

Pennsylvania
Mechanics
Ritual Manual

This ritual floorwork document is intended to accompany the approved ritual book issued by the Grand Lodge of Pennsylvania to enhance and benefit blue lodge performance and avoid any confusion across the commonwealth.

This work has been examined by Bro. Larry A. Buzzard, Director of Ritualist Work.

Note: Nothing esoteric is contained herein.

Authors:

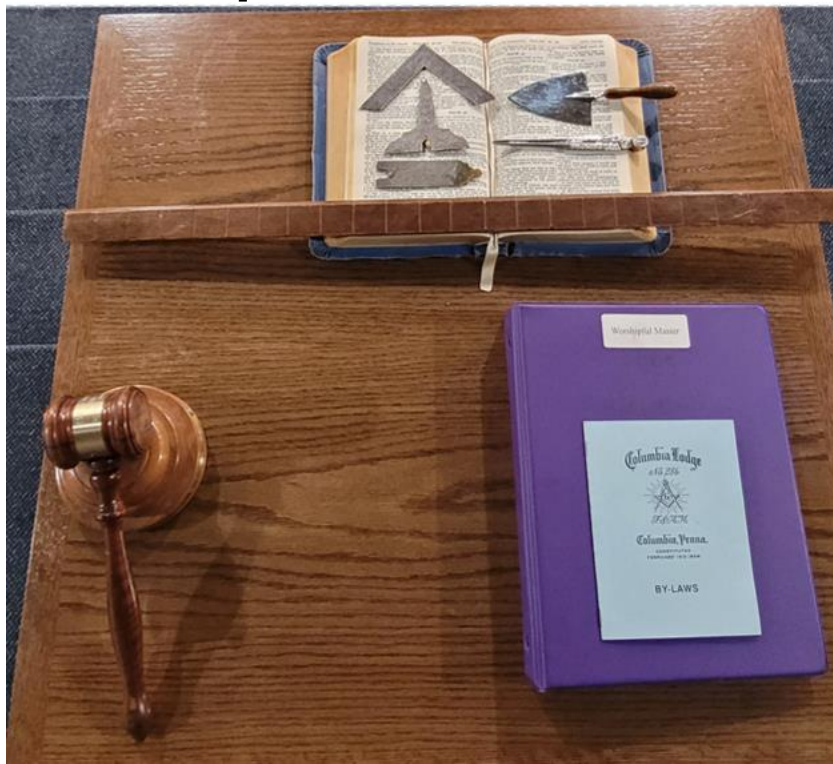
Jason A. Martin, P.M. – Columbia Lodge No. 286, District 1

Jeff S. Moyer, Past Regional Instructor, Region 2 – Lodge No. 43, District 1

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Worshipful Master's Station



The ashlar should be on the southeast corner of the station and the gavel should be on the ashlar. The Twenty-Four-inch gauge should be on the bottom of the Holy Bible. The Plumb's bottom should be facing South. The Level's bottom facing the East and the Square's tip facing the West. The Trowel's tip should be facing the South, and the Compasses should be pointing to the South. The Compasses are also in line with the bottom of the Level. The Ahimon Rezon with the by-laws resting on top should be in the northeast corner of the station.

Senior Warden's Station

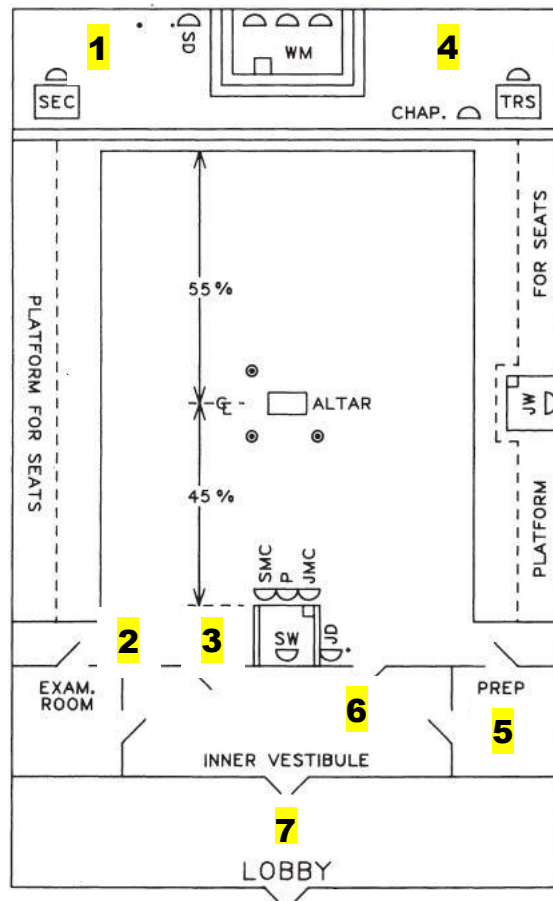


Junior Warden's Station



Business of the Lodge

- All doors in the lodge should be open.
- WM raps for attention and makes announcement. All officers should already be in their stations and places with their collars, aprons, and gloves on.
- WM instructs Pursuivant to close the outer door.
- Pursuivant does not sign or draw sword, turns right and passes through the inner door (**not** closing it behind him) and closes the outer door. No raps are given. Pursuivant returns to the lodge, not closing the inner door as he re-enters the room, heads to his place and gives his report the WM.
- WM asks SW, JW, and lodge if they are satisfied all present are either an EA, FC, or MM. JW does not turn body in response to WM's question.
- WM puts hat on with left hand facing West.
- WM asks SW the first care question. SW gives reply. WM instructs the SW to direct the proper officer to tile the lodge, the WM sits.
- Once the WM is sitting, the SW directs Pursuivant to tile the lodge. Pursuivant stands and turns right to face the SW.



FLOOR FORM OF LODGE ROOM

Corners of Altar are to be equidistant from the Lights

- The following instructions are for a typical Lodge room as shown on page 88 of the Ahiman Rezon (see above diagram). The **above highlighted numbers** indicate the order for the Pursuivant. If no doors or rooms are in a numbered area, as each Lodge room differs, proceed to the next number in the list. If there are doors in the Northeast and Southeast the Pursuivant can tile the doors prior to the meeting. If he doesn't tile the doors prior to the meeting he goes to the northeast corner of the Lodge first and secures any doors/rooms there, then moves to the right hand door in the northwest of the Lodge (the Examining Room in a typical Lodge) and secures any doors/rooms there, then moves to the southeast corner of the Lodge and secures any doors/rooms there, then moves to the farthest left hand door (as he is walking West) in the southwest (the Preparing Room in a typical Lodge) and secures the room, then exits through the southwest inner door leaving the door wide open unless there are double doors. When the Lodge has double doors, the door with the strike plate is closed first; the door with the bolt is closed secondly. When the Pursuivant exits the Lodge via the southwest inner door he only closes the door with the strike plate. The Pursuivant knocks three times on the outer door, the Tyler responds with three knocks, the door is "not" opened. The Pursuivant reenters the lodge room, squarely faces the door, pulls the door shut, and locks the door behind him. The Pursuivant turns right, returns to his place, turns left to face the SW to inform him the lodge is tiled, then turns right and sits down. The Pursuivant does not pull his sword when tiling the lodge nor sign as he crosses the body of the lodge.
 - **The Pursuivant enters each room leaving the door behind him wide open. When the Pursuivant exits each room he squarely faces the door to pull it shut and locks the door.**

- After the Pursuivant is seated, the SW addresses the WM (no sign), waits for the WM to stand and then gives his report and sits.

Short Way Opening

- WM raps officers up (deacons remove their wands and rest them on the floor)
- WM informs the SW his intention to open first, second, or third degree in the short way.
- Other than the ritual lines being slightly different, the floorwork fast forwards to the point of the [static steps of the opening](#).

Ancient Form Opening

- WM raps the officers up (deacons remove their wands and rest them on the floor)
- WM and JD exchange lines.
- After WM is told where the SD's place in the lodge is, he turns to his right to face the SD and then continues his ritual.
- The SD turns to face the WM when the WM addresses him as "...Brother SD." The SD drags his wand with him on the outside of his right foot. He does not need to pick it up and carry it when facing the WM. The SD will reverse his actions when he is done with his ritual.
- After the SD informs the WM where the station of the JW in the lodge is, the WM will turn left and face the West again, but his head will be turned toward the South to speak to the JW. Once turned and looking at the JW, the WM will resume his ritual.
- The JW will not turn to face the WM, only his head to respond.
- The WM continues to the SW for their ritual exchange.
- After the SW completes the explanation of the duty of the WM, both the WM and SD turn on the word "done" (the SD this time picking up his wand to carry it).
- The SD comes to the same level as the WM meeting left lapel to left lapel with the Deacon's left foot between the Master's feet. The SD receives the message. The SD does not bend or turn his head to receive the message from the WM. The message is received in the SD's left ear.
- The SD turns right to step down the platform and proceeds straight down the stairs (does not need to go all the way to the side and then down like visitors coming to the East) and moves directly to the SW's station. The SW takes a step forward as the SD walks toward the west.

The SD turns left up to the SW and stops directly at the left side of the SW. The SW does not turn to face the SD. The SD gives the message to the SW, turns left to step down the platform and heads back to his chair, turning left at his chair to face the West. The SW takes a step back as the SD returns to his place.

- When the SD hits the top step, the JD dips at the hip to grab his wand, and when the SD turns left at his chair, both the SW and the JD turn to face each other and the JD advances to the SW to receive the message.
- The JD advances to the SW, meeting left lapel to left lapel with the Deacon's left foot between the SW's feet and receives the message from the SW in his left ear. The JD does not bend or turn his head to receive the message from the SW.
- The JD turns to his right and steps down the platform to the floor and heads directly to the JW's station.
- The JD steps up to the JW's platform, meeting left lapel to left lapel and delivers the message to the JW in his left ear. Again, no one turns their head.
- The JD turns to his right and heads back to his chair, turning right to face the East.
- When the JD reaches his chair and begins to turn around the WM places his right hand on his gavel but does not pick it up. The SW and JW should be looking at the WM as he places his right hand on the gavel and without looking at each other the Wardens step to the right behind their podiums, then place their right hand on the column. The WM then picks up his gavel. The Wardens pick up their columns as the WM picks up his gavel. The Wardens do not look at each other during this part of the ritual; they always watch and follow the WM when picking up their columns. The WM waits until the SW and JW have stepped back over to their initial positions.
- The WM leads the SW and JW into the static steps.
- SW makes his announcement. JW makes his announcement looking straight toward the North not looking toward the WM.
- WM says it is his will and pleasure followed by three raps. The gavel is returned to the position for the particular degree the lodge is opening on.
- Once all brethren have arisen and assumed the attitude of prayer right hand over left, the WM removes his hat with his left hand holding it over his heart. Upon arising the JW looks toward the WM and the Chaplains looks toward the JW. When the WM removes his hat the JW bows his head giving the queue to the Chaplain to give the prayer.
- After prayer, the SMC advances in front of the altar to open the Bible, places the square and compasses in the correct position based on the degree the lodge is opened in. The Holy Bible should slide on its spine to an upright vertical position and then opened over the center of the

altar. If the compasses are not buried the SMC picks up the square and places it on the Bible two thirds down from the top of the left page. SMC places his hand to his side, then picks up the compasses, holds the compasses directly in front of his chest and opens them with one hand if possible, (he may use his left hand if necessary over the square returning his left hand to his side before proceeding) and then places them on the square in the proper position based on the degree the lodge is opened in. The SMC stands trying not to place his hands on the altar. Takes one step back to review his work. Turns left and moves directly in a straight line to his chair and turns left. After the second turn at his chair, all brethren in the attitude of prayer drop their hands to their sides.

- If the Holy Bible covers the compasses the SMC uses his left hand to elevate the right side of the Bible just enough for him to slide out the square with his right hand. The SD drops his right hand to his right side, then drops the Bible back down upon the altar and then returns his left hand to his side. Then with this right hand places the square upon the left side of the Holy Bible, two thirds down from the top of the page. The right hand then returns to his side. The same process is repeated to grab the compasses: left hand lifts Holy Bible right side to reveal the compasses, grab compasses with right hand, drops his right hand, drops Holy Bible down, brings left hand to side, right hand in front of the chest, open with one hand or two, places the compasses upon Holy Bible in correct position based on the degree.
- WM places his hat on his head and raps the lodge down. The SW and JW place their column on their podium, take a step left, and sit down. They can look at each during this part of the ritual. The SD and JD put their wands in the stand, then sit down.
- Charge is given. If not by the WM, then that brother is called to the East to deliver it. No sign is necessary when in the East, but if the Brother needs to cross the body of the lodge, then he will sign at the altar.
- Pursuivant is directed to inform the Tyler the lodge is open.
- Pursuivant throws the sign, draws sword and leaves lodge room, this time closing the door behind him. Raps three times which is responded by three raps. Informs the Tyler the lodge is open. Closes door and returns to the lodge room. Once at chair, he faces East, sheathes his sword, brings his right hand back to his side, and then throws the sign to the WM. The WM returns the sign and the Pursuivant sits.
- The WM announces the Flag ceremony and raps three times to raise the lodge up.
- The SD turns to his right to pick up the flag. If there is an Eagle at the top of the flag, it should be turned to look as if it is flying forward. As the SD pulls the flag out of the stand all brethren salute the flag with their thumbs tucked in. The WM then takes off his hat with his left hand. The SD heads to the northwest lesser light at the altar holding the flag with his left hand over his right. When the SD passes the northwest lesser light he make a rounded 90 degree turn (*two 45 degree turns*) toward the South and stops between the altar and the Pursuivant. Once stopped, he makes a 90 degree turn to face the East. The SD holds the flag upright at the altar. He does not tilt it and he does not participate in the pledge of allegiance or "say so mote it be" after the prayer and does not sing the national anthem. The SD returns the flag walking the same way he used to arrive at the altar and places the flag into the stand with a loud thump giving the queue for all the brethren to drop the salute. The WM then puts his hat back on.

- After the SD returns to his place and faces the west the WM raps the Lodge down.
 - **Reception of the District Deputy Grand Master**
 - There are three methods to receiving the DDGM. Refer to the ritual book for the dialog. The floorwork for the two methods where the DDGM is outside the lodge is the same and once the DDGM is at the altar for the third method, the floorwork is the same from thereon for all three methods. **Note: the lodge should be rapped up while the DDGM is moving on the lodge floor.**
 - Once the DDGM is at the altar, the WM signs, gives words of welcome, and instructs the DDGM to approach the East. The DDGM will advance on the South side of the Lodge room.
 - Once the DDGM has reached the platform of the WM both the DDGM and WM will turn to face each other, followed by the DDGM advancing the necessary steps to be in front of the WM in order to shake the WM's hand.
 - The WM will give his dialog to receive the DDGM and use his right hand, palm up, and hold his hand there to point at the warrant of constitution when the WM says the four words, "**the warrant of constitution**", then drops his hand to his side.
 - The WM picks his gavel up with his thumb, index, and middle fingers when he says "**my gavel**" and tilts the end of the gavel toward the DDGM in order for him to grab the gavel by the shaft.
 - When the WM says "**and my station**" he removes his hat with his left hand and holds the hat over his heart, and takes a step back.
 - When the DDGM says "Worshipful Master", the WM takes a step forward to receive his gavel and station. The DDGM returns the authority of the lodge back to him, his gavel, and his station (the WM puts his hat on). The DDGM will remain in the East at his designated chair, or sit anywhere he chooses.
- Once all the visiting Masters have greeted the WM and moved to their assigned seats will the DDGM move to take his assigned seat. WM addresses the Secretary for his business. [Refer to the Secretary's business and Senior Deacon's ballot box procedure if necessary, here.](#)

Short Way Closing

- **WM:** Brother Secretary, have you any further business?
- **Sec:** (Sign) Worshipful Master. (Faces West) I move the following bills be paid:
- WM calls upon Right Worshipful officer(s) (if present), DDGM (if present), visiting WMs, Past Masters, SW, JW, members/visitors.
- Charge is given. If not by the WM, then that brother is called to the East to deliver it. No sign is necessary when in the East, but if the Brother needs to cross the body of the lodge, then he will sign at the altar.
- WM raps officers up (deacons remove their wands and rest them on the floor)
- WM informs the SW his intention to close first, second, or third degree in short way.

- Other than the ritual lines being slightly different, the floorwork fast forwards to the [static steps of the closing.](#)

Ancient Form Closing

- **WM:** Brother Secretary, have you any further business?
- **Sec:** (Sign) Worshipful Master. (Faces West) I move the following bills be paid:
- WM calls upon Right Worshipful officer(s) (if present), DDGM (if present), visiting WMs, Past Masters, SW, JW, members/visitors.
- Charge is given. If not by the WM, then that brother is called to the East to deliver it. No sign is necessary when in the East, but if the Brother needs to cross the body of the lodge, then he will sign at the altar.
- WM raps the officers up (deacons remove their wands and rest them on the floor)
- WM and JD exchange lines.
- After WM is told where the SD's place in the lodge is, he turns to his right to face the SD and then continues his ritual.
- The SD turns to face the WM when the WM addresses him as "...Brother SD." The SD drags his wand with him on the outside of his right foot. He does not need to pick it up and carry it when facing the WM. The SD will reverse his actions when he is done with his ritual.
- After the SD informs the WM where the station of the JW in the lodge is, the WM will turn left and face the West again, but his head will be turned toward the South to speak to the JW. Once turned and looking at the JW, the WM will resume his ritual.
- The JW will not turn to face the WM, only his head to respond.
- The WM continues to the SW for their ritual exchange.
- After the SW completes the explanation of his duty, both the WM and SD turn on the word "dissatisfied" (the SD this time picking up his wand to carry it).
- The SD comes to the same level as the WM meeting left lapel to left lapel with the Deacon's left foot between the Master's feet. The SD receives the message. The SD does not bend or turn his head to receive the message from the WM. The message is received in the SD's left ear.
- The SD turns right to step down the platform and proceeds straight down the stairs (does not need to go all the way to the side and then down like visitors coming to the East) and moves

directly to the SW's station. The SW takes a step forward as the SD walks toward the west. The SD turns left up to the SW and stops directly at the left side of the SW. The SW does not turn to face the SD. The SD gives the message to the SW, turns left to step down the platform and heads back to his chair, turning left at his chair to face the West. The SW takes a step back as the SD returns to his place.

- When the SD hits the top step, the JD dips at the hip to grab his wand, and when the SD turns left at his chair, both the SW and the JD turn to face each other and the JD advances to the SW to receive the message.
- The JD advances to the SW, meeting left lapel to left lapel with the Deacon's left foot between the SW's feet and receives the message from the SW in his left ear. The JD does not bend or turn his head to receive the message from the SW.
- The JD turns to his right and steps down the platform to the floor and heads directly to the JW's station.
- The JD steps up to the JW's platform, meeting left lapel to left lapel and delivers the message to the JW in his left ear. Again, no one turns their head.
- The JD turns to his right and heads back to his chair, turning right to face the East.
- When the JD reaches his chair and begins to turn around the WM places his right hand on his gavel but does not pick it up. The SW and JW should be looking at the WM as he places his right hand on the gavel and **without looking at each other** the Wardens step to the right behind their podiums, then place their right hand on the column. The WM then picks up his gavel. The Wardens pick up their columns as the WM picks up his gavel. **The Wardens do not look at each other during this part of the ritual**; they always watch and follow the WM when picking up their columns. The WM waits until the SW and JW have stepped back over to their initial positions.
- The WM leads the SW and JW into the static steps.
- SW makes his announcement. JW makes his announcement looking straight toward the North not looking toward the WM.
- WM says it is his will and pleasure followed by three raps. The gavel is returned to the position for the particular degree the lodge is opening on.
- Once all brethren have arisen and assumed the attitude of prayer right hand over left, the WM removes his hat with his left hand holding it over his heart. Upon arising the JW looks toward the WM and the Chaplains looks toward the JW. When the WM removes his hat the JW bows his head giving the queue to the Chaplain to give the prayer.
- All brethren who are not holding something in their hands go into the attitude of prayer, right hand over left.

- After prayer, the SMC advances in front of the altar to remove the compasses, then the square, followed by closing the Holy Bible. The Holy Bible should slide on its spine to an upright vertical position and then be closed over the center of the altar.
 - If the Holy Bible previously covered more than half of the compasses before opening the lodge, then the SMC first picks up the compasses with his right hand, brings it to his right side, and then uses his left hand to elevate the right side of the Holy Bible just enough for him to place the compasses back upon the altar. Right hand back to his side. The SMC then drops the Holy Bible back down upon the altar and returns his left hand to his side. Again, with his right hand crosses his body to grab the square and brings it to his right side, then uses his left hand to elevate the right side of the Holy Bible just enough for him to place the square back upon the altar. The right hand then returns to his side. The SMC then drops the Holy Bible back down upon the altar and returns his left hand to his side. The Holy Bible is then closed in an upright vertical position and is slid on its spine as it is dropped back down and centered upon the altar.
- WM does not place his hat on his head or return his gavel.
- Pursuivant is directed to inform the Tyler the lodge is closed. Pursuivant does not sign or draw his sword.
- As the Pursuivant crosses in front of the JMC, **five** brethren move. The deacons put their wands back in the stands, the Wardens come to carry, step to the right behind their podiums and place their columns on the podium in a horizontal position, and the WM puts his gavel on the ashlar.
- The Pursuivant opens the southwest inner door, leaves the door completely open, opens the outer door(s) without rapping and gets out of the way to allow brethren to leave.

Examination of Visitor

- **PUR:** WM, there is an alarm at the outer door.
- **WM:** Attend to the alarm at the outer door.
Pursuivant throws the sign, draws sword and leaves lodge room, closing the door behind him. Raps three times which is responded by three raps. Inquires with the Tyler what the alarm is. Closes door and returns to the lodge room. Once at chair, he faces West to give the information to the SW, turns right to face the East, sheathes his sword, brings his right hand back to his side, and then throws the sign to the WM which is responded in kind and then sits down.
- **SW:** WM, I have a name to announce.
- **WM:** Announce the name, Bro. SW
- **SW:** (*Reads the visitor ticket*)

Option #1 – Visitor is known by the WM

- **WM:** Let him be admitted.
Pursuivant throws the sign, draws sword, and leaves lodge room, closing the door behind him. Raps three times which is responded by three raps. Informs the visitor to enter. **<Visitor enters and approaches the altar to give the sign>**. Pursuivant closes door and returns to the lodge room. Once at chair, he faces East, sheathes his sword loudly with a distinct click at the end, brings his right hand back to his side, and then throws the sign simultaneously with the visitor to the WM which is responded in kind and sits down. The visitor will take a seat in the lodge.
 - NOTE: The WM may offer a comment to the Brother at the altar if he chooses to.

Option #2 – Visitor is known by a member or visiting Brother in the Lodge Room

- **WM:** Is that name known to any member or visiting brother?
- **Visiting Brother:** WM <giving sign when addressing the WM>, I vouch for (name) as a Master Mason.
- **WM:** Let him be admitted.
Pursuivant throws the sign, draws sword, and leaves lodge room, closing the door behind him. Raps three times which is responded by three raps. Informs the visitor to enter. **<Visitor enters and approaches the altar to give the sign>**. Pursuivant closes door and returns to the lodge room. Once at chair, he faces East, sheathes his sword loudly with a distinct click at the end, brings his right hand back to his side, and then throws the sign simultaneously with the visitor to the WM which is responded in kind and sits down. The visitor will take a seat in the lodge.
 - NOTE: The WM may offer a comment to the Brother at the altar if he chooses to.

Option #3 – Visitor is NOT known to any member or visiting Brother in the Lodge Room

- **WM:** Is that name known to any member or visiting brother? – **NO RESPONSE**

- **WM:** Bro. SW, send that ticket to the East.

While keeping his sword sheathed, the SMC turns left to approach the SW's station, turns left to advance up the steps, retrieves the ticket, turns left to return to the floor, turns right when on the floor and approaches the East. The SMC advances up the side of the steps in the East, turning right to face the WM when on the final step and approaches the WM. Hands the ticket to the WM right hand to right hand, turns right 180 degrees to descend the steps and turns left once descended and makes a straight approach to his chair. Turns right at chair and sits down.

- **WM assigns a Chairman and then calls the Chairman to the East to give him the visitor ticket.**

Depending on where the Chairman is sitting, he may have to sign to the WM if crossing the body of the open lodge. Approaches the East exactly like the SMC did to retrieve the ticket and descends the East heading directly to the Secretary's desk to look at the book of Lodges and confirm the lodge is duly constituted and well recognized lodge according to the Grand Lodge of Pennsylvania.

- The Chairman selects two members to be on the committee without any announcement. He can do this before he approaches the East or once he leaves the Secretary's desk to approach the altar and leaves the Lodge Room.

- **Visitor's Lodge is Confirmed and Committee + SMC + Pursuivant Leave Lodge Room**

Once the visitor's lodge is confirmed, the Chairman and two committee members advance in front of the altar. Once they cross in front of the SMC, the Pursuivant and the SMC rise (both draw sword), and all five brothers sign simultaneously to leave the lodge.

- The SMC lets the committee into the Examination Room, returns to the Lodge Room, sheathes his sword quietly, signs, waits for the WM to return the sign, and then sits down.
- The Pursuivant leaves the Lodge Room through the outer door, rapping 3 times to the Tyler, which is responded in kind by the Tyler, and escorts the Visitor into the Examination Room to meet up with the Examination Committee. The Pursuivant then returns to the Lodge Room, sheathes his sword quietly, signs, waits for the WM to return the sign, and then sits down.

- **Committee performs the Examination in the Examination Room**

Committee performs the Examination of a Visitor according to the ritual in the Ritual Book.

NOTE: A Bible should always be in the Examination Room for such purposes.

- **Examination is Completed**

The Visitor needs to initiate the 5 points of fellowship as well as give the Word. The committee never initiates but may ask questions to assist the visitor if remembering all the details is difficult. Once completed, the Chairman knocks at the Examination Room door with 3 raps.

- **SMC attends to the alarm at the Examination Room**

SMC rises, signs to the WM which is responded to in kind, and announces the alarm.

- **WM:** Attend the alarm at the Examining Room door

The SMC draws sword and approaches Examination Room door and returns raps, opens door receives report from the Committee Chairman that they are ready to report to the WM. The SMC returns to his

chair, faces East, sheathes his sword, signs to the WM which is responded to in kind, and reports that the Examination Committee is prepared to give their report.

- **WM: Admit the Examining Committee**

The SMC does not sign, redraws his sword and approaches the Examining Room door and gives 3 raps which is responded to in kind. Opens the door and the Committee Chairman and 1 committee member enters the Lodge Room. The final committee member remains in the Examination Room with the visitor. The Chairman and committee member advance in front of the altar while the SMC returns to his chair. The SMC sheathes his sword loudly with a distinct click at the end. All 3 brothers sign simultaneously which is responded to in kind by the WM. The SMC then sits down.

- **Committee Chairman:** WM, your committee appointed to examine (name) beg leave to report that they have performed that duty and find him to be a Master Mason.

- **WM:** Bro. (name) present Brother (visiting brother's name)

The Pursuivant rises and the Chairman, committee member, and Pursuivant all sign to the WM, which is responded to in kind. The Chairman turns around to leave the Lodge Room through the outer door escorted by the Pursuivant while the committee member returns to his seat and sits. The Pursuivant raps to the Tyler at the outer door which is responded to in kind by the Tyler.

- **Pursuivant and Chairman enter Examination Room**

Pursuivant and Committee Chairman enter the Examination Room to retrieve the Visitor and remaining committee member

- **Brethren enter Lodge Room**

Pursuivant returns to his chair while the Committee Chairman and Visitor approach the altar. The remaining committee member remains at the door. The Pursuivant sheathes his sword loudly with a distinct click at end. All but the committee member at the door sign to the WM which is responded to in kind by the WM. The Pursuivant then sits down.

- **WM welcomes Visitor and Retrieves Visitor's Ticket**

The WM welcomes the Visitor and instructs him to take a seat in the lodge. The Visitor heads to his seat but does not sit down yet. The Chairman approaches the East to return the Visitor's slip to the WM. Once the Chairman meets up with the Visitor at their seats, they both sit down. The third committee member remains at the door during all this.

- **Final committee member Advances to Altar**

After the visitor and Chairman sit down the final committee member advances in front of the altar to sign to the WM, which is responded to in kind. The remaining member takes a seat in the lodge room.

1st Degree

- **The WM directs the Guide to retire and prepare the Candidate**

This procedure is the preferred method to start each degree. However, it is permissible to prepare the Candidate earlier, assuming no business is conducted before the degree such as a degree conferred on the same night as a stated meeting.

As the Guide advances in front of the altar and passes the lessor light, the JMC and PUR stand. All three throw the sign together. The JMC and PUR draw their swords, the JMC goes to the preparing room, opens the inner door, enters, closes the inner door, unlocks the outer door, and returns to his place, closing and locking the inner door behind him. The Guide follows the PUR to the outer door; they exit the lodge through the inner door that leads to the outer door making sure to close the door behind them. The PUR knocks three times on the outer door, waits for the response, unlocks the outer door and lets the Guide out to get and escort the Candidate into the preparing room. Once the Guide and Candidate have passed through the outer door, it is closed and locked behind them by the PUR as they continue into the preparing room. The PUR reenters the lodge, closing and locking the inner door behind him and returns to his place. The JMC and PUR are **NOT** expected to return to their places at the same time.

- **Guide prepares the Candidate then knocks three times to alarm the lodge**

- **JMC announces the alarm at the preparing room door**

JMC stands, signs while addressing the WM, waits for return sign from the WM, and announces the alarm. Once directed by the WM, the JMC pulls his sword, and walks to the PR door and responds with three knocks, followed by opening the door just enough for him to lean his head in and make his inquiry. After the Guide gives his answer, the JMC closes and locks the PR door and returns to his place, turns right to face the East again, sheaths his sword, drops hands to his side, and then signs to the Master and gives his report. The JMC sits after reporting to the WM.

- **WM directs the JW to make the necessary inquiries**

JW steps to his right in order to be positioned behind his podium, grabs the column and holds it in the carry position, steps back over to his left and then moves toward the altar. Once at the altar he signs and then waits for the JMC to pull his sword before turning around to his right in order follow the JMC to the preparing room.

- **JMC lets JW into preparing room and returns to place**

JMC knocks three times, waits for response, and then lets the JW out of the lodge into the PR. The JMC closes and locks the PR door. JMC returns to his place, turns right to face the East again, sheaths his sword, drops hands to his side, and then signs to the Master. JMC sits after the WM returns the sign. No words are exchanged.

- **JW makes inquiries**

JW places base of column on Candidate's left breast. The column will be parallel to the floor and the lower edge of the base of the column touches the Candidate's left breast. The JW drops the column to his side when he examines the Candidate. JW replaces the column on the Candidate to give him his directions.

- **Guide knocks on door to alarm the lodge**

The Guide knocks on the door with his left hand.

- **JMC announces the alarm and attends to the alarm**

JMC stands, signs while addressing the WM, waits for return sign from the WM, and announces the alarm. Once directed by the WM, the JMC pulls his sword, and walks to the PR door and responds with three knocks, followed by opening the door to let the JW into the lodge room.

- **JW advances in front of the altar, throws the sign and gives his report**

As the JW enters the room the WM brings his gavel to carry. The JMC will sheath his sword loud. The JMC, JW and WM all sign at the same time, and once the JMC completes his sign, he sits down.

- **WM directs the JW to reenter the preparing room and bid the Candidate enter**

After the WM says "...usual charge" the JW goes back to carry with his column and the WM places the gavel back onto the ashlar. The JW returns to his station, deposits the column and retrieves the compasses with his right hand, places the compasses in his left hand and returns to the altar. As the JW makes a fist to hold the compasses, the fulcrum is slightly above his hand and is the only part visible.

- **JW reenters the preparing room and directs Candidate to enter**

As the JW advances in front of the altar and passes the lessor light, the JMC stands. Both throw the sign together. The JW turns right to face the West and waits for the JMC to pull his sword and begin walking to the preparing room door. Once the JMC begins to walk to the preparing room door, the JW will start his movement to follow the JMC. Once the JW is behind the JMC at the door, the JMC will knock three times with his left hand, wait for the Guide to respond, opens the door and lets the JW into the PR, closes the door and locks it. JMC returns to his place, turns right to face the East again, sheaths his sword, drops hands to his side, and then signs to the Master. JMC sits after the WM returns the sign. No words are exchanged.

The JW places the point of the compasses on the Candidate's left breast, asks the questions, and directs him to enter.

- **Guide knocks on door to alarm the lodge**

The Guide knocks on the door with his left hand.

- **JMC announces the alarm and attends to the alarm**

JMC stands, signs while addressing the WM, waits for return sign from the WM, and announces the alarm. Once directed by the WM, the JMC pulls his sword, and walks to the PR door and responds with three knocks, followed by opening the door to let the JW into the lodge room. The JMC remains at the door, which is left open about an inch.

- **JW advances in front of the altar, then returns to his station**

JW enters lodge room, advances in front of the altar, signs, and returns to his station.

- **JMC opens the preparing room door**

The WM puts his hand on the gavel as the JW places his foot on the first step of his riser. When the JW turns at his station, the JMC opens the door while simultaneously the WM raps the lodge room up.

- **WM raps lodge room up**

All stand. The SMC pulls sword whereas the Pursuivant does not.

- **Guide conducts the Candidate in front of the JW's station**

- **JMC places the cushion in the proper position**

The JMC returns to his place, pauses for a moment, then retrieves the cushion which is placed against the first chair or seat in the first row west of the JW's station, picks it up and places it in front of the Candidate, then returns to his place turning right once there to face the East. The cushion is picked up at the short side.

- **WM asks three questions and directs the Candidate to kneel then arise**

After the JMC returns to his place the WM asks the first two questions. After the Candidate kneels and everyone is in an attitude of prayer the JW will bow with a distinctive bow of his head so the Chaplain can give the prayer, with no response on Amen (WM removes his hat with his left hand). After the Amen the WM puts his hat on asks the third question.

- **JMC retrieves the cushion**

As the Candidate rises, the JMC retrieves the cushion, places it in its original location, and returns to his place, turning right to face the East again.

- **Officers assume their proper positions about the altar**

Once the JMC has returned to his place, he nods to the SMC to begin their formation of the square. Once the JMC and SMC have arrived at their positions in the square, the deacons dip at the hip to pick up their wands and both head to their positions in the square. The JW follows after the deacons are in their positions. The SW follows after the JW and the WM arrives last.

- **Guide conducts the Candidate three times around the oblong square**

Guide turns the Candidate to the right as he walks around the Candidate, heads to the southwest corner of the Oblong Square, travels three times around the square, and turns the Candidate to face the back of the JW. The Guide and Candidate are now facing the JW. As the Guide moves right to stand directly behind the Candidate, he drops his right hand, grabs the Candidate's left arm with his left hand, grabs the top of the Candidate's right hand and gently taps three times on the JW's right shoulder. As the JW turns the Guide returns the Candidate's right hand to his right side, steps left, drops his left hand, grabs the left arm of the Candidate with his right hand and answers the questions. The Guide is back where he started. The Guide performs this same process for the SW and WM.

- **Guide & Candidate stand outside on the Southwest corner of the oblong square**

There should be a sliver of daylight between the Candidate's right shoulder and the three officers on the west side of the oblong square and a sliver of daylight between the Candidate's body and the three officers on the south side of the oblong square. The Guide stands behind the Candidate, their shoulders are parallel. Cable tow tassels are held at the belt buckle.

- **Guide moves Candidate forward**

The Guide stops the Candidate in front of the SW, walks around the Candidate without turning him, and places the cable tow in the Senior Warden's extended left hand. The Guide releases his right hand from the Candidate's left arm when the Senior Warden is just about to grab the Candidate's left arm. The SW needs to get the Candidate's chest in line with the altar after turning him to face the East.

- **SW raises hand & receives cable tow from Guide and Guide returns to oblong square**

When the Guide stops the Candidate, the SW extends his left hand. After the cable tow is placed into Senior Warden's left hand, the Senior Warden grabs the Candidate's left arm with his right hand as the Guide releases his grip. The cable tow should rest over the top of the SW's right hand. The Guide returns to the **Candidate's** original position at the corner of the oblong square.

- **SW turns & positions the Candidate**

The SW never steps outside the oblong square. The SW pulls the Candidate into the oblong square as he says, "you will face the East". Then the SW positions the Candidate with the middle of his chest in line with the right edge of the altar base and one step from the cushion. Then the SW says, "stand upright..." The SW is behind the Candidate, their shoulders are parallel. The SW takes steps with Candidate.

- **WM moves and kneels at right time**

Once Candidate breaks knees, the WM moves to the altar, stops, takes off his hat, kneels and places hat on the cushion (top down). If no space is available on the cushion for the hat the WM will place the hat, top down on the floor next to him.

- **WM moves the Bible to correct position & places his hands in the described manner**

The WM slides the bible to the Southwest corner of the altar, **but NOT hanging over**, and places hands on the side of the bible with thumbs tucked in. As the SW says "your left hand supporting the Holy Bible" the WM places his right thumb on the square and compasses and raises the left side (Candidate's perspective) of the Bible.

- **SW walks around Candidate moving cable tow between**

- Starts in left hand
- Keeps cable tow in left hand and walks around Candidate to the right side

- **SW stands after positioning right leg to finish statement**

- Cable tow is in SW's left hand. SW says, "Your right extended" **as he does it**. Stands up and says, "Forming the first angle..." **SW keeps cable tow in left hand as he says his line.**
- SW moves cable tow back to his right hand
- SW moves around to Candidate's left side and keeps the cable tow in the right hand
- SW uses his left hand to assist the Candidate's left hand to support the bible. The Candidate's **fingers and thumb** are under the bible so that the bible simply rests on his palm.
- SW moves cable tow back to his left hand and walks around to Candidate's right side
- Cable tow still in his left hand, the SW uses his right hand to place the Candidate's right hand upon the Holy Bible.
- SW moves cable tow back to his right hand and walks around to Candidate's left side again
- SW finishes by moving the cable tow back to his left hand

- **SW ends with toes to cushion and **cable tow in left hand****

With the SW on the left side of the Candidate, the cable tow should be in his left hand with the tassels at his belt buckle. The SW's toes should be at the cushion and his right leg touching the Candidate's left leg. Once the SW is in this position, he continues his ritual, "In this humble..."

- **SW steps over on "Binding"**

When the Candidate says binding...

- **SW takes hand on “Having”, moves hand on “ear-to-ear”, and replaces hand**

When the Candidate says “having” the SW grabs the candidate’s right hand and waits until the penalty is repeated before continuing. Once the Candidate repeats “ear to ear” the SW moves the Candidate’s right hand from ear to ear across the throat and places it back upon the Holy Bible.

- **During the time the candidate’s right hand is off the Holy Bible, the WM holds the square and compasses with his right thumb to avoid them from sliding.**

- **WM moves thumb back once Candidate’s hand is placed back on the Holy Bible**

- **WM puts hat on before moving**

After the WM completes the oath and obligation, he directs the candidate to kiss the Holy Bible. The WM then picks up his hat, stands up, puts the hat on with his right hand, and backs up to his position in the square before continuing his ritual.

- **Team moves at same time**

When the WM says, “light” two things happen, the deacon’s change from the carry grip to the pitch grip and **SIMULTANEOUSLY** the SW steps over the Candidate to untie the knot on the blindfold. When the SW is ready he should nod to the WM.

- **Team goes to correct positions**

JD nods to move into position **(nod 1)**. SD stands to the left of the lesser light; SMC stands to the right of the lesser light. JD stands to the left of lesser light. JMC stands near the SE corner of the altar and on the JW side of the taper. Deacons should each have a taper to their right.

- **Team positions wands & swords same time**

The JD nods to pitch the wands and extend the swords **(nod 2)**. The Deacons pitch the wands toward the opposite lesser light. The wands should be to the left of each and touching about one foot from the tip (PA wands should be 7 feet long, blue in color with the last 12 inches white at the tip).

- **Wands & swords in correct position**

The tips of the swords do not touch but are above the Candidate’s hands and come together to create a right angle. The wands are pitched leaving about 18 inches below the right hand. The wands cross so that a plumb bob if hung, would be above the Candidate’s hands. The SD is responsible for the correct positioning of the wands where they cross.

- **SW prompts candidate and removes blind fold at the proper moment**

SW removes the blind fold at *CLAP*

- **Deacons and Masters of Ceremonies moves back at same time**

After “brethren be seated”, JD nods **(nod 3)** to drop rods and pull back swords and nods **(nod 4)** again to move back to their places in the square.

- **SD & JD drop wands**

- The Deacons return to their places in the square, let the wands slide to the floor, and then change from the pitch grip to the carry grip.

- **JMC & SMC leave square**

- JMC turns to his right and returns to his place in the square and turns right until he is facing the West. The SMC walks straight back to his place in the square and turns left.

- **SW puts Holy Bible and tools back into their proper positions**

The SW resituates the Holy Bible, Square and Compasses once the candidate removes his hands. The Square is on top of the Compasses and placed 1/3 up from the bottom of the page. Note: In the second and third degrees, the WM resituates the altar.

- **SW positions the Candidate and cable tow**

After WM says, “brethren be seated”, the SW tells the Candidate to get comfortable. The Candidate’s hands are placed on the altar between the Holy Bible and the Candidate’s body (if not already in that placement). The cable tow is removed from back to front so as not to catch on the Candidate’s nose. The SW coils the cable tow, places the cable tow and hood wink in his right hand, and drops his right hand to his side. The SW walks backward to his place in the square.

- **Guide receives cable tow & WM begins his lecture**

As the SW backs up the Guide walks to the SW and faces the East. The SW and Guide should meet at the same time. The Guide takes the cable tow from the SW’s right hand, which is dropped to his side. The Guide walks to the preparing room door and places the cable tow and hood wink on the door handle and seats himself on the North side of the lodge room almost in line with the altar. As soon as the exchange occurs, the WM begins his lecture.

- **WM goes through step and sign**

The steps are normal steps with one foot in front of the other like you do when walking. Steps are not distinct right angles or some sort of 45-degree angle with your heel truly in the hollow of the opposite foot. The WM extends his hands in front of his torso and not against it for the **first sign and due guard** as in the manner similar to how the Candidate had his hands at the altar while taking the obligation. The WM drops his hands to his sides on the word “placed”. The penal sign is given without pause during the explanation. The penal sign for the first degree begins with the right hand horizontal to the floor and the thumb tucked in. The right hand starts on the left side of the throat with the thumb and fingers pointing to the back of the Brother giving the sign. The hand is drawn across the throat and ends on the right side of the neck with the thumb and fingers pointing toward the Brother’s right ear. After the sign is thrown, the hand is dropped to his side. The WM does **not** pause when he says, “and **this**.... is the penal sign”. It is given in one fluid motion.

- **WM moves to altar and removes right hand glove and holds it in his left hand**

The WM walks to the Southwest corner of the altar, removes the right-hand glove, transfers the glove to his left hand, drops the left hand, and then takes the Candidate’s right hand.

- **SW approaches altar**

The SW approaches when the WM approaches Candidate. Toes to cushion.

- **WM positions thumb and drops left hand**

Once the WM has the Candidate’s hand he will use his left hand (still holding the glove) to position the Candidate’s thumb while saying “you will now...” Drops left hand to side after saying “me” and positions his right hand thumb correctly on the Candidate as his says, “As I take you.” Do not twist Candidate’s hand to show WM’s placement of thumb.

- **SW moves back to position**

After exchange of the grip and password, the SW moves back to his position walking backwards.

- **Candidate arises**

As WM says, “you will arise” the Candidate stands up (still holding the grip) and without the assistance of the WM.

- **Guide moves at the correct time and takes correct route**

Timing is crucial. Route needs to be in between the two tapers on the North side. The Guide must arrive and grab the left arm of the Candidate on the word “instruction”.

- **Guide takes Candidate on “instruction”**

- **Guide moves Candidate back one step**

- **WM gives rap and replaces glove**

WM turns right at altar and left at station, raps and then places glove on hand.

- **Officers make correct turns from the square at rap of gavel**

Right at square, left at the chair, except the SW turns left and left and the JMC walks straight to chair and turns right, and waits until the candidate and guide are ready for his to sheath his sword loudly. SMC defers to the SW. Refer to [officer turns guide](#) if needed.

- **JMC/Guide/Candidate all leave Lodge correctly**

The JMC sheaths his sword loudly with a distinct click at the end. The Guide and Candidate wait about two seconds for the JMC to get his right hand at his side so that all three are able to simultaneously give the sign to leave. The WM responds once the three have their hands at their sides. The JMC draws his sword and heads to the PR door, stops, grabs cable tow and hoodwink with his left hand and places them into the Guide’s left hand, and then opens the door.

- **Candidate is brought back into Lodge**

The JMC goes back and forth to the Preparing Room, his body being squared to the door when in front of it and always gives or receives three distinct knocks about one second apart from each other, and once he comes back the second time to bring the Guide and Candidate into the lodge room, the JMC will sheath his sword loudly with a distinct click at the end. The Guide and Candidate will wait two seconds for the JMC to get his right hand to his side so that all three brethren will sign at the same time. The WM will respond and the JMC will sit while the WM says “My brother, approach...” When the Guide and Candidate return to the lodge room they walk toward the Northwest lesser light and stop in the middle of the lodge room.

- **Guide brings Candidate to Northeast**

Candidate is brought to the East on the North side of the lodge and is brought to the first step in the East near the Secretary’s station. The Guide walks up to the same step as the Candidate and then steps down and sits in the first chair in front of the Secretary’s desk. The Guide does not help with putting the apron on the Candidate. The WM moves to pick up the apron after the Guide lets go of the Candidate’s left arm.

- **WM invests apron**

The WM drops the apron and strings and begins the dialogue after the apron and strings are fully dropped. The Candidate is standing on the first step. The Master does **not** go down two steps to meet the Candidate.

- **SD goes for tools at correct time and retrieves them**

SD moves after WM finishes tying the knot on the apron. The SD stands behind the pedestal. Places the 24-inch gauge in his left hand with the thumb and forefinger at the 8-inch mark. The gavel is placed on top of the 24-inch gauge next to the forefinger. The SD grabs the gavel with his right hand at the end of the gavel handle.

- **SD hands tools to the WM**

When the WM extends his right hand (after saying “as an EA Mason you will wear...”), the SD fully extends his right arm as the WM reaches with his right hand to position the apron. The SD should be behind the WM; their shoulders are parallel, and almost touching. The WM grabs the gavel and 24-inch gauge at the barrel of the gavel. After handing over the tools, the SD turns **left** to go back to his place and **left** at his chair.

- **WM positions the working tools correctly**

The 24-inch gauge is held flat and parallel to the floor with the left-hand thumb and index finger grabbing the gauge at the end. The WM slides the gavel across the 24-inch gauge. The right hand is holding the gavel in the palm with the middle, ring, and pinky fingers holding the shaft. The right hand also holds the other side of the 24-inch gauge with the thumb and index finger at that end. The gavel is upright with the head of the gavel pointing toward the Candidate.

- **WM moves tools back and forth correct**

At first mention of the 24-inch gauge no movement is made. As he mentions the common gavel the WM slides the 24-inch gauge with his right hand through the left hand 8 inches, followed by letting go of the gauge, then moves his right hand back to the starting point to mention the common gavel. The WM moves his right back to the 24-inch gauge, grabs it again and slides it back into view of the Candidate to explain the 24-inch gauge. Once done with the gauge, he slides it to the left as before (8 inches to the left) and the WM discusses the common gavel. Once done, the WM does NOT slide the 24-inch gauge back but instead crosses his body with his right arm (gavel in hand), slides the gavel across the 24-inch gauge, and places the head of the gavel at his left forefinger.

- **WM Returns tools**

The WM grabs the two with right hand grabbing near the top or the near the head of the gavel and holds them to the right side of his body at the height of his torso. He does not angle the tools horizontally or vertically, but rather at a 45-degree angle for the SD to easily grab the tools from behind.

- **SD takes tools**

SD should be standing behind the WM just as he finishes his dialogue, fully extends his right arm. The WM places the tools in the SD’s right hand. The SD should be grabbing the bottom portion of the gavel. The WM should not drop his right hand or turn his body to give the tools back to the SD.

- **SD returns tools**

The SD stands behind the WM pedestal, places the 24-inch gauge in his left hand with the thumb and forefinger at the 8” mark against the head of the gavel, and places the gavel and 24-inch gauge on the pedestal using the right hand. While the SD is returning the working tools, the WM finishes the

degree. Once the working tools have been returned, the SD turns to the right to return to his chair, turns left at his chair and sits.

- **WM completes degree**

The WM congratulates the Candidate by grabbing his hand but not shaking it. Once completed with his ritual, the Guide conducts the Candidate to the Secretary's desk. The Secretary relinquishes his seat, and the Candidate is seated, signs the book, and then is seated in the second chair in front of the Secretary's desk by the Guide. Guide and Candidate take two left turns back to their seats.

2nd Degree

- **The WM directs the Guide to retire and prepare the Candidate**

This procedure is the preferred method to start each degree. However, it is permissible to prepare the Candidate earlier, assuming no business is conducted before the degree.

As the Guide advances in front of the altar and passes the lessor light, the JMC and PUR stand. All three throw the sign together. The JMC and PUR draw their swords, the JMC goes to the preparing room, opens the inner door, enters, closes the inner door, unlocks the outer door, and returns to his place, closing and locking the inner door behind him. The Guide follows the PUR to the outer door; they exit the lodge through the inner door that leads to the outer door making sure to close the door behind them. The PUR knocks three times on the outer door, waits for the response, unlocks the outer door and lets the Guide out to get and escort the Candidate into the preparing room. Once the Guide and Candidate have passed through the outer door, it is closed and locked behind them by the PUR as they continue into the preparing room. The PUR reenters the lodge, closing and locking the inner door behind him and returns to his place. The JMC and PUR are **NOT** expected to return to their places at the same time.

- **Guide prepares the Candidate then knocks three times to alarm the lodge**
- **JMC announces the alarm at the preparing room door**

JMC stands, signs while addressing the WM, waits for return sign from the WM, and announces the alarm. Once directed by the WM, the JMC pulls his sword, and walks to the PR door and responds with three knocks, followed by opening the door just enough for him to lean his head in and make his inquiry. After the Guide gives his answer, the JMC closes and locks the PR door and returns to his place, turns right to face the East again, sheaths his sword, drops hands to his side, and then signs to the Master and gives his report. The JMC sits after reporting to the WM.

- **WM directs the JW to make the necessary inquiries**

JW steps to his right in order to be positioned behind his podium, grabs the column and holds it in the carry position, steps back over to his left and then moves toward the altar. Once at the altar he signs and then waits for the JMC to pull his sword before turning around to his right in order follow the JMC to the preparing room.

- **JMC lets JW into preparing room and returns to place**

JMC knocks three times, waits for response, and then lets the JW out of the lodge into the PR. The JMC closes and locks the PR door. JMC returns to his place, turns right to face the East again, sheaths his sword, drops hands to his side, and then signs to the Master. JMC sits after the WM returns the sign. No words are exchanged.

- **JW makes inquiries**

JW places base of column on Candidate's left breast. The column will be parallel to the floor and the lower edge of the base of the column touches the Candidate's left breast. The JW drops the column to his side when he examines the Candidate. JW replaces the column on the Candidate to give him his directions.

- **Guide knocks on door to alarm the lodge**

The Guide knocks on the door with his left hand.

- **JMC announces the alarm and attends to the alarm**

JMC stands, signs while addressing the WM, waits for return sign from the WM, and announces the alarm. Once directed by the WM, the JMC pulls his sword, and walks to the PR door and responds with three knocks, followed by opening the door to let the JW into the lodge room.

- **JW advances in front of the altar, throws the sign and gives his report**

As the JW enters the room the WM brings his gavel to carry. The JMC will sheath his sword loud. The JMC, JW and WM all sign at the same time, and once the JMC completes his sign, he sits down.

- **WM directs the JW to reenter the preparing room and bid the Candidate enter**

After the WM says "...usual charge" the JW goes back to carry with his column and the WM places the gavel back onto the ashlar. The JW returns to his station, deposits the column and retrieves the square with his right hand, and returns to the altar.

- **JW reenters the preparing room and directs Candidate to enter**

As the JW advances in front of the altar and passes the lessor light, the JMC stands. Both throw the sign together. The JW turns right to face the West and waits for the JMC to pull his sword and begin walking to the preparing room door. Once the JMC begins to walk to the preparing room door, the JW will start his movement to follow the JMC. Once the JW is behind the JMC at the door, the JMC will knock three times with his left hand, wait for the Guide to respond, opens the door and lets the JW into the PR, closes the door and locks it. JMC returns to his place, turns right to face the East again, sheaths his sword, drops hands to his side, and then signs to the Master. JMC sits after the WM returns the sign. No words are exchanged.

The JW places the angle of the square on the Candidate's left breast and directs him to enter.

- **Guide knocks on door to alarm the lodge**

The Guide knocks on the door with his left hand.

- **JMC announces the alarm and attends to the alarm**

JMC stands, signs while addressing the WM, waits for return sign from the WM, and announces the alarm. Once directed by the WM, the JMC pulls his sword, and walks to the PR door and responds with three knocks, followed by opening the door to let the JW into the lodge room. The JMC remains at the door, which is left open about an inch.

- **JW advances in front of the altar, then returns to his station**

JW enters lodge room, advances in front of the altar, signs, and returns to his station.

- **JMC opens the preparing room door**

The WM puts his hand on the gavel as the JW places his foot on the first step of his riser. When the JW turns at his station, the JMC opens the door while simultaneously the WM raps the lodge room up.

- **WM raps lodge room up**

All stand. The SMC pulls sword whereas the Pursuivant does not.

- **Guide conducts the Candidate in front of the SW's station**

The Candidate and the Guide are facing the West.

- **Officers assume their proper positions about the altar**

After the Guide and Candidate stop in front of the SW, the JMC nods to the SMC they walk to their positions, the deacons dip at the hip to pick up their wands and both head to their positions in the square. The JW follows after the deacons are in their positions. The SW follows after the JW and the WM arrives last.

- **Guide conducts the Candidate twice around the oblong square**

When the officers are in their positions the PUR nods to the Guide. The Guide turns the Candidate to the right as he walks around the Candidate, heads to the northwest corner of the Oblong Square, travels twice around the square, and turns the Candidate to face the back of the SW. The Guide and Candidate are now facing the SW. As the Guide moves right to stand directly behind the Candidate, he drops his right hand, grabs the Candidate's left arm with his left hand, grabs the top of the Candidate's right hand and gently taps three times on the SW's right shoulder. As the SW turns the Guide returns the Candidate's right hand to his right side, steps left, drops his left hand, grabs the left arm of the Candidate with his right hand and answers the questions. The Guide is back where he started. The Guide performs this same process for the WM.

- **Guide & Candidate stand outside Southwest corner of oblong square**

There should be a sliver of daylight between the Candidate's right shoulder and the three officers on the west side of the oblong square and a sliver of daylight between the Candidate's body and the three officers on the south side of the oblong square. The Guide stands behind the Candidate, their shoulders are parallel. Cable tow tassels are held at the belt buckle.

- **Guide moves Candidate forward**

The Guide stops the Candidate in front of the SW, walks around the Candidate without turning him, and places the cable tow in the Senior Warden's extended left hand. The Guide releases his right hand from the Candidate's left arm when the Senior Warden is just about to grab the Candidate's left arm. This prevents the cable tow from sliding down the Candidate's left arm in this degree. The SW needs to get the Candidate's chest in line with the altar after turning him to face the East.

- **SW raises hand & receives cable tow from Guide and Guide returns to oblong square**

When the Guide stops the Candidate, the SW extends his left hand. After the cable tow is placed into Senior Warden's left hand, the Senior Warden grabs the Candidate's left arm with his right hand as the Guide releases his grip. The cable tow should rest over the top of the SW's right hand. The Guide returns to the Candidate's original position at the corner of the oblong square.

- **SW turns & positions the Candidate**

The SW never steps outside the oblong square. The SW pulls the Candidate into the oblong square as he says, "you will face the East". Then the SW positions the Candidate with the middle of his chest in line with the left edge of the altar base and two steps from the cushion. Then the SW says, "stand upright..." The SW is behind the Candidate, their shoulders are parallel. The SW takes steps with Candidate.

- **WM moves and kneels at right time**

Once Candidate breaks knees, the WM moves to the altar, stops, takes off his hat, kneels and places hat on the floor top down. Note: there is no room to place the hat on the cushion in this degree.

- **WM moves Holy Bible to correct position & places his hands in the described manner**

The WM slides the Holy Bible to the Northwest corner of the altar, **but NOT hanging over**, and situates the square and compasses on the bible for the Candidate to rest his elbow on the top of the compass's fulcrum. The Master's hand should be cupped around the fulcrum, but the fulcrum should be exposed.

WM places his left hand on the side of the Holy Bible with his thumb tucked in.

- **SW moves cable tow to right hand**

When the Candidate kneels upon his right knee, the **SW transfers the cable tow to his right hand.**

- **SW stands after positioning left leg to finish statement**

- Cable tow is in SW's right hand. SW says, "Your left extended" **as he does it**. Stands up and says, "Forming the second angle..." **SW keeps cable tow in right hand as he says his line.**

- **SW positions left hand and arm in correct manner**

- Cable tow still in SW's right hand the SW says "your left hand extended toward heaven", the SW then places Candidate's elbow on the top of compass's fulcrum, fingers extended up, and the palm facing the south. The SW continues with "supported... etc." At the end of his statement, the SW puts the cable tow in his left hand

- **SW walks around Candidate moving cable tow between**

- Again, the SW has the cable tow in his left hand turns to his right and walks around to Candidate's right side
- Cable tow still in his left hand, the SW uses his right hand to place the Candidate's right hand upon the bible
- SW moves cable tow back to his right hand, turns left and walks around to Candidate's left side
- SW moves cable tow to his left hand

- **SW ends with toes to cushion and **cable tow in left hand****

With the SW on the left side of the Candidate, the cable tow should be in his left hand with the tassels at his belt buckle. The SW's toes should be at the cushion and his right leg touching the Candidate's left leg. Once the SW is in this position, he continues his ritual, "In this humble..."

- **SW steps over Candidate on "Binding"**

When the Candidate says "binding..."

- **SW takes hand on "Having"**

When the Candidate says "having" the SW grabs the candidate's right hand and waits until the penalty is repeated before continuing.

- **SW moves hand short distance across chest and then up to top of left hand**

As the Candidate says "my left breast torn open" the SW moves the Candidate's right hand only an inch or so to the right and waits until the next part of the penalty is repeated. When the Candidate says, "placed" the SW moves his right hand from his chest to the tip of his left hand fingers.

- **SW puts hand back**

When the Candidate says "air" the SW places the Candidate's right hand back upon the Holy Bible.

- **WM tilts compasses back and pulls/slides them back**

After the WM finishes the oath and obligation, he pauses, then tilts and slides the Square and Compasses, followed by directing the Candidate to kiss the Holy Bible.

- **WM puts Holy Bible and tools back into their proper positions**

After the Candidate kisses the Holy Bible, the WM resituates the Holy Bible (centered to altar), Square and Compasses (up North, down South).

- **WM puts hat on before moving**

WM picks up his hat, stands up, puts the hat on with right hand, and backs up to his position.

- **SW positions Candidate and cable tow**

After WM says, "brethren be seated", the SW tells the Candidate to get comfortable. The Candidate's hands are placed on the altar between the Holy Bible and the Candidate's body (if not already in that placement). The SW slides the cable tow down the Candidate's arm and removes it. The SW coils the cable tow, places the cable tow in his right hand, and drops his right hand to his side. The SW walks backward to his place in the square.

- **Guide receives cable tow & WM begins his lecture**

As the SW backs up the Guide walks to the SW and faces the East. The SW and Guide should meet at the same time. The Guide takes the cable tow from the SW's right hand, which is dropped to his side. The Guide walks to the preparing room door and places the cable tow on the door handle and seats himself on the North side of the lodge room almost in line with the altar. As soon as the exchange occurs, the WM begins his lecture.

- **WM goes through steps and signs**

The steps are normal steps with one foot in front of the other like you do when walking. Steps are not distinct right angles or some sort of 45-degree angle with your heel truly in the hollow of the opposite foot. The WM extends his hands in front of his torso and not against it for the **first-degree due guard** as in the manner similar to how the Candidate had his hands at the altar while taking the obligation. The sign for the second degree is performed in a bang-bang fashion, or up then down. There is no holding it in place for effect. The explanation for the [first-degree](#) sign is found in its respective degree. The penal sign for the second degree is given with the right hand over the heart, thumb tucked in, and the left arm triceps horizontal to the floor with the elbow bent forming a right angle. The left hand is pointing up with the thumb tucked in and the palm facing the right. Both hands are brought to their positions and once there, immediately dropped back to the sides. The penal sign for the second degree is given without pause during its explanation. The WM does **not** pause when he says, "and **this** is the penal sign". The first and second degree signs are given in one fluid motion.

- **WM moves to altar and removes right hand glove and holds it in his left hand**

The WM walks to the Southwest corner of the altar, removes the right-hand glove, transfers the glove to his left hand, drops the left hand, and then takes the Candidate's right hand.

- **SW approaches altar**

Approaches when the WM approaches Candidate. Toes to cushion.

- **WM positions thumb and drops left hand**

The Candidate should know how to take the WM's hand to begin the grip sequence. The WM does not twist Candidate's hand to show WM's placement of thumb.

- **SW moves back to position**

After exchange of the grips and passwords, the SW moves back to his position walking backwards.

- **Candidate arises**

As WM says, "you will arise" the Candidate stands up (still holding the grip) and without the assistance of the WM.

- **Guide Moves at the correct time and takes correct route**

Timing is crucial. Route needs to be in between the two tapers on the North side. The Guide must arrive and grab the left arm of the Candidate on the word "instruction".

- **Guide takes Candidate on "instruction"**

- **Guide moves Candidate back one step**

- **WM gives rap and replaces glove**

WM turns right at altar and left at station, raps and then places glove on hand.

- **Officers turn correctly at rap**

Right at square, left at the chair, except the SW turns left from the square and left at his chair, and the JMC walks straight to his chair turns right, and waits until the Candidate and Guide are ready for him to sheath his sword loudly. The SMC defers to the SW. Refer to [officer turns guide](#) if needed.

- **JMC/Guide/Candidate leave Lodge correctly**

The JMC sheaths his sword loudly with a distinct click at the end. The Guide and Candidate wait about two seconds for the JMC to get his right hand at his side so that all three are able to simultaneously give the sign to leave. The WM responds once the three have their hands at their sides. The JMC draws his sword and heads to the PR door, stops, grabs cable tow and hoodwink with his left hand and places them into the Guide's left hand, and then opens the door.

- **Candidate is brought back into Lodge**

The JMC goes back and forth to the Preparing Room, his body being squared to the door when in front of it and always gives or receives three distinct knocks about one second apart from each other, and once he comes back the second time to bring the Guide and Candidate into the lodge room, the JMC will sheath his sword loudly with a distinct click at the end. The Guide and Candidate will wait two seconds for the JMC to get his right hand to his side so that all three brethren will sign at the same time. The WM will respond and the JMC will sit while the WM says "My brother, approach..." When the Guide and Candidate return to the lodge room they walk toward the Northwest lesser light and stop in the middle of the lodge room.

- **Guide brings Candidate to Northeast**

Candidate is brought to the East on the North side of the lodge like the first degree but is brought to the second step in the East near the Secretary's station. The Guide walks up to the same step as the Candidate and then steps down and sits in the first chair in front of the Secretary's desk. The Guide does not help with putting the apron on the Candidate. The WM moves to pick up the apron after the Guide lets go of the Candidate's left arm.

- **WM Invests apron**

The WM drops the apron and strings and begins the dialogue after the apron and strings are fully dropped. The Candidate is standing on the second step. The Master does **not** go down a step to meet the Candidate.

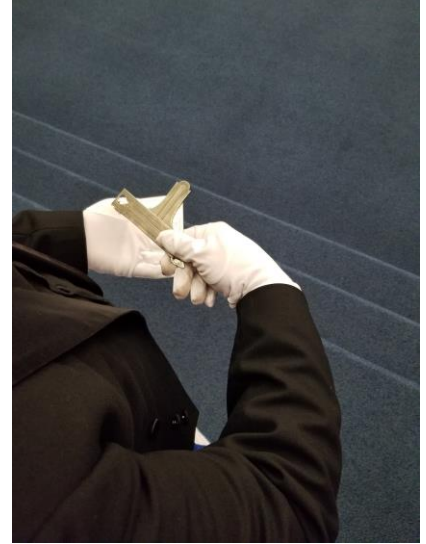
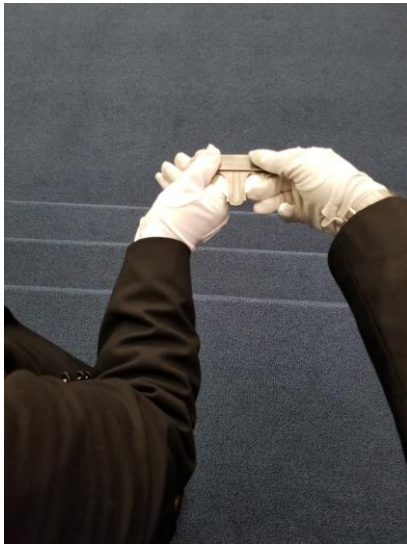
- **SD goes for tools at correct time and retrieves them**

SD moves after WM finishes tying the knot on the apron. The WM must slow down his dialogue to give the SD enough time to retrieve the working tools. The SD stands behind the pedestal. He turns his left hand palm up and stacks at the tips of his fingers, the Square with the tip facing the West, the Level on top of the Square and then the Plumb on the other tools. With his right hand the SD grabs the tools from the left side (this will cause the right hand to curl downward), pinching the tools in the center with his thumb and forefinger, picks them up and straightens out his right wrist. This will cause the tools to make a 180° turn resulting in the tip of the square to now be facing the East. The SD drops his hand to his side. The tools will be horizontal to the floor. The SD turns to his right and walks back to the WM.



- **SD hands tools to the WM**

When the WM extends his right hand (after saying “as an FC Mason you will wear”), the SD fully extends his right arm as the WM reaches with his right hand to position the apron. The SD should be behind the WM; their shoulders are parallel, and almost touching. The WM takes the Plumb, Level, and Square with his right hand between the thumb and forefinger, turns the tools left (tools remain horizontal to the floor), and places them on his left-hand fingertips. This left turn causes the tools to make another 180° turn causing the tip of the square to be facing the West again. After handing over the tools, the SD turns **left** to go back to his place and **left** at his chair.



- **WM positions the working tools on his left hand**

The WM places the stack at the tip of his fingers and then picks up the Plumb and places it at the heel of the palm of his left hand, followed by picking up the Level and placing it in between the two other tools. The WM does not slide the tools. The angle of the Square should be facing toward the Candidate.

- **WM displays tools**

When each tool is mentioned, slightly elevate (do not tilt toward Candidate). Once done, he will stack the tools on his left hand. The Master will be ending his comments about the Level last. Once completed he places the Level upon the Square, not back in the middle of his palm and then picks up the Plumb and stacks it upon the Level. Once stacked he grabs the right side of the tools with his right hand to give back to SD

- **WM returns tools**

The WM grabs the right side of the tools between his right-hand thumb and forefinger and turns the tools right, horizontal to the floor, which again makes an 180° turn causing the tip of the square to be facing the East again.

- **SD takes tools**

SD should be standing behind the WM just as he finishes his dialogue, fully extends his right arm. The WM should not drop his right hand or turn his body to give the stacked tools back to the SD.

- **SD returns tools**

The SD takes the tools between his right thumb and forefinger and drops his hand to his side. The tools will remain horizontal to the floor and returns to the WM's pedestal. He places the stacked tools on the tips of his left hand fingers by again rotating the tools to the left (again curling the right hand to accomplish this) so that the Square once again has made a 180° turn and the tip is facing the West. Using his right hand he puts the tools back upon the Holy Bible: Plumb, Level, and Square respectively. While the SD is returning the working tools, the WM finishes the degree. Once the working tools have been returned, the SD turns to the right to return to his chair, turns left at his chair and sits. The Guide grabs the Candidate when WM says and be seated with the "brethren". Guide and Candidate take two left turns back to their seats.

- **WM completes degree**

The WM congratulates the Candidate by grabbing his hand but not shaking it. Once completed with his ritual, the Guide conducts the Candidate to the second chair in front of the Secretary's desk. Guide and Candidate take two left turns back to their seats.

3rd Degree

- **The WM directs the Guide to retire and prepare the Candidate**

This procedure is the preferred method to start each degree. However, it is permissible to prepare the Candidate earlier, assuming no business is conducted before the degree.

As the Guide advances in front of the altar and passes the lessor light, the JMC and PUR stand. All three throw the sign together. The JMC and PUR draw their swords, the JMC goes to the preparing room, opens the inner door, enters, closes the inner door, unlocks the outer door, and returns to his place, closing and locking the inner door behind him. The Guide follows the PUR to the outer door; they exit the lodge through the inner door that leads to the outer door making sure to close the door behind them. The PUR knocks three times on the outer door, waits for the response, unlocks the outer door and lets the Guide out to get and escort the Candidate into the preparing room. Once the Guide and Candidate have passed through the outer door, it is closed and locked behind them by the PUR as they continue into the preparing room. The PUR reenters the lodge, closing and locking the inner door behind him and returns to his place. The JMC and PUR are ***NOT*** expected to return to their places at the same time, but the JMC should have returned first. After the PUR returns and sits down the SMC and JMC stand, turn left and retrieve the cushion (no signs). The SMC picks up the cushion on the north side at the head of the cushion, with the bottom of the cushion facing north. The JMC picks up the cushion on the south side at the foot of the cushion with the bottom of the cushion facing north. The MC's place the cushion on the floor at an angle with the foot of the cushion behind the front line of the sword officer's chairs. The flaps of the cushion can be placed in the proper position before the cushion is picked up or after it is placed on the floor. The SMC flap (SW flap) is laid on the mat first; the JMC flap (JW flap) is laid on top of the SMC flap. The SMC walks around the head of the mat to return to his place.

- **Guide prepares the Candidate then knocks three times to alarm the lodge**

- **JMC announces the alarm at the preparing room door**

JMC stands, signs while addressing the WM, waits for return sign from the WM, and announces the alarm. Once directed by the WM, the JMC pulls his sword, and walks to the PR door and responds with three knocks, followed by opening the door just enough for him to lean his head in and make his inquiry. After the Guide gives his answer, the JMC closes and locks the PR door and returns to his place, turns right to face the East again, sheaths his sword, drops hands to his side, and then signs to the Master and gives his report. The JMC sits after reporting to the WM.

- **WM directs the JW to make the necessary inquiries**

JW steps to his right in order to be positioned behind his podium, grabs the column and holds it in the carry position, steps back over to his left and then moves toward the altar. Once at the altar he signs and then waits for the JMC to pull his sword before turning around to his right in order follow the JMC to the preparing room.

- **JMC lets JW into preparing room and returns to place**

JMC knocks three times, waits for response, and then lets the JW out of the lodge into the PR. The JMC closes and locks the PR door. JMC returns to his place, turns right to face the East again, sheaths his sword, drops hands to his side, and then signs to the Master. JMC sits after the WM returns the sign. No words are exchanged.

- **JW makes inquiries**

JW places base of column on Candidate's left breast. The column will be parallel to the floor and the lower edge of the base of the column touches the Candidate's left breast. The JW drops the column to his side when he examines the Candidate. JW replaces the column on the Candidate to give him his directions.

- **Guide knocks on door to alarm the lodge**

The Guide knocks on the door with his left hand.

- **JMC announces the alarm and attends to the alarm**

JMC stands, signs while addressing the WM, waits for return sign from the WM, and announces the alarm. Once directed by the WM, the JMC pulls his sword, and walks to the PR door and responds with three knocks, followed by opening the door to let the JW into the lodge room.

- **JW advances in front of the altar, throws the sign and gives his report**

As the JW enters the room the WM brings his gavel to carry. The JMC will sheath his sword loud. The JMC, JW and WM all sign at the same time, and once the JMC completes his sign, he sits down.

- **WM directs the JW to reenter the preparing room and bid the Candidate enter**

After the WM says "...usual charge" the JW goes back to carry with his column and the WM places the gavel back onto the ashlar. The JW returns to his station, deposits the column and retrieves the compasses with his right hand, places the compasses in his left hand and returns to the altar. As the JW makes a fist to hold the compasses, the fulcrum is slightly above his hand and is the only part visible.

- **JW reenters the preparing room and directs Candidate to enter**

As the JW advances in front of the altar and passes the lessor light, the JMC stands. Both throw the sign together. The JW turns right to face the West and waits for the JMC to pull his sword and begin walking to the preparing room door. Once the JMC begins to walk to the preparing room door, the JW will start his movement to follow the JMC. Once the JW is behind the JMC at the door, the JMC will knock three times with his left hand, wait for the Guide to respond, opens the door and lets the JW into the PR, closes the door and locks it. JMC returns to his place, turns right to face the East again, sheaths his sword, drops hands to his side, and then signs to the Master. JMC sits after the WM returns the sign. No words are exchanged.

The JW places the extended points of the compasses on the Candidate's right and left breasts, and directs him to enter.

- **Guide knocks on door to alarm the lodge**

The Guide knocks on the door with his left hand.

- **JMC announces the alarm and attends to the alarm**

JMC stands, signs while addressing the WM, waits for return sign from the WM, and announces the alarm. Once directed by the WM, the JMC pulls his sword, and walks to the PR door and responds with three knocks, followed by opening the door to let the JW into the lodge room. The JMC remains at the door, which is left open about an inch.

- **JW advances in front of the altar, then returns to his station**

JW enters lodge room, advances in front of the altar, signs, and returns to his station.

- **JMC opens the preparing room**

The WM puts his hand on the gavel as the JW places his foot on the first step of his riser. When the JW turns at his station, the JMC opens the door while simultaneously the WM raps the lodge room up.

- **WM raps lodge room up**

All stand. The SMC pulls sword whereas the Pursuivant does not.

- **Guide conducts the Candidate in front of the WM's station**

The Guide conducts the Candidate along the West side of the Lodge room over to the North side of the Lodge room, turns right at the Northeast corner in front of the Secretary's and turns left so that the Candidate is facing the WM's pedestal

- **Officers assume their proper positions about the altar**

After the Guide and Candidate are in position the JMC nods to the SMC to begin their formation of the square. Once the JMC and SMC have arrived at their positions in the square, the deacons dip at the hip to pick up their wands and both head to their positions in the square. The JW follows after the deacons are in their positions. The SW follows after the JW and the WM arrives last.

- **Guide conducts the Candidate once around the oblong square**

When the officers are in position the Chaplain nods to the Guide, he turns the Candidate to the right as he walks around the Candidate, heads to the Southeast corner of the Oblong Square, travels once around the square, and turns the Candidate to face the back of the WM. The Guide and Candidate are now facing the WM. As the Guide moves right to stand directly behind the Candidate, he drops his right hand, grabs the Candidate's left arm with his left hand, grabs the top of the Candidate's right hand and gently taps three times on the WM's right shoulder. As the WM turns the Guide returns the Candidate's right hand to his right side, steps left, drops his left hand, grabs the left arm of the Candidate with his right hand and answers the questions. The Guide is back where he started.

- **Guide & Candidate stand outside Southwest corner of oblong square**

There should see a sliver of daylight between the Candidate's right shoulder and the three officers on the west side of the oblong square and a sliver of daylight between the Candidate's body and the three officers on the south side of the oblong square. The Guide stands behind the Candidate, their shoulders are parallel. Cable tow tassels are held at the belt buckle.

- **Guide moves Candidate forward**

The Guide stops the Candidate in front of the SW, walks around the Candidate without turning him, and places the cable tow in the Senior Warden's extended left hand. The Guide releases his right hand from the Candidate's left arm when the Senior Warden is just about to grab the Candidate's left arm. The SW needs to get the Candidate's chest in line with the altar after turning him to face the East.

- **SW raises hand & receives cable tow from Guide and Guide returns to oblong square**

When the Guide stops the Candidate, the SW extends his left hand. After the cable tow is placed into Senior Warden's left hand, the Senior Warden grabs the Candidate's left arm with his right hand as the Guide releases his grip. The cable tow should rest over the top of the SW's right hand. The Guide returns to the Candidate's original position at the corner of the oblong square.

- **SW turns & positions the Candidate**

The SW never steps outside the oblong square. The SW pulls the Candidate into the oblong square as he says, “you will face the East”. Then the SW positions the Candidate with the middle of his chest in line with the middle of the altar base and three steps from the cushion. Then the SW says, “stand upright...” The SW is behind the Candidate, their shoulders are parallel. The SW takes steps with Candidate.

- **WM moves and kneels at right time**

Once Candidate breaks knees, the WM moves to the altar, stops, takes off hat, kneels and places hat on the cushion (top down).

- **SW walks around Candidate with cable tow between if needed**

The SW only assists with kneeling and placement of the Candidate’s hands if the Candidate needs help, or the cushion is moved accidentally, or some other unforeseen action. In most cases, there should be no need to walk around the Candidate.

- **WM positions his hands upon the Holy Bible**

WM places his hands on the sides of the Holy Bible with his thumbs tucked in.

- **SW ends with toes to cushion and cable tow in left hand**

With the SW on the left side of the Candidate, and after the Candidate places both hands upon the Holy Bible, the SW passes the cable tow to his left hand. If he has to move around the candidate he will keep the cable tow in his left hand passing it back to his right hand prior to his return to the left side of the candidate ending with passing it back to his left hand when returned. The SW’s toes should be at the cushion and his right leg touching the Candidate’s left leg. Once SW is in this position, he continues his ritual, “In this humble...”

- **SW steps over Candidate on “Binding”**

When the Candidate says “binding...”

- **SW takes hand on “Having”**

When the Candidate says “having” the SW grabs the candidate’s right hand and waits until the penalty is repeated before continuing.

- **SW moves hand for penalty**

As Candidate says “my body severed...” the SW moves the Candidate’s right hand across his stomach from the left to the right.

- **SW puts hand back**

After Candidate says “twain” the SW places the Candidate’s right hand back upon the Holy Bible.

- **WM puts Holy Bible and tools back into their proper positions**

After the candidate kisses the Holy Bible, the WM resituates the Holy Bible (centered to altar), Square and Compasses (compasses completely on top of square).

- **WM puts hat on before moving**

WM picks up the hat, stands up, puts the hat on with right hand, and backs up to his position.

- **SW positions Candidate and cable tow**

After WM says, “brethren be seated”, the SW tells the Candidate to get comfortable. The Candidate already in position, the SW tells the Candidate to place his hands on the altar between the Holy Bible and himself. The SW unwraps the cable tow; this will take time, coils the cable tow, places the cable tow in his right hand, drops his right hand to his side and backs up.

- **Guide receives cable tow & WM begins his lecture**

As the SW backs up the Guide walks to the SW and faces the East. The SW and Guide should meet at the same time. The Guide takes the cable tow from the SW’s right hand, which is dropped to his side. As soon as the exchange occurs, the WM begins lecture.

- **Guide returns cable tow to Preparing room door**

The Guide walks to the preparing room door, places the cable tow on the door handle, turns around and walks behind the JD, SW, and SMC heading to the Northeast side of the lodge room and seats himself in the first chair in front of the Secretary’s desk.

- **Guide places tools in lap correctly**

The Guide picks up the tools leaning against the chair with his left hand and places them so that the 24-inch gauge is resting on his left and right thighs. The square is on top of the 24-inch gauge with the short side across his left thigh and facing south. The Guide rests both hands on the tools.

- **WM goes through steps and signs**

The steps are normal steps with one foot in front of the other like you do when walking. Steps are not distinct right angles or some sort of 45-degree angle with your heel truly in the hollow of the opposite foot. The WM extends his hands in front of his torso and not against it for the **first-degree due guard** as in the manner similar to how the Candidate had his hands at the altar while taking the obligation. The sign for the second degree is performed in a bang-bang fashion, or up then down. There is no holding it in place for effect. The explanations for giving the [first](#) and [second](#) degree signs are found in their respective degrees. The penal sign for the third degree begins with the right hand horizontal to the floor and the thumb tucked in. The hand comes straight across the front of the waist. After the sign is thrown, the hand is dropped to his side. The penal signs for all three degrees are given without pause during their explanations. The WM does **not** pause when he says, “and **this** is the penal sign”. All three signs are given in one fluid motion.

- **WM moves to altar and removes right hand glove and holds it in his left hand**

The WM walks to the southwest corner of the altar, removes the right-hand glove, transfers the glove to his left hand, drops the left hand, and then takes the Candidate’s right hand.

- **SW approaches altar**

Approaches when the WM approaches Candidate. Toes to cushion.

- **WM positions thumb and drops left hand**

The Candidate should know how to take the WM’s hand to begin the grip sequence. The WM does not twist Candidate’s hand to show WM’s placement of thumb.

- **SW moves back to position**

After exchange of the grips and passwords, the SW moves back to his position walking backwards.

- **WM has Candidate stand and moves to East**

WM says, “you will arise”, the Candidate stands, the WM says, “approach the East”, then moves the Candidate toward the north around the northwest lesser light (It’s ok to step on the cushion), around the Northeast taper, and says, “and become and adopted master mason”. Ideally, the word “mason” is said as the WM crosses the line between the SD and JMC.

- **Square breaks**

The square of officers breaks when the WM crosses the line between the SD and JMC.

- **Officers turn correctly at rap**

Right at the square left at the chair except the JMC walks straight to his place and turns right. The SW waits for the SMC to turn and walk to his place then the SW walks to the East via the North side of lodge. The JW turns right and heads to the East via the South side of the lodge. The JMC does **not yield** to the JW; the JMC walks straight to his place. The JW walks accordingly up the South side of the lodge. Refer to [officer turns guide](#) if needed.

- **JW & JMC movements**

JW yields to the JMC.

- **WM takes Candidate to the East**

WM stops Candidate at the base of the steps in the East. WM steps up to the third step. He does not go beyond the third step if the lodge room has any additional steps. Once the WM arrives at the third step he turns left and faces the Candidate and places his glove back on his hand.

- **SW moves to his spot**

On a 90-degree angle, four long steps from the JW, depending upon the size of the lodge.

- **JW moves to his spot**

On a 45-degree angle, four long steps from the candidate’s feet toward the South, depending upon the size of the lodge.

- **Guide gives tools out to the JW and SW**

The Guide stands when the square breaks. He moves when the SW and JW are in position. Square is placed in the SW’s right hand with the short side facing the South. The 24-inch gauge is placed in the JW’s right hand.

- **Guide stand approaches Candidate at critical time**

The Guide must arrive at and take custody of the Candidate on the word “**devotions**”.

- **Guide takes Candidate on “devotions” and moves South to face the JW**

The Guide moves the Candidate to the JW.

- **JW draws tool at cue and imitates strike**

On the word “violent” the JW pulls the 24-inch gauge from behind his back and lightly touches the throat of the Candidate.

- **Guide moves Candidate West to face the SW**

Guide moves Candidate on “and attempted to go out the West gate”

- **WM steps down to first step**

Once the Candidate is facing the West, the WM steps down to the first step and puts his right hand behind his back.

- **SD picks up setting maul & takes it to WM and places it in the WM's hand**

The SD picks up the setting maul with his left hand, grabs the barrel with his right hand, stands up, walks to the WM, and places the maul in the WM's right hand (behind the WM's back), and returns to his place (right turn, then left turn).

- **SW draws tool at cue and imitates strike**

On the word "violent" the SW pulls the square from behind his back and lightly touches Candidate's left breast.

- **Guide moves Candidate to East, Wardens follow, and Guide takes tools**

Guide takes tools from the SW and JW and returns to his seat. Tools are collected with the square first (SW) and the 24-inch gauge second (JW).

- **JW takes Candidate then SW takes Candidate, both move feet to correct position**

JW's left toe touches the back of the Candidate's right heel. The SW's right toe touches the Candidate's left heel.

- **SMC & JMC retrieve the cushion**

Once the Candidate is faced to the East, the SMC and JMC stand up and go to the cushion and pick it up. The SMC heads to the back and the JMC at the front. Some cushions have a pillow for the Candidate's head and in this case the SMC is actually holding that end yet we say the "back" of the cushion.

- **Flaps on cushion set by SMC & JMC correctly then carry**

The flaps should already be in the proper position, but the SMC and JMC can do a quick check. The flaps should have SMC fold first (North side of cushion) then JMC (South side) and then both pick it up. The JMC carries cushion at the front (actual foot section for Candidate) while the SMC carries the cushion at the foot (actual section for Candidate's head). The bottom of the mat that lies on the floor faces the North. The JMC carries the mat on his left side, while the SMC carries the mat on his right side. The SMC and JMC head to the Candidate on the North side of the lodge.

- **SMC & JMC place cushion and drop flaps**

The JMC and SMC position the cushion against the Wardens toes. When placed on the floor the JMC will be on the South side and the SMC on the North side. The JMC lifts his flap and drops it on the floor; the SMC lifts his flap and drops it on the floor (hands are extended as far apart as possible before lifting the flaps, the flaps are dropped straight down).

- **SW & JW move feet back**

JW and SW move their toes after cushion is placed on the floor. The wardens should be positioned similar to the Guide. Their shoulders are parallel to the Candidate. When the Candidate is felled the wardens face each other and allow the Candidate to fall between them.

- **SMC & JMC return to places**

JMC returns on the South side and the SMC returns on the North side. Both sit when at their chairs.

- **WM brings out gavel**

On the word “drew” the WM reveals the maul.

- **WM places mallet on Candidate’s forehead**

On the word “violent”, the WM touches the Candidate’s forehead; his thumb is cocked like a gun’s hammer.

- **WM drops trigger on word death**

On word “death” the WM’s right thumb touches the maul and pushes the Candidate’s head back so that the Candidate sees the ceiling. Now the wardens allow the Candidate to fall between them. The wardens should not rush this process.

- **SD retrieves setting maul and WM moves**

SD retrieves the setting maul with his right hand before the WM steps down on the floor.

- **SW & JW move to correct positions**

SW about a step behind the Candidate’s head and the JW centered to the Candidate’s body and a far enough away so the SW has room to walk between the Candidate and the JW when attempting to raise the body.

- **SD replaces setting maul in correct way**

The SD returns to his place, sits down, transfers the maul from his right hand to his left hand, and sets the setting maul aside of the front left leg of the chair.

- **SW & JW start moving on “dragged”**

The two wardens move in to pick up the flaps.

- **SW first, then JW**

The SW picks up his flap first and covers the body, then the JW performs the same.

- **WM, SW & JW perform and hold EA sign till “sea”**

Drop right hand to the side on the word “sea”.

- **WM, SW & JW perform and hold FC sign “abif”**

Drop right hand to the side on the word “abif”.

- **WM, SW & JW perform and hold MM sign till “ashes”**

Drop right hand to the side on the word “ashes”.

- **WM holds apron at appropriate time**

WM displays his apron to the Candidate when he says, “Which you see my brother....” And drops after “to this day”.

- **Brethren go in search of body, right hand over left & turn left, no stomping**

- **Note: None of the swords chair officers should participate in the circle**

Brethren are shoulder to shoulder. The Wardens move in or out to join the circle depending on its size.

- **Brethren spread out a little**

After the circling the Candidate the brethren spread out.

- **SW & JW return to positions**

The JW and SW return to their places at the head and side of the Candidate with the brethren from the circle behind them. SW about a step behind the Candidate's head and the JW centered to the Candidate's body and far enough away so the SW has room to walk between the Candidate and the JW, thereby allowing enough space for the SW to walk between the Candidate and the JW when attempting to raise the body, aka the slip grip.

- **SW & JW move on "**immediately**" SW & JW uncover and return to positions**

With the hands extended as far as possible, the JW lifts the flap and drops it, and then the SW lifts the flap in the same way and drops it.

- **Brethren have hands/palms in correct position**

All heads go up on "eyes" and hands up on "hands" and heads stay up until the WM says "and turned their eyes..."

- **Everyone turns eyes correct way**

Everybody's head turned to the right with left hand covering face

- **JW moves to foot of Candidate**

JW moves for the slip grip after "**horrid sight**".

- **JW takes Candidate with only one hand**

The Candidate's hand slides through the JW's in attempt to make a grip.

- **SW moves to foot of Candidate**

The SW will move as soon as the JW releases the slip grip.

- **SW takes Candidate with only one hand**

The Candidate's hand slides through the SW's in an attempt to make a grip.

- **WM puts right foot in correct position & takes Candidate by correct grip**

WM places his right foot on the inside of the Candidate's right foot and grabs him by the Lion's grip.

- **SW & JW move to assist positions**

JW and SW on each side of the Candidate and assist with raising him.

- **SW says line to Candidate**

The SW tells the Candidate "we are going to raise you".

- **WM takes Candidate into correct position "he does not move"**

WM does not step forward or backward and puts the Candidate into the five points of fellowship to give him the word.

- **WM gives word drops grip**

WM drops grip after giving Candidate the adopted secret word and steps back.

- **Guide takes Candidate**

WM extends hand for the Lion's grip but does not take a step forward. Instead the WM pulls the Candidate in for the "foot to foot" portion of the five points. After exchanging the adopted secret word and the WM says, "return to the body...further instruction" the Guide takes the arm of the Candidate on the word "instruction".

- **Worshipful Master turns correctly and raps**

The WM turns right from the circle and left at his station. Once there he raps to break the brethren up and allow for the JMC and SMC to return the cushion.

- **WM nods to Guide to conduct Candidate to altar**

WM nods to Guide once the JMC has passed the SMC's chair on his way to his chair to indicate to the Guide that he may proceed with conducting the Candidate to the altar to retire.

- **JMC remains standing**

No click of the sword (because unlike the first and second degrees the JMC does not have his sword out), but rather the Guide pauses for 2-3 seconds, then the Guide, Candidate, and the JMC give the sign followed by the JMC drawing his sword to escort the Guide and Candidate out.

- **JMC/Guide/Candidate leave Lodge correctly**

The JMC draws sword and heads to the PR door, stops, grabs cable tow with left hand and puts it into the left hand of the Guide, and then opens the door. When the JMC returns to his place, he sheathes the sword, drops his hand, throws the sign, and the WM responds. The JMC remains standing, the SMC stands, and both walk to the cushion and return the cushion to its original starting point, most likely a closet, then they return to their places without throwing the sign and are seated.

- **Candidate is brought back into Lodge**

The JMC goes back and forth to the Preparing Room, his body being squared to the door when in front of it and always gives or receives three distinct knocks about one second apart from each other, and once he comes back the second time to bring the Guide and Candidate into the lodge room, the JMC will sheath his sword loudly with a distinct click at the end. The Guide and Candidate will wait two seconds for the JMC to get his right hand to his side so that all three brethren will sign at the same time. The WM will respond and the JMC will sit while the WM says "My brother, approach..." When the Guide and Candidate return to the lodge room they walk toward the Northwest lesser light and stop in the middle of the lodge room.

- **Guide brings Candidate to Northeast**

After the WM says, "approach the East", the Candidate is brought to the East on the North side of the lodge like the first and second degrees but is brought to the third step in the East near the Secretary's station. The Guide walks up to the same step as the Candidate and then steps down and sits in the first chair in front of the Secretary's desk. The Guide does not help with putting the apron on the Candidate. The WM moves to pick up the apron after the Guide lets go of the Candidate's left arm.

- **WM Invests apron**

The WM drops the apron and strings and begins the dialogue after the apron and strings are fully dropped.

- **SD goes for tool at correct time and retrieves it correctly**

SD moves after WM finishes tying the knot on the apron. The WM must slow down his dialogue to give the SD enough time to retrieve the trowel. The SD stands behind the pedestal and grabs the

trowel at the bottom of the handle, holds it vertically like he would do if he were holding a gavel, turns then walks back to the WM.

- **SD hands tool to the WM**

As the WM reaches to put the apron into the MM position the SD fully extends his right arm out for the WM to grab the trowel. The SD should be behind the WM; their shoulders are parallel, and almost touching. The SD holds the trowel at the end of the handle; the WM grabs the top of the handle at the blade. After handing over the tool, the SD turns **left** to go back to his place and **left** at his chair.

- **WM positions the working tool correctly**

The trowel is parallel to the floor, with the front directed toward the South, and placed in front of the WM, chest high.

- **WM returns working tool**

SD should be standing behind the WM just as he finishes his dialogue, fully extends his right arm. The WM should not drop his right hand or turn his body to give the tools back to the SD. WM holds the top of the handle and the SD grabs the bottom of the handle.

- **SD takes tool**

SD grabs the bottom of the handle.

- **SD returns tool**

The SD walks back behind the WM's pedestal and returns the trowel with the tip facing the South. While the SD is returning the working tool the WM finishes the degree. The Guide grabs the Candidate when WM says "and will be seated with the brethren". Once the working tool has been returned, the SD turns to the right to return to his chair, turns left at his chair and sits.

- **WM completes degree**

The WM congratulates the Candidate by grabbing his hand but not shaking it. Once completed with his ritual, the Guide conducts the Candidate to the second chair in front of the Secretary's desk. Guide and Candidate take two left turns back to their seats.

Officer Turns

How Officers Turn	Open & Close	Degree Positions	Leaving Degree Positions
Pursuivant	<p style="text-align: center;">Tiling Lodge: R to face SW R to Exam room & any other rooms Cross to Prepare room, then outer door Return to chair, R at chair</p> <p style="text-align: center;">Official Visit: R to Outer Door R to WM R to SW R to Place From Tyler turn Left</p>	Remains at chair and sword remains sheathed	
<p style="text-align: center;">Senior Deacon</p> <p>If he is going to pick something up from the Sec. to give to the WM, he makes a right hand turn first, then all lefts after that. So right at chair, left at Secretary, left at WM and left at chair.</p> <p>If he is going to the WM to pick something up, he makes a left turn first and then all right hand turns after that. So left at chair, right at WM, right at Secretary, and right at his chair.</p>	<p style="text-align: center;">Carrying Message: R from WM L from SW L at Place</p> <p style="text-align: center;">Ballot Box Procedure: R to Sec. L to WM L from WM to BB (may be on table or floor) (facing East to examine the ballot box) R from BB to WM (place BB on lectern) Straight from WM to SW and left up stairs Pick up BB and turn left to go down stairs Cross lodge to JW (sign as cross is made) Step to floor & turn R from JW to Tres. Leave Tres & crosses lodge (signs) to Sec. Leaves from Sec. and heads to Altar</p> <p>(no sign is given when placing BB on altar until the SD votes)</p> <p>SD uses right hand to close BB if there's a lid, otherwise he picks it up with the left R from Altar to JW (signs before he leaves) L from JW to SW Straight to WM L from WM L from BB spot to Sec. (drop off ballot) R from Sec. R at Place-Sit</p>	Straight to Position	<p style="text-align: center;">R at Position</p> <p style="text-align: center;">L at Place-Sit</p> <p>L to WM's station to get working tools, R to WM</p> <p>After giving working tools to the WM, turns L to his chair and L at his chair, then sits.</p> <p>After retrieving the working tools from the WM, turns L to return tools, then R to his chair and L at his chair, then sits.</p>
Junior Deacon	<p style="text-align: center;">R from SW R from JW R at Place</p>	Straight to Position	<p style="text-align: center;">R at Position</p> <p style="text-align: center;">L at Place-Sit</p>
Senior Master of Ceremonies	<p style="text-align: center;">L from Altar L at Place</p>	Straight to Position	<p style="text-align: center;">R at Position</p> <p style="text-align: center;">L at Place-Sit</p>
Junior Master of Ceremonies		<p style="text-align: center;">R at Place (before & after cushion) L at Position</p>	<p style="text-align: center;">Straight from Position R at Place and remain standing</p>
Junior Warden		Straight to Position	R at Position

			L at Station-Sit
Senior Warden		Straight to Position	L at Position L at Place-Sit
			Remember: Right at the Square, Left at the Chair except SW & JMC

SECRETARY AGENDA

Approving Minutes (as read):

Sec: (Sign) Worshipful Master. (Faces West) Masonic Hall, 246 Maple Street, Anywhere, Pennsylvania, _____, AD 20xx, AL 60xx. A Stated Meeting of School Lodge No. 999 was held this evening. The Lodge was closed in harmony at 9 o'clock, 30 minutes, PM _____, Secretary

Sec: Masonic Hall, 246 Maple Street, Anywhere, Pennsylvania, _____, AD 20xx, AL 60xx. An Extra Meeting of School Lodge No. 999 was held this evening. The Lodge was closed in harmony at 9 o'clock, 30 minutes, PM _____, Secretary

Approving Minutes (as distributed, Stated Meeting only):

Sec: (Sign) Worshipful Master (Faces West), the minutes have been distributed to the members.

W.M.: You have read the minutes as distributed. If there are no corrections or objections they will stand approved as distributed. (Pause) Your minutes are approved, Brother Secretary.

Approving Minutes (as distributed, Stated and Extra Meeting):

Sec: (Sign) Worshipful Master (Faces West), the minutes of our last Stated Meeting and our Extra Meeting (Month and Date) _____, have been distributed to the members.

W.M.: You have read the minutes as distributed. If there are no corrections or objections they will stand approved as distributed. (Pause) Your minutes are approved, Brother Secretary.

Communications:

Sec: (Sign) Worshipful Master. (Faces West) Communications from Grand Lodge, other Lodges, new petitions. *(Worshipful Master, I have a petition for [Initiation and Membership] or [Membership] in due form from (____ full name____), age____ years, occupation_____, residing at _____, place of birth_____, name of employer_____, recommended by Bro. _____ of [this lodge] or [____ Lodge No.____] and Bro. _____ of [this Lodge] or [____ Lodge No.____]. The petition has been signed by the petitioner and his recommenders, and a like form of petition from (repeat previous dialogue). (Senior Deacon delivers the petition to the Worshipful Master)), and a communication from the Grand Secretary stating there is nothing on the records against _____, a petitioner for initiation and membership.*

Balloting on a Petition (Rejected by the Committee of Inquiry):

Sec: (Sign) Worshipful Master. (Faces West) The committee appointed on the petition of _____ has fulfilled its responsibilities and reports not in favor of the prayer of his petition being granted.

SD stands and turns to his right to receive the petition from the Secretary, receives it right hand to right hand, turns left and takes the petition to the WM, delivering it right hand to right hand. SD turns left to returns to his chair, turns left at his chair and sits.

WM: On the petition of <name, age, occupation, residing at>, I declare the petitioner rejected by virtue of an unfavorable report of the Committee of Inquiry. Brother Secretary, read that portion of the by-laws pertaining to the rejection of a petitioner.

Sec: (Sign) Worshipful Master. (Faces West and reads the portion of the by-laws pertaining to the rejection of a petitioner)

SD stands and turns to his left and retrieves the petition from the WM right hand to right hand. The SD turns right to return the petition to the Secretary and places the petition either on his desk or delivers it right hand to right hand. The SD turns right to head to his chair, turns right at his chair and sits.

Voice Vote Procedure *if approved for use by the RWGM

The SD is made aware of a voice vote prior to the start of the meeting and does not deliver the petition to the WM.

WM: Brethren, in accordance with the Digest of Decisions it is permissible to conduct a ballot by voice vote. I have chosen this method of voting. Are there any objections from the membership?

If not, then the WM proceeds with the petition similar to a motion on the floor. "All those in favor of granting the prayer of the petition of (name) will give their consent by saying aye. Opposed no."

Balloting on a Petition (Favorable report by the Committee of Inquiry and subsequent ballot):

Sec: (Sign) Worshipful Master. (Faces West) The committee appointed on the petition of _____ has fulfilled its responsibilities and reports in favor of the prayer of his petition being granted.

SD stands and turns to his right to receive the petition from the Secretary, receives it right hand to right hand, turns left and takes the petition to the WM, delivering it right hand to right hand. Once the petition has been handed over to the WM, the WM gives his next line of ritual to the SD.

WM: Brother Senior Deacon, prepare the ballot box.

SD turns left and approaches the ballot box, faces East (looking at the wall), and picks up the ballot box with his left hand. The ballot box is opened with his right hand, then opens the drawer to make sure it's clear, confirms there are at least 10 black balls (pointing and counting with his right hand) and a sufficient number of white balls for the members present to vote.

SD turns right, advances to the WM's station, and places the ballot box upon the WM's pedestal with the handle facing the West. The SD turns to face West and waits. **<The SD will always be facing in the direction of the handle of the ballot box.>** The WM delivers his next line of ritual "The ballot box will now be placed..." After his announcement, the WM places the petition upon his pedestal with his right hand, steps behind the ballot box, opens the drawer with his right hand to confirm it is empty, closes the drawer, also confirms there are sufficient number of black and white balls for the members present, votes, and returns to his station.

Once the WM has returned to his station, the SD picks up the ballot box and proceeds straight to the SW's station (if there are steps he proceeds straight down them instead of going around them), places the ballot box on his pedestal with the handle facing the East. The SD turns and faces the East takes a step to his left and waits.

<This is the only station the SD takes a step to the left, so that he is not blocking SW's direct line of sight to the WM when the SW is at his station>

The SW stands, steps behind the ballot box (if need be), signs, votes, returns to his chair and sits.

The SD turns to face the pedestal and picks up the ballot box with his left hand, turns left to go down onto the floor and then walks directly to the JW's station, stopping to sign to the WM as he crosses the body of the lodge. The SD places the ballot box upon the JW's pedestal with the handle facing the North. The SD turns to face the North and waits. The JW stands, steps behind the ballot box (if need be), turns to face the WM, signs, votes, returns to his chair and sits.

The SD turns to face the pedestal and picks up the ballot box with his left hand, heads down onto the floor and proceeds to the Treasurer's station. The SD places the ballot box upon the Treasurer's desk with the handle facing the West. The SD turns to face the West and waits. The Treasurer stands, steps behind the ballot box, turns to face the WM, signs, votes, returns to his chair and sits.

The SD picks up the ballot box with his left hand, walks to the altar, signs, crosses the body of the lodge and heads to the Secretary's station. The SD places the ballot box upon the Secretary's desk with the handle facing the West. The SD turns to face the West and waits. The Secretary stands, steps behind the ballot box, turns to face the WM, signs, votes, returns to his chair and sits.

The SD picks up the ballot box with his left hand then walks to the altar and places the ballot box on the South-West corner, with the handle facing the East. The SD stands upright directly behind the ballot box and waits for the WM's next command.

WM: When the SD lets go of the handle of the ballot box, the WM says "The members will vote".

The SD signs, votes, and moves to the left side of the north-west taper which should be in line with where the ballot box is placed on the alter in order to be within peripheral view of the ballot box.

The members of the lodge proceed to the altar, stopping toes to cushion, sign, wait for the return sign from the WM and then vote. The brother next in line to vote should only be one step behind the brother voting. Everybody moves up as each vote is made. Once all members have voted...

WM: Have all the members voted? Brother SD, proceed with the ballot box.

SD advances to the ballot box and closes the ballot box with his left hand and picks it up with his left hand, takes a step back, signs, proceeds to the JW's station, and places the ballot box upon the JW's pedestal with the handle facing the North. The SD turns to face the North and waits. The JW stands,

steps behind the ballot box (if need be), opens the drawer with his right hand, checks and closes the drawer, returns to his station, turns to face the WM, signs, gives his report to the WM, and sits.

The SD turns to face the pedestal and picks up the ballot box with his left hand, turns left to go down onto the floor and then walks directly to the SW's station, signing as he crosses the body of the lodge, and places the ballot box upon the SW's pedestal with the handle facing the East. The SD turns to face the East, takes a step to his left and waits. The SW stands, steps behind the ballot box (if need be), opens the drawer with his right hand, checks and closes the drawer, returns to his station, signs, gives his report to the WM, and sits.

After the SW sits down, the SD picks up the ballot box with this left hand, returns to the East passing along the outside of the two lesser lights in the north, and heads straight up the steps to the WM's pedestal, places the ballot box upon the pedestal as previously explained. The SD turns to face the West and waits.

The WM steps behind the ballot box, opens the drawer with his right hand, checks and closes the drawer, returns to his station, picks up the petition with his right hand and makes his report. Once done, the WM returns the petition to his pedestal, steps behind the ballot box, opens the lid with either hand, opens the drawer with his right hand, empties the drawer, closes the drawer, then closes the lid with either hand. The WM returns to his station, picks up the petition with his right hand and turns to face the SD. The SD will pick up the ballot box with his left hand, walk to the WM and take the petition from him right hand to right hand. The SD turns left, returns the ballot box to its place on the floor, turns left to the Secretary and places the petition either on his desk or delivers it right hand to right hand. The SD turns right to head to his chair, turns right at his chair and sits.

For an unfavorable ballot, objection to a voice vote, or an official objection, speak with the lodge's ritual instructor, an assistant district instructor, or your principal instructor for any questions regarding the verbiage and or floorwork.

After the ballot box procedure, the WM will announce the business of the meeting, program, and address committee reports.

Helpful Hints / Patterns

- When explaining the preparation of the candidate in each lecture the sequence always starts with:
 - 1. Major portion of clothes, money and valuables, mineral and metallic substances.
 - 2. Then from the floor up:
 - How the feet were prepared
 - How the knees were prepared
 - How the chest and body (if it is the third degree) was prepared
 - How the cable tow was prepared
 - How the eyes were prepared (if it is the first degree)
- We say: Once, twice, three times
- First Degree:
 - ...obtain a part of these rights...
 - ...under the tongue...
 - ...from the good report we have of you...
- Second Degree:
 - ...obtain this advancement?
 - By **continuing** under the tongue...
 - ...from the good report we **continue** to have of you...
- Third Degree:
 - ...obtain this **further** advancement?
 - By **still continuing** under the tongue...
 - ...from the good report we **still continue** to have of you...

- Second Degree: I will here remark however, that in the first or EA mason's degree **you** bound yourself alone to secrecy, in this the second or FC mason's degree, **you have** not only bound yourself to secrecy, but also to...
- Third Degree: I will here remark however, that in the first or EA mason's degree, **you** bound yourself to alone to secrecy, in the second or FC mason's degree, **you** not only bound yourself to secrecy, but also to obedience. In this the third or MM's degree **you have** not only bound...
- SW = ...the penalty of this degree...
- WM = ...**that** the penalty of this degree
- First Degree:
 - WM to the Candidate: "...in whom **do** you put your trust?"
 - In lecture: WM says "...in whom you put your trust."
- Second Degree (use of the words originally, synonymous, Masonry and Freemasonry):
 - The letter G: "...which **originally** was regarded as being synonymous with **Masonry**."
 - Charge: "**Freemasonry** and Geometry **originally** were **synonymous** terms..."
- Third Degree:
 - "...and these all classified and arranged by the wisdom King Solomon **so that neither** envy, discord, nor..."
 - "...wooden setting mauls made for the purpose, **so that there was** neither hammer, nor axe, nor..."
- First Degree Charge & end of Degree Congratulations (charge uses "as" and the word "and"):
 - Charge: Ancient **as** having subsisted from time immemorial, **and** honorable **as** tending...
 - Master: Antient **having** existed from time immemorial; honorable in that it tends...
- Second Degree Charge: It uses many words that start with the letter "E" in the paragraph regarding the liberal arts. Education, effectually, earnestly, especially, established, enriched.

- Second Degree use of the word “of” for the working tools:
 - Plumb – ...several stations **of** life...
 - Level – ...upon the level **of** time...
 - Square – ...by the square **of** virtue...