



Supreme Grand Royal Arch Chapter of Queensland

TRAINING MODULE TM-RA-03 **GRAND CHAPTER VISITING**

- References:**
- A. Constitution and Laws - SGRACQ.
 - B. GDC Manual .
 - C. DGIW Handbook Revised April 2002.
 - D. Appropriate Rituals.
 - E. Appropriate Ceremonial.
 - F. Handbook – Duties and Responsibilities of Grand Chapter Officers.

AIM. To teach the procedures and ceremonial involved for a Grand Chapter Visiting Delegation.

Method

These procedures and the associated ceremonial have been constructed for a Grand Chapter delegation visiting a Chapter performing an installation in the Royal Arch. They can be readily adjusted for other work. The criterion is: **when a formal entry has been made, a formal retiral will follow.** However, it is possible that GZ may wish to vary this procedure under certain circumstances and it is therefore recommended that an enquiry be made of GZ on his arrival. Such a circumstance may be when the Chapter is to deliver the Closing Address – GZ may rule to retire as normal and return for the Closing Address or stay in for the closing of the Chapter and retire after the Closing Address.

Definitions

In this TM:

- GZ means **The Most Excellent First Grand Principal (rank,title, full name and honours),
or
The Right Excellent Deputy First Grand Principal (rank, title, full name and honours),
or
The Representative of The Most Excellent First Grand Principal (rank,title,surname
and honours).**
- GDC means **The Grand Director of Ceremonies,
or
A Deputy Grand Director of Ceremonies,
or
A Companion acting in the position of GDC/DGDC.**
- GCO means **Generally, all Grand Chapter Officers, both active and those who have received
conferred rank, defined as ‘past’.**

Instructions

All Comp involved in a visit by Grand Chapter must be aware of the appropriate regulations and instructions and be in possession of the current applicable Rituals and Ceremonials.

Duties and Responsibilities

A comprehensive statement of the duties and responsibilities of Grand Chapter Officers is currently available in booklet form. This is being re-written as a Training Module. A synopsis of the duties and responsibilities applicable to a visit by Grand Chapter are contained herein.

Request for a Visit by a Grand Chapter Delegation

Requests for visits by Grand Chapter are to be forwarded by Chapters to GSE at least six months before the proposed date of the visit. This is to give sufficient time to finalize arrangements.

Visiting – Chapters

Grand Chapter forms delegations to visit Chapters within this jurisdiction:

- a. to fulfil the requirements contained in the relevant Articles of The Constitution,
- b. to respond to invitations from Chapters to meet special needs such as:
 - 1. meetings of the combined Chapters of a District,
 - 2. Installations,
 - 3. Master Mason Educational meetings,
 - 4. Ceremonies of Consecration or Commemoration
- c. as part of a regional tour.

Visiting to Other Orders

Grand Chapter may be invited to attend meetings of Other Orders. The details of the meeting, delegation numbers and procedural and ceremonial matters are provided by the Host. Liaison between GDC is essential to ensure proper observance of protocol.

Visits by Other Grand Bodies to a Chapter

Occasionally another Grand Body may visit a Chapter within this jurisdiction. Generally they comply with our requirements. To observe protocols, a strong liaison must occur between the respective GDC.

Visiting – UGLQ

Grand Chapter has a standing invitation to provide a visiting delegation to meetings of The United Grand Lodge of Queensland (UGLQ). The details of such delegations are published by Grand Scribe Ezra (GSE). Those Comp listed as official guests are to be attired in accordance with the dress requirements of UGLQ and wear the correct Royal Arch regalia.

Schedule of Visits

The schedule of Grand Chapter visits is determined within Grand Chapter Office and published calendar quarterly by GSE to all GCO involved.

Presiding Officer

The Constitution provides for The First Grand Principal (GZ), or his Deputy (DGZ), or his Representative (Rep) to preside at any meeting, or any ceremony of any Chapter, Lodge or Council within this jurisdiction. The Presiding Officer is empowered to direct the Grand Chapter Officers attending him to occupy any or all of the offices within the Chapter, Lodge or Council and to perform the duties thereof.

Composition of a Delegation

A Grand Chapter Delegation visiting Chapters within the Brisbane Metropolitan area, or where an overnight stay is not required, normally comprises:

| | |
|--------|--|
| Leader | this will be either, GZ who may be accompanied by DGZ, DGZ or a Rep. |
| GH | GH normally accompanies GZ, PGH normally accompany others. |
| GJ | GJ normally accompanies GZ, PGJ normally accompany others. |
| GDC | GDC normally accompanies GZ, DGDC normally accompany others. |
| DGIW | as appropriate. |
| GPSoj | Two. Normally a GPSoj and a G2Soj or G3Soj. |
| GSwBr | |
| GStBr | To carry GZ Personal Standard when he is in attendance. |
| GHer | In exceptional cases. |
| GStwd | |
| GPip | When available |

A Grand Chapter Delegation visiting regional Chapters or where an overnight stay is required, is referred to as a ‘short delegation’ and normally comprises:

| | |
|--------|---|
| Leader | this will be either, GZ who may be accompanied by DGZ, DGZ or a Rep. |
| GH | GH normally accompanies GZ, PGH normally accompany others. |
| GJ | GJ normally accompanies GZ, PGJ normally accompany others. |
| GDC | GDC normally accompanies GZ, DGDC normally accompany others. |
| DGIW | who is responsible for providing and training the remaining members of the delegation from those GCO available within his District. |

Attendance

Acceptance of Grand Chapter office is an acknowledgement of the acceptance of the duties of that office. These must be given **FIRST PRIORITY OVER ALL OTHER MASONIC COMMITMENTS.** If, however, you are unable to

meet your Grand Chapter commitment, you **MUST** arrange for a substitute and give timely advice to the appropriate GDC accordingly.

Transportation

You must be prepared to use your own vehicle on an agreed roster basis. Car expenses are not paid unless overnight accommodation is authorized in which case Grand Chapter will meet the expenses for one car. See below for reimbursement.

Accommodation

Overnight accommodation is generally provided when the Chapter to be visited is more than 200km from the Brisbane GPO and a 'short' delegation attends. Grand Chapter will meet the expenses for two Motel rooms and breakfast for each rostered Grand Chapter officer. GDC will arrange for the payment of accounts and appropriate reimbursement when necessary.

Performance of Duties

You may be required to act in an office other than that listed on the visitation schedule. You must be prepared, at short notice, to deliver your allotted portion of the ceremony if the situation arises. All Grand Officers from Grand Sojourners to Grand Stewards are required to know the Investiture Addresses to all Officers in the Royal Arch Installation Ceremony. As a general rule:

| | |
|-------|--|
| GZ | Acts as Presiding Officer, if required. Installs Z and WMM, if required. Gives The Address to the Companions. Makes presentations, as required. |
| GH | Acts as H and SW, if required. Installs H, if required. Gives The Address to the Principals. Prompts GZ, if required. |
| GJ | Acts as J and JW, if required. Installs J, if required. |
| GDC | Acts as GDC when Grand Chapter is doing the work. Acts as DC, if required. Gives The Address to the Officers, if required. Takes remedial action under the direction of GZ. |
| GPSoj | Acts as Chapter PSoj, if required. Invests the first five Chapter officers, if required. (Scribes, Treas, Chap and DCs). |
| G2Soj | Acts as Chapter 2Soj, if required. Invests the last five Chapter officers, if required. (Soj, S of W, Org, Stwd and Jan). |
| G3Soj | Acts as Chapter 3Soj, if required. Understudies the investitures. |
| GSwBr | Understudies the investitures. |
| GStBr | Understudies the investitures. |

Attendance at the Chapter

GCO should arrange to meet at the Chapter being visited thirty minutes before the Chapter opens. This will give them sufficient time to assist the GDC with Grand Chapter furnishings and regalia, to socialize with the Chapter Comp, to assist the Grand Principals in robing and prepare themselves. They will also be expected to assist the GDC, at the close of the meeting, to recover and pack regalia and furnishings.

Dress

GCO are to be suitably attired in accordance with the Instructions for Masonic Dress. They should wear their name plate BUT it must be removed before formally entering the Chapter. Jewels, other than those awarded by Grand Chapter, are not to be worn. An appropriate Grand Chapter collar is to be worn. Only the active Grand Principals wear chain collars over their robes, except that a PGZ or PDGZ acting as Rep is to wear his chain collar.

Registration

All members of the visiting Delegation must sign the Grand Chapter attendance sheet as well as the Chapter attendance sheet set aside for them. GCO who are members of the Chapter being visited must also sign the Chapter attendance sheet. GJ is responsible for tallying the Grand Chapter attendance sheet and giving it to GZ. If the Leader is other than GZ, he is to ensure the attendance sheet is forwarded to Grand Chapter for disposal.

Note: GCO who enter the Chapter for its opening and intend to join the delegation should sign the appropriate attendance sheets before entering for the Chapter opening.

Demeanour

GCO are to conduct themselves in a manner fitting their station as an example to all Comp. They are not to lounge or sit in a slovenly manner. They must not prompt, speak audibly or recite any charges during the ceremony. They must not comment on the standard of the work unless it is complimentary.

There is only one GZ and one DGZ in office at the one time. On ceremonial occasions and at Festive Boards they are referred to by their title only. All other GCO are referred to by their rank and surname. For informal circumstances such as travelling in cars and in accommodation, Christian names may be used.

Saluting

Normally the salute exchanged is the salute of the degree. In the case of the Royal Arch it is the Hailing Sign. At other specified times the salute exchanged is the Sign of Fidelity (S of F).

When the Chapter holds an “open” meeting where Brethren of other Orders, Guests and Ladies are present, the sign given on all occasions is the S of F. Grand Honours on such occasions is the S of F given once only.

Festive Boards

All members of the visiting Delegation are expected to attend the Festive Board. GZ responds to the toast to, “The Most Excellent First Grand Principal and The Order”. He usually calls on GH or GJ to support his response. However, all members of the visiting delegation should be prepared to support the response to that toast, if called on.

Members of the visiting Delegation should be prepared to pay the Festive Board charge on behalf of themselves and their ladies, if required. Some Chapters do not impose a charge for ladies attending. Chapters may elect not to impose a charge for Grand Chapter officers in which case the non charge applies only to those Grand Chapter officers whose names appear on the visitation schedule.

The visiting Grand Principals and the GDC and their ladies may be required to sit with the Chapter officers. Those Grand Chapter officers, and their ladies, not seated thus should be prepared to mingle with the Chapter members and visitors.

First Procession

While the Chapter is conducting its general business, the first procession comprising all of the GCO taking part in the delegation with the exception of those forming the Grand Escort are formed in pairs, in reverse order of seniority, with the junior GCO to the front and the senior of each pair on the right. In some cases a GCO may not have a pair, in which case he occupies a place in the right column, e.g.:

DOOR

| | |
|--------|-------|
| GStwd | GStwd |
| GStBr | GStBr |
| GSwBr | GSwBr |
| GSoj | G3Soj |
| DGDC | DGDC |
| | DGIW |
| DGChap | GChap |
| PGH | PGH |
| PGJ | PGJ |
| | PGJ |
| PDGZ | PDGZ |

Grand Escort

The Grand Escort is also formed, comprising:

| | | |
|-----------------------|-------------|--|
| | DOOR | |
| | GPip | if in attendance |
| GHer if in attendance | | GDC |
| | GStBr | for GZ Personal Standard if GZ in attendance |
| | GSwBr | |

| | | |
|---------|-----|------------------|
| G2/3Soj | | GPSoj |
| | GZ | |
| | DGZ | if in attendance |
| GJ | | GH |
| | PGZ | |

Note: When Grand Chapter is to do the work GJ is on the right of GH to facilitate their occupying the Chapter offices.

Within the Chapter

Z opens the Chapter and conducts the general business.

By previous arrangement with the GDC, he may now invite GCO present who wish to join the delegation to now retire.

Note: This is strongly recommended in the interests of saving time.

Those GCO wishing to retire now do so in the usual manner. This is an indication to GDC that the Chapter is ready to receive Grand Chapter.

If there are no GCO retiring at this time, Z instructs 3Soj to inform the Jan to advise the GDC that the Chapter is now ready to receive Grand Chapter.

3Soj rises, exchanges Hailing Sign with Z, goes to the door, knocks *, opens the door and addresses the Jan:

“Companion Janitor, please advise the GDC this Chapter is ready to receive Grand Chapter”.

Closes door and returns to his station.

GDC Announcement

When the GDC has checked that GZ is ready, he instructs Jan to gain him admission.

Jan knocks *** ** **.

SN rises, exchanges Hailing sign with Z and addresses him,

“Excellent First Principal, there is a report”.

Z responds,

“See who seeks admission and if it is the Grand Director of Ceremonies, admit him”.

SN proceeds to the door, which is opened by 3Soj, admits the GDC and returns to his station. 3Soj remain at the door.

GDC enters, moves into the central West in line with the PSoj station, faces East, salutes Z with the Hailing Sign. If accompanied by a GHer, the GHer will be on the left of the GDC and will salute Z in time with GDC.

Note: If the meeting is an ‘open’ meeting, such as a Master Masons Night, the salute given is the S of F.

GDC gives S of F to GHer who sounds a fanfare.

GDC makes his entry announcement, (see Ceremonial), invites GCO present to join the delegation. If GCO wish to retire they now do so, joining GDC in the West. All exchange Hailing Sign with Z, turn left, retire with GHer leading and take their positions in the respective processions.

Entry – First Procession

As the first procession enters, Z knocks with his sceptre and all Companions rise with the S of F. Principals carry their sceptres, Sojourners carry their batons.

First Procession enters the Chapter and proceeds down the North side, opening out to make space for the Grand Escort to pass through. The first pair in the procession halt when level with the Arch, pause to allow the remainder to form up on them and then turn inwards.

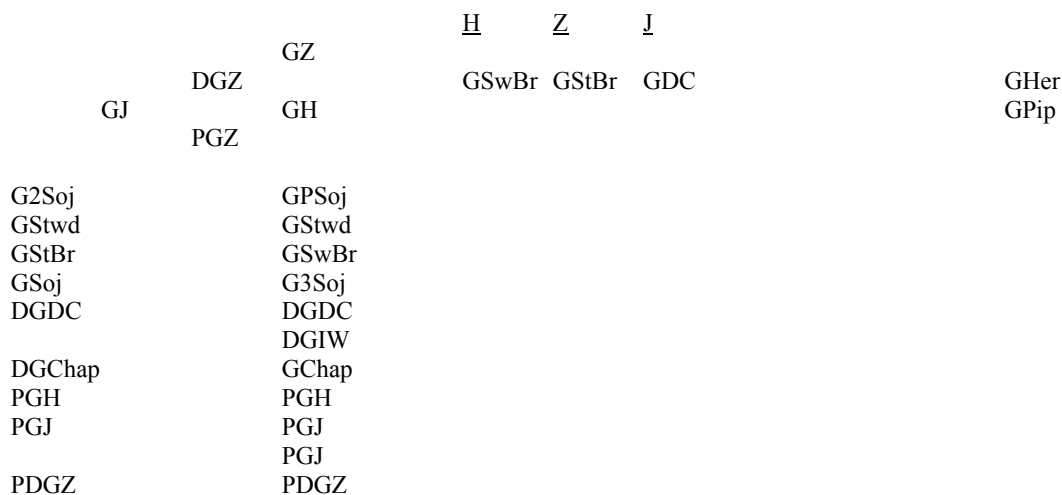
Entry – Grand Escort

When the First Procession is in place, GDC with GHer on his left, enter the Chapter and from the vicinity of the door, GHer sounds a fanfare. They about turn, retire in line, GDC leading and take their places in the Grand Escort.

GDC instructs the Grand Escort to march. They enter the Chapter and proceed down the North side between the columns of the First Procession.

As the Grand Escort enters, GCO in the first procession assume the S of F, dropping it as the Grand Co-Principals pass them.

Grand Escort takes up positions as described in Ceremonial. See following diagram:



Introduction

GDC exchanges S of F with GZ and introduces Z to him.

GZ responds by stepping up on to the dais, in the vicinity of H, shaking Z’s hand and greeting him.

Z, in his own words offers, on behalf of his Chapter, a welcome to GZ and his delegation, invites them to the Festive Board and confirms the loyalty and support of his Chapter to GZ and to the Order, concluding:

“in token of which I tender you my sceptre”

Z lays his sceptre alongside GZ sceptre.

GZ responds acknowledging the welcome, invitation and expressions of loyalty, returns the sceptre to Z and takes his seat in the North East. Followed by the Grand Co-Principals and PGZ.

Note: If Grand Chapter is to do the work, GZ retains Z sceptre and requests the Chapter Principals to move into the South East. When this is done, GZ occupies Z chair followed by Grand Co-Principals and PGZ move into the North East.

Seating the Delegation

GDC instructs GCO to salute Z with the Hailing Sign and be seated.

Note: If Grand Chapter is to do the work, GCO salute GZ with the Hailing Sign, move into the North East, salute GZ with S of F, occupy their stations and sit.

GCO are seated according to the Ceremonial. The last to occupy his seat is the GDC.

DC seats the Companions.

Grand Honours

GDC conducts Grand Honours according to the Ceremonial.

Visiting Grand Body

Occasionally another Grand Body may visit a Chapter within this jurisdiction. On such occasions, Grand Chapter will occupy the Chapter Principals’ stations on entry.

At the appropriate time GZ will call on the GDC to admit the visiting Grand Body. They are admitted in accordance with the ceremonial, greeted, seated and accorded Grand Honours.

If Grand Chapter is not doing the work, GZ directs GDC to present the Chapter Principals.

GDC raises each Chapter Principal in turn commencing with Z and conducts them to their station.

The Grand Principal hands back the Chapter sceptre, invites the Chapter Principal to occupy his seat and is then conducted by GDC to his own seat.

Support

If GCO are to assist in the work, Z rises and with the Hailing Sign addresses GZ requesting the assistance of GCO. GZ responds.

GCO who are assisting by taking office, rise, salute GZ with S of F and proceed to their stations.

Note: They must remove their Grand Chapter collar before putting on their Chapter collar.

GCO who are assisting by delivering charges do not leave the delegation until required. They rise, salute GZ with the S of F, proceed to their place, deliver their charge, return to the North East, salute GZ with the S of F and resume their seat in the East.

Note: GCO leaving the delegation and occupying seats in the Chapter must rise and salute the newly installed Principals if required.

The Work

The work of the evening is undertaken in accordance with the appropriate ritual/ceremonial/program.

Note: When Grand Chapter does the work, for an installation, the GCO will ultimately be seated in their normal 'visiting' seats. Otherwise, GCO will, at an appropriate time be so seated under the guidance of the GDC.

At the conclusion of the work Z will rise and, if newly installed, add his welcome to the GCO, confirm the invitation to the Festive Board, re-affirm loyalty and thank GZ for the assistance of GCO. Otherwise he should iterate the invitation to the Festive Board and thank GZ for the assistance of GCO.

GZ responds accordingly.

Presentations

If Chapter presentations are to be made, this will have first been arranged with GZ before the opening of the Chapter. Z rises, gives the Hailing sign and requests GZ to make the presentations. It is not axiomatic that GZ should make Chapter presentations but protocol demands he be given that opportunity. He would defer in special circumstances such as the presentation of a Jewel by a family member. In all cases, presentations will be managed by GDC.

Note: The recipient of an Immediate Past First Principals jewel normally responds within the Chapter immediately following the presentation. All other responses may be given at the Festive Board.

Retirement of Grand Chapter

Grand Chapter retires in accordance with the ceremonial.

When GZ rises to join his procession, Z knocks and calls the Comp to order (with the S of F). Principals hold their sceptres in the normal way.

The GSoJ retrieve Grand Chapter furniture.

Note: When the Chapter is to deliver the Closing Address, GZ will determine at what point Grand Chapter will retire.