

The Grand Lodge of Free and Accepted Masons of Ohio



Officers Manual

VOLUME 1

Prepared by
The Committee on Masonic Education and Information of
THE GRAND LODGE OF FREE AND ACCEPTED MASONS OF OHIO

©2014-2017, Grand Lodge of Ohio

Revised 11/15/2017

PREFACE

This Manual has been assembled to enable Brethren to better understand the laws, customs, programs and procedures of the Grand Lodge of Ohio, a Masonic District and their Lodge. A newly raised Master Mason can find the answers to several of his questions here and a new Officer can use it as a guide to properly execute his duties and responsibilities. The Lodge Education Officer can use it to present Educational Programs to the Lodge, while the veteran Officer or Past Master can use it to reinforce his knowledge of the fraternity.

It is recommended that the Lodge see that all of its Officers have an up-to-date copy of this manual. A printed copy is easily obtainable by downloading a copy to a Thumb drive and having a print shop make the number of copies needed. You will find the manual through the Grand Lodge site www.GLOHIO.com.

This Manual references the Grand Lodge Code as it now is written. Revisions will be noted as the Grand Lodge Code is amended. Lodges will be notified through their District Officers when changes to the manual are made.

This current revision brings with it change and clarification for the Order of Reception of Grand Lodge Officers and other Distinguished Visitors. It also includes instructions for Proper Introductions.

Other changes or additions to the Officers Manual Volume 1 are listed below.

Public Grand Honors will not be used in Ohio during the 2017-2018 Masonic Year. Pages 14 & 40

This latest revision dated 11/15/2017 include changes or language clarification for the following topics and their associated page location:

- Revised Page Numbering
- Updated Table of Contents – Pages 3 & 4
- The Master’s Hat – Page 11
- Private Grand Honors – Page 14
- Introductions at the Altar – Page 16
- Conferring Degrees – Page 21
- NEW – Proper handling of Candidate – Page 22
- Bible Presentation – Page 23
- District Associations – Page 37
- District Advisors – Page 37
- NEW – Addendum – Page 39-40 - Grand Master’s Answers to Common Asked Questions (NEW OPTION) The Principles Proficiency – Page 40

The Grand Lodge of Ohio Education and Information Committee 2017-2018.

Charles R. Murphy, PGM Chairman

Table of Contents

Section I. General

Our Laws	5
Uniform Code and By-Laws	5
Standing Resolutions	5
Masonic Probation	5
Publicity	5
Funeral Services	6
Behavior as a Citizen	6
Communications and Meetings	7
Correspondence	7

Section II. Lodge Operations

Attire	8
Aprons, Gloves and Jewels	8
Punctuality	8
Arriving Late to Lodge	9
Anteroom, Tyler's Room and Preparation Room	9
Visitors	9
Vouching	9
Opening and Closing a Lodge	10
Addressing the Worshipful Master	10
Discussions in Lodge	10
Lodge Prayer and the Universality of Freemasonry	11
Use of Religious Music	11
The Master's Hat	11
Emblems and Symbols	11-12
Flag	12
Altar	12
Masonic Titles	13
Grand Honors	13
Private Grand Honors	14
Public Grand Honors	14
Reception of Grand Lodge Members, Officers, etc.	14-17
Investigating Committee	18
Balloting	19-20
Preparation Room	22-21
Conferring of Degrees	21
Ritual	21
Signs	22
Degree Lectures and Charges	22
Word Pronunciation	22
Master Craftsman	22
Degree Booklets	23

Section II. Lodge Operations - continued

Bible Presentation	23
The New Member	23
Education Courses	23
Lodge Annual Dues	23
Lodge Annual Return	24
Grand Lodge Dues	24
Conducting an Election of Officers	24-25

Section III. Program Planning

Special Events	27
Planning Suggestions	27-28
Inspection	28
Suggested Agenda	28
Stated Meetings	28

Section IV. Delegation of Responsibilities

Assignment of Work and Duties	29
Training	29
The Grand Lodge Ohio Code – Ritual	30
The Grand Lodge Ohio Code – Education	31
Grand Lodge Communication	31
Committee Appointments	32
Permanent Committees	32
Special Committees	33-36
Public Relations	36-37
Relationship of the Lodge to Religion	37
Understanding and Encouraging Masonic Charity	37
Petitions	37

Section V. Grand Lodge

District Associations	38
District Advisors	38
Grand Lodge Officers	38
District Education Officers	39
District Deputy Grand Masters	39
Past Master's Convocation	39

ADDENDUM

The Grand Master's Responses to Commonly Asked	39-40
The Principles Proficiency	40
Balloting – Your Sacred Right and Duty	41
Solemnity of the Sublime Degree	42

SECTION I. GENERAL

Our Laws

Serving a Masonic Lodge in the various Offices from the first appointive station through Worshipful Master should be a constant process of growth for the individual concerned. The customary term of several years should witness a consistent increase in poise, facility of speech, administrative ability, financial judgment, skills of planning and decision processes, and brotherly love.

A portion of the charge to the Worshipful Master at the time he is installed states, "The Book of Constitutions, our Masonic Code, you are to search at all times. Cause it to be read in your Lodge that none may pretend ignorance of the excellent precepts it enjoins. You will also receive in charge the By-Laws of your Lodge which you are to see carefully and punctually executed." Lack of knowledge is not an excuse for violation of our Masonic Law. You have a responsibility to your members to make certain that all have the opportunity of becoming familiar with its provisions as well as the requirements of your Lodge By-Laws.

Every member who aspires to leadership in an Ohio Lodge should personally possess an up-to-date copy of the Constitution, Charges, By-Laws, Code of the Grand Lodge of Ohio, the Apprenticeship Program Manual and this Manual. He should be thoroughly familiar with their contents and keep them current.

The Grand Lodge of Ohio continues to provide every lodge with three printed copies of the Code, and a digital version of the Code is available to everyone on the Grand Lodge web site. Every Lodge Officer should locate a copy of the Code on the web site when he is first appointed to an Office and study its provisions. (Since the Code is likely to change after each Annual Communication of the Grand Lodge, downloading the Code periodically is recommended). All the Elected Officers should constitute a committee for presenting the Code section by section as part of a permanent program of each Stated Meeting. These Officers must be able to discuss and answer questions on the matters presented. The Code is admirably adapted for such an interesting and instructive program, which, if followed year after year, will result in a membership better informed in the fundamentals of the Fraternity.

Our Constitution is short, covering less than four pages, but every Article is of vital importance. It is to be noted from Article XI that The Grand Lodge of Free & Accepted Masons is the only sovereign and independent body of Masons existing within this Grand Jurisdiction. Consistent with this Article, the Grand Lodge signed a limited treaty with the Prince Hall Grand Lodge of Ohio, which recognizes their origins as legitimate and regular and permits visitation only between the two organizations.

The Charges of a Freemason are a part of the Constitution (Article XII pages 11-16) and need to be read frequently for the welfare of our Lodges and the fellowship that they establish among our members.

Uniform Code and By-Laws

The By-Laws of every Lodge must conform to the Uniform Code of By-Laws, Pages 113-116 and as set forth in the Code, Section 15.03; the District Deputy Grand Master is required to see a copy the By-Laws.

Standing Resolutions

A Lodge is authorized to adopt Standing Resolutions. (Code Section 15.04)

Masonic Probation

Lodges receive a charter from the Grand Lodge, which authorizes them to work as a regular lodge subject to the Constitution, laws, edicts, and decisions of the Grand Lodge and Grand Master. Lodge officers are expected to lead the lodge with diligence and care so that the rights and responsibilities inherent in the Charter are fulfilled, the Grand Lodge Code is properly enforced, and the Brethren of the Lodge enjoy the benefits of our Ancient Institution.

Lodges that fail to fulfill their responsibilities or comply with Masonic law are subject to discipline, which could include reprimand, probation, or the arrest of its charter, or even the dissolution of the Lodge. Individual members may be charged with un-Masonic conduct for violations of our laws. The Grand Master can suspend the Worshipful Master until the next Grand Lodge Annual Communications. If a lodge is placed on probation, it will be given a specific time in which to correct any irregularities and to show improvement and compliance. While it is hoped that such remedies are never needed, nevertheless, it is important for officers to realize that there are expectations, duties, and responsibilities to be followed and consequences for a failure to perform.

Publicity

Guidelines for public announcements are found in Chapter 34 Section 34.02 d-i of the Code. Proper public relations will help to ensure a Lodge's future. The Grand Lodge often provides matching funds to assist lodges with publicity.

Funeral Services

A Masonic Funeral Service may be conducted as authorized by Code Chapter 22. It is preferred that the Service be delivered from memory. If read, it should be read with dignity and expression, as befits the occasion. Be sure to understand the meaning and pronunciation of unfamiliar words. The Funeral Service is one of the few public functions of the Lodge. Do it well. It is advisable to have two or more Brothers prepared to conduct a Service. If no Brother of the Lodge is available to do a creditable job, another Lodge will undoubtedly extend the courtesy of supplying a competent Brother to conduct the Service. At such a Service it is appropriate that all the Brethren be clothed in white aprons and if desired white gloves. Lodge Officers, Grand Lodge Officers, and District Deputy Grand Masters may wear the apron of their Office.

Behavior as a Citizen

The Charges of a Freemason, Section VI, should be read and understood by all masons. A mason is to act as becomes a moral and wise man. He should never bring private piques or quarrels into the lodge, and he should avoid issues such as religion or politics which would blast our harmony and defeat our laudable purposes as Masons.

Communications and Meetings

Meetings of the Grand Lodge are called Communications. The Grand Lodge is required to hold a Communication annually (Constitution III). All other Communications are called special or emergent (Constitution VIII).

Meetings of the lodges are "lodge meetings."

Correspondence

When addressing mail to a Brother **do not put his Masonic title as such on the envelope.**

Whether to the Grand Master or a regular member, it should be addressed simply:

Mr. John Doe
.....Street City, State ZIP

The internal address of a letter to the Grand Master should be:

Hon. John Doe,
Grand Master of Masons in Ohio
.....Street
City, State ZIP The salutation should be:
Most Worshipful Grand Master: or
Dear Grand Master:

For a current or Past District Deputy Grand Master:

Mr. John Doe
.....Street City, State, ZIP
With the salutation:
Dear Right Worshipful Brother Doe:

For the Master of a Lodge or a Past Master: Mr. John Doe

.....Street City, State, ZIP
With the salutation:
Dear Worshipful Brother Doe:

For a Brother:

Mr. John Doe
.....Street City, State, ZIP
With the salutation:
Dear Brother Doe:

SECTION II. LODGE OPERATIONS

Attire

Proper attire is a necessity and vital factor in adding dignity and impressiveness to the conferring of Degrees and accords to the Fraternity its due and merited respect from the Officers of the Lodge or of the Grand Lodge.

Each Lodge decides the proper attire for its Officers, however there is much to be said in favor of formal dress. Formal attire, after 6:00 p.m., consists of full evening clothes or tuxedo. As the Master is clothed, so should all the Officers be attired that the harmony of uniformity and good taste may be evident.

Every Officer and every Brother serving as an Officer pro tem, should be attired in a manner appropriate to the station or place he occupies. The members will dress according to private taste, clothed with aprons, and any authorized lodge or Grand Lodge decorations. As otherwise noted, gloves, if worn, must be white. Etiquette calls for the removal of one's glove or gloves when shaking hands.

Aprons, Gloves and Jewels

The white apron is the distinguishing badge of a Freemason. Whenever it is worn, the apron MUST be worn outside the coat. Whenever a Grand Lodge Officer or other Mason for whom a distinctive apron has been designated by the Grand Lodge is present at a Masonic meeting or communication, he may wear the apron so designated.

While attending a tyled Masonic meeting all Master Masons will wear their Apron as Fellow Crafts.

When a Brother serves protem in an Office to which he has not been elected or appointed he wears the jewel of that Office. He may wear the apron or not, as local custom provides.

Jewels or regalia of bodies other than Grand Lodge or subordinate Lodges are not appropriate in a Lodge meeting and should not be worn therein. The Jewel of a Knight York Cross of Honor (KYCH) is always permitted. (The Master will exercise discretion in enforcing this regulation so as to avoid offense to a visitor.)

Punctuality

The Master will begin Stated Meetings punctually at the time provided in the By-Laws, or set for Special Meetings. It is extremely discourteous to the Master for Officers and members not to be present prior to the appointed time. The Worshipful Master is charged with seeing that the work progresses without delay and closes at a suitable hour.

Arriving Late to Lodge

If a Brother is late, he does not ask the Tyler to obtain permission for him to enter until he is properly clothed. The Tyler is to inform him of the Degree on which the Lodge is opened. He is to enter the Lodge Room only after the alarm is given and answered, through the door guarded by the Junior Deacon and, if the Lodge is at labor, proceed to the Altar, salute the Master with the due guard and sign, and take a seat among the Brethren. If, however, the Master is engaged and disturbing him would be disruptive to the Lodge, the Brother may instead proceed to the Altar, turn to the West and salute the Senior Warden, or if he is also engaged, turn to the South and salute the Junior Warden. If a late arriving Brother finds himself in the Lodge without having previously determined the Degree, a careful examination of the Great Lights will reveal the correct salute to be given.

The due-guard and sign should be given accurately, not in perfunctory or slipshod style, but in a manner to show respect for the Office to which the salutation is made. The Officer saluted may remain seated and acknowledge the salutation with a nod of his head. The due-guard and sign are never given while seated. If the Brother giving the due-guard and sign physically unable to stand he may address the East or superior officer from his chair.

Anteroom, Tyler's Room and Preparation Room

Once a Brother enters a Masonic building to attend a meeting, he must subject himself to all the requirements of the most exacting Masonic conduct.

At no time, and particularly if he is late, should an arriving Brother indulge in loud talking that may be heard in the Lodge Room. His demeanor toward other Brethren in the Anteroom or Tyler's Room should be courteous, respectful, and gracious, as Masonry does not give any man license to take personal liberties with another. While this should be the rule of his conduct always, it is especially true if a Candidate is present, awaiting a call to the Preparation Room. To give Candidates or other Brethren the impression that vulgar conduct, obscene stories, levity, practical joking, or other forms of disrespect are acceptable by the Craft is a misrepresentation of that for which Masonry stands.

The Preparation Room is never be used as a means of access to or from the Lodge. It is for the use only of Candidates and Officers while participating in the conferring of Degrees. To permit it to be used otherwise is contrary to the explicit instructions of the Ritual. It is the duty of the Tyler and Junior Deacon to see that this rule is strictly enforced.

Visitors

The Tyler or designated Brother should reference the Code Chapter 31, pages 100 – 101 for all concerns on visitor identifications.

Vouching

The Code Chapter 31.02 page 101 provides that a Brother cannot vouch for another Brother unless he has actually been in Lodge with the visiting Brother. The fact that a Brother has been vouched for does not remove the necessity of his displaying a current dues card to the Tyler.

Opening and Closing a Lodge

The opening and closing ceremonies are required at each Lodge meeting, and each meeting of the lodge shall be complete in itself and will be opened and closed on the same day.

If the meeting is for the purpose of Inspection, the full form opening and closing Ceremonies of the Degree in which the Inspection is being held MUST be used.

The duty of closing the Lodge is as imperative, and the Ceremony as solemn, as that of the opening. No Lodge can be opened or closed by anyone without observing this ancient form and usage.

While the Grand Master has the inherent right to assume the chair of any Subordinate Lodge in which he may be present, and govern the Lodge as its Master, as its Master he is obligated to perform all duties required of a Master. When acting in his ceremonial capacity as Grand Master, he may open or close a lodge in ample form.

Addressing the East

All Brothers who wish to speak must rise to his feet and wait until addressed by the Worshipful Master, salutes by giving the due-guard and sign, and states his business. The step is not given.

Discussions in Lodge

Regulations governing discussion in Grand Lodge are prescribed in the Rules of Order, printed in the By-Laws Section 11.12. The Master and Wardens or their proxies will familiarize themselves with these rules prior to their attendance at Grand Lodge.

Regulations for discussion in Lodge are stated in our Constitution, By-Laws, and Code, and conformity thereto is essential to proper conduct therein.

Except as required by Code Chapter 21 Section 21.04, the discussion in Lodge, Grand Lodge, or gatherings of Masons at refreshment, of political or private business, or any other Non-Masonic subject by which men are divided into classes, or that may engender feuds, schism, or disturb the harmony of the Lodge, is at all times forbidden.

It is strictly prohibited to discuss a Candidate after the ballot on his petition has been ordered by the Lodge. When balloting, a Mason is prohibited from disclosing how he voted when casting a ballot, or seeking to influence members to ballot one way or another.

Lodge Prayer and The Universality of Freemasonry

The Chaplain and others who offer prayers in Lodge and at Masonic events, sometimes forget that Masonry is universal, or ignore that fact and insist on their own religious terminology. The universal nature of Freemasonry should never, under any circumstances, be forgotten or ignored, even if every member present is of the same religious belief. Keeping in mind the lessons learned as Entered Apprentices will better enable us to help others understand that universality in Masonry means universality - all the time. When invoking the blessings of Heaven, we must always take care to keep our references to the Deity non-sectarian, such as "God" or "Grand Architect of the Universe."

Use of Religious Music

The universality of Masonry likewise counsels that vocal and musical selections which draw one's attention to a particular faith are inappropriate in Lodge, and are especially unacceptable during conferral of the Degrees. Respect for our members' and Candidates' religious beliefs means that we both protect harmony and promote Brotherly love by guarding against insensitivity to the feelings of our Brethren. An example would be the Lord's Prayer or Onward Christian Soldiers.

Master's Hat

There is no written law requiring a Master to remain covered at all times. To wear a hat is generally recognized as a symbol of his Office and is inherently a part of the system of Masonic symbolism. Therefore, it is entirely fitting that he does so. It is a token of superiority of rank or Office, a visible and conspicuous sign of his position as Presiding Officer and actual head of the Lodge. A hat, chapeaux, or fez that is a part of a uniform may be worn during the appearance of a uniformed group, who are guests of the Lodge, but only before the Lodge is opened or while the lodge is at Refreshment and only during the group's participation.

The Master's Hat should always be removed during prayer, at the mentioning of Deity as a sign of respect; when giving the obligations as a token of the sacredness of the pledges being taken. It should also be removed during the reception of the District Deputy Grand Master, the Deputy Grand Master or the Grand Master. The presenting of the tile (hat) by the WM is not required or even appropriate. The Master's covering should simply remain on the podium until the gavel is returned to the Master.

Emblems and Symbols

Masonry's one method of teaching its principles to Candidates is by emblems, symbols, and allegories. As without these, the symmetry and completeness of the exemplification of the Degrees is not achieved, it is obvious the Lodge must see that its emblems and symbols are of correct design, well cared for, accurately located, used and explained as strictly and fully as is required by the Ritual and without private interpretation.

Miniature Warden's columns may be displayed, if desired, but their proper position must be carefully maintained by the Wardens. The Senior Warden's column is in an upright position and the Junior Warden's is placed horizontally during labor. Their positions are reversed during refreshment.

The pillars, of correct design and height, should be placed on each side of the inner door of the Preparation Room, the pillar bearing the celestial globe being on the right of the Candidate as he enters. They may be placed against the Senior Warden's platform or steps if so desired, the pillar bearing the celestial globe being on the right of the Senior Warden. During the Fellow Craft Lecture, they should always be brought forward and as near the Preparation Room door as the Lodge Room will permit which will allow the Senior Deacon and Candidate to pass through them.

The Perfect Ashlar is located near the Southeast corner of the Master's platform or steps, and the Rough Ashlar near the Northeast corner of the platform.

The Letter G is properly placed above the Master's chair.

The appurtenances used in the Middle Chamber lecture should be dignified in appearance, adequate in size, correct in design, and replaced when worn by use.

Emblems and Symbols - continued

The Holy Bible or Volume of Sacred Law (VSL) should be handled with care and reverence at all times. Where its pages have become soiled or torn, they should be cleaned or the Book replaced. Cellophane or plastic sheets, being transparent, can be used to protect the pages.

Jewels, regalia, robes, hoodwinks, staffs, and aprons must be kept clean and in good order.

Flag

The flag of the United States should be mounted in a standard and placed on the Master's platform on the right of the Master. While posting the colors or when pledging allegiance to the flag all Brethren will rise, face the flag, stand at attention, and salute by placing their right hand over their heart or they may render a proper military salute.

It is improper to use the flag as drapery for the Altar or on any chair, seat or station in the Lodge Room, or as bunting for decorative purposes.

The flag should be given precedence over the banner of the Lodge or any other banner used in the Lodge Room, in public processions, or when displayed on a Masonic building. The Ohio flag, if displayed, should be mounted in a comparable standard placed on the Master's platform and on the left of the Master. When a Lodge banner is displayed in a Lodge Room it should be placed behind the Secretary's desk.

Altar

Symbolically the Altar is cubic in shape, though in practice it is made oblong. It should stand in the center of the lodge room, at the point of intersection of two lines drawn from the northeast to the southwest corners, and with the representatives of the Lesser Lights properly placed, with one at its northeast corner, a second at the northwest corner and a third at the center of the Altar's south side.

It should not be moved during a meeting, nor should the lights be moved or extinguished. In size, its top should be large enough to hold the Three Great Lights, allowing space for the ballot box without shifting the open Bible / VSL. The ballot box should never be placed upon the Bible / VSL.

No other objects except the appropriate draping should be placed on the Altar. When the Altar is draped out of respect for a deceased Brother, the top of the Altar should be covered with a suitable cloth of black, on top of which the Bible / VSL is placed. This cloth must never cover the Great Lights. The Altar should never be covered nor decorated with the national flag. Fresh or suitable artificial flowers may be placed on the Altar, next to but not atop the Bible during a memorial service.

The space between the Altar and the East is deemed "sacred ground," not to be trodden under foot; hence passing between the Altar and the Worshipful Master is forbidden except as called for by the ritual of the particular Ceremony being performed. When the Lodge is at Refreshment, one may pass between the Altar and the East.

References to the Bible refer not only to the Bible but also to any particular Holy Book which may be in use. The appropriate Volume of Sacred Law of the Candidate's faith is to be used, and references in the Ritual adjusted accordingly.

Masonic Titles

In the usages of Freemasonry, "Brother" is neither a sentimental nor a familiar form of address, but it is a title, a distinction, and an honor, as much as "Right Worshipful Brother" and "Most Worshipful Brother", and are always used as such.

A member does not attend a Lodge meeting in his capacity as a private individual, but as a Freemason. For this reason, in open Lodge always refer to a Brother in the same manner as any Officer in Lodge or Grand Lodge. Harmony and dignity will be the result of faithful adherence to this simple practice.

The correct titles for Officers and past Officers are: "Most Worshipful Brother" for the Grand Master, and Past Grand Masters; "Right Worshipful Brother" for the Deputy Grand Master, all Grand Lodge Officers, current and Past District Deputy Grand Masters; and "Worshipful Brother" for current Masters and Past Masters.

Always address a Grand Lodge Officer at all communications and meetings by his correct title, and he in turn must show the same courtesy to other Grand Lodge Officers present as well as to the Worshipful Master, Wardens, and Brethren. This rule of conduct must be punctiliously observed no matter what ties of family or friendship may exist. When addressing any Brother, regardless of his rank or title, good taste dictates that his surname always is used in conjunction with his title. The use of given names or nicknames is improper during Lodge meetings, as is dropping the word "Brother" from the honorific - the form "Worshipful Smith" or "Right Worshipful Jones" is NEVER to be used.

It is proper when making announcements or when speaking in open Lodge, either as a member or visitor, to rise at your place and wait to be recognized by the Worshipful Master. On receiving recognition from him who you should salute and proceed by first acknowledging the Master. If the Grand Master, District Deputy Grand Master, and/or others, such as Grand Lodge Officers, are also in attendance it is improper to acknowledge their presence by the words, "Distinguished East." If you wish to group the others, for expediency, they should be addressed as "Distinguished Brethren". Under no circumstance should the Worshipful Master, the Most Worshipful Grand Master, or his representative be included in such a grouping. Thus, for a large group, the correct form of address is either, "Worshipful Master, Most Worshipful Grand Master." or "Worshipful Master, Most Worshipful Grand Master, Distinguished Brethren" (The presiding Officer is addressed first.)

Grand Honors

For many years, Grand Honors (also known as private grand honors) were given only in a lodge of Masters Masons; however, because of changes to Grand Lodge Code, Sec. 21.02, grand honors may now be given in lodges of Entered Apprentices and Fellow Crafts.

Private Grand Honors

Private Grand Honors may be given only in a tyled lodge. Those receiving Grand Honors should only stand on the sign of fidelity. (Right hand over heart)

Private Grand Honors are given as signs of respect and are appropriate at:

- Dedication of a Masonic Hall
- Ceremonies of Constitution, Consecration, or Reconsecration
- Installation of Grand Master or District Deputy Grand Master
- Reception of the Grand Master, Deputy Grand Master, Past Grand Masters, other elected and appointed Grand Lodge Officers; District Deputy Grand Masters, District Education Officers, and Officers from other grand lodge jurisdictions, and GM's Medal of Honor recipient.
- At the presentation of service awards for fifty, sixty, and above awards when a Grand Lodge award and pin is presented, and the brother receiving recognition is to be honored.

Public Grand Honors

Public Grand Honors will not be used in Ohio during the 2017-2018 Masonic Year.

Reception of Grand Lodge Members, Officers and other Distinguished Guests

The practice of receiving distinguished guests with proper Masonic protocol is a tradition that should be honored and followed in all lodges. The elements of proper protocol include assigning an escort, announcing the visitor at the door, introductions at the Altar, and extending private grand honors if appropriate.

GROUP I - Appointed Officers and Distinguished Visitors		
Office	Title	Grand Honors
Past District Education Officers	**Note Brother	None
Past District Deputy Grand Masters	R.W. Brother	None
Associate Grand Chaplains and Past Grand Tylers	R.W. Brother	None
Appointed Officers of other Grand Lodges	*Note A	None
Officers of related appendant Grand Bodies	**Note B	None

Members of Group I shall be introduced at the Altar as follows: Worshipful Brother William Jones, Grand Marshal of the Grand Chapter, Royal Arch Masons in Ohio; Worshipful Brother William Smith, Deputy's Representative or Active Member of the Ancient and Accepted Scottish Rite in Ohio.

*Note A: These Officers introduced by the title given to them in their own jurisdiction. If entitled to receive Grand Honors in their own jurisdiction, then they are to be introduced with Group II. Otherwise, they are introduced in Group I.

**Note B: These Officers are given the title previously earned in Symbolic Lodge. If Past Master, Worshipful Brother, if Past District Deputy Grand Master, Associate Grand Chaplain or Past Grand Tyler, Right Worshipful Brother; otherwise Brother. Jewels or regalia of bodies other than Grand Lodge or subordinate Lodges are not appropriate in a Lodge meeting and should not be worn therein. The Jewel of a Knight York Cross of Honor (KYCH) is always permitted. (The Master will exercise discretion in enforcing this regulation so as to avoid offense to a visitor.)

Reception of Grand Lodge Members, Officers and Other Distinguished Guests - continued

GROUP II - Grand Lodge Officers and Appointments		
Office	Title	Grand Honors
Past Grand Masters	M.W. Brother	At Altar
Current Grand Lodge appointed and elected officers	R.W. Brother	At Altar
Corresponding Grand Lodge officers of other jurisdictions	*Note A	At Altar
District Education Officers	W. Brother	At Altar
District Advisors	**Note B	At Altar
District Deputy Grand Masters when not in their assigned lodge or are outside their assigned District	R.W. Brother	At Altar

Members of Group II shall be introduced at the Altar as follows: Right Worshipful Brother James Jones, Senior Grand Warden of the Grand Lodge of Free and Accepted Masons of Ohio; Most Worshipful Brother Edward Evans, Past Grand Master of the Grand Lodge of Free and Accepted Masons of Indiana. Right Worshipful Brother Hiram Tyre, District Deputy Grand Master of the Twenty-Sixth Masonic District.

*Note A: These Officers introduced by the title given to them in their own jurisdiction. If entitled to receive Grand Honors in their own jurisdiction, then they are to be introduced with Group II. Otherwise, they are introduced in Group I.

**Note B: These Officers are given the title previously earned in Symbolic Lodge. If Past Master, Worshipful Brother, if Past District Deputy Grand Master, Associate Grand Chaplain or Past Grand Tyler, Right Worshipful Brother; otherwise Brother. Jewels or regalia of bodies other than Grand Lodge or subordinate Lodges are not appropriate in a Lodge meeting and should not be worn therein. The Jewel of a Knight York Cross of Honor (KYCH) is always permitted. (The Master will exercise discretion in enforcing this regulation so as to avoid offense to a visitor.)

GROUP III - Visiting Deputy Grand Masters & Grand Masters		
Office	Title	Grand Honors
Deputy Grand Masters of other Jurisdictions	*Note A	At Altar
Grand Masters of other Jurisdictions	*Note A	At Altar

Members of Group III shall be introduced at the Altar as follows: Right Worshipful Brother James Jones, Senior Grand Warden of the Grand Lodge of Free and Accepted Masons of Indiana; Most Worshipful Brother Edward Evans, Past Grand Master and Grand Treasurer of the Grand Lodge of Free and Accepted Masons of Indiana. Right Worshipful Brother Hiram Tyre, District Deputy Grand Master of the District.

*Note A: These Officers introduced by the title given to them in their own jurisdiction. If entitled to receive Grand Honors in their own jurisdiction, then they are to be introduced with Group II. Otherwise, they are introduced in Group I.

Reception of Grand Lodge Members, Officers and Other Distinguished Guests - continued

GROUP IV - Grand Lodge of Ohio		
Office	Title	Grand Honors
The Grand Master	M.W. Bro.	In the East
The Deputy Grand Master	R.W. Bro.	At Altar
District Deputy Grand Master in his Assigned lodge	R.W. Bro.	At Altar

Note: Only the highest ranking officer present in Group IV receives Grand Honors in the East.

The Grand Master is always the highest-ranking Mason in Ohio.

Members of Group IV: Deputy Grand Master ranks above the District Deputy Grand Master.

The highest ranking officer of these three (the Grand Master, Deputy Grand Master, DDGM) when present, has the right to demand admission into, or leave, any Subordinate Lodge without the permission of the Master, and to assume control of the Lodge.

No Brother will be formally received and given Grand Honors after reception of the members of Group IV except with the permission of the ranking Officer present.

Announcement at the Door

When the Master has been informed that the Grand Master or his Official Representative is about to enter, he will direct the Senior Deacon (or a Marshal appointed as escort) to retire to the Anteroom and escort such Officer into the Lodge Room.

After the usual alarm, the Tyler announces to the Worshipful Master through the Junior Deacon, "Most Worshipful Brother _____, Grand Master of Masons in Ohio is about to enter."

Should the Deputy Grand Master be the highest-ranking officer present, the announcement will be "Right Worshipful Brother _____, Deputy Grand Master is about to enter."

In the absence of these officers, the District Deputy Grand Master will be announced "Right Worshipful Brother _____. District Deputy Grand Master is about to enter."

Introductions at the Altar

As the Grand Master, Deputy Grand Master, or District Deputy Grand Master in his assigned lodge enters, the lodge is called up; the Master rises and uncovers. He remains uncovered until formally requested to resume charge of the lodge. If more than one member of Group IV is present, the escort leads the lowest ranking individual to the Altar and introduces him. The WM then asks the Lodge to extend GH to this individual at the Altar, after which he is conducted to the East. The WM extends the gavel to him and welcomes him to the East. Without further comment, (the DDGM or DGM) asks the escort to present the next individual at the Altar, etc.

Reception of Grand Lodge Members, Officers and Other Distinguished Guests - continued

Example: if the representing DDGM, DGM & GM are all present, the DDGM would be received, introduced at the Altar, receive GH at the Altar, and escorted to the east where the WM would welcome him to their Lodge and present him the gavel. The DDGM would then ask the escort to present the DGM. The DGM is presented at the Altar, introduced and receives GH, directed by the DDGM, then escorted to the East where the DDGM presents him the gavel. The DGM then asks the escort to present the GM. The GM is escorted to the Altar, introduced, then immediately escorted to the East where the DGM leads GH and then presents the gavel to the GM. The gavel is passed back in reverse order to the WM who then continues with the meeting.

Reception in the East

The Master then greets him and says, "Most Worshipful Grand Master (or Right Worshipful District Deputy Grand Master), on behalf of _____ Lodge, and all other brethren here assembled, I extend to you a most cordial welcome. We are honored by your presence. May I ask that you do us further honor by accepting the gavel and presiding over our deliberations?" (or in other suitable form). The gavel is extended to the Grand Master, who accepts it, immediately seats the lodge and responds to the greeting of the Master. After concluding his remarks he returns the gavel and is seated at the left of the Worshipful Master, or takes a seat elsewhere in the lodge room.

The Master will not usually relinquish the gavel to anyone not in Group IV, and then only to the senior officer present, except when receiving and presenting superior officers.

As it is usually known by the Master when distinguished guests will be in attendance, he should designate some brother to meet them in the anteroom and write down their names and titles, and to facilitate their entrance, arrange them in groups for the Senior Deacon in accordance with the four groups. Please note that attention to this detail will make for an enjoyable visit for your guests.

The introduction of visitors in a Lodge is a duty usually assigned to the Senior Deacon. When the Tyler informs the Worshipful Master through the Junior Deacon that distinguished visitors' desire admission, the Master will instruct the Senior Deacon to retire and escort them to the Altar. It is always the prerogative of the Master, however, to appoint a Marshal to serve in presenting visitors.

When the Senior Deacon (or Marshal) has one or more of a group ready to be presented he will instruct the Tyler to advise the Master through the Junior Deacon, who says, "The Senior Deacon (or Marshal) desires to present Distinguished Visitors". When the Master permits them to be admitted, the Senior Deacon (or Marshal) will escort them with the first Brother to his right and the others, if any, following in single file, to the Altar and facing the Master. He will introduce them with their titles, names and Office.

The wisdom and propriety of recognizing many Brethren who have rendered distinctive service to the Craft is acknowledged, and it should be done. Past Masters, 50-year members, and such can and should often be presented at the Altar or elsewhere, and their Masonic contributions noted with a gracious acknowledgment by the Worshipful Master and a hearty greeting (not Grand Honors) accorded them by all present.

No brother should be introduced more than one time. If a brother holds more than one position in various bodies, he may choose with which group he will be introduced, but he should only be introduced once.

Investigating Committee

According to Code Chapter 24, (b) a petitions for the degrees may be required to answer a questionnaire, which thereafter must be destroyed. The questionnaire should be reviewed with the petitioner by an appropriate committee. Pertinent information contained in the questionnaire may be used to further the investigation. If there is anything questionable about the petitioner, the Lodge should be given the benefit of the doubt. The petitioner is the one who creates the doubt and not Masonry. Our first duty is to guard well our door.

Some Lodges use a permanent committee for investigation of Petitioners. One advantage of this is experience of its members. Other Lodges prefer to use a new committee for each applicant, which usually gives responsibility to more members, and if newer members are called on to serve with the older and more experienced Brethren, it becomes a valuable process of education of newer members.

The Grand Lodge has contracted with a commercial provider of background investigations to provide this service to the lodges in Ohio as a tool for verifying the information or answers on a petitioner's questionnaire as they relate to criminal history. As such, it is a tool or additional data source for the Investigating Committee, not a replacement for the Committee. The use of this service by a lodge is voluntary; however, if a lodge elects to include petition verification as part of the investigation process, it must require it of all petitioners. Petitioners should pay any fee associated with this service separate and in addition to the lodge's usual fees for initiation. The lodge should not pay the fee.

Important Reminders

The most appropriate place, whenever possible, to do an Investigation is at the Petitioner's home.

- Meet him and his family surrounded by their life's treasures.
- Be on guard against a tendency to carelessness.
- Don't overlook any references - the last one may be the one needed.
- Masonry owes an applicant nothing.
- Ask him if he has ever been arrested, convicted or pled guilty to a crime and served a sentence for the crime.
- If there is a doubt, resolve it in favor of Masonry and the Lodge.
- Discover whether the applicant will strengthen the Fraternity. It is not enough that "he is as good as some other Masons." It is often better to lose one than to gain one who adds nothing.
- The applicant's family, his neighbors, his fellow workers, and his employers, usually know him best.
- Ask yourself if the applicant would be accepted as an intimate in your own home, or the homes of your members.
- Make your final decision objectively, based on facts. Don't allow your judgment to be swayed by sentiment or emotion.
- Ever keep in mind that the primary purpose of Freemasonry is to inspire in its initiates, who must be men of good character and moral deportment, a desire for higher thoughts, nobler deeds, and greater achievements. We cannot hope to undertake the moral reformation of a society as whole.
- Investigations should be so conducted that even if rejected the applicant gains higher respect for the Fraternity.

Balloting

Balloting on petitions is accomplished through the use of a ballot box. Ballot boxes vary from lodge to lodge, but they generally consist of two main compartments, i.e. one that holds the white balls and black cubes and one into which the Brethren cast their ballots. The white balls are used to vote in favor of the petitioner and the black cubes are used to vote against. The ballot is usually conducted in one of two manners, i.e. at the Altar or carried by the Senior Deacon to each Brother.

The following is a proven manner for conducting the ballot, either at the Altar or carried by the Senior Deacon. **Both styles begin and end the process the same way.**

The Secretary reads the petition(s) to be voted upon, including the report of the investigation committee. (Ohio Masonic Law allows for multiple petitions to be balloted upon simultaneously if the Master so orders.) The Worshipful Master then reads the Grand Master's instructions regarding balloting. He reminds the Brethren that a white ball is a vote to elect the petitioner(s) and a black cube is a vote to reject the petitioner(s). He then orders the Senior Deacon to prepare the ballot box, which means that the Senior Deacon checks to make sure that there are no balls or cubes in the compartment into which the Brethren will cast their ballots and that there are sufficient ballots for the number of Brethren present. The Senior Deacon then presents the ballot box to the Worshipful Master who double-checks it. The Worshipful Master then declares the ballot open for: Mr. _____ to receive the degrees of Freemasonry OR for: Brother _____ for affiliation with the lodge.

If the Senior Deacon carries the ballot box to each Brother, the Brother about to vote will rise and salute the Master as the Senior Deacon approaches him. He will cast his ballot, salute again, and then resume his seat. After the Junior Deacon has balloted, he should take the Tyler's place so that the Tyler may enter the lodge room to ballot. The Senior Deacon should inform the Tyler upon whose petition the lodge is voting, whether it is for the degrees or affiliation, and the report of the investigation committee, prior to the Tyler casting his ballot. After all have balloted, the Senior Deacon will present himself with the ballot box west of the Altar, facing the Worshipful Master.

If the ballot is to be taken at the Altar, the Senior Deacon will proceed west of the Altar and place the ballot box upon the Altar, stepping to the side and looking to the West so that the Brethren may vote privately. The Brethren will then rise and proceed, in silence, west of the Altar to cast their ballot in an orderly manner. Each Brother will salute the Worshipful Master just before he casts his ballot and immediately afterwards. He will resume his seat after he has balloted.

The Junior Deacon should take the Tyler's station so that the Tyler may vote, informing the Tyler upon whose petition the lodge is voting, whether it is for the degrees or affiliation, and the report of the investigation committee, prior to the Tyler casting his ballot. After all have balloted, the Senior Deacon will present himself with the ballot box west of the Altar, facing the Worshipful Master.

The examination of the ballot is the same for both styles of balloting. The Worshipful Master asks the Senior Deacon if all have voted who are eligible to do so. The Senior Deacon replies that they have. The Worshipful Master then declares the ballot closed and orders the Senior Deacon to display the ballot in the South, West and East, i.e. he carries the ballot box in succession to the Wardens and Worshipful Master.

The Senior Deacon carries the box to the Junior Warden who rises, examines the contents, and remains standing. He then carries the box to the Senior Warden who does likewise, and then to Worshipful Master who also examines the contents.

Balloting - continued

The Worshipful Master asks the Junior Warden how the ballot stands in the South. The Junior Warden will either respond, "Clear in the South, Worshipful," or "Not clear in the South, Worshipful." The Junior Warden salutes the Worshipful Master and is seated. The Worshipful Master asks the Senior Warden similarly, and the Senior Warden responds accordingly, salutes, and is seated. The Worshipful Master then declares how he finds the ballot in the East.

Results of the Ballot:

- If the ballot is clear, the Worshipful Master declares the petitioner(s) elected and orders the Senior Deacon to destroy the ballot. The Senior Deacon replaces the balls in their original compartment, returns to his place, salutes and resumes his seat.
- If more than one black cube appears *and the lodge is voting on only one petition*, the Worshipful Master declares the petitioner rejected and orders the Senior Deacon to destroy the ballot, etc.
- If the lodge is voting on only one petition and only one black cube appears, the ballot must be retaken immediately in case the negative vote was a mistake. If one or more negative vote appears a second time, the petitioner is declared rejected, etc.
- If multiple petitions are balloted upon together and one or more black cubes appear, each petition must immediately be voted on individually. If a black cube appears against any petitioner, he is declared by the Master to be rejected.
- The Senior Deacon is to destroy the ballot by order of the Worshipful Master after each vote.

IT IS UNMASONIC CONDUCT TO DISCUSS THE RESULTS OF A BALLOT.

If the petitioner for the degrees is elected, the Worshipful Master should set the date for the man to receive his Entered Apprentice Degree as soon as possible, and the Secretary should be instructed by the Worshipful Master to send the man a "Notice of Election" using Grand Lodge Form 24 as a guide. The Lodge Education Officer should assign a Master Craftsman that night and give him the contact information for the newly elected petitioner. The Assigned Master Craftsman should use the appropriate letters found in the Apprenticeship Manual when communicating with the petitioner/candidate. This should take place as soon as possible.

If the petitioner is rejected, the Worshipful Master should instruct the Secretary to return the petitioner fee to the man with a cordial letter explaining that the Brethren of the Lodge have not accepted his petition for membership. This letter should be one that informs him that he has not been voted into membership but also thanks him for his interest in the Fraternity.

Preparation Room

The Preparation Room is a room adjacent to the lodge and a place for a candidate to be prepared physically. The interest and value of a man's entire Masonic career may be contingent upon the gracious consideration and solemn treatment accorded him as a candidate in the Preparation Room.; hence, the Stewards are entrusted with a most delicate responsibility. Likewise, the Preparation Room should be clean and unobtrusively decorated each being conducive to clear thinking.

The Preparation Room could also serve as a Chamber of Reflection, which is an option to prepare the candidate intellectually before preparing him physically for the personal and transformative initiation that he is about to experience.

Preparation Room - continued

Only authorized personnel, such as the Marshal, should be with Candidate. He should be alone in the Preparation Room, awaiting the coming of the Stewards. It is the duty of the Stewards to prepare the candidate for the ceremony of the degrees and while doing so impress them with the dignity of our institution.

Prior to the Candidate's entry into the preparation room the statement from the Ritual with reference to the Ancient Penalties of the Obligation must be read verbatim before each Degree.

Conferring of Degrees

During the conferring of the Degrees, there should be silent and rapt attention to all that is said and done. Everyone present should have his mind centered on the work for further mysteries and lessons that will unfold themselves with each new witnessing of the Degree.

The Lectures are vital and an integral part of the Degree. They should be listened to attentively and thoughtfully and will prove of great spiritual value as they are absorbed. Their lessons will involuntarily become the rule and guide of your conduct through life.

It is extremely discourteous to the Master and Officers and an affront to the Candidate to retire to the Anteroom before or while the Lecture is being delivered. If it is necessary for the Stewards or other Brethren to leave the Lodge, it should be mentioned to the Master in advance, and if appropriate, he will order them to depart at the required time.

Conferring of Degrees - continued

The giving of applause during, or in connection with, the conferring of degrees is not consistent with the sublime sacredness of the ritual, detracts from the solemn and impressive dignity of the lessons and is not in accord with Masonic custom

For the last several years, each Grand Master has directed the reading of specific language to the Lodge before opening of the Second Section of the Master Mason Degree. These directives are conveyed to the Master by the District Deputy Grand Master, who will always have the most up-to-date information. The reading may be given prior to opening of lodge by the Worshipful Master, with the express understanding that it is his responsibility for proper handling of the candidate.

Ritual

The function of the Ritual work is to impress upon each Candidate the lessons and principles of the Fraternity and to provide a shared, common experience for men who may be from very different religious, ethnic or social backgrounds. It should accord the candidate a genuine moral and solemn experience, while providing him a vision of a new life as a member of the Fraternity.

It is important that all participating in the work of the Ritual be so imbued with its meaning that the solemn atmosphere of a Lodge, during the exemplification of the Ritual, will be felt by all present. Each Officer should strive so to perfect himself in the exemplification of his part of the Ritual that he will be able to recite it accurately and impressively without conveying to the Candidate the impression that it is something committed to memory.

It is improper to discuss the Ritual in public, to advertise, or publish pictures of it in anyway whereby the secrets of Masonry may be unlawfully revealed.

Signs

Signs belong to the inner essence and esoteric life of the Craft. Signs are given with dignity and uniformity. Brethren should be cautioned to omit all due-guards and signs at Ceremonies to which non-members are invited. Under no circumstances will the Master, Wardens, or Brethren remain seated while giving a sign. It is not necessary for a Brother to give the due-guard and sign of the Degree on which the Lodge is open when crossing west the Altar. The due-guard and sign should always be given by a Brother or Officer of the Lodge when addressing or being addressed by an Officer of a higher rank.

Degree Lectures and Charges

Every competent Brother may aspire to serve as an Officer and eventually Master of his Lodge, providing he understands if he selected, he must personally discharge the obligations and responsibilities that attend such preferment. One of the most important responsibilities is learning and delivering the Lectures and Charges of the three Degrees.

Every Worshipful Master will be a better Master if he has committed to memory and delivered all the Lectures and Charges well before he assumes that office.

Some Lodges ease the duties of the Worshipful Master by assigning the Entered Apprentice Lecture to the Junior Deacon, the Fellow Craft Lecture to the Senior Deacon, and the Master Mason Lecture to the Junior Warden. Arrangements as such are highly desirable and is strongly recommended.

Immediately on assuming Office, the Deacons and Stewards should consider it a part of their duties to begin learning the Lectures and Charges.

The high spiritual significance of our teachings will unfold and give a conception of Masonry that will afford deep personal satisfaction and amply compensate for learning the Lectures and Charges.

Word Pronunciation

Many of the words used in the Ritual may be unfamiliar. It is vitally important to the proper communication of the lessons in the Ritual that all words be properly pronounced. As an aid to the Lecturer is this endeavor, there is a Pronunciation Guide on pages 162 and 163 of the Ritual.

Master Craftsman

The Worshipful Master will, at the time of his Installation, appoint a Lodge Education Officer and a sufficient number of Master Craftsmen to conduct the Lodge Education Program. The Lodge Education Officer supervises the program, assigns the Master Craftsmen, and keeps the Master informed as to the progress of the Education Program.

The Lodge Education Officer should be provided a current copy of the Apprenticeship Manual, the "On the Threshold" and Degree Booklets, together with their corresponding presentations, available on paper or in Power Point, and the Lodge Education Officers Manual, as required by the Education Program. It is important to have available the latest edition of the visual aids to show the elected Candidate's family the purpose and teachings of Freemasonry. Details on the current Education Program, as well as the necessary forms, publications and additional resources are found on the Ohio Grand Lodge website at <http://www.GLOHIO.com>.

Degree Booklets

The set of four Degree Booklets, *On the Threshold*, *The Entered Apprentice Degree*, *The Fellow Craft Degree*, and *The Master Mason Degree*, will enlighten the new Brother as to the meaning of Masonry. It will lay the foundation for a more lasting and fruitful future in the Fraternity.

Bible Presentation

Many Lodges observe the beautiful, impressive, and appropriate custom of presenting to the candidate when raised, a copy of a specially prepared Holy Bible or other Volume of Sacred Law as may be appropriate. Such presentation should be made - by the Master, Chaplain, or other Brother appointed by the Master - with a short and carefully prepared address, thoroughly learned in advance.

The presentation page, with the record of the Degrees received and the signatures of the Master and Wardens attested by the Secretary, makes it a personal possession prized by the Candidate throughout his life as well as impressing upon him this Great Light's special place in Masonry.

The New Member

When the work of the Master Mason Degree is completed keep in contact with the new member. His participation and activity in the Lodge will depend on the attitude that the Master and Officers maintain toward him. When assigning the Master Craftsman he must understand the need to keep in contact with him as he may prove a valuable asset for Masonry in the years to come. If a Lodge invests its time and attention in its new members, it will be rewarded by their active participation and brotherly affection.

Education Courses

The Grand Lodge provides several Education Courses for the enlightenment and benefit of our officers in particular and our members in general. These Courses are available on the Ohio Grand Lodge website at <http://www.GLOHIO.com>.

Upon request, a Certificate will be issued from the District Education officer (LEO) on behalf of the Grand Lodge Education Committee recognizing the Brother's satisfactory completion of the Courses. Normally, the Lodge Education Officer presents the Certificate to the Brother in his Lodge.

This could be described as a study course with a short oral exam to prove one's proficiency. It is ideal for candidates who are intimidated by the memorization requirements or those who would like to learn about the major themes and governing principles behind each degree. It can be obtained through the District Deputy Grand Masters or District Education Officers.

Lodge Dues

Chapter 30 of the Code discusses dues remittance. Avoid suspending a member if possible. Before suspending him, make a personal call to him. You will save many a member. In general, a member should not be suspended unless the lodge has made a personal contact. Also, the lodge should not suspend a fifty year member or one who is of an advanced age. When in doubt, err to the benefit of keeping the member as an act of Brotherly Love and Relief.

A Lodge may purchase a "Lodge Dues Collection System" from the Grand Secretary which will aid in managing this important area.

Membership in all bodies recognized as Masonic is dependent upon and coexistent with membership in a Lodge of Master Masons. See that each member of your Lodge fully understands this requirement and keeps himself in good standing in his Lodge by the timely payment of his dues.

Lodge Annual Return

By-Laws Chapter 7 Section 7.02 discuss what is required for submission to Grand Lodge.

Grand Lodge Dues

Read carefully By-Laws Chapter 6 Section 6.01 a & b.

The subordinate Lodge is the agent of the Grand Lodge in the collection of fees and dues payable to it. Good business practice should prompt each Lodge to segregate from the fees collected from candidates and members of such amounts as are due and payable to the Grand Lodge, and all such money, so set apart, should be held and not paid out for any purpose whatsoever except for payment to the Grand Lodge.

Conducting an Election of Officers

The Annual Meeting date is established in the By-Laws of the Lodge. At this meeting, the Annual report of the Treasurer, Audit Committee and other functioning committees of the Lodge should be presented in written and oral form. The election of the Lodge Officers for the next year also occurs at this meeting.

While the duties and requirements/responsibilities for the Offices are detail elsewhere in this Manual, the Grand Lodge Code, the By-Laws and Standing Resolutions of the Lodge, the actual election procedure is not.

Electioneering is not permitted in the election of Lodge Officers. The Code spells out these prohibitions. Nominations from the floor are not permitted. (Chapter 18, Section 18.01 d.).

Before the start of a Lodge's annual election, new brothers who are not familiar with the Lodge election process should be given a brief explanation by a knowledgeable Past Master of the Lodge. A printed information sheet listing the current Officers and their Stations can be a helpful guide for the election process. The following should be discussed with the new brother.

- In order to be elected as Worshipful Master a Brother must have served the Lodge as a Warden or Worshipful Master.
- The progressive elected officer line consists of the Worshipful Master, Senior Warden, Junior Warden, Senior Deacon, Junior Deacon and in some lodges Senior Steward, Junior Steward, and other offices according to local lodge custom.
- Even though there is order of advancement in the Officers line, no one is automatically advanced to the next Office.
- The Treasurer and Secretary are elected but are not in the advancing line.
- The Tyler is often a position held by a Brother for more than one year.
- A Trustee can be any Brother in the Lodge; however; the Worshipful Master cannot be elected to two offices at the same time. Example: Trustee and Chaplain

A count is made of the number of Brothers present that are eligible to vote and a majority number is then determined, as the election to Office must be by a majority not a plurality.

The order of election is as follows: Worshipful Master, Senior Warden, Junior Warden, Treasurer Secretary, Senior Deacon, Junior Deacon, Tyler and Trustee.

Conducting an Election of Officers - continued

The Worshipful Master states "I now declare the ballot for the Office of _____ Open." Each Brother writes the name of a qualified and suitable Brother on the ballot. When all Brethren have completed their ballots, the Worshipful Master states, "Have all eligible to vote completed their ballot? I now declare the ballot for _____ closed. Brethren, collect the ballots." The ballots are gathered in spare top hats and given to the Tellers to count them. The name on each ballot is read aloud and totaled by one of the Tellers. After all ballots are read and totaled, the totals are given to the Worshipful Master. If the total for one Brother is or exceeds the majority number, the Worshipful Master states, "Brethren, a majority has been reached for Brother _____ For the Office of _____. Brother _____ do you accept?" The Brother rises, salutes the Worshipful Master and replies, "Worshipful I accept." If he does accept, the Worshipful Master then declares the ballot open for the next Office. If the Brother does not accept, another ballot is taken in the manner as the previous one. There are as many ballots taken as necessary until a majority is reached and the Brother with the majority accepts.

Another voting procedure which may be used is for printed ballots with the Office and blank line next to it for a voting Brother to fill in a name. No ballot is to be used with the Office and the name of a Brother already printed next to it. **All balloting must be by written ballot.**

The Worshipful Master instructs that paper ballots be distributed and appoints Brothers to collect the ballots and Tellers to tally the votes. A count is made of the number of Brothers present that are eligible to vote and a number is determined as the majority number for election. He then states "I now declare the ballot for suitable Brothers to serve this Lodge as elected Officers for the ensuing year open." Each Brother eligible to vote should then mark his ballot with the names of Brothers he deems worthy of serving the Lodge.

After a period of time allowing all the Brothers to mark their ballots, the Worshipful Master declares "I now declare the ballot closed, Brethren collect the ballots." The ballots are collected, usually in a spare top hat and given to the Tellers for counting. The votes for Worshipful Master should be tallied first. They are read aloud from each ballot, and one of the Tellers totals the votes. At the completion of the counting, the Teller announces to the Worshipful Master the outcome. If a majority is reached, the Worshipful Master states "Brother (or Worshipful Brother) _____ you have been elected by your Brothers to serve this Lodge as Worshipful Master, do you accept?" The newly elected Brother rises, salutes the Worshipful Master and states whether he accepts or does not accept the Office. If he accepts he is congratulated and the tally proceeds to the Senior Warden. If he does not accept, another ballot must be taken following the above procedure. Additional ballots must be taken until a majority is reached for one Brother.

After the Worshipful Master is elected, the tally continues for each Officer with election occurring only when a majority is reached. As for the Worshipful Master, each Brother is asked by the Worshipful Master if he accepts the Office and if he accepts the tally begins for the next Office. If he does not accept, there must be ballots taken until a majority is reached and a Brother accepts.

After all the elected Officers have been selected, the Worshipful Master elect may announce his appointments and various dates and activities for the next year.

SECTION III PROGRAM PLANNING

Special Events

Plans should be made to cover Installation of Officers, Lodge Inspection, Past Master's Night, Awards Night, Friendship Night, Father & Son Banquet, Father & Daughter Banquet, Celebration of Saints John Day, Holiday Party, Table Lodge, visitation to other Lodges by a group from your Lodge, or other events which are normal to your Lodge. Plans laid well in advance can make the difference between a fine evening and a very poor one.

Relations between the Worshipful Master and the Past Masters. Your Past Masters are your Lodge's greatest assets. Your year in the East will be more successful and rewarding if you include them in your planning. Make note to extend every Masonic courtesy to your Past Masters. The Past Masters of your Lodge represent an accumulation of many years of Masonic experience. Planning for a year as Worshipful Master means to give careful thought, in advance, to each event, appointment or idea, which will be used during the year. It should be remembered that each Officer or Committee that functions properly adds to the number of interested Brethren and, in most cases, to the general attendance of the Lodge.

Planning Suggestions

Develop the habit of thinking about your tasks each day for short periods. It pays big dividends.

Contact your Lodge Secretary a few days before each meeting and discuss what should be presented to the Lodge at the next meeting. Then include it in your meeting agenda.

Be considerate of your working and retired members. Open Lodge on time and close at an early hour and never later than 9:30 p.m.

Use Special Meetings for the purpose for which they were called – no business or lengthy discussions.

Plan your programs in advance. Remember, it is the man with a plan that wins.

Use the tools you have available. Your Ritual, Code, Officer's Manual. Study them well.

Always remember that you, and you alone, are responsible to the Grand Lodge and the Grand Master for the conduct of your Lodge. You cannot pass the buck.

The Master-elect should have the program for the coming year printed and distributed to those attending the Lodge's Installation. Send a copy to each member.

Develop a Lodge web page and use it to publish meeting, events and the Lodge bulletin.

Be creative. Don't make each meeting a "carbon copy" of all other meetings. Add variety whenever possible.

Inspection

If your Lodge only meets once a month do not plan the Inspection for the night of that Stated Meeting. However if your Lodge meets twice a month then you may plan to hold the Inspection on a stated meeting night. The Lodge should make a motion at the previous meeting to dispense with all unnecessary business at the Inspection. The DDGM has the final say as to which Degree will be exemplified for Inspection and on which day.

Inspection - continued

Notify each member of your Inspection date well in advance. Set rotation of degrees should be observed however the DDGM may rebalance the District when needed. Consult with your District Deputy Grand Master as he may have suggestions or requests regarding your Inspection. Be sure to contact him well in advance with any questions.

Suggested Agenda(s)

Open Lodge according to Grand Master's directive. Use appropriate Agendas established for that purpose. These are available on the Ohio Grand Lodge website www.gloho.com

Instruct the Senior Deacon to proceed with Introductions. The only Introductions to be made are those that are outlined in the Officers Manual.

After the ranking Grand Lodge Representative or Officer has completed his remarks, the Degree should begin. If it is the Master Mason Degree, excuse the Fellow Craft Team before the work starts. Confer the Degree. After the completion of the Charge, the WM should invite the Grand Lodge Representative(s) to join him at the Altar to congratulate the Candidate. The Lodge Education Officer (LEO) should present the Degree booklet to the candidate.

If the Lodge traditionally presents the Brother his Apron and Holy Book following the Master Mason Degree it is strongly recommended that this should be done on the evening that the Brother returns his Examination. He will get more out of the presentation with less to distract him.

Ask for any other presentations and then return to the East with the Inspecting Officer and present him with the gavel.

The Inspecting Officer will then give his comments and return the gavel to the MASTER who immediately closes the Lodge in the Degree in which it is open.

State Meeting Agenda(s)

Suggested Agenda(s) for Stated Meetings are posted on the Ohio Grand Lodge website www.gloho.com.

SECTION IV DELEGATION OF RESPONSIBILITIES

In order to develop well-qualified leaders, the Lodge should offer a program by which its Officers can learn, first-hand, the various duties which combine to challenge each Worshipful Master during his year as Presiding Officer. These duties have been identified as Administrative, Ritualistic, Financial and Social. These classifications are not intended to be the last word on the subject, nor should it be regarded as a rigid restriction upon any Officer's field of usefulness. However, the Worshipful Master should inform each of his officers what is expected of him.

Assignment of Work and Duties

Much of what is contained herein has grown up as a tradition and is being practiced in subordinate Lodges in Ohio. Some of it is new. It is intended merely as a guide that, if followed and improved from year to year, may prove personally rewarding to the officers of the subordinate Lodges, and help strengthen Masonry. Assignments in learning ritual Lectures and Charges should be adjusted so that all are given before election as Worshipful Master.

Assignment of Ritualistic Work (suggested)

DEGREE	ENTERED APPRENTICE	FELLOW CRAFT	MASTER MASON
Confer Degree	J.W. & Apron Presentation	S.W. & G Lecture	W.M.
Lecture	S.S. or J.D.	S.D.	J.W.
Lecture Backup	S.D.	J.W.	S.W.
Projector Operator	J.S. or S.D.	J.D.	S.D. or S.W.
Charge	J.S. or S.S.	J.S. or S.S.	S.S. or J.D.
Examination	J.S. or J.W.	S.S. or S.W.	J.D. or S.D.
Prayers, Holy Book Presentation	Chaplain	Chaplain	Chaplain
Refreshments	Stewards or Assigned Helpers	Same	Same
Registration, Aprons, Etc.	Tyler	Tyler	Tyler
Preparation of Candidate	Marshal or Assigned Brother	Same	Same

Training

Officer Meetings and Communication. Lack of communication is one of the frequent handicaps of every organization. The leaders at the top, fail to keep other members apprised of what is planned for the future, while the members in turn do not keep the leaders informed regarding the problems that are occurring regularly.

Regular and informative Officer Meetings can do much to provide communication and prepare the line Officers for future responsibilities. Such meetings will promote a continuing program and will help to avoid too many abrupt changes with each new Worshipful Master.

The wise Worshipful Master will avail himself of all the counsel and assistance his Officers can give him, always remembering that he has the responsibility of final decisions.

Training - continued

Make plans to hold monthly Officer Meetings when you become Worshipful Master. Such meetings can be of great help to the Master and the Lodge as both can benefit from the ideas of the other Officers. These meetings also give the other Officers a feeling of being a part of the Lodge.

The Grand Lodge of Ohio Code – Ritual and Education

Serving a Masonic Lodge in the various Offices from the first appointive station through Worshipful Master should be a constant process of growth for the individual concerned. The customary term of several years should witness a consistent increase in poise, facility of speech, administrative ability, financial judgment, skill of planning and decision processes, and brotherly love. Too often, "going through the chairs" is regarded as a means of marking time until a normal process of attrition confers a title and a measure of responsibility upon the person selected as Worshipful Master. Those who do so do an injustice both to the Lodge and to themselves.

A portion of the charge to the Worshipful Master at the time he is installed states, "The Book of Constitutions, our Masonic Code, you are to search at all times. Cause it to be read in your Lodge that none may pretend ignorance of the excellent precepts it enjoins. You will also receive in charge the By-Laws of your Lodge which you are to see carefully and punctually executed. Lack of knowledge is not an excuse for violation of our Masonic Law. You have a responsibility to your membership to make certain that all have the opportunity of becoming familiar with its provisions as well as the requirements of your Lodge By-Laws."

Attention is directed to "Our Laws" shown on page 5 of this Officer's Manual which reads as follows: "Every member who aspires to leadership in an Ohio Lodge should personally possess a copy of the Constitution, Charges, By-Laws and Code of The Grand Lodge of Ohio, the Assigned Master Craftsman Manual and the Officer's Manual. He should be thoroughly familiar with the contents thereof and should keep their pages current." "Every Lodge Officer should be provided with a current copy of the Code at the expense of the Lodge when he is first elected to Office. All Elective Officers should constitute a Committee for presenting the Code, section by section, as a part of a permanent program for each stated meeting."

Ritual

Supervise the work of your Officers. Hold rehearsals. Attempt to improve your work. No matter how good it is there is always room for improvement. Have a plan of assignment or work and duties for your Officers. Encourage junior officers to learn Charges and Lectures. See that your robes are in good condition and kept clean. Ask the trustees to inspect them and replace if necessary.

The Grand Lodge of Ohio Code – Ritual and Education**Education**

Plan Educational Meetings. Use your LEO, give him an opportunity to present the Grand Lodge Education Program. Round-table discussions are best. Contact your District Education Committee Representative, DEO or DDGM for a competent speaker. Conduct the meeting in the banquet room where the Brethren are more at ease. Have all Candidates present at the Educational Meetings.

It is most important that the LEO and Master Craftsman have the support of the Master and other Officers. If the program in your Lodge is not doing what you believe it can for your Candidates, confer with the DDGM. If some new personnel are suggested, again be sure that interested and qualified Brethren are appointed, for this has been considered the most important program of our Grand Lodge.

Annual Grand Lodge Communication

- First notice of the Grand Lodge Communication is sent out in June.
- A list of proposed legislation to be presented and voted on at the Communication will also be included.
- As a Lodge Officer, plan to attend or make arrangements to have another attend in your place. It is the Worshipful Master's responsibility to see that the Lodge is represented.
- Make your hotel and dinner reservations in as soon as possible.
- Second notice of the Grand Lodge Communication is sent out in August.
- READ and familiarize yourself with the booklet "Announcement and List of Officers and Committees", especially the front page.
- PROXY: Who will sign and how to use the proxy.
- Read and discuss each piece during a Stated Meeting of your Lodge in order.
- You can get a sense of the feelings of your members on the legislation.
- You are responsible for voting according to your own conscience and not according to the wishes of the Brethren of your Lodge.
- If at the last minute you find that you cannot attend Grand Lodge, get someone else to attend in your place. See how to use the Proxies.
- The representative of your Lodge must be an Elected Officer or Past Master of the Lodge carrying a valid Proxy.
- Upon arrival to the Grand Lodge Communication, you should register at the Credentials Committee. If you have read your booklet you will know when and where.
- As you register you will receive any special instructions. Ask questions. You only register once, and only for yourself.
- Attend the Grand Lodge Sessions where you will hear the reports of Committees and participating in the voting. You have a right to speak if you are representing your Lodge.
- The Grand Lodge opens on Friday morning and goes to refreshment in the afternoon.
- The Friday night dinner is always a good occasion to make new friends. Make sure you have tickets ordered in advance.
- Grand Lodge resumes labor early Saturday morning.
- The final order of business is the Installation of the Grand Lodge Officers and the announcement of the District Deputy Grand Masters.
- Plan to remain until the Session is completed.

Committee Appointments

The Master should select only those members who will do a conscientious and thorough job, and are able to present reports when requested. Committee work is an excellent medium for creating and maintaining active interest among the membership. The MASTER should appoint as many different Brothers as possible to Committees so that more will be active in the workings of the Lodge. Appoint every newly raised Brother to a Committee based on his interest and abilities.

Permanent Committees

The Master has at least four obligations in reference to his Permanent Committees:

- ✓ To select the best men for each Committee.
- ✓ To instruct them thoroughly in their duties.
- ✓ To check frequently and see that their work is progressing as it should.
- ✓ To recognize and thank Committee members for their service.

- Charity

This committee grants relief to an applicant.

- Conduct or Grievance

This committee reconciles differences between Brothers of the Lodge and when necessary, prepare and prefer Masonic charges.

- Investigation

This committee guards the gates of Freemasonry. Appointment to this committee are Brothers of courage and integrity.

Special Committees

- Administration of Lodge Funds

To properly administer all Lodge funds the Master first must know the purpose of the fund, whether special or general. The special funds, particularly, will vary according to each Lodge's needs and customary practices. All checks drawn upon the accounts of the Lodge must bear the signatures of three Brothers: the Master, Secretary and Treasurer.

- Administration of Lodge Property

The Lodge's investments, real estate and equipment are important assets and must be properly maintained. This is the Trustees' responsibility not a Temple Committee.

- Audit

A complete and accurate audit of all Lodge accounts is required at the close of your fiscal year. This audit must also include any special funds in the hands of persons other than the Secretary and Treasurer. The welfare of the Lodge depends on the regularity of its accounts and the judgment used in the disbursement of its funds. It is suggested that the Senior and Junior Wardens review the auditing committee report. This will familiarize them with audit procedures before they are elected as Masters of their Lodge.

This Committee will meet once a year, review all Lodge's books, accounts and investments. It should be composed of members familiar with accounting practices. The Worshipful Master, Secretary and Treasurer cannot serve on this committee.

Special Committees - continued

- Awards

Do not overlook a veteran member. Plan to make the presentation to him as soon as he is eligible. Remember the Grand Lodge provides Membership Awards for 50, 60, 65, 70 and 75 years of Masonic affiliation. See Resolution 11, Code, for eligibility rules. Present pins to newly raised Brothers. Present 25, 35 and 40 year pins. Make this a big night annually for the members and their families. If a Brother is confined at home or in a nursing home, go there to present the award. Invite the District Deputy to participate. Ask a local Grand Lodge Officer or Past Grand Master to assist in presenting awards honoring more than 50 years of service.

- Family or Ladies Night

Plan to entertain the ladies or the families of the members. Dedicate a special night, not necessarily a meeting night. Schedule a Pot Luck Supper and have the Lodge members serve.

- Finance

Preparing a Budget is the first step toward a sound financial structure is the preparation of an Annual Budget, which will underwrite the planned program of the Lodge. The first step toward a sound financial structure is the preparation of an Annual Budget, which will underwrite the planned program of the Lodge. Any program, however desirable it may be, can succeed only if the necessary funds are provided for its function.

In addition to the special funds it may have established for a new building, new equipment, depreciation, etc., every Lodge should maintain an adequate working capital, of course, with sufficient reserve to insure against emergencies. Any program, however desirable it may be, can succeed only if the necessary funds are provided for its function. In addition to the special funds it may have established for a new building, new equipment, depreciation, etc., every Lodge should maintain an adequate working capital, of course, with sufficient reserve to insure against emergencies.

The Master should work closely with the Senior Warden, Treasurer, and Secretary on all matters affecting Lodge expenditures, and should issue a "quarterly report" to the members on the state of their Lodge.

The Committee should submit an annual estimated budget, and should manage the Lodge's investments. The Chairman should meet with the line Officers at least once a year and discuss fully any issues with regard to Lodge finances.

- Funerals

The Chairman should be the Lodge Secretary as he is generally the first to receive notice of a request for a Masonic funeral. The rest of the committee should consist of the Lodge Officers, who each have at least 5 Brothers who they call to inform them of the funeral. The Master should take charge of calling the Past Masters personally. In some Lodges, the Master is responsible for conducting the funeral service, which must be conducted with the utmost of decorum and sensitivity for the family of the departed Brother. Other Lodges choose to have a group of Brothers, who have committed to learning the Funeral Ceremony, perform the ceremony on a rotating basis. Occasionally, the departed Brother or his family may request a specific Brother, who may or may not be a member of his Lodge, to perform his Masonic funeral. This special request should be honored, if at all possible.

Special Committees – continued

- **Funeral Service**

Masonic funerals are the last measure of respect and devotion that your Lodge can pay to its departed Brothers. One of your most solemn and serious duties as Worshipful Master is to see that these funerals are conducted properly and impressively.

As soon as you learn of the death of a Brother, you should call upon his bereaved family. Extend to them your personal condolences and sympathy of the Lodge. Offer to help in any way you can. Determine if it is their wish – or the wish of the departed Brother – that the Lodge conduct a Masonic Funeral Service.

Every Master Mason who, at the time of his death, is a member in good standing or who, being the holder of a demit, has petitioned for affiliation within six months after the issuance of such demit is entitled to Masonic Funeral Service.

The Grand Master may authorize a Lodge to conduct a Masonic Funeral Service for an Entered Apprentice or Fellow Craft Brother whose family has requested it. Do not urge a Masonic service upon the family. Render the Service only on request of the deceased Brother or the family.

If a service is requested check with the family for the location of his lambskin apron.

A Masonic Funeral Service team may be organized among the Brothers to conduct the Masonic Funeral Service. The Worshipful Master will then always have a trained team at his disposal at all times. The funeral ceremony should be presented in the most dignified manner possible. The Tyler or designated Brother should see that enough Evergreens, aprons and music sheets are available.

For communicating news of funerals, etc., contact the Telephone and Email Committee to inform them when to alert the Brothers.

- **Insurance Coverage**

Although primary responsibility rests upon the Trustees, each Worshipful Master should ascertain that his Lodge is protected by adequate insurance coverage at all times. Partial or total destruction of Lodge property by fire, windstorm, or other natural forces is an ever-present danger and an unfortunate accident resulting in personal injury to one or more individuals could involve the Lodge in a liability that might be very costly. Any one or all of these circumstances could result in a financial loss to the Lodge that would be disastrous. Most Lodges have fire and extended coverage on their buildings, furnishings and paraphernalia. All Lodges need to have public liability insurance covering both their members and the public in the event of personal injury.

- **Masonic Home**

Each Worshipful Master should appoint, upon his installation, a "Masonic Home Committee" which will establish and maintain contact with the Home, and also such of their members, or their members' families, who may be residents of the Home. This Masonic Home Committee will present to the Lodge from time to time information that will promote the interest of the Brethren in the Home and give them a better understanding of its purpose and function.

This Committee should also be in contact with the Chairman of the Grand Lodge Endowment Fund Committee and see that the Lodge membership is informed of matters he desires called to their attention, and assist in every way in building up the Endowment Fund.

Special Committees – continued

- Prevention of Suspension for NPD Committee:

The work of this Committee is most important as it can prevent many suspensions for non-payment of dues in your Lodge as well as encourage restorations.

The membership of this Committee should be composed of men of the highest caliber in your Lodge who are willing to contact those Brethren who might become delinquent in the payment of their dues.

- Publication Committee:

The Chairman should be experienced in writing articles and stories either as a profession or as a hobby. A monthly Lodge bulletin, newsletter or trestle board is an important tool for every Lodge. The Master should give the Chairman the dates for the next two months activities of the Lodge each month. Officers and Committee Chairman should write and submit articles of upcoming events, meetings and activities. Committee members then compile the schedule, articles and assemble for publication. Several Lodges publish their bulletins in an email sent to their members. All current mailing addresses of members should be received from the Lodge Secretary on a regular basis. Current District Deputies, past District Deputies, the District Advisor, local present and past Grand Lodge Officers, other Lodges in your District on your mailing and email list.

- Ritual

Provides coaches for Officers or Brethren learning Lectures and Charges. Provides coaches for Officers learning Degree work. Reviews Officer Proficiency on a continual basis. Helps train potential Officers. This should be a sizeable committee, composed of proficient ritualists, and headed by a Past Master with considerable organizing ability.

- Ritual and Code

Adheres to all General Regulations and Lodge By-Laws.

The Worshipful Master is responsible for the compliance of his Lodge and members with the laws and regulations of the Grand Lodge. These responsibilities fall into the following areas: The business and administration of the Lodge, and supervision during Lodge meetings. The personal conduct and behavior of the members of the Lodge. The Worshipful Master should be deeply concerned about the good name and reputation of his Lodge and the Fraternity.

It is important to know that any changes or amendments to the By-Laws of your Lodge must be made by the prescribed procedure, must conform to the Uniform Code of By-Laws and, except for time of Stated Meetings and amount of dues, must be approved by the Grand Master or Grand Lodge before they can become effective. Accurate and impressive rendition of the entire ritual is a primary responsibility of the Worshipful Master as the candidate has a right to expect the best the Lodge can give him, and anything less than is unacceptable.

The Degree work must be the pride and privilege of each Officer, each member of the craft and all who participate. The District Deputy Grand Master's responsibility is to see that the Lodge is performing the Ritual as it is written and will inform the Lodge when is not in conformance.

- Scholarship

This Committee's purpose is to encourage members to contribute to the Grand Lodge Scholarship Foundation and to make sure the members are aware that scholarships are available.

Special Committees – continued

- Social

The Worshipful Master should plan and execute a Social Program for the Lodge year, working closely with the Senior Deacon, or other Officers and Brothers assigned this duty.

The Senior Deacon or Officers should be placed as Chairman and select several Brothers to assist in planning and executing the various social events of the Lodge. This Chairman will advise the Master and Wardens of the events as this doing so may be a good source of future Officers.

- Standing

This committee interviews the Petitioner at the Lodge building after the Investigation Committee has interviewed him at his home is recommended. This Committee should be composed of veteran members and Past Masters whose experience and dedication to the Fraternity will help protect the best interests of the Lodge. A Steward should also be appointed to this Committee to help get to know the Petitioners.

- Telephone and Email Committee:

The personal telephone call or email from a Brother works well in building attendance at meetings and events. The Committee Chairman should be selected for his thoroughness and ability to develop contacts in the Lodge. The members of this Committee should be from the various communities that the Lodge encompasses. The Committee members should then divide up the names of the Brothers of the Lodge so that there will be local calls made rather than many long distance calls. When the death of a Brother is reported to the Lodge, this Committee is informed and contacts are made to alert the Brothers of the time and place of the Masonic services. With the advent of email, a list of email addresses should be generated and notices sent to the members in this manner.

- Web Page Committee:

The Chairman should be the Web Master of the Lodge's Web Page. Members of this Committee should be computer literate. They should assist the Web Master in updating the web page or establishing one if the Lodge does not now have one. The Lodge web page should be linked to the District and Grand Lodge pages. The web page is an excellent vehicle for publishing upcoming events and posting pictures of completed activities.

- Welfare

The Junior Deacon, together with a dedicated Chairman or Co-Chairman of this Committee, should be able to organize a program for visiting the sick and investigating situations which call for Masonic relief. To this Committee may be assigned several older Brethren who are retired from employment, and can devote time to its work. The Chairman of the Committee should notify the Master of any members of the Lodge confined to hospitals. He should compile and maintain a complete list of widows and orphans and see that they are properly remembered on specific occasions.

Public Relations

Master's Responsibility to the Community

Civic and community relations are important to the Lodge and to the Fraternity.

They are maintained most effectively by the individual Mason who reflects his Masonic training in his daily life and who does his duty as a good citizen, rather than by official actions of the Lodge.

Remember the eyes of the community are upon the Lodge and its members.

The Master represents the Lodge, therefore set a good example.

Public Relations - continued

- Grand Lodge PR (Public Relations) Kit
Available from the Grand Secretary's Office or at www.gloho.com.
Contains: news release templates, approved advertisements, and a How-to PR Brochure
Permissible Public Functions
There are certain Ceremonies, which non-Masons may attend, such as:
Cornerstone Ceremonies conducted by the Grand Lodge
Masonic Funeral Services
The Open Installation of Lodge Officers
Lodge participation in civic or patriotic events, if approved by the District Deputy Grand Master.
- Relationship to Public or Civic Campaigns
Lodges should avoid controversial matters, partisan politics, and religious issues. Here again the Fraternity expects the individual member to assume his own personal responsibility as he sees it, and yet in agreement with Masonic principles.

Relationship of the Lodge to Religion

The Lodge is not nor can it be a substitute for religion. The individual Mason, however, should be encouraged to fortify his religion and his fraternity by actively worshiping according to the tenets of his own faith.

Understanding and Encouraging Masonic Charity

Every Mason has solemnly promised to "aid and assist all worthy distressed Master Masons, their widows and orphans" when they apply to him within the broad meaning of the obligation he has taken and this applies equally to Lodges.

This responsibility never ceases and is not restricted by any arbitrary or established boundaries. A timely visit to the sick or bereaved, the offer of a friendly hand, a word of encouragement or other services to the troubled are important aspects. Masons, of all men, should understand every facet of charity and the wise Master will encourage his members to be charitable in all their relations with mankind and especially with those to whom they are bound by fraternal ties.

The Five Points of Fellowship are not idle words. They might be called Masonry's "Five Commandments". We must remember the Masonic widows, the sick and the unfortunate. To the extent of its ability, the Lodge should aid worthy brethren, their widows and orphans who are financially distressed. The establishment and maintenance of a Charity or Relief Fund should be considered.

Petitions

Officers must always have with them one or more blank petitions. As the known representatives of their Lodge, they are most apt to be approached by a petitioner, who will be favorably impressed by a prompt tendering of a petition.

SECTION V. GRAND LODGE

District Associations

Lodge Officers are urged to participate fully in their District Association's meetings and activities. They provide an opportunity for fellowship and encourage cooperation among Lodges to achieve common goals. They also plan and execute the Grand Master's Reception, District Awards Night, outdoor raisings and other District wide events. *The District Association Officers are under the supervision of the District Advisor and are to clear all major decisions with him as well as the final selection of District Association Officers to serve the Association.*

District Advisors

The Grand Master appoints a District Advisor in each District to coordinate the workings of a District. This Brother is may be a Past District Deputy Grand Master or a Past Grand Master. The District Advisor meets with the current District Deputies and District Education Officers in the District periodically to discuss various concerns and activities in the District. He recommends the appointment and reappointment of District Deputy Grand Masters and the District Education Officers to the Grand Master. *He also approves all decisions made by the District Association (i.e.: by-law changes, procedural changes, etc.) as well as the selection of District Association Officers.*

Grand Lodge Officers

Each Deputy Grand Master at the time of his Installation as Grand Master, appoints three (3) new and three (3) continuing Brothers as Grand Lodge Officers. They are the Junior and the Senior Grand Deacons, Grand Marshal, Grand Orator, Grand Chaplain and Grand Tyler.

The Junior Grand Deacon is a Brother that the new Grand Master feels will serve the Grand Lodge with enthusiasm and dedication for the next seven years and if deemed worthy by the Brethren, be elected and serve as Grand Master. He must be a Past Master and is usually a present or past District Deputy Grand Master. Each incoming Grand Master reviews the accomplishments and service of the Brother and determines if he should be appointed to the next Office.

The Grand Chaplain may be any Brother and need not be a minister or other ordained religious leader and serves only one year as a Grand Lodge Officer. He is given the title of Right Worshipful even if he has not served as a District Deputy. Upon his retirement from Office, he becomes an Associate Grand Chaplain.

The Grand Tyler serves for one year and has the title of Right Worshipful even if he has not served as a District Deputy and upon his retirement is recognized as a Past Grand Tyler.

The Junior Grand Deacon is traditionally appointed to the Office of Senior Grand Deacon, Grand Marshal and followed by Grand Orator. These appointments are the prerogative of the incoming Grand Master who may or may not appoint the Brother to the next Office. Just as in Lodge, progression to the next Office is dependent on a Brother's performance in his present Office.

Traditionally, the Grand Orator, is elected to the Office of Junior Grand Warden and then to Senior Grand Warden, Deputy Grand Master and finally, to Grand Master.

District Education Officers

The District Education Officer is an appointment of the Grand Master. He serves as the official representative of the Grand Lodge Committee on Masonic Education in the Lodge and under its supervision, must be accorded every honor and every token of respect due his office.

The District Education Officer should be seated with the Brethren in the South East and at the left of the Worshipful Master.

District Deputy Grand Master

The District Deputy Grand Master, being the personal and official representative of the Grand Lodge in the Lodge under his supervision, must be accorded every honor and every token of respect due to the Grand Master. The District Deputy Grand Master should be seated on the left of the Worshipful Master or in the Grand East or South East.

Past Master's Convocation

The Past Master's Degree is conferred as one of the four Degrees in a Chapter of Royal Arch Masons. The Past Master's Degree is also conferred in each District during a Convocation of Past Masters convened by and under the supervision of the District Deputy Grand Masters, at such times and places as may be convenient for the Masters-elect to attend. However, the conferral of the Past Master's Degree on non-Royal Arch Masons is just one function of a Convocation of Past Masters.

All Masters-elect, without exception, must attend one of these Convocations and are expected to demonstrate a reasonable familiarity with the Ritual, Code, this Manual, and the Degree Booklets as a prerequisite for presiding over a Lodge.

ADDENDUM

The Grand Master's Response to Commonly Asked Questions

As an Officer, it is expected you will be proficient in the Code and the Ritual, as well as information contained in the Officer's Manual. These three documents work together to answer many questions about Lodge operations. All Freemasonry is local, but we are obligated to conform to and abide by the laws, rules, and edicts of the Grand Lodge. When there have been "gray areas," Grand Masters have issued clarifications; over the years, some local interpretations or traditions have led to misconceptions, and there are a number of questions that are commonly asked. In order to help remove the obstacles to success, this section of frequently asked questions is offered.

- Q:** On the night of Inspection. Does my Lodge have to do their degree work from memory? Does it have to be from a member of my Lodge? What about plural or honorary members?
- A:** Each year, the Grand Master sets the requirements for degree work at Lodge Inspections. For the 2017-18 Year, our Grand Master will continue to require that, on the night of Inspection, the speaking parts of the degree work must be presented from memory by full, plural, or dual members of the Lodge being inspected in its entirety. If needed, non-speaking roles may be filled by Brethren who are not members of the Lodge being inspected.
- Q:** Do we have to read "Solemnity of the Sublime" at Inspection or during the MM Degree? May I just post it in the Preparation Room? Where do we find that?
- A:** For the 2017-2018 Year, it is permissible for that edict to be read to the Fellow Craft Team outside of the Lodge room and prior to opening. It is also permissible to have the Fellow Craft Team read and sign the edict prior to taking part in the degree that evening. It is the responsibility of the Worshipful Master to ensure the Fellow Craft Team handles the candidate according to the edict which is included in this Officer's Manual. (pg. 42).
- Q:** On the night of Inspection, should we have an educational program if there is a live candidate? If we usually present the Bible/Holy Book after the MM Degree, can we present it at Inspection on a live candidate?
- A:** For the 2017-2018 Year, on the night of Inspection, Lodges may present the Bible/Holy Book after the MM Degree on a live candidate, if they choose. Live Inspection candidates should be given a short appropriate educational program after conferral of the degree.
- Q:** I was told that only the first and second sections of the degrees have to be done in order for a degree to count. Is this true?
- A:** For the 2017-2018 Year, in order for a degree conferral or exemplification to be considered complete, the first section of the EA degree, the first section of the FC degree, or the first and second sections of the MM degree must be presented in their entirety in addition to the appropriate Lectures and Charges contained in the Official Ritual.

The Grand Master's Response to Commonly Asked Questions - continued

Q: Does a Brother have to memorize his return work to be proficient? If he just can't memorize it because of age or other issues, can he read it? If he just can't present it in open Lodge because of nerves or other issues, can three Past Masters examine him in the anteroom and vouch for him?

A: Per Section 27.02 of the Code, a candidate must be examined in open Lodge as to his proficiency and that examination approved by the Lodge by a majority voice vote. The recommended/desired method of coaching a candidate in preparation for the three degree examinations is for the candidate to present the complete examination (long version) from memory.

However, at the discretion of the Worshipful Master and with input from the Candidate's Coach, the Minimum Proficiency Exam (short version) may be approved. The final decision on which version is used is left to the Worshipful Master. Factors such as physical/mental impairment, age, stage fright, etc., can/should be taken into consideration.

(NEW OPTION) THE PRINCIPLES PROFICIENCY

This could be described as a study course with a short oral exam to prove one's proficiency. It is ideal for candidates who are intimidated by the memorization requirements or those who would like to learn about the major themes and governing principles behind each degree. It can be obtained through the District Deputy Grand Masters or District Education Officers.

Q: When do we need to do service awards? Do they have to be in Open Lodge?

A: The presentation of 50, 50, 65, 70, and 75-year recognition pins and certificates is an important responsibility for every Lodge. These are awarded by the Grand Lodge, but planned by the local Lodge for its own members. Lodges should plan on making these presentations prior to December 31st. As these awards are given by Grand Lodge, a representative from Grand Lodge should be involved according to the following guidelines:

- 50-year presentations – District Deputy Grand Master or Past District Deputy Grand Master
- 60-year presentations – District Deputy Grand Master or Grand Lodge Officer
- 65-year presentations – District Deputy Grand Master or Grand Lodge Officer
- 70-year presentations – Grand Lodge Officer or Past Grand Master
- 75-year presentations – Grand Master, Grand Lodge Officer, or Past Grand Master

In honor of 75 years of membership, a special memento has been created for each of the honorees, which will be given to the DDGM to bestow. An 80-year presentation or above is the exclusive jurisdiction of the Grand Master. It is not a pin, but is a specially prepared award. If any Lodge has such a presentation, plans should be made early for proper presentation. Brethren receiving these awards are accorded Grand Honors, which for the 2017-2018 Year must be accorded in a tiled Lodge.

Q: Will Public Grand Honors be used this year?

A: Public Grand Honors will not be used in Ohio during the 2017-2018 Masonic Year.

BALLOTING – YOUR SACRED RIGHT AND DUTY

The following is to be read by the Worshipful Master before the actual balloting:

“My Brethren, you are about to exercise one of your most sacred rights as a Master Mason. It is one of the historic traditions of our Order that no man may be elected to membership so long as there is a single vote against him.

Before you cast your ballot, I would remind you that it is important that you act in the best interests of Masonry. You must *not* allow race, religion, color, creed, national origin, personal prejudices, resentments or grudges to influence your ballot. You are to consider *only* the moral qualifications of the petitioner.

There must be none among our Fraternity who would cast a blemish upon the Lodge by balloting for an unworthy petitioner or by rejecting a worthy applicant.”

The following closing statement is to be read before each petition is balloted upon:

“Brethren, you are about to cast your ballot for the election of Mr. _____ to become a member of this Lodge by initiation (or affiliation). The Investigating Committee has reported favorably (or unfavorably). Those in favor will cast a white ball and those opposed a black cube. Be careful and let *principle* and not *prejudice* govern your ballot.”

NOTE: If two or more petitions are to be acted on at the same meeting, they may be voted on collectively. PLEASE REFER TO CHAPTER 26 OF THE GRAND LODGE OF OHIO MASONIC CODE for instructions.

The entire statement will be delivered only for the first petition vote. Only the closing statement will be used on the additional petition, if additional votes are taken.

THE SOLEMNITY OF THE SUBLIME DEGREE

Solemnity of the Sublime Degree

The following MUST be covered with the Craft Team prior to the second section of the Master Mason Degree. It is permissible to read this edict to the craft team prior to the opening of Lodge on Inspection night. It is also permissible to have the craft team read and sign the edict prior to taking part in the degree.

“There must be no levity, roughness or horseplay in the Lodge room. The candidate is always to be handled with respect.

The Temple, in this part of the degree, is supposed to be silent and unoccupied, so there must be no whispering, no laughing, and no stomping of feet or other commotion during the conferring of the degree. The candidate is not to be touched at the gravesite, nor in any way disturbed or embarrassed. Only the participants in the drama are to speak, and they have been instructed not to use any gestures or facial expressions that might induce levity. Your presence at this meeting is appreciated by all, but do not detract from the candidate's appreciation of this beautiful degree.”

NOTE: Remember it is the Worshipful Master's responsibility to be satisfied that the Ruffians understand their duty and will perform it in a manner that will be acceptable to the Grand Master.