



## **Provincial Grand Chapter of Berkshire**

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**E Comp Jeremy G Whitmore, PGStB, Deputy Grand Superintendent**  
**E Comp Michael J Warner, PAGDC, Second Provincial Grand Principal**  
**E Comp Rodney L A Bancroft, TD, PAGDC, Third Provincial Grand Principal**  
**E Comp Roger Jones, PGStB, Provincial Grand Scribe E**  
**E Comp Richard J Williams, PAGDC, Provincial Grand Treasurer**  
**E Comp Philip S. Howells, PAGDC, Provincial Grand Director of Ceremonies**

### **GUIDE FOR CHAPTER DIRECTOR OF CEREMONIES**

*Revised August 2018(2)*

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**PLEASE KEEP THIS GUIDE SAFE AND PASS IT ON TO  
YOUR SUCCESSOR**



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(It should be noted that Masonic Titles and Honorifics should not appear on envelopes, when posting.)

## INTRODUCTION

This guide has been prepared for all Chapter Directors of Ceremonies(DC), whatever their experience, to assist them to prepare and oversee the ceremonial of the meeting of the Chapter.

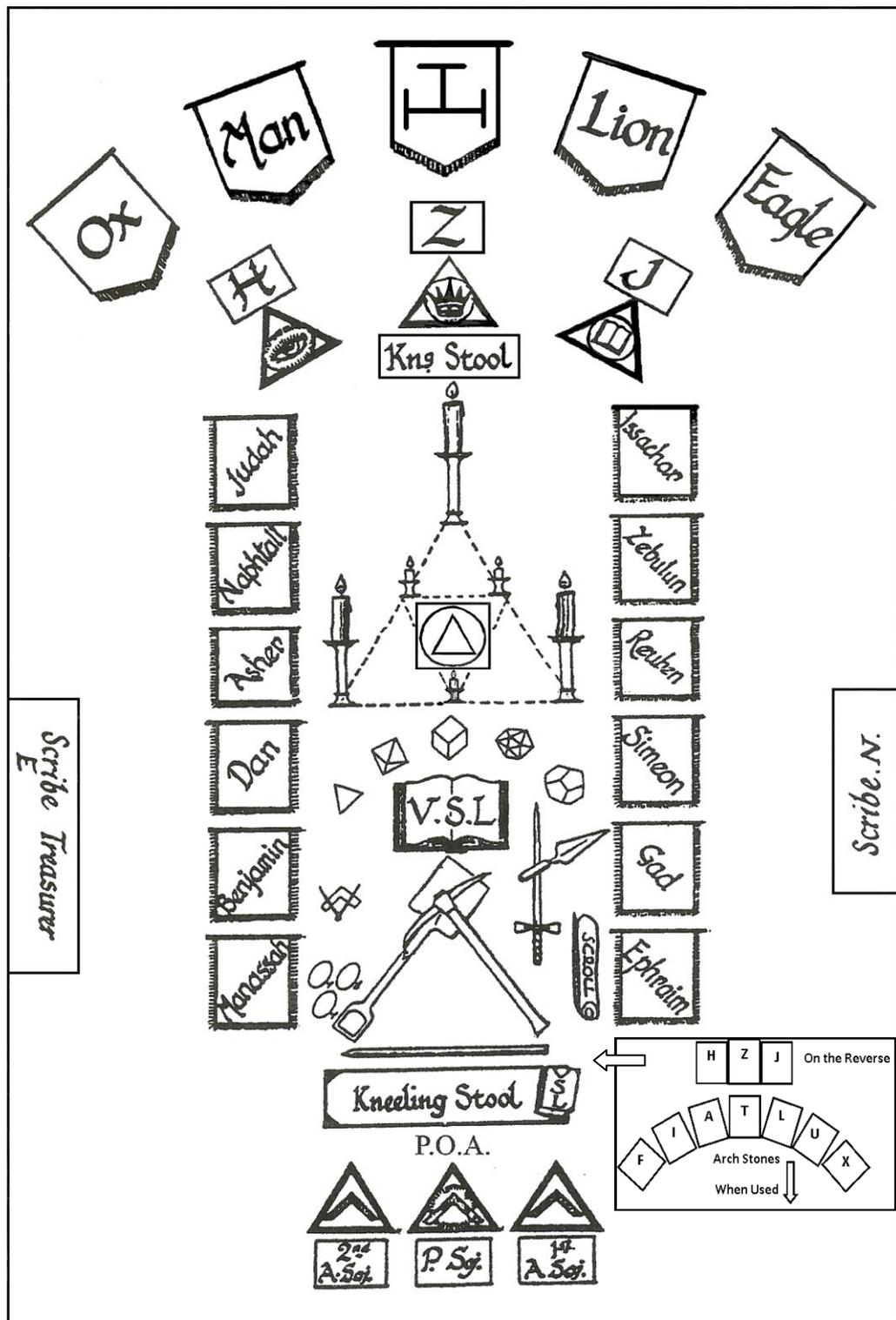
There is no intention to impose a uniform practice on Chapters, nor is there any wish to ask Chapters to adopt anything which may be contrary to their particular ritual book or which may be contrary to that which the Founders intended.

The prime objective of the Director of Ceremonies is to ensure that all matters of Chapter ceremonial and procedure are carried out to the standards required by the Founders and the Province when the Chapter was set up. It is also his responsibility to ensure that the traditions of the Chapter are maintained.

However, it goes without saying that if the ceremonial is conducted in a smooth manner, it will be enjoyed by Members and Visitors alike. Therefore, it was decided that guidelines should be written in order to assist DC's in carrying their important role.

**Please keep this guide safe and pass it on to your successor.**

# Chapter Layout



## **Preparing for the Chapter Meeting**

The DC will know in advance when the Chapter convocations are to take place. Therefore, he should, in conjunction with the MEZ and Scribe E, organise rehearsal dates and agree who will be taking part in the ceremony. It is essential that rehearsal dates are adhered to so that progress can be ascertained and any problems can be ironed out before the day of the convocation.

## **On the day of the Convocation**

The DC should arrive early so that he has ample time to go through his check list with the Janitor. It is the responsibility of the DC to ensure that all Chapter furniture and accessories are in place (see Chapter layout diagram)

- a) Equipment/Robes/Surplices are in good order and the correct Sceptre is on each Principal's chair.
- b) Charter is on display or available for the MEZ to display it at the beginning of the convocation.
- c) Royal Arch Regulations / Bylaws are present
- d) The Bible readings / prayers are available to the Principals
- e) All Companions are wearing the correct regalia; the sash is worn over the left shoulder and in particular, that Companions are wearing the breast jewel. Gloves are always worn in Berkshire with the either Royal Arch / Black / Grand Lodge tie.
- f) The DC needs to know, in good time, if any Officers of the Chapter will be absent so that he can find replacements to occupy their roles. There should always be three Sojourners and a Scribe N in place before the Chapter is opened.
- g) He should also check with the Scribe E which items on the agenda will affect him as DC, such as Grand Chapter Certificates, ballots, collection of Alms etc. etc.
- h) Although the DC will have much on his mind before the start of the convocation, it is also an important part of his job to meet and greet not only members of his own Chapter, but also, visiting Companions, so that they feel welcome in what may well be, different surroundings.
- i) It is important that Companions are seated in the Chapter according to their seniority. Starting in North East corner of the Temple next to H, the seating order working towards the West should be as follows:

The ME Grand Superintendent and/or Provincial Principals or the Provincial Representative, then Grand Officers, any Companions who are Holders of the ME Grand Superintendents Certificate of Merit and finally any Current Active Provincial Officers of the year,

- j) The DC should make sure that the IPZ or a PZ is always in place to check the ritual and is ready to prompt when necessary. He should also keep a small torch for that part of the ceremony when the lights are turned off.
- k) The DC should always make sure that no-one is sitting on his own.

### **Opening the Chapter**

When the Companions have assembled in the Chapter and before it is opened, the DC must outline the relevant Safety and Fire regulations. He should also remind Companions to switch off their mobile 'phones.

The DC should check that Principals are wearing correct collars and robes and make sure that the following procedure is carried out:

Opening Hymn (if appropriate)

- 1) The Royal Arch sign will be adopted by all Companions when the MEZ or DC says "To order Companions".
- 2) Some Chapter Principals wear their gloves into the Chapter; others leave them on their chairs with their sceptres, beforehand. If gloves are worn into the Chapter, the Principals will remove them before being handed the VSL. It is at this point that the DC or MEZ should say, "To order Companions".
- 3) The Principals do not form triangles with their feet/knees/right elbow/left wrist. That is only done when exchanging the word.
- 4) The Companions (excluding the three Principals) will discharge the sign as soon as the three Principals have saluted the VSL.
- 5) The three Principals will continue to hold the sign as they progress to the East with the appropriate steps and until they have completed the sharing of the word.
- 6) The DC should ensure that the altar is unveiled by H and J and the VSL is opened by the PS. When the opening is complete, he will say, "Be seated Companions"
- 7) The MEZ should always display the Charter of the Chapter.
- 8) Prior to the minutes, the MEZ should always offer the Sceptre to a visiting "Chain" but not to a Representative of the MEGS.

Attention should be given to the Royal Arch Salute, which should always be given in three separate movements. Firstly, the l.h. is placed horizontally on the forehead with the thb hidden, pause, secondly the r.h. is placed on the l.b. with the thb hidden, pause, the head is slightly inclined and then both h..ds are discharged together.

Once the Chapter has been opened, it is no longer necessary to give the sign when addressing the Principals. A court bow to the MEZ will suffice.

When a Companion arrives late or wishes to leave early he must go to the point of address (in front of the Sojourners) and give the Royal Arch salute to the pedestal and then a court bow to the Principals.

## **Closing the Chapter.**

- 1) The Royal Arch Sign will be adopted by all Companions when the MEZ or DC says "To order Companions". The order should not be given until the Principals have removed their gloves and are about to place their hands on the VSL.
- 2) The Companions (including the Principals) will discharge the sign as soon as the Principals have kissed the VSL.
- 3) At the end of the closing, the DC should place the sceptres on the rack / floor with the bearings to the south.

When the Chapter is closed by the IPZ with the words Fidelity, the thb should be shown to emphasise the link between the Craft and the Royal Arch.

National Anthem followed by the closing hymn.

The DC will then call on all Companions to remain standing while:

The Three Principals

Accompanying the Most Excellent Grand Superintendent / Deputy Grand Superintendent / Second Provincial Grand Principal / Third Provincial Grand Principal / Representative of the Most Excellent Grand Superintendent.

Officers of Supreme Grand Chapter

Holders of the ME Grand Superintendent's Certificate of Meritorious Service

Provincial Officers of the Year

Principals of other Chapters

retire from the Chapter...forward Companions.

## **Installation Ceremony**

There will always be a “Chain” at the Installation Convocation. He will be attended by a Provincial DC and may be accompanied by Provincial Officers of the Year.

The Chapter DC should consult with the Provincial DC with regard to the presentation of a Grand Chapter Certificate and the Scripture readings. The DC should ensure that the correct readings are given to whoever is carrying out the readings. He should also, in conjunction with the Provincial DC, arrange appropriate seating in accordance with seniority.

The DC should be familiar with the Passwords for each Chair, and their meaning.

After the Chapter has been opened and any obituary given, the Provincial DC will enter the Chapter and announce the presence of the visiting Provincial Principal and his entourage. The MEZ will only offer the Sceptre to the following, the ME Grand Superintendent, the Deputy Grand Superintendent or the Second and Third Provincial Grand Principals (Colloquially known as the “Chain Gang”), which will be accepted. This procedure should be carried out even if the Provincial Principal is a member of the Chapter.

The visiting Principal will take the minutes and present, if necessary, a Supreme Grand Chapter Certificate from the chair.

The DC / MEZ should be aware that the Sceptre should not be offered to any other Companion, such as the Provincial Grand Scribe Ezra / Nehemiah / Provincial Grand Director of Ceremonies, as they would be acting as the Representative of the ME Grand Superintendent. It should also be noted that the members of the “Chain Gang” visit a Chapter in their own right, by virtue of their appointment.

The Companion being installed as Third Principal should have his regalia changed to that of an Excellent Companion, in advance. Also, to avoid embarrassment, he should be told (well beforehand) that he will be required to remove his shoes during the ceremony and the DC should not forget to return them at the end of the ceremony and before all Companions are re-admitted.

The Provincial Visitor, (accompanied by the Provincial Officers of the year) may depart the Chapter at the end of the second rising and after he has congratulated the Principals. If he chooses to remain until the Chapter has been closed, the procession, organised by the Chapter DC, should be as follows:

South side: The Three Principals of the Chapter

North side: The ME Grand Superintendent and/or Provincial Principals or the Provincial Representative. Grand Officers, Holders of the ME Grand Superintendents Certificate of Merit, Provincial Officers of the year, Principals of other Chapters

## **Exaltation Ceremony**

DC and Principal Sojourner should speak to the Candidate before the start of the convocation to reassure him and put him at ease with regard to the ceremony. The DC should also make sure that the candidate knows how to advance in the three degrees of Craft Masonry and how to give the signs and words on the five points of Fellowship.

At the Exaltation ceremony, the Candidate should wear a Master Masons' apron but not white gloves. He should be accompanied at all times by the Sojourners. The 1<sup>st</sup> Asst Sojourner should be reminded that he plays an important part in making sure the Candidate is comfortable during the ceremony. The DC should fit the RA apron on the Candidate before the start of the convocation.

The Sojourners should not wear WM's aprons when they enter the Chapter as Master Masons, they should each wear a Master Mason's apron. Neither the RA jewel nor gloves should be worn.

When the Candidate and the Sojourners are to be robed (and it is preferable that it is done outside the Chapter) it should be remembered that the Candidate must not be left on his own. If no specific instruction is contained in your particular Ritual Book, it is suggested that the DC attends to the Candidate. It should be remembered to remove the candidate's MM apron, before he is robed.

Both the Principal and the 1<sup>st</sup> Assistant Sojourners should accompany the candidate when the plate of gold is explained.

The 2<sup>nd</sup> and 3<sup>rd</sup> Principals should familiarise themselves with the Scripture readings. All too often, embarrassing mispronunciations are heard which could have been avoided, if the readings had been looked at and practised before the ceremony.

If a Principal has difficulty in learning the words of the prayer (in either the Installation or Exaltation Ceremony) he should read it.

The Explanation of the Signs and the Mystical Lecture should never be omitted from the Exaltation Ceremony, it would be incomplete without it.

At the completion of the Exaltation ceremony the MEZ should congratulate the candidate, welcome him into the Chapter and present him with the Book of Constitutions and a copy of the Chapter By-Laws. He should then invite the Second and Third Principal to congratulate him and then introduce him to the visiting Provincial Principal or the Representative of MEGS who will welcome him into the Province of Berkshire Royal Arch Masonry and present him with a copy of the "Guide for New Royal Arch Masons".

## **Festive Board**

The DC is responsible for the Festive Board and should see that it is carried out efficiently and with decorum so that everyone can enjoy themselves. Care should be taken to see that it does not run on too long.

It must be remembered that when the MEZ chairs the Festive Board for the first time (and possibly subsequent times) the DC will be required to take him gently but firmly through the proceedings.

As in the Temple, it is important that Companions are seated at the Festive Board according to their seniority. To the right of H, or if there is one, the Newly Exalted Companion, the seating order should be as follows:

The ME Grand Superintendent and/or Provincial Principals or the Provincial Representative, then Grand Officers, any Companions who are Holders of the ME Grand Superintendents Certificate of Merit and finally any Current Active Provincial Officers of the year,

When the Companions are in place, the DC will lead Z, H, J (and the candidate when it's an exaltation meeting) and lastly, the Provincial Principal, into the dining room, in that order.

The DC should make sure that J knows the grace and how to pronounce it, particularly for the first time, at the Installation Festive Board.

The DC should ensure that everyone has liquid refreshment, particularly the visiting Provincial Principal.

Wine taking:

Their Excellencies the Three Principals would now like to take wine with:

(Depending on who is present): The Most Excellent Grand Superintendent / Deputy GS / 2nd or 3rd Provincial Grand Principal / the Representative of the ME Grand Superintendent.

Officers of Supreme Grand Chapter.

Provincial Officers of the Year

Principals of other Chapters (Not just First Principals).

The Newly Exalted Companion

And whoever the MEZ wants to take wine with, but wine taking must be despatched with efficiency ....it should not drag on.

At the end of meal the DC should make sure that J knows and can pronounce the closing grace

Silence must be observed during the questions and answers which should NOT be read but should be learnt by both MEZ and PS. The DC should ensure that the PS is able to pronounce the words given in the answers.

If required, the DC /Janitor will liaise with Waiting Staff to clear tables at the appropriate time.

The Toast list can be down loaded from the website for the latest details.

The MEZ and his Principals should decide (well before the Festive Board starts) which one of them is carrying out which toast. The details of each toast should be read before the toast is actually given, so that it can be spoken without a hitch.

Fire starts after the first toast (and is always given) to “The Queen and Royal Arch Masonry”

The Principals / DC should know that the Fire is....Point, Triangle, Circle, One, Two, Three, Clap.

When the toast to Provincial visitor is given, it is courteous to say a few words about/to him and he will always reply.

Remind the Newly Exalted Companion that he will have to give a brief reply to his toast and help him with the appropriate opening wording.

When a raffle takes place the MEZ must always announce, beforehand, where the proceeds of the raffle are to be donated. The selling of raffle tickets and the draw should take place at any appropriate part of the Festive Board as deemed sensible by the DC. Raffle tickets should be drawn individually because not every Companion can afford to buy a whole strip and they should not be embarrassed.

Visitors' toast / reply should be brief but sincere and it is courtesy to give the visitor sufficient notice when asking him to reply.

When the Janitor is summoned to give his toast, it is with two knocks and the toast is followed by Craft fire.

## TOAST LIST

The Queen and Royal Arch Masonry

\* \* \*

The Most Excellent The First Grand Principal  
His Royal Highness The Duke of Kent, KG, GCMG, GCVO, ADC

\* \* \*

The Most Excellent Pro First Grand Principal,  
Peter Geoffrey Lowndes

The Most Excellent Second Grand Principal,  
Russell John Race, DL

The Most Excellent Third Grand Principal,  
Gareth Jones, OBE

and the rest of the Grand Officers, Present and Past.

\* \* \*

The Most Excellent Grand Superintendent in and over the Province of Berkshire

Ian Richard Given Hopgood

\* \* \*

The Deputy Grand Superintendent,  
Excellent Companion Jeremy Gordon Whitmore, PGStB

The Second Provincial Grand Principal,  
Excellent Companion Michael John Warner, PAGDC

The Third Provincial Grand Principal,  
Excellent Companion Rodney Leonard Albert Bancroft, TD, PAGDC

and the rest of the Provincial and District Grand Officers, Present and Past, of this  
or any other Province or District, and the Holders of London Grand Chapter Rank.

\* \* \*

The Principals of The Chapter.

\* \* \*

The Newly Exalted Companion.

\* \* \*

The Visitors

\* \* \*

The Past Principals and Officers of The Chapter. (If desired)

\* \* \*

The Janitor's Toast

(With effect from 7<sup>th</sup> June 2018)

## **SUGGESTED WINE TAKING LIST.**

1. The ME Grand Superintendent or Deputy/ Second or Third Provincial Grand Principal or The Representative of the ME Grand Superintendent.
2. The Grand Officers.
3. Provincial Officers of the year (Acting Provincial Officers).
4. Principals of other Chapters.
5. The Newly Exalted Companion.
6. With you all (and on this occasion would ask you to remain seated)
7. Any others which the Principals so decide.

## General Notes

It should be remembered that care should be taken when addressing the Most Excellent Grand Superintendent who is not the Provincial Grand Superintendent. Similarly, the Deputy Grand Superintendent is not the Deputy Provincial Grand Superintendent.

During the convocation, when a Principal or an Officer of the Chapter is addressed, he should be called by his appropriate office i.e. The MEZ is Most Excellent Zerubbabel. H is Excellent Companion Haggai. J is Excellent Companion Joshua. The Scribe E is Companion Scribe Ezra. The DC is Companion Director of Ceremonies. The Scribe N is Companion Scribe Nehemiah etc. No short cuts should be made, such as Companion Scribe E / Companion DC / Companion Scribe N.

When a Sojourner is unable to attend the Chapter, his chair must always be filled. The Chapter is not complete until all the Sojourners are in place. The "stand in" Sojourner should wear the surplice, but not the collar.

When a Companion in office is absent, the Companion asked to stand in must not wear the collar of that office. It should only be worn by the Companion who has been appointed and invested for that year.

The Candidate and all Companions should wear one of the following; the Grand Lodge tie, a plain black tie or preferably, the Royal Arch tie. The Craft tie and ties with other motifs on them should not be worn. Visitors sometimes wear their own Provincial tie. Strictly speaking, they should ask permission from the Chapter and of course no one would dream of embarrassing them by a refusal.

The DC/ADC should carry his wand at all times when carrying out Chapter business. But there are occasions when it can become a hindrance and common sense should be applied.

Encourage regular rehearsals. Companions then get to know the ritual and become used to working with each other. It is strongly recommended that at least two rehearsals are arranged before an Installation or Exaltation ceremony.

Encourage Companions to share the work; 1) Sojourners 2) Historical 3) Symbolical 4) Mystical 5) Explanation of the Robes and Sceptres.

It should be remembered that the ADC is a vital part of the team and should always know what's going on with regard to the ceremonial, in case the DC is absent.

The DC should always be on the look out for a possible successor.

## **Warwickshire Working**

Warwickshire working is particularly different to the other rituals practised in Berkshire. Among other things, you should be aware that the thumb of the r.h. in the Rev or H sign is held at right angles to the hand and is similarly held as a sign of fidelity during Obligations.

All three Principals are addressed collectively (Your Excellencies) not just the First Principals as in other workings.

At Installation Convocations the visiting Provincial Principal is expected to give the address to the Companions.

The Warwickshire Ritual also permits the dates to be included in the answers to the questions at the Festive Board.

## A GUIDE TO THE PRONOUNCIATION OF UNFAMILIAR WORDS

Prepared by E Comp. Bernard Greenwold, JP, PGSwdB, Deputy Grand Superintendent

August 2009

The following is a guide for DC's and is intended to convey the Anglicised pronunciation of some of the unfamiliar words, names and phrases that appear in the Royal Arch Ritual. Where stress should be voiced the appropriate syllable is in ***bold italics***. Where **Ch** is shown, it is pronounced with a guttural inclination as in the composer, **Bach**.

Aaron	<b>Air</b> -on
Abidan	Ab-ee-dan
Abinadab	Ab- <b>bin</b> -a-dab
Ahiezer	Ah-ease-err
Ahirs	Ah-hear-ah
Aholiab	Ay- <b>ho</b> -lee-ab
Ammi Ruhamah	<b>Oo</b> -mee Roo- <b>ch</b> -amar
Aperture	<b>A</b> -per-chur
Araunah	<b>A</b> -raw-nah
Bendicat	Ben-ee-dee-cat
Benedicatur	Ben-ee-dee-cartour
Benedicto	Ben-ee-dick-tow
Benedictus	Ben-ee-dick-tuss
Berith	B-rit
Bethlemite	<b>Beth</b> -le- <i>hem</i> -ite
Bezaleel	<b>Bet</b> -za-leel
Conflagration	<i>Con</i> -flag-ray-shun
El Shadai	<b>El</b> -shad-eye
Enunciation	<b>Ee</b> -nun- <b>see</b> -ay- <i>shun</i>
Ezekiel	Ez-ee- <b>key</b> -el
Eliab	<b>Elli</b> -ab
Eliasaph	Ell-ee-a-saph
El Elohe Israel	<b>El Elow</b> -hay <b>Yisra</b> -el
Elishama	Ell-ee-shama
Eli	<b>E</b> -lie
Elizur	Eee-lie-zur
Gamaliel	Gam-a-leel
Gradation	Grad-a-shun
Haggai	<b>Hag</b> -eye
Horeb	<b>Hor</b> -reb
Heifer	<b>Heff</b> -er
Issachar	Iss-a- <b>ch</b> -ar
Jebusite	<b>Jeb</b> -you-site
Jehoiachin	Je- <b>ho</b> -a- <b>chin</b>
Jesse	<b>Je</b> -see
Josedech	<b>Jo</b> -ze-deck
Joshua	Josh-you-a
Kodesh L'Adoni	Kodesh-la'ad-owe-nigh
Lucis	<b>Lu</b> -cis

Manasseh	Man-ass-er
Moriah	Mor- <i>iy</i> -yah
Mount Seir	Mount-say-eer
Nadir	Na-deer
Nashone	Nash-own-ee
Naphtali	Naf-tar-lee
Nebuchadnezzar	<b>Neb-u-kad</b> -nazar
Nebuzaradan	<b>Neb-u-zara</b> -dan
Nehemiah	Ne-hem-yar
Propitiation	Pro- <b>pish</b> -she-ay-shun
Patriarchs	<b>Pay</b> -tree-arcs
Prince Pagiel	Prince Pag-ee-el
Rabbins	Rab-ins
Ramah	<b>Ra</b> -mah
Sacerdotal	<b>Sas</b> -ser- <b>doe</b> -tal
Sanhedrin	San- <b>head</b> -rin
Shaddai	<b>Shad</b> -eye
Shammah	<b>Sham</b> -ar
Shealtiel	<b>She</b> -al-teel
Shelumial	Shell-oom-eeal
Shiloh	She-low
Sinai	<b>Sign</b> -eye
Sojourner	<b>Soj</b> -urner
Supplicatory	<b>Sup</b> -li- <b>kate</b> -orey
Tau	Taw
Thummin	<b>Thoom</b> -min
Urim	<b>Oo</b> -rim
Zerubbabel	Zer- <b>rub</b> -ab-bell

## Provincial Ranks and Abbreviations

ME Grand Superintendent	– MEGS
Past Grand Superintendent	– PGSupt
Deputy Grand Superintendent	– DepGSupt
Past Deputy Grand Superintendent	– PDepGSupt
Second Provincial Grand Principal	– ProvGH
Third Provincial Grand Principal	– ProvGJ
Provincial Grand Scribe Ezra	– ProvGSE
Provincial Grand Scribe Nehemiah	– ProvGSN
Provincial Grand Treasurer	– ProvGTreas
Provincial Grand Registrar	– ProvGReg
Provincial Grand Director of Ceremonies	– ProvGDC
Provincial Grand Sword Bearer	– ProvGSwdB
Provincial Deputy Grand Director of Ceremonies	– ProvDepGDC
Provincial Grand Almoner	– ProvGAlm
Provincial Grand Charity Steward	– ProvGChStwd
Provincial Grand Sojourner	– ProvGSoj
Provincial First Assistant Provincial Grand Sojourner	– Prov1st AsstGSoj
Provincial Second Assistant Grand Sojourner	– Prov2ndAsstGSoj
Provincial Assistant Grand Scribe Ezra	– ProvAGSE
Provincial Grand Standard Bearer	– ProvGStB
Provincial Grand Organist	– ProvGOrg
Provincial Assistant Grand Director of Ceremonies	– ProvAGDC
Provincial Grand Steward	– ProvGStwd
Provincial Grand Janitor	– ProvGJan

For past ranks delete 'Prov' and insert 'PP', and change '1<sup>st</sup>' and '2<sup>nd</sup>' Grand Sojourner just to 'AGSoj' – so it becomes 'PPAGSoj'

A common mistake is to abbreviate Excellent Companion to 'Ex Comp' – this is not correct and it should be 'E Comp', without a full stop.

