

2017/2184

The Form and Style of the:-
WHITE ENSIGN LODGE

or

"The way we intend to do it".

Being a guide to the Quirks and Fancies of our Lodge.
which may not appear in a Book of Ritual.

GENERAL.

1. That the Lodge be organised as a "Pusser" Service Lodge.
2. That we will use Service Ranks and Christian Names on the Summons, i.e.
W.Bro. Lt. Cdr. Roy Greenway. .
Bro. COA. Charles Shave.
W.Bro. L.Sea. John Waters.
3. The Worshipful Master is in sole command of the Lodge, and in all cases of doubt his decision is final.
4. Nothing makes a visitor feel at home in our Lodge so much as having each member of the Lodge greet him and welcome him on his arrival, especially if they do not know him. Most especially this is so if he arrives before his host. A visitor should never be left to stand alone amongst strangers.
5. All Speeches and Ceremonies in and after the Lodge will be accorded the simple courtesy of silence.
6. That the Secretary not be a progressive Office preferably a Past Master.
7. That the Director of Ceremonies not be a progressive Office.
8. That the Assistant Secretary is to be a progressive Office.
9. Precedence in the Lodge, below the Chair be:- Senior Warden, Junior Warden, Asst. Secretary, Senior Deacon, Junior Deacon, Inner Guard, Senior Steward (Mess Caterer), and Stewards in seniority of appointment Progression, past the Chair be I.P.M. and A.D.C.

IN THE LODGE.

10. Emulation Workings.
11. No Book of Ritual may be open in the Lodge, except at the discretion of the Master.
12. At his Installation the Worshipful Master invites a Brother, (The I.P.M.) to assist him, and his will be the only voice that shall be heard in the Lodge, as a prompt, for the Opening and Closing of the Lodge, and for all work at the Masters Pedestal, and to advise the Master on the discharge of his duties.
13. The Director of Ceremonies is in charge of all Ceremonies on the floor of the Lodge. he will lead all perambulations and will act as the prompt during the Ceremonies at the Senior and Junior Warden's Pedestals, and for the Working Tools and Tracing Boards.
14. That all Prayers and Obligations, taken by a Candidate, will be given under a Triangle of the Wands of the Director of Ceremonies and Deacons.
15. No Brother is properly dressed unless wearing gloves. The exception to this is a Candidate up until the time that he restores himself to his personal comforts.

16. That the four Officers who are entrusted with Wands never move on the Lodge Floor without carrying their Wand.
17. That the Wand shall never be grounded on the Tiled Pavement, and shall be carried in the vertical position with the elbow of the Right Arm close to the side, and the fore-arm parallel to the ground, with the base of the wand 6" to 9" clear of the floor. The Wand will not be carried at the slope on the shoulder at any time.
18. The only exception to the above is when saluting at the Wardens Pedestal during the 2nd Degree Ceremony, when the Wand will be grounded and tucked into the left shoulder. In the 1st and 3rd Degree Ceremonies the Wand will be transferred to the left hand before saluting.
19. A Brother addressed by name will be accorded his full Rank. If a Brother is addressed by his Office, the Office is prefixed by "Brother", whatever the Rank of his Office. e.g. Brother Director of Ceremonies etc.
20. There is no such thing as an "Acting" or "Temporary" Officer, thus a Brother occupying the Office of say Junior Deacon, whether invested in this Office or holding it temporary. i.e. at a Past Masters Night or as a replacement in case of illness etc. is the Junior Deacon and should be addressed as such. i.e. Brother Junior Deacon.
21. No Brother will wear the collar of any Office unless he has been invested in that office by the Worshipful Master of that current year.
22. When a Brother is addressing the Lodge, the salute should not be held whilst he is speaking. When a Brother is addressing the Master or Warden he holds the salute until he has concluded his business with the Master or Warden.
23. All Principal and Assistant Officers, except the Inner Guard, to process into the Lodge. i.e. Director of Ceremonies and Assistant Director of Ceremonies, the Deacons, the Wardens, and the Master.
24. That the Banner be paraded in and out of the Lodge in procession, carried by the Sergeant-at-Arms, immediately after the Worshipful Master.
25. The Assistant Officers to state their Places and Duties in the Opening.
26. Except for the Representatives of the Principal Officers, and the I.P.M. in the Opening, OFF the Carpet and OUT of the Lodge, therefore all salutes must be made ON the square pavement. In the Opening the Inner Guard and the Deacons will step onto the pavement before saluting and stating their place in the Lodge.
27. Each of the Tracing Boards shall be attended to by both of the Deacons. The 1st and 2nd Degree Boards being placed by the Junior Deacon whilst the Senior Deacon attends him and holds his Wand, to ensure that it is not grounded whilst he positions the Tracing Board. In the case of the 3rd Degree Board, this is placed by the Senior Deacon with the Junior Deacon in attendance to hold his Wand.
28. After the Tracing Board has been exposed or covered, the Deacons will then march down the centre of the Lodge to in front of the Masters Pedestal, turn inwards and form an arch with their Wands, through which the I.P.M. will Open or Close the V.S.L. and place the S & C in all three Degrees in both the Openings and Closings.

29. That the White Ensign will be flown whilst the Lodge is Open.
i.e. Raised as soon as the I.P.M. has returned to his seat in the Opening,
and lowered as soon as the I.P.M. has returned to his seat after the
Closing.
30. The duty of hoising and lowering the Colours at the start and finish of the
evening will be done by the I.P.M.
31. The first verse of the National Anthem is sung in Open Lodge immediately
after 'Colours'.
32. After the Minutes have been approved, the Assistant Secretary brings the
Minute Book up to the Pedestal for conformation.
33. The Assistant Secretary will square the Lodge as far as the Junior Warden's
Pedestal, when returning to his seat in the North.
34. In the event of a report, the Inner Guard comes onto the mat, and stands
to face the Worshipful Master, but turns his head half right to face the
Junior Warden and salutes the Junior Warden, (Who is entitled to receive
a salute), and states "Bro. Junior Warden there is a report". He is to
then hold his salute until after the Junior Warden has given one knock.
He then cuts and finds out the cause of the report. He returns to the mat,
faces and salutes the Worshipful Master to make his report, holding the
salute until instructed to perform the next task. i.e. "Admit him Bro.
Inner Guard".
35. The Exception to this is at the beginning of a Ceremony when the Inner Guard
holds the salute whilst the Junior Warden transmits the intelligence of the
report to the Worshipful Master, and until told by the Junior Warden to
"See who seeks admission".
36. Ring 8 Bells when the Sun is at its Meridian during the Installation.
The Bell is to be rung by the Assistant Secretary as the Candidate leaves
the South-East Corner of the Lodge.
37. During all three Ceremonies, at the point that the Master makes the Statement
"And it is in this position that the secrets are communicated", the operative
word is 'This', and at that moment he should stand and deliberately take
a step with his Left Foot and place his Right Heel into its hollow, to
clearly impress to the Candidate the form that the step should take.
38. Present the Aprons from the Worshipful Masters pedestal. It is then carried
with pomp, on a cushion, by the I.P.M. preceded by the Director of Ceremonies
and followed by the Assistant Director of Ceremonies to the Senior Warden,
who will then invest the Candidate.
39. The new Initiate is to be seated at the right of the Worshipful Master in
the Lodge, after his Initiation.
40. The charge after Initiation is to be given by a Brother invited by the
Worshipful Master, standing in the South-East with the Candidate standing
under the Glory in the Centre.
41. The Working Tools, in all Three Degrees, to be presented by a Junior Brother,
except on Past Masters Night.

30. The exception to this is in the Ceremony when the Inner Guard holds the salute whilst the Junior Warden transmits the intelligence of the report to the Worshipful Master and until told by the Junior Warden to "See who seeks admission".
31. Ring 8 Bells when the Sun is at its Meridian during Initiation.
32. During all three Ceremonies, at the point that the Master makes the statement "and it is in this position that the secrets are communicated", the operative word is 'This', and at that moment he should stand and deliberately take a step with his Left Foot, and place his Right Heel into its hollow, to clearly impress to the candidates, the form that the step should take.
33. Present the Aprons from the Worshipful Masters Pedestal. It is then carried with pomp, on a cushion, by the I.P.M. preceded by the Director of Ceremonies and followed by the Assistant Director of Ceremonies to the Senior Warden, who will then invest the Candidate.
34. The new Initiate to be seated at the Right of the Worshipful Master, in the Lodge, after his Initiation.
35. The Charge after Initiation to be given by a Senior Past Master, standing in the North, with the Candidate standing in the South.
36. The Working Tools, in all Three Degrees, to be presented by a Junior Brother, except on Past Masters Night.
37. The Working Tools of the Second Degree to be presented in the extended form to give them more meaning. *From the 11th year onwards.*
38. The Second Degree Tracing Board to be presented by a Junior Brother.
39. The Chair work of the Third Degree, be split into two. If the Worshipful Master does the first part of the Ceremony, the I.P.M. is given first refusal to do the second part.
40. The traditional Peroration at the grave, in the Third Degree, is delivered by the Chaplain, at the end of a suitable pause of silence.
41. The Third Degree Tracing Board to be presented by a Past Master.
42. When a vote is taken by a show of hands, the Worshipful Master does not vote. (Since this declares partiality).
43. In many Lodges which are holders of the Centenary Warrant, it is the Custom to read an extract from the corresponding Minutes of 100 years ago:- The Secretary should ask himself which part of his Minutes will be of interest to prosperity, or the next meeting. It will for example, be no more interesting than it is now, to be reminded of the complete sequence of an Initiation Ceremony since this is part of an un-changing ritual. The fact of the Initiation must of course be recorded, together with the names of the principle participants, but it should be kept as short as possible. The interesting parts of a meeting to prosperity are the differences from normal, not the samenesses. Humour in any form is especially welcome.
44. Extended workings for Installation.
45. That the I.P.M. is the Installing Officer at the end of his year as I.P.M.
46. The Deacon's Ceremony to invite visitors, via the Ostensible Steward "To join us in the Mess at our Festive Board".

47. Pipe "Up Spirits, Cooks to the Galley", Stewards get up, onto the mat, Salute., and then leave the Lodge Room.
48. "Sunset Ceremony", immediately after the Stewards have left, and before Closing the Lodge.

AT THE FESTIVE BOARD

49. Rum Tub at the Festive Board instead of Sherry. Once around the Buoy only.
50. Pipe "Hands to Dinner".
51. Pipe "Attention on the Mess Deck to receive the Worshipful Master".
52. Naval Prayer as Grace before Meals.
53. Ships Bell to ring the Half Hours on the Mess Deck.
54. Bottles - Empty, or not, should never be put on the Table.
55. The Toast to absent Brethren should be given as nearly exactly to 9 0' Clock as possible, when the Clock is on the Square.
56. The first and last verse of "Eternal Father, Strong to Save", to be sung after the Nine 0' Clock Toast.
57. The Wardens stand, for all Toasts and responses, except for the response by the Initiates and visitors.
58. Only the Worshipful Master is entitled to call for Masonic Fire, but unless he himself is proposing the Toasts, which he usually does for Toasts 1 to 4, this is usually done for him by the Director of Ceremonies. Therefore any other speaker having proposed and drunk the toast should request the Brethren "on this occasion to take the pipe from the Brother Director of Ceremonies." The only exception is the Tyler's Toast.
59. One of the many benefits of Masonry is to practice, in friendly surroundings the art of Public Speaking. There are no born speakers. The Speech that gives the impression of being most spontaneous, most meaningful and most easy flowing, is probably the one that has the most thought and hard work put into its preparation.

The Lodge does not expect every speech to be a polished master-piece, but it does expect that every speaker should have done the hard work necessary to try to make it so. It is not enough, to say what good chaps the visitors are six times over in six different ways. This insults the visitors, the Lodge, and the speaker. It does not have to be a long speech, but it should be worth saying.
60. Pipe "Splice the Mainbrace", on Installation Nights only, (at the expense of the Founders/Worshipful Master), after toast No. 4, or by permission of the Worshipful Master, on special occasions, at the expense of the Brother requesting it.
61. The Master's song to be sung in full at Installation and the October Meetings. Only the first verse to be sung on all other occasions.
62. At the end of the Master's response to his Toast, he presents the formal toast, "The Royal Navy and the Royal Marines".

63. The Initiate's Chain at the Festive Board to be given between the 6th and 7th verse of the Entered Apprentice's Song.
64. By courtesy of the Worshipful Master, and at his discretion, a Past Master's Night be held once a year. In rotation, and order of Seniority, the Past Master who acts as I.P.M. to preside at the Festive Board.
65. The October Meeting to be designated a "Trafalgar Dinner", with a toast to Lord Nelson coupled with the R.N. and R.M's. Toast.
66. Lodge to have a "Sargent at Arms", or a "Master at Arms". Empowered to levy fines of not more than 50p. All proceeds to Lodge Funds.
67. That the "Fire" of the Tyler's Toast be given silently, and on the sledge, with Brethren remaining seated.

MISCELLANEOUS

68. That a regular Lodge of Instruction be held and that a full rehearsal of each Ceremony be practiced before it is conducted on the floor of the Lodge.
69. There shall be two Preceptors of the Lodge of Instruction who have the right to appoint a Deputy if they so desire.
70. These Preceptors have the authority to appoint their Successors.
71. The Lodge of Instruction shall be run properly, Minutes to be kept in full.
72. The Lodge of Instruction is to hold an Annual General Meeting, and then to elect annually a Secretary to keep these Minutes and act on the instructions and advice of the Preceptors.
73. The Preceptors are available to advise the Worshipful Master on the Ceremonies and Business of the Lodge.
74. A Board of Installed Masters to be convened to meet the Master Elect at the end of the next Officers Meeting held after the October Regular Meeting.
75. Whenever a Board of Installed Masters is convened outside the Lodge Room, the Chair is taken by the most Senior Past Master present at that Board.
76. The following Elections will take place at the October Regular Meeting and appear on the Summons:
 - a). To elect by Ballot the Worshipful Master for the ensuing year.
 - b). To elect by Ballot the Treasurer for the ensuing year.
 - c). To elect the Tyler for the ensuing year.
 - d). To appoint two Auditors.
 - e). To elect two representatives to the Worcestershire Masonic Charity Organisation.
 - f). To elect a representative to the Worcs. Masonic Library & Museum Committee.
 - g). To Elect a representative to the Moseley Masonic Library Committee.
 - h). To elect three representatives to Group Worcestershire Associated Masonic Lodges.

WHITE ENSIGN LODGE

1. It is the opinion of the Founders that an important part of Freemasonry is participation and the involvement of Junior Brethren in all the Offices, and it is their opinion that the minimum time that any Brother should take to arrive at the Master's Chair should be not less than 8 years, after having satisfactorily served in all the Offices, and at least two years as a Steward - i.e. Steward, Steward, Inner Guard, Junior Deacon, Senior Deacon, Assistant Secretary, Junior Warden, Senior Warden, and to be elected Master Elect when in the Senior Warden's Chair.
2. In the event of any Brother dropping out of the progressive chain, it is not considered advisable that any Brother should jump ahead too fast, and miss out on any of the above Offices, as this detracts from the enjoyment and also the Brother's knowledge of the workings of the Craft.
3. In the event of a Brother dropping out of the progression at Junior Deacon and beyond, it is recommended that a Past Master IN the Lodge be offered this appointment. By this way, it will give the opportunity of Past Masters in the Lodge to become Past Masters OF the Lodge.
4. Which ever Office becomes vacant is to be offered to a Past Master in the Lodge in order of Seniority, on the preferred understanding that this Past Master will continue to progress through all the Offices to the Chair of the Lodge. in the event of no Past Master in the Lodge being available, the vacancy will be offered to a Past Master of the Lodge in order of Seniority.
5. That the order of Seniority of all Past Masters within the Lodge be listed from the date of Installation into the Chair.
6. That all Past Masters of the Lodge will have their names recorded on the Summons in their strict Seniority, and this will always remain on the Summons, even after they have ceased to be subscribing members for any reason.
7. Past Masters in the Lodge will like-wise be recorded on the Summons for the duration of their active Membership of the Lodge, but on ceasing membership for any reason, that their names be removed, unless they have become Past Masters of the lodge since joining.
8. A joining Past Master or any Brother who has been Installed into the Chair of any other Lodge, whilst in the Lodge, claims Seniority immediately after the Master of that current year.
9. The exception to the above will be the Founding Past Masters in the Lodge, whos names will be recorded in perpetuity.
10. One further exception to the above is that any Past Master in the Lodge who has obtained the honour of Grand Rank shall be afforded that privilege of retaining his Seniority in the Past Masters list, after he has ceased active membership of the Lodge for any reason.
11. In the event of a Past Master in the Lodge going through the Chair, he will not lose his Seniority within the Lodge, but the year that he was Master of the Lodge will be recorded against his name, although it may appear out of sequence.
12. In the event of a Brother, through his Service or Business Commitments, or for any reason acceptable to the Lodge, leaves the district and find himself unable to attend Lodge regularly and be forced to drop out of the progressive chain, he has the right, upon his return to active participation of the Lodge to claim the Office that he last held, in the next Masonic Year. All Brethren below that Office to stand still for 1 year unless a natural gap appears ahead of them.