

**The Masonic and Military Order of the Red Cross of Constantine
and the Orders of the Holy Sepulchre and of St. John the Evangelist**



Division of North & East Lancashire

1. The attendance of the Intendent General (I-G), Deputy Intendent General, (Dep I-G) or Divisional Eusebius (Div Eus) at a regular Conclave meeting, as part of an official visit, should be advertised at the earliest opportunity to other Knights within the Division. The Conclave Recorder should circulate the Precept using the agreed website address list to ensure that all Conclave Recorders within the Division receive it, with a request that it is circulated to all members of their Conclave. Doing this could encourage visitors to attend the meeting.
2. When making an official visit, the I-G, Dep I-G and Div Eus will always be accompanied and attended upon by a member of the Divisional Marshal's team. If this is not possible then the Conclave Marshal will be responsible for covering the visit, but is encouraged to seek advice from the Div Marshal if he needs assistance.
3. Where the I-G, Dep I-G or Div Eus is scheduled to attend a Conclave meeting, once the Conclave Precept has been circulated, the attending Marshal will contact the Recorder, to confirm his attendance, with a request that the Conclave Marshal is informed that he will be accompanying the Principal Officer during the meeting.

A copy of this protocol will be made available on the Divisional website (<https://rccnel.org.uk>) for the information and attention of Conclave Recorders and Marshals.

4. The Precept or a booking form for the Festive Board, should include details of the menu at the Festive Board and if available any alternatives.
5. Unless agreed beforehand, the Principal Guest will not be expected to take part in any part of the meeting or ceremony. If the Conclave wishes him to do anything, such as presenting a certificate etc., this should be communicated to him before his attendance.
6. It is anticipated that the visiting Principal, where possible, will arrive at the Masonic Hall up to half an hour before the start of the meeting, so that he can meet and greet those present.
7. The Principal Guest, should have a seat reserved immediately to the right of the Most Puissant Sovereign.

8. On an official visit the Principal Guest, will process into the room, usually after the minutes have been dealt with. This is carried out under the direction of the attending Marshal. When making a private visit, the I-G, Dep I-G and Div Eus, will start the meeting in the room.

9. After the Principal has been welcomed by the MPS and where appropriate, has been offered the Baton. Salutations will be given according to rank –

I-G (7 x 1 + 3);

Dep I-G (5 x 1 + 3);

Div Eus (3 x 1 + 3) - unless he is a V III Kt, in which case he gets (5 x 1 + 3)

10. The attending Marshal will have a brief rehearsal before the meeting with the MPS and officers of the Conclave, who may take part in any procession/recession, (1 hour before the start of the meeting is suggested). This is for the MPS to rehearse admitting and greeting the Principal Guest and the protocol to be followed.

11. The meeting will then be conducted under the direction of the Conclave Marshal. If the Principal Guest is to be involved in the ceremony (i.e. – doing the accolade), then the attending Marshal will supply the sword when required.

12. The I-G, Dep I-G and Div Eus will retire from the Conclave after the Alms collection, under the direction of the attending Marshal.

13. The attending Marshal, will conduct the festive board, up to the conclusion of Toast 5. The Conclave Marshal takes over from toast 6.

14. If raffles are normal at your festive boards, then this is acceptable, but using stewards to deliver prizes should be encouraged to minimise delay.

The Festive Board

The Table layout at the festive board, should be a square, but if legs are used then depending on the number of Knights present, the Top Table should have the following seating plan, which can be arranged by the Attending Div Marshal:

MPS in the centre.

(To his right)

I-G

Dep I-G

Div Eus

Grand Officers in rank order

(To the MPS's left)

IPS

High Prelate

Attending Div Marshal

Conclave Marshal

Grand Officers in rank order

The Conclave Eusebius should be seated directly opposite the MPS, on the bottom side of the square.

Other Knights are seated around the square, where they choose, unless a formal seating plan has been agreed beforehand.

There is no requirement for a procession into the festive board at a regular Conclave meeting, unless this is normal procedure for that Conclave.

Wine takings during the meal, are taken under the direction of the attending Div Marshal.

The toast list will take the usual format and a current toast list can be found in the Members area on the Divisional website – <https://rccnel.org.uk>

Toast list (after logging in) - <https://rccnel.org.uk/toast-list/>