



## Information to Lodges and Installing Teams on requirements for a Lodge Installation.

- All brethren and visitors are to be seated in the Lodge Room at least 5 minutes prior to the entry of the Proclaiming Officer to ensure numbers meet Room Requirements for social distancing regulations.
- Sanitising wipes are to be available to all members at the door of the Lodge.
- If numbers do not permit in the East, then PDGMs should be seated in the North.
- All gavels, door knockers and wands are to be wiped down before and after the Ceremony. Gavels should also be wiped down by the JW and SW when the Invested Officer replaces the Grand Lodge Officer.
- Hand Sanitiser is to be available at the:
  - Inner Guard Chair
  - Installing Deacons Chairs
  - Junior and Senior Warden Pedestals
  - Director of Ceremonies Chair
  - Worshipful Master's Chair
  - Worshipful Master's Pedestal
- Officers of the Team will be introduced on the floor of the Lodge and Wardens and Inner Guard will move straight to their positions.
- The Lodge Secretary needs to notify the Proclaiming Officer at least 5 minutes prior to his entry of any Lodge Officers not present for Investiture.
- It is the responsibility of the Presiding Officer and Proclaiming Officers to decide if and when these amended procedures are required.

## Ceremonial amendments for Grand Lodge entry during restrictions on numbers in lodge rooms

*Current limits on the number of people permitted in some lodge rooms require some minor amendments to the entry, introduction and seating of the Grand Lodge ceremonial team.*

*This is necessary to maximise the number of lodge members who can be accommodated in the lodge room while these restrictions are in place.*

*Lodges will also be asked to provide sanitiser at each of the pedestals and on the Secretary's table for use by the team.*

*Given that a typical installation team is made up of 13-14 persons, the following variations to the entry and installation procedures may be necessary. It will be up to the Presiding Officer and the Proclaiming Officer to decide if and when these amended procedures are required.*

*Generally speaking, those members of the installing team required to perform investitures will participate in the team entry as usual, but will retire from the lodge after they have been introduced. Typically, this will be the GSwdB, GStdB and GPurs. The GStwd who acts as JW is likely to invest the L3 also.*

The team should line up and enter the lodge room as normal, being careful to maintain distancing wherever practicable.

The GDC will need to ascertain during the pre-entry any lodge officers not present for investiture. This must be communicated to the investing officers who will retire during part of the ceremony (the GSwdB or GStdB may be asked to assist in relaying this information).

Only one pair of deacons will participate in the entry, even if the DGM or PGMs are in attendance. Movements for their introduction are the same as for visiting PDGMs (i.e. wands remain crossed until all have been introduced and are seated).

After exchanging the gavel and once seated, the WM and IM should sanitise their hands.

When the Grand deacons lower their wands they will NOT step together to 'close', but remain apart.

The GDC will then turn to face W and instruct the GO (and any others who have just entered) to salute the WM as usual. He will then say:

**GDC    "With the exception of the Ceremonial Team, be seated brethren."**

These brethren are seated by the GDC with a SOF. Ceremonial officers remain in their place with the exception of the deacons who move to their chairs, socket their wands and remain standing, and the GHer who also moves to his chair. If the GM is present, the GStdB will also move to place the Standard in its floor stand before taking his position in the line-up.

GDC turns to face N and backs off to a position at the SE corner of the pavement.

The IM may remark on some minor ceremonial adjustments being required to maintain distancing. He will then proceed to introduce the ceremonial team with the usual reference to some lodge officers needing to vacate their chair in favour of a GO. Each GO will give a SOF to the IM as they are introduced (on the word "Grand" of their rank), but do not exchange a SOF with the GDC.

Once introductions are complete the GDC will move to CE facing W and say:

**GDC "Ceremonial Officers will take your stations."**

On a cue from the Organist, team members will then move directly to their seats or retire from the lodge room as appropriate.

- Those to be seated on the dais will move as usual
- the Supporting Officer will perambulate to the SWs chair (saluting the WM at CE as he passes)
- the GStwd JW will move directly to the JW's chair
- the GStwd IG will move directly to the IG's chair, and
- those retiring will turn to face W and move to the door in single file.

Once team members are in position the GDC will turn E and seat them with a SOF. He will then move to his seat, put his baton in the stand and return to CE with the GHer for GHonors.

The brethren are seated by the GDC who then salutes the WM, seats the GHer, moves to his chair and sits. He rises to seat the IM and WM as the gavel is offered again, picks up his baton and moves to CE to instruct retiring officers to remove their collars.

The collar collection proceeds as usual after which MMs are instructed to retire.

The Installed Board is conducted as usual, noting that the IM and new WM should sanitise their hands once they are seated given that they have handled the apron, collar, gauntlets and gavel.

When the Installed Board is closed brethren are readmitted in each degree and the usual proclamations, greetings and presentations are made.

[To preserve distancing, new initiates will **not** be seated near the GHer and will not assist with dispensing collars.]

The WM invests the IPM and is asked to announce the names of those to be invested.

The GDC raises the GDeacs with a SOF from his position at the SE corner before perambulating to a position at CW facing N. As he moves along the S side the GL IG rises and opens the door to admit the GSwdB who moves to the saluting base at the left of the GDC. The GDC turns to face E as the GSwdB arrives. After the salute, they both wheel back and perambulate to CE where the GSwdB again salutes. The GDeacs move out from their chairs as the GDC and IO move to the investing position.

The investiture and installation of the wardens proceeds as normal with the GSwdB sanitising his hands after presenting the gavel to each Warden and before moving back to the floor.

Once the JW has been installed and the GSwdB and GStwd JW have saluted in the NW, the GDC turns to face S and backs away. This is the cue for both GOs to wheel back and move to the door to retire.

The GDC then moves to a position near the NE corner, seats the JGD with a SOF and signals for the SGD to take his position for the Address to the Pillars. At the end of the address and presentation the SGD salutes the WM and moves back to his chair as usual. The GDC does a static turn with him to face N but takes only a closing step. From this position he raises the JGD with a SOF and both deacons take up their wands.

The GDC then perambulates to CW and the GStdB enters in the same manner as the GSwdB.

At the conclusion of the first three and middle four investitures the GDC will move alongside the IO to seat the lodge officer(s). The GDC and IO will then do a static turn to about face. Both turn to face S and on a signal from the Grand Organist they perambulate to the saluting base in the NW.

Deacons should step together (if necessary) as the GDC and IO turn, and back up to their chairs as they begin to move off.

Investitures continue with each IO being admitted and retiring as described above.

At the conclusion of the last three investitures, the GDC, deacons and IO take up their usual positions for the final report. The GSwd then moves to the dais and is seated by the GDC with a SOF.

The Address to the Master, wardens and brethren proceed as normal.

After the first and second risings, and at the conclusion of any presentations, the GDC will perambulate to a position at the NW corner (similar to that adopted when visiting Past Masters enter). The GOs outside will enter and line up across the W in the following order: GSwdB, GStdB (unless the Standard is in use) and GPurs. After saluting, they turn to face N and move in single file to a position along the N edge of the tessellated border. This should be the position they would normally take on the floor before retiring, although they remain facing E.

The GDC will stop at CE facing E to raise the escort. As the deacons stand and pick up their wands, the GSwdB steps out to his usual position in the E facing S. If the GM is present, the GStdB will immediately pick up the Standard and move to his usual position a few paces in front of the GSwdB. The GDC signals for the escort to move into the usual position for the retirement.

GDC instructs the GOs to take their stations on the floor of the lodge. As the Supporting Officer comes down onto the floor and turns to face the pavement, the GOs standing along the N turn towards the pavement with him.

The remainder of the retirement proceeds as usual.