



# WISCONSIN MASONIC HANDBOOK

## CHAPTER 7

### MASONIC PROTOCOL

#### **A. INTRODUCTION**

Protocol is the elaborate official and/or proper etiquette of ceremonies and precedence. The following are all affected by protocol:

1. Proper procedure in running the business portion of a meeting. (See Chapter 2 "Conducting the Business of a Lodge")
2. Introductions made in proper manner and order.
3. Priority of responsibilities
4. Scheduling of events
5. Communications
6. Proper examination
7. Hospitality afforded all visitors

#### **B. RECEPTION OF VISITORS**

The prompt examination of the dues card and such other evidence as may be required by the Master and courteous reception of visiting Brethren is necessary to assure a cordial fraternal welcome to duly qualified visitors. Masonic courtesy and custom have made it obligatory to receive all regular Masons who want to visit, provided their presence will not disturb the peace and harmony of the Lodge.

Visitors should be greeted and their dues cards examined with courtesy, dignity and promptness. It is the Master's responsibility to provide for the proper reception of visitors on every occasion.

When a visiting brother's credentials have been verified, he should be introduced to the Master or Senior Warden, if the Lodge has not yet been opened. Otherwise, a member of the committee should escort him into the Lodge, after proper alarm by the Tiler and the Junior Deacon's response. Within, the visitor is conducted west of the altar and introduced to the Master. His name, Lodge, and titles should be clearly announced by his guide.

It is more courteous to greet the visitor briefly and welcome him more formally when all the visiting brethren are introduced. Where a welcoming committee is used, a Master may request all visitors to remain in the anteroom to be escorted into the Lodge as a group.

Special courtesies extended to visiting Masters and Past Masters are always appreciated. Such visitors may be introduced separately at the altar, being escorted by Past Masters of the Lodge. If the Lodge has extra Past Masters' aprons, it is a most thoughtful Masonic courtesy to offer one to such visitors if they are not carrying an apron of their own.

## **1. EXAMINATION**

It is the duty of the Master to see that all visitors are qualified to sit in his Lodge. Section 85.01 of the Masonic code of Wisconsin provides that "The sole requirement for admission to a Lodge shall be presentation by the visitor seeking admission of a current official uniform receipt card for dues, and such further evidence as may be satisfactory to the Master." Therefore, the Master is the final judge of who may enter his Lodge, but Chapter 84 number 6 of the Masonic Code of Wisconsin, the "Charges of a Free Mason" Item VI and Mackey's "Landmark Fifteenth" also found in the Code should guide him.

If the visitor is from a foreign jurisdiction it is necessary to determine if the Grand Lodge of Wisconsin recognizes that jurisdiction. This information can be found on the WI Grand Lodge Website or by contacting the Grand Secretary.

Remember, extend the hand of brotherly love and affection. Under no circumstances should a visitor be placed in an embarrassing situation or made to feel unwelcome to sit in Lodge.

Treat him, as you would want to be treated if you were the visitor.

## **2. DIGNITARIES**

Visiting dignitaries should be afforded every courtesy of your Lodge. They may include, but are not restricted to the following:

- . Grand Lodge Officers
- . Grand Heads of other Masonically affiliated bodies.
- . District Lecturers
- . Area Administrators
- . Officers of other Symbolic Lodges
- . Officers of York or Scottish Rite bodies
- . Officers of the Shrine
- . Members of Committees of the Grand Lodge
- . Your speaker for the evening.

All such should be introduced properly with special care to ensure their complete and correct title is given.

For more specific information regarding Grand Lodge Officers, see the following.

### **3. GRAND LODGE OFFICERS**

If a Grand Lodge Officer visits your Lodge, review the procedure for the reception of the Grand Master or of Grand Officers in the Multiple Letter Cipher before his arrival.

According to Section 6:01 of the Constitution of the Grand Lodge found in the Masonic Code of Wisconsin the following are the titles and rank of the Officers of the Grand Lodge of Wisconsin:

1. Most Worshipful Grand Master
2. Right Worshipful Deputy Grand Master
3. Right Worshipful Senior Grand Warden
4. Right Worshipful Junior Grand Warden
5. Right Worshipful Grand Treasurer

6. Right Worshipful Grand Secretary
7. Worshipful Grand Chaplain
8. Worshipful Grand Lecturer
9. Worshipful Senior Grand Deacon
10. Worshipful Junior Grand Deacon
11. Worshipful Grand Stewards
12. Worshipful Grand Marshal
13. Worshipful Grand Orator
14. Worshipful Grand Tiler
15. Worshipful District Deputy Grand Master

When speaking to or about an officer, or Grand Officer, in his presence, it is proper to use the full title including the Honorary, i.e. Most Worshipful Grand Master.

When introducing an officer, it is proper to use the entire and full title, including the body and jurisdiction, if a Grand Officer, e.g., Brother James Olson, Most Worshipful Grand Master of Masons in Wisconsin.

If a Grand Lodge Officer other than a District Deputy is on your program for any function, invite your District Deputy and Area Administrator to attend.

## **C. CORRESPONDENCE WITH OTHER JURISDICTIONS**

Under almost all conditions, business correspondence with other jurisdictions should be channeled through the office of the Grand Secretary of Wisconsin. Therefore, it is a wise rule of thumb to contact the Grand Secretary for advice and assistance.

## **D. CEREMONIES**

Public and other ceremonies not in the cipher are found on the Grand Lodge Web site under publications in The Book of Ceremonies.