Wiltshire Freemasons

BUILDING TOGETHER

Attracting Members – Growing Freemasonry

The Lodge Secretary

General notes on the duties

2026

HERMES

The role of a Secretary, whether it is in public, private or Masonic life is a major contributor to the smooth running of any organisation. It is recognised that their attention to detail and forward planning is of paramount importance.

W Bro John Deane
Provincial Grand Secretary

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THE LODGE SECRETARY.



The role of the Lodge Secretary is one of the most important offices as the holder plays a crucial role in the smooth functioning and well-being of a Masonic Lodge. They are responsible for the administrative and organisational aspects of the Lodge, ensuring efficient communication and record-keeping. Their duties include managing correspondence, issuing meeting notices, maintaining accurate records, and assisting the Worshipful Master. A skilled and dedicated secretary is vital for the Lodge's success and the enjoyment of its members.

The well-being of a Lodge largely depends upon its secretary. He has a vital role in the Lodge. He has a unique position in it, with a multitude of responsibilities and duties, which he has to undertake continuously throughout the year.

The secretary acts as the primary point of contact for members and external parties, disseminating information about Lodge activities, events, and important updates. He is also responsible for maintaining accurate minutes of meetings, and membership records. The secretary's meticulous record-keeping ensures that the Lodge's history and traditions are preserved for future generations.

The secretary assists the Worshipful Master in the day-to-day operations of the Lodge, including preparing agendas, managing correspondence, and ensuring compliance with Lodge by-laws and compliance with the Book of Constitutions. The secretary also provides crucial support to the Worshipful Master, helping them fulfil their duties and ensuring they have a smooth and enjoyable period of office in the Chair.

The secretary is responsible for maintaining HERMES, submitting required reports and returns to Grand Lodge and to Provincial Grand Lodge and diligently managing the administrative aspects of the Lodge. In so doing the secretary contributes to the overall harmony and efficiency of the Lodge, allowing members to focus on enhancing and enjoying their Masonic experience.

The role can be demanding and requires strong organisational skills, attention to detail, and the ability to handle sensitive information. However, of one thing you can be certain, a capable and dedicated secretary is considered a valuable asset to the Lodge, and while their work can often appear to go unnoticed, every member would acknowledge a good secretary is essential for the Lodge's success.

Finally, I wish you well and would remind you that the Provincial Secretariat is only a phone call or email away. Please do contact me should you have any questions on administrative matters.

John Deane

HELPING YOU TO GET THE BEST OUT OF

HERMES

The online **HERMES** help guide has been updated with a new series of helpful webinars designed to guide you through the system in a systematic and helpful manner.

Log on to your **HERMES** screen and click on the Help Hub. You will find the webinars under Hermes Training Webinars, and each topic is broken down into bite-size sections

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John Reid
Provincial Grand Master

INTRODUCTION

This set of notes sets out to assist **you** as well as your Lodge in what is involved in being a Secretary. It does not cover everything and as it is an ever evolving document it will be regularly updated. While the members of your Lodge have an undoubted right to regulate its own proceedings, they can only do so on the basis that such proceedings are consistent with the general laws and regulations of the Craft (Rule 155 BoC). There are many things that the United Grand Lodge of England (UGLE) Book of Constitutions (BoC), the Provincial Grand Lodge of Wiltshire (PGL) and your Lodge By Laws insist you **MUST** do.

Being the Lodge Secretary means that you will be at the heart of every decision made by your Lodge. Our Province is small, but the senior officers are always happy to assist.

HERMES

Designed especially for use by Lodge Secretaries, HERMES is a new web-based application that will allow you to manage many of your administrative processes electronically and reduce the number of physical forms to be completed. Once you, the user, has logged in to HERMES, you will be able to see all of the data pertaining to your Lodge. The data managed in HERMES will be held in the database and also shown in ADelphi, which is used by the Provincial secretariat and UGLE.

HERMES will facilitate the administration of every Lodge, its meetings and member management, as well as the updating of incorrect historical information.

Important note on the Book of Constitutions.

Following the launch of HERMES a number of rules in the Book of Constitutions have been amended in order that they are compatible with the processes built into the HERMES system. Several of the amendments such as the change to Rule 158 are quite extensive while others are less so.

For Provinces using HERMES the 'new' rule is printed in **red text** in the Book of Constitutions. The latest edition that includes all the amendments is best viewed online using the following link:

https://www.ugle.org.uk/about-us/book-constitutions

As well as the Book of Constitutions, Members are encouraged to view the companion booklet Information for the Guidance of Members of the Craft using the following link:

INFORMATION FOR THE GUIDANCE OF MEMBERS OF THE CRAFT 2024

Important note on the use and retention of data.

All of your Lodge data is securely stored and protected within the database located, and backed-up, at Freemasons' Hall in London and compliance with Data Protection Law is handled for you.

It is therefore important that you consider HERMES as the single place where that data is held. Please resist the temptation to retain your own copies of data, as this may inadvertently lead you to use data that is no longer accurate or worse, to break the law. HERMES provides easy access to all the data you require.

For example, if a member informs one of his Lodges of a change in his email address, once that unit has updated his record in HERMES, that change will automatically apply in every other Lodge of which he is a member. Therefore, any separate email lists kept would be outdated. Details such as email addresses should be taken from HERMES immediately before use and not kept separately.

MEMBER MANAGEMENT

Current Members - Member Details - Change of Details

The Province expects that changes to a Member's personal details will be made by the Member himself using Portal, the dynamic online facility designed to enable data to be updated as and when required by the owner of the information. Secretaries will still be able to make changes to a member's record in HERMES with the exception of Title, First Names, Surname, Date of Birth and Preferred Name (Grand Officers only). All updates to a member's address (UK only), contact numbers and email address are validated by a third party application to ensure accuracy.

Resignations

A Secretary can now accept a Member's resignations by email as well as by letter or orally in the meeting. It is not necessary to inform the Provincial Office. Once the Secretary or perhaps the Mentor, has spoken to the member about his resignation, it should be recorded in HERMES by updating his membership status to Resigned, selecting the reason from the drop down list and entering the date the resignation was received.

When submitted via HERMES, it will trigger an email to the Province who will make contact with the resigned member to see if they can resolve any issues or identify another Lodge for this Member, particularly relevant if he is relocating.

There is a 60-day window for the resignation to be withdrawn, which starts from the actual date of the resignation email, letter or announcement. Any changes to this status within the 60-day period can only be made in ADelphi by UGLE and should be notified by the relevant Province.

The resignation must be communicated to the Lodge for it to take effect from the date it was received or communicated. (Rule 183 BoC). It is not required for the Secretary to read a resignation letter neither is it acceptable for a Brother to create a scene and thereby disrupt the harmony of the Lodge. In such case the Master may wish to invoke Rule 180 BoC.

Deceased Member

It is not necessary to inform the Province of the death of a member, instead it should be recorded directly in HERMES by updating his membership status to deceased. You will also need to record how you were informed and provide additional corroboration. The death of a member recorded in HERMES will send a notification to all the other units where he was a current or past subscribing member as well as any Honorary memberships.

Cessation

Cessations of membership must be reported to the Lodge at the next regular meeting, and recorded on the minutes. It is not necessary to inform the Province of a Rule 148 Cessation, instead it should be recorded directly in HERMES by updating the membership status to Rule 148.

Exclusion

Ensure all the requirements laid down in Rule 181 are followed. The voting shall be by ballot and the resolution for exclusion shall not be carried unless two-thirds of the members present vote in favour of it. It is not necessary to inform the Province of an Exclusion, simply record it in HERMES as a Rule 181. As this requires a ballot to exclude a member(s), this will be managed via Agenda Creation and the Post Meeting Report, which will automatically update the member's status.

Prospective Members

Processing a new member

All membership enquiries must be dealt with using the Members' Pathway guidelines, and in conjunction with the Provincial Membership Team.

With the introduction of HERMES there have been several changes in the way applications are processed. This section outlines what a Lodge Secretary needs to do in order to progress an enquiry through its stages with the end result being a happy 'new' Member.

The Online Registration Form (ORF) is the form that **MUST** be used when introducing a potential addition to your Lodge. Clear guidance is given to the **Sponsor** and WM, who will complete their sections online.

Initiate

There are two types of Initiate Enquirer, a Sponsored enquiry (introduced by a Member) and an un-sponsored enquiry that is typically made through a Provincial website, open day or some other event.

It is the job of a Lodge Secretary to enter a new Enquirer onto HERMES and thereby start the new process for a Candidate. Once entered, an email will be sent to the Enquirer containing a link, and by clicking that link he will be able to confirm that he genuinely wishes to be received into the Lodge. Entering a new Enquirer on HERMES is the first step in processing a man for membership of Freemasonry in particular and a Lodge in particular.

It is important to obtain from an Enquirer his:

1. First Names
2. Surname.
3. Date of Birth
4. Address
5. email address
6. contact number (mobile or land line).

Rule 158 Book of Constitutions: Note: this is a changed rule.

This Rule is only relevant for an Enquirer who lives and works in a Country outside of UGLE's jurisdiction. Any previous attempt to join the organisation in the last 10 years will be recorded on the database and will be picked up in the search after he has submitted his ORF.

Rule 158 reads: *"Except in a case to which Rule 161 applies if a candidate for initiation has neither a permanent residence nor a regular place of business or employment in a state or country where a Lodge under the Grand Lodge meets, the matter shall be referred to the Grand Secretary in order that he may make such enquiries as he deems appropriate as to the candidate's suitability. A candidate coming within the provisions of this Rule shall not be proposed in open Lodge until the Grand Secretary shall have confirmed that there is no objection to the candidate."*

Can an Initiate be included in the outgoing procession?

The Initiate has no precedence in the outgoing procession and the Lodge cannot create a precedent to allow this. However, the PrGM, the DPrGM and the APrGM (and only these three) may at their discretion ask that an Initiate (or indeed any Brother) to accompany them in the procession.

Joiner

When processing a Joiner, the Sponsor will need to obtain the Candidate's Grand Lodge Reference Number and his email address. A Member's Grand Lodge Reference Number is recorded on HERMES and on Portal.

Using the HERMES process, once the Prospective Applicant has submitted his Online Registration Form (ORF), the Secretary adds the Sponsor who will receive two HERMES generated emails, sent to their personal email address as listed on the UGLE database. The first email will contain a hyperlink to the ORF and the second has a temporary password, which is only valid for seven days. If you do not receive a response to the first email within seven days, contact the Sponsor and if necessary, resend the email.

Foreign Joiners

An ORF from a Foreign Joiner, once submitted, will trigger a HALT Process, which will be sent to UGLE Member Services - Registration Department to investigate further. The Secretary will need to provide supporting documentation from the Foreign Joiner, which should be sent to UGLE via the Provincial Office (not directly to UGLE). Once membership has been verified with the Foreign Grand Lodge, the HALT will be released, notifications sent to the Joiner and Secretary and the joiner process can proceed.

A Joining Member from the Irish or Scottish Constitution will need to pay a fee to UGLE and make a declaration (Rule 163 (f) BoC).

A Joining Member from a Foreign Constitution will need to pay a fee to UGLE and make a declaration (Rule 163 (f) BoC).

A check **MUST** also be made, via the Provincial Grand Secretary, confirming that the Foreign Grand Lodge is recognised by UGLE (Rule 163 (e) BoC).

Honorary Member

A Lodge may elect a Brother of good standing to Honorary Membership (Rule 167 BoC). The proposal **MUST** be placed on a summons and be voted on by **ballot** and declared carried unless **three** or more black balls (nay votes) appear against it.

It is important that a Brother offered Honorary Membership is advised of the restrictions attached to such grade of membership.

HALT process for a Declaration

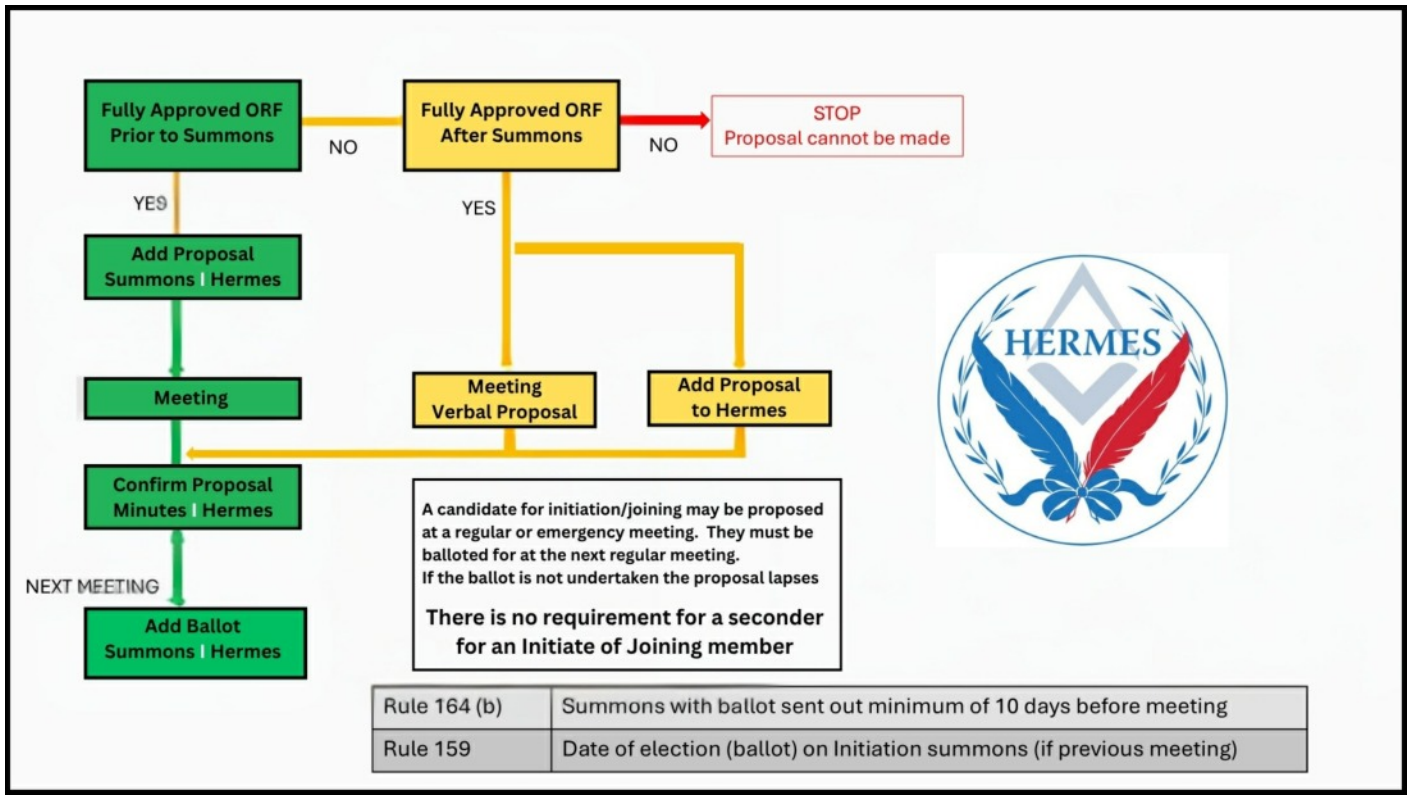
The ORF contains two sets of questions – Declaration 1 and Declaration 2.

Declaration 1 questions answered differently from the expected answer will cause a HALT on submission and a notification is sent to the Secretary to discuss with the Prospect. If there has been a mistake when selecting these answers, changes can be managed by resending the login details to him and he can amend. If the Prospect confirms that his answers are correct, the Secretary will have to add a "Did Not Continue" flag on his record with a reason why, selected from a drop-down list.

All Questions in Declaration 2 (Convictions, Tribunals etc.) that are answered differently from the expected answer will be automatically routed to UGLE Member Services - Registration Department for further consideration by the Deputy Grand Secretary.

Proposal and Ballot Process using HERMES

The ORF must be fully approved before a Proposition for a candidate/joiner can be made.



Rule 164 (b)	Summons with ballot sent out minimum of 10 days before meeting
Rule 159	Date of election (ballot) on Initiation summons (if previous meeting)

Meeting One PROPOSAL: (you can propose at an Emergency Meeting)

a) HERMES will confirm whether a candidate can be proposed. You **MUST** enter their details on the HERMES Agenda. If you do not enter the Proposal on HERMES this will affect the permission to Ballot at the next meeting

b) Proposal to appear on the Lodge summons with full details of Candidate, profession, address, age etc., as well as the name of the Sponsor [Rule 164 (b) BoC].

Meeting Two BALLOT: (you can only ballot at a Regular Meeting)

a) Add the Ballot to the HERMES agenda.

b) Make sure the candidate's full details are on the summons, profession, address, age etc as well as the names of the Sponsor [Rule 164 (b) BoC].

c) It is the responsibility of the Secretary to ensure that the statement of the Master of the Lodge is read aloud in open Lodge on every occasion prior to a ballot being taken. [See page 24]. When appropriate the Secretary must also read the Certificate signed by the Grand Secretary. Without either of these statements being read out the ballot is deemed void.

d) Ballot for Candidate [Rule 164 BoC]. The Ballot **MUST** take place at the **next meeting after the proposition** otherwise the proposition is deemed lapsed [Rule 159 BoC].

e) If the Ballot is in favour the Initiation **can** be carried out on the same evening.

f) If the Initiation does not take place within a year of the Ballot, the Ballot is lapsed and therefore void [Rule 159 BoC]. The process must be re-done from the beginning.

Lodge INFORMATION

Degree By Request

The requesting Lodge Secretary should first check directly with the performing Lodge Secretary that it can carry out the ceremony and when. When the two Lodges are both using HERMES the Degree By Request can be added in HERMES and approved by the WM. The performing Lodge Secretary can then add the Degree By Request to its HERMES Agenda and it can therefore be confirmed in the PMR, so that the member concerned can be updated from EA to FC or FC to MM. This will automatically trigger the Grand Lodge Certificate process in the case of a Raising.

Note: A validation routine will be in place to ensure that the Brother concerned can be Passed or Raised as a Degree by Request, i.e they have not been excluded or their mother Lodge erased.

If one of the Lodges is not using HERMES then Rule 173 must be followed.

Dispensations

Dispensations can be requested via HERMES. Once approved by the relevant authority, they can be downloaded as a PDF document to refer to or read in the Lodge meeting as required. All UGLE fees for Dispensations will be added to the Annual Return. The Craft Dispensations available within HERMES are as follows:

1. Qualify for election as Master a Warden who has not served full year as Warden in a Lodge under UGLE [BoC 109]

2. Qualify Master for a third year in succession [BoC 115]

3. Master of more than one Lodge [BoC 115]

4. Move date of a Regular Meeting by not more than 28 days either way [BoC 139 (c)]

5. Change of meeting date and place [BoC 139 (c), 142]

6. Emergency meeting [BoC 140]

7. Change of venue pending permanent removal [BoC 141 (v)]

8. Change of venue for a specified meeting or meetings [BoC 142]

9. Wearing of regalia in public (where non-masons are present) [BoC 178]

10. Master for a third year in succession [BoC 115]

Annual Return

The Secretary will receive a HERMES notification 30 days before the Annual Return is due requesting he checks all of the member information and fee type, including new and past members. This will be for the UGLE Annual Return as well as for the Provincial Annual Return. If the Provincial Annual Return date is different to the UGLE date, notification will be sent at the appropriate time.

The Secretary will receive a further HERMES email on the day the Annual Return becomes due. This document will include the amounts due to be paid. The Secretary will be able to make last minute changes to members, particularly resignations that often occur in the last week or so before the new subscription year starts, and any Cessations under Rule 148. Once he is happy that it is correct, the Secretary sends to the Treasurer, via an email link, for final approval.

Payment is due by the end of the month and should be paid by the Treasurer, who under the new rules contained in the Book of Constitutions is now able to approve the Annual Return in place of the WM.

Failure to pay the amount by the due date will result in regular reminder emails being sent with copies to the Provincial Office.

Note: Each Annual Return is calculated based on each member who was a member of the Lodge in the preceding year.

Committee Meetings

The Worshipful Master is an ex-officio member and chairman of any meeting of the Lodge (Rule 154 BoC).

The composition of a committee will be set out in your By Laws which cannot exclude the election of any subscribing Member.

The By Laws of the Lodge must be followed in respect of giving due notice of a Committee Meeting.

It should be borne in mind that no Committee has any executive power other than that within limits defined by the Lodge. (Rule 154 BoC)

Committee meeting minutes can be stored in a digital format.

Note: It is the wish of the Provincial Grand Master that Lodge Committee meetings are open to ALL Brethren.

By-Laws (Rule 136, 137 and 138 BoC)

While the members present at any Lodge duly summoned have an undoubted right to regulate their own proceedings under Rule 155 BoC., they must be consistent with the general laws and regulations of the Craft.

Equally, every Lodge has the power of framing proper by-laws for its government, but no by-law nor any alteration thereof shall come into operation until approved on behalf of the Grand Master. In the case of a Province, the by-laws and every alteration thereof shall be sent to the Provincial Grand Secretary for the approval of the Provincial Grand Master, who may, in the case of by-laws or any alteration thereof conforming to the model by-laws from time to time issued on behalf of the Grand Master, also grant approval on behalf of the Grand Master. In every other case, the by-laws and every alteration thereof must be approved by the Grand Master. When finally approved, the by-laws must be printed, and a copy sent to the Provincial Grand Secretary.

A copy of the by-laws shall be delivered to the Master on his installation, and his acceptance thereof shall be deemed to be a solemn pledge on his part that he will observe and enforce them.

Every Brother shall be supplied with a printed copy of the by-laws of the Lodge when he becomes a member, and his acceptance thereof shall be deemed to be a declaration of his submission to them.

Note: If your by-laws are more than three years old it is more than likely they will need to be revised and brought into line with the UGLE model by-laws.

MEETING MANAGEMENT (Regular /Election/Installation/Emergency).

HERMES will facilitate the administration of each Lodge and their members, as well as the updating of incorrect historical information. As part of the 'Agenda Creation' process, prior to a meeting, certain agenda items must be generated, ensuring that they comply with the rules contained within the Book of Constitutions, and your Lodge by-laws.

The Post-Meeting Reports (PMR) confirms that the planned items took place as expected. It is important to recognise that the only business that can be transacted at a Masonic meeting is that identified on the meeting agenda.

Completing the HERMES agenda for the meeting is a **mandatory** process - the wording to be used on the Lodge summons/agenda **should** conform to the wording proposed by HERMES better still to the wording as set out on pages 17, 18, and 19 of this guidance.

At least **ten days before** the meeting you **MUST** issue a summons/agenda. This is to be sent to your Lodge Brethren including Honorary members, and the Provincial Assistant Grand Secretary.

If your meeting agenda contains personal information relating to a candidate it should **NOT** be sent to visitors or guests. In such cases an email invitation or the actual summons only should be sent.

It is also recommended that when you send the summons to Brethren you include:

a) **Minutes of last meeting**

b) **Dining Slip** (if applicable)

Abandoning a Meeting

If a meeting is abandoned (due to adverse weather or other emergencies) contact the Provincial Grand Secretary as soon as possible. He will be able to offer advice. An abandoned meeting must be recorded in the minutes. For the purposes of continuity, it is not possible to adjourn or cancel a meeting in advance (Rule 137 BoC).

Meeting Quorum not met

The minimum number required for a meeting of a Lodge is five, not including the Tyler and the Candidate (two of whom must be members of the Lodge and one an Installed Master). If the required quorum cannot be formed, the Lodge cannot be opened, and the meeting must be abandoned. The meeting cannot be moved to a different time and/or place. If there is no Installed Master present to occupy the Chair, the meeting shall be abandoned. (Rule 119c BoC).

General - Preparation for Meeting

On the evening of the meeting take with you:

a) Signing in Register
b) Minute Book
c) Ritual Book
d) Book of Constitutions
e) Lodge By-Laws
f) Toast List
g) Main folder of work
h) Declaration Book (if Initiation)

Your folder of work may have paperwork received from outside the Lodge that you may wish to refer to. There is a section on making this easier towards the back of this booklet. Each meeting will have some additional demands. Requirements for each ceremony will be explained. Many secretaries take with them the skeleton Minutes for the current meeting which they can refer to and/or update during the meeting.

Note: It may be useful for you to ask visitors to provide their Grand Lodge number if they are participating in the ceremony and you wish to include them in the PMR.

General - During the Meeting

Ensure the Minutes of the previous meeting are signed.

Make notes as necessary. It will help if those Brethren giving a report can let you have a copy.

Note: The Summons and Minutes **MUST** be stored as a paper copy. Should your Lodge apply for a Centenary Certificate the Minutes of your meetings will be scrutinised and if there is a gap in continuity, and they cannot find the Minutes for one meeting it could harm the application.

General - After the Meeting

Complete the Minutes. Print out and glue into the Minute Book. Complete the HERMES Post Meeting Report (PMR).

Initiation Meeting

Prior to the meeting

1. Send letter or e-mail to candidate confirming dates he is available. (This may be done by the Lodge Membership Officer.)

2. Send confirmation letter to Initiate, also explain need to respond to the Initiate's Toast, dress code, gloves etc.

3. Purchase a Book of Constitutions and booklet 'Information For The Guidance Of Members Of The Craft.' Note: See page 4 for important information on the Book of Constitutions

4. Re-confirm candidate can attend.

5. Enter candidate details in the Declaration Book.

6 Confirm all fees have been paid, or will be paid on the day of Initiation.

Day of meeting

1. Take Book of Constitutions, Lodge By-Laws, Information For The Guidance Of Members Of The Craft, and the appropriate Wiltshire booklets.

2. Take the Declaration Book, to be signed by the candidate.

The meeting

1. Make sure the Book of Constitutions, Lodge By-Laws, Information For The Guidance Of Members Of The Craft, and the appropriate Wiltshire booklets are on the pedestal for the WM.

2. After the meeting make sure the new Member receives:

Notes for Initiates, Letter of explanation and words for Second Degree.

Booklet explaining First Degree ceremony plus Open/Closing in First Degree.

3. If you have a Lodge Record Book, enter the details of the new member.

Third Degree Meeting

1. Obtain MM apron - if necessary.

2. Record name of Candidate, dates of Initiation, Passing and Raising in Emulation Ritual Book.

3. Bring Emulation Ritual Book to be presented by WM on the night.

4. Letter from the Provincial Grand Master and Grand Superintendent regarding the Royal Arch.

Note: The Traditional History should be presented to the Brother being Raised, as until it has been, a Grand Lodge Certificate cannot be presented to him.

Note: Upon proper completion of the Post Meeting Report (PMR) the Grand Secretary will send you a Grand Lodge Certificate. On receipt of the Grand Lodge Certificate inform the Brother and place on the agenda for the next meeting. As it is a Grand Lodge document the Lodge may wish a Grand Officer to present the certificate. If the Lodge does not have a Grand Officer, contact the Provincial Grand Secretary. When the certificate is presented the Royal Arch Representative to the Lodge should be invited to present the Joint PrGM/GSupt letter inviting the Member to join the Royal Arch.

Election Meeting (before the Installation Meeting)

Two HERMES agenda items must be added for the Election of the WM and the Treasurer, and for the Election of the Tyler. Note: The wording on the Agenda must be **To Elect the Tyler** irrespective of whether the Lodge practice is to resolve the incoming Master appoints a subscribing Member without emolument to the Office.

Installation Meeting

Prior to the Installation Meeting The Secretary will be directed to complete a Pre-Installation Return when he logs into HERMES, and Agenda Creation prior to the Installation Meeting. This will validate to ensure that no member is holding two Regular Offices or a Regular Office with more than one additional office, as per Rule 104(a) and that all members are eligible to hold Office.

Following the Installation Meeting, part of the PMR process will include reviewing the pre-filled Installation Return and updating, if required. Once submitted, the WM will receive an email detailing the Officers for the Year and, if there are any discrepancies, this should be raised with the Secretary who will need to raise a support request to amend in ADelphi by the Provincial Office.

Arrange for the following. Note: It is **strongly** recommended that all presenters are Past Masters.

Presenting WM. Who will undertake this duty?

Senior Warden. If Acting PrSGW he must be informed beforehand - email PrGSec

Junior Warden. If Acting PrJGW he must be informed beforehand - email PrGSec

Inner Guard.

Working Tools 1st

Working Tools 2nd

Working Tools 3rd

Presenting Past Master with a Breast Jewel or gift - (Must be a Past Master or Provincial Officer)

Organise the following:

a) Menus

b) Toasts

c) Seating plan in Lodge Room. This is predetermined by the Province and should be discussed and agreed with the Provincial Director of Ceremonies. The Presiding Officer will sit to the right of the WM with the PrSGW and the PrJGW to his right. It is customary that the Lodge meets the cost of dining for the Presiding Officer, PrSGW, PrJGW and PrGDC (or acting officer).

d) Check seating plan with dining steward Note: Some of these activities may be undertaken by members other than the Secretary. However, the Secretary should make sure that everything is in place to ensure the smooth running.

Note: Some Lodges invite Masters of other Lodges to the Installation Meeting and the invited Masters may be asked to present the Working Tools of a Degree. If your Lodge practices this custom it is important that proper notice is given to your guests. How many Masters and whether the invited Master pays for his meal is down to your Lodge. Preferably two months before the meeting send the Lodge Secretary of the 'invited Master' an invitation (can be e-mailed). If your letter has the details of the Dining Steward it can ease your workload for the next item.

Closer to the meeting date liaise with Master Elect

1. What is required for menus.
2. What special meetings he needs to attend, i.e., HIS workload.
3. Importance of replying to all invitations, whether he can attend or not.
4. Names and pronunciation of the Toast List e.g., For the toast to Officers of Grand Lodge 'Pro Grand Master' ('Pro' is correct and is not an abbreviation). For the toast to the Provincial Grand Master, and to the Officers of Provincial Grand Lodge it is 'Provincial' not 'Provisional'
5. Are drinks purchased for Lodge guests and if so who pays?
6. Past Master's Jewel – who is to present it. Will it require engraving?

Emergency Meeting

1. No minutes/rising/reports

2. No ballots/proposals

3. No salutations/greetings

GENERAL ADVICE

Paperwork

Freemasonry in common with many other organisations has entered the technological age and Lodge Secretaries have embraced the personal computer, laptop and tablet as essential tools for the work they do. Just about everything can be produced using computer software, stored on a computer hard drive, USB, external hard drive or 'in the Cloud', and distributed using e-mail.

However, there remains a need for some data to be kept by the Lodge in a paper format.

This includes:

1. Summons.
2. Minutes.
3. Signing in Book – (Attendance Register).

Secretaries may use ring binders/lever arch files to store papers, with the exception of the Minutes, but if you save it to your PC or other media by creating digital folders, you will not only require less space in your home office, you may also find it much easier to file and retrieve at a later date. It will also make it easy to pass your work on to the next Secretary.

In these notes it will say, send something to someone. You do not need to send it to anyone other than UGLE or a Provincial Officer unless specifically asked to do so. The person to whom you are asked to send it will then send it onward, if necessary.

Email Address

In this Province all Lodge Secretaries are issued with a discrete email address being formed by the leading letter **L** followed by your Lodge number and @wiltshirefreemasons.org.uk. This email address will be the means by which Grand Lodge, and Provincial Grand Lodge will communicate with you. It will also be the address used in the Masonic Reference Book and the Provincial website. It is therefore essential that Lodge Secretaries use the approved email address for all Masonic communication. Under no circumstances should a personal email address be used for Masonic business.

Communications

Sending e-mails with or without attachments is standard practice and is actively encouraged. However, it is important that communications are sent using the blind copy **(Bcc)** function. For added security, it is recommended that attachments are sent in a Portable Document Format (PDF). This will allow them to be viewed and opened but not changed. If you need users to enter data, use Rich Text Format (RTF).

When sending WORD or EXCEL documents consider password protection.

Most, if not all communication to Brethren within the Lodge is done through the Lodge Secretary. In some Lodges the Treasurer contacts Brethren for non-payment of subscriptions and other dues, while the Almoner and Charity Steward may also contact Brethren on matters related to their duties. It is important that Lodge officers communicate with each other.

The Lodge summons **MUST** be sent to the members (including Honorary members) at least ten days before the meeting.

Communication with other Wiltshire Lodges should be via Lodge Secretaries.

GENERAL ADVICE continued

Communication from a Lodge to the Province is normally via the Provincial Grand Secretary or the Assistant Provincial Grand Secretary.

Communication with Grand Lodge (UGLE) is always through the Provincial Grand Secretary. However, following the introduction of HERMES a number of changes have taken place and the following are now handled within HERMES.

Grand Lodge Returns; Provincial Installation Return: Grand Lodge Certificate Applications; Change of Status of Brethren.

a) Lodge Members – e-mail, post, WhatsApp, or phone.

b) Other Lodges – the Lodge Secretary of that Lodge.

c) Other Provinces - Provincial Grand Secretary

d) Provincial Grand Master – Provincial Grand Secretary

e) Provincial matters – Provincial Grand Secretary or the relevant Provincial Officer.

f) Initiate/Joiners/Foreign Joiners - processed via HERMES

g) Questions about administration - Provincial Grand Secretary

h) Lodge By-Laws – Provincial Communication Officer

i) Book of Constitutions - Provincial Communications Officer

j) General Public/Social Media – Provincial Communications Officer

As with all communications, there are occasions when others may be involved. These are covered in further detail within the relevant section.

Provincial Grand Lodge AGM.

Each year three Lodges are chosen to 'host' the Annual Meeting of Provincial Grand Lodge; it is expected that the Master in Office at the time of Provincial Grand Lodge will attend the meeting.

It is also expected that the Master of your Lodge will attend the meeting of Provincial Grand Lodge which is held on the first Thursday in October. This obligation should be impressed upon the Master Elect as being one of the duties of the Office.

Grand Lodge Certificates.

The Provincial Grand Master requests that Grand Lodge Certificates be presented by a Grand Officer for which purpose a register of Grand Officers qualified to present the certificate will be maintained by the Provincial Grand Secretary. The nominated Officer when attending the Lodge will be recognised as visiting by command of the PrGM and will be afforded the honours due. [Rule 124 BoC.]

Special Certificates.

50, 60, and 70 year Provincial Grand Master's Certificates will be presented by the PrGM, his Deputy, the Assistant, or a nominated Officer who when attending the Lodge will be recognised as visiting by command of the PrGM and will be afforded the honours due. [Rule 124 BoC.]

ORDER AND SUGGESTED WORDING FOR THE CRAFT AGENDA.

The following is a list of items, in the order in which they should appear on the agenda of a regular meeting. Lodge Secretaries are advised to contact the Provincial Office if they wish to include an item on their Lodge agenda that falls outside these guidelines.

IT IS NOT MANDATORY TO USE THIS TEXT - HOWEVER IT IS STRONGLY RECOMMENDED

1. To open the Lodge.

2. To read the dispensation(s) [if applicable]

Note: It is usual at this point in the meeting to mention any Brother who has passed to the Grand Lodge Above since the previous meeting and, after any eulogies which may be appropriate, to request the Brethren to stand in silent tribute to his memory.

3. To receive the Presiding Officer (on the occasion of an Installation meeting) Note: It is incorrect to state 'To receive the representative of the Provincial Grand Master

4. To welcome Grand Officers, and Acting Provincial Grand Officers, and to acknowledge the Lodge Visiting Officer [if applicable]

5. To take as read and consider for confirmation the Minutes of the [regular] meeting held on the.....and [if applicable] of the Emergency meeting held on the..... [This applies only to minutes which have been circulated to all Members of the Lodge]

alternatively the following **preferred** wording may be used:

To confirm the Minutes of the [regular] meeting held on the .....and [if applicable] of the Emergency meeting held on .....

Note:- The use of the term 'Matters Arising' is incorrect and not necessary. The words used by the Master ask for confirmation that the minutes are a true and proper (or accurate) record of what then took place. There are no items that require comment or action.

6. To invest those Officers who were not present at the Installation Meeting.

7. To present Bro …… with his Grand Lodge Certificate [if applicable] Note: Whenever possible a Grand Lodge Certificate should be presented by a Grand Officer. The secretariat will nominate an Officer to undertake this duty

8. To propose Mr (name in full); Age; Profession or occupation (proper description - not simply Company Director, Civil Servant etc.); Private address; Business address; Sponsors name and a note (To be balloted for at the next regular meeting otherwise the proposal lapses). Note: In this Province it is recommended that personal details of an Initiate be shown on an addendum to the Summons/Agenda. However, an approved alternative is permissible (see page 23). Note: The BoC does not require details of a candidate being PROPOSED to be printed on a Summons. However, if the details are known before the Summons is produced it is good practice to include all details as shown on an addendum.

9. To ballot for and, if elected, Initiate (or state date of subsequent meeting, within one year) Mr (name in full); Age; Profession or occupation (proper description - not simply Company Director, Civil Servant etc.); Private address; Business address; Sponsor's name only; Date Proposed in Open Lodge). Note: In this Province it is recommended that personal details of an Initiate be shown on an

addendum to the Summons/Agenda (see page 23). Vote can be taken - The method of voting is by Ballot.

Note: if a candidate for initiation has neither a permanent residence nor a regular place of business or employment in a state or country where a Lodge under the Grand Lodge meets, the matter shall be referred to the Grand Secretary in order that he may make such enquiries as he deems appropriate as to the candidate's suitability. A candidate coming within the provisions of this Rule shall not be proposed in open Lodge until the Grand Secretary shall have confirmed that there is no objection to the candidate. Rule 158 BoC as amended.

10. To propose for as a joining member (re-joining member), (W)Bro (Full name and Craft rank) of Name and number of Lodge(s); Profession or occupation; Business and private addresses; Sponsor's name only. To be balloted for at the next regular meeting otherwise the proposal lapses).

Note: In this Province it is recommended that personal details of a joining member be shown on an addendum to the Summons/Agenda (see page 23).

11. To ballot for as a joining member (re-joining member), (W)Bro (Full name and Craft rank) of (Name and number of Lodge(s); Profession or occupation; Business and private addresses; Sponsor's name only. Date proposed in Open Lodge). Vote can be taken - The method of voting is by Ballot.

Note: In this Province it is recommended that personal details of a joining member be shown on an addendum to the Summons/Agenda. (see page 23).

Note: The Brother's Grand Lodge certificate should be inspected. It is the Lodge Secretary's responsibility to make sure the Joining or Rejoining Brother is in good standing with any Lodges of which they are a member. A Clearance certificate should be obtained from every Craft Lodge of which he has ever been a member unless the Province is working with HERMES.

12. To Raise Bro (full name) Passed on (date) and/or Bro (full name) Passed on (date)

13. To Pass Bro (full name) Initiated on (date) and/or Bro. (full name) Initiated on (date)

14. To Initiate Mr (Full name) Elected on (date)

Note: Reference 12 to 13. if there are more than two candidates waiting and there is doubt as to whether the first two will be available for the ceremony then the item can be worded to reflect this situation. If the degree is being done at the request of another Lodge (a Degree by Request), the wording should include "on behalf of (insert name and number of Lodge)"

15. To elect for the ensuing year:

a). The Master

b) The Treasurer

Note: if only one nomination has been received for each office then the following wording is permissible.

The only nominations of which the Secretary is aware are of Bro……. as Master, and Bro…… as Treasurer and, subject to the provisions of Rules 105(a) and 112 (a) of the Book of Constitutions, it is proposed to declare the ballot in their favour. Any member present at the meeting may, however, demand a ballot.

16. To elect for the following year the Tyler.

Note: The item to elect the Tyler **MUST** be included even if it is the practice of the Lodge to resolve that the Master be authorised to appoint a subscribing member to the office of Tyler.

17. To elect, in accordance with By-Law No. ....., ... Brethren to serve on the Lodge Committee.

18. To elect, in accordance with By-Law No....., ... Brethren to serve as Auditors.

19. To Install (W)Bro (Full name and Craft rank) as Worshipful Master.

20. To Invest the Treasurer and the Tyler and to appoint and invest the other Officers.

21. To ballot for (W)Bro (Full name and Craft rank) as an Honorary Member. [See Rule 167 BoC] The method of voting is by **Ballot.**

22. Pursuant to notice given in Open Lodge on the (date) (W)Bro (Name and Craft rank) will propose, and (W)Bro. (Name and Craft Rank) will second, that the Annual Subscription be increased to £... with effect from (date of commencement of next financial year of the Lodge). The method of voting is by a **show of hands**.

23. (W)Bro (Name and Craft Rank) will propose and (W)Bro (Name and Craft Rank) will second that a Past Master's Breast Jewel be presented to W Bro (Full name) in recognition of his services as Master. The method of voting is by a **show of hands**.

24. To consider a proposition by Bro Almoner, seconded by Bro Charity Steward, that the sum of £..... be transferred from the Lodge Relief Chest to the Master's Charity. The method of voting is by a **show of hands**.

25. The Worshipful Master to announce that the Lodge is happy to learn of the intention of the Most Worshipful Grand Master to appoint/promote (W)Bro (name and Craft rank) to Grand Rank (state office)

26. To receive a lecture/talk entitled..... to be delivered by (W)Bro Name and Craft Rank)…….

27. Bro Treasurer will propose, and Bro Secretary will second, a motion to exclude Brethren whose subscription, due on (insert applicable date) was still unpaid on (insert applicable date), in accordance with By-Law No. .... and Rule 181 B of C The method of voting is by **Ballot** requiring two thirds of the members present to vote in favour.

28. To consider the accounts for the year. The method of voting is by a **show of hands.**

Note: The correct form of proposition for the adoption of the accounts is *"That the Accounts be received, adopted and entered in the Minutes"*. Under no circumstances shall the proposition be Proposed or Seconded by the Treasurer or an Auditor/Examiner. If the accounts are presented at the Installation meeting then they must be considered **before** the Installation of the new Master.

29. To receive the Almoner's report

30. To receive the Charity Steward's report.

31. To close the Lodge **OR** The Risings. Note: The Risings are part of the Closing Ceremony and need not be included on the agenda as a separate item.

IMPORTANT NOTICES.

1. Private Lodges. The Board of general Purposes is concerned at the increasing number of reported instances of Brethren asserting that theirs is a Private Lodge and that it is no concern of Masonic authority how the Lodge's affairs are conducted. Such a view is mistaken.

The meaning of the term "Private Lodge" is frequently misused due to a change in the way the word "Private' is used today and its original meaning when the words "Private Lodge" first came into use. The word "Private" was originally used to distinguish it from a Grand (or Provincial Grand) Lodge, because meetings of ordinary Lodges are deprived of many of the elements that make a Grand Lodge.

The usage was obsolescent at the time of the last revision of the Book of Constitutions in 1940, and is now the subject of considerable misunderstanding. With the exception of four Lodges, every Lodge under the English Constitution works under a Warrant from the Grand Master, and every Lodge, without exception, is subject to the Rules in the Book of Constitutions, which lay down the framework within which all Lodges must operate. The only extent to which a Lodge is private in its commonly accepted sense is laid down in Rule 155, which provides: *"The members present at any Lodge duly summoned have an undoubted right to regulate their own proceedings, provided they are consistent with the general laws and regulations of the Craft; but a protest against any resolution or proceeding, based on the ground of its being contrary to the law and usages of the Craft, and for the purpose of complaining or appealing to higher Masonic authority, may be made, and such protest shall be entered in the Minute Book if the Brother making the protest shall so request."* The Board considers that those words are clear and leave room for no doubt as to their meaning.

It is expected that in the revision of the Book of Constitutions at present in progress the expression "Private Lodge" will cease to be used.

Amendment to Rule 163 BoC.

Rule 163(b) (Hermes version) be amended to read: "The particulars required of the candidate, as well as of his sponsor, shall be furnished to the Secretary of the Lodge previously to the meeting of the Lodge at which the proposition is to be made. For this purpose the candidate and his sponsor shall supply such information, and in such format, as may from time to time be prescribed in accordance with Rule 159. The sponsor of a candidate must be qualified in the same manner and fulfil the same requirements as are mentioned in Rules with respect to the sponsor of a candidate for initiation."

Rule 163(c be amended to read: "Before the ballot is taken the candidate must produce to the Secretary of the Lodge his Grand Lodge Certificate, and the Secretary must satisfy himself that the candidate is in good standing in each of the Lodges of which he is a member and that all dues have been paid; he must also ascertain whether the candidate is indebted to any Lodge of which he has ceased to be a member and (unless he shall have resigned in good standing) the circumstances in which he left such Lodge, and whether at that time all dues were paid, or have since been paid. If any of such Lodges has ceased to exist the Secretary shall ascertain from the Grand Secretary all relevant facts so far as they are known."

DATA PROTECTION ANSWERS FOR Lodge SECRETARIES (as provided by UGLE)

How should I store members' details?

Members' details should only be used for normal Masonic activities relating to the Lodge such as issuing Summonses, arranging Almoner's visits, chasing subscription payments or Lodge committee business or for activities relating to Provinces, or UGLE such as submitting annual returns or contributing to disciplinary processes. Any other use of details held by the Lodge requires the consent of the individual concerned. For example, the Lodge mailing list should not be used to circulate requests for charity donations except for those on the list who have provided their consent to receiving such requests.

How can members contact each other?

Members are free to contact other members but unless they are acting on Lodge business they may not use the Lodge's mailing list for this purpose. The Lodge Secretary must not use the mailing list to divulge a member's contact details to anyone without consent. If member A wishes to contact member B but does not know his contact details, member A may ask the Lodge Secretary to be put in touch. The Lodge Secretary can then send member A's details to member B, inviting him to contact member A directly if he wishes.

What personal data can I include in Lodge Summonses?

For each piece of personal data on your summons you need to be able to answer the following three questions with a "yes":

1. Does it have a legitimate purpose? A purpose will typically be legitimate if the data will be used for one of the Lodge's normal activities as a membership organisation.

2. Is it necessary for that purpose? It will typically be necessary if there is no other practical way to achieve the same result which would involve less use of personal data.

3. Is including it a fair balance of members' rights against the Lodge's rights? It will typically be a fair balance if it falls within what members of your Lodge would expect to happen to their data.

Example 1 – information about candidates

For example, the summons for a meeting at which an initiation is proposed must include certain information about the potential new member, as specified in Rule 164(b). The purpose is to inform members about who is being proposed and enable them to make a decision. Only information necessary for that purpose should be included. By way of illustration it is unlikely to be necessary to state a candidate's date of birth because the Rule already requires the age to be stated and the additional information contained in a date of birth is unnecessary for the purpose of informing members about the candidate.

Example 2 – names of all Lodge members

Some Lodges include a list of members' names on all of their summonses. The purpose of including names is so that all members' are reminded who is currently a member of the Lodge and informed of any changes, ahead of the next meeting. There is no easier, less obtrusive, method to achieve this and so it is necessary for the purpose. Many Lodges will consider that including the list of names represents a fair balance of individual rights against the Lodge's rights.

Example 3 – contact details for all Lodge members

Some Lodges include all of their members' contact details on their summons. This is for the legitimate purpose that they may contact each other about Lodge business. However, it is unlikely that including contact details in this way is necessary or represents a fair balance of members' and Lodge rights. There are other effective ways for members to obtain each other's contact details which better protects members' privacy (for an example, see "How can members contact each other?" above).

Example 4 – Lodge Officers

Summonses can include the contact details of Lodge officers who members may need to contact, such as the Secretary or the Treasurer. This is legitimate, necessary and represents a fair balance of the officers' rights against the Lodge's rights: the officer cannot fulfil his duties if members cannot easily contact him. If an officer does not want his contact details to be published then he should establish a generic email address (e.g. ABCLodge@gmail.com) and forward all mail from that to his personal email address.

What if the Lodge members want to include a list of contact details on the summons?

If the Lodge cannot justify including members' contact details on its summons following the test set out above, then it has a choice. It can remove the details from its summons or it can include them but with the members' explicit consent. In that case the summons can only include the contact details of those members who have actively provided their consent to the publication of their contact details on the summons. A member can remove that consent at any time.

What else do I need to think about for a Lodge Summons?

If a Lodge circulates its summonses by email, care should be taken not to reveal each members' email address to other members. This means that the email address of the recipients should be put into the "bcc" box by whoever is sending the email.

What about sending summonses to third parties?

A full copy of each summons must be sent to every Lodge member and to the Province.

Some Lodges customarily circulate their summonses to their guests or to other local Lodges. Where those summonses contain information about candidates that information should be redacted from all copies sent to guests or other Lodges.

It is permissible to produce two Summons, one for the members with the candidate's details and one for visitors etc. without the details.

Alternatively, an addendum with the candidate's details is more likely to reduce instances of the initiate's details being accidentally circulated to friends etc.

How can I comply with Rule 158 if a candidate's details are confidential?

Rule 158 requires a Lodge to make enquiries about a candidate for initiation from the Masonic Authority with jurisdiction in the relevant area. Lodges may rely on that Masonic Authority to comply with data protection law and, in particular, to remain within the scope of the consent given by every candidate on their application form.

What about the details of a local candidate?

A Lodge must not publish the candidates' details anywhere where non-Masons may see it, such as on the notice-board of a local Masonic Centre. It may be justifiable for the purpose of assessing the candidate's application to circulate their details to local Lodges or other relevant Lodges. A Lodge should not circulate a candidate's details indiscriminately to all other Lodges within the Province except for the smallest Provinces which may take a different view.

A Candidate has a criminal conviction – should I give details to the members before we vote the ballot?

No. If a candidate has declared matters which require a Grand Secretary's certificate in accordance with Rule 164(a)ii then that certificate shall be read out in open Lodge immediately before the candidate is proposed and immediately before the ballot.

What should members do before posting on social media?

Any person wishing to post a photograph or other personal details of another member of the Lodge in connection with Freemasonry should obtain the consent of that member in advance.

I have passed on my records and log in details to my successor as Lodge Secretary – is there anything else I need to do?

Ensure that you have permanently deleted any mailing lists or other personal data of members that you held to perform your duties as Lodge Secretary.

Encourage your successor to change the passwords on any email address, websites or other online accounts which are connected to the Lodge Secretary from time to time rather than an individual.

Statement of Master

To be read in open Lodge immediately before the Ballot is taken

I have made due enquiry with regard to the character and qualifications of the above named candidate and certify that

***in my opinion**
***the opinion of a Committee of members of the Lodge**

he is a fit and proper person to be admitted as a member of the Lodge

THIS STATEMENT **MUST** BE READ IN OPEN LODGE FOR INITIATES AND JOINING OR RE-JOINING MEMBERS **BEFORE** THE BALLOT IS TAKEN

Recommended Abbreviations (Grand Rank).

The United Grand Lodge of England has issued a list of acceptable abbreviations for both Grand, and Provincial Grand Rank. Lodge Secretaries are requested to use the designated abbreviations without a 'point' or full stop between the letters, on all Lodge correspondence including the Lodge Summons. The use of other post nominals is a matter for individual Lodges, however, when used they must follow the correct order of seniority.

UGLE Selected Recognised Abbreviations for Grand ranks (Craft)

For the sake of regularity the following are the approved and required abbreviations to be used on a Lodge Summons, an email signature block or social media posts.

Past ranks are prefixed with a **P – e.g PAGDC**

Grand ranks are shown in bold type.

OFFICE	ACTING RANK	PAST RANK
Grand Master	**GM**	**PGM**
Pro Grand Master	**ProGM**	**PProGM**
Deputy Grand Master	**DepGM**	**PDepGM**
Assistant Grand Master	**AGM**	**PAGM**
Senior Grand Warden	**SGW**	**PSGW**
Junior Grand Warden	**JGW**	**PJGW**
Grand Chaplain	**GChap**	**PGChap**
Grand Registrar	**GReg**	**PGReg**
Grand Secretary	**GSec**	**PGSec**
Grand Chancellor	**GChan**	**PGChan**
Grand Director of Ceremonies	**GDC**	**PGDC**
Grand Sword Bearer	**GSwdB**	**PGSwdB**
Grand Superintendent of Works	**GSuptWks**	**PGSuptWks**
Grand Treasurer	**GTreas**	**PGTreas**
Deputy Grand Chaplain	**DepGChap**	**PDepGChap**
Deputy Grand Sword Bearer	**DepGSwdB**	**PDepGSwdB**
Senior Grand Deacon	**SGD**	**PSGD**
Junior Grand Deacon	**JGD**	**PJGD**
Assistant Grand Chaplain	**AGChap**	**PAGChap**
Assistant Grand Director of Ceremonies	**AGDC**	**PAGDC**
Grand Organist	**GOrg**	**PGOrg**
Grand Standard Bearer	**GStB**	**PGStB**
Grand Pursuivant	**GPurs**	**PGPurs**
Assistant Grand Pursuivant	**AGPurs**	**PAGPurs**
Grand Steward	**GStwd**	**PPGStwd**
Grand Tyler	**GTyler**	**PGTyler**

Past ranks are prefixed with a **P** – e.g **PAGDC**

Grand ranks are normally shown in **bold type**

Recommended Abbreviations (Provincial Grand Rank).

UGLE Recognised Abbreviations for Provincial Grand ranks (Craft) In order of seniority.
Note: The rank of **PrGM** is a Grand Rank as well as being the office held.

OFFICE	ACTING RANK	PAST RANK
Provincial Grand Master	**PrGM**	**PPrGM**
Deputy Provincial Grand Master	DepPrGM or DPrGM	PDepPrGM or PDPrGM
Assistant Provincial Grand Master	APrGM or AsstPrGM	PAPrGM or PAsstPrGM
Provincial Senior Grand Warden	PrSGW	PPPrSGW
Provincial Junior Grand Warden	PrJGW	PPrJGW
Provincial Grand Chaplain	PrGChap	PPrGChap
Provincial Grand Treasurer	PrGTreas	PPrGTreas
Provincial Grand Registrar	PrGReg	PPrGReg
Provincial Grand Secretary	PrGSec	PPrGSec
Provincial Grand Director of Ceremonies	PrGDC	PPrGDC
Provincial Grand Sword Bearer	PrGSwdB	PPrGSwdB
Provincial Grand Superintendent of Works	PrGSuptWks	PPrGSuptWks
Provincial Deputy Grand Director of Ceremonies	PrDepGDC	PPrDepGDC
Provincial Grand Almoner	PrGAlm	PPrGAlm
Provincial Grand Charity Steward	PrGChStwd	PPrGChStwd
Provincial Grand Membership Officer	PrGMem	PPrGMem
Provincial Grand Communication Officer	PrGComm	PPrGComm
Provincial Grand Mentor	PrGMent	PPrGMent
Provincial Grand Learning and Development Officer	PrGLDO	PPrGLDO
Provincial Senior Grand Deacon	PrSGD	PPrSGD
Provincial Junior Grand Deacon	PrJGD	PPrJGD
Provincial Assistant Grand Secretary	PrAGSec	PPrAGSec
Provincial Assistant Grand Director of Ceremonies	PrAGDC	PPrAGDC
Provincial Grand Organist	PrGOrg	PPrGOrg
Provincial Grand Standard Bearer	PrGStB	PPrGStB
Provincial Grand Pursuivant	PrGPurs	PPrGPurs
Provincial Grand Steward	PrGStwd	PPrGStwd
Provincial Grand Tyler	PrGTyler	PPrGTyler

Past Ranks use the prefix P before the Acting Rank e.g. PPrGDC, PPrGOrg etc.,

ONLY the most senior Provincial rank held is to be shown. If a Brother has held the rank and office of a PrGDC and then becomes PrSGW only the rank of PrSGW is shown. However, should a Brother ne given an **acting rank** junior to his Past rank then both are shown e.g. PPrSGW, PrGChap.

In Wiltshire we use the diminutive Pr as opposed to Prov.

Note: PrGStB - Standard is reduced to St and not to Std. Bearer is reduced to B and not to Br.

Useful Contacts

Secretaries are requested to observe the protocol of contacting the Provincial Grand Master, his Deputy, and the Assistant Provincial Grand Master through the Provincial Grand Secretary. Telephone numbers shown below are listed for your use only.

Provincial Grand Master	RW Bro John Reid	Contact Provincial Secretary
Deputy Provincial Grand Master	VW Bro Simon Leighfield	Contact Provincial Secretary
Assistant Provincial Grand Master	W Bro Steve Lee	Contact Provincial Secretary
Provincial Grand Chaplain	RW Bro Rev John Railton	Contact Provincial Secretary
Provincial Grand Treasurer	W Bro Clive Emerson Click to email	07867 900887
Provincial Registrar Provincial Year Book Editor	W Bro Jonathan Carver Click to email	Contact Provincial Secretary
Provincial Secretary	W Bro John Deane Click to email	01249 715812
Provincial Almoner	W Bro Gary Dolphin Click to email	01793 876975 07733 054817
Provincial Charity Steward	W Bro Ian Lever Click to email	07778 690666
Provincial Membership Officer	W Bro Colin Cheshire Click to email	01225 767737
Provincial Communication Officer	W Bro Des Morgan Click to email	07774 196977
Provincial Mentor	W Bro Alan Colman Click to email	07885 459507
Provincial Assistant Secretary	W Bro Vince Wheeler Click to email	07469 253505

WILTSHIRE FREEMASONS



This booklet is one of a series produced and published by the Provincial Learning and Development Team as part of the MEMBERS' PATHWAY programme.

Each of the booklets is designed to help a Freemason understand the important step he has taken, and to answer a few of the many questions he may be asking about the ceremony he has experienced or Freemasonry in general. It does not claim or intend to be the definitive or absolute answer to every question. Freemasonry being a progressive science offers its members the opportunity to make a daily advancement in Masonic knowledge.

Errors and omissions are inevitable. If you spot a mistake or consider something of importance has been missed out, please contact the editor comms@wiltshirefreemasons.org.uk

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