

# P&E ESSENTIALS – SUMMARY OF TOPICS COVERED

Updated to July 2016

TOPIC	ISSUE #
Addressing the East	6, 17, 24
Addressing the Head Table	10, 17
Altar – Significance and only objects to be placed on the altar	22
Applauding a brother’s work	1
Ballot	7, 8
Banquet Hall Protocol	19, 20
Board of Trial	29
Book of the Work – 2009 revision	3
Business Portion of a Lodge Meeting	15
Canadian Flag	1
Candidate’s Name	35
Cell Phone Etiquette	16
Ceremony of Installation – 2010 revision	4
Ceremony of Installation handout	4
Committee of General Purposes Meeting	14
Committee of Inquiry	26
Congratulating the Candidate	38
Deacons – When to use to escort visitors	17
Director of Ceremonies - Duties	27
Director of Ceremonies – How to carry baton	30
District Deputy Grand Master – Official Visit and special Protocols when he visits a lodge	24
Draping The Warrant	5, 22
Dress Codes	1, 12, 32
Election of Lodge Officers	18, 30, 39
Excessive Circumambulation	35
Explanation of P&E	1
Freedom of the Lodge	36
Funeral Honours	3
Gavel	2
Gloves	12
Grand Honours – General rules	17, 35
Grand Honours – Significance and how to give	3, 5, 21
Grand Lodge visitors <ul style="list-style-type: none"> <li>• Announcing</li> <li>• Receiving a GLO</li> </ul>	4 1
Grand Master – Proper reference to	4
Grand Master’s Meritorious Service Award	28
Head Table – Seating	3
Head Table – Who should be invited to sit there	9
Humour – When appropriate during a Lodge Meeting	34
Improper Solicitation	37

Infirm or Elderly Brethren – exempted from saluting and giving G.H.	11, 17
Jewels, Pins, Medals, and Collars	23
Lewis Jewel	5
Masonic Memorial Service	13, 22, 31
Moving About The Lodge Room	35
National Anthem Etiquette	38
Obligation – “Say I”	5
Official Visit – DDGM outranks everyone else	3
Open Ritual Books in Lodge	36
Past Masters – Protocols which apply	33
Personal Demeanor of the Worshipful Master and his Officers	35
Questions & Answers Booklet – 2013 edition	25
Receiving a GLO	1
Receiving Visitors – how to group them	4
Redundancies To Be Avoided	35
Regalia – Dress & Undress	6
Salutes	35
Saluting	5, 11, 35
Saluting When Passing	5
Second Salute	5
Secondary Head Table – Banquet Hall Protocol	2
Sign of Fidelity	1, 6
Sitting in the East	9, 35
Step Up Night	38
Steward – Preparing the Lodge	6
Toasts	10
Tyler	5
Visitations – and a Board of Trial	29
Visitors – everyone stands to receive	1
VOSL – multiple volumes	16, 22
VOSL – opening and closing	1
Wands – when used to receive visitors	3
Warrant	5
William Mercer Wilson medal	9
W.M.’s collar – when to wear it.	4
Working Tools – adjusting them	38
Worshipful Master – or Worshipful Sir?	9, 11