

ELGAR LODGE

No. 9254

FOUNDERS GUIDE



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ACKNOWLEDGEMENTS

Firstly the Founders are greatly indebted to the Members of Catshill Lodge No 8584 who sponsored us and in particular to W. Bro. Dennis Brookes P.P.S.G.W. of Catshill who liaised on our behalf.

It is hoped that our two lodges will maintain a special relationship and keep contact in the years to come.

Our thanks are also due to W Bro C H Perks P.J.G.D., P.P.G.Sec. who gave us valuable advice when the new Lodge was mooted.

W Bro G J Pearce P.A.G.D.C. - Prov Grand Secretary and W Bro L H Pountney P.A.G.D.C. - Prov Grand Director of Ceremonies were especially helpful on the necessary detail.

Several names were suggested for the new Lodge, one of which was 'By Courage and Faith'. By a happy coincidence, this was the motto of our mother lodge and so we have included this in its Latin form - Fortitudine et Fide - in our own logo.

MEMBERSHIP - INITIATES AND JOINING MEMBERS

Initiates and joining members are to be encouraged from all walks of life.

Proposers and seconders must recognise their accountability for the quality of any candidate they may introduce. Before a candidate is proposed for initiation, it is the duty of his proposer and seconder to explain the commitments of finance and time necessary to sustain membership, the need to pay dues on time, and the ability to attend meetings which are likely to start in the late afternoon.

All Candidates for initiation or Joining are to have their details circulated to the membership by means of a "Confidential Slip" prior to any formal approach by their Proposer or Secunder.

There being no informal objections, the Proposer and Secunder are to satisfy themselves that the proposed Candidate's wife or immediate partner understand and agree to all these commitments and approve of his becoming a member by a "formal" interview at the Candidate's home.

The Candidate is then called for interview by the Founders Committee as previously defined at a meeting at which that interview shall be an agenda item.

At the interview, the Proposer and Secunder will give their assurance that the above qualifications are met, together with any other relevant introductory comments on the Candidate. They should then take no further part in the interview once the Candidate has been admitted.

During the interview, the Committee should endeavour to ascertain the reasons WHY he wishes to join and WHAT he expects to get from his membership as well as the usual pre-requisites regarding beliefs etc.

It should also be explained at this time that he should endeavour to learn the Ritual by regular attendance at rehearsals with the long term view of attaining the Chair, and that he would be advised of the outcome of his interview and any further details of membership at a later date by the Secretary.

It is recommended that prospective Joining members should attend at least two regular meetings of the Lodge and be informally introduced as such to the Lodge Members before notice of proposition is given in open Lodge following circulation of the "Confidential Slip".

Any Joining Member should come to the Lodge with the same high recommendation as an initiate to the Craft and his Proposer and Secunder must obtain his agreement to accept the principles of the Founders Guide.

Secret Ballots to be taken behind a "Ballot Screen" in the West of the Lodge following the practice in Catshill Lodge.

CHARITY

The Lodge shall administer its external Charity affairs through the Worcester Masonic Charity Organisation.

Lodge Alms will be collected at the Festive Board following an appeal by the Charity Steward or Almoner, such funds remaining separate from the Benevolent Fund.

The Lodge shall set aside ten percent of subscriptions received for the Benevolence of its own members in time of need at the recommendation of the Almoner to the W.M. and Treasurer who shall report any such disbursements or loans to the Lodge as they may arise without naming the recipient.

PROGRESSION

Progression through the three degrees by Candidates should be completed within three years at the longest, two years being deemed preferable.

The normal progression through the Lodge Offices shall be Steward, Inner Guard, Junior Deacon, Senior Deacon, Assistant Secretary, Junior Warden, Senior Warden, W. Master.

The Immediate Past Master takes his Office by right.

Progression to be encouraged beyond I.P.M. through Assistant Director of Ceremonies to either Director of Ceremonies, Secretary, Treasurer or Senior Steward.

Offices beyond the Chair shall be "progressive" unless circumstances specifically dictate. No office holder should expect tenure of office beyond four years unless there is no other suitable candidate for the post on a progressive basis.

To encourage the highest possible standard of ritual, and to reward endeavour in that important matter:

(a) progression from the Stewards list to Inner Guard should be encouraged only in a Steward who has demonstrated his commitment to the Lodge by his attendance and by demonstrating at rehearsal his ability to learn the ritual satisfactorily. Progression up to Assistant Secretary to be as per the Book of Constitutions.

(b) Close attention is to be paid to the continuing commitment of the Assistant Secretary in his demonstrating his improved knowledge of the Ritual of the Wardens and Master at rehearsal. He should, for example, be able to open and close the Lodge in the Three Degrees as this is the absolute minimum work he must expect to be able to perform as W.M.

In any decision over precedence through the offices arising, among the Founders, the order in which they made their commitment to the Lodge shall be the deciding factor. This Order, along with a copy of the Petition, is attached as appendix ii

FESTIVE BOARD

It is the wish of the Lodge to have a Festive Board of the highest quality consistent with the facilities available. The choice of Meal and Wine shall be at the discretion of the WM in consultation with the Chief Steward and any other informed Brethren who may offer advice.

Drinks immediately after the meeting (before the Festive Board) shall be costed in with the dining fee, as shall wines.

In order to encourage Visitors, the dining fee for Visitors shall be discounted at such a rate as the Steward and Treasurer shall determine, usually once a year, such discount to be not less than ten percent of the members dining fee.

The early start to meetings is expected to result in an early end to the proceedings. It is hoped this will encourage Visitors from further afield.

Senior steward to arrange seating which is not to be changed except with his authority.

DC will announce entrance of WM without using wand as a gavel.

Grace before dinner to be spoken by Chaplain. Grace after dinner to be sung to the tune "Spirituali Domino".

The Worshipful Master alone to wield his gavel and direct the "fire" (Except the last (Tylers) toast). The Director of Ceremonies to make announcements during wine taking at the instructions of the Worshipful Master.

Tyler may use the gavel for the last toast, only after asking the permission of the WM - the Brethren to stand.

Wine-taking to be kept to a minimum consistent with reasonable conviviality. For example, Wine-taking to be avoided with those brethren who will be the subject of a formal toast later in the evening. On Installation however, it is to be deemed appropriate for the WM to take wine with all the members of his Lodge, and also with his Proposer and Secunder if present.

Formal Toasts are to follow the protocol laid down in the Worcs. Provincial Year Book with the following supplementary points.

- a) On Installation night there should be a dignified Toast to the Founders by the most recent initiate who shall be instructed in the requirements of this Toast in advance by the DC
- b) There is no formal requirement to advise the Brethren when they may smoke as all present should know that they may do so only after the Toasts to the Queen and the Craft and the Grand Master.
- c) The Brethren to remain seated following the Toast to Absent Brethren. The Nine O' Clock Petition to be announced at Nine O' Clock precisely. If this is not possible for any reason, the Toast to be omitted rather than incorrect time-keeping excused.

The first verses of the National Anthem and the Masters Song will be sung at each meeting. The EA song will be sung when appropriate together with the Initiates Chain under the direction of the DC, and the whole of the Masters Song will be performed at Installation.

The Senior Steward to ensure prompt serving of the various courses of the meal.

The Tyler to dine with the members at the Lodges expense.

RITUAL CONSIDERATIONS

SUMMONS

The Summons to be of the highest quality based on the existing format, and never to be allowed to lapse into a duplicated "broad sheet". Lodge Members Civil, Military and Masonic honours together with Royal Arch Ranks (P.Z., and Grand / Provincial Honours) to be appended where appropriate; Professional Qualifications to be excluded.

The name and rank of the Lodge's Provincial Representative to be included during his year, after Installation.

ATTIRE

All officers above the rank of steward will be expected to be attired in short Morning Dress to all meetings. Other Lodge Members to wear dark lounge suits at regular meetings and Dinner Jackets at Installation.

PROCESSIONS

Procession into Lodge shall observe the utmost dignity, and will include any Grand Officers present following the WM.

Procession out of the Lodge to be equally dignified, under the strict direction of the DC.

MUSIC

Music for the processions to be by Sir Edward Elgar if within the compass of the organist. The Opening Ode to be sung to "St. Bees" and the closing to "St. Oswald", both by Dr. J. B. Dykes.

RITUAL

The Lodge will perform Emulation ritual without embellishment using the standard (non extended) Installation Inner Working. Progression through the three Degrees by an Initiate is to be effected within two years where possible to maintain interest, and it is accepted that this may entail performing more than one ceremony in an evening in preference to double ceremonies. Notwithstanding, those parts of the ritual infrequently delivered are to be encouraged wherever possible and if time permits (i.e. charges after passing and raising).

The WM to carry the Warrant in its wallet and formally display it to the Brethren in accordance with Rule 101 E of C, immediately after Visiting Brethren have been vouched for by the JW.

Except at Installation, Salutes to be given by the DC. If there are Grand Officers present, Salutes to Provincial Officers will be given by the ADC.

The Deacons wand is a badge of office and should be carried vertically, with the forearm horizontal, and to be used as a pointer to the Candidate as sparingly as possible.

The Tracing Boards to be arranged around the Lodge in front of the three pedestals, explanations only to be given to the Candidate when time shall permit. Similarly, the extended explanations of the Aprons and the Charges after Passing and Raising.

The Lodge to be fully squared where required during the ritual perambulations, otherwise, the shortest route to be taken.

The Candidate to be instructed in the signs of the degrees while restoring himself to his personal comforts by a member of the Lodge - usually the Assistant Director of Ceremonies - to ensure that he follows the Lodge ruling on giving the signs (see 3rd Degree below)

1st degree

DC to ensure speedy preparation of Candidate.

Treasurer to retire to get Candidates signature in Declaration Book, and to report same on re-entry into the Lodge.

2nd degree

3rd degree

In order to keep light levels low, it is suggested we use the lantern over the WMs candle until the "rising of the Bright Morning Star..." when the IG should fade up the light behind the WM in order that the Candidate shall be more easily instructed in the signs.

The Candidate not to be enclosed in the Shroud, nor shall we attempt to place a headrest.

The Ecclesiastes oration is not to be performed

Attention is drawn to the single motion in the sign of sympathy as defined in the Emulation Ritual.

AMENDMENTS

As it is the wish of the Founders to perpetuate the traditions of the Lodge, there can be no modification of this Founders Guide other than by the Founders themselves at a meeting called for that purpose with a minimum of fourteen days notice and an agenda defining the topic and justification of the discussions at which six shall be a quorum and a two thirds majority required to effect any change.

Ultimately this will render this Guide immutable unless previously amended as above or in case any future changes to the Book of Constitutions should conflict with the provisions of the Guide, in which case, minimum amendment of the Guide shall be automatic in order to comply with said changes the B of C.

appendix i

NOTES ON SPECIFIC DUTIES

Tyler

to lead the processions into and out of the Lodge in a dignified manner.

Stewards

to prepare themselves to take office up to SD if required by learning the ritual and attending rehearsals. They must also attend on the Festive Board under the direction of the Senior Steward.

Senior Steward

Should Co-ordinate the arrangements for the Festive Board. To supervise the progress of the junior Brethren and recommend the most suitable for the post of IG in consultation with the DC.

Inner Guard

Not to wear the poignard on a belt

Assistant Secretary

to take and deliver the minutes of those Committee Meeting he is entitled to attend and to assist the Secretary and the Lodge by learning the full scope of the administrative function of the Secretary

Assistant Director of Ceremonies

To remain seated during the degree ceremonies, to assist the DC during Installation and to give salutes as required (see Ritual section).

Almoner

To approach members absent without apology to ascertain the reason (thereby maintaining contact and encouraging attendance).

Charity Steward

To understand the workings of the Grand Charities and the Provincial Organisation and explain the same to the members.

Junior Deacon

To attend to the 1st and 2nd TBs in front of the JW and SW pedestals respectively during opening and closing (with wand). To organise the Ballot screen with the SD.

Senior Deacon

To attend to the third degree tracing board (with wand) and to the minutes (without wand). During perambulations in the second and third degrees, salutes will be given to the WM and Wardens, halting briefly in front of the pedestal but without turning towards it.

Director of Ceremonies

To conduct the Ritual according to the wishes of the Lodge and the provisions of the Founders Guide and the B of C. He is to remain seated during the degree ceremonies except during the taking of the obligation and as required during Installation. To preside over processions into and out of the Lodge. To give the salutes (see Ritual section).

Secretary

To be a Past Master. To administer the Lodge's affairs in accordance with the Book of Constitutions and the Worcestershire Provincial Year Book. To record and deliver the Lodge meeting minutes, to receive and report correspondence and to prepare the summons in conjunction with the Worshipful Master, advising and agreeing with him the starting time for any particular meeting. To instruct the Assistant Secretary in all aspects of the Lodge administration.

Treasurer

To administer the Lodge's financial affairs in accordance with the B of C and the provisions of the Lodge Bye-Laws.

Chaplain

Junior Warden

To deliver the Antient Charge unless the WM has good reason for nominating another Brother. To remain seated during risings and Toasts.

Senior Warden

To remain seated during the risings and Toasts.

Worshipful Master

To do as much of the work as possible while retaining the option to delegate as he sees fit and proper.

Immediate Past Master

Is expected to maintain his knowledge of the ritual so as to prompt without frequent reference to the text and to be able to substitute for the Chaplain if required and the W.M. if absent.

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appendix ii

List of founders in order of "joining" for precedence purposes

Meeting order

Paul Eccleston
Bill Ridley
Edwin Hill
David Eccleston
Lee Dawson
John Robertson
Mike Kipping
Eddie Bamber
Roy Foster
Phil Love
John Harmshaw
David Cariss
Graham Marler
Freddie Buck
Mike Nesbitt
Peter Mutter
Steve Brown
Richard Saunders
Ken Jones
Derek White
John West
John Timbers

Computer / Petition order

David Eccleston
Mike Kipping
Eddie Bamber
Edwin Hill
Paul Eccleston
Bill Ridley
Lee Dawson
John Robertson
Royston Foster
Philip Love
David Cariss
Freddie Buck
Peter Mutter
John Harmshaw
Derek White
John West
Mike Nesbitt
Ken Jones
Steve Brown
John Timbers
Graham Marler
Richard Saunders

Charles Dyer
Paul Dawson
Brian Collard
David Hinchliffe
Peter Hunt
Andrew Christian-Brookes
Mike Brown
Ron Cocks
Trevor Bozward
Glyn Holloway