

**THE OFFICIAL
OFFICERS MANUAL**

**GRAND LODGE A.F.&A.M.
ILLINOIS**

THE OFFICIAL OFFICERS MANUAL

OF THE
MOST WORSHIPFUL
GRAND LODGE ANCIENT FREE
AND ACCEPTED MASONS



STATE OF ILLINOIS

—
ADOPTED 1964

CHART

OPEN
1

OPEN
1—2

OPEN
2—3

CLOSE
3—2

CLOSE
2—1

CLOSE
1

OPEN
SHOR

OPEN
MIDG

OPEN
HIGH

OPEN
SHOR

OPEN

OPEN
B

OPEN

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MOST WORSHIPFUL GRAND LODGE
ANCIENT FREE AND ACCEPTED MASONS
OF THE
STATE OF ILLINOIS

The Officers Manual is designed for *instruction use only*, and is not to be used by any officer or member during a stated meeting or in any special meeting called for the purpose of conferring degrees.

CHART
OPEN
1
OPEN
1—2
OPEN
2—3
CLOSE
3—2
CLOSE
2—1
CLOSE
1
OPEN
8110R
OPEN
8110R
OPEN
8110R
OPEN
8110R
OPEN
8110R

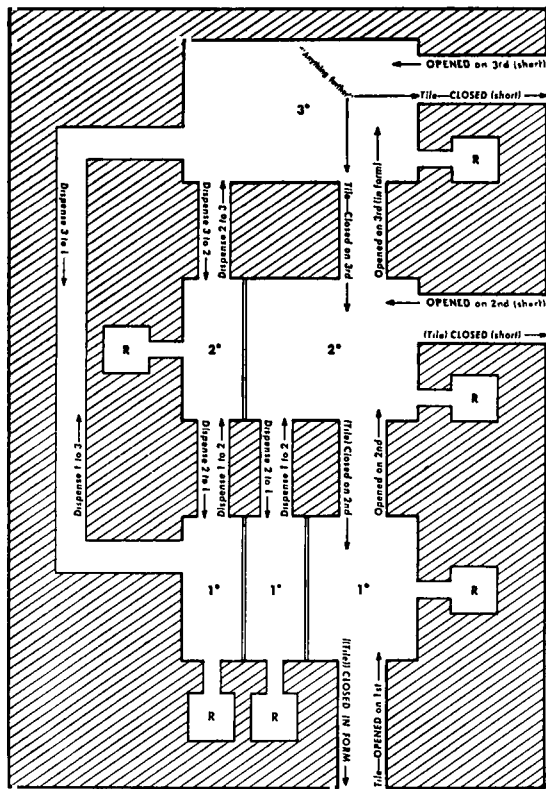
OPEN
1OPEN
1—2OPEN
2—3CLOSE
3—2CLOSE
2—1CLOSE
1OPEN
SHORTOPEN
SHORTCLOSE
SHORTCLOSE
SHORT

HIN

I (t)
H

MEMBER

The Officers Manual is available only from the Grand Secretary and must be ordered by your lodge secretary.



Opening and Closing Chart

With a pointer, enter the chart at any of the three openings and trace along the paths. These paths represent openings, closings, dispensing, to-and-from-refreshment. Any combination of paths that can be traced without obstruction, either direction, indicates a correct succession of ceremonies.

R indicates refreshment.

(short)—refers to short form opening or closing: opening direct on the 2nd; opening direct on the 3rd; closing direct from the 3rd; closing direct from the 2nd.

(in form)—is recited by the Master when opening on the 3rd up from the 2nd, but only after having opened on the 1st and on the 2nd up from the 1st. "In form" is recited by him always when closing from the 1st.

Tile—Tiling precedes the closing of the highest degree that has been opened. "Anything further," followed by tiling, always precedes closing on the 3rd down to the 2nd, or closing direct from the 3rd (short form).

(Tile)—Tiling precedes closing on the 2nd down to the 1st, or closing direct from the 2nd (short form), if the 3rd has not been opened.

((Tile))—Tiling precedes closing from the 1st, if a higher degree has not been opened. Tiling always is included in the opening ceremony of the 1st.

OPEN 1

OPEN 1-2

OPEN 2-3

CLOSE 3-2

CLOSE 2-1

CLOSE 1

OPEN SHOR

OPEN SHOR

CLOSE SHOR

CLOSE SHOR

WIN

WIN

WIN

OPENING ON THE FIRST DEGREE

W.M. ♪* ♪ Bro. J.D., you will see that the Tlr. is at his post and close the door.

J.D. The Tlr. is at his post, Wor.

W.M. ♪ Bro. S.W., are all present Ms.?

S.W. I will inquire by my proper officer and report.

S.W. ♪ Bro. J.D., you will proceed to satisfy yourself that all present are Ms.

If J.D. desires assistance, he faces M.W. and says: "W.M. may I have assistance?"
M.W. replies: "Bro. _____ you will assist the J.D." (*J.D. or J.D. and assistant must purge the £*).

J.D. I am so satisfied, Bro. S.W.

S.W. ♪ All present are Ms., Wor.

W.M. You will call the bre. to order as E.A. Ms. reserving yourself for the last.

S.W. ♪ ♪ ♪ Bre. you will come to order as E.A. Ms.—In order, Wor.

W.M. ♪ ♪ Bro. J.D., the first great care of Ms. when convened?

J.D. To see that the £ is tld., Wor.

W.M. You will perform that duty and inform the Tlr. that I am about to open _____ £.

* ♪ Designates the proper number of times to sound the gavel

OPEN
1

OPEN
1—2

OPEN
2—3

CLOSE
3—2

CLOSE
2—1

CLOSE
1

OPEN
SHOR

OPEN
SHOR

CLOSE
SHOR

CLOSE
SHOR

SHOR

1 (1)
N

MEHHE

No. _____ on the 1° of Msy. and direct him to take due notice and ty. accordingly.

✓ J.D. (goes to door, informs Tlr. and returns). The £ is tld., Wor.

W.M. How tld.?

✓ J.D. By a M.M. armed with the proper implement of his office.

W.M. The Tlr.'s station?

✓ J.D. Outside the inner door with a drawn sword in his haud.

W.M. His duty?

✓ J.D. To guard against the approach of cowans and eavesdroppers and see that none pass or repass but such as are duly qualified and have permission.

W.M. ♣ Bro. S.W., -----

S.W. From -----

W.M. What -----

S.W. To -----

W.M. You -----

S.W. I -----

M.W. What -----

S.W. My -----

W.M. How -----

S.W. By -----

W.M. How -----

S.W. By -----

W.M. What -----

S.W. Right -----

W.M. What -----

S.W. A -----

W.M. Where -----

S.W. In -----

W.M. What -----

S.W. Seven -----

W.M. When -----

S.W. The W.M., S & J.W.'s, Treas. & Sec'y, S. & J.D.'s.

W.M. The J.D.'s place?

S.W. At the R. H. of the S.W. in the W.

W.M. ♣ ♣ Your duty, Bro. J.D.?

✓ J.D. To carry messages from the S.W. in the W. to the J.W. in the S. and elsewhere around the £. as directed, to take charge of the door and with the assistance of the S.'s to prepare and present cand.'s.

W.M. Bro. J.D., the S.D.'s place?

J.D. At the R. H. of the W.M. in the E.

W.M. Your duty, Bro. S.D.?

S.D. To carry orders from the W.M. in the E. to the S.W. in the W. and elsewhere around the £. as required, to introduce and accommodate visiting bre., receive and conduct cand.'s.

W.M. Bro. S.D., the Secy.'s place?

S.D. On your L, Wor.

W.M. Your duty, Bro. Sec'y?

Sec'y To observe the will and pleasure of the W.M.,

OPEN
1-2

OPEN
2-3

CLOSE
3-2

CLOSE
2-1

CLOSE
1

OPEN
SHOR

OPEN
SHOR

CLOSE
SHOR

CLOSE
SHOR

SHOR

SHOR

SHOR

to record the proceedings of the £. proper to be written, transmit a copy of the same to the G. £. when required, receive all moneys paid into the £., pay them over to the Treas., taking his receipt therefor.

W.M. Bro. Sec'y, the Treas.'s place?

Sec'y On your R., Wor.

W.M. Your duty, Bro. Treas.?

Treas. To receive all moneys paid into the £. from the hands of the Sec'y, keep a just and regular account of the same, pay them out by the order of the W.M. and consent of the £.

W.M. Bro. Treas., the J.W.'s station?

Treas. In the S., Wor.

W.M. Why in the S., Bro. J.W.?

J.W. As the sun in the S. at meridian height is the beauty and glory of the day, so is the J.W. in the S. the better to observe the time to call the craft from labor to refreshment, superintend them during the hour thereof, see that none convert the means of refreshment into intemperance or excess, call them to labor again at the order of the W.M. that he may have pleasure and the craft profit thereby.

W.M. Bro J.W., the S.W.'s station?

J.W. In the W., Wor.

W.M. Why in the W., Bro. S.W.?

S.W. As the sun is in the W. at the close of the day, so is the S.W. in the W. to assist the W.M. in

opening and closing his £., pay the craft their wages if any be due so that none may go away dissatisfied, harmony being the strength and support of all institutions, especially ours.

W.M. Bro. S.W., the W.M.'s station?

S.W. In the E., Wor.

W.M. Why in the E.?

S.W. As the sun rises in the E. to open and govern the day, so rises (*W.M. rises*) the W.M. in the E. to open and govern his £., set the craft to work and give them proper instruction.

W.M. Bro. S.W., it is my order that—£. No. _____ be now opened on the 1° of Msy. This you will communicate to the J.W. in the S. and he to the bre. that all having due notice thereof may govern themselves accordingly.

S.W. Bro. J.W., it is the order of the W.M. that _____ £. No. _____ be now opened on the 1° of Msy. This you will communicate to the bre. that all having due notice thereof may govern themselves accordingly.

J.W. ♣♣♣ Bre., it is the order of the W.M. communicated to me by the way of the W. that _____ £. No. _____ be now opened on the 1° of Msy. Take due notice thereof and govern yourselves accordingly.

W.M. Together, bre. ♣

S.W. ♣

J.W. ♣

OPEN
1—2OPEN
2—3CLOSE
3—2CLOSE
2—1CLOSE
1OPEN
SHOROPEN
SHORCLOSE
SHORCLOSE
SHOR

H H H

I H H
H

M E D I E

Chap. Supreme Ruler of the Universe, we would reverently invoke thy blessing at this time; wilt thou be pleased to grant that this meeting thus begun in order may be conducted in peace and closed in harmony. Amen.

Response. So mote it be.

W.M. Accordingly I declare _____ L. No. _____ opened on the 1° of Msy. Bro. J.D., inform the Tlr. Bro. S.D., arrange the lts.

J.D. The Tlr. is informed, Wor.

W.M. ♣

**OPENING ON THE SECOND DEGREE
UP FROM FIRST DEGREE**

W.M. ♣ Bro. S.W., will you be — — —
S.W. — — —
W.M. From — — —
S.W. From the — of E.A. — — — F.C.
W.M. Are — — —
S.W. } — — — — — — — — — ♣ Bro. J.D., you will proceed — — — — — — — — —
J.D. I am so satisfied, Bro. S.W.
S.W. ♣ All present are F.C.'s, Wor.
W.M. As a further evidence you will cause the S. & J.D.'s to approach the W., receive from them the pass, direct them to proceed on the R. and L., collect the pass from the bre. and convey it to the E.
S.W. ♣ Bro. S. and J.D.'s, repair to the W. and give me the pass of a F.C. (*D.'s follow order*). You will now proceed on the R. and L., collect the pass from the bre. and convey it to the E.
W.M. ♣ The pass is right. Bro. S.W., are you a F.C.?
S.W. I — — — — —
W.M. How — — — — —
S.W. By — — — — —
W.M. Why — — — — —

OPEN
1—2

OPEN
2—3

CLOSE
3—2

CLOSE
2—1

CLOSE
1

OPEN
SHOR

OPEN
SHOR

CLOSE
SHOR

—
I I I I I
SHOR

—
I I I I I
SHOR

—
I I I I I
SHOR

S.W. Because —————
 ————
W.M. What ————
S.W. An —————
W.M. What ————
S.W. My ————
W.M. Where ————
S.W. In ————
W.M. What ————
S.W. Five ————
W.M. When ————
S.W. The W.M., S. and J.W.'s, S. and J.D.'s
W.M. The J.D.'s place?
S.W. At the R. H. of the S.W. in the W.
W.M. ♣♣ Bro. J.D., the S.D.'s place?
J.D. At the R.H. of the W.M. in the E.
W.M. Bro. S.D., the J.W.'s station?
S.D. In the S., Wor.
W.M. Bro. J.W., the S.W.'s station?
J.W. In the W., Wor.
W.M. Bro. S.W., the W.M.'s station?
S.W. In the E., Wor.
W.M. Why in the E.?
S.W. As the sun rises in the E. to open and govern
 the day, so rises the W.M. in the E. to open
 and govern his £., set the craft to work and
 give them proper instruction.
W.M. Bro. S.W., it is my order that _____ £. No.
 _____ be now opened on the 2° of Msy. This

you will communicate to the J.W. in the S.
 and he to the bre. that all having due notice
 thereof may govern themselves accordingly.
S.W. Bro. J.W., it is the order of the W.M. that
 _____ £. No. _____ be now opened on the 2°
 of Msy. This you will communicate to the bre.
 that all having due notice thereof may govern
 themselves accordingly.
J.W. ♣♣♣ Bre., it is the order of the W.M. com-
 municated to me by the way of the W. that
 _____ £. No. _____ be now opened on the 2°
 of Msy. Take due notice thereof and govern
 yourselves accordingly.
W.M. Together, bre. ♣♣
S.W. ♣♣
J.W. ♣♣
W.M. Accordingly, I declare _____ £. No. _____
 opened on the 2° of Msy. Bro. J.D., inform
 the Thr. Bro. S.D., arrange the Its.
J.D. The Thr. is informed, Wor.
W.M. ♣

OPEN
2—3
 CLOSE
3—2
 CLOSE
2—1
 CLOSE
1
 OPEN
SHOR
 OPEN
SHOR
 CLOSE
SHOR
 —
 CLOSE
SHOR
 —
 OPEN
SHOR
 —
 OPEN
SHOR
 —
 OPEN
SHOR
 —

OPENING ON THE THIRD DEGREE

UP FROM SECOND DEGREE

W.M. ♣ Bro. S.W., will — — — — —

S.W. —

W.M. From — — —

S.W. From — — — — —

W.M. Are all — — —

S.W. I will inquire by my proper officer and report.

♣ Bro J.D., you will proceed to satisfy yourself that all present are M.M.'s.

W.D. I am so satisfied, Bro. S.W.

S.W. ♣ All present are M.M.'s, Wor.

W.M. As a further evidence you will cause the S. and J.D.'s to approach the W., receive from them the pass, direct them to proceed on the R. and L., collect the pass from the bre. and convey it to the E.

S.W. ♣ Bro. S. and J.D.'s, repair to the W. and give me the pass of a M.M. (*the pass is given*) You will now proceed on the R. and L., collect the pass from the bre. and convey it to the E. (*The D.'s follow the foregoing instructions.*)

W.M. ♣ The pass is right. Bro. S.W., are you a M.M.?

S.W. I am.

W.M. What — — — — —

S.W. My —

OPEN
2—3

CLOSE
3—2

CLOSE
2—1

CLOSE
1

OPEN
SHORT

OPEN
SHORT

CLOSE
SHORT

CLOSE
SHORT

DISP

1 10
H

MEMPH

- W.M.* Where —————
- S.W.* In —————
- W.M.* What —————
- S.W.* Three — —
- W.M.* When —————
- S.W.* The W.M., S. and J.W.'s
- W.M.* The J.W.'s station?
- S.W.* In the S., Wor.
- W.M.* ● ● Bro. J.W. the S.W.'s station?
- J.W.* In the W., Wor.
- W.M.* Bro. S.W., the W.M.'s station?
- S.W.* In the E., Wor.
- W.M.* Why in the E.?
- S.W.* As the sun rises in the E. to open and govern the day, so rises the W.M. in the E. to open and govern his L., set the craft to work and give them proper instruction.
- W.M.* Bro. S.W., it is my order that _____ L. No. _____ be now opened on the 3° of Msy. for (*state purpose*). This you will communicate to the J.W. in the S. and he to the bre. that all having due notice thereof may govern themselves accordingly.
- S.W.* Bro. J.W., it is the order of the W.M. that _____ L. No. _____ be now opened on the 3° of Msy. for (*state purpose*). This you will communicate to the bre. that all having due notice thereof may govern themselves accordingly.

J.W. ● ● ● Bre. it is the order of the W.M. communicated to me by the way of the W. that _____ L. No. _____ be now opened on the 3° of Msy. for (*state purpose*). Take due notice thereof and govern yourselves accordingly.

W.M. Together, bre. ● ● ●

S.W. ● ● ●

J.W. ● ● ●

W.M. Accordingly, I declare _____ L. No. _____ opened on the 3° of Msy. (in form) for (*state purpose*). Bro J.D., inform the Tlr. Bro. S.D., arrange the lts.

J.D. The Tlr. is informed, Wor.

W.M. ●

(*in form*)—is recited by the Master when opening on the 3rd up from the 2nd, but only after having opened on the 1st and on the 2nd up from the 1st.

CLOSE

3—2

CLOSE

2—1

CLOSE

1

OPEN

SHORT

OPEN

SHORT

CLOSE

SHORT

CLOSE

SHORT

1111

1 111

1111

111111

**CLOSING THE THIRD DEGREE
DOWN TO THE SECOND DEGREE**

W.M. ♣ Bro. S.W., is there anything further in the W to bring before this L. of M.M.'s?

S.W. Nothing in the W., Wor.

W.M. ♣ Anything in the S., Bro. J.W.?

J.W. Nothing in the S., Wor.

W.M. ♣ Anything on your table, Bro. Sec'y?

Sec'y Nothing on the Secy.'s table, Wor.

W.M. ♣ Have any of the bro. around the L. anything to offer for the good of Msy. or for this lodge in particular? (*Any announcements or suggestions in answer to this question should be made at this time. If none are forthcoming, the W.M. makes the following statement—If not, we will proceed to close.*)

♣ Bro. J.D, the last as well as the first great care of M.'s when convened?

J.D. To see that the L. is tld., Wor.

W.M. You will perform that duty and inform the Th. that I am about to close _____ L. No. _____ and direct him to take due notice and ty. accordingly.

J.D. The L. is tld., Wor.

W.M. How tld.?

J.D. By a M.M. armed with the proper implement of his office.

CLOSE
3—2

CLOSE
2—1

CLOSE
1

OPEN
SHORT

OPEN
SHORT

CLOSE
SHORT

CLOSE
SHORT

FINI

FINI

FINI

W.M. The Thr.'s station?
J.D. Outside the inner door with a drawn sword in his hand.
W.M. His duty?
J.D. To guard against the approach of cowans and eavesdroppers and see that none pass or re-pass but such as are duly qualified and have permission.
W.M. ♣ Bro. S.W., at the opening of this £. you informed me that you were a M.M. What induced you —————
S.W. That —————
 —————
 —————
W.M. What —————
S.W. My —
W.M. Where —————
S.W. In —————
W.M. What —————
S.W. Three — —
W.M. When of three of whom do they consist?
S.W. The W.M., S. and J.W.'s
W.M. The J.W.'s station?
S.W. In the S., Wor.
W.M. ♣ ♣ Bro. J.W. the S.W.'s station?
J.W. In the W., Wor.
W.M. Bro. S.W., the W.M.'s station?
S.W. In the E., Wor.
W.M. Why in the E.?

S.W. As the sun rises in the E. to open and govern the day, so rises the W.M. in the E. to open and govern his £., set the craft to work and give them proper instruction.
W.M. Bro. S.W., it is my order that _____ £. No. _____ be now closed on the 3° of Msy. This you will communicate to the J.W. in the S. and he to the bre., that all having due notice thereof may govern themselves accordingly.
S.W. Bro. J.W., it is the order of the W.M. that _____ £. No. _____ be now closed on the 3° of Msy. This you will communicate to the bre. that all having due notice thereof may govern themselves accordingly.
J.W. ♣ ♣ ♣ Bre., it is the order of the W.M. communicated to me by the way of the W. that _____ £. No. _____ be now closed on the 3° of Msy. Take due notice thereof and govern yourselves accordingly.
W.M. Together, bre. ♣ ♣ ♣
S.W. ♣ ♣ ♣
J.W. ♣ ♣ ♣
W.M. Accordingly I declare _____ £. No. _____ closed on the 3° of Msy. Bro. J.D., inform the Thr. Bro. S.D., arrange the lts. in the F.C.'s degree.
J.D. The Thr. is informed, Wor.
W.M. ♣

CLOSE 2-1
 CLOSE 1
 OPEN 2 SHORT
 OPEN 3 SHORT
 CLOSE SHORT
 CLOSE SHOR
 DIBH
 I TO R
 MHHH

CLOSING THE SECOND DEGREE

DOWN TO THE FIRST DEGREE

{ Tilng precedes CLOSING THE SECOND DEGREE
if the third degree has not been opened. See bracket
on opposite page.

W.M. ♣ Bro. J.D., the last as well as the first great care of Ms. when convened?

J.D. To see that the £. is tld., Wor.

W.M. You will perform that duty and inform the Thr. that I am about to close _____ £. No. _____ and direct him to take due notice and ty. accordingly.

J.D. The £. is tld., Wor.

W.M. How tld.?

J.D. By a M.M. armed with the proper implement of his office.

W.M. The Thr.'s station?

J.D. Outside the inner door with a drawn sword in his hand.

W.M. His duty?

J.D. To guard against the approach of cowans and eavesdroppers and see that none pass or re-pass but such as are duly qualified and have permission.

W.M. ♣ Bro S.W., at the opening of this £. you informed me that you were a F.C. What — — —

S.W. My —

W.M. Where — — — — —

S.W. In — — — — —

W.M. What number constitutes a £. of F.C.'s?

CLOSE
2—1

CLOSE
1

OPEN 2
SHORT

OPEN 3
SHORT

CLOSE
SHORT

CLOSE
SHORT

018P

1, 10
R

MINUTE

- S.W.* Five or more.
- W.M.* When of five of whom do they consist?
- S.W.* The W.M., S. and J.W.'s, S. and J.D.'s.
- W.M.* The J.D.'s place?
- S.W.* At the R. H. of the S.W. in the W.
- W.M.* ●● Bro. J.D., the S.D.'s place?
- J.D.* At the R. H. of the W.M. in the E.
- W.M.* Bro. S.D., the J.W.'s station?
- S.D.* In the S., Wor.
- W.M.* Bro J.W., the S.W.'s station?
- J.W.* In the W., Wor.
- W.M.* Bro. S.W., the W.M.'s station?
- S.W.* In the E., Wor.
- W.M.* Why in the E.?
- S.W.* As the sun rises in the E. to open and govern the day, so rises the W.M. in the E. to open and govern his £., set the craft to work and give them proper instruction.
- W.M.* Bro. S.W., it is my order that _____ £. No. _____ be now closed on the 2° of Msy. This you will communicate to the J.W. in the S. and he to the bre., that all having due notice thereof may govern themselves accordingly
- S.W.* Bro. J.W., it is the order of the W.M. that _____ £. No. _____ be now closed on the 2° of Msy. This you will communicate to the bre. that all having due notice thereof may govern themselves accordingly.

- J.W.* ●●● Bre., it is the order of the W.M. communicated to me by the way of the W. that _____ £. No. _____ be now closed on the 2° of Msy. Take due notice thereof and govern yourselves accordingly.
- W.M.* Together, bre. ●●
- S.W.* ●●
- J.W.* ●●
- W.M.* Accordingly, I declare _____ £. No. _____ closed on the 2° of Msy. Bro. J.D., inform the Tlr. Bro. S.D., arrange the lts. in the E.A. degree.
- J.D.* The Tlr. is informed, Wor.
- W.M.* ●

CLOSE
1OPEN 2
SHORTOPEN 3
SHORTCLOSE 3
SHORTCLOSE 2
SHORT

DISP.

L TO
R

MURGE

{ Tiling precedes CLOSING THE FIRST DEGREE if
 { higher degree has not been opened. See bracket on
 { opposite page.

CLOSING THE FIRST DEGREE

W.M. ♣ Bro. J.D., the last as well as the first great care of Ms. when convened?

J.D. To see that the £. is tld., Wor.

W.M. You will perform that duty and inform the Tlr. that I am about to close _____ £. No. _____ and direct him to take due notice and ty. accordingly.

J.D. The £. is tld., Wor.

W.M. How tld.?

J.D. By a M.M. armed with the proper implement of his office.

W.M. The Tlr.'s station?

J.D. Outside the inner door with a drawn sword in his hand.

W.M. His duty?

J.D. To guard against the approach of cowans and cavesdroppers and see that none pass or re-pass but such as are duly qualified and have permission.

W.M. ♣ Bro. S.W., at the opening of this £. you informed me that you were a M. What — — — —

S.W. My —

W.M. Where — — — — —

S.W. In — — — — —

W.M. What number constitutes a £. of M.'s?

CLOSE
1

OPEN 2
SHORT

OPEN 3
SHORT

CLOSE 3
SHORT

CLOSE 2
SHORT

DISP

L TO
R

MUNGE

- S.W.* Seven — —
- W.M.* When of seven of whom do they consist?
- S.W.* The W.M., S. & J.W.'s, Treas. and Sec'y, S. and J.D.'s.
- W.M.* The J.D.'s place?
- S.W.* At the R. H. of the S.W. in the W.
- W.M.* ♠ ♠ Your duty, Bro. J.D.?
- J.D.* To carry messages from the S.W. in the W. to the J.W. in the S. and elsewhere around the £. as directed, to take charge of the door and with the assistance of the S.'s, to prepare and present cand.'s.
- W.M.* Bro. J.D., the S.D.'s place?
- J.D.* At the R. H. of the W.M. in the E.
- W.M.* Your duty, Bro. S.D.?
- S.D.* To carry orders from the W.M. in the E. to the S.W. in the W. and elsewhere around the £. as required, to introduce and accommodate visiting bre., receive and conduct cand.'s.
- W.M.* Bro. S.D., the Secy.'s place?
- S.D.* On your L., Wor.
- W.M.* Your duty, Bro. Sec'y?
- Sec'y* To observe the will and pleasure of the W.M., to record the proceedings of the £. proper to be written, transmit a copy of the same to the G.L. when required, receive all moneys paid into the £., pay them over to the Treas., taking his receipt therefor.
- W.M.* Bro. Sec'y, the Treas.'s place?

- Sec'y* On your R., Wor.
- W.M.* Your duty, Bro. Treas.?
- Treas.* To receive all moneys paid into the £. from the hands of the Sec'y, keep a just and regular account of the same, pay them out by the order of the W.M. and consent of the £.
- W.M.* Bro. Treas., the J.W.'s station?
- Treas.* In the S., Wor.
- W.M.* Why in the S., Bro. J.W.?
- J.W.* As the sun in the S. at meridian height is the beauty and glory of the day, so is the J.W. in the S., the better to observe the time to call the craft from labor to refreshment; superintend them during the hour thereof, see that none convert the means of refreshment into intemperance or excess, call them to labor again at the order of the W.M. that he may have pleasure and the craft profit thereby.
- W.M.* Bro. J.W., the S.W.'s station?
- J.W.* In the W., Wor.
- W.M.* Why in the W., Bro. S.W.?
- S.W.* As the sun is in the W. at the close of the day, so is the S.W. in the W. to assist the W.M. in opening and closing his £., pay the craft their wages if any be due, so that none may go away dissatisfied; harmony being the strength and support of all institutions, especially ours.

OPEN 2
SHORTOPEN 3
SHORTCLOSE 3
SHORTCLOSE
SHORT

DISP

L. TO
R

MURGE

- W.M.* Bro. S.W., the W.M.'s station?
S.W. In the E., Wor.
W.M. Why in the E.?
S.W. As the sun rises in the E. to open and govern the day, so rises the W.M. in the E. to open and govern his L., set the craft to work and give them proper instruction.
- W.M.* Bro. S.W., it is my order that _____ L. No. _____ be now closed. Thus you will communicate to the J.W. in the S. and he to the bre., that all having due notice thereof may govern themselves accordingly.
- S.W.* Bro. J.W. it is the order of the W.M. that _____ L. No. _____ be now closed. Thus you will communicate to the bre., that all having due notice thereof may govern themselves accordingly.
- J.W.* ♣ ♣ ♣ Bre., it is the order of the W.M. communicated to me by the way of the W. that _____ L. No. _____ be now closed. Take due notice thereof and govern yourselves accordingly.
- W.M.* Together, bre. ♣
S.W. ♣
J.W. ♣
- W.M.* Bro. S.W., how should Ms. meet?
S.W. On the level.
W.M. And how act, Bro. J.W.?
J.W. By the plumb.

- W.M.* And part upon the square; so my bre. may we ever meet, act and part.
- Chap.* And now may the blessing of Heaven rest upon us and all regular Ms., may brotherly love prevail and every moral and social virtue cement us. Amen.
- Response.* So mote it be.
- W.M.* Accordingly, I declare _____ L. No. _____ closed in form until its next stated meeting unless sooner specially convened in which case due and timely notice will be given by summons or otherwise. Bro. J.D., inform the Tlr. Bro. S.D., take charge of the lts.
- J.D.* The Tlr. is informed, Wor.
W.M. ♣

OPEN 2
SHORTOPEN 3
SHORTCLOSE C
SHORTCLOSE
SHORT

DISP

I. TO
R

MEMPH

OPENING ON THE SECOND DEGREE

SHORT FORM

W.M. ♣ ♣ Bro. J.D., you will see that the Tlr. is at his post and close the door.

J.D. The Tlr. is at his post, Wor.

W.M. ♣ Bro. S.W., are all present F.C.'s?

S.W. I will inquire by my proper officer and report.

♣ Bro. J.D., you will proceed to satisfy yourself that all present are F.C.'s.

If the J.D. requires assistance, he will face the W.M. and say: "W.M. may I have assistance?" The W.M. will reply "Bro. _____ you will assist the J.D." (*The J.D. or J.D. and assistant must purge the E.*)

J.D. I am so satisfied, Bro. S.W.

S.W. ♣ All present are F.C.'s, Wor.

W.M. As a further evidence, you will cause the S. and J.D.'s to approach the W., receive from them the pass, direct them to proceed on the R. and L., collect the pass from the bre. and convey it to the E.

S.W. ♣ Bro. S. and J.D.'s, repair to the W. and give me the pass of a F.C. (*D.'s follow order*). You will now proceed on the R. and L., collect the pass from the bre. and convey it to the E. (*The D.'s follow instructions.*)

OPEN 2
SHORT

OPEN 3
SHORT

CLOSE C
SHORT

CLOSE
SHORT

DISP

L TO
R

MEMOR

- W.M.* ♣ The pass is right. Bro. S.W., are you — —
S.W. I — — — —
W.M. How — — — — —
S.W. By — — — — —
W.M. Why — — — — —
S.W. Because — — — — —
 — — — — —
W.M. What — — — — —
S.W. An — — — — —
W.M. What — — — — —
S.W. My — — — — —
W.M. Where were you — — — — —
S.W. In — — — — —
W.M. What — — — — —
S.W. Five or more
W.M. When of five of whom do they consist?
S.W. The W.M., S. and J.W.'s, S. and J.D.'s.
W.M. The J.D.'s place?
S.W. At the R. H. of the S.W. in the W.
W.M. ♣ ♣ Bro. J.D., the S.D.'s place?
J.D. At the R. H. of the W.M. in the E.
W.M. Bro. S.D., the J.W.'s station?
S.D. In the S., Wor.
W.M. Bro. J.W., the S.W.'s station?
J.W. In the W., Wor.
W.M. Bro. S.W., the W.M.'s station?
S.W. In the E., Wor.
W.M. Why in the E.?
S.W. As the sun rises in the E. to open and govern

- the day, so rises the W.M. in the E. to open and govern his E., set the craft to work and give them proper instruction.
- W.M.* Bro. S.W., it is my order that _____ E. No. _____ be now opened on the 2° of Msy. This you will communicate to the J.W. in the S. and he to the bre. that all having due notice thereof may govern themselves accordingly.
- S.W.* Bro. J.W., it is the order of the W.M. that _____ E. No. _____ be now opened on the 2° of Msy. This you will communicate to the bre., that all having due notice thereof may govern themselves accordingly.
- J.W.* ♣ ♣ ♣ Bre., it is the order of the W.M. communicated to me by the way of the W. that _____ E. No. _____ be now opened on the 2° of Msy. Take due notice thereof and govern yourselves accordingly.
- W.M.* Together, bre. ♣ ♣
S.W. ♣ ♣
J.W. ♣ ♣
Chap. Supreme Ruler of the Universe, we would reverently invoke thy blessing at this time; wilt thou be pleased to grant that this meeting thus begun in order may be conducted in peace and closed in harmony. Amen.
- Response.* So mote it be.

OPEN 3
SHORTCLOSE 3
SHORTCLOSE
SHORT

DISP

L TO
R

MEMBER

W.M. Accordingly, I declare _____ L. No.
 _____ opened on the 2° of Msy. Bro. J.D.,
 inform the Tr. Bro. S.D., arrange the lts.

J.D. The Tr. is informed, Wor.

W.M. ♣

OPENING ON THE THIRD DEGREE

SHORT FORM ✓

W.M. ♣ ♣ Bro. J.D., you will see that the Tr. is at
 his post and close the door.

✓ J.D. The Tr. is at his post, Wor.

W.M. ♣ Bro. S.W., are all present M.M.'s?

S.W. I will inquire by my proper officer and report.
 ♣ Bro. J.D., you will proceed to satisfy your-
 self that all present are M.M.'s.

If J.D. requires assistance he will face the
 W.M. and say: "W.M. may I have assis-
 tance"? The W.M. replies, "Bro. _____
 you will assist the J.D." (*The J.D. or the
 J.D. and assistant must purge the Lodge.*)

✓ J.D. I am so satisfied, Bro. S.W.

S.W. ♣ All present are M.M.'s, Wor.

W.M. As a further evidence you will cause the S. and
 J.D.'s to approach the W., receive from them
 the pass, direct them to proceed on the R. and
 L., collect the pass from the bre. and convey
 it to the E.

S.W. ♣ Bro. S. and J.D.'s, repair to the W. and give
 me the pass of a M.M. (*D.'s follow order*).
 You will now proceed on the R. and L., collect
 the pass from the bre. and convey it to the E.
 (*D.'s follow instructions*).

OPEN 3
SHORT

CLOSE 3
SHORT

CLOSE
SHORT

DISP

L TO
R

MURGO

- W.M.* ♣ The pass is right. Bro. S.W., are you a M.M.?
- S.W.* I —
- W.M.* What — — — — —
- S.W.* My —
- W.M.* Where — — — — —
- S.W.* In — — — — —
- W.M.* What — — — — —
- S.W.* Three or more.
- W.M.* When of three, of whom do they consist?
- S.W.* The W.M., S and J.W.'s.
- W.M.* The J.W.'s station?
- S.W.* In the S., Wor.
- W.M.* ♣ ♣ Bro. J.W., the S.W.'s station?
- J.W.* In the W., Wor.
- W.M.* Bro. S.W., the W.M.'s station?
- S.W.* In the E., Wor.
- W.M.* Why in the E.?
- S.W.* As the sun rises in the E. to open and govern the day, so rises the W.M. in the E. to open and govern his E., set the craft to work and give them proper instruction.
- W.M.* Bro. S.W., it is my order that _____ E. No. _____ be now opened on the 3° of Msy. for (*state purpose*). This you will communicate to the J.W. in the S., and he to the bre., that all having due notice thereof may govern themselves accordingly.
- S.W.* Bro. J.W. it is the order of the W.M. that

_____ E. No. _____ be now opened on the 3° of Msy. for (*state purpose*). This you will communicate to the bre., that all having due notice thereof may govern themselves accordingly.

J.W. ♣ ♣ ♣ Bre., it is the order of the W.M. communicated to me by the way of the W. that _____ E. No. _____ be now opened on the 3° of Msy for (*state purpose*). Take due notice thereof and govern yourselves accordingly

W.M. Together, bre., ♣ ♣ ♣

S.W. ♣ ♣ ♣

J.W. ♣ ♣ ♣

Chap. Supreme Ruler of the Universe, we would reverently invoke thy blessing at this time; wilt thou be pleased to grant that this meeting thus begun in order may be conducted in peace and closed in harmony. Amen.

Response. So mote it be.

W.M. Accordingly, I declare _____ E. No. _____ opened on the 3° of Msy. for (*state purpose*). Bro. J.D., inform the Tlr Bro. S.D., arrange the lts.

J.D. The Tlr. is informed, Wor.

W.M. ♣

CLOSE 3
SHORT

CLOSE
SHORT

DISP

L TO
R

MPR(11)

CLOSING THE THIRD DEGREE

SHORT FORM

W.M. ♣ Bro. S.W., is there anything further in the W. to bring before this L. of M.M.?

S.W. Nothing in the W., Wor.

W.M. ♣ Anything in the S., Bro. J.W.?

J.W. Nothing in the S., Wor.

W.M. ♣ Anything on your table, Bro. Sec'y?

Sec'y Nothing on the Secy.'s table, Wor.

W.M. ♣ Have any of the bre. around the lodge anything to offer for the good of Msy. or for this L. in particular? *(Any announcements or suggestions in answer to this question should be made at this time. If none are forthcoming, the W.M. makes the following statement—If not, we will proceed to close.)*

♣ Bro. J.D., the last as well as the first great care of Ms. when convened?

J.D. To see that the lodge is tld., Wor.

W.M. You will perform that duty and inform the Tlr. that I am about to close _____ L. No. _____ and direct him to take due notice and ty. accordingly.

J.D. The lodge is tld., Wor.

W.M. How tld.?

J.D. By a M.M. armed with the proper implement of his office.

CLOSE 3
SHORT

CLOSE
SHORT

DISP

L TO
R

MURGE

- W.M.* The Tr.'s station?
J.D. Outside the inner door with a drawn sword in his hand.
W.M. His duty?
J.D. To guard against the approach of cowans and eavesdroppers and see that none pass or re-pass but such as are duly qualified and have permission.
W.M. ♣ Bro. S.W., at the opening of this £. you informed me that you were a M.M. What induced you —————
S.W. That —————
 —————
 —————
W.M. What —————
S.W. My —
W.M. Where —————
S.W. In —————
W.M. What —————
S.W. Three — —
W.M. When of three of whom do they consist?
S.W. The W.M., S and J.W.'s
W.M. The J.W.'s station?
S.W. In the S, Wor.
W.M. ♣ ♣ Bro. J.W., the S.W.'s station?
J.W. In the W., Wor.
W.M. Bro. S.W., the W.M.'s station?
S.W. In the E., Wor.
W.M. Why in the E.?

- S.W.* As the sun rises in the E. to open and govern the day, so rises the W.M. in the E. to open and govern his £., set the craft to work and give them proper instruction.
W.M. Bro. S.W. it is my order that _____ £. No. _____ be now closed. This you will communicate to the J.W. in the S. and he to the bre., that all having due notice thereof may govern themselves accordingly.
S.W. Bro. J.W., it is the order of the W.M. that _____ £. No. _____ be now closed. This you will communicate to the bre. that all having due notice thereof may govern themselves accordingly.
J.W. ♣ ♣ ♣ Bre., it is the order of the W.M., communicated to me by the way of the W. that _____ £. No. _____ be now closed. Take due notice thereof and govern yourselves accordingly.
W.M. Together, Bre. ♣ ♣ ♣
S.W. ♣ ♣ ♣
J.W. ♣ ♣ ♣
W.M. Bro. S.W., how should Ms. meet?
S.W. On the level.
W.M. And how act, Bro. J.W.?
J.W. By the plumb.
W.M. And part upon the square. So my bre. may we ever meet, act, and part.
Chap. And now may the blessing of Heaven rest

CLOSE
SHORT

DISP

L TO
R

MIRGE

upon us and all regular Ms., may brotherly love prevail, and every moral and social virtue cement us. Amen.

Response. So mote it be.

W.M. Accordingly, I declare _____ £. No. _____ closed until its next stated meeting unless sooner specially convened, in which case due and timely notice will be given by summons or otherwise. Bro. J.D., inform the Tlr. Bro. S.D., take charge of the lts.

J.D. The Tlr. is informed, Wor.

W.M. ♣

Thing precedes CLOSING THE SECOND DEGREE if the third degree has not been opened. See bracket on opposite page.

CLOSING THE SECOND DEGREE

SHORT FORM

W.M. ♣ Bro. J.D., the last as well as the first great care of Ms. when convened?

J.D. To see that the £. is tld., Wor.

W.M. You will perform that duty and inform the Tlr. that I am about to close _____ £. No. _____ and direct him to take due notice and ty. accordingly.

J.D. The £. is tld., Wor.

W.M. How tld.?

J.D. By a M.M. armed with the proper implement of his office.

W.M. The Tlr.'s station?

J.D. Outside the inner door with a drawn sword in his hand.

W.M. His duty?

J.D. To guard against the approach of cowans and eavesdroppers and see that none pass or re-pass but such as are duly qualified and have permission.

W.M. ♣ Bro. S.W., at the opening of this £. you informed me that you were a F.C. What — — — —

S.W. My —

W.M. Where — — — — —

S.W. In — — — — —

CLOSE
SHORT

DISP

L TO
R

MORGO

- W.M.* What number constitutes a *£.* of F.C.'s?
S.W. Five or more.
- W.M.* When of five of whom do they consist?
S.W. The W.M., S. and J.W.'s, S. and J.D.'s.
W.M. The J.D.'s place?
S.W. At the R. H. of the S.W. in the W.
W.M. ♣ ♣ Bro. J.D., the S.D.'s place?
J.D. At the R. H. of the W.M. in the E.
W.M. Bro. S.D., the J.W.'s station?
S.D. In the S., Wor.
W.M. Bro. J.W. the S.W.'s station?
J.W. In the W., Wor.
W.M. Bro. S.W., the W.M.'s station?
S.W. In the E., Wor.
W.M. Why in the E.?
S.W. As the sun rises in the E. to open and govern the day so rises the W.M. in the E. to open and govern his *£.*, set the craft to work and give them proper instruction.
- W.M.* Bro. S.W., it is my order that _____ *£.* No. _____ be now closed. This you will communicate to the J.W. in the S. and he to the bre that all having due notice thereof may govern themselves accordingly.
- S.W.* Bro. J.W., it is the order of the W.M. that _____ *£.* No. _____ be now closed. This you will communicate to the bre. that all having due notice thereof may govern themselves accordingly.

- J.W.* ♣ ♣ ♣ Bre., it is the order of the W.M. communicated to me by the way of the W. that _____ *£.* No. _____ be now closed. Take due notice thereof and govern yourselves accordingly.
- W.M.* Together, bre. ♣ ♣
S.W. ♣ ♣
J.W. ♣ ♣
W.M. Bro. S.W., how should Ms. meet?
S.W. On the level.
W.M. And how act, Bro. J.W.?
J.W. By the plumb.
W.M. And part upon the square. So my bre. may we ever meet, act and part.
- Chap.* And now may the blessing of Heaven rest upon us and all regular Ms.; may brotherly love prevail, and every moral and social virtue cement us. Amen.
- Response.* So note it be.
- W.M.* Accordingly, I declare _____ *£.* No. _____ closed until its next stated meeting unless sooner specially convened; in which case due and timely notice will be given by summons or otherwise. Bro. J.D., inform the Tlr. Bro. S.D., take charge of the lts.
- J.D.* The Tlr. is informed, Wor.
W.M. ♣

DISP

L TO
R

MORGO

DISPENSING

DISPENSING FROM ONE DEGREE TO ANOTHER

The W.M. may dispense to any *lower* degree but before closing \mathcal{L} . must dispense back to the highest degree on which the \mathcal{L} . was opened.

DISPENSING CEREMONY

- W.M.* ♣ Bro. S.W., it is my order that _____
 \mathcal{L} . No. _____ dispense with labor on the
_____ degree and resume on the (first, second
or third). This you will communicate to the
J.W. in the S. and he to the bre. that all having
due notice thereof may govern themselves ac-
cordingly.
- S.W.* ♣ Bro. J.W., it is the order of the W.M. that
_____ \mathcal{L} . No. _____ dispense with la-
bor on the _____ degree and resume on the
(first, second or third). This you will com-
municate to the bre. that all having due notice
thereof may govern themselves accordingly.
- J.W.* ♣ ♣ ♣ Bre., it is the order of the W.M. com-
municated to me by the way of the W. that
_____ \mathcal{L} . No. _____ dispense with la-
bor on the _____ degree and resume on the

DISP

L TO
R

MERGE

(first, second or third). Take due notice thereof and govern yourselves accordingly.

W.M. Together, Bre. ♣ (*The degree on which the lodge is now at labor determines the number of times the gavel is sounded.*)

S.W. ♣

J.W. ♣

W.M. Accordingly, I declare _____ £. No. _____ at labor on the _____ degree of Msy. Bro. J.D., inform the Tlr. Bro. S.D., arrange the lts.

J.D. The Tlr. is informed, Wor.

W.M. ♣

LABOR TO REFRESHMENT

W.M. ♣ Bro. J.W., how goes the hour?

J.W. High twelve, Wor.

W.M. It being high twelve, it is my order that _____ £. No. _____ be now called from labor to refreshment until _____ (state time of day—morning, afternoon, evening, etc.). This you will communicate to the bre. that all having due notice thereof may govern themselves accordingly.

J.W. ♣ ♣ ♣ Bre., it is the order of the W.M. that _____ £. No. _____ be now called from labor to refreshment until _____ (state time of day—morning, afternoon, evening, etc.). Take due notice thereof and govern yourselves accordingly.

W.M. Together, bre. ♣ (*Sounds gavel according to degree.*)

S.W. ♣ (*Sounds gavel same as W.M.*)

J.W. ♣ (*Sounds gavel same as W.M.*)

W.M. Accordingly, I declare _____ £. No. _____ at refreshment. Bro. J.D., inform the Tlr. Bro. S.D., take charge of the lts.

J.D. The Tlr. is informed, Wor.

W.M. ♣

REFRESHMENT TO LABOR

(First, Second, or Third Degree)

- W.M.* ♣ Bro. J.D., you will see that the Tlr. is at his post and close the door.
- J.D.* The Tlr. is at his post, Wor.
- W.M.* ♣ Bro. J.W., how goes the hour?
- J.W.* One hour past high twelve, Wor.
- W.M.* ♣ Bro. S.W., are all present Ms. (F.C.'s or M.M.'s)?
- S.W.* I will inquire by my proper officer and report.
♣ Bro. J.D., you will proceed to satisfy yourself that all present are Ms. (F.C.'s or M.M.'s)
- J.D.* (*faces W.M.*)—W.M., may I have assistance?
- W.M.* Bro. J.D., I am informed that all present are vouched for.
(The W.M. may appoint an assistant and have the £. purged and accept the avouchment. Also he may go further and have the D.'s collect the pass.)
- J.D.* (*faces S.W.*)—I am so satisfied, Bro. S.W.
- S.W.* ♣ All present are Ms., (F.C.'s or M.M.'s), Wor.
- W.M.* ♣ Bro. J.W., it being one hour past high twelve, it is my order that _____ £. No. _____ be now called from refreshment to labor

on the _____ degree of Msy. This you will communicate to the bre., that all having due notice thereof may govern themselves accordingly.

- J.W.* ♣ ♣ ♣ Bre., it is the order of the W.M. that _____ £. No. _____ be now called from refreshment to labor on the _____ degree of Msy. Take due notice thereof and govern yourselves accordingly.
- W.M.* Together, bre. ♣ 1°, ♣ ♣ 2°, ♣ ♣ ♣ 3°.
- S.W.* (*Sounds gavel same number of times as W.M.*)
- J.W.* (*Sounds gavel same number of times as W.M.*)
- W.M.* Accordingly, I declare _____ £. No. _____ at labor on the _____ degree of Msy. Bro. J.D., inform the Tlr. Bro. S.D., arrange the lts.
- J.D.* The Tlr. is informed, Wor.
- W.M.* ♣

MERGING

MERGING FROM A SPECIAL MEETING TO A STATED MEETING

A \mathcal{L} . which has been regularly opened on the 3° for a special meeting on the date of a stated meeting, but earlier than the hour named in the by-laws for stated meetings, may merge from the special to the stated meeting during the thirty (30) minute period of not less than fifteen (15) minutes after and not more than forty-five (45) minutes after the hour named in the by-laws for the stated meeting. The W.M. will use the following ritual:

W.M. Bre., the hour for the Stated Meeting having arrived and the \mathcal{L} . having been opened on the 3°, further work in the Special Meeting will be dispensed with and the business of the Stated taken up. Bro. Sec'y, you will make a record.*

* The minutes must record the fact that the \mathcal{L} merged and the exact time of merging —See Code No 217