

Installation Ceremony
for
Constituent Lodges
Revised by the Grand Lodge F.& A.M. of California
2001

The retiring Master opens the Lodge and calls it to refreshment for the purpose of installing the Officers for the ensuing year.

WORSHIPFUL MASTER: Brethren; this Lodge having convened for the purpose of installing the Officers, elected and appointed, for the ensuing Masonic year, the Secretary will read their names. (Secretary reads names of Officers.)

Worshipful _____ has kindly consented to act as Installing Officer. Brother _____ will act as Master of Ceremonies, and Brother _____ will act as Installing Chaplain.

The Officers, elected and appointed, will now retire and prepare for the ceremony of installation. The present Officers will vacate their places and surrender their aprons and jewels.

After the Lodge is called to refreshment, the visitors may be admitted. As the hour of installation arrives, the Officers to be installed will assemble in the Preparation room. The Installing Officers will enter the Lodge through the Tiler's door in the following manner:

Installing Officer on North and retiring Master on South side. The Master of Ceremonies follows immediately behind the Installing Officer and the Installing Chaplain follows directly behind the retiring Master. **(If retiring Master is acting as Installing Officer, he will take position on North side directly in front of the Master of Ceremonies.)**

If the Installing Officers are to be escorted by members of the Masonic Youth Groups the following procedure will be used:

Each Installing Officer will have an individual escort, consisting of one and only one person. The same route will be followed as when there is no escort, with the escort on the left of each of the Installing Officers. Upon reaching his station each of the Installing Officers will turn and bow to their escort. The escorts will then retire or take seats provided for them **(in the audience)**.

As Installing Officers approach the Altar, they split, I.O. and M.C. going on North side, retiring Master and Installing Chaplain on the South side of Altar. All go directly to their stations, turn about and are seated. Retiring Master will deliver address of welcome to the assemblage, introduce the Installing Chaplain, Master of Ceremonies and Installing Officer, in that order, after which, Installing Officer will move behind the Master's pedestal and commence the installation as follows: **(M.C. will rise and face I.O. as he is addressed.)**

I.O. Brother Master of Ceremonies, are the Officers of this Lodge lately chosen, present and ready to be installed in their respective offices?

M.C. They are without, Worshipful sir, and await your pleasure.

I.O. You will then conduct them to the seats prepared for them.

Baton is not used by M.C. during the Ceremony.

M.C. retires to preparation room door where Officers await, and takes his place beside the Tiler at the head of the Northernmost column of Officers. The Officers are conducted to their seats in the "V" according to march diagram illustrated in general instructions. When Master-elect arrives at his seat, he turns to his right and **faces the East**. When all other Officers arrive at their seats, they all face the Master-elect until all are in place and when Master-elect gives a slight nod, these Officers will face inward. M.C. moves to his station near the table as Tiler steps into his position in the "V". The table is placed as illustrated in the diagram in the general instructions. All Officers will remain standing until seated by the Installing Officer. **(See line of march and seating diagram in general instructions.)**

I.O. In accordance with the teachings of our Institution, it is our duty, before entering upon any great or important undertaking, to invoke the aid and blessing of God. Let us, therefore, Reverently unite with our Chaplain in an address to the Throne of Grace.

I.O. sounds three raps of the gavel to raise all present.

CHAPLAIN: Great Architect and Ruler of the Universe! We Reverently invoke Thy blessing at this time. Grant us Thine aid in our present undertaking, that all we may do shall be done with an eye single to Thy service and to the good of Freemasonry. May those who are now about to be invested with the government and conduct of this Lodge be endued with wisdom to instruct their Brethren in their duties, and may they be continually guided by the unerring counsel which Thou hast given in the Great Book of Nature and Revelation. May Brotherly Love, Relief and Truth always prevail among the members of this Lodge. May they be impressed with a comprehension of their duty to Thee and to each other, that this Lodge may be the means of lasting good in this community; and to Thee we shall ascribe all the honor and glory.

AMEN.

The American Flag shall be presented. The I.O. will identify the Organization(s) by name and say, i.e. "The **(full name of the Organization(s))** will now present the Flag of our Country." The Organization(s) will then present the Flag at the Altar and the one who has been designated will lead the Pledge of Allegiance. The Flag will then be posted in its proper place in the East, and the members of the Organization(s) may retire or be seated. The I.O. will then sound gavel to seat all present except the Master of Ceremonies.

I.O. Kindly repeat with me the Pledge of Allegiance to the Flag of our Country.

Pledge is repeated and I.O. sounds gavel to seat all present except the M.C., who turns to face the I.O. and proceeds and follows:

M.C. Worshipful Sir, the Officers of this Lodge, lately chosen, are present and ready to be installed in their respective offices.

I.O. You will then present the Brother who has been appointed

Tiler of this Lodge.

Tiler rises and steps to the front and center of the "V". After the Officer is in this position, M.C. steps to the left side of the Officer and taking his arm, advances one step (**starting with the left foot**) to a position, on the floor, directly in front of and facing the I.O. - M.C. releases arm of the Officer and retreats one-half step (**starting with the right foot**). (**This instruction will apply to each Officer as he is presented.**)

M.C. Worshipful Sir, I present to you for installation, Brother _____, who has been appointed Tiler of this Lodge.

I.O. Brother _____, you have been appointed Tiler of this Lodge, and you will now be invested with the jewel and implement of your office.

M.C. advances to the table and picks up Tiler's jewel. Holding it in both hands, he steps directly in front of and facing the Officer.

After investing the Tiler with his jewel, M.C. returns directly to the table and takes the Tiler's sword in his right hand. With his right arm straight and vertical, M.C. places the sword in a vertical position at his right shoulder, in the carry position. He then moves to a position just South of and facing the Tiler. He presents the sword, point upward, in a vertical position. The Tiler will grasp the hilt of the sword in his right hand and with his right arm straight and vertical, place the sword at his right shoulder in a vertical carry position. M.C. steps behind the Tiler and returns to the left side and one-half step behind the Officer. (**This last instruction will apply to each Officer unless otherwise noted.**)

I.O. As the sword is placed in the hands of the Tiler to enable him effectually to guard against the approach of cowans and eavesdroppers, and suffer none to pass or repass except such as are duly qualified, so should it admonish us to set a guard over our thoughts, a watch at our lips, and post a sentinel over our actions; thereby preventing the approach of every unworthy thought and deed, and preserving consciences void of offense toward God and man. You will now repair to your proper place.

The M.C. conducts each officer to his station using the full length and breadth of the lodge room.

Tiler is conducted to his station via the South side of the Altar to place a few feet from his station. **(Hereafter, each Officer is conducted, by the M.C., to within a few feet of his station.)** Upon arriving at his chair, Tiler will place the sword underneath his seat, turn right about, bow slightly to the M.C., as M. C. bows to him and takes his seat. M.C. waits until Officer is seated **(which is typical of all Officers, except the Master)** and then returns via the North side of the Altar to his station near the table and stops, facing the Installing Officer.

General Instructions:

NOTE: #1 After each of the following officers is installed, the M.C. will conduct them to their stations:

Via North side of Altar

Senior & Junior Stewards
Marshal
Chaplain
Secretary
Junior Warden
Master

Via South side of Altar

Tiler
Organist
Senior & Junior Deacons
Treasurer
Senior Warden

#2 Master of Ceremonies returns by a direct route **(crosses in front of Altar, NOT west of Altar)** to his position near the table after conducting the following Officers to their respective stations – Marshal, Chaplain, Secretary and Master. With all other Officers, M.C. returns via North side of Altar. All Officer chairs are to remain in the “V” after the respective Officer is installed and escorted to his station.

#3 White gloves are **not** used in the Installation Ceremony.

I.O. Brother Master of Ceremonies, you will present the Organist.

M.C. Worshipful Sir, I present to you for installation, Brother _____, who has been appointed Organist of this Lodge.

I.O. Brother _____, you have been appointed Organist of this Lodge and you will now be invested with the jewel of

your office.

M.C. advances to the table and picks up Organist's jewel. Holding it in both hands, he steps directly in front of and faces the Officer. After investing Organist with his jewel, M.C. returns to the left side and one-half step behind the Officer. **(This instruction will apply to each individual Officer as he is invested.)**

I.O. The Lyre is the Jewel of your office, and as it is an emblem of music, it should continually remind us that as harmony is essential in the liberal art and science which it symbolizes, so should harmony continue to be the strength and support of all societies, especially of ours. Let Harmony prevail!

Organist is conducted to his station in the Northeast corner via the South side of the Altar. Upon arriving at his chair he turns right about, bows to M.C. and takes his seat. M.C. returns to his station.

I.O. Brother Master of Ceremonies, you will present the Senior and Junior Stewards.

Both Stewards rise and step to the front and center of the "V", leaving space between them for the M.C., who steps behind the Senior Steward on the North, and comes between the Stewards from the rear. He takes the left arm of the Junior Steward and the right arm of the Senior, conducts them both to a position on the floor of the Lodge, directly in front of and facing the I.O. He releases the arm of each Officer and retreats one-half step.

M.C. Worshipful Sir, I present to you for installation Brothers _____ and _____ who have been appointed Senior and Junior Stewards of this Lodge.

M.C. walks behind the Senior Steward, moving to a position near the table.

I.O. Brothers _____ and _____, you have been appointed Stewards of this Lodge and I will now instruct you in your duties. In olden times, your province was to superintend and provide for the Festivals of the Craft, to assist in the collection of dues and subscriptions, to keep an account of the expenses for refreshments, and to see that the tables were properly supplied and every Brother suitably provided for. In modern times, however, the provision for actual refreshment has diminished and your principal functions will now be to prepare Candidates for admission, and to perform those duties which Masonic custom has assigned to you on days of procession. Receive the jewels of your office, together with the white rods.

M.C. takes Senior Steward's jewel in both hands, steps in front of and facing the Senior Steward and invests him with his jewel. He returns directly to the table, takes the Junior Steward's jewel in both hands and invests him in like manner. He then walks behind both Stewards to a position near the white rod holders.

M.C. takes one white rod in each hand, and facing South, he grounds both rods. He then comes to a full carry position with both rods, moves to a position just South of and facing the Senior Steward, stops and grounds both rods. He places the butt of the rod at the toe of the Officer's right foot and releases the rod into the right hand of the Senior Steward. He then reaches across his body with his right hand, takes the other rod from his left and brings it to the ground rod position at his right side. He comes to a full carry, then moves to a position just South of and facing the Junior Steward, grounds rod and presents it in like manner as with the Senior. M.C. then walks behind the Junior Steward to a position between, and one-half step behind the Stewards and awaits further instruction.

I.O. You will now repair to your respective places.

Stewards are conducted to their stations via the North side of the Altar. **(Per General Instructions)** As Officers are released by the M.C., they will continue to their stations. They stop in front of their chairs, ground rods, place rods in holders, turn right about and in unison, bow to M.C. and

take seats. M.C. returns to his Station via the North side of the Altar.

I.O. Brother Master of Ceremonies, you will present the Marshal.

M.C. Worshipful Sir, I present to you for installation, Brother _____ who has been appointed Marshal of this Lodge.

I.O. Brother _____, you have been appointed Marshal of this Lodge and you will now be invested with the jewel and symbol of your office.

M.C. moves to the table and takes Marshal's jewel in both hands. He steps in front of and facing the Officer and invests him with his jewel. He then returns directly to the table, picks up the Marshal's Baton and places it under his right arm in the carry position. **(The carry position is the right upper arm and forearm forming a right angle and the Baton parallel with the forearm.)** He moves to a position just South of and facing the Marshal. He places the Baton in the right hand of the Marshal and walks behind him to his original position at the Officer's left side.

I.O. The Baton is an emblem of command, and is sufficiently significant of your duties. You will, under the direction of the Master take charge of all processions of the Lodge, and you are enjoined that the proper performance of many of our ceremonies will depend upon the manner in which your duties are discharged. You will now take your proper place.

Marshal is conducted to his station via the North side of the Altar. Upon arriving at his chair, the Marshal places the Baton in holder, turns right about and bows to M.C., who then returns directly to his station.

I.O. Brother Master of Ceremonies, you will present the Senior and Junior Deacons.

Deacons are presented in exactly the same manner as were the Stewards.

M.C. Worshipful Sir, I present to you for installation, Brothers _____ and _____, who have been appointed Senior and Junior Deacons of this Lodge. This certificate vouches for the proficiency of the Senior Deacon.

M.C. takes certificate from his pocket, advances between the Deacons to the pedestal and presents certificate to the I.O., and then returns to a position near the table and awaits further instructions.

I.O. Brothers _____ and _____, you have been appointed Deacons of this Lodge, and you will now be invested with the jewels of your office.

Deacons are invested with their jewels in like manner as were the Stewards, and M.C. then walks behind both Deacons to a position near the blue rods.

I.O. Those jewels indicate that it is your province to attend upon the Master and Wardens, and act as their proxies in the active duties of this Lodge. It will be your especial duty, Brother Senior Deacon, to carry orders from the Worshipful Master in the East, to the Senior Warden in the West and elsewhere about the Lodge as required; attend to all alarms at the door of the preparation room, receive and conduct Candidates; introduce and accommodate visiting Brethren.

You, Brother Junior Deacon, to carry messages from the Senior Warden in the West to the Junior in the South, and elsewhere about the Lodge as directed; attend to all alarms at the door, and see the Lodge duly tiled.

Those rods, my Brothers, distinctive of your office, will now be entrusted to your care.

The blue rods are presented to the Deacons in the same manner as were the Stewards' rods, after which the M.C. walks behind the Junior Deacon to a position between, and one-half step behind the Deacons and awaits further instruction.

I.O. And now, believing from your past deportment in the Lodge, that your duties will be discharged with ability and zeal, I dismiss you to your respective places.

Deacons are conducted to their stations via the South side of the Altar. M.C., maintaining contact with the Senior Deacon, conducts the Junior Deacon to his chair. Upon arriving at his station, Junior Deacon will ground rod, place in holder, turn right about, bow to the M.C., and take his seat. M.C. will then conduct the Senior Deacon to his station, **(Per General Instructions)** and release him a few steps from his station. Senior Deacon, upon arriving at his station, will ground rod, place in holder, turn right about, bow to M.C., and take his seat. M.C. then returns directly to his station.

I.O. Brother Master of Ceremonies, you will present the Chaplain.

M.C. Worshipful Sir, I present to you for installation, Brother _____ who has been appointed Chaplain of this Lodge.

I.O. Worshipful Brother, that Holy Book, which adorns our Sacred Altar, is the Great Light in Masonry, and forever sheds its Benignant rays upon every lawful assemblage of Free and Accepted Masons. Teach us from its life giving precepts; invoke upon our labors the Blessing of that Divine Being whose infinite goodness it so fully reveals and unfolds to us; and guide us by its lessons of wisdom and truth, and you will have faithfully fulfilled your important trust. It is your duty to perform those solemn services which we should constantly render to our Great Creator, and Reverently to "allure to brighter worlds and lead the way," and thus by elevating our thoughts, strengthening our virtues, and purifying our minds, prepare us for admission into the society of the Blessed in the realms of Life and Light eternal. It is fitting that an emblem of the Sacred volume should be the jewel of your office, and with it you will now be invested.

M.C. invests the Chaplain with his jewel and resumes his position at the left side of the Officer.

I.O. You will now take your proper place.

Chaplain is conducted to his station via the North side of the Altar. Upon arriving at his chair he turns right about, bows to the M.C., and takes his seat. M.C. returns directly to his station. **(Per General Instructions)**

I.O. Brother Master of Ceremonies, you will present the Secretary-elect.

M.C. Worshipful Sir, I present to you for installation, Brother _____ who has been elected Secretary of this Lodge.

I.O. Brother _____, you have been elected Secretary of this Lodge and you will now be invested with the jewel of your office.

M.C. invests the Secretary with his jewel and resumes his position at the left side of the Officer.

I.O. I am persuaded that in your hands the Pens will make an enduring record, not only to your praise, but also to the welfare of this Lodge. It is your duty to observe the will and pleasure of the Worshipful Master; keep a faithful record of all things proper to be written, transmit a copy of the same to the Grand Lodge when required; receive all monies from the Brethren, pay the same to the Treasurer, and take his receipt therefor. You will now take your proper place.

Secretary is conducted to his station via the North side of the Altar. M.C. returns directly to his station. **(Per General Instructions)**

I.O. Brother Master of Ceremonies, you will present the Treasurer-elect.

M.C. Worshipful Sir, I present to you for installation, Brother _____ who has been elected Treasurer of this Lodge.

I.O. Brother _____, you have been elected Treasurer of this Lodge, and you will now be invested with the jewel of

your office.

M.C. invests the Treasurer with his jewel and resumes his position at the left side of the Officer.

I.O. The keys have a two fold significance. They are instruments to bind as well as to make loose; to make fast as well as to open. They will never, I am confident, be used by you in any other manner than that which the Constitution, Laws and Regulations of the Lodge shall direct. You are to receive all money from the Secretary, keep a just and accurate account thereof, and pay the same out, by order of the Worshipful Master, with the consent of the Lodge. You will now take your proper place.

Treasurer is conducted to his station via the South side of the Altar. M.C. returns directly to his station. **(Per General Instructions)**

I.O. Brother Master of Ceremonies, you will present the Junior Warden-elect.

M.C. Worshipful Sir, I present to you for installation, Brother _____ who has been elected Junior Warden of this Lodge. This certificate vouches for his proficiency.

M.C. removes certificate from his pocket, advances and presents it to the I.O., then returns to a position near the table.

I.O. Brother _____, you have been elected Junior Warden of this Lodge and you will now be invested with the jewel of your Station.

M.C. invests the Junior Warden with his jewel and resumes his position at the left side of the Officer.

I.O. The Plumb, my Brother, admonishes us to walk uprightly in our several stations, to hold the scales of justice in equal poise, to observe the just medium between intemperance and pleasure, and to make our passions and prejudices coincide with the line of our duty.

To you is committed the superintendence of the Craft during the hours of refreshment; it is necessary therefore, that you should practice moderation and discretion in the indulgence of your own inclinations, and that you carefully observe that the means of refreshment are not converted to improper or excessive use.

Your regular and punctual attendance is particularly requested; and I have no doubt that you will faithfully execute the duty which you owe to your present appointment. Look well to the South!

Junior Warden is conducted to his station via the North side of the Altar. M.C. returns to his station. **(Per General Instructions)**

I.O. Brother Master of Ceremonies, you will present the Senior Warden-elect.

M.C. Worshipful Sir, I present to you for installation, Brother _____ who has been elected Senior Warden of this Lodge. He is of good morals, true and trusty, and possesses the Love and confidence of his Brethren. This certificate

vouches for his proficiency.

M.C. removes certificate from his pocket, advances and presents it to the I.O., then returns to a position near the table.

I.O. Brother _____, you have been elected Senior Warden of this Lodge, and you will now be invested with the jewel of your station.

M.C. invests the Senior Warden with his jewel and resumes his position at the left side of the Officer.

I.O. The Level, my Brother, demonstrates that we are descended from the same stock, that we partake of the same nature, and share the same hope; and that although distinctions among men are necessary to preserve subordination, yet no eminence of station should make us forget that we are Brethren; for he who is placed on the lowest spoke of fortune's wheel may be entitled to our regard; because a time will come, and the wisest know not how soon, when all distinction save that of goodness shall cease; and death, the mighty leveler of human greatness, reduce us to the same state.

Your regular attendance on our Stated meetings is essential. In the absence of the Master, you are to govern the Lodge; in his presence, you are to assist him in the government of it. I firmly rely on your knowledge of Masonry and attachment to the Lodge, for the faithful discharge of duties of

this important trust. Look well to the West!

Senior Warden is conducted to his station via the South side of the Altar. M.C. returns to his station. **(Per General Instructions)**

I.O. Brother Master of Ceremonies, you will now present the Brother who has been elected to discharge the important duties of Master of this Lodge.

Master-elect rises, advances to front and center of the "V", and M.C. advances to his left side. M.C. conducts him to a position on the floor, directly in front of and facing the I.O., releases his arm and retreats one-half step.

M.C. Worshipful Sir, I take pleasure in presenting to you, Brother _____, who has been duly elected to serve as Master of this Lodge.

I.O. Is it known that Brother _____ is well skilled in our ancient Craft? Is he zealous in his regard for the interests of our Order? And is he duly qualified to discharge the special duties of the Master's chair?

M.C. It is well known that he is all this, Worshipful Sir. This certificate vouching for his proficiency, is evidence that he is well skilled in our ancient Craft. I find him to be of good morals, True and Trusty, and as he is a lover of the Fraternity, I doubt not that he will discharge his duties with fidelity and with honor.

M.C. removes certificate from his pocket, advances and presents it to the I.O., then returns to his chair and is seated.

I.O. Worshipful Sir, the Brethren of this Lodge, reposing confidence in your integrity, in your zealous regard for the interests of Masonry, and in your ability to discharge the duties of the Master's chair, have chosen you to occupy that honorable position during the ensuing year. Are you willing to accept this important trust?

MASTER-ELECT: I am.

I.O. Then, my Brother, I shall most cheerfully proceed to install you in the dignified and honorable position to which the suffrage of your Brethren has called you; not doubting that the dignity of the Oriental chair will be well preserved in your keeping, and that the interest and welfare of this Lodge may be safely confided to your charge. Before commencing your investiture, however, it is necessary that you should signify your assent to those ancient charges and regulations which point out the duties of the Master of a Lodge, and which on no account are ever to be neglected or departed from. They are as follows:

You agree to be a good man and true, and strictly to obey the moral law.

You agree to be a peaceable citizen, and cheerfully to conform to the laws of the country in which you reside.

You promise not to be concerned in plots and conspiracies against government, but patiently to submit to the decision of the supreme Legislature.

You agree to pay a proper respect to the civil magistrate, to work diligently, live creditably, and act honorably by all men.

You agree to hold in veneration the original rulers and patrons of the Order of Masonry, and their regular successors, supreme and subordinate, according to their stations; and to submit to the awards and resolutions of your Brethren, when convened, in every case consistent with the Constitutions of the Order.

You agree to avoid private piques and quarrels, and to guard against intemperance and excess.

You agree to be cautious in carriage and behavior, courteous to your Brethren, and faithful to your Lodge.

You promise to respect genuine Brethren and to discountenance imposters and all dissenters from the original plan of Masonry.

You agree to promote the general good of society, to cultivate the social virtues, and to propagate the knowledge of the Art.

You promise to pay homage to the Grand Master for the time being, and to his officers when duly

installed; and strictly to conform to every edict of the Grand Lodge or General Assembly of Masons, that is not subversive of the principles and groundwork of Masonry.

You admit that it is not in the power of any man, or body of men, to make innovations in the body of Masonry.

You promise a regular attendance on the committees and communications of the Grand Lodge, on receiving proper notice, and to pay attention to all the duties of Masonry on convenient occasions.

You admit that no new Lodge should be formed without permission of the Grand Lodge; and that no countenance should be given to any irregular Lodge, or to any person clandestinely initiated therein, - being contrary to the ancient charges of the Order.

You admit that no person can be regularly made a Mason in, or admitted a member of, any regular Lodge, without previous notice, and due inquiry into his character.

You agree that no visitors shall be received into your Lodge without due examination, and producing proper vouchers of their having been initiated in a regular Lodge.

These are among the Ancient charges and

regulations of Free and Accepted Masons, and to these your assent must be freely given. Do you submit to these charges and promise to support these regulations, as Masters have done in all ages before you?

MASTER-ELECT: I do.

I.O. Then, my Brother, in consequence of this assurance, and with full confidence in your capacity and zeal, I will now install you Master of _____ Lodge No. _____.

Brother Master of Ceremonies, you will invest him with the jewel of his station.

M.C. invests the Master-elect with his jewel and returns to a position near the table.

I.O. The Square, my Brother, is an emblem of morality; and as it is the especial badge of the Master's office, it should constantly remind you that not only by precept, but by example, you should promote good morals among the Brethren, and thus endeavor to avert the shadow of any scandal or reproach against the Fraternity. Your former life has given evidence that this jewel will not be an unmeaning symbol in your hands, and I solemnly charge you to take good care that its luster be not dimmed through any act of yours.

The Holy Bible, Book of Constitutions (CMC) and book of By-Laws (either small blue book or actual Lodge By-Laws) will each be held up, opened and displayed by the M.C. as the I.O. makes

reference to them. The working tools, as mentioned by the I.O., will be individually displayed by the M.C., using the right hand only and holding the tools from the top in a vertical position. The compass with the points up, and the square, will be held to appear as a number “7” to the M.C. As the I.O. refers to the Charter, M.C. will display it to the full view of the Master. The Charter may be displayed using both hands as some are rolled and others framed. At the conclusion of the I.O.’s remarks, M.C. will replace Charter upon or next to the table and step to the left side of the Master. **(Ref: CMC 16020 – A photostatic copy of the Charter may be used by the Lodge instead of the original at any time.) (All items shall be displayed ONLY to the Master and NOT “fanned” to the audience.)**

I now present to you the Book of Holy Writings. It is the great Light in Masonry, and should ever be the great law of the Brotherhood. It will guide you to all truth; it will direct you to eternal happiness; and an attentive regard to the divine precepts it contains will insure you success in the fulfillment of the duties you are now about to assume.

The working tools of our Craft will next be presented to you, that, as the Master Workman, you may instruct the Craftsmen in the various duties and virtues which they have been selected to illustrate.

NOTE A: Do not display box of working tools.

The Square — teaches us well to regulate our every action and to let our conduct be governed by the principles of Morality and Virtue.

The Compass — teaches us to limit our desires in every station, and never to suffer our passions or our prejudices to become the masters of our judgement.

The Rule — directs the undeviating discharge of all our duties; that we should press forward in the straight path of right and truth without inclining to the one hand or the other; in all our doings having Eternity in view.

The Plumb — is an emblem of moral rectitude. It teaches us to avoid all dissimulation and to pursue that honest and upright course in life which will tend to our elevation in the higher realms of immortality.

There are still other important things which you will receive in charge:

This book of Constitutions you are expected diligently to search, and from time to time to cause its contents to be read in your Lodge, that none may remain ignorant of the precepts it enjoins, or of the ordinances which it promulgates.

This book contains the By-Laws of your Lodge which it will be your especial duty to see carefully and punctually executed.

And this is the Charter — under the authority of which your Lodge is held, and which you are carefully to preserve, and duly transmit to your successor in the Master's chair.

Brother Master of Ceremonies, you will conduct

the Master to his station in the East.

The Master is conducted to his station via the North side of the Altar. After being released by the M.C., the Master proceeds to a position just left of the I.O. in the East, turns and bows to the M.C., who then returns directly to his chair (**Per General Instructions**) and takes his seat. Master turns to face I.O. as he continues . . .

I.O. Worshipful Master, I congratulate you on your ascension to this time-honored seat. The duties incumbent upon you in your exalted station are fraught with grave responsibilities. Remember that the honor, reputation, and usefulness of your Lodge will materially depend upon the skill and assiduity with which you manage its concerns, and that the happiness of its members will be generally promoted in proportion to the watchful care with which you cherish the genuine principles of our Institution.

For a pattern of imitation, consider the great luminary of nature, which rising in the East, regularly diffuses light and luster to all within its circle. In like manner, it is your province to spread and communicate light and instruction to the Brethren of your Lodge. Forcibly impress upon them the dignity and high importance of Masonry; and seriously admonish them never to disgrace it. Charge them to practice out of the Lodge those duties which they have been taught in it; and by amiable, discreet and virtuous conduct, to convince mankind of the goodness of this Institution; so that when a person is said to be a member of it, the world may know that he is

one to whom the burdened heart may pour out its sorrows; one to whom distress may prefer its suit; one whose hand is guided by justice, and whose heart is expanded by benevolence. In short, by a diligent observance of the By-Laws of your Lodge, the Constitutions of Masonry, and above all, the Holy Scriptures, which are given as the rule and guide of your faith, you will be enabled to acquit yourself with the highest honors here and lay up a crown of rejoicing which shall continue when time shall be no more.

Master turns to face West. Senior and Junior Wardens will rise and remain standing when addressed by I.O.

I.O. Brothers Senior and Junior Wardens. You are too well acquainted with the principles of Masonry to warrant any distrust that you will be found wanting in the discharge of your respective duties. Suffice it to say that what you have seen praiseworthy in others, you should carefully imitate, and what in them may have appeared defective, you should yourselves avoid. You should be examples of discretion and propriety; for it is only by a due regard for our laws and regulations as shown in your conduct, that you can expect obedience to them from others. You are assiduously to assist the Master in the discharge of his trust; diffusing light and imparting knowledge to all whom he shall place under your care.

In absence of the Master you will succeed to higher duties; your acquirements must therefore be such as will insure

proper instruction to the Craft. From the spirit which you have hitherto evinced, I entertain no doubt that your future conduct will be such as will merit the applause of your Brethren, and the testimony of a good conscience.

Senior and Junior Wardens will be seated when the I.O. states: "Brethren of _____ Lodge . . . etc. (No gavel – All remain seated.)

Brethren of _____ Lodge, No. _____, such is the nature of our Constitution, that as some must of necessity rule and teach, so must others of course, learn to submit and obey. Humility in both is an essential duty.

The officers who have been chosen to govern your Lodge are sufficiently conversant with the rules of propriety and the laws of the Institution to avoid exceeding the power with which they are entrusted; and you are of too generous disposition to envy their preferment. I therefore trust that you will have but one aim — to please one another and unite in the grand design of promoting happiness.

Finally, my Brethren, as this association has been formed and perfected in so much unanimity and concord, so may it long continue. May you long enjoy every satisfaction and delight which disinterested friendship can afford. May kindness and brotherly affection distinguish your conduct as men and as Masons.

Within your peaceful walls may your children's children celebrate with joy and gratitude, the annual recurrence of this auspicious solemnity. And may the tenets of our profession be transmitted through this Lodge, pure and

unimpaired, from generation to generation.

Master again turns to face the I.O. for gavel presentation.

I.O. Worshipful Master, it now remains for me to present to you the Gavel, the emblem of power. In the hands of the Master, it may be made the instrument of great good, or of greater evil.

With it the Master governs his Lodge; and the welfare and prosperity of your Lodge, in a great measure, depend upon its judicious use. In your hands, I am confident, it will be wielded for the best interests of your Brethren.

I.O. surrenders gavel to Master and after the words, "In your hands", both turn to face West. (at the conclusion of the sentence) Master places gavel upon pedestal.

I.O. Brother Master of Ceremonies,

(M.C. rises and faces I.O.)

you will now make proclamation.

I.O. sounds three raps of gavel to raise all present. M.C. moves on a direct line to Altar. He takes a position just West of, and in the center of the Altar, facing the East. He raises his right hand to eye level, arm fully extended, and open palm turned downward over the Holy Bible. (Baton is not used by M.C.) As M.C. raises his right hand, I.O. will hand top hat to Master who will hold it down at his right side until M.C. says the words "duly installed." Master will then place hat on his head and move behind the Master's pedestal. I.O. will move out to his right and remain standing beside the Master.

M.C. By order of the Most Worshipful Grand Lodge of Free and Accepted Masons of the State of California, I now proclaim

the officers of _____ Lodge, No. _____ to be duly installed.

M.C. lowers his right hand to side and returns on a direct line to his chair, where he turns right about to face the West.

I.O. All the Brethren will, under the direction of the Master of Ceremonies, salute the Worshipful Master by the battery of three times three.

M.C. Together Brethren.

Battery is given in unison.

I.O. Worshipful Master, behold your Brethren! — Brethren, behold your Master!

I.O. raps gavel to seat everyone. I.O. takes seat and Master continues.

GENERAL INSTRUCTIONS

Installation of officers may be either "public" (open to public) or "private" (a closed ceremony which is open to Master Masons only). In either case, it is the option of the RETIRING MASTER as to which ceremony is used.

For both forms of ceremony, the Lodge is opened on the Third Degree "for the purpose of installing the officers for the ensuing Masonic year."

Before the Lodge is called to refreshment, the Flag may be retired by the Marshal according to the instructions in the Monitor.

In the public form of ceremony, the flag shall be presented. (The I.O. will so state, identify the Organization(s) and direct (it) or (them) to "now present the Flag of our Country.") The Organization(s) will then present the Flag at the Altar and the one who has been designated will lead the Pledge of Allegiance. The Flag will then be posted in its proper place in the East, and the members of the Organization(s) may retire or be seated. (The name of the Organization(s) should be printed in the program.)

The form of each ceremony is the same down to and including the proclamation, after which there is a divergence, the details of which follow.

GENERAL INSTRUCTIONS APPLICABLE TO BOTH PUBLIC & PRIVATE CEREMONIES

The retiring Master opens the Lodge and calls it to refreshment, after which he or the guest Installing Officer, who is the designated "Installing Officer" (I.O.), presides. If the Installing Officer is other than the retiring Master, he must be a Past Master of a regular Lodge of Master Masons. Master of Ceremonies (M.C.) must also be a Past Master. Installing Chaplain must be a Master Mason.

All the officers, including the Master of Ceremonies (M.C.) will rise when addressed by the I.O., but no signs are given while the Lodge is at refreshment. Instructions of the I.O. will be carried out immediately by the Officer addressed. Brethren will respond to the gavel.

I.O. does not wear Master's jewel; may or may not wear hat, as he chooses.

M.C. uses the appropriate title of the Installing Officer; i.e., "Worshipful" for a Master or Past Master; "Most Worshipful" for the Grand Master, etc. See Monitor and Officer's Manual. When M.C. presents each Officer to the I.O., both M.C. and I.O. will use Officer's last name only, preceded by "Brother." If the Officer is a Past Master, last name would be preceded by "Worshipful."

Baton is not used by M.C. during the Ceremony.

Aprons appropriate to one's rank may be worn by all Brethren with the exception of the Officers being

installed, who wear the apron of the station in which they are being installed. A Grand Lodge Officer serving as an installing officer should wear the apron, collar and jewel of his Office. If the I.O. has chosen to wear his hat while installing, he must remove it as the Master puts on his hat. If the Grand Master is serving as Installing Officer, he may (optional) continue to wear his hat throughout the entire ceremony.

All officers' jewels are placed upon the M.C.'s table. Aprons are exchanged OUTSIDE the Lodge room. White gloves are NOT used in the Installation Ceremony.

M.C. forms Officers in procession outside the preparation room door in the following order:

Master of Ceremonies	Master-elect	Tiler
Senior Warden		Junior Warden
Treasurer		Secretary
Chaplain		Junior Deacon
Senior Deacon		Marshal
Senior Steward		Junior Steward
Organist		

(Organist and Tiler need not be members of the Lodge, to be installed, in accordance with CMC.)

At the officers' procession into the Lodge, the M.C. and the Tiler will lead the line of march as illustrated in the diagram. When Master-elect arrives at his seat, in the "V", he turns to his right and faces the East. M.C. and Tiler continue to lead the procession until they reach the open end of the "V", where they each will stop and turn to face the West to direct the line of officers to their chairs in the "V". When all the officers arrive at their seats, the Tiler steps to this seat and all are facing the Master-elect. As the Tiler steps to his chair in the "V", the M.C. moves to his position near the table and faces the West. Master-elect gives a slight nod and all officers turn and face inward. All Officers will remain standing until seated by the Installing Officer.

A chair for the Master of Ceremonies will be placed just South of the Senior Deacon's chair and just South of this chair will be placed a table for the M.C. upon which are to be arranged the following articles: Officers' jewels, Holy Bible, box of working tools containing a Square, Compass, Rule and Plumb, Book of Constitutions (CMC), Book of By-Laws, Marshal's Baton, Tiler's Sword and the Charter of the Lodge. (Reference CMC 16020 - Use of a photostatic copy is permissible.) If the Charter is rolled, it shall be removed from the container and placed upon the table and if framed, it shall be placed next to the table. All this will be completed before the ceremony commences.

Immediately North of this table will be placed two double rod holders; one for the Deacons' rods, and one for the Stewards' rods. A single rod holder for all four rods is acceptable.

Officer chairs are arranged in a "V" formation, with its apex just East of the Altar.

A sufficient number of seats in the Northeast corner of the Lodge may be reserved for the Past Masters of the Lodge, who will be introduced by the new Master of the Lodge as his first order of business after

being installed.

Music may be played during the processions and while the officers are being conducted to their stations. If special numbers are to be rendered during the ceremony, caution should be exercised not to over emphasize the musical part of the program and thus prolong the evening. Music should be appropriate to the seriousness of the ceremony and should not be performed in such a manner as to distract from the ceremony in any way. A maximum of four musical numbers may be used in the ceremony.

THE TAKING OF PHOTOGRAPHS DURING THE CEREMONIES IS PERMITTED ONLY WHILE SEATED. WANDERING ABOUT THE LODGE ROOM AND THE USE OF FLASH EQUIPMENT DURING THE CEREMONIES IS NOT PERMITTED. (Print this notification in the installation program.)

Where the installation ceremony is open to the public, the chairs in the East, West and South are to be occupied only by the officers being installed, and the installing Officers of the evening. Wives and members of the officer's families should be designated an appropriate place for seating in the Lodge.

The Installing Chaplain will be seated in the Chaplain's chair when the ceremony commences, but he will vacate that seat after delivering the Chaplain's Prayer. (Two chairs should be reserved near the Secretary's table to accommodate the retiring Master and the Installing Chaplain.) If there is insufficient space in the East, two (2) chairs should be reserved close to the Secretary's table in the Southeast.

When printed programs are to be used, the officers should be listed in the usual order, commencing with the MASTER, then SENIOR WARDEN, JUNIOR WARDEN, etc.

THE PRIVATE or CLOSED CEREMONY

The "private" or "closed" ceremony is exactly the same as the open, or public, ceremony with the following exceptions:

In the closed ceremony, immediately following the Proclamation, the M.C. returns to his chair. The Master will then sound the gavel to call the Lodge to labor. Altar and columns are arranged.

The I.O. will raise the Lodge and say, "The Brethren will join me in saluting the Worshipful Master with the Private Grand Honors."

After the Grand Honors are completed, the I.O. will rap the gavel to seat the Brethren and return the gavel to the Master.

Master then proceeds to close the Lodge.

INSTRUCTIONS FOR INSTALLING OFFICERS AT A TIME OTHER THAN THE ANNUAL INSTALLATION

In the event that a vacancy should occur in any station during the year, the officers who are elected, and/or appointed to fill such vacancies should be installed in the following manner:

At the Stated Meeting of the Lodge at which such officers are elected, and/or appointed, the Master will announce that they are now to be installed. (If the officer to be installed is a Master, Warden, or Senior Deacon, he must first have a proficiency certificate properly signed before being installed.)

The Master will announce that he, or Worshipful _____, will serve as Installing Officer, and will also announce the name of the Brother who will serve as Master of Ceremonies. The usual prayer for the Installation Ceremony will not be used as the Lodge is already at Labor.

(Officers' jewels and other necessary paraphernalia will be placed upon a table that has been set up just South of the M.C.'s chair.)

The officers to be installed may be seated on the sidelines or in a station.

The I.O. will proceed to install each officer in order, using the appropriate portions of the installation ceremony and conclude with the following declaration, " I now declare (this) or (these) officers to be duly installed." I.O. sounds gavel.

If Installing Officer is not the Master, he returns the gavel to the Master who proceeds with the Lodge business.