



The New, Fast & Efficient

Pennsylvania DeMolay Protocol

Revised 2012

I. Introducing Special Guests

A. Distinguished guests and visitors are always welcome at DeMolay functions. These are the rules for formally receiving special guests at ritual and ceremonial meetings.

Use common sense regarding introductions. Nobody wants to sit through hours of introductions or speeches. Most guests should be greeted personally, after the program, not formally in the meeting.

At Chapter meetings (closed meetings), DISTINGUISHED GUESTS are introduced right after the Chapter is opened. Record these introductions in the minutes. The guests should be in the room for the opening ritual, since they may not often get to see our ceremonies.

The Marshal leads guests from their seats to a place West of the Altar. If they are not in the room, the Marshal may leave (without going to the Altar) to bring them into the room and to the Altar.

At installations and other public ceremonies guests should be received **before** the ceremonies begin (as soon as the officers take their stations). The Marshal brings them from outside the room to the Altar for introduction.

B. Introductions are made like this:

The Marshal brings the guest, accompanied by fellow officers, to the Altar, and announces all of them to the presiding officer and guests. The presiding officer welcomes them and leads applause, and has the Marshal conduct the distinguished guest to the East, along the North side of the room.

The guest is greeted by the presiding officer and given an appropriate seat. (He is **not** introduced again in the East.) *Only the highest-ranking distinguished guest is presented the gavel of authority, (see below.)* Visitors with the distinguished guest are directed to seats in the Chapter room. The Marshal either returns to his seat or prepares to present the next guest.

C. The order of introductions is:

The PA State Master Councilor or the ranking elected state officer AND the Executive Officer of PA or his representative, *are presented together.* (All other state officers and EO Leadership Team members may be introduced at their seats, during remarks by the SMC or EO.) Officers of DeMolay International and the International Congress may be introduced with this group. Do not "rap up" the room for these introductions.

The Grand Master of Masons of Pennsylvania or any Grand Lodge officer designated to represent him. Other Grand Lodge officers or Past Grand Masters, and the ranking officers of any statewide or national Masonic body may be introduced with the Grand Master.

These guests are recognized because of the outstanding support they give DeMolay in Pennsylvania. Three raps of the gavel direct everyone to stand when the Grand Master enters. Only the Grand Master is seated in the East. Others are offered seats reserved for them.

Other guests **may** be introduced at their seats, but not called on to speak.

The presiding officer of the sponsoring body.

The presiding officer or designated representative of any local Masonic body.

Advisory Council members.

Visiting state appointed officers.

Visiting Master Councilors or designated representatives.

D. Some others **may** be introduced at their seats at public ceremonies, but don't "drag on" the program to introduce these people. They aren't asked to speak. Those who have asked to make a presentation should be asked to come to a microphone, if there is one. These groups are:

1. All visitors listed in section C above.
2. Visiting community officials, clergy, or school officials.
3. Officers of Eastern Star or other adult organizations.
4. Other Masonic youth group officers like Rainbow Girls, Job's Daughters, and Knights of Pythagoras.

E. Here's an example, for presenting the State Master Councilor and a Deputy Executive Officer:

Mar.-*"Brother Master Councilor, it is my privilege to present to you Brother John Smith, State Master Councilor, and "Dad" Harold Jones, Deputy Executive Officer."*

MC- *Brother Smith and "Dad" Jones, it is a privilege to have you in our Chapter on this occasion. If you will continue under your present escort I will be happy to formally welcome you." (Guests are escorted to the East by the Marshal, via the North to be greeted by the presiding officer who may offer a seat in the East, or on the sidelines, depending on their availability.)*

Substitute the right titles for your situation. The Marshal should always be dignified and efficient in making introductions.

II. Presenting the Gavel of Authority

The gavel of authority is presented only once during a meeting, and only to the Grand Master of Masons or the Executive Officer or their designated representative, or in the absence of these, to the ranking elected state officer. Nobody else should EVER receive the gavel from the Master Councilor.

It is a symbol of loyalty, and is given while everyone is still standing. Say this: "In token of our allegiance to 1 and to you as 2 we present you with the gavel of authority."

Corresponding Inserts

| | | | |
|---|--|---|-------------------------|
| 1 | The Grand Lodge of Masons of Pennsylvania | DeMolay International | Pennsylvania DeMolay |
| 2 | Right Worshipful Grand Master (or The Representative of the...) | Executive Officer (or Representative of the..) | (State Officer's title) |

The gavel is presented when the guest is greeted, and he *may* speak or preside until he gives the gavel back, but we hope he speaks later. When called on to speak at a later time, the gavel is NOT presented again.

III. Order of Speaking

The order for calling on guests for remarks is the same as for introductions. Remarks should be the last thing you do before the closing ceremony. No one is to speak after the Executive Officer or the Right Worshipful Grand Master of Masons, unless they ask to speak earlier in the meeting (for example, if they have to leave early).

IV. Honor Guards or Uniformed Escorts

Honor guards of Commandery (Knights Templar) officers may be used during the introduction of distinguished guests, only if the Advisory Council agrees it will lend dignity to the program.

V. Time Schedule

Begin programs on time. Wasting our guests' time is not courteous. Our programs should be well run and brief. Guests should remember programs as worth attending, professional and enjoyable.

VI. Questions

Executive Officer Thomas R. Labagh [eo@pademolay.org], or Executive Secretary David W. Berry [es@pademolay.org] will answer your questions about this protocol or specific situations.