

**MOST WORSHIPFUL PRINCE HALL GRAND LODGE
OF THE DISTRICT OF COLUMBIA**



Protocol Manual

**THE HONORABLE PHILLIP DAVID
MOST WORSHIPFUL GRAND MASTER**

Table of Content

Introduction.....2

Honor and Respect and Courtesies3

Masonic Dress4

Printed Flyers, Programs, Souvenir Journals, and Tickets6

Observances.....7

Funerals.....8

Salutations.....10

Introductions and Recognition.....13

Standing and Sitting14

Visitation to Masonic Fraternal Bodies.....15

Seating Arrangements..... 19

Communicating With Other Masonic Jurisdictions 22

Masonic Organizations and Heads 22

Protocol Manual Committee.....23

Introduction

Protocol, in general, is defined as the customs and regulations dealing with ceremonials and etiquettes. According to the Masonic understanding, Protocol is defined as the ceremonial forms and courtesies that are established as proper and correct, in fraternal life, on formal and social occasions. In principle, it belongs to the empire of good manners by which its members, the world over, governs their conduct as a manifestation of respect for Masonry, as a whole; and a form of courtesy for the individual. Good conduct is the bulwark of the Masonic Family. It guarantees equality in the treatment of its members, so that each person is treated with the same courtesy as every other.

Over the years, a series of Most Worshipful Grand Masters and the Most Worshipful Prince Hall Grand Lodge, Free and Accepted Masons, District of Columbia, Incorporated have striven to develop a uniformity of understanding and respect for usage within its Jurisdiction. The rules of Protocol and the various customs of Masonry have never been truly defined or prescribed in our written laws. They have been transmitted to us from the past by the method of mouth to ear or by unofficial documents. Therefore, procedures contained in this Grand Lodge Protocol Manual are designed to establish a firm policy of uniformity for practices throughout the Jurisdiction of the District of Columbia Prince Hall Masonic Family. This format describes the accepted practices of conduct and the formalities of ceremonies in keeping with the constituted rules of precedence. It is intended to serve as a ready reference and to provide the appropriate approach to a given situation and to stipulate the general framework for future use.

In addition, the Protocol Manual is concerned with the amenities of the customary courtesies of mutual respect and friendliness to our visitors. Also included is the recognition, salutation, presentation, introduction and seating arrangement when non-Masonic persons and organizations participate in Masonic ceremonial and social observances.

The character and variety of the information in this manual should enable the user to adequately cope with the usual situation with which they may be confronted. The Manual will often answer the questions of "what to do" and "when to do it."

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 Grand Lodge. This includes Warranted Lodges and the Adoptive Rite, as well as Allied, Appendant, Concordant, and Special Fraternal Bodies.

ADOPTIVE RITE: In this Jurisdiction, the Adoptive Rite is the Order of the Eastern Star (OES).

ALLIED BODIES: In this Jurisdiction, **Allied 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), and the Knights Templar (KT).

APPENDANT BODIES: In this Jurisdiction, **Appendant Bodies** are those Masonic **Allied Bodies'** female auxiliaries. These Bodies are: Heroines of Jericho (HOJ)—HRAM, Ladies of the Circle of Perfection (LOCOP)—R&SM, and the Cyrene Crusaders (CC)—KT.

CONCORDANT BODIES: The Ancient Egyptian Arabic Order, Nobles of the Mystic Shrine (AEAONMS), the female auxiliary to the AEAONMS, the Ancient and Accepted Scottish Rite of Freemasonry (AASR), and the Order of the Golden Circle (OGC)—AASR are **Concordant Bodies** in this Jurisdiction.

SPECIAL FRATERNAL BODIES: In this Jurisdiction, **Special Fraternal Bodies** are The Order of the Knights of Pythagoras and the Phyllis S. Byrd Youth Fraternity.

FRATERNAL BODIES: For the purpose of this Manual, **Fraternal Bodies** is defined as the combination of the **Adoptive Rite and Allied, Appendant, Concordant, and Special Fraternal Bodies.**

SPECIAL REPRESENTATIVES: Individuals that are appointed a National Fraternal Body leader as a representative to the District of Columbia. (i.e. General Conference Deputy for the District of Columbia.)

Honor and Respect and Courtesies

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

1. **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.
2. **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 from the Most Worshipful Grand Master.
3. **Most Worshipful Grand Masters.** Those gentlemen who have served this Jurisdiction as Most Worshipful Grand Master and are now styled and titled "Most Worshipful Grand Masters." All Most Worshipful Grand Masters are to be referred to as follows: Sequential Number followed by their title. (i.e. The 66th Most

Worshipful Grand Master Thomas L. Johnson) and they are to be given the same respect as the Most Worshipful Grand Master at all Masonic occasions.

4. **Grand Lodge Officers.** Elected Grand Lodge officers are styled and titled "Right Worshipful." Appointed Grand Lodge officers are styled and titles "Worshipful." In Masonic settings, elected Grand Lodge officers shall be addressed as "Right Worshipful" while appointed Grand Lodge officers shall be addressed as "Worshipful." On occasions when an Elected Grand Lodge Officer is designated to represent the Most Worshipful Grand Master, he shall receive the same honor, respect and courtesies as the Most Worshipful Grand Master.
5. **Grand Worthy Matron.** The Grand Worthy Matron is the head of our Adoptive Rite, the Order of the Eastern Star. As the highest-ranking female, she is to be afforded honor and respect and courtesies accordingly.
6. **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

When a Masonic organization is arranging for its main social affair, the Most Worshipful Grand Master and the Grand Worthy Matron and the Grand Worthy Patron should be invited as guest. Their tickets, reception, entertainment, lodging accommodation, and distance travel are to be borne by the host organization, for the entire duration of the event or activity.

- **If the invitation is accepted, the Most Worshipful Grand Master and the Grand Worthy Matron are to receive two (2) complimentary tickets each.**
- **The Most Worshipful Grand Master and Grand Worthy Matron and Grand Worthy Patron are to receive the same amenities and courtesies as the host leader. The host leader is to ensure that this is accomplished.**
- **Invitations should be extended to principal Grand Lodge and Grand Chapter officers as invitees. If economically feasible, they should be invited guest.**
- **The Principal Officers of the Grand Lodge consist of, The Most Worshipful Grand Master, The Right Worshipful Deputy Grand Master, The Right Worshipful Senior and Junior Grand Wardens.**
- **The Principal officers of the Georgiana Thomas Grand Chapter, Order of the Eastern Star, consist of The Grand Worthy Matron, Grand Worthy Patron, Associate Grand Matron, Associate Grand Patron, Grand Conductress, and Associate Grand Conductress.**

Masonic Dress

1. The Jurisdictional dress shall be a black suit, white shirt, black tie (string or bow), black shoes, black socks, white gloves and apron. **EAR JEWELRY IS PERMITTED AT THE DISCRETION OF THE MOST WORSHIPFUL GRAND MASTER.**

1b. However, true Masonic Dress is appropriate attire with white gloves and white apron. Therefore, a visitor from another jurisdiction may attend a Lodge

meeting as such. Uniformed brothers (Military, Law enforcement, Emergency response) of this Jurisdiction may attend a meeting with the permission of the Worshipful Master also clothed as such.

2. In this Jurisdiction, the following are occasions for wearing **Apron or Regalia:**

Event	Grand Lodge Officers	Lodge Officers	Past Master or White Apron
Lodge Stated or Special Communication(s)	Yes	Yes	Yes
Grand Lodge Annual or Special Communication(s)	Yes	Elected Only	Yes
Grand Lodge Anniversary and Divine Service	Yes	Elected Only	Yes
Grand Lodge Memorial Service	White Apron Only	White Apron Only	White Apron Only
Lodges Anniversary and Divine Service	Yes	Yes, and visiting Masters and Wardens	Yes
Grand Lodge Saints John and Prince Hall Day	Yes	Yes	Yes
Funerals	White Apron Only	Yes	White Apron Only
Cornerstone Laying	Yes	Yes	Yes
Attending an OES Grand or Subordinate Chapter Meeting	No	No	No

2a. At Masonic funerals and the Grand Lodge Memorial Service, no lapel pins, name badges, or other Masonic jewels are to be worn.

2b. All Lodge Officers may wear Lodge Regalia to Eastern Star Chapter Inaugurals and Grand Chapter Birthday and Showers at the discretion of the MWGM who will communicate through The Grand Worthy Patron. (No White aprons, no PM aprons, no GL aprons, unless representing or accompanying the MWGM)

3. **The Grand Lodge School of Instruction Dress** is appropriate street attire with white gloves and white apron. Participating Grand Lodge and Lodge officers are to be in Masonic Dress with Regalia, unless the Worshipful Grand Lecturer and Visitor instructions differently.
4. Brothers **Visiting Other Jurisdictions** Masonic meetings are to be in Masonic Dress with Regalia, or Past Master or White Apron.

Printed Flyers, Programs, Souvenir Journals, and Tickets

The Most Worshipful Grand Master's name will be listed last:

- for remarks on all printed programs, just before the Benediction
- on the front cover of all souvenir journals and programs
- on all flyers and tickets.

His name will appear as:

(Name)

Most Worshipful Grand Master

Souvenir Journal Order of Appearance:

A. Most Worshipful Prince Hall Grand Lodge

- (1) President of the United States
- (2) Delegate to the U.S. House of Representatives, District of Columbia
- (3) Mayor of the District of Columbia
- (4) Chairperson, City Council of the District of Columbia
- (5) Councilperson, Ward One, District of Columbia
- (6) Other District of Columbia Political Figures
- (7) Most Worshipful Grand Master (always on odd-numbered page)
- (8) Right Worshipful Deputy Grand Master, Right Worshipful Senior Grand Warden and Right Worshipful Junior Grand Warden
- (9) Most Worshipful Past Grand Masters
- (10) Right Worshipful Fiscal Officers
- (11) Right Worshipful Grand Trustees
- (12) Worshipful Appointed Grand Lodge Officers
- (13) Warranted Lodges (in numerical order)
- (14) Order of the Eastern Star
- (15) Allied Bodies (in hierarchical order)
- (16) Appendant Bodies (in hierarchical order)
- (17) Concordant Bodies (in hierarchical order)
- (18) Special Fraternal Bodies (in hierarchical order)
- (19) Special Representatives
- (20) General (Family, Friends and other Businesses)

B. Warranted Lodges

- (1) President of the United States
- (2) Delegate to the U.S. House of Representatives, District of Columbia
- (3) Mayor of the District of Columbia
- (4) Chairperson, City Council of the District of Columbia

- (5) Councilperson, Ward One, District of Columbia
- (6) Worshipful Master

- (7) Other District of Columbia Political Figures
- (8) Most Worshipful Grand Master (always on odd-numbered page)
- (9) Right Worshipful Deputy Grand Master, Right Worshipful Senior Grand Warden and Right Worshipful Junior Grand Warden
- (10) Lodge Officers
- (11) Most Worshipful Past Grand Masters
- (12) Other Warranted Lodges (in numerical order)
- (13) Order of the Eastern Star
- (14) Fraternal Bodies (in hierarchical order)
- (15) General (Family, Friends and other Businesses)

C. Fraternal Bodies

- (1) President of the United States
- (2) Delegate to the U.S. House of Representatives, District of Columbia
- (3) Mayor of the District of Columbia
- (4) Chairperson, City Council of the District of Columbia
- (5) Councilperson, Ward One, District of Columbia
- (6) Other District of Columbia Political Figures
- (7) Most Worshipful Grand Master (always on odd-numbered page)
- (8) Right Worshipful Deputy Grand Master (if added)

Trestle Boards and Directories Order of Appearance:

- A. Worshipful Master/Head Picture
- B. Worshipful Master/Head Acceptance Speech
- C. Most Worshipful Grand Master's Picture (3rd page right side)
- D. Worshipful Master/Head Inaugural Address,
- E. Elected and Appointed Officers

At no time will the Most Worshipful Grand Master's name be printed on flyers or tickets where gambling or alcohol is specified, or on inappropriately named events. Clubs within the lodge shall not use Masonic emblems or Lodge titles on printed or electronically transmitted materials.

For joint Grand Lodge and Grand Chapter events, the Grand Worthy Matron's name will appear on the left side and Grand Worthy Patron's names will appear on the right side, just above the Most Worshipful Grand Master's name.

Observances

The following are Special Events/Days that are observed in this Jurisdiction.

- a. **Festive Days** are those annual religious-related days that are observed by the Grand Lodge and Fraternal Bodies. These days are as follows.
 - Grand Lodge Anniversary and Divine Service, which is usually observed on the 4th Sunday in March.
 - Saints John Day (this is the observance of both Saint John the Baptist and Saint John the Evangelist), which is observed on the 4th Sunday in June.
 - Prince Hall Americanism Day, which is observed on the 2nd Sunday in September.

- Jubilee Day, which is observed on the 1st Sunday in June.

* Note- On all Festive Days held by The MWPHGLDC, the administrator/chair-person is to ensure that all living MWGM's names are listed as a sponsor.

During the observance of Festive Days, Masonic organizations will not schedule any social functions or trips out of this Jurisdiction.

Masonry is not a religious organization, but its practices, tenets and precepts are religiously based. By this belief, Sundays, the Christmas period and Holy Week will be observed.

- b. **Sundays** are reserved for Masonic religious services and other non-ritualistic programs. MASONIC ORGANIZATIONS WILL NOT PERFORM FUNERALS OR RITUALISTIC WORK, OR HOLD DISCO/DANCE OR GAMBLING ACTIVITIES ON SUNDAYS.
- c. During the **Christmas Period**, defined as Christmas Day through New Year's Day, no Stated or Special Communication will be held. ALSO, MASONIC ORGANIZATIONS WILL NOT HOLD DISCO/DANCE OR GAMBLING ACTIVITIES DURING THE CHRISTMAS PERIOD.
- e. During the **Holy Week**, defined as Palm Sunday through Easter Sunday, MASONIC ORGANIZATIONS WILL NOT HOLD DISCO/DANCE OR GAMBLING ACTIVITIES. Programs with a religious connotation such as Prayer Breakfasts', Gospel concerts, etc. are permitted.
- f. The **Grand Master's Ball** is the Jurisdiction's gala social affair. During the period of the **Grand Master's Ball**, Masonic organizations will not hold Masonic meetings or social functions or trips out of this Jurisdiction.
- g. During the **Grand Lodge Annual Communication**, which begins the 2nd Wednesday in December and concludes the following Friday, Masonic organizations will not schedule any social functions or trips out of this Jurisdiction.

Funerals

It is the primary duty in Masonry is to provide the Masonic Last Sad Rite for a fallen member. No other activity should take precedence over performing that task (all other activities can be postponed or rescheduled).

The following are considerations that should be followed when the dreaded messenger calls upon one of our ranks.

Receipt of Death Notification. As soon as the lodge is notified of the death of a Brother in the lodge, the Worshipful Master should contact the family to offer condolence and to arrange for a visit with the family. Also, ascertain from the family and Grand Secretary if the deceased belonged to any of the Fraternal Bodies.

Visiting the Family. Remember that this is a very trying time for the family. All Masonic bodies are to visit the family together. At all times, practice courtesy and respect. Business attire should be worn. Remember why you are there: to offer the lodge's condolence; to offer assistance in making burial arrangement; and to arrange for the Masonic Last Sad Rites due to the fallen member. Make sure that a prayer is said with the family.

Ritualistic Funeral Services for a Master Mason. The lodge's Masonic Last Sad Rite for a deceased Master Mason should be the last Masonic service performed. The church Masonic Funeral Service is to be performed at the church or funeral home, and during the Wake (or Viewing). If, for some reason, the church Masonic Funeral Service cannot be performed during the church service/Wake, the Masonic Funeral Service is to be performed at the gravesite.

If the Master Mason belongs to other Fraternal Bodies, those Bodies ritualistic funeral services must be performed during the Wake (or Viewing). The **Order of Ritualistic Funeral Services for a Master Mason** will be as follows.

1. Order of the Eastern Star
2. Heroines of Jericho
3. Ladies of the Circle of Perfection
4. Cyrene Crusaders
5. Order of the Knights of Pythagoras
6. Holy Royal Arch Masons
7. Royal and Select Masters
8. Knights Templar
9. Ancient Egyptian Arabic Order Nobles of the Mystic Shrine
10. Ancient and Accepted Scottish Rite of Freemasonry

If no Masonic Funeral is allowed, it is appropriate for reading of a paper by Fraternal Bodies during the Wake or church service.

Ritualistic Funeral Service for a Sister. The Eastern Star will perform its Ritualistic Funeral Service for a Sister the day of the funeral service. The Eastern Star Ritualistic Funeral Service is to be performed during the church service and/or as a part of the Wake (or Viewing.) If, for any reason, the Eastern Star Ritualistic Funeral Service cannot be performed at either service, it shall be performed at the gravesite.

If the Sister belongs to other female Fraternal Bodies, those Bodies ritualistic funeral services must be performed during the Wake (or Viewing). The **Order of Ritualistic Funeral Services for a Sister** will be as follows.

1. Heroines of Jericho
2. Ladies of the Circle of Perfection

3. Cyrene Crusaders
4. Order of the Golden Circle
5. Female Auxiliary to the AEAONMS

Sojourner Funeral. A "*Sojourner Funeral*" is conducted for a deceased Brother who is in another Masonic jurisdiction where the deceased member's lodge cannot conduct the Masonic Funeral Service. If the deceased Brother is a member of this Jurisdiction and resided in another Masonic jurisdiction or the Brother resided in this Jurisdiction and is to be buried in another Masonic jurisdiction, the Chairman, Committee on Foreign Correspondence must make arrangements to facilitate the funeral in that jurisdiction.

If the deceased Brother is from another Masonic jurisdiction that requires a funeral in the Washington, DC area, the requesting Masonic jurisdiction has to make arrangement with this Jurisdiction via the Chairman, Committee on Foreign Correspondence. The CCFC will work with the Grand Lecturer and Visitor to either assign a lodge in this Jurisdiction or the Grand Lodge to conduct the funeral.

Salutations

Of most importance, the Invocation is to be given before Salutations or any statement or remarks. When the Master or Mistress of Ceremony is establishing Salutations, do not call the name or title of persons listed when they are not present. Also, it is not necessary to address everyone on the dais.

After Salutations have been established, the Master or Mistress of Ceremony should say: "Salutations have been established, those following me will say:

Pastor/Minister
 Most Worshipful Grand Master
 Grand Worthy Matron and Grand Worthy Patron
 Brothers and Sisters
 Good Morning/Afternoon/Evening"
 and continue with your remarks.

* **Note-** It is not necessary for those following with remarks to make the statement "Salutations having already been established."

1. Salutations to be used by the Master of Ceremony at religious programs of the Grand Lodge (Anniversary and Divine Service, Saints John Day, Prince Hall Day)

Deity
 Pastor/Minister
 Officers and Members of the Host Church
 Most Worshipful Grand Master
 Right Worshipful Deputy Grand Master
 Most Worshipful Past Grand Masters
 Right Worshipful and Worshipful Brethren

Grand Worthy Matron
Grand Worthy Patron
Present and Past Grand Chapter Officers
Worshipful Masters
Worthy Matrons, Worthy Patrons
Heads of Allied, Appendant and Concordant Bodies
Brothers and Sisters of the Prince Hall Masonic Family
Friends
And All Others
Good Afternoon/Morning/Evening

2. Salutations to be used by the Master of Ceremony at Grand Lodge Visitation programs

Deity
Most Worshipful Grand Master
Right Worshipful Deputy Grand Master
Most Worshipful Past Grand Masters
Right Worshipful and Worshipful Brethren
Worshipful Master, Past Masters, Officers and Members of (lodge name and #)
Visiting Worshipful Masters
Visiting Brothers
Good Afternoon/Evening

3. Salutations to be used by the Master or Mistress of Ceremony at Grand Lodge and Grand Chapter public programs (i.e., Prayer Breakfast, Joint Scholarship Program, Masonic Forums, Annual/Semi-Annual Communications, Inaugural Program, Birthday, etc.)

Deity
Guest Speaker
Most Worshipful Grand Master
Right Worshipful Deputy Grand Master
Most Worshipful Past Grand Masters
Right Worshipful and Worshipful Brethren
Grand Worthy Matron
Grand Worthy Patron
Past Grand Worthy Matrons and Past Grand Worthy Patrons
Present and Past Grand Chapter Officers
Worshipful Masters
Worthy Matrons, Worthy Patrons
Heads of Allied, Appendant, Concordant and Special Fraternal Bodies
Brothers and Sisters of the Prince Hall Masonic Family
Friends
And All Others
Good Morning/Afternoon/Evening

4. Salutations to be used by the Master of Ceremony at Lodges Anniversary and Divine Service

Deity
Pastor/Minister
Officers and Members of the Host Church
Most Worshipful Grand Master
Right Worshipful Deputy Grand Master
Most Worshipful Past Grand Masters
Right Worshipful and Worshipful Brethren
Grand Worthy Matron
Grand Worthy Patron
Past Grand Worthy Matrons and Past Grand Worthy Patrons
Worshipful Master, Past Masters, Officers and Members of (lodge name)
Visiting Worshipful Masters, Past Masters, and Wardens
Worthy Matron, Worthy Patron, Officers and Members of (name and # of sister chapter(s))
Heads of Allied, Appendant and Concordant Bodies
Brothers and Sisters of the Prince Hall Masonic Family
Friends
And All Others
Good Afternoon/Morning/Evening

5. Salutations to be used by the Mistress or Master of Ceremony at OES Chapter programs (Inaugurals, Birthdays, etc.)

Deity
Most Worshipful Grand Master
Right Worshipful Deputy Grand Master
Most Worshipful Past Grand Masters
Grand Worthy Matron
Grand Worthy Patron
Past Grand Worthy Matrons and Past Grand Worthy Patrons
Worthy Matron, Worthy Patron, Officers and Members (of that Chapter)
Heads of Allied, Appendant and Concordant Bodies
Brothers and Sisters of the Prince Hall Masonic Family
Friends
And All Others
Good Morning/Afternoon/Evening

6. Salutations to be used by the Master or Mistress of Ceremony at Allied and Appendant Bodies religious programs

Deity
Pastor/Minister
Officers and Members of the Host Church
Most Worshipful Grand Master
Right Worshipful Deputy Grand Master

Most Worshipful Past Grand Masters
Grand Worthy Matron
Grand Worthy Patron
Head(s) of Host Organization
Past Grand Worthy Matrons and Past Grand Worthy Patrons
Heads of Allied, Appendant, Concordant and Special Fraternal Bodies
(Group names for males and females (i.e., Nobles and Daughters) of the host organization(s))
Friends
And All Others
Good Afternoon/Morning/Evening

7. Salutations to be used by the Master or Mistress of Ceremony at Allied and Appendant Bodies public programs

Deity
Most Worshipful Grand Master
Right Worshipful Deputy Grand Master
Most Worshipful Past Grand Masters
Right Worshipful and Worshipful Brethren
Grand Worthy Matron
Grand Worthy Patron
Head(s) of Host Organization
Past Grand Worthy Matrons and Past Grand Worthy Patrons
Heads of Allied, Appendant, Concordant and Special Fraternal Bodies
(Group names for males and females (i.e., Nobles and Daughters) of the host organization(s))
Friends
And All Others
Good Afternoon/Morning/Evening

Introductions and Recognition

The following is the Protocol for introducing and recognizing Masonic officials.

1. The introduction of the Most Worshipful Grand Master at all Masonic gatherings (religious programs, visits to Eastern Star programs, etc.) will be performed by the Deputy Grand Master (or next highest ranking elected Grand Lodge officer if the Deputy Grand Master is not present.) If no elected Grand Lodge officer is present with the Most Worshipful Grand Master, the highest-ranking male host official will introduce him.
2. If the Most Worshipful Grand Master is represented by an elected Grand Lodge officer, the highest-ranking male host official will introduce him.
3. At Fraternal Bodies programs, the Most Worshipful Grand Master (or his representative) will introduce the Grand Worthy Patron, who will in turn introduce the Grand Worthy Matron.

4. At Grand Chapter or joint Grand Lodge and Grand Chapter functions, the Grand Worthy Patron will introduce the Grand Worthy Matron, after which he introduces the Deputy Grand Master for his introduction of the Most Worshipful Grand Master.

When the Most Worshipful Grand Master (or his representative) is present at a social function, he is the first person to be recognized.

The proper order for recognizing Grand Lodge officers and Heads of Allied, Appendant, and Concordant Bodies is as follows.

Holy Royal Arch Masons

Heroines of Jericho

Royal and Select Masters

Ladies of the Circle of Perfection

Knights Templar

Cyrene Crusaders

Ancient and Accepted Scottish Rite of Freemasonry

Order of the Golden Circle

Ancient Egyptian Arabic Order, Nobles of the Mystic Shrine

Female Auxiliary to the AEAONMS

Order of the Knights of Pythagoras

Phyllis S. Byrd Youth Fraternity

Grand Lodge Officers (Note: Recognition of Grand Lodge Officers must be made in reverse order, meaning least ranking officers first and the highest-ranking officer recognized last.)

Standing and Sitting

At Masonic meetings, or religious or public programs, the Masonic Family (that is, all Brothers and Sisters) **will stand**:

- When the Most Worshipful Grand Master enters the room.
- For **All Prayers**. When organized as masons or at a Masonic function, the brothers will give the sign of fidelity while standing. (Right hand over heart).
- When the Worshipful Master is introduced to bring remarks at his lodges' divine service.
- When the minister or guest speaker stands to present the Word or Message.
- When the Most Worshipful Grand Master is introduced **(the introducer will ask the Masonic Family (not Craft) to rise.)**
- When given the gesture by the Presiding Officer or the Masonic leader (i.e., Most Worshipful Grand Master, Grand Worthy Matron, Worshipful Master, Worthy Matron, etc.)
- When in doubt whether or not to stand, watch the Masonic leader and follow his/her lead.

The Masonic Family is to **sit**:

- When given the gesture by the Presiding Officer or the Masonic leader (i.e., Most Worshipful Grand Master, Grand Worthy Matron, Worshipful Master, Worthy Matron, etc.), or by the minister or guest speaker.
- When in doubt whether or not to sit, watch the Masonic leader and follow his/her lead.

Visitation to Masonic Fraternal Bodies

1. Grand Lodge: On the occasion of the Grand Lodge Annual Communication visitation, the Grand Worthy Matron and Grand Worthy Patron, Heads of Fraternal Bodies (that is, Allied, Appendant, and Concordant Bodies), and representatives of the Order of the Knights of Pythagoras and the Phyllis S. Byrd Youth Fraternity will attend. The head of these Fraternal Bodies may have others to accompany them to the visitation.

1.1. Dress: The dress will be Masonic with regalia.

1.2. Procession: The order of the procession into the Grand Lodge will be as follows.

- a. Adolphus P. Hall Grand Chapter, Holy Royal Arch Mason
- b. Julia A. Jackson Grand Court, Heroines of Jericho
- c. Prince Hall Grand Council, Royal and Select Masters
- d. Dorcas Grand Court, Ladies of the Circle of Perfection
- e. John W. Freeman Grand Commandery, Knights Templar
- f. Marie I. Smith Grand Court, Cyrene Crusaders
- g. Louis W. Roy, Sr. Council of Deliberations, Ancient and Accepted Scottish Rite of Freemasonry, 33°
- h. Carl F. Younger Council Of Deliberations, Ancient and Accepted Scottish Rite of Freemasonry, 33°
- i. Matthew Ellis, Jr. State Grand Assembly, Order of the Golden Circle
- j. Thelma J Tyler State Grand Assembly, Order of the Golden Circle
- k. Deputy of the Desert, Ancient Egyptian Arabic Order Nobles of the Mystic Shrine
- l. Deputy for the Desert, The Auxiliary to the AEAONMS
- m. Georgiana Thomas Grand Chapter, Order of the Eastern Star
- n. Most Venerable Grand Council, Order of the Knights of Pythagoras, and the Phyllis S. Byrd Youth Fraternity

NOTE: National Fraternal Bodies elected officers and representatives will enter in with its Fraternal Body.

1.3. Seating: Seating of the Grand Chapter and Fraternal Bodies in the Grand Lodge will be as follows.

- The Grand Worthy Matron and Grand Worthy Patron will be seated in the Grand East to the right of the Most Worshipful Grand Master.
- Grand Chapter officers and members of the Eastern Star accompanying the Grand Worthy Matron will be seated in chairs on the left side in front of the Grand East.

- The Heads of Fraternal Bodies will be seated in the Grand East to the left of the Most Worshipful Grand Master, in the order of ranking and from front to back.
- Members accompanying Heads of Fraternal Bodies will be seated in chairs on the right side in front of the Grand East, in the order of ranking.

2. Grand Chapter: On the occasion of the Most Worshipful Grand Master and Fraternal Bodies visitation during the Grand Chapter Annual Session, the following protocol will be used.

2.1. Dress: The dress will be Masonic with regalia.

2.2. Procession: The order of the procession into the Grand Chapter will be as follows.

- Adolphus P. Hall Grand Chapter, Holy Royal Arch Mason
- Julia A. Jackson Grand Court, Heroines of Jericho
- Prince Hall Grand Council, Royal and Select Masters
- Dorcas Grand Court, Ladies of the Circle of Perfection
- John W. Freeman Grand Commandery, Knights Templar
- Marie I. Smith Grand Court, Cyrene Crusaders
- Louis W. Roy, Sr. Council of Deliberations, Ancient and Accepted Scottish Rite of Freemasonry
- Carl F. Younger Council Of Deliberations, Ancient and Accepted Scottish Rite of Freemasonry, 33°
- Matthew Ellis, Jr. State Grand Assembly, Order of the Golden Circle
- Thelma J Tyler State Grand Assembly, Order of the Golden Circle
- Deputy of the Desert, Ancient Egyptian Arabic Order Nobles of the Mystic Shrine
- Deputy for the Desert, The Auxiliary to the AEAONMS
- Most Worshipful Prince Hall Grand Lodge

NOTES:

- **The Altar must be opened to receive the Most Worshipful Grand Master.**

- National Fraternal Bodies elected officers and representatives will process in with its Fraternal Body.

2.3 Seating: Seating of the Grand Lodge and Fraternal Bodies will be as follows.

- The Most Worshipful Grand Master and Deputy Grand Master will be seated in the Grand East to the immediate left of the Grand Worthy Patron. The Grand Wardens will be seated to the left of the Deputy Grand Master. Space not permitting, the Grand Wardens will be seated near the Grand East.
- Grand Lodge officers accompanying the Most Worshipful Grand Master will be seated near the Grand East.

2.4 Remarks: The Most Worshipful Grand Master will be the last person to bring remarks. Only the Benediction and Blessing will be given after the Most Worshipful Grand Master's remarks.

2.5 Grand Honors: Grand Honors will be given to the Most Worshipful Grand Master's or his representative.

3. Allied Body: On the occasion of the Grand Lodge, Grand Chapter, and other Fraternal Bodies visitation to an Allied Body's Annual Session visitation, the following protocol will be used.

3.1. Dress: The dress will be Masonic with regalia.

3.2. Procession: The Altar must be opened to receive the Most Worshipful Grand Master. Thus, the order of the procession into the Allied Body will be as follows.

- a. Adolphus P. Hall Grand Chapter, Holy Royal Arch Mason
- b. Prince Hall Grand Council, Royal and Select Masters
- c. John W. Freeman Grand Commandery, Knights Templar
- d. Louis W. Roy, Sr. Council of Deliberations, Ancient and Accepted Scottish Rite of Freemasonry
- e. Carl F. Younger Council Of Deliberations, Ancient and Accepted Scottish Rite of Freemasonry, 33°
- f. Deputy of the Desert, Ancient Egyptian Arabic Order Nobles of the Mystic Shrine
- g. Most Worshipful Prince Hall Grand Lodge Cabinet

NOTE: After receiving and rendering Grand Honors to The Most Worshipful Grand Master, the Allied Body will close its meeting. Afterward, the Georgiana Thomas Grand Chapter and Appendant Bodies are received as follows.

- h. Julia A. Jackson Grand Court, Heroines of Jericho
- i. Dorcas Grand Court, Ladies of the Circle of Perfection
- j. Marie I. Smith Grand Court, Cyrene Crusaders
- k. Matthew Ellis, Jr. State Grand Assembly, Order of the Golden Circle
- l. Thelma J Tyler State Grand Assembly, Order of the Golden Circle
- m. Deputy for the Desert, The Auxiliary to the AEAONMS
- n. Georgiana Thomas Grand Chapter, Order of the Easter Star

NOTES:

- National Fraternal Bodies elected officers and representatives will enter in with its Fraternal Body.

NOTE: Those who are not members of that Allied Body cannot enter the visitation while it is in open session. They must wait until the meeting is closed before entering.

3.3 Seating: The seating of the Most Worshipful Grand Master and Deputy Grand Master and Grand Worthy Matron and Grand Worthy Patron will be as follows.

- The Most Worshipful Grand Master and Deputy Grand Master will be seated in the Grand East to the right of the Head of that Allied Body. Space permitting, the Grand Wardens will be seated to the right of the Deputy Grand Master. Space not permitting, the Grand Wardens will be seated near the Grand East.
- The Grand Worthy Matron and Grand Worthy Patron will be seated to the left of the Head of that Allied Body.
- Grand Lodge and Grand Chapter officers accompanying the Most Worshipful Grand Master and Grand Worthy Matron will be seated near the Grand East.

3.4 Remarks: The Most Worshipful Grand Master will be the last person to bring remarks. Only the Benediction and Blessing will be given after the Most Worshipful Grand Master's remarks.

3.5 Grand Honors: Grand Honors will be given to the Most Worshipful Grand Master or his representative.

4. Appendant Body: On the occasion of the Grand Lodge, Grand Chapter, and other Fraternal Bodies visitation to an Appendant Body's Annual Session visitation, the following protocol will be used.

4.1. Dress: The dress will be Masonic with regalia.

4.2. Procession: The order of the procession into the Appendant Body will be as follows. **The Altar must be opened to receive the Most Worshipful Grand Master.**

- a. Adolphus P. Hall Grand Chapter, Holy Royal Arch Mason
- b. Julia A. Jackson Grand Court, Heroines of Jericho
- c. Prince Hall Grand Council, Royal and Select Masters
- d. Dorcas Grand Court, Ladies of the Circle of Perfection
- e. John W. Freeman Grand Commandery, Knights Templar
- f. Marie I. Smith Grand Court, Cyrene Crusaders
- g. Louis W. Roy, Sr. Council of Deliberation, Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction
- h. Carl F. Younger Council Of Deliberations, Ancient and Accepted Scottish Rite of Freemasonry, 33°
- i. Matthew Ellis, Jr. State Grand Assembly, Order of the Golden Circle.
- j. Thelma J Tyler State Grand Assembly, Order of the Golden Circle
- k. Deputy of the Desert, Ancient Egyptian Arabic Order Nobles of the Mystic Shrine
- l. Deputy For the Desert, The Auxiliary to the AEAONMS
- m. Georgiana Thomas Grand Chapter
- n. Most Worshipful Prince Hall Grand Lodge

NOTES:

- National Fraternal Bodies elected officers and representatives will enter in with its Fraternal Body.
- **Those who are not members of that Appendant Body cannot enter the visitation while it is in open session. They must wait until the meeting is closed before entering.**

4.3 Seating: The seating of the Most Worshipful Grand Master and Deputy Grand Master and Grand Worthy Matron and Grand Worthy Patron will be as follows.

- The Most Worshipful Grand Master and Deputy Grand Master will be seated in the Grand East to the right of the Head of that Appendant Body. Space permitting, the Grand Wardens will be seated to the right of the Deputy Grand Master. Space not permitting, the Grand Wardens will be seated near the Grand East.
- The Grand Worthy Matron is seated to the left of the Head of the Appendant Body and the Grand Worthy Patron is seated to the right of the Deputy Grand Master.

- Grand Lodge and Grand Chapter officers accompanying the Most Worshipful Grand Master and Grand Worthy Matron will be seated near the Grand East

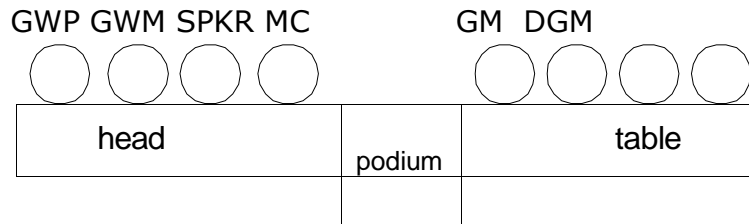
4.4 Remarks: The Most Worshipful Grand Master will be the last person to bring remarks. Only the Benediction and Blessing will be given after the Most Worshipful Grand Master's remarks.

4.5 Grand Honors: Grand Honors will be given to the Most Worshipful Grand Master or his representative.

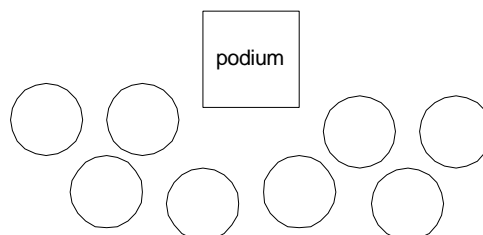
Seating Arrangements

1. The seating arrangement at Grand Lodge religious programs (Anniversary and Divine Service, Saints John Day, and Prince Hall Day) is as follows.
 - a. The Most Worshipful Grand Master and the Deputy Grand Master will be seated in Front Row unless the Pastor invites The Most Worshipful Grand Master to the Pulpit.
 - b. The Grand Lodge and Brethren will be seated in the center (or center left) seats.
 - c. The Grand Chapter will be seated to the right of the Grand Lodge.
 - d. The Fraternal Bodies will be seated to the left of the Grand Lodge.
 - e. The Order of the Knights of Pythagoras will be seated behind the Fraternal Bodies.
 - f. The Phyllis S. Byrd Youth Fraternity will be seated behind the Eastern Star.
2. The seating arrangement at a lodge's Anniversary and Divine Service is as follows.
 - a. The Most Worshipful Grand Master and Deputy Grand Master will be seated in the front row unless the Pastor invites The Most Worshipful Grand Master to sit in the Pulpit.
 - b. The Lodge, Grand Lodge, and Brethren will be seated in the center (or center left) seats.
 - c. The Eastern Star will be seated to the right of the Lodge with the Grand Chapter elected officers in front.
 - d. The Allied, Appendant, and Concordant Bodies will be seated to the left of the Lodge or behind the brethren.
 - e. The Order of the Knights of Pythagoras will be seated behind the Allied, Appendant and Concordant Bodies.
 - f. The Phyllis S. Byrd Youth Fraternity will be seated behind the Eastern Star
3. The seating arrangement at Grand Chapter, OES, and church programs is as follows.
 - a. The Most Worshipful Grand Master and the Deputy Grand Master will be seated in the front row unless the Pastor invites The Most Worshipful Grand Master to sit in the Pulpit.
 - b. The Eastern Star will be seated in the center (or center left) seats.
 - c. The Grand Lodge will be seated to the left of the Eastern Star.
 - d. Fraternal Bodies will be seated to the left of or behind the Grand Lodge.

- e. The Order of the Knights of Pythagoras will be seated behind the Fraternal Bodies.
 - f. The Phyllis S. Byrd Youth Fraternity will be seated to the right of the Eastern Star.
4. The seating arrangement at Allied and Appendant Bodies Anniversary and Divine Service is as follows.
 - a. The Most Worshipful Grand Master and the Deputy Grand Master will be seated in the front row unless the Pastor invites The Most Worshipful Grand Master to sit in the Pulpit.
 - b. The Grand Lodge and the Allied Body will be seated in the center (or center left) seats, with the Grand Lodge will be in front of the Allied Body.
 - c. The Grand Worthy Matron and Grand Worthy Patron will be seated to the right of the Grand Lodge and Allied Body in front the Appendant Body.
 - d. Other Fraternal Bodies will be seated to the left of or behind the Allied Body.
 - e. The Order of the Knights of Pythagoras and the Phyllis S. Byrd Youth Fraternity will be seated behind the Allied, Appendant and Concordant Bodies.
 5. The seating arrangement at Grand Lodge and Grand Chapter public programs held at the Masonic Temple is as follows.
 - a. The Most Worshipful Grand Master, Deputy Grand Master, and Grand Wardens will be seated on the dais to the left of the podium.
 - b. The Master or Mistress of Ceremony is seated on the dais to the immediate right of the podium, the guest speaker is seated next to the Master or Mistress of Ceremony, and the Grand Worthy Matron and Grand Worthy Patron will sit to the right of the guest speaker.
 - c. The Grand Lodge elected officers will be seated in the center-right seats. Behind them will be the Heads of Fraternal Bodies, and the Order of the Knights of Pythagoras will be seated behind the Fraternal Bodies.
 - d. The Grand Chapter elected officers will be seated in the center-left seats.
 - e. The Phyllis S. Byrd Youth Fraternity will be seated to the left of the Grand Chapter.
 6. The seating arrangements at Masonic social functions are as follows.
 - a. When there is a **Head Table with a Podium in the center**:
 - The Most Worshipful Grand Master's seat is to the immediate left of the podium, facing the audience; the Deputy Grand Master is seated to his left, and the host male leader to the left of the Deputy Grand Master. If Head Table room does not allow, their wives/guests will be seated at a special table(s) with Most Worshipful Past Grand Masters, elected Grand Lodge officers, and other dignitaries.
 - The Master or Mistress of Ceremony is seated to the immediate right of the podium, the guest speaker is seated next to the Master or Mistress of Ceremony, and the Grand Worthy Matron and Grand Worthy Patron will sit to the right of the guest speaker. The host female leader will sit to the right of the Grand Worthy Patron.



- b. When there is a **Head Table with a Podium at the Right End:**
- The Master or Mistress of Ceremony is seated to the immediate left of the podium, facing the audience. The Most Worshipful Grand Master's seat is to the immediate left of the Master or Mistress of Ceremony, followed by the Deputy Grand Master, the guest speaker, the Grand Worthy Matron and Grand Worthy Patron, and host leader(s).
 - The Most Worshipful Grand Master and Deputy Grand Master wives/guests will be seated at a special table(s) up front with Most Worshipful Past Grand Masters, elected Grand Lodge officers, and other dignitaries.
- c. When there is a **Head Table with a Podium at the Left End:**
- The Master or Mistress of Ceremony is seated to the immediate right of the podium, facing the audience. The Most Worshipful Grand Master's seat is to the immediate right of the Master or Mistress of Ceremony, followed by the Deputy Grand Master, the guest speaker, the Grand Worthy Matron and Grand Worthy Patron, and host leader(s).
 - The Most Worshipful Grand Master and Deputy Grand Master wives/guests will be seated at a special table(s) up front with Most Worshipful Past Grand Masters, elected Grand Lodge officers, and other dignitaries'.
- d. **If there is no Head Table,** the Most Worshipful Grand Master and Deputy Grand Master, and the Grand Worthy Matron and Grand Worthy Patron 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 Deputy Grand Master to his left and the Grand Worthy Matron and Grand Patron to the left of the Deputy Grand Master.



- e. **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 for his desire.

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

Communicating With Other Masonic Jurisdictions

It is the duty and prerogative of only the Most Worshipful Grand Master of this Jurisdiction to extend or receive invitations from a Most Worshipful Grand Master or a Grand Lodge from another jurisdiction. At NO TIME should a member of this Jurisdiction accept or extend an invitation to a Most Worshipful Grand Master or his Cabinet to this Jurisdiction for any reason.

1. Communicating with Most Worshipful Grand Masters, Grand Worthy Matrons, or Grand Worthy Patrons of another jurisdiction for any official reason is strictly prohibited. All invitation to be sent to a Most Worshipful Grand Master, Grand Worthy Matron or Grand Worthy Patron of another jurisdiction must be sent through the **CCFC of the Grand Lodge or Grand Chapter**.
2. 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.
3. Should there be questions or need for clarification, please contact the CCFC.
4. Should a Worshipful Master or member of this Jurisdiction invite a Worshipful Master or members of any lodge outside of this Jurisdiction to a lodge meeting or function, the invitee will **immediately inform the CCFC and the Most Worshipful Grand Master** of the invitation.
5. Should a Worshipful Master or members of a lodge of this Jurisdiction receive an invitation from a Worshipful Master, or his representative, of another Jurisdiction to visit his lodge meeting or lodge function, the Worshipful Master or member should as soon as possible **inform the Most Worshipful Grand Master and CCFC** of the invitation received.

Masonic Organizations and Heads

The following are Masonic organizations and the title of the head.

<u>Masonic Organizations</u>	<u>Title of Head</u>
The Most Worshipful Prince Hall Grand Lodge, Free and Accepted Masons, PHA	Most Worshipful Grand Master
Warranted Lodges, Free and Accepted Masons, PHA	Worshipful Master

Adoptive Rite

Georgiana Thomas Grand Chapter, Order of the Eastern Star, PHA	Grand Worthy Matron Grand Worthy Patron
Subordinate Chapters, Order of the Eastern Star, PHA	Worthy Matron Worthy Patron

Allied, Appendant, and Concordant Bodies

Adolphus P. Hall Grand Chapter, Holy Royal Arch Masons, PHA	Most Excellent Grand High Priest
Julia A. Jackson Grand Court, Heroines of Jericho, PHA	Most Ancient Grand Matron Most Worthy Grand Joshua
Prince Hall Grand Council, Royal and Select Masters, PHA	Thrice Illustrious Grand Master
Dorcas Grand Court, Ladies of the Circle of Perfection, PHA	Royal Grand Perfect Matron Royal Grand Chief Advisor
John W. Freeman Grand Commandery, Knights Templar, PHA	Right Eminent Grand Commander
Marie I. Smith Grand Court, Cyrene Crusaders, PHA	Grand Princess Commandress Grand Royal Advisor
Louis W. Roy, Sr. Council of Deliberation, Ancient and Accepted Scottish Rite	Deputy for the United Supreme Council
Carl F Younger, Council of Deliberation, Ancient Accepted Scottish Rite	Deputy for the United Supreme Council
Matthew Ellis, Jr. State Grand Assembly Order of the Golden Circle	State Grand Loyal Lady Ruler
Thelma J Tyler State Grand Assembly, Order of the Golden Circle	State Grand Loyal Lady Ruler
Desert of the District of Columbia, Imperial Council, Ancient Egyptian Arabic Order Nobles of the Mystic Shrine	Deputy for the Desert
Desert of the District of Columbia, Imperial Court, Auxiliary to the AEAONMS	Deputy for the Desert

Special Fraternal Bodies

Most Venerable Grand Council, Order of the Knights of Pythagoras	Most Venerable Grand Master Knight
Phyllis S. Byrd Youth Fraternity	Princess Matron Prince Patron

PROTOCOL MANUAL COMMITTEE

The appointed Committee wishes to thank the Most Worshipful Grand Master Phillip David for the opportunity to labor on this project. It has certainly been rewarding as well as Masonic enlighten to demonstrate though team work what can and was accomplished for our efforts. We trust that the disbursement of this work will prove useful to our entire jurisdiction.

RWDGM Quincy G. Gant (24), Chairman
78th MWGM Aaron R. Jordan (22), Advisor
RWSGW Anthony Corbitt (22)
RWJGW Glenn N. Ruffin (29)
Wor. Riccardo Montegue (19)