

**GRAND LECTURER'S
RECOMMENDATIONS
FOR THE
FLOORWORK IN THE
VARIOUS DEGREES**

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Approved by the Grand Master of Masons in Massachusetts



M. W. Albert T. Ames, November 6, 1989

PREFACE

The Grand Lecturers are pleased to offer these recommendations for the floorwork in the various Degrees. We have also included information that is considered important for the conduct of many non-ritualistic portions of the work.

In this update, we have made a slight correction in the Third Degree procession, we have added some comments about the Master's Hat and raps at the door, and we have added a section about balloting.

We sincerely hope that these recommendations provide a useful guide to the Officers of all the Lodges within the Jurisdiction.

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General Information

Introduction

The directions set forth herein are provided to afford a consistent appearance of the floorwork within the various Lodges of the Jurisdiction. It is not intended to be the only acceptable description but one agreed to by the Grand Lecturers as a proper interpretation.

Floor work is the prerogative of the Master unless it involves an interpretation of the ritual, and in great measure is governed by the physical layout of the Lodge and by Lodge tradition. Each Lodge should adapt the floorwork to their individual requirements but should not significantly change the intent of these directions.

Proper Dress

The appearance of the Officers is as important as how they actually move about the Lodge. Their dress is a tradition of our Grand Lodge and is intended to create a formal environment in which the activities of the Lodge are performed and to set apart the officers from the general membership.

Dress for all officers is tuxedos with white unruffled shirts, white gloves, Aprons and collars of their respective office. Jackets are to be worn at all times. While the W.M. might suggest that the Brethren remove their jackets on especially hot days, this suggestion does not include the Officers.

The Master's hat is considered an important part of his regalia and the Worshipful Master is particularly encouraged to wear it on most, if not all, occasions while the Lodge is in session. The Master is the only one privileged to remain covered excepting when the Most Worshipful Grand Master, or his official representative, is present. As the District Deputy Grand Master enters the Lodge room, the Master uncovers and remains so until the D.D.G.M. has removed his own hat or has retired. If the Master has duties to perform from the master's station he may wear the hat with permission of the D.D.G.M.

All Brethren are to wear their aprons outside of a buttoned jacket.

Sitting and Standing

All Officers should sit with both feet on the floor.

All Officers, except W.M. and Chaplain, stand on two raps. Those Officers with rods, truncheons or batons should hold them when standing except at certain times in the degrees when it is considered proper to leave them at their stations. All Brethren stand on three raps.

All Brethren should stand when speaking. When standing, Officers should place their right hand at their waist - all other Brethren in the Lodge should keep both hands at their side.

Movements around the Lodge

In general, movements around the Lodge are to be in a clockwise direction around the altar. All corners should be square. This does not imply that all movements must be in that manner. There is always a certain amount of convenience that must be considered in determining the best movement. An example of this would be in the Third Degree when the Marshal secures Hiram's jewel. It is quite proper for him to go to the altar and then return directly to the W.M.

Movement around the Lodge by the Marshal

Square Corners - The Marshal must make square corners in every corner of the Lodge when organizing the Lodge. At all other times, square corners should be made in the SW and NW corners. Except while organizing the Lodge, the Marshal may proceed directly to his station from the North after passing the altar.

Marshal's Baton - The Marshal will carry his baton in his right hand at all times and should swing both arms when walking.

Conducting Brethren - When conducting Brethren around the Lodge, he should offer his right arm to the Brother. When conducting more than one, he should escort one and instruct the others to follow behind. He should never have someone on each arm.

Opening and Closing the Lodge

Organizing the Lodge - The Marshal, when organizing the Lodge, checks that the doors are closed, that the Tyler and other Officers are in their stations, and that all Brethren are wearing aprons and jewels as needed. He returns to his station before speaking to the W.M.

Raps at the Door - When the J.D. tyles or untyles the door, the raps should be given slowly and distinctly with the Tyler responding accordingly.

Position of J.D. - When addressed by the S.W., the J.D. moves straight to the floor turns and faces the S.W. After tiling the door and announcing the W.M.'s intention to open or close the Lodge, he returns to the same position to complete his ritual. When addressed by the W.M., he stands at his station.

Opening the Lights - When opening the lights, the Marshal goes to the West of the altar and bows. He then kneels at the altar to open the Bible. Standing, he bows to the W.M. to turn on the Eastern light, does an about face to the West and bows to turn on the Western light, does a left face to the South and bows again to turn on the Southern light. Another left face toward the W.M., he bows to the W.M. prior to returning to his station. In turning on or off the lights at the East, West or South, the Marshal should not point with his baton.

Closing the Lodge - When closing the Lodge in the shortest legal form, it is permitted to prearrange with the J.D. for him to tyle the Lodge when indicated to do so by the W.M. with a simple nod.

Balloting

There are many myths regarding the business of balloting. The Grand Constitutions has many sections about the requirements of the ballot, who must ballot, when a ballot can be taken, etc. The only reference to the business of balloting is contained in Section 412 but it says very little about procedural matters.

The whole business of balloting should be done in a dignified manner. However, it should be done with dispatch as there can be a lot of wasted time if not controlled properly. The Stewards and other Officers should encourage the members to cast their votes and return to their seats as soon as possible, particularly if there are multiple ballots to be taken.

The Master will have the door tyled and admit any Brother wishing to enter. After that and during the entire business of balloting no Brother (including the Tyler) shall enter or leave except for an extraordinary emergency. (Section 412.)

The Master will announce the name of any of those proposed for whom he will not ballot at this meeting. (Section 409.)

A recommended procedure for balloting is as follows:

W.M. Bro. Secretary we will proceed with balloting.

Sec. W.M. The Investigation Committee report on the application for Mr. ABC to receive the degrees is (see note below).

W.M. Bro. Senior Deacon you will prepare the ballot.
(If more than one ballot box is used the appropriate Officers are named. The Senior Deacon inspects the ballot box to insure that the proper ballots are in their proper compartment.)

W.M. Bro. Senior Deacon you will present the ballot.
(The Senior Deacon presents the ballot box to the W.M. for inspection.)

W.M. Brethren, you are about to cast your ballot for the application of Mr. ABC to receive the degrees in _____ Lodge. The report of the Investigating Committee is full and favorable. White balls elect, black cubes reject. Be careful and make no mistake. All members of _____ Lodge must vote unless excused by a vote of the Lodge. (This last sentence need only be said at the first ballot taken.)

W.M. I declare the ballot open. *
(The W.M. then casts his ballot at his station. As a courtesy, the Chaplain may also cast his ballot at his station.)

Note: full and favorable
full and unfavorable
a partial report being favorable
a partial report being unfavorable

W.M. Bro. Senior Deacon you will place the ballot.
(The Senior Deacon takes the box and returns West of the Altar and places the ballot box on a small table or other convenient device located on the North side of the Altar. The Senior Deacon stands adjacent to this table until all members have balloted. If more than one box is used they are placed so as to be convenient for balloting. The Brethren then rise and approach the Altar where they salute the W.M. as a MM and proceed to the table containing the ballot box where they cast their vote. When all members have voted the Senior Deacon votes and stands at the West of the ballot box facing the Master.)

W.M. Have all Brethren balloted? Then I declare the ballot closed. *
(The Senior deacon secures the ballot box and proceeds immediately to the J.W. who inspects the ballot, and then to the S.W. who also inspects the ballot and then to the W.M. who inspects the Ballot. The Senior Deacon returns to his station by the shortest route.)

W.M. Bro. J.W. how do you find the Ballot in the South?

J.W. The Ballot is clear in the South, Worshipful.

W.M. Bro. S.W. how do you find the Ballot in the West?

S.W. The Ballot is clear in the West, Worshipful.

(If, after calling for the report of the Junior and Senior Wardens, the Master wishes to take a second (or third) ballot upon a particular application he should instruct the S.D. to destroy the ballot. He will then announce that he will call for another ballot upon the application. Then the entire procedure is repeated just as though it was the first ballot. At this time he may ask if anyone wishes to say anything on behalf of the applicant.)

W.M. And clear in the East. Brethren by your Ballot you have elected Mr. ABC to receive the Degrees in _____ Lodge. *

W.M. Bro. SD you will destroy the ballot.
(The SD does so and after all ballots have been taken the JD, or other officer removes the small table.)

The same procedure is to be used for applicants for affiliation or reinstatement.

Ballots for the Degrees require a unanimous ballot as do ballots for Honorary membership for a Brother not a member of the Lodge. Certain ballots, for reinstatement (within five years) or for Honorary Membership for an active member of the Lodge, require only a majority vote. In any case however, they must still be taken by secret ballot. (Section 507 and p. 105)

Visitation of the District Deputy Grand Master

Official and fraternal visitations of the District Deputy Grand Master are an important part of each Masonic year. Some suggestions and courtesies that will help to improve these occasions are recommended.

1. The District Deputy Grand Master must be received at 8:00 P.M. promptly. There are exceptions and these would be arranged before the meeting with the Master.
2. Remember that the District Deputy is the representative of the Most Worshipful Grand Master and should be afforded the same respect and honor. Too often this is not the case and the visitation is not conducted with proper decorum.
3. When the District Deputy Grand Marshal is arranging the officers to enter the Lodge room, he should be aware of the following:
 - A. Consult the booklet, "The Masters Agenda" and the Trestle Board as to the proper arrangement of the procession.
 - B. The officers should be arranged in reverse order to that in which they will be introduced.
 - C. When possible, the Masters, Wardens, and other officers in the procession should be arranged in order of precedence. With larger suites, this may be difficult.
 - D. Be particular in the arrangement of Grand Lodge officers and permanent members. It is usually good advice to let them place themselves in proper order.
 - E. On official visitations, the District Deputy Grand Marshal should try to arrange with the District Deputy Senior Grand Warden, Junior Grand Warden, Treasurer, and Secretary to seat them in the East so that escorting them to their stations will proceed in an orderly manner.
 - F. On official visitations, all District Deputy Grand officers should know their speaking parts and not read them.
4. Lodges, under the direction of the Worshipful Master, should arrange for parking for the District Deputy Grand Master.
5. Past Masters on receiving the District Deputy Grand Master, may greet all of the suite individually in the anteroom. This is not done for the Grand Master and his suite.
6. The District Deputy Grand Master and Marshal should be aware of those who should be on the suite. Visitors and new officers should introduce themselves to the District Deputy Grand Master when arriving.
7. All members of the suite should be properly dressed in tuxedos, white unruffled shirt, white gloves, jewel and apron unless excused by the District Deputy.
8. The suite should be quiet and respectful while waiting to be introduced.
9. If the Grand Master appoints an officer to represent him as a special deputy, he should be afforded the same courtesies as the Grand Master.

Abbreviated Opening and Closing of a Lodge

This opening and closing are to be used only for opening and closing of a Lodge on occasions where no ritual is used, e.g., installations, Funeral Services, Church Services, etc. It is intended to accommodate those situations where the Lodge may be opened in other than usual Lodge quarters such as a funeral home or church and where the normal complement of Officers required to open a Lodge is not required. The minimum number of officers required to open a Lodge is three. One of them must include the Master or Warden or someone legally entitled to open the Lodge (i.e., Grand Master, Special Deputy, or District Deputy). The regalia required should include the collars and aprons of the Master and Wardens (and any other officer present), the three Great Lights, gavel and truncheons.

If the Lodge is to be opened at a place other than a regular Lodge room, it should be in a room that can be closed off so that it can be considered "tiled". A table or other suitable "altar" should be placed as near the center as possible and the Great Lights placed thereon.

OPENING CEREMONY

W.M. *** Br Se Wa, it is my or th _____ Lo be no opd on th Th De in Fr, fo th pu of (1).
Th my wi an pl yo wi co to th Ju Wa in th So, an he to th Br pr fo th go.

S.W. Br Ju Wa.

J.W. Br Se Wa.

S.W. It is th or of th Wo Ma tht _____ Lo be no opd on th Th De in Fr fo th pu of (1). Th
hl wi an pl yo wi pr to th Br pr fo th go.

J.W. Br, yo ha he th or of th Wo Ma as co to me by th Se Wa in th We. Ta du no an go yos ac.

The Junior Warden or some other designated Brother then goes to the altar, opens the lights as on the third degree and offers a suitable prayer after which he returns to his station.

W.M. I de _____ Lo opd on th Th De in Fr in fo. *

CLOSING CEREMONY

W.M. *** Br Se Wa, it is my or th _____ Lo be no cl, an st cl un ou ne re co, un so ca to up
so sp em, of wh du no wi be gl. Th my wi an pl yo wi co to th Ju Wa in th So, an he to th
Br pr fo th go.

S.W. Br Ju Wa.

J.W. Br Se Wa.

S.W. It is th or of th Wo Ma tht _____ Lo be no cl, an st cl un ou ne re co, un so ca to up so sp
em, of wh du no wi be gl. Th hl wi an pl yo wi pr to th Br pr fo th go.

J.W. Br, yo ha he th or of th Wo Ma as co to me by th Se Wa in th We. Ta du no an go yos ac.

The Junior Warden or some other designated Brother then goes to the altar, offers a suitable prayer, closes the lights and returns to his station.

W.M. I de _____ Lo cl in fo. *

(1) "conducting a Masonic Funeral Service for Brother _____"
"attending Saint John's services at _____ Church."

Closing Ceremony for Public Installations

When closing a Lodge at a Public Installation of Officers, the Chaplain should be conducted to the Altar for a prayer, and then the Marshal should close the lights. The Worshipful Master will then declare the Lodge Closed. There is to be no other ritual.

Masonic Funeral Service

The Grand Constitutions require that a funeral service for a Mason can be conducted provided that the Brother is a Master Mason in good standing at the time of his death and that he or some member of his family has made a request to the Lodge except by dispensation of the Grand Master. It is expected that the Lodge will use good judgement rather than a strict interpretation of the rules or will seek advice from the District Deputy. (Section 509, Constitutions and Regulations.) If asked by the deceased's family, the Lodge should never refuse to conduct the Masonic Burial Service. If the Master cannot properly conduct this service himself, he should assign someone who can do it well to act as Master in his place.

At the beginning of the Lodge year the Master should have a rehearsal for the Masonic Service with his officers. Prior to any service, the Lodge should be opened on the Master Mason degree using the suggested abbreviated form and the Master shall announce the purpose of such communication at the time. Lodge Officers will wear dark business suits, and the collar and apron of their station. Tuxedos may be worn if the service is conducted after 6:00 P.M. Members attending will wear conservative clothing, and plain white aprons. No pocket jewels or Past Masters aprons are to be worn under any circumstances.

If the service is to be conducted outdoors, or in connection with a procession, the general guidelines for these situations found in the latest edition of the "Trestle Board" are to be followed. For most situations, the service will be conducted at a funeral home or Chapel as part of the visiting hours or wake. In this case, the Lodge Marshal shall arrive at the funeral home early, make himself known to the funeral director and acquaint himself with the physical layout so that the service will be conducted in a professional manner. He should ascertain that the necessary equipment and regalia for the officers, as well as a supply of white aprons for the Brethren is available. He should see that the white leather apron, Sacred Scroll and evergreen are also at hand.

Prior to the Lodge entering the room where the service is to be held the Lodge Marshal should briefly review for all the Brethren the exact procedure to be followed so that there is no confusion, particularly in front of the deceased's family. The Lodge should be conducted to the proper room and the Brethren will take seats or disperse around the edges of the room so that the family and their guests may see what goes on. The Master, Senior and Junior Wardens and Chaplain take their places at the bier as outlined in the Trestle Board.

At the point in the service where the Master deposits the evergreen, only the Master does so. This is followed by the Chaplain who offers a prayer followed by the benediction. After the benediction the Lodge Marshal should deposit his evergreen and then conduct the Master from the room. Then the Chaplain, Officers and members deposit their evergreen (one at a time) and retire. It is suggested that at the conclusion of depositing the evergreen and retiring that the members and Officers return to greet the family.

There are several parts of the service which may be omitted. For a service conducted as a part of a wake or visiting hours, the service should be brief but dignified. It is suggested that the following be used in such instances:

After the Lodge has assembled in place around the casket the Chaplain begins with "Why art thou cast down..."

The Master follows with the section starting "My Brothers (NOT BRETHREN) the roll of the workmen..."

After the reading of the Sacred Scroll, the Chaplain says: Almighty Father! Into thy hands we commend the soul of our departed Brother."

The Master follows with "Let our hearts be lifted up by the words of those who from ancient times have trusted in the love and power of God".

The Chaplain then reads one lesson, e.g., "The Lord is my shepherd..."

The Chaplain then offers a prayer finishing with the Lord's Prayer during which the Brethren join in.

The Master then recites starting at "My Brothers, the thoughts of this hour..." and continues through the Lambskin and evergreen (the Master deposits his evergreen at this time).

The Chaplain offers a prayer and the Benediction after which the Brethren deposit their evergreen as explained above.

Grand Honors

Section 713 of the Grand Constitutions provide for Public and Private Grand Honors.

Public Grand Honors consist only of the battery of three times three, the first being right over left, the second left over right, and the third right over left. These Public Grand Honors are given when non-Masons or other than Master Masons are present.

Private Grand Honors are given by a battery of three times three, each battery being followed by the sign of a degree in the order of the first, second and third.

Grand Honors may be given only on five occasions, namely:

The dedication of a new Lodge

The constitution of a Masonic Hall

The installation of a Master-elect

On receiving the Grand Master

In honor of a Brother receiving a Grand Lodge Medal or other honor, should the Master of the Lodge so direct.

At the installation of the Grand Master, the battery is omitted, the signs only being given.

First Degree, First Section

Reception of the Candidates

When the J.D. and Stewards retire to the preparation room, the J.D. should lead with the S.S. and J.S. behind him at his right and left respectively. The initial demand is made at the door by the candidate.

The S.D. should go to the door of the preparation room in the most direct manner. In some Lodges this means going clockwise around the room while in others, it means proceeding by the altar on the North side.

After examining the candidate, the S.D. closes the door but does not retype it and goes to the West of the altar, gives the DU GU and SI. In returning to the door he uses the most direct route turning either left or right from the altar depending upon the configuration of the Lodge. He then opens the door to say "YO HA PE TO EN." The S.D. takes the arm of the candidate after he passes the threshold and conducts him a few steps into the Lodge. Turning to address the Candidate, the S.D. hands his rod to the J.D. and then proceeds with the ritual. He retrieves his rod prior to moving to the altar.

Candidates are to be received into the Lodge one at a time. After the reception and prayer, each candidate is to be seated while the next candidate is received. If there are additional candidates, the J.D. and Stewards return to the preparation room before the prayer and the S.D. goes alone to the altar, seats the candidate in the North and returns to his station to await the next candidate.

Procession

After the last candidate has been received, the conductors should assemble all the candidates at the West of the altar to start the procession.

If only one candidate, the procession will include the S.D. conducting the candidate, and the S.S. and J.S. following them until the word "reconduct". If there are two candidates, the J.D. will conduct the second candidate and the Stewards will follow. If three, the Stewards will each conduct a candidate while the J.D. returns to his station. If four, the J.D. will be a conductor and if five, the I.S. will be a conductor.

The procession should first go toward the South and then continue clockwise around the Lodge making square corners at every corner and stopping at the South. The conductors should, whenever the procession stops, form a single row with the candidates. When there is more than one candidate the conductors, with the exception of the S.D., should stand behind them.

Each conductor will remain with his assigned candidate until after the GR an WO has been communicated, after which all conductors with the exception of the S.D. returns to their respective stations. The S.D. should take the first candidate by the arm and the others should be directed to follow behind in a single column.

Instructions to the Candidates

When the S.W. is giving instructions to the Candidates they should be in a single row facing the East. The S.W. should stand between the candidates and the altar but to the South of the candidates. He should face the center of the group.

Positioning the Candidates at the Altar

The candidates should approach the altar with the aid of their conductors and should be positioned standing around the altar with their hands on it while the Officers put their rods on the floor. The conductors then position the candidates in "DU FO" at the direction of the S.W. and retrieve the rods before the S.W. addresses the W.M.

Officers Assembling Around Altar for OB

After the candidates are placed at the altar, the officers should assemble on the floor. The J.W., S.S, and J.S. should form a triangle with the J.W. closest to the altar. The S.W. should be directly behind the candidates the J.D. and I.S. behind him on his right and left. The S.D. should be in the North. All should face the W.M. After the W.M. comes to the floor to give the OB, all should turn and face the altar. The Chaplain remains standing at his station. After the obligation all officers return to their stations except the conductors who return to the candidates to prompt them, remove the blindfolds and help communicate the grips. The S.D. remains in the North while he answers the questions from the W.M. The W.M. will demonstrate the grips to the first candidate.

DU GU an SI

When demonstrating the DU GU an SI, they should be exemplified first while the W.M. is approaching from the East. The W.M. then stops and says "TH IS TH DU GU...". The S.D. and candidates should wait West of the altar until the W.M. returns to his station before moving to the J.W. The S.D. should first conduct the candidates toward the North, and then proceed around the Lodge to the J.W.

Saluting the J.W. and S.W.

The candidates should be placed in a single row before the J.W. and S.W. The S.D. should position himself to their right and in front of them, in such a manner that he can be seen by all the candidates so they can use him as a model for the DU GU an SI. After saluting the S.W., the S.D. should conduct the candidates around the Lodge to the East positioning the candidates directly in front of the W.M.

Aprons

When the S.W. gives the candidates instructions about wearing their aprons they should face the East. The aprons should first be tied on to each candidate in form as a M.M. The S.D. should assist the S.W. from behind the candidate. The S.W. should stand East of them and to the South facing the center of the group. The S.W. should give all his ritual from that position leaving it only temporarily to adjust the aprons before saying "As an E. A. ..."

Rite of Destitution

The "Rite of Destitution" is to be performed on each candidate individually. The second through fifth candidates are to be escorted out of the Lodge by the J.D. before the first candidate is addressed. They are then to be brought into the Lodge one at a time. Each candidate in turn is to be seated in the North. After the last candidate is addressed, the S.D. will pick them up from their seats and conduct them to the East.

Escorting the Candidates from the Lodge

On leaving the Lodge, the S.D. conducts the candidates to the West of the altar. They all do DU GU an SI. They then move toward the South, pick up the Stewards who follow closely behind and proceed to the preparation room door. The J.D. awaits them at the door, takes the candidates from the S.D. and escorts them from the Lodge while the S.D. returns directly to his station.

When returning to the Lodge, the J.D. conducts the Stewards to their stations by the most direct route, counter-clockwise around the Lodge. The J.D. goes slightly past the S.S. station, does an about face and returns directly to his station.

First Degree, Second Section and Third Section

On a prearranged signal from the W.M., the J.D. goes directly to the preparation room to conduct the candidates into the Lodge. The S.D. meets the candidates at the door and conducts them to the West of the altar in the most direct manner.

The S.D. and candidates give the DU GU an SI and the S.D. then leads them first towards the North and then to the officer who will continue with the ritual. (In some Lodges the W.M. and in others an Officer designated by the W.M.). They should be positioned in a single row before the officer, after which the S.D. returns to his station.

In Lodges that divide the work among several officers, the S.D. should be prepared to conduct the candidates to the next officer and should arrive at the candidates at the time the ritual is about completed.

Second Degree, First Section

Reception of the Candidates

The candidates are received as a group. After entering the Lodge as described in the First Degree, the procession moves by the West of the altar to the South and then proceeds clockwise around the Lodge stopping after arriving in the South for the second time so as to have made two complete turns.

Procession

The candidates should be conducted in the same manner as described for the First Degree. The conductors remain with the candidates until after the GR and WO is communicated after which they return to their stations.

Instructions to the Candidates

See First Degree

Positioning the Candidates at the Altar

See First Degree

Officers Assembling Around the Altar for OB

See First Degree

DU GU an SI

See First Degree

Saluting the J.W. and S.W.

After saluting the S.W., the S.D. should conduct the candidates to the North and stop for instructions from the W.M. He should then continue around the Lodge to the S.W.

Aprons

The candidates should face the East. The aprons should be properly adjusted as a F.C. The S.W. moves to the position indicated in the First Degree and continues his ritual from there.

Escorting the Candidates from the Lodge

See First Degree

Second Degree, Second Section

On a prearranged signal from the W.M., the J.D. should retire to the preparation room and bring the candidates into the Lodge. The S.D. should go to the door of the preparation room in the most direct manner (clockwise or counter-clockwise) and pick up the candidates at the door.

The candidates are conducted to the West side of the altar in such a way so that the S.D. is to their right when facing the W.M. If the preparation room door is on the left of the S.W. then the candidates should be conducted along the North side of the Lodge taking a right turn when just West of the altar. If the door is on the right of the S.W. the candidates are first conducted in front of the S.W. to the North turning right toward the East and then continuing as above.

After saluting the W.M., the S.D. positions himself South of the altar facing the middle of the group and begins the ritual.

The S.D. conducts the candidates around the Lodge in a single file. He should first move toward the South and then clockwise around the Lodge to the first picture and approach it so after a final right turn, the candidates are positioned in front of each picture in a single row. The S.D. continues in this manner stopping at each designated location.

After stopping at the S.W. station, the candidates are conducted just East of the altar and should form a single line in front of the altar. After a slight pause to make sure they are in line, they should approach the East as a single row. The S.D. then returns to his station and sits.

Third Degree, First Section

Reception of the Candidates

The candidates are received as a group. After entering the Lodge as described in the First Degree, the procession moves by the West of the altar to the South and then proceeds clockwise around the Lodge stopping after arriving in the South for the third time so as to have made three complete turns.

Procession

The candidates should be conducted in the same manner as described for the First Degree. The conductors remain with the candidates until after the GR and WO is communicated after which they return to their stations.

Instructions to the Candidates

See First Degree

Positioning the Candidates at the Altar

See First Degree

Officers Assembling around the Altar for OB

See First Degree

DU GU an SI

See First Degree

Saluting the J.W. and S.W.

After saluting the S.W., the S.D. should conduct the candidates to the North and stop for instructions from the W.M. He should then continue around the Lodge to the S.W.

Aprons

The candidates should face the East. The aprons should be properly adjusted as a M.M. The S.W. moves to the position indicated in the First Degree and continues his ritual from there.

Escorting the Candidates from the Lodge

See First Degree

Third Degree, Second Section

Proper Dress for the Craftsmen

The Craftsmen, in most Lodges the S.D. and Stewards, are to leave the Lodge wearing no jewels and their aprons in form as a M.M. On returning to the Lodge, during the Second Section, they are to wear white gloves and white aprons in form as a F.C. It is often convenient for a Lodge to prepare special Fellowcrafts aprons with the corner sewn up in order to present a more unified appearance.

Proper Dress for the Ruffians

In some Lodges, the dress of the Ruffians is determined by Lodge tradition. If no such tradition exists, the Ruffians are to be dressed in dark business suits or tuxedo if the particular Ruffian is an officer. There are to be no jewels or aprons worn. Suit jackets are to remain on for the entire degree.

Decorum

It is critical that a proper level of dignity and decorum exist throughout the entire degree work. There should be nothing in the performance of the Degree that creates confusion or in any way embarrasses the candidates. There is to be no laughing from the sidelines and nothing in the performance of the degree that would attempt to elicit laughter.

Ruffians Work

There is to be no unnecessary roughness. The Candidates should be met by the Ruffians with both hands and they will continue to hold the Candidate throughout the ritual. In the South and West, the S.D. also holds the Candidate throughout the Ritual. In the East, the S.D. releases the Candidate after meeting the Ruffian.

Position of various items

The Trestle Board is in the South. The Sp of Ac and shroud is in the West. The Ruffians implements are in the South, West and East as appropriate.

Third Degree, Second Section - Short Form

The Second Section is to be completed on one candidate at a time. On a prearranged signal from the W.M., the J.D. goes to the preparation room and conducts the candidate into the Lodge room where he is met by the S.D. who has left his rod at his station.

The S.D. conducts the candidate to the West of the altar in the most direct manner where they give the DU GU and Si. The candidate is then conducted to the East and placed directly in front of the W.M.

The S.D. conducts the candidate to the altar and waits a reasonable period of time for him to stand. Turning left, he then continues around the altar to the South, thence to the West, and thence to the East. The ruffians should simply touch the candidate with their respective WO TO.

When the body is "bu in th ru of th Te" a shroud may be used. If it is, it should be removed before moving the bier to the West. A shroud is not to be used in the West except in a long form.

There must be five Brethren to carry the bier.

The W.M. and S.W should leave their gavel and truncheon at their stations during the procession. The Chaplain does not participate in the short form procession. The Marshal picks up the officers prior to directing the Brethren to stand. He first picks up the Stewards, then proceeds to the West for the S.W. and J.D., continues toward the East for the S.D. and W.M. The Secretary, Treasurer, I.S. and Chaplain remain standing at their stations. The procession stops in the South, the Brethren rise and the Marshal conducts the procession to the West.

The Procession is formed as follows:

Marshal
Stewards (Sr. on right)
Deacons (Sr. on right)
S.W.
W.M.

The position of the Officers around the bier are:

W.M. at the head of the bier
S.W. at the left of the W.M.
Marshal at the right of the W.M.
S.D. at the foot/left of bier
J.D. at the head/left of bier
S.S. at the foot/right of bier
J.S. at the head/right of bier

During the raising, the S.D. assists in positioning the candidate as necessary. After the raising the procession reforms as follows:

Marshal
Stewards (Sr. on right)
W.M.
S.D. conducting the candidate

All officers not in the procession return directly to their stations.

When the procession reaches the Northeast, the Stewards form an arch with their rods. After the W.M. has gone through the arch, the Stewards bring down their rods, move together and the Marshal conducts them to their stations, returns to his station and signals the Lodge to be seated. The S.D. and candidate follow the Stewards as far as the East where the candidate is positioned in front of the W.M. and the S.D. returns to his station.

The candidate should be seated in the North to wait for the next candidate to be received.

Third Degree, Second Section - Long Form

The Second Section, Long Form follows the exact form as the short form.

A shroud is to be used in the West.

The W.M. and S.W. should leave their gavel and truncheon at their stations during the procession. The Marshal picks up the officers prior to directing the Brethren to stand. He first picks up the Stewards, then proceeds to the West for the S.W. and J.D., continues toward the East for the S.D. and W.M. The Secretary, Treasurer and I.S. remain standing at their stations. When the procession reaches the South, the Deacons stop just after passing the East in order to form a space to be filled by the brethren joining the line. The Brethren rise, join the procession and the Marshal begins the procession. The Marshal conducts the procession passing the West three times before forming a single line under the direction of the I.S. who stands near his station. The W.M., S.W., Chaplain and Deacons, move to their positions at the bier after only two times around. The Marshal then continues the line around the Lodge one more time leaving the single line in position behind him, leading the Stewards to their position at the bier and moving to his own position. A designated person or the S.D. conducts any previous candidates from their seats in the North to the West of the altar facing West.

The Procession is formed as follows:

Marshal
Stewards (Sr. on right)
Brethren
Deacons (Sr. on right)
S.W.
Chaplain (on left); W.M.

The position of the Officers around the bier are:

W.M. at the head of the bier
Chaplain at the right of the W.M.
S.W. at the left of the W.M.
Marshal at the right of the Chaplain
S.D. at the foot/left of bier
J.D. at the head/left of bier
S.S. at the foot/right of bier
J.S. at the head/right of bier

During the raising the S.S. moves to the head of the bier.

After the raising the procession reforms as follows:

Marshal
Stewards (Sr. on the right)
Brethren
W.M.
Chaplain
S.D. conducting the candidate

All officers not in the procession return directly to their stations.

When the procession reaches the Northeast, the Stewards form an arch with their rods. The Brethren separate into two columns. The Marshal passes between the columns to lead the W.M. and Chaplain through the arch to their stations. After the W.M. and Chaplain have gone through the arch,

the Stewards bring down their rods, and the Brethren "skin the cat" with the S.D. directing them between the Stewards and always remaining at the end. After all the Brethren have passed between the Stewards, with the exception of the S.D. and candidates, the Marshal conducts the Stewards to their stations returns to his station and seats the Lodge. The S.D. and candidates follow the Stewards as far as the East where they are positioned in front of the W.M.

Third Degree, Third Section

The Candidates have been conducted to the East as described at the end of the Second Section, and the W.M. continues with the Ritual. At the end of the ritual, the candidates are conducted to seats by the S.D.

COMMON ERRORS IN THIRD DEGREE

OPENING CEREMONY

Open if form - when not all of the Officers duties are to be included. Watch out for "When composed of three....", or "The Junior Wardens Station".

Opened and Open

No rap at the beginning - Bro. Mar. you wi or ... Lo.

The Steward's Stations in the Lodge.

When does the Master rise? (***)

FIRST SECTION

Use of plurals

A pass and the pass.

Whence came you my brothers....and our own exertions

Never lose sight of those useful implements

Artificer

How to wear their aprons as a Master Mason.

SECOND SECTION

Design...designs

When the craft were called

This you can do audibly

Rubbish of the Temple

But no intelligence

Important communications to make

There were Worshipful

Deeming this information of importance

Strictly in charge

Accessory

On arising

On removing

Whoso sheddeth and dealt with (no there)

Bro. Mar you wi fo pr and re wi me.....(no rap)

Procession.....according to suggested floor work

You have been raised....(no just).....and at a low breath..(no then). They come in the next paragraph.

Assist and serve

Those committed

Save a falling

Apprise

In a Lodge, for instruction, or in cases of...

And you, as well as every other Master Mason, seeing this sign (no on)

THIRD SECTION

Men and material

BALLOTING IN REC: BOOK. PAGE 3

GRAND HONORS " " PAGE 10

CLOSING LODGE CORRECTLY (AMPLE FORM)