter under authority of which this Lodge is held. As its lawful custodian you are carefully to preserve and duly transmit it to your successor in office. You have immediate and complete jurisdiction over this charter. You will see that it is in the Lodge room at every meeting.**

**You also receive in charge the By-Laws and the records of your Lodge. The By-Laws you will cause to be carefully and punctually executed. The records you are to see properly kept, and that nothing improper may be transmitted to paper, you are to have general supervision over the duties of the secretary.**

**As King Solomon wore a crown as an emblem of royal dignity, so as a mark of distinction and agreeable to ancient custom among the fraternity of Free and Accepted Masons, you, as Master of the Lodge, are to be covered while the rest of the craft remain uncovered. I now conduct you to the Oriental chair, once so ably filled by our ancient Grand Master, Solomon, King of Israel, and may a portion of his wisdom descend upon and abide with you.**

(Before taking the three steps.)

**Stand to your work and be firm  
Halting not in your way:  
Balking, the work half done,  
For an instant dole of praise.**

(Escorts Master to the East and faces him to the West.)

**Stand to your work and be strong  
Certain of tongue and of pen,  
For you're neither a god, nor a child  
But a man in a world of men.**

•(Song)

**I.O. Masons only please rise. (Lodge called up. •••)**

**Master behold your Brethren!**

**Brethren behold your Master! You will salute him with Grand Honors.**

*Note: Omit Grand Honors in a Public Ceremony. Substitute "You will greet him with your applause"*

(Lodge seated. •)

**I.O. Brother Marshal, you will cause the other officers to rise and place their right hands over their hearts.**

**I.O. You will repeat after me your official obligation:**

**I solemnly promise that I will serve this Lodge in the office and for the term for which I have been elected or appointed, and will perform all of the duties of that office to the best of my ability.**

(The Marshall will seat all but the two Wardens.)

- I.O. My brothers you will occupy two important stations in this Lodge and circumstances may arise which will require you to assume additional duties. You should therefore, be bound by the same obligations as your Master. You have heard him give his assent to the Ancient Charges and Regulations. Do you fully and freely assent to the same? (Wardens give their assent.)**

(Seat Junior Warden.)

**Senior Warden**

- I.O. Brother Marshal, you will present the Senior Warden-elect in the East.**
- M. R.W. Sir I present Brother \_\_\_\_\_ who has been elected Senior Warden for the ensuing year.**
- I.O. You have been elected Senior Warden of this Lodge for the ensuing year and I (or "the Marshal will") invest you with the jewel of your office - The Level.**

**The Level demonstrates that we are descended from the same stock, partake of the same nature and share the same hope. Although distinctions among men are necessary to preserve subordination, yet no eminence of station should make us to forget that we are brothers. For a time will come, and the wisest know not how soon when all distinction save that of goodness will cease, and Death, the grand leveler of human greatness, will reduce us to the same state.**

**•The office to which you have been elected is one of responsibility. It will require exemplary conduct on your part. Its duties will demand your assiduous attention. You are to second and support your Master in all of the requirements of his office and should casualty at any time prevent his attendance, you will succeed him in the performance of his duties.**

**Your regular and punctual attendance at the meetings of your Lodge is essentially necessary as in the absence of the Master, you will govern the Lodge. I firmly rely on your Knowledge of Masonry and your attachment to this Lodge for a faithful discharge of your important trust.**

**Look well to the West. Brother Marshal, conduct the S.W. to his station.**

**•(Song)**

## Junior Warden

**I.O. Brother Marshal, you will present the Junior Warden-elect in the East.**

(This is done with an introduction similar to the Senior Warden and in the case of all the officers.)

**I.O. You have been elected Junior Warden of this Lodge for the ensuing year and I (or "the Marshal will") invest you with the jewel of your office - the Plumb.**

**The Plumb admonishes us to walk uprightly in our several stations, to hold the scale of justice in equal poise, to observe a just medium between intemperance and pleasure and to make our passions and prejudices coincide with the line of our duty.**

•The office to which you have been elected is important and respected. In the absence of your superiors you are bound to succeed them in performing their duties. The ideals of our institution ought never to suffer from the lack of intelligence among its officers. You will therefore perceive the necessity of your being able to perform not only the duties of your station but also those which may occasionally devolve upon you by the absence of your superiors.

**To you specifically is entrusted the superintendence of the craft during the hour of refreshment. It is therefore indispensably necessary that you be not only temperate and discreet in the indulgence of your own inclinations but careful to observe that none of the Craft be permitted to convert the purposes of refreshment into intemperance or excess. Your regular attendance at the meetings of the Lodge is particularly requested and I have no doubt you will give to your duties all the attention and study their importance demands.**

**Look well to the South. Brother Marshal, conduct the J.W. to his station.**

•(Song)

## Treasurer

**I.O. Brother Marshal, you will present the Treasurer-elect in the East.**

**I.O. Brother \_\_\_\_\_, you have been elected Treasurer of this Lodge for the ensuing year and I invest you with the jewel of your office. It is your duty to receive all money from the hands of the Secretary, keep a just and regular account of the same, and pay it out at the Worshipful Master's will and pleasure, with the consent of the Lodge.**

•The qualities that should recommend a Treasurer are accuracy in keeping a correct and minute account of all receipts and disbursements; integrity in carefully preserving the funds and property of the Lodge committed to his custody and giving a true and accurate account of the same when called upon for that purpose.



I trust that regard for the Fraternity will prompt you to the faithful discharge of the duties of your office. You will now be conducted to your place in the Lodge.

Secretary

I.O. Brother Marshal, you will present the Secretary-elect for installation.

Brother \_\_\_\_\_, you have been elected Secretary of this Lodge for the ensuing year and I now invest you with the jewel of your office.

It is your duty to observe the proceedings of the Lodge, keep a true and perfect record of the same, receive all money from the hands of the Brethren and pay it to the Treasurer taking his receipt therefor.

Your good inclination to Masonry and this Lodge will induce you to discharge the important duties of your office with fidelity and by so doing you will merit the esteem and applause of your Brethren. You will now be conducted to your place in the Lodge.

Deacons

I.O. Brother Marshal, you will present the Deacons in the East.

(This is done. Use either (a) or (b) following, but not both.)

I.O. Brothers \_\_\_\_\_.

(a) You have been appointed Senior and Junior Deacons respectively of this Lodge for the ensuing year. I invest you with the jewel's of your offices and the Marshal will place in your possession the rods which you are to bear in the performance of your official duties as symbolic of your deputed authority. It will be your duty to attend on the Master and Wardens in the various and honorable activities of the Lodge; and as from you the first impressions of our institution are received by the candidates, you should be particularly careful, by the seriousness of your own deportment properly to prepare them for the important and dignified ceremonies of initiation.

(b) You have been appointed Deacons of this Lodge and are now invested with your jewels of office. You are to act as the proxies of the Masters and Wardens in the active work of the Lodge, to welcome and accommodate visiting brethren, to receive and conduct candidates and see that the Lodge is duly tiled. As the sun rules the day and the moon governs the night, with regularity and precision, so may the representations of these heavenly bodies upon your staffs of office remind you of the necessity of these same qualities in the performance of the duties of your office. You will now be conducted to your places in the Lodge.

### Stewards

**I.O. Brother Marshal, you will present the Stewards in the East.**

**Brothers \_\_\_\_\_ you have been appointed Senior and Junior Stewards respectively of this Lodge for the ensuing year and I invest you with the jewels of your offices and place in your possession the rods which you will bear in the performance of your duties, which will be to assist the Deacons and other officers in their duties. At the hour of refreshment you will see that the tables are properly furnished and that each brother is suitably provided for. Your regular and punctual attendance at the meetings will afford the best proof of your zeal for and attachment to your Lodge. You will now be conducted to your places in the Lodge.**

### Chaplain

**I.O. Brother Marshal, you will present the Chaplain in the East.**

(If the Chaplain is a clergyman use the following.)

**I.O. You have been appointed to the sacred position of Chaplain and I invest you with the jewel of your office. In the discharge of your duties you will conduct the devotional services of this Lodge and perform the functions of your holy calling at our communications. Although Masonry is not a religion, it is emphatically religion's handmaiden and I am sure that in ministering at our Altar the services you shall perform will lose nothing of their vital importance because practiced in that spirit of universal tolerance which characterizes our institution. The principles of morality and virtue which you are accustomed to expound to the world as a minister of God will be the appropriate lessons you will be expected to recommend to your brethren. The profession you have chosen as your lot in life affords the best proof that you will discharge the duties of your present appointment with loyalty to your God and this Lodge and with faith in as well as charity toward all mankind. You will now be conducted to your place in the Lodge.**

(If a layman is appointed as Chaplain use the following.)

**I.O. You have been appointed Chaplain of this Lodge for the ensuing year and I invest you with the jewel of your office. You will conduct the devotional exercises of this Lodge and bear before the throne of heavenly grace the spiritual needs of your brethren. In all of your intercourse with the Lodge you will point to a brighter world and lead the way. You will now be conducted to your place in the Lodge.**

### Marshal

- I.O. Brother Marshal, you will present the Marshal in the East
- I.O. Brother you have been appointed Marshal of this Lodge for the ensuing year and I invest you with the jewel of your office, and place in your hands the baton as a badge of your office. You will form and conduct all processions and perform such other duties in the practice of our rites as the Worshipful Master shall direct. You will now be conducted to your place in the Lodge.

### Organist

- I.O. Brother Marshal, you will present the Organist in the East.
- I.O. Brother \_\_\_\_\_ you have been appointed Organist of this Lodge for the ensuing year and I invest you with the jewel of your office. Under the direction of the Master you will conduct the musical exercises of this Lodge. As harmony is the strength and support of all institutions, so may the harmony over which you shall preside strengthen and support every gentle and ennobling emotion of the soul. You will now be conducted to your place in the Lodge.

### Tiler

- I.O. Brother Marshal, you will present the Tiler in the East.
- I.O. Brother \_\_\_\_\_, you have been appointed Tiler of this Lodge for the ensuing year. I invest you with the jewel and implement of your office. As the sword is placed in the hands of the Tiler (present the sword to him) to enable him effectually to guard against the approach of cowans and eavesdroppers and to see that none pass or repass except such as are duly qualified, so should it morally serve as a constant admonition to us to set a guard at the entrance of our thoughts, to place a watch at the door of our lips, and to post a sentinel at the avenue of our actions, thereby excluding every unworthy and unqualified thought, word and deed and preserving consciences void of offense toward God and man.

•As the first application of visitors into the Lodge is generally made to the Tiler at the door, your station will often present you to the observation of strangers. Hence it is essentially important that he who sustains the office entrusted to you should be a man of good morals, steady habits and strict discipline, temperate, affable and discreet. I trust that a just regard for the honor and reputation of the institution will ever induce you to perform with fidelity the trust reposed in you. You will now be conducted to your place in the Lodge.

### Historian

- I.O. Brother Marshal, you will present the Historian elect for installation.
- I.O. Brother \_\_\_\_\_, you have been appointed Historian of this Lodge for the ensuing year and I invest you with the jewel of your office. You should possess the ability to determine from research and to record for posterity all pertinent facts of historical significance to your Lodge and your Brethren. May the records you will submit keep us ever mindful of the Fatherhood of God and the Brotherhood of Man. You will now be conducted to your place in the Lodge.

### Lodge Almoner

- I.O. Brother Marshal, you will present the Almoner elect for installation.
- I.O. Brother \_\_\_\_\_, you have been appointed Almoner of this Lodge for the ensuing year. The Jewel of your office is the script purse on which is a heart, and should ever remind you of your duty to attend to the comfort and comforting of the aged and unfortunate among our Brethren and their dependents. You must seek out the needy, visit the sick, administer to, and if possible, anticipate their requirements, remembering always that in the particular sphere of your activities, delay in visiting may bring you the overwhelming sorrow of having been too late. In any case where the need is beyond what the Lodge's resources can provide, he is to consult with the Grand Almoner to determine if there are resources within the greater Masonic community that can be utilized to provide relief.

From time immemorial, the Almoner has been of inestimable value to the Master and members of his Lodge. He is the eyes, ears, and hands of the Master. He has the important responsibility of always being well informed of the health and welfare of each of the members who comprise his Lodge's family, so that when adversity arises, the Lodge can fulfill its responsibility to help, aid, and assist, if necessary. Just as the Chaplain is responsible for attending to the spiritual needs of the Brethren, the Almoner is responsible for coordinating the Lodge's efforts to provide assistance in time of adversity and need. It is his duty to keep the Master and the Lodge informed and to lead the way in coordinating the rendering of assistance to any member in need.

- I.O. Look well to your important trust, Brother Almoner.

**CHARGES**  
*To the Master*

**I.O. Worshipful Master, (he rises) the superintendence and Government of the Brothers who compose this Lodge having been committed to your care, you cannot be insensible of the obligations that devolve upon you as their head, or of your responsibilities for a faithful discharge of the duties of your important trust. The honor, reputation and usefulness of your Lodge will materially depend upon the skill and ability with which you manage its concerns, while the happiness of your brethren will be generally promoted by the zeal and assiduity with which you disseminate the genuine principles of our institution.**

**For a pattern of imitation consider the great luminary of nature which rising in the East regularly diffuses light and luster to all within its circle. In like manner it is your peculiar province to spread and communicate light and instruction to your brethren.**

**Forcibly impress upon them the dignity and high importance of Masonry and seriously admonish them never to disgrace it. Charge them to practice out of the Lodge those duties they have been taught in it and by amiable, discreet and virtuous conduct convince mankind of the goodness of our institution, so that when a man is said to be a member of it, the world may know he is one to whom the burdened heart may pour out its sorrow; to whom distress may prefer its suit; whose hand is guided by justice; and whose heart is enlarged by benevolence. In fine, by a due observance of the By-Laws of your Lodge, the Constitutions of Masonry and above all the Holy Scriptures which are given as a rule and guide to your faith, you will be able to acquit yourself with honor and reputation and lay up a crown of rejoicing that will continue when time shall be no more.**

*To the Wardens*

**Brother Wardens: (Wardens rise) you are too well acquainted with the principles of Masonry to warrant any fear that you will be neglectful of your duties. Suffice it to say that what you have seen praiseworthy in others, you should carefully imitate, and what, in them, may have appeared defective, you are in yourselves to amend.**

**You are to be examples of good order and regularity, for it is only by a due observance of the laws in your own conduct that you can expect obedience to them from others. You are assiduously to assist the Master in the discharge of his duties, diffusing light and imparting knowledge to all whom he shall place under your care. In the absence of the Master, you will succeed to higher duties and your acquirements of Masonic Law and custom therefore should be such that the Craft may never suffer from the lack of proper instruction.**

**From the spirit you hitherto have evinced I have no doubt your future conduct will be such as to merit the applause and esteem of your brethren and the testimony of a good conscience.**

***To Other Officers***  
**(Calls up Officers ••)**

**My Brothers, to be a Master of a Lodge of Free and Accepted Masons, is an honor to which any brother may properly aspire. As this mark of distinction can be conferred upon only a comparative few, you should consider yourselves signally favored in having an opportunity to serve in the official family of this Lodge. It matters not what your natural qualifications may be, there must be a period of probation, a time of testing and a season of preparation. All these opportunities are afforded during your occupancy of the subordinate offices. May I urge upon you that each office, each duty in a Masonic Lodge is important, so important that carelessness, indifference or neglect cannot be tolerated.**

**It is obvious that the subordinate officers should be carefully attentive to reflect the will and pleasure of the Master subordinating everything of a personal nature that may be in conflict with his plans. Remember, brothers, that the responsibilities of this Lodge must be assumed and borne by the Master. Under our constitutions the Master endowed with unusual powers and prerogatives, but his burdens are correspondingly severe. He cannot evade or avoid any of his obligations. Neither can he delegate any of his prerogatives. However, the intelligent cooperation of his officers will do much to lighten his burdens and promote the peace and prosperity of the Lodge and the Craft.**

***To the Brethren***

**(Members of the Lodge are called up (•••) to remain standing until after Proclamation.)**

**Such is the nature of our Constitutions that as some of necessity must rule and teach, others must learn to submit and obey. Humility in both is an essential duty. The officers whom you have chosen to govern your Lodge are sufficiently conversant with the rules of propriety and the Constitutions of Masonry to avoid exceeding the powers with which they are entrusted and you are of too generous natures to envy their preferment. I therefore trust that you will have but one aim, to please each other and to promote the peace and prosperity of your Lodge.**

**Let us rejoice that we have this rich heritage to enjoy. May you individually long enjoy every satisfaction and delight that disinterested friendship can afford. May kindness, brotherly love and affection distinguish your thoughts and conduct as men and Masons.**

**May you preserve our landmarks and our traditions and may the tenets of our profession be transmitted through your Lodge from generation to generation.**

## ***THE GAVEL***

**I.O. Worshipful Master, the officers of \_\_\_\_\_ Lodge No. \_\_\_\_\_ having been duly installed, it is now my pleasure to place in your hands this gavel, the emblem of your authority.**

[•It is sometimes called the "Hiram", for, as King Solomon controlled and directed the workmen in the Temple with the assistance of Hiram the Builder, so does the Master preserve order in his Lodge with the gavel.]

**Use it not autocratically, but with firmness and justice, ever remembering that to reign sovereign in the hearts and affections of your brethren is far more gratifying than to rule over their lives and fortunes.**

•-Omit bracketed [ ] clause in a Public Ceremony.

## ***THE PROCLAMATION***

**I.O. Brother Marshal, you will make your official proclamation.**

(The Marshal makes the following proclamation from the South, the West, and the East.)

**M. By authority of the Most Worshipful Grand Lodge of Ancient Free and Accepted Masons of the State of Connecticut, I am directed to proclaim, and I do proclaim that the Master, the Wardens and the other elected and appointed officers of \_\_\_\_\_ Lodge No. \_\_\_\_\_ have been regularly installed in their respective stations and places (with the exception of any missing officer and so name that office). This proclamation is made from the South.**

(Marshal makes this proclamation standing in front of J.W. and one blow is struck with gavel.)

(Same proclamation is made in the West).

(Same proclamation is made in the East where the Marshal finishes ceremony with)

**All interested Brethren will take due notice and govern themselves accordingly.**

**(The Master seats the Lodge. •)**