

Grand Lodge of Maine A.F. & A.M.

Masonic Lodge Protocol Manual

Revised by the committee on Masonic Education and
Lodge Services (MEALS)

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MASONIC PROTOCOL FOR MAINE LODGES

All Masons should know and observe the rules of Masonic protocol. Protocol is a formal code of etiquette that has been long honored and practiced within our Fraternity. Protocol encompasses standards for conducting Lodge business and for maintaining a level of dignity and decorum that serves to promote harmony and respect within the Lodge.

Rules of protocol represent standards for officer and member attire within the Lodge, the wearing of aprons and jewels, how officers and members are addressed during meetings and degree work and how the Master is recognized when Masons enter or retire from an open Lodge.

Regular attention to proper etiquette and protocol is a defining characteristic of Masonic meetings. It is an important part of showing respect to the Brethren and to the Fraternity and as such, should be practiced and encouraged by the Master at all times. What is the place of Masonic etiquette in the Craft? **It has no special place! It has every special place!** It is ALWAYS observed whenever and wherever Masons assemble, or speak, or act in the name of the Craft. For that reason, it is described as "MASONIC." "If it belonged in the Ritual of the Degrees, a Master might conceive it to lie outside the span of his responsibility. The Master is ultimately responsible for breaches of protocol within his Lodge.

The Lodge is a certain number of Masons, duly assembled----- . This is not to be confused with a Lodge room or a Lodge hall.

1.0 DRESS

Masonry is a conservative fraternity and Masons should dress appropriately to the organization's standards, traditions, values and practices.

1.1 OFFICERS AND MEMBERS ATTIRE

The suggested attire for a Mason attending Lodge or other Masonic meetings is either a business suit or a sports jacket and slacks, with a white or colored shirt and conservative necktie. Dark shoes are appropriate. Always remember, Masonry regards no man for his outward appearance, so any appropriate attire is always acceptable for a Lodge member. A dark business suit is appropriate for Masonic funeral services.

2.0 GRAND LODGE AND DISTRICT OFFICERS ATTIRE AND REGALIA

Grand Lodge officers should always dress to the occasion. If the lodge usually wears a tuxedo, then it is appropriate that any Grand lodge officer should also wear a tuxedo. If suits are the usual attire, that should be the dress for Grand lodge Officers. Grand Lodge Officers should always wear a jacket and tie to a Lodge meeting, unless it is a special dress down event, i.e. outdoor degree, cookout, etc.

2.1 REGALIA

The Apron of a Master Mason should be a plain white lambskin, no more than fourteen inches wide by twelve inches deep. It is to be worn outside the coat or jacket. It may have sky blue lining and edging and it may have three rosettes of the same color. No other color is allowable and no other ornament should be worn, except that Officers and Past Officers may have the emblems of their offices, in silver or blue on the Apron or (by the express provisions of our constitution) may have “ figured Aprons “. Formally an officer was required to wear a blue sash, and according to ancient usage, a sash is part of the clothing of an officer, but in this State, he may wear one or not, as he sees fit. The collar of an officer is of blue velvet, trimmed with silver lace or silver metal. (Maine Masonic Text Book pg. 151)

2.2 No robes allowed. Digest of Decisions (pages 20 and 26)

2.3 When the Senior or Junior Warden is called to the East to work a degree, they shall wear the regalia of their office and not that of the Worshipful Master. (Cipher pg. 5)

2.4 No guest officer may, at any time, wear the regalia of the Worshipful Master. (Cipher pg. 5)

2.5 Wayfaring Man: Ordinary dress clothes are recommended; however, a cape of plain material, a staff and costume beard are allowed. (Cipher pg. 163)

2.6 Grand Lodge Regalia The clothing of Grand Lodge Officers shall be as follows: The aprons of the Grand Master, Deputy Grand Master and Grand Wardens shall be of white lambskin, lined with purple, having the emblem of his office suitably embroidered in the center and with other suitable embroidery on the edging thereof and with purple edging.

The Aprons of the other Grand Officers shall be white lambskin, lined with purple, with purple edging.

The jewels of the Grand Officers shall be as follows:

The Grand Master , the Compasses extended to 45 degrees, with the segment of a circle at the points, and a gold or metal gilt plate included, on which is represented an eye, eradicated, with a triangle, also eradicated. That of the Deputy Grand Master, the Compasses and Square united, with a five pointed star in the center. That of the Senior Grand Warden, the Level;

Junior Grand Warden; the Plumb; the Grand Treasurer, a Key; Grand Secretary; Crossed Pens; Grand Chaplain; Book with a triangle, Grand Marshal, Crossed Rods; Grand Deacons, Dove and Olive Branch; Grand Stewards, Cornucopia; Grand Sword Bearer, Crossed Swords; Grand Standard Bearer, Banner, Grand Pursuivants, a Rod and Sword, crossed; Grand Organist, Lyre; Grand Librarian, the Lamp of Knowledge with an Open Book, Grand Tyler, Sword. The aprons of the District Educational Officers shall be white lambskin, lined with purple, with a purple edging. The jewel shall be a point within a circle bordered by two perpendicular lines with an open book atop the circle. On the apron flap there shall be properly illustrated, the flame of knowledge. (Standing Regulations pp.2-3 and 2-4)

3.0 The Master's Hat: The Master, while Lodge is engaged in work, should wear a hat (a "cap" is not a hat) of some type and description of his choice. The hat should be removed when in the presence of a higher authority such as during prayer, in church, during any reference to Deity and in the presence of the Grand Master. The hat may be removed on occasion for the convenience and comfort of the Master. A hat should not be worn by anyone else while occupying the Master's chair, excepting a Past Master while acting as Master if the Master is present in the Lodge room and any other person is temporarily occupying the Master's chair, it shall be the Master's discretion whether or not he, the Master, shall at that time wear a hat. No other person, excepting the Grand Master, shall wear a hat in a Lodge. (Digest of Decisions pg. 4-36)

3.1 Should be worn while presiding.

3.2 Can be worn by Worshipful Master, Most Worshipful Grand Master, or Past Master when presiding in the East.

3.3 Must be removed during prayer.

3.4 Must be removed during the obligation and placed on the floor, or held by an attending Warden, NOT on the base of the Altar.

3.5 Must be removed when the Grand Master is present or when the DDGM is presented at the official visitation (inspection). Master may replace his hat for the work of the evening.

3.6 Should be removed when the Senior Warden or Junior Warden presides in the East during degree work and the Master is filling their station.

3.7 May be removed by the Master briefly during degree work to rest his head—should use discretion

3.8 Neither Wardens nor guest officer may wear the Worshipful Master's hat. (Cipher pg.5)

4.0 Rank, Titles and Lodge Processions

4.1 Ranking Officer

The Master of the Lodge is the ranking officer of his Lodge, unless the Grand Master, Deputy Grand Master is present. The District Deputy Grand Master is the ranking officer when he represents the Grand Master on his official inspection. The ranking officer at any Masonic event is entitled to all the courtesies that would be afforded the Grand Master if he were present.

Officers:

1. Elective
 - a. Determined by Lodge By-Laws
 - b. Usually only Master, Senior and Junior Wardens and Treasurer and Secretary.
 - c. Some Lodges elect all officers.
 - d. Chosen separately by ballot at annual meeting.
 - e. Term – usually for one year or until successor is installed.
 - f. Campaigning or nominations are not allowed.
 - g. Master and Wardens cannot resign, but may demit.
 - h. Master may appoint an acting officer to fill a vacancy.
 - i. In the absence of the Master, the following may preside:
 - (1.) Senior Warden
 - (2.) Junior Warden
 - (3.) A Past Master
2. Appointive
 - a. Appointed by Master at annual meeting after he is installed.
 - b. Term – same as elective.
 - c. May resign at any time if Lodge By-Laws so provide.
 - d. Master may fill a vacancy at any meeting.
3. Duties
 - a. Spelled out in installation ceremonies.
 - b. Each officer should become familiar with his duties. (D.D.G.M. manual pg. 23)

4.2 Introductions and Titles

The Master of the Lodge should recognize and introduce any installed Grand Lodge officer present including the D.E.R. and D.D.G.M. even if the Grand Lodge officer is a member of his Lodge. This can be done at the beginning of the meeting, during the business meeting or near the end of the meeting. **(A)** When introducing a member of the craft, always use the Masonic Title with full name or last name. Example: R.W. James Smith or R.W. Bro. Smith. **(B)** Do not use title and first name only in direct address or in correspondence. i.e.: Bro. James. **(C)** In public, titles are not used except preferably between Brethren. **(D)** In correspondence, titles are used on letters, but not on envelopes.

When introducing a member of the craft, it is sufficient to announce his name and the full title of his highest office only. It is unnecessary to list a long list of past and present titles.

Within the jurisdiction of Maine the titles recognized are Brother, Worshipful, Very Worshipful (only for the District Educational Rep.), Right Worshipful, and Most Worshipful. Whichever title a Brother achieves, he retains that title for lifetime. When a Worshipful Master becomes a DDGM, he is now referred to as Right Worshipful.

Any Brother serving as an officer of his Lodge is to be addressed as “Brother (name of station)” or Brother Senior Warden or Brother Marshal. This holds true even if the Brother occupying the station is a Past Master or Grand Lodge Officer.

The DDGM should be addressed by his title “Right Worshipful” at all times when the Lodge is in session and throughout the evening, except while performing ritual work as a Lodge officer.

Masonic Titles:

1. Brother:
 - a. Entitled after taking Entered Apprentice obligation
2. Worshipful
 - a. Entitled after installation as Worshipful Master
 - b. Entitled to all appointed Grand Lodge Line Officers
3. Very Worshipful
 - a. Entitled –District Education Representative
4. Right Worshipful
 - a. Entitled- Elected Grand Lodge Officers: DGM, SGW, JGW, GT, GS
 - b. Appointive: DDGM and Grand Lecturer
5. Most Worshipful
 - a. Entitled- Grand Master

6. Past Officers

- b. Highest attained is retained for life except appointed Grand Lodge Line Officers.

4.3 Lodge Processions

The place of honor in Masonic processions is in the rear. (Maine Masonic Textbook pg.80)

The procession for receiving the Grand Master or DDGM consists of the following officers: Marshal, Sr. and Jr. Stewards with white rods, Sr. and Jr. Deacons with black rods. (Hiram's Handbook pg.108)

4.4 Marshal

"It is your duty to organize the Lodge, form and conduct all processions, introduce and accommodate visiting Brethren." (M.M. Textbook pg.68)

The Marshal is instructed by the Master to carry out specific duties in the Master Mason degree on pages 161 and 167 in the Cypher. The Marshal is also instructed by the Master to form a procession to receive the Grand Master or the D.D.G.M.

There is no specific protocol on how the Marshal shall perform these and other requested duties. The following are protocol suggestions for the Marshal on how these duties may be performed.

1. The Marshal shall carry his baton in the same manner as the Jr. and Sr. Wardens. (Cypher pg. 5 & 6)

2. In escorting Brethren or guests, the Marshal keeps the escorted individual on his right arm. Candidates are conducted on the left.

(2a) There is a major difference between conducting and escorting. Master Masons and guests, who are not Masons, are escorted and never conducted. (Grand Lodge of New Jersey protocol 2005)

(2b) "You were **conducted** once around the Lodge." (Cypher pg. 55)

3. The Marshal may escort the Chaplain to and from the Altar for prayer. (s)
4. He will escort first time visitors to the rear of the Altar to be welcomed by the Master.

5. He will form an escort to receive the Grand Master or the D.D. G. M. on his official visitation.

6. The Marshal will take a position between the Jr. Steward and Jr. Deacon facing East. The Marshal shall call up the Sr. and Jr. Stewards and Sr. and Jr. Deacons and proceed to the tyled door. He will then follow the directions as explained in receiving the Grand Master.

7. In the Master Mason degree the Marshal will form the procession in the same manner as receiving the Grand Master or D. D. G. M. The Marshal shall call up the Sr. and Jr. Stewards with white rods, Secretary and Treasurer, Sr. Warden and Chaplain, W.M. supported by Sr. and Jr. Deacons with black rods. (The Marshal may also include the Speaking Fellowcraft, if the Lodge so dictates) They will then proceed according to the Cypher page 67. After raising the candidate, the Marshal or designated Brother will seat the newly raised Brother to a seat beside a Brother. The Marshal shall then lead the procession to escort the Master to the East and the Sr. W. to his station. He will then lead the remaining Brethren to their respective places.

4.5 Receiving the Grand Master or District Deputy Grand Master.

It is always important to introduce or acknowledge a District Deputy when he is visiting unofficially. Most District Deputies decline any grand honors when they are visiting unofficially, but in most districts it is the custom to give public Grand Honors, the first time a newly installed District Deputy visits a Lodge. A visiting District Deputy should be afforded the last opportunity to speak, even when he is visiting unofficially. The exception would be if the Grand Master or Deputy Grand Master were also present. (Hiram's Handbook pg. 107)

At your Lodge's official visitation or inspection much more formality is required. There is a format for receiving the District Deputy. You should ask the acting Grand Marshal before the meeting if the District Deputy has any changes to the format which follows:

Open your Lodge through to the point where the Jr. Deacon reports that the Lodge is tyled and the Wor. Master has said, "I thank you Bro. Jr. Deacon."

The Grand Marshal makes an alarm at the tyled door by *** raps.

W.M. "Bro. Sr. Deacon" (rises and salutes) "you will ascertain the cause of that alarm."

S.D. (With rod goes to tyled door, gives *** raps, opens door and says.) "Who comes here?"

Act. Gr. Mar. "The Acting Grand Marshal with a communication."

S.D. (Goes behind altar, salutes and says.) W.M. the Acting Grand Marshal waits without with a communication.”

W.D. “Bro. Sr. Deacon you will inform the Acting Gr. Mar. that he has permission to enter.”

S.D. (Salutes, returns to tyled door, opens it and says.) “Bro. Act. Gr. Mar. you have permission to enter.” (Sr. Deacon remains by tyled door.)

Thereafter, if the District Deputy presents an unofficial visit, public Grand Honors should be given. All past and present Grand Lodge officers should be attended this honor at the same time.

Act. Gr. Mar. (Goes behind altar, salutes and says.) “Wor. Master, the R.W.D.D.G.M. of the 25th Masonic District is without with his Suite and waits to be admitted.”

W.M. “Bro. Act. Grand Marshal, you will inform our R.W.D.D.G.M. that a proper escort will wait upon him.”

(The Acting Gr. Mar. salutes and goes out. Sr. Deacon opens and closes door, then returns to his station.)

W.M. “Bro. Marshal, you will form an escort consisting of the Sr. and Jr. Stewards and the Sr. and Jr. Deacons and escort our R.W.D.D.G.M. and his Suite into the lodge room.

(Escort goes out tyled door. Marshal, Sr. and Jr. Stewards and Sr. and Jr. Deacons form in front of Suite.)

(Procession enters the Lodge Room; Lodge Marshal enters far enough to leave room for Stewards, then steps to right. Stewards enter, halt behind Marshal, open to the right and left and cross rods. Deacons stop beside Stewards and cross rods.

Act. Gr. Mar. “The R.W.D.D.G.M.”

W. M. (***)Rises and removes his hat and descends to the floor)

Act. Gr. Mar. Acting Gr. Mar. forms Suite behind the altar. He conducts the D.D.G.M. behind the Altar, salutes and says.) “Wor. Master, it is my pleasure to introduce R.W. Bro. James Smith, R.W.D.D.G.M. of the 25th Masonic District of Maine.”

W.M. “Bro. Gr. Mar., you will escort the R.W.D.D.G.M. to the East.”

(Escort breaks and goes directly to their stations, W.M. says.)

“R. W. Bro. Smith, on behalf of the officers, members and guests of ___ Lodge I welcome you. Would you please face the West?”

“Brethren, it is my pleasure to introduce to you, Bro. James Smith, R.W.D.D.G.M. of the 25th Masonic District of Maine. You will with me accord him the Private Grand Honors, taking your time from the East.”

(Private Grand Honors, due guard and sign of the three degrees, no Grand Hailing Sign, to be given only in tyled lodge. Private Grand Honors necessitate the Lodge being opened in the M.M. degree.)

And now, R. W., it is my pleasure to present to you the gavel of ___ Lodge that you may continue with the introduction of your Suite. (The D.D.G.M. may introduce his Act. G. M. and let him introduce his suite. The D.D. G.M. may then afford the Brethren of his suite and the Act. G.M. the public Grand Honors. M.M. Textbook pg.76 #8)

The D.D.G.M. then returns the gavel to the Master.

W.M. “R.W. Bro. Smith, I welcome you to a seat in the East.”

W.M. gives one rap * to seat the Brethren, then continues with the opening of the Lodge.

NOTE: Other than the title “Most Worshipful” the reception for the Grand Master is the same. When the escort goes out the tyled door, the Senior and the Junior Deacons form in the rear of the Grand Master. (Hiram’s Handbook pp. 107-109)

4.6 Public and Private Grand Honors

Grand Honors are of two kinds: Public and Private. Each is given differently, and is intended for use on designated occasions as mentioned below. The manner in which Grand Honors are given and used as adopted by the Grand Lodge in 1940 is as follows:

Public

A. How Given

Public Grand Honors are given “by crossing the arms upon the breast, the left uppermost, and the tips on the fingers touching the points of the shoulders, and bowing three times with arms thus crossed.” This form was adopted in 1894.

B. When Used

Public Grand Honors are to be used in all public ceremonies which require the use of Grand Honors. They may be used also as a token of esteem “in receiving

all Grand Lodge officers of our own or other Grand Jurisdictions, with the exception as noted under Private Grand Honors, and permanent members of our own Grand Lodge.”

Private

A. How Given

Private Grand Honors consist of the due guards and signs of the three degrees, each given on the step of the degree. These Private Grand Honors may be given ‘in procession’ or ‘in place’ whichever is desired by the Grand Officer to be received, or as may be most expedient: if given “in procession” each Brother when reaching the East, stops and faces the East and on step of the degree gives due guard and signs of the first degree the first time around the hall, of the second degree the second time around, and of the third degree the third time around.”

B. When Used

Private Grand Honors shall be used when:

- (a) A Masonic Hall is to be dedicated; unless semi public
- (b) A new Lodge is to be constituted; unless semi public
- (c) A new Master-elect is to be installed; unless semi public
- (d) The Grand Master or his official representative is to make an official visitation to a Lodge; unless semi public
- (e) The Lodge must always be opened in the Master Mason Degree.

These Honors should also be accorded to Past Grand Masters of our own and other Grand Jurisdictions.

4.7 FUNERAL SERVICE

There are two types of Services (a) Funeral and (b) Evening Memorial.

The Evening Memorial Service may be used as a graveside service. The Funeral Service is rarely used and only at the request of the family. (Hiram’s Handbook pg. 138).

No one below the degree of a Master Mason can be buried with, or participate in Masonic Funeral ceremonies. However, the Master, may at his discretion, afford such honors to a Mason in good standing who has received the ENTERED APPRENTICE DEGREE. None but Master Masons who are in good standing with Grand Lodge are entitled to Masonic burial, but a lodge may if it sees fit, bury with Masonic honors an unaffiliated Mason.

Masonic clothing can be worn at funerals, only when a Lodge is present in its organized capacity. Upon the decease of a Mason, the Master of his lodge should ascertain whether the deceased has requested to be buried with Masonic honors/ Evening Memorial Services or if it is the wish of his immediate family, taking special care not to urge it upon them.

A special communication of the Lodge should be convened, after which the Brethren proceed to the place where the service is to be held. The Brethren should be dressed with as much uniformity as practicable in dark clothes with white gloves and appropriate aprons. Black crepe

may be worn above the elbow on the left arm, and a sprig of Acacia (Evergreen) on the left breast. A white lambskin should be placed on the coffin with the strings within the casket. (M.M. Textbook pp. 87-89, The funeral service text is on pp. 89-93).

4.8 EVENING MEMORIAL SERVICE

The directions governing the Officers and Brethren at a Masonic Memorial Service shall be those directions provided in the Maine Masonic Textbook found in the Chapter on “Funeral Service pp. 87-89” that would apply to the Memorial Service.

Where the room is limited when this service is conducted we suggest that the Master take his position at the head and the Chaplain at the foot of the casket with the Secretary or a designated Brother to read the history. The Deacons are at the head and the Stewards at the foot with their rods. (The Master, at his discretion, should determine the crossing of the rods, taking into consideration the space at the head and foot of the casket and the Brethren holding the rods.)

The Brethren will deposit their Evergreen in the usual manner at the conclusion of the service. “If a large contingent of Masons is participating in the service, either one sprig of Evergreen is used by the Master, or a suitable container on a small table be used to collect the Evergreen.”(Mass. Protocol pg. 18)

On those occasions when the Lodge is requested to participate in the funeral of a Brother, if the Master so desires, the Evening Memorial Service may be substituted for the regular Masonic Funeral Service.

When it is time to give the Masonic biography of the departed Brother, the history can be obtained from the Lodge Secretary’s records or MORI. (When and in what Lodge he was made a Master Mason, what offices, if any, he has held; any special committee service he has rendered; such other items of masonic interest available. This biographical data is especially recommended when this service is used strictly as a Memorial Service.)

Master: When our Brother labored with us in Masonic attire, he wore a white apron which he was taught is an emblem of innocence and the badge of a Mason. By it he was constantly reminded of that purity of life and that rectitude of conduct so necessary to his gaining admission into that Celestial Lodge above. He will now wear that apron forever as the emblem of the virtues it represents.*

The Evergreen is an emblem of our faith in the immortality of the soul. By it we are reminded of the immortal soul of man which survives the grave and which will never, never die. In accordance with our custom, I now place this Evergreen over the heart of our Brother.

*(The Master concluding his statement explaining the APRON, holding it by the two upper corners with the flap toward himself, will place the apron over the edge of the casket, allowing the strings to fall within the casket.

In depositing the Evergreen, the MASTER brings his right hand to his left breast; then extends it; palm downward, over the casket depositing the Evergreen, then carries it above his head pointing to Heaven, and then drops arm and hand to his side.

At the conclusion of the service the other Officers and Brethren will approach the casket and deposit their Evergreen in like manner. The Master, at the appropriate time should present the widow or immediate family member(s) the personalized Masonic Memorial Service and Masonic Funeral Service booklet.)

4.9 Sign of Fidelity (optional)

The sign of fidelity is not mentioned in the Constitution, Cypher or Maine Masonic Textbook. No Mason is required to use it. Whereas the sign of fidelity is generally accepted and used in many Lodges, the following guidelines are suggested for Lodges that choose to employ it.

(A) How? The right arm across the left breast.

(B) When used?

Master: In requesting the Pledge of Allegiance; draping the charter and requesting a moment of silence for a departed Brother; closing the lodge (thus Brethren) and all obligations.

Chaplain: Prayers at the Altar; at the grave (MM); for Evening Memorial Services and funerals; blessing at meals.

Senior Deacon: At the Altar for opening and closing the Lodge or rearranging the three Great Lights.

(C) The right arm is dropped when the Chaplain or Master says Amen. The Master or the Senior Deacon rises from the Altar.

5.0 TABLE LODGE

Constituent Lodges may hold a Table Lodge without the issuance of a dispensation from the Grand Master, provided that said Table Lodge is conducted within the established guidelines or regulations of the Grand Lodge and that a Grand Lodge officer or Permanent Member of Grand Lodge is in attendance or one specifically appointed by the Grand Master to act as representative to insure compliance (Standing Regulations pg. 2.14 Sec. 71).

The Masonic Protocol for the Table Lodge is available from the Grand Secretary's office.

6.0 ENTERING AN OPENED LODGE

A. Member or frequent visitor

1. If the Tyler can avouch for the Brother, he causes an alarm to be sounded at the tyled door. The J.D. responds to the direction of the Master. He then reports to the Master that a Brother or Brethren are without, properly clothed, avouched for and wish to gain admission. The Master grants permission and the Brother/Brethren having been informed of the degree enter to the rear of the Altar and give the due guard of the degree to the Master and are seated.
2. The Tyler should be aware of the progress of the meeting and determine when a Brother or Brethren should be admitted.
3. No one should be admitted during degree work or balloting (unless he is a member of that Lodge). They should wait for an uninterrupted pause.
4. Emergency calls from without for a member in a meeting should be delayed until a break or the Tyler should use discretion and send a message by a Brother seated near the door. No alarm sounded during degree work.

B. Visitor for the first time

1. Must be avouched for or examined. (use the following criteria from 9.0)

C. Avouching:

1. General procedure:
 - a. Address the Senior Warden.
 - b. Give no signs.
 - c. Avouch only if you have sat in a Lodge with visitor.
 - d. A member of the Examining Committee can avouch for a visitor who has passed the examination.

- e. A Brother who will be absent from a meeting can avouch for a visitor only if he has sat in a Lodge with him, and can avouch for him in the presence of a Brother who will attend that meeting. This must be done in person and not over the phone .

6.1 Salutations

1. Due-guard given to:
 - a. Worshipful Master or presiding officer from rear of Altar on entering or retiring from an opened Lodge.
 - b. Worshipful Master or presiding officer when addressing him.
 - c. Due-guard and sign given in place for each degree with Grand Hailing sign at the opening of the M.M. Degree. In the F.C. Degree, only the first two due-guards and signs are given. In the E.A. Degree, only the first due-guard and sign are given. All due-guards and signs are given on the step of the degree.

6.2 Lodge Room Decorum

- 1 No one should sit while addressing the Master. It is a matter of respect to the office of the Worshipful Master and it is a courtesy to the Brethren. All Masons must stand while addressing the Master or presiding officer, unless excused for a handicapped reason, and should not speak in Lodge unless permission is received from the Master who presides over the meeting. All comments to other officers or other members of the Lodge should be directed through the Master and not directed to the other member or members. There should be no talking on the sidelines during the meeting or degree work unless the Lodge is at ease or refreshment. Sideline discussions and unsolicited comments disrupt the harmony of Lodge meetings.
2. No one should pass between the Altar and the East while the Bible is opened.
 - a. The Master relies on the Great light (Holy Bible) to rule and govern his Lodge. His line of vision should never be broken.
 - b. The exception is during degree work. The officers may pass this way in a clockwise motion while conducting the candidate.
3. Lodge at labor

- a. No audible conversation or noise that will distract the attention of the candidate or interrupt the business of the Lodge.
- b. No one may leave the Lodge room without the permission of the Worshipful Master.
- c. Only a designated prompter should speak to assist in Degree work.

4. Lodge at ease

- a. Same as Lodge at labor, except that the Brethren may converse quietly on the sidelines.
- b. No one should move about or leave the Lodge room without permission of the Worshipful Master.

4. Lodge at refreshment

- a. This is a Masonic term meaning “recess.”
- b. It is permissible to leave the lodge room.

The craft are under the direction of the Junior Warden. He is responsible for the general welfare of the membership.

6.3 Use of the Gavel

The meaning of the raps from the Master’s gavel.

1. Once – all be seated or return to good order
2. Twice – all officers named stand
3. Three Times – all stand (Lodge Instructor’s Manual – 4th Night pg.10)

6.4 Instructions to the Committee of Inquiry

The best interests of Masonry demand that an exhaustive investigation be made of the character and reputation of every applicant. It is imperative therefore, that your investigation of the petitioner be thorough.

Members of Committees of Inquiry are urged to become familiar with those sections of the Grand Lodge Constitution which relate to applications and also the section of “Applications” in the Maine Masonic Textbook page 12.

The following are the more important points on which you will wish to check.

1. Ascertain definitely if the lodge has jurisdiction over the petitioner.

2. Ascertain definitely if the petitioner has any physical condition which might prevent him from being instructed in the arts and mysteries of Freemasonry, or cause an inability to acquire the means of subsistence.
3. Ascertain whether the petitioner is mentally qualified to receive Masonic Degrees.
4. Ascertain whether the petitioner is morally fit to be received into the Fraternity.
5. Ascertain if any organization to which he belongs will impair his usefulness to the Fraternity.
6. Ascertain if his neighbors, acquaintances and employers give him good character reference.
7. Check his answers to the questionnaire attached to his petition and see that all are fully answered. If any questions have not been answered, interview the petitioner and have the same completed, or ascertain the reason for his not answering such questions.
8. Consider the petitioner's ability to meet his financial obligation with particular reference as to his reputation in meeting his obligations and whether or not the payment of lodge dues would be in any way a financial burden to those dependent upon him. This is a good time to brief the practitioner as to fees relating to the degrees.

6.5 Balloting

1. The Master reads petition – instructs Brethren on method of balloting.
2. The Senior Deacon prepares ballot box.
3. The Master inspects the ballot box.
 - a. Make certain that there are enough white balls for each member present.
 - b. Make certain that there are at least six (6) black cubes.
4. The Master declares the ballot open and directs the Brethren on proper voting procedures.
5. The Senior Deacon may convey ballot box from member to member or it may be placed on a table behind the Altar – NEVER ON THE ALTAR. The Senior Deacon must avoid passing between Master and the Altar.
6. After all members have voted, the Master declares the ballot closed.
7. The Senior Deacon will present the ballot to the J.W. and S.W. for inspection if directed by the Master, they do not report whether the ballot is clear or not.
8. The Master examines ballot, destroys it and then reports.

- a. Two or more black cubes mean petition is rejected.
- b. One black cube - ballot may be taken a second time immediately.
- c. One black cube on second ballot – petition is rejected although the Wor. Master continues to collect the ballot until he is sure there is no mistake made. (See Digest of Decisions, pg. 9)
- d. For a second ballot to be called by the Master, he cannot declare it clear or cloudy. He should make no declaration, but announce that there will be a new ballot and declare it open. It is recommended that before doing so, he remind the Brethren that “a white ball elects and black cubes reject”. (After a ballot has been taken and the candidate has been declared rejected, no other ballot can be taken to correct a supposed mistake. The only recourse in such a case is by a new application. A ballot cannot be reconsidered after the Worshipful Master has declared the results. [1861 p 176, 1870, p. 22, 1871, p349, 1874, p 268; Digest of Decisions])

9. No one enters or retires during balloting.

10. No Member excused from balloting, except by unanimous vote of the Lodge.

11. The Tyler may be excused by the Master.

12. There is always a separate Ballot for each petition.

7.0 Parades

In this state no Lodge can form a public procession, except for funerals and attendance upon Divine Services, without the consent of the Grand Master. (M.M. Textbook pg. 80)

8.0 Social Networking and other Electronic Media.

Within this jurisdiction, the use of personal electronic devices in the Grand Lodge Hall, while the Grand Lodge is in session, shall be regulated as follows:

1. The use of Cellular phones is not permitted at any time; Cellular phones are to be turned off or left outside the Lodge Hall.
2. All personal paging devices must be set for a non-audible page or turned off.
3. All Emergency Medical Paging devices are permitted and may be worn. The volume of said devices is to be at such a level as the member wearing the device can hear tones or pages without interrupting the business being conducted.
4. Personal recording devices of any kind are not permitted without written consent from the Grand Master.

5. All other Personal Electronic Devices not listed above are permitted, provided that no audible sounds are emitted by such device while in use (Standing Regs. pp. 2-14 no. 71).

8.1 Social Media Policy

The Grand Lodge of Maine recognizes social media has grown exponentially in recent years and has a goal of supporting the regular and extensive use of it. We know that many Brethren regularly connect by Facebook, Twitter, LinkedIn and other means. We as Masons must be mindful that our individual postings not only reflect our own character but that of Freemasonry across the Grand Jurisdiction.

- A Mason should conduct himself with the same courtesy he would in front of the general public.
- As a Mason, he must be aware that his postings are a permanent record; therefore, his conduct may influence the world with a positive or negative opinion about him personally and about the organizations which he belongs.
- A Mason should not post “ritual” or “tyled” information.
- Masonic pages are to be supportive of the organization and its members, promote upcoming events, discuss past events, video sharing, and discussion of times of fellowship and promotion of Masonic bodies.
- A Mason should not use social media to obtain personal advantage in promoting political, religious or business activities by targeting other Masons.
- A Mason should not use social media to contact other Grand Jurisdictions unless you are a member of that jurisdiction. Remember that all intra-jurisdictional communication is by Masonic protocol, conducted by and between Grand Lodge offices.
- No discussion or other information regarding to an application, background, or investigation of an applicant is ever appropriate or condoned.
- There should never be discussion regarding the ballot on a candidate.
- Nothing should ever be written or discussed relative to the business of a Lodge or of any discussions/actions which have occurred behind tyled doors.
- Information about Lodge or District social activities must comply with the Grand Lodge regulations already in place for them (example no reference to alcohol or games of chance).
- Masons should advise a Brother if something he has posted is improper within the framework of our Grand Constitution, Rules and Regulations, etc.

Ultimately, your actions as a Mason online should promote the highest standards of morality and integrity. You should always be mindful of the penalties as described in the Grand

Constitution relating to trial, suspension, and /or expulsion for any un-Masonic behavior. Posting a comment related to the Fraternity and then posting a disparaging comment about a social or political stance can easily be misconstrued by readers that your stance is representative of Masonry and all Masons. Remember that the public and members of the Masonic Fraternity are reading your posts online. (Grand Lodge Policy June 2013)

9.0 Visiting Other Lodges

As a first time visitor to other Lodges you may encounter the following Masonic procedures.

9.1 Examination of visitors

- (a) Committee of three
- (b) Examined individually
- (c) Current verified signature dues card.
- (d) Check Lodge name and number in directory.
- (e) Read or recite the Tyler's Oath (page 219 in cipher)
- (f) Examination of Ritual.
 - (1) Great Lights in each degree.
 - (2) Due-Guard, Signs, Grips and Word.
 - (3) Grand Masonic word and manner.
- (g) Courtesy
 - (1) No trick questions.
 - (2) Do not detain.
 - (3) Don't Show off.
- (h) Conclusion, (from S.R. #30)

A visiting Brother, having produced his Grand Lodge certificate or diploma, or current receipt for annual, dues, and having satisfied the examining, committee of a Lodge that he is a Mason in good standing and a member or a regular Lodge, shall have the right to examine the Charter or Charter certificate of the Lodge if he so desires.

9.2 Entering a new Lodge.

- (a) Seek the Tyler or Senior Warden to inform them that you are a first time visitor.
- (b) If no one there can avouch for you, you will be asked to produce a current dues card.
- (c) It may be checked in the Lodge's directory.
- (d) You may be asked to read the Tyler's oath. (Page 184 in the cypher)
- (e) Arrange the Great Lights in each degree.
- (f) Give due-guard and signs, grips and words in each degree.

(g) Give the Grand Masonic word in proper manner.

(h) As a visitor, having satisfied the examining committee's requirements, it is your prerogative to ask to examine the charter.

All good Masons should know that they **NEVER HAVE TO WORK THEIR WAY INTO THEIR OWN LODGE.** (Lodge Instructor's Manual, 4th Night, pp. 9-10)

"SO MOTE (may/might) IT BE"

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