



MASONIC PROTOCOL AND ETIQUETTE MANUAL
Concordant and Appendant Bodies

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**THIS MANUAL IS APPROVED BY
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PROTOCOL

All Masons, Eastern Stars and National Concordant bodies should know and observe the rules of proper Masonic protocol and etiquette. Protocol is a rule which guides how an activity should be performed, especially in the field of diplomacy. In diplomatic services and governmental fields of endeavor, protocols are often unwritten guidelines. Protocol specifies the proper and generally accepted behavior in matters of state and diplomacy, such as showing appropriate respect to a head of state, ranking diplomats in chronological order of their accreditation at court, and so on. One definition is: protocol is commonly described as a set of international courtesy rules. These well-established and time-honored rules have made it easier for nations and people to live and work together.

Masonic Protocol is the formal code of etiquette for a Grand Lodge, OES Grand Chapter or National Concordant Grand body. Although all the rules of Masonic etiquette for the Grand Lodge of Maryland may not be written as official requirements, yet they do exist and have been transmitted from the past and accepted as the rules of polite manners and correct behavior, to be exercised while we are engaged in Masonic activities. Protocol guarantees equality in the treatment of its members so that each person is treated with the same courtesy as every other.

Etiquette is a prescribed or accepted code of usage in matters of ceremony, as at a court or in official or other formal observances. Additionally, since "Masonic" Etiquette cannot necessarily be defined for all instances, ceremonies or occasions it can simply be defined as "good manners".

This document will be used as an appendix to all written protocol for Myra Grand Chapter OES and those Concordant bodies with allegiance to the Most Worshipful Prince Hall Grand Lodge Free and Accepted Masons of Maryland and its Jurisdiction, Incorporated.

Note:

At social and public events where great numbers of non-Masons, family and friends are in attendance, a common sense approach should be used with regard to use of Masonic Protocol. This does not relieve the responsible officers for ensuring proper recognition and due regard for Masonic dignitaries present.

DEFINITIONS

It is the opinion of the Grand Lodge Protocol Manual Development Committee that definitions of the Grand Lodge and its Fraternal Bodies should be made for clarification.

PRINCE HALL MASONIC FAMILY: The Prince Hall Masonic Family (aka Masonic Family) is all who owe allegiance to and are under the umbrella of the Most Worshipful Prince Hall Grand Lodge Free and Accepted Masons of Maryland and its Jurisdiction, Inc. This includes Warranted Lodges, Appendant, Concordant, and the Youth Fraternal Bodies.

CONCORDANT BODIES: In this Jurisdiction, CONCORDANT Bodies are those male Masonic Bodies that, through tradition and custom, have direct linkage to Masonry. These Bodies are: Holy Royal Arch Masons (HRAM), Royal and Select Masons (R&SM), Knights Templar (KT), Knights of the York Cross of Honor (KYCH) and Ancient and Accepted Scottish Rite of Freemasonry (AASR). The Order of the Eastern Star (OES), Heroines of Jericho (HOJ)—HRAM, Ladies of the Circle of Perfection (LOCOP)—R&SM, Cyrene Crusaders (CC)—KT, and Order of the Golden Circle (OGC) AASR.

APPENDANT BODIES: The Ancient Egyptian Arabic Order, Nobles of the Mystic Shrine (AEAONMS) and its female auxiliary, the Imperial Court Daughters, are APPENDANT Bodies in this Jurisdiction.

YOUTH FRATERNAL BODIES: In this Jurisdiction, Youth Fraternal Bodies are the Order of the Knights of Pythagoras and Myra Grand Chapter Youth Fraternity.

HONOR, RESPECT AND COURTESIES

In every walk of Masonry, due recognition and respect is to be paid to rank and title of its members. Masonry makes respect for all seniority a part of its doctrine.

Most Worshipful Grand Master: All references to or any introduction of the Grand Master shall be cited as follows: “The Honorable _____, Most Worshipful Grand Master”.

The Most Worshipful Grand Master is the highest officer in Prince Hall Masonry. As such, he shall be afforded due honor and respect at any and all Masonic meetings and functions. This includes, but is not limited to, the place of honor regardless of the function or attendees, whether it is local, regional,

national, or international. When the Most Worshipful Grand Master is a guest at an event, it is incumbent upon the host leader at such gatherings to see that due respect, honor, and decorum are given and that Masonic protocol is observed.

Deputy Grand Master: The Right Worshipful Deputy Grand Master is the official representative of the Most Worshipful Grand Master. As such, he is to be afforded the same honor, respect, and courtesies as would be extended to the Most Worshipful Grand Master. He may represent the Most Worshipful Grand Master without verbal or written communication being provided whenever the Most Worshipful Grand Master is not present.

Most Worshipful Past Grand Masters: Those elite gentlemen who once served this Jurisdiction as Most Worshipful Grand Master are now styled and titled "Most Worshipful Past Grand Master." All Most Worshipful Past Grand Masters are to be given the same respect as the Most Worshipful Grand Master at all Masonic occasions.

(Honorary) Most Worshipful Past Grand Masters: Those elite gentlemen for their stalwart service and unselfish commitment to this Grand Lodge have proven themselves worthy of the honor. The title of "(Honorary) Most Worshipful Past Grand Master" has been bestowed after being duly nominated and approved by the craft. All (Honorary) Most Worshipful Past Grand Masters are to be given respect at all Masonic occasions.

Grand Lodge Officers: Elected and Appointed Grand Lodge officers are styled and titled "Right Worshipful". In Masonic settings, Grand Lodge officers shall be addressed as "Right Worshipful".

(HOST) District Deputy Grand Master: Is the direct representative of the Most Worshipful Grand Master within a respective District within this Grand Lodge. Due respect shall always be given to the District Deputy Grand Master, as prescribed within the written rules and regulations of this Grand Lodge.

Grand Worthy Matron: The Grand Worthy Matron is the head of our Adoptive Rite, the Order of the Easter Star. As the highest-ranking female, she is to be afforded honor and respect and courtesies accordingly.

Grand worthy Patron: The Grand Worthy Patron is the Most Worshipful Grand Master's direct representative to the Order of the Eastern Star. As such, he is to be afforded honor and respect accordingly.

PROTOCOL PERTAINING TO SOCIAL and or MASONIC AFFAIRS

1. Protocol should be established at the outset of every program by The Most Worshipful Grand Master or his designee. If The Most Worshipful Grand Master is not present the highest ranking Grand Lodge Officer should establish protocol. Protocol should be as follows:

To The Honorable _____, Most Worshipful Grand Master, Grand Worthy Matron, Grand Worthy Patron, etc. (Protocol need only to be established once)

2. Head table seating arrangements is as follows:

The Most Worshipful Grand Master shall sit in the first seat of honor to the right of the podium, facing the audience with the second seat reserved for his guest. The Right Worshipful Deputy Grand Master shall be seated to the immediate right of the Most Worshipful Grand Master's guest. If the Most Worshipful Grand Master and Right Worshipful Deputy Grand Master are not present, the senior Grand Lodge Officer present will be seated in their place. This applies to all seating arrangements indicated below. The head of the Constituent or concordant body hosting the affair can designate all other seats.

If there is no Head Table, the Most Worshipful Grand Master and his guest along with the Right Worshipful Deputy Grand Master, as well as the Grand Worthy Matron and Grand Worthy Patron will sit at the table closest to the podium. The Most Worshipful Grand Master's seat at the table will be directly facing the podium with the Right Worshipful Deputy Grand Master to his left and the Grand Worthy Matron and Grand Patron to the left of the Right Worshipful Deputy Grand Master.

If the Grand Lodge has a table, the table will be placed up front and next to the host leader's table. The Most Worshipful Grand Master and his guest may sit at this table or they may sit at the host leader's table. Please consult with the Most Worshipful Grand Master in order to ascertain his desire.

If the Grand Lodge does not have a table, the Most Worshipful Grand Master his guest and Right Worshipful Deputy Grand Master will sit at the host leader's table.

3. Whenever the Most Worshipful Grand Master is invited to any function hosted by a Constituent Lodge or Concordant body all expenses must be covered by said organization(s). Reasonable and respectable accommodations must be provided.

4. Whenever any function is hosted by a Constituent Lodge or Concordant body and the Most Worshipful Grand Master is invited the (HOST) Right Worshipful District Deputy Grand Master will be invited as well, and one complimentary ticket must be provided for his use.

5. Introducing the Most Worshipful Grand Master at all Masonic functions either religious, Eastern Star or Concordant bodies programs will be performed by the Right Worshipful Deputy Grand Master (or the next highest ranking Elected Grand Lodge officer if the Right Worshipful Deputy Grand Master is not present). The (HOST) District Deputy Grand Master will introduce the highest ranking Elected Grand Lodge Officer who in turn will introduce the Most Worshipful Grand Master. If no Elected Grand Lodge Officer or (HOST) District Deputy Grand Master is present the highest ranking male host official will introduce the Most Worshipful Grand Master.

6. When the Most Worshipful Grand Master is represented by an Elected Grand Lodge Officer, the highest ranking male host official will introduce said Elected Grand Lodge Officer.

7. When acknowledging in all Masonic assemblies and Prince Hall Family related gatherings, refrain from the phrase “in the absence of the Grand Master”.

8. When the Most Worshipful Grand Master has so designated verbally or in writing, his representative shall be received as such.

9. When at a Grand Chapter or joint Grand Lodge and Grand Chapter function, the Grand Worthy Patron will introduce the Grand Worthy Matron. After remarks from the Grand Worthy Matron the Grand Worthy Patron will then introduce the (HOST) District Deputy Grand Master who will introduce the Right Worshipful Deputy Grand Master (or the highest ranking Elected Grand Lodge officer) for the introduction of the Most Worshipful Grand Master.

10. The proper order for recognizing Grand Lodge officers and Heads of Appending and Concordant Bodies, if the Most Worshipful Grand Master or Elected Grand Lodge officer(s) are present will be as follows:

- Holy Royal Arch Masons
- Heroines of Jericho
- Royal and Select Masters
- Ladies of the Circle of Perfection
- Knights Templar
- Cyrene Crusaders
- Knights of the York Cross of Honor (KYCH)
- Ancient and Accepted Scottish Rite of Freemasonry
- Order of the Golden Circle
- Ancient Egyptian Arabic Order, Nobles of the Mystic Shrine
- Daughters of Isis
- Order of the Knights of Pythagoras
- Order of the Eastern Star
- Grand Lodge Officers - (Recognition of Grand Lodge Officers will be made from the least ranking officers first and the highest ranking officer recognized last)

11. When receiving visitors, guest or members when the Most Worshipful Grand Master is present, obtain instructions from the Most Worshipful Grand Master. When the Most Worshipful Grand Master is not present instructions will be obtained from the Right Worshipful Deputy Grand Master (or the next highest ranking Elected Grand Lodge Officer if Right Worshipful Deputy Grand Master is not present). If no Elected Grand Lodge Officers are present, instructions will be obtained from highest ranking Appointed Grand Lodge Officer present. If no Grand Lodge Officers are present, instructions will be obtained from highest ranking member present.

12. At all Masonic functions excluding religious programs, the Masonic Family (that is, all Brothers and Sisters) will stand when the Most Worshipful Grand Master enters the room, during all prayers, when the Most Worshipful Grand Master or visiting Most Worshipful Grand Master is introduced or whenever the Presiding Officer or Masonic leader makes a request to do so. (Note: Funerals and Memorial Services DO NOT apply)

13. The Most Worshipful Prince Hall Grand Lodge F&AM of Maryland and its Jurisdiction, Inc., reserve the first Saturday of November for its Annual Grand Lodge Affair. No Constituent Lodge or Concordant body shall have an event on

this designated day. This also applies to the Annual Black History Month Program and Prince Hall Day Celebrations.

14. The Honorable _____, Most Worshipful Grand Master's name must appear above the name of the Worshipful Master and all committee person(s) on all tickets, flyers and programs issued by a Constituent Lodge except:

14a. In the event of promoting alcoholic beverages on tickets, brochures, letters of invitation and flyers the name of the Most Worshipful Grand Master will not be listed.

15. All plaques shall include:

- a. The name of The Honorable _____, Most Worshipful Grand Master.
- b. The name of the person(s) or group presenting it.
- c. The date and year of the presentation.

COMMUNICATING WITH OTHER MASONIC JURISDICTIONS

1. The Chairman, Committee on Foreign Correspondence (C.C.F.C.) should be included in all communications with other Jurisdictions unless directed otherwise by the Most Worshipful Grand Master.

2. Communicating directly with the Most Worshipful Grand Master, Grand Worthy Matron, or Grand Worthy Patron of another Masonic Jurisdiction for any official reason is strictly prohibited. All invitations sent to the Most Worshipful Grand Master, Grand Worthy Matron or Grand Worthy Patron of another Masonic Jurisdiction must be sent through the Grand Lodge or Grand Chapter of this Jurisdiction.

3. The Most Worshipful Grand Master or Grand Worthy Matron should be immediately notified of any communications received from another Most Worshipful Grand Master, Grand Worthy Matron or Grand Worthy Patron.

4. By order of the Most Worshipful Grand Master, all Grand Lodge Officers will notify the C.C.F.C. prior to visiting any Grand Lodge or Constituent Lodge from another Jurisdiction.