

MANUAL OF INSTRUCTION



Adopted by
Grand Chapter of Saskatchewan

1979 Edition
Revised 1980
Amendments made to January 13, 1986

SECTION I

M.M.M. DEGREE

“THE WORK”

MANUAL OF INSTRUCTION

QUESTIONS AND ANSWERS

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PREFACE

The material in this 1979 edition of the Handbook was approved and adopted by Grand Chapter Convocations of 1967: 1968: 1970: 1971: 1973: 1978.

The Grand Chapter meeting in Prince Albert in 1978 instructed your Committee of Custodians of the Work to update, streamline and consolidate previous rulings.

Many of these previous rulings and instructions are now incorporated in 'italics' in the new 1977 Ritual.

We ask you to use the same cover as previously but destroy all previous material.

Four copies of this Handbook are being sent to each Constituent Chapter as the property of that Chapter. One for the Z; one for the Scribe E; one for the P. Sojourner and one for a skilled Companion who will use it. These are to be handed to new Officers on Installation.

Any other Companion may purchase a copy through their Scribe E or Grand Scribe E's office.

1979 Committee of Custodians of the Work
M.E. Camp. Dr. L.J. "Bus" Conn
M. E. Camp. Harold D. Gleave
M.E. Camp. Erd J. Fisher
M.E. Camp. Russ E. Glaze

Amendments made to date -
JAN 13 1986

G.S.E.

Ritual (new)

9. V.O.S.L. open at Ezekiel 44: 3 - 5
No sign given until Lodge is called to order.
- 11 S.D. should be clothed as R.A.M. and on Rt. of the (?s).
- 16 When S.W. comes down to present the (?s) the S.D., in order to remain at the right of the (?s), steps to one side thus temporarily giving them in charge of the S.W. After presentation of the (?s) the S.D. resumes charge of the (?s).
- 19 Right ear struck off - hear the word. Right hand smote off - feel the grip. W.M. will raise the (?) by stepping to the south side of the altar. S.D. on Rt. of (?s).
- 20 K.S. is carried in right hand, small end up, with two F.F.s. and T. on the edges; F.Fs. to the front of the body, last two fingers closed in the palm. K.S. is carried at full extent of the arm, close to body, with circle and letters upon it to the outside.
- 21 The work is presented for inspection by raising K.S. upright, chest high, with letters facing Overseer.
Note: on no account is the K.S. to be lubricated in any way or made more difficult to carry.
- Btm When S.O. and (?s) are asked to retire to the Quarries, and since the S.D. is on the Rt. of the of 19 (?s), it is suggested the S.D. say to them - "Rt. turn and follow me" (without alarm) and to 20 leads them to the Prep. Room. 's.r.u.' - sleeves rolled up.
- 27 When the K.S. is cast away, it should be set down by the J.O. on the dais step, its lettered side squarely towards the West, to the Rt. of the W.M. and as near as possible to the M.O. chair. It should not be thrown down. The S.O. releases his end of the K.S. on the last upward swing and thus allowing the M.O. to carry it on over his shoulder and releasing it to the J.O., who then places it on the dais. (small end down).
- 28 On all circuits, salute used when passing the W.M. is the 3F. sign of a F.C.
- 28 On the last round of the perambulation by the brethren they do not present their mark (or Penny); only the token is used, which is the F.Fs. and T. extended with the 3rd and 4th fingers closed in the palm, with the palm upturned. (see page 4 for further comments).
- 29 The S.D. should seize the upraised arm of the J.W.
- 31 (?s) seated to the Rt. of the W.M. and to the L. of all Sr. brethren on the N. side – following Craft Procedure.
- 34 H.T.W.S.S.T.K.S. –Hiram - Tyrian – Widow's – Son – Sent – To – King – Solomon.

- 37 H.O. - interlace the fingers of both hands and place them on Rt. groin, palms to the front, then swing them four times to the left shoulder and on the 4th time separating them, as if releasing something they had held.
- P. of Ob. - extend the first two fingers of the Rt. hand, close the T. over the last two fingers, then pass the 1st and 2nd fingers over the Rt. ear from rear to front, carrying the hand to the level of the waist, then strike the Rt. W. with the outer edge of the open L. hand.
- T. - extend the T. and first 2 fingers of the Rt. hand, close the 3rd and 4th in the palm, with the palm upwards, the thumb touching the two extended fingers.
- 38 P.G. - hook the half closed fingers of the Rt. hands, knuckles resting in the palms, thumbs raised and pressing each other.
- 38 G. - hook the little fingers of the right hands, bringing the knuckles into opposition, thumbs bent with the nails touching, forearm bent upwards, elbow close to the side, then place the inner surfaces of the Rt. feet together, with the knees touching. The knuckles in opposition represent the adaptation of each portion of the work. The thumbs bent and touching represent the want of the K.S.
- 39 After the S's are communicated, any salutes will be with the S. of a M.M.M. Salutes are to be given only when so designated.
- 44-45 Suggested the (?s) and 5 or 6 Brethren receive a coin of some kind, after which the Brethren express discontent, "Actually this is a good time to give the (?s) their penny". The Brethren to be given any coin.

QUESTIONS AND ANSWERS

- Q 1 Should the Officers and Companions wear R.A.M. regalia including Collars and Jewels when conferring the M.M.M. degree?
- A. Yes, they must be worn. Just as a W.M. or S.W., etc., taking part in E.A. or F.C. degrees wear the regalia they are entitled to wear.
- Q 2 Describe the shape and size of the K.S. Which way should the letters read?
- A. The K.S. is approximately 7½" long and 1¾" thick and made of stone. The weight should be sufficient to give difficulty to the (?) while carrying. The letters should read as shown (page 1). This places the H at the top when K.S. is placed in the Arch.

- Q 3 Explain in detail how the (?) is received by the I.G. and how often.
- A. Touch ONCE on B. with the edge of the C. under the stroke of M.
"Each Candidate is so received".
- Q 4 Should the S.D. hold the L. hand of the (?) while he is carrying the K.S. with his right?
- A. No. Absolutely No. The Candidate has enough difficulty with the K.S. and we feel he should not be embarrassed any further.
- Q 5 Why do Companions shout "Pick up your Work" when (?) is endeavouring to carry the K.S.?
- A. They should remain silent. If this is done the W.M. should correct them.
- Q 6 In the procession, who leads?
- A. On the first procession, any two brethren with the S.D. and (?) last. On the second procession, the S.D. and (?) lead. The D. of C. should organize the processions.
- Q 7 Should the J.W. stand at the wicket holding the sword while the Companions are receiving their wages?
- A. Yes.
- Q 8 Does S.W. give wages to the Brethren on the 1st time around?
- A. No
- Q 9 On the 2nd perambulation and the (?s) have received their wages at the apartment of the S.W., what should the Companions do to show discontent?
- A. No such nonsense like throwing their wages on the floor or knocking penny out of (?s) hand should be allowed. Express audibly their discontent in words such as "This is not fair", "I am not satisfied", "What did you get"?
- Q 10 In closing, should the members leave their places and stand down to the "level" floor of the Lodge when the words "meet on the Level and part on the Square" are given?
- A. Yes. Mandatory - every brother in the Lodge Room, regardless of rank must come down from the Dais to the level floor and form a square. This leveling of rank leaves a lasting impression on the (?s)

Q 11 When W.M. asks the S.W. "How do we meet", does he do so from the Dais or should he step down on the level first?

A W.M. asks the question from the Dais and after the S.W.'s response, then all brethren, including the W.M. and Distinguished Visitors, step down to the level floor of the Lodge.

Q 12 Should not the token and mark be used by the workman during both perambulations leading to the L.W. (pages 28 and 44) ?

A. No. This is all part of a drama (or representation - in the dictionary sense, a likeness, image, picture, etc.). Upon the (?) being raised he is told "for the better understanding of the lessons of the D., you will now retire and represent one of the F.C.M.s. who were employed in the quarries."

As the drama unfolds - the K.S. presented and rejected, etc., the (?) as the representative workman, along with the other F.C.M.s. (being represented by the brethren taking part) presents himself at the S.W.'s apartment. The other brethren, who have already been taught how to receive wages, put their R.H. through the L.W., at the same time giving the T. and thereby (symbolically) receiving wages.

The penny is not a part of the ritual and so has no place at this point.

The (?), not being informed, does not present the T. and his R.H. is seized by the S.W.. - again, symbolic of what occurred at the actual building of the temple.

The drama continues to unfold, the (?) is taken to the W.M. who, among other things, informs him he will be taught how to receive wages, etc. The W.M. then continues to narrate the drama, including the charity lecture and the symbolic test of charity; he then communicates the Ss. of the D. and demonstrates the T. reminding the (?) he will be called upon to give it later. Finally he imparts the Historical Lecture which recapitulates the drama which the (?) has just been a symbolic part of.

Following presentation of the W.Ts and congratulations, there is one further demonstration - that of the actual receipt of wages, the expression of dissatisfaction and the exhortation by the W.M. to receive them with thankfulness.

This time (page 44) the figurative (symbolic) workmen present themselves at the L.W. (as before - page 29 - giving the T.) and, being a favourable opportunity, the (?) is given his penny, the other brethren some other coin.

The penny is only a representation of the "wages". In the Historic Lecture King S. ordered the workmen to choose a mark and when presenting his R.H. through the L.W. to have a copy of it on the palm thereof (this quite conceivably could have been simply printed on the palm). It has only become a 'practice' to present a penny to the (?) as a place to affix his

mark and frequently this is not done until after he has signed the bylaws. Remember, throughout all of the 'representation' he has not yet chosen a mark so that, as the workman, symbolic or otherwise, he could not present it at the L.W.

Handling of Candidates in the M.M.M. Degree

At all times the S.D. remains to Rt. of (?s). If multiple (?s) the S.D. is on Rt. of one (?), the remainder follow in single file.

When W.M. instructs (?s) to retire, they salute, make a "U" turn to the Rt. - S.D. leads and they return to P.R.

All should be brought in as a group and obligated.

S.D. should instruct (?s) the correct manner of carrying K.S. before entering Lodge. Each (?) should carry K.S. at least part of the time.

On first occasion of wages one (?) only should receive the penalty while those following observe. On second occasion all (?s) should receive wages and not until the last (?) has received his wages should any protest take place.

In Charity lecture, multiple (?s) should be placed in slight semi-circle, and the one in the centre being chosen for demonstration. The others can see and appreciate the lesson being taught.

In giving Ss the line of (?s) should be straight; Principals and Past Principals should assist the Master.

NOTE: If H. or J. perform this degree, they must remain in their own chairs, unless they are Past Z.

SECTION II

M.E.M. DEGREE

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- 55 NOTE: If H. or J. confers this degree, he must not occupy Z's chair, but remain in his respective chair. If, however, he is a Past Z he may sit in Z's chair.
- 57 In opening of the M.E.M. Degree, it was ruled in 1969 that it is no longer necessary for the brethren to kneel. They form in a circle around the altar, etc., as in ritual.
- If the word is lost, the W.M., knowing him to be a M.E.M. instructs the Bro. on the Rt. to impart the word.
- 57 S. of Ador-- is given by raising the hands above the head, palms to the front, then bringing them forward and downward, at the same time bowing the head and bending the body well forward.
- 69 The breast torn open - heart and vitals exposed to rot.
- 70 P.S. - Grasp with both hands the Rt. and L.B., as if tearing them open.
- G. - by clasping the Rt. hands, with the thumbs covering the 1st three K's of the other's hand.
- 71 After the S's are communicated any salute will be with the S. of a M.E.M. Salutes to be given only when so designated.
- 72 K.S. may be carried on a cushion, where available, otherwise it should be carried on open palms, letters uppermost, wide end close to the body, narrow end forward and slightly lower.
- 72 The M.O. and S.D. carry the Ark by the poles at arm's length, arms downward.
- 73 When presenting the K.S., the J.O. on arriving at the Arch drops on his L. knee and faces the Arch. The S.W., on his Rt. takes the K.S. and places it in the Arch.
- 73 The W.M. does not pass through the Arch, but remains standing in front of it. W.M. carries the gavel in his Rt. hand during the procession and uses it to strike the K.S. when placed in the Arch.
- 73 S. of Admir-- is given by raising the hands level with the head, palms to the front, arms in the form of a square, the Rt. foot slightly drawn back and the eyes raised. This sign should be given quickly and spontaneously.
- 75 W.M. receives and acks. (?) in front of the Arch, not through it.

- 79 Where "fire" is used the receptacle for same should be in the Lodge room before ceremony starts. It is more effective if the Lodge room is in total darkness except for the "fire". There also should be a pause while the W.M. proceeds slowly from the Altar to the front of the Arch. The "fire" is extinguished when the W.M. reaches East.
- 88 In closing, and passing of the Word, follow same procedure as in the opening (see reference to Page 57, above)

QUESTIONS AND ANSWERS

- Q 1 When the S.D. and the (?s) face the E., in front of the S.W. station, what is the position of the S.D.?
- A. The S.D. should remain on the R.H. of the (?s) and when S.W. comes down for presentation, step back and to one side and leave the S.W. to temporarily take charge of the (?s) after which he resumes his position.
- Q 3 In opening and closing of this degree, does the Bro. on the Rt. of the S.W. both take and give the W. to the S.W.?
- A. No. – See Ritual, page 88
- Q 4 Should the approach with the Ark be made by the N. or by the S. side of the Lodge?
- A. Generally by the N. but either, whichever is most convenient to the layout of the Lodge Room.
- Q 5 In setting the K.S. in the Arch, should it be tapped on the top or on the face?
- A. Either, whichever is most convenient.

Handling of Candidates in the M.E.M. Degree

All should be brought in as a group, and so handled throughout the degree, similar to manner used in M.M.M. At all times the S.O. remains to the Rt. of (?s).

If there are multiple (?s), then the S.D. and one (?) would lead and the remainder follow in single file. The J.O. can bring up the rear.

The use of the words "follow me" by the S.O. greatly facilitates the handling of multiple (?s).

SECTION III

R.A.M. DEGREE

“THE WORK”

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QUESTIONS AND ANSWERS

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OPENING

93 The preparation of the Chapter, and the assembling of the Companions, properly clothed, will be as in the Ritual.

When the Scribes are in position, Scribe N will announce "The Chapter is prepared", at which time the Companions enter, communicate P.W. in a W. (there is no grip to be taken) and take their places, remaining standing.

Scribe E then announces "Ex. Ps., the Chapter is now prepared to receive the Council".

The three Ps enter - Z., H., and J., - immediately form a T. inside the door and move, in form of a T. to position in the W. (top of Page 94).

The Past Ps., each giving the P.W., follow and form in line in the N. and S. sides of the room and remain standing (Page 94).

Where Ritual says 'being robed', it includes wearing of collar and jewel of office.

Note: After all are admitted and door is closed, the Scribes remain at their positions in the W., taking their places at the same time as the Past Ps (line 15, Page 96).

94 Note – line 11 – Companions stand at S. of F.

95 Instructions deleted here in 1986 – see next page (page 2)

96 Lines 9, 10 and 11 - note "Holding their sceptres in the form of a T., - H. and J. keeping their free hand to their side, they repeating ----" The Committee feels all three Principals should keep their free left hand to their side (in the case of each, at Installation, the sceptre was placed in their right hand).

96-99 The Committee concurs with the new (1977) Ritual. It feels that this (portion) does not detract from the concise and fundamental method of opening.

99 to 100 Note the several explanations and instructions printed in the Ritual, most of which were in our previous Manual(s) of Instruction relating to the opening.

SHARING THE WORD - OPENING

The Committee has ruled that the instructions on Page 179/180 of the 1977 edition of The Work do not apply in this Jurisdiction.

1. When the Z, H and J position themselves to share the word the T. is formed with the apex (of the position of the feet) to the E. In this position the Z is almost entirely facing E.
2. It is suggested but not mandatory that the Rt. hands of the three Principals be held behind the backs.
3. After the triangle is formed with the feet, the L. hands are joined in the centre of the three (hand to wrist).
4. Then the Rt. hands are brought into the centre and similarly, both sets of hands being together. In other words the Arch is closed.
5. The pledge is repeated in unison "As we three ---;".
6. The three Principals then open the Arch by raising their Rt. hands to the level of the forehead and holding them there. It is in this position that the Word is shared - under the open Arch (this is mandatory).

There is no raising and lowering of the hands 'three times' in this sharing ceremony (in the vernacular, referred to as 'pumping').

7. It is suggested here that the Z. starts the "Sharing of the Word" by speaking in a whisper the first syllable. The man on the L. of the Z. repeats the 2nd syllable in a W. to the man on his L. and the last one repeats in a W. the 3rd syllable.
8. The Principal on the L. of Z. now starts the 1st syllable of the W, and the remaining Principals follow in a similar manner to 7.
9. When the W. has been shared 3 times, the Principals break apart (disengage the hands and feet), right hands upward and outward. The Arch is now open.
10. The Principals then proceed to the E. in the form of a T.
11. (The other Companions do not give any Sn. when the W. is shared by the Council).

EXALTATION

- 104 Note that it is the duty of the Scribe N to see that the (?s) are examined as M.E.Ms and qualify for exaltation - see instructions in Ritual.
- 105 Note detailed instructions in Ritual for receipt of S. of T., covering of Ped. and extinguishing of lights. (some of which were in previous Manuals).
- bottom of page - note that P.S. picks up scroll when he retires to prepare (?s) and that he is clothed as a R.A.M.
- 108 Note detailed instructions in Ritual for admission of (?s).
- 110 - mid-page - when placing (?s) in W., they should be kept as far back as possible, so they will have sufficient room to approach the V.O.S.L. properly. (a previous ruling).
- 113 - mid-page - note the slight revision to "ever bearing in mind the traditional penalty on the violation of any of them, that of having the head struck off ___".
- 115 - mid-page - as previously ruled in this Jurisdiction, the P.S. should remain clothed as a R.A.M., when retiring to return with (?s) through the veils.
- (note instructions in Ritual to Masters of each of the Veils regarding opening of veils only sufficiently to ask questions - a previous ruling in Manual(s).)
- 116 M. of 1st veil demonstrates S. only as he explains it. #
- 118 P.S. does not demonstrate S. but says "Casting the rod upon the ground" #
- M. of 2nd V. demonstrates S. only as he explains it. #
- 119 P.S. does not demonstrate S. but says "The leprous hand." #
- M. of 3rd V. demonstrates S. only as he explains it. #
- 121 P.S. does not demonstrate S. but says "Pouring water, etc." #
- # previous rulings.
- 122 Note - M. of 4th V. is relieved by the S.S., who stands facing the V. while former presents the S. of T. to Z and returns.
- 127 - upper page - note detailed instructions in Ritual for S.S. and J.S. to present implements of labour to the M.E.Ms.

- bottom of page - note detailed instructions for preparation of (?s) and explanation of what is taking place.

- 128 Note that P.S. has scroll secured to his person when he conducts (?s) to the door and is admitted.
- 132 Note detailed instructions in Ritual regarding retirement and explanation of what is taking place.
- 135 Note detailed instructions - bottom of page 135 and top of page 136 - to Scribes E and N.
- 137 Note detailed instructions to Scribes E and N regarding divesting of implements and the clothing of (?s).
- 139 Note the staff should be held perpendicularly and placed in the right hand of each (?).
- 150 In describing Ss., Z. says "I shall now demonstrate these signs and ask you to copy: (former Manual ruling, now in Ritual)

P.S. - is given by striking the back of the neck with the open left hand, palm downwards;

R.S. - is given by shading the eyes with the left hand at the same time placing the right hand upon the heart, bending the body forward;

P.S. - is given by raising the arms in the form of a square, upper arms horizontal, forearms perpendicular, palms to the front, slightly bending the knees and glancing upwards;

F.S. - is given by raising the hands above the head full length, palms to the front, then bringing them downward and forward until level with the shoulders, at the same time bowing the head and slightly bending the body forward;

M. or S. of S. - open hands upon loins, thumbs to front, and slightly bending the body forward.

- 152 Note instructions in Ritual for placing (?s) in S.E. angle of the Ch,
- 159 The P.S. will conduct the (?s) to the E. by way of the S. W. and N.
- 160 Note detailed instructions in Ritual to P.S. to conduct newly exalted Companions to V.O.S.L. and to places on N. side of Ch.

CLOSING

164 The closing ceremony begins and continues, as in the new (1977) Ritual down to the point where the J.S. has announced "The Chapter is close guarded, Ex. Sir" and has saluted.

Responding to majority, popular request, the Committee now rules that at this point, we revert to previous (1969 and earlier) Rituals - mid-page 245 to bottom page 246 in 1969 version - that is:

Z. - Comp. J.S., where was the first or Holy L. held?

J.S. - At the foot of M.H., in the wilderness of S., Ex. Sir. (Salutes)

Z. - Who presided?

J.S. - M., A., and B., Ex. Sir. (Salutes)

Z. - Comp. S.S., where was the second or Sacred L. held?

S.S. - In the bosom of the H.M.M., Ex. Sir. (Salutes)

Z. - Who presided?

S.S. - S.K.L, H.K.T., and H.A.B., Ex. Sir. (Salutes)

Z. - Comp. P.S., where was the third or Grand and Royal L. held?

P.S. - At J., Ex. Sir. (Salutes)

Z. - Who presided?

P.S. - Z. the P. of the P., H. the P., and J. the son of J. the H.P., Ex. Sir. (Salutes)

The ceremony then proceeds as from bottom of Page 164 (new-1977 Ritual), i.e.

Z. - "Companions, let us pray".

166 (First part on Sharing the Word revised in 1986 and detailed on page 6)

Mid-page - because positioning of Scribe E's chair varies in the Chapter rooms, the Committee has ruled he will proceed to the W. by the S. or N.

Note - after the Scribe E. has approached to position three paces from T.V.O.T.S.L., and saluted, the Ex. Z., the Companions come to the S. of F., holding this until the Vol. has been closed and Scribe E has saluted. (top - page 167)

SHARING THE WORD - CLOSING

The Committee has ruled that the instructions on Page 181/182 of the 1977 edition of The Work do not apply in this Jurisdiction.

1. See P. 165 of The Work. After the Z. calls on the Companions to share the word, all Companions, except the 3 Principals come down to the main floor of the Chapter Room.

(It is discretionary for the Grand Z., or the Gr. Supt. and their parties on their Official Visits or other visits, to come down from the dais at this point).
2. All Companions then form in groups of three with one Companion forming the base of a Triangle, his Rt. foot parallel to the E., the apex of the three Rt. feet to the E.
3. It is suggested again that the Rt. hands be kept behind the back at this point.
4. The L. hands are then joined in the centre (hand to wrist).
5. The Rt. hands are then joined similarly and raised to the level of the forehead to indicate the Open Arch.
6. The Companions who formed the base of the T. then start the first of the W. in a W.
7. The responses then proceed clockwise in the manner explained in 7 and A of the opening ceremony, till each of the Companions has started the W.

(It is important to note here that the Word may only be shared under the Open Arch. Again, this is mandatory.)
8. The Rt. hands are then lowered in three distinct movements of approximately 6" till the two sets of hands are together. The Arch is thereby closed.

Note: Do NOT pump the hands up and down three times.
9. The Pledge - "As we three --- " is then repeated after the Z.
10. After the Pledge is given the Companions break from the closed Arch by dropping the hands, return to their places and remain standing.
11. If a Companion, for some particular reason, cannot participate in sharing the W., he remains standing at his place during the closing ceremony. He does not assume any Sn. when the W. is shared by the Companions.

167 Delete opening instructions at bottom of page relative to approach of P.Z. to Ped. and substitute therefore - "Past Z. will proceed to Ped. by North or South.

168 Note the NOTE at bottom of page. Companions giving S. of F., repeat words "F.F.F.F." only, the P.Z. continues (alone) "and may the blessing - - etc.", followed then by agreement by all, who say "So mote it be".

RETIRING AND ENTERING

177 - second paragraph - delete the words "proceed clockwise" from the Ritual and amend to read "proceed to the A. in a manner similar to preceding paragraph", and await, etc.

MISCELLANEOUS (current) and SUBSEQUENT RULINGS, COMMENTS, etc.

When Chapter is in H.R.A. formation, the six lights should be on only while Ped. remains unveiled.

After Ps have given (Ks) they do not re-form the T.

Ps. form T. at all times when the three are standing, except after the closing.

On page 90 (new 1977 Ritual) - Form of a R.A.M. Ch. - the pick, crowbar and shovel are depicted in the lower left (NW) position - this is to facilitate presentation of the implements of labour to the M.E.Ms. by the S.S. and J.S. (Page 127, commencing line 6). However, the Committee rules that the handles of the pick, crowbar and shovel should be to the outside (as in illustration, page 60 of the Constitution).

SECTION IV

GENERAL

“THE WORK”

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QUESTIONS AND ANSWERS

Adopted by
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1973 to 1980

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Introduction of Grand Z or Grand Superintendent or Distinguished Companions:

The proper way to introduce the above shall be as follows:

(a) The Gr. Z. etc., and their party shall be aligned in the anti-room as follows: Junior Officers in the lead and followed by seniority.

Example:- Very Excellents, followed by Rt. Exs., followed by M. Exs. and lastly the Gr. Z., positions to be in accordance to seniority.

(b) The outer guard will give the alarm and when door is opened will say "The Grand Z. (etc.) and his party are in waiting". The Sr. Sojourner announces the same to Ex. Z., who instructs them to be admitted. The D. of C. leads party down south side to within 2 steps from Altar, turns left leading across in front of Altar and stops in North so party is in front of the Altar. Prior to entering he will instruct the party to leave a space immediately in front of the Altar. Gr. Z. comes in last, turns left half to one step sooner than main line and crosses to space and steps into the space left open.

(c) The D. of C. should have a list made out of the Companions, unless he knows the name and rank of each. When Gr. Z. has taken his place, the D. of C. will say "Ex. Z. - I take pleasure in introducing to you, and through you, to the Companions present, Most Ex. Companion -----, accompanied by: V. Ex. Comp. -----, Rt. Ex. Comp. ----- (giving name and office), etc."

When each name is mentioned, he will take one step forward, give Reverential sign, and step back in line.

(d) When last Companion is introduced the Ex. Z. will welcome the Gr. Z. and his party and ask D. of C. to conduct the Grand Z., etc., to the East. D. of C. will conduct the Gr. Z. down North side to East and up onto the Dais. The Ex. Z. takes Grand Z. in hand, says a welcome, turns the Grand Z. to the West and declares Gr. Honours taking your time from D. of C. - who says "Companions, Grand Honours 9 times"

At this time the Companions at the Altar will give Gr. Honours with the rest of the Companions. Sometimes if the Gr. Z., etc., is accompanied by only those of the same rank, they may all be left at Altar and Gr. Honours given at which time those at the Altar do not give Gr. Honours but on completion will give Rev. sign.

Miscellaneous:

1. The sign of Fidelity is the only sign used in Grand Chapter and the Reverential Sign is used in Constituent Chapters.

2. Do not use wands when conducting Gr. Z. or Gr. Supt. into the Chapter Room.

3. All perambulations in M.E.M. are made in front of the Arch. The Arch is to be placed as near as possible to the Dais.

4. All Companions in R.A.M. degree opening must be in anti-room, properly clothed, including collars, except Scribe E. and N., who are at the door to collect the P. Word.

5. All give the word, including Z, except that it is not essential that the Grand Z, at any time, or the Gr. Supt. And his party, on his Official Visit, give the word.

TAKING OF THE BALLOT

When the agenda of the business meeting calls for the ballot to be taken:

1. The Z will say something like "Comps. S. and J.S. you will prepare the Chapter Room for the taking of the Ballot". At which time the Comps. will place a stand to the W. of the Altar on which rests the V.O.S.L. and places the B.B. on the stand. (The S.W. Pedestal may be used).
2. The Z. will then say "Comp. P.S. you will present the B.B." at which time the P.S. takes the B.B. from the stand, proceeds to the E. by way of the N or S side and places it on the Pedestal in the E. He then steps back a few paces and after the B.B. is inspected by the 1st, 2nd and 3rd Principal in that order, he returns it to the stand in the W. and returns to his station.
3. The Z can say "We are about to ballot on the petition of Bro. (Comp.) ----- to become a member of this Chapter by exaltation (or affiliation). You will now cast your ballots, white balls elect, black balls reject. Look well to your ballot and vote for the good of the Chapter, starting on my left." (The Z gives 3 ks and then excuses the visitors) Similar words can be used. The Comps. ballot starting with the J and continuing around the Chapter and finishing with the H., using Craft Procedure. The R.S. only is used once to salute the B.B. After all have balloted the Z invites the O.G. inside to cast his ballot leaving the door properly guarded. The Z then proceeds to the W. to cast his ballot after which he returns to his station in the E.
4. The Z then asks if all Comps. have balloted and if so, declares the ballot closed and gives 1 kn.
5. The Z then says "Comp. P.S., will you display the Ballot". The P.S. rises, salutes the Z., proceeds to the stand and carries the B.B. to the E. where he places it on the Pedestal and steps back 3 or 4 paces and remains standing.
6. The B.B. is then inspected by the 3rd, 2nd and 1st Principals in that order.
7. The Z then asks as follows "Comp. 3rd Principal, how do you find the ballot?" The 3rd Principal using the R. S. says "I find the Ballot favourable (unfavourable) Ex. Sir." Similarly the Z says "Comp. 2nd Principal, how do you find the ballot?" The 2nd Princ.

using the R.S. says "I find the ballot favourable (or unfavourable) Ex. Sir." The Z. then says "I too, find the ballot favourable (or unfavourable) and declares Bro. (or Comp.) ----- eligible (or ineligible) for exaltation (or affiliation) into this Chapter. Z gives 1 kn.

8. SPECIAL NOTE. If the result of the Ballot appears to be unfavourable the Z may, without asking for a declaration from either the H. or J. destroy the Ballot and request the P.S. to replace the B.B. on its stand in the W. He then starts all over again without any comment. This procedure is allowed so that in the event of poor lighting, or the age and eyesight of the Companion that some have made an honest error. It is recommended however that only the second Ballot be permitted after which the Z has no recourse but to declare the Ballot unfavourable.
- 9 After the Z's declaration of the Ballot he then destroys the Ballot and asks the P.S. to return it to its place in the W., after which the P.S. returns to his station.
- 10 The Z then requests the S. and J.S. to restore the Chapter Room after which he gives 1 kn. and declares that order of business closed.
- 11 As indicated in (3), one salute only, the B.B.. - The Companions are reaffirming their loyalty to the craft and rededicating themselves and renewing their obligations.
- 12 A collective Ballot may be taken, if desired. However, if the Ballot is unfavourable then the Ballot is destroyed and a single Ballot is taken on each candidate.
- 13 If one black ball, the ballot is favourable; if two black balls and the Z feels there was a mistake, he follows procedure in 'Special Note' (8) on previous page.

GRAND HONOURS

- 1 By clapping the hands in the following sequence - R. over L. - L. over R., - R. over L.
- 2 The number of times shall be according to rank and shall be given in total in each sequence.

9 times for M.E. Comps;	7 times for R.E. Comps;
5 times for V.E. Comps;	3 times for Ex. Comps. and others.
- 3 By clapping of hands once only in the following sequence:
L. over R., - R. over L., - L. over R.
- 4 If the Grand Supt., the Grand Z. and their accompanying party, or any distinguished Comp. are given Grand Honours at the Altar the accompanying party do not give the Gr. Honours.
5. If the Grand Supt., the Grand Z. or distinguished Comps. are invited to the E. and the accompanying party remain at the Altar, Grand Honors are given by them at the Altar along with all the rest of the Companions.