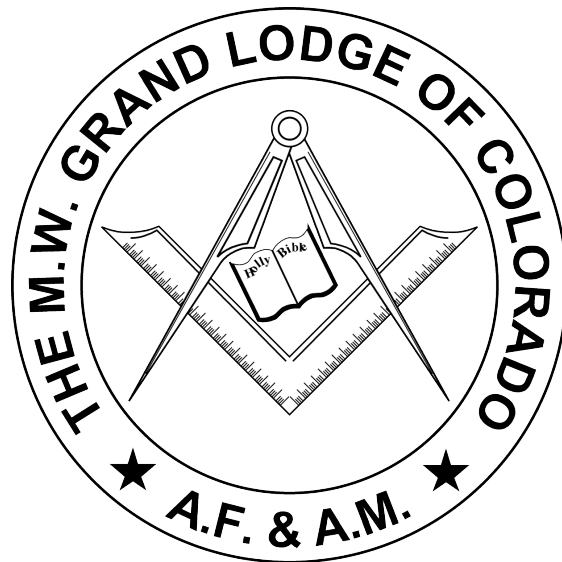


**The Most Worshipful
Grand Lodge
of
Ancient Free and Accepted
Masons of Colorado**



**Uniform Floor Work
for Constituent Lodges**

Rev. April 2010

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UNIFORM FLOOR WORK

GENERAL RULES

APRON:

- The apron shall be worn over the outer garment. (*G.M.'S decision #186, page 424, of the 1894 proceedings.*)

MOVEMENT ABOUT THE LODGE

- At no time, while the Lodge is at labor, should anyone pass between the Worshipful Master and the Altar except as the ritual directs.

ADDRESSING THE WORSHIPFUL MASTER

- If you wish to speak in Lodge, stand and wait until you are acknowledged by the Worshipful Master.
- Officers in the performance of their duties rise, give the penal sign and say "Worshipful Master" and wait until acknowledged.
- Members who have been acknowledged by the Worshipful Master will give the penal sign and say "Worshipful Master" unless the ritual directs otherwise.
 - The Worshipful Master may or may not return the salute. If he does, he should stand.
 - All remarks in the Lodge are to be directed to the Worshipful Master.

WORSHIPFUL MASTER UNCOVERING

The Worshipful Master uncovers whenever pronouncing the name of Deity, during prayers, when the Altar is being arranged, and when saluting the flag. This is customarily done as follows:

- The Worshipful Master removes his hat with his left hand, by doffing (*Hat*), or placing the brim of the hat at the point of his right shoulder.
- For a long prayer, arranging the Altar, or for lectures which have many references to Deity, and during all obligations, it is recommended that the Worshipful Master remove his hat with his left hand and rest the hat on his left forearm (parallel to the floor) with the hat in an upright position.
- When saluting the Flag of the United States, the Worshipful Master removes his hat with his right hand and places the brim of the hat at the point of his left shoulder.

GAVEL

- Whenever the Worshipful Master moves away from his station, he should carry his gavel with him.

ROD HANDLING/DEACONS & STEWARDS

- When an officer of the Lodge raps the Deacons or Stewards up, they (the Deacons or Stewards) rise, and after receiving their orders, grasp their rods with the emblem facing forward, holding the rod vertically, arm bent at a 90° angle with their forearms parallel to the floor, and hand facing forward. When walking or standing they should hold their rods vertically about six inches from the floor.
- When Deacons and/or Stewards walk together, the rods are to be carried on the outside of the officers. When the Deacons and Stewards replace their rods in the rod holders, the rod symbols should face forward. The Deacons and Stewards handle their rods in this manner whenever they move about the Lodge. Rods are not to be used as walking sticks or pointers.
- The rods should be held away from another brother when conducting or collecting the pass.
- When the Deacons are walking alone, the rod should be carried away from the Altar.

GENERAL NOTES ON OPENING

WORSHIPFUL MASTER

- When opening a Lodge (on any degree), the Worshipful Master normally remains seated until the Worshipful Master's duties are described by the Senior Warden. The Worshipful Master rises when the Senior Warden says "**so rises the Worshipful Master in the East.**"
- Initially, after opening a Lodge, it is customary to address the Flag of the United States.

LODGE SET UP

- Prior to opening:
 - Bible is closed.
 - Lesser lights are out.
- Senior Warden's column and Junior Warden's column are down.
- If the Lodge has an illuminated "G" it should be lit when the Worshipful Master raps his gavel and orders "Brethren to be clothed".

OPENING

- The Worshipful Master presents the sword to the Tiler, holding it by the blade, the handle extended across his forearm, toward the Tiler. The Tiler takes the sword in his right hand, bringing the sword to his right shoulder, his arm at his side in a dignified manner. The Tiler takes one step back, pivots right and proceeds to his place, outside the door, via the South. The Junior Deacon opens and closes the door.
- The Junior Deacon is in charge of the outer door. Only the Junior Deacon should open and close the outer door during the meeting.
- When the Senior Warden raps the Deacons up to order them to collect the pass, they rise, receive their orders, and grasp their rods. The Senior Deacon turns and precedes West, the Junior Deacon proceeds East and waits for the Senior Deacon midway between the West and the Altar. Both officers turn to face each other and proceed towards each other. They turn and proceed West to the Senior Warden's station. When the Senior Warden orders them to communicate the pass, the Junior Deacon communicates the pass to the Senior Deacon; then the Senior Deacon advances to the Senior Warden and communicates the pass. The Senior Warden **does not** step down from his station to receive the pass. After communicating the pass to the Senior Warden, the Senior Deacon returns to the floor, facing the West. When told to collect the pass from the brethren in the North and South, the Senior Deacon takes one step back toward the Altar, turns and

faces South. As the Senior Deacon turns to face South, the Junior Deacon turns to face North. The Deacons advance, walking past each other. They advance to the East and collect the pass on their way back to the West.

- The Senior Deacon collects the pass in the South while the Junior Deacon collects the pass in the North. If one Deacon finishes before the other Deacon, he may cross over and help collect the pass on the other side.
- The pass is collected from all in the Lodge except Officers in their stations and places.
- As the Deacons are collecting the pass they carry their rods on the side away from the brother giving the pass. The Senior Warden remains standing while the pass is being collected.
- **If the pass is lost:** If the Deacon knows the brother, he quietly gives him the pass and asks the brother to repeat it. If he does not know the brother, he turns and informs the Worshipful Master that the pass is lost. If the Worshipful Master knows the brother, or if some known brother can vouch for him, the Worshipful Master informs the Deacon to invest the brother with the pass.
- After collecting the pass, the Deacons return West of the Altar facing the East. The Junior Deacon communicates the pass to the Senior Deacon and the Senior Deacon communicates it to the Worshipful Master. The Senior Deacon pivots back facing the North. The Junior Deacon takes one step back pivots facing the South. The Worshipful Master speaks to the Senior Warden, then tells the brethren to be seated. They advance past each other, go to their places, replace their rods and all (including the Senior Warden) sit at the same time.

NOTE: The Tiler does not give a verbal response at the door during opening or closing.

- When the Worshipful Master orders the Senior Deacon to arrange the Altar, he rises, grasps his rod, goes West of the Altar, places his rod in a holder on the Southwest corner of the Altar. At this time the Worshipful Master removes his hat with his left hand. The Senior Deacon proceeds to light the candles in the proper sequence, (East, South, and then West). As the Senior Deacon is lighting each of the candles, it is recommended that he face the Altar. After lighting the candles, the Senior Deacon returns west of the Altar. The Senior Deacon steps to the Altar and kneels on the kneeling pad, according to the degree on which the Lodge is being opened. The Master's hat remains off while the Senior Deacon is arranging the Altar, throughout the prayer, during all references to The Supreme Being and recitation of scripture. The proper time to replace the hat is just prior to the statement, "Brother Junior Deacon, inform the Tiler."
- The preferred way to open a Bible is to reverently roll it onto its binding

(remaining in contact with the Altar) until the Bible is vertical, palms pressed against the front and back covers. Avoid flipping pages to find the proper passage. With a little practice, the Senior Deacon will learn where to place his thumbs on the edge of the pages to ensure that the Bible opens at the correct place. The Bible is closed in a similar manner, reversing the movements.

- The proper places for the Bible to be opened are:
 - EA Degree PSALM 133
 - FC Degree AMOS 7: 7-8
 - MM Degree ECCLESIASTES 12: 1-7
- The Senior Deacon, after opening the Bible, places the square and compasses on the Bible in the following positions:



Figure 1 – Square and Compass Layout for Degrees

NOTE: The tips of the compasses and the angle of the square should be as shown.

- EA Degree - Left side of the Bible, both legs of the compasses under the square.
- FC Degree - Right side of the Bible, south leg of the compasses beneath and the north leg elevated above the square.
- MM Degree - The square and compasses in the center of the Bible, both legs of the compasses elevated above the square.
- After arranging the square and compasses, the Senior Deacon stands and takes two or three steps back. He then steps off with the proper step, depending on the degree, and salutes with the appropriate due guard and sign. (The Senior Deacon is saluting the Bible; therefore the Worshipful Master does not return the salute.) The Senior Deacon picks up his rod and returns to his place.
- There should be no spot light shining on the Altar.
- The opening prayer is given after the Senior Deacon has returned to his place and replaced his rod to its holder.
- When the Junior Warden says "**look to the East**", the brethren turn their heads and LOOK TO THE EAST, they do not turn their bodies to face the East. On the order of the Worshipful Master the brethren should get on the step and give the due guard and sign for the appropriate degree along with

the Worshipful Master.

OFFICERS' COLUMNS

- The column of the Senior Warden should be raised when the Worshipful Master declares the Lodge to be duly open. The column remains up when the Lodge has been called from labor to refreshment. The column of the Junior Warden is up when the Lodge has been called from labor to refreshment and lowered when called from refreshment to labor. Both are down when the Lodge is closed.

LATE ARRIVING BROTHER(S)

- After the Lodge is at labor, the Tiler should give three raps on the door. When appropriate, the Junior Deacon rises, salutes the Worshipful Master with the proper penal sign and informs the Worshipful Master that there is an alarm at the door. When the Worshipful Master orders the Junior Deacon to attend to the alarm and ascertain its cause, the Junior Deacon grasps his rod in the proper manner, gives three raps on the door, opens it, and asks the Tiler for the cause of the alarm. The Tiler tells the Junior Deacon that there are a number of brother(s) without the door, properly clothed and vouched for, who wish to be admitted. The Junior Deacon closes the door, raps once, followed by the Tiler rapping once, faces the East and informs the Worshipful Master of the same. The Worshipful Master, at his pleasure, orders the Junior Deacon to let them be admitted. When so ordered, the Junior Deacon raps three times, the Tiler raps three times and the Junior Deacon opens the door. The Junior Deacon informs the Tiler to admit the brother(s). The brother(s) enter and proceed west of the Altar. The Junior Deacon closes the door, raps once, the Tiler raps once, and the Junior Deacon returns to his place, places his rod in the rod holder, and is seated. The entering brother(s), stand upon the proper step, west of the Altar, and give the proper step, due guard and penal sign, which the Worshipful Master stands and returns. The brother(s) may then be seated.
- Late arriving brother(s) should not interrupt the opening of the Lodge. If brother(s) arrive after the Worshipful Master has begun opening the Lodge, the Tiler should inform them of the degree on which the Lodge is being opened, assure that they are properly clothed, satisfy himself that they are entitled to enter the Lodge (i.e. properly vouched for), and have them wait until the Lodge is opened.
- **Exception:** When the Junior Deacon informs the Tiler that the Lodge is open, the Tiler may inform the Junior Deacon there are brother(s) in waiting. The Junior Deacon closes the door with the proper raps, returns to his station, when appropriate salutes the Worshipful Master with the

proper penal sign and informs the Worshipful Master. The Worshipful Master may admit them at his pleasure.

CLOSING

- When directed by the Senior Warden, the Junior Warden raps the Lodge up and directs them to look to the East. Brothers on the sidelines should LOOK to the East, not turn their bodies to the East. The Brethren should get on the step, and give the due guard, and penal sign for the appropriate degree together with the Worshipful Master. In meeting upon the level, all Brothers should step down to the Lodge floor (whenever possible). The Worshipful Master removes his hat in the proper manner and the Worshipful Master or Chaplain gives the closing prayer in the same manner as at the opening.
- When the Worshipful Master orders the Senior Deacon to arrange the Altar, the Senior Deacon grasps his rod in the proper manner, proceeds west of the Altar, and places his rod in the rod holder. The Senior Deacon steps to the Altar and kneels on the kneeling pad, according to the degree on which the Lodge is open. The Senior Deacon removes the Square and Compasses from the Holy Bible and sets them aside. He replaces the marker ribbon (if it has been removed), and with both hands, slowly and reverently closes the Bible. He then centers the Bible on the Altar and places the Square and Compasses according to the custom of the Lodge. The Senior Deacon rises, does not salute, and extinguishes the candles in the same order as they were lit, facing into the Altar each time. The Senior Deacon then removes his rod from the holder at the Altar, returns to his place, replaces his rod in the rod holder, and remains standing.
- Aprons and officers jewels are not to be removed until the Worshipful Master raps his gavel to officially close the Lodge.
- If the Lodge has an illuminated “G” it should be turned off after the Lodge is closed.

LABOR TO REFRESHMENT

- When the Worshipful Master orders the Junior Warden to erect his column, and call the craft from Labor to Refreshment, he obeys the order, and after his speech raps his gavel once.
- The Senior Warden does not lower his column.

NOTE: The Senior Warden’s column in the standing position indicates that the Lodge is open. When lowered it indicates that the Lodge is closed. The Lodge is still open during refreshment.

REFRESHMENT TO LABOR

- Whenever a Lodge is called from refreshment to labor:
- If on the EA Degree the Lodge should be called to order as EA's.
- If on the FC or MM Degree the proper password should be collected.
- **EXCEPTION** – At the beginning of the Second Section of the third degree.
- When coming from refreshment to labor, the Worshipful Master does not order the Junior Warden to lower his column. The Junior Warden does so before rapping up the Lodge.
- The Worshipful Master raps his gavel after the Junior Warden's speech.

PUTTING THE LODGE AT EASE

- It is OK to put the Lodge at ease, with a rap of the gavel and a declaration stating the purpose.

NOTE: Not to replace Labor to Refreshment.

- The Tiler and Junior Deacon should take great care that none, except those previously admitted enter the Lodge while the Lodge is at ease.
- Those who arrive late during the time the Lodge is called at ease should be required to wait and be admitted in the usual manner.
- One of the principal officers must remain in the Lodge room during this period. (*BOC Sec. 105*)
- The Lodge may be called to order after being put at ease with one rap of the gavel.

CONFERRING DEGREES

CONDUCTING:

- In all ritual situations, it is best not to walk and talk at the same time.
- In any instance when conducting candidates, the Senior Deacon should take the candidate's arm in such a way as to make the candidate feel secure.
- The Senior Deacon should position himself between the candidate and the Altar.
- When arriving at various stations, the Senior Deacon should maintain contact with a hoodwinked candidate.
- Re-conduct means to retrace the last direction traveled.

OBLIGATION

- After three raps, all brothers (who are able to) rise and form parallel lines on the North and South sides of the Lodge room, facing each other.
- The Deacons, with rods linked, stand in a line with the SW facing each other with the Senior Deacon on the South side and Junior Deacon on the North side.
- The Stewards link rods at the East end of the lines with the Senior Steward on South, the Junior Steward on North.
- Junior Warden places his column in a horizontal position, in front of him, on the floor.
- The Senior Warden places his column in an upright position, in front of him, on the floor.
- The Worshipful Master should advance from the East, passing under the linked rods of the Stewards as he approaches the Altar.

ENTERED APPRENTICE DEGREE

When the Master raps up the Stewards and asks, "How should a candidate be prepared to be made a Mason?", they stand at their places and the Senior Steward answers. When ordered by the Worshipful Master to repair to the preparation room, the Stewards grasp their rods, proceed west of the Altar, (*Junior Steward leads*) and repair by way of the inner door. When the Worshipful Master orders the Senior Deacon to retire and propound the usual questions, the Senior Deacon goes west of the Altar, salutes and retires by way of the outer door.

(Repair means by way of the inner door. The preparation room is considered to be a part of the Lodge therefore it is not necessary to salute. To retire means to leave the Lodge by way of the outer door. It is therefore necessary to salute.)

If the usual questions have already been propounded, the Senior Deacon should retire because he has been ordered to do so by the Worshipful Master.

In that case, the Senior Deacon immediately returns to the Lodge, goes West of the altar, salutes, reports, and returns to his place.

When the Senior Deacon propounds the questions, only the Senior Deacon, both Stewards and the candidate(s) are to be present. The Senior Deacon stresses to the candidate(s) that the degree which he is about to receive is of great importance and there is never any "**horseplay**." It is important that the Senior Deacon puts the candidate at ease. After propounding the questions, the Senior Deacon returns to the Lodge, goes West of the Altar, salutes, makes his report and returns to his place.

When the alarm sounds at the door, the Senior Deacon rises, salutes and reports the alarm. When he is ordered to attend to the alarm and ascertain its cause, he grasps his rod, goes to the preparation room door, raps 3 times and, opens the door. When finished with the questions, he goes West of the Altar, raps 3 times on the floor with his rod and responds to the Worshipful Master.

When ordered to admit the candidate, the Senior Deacon goes to the preparation room door and opens it to receive the candidate. The candidate enters the Lodge room, escorted by the Stewards. The Senior Steward on the Candidate's right is holding the Candidate's right arm. REMEMBER, while blindfolded, the candidate is never to be "all alone". He is to be constantly in

physical contact with his escort in the Lodge. This is to give, as much as possible, reassurance and peace of mind.

After the candidate enters the Lodge an appropriate distance and is standing between the Stewards, he is "received" by the Senior Deacon. When the Senior Deacon finishes his "reception" he takes his position on the right of the candidate, grasping the candidate by the right arm, so as to steady the candidate and conduct him.

The Stewards both take one step back, and wait for the Senior Deacon and candidate to walk forward.

The Senior Deacon conducts the candidate North of the Altar, makes his speech, and helps him kneel.

It is strongly recommended that whenever the candidate is being spoken to that he be standing still. Example: The Senior Deacon conducts the candidate North of the Altar, makes his statement, and then helps him kneel. It is difficult for a person to "hear" what is said to him when he is concerned with walking while he cannot see.

The Worshipful Master raps up the Lodge, and goes to the candidate to give the prayer. If the Chaplain gives the prayer, he proceeds West of the Altar to the candidate. The Senior Deacon takes one step back until the prayer is concluded. While the prayer is being said, the Worshipful Master (or Chaplain) places his hand on the candidate's shoulder. After the prayer, the Worshipful Master replaces his hat. When the Worshipful Master asks the QUESTION of the Candidate, the Candidate MUST NOT be prompted! His declaration of trust must be his own! The Worshipful Master takes the candidate by the right hand and orders him to arise.

When the Worshipful Master has the candidate standing, the Senior Deacon immediately steps forward, and grasps the candidate as before. The Worshipful Master then returns to the East. If the Chaplain has given the prayer, he returns to his place at the same time as the Worshipful Master. The Senior Deacon waits until the Worshipful Master has returned to the East and has seated the Lodge before beginning the circumambulation. **Remember**, the Senior Deacon should not release the candidate at any time while the candidate is blindfolded.

The Stewards, walking abreast, continue to follow the Senior Deacon and Candidate until they are adjacent to their places. At that time they "drop off" and take their seats.

During the circumambulation, the Senior Deacon grasps the candidate firmly and walks slowly. (*This is so the brethren in the Lodge can see that the candidate is duly and truly prepared.*) The method of conducting remains unchanged throughout this degree and succeeding degrees. During the conducting of the candidate, **round** corners are to be used.

When the Senior Deacon and the candidate approach the Wardens and the Worshipful Master's stations, they stop, turn to face the station and the Senior Deacon raps 3 times on the floor with his rod. The Wardens and the Worshipful Master rap once in return and rise to question the candidate.

NOTE: The Senior Deacon is always between the Altar and the candidate when conducting. When the candidate is re-conducted it is always on the North side of the Altar.

When the Senior Deacon is ordered to conduct the candidate to the Senior Warden to be instructed on how to approach the East, the Senior Deacon moves to the left side of the candidate, and re-conducts the candidate to the West via the North. When he arrives in the West, the Senior Deacon immediately moves to the left side of the candidate.

The Senior Warden tells the Senior Deacon to face the candidate to the East. The Senior Deacon grasps him by the opposite shoulder and walks him around so that he is facing the East. The Senior Deacon then whispers instructions to the candidate to help him place his feet in the proper position. Try not to move the candidate's feet for him and **DO NOT** use the rod to move them.

When the Worshipful Master says "if you are still willing to proceed," the Senior Deacon conducts the candidate to the Altar, stopping short of the kneeling pad, places his rod in the holder, and places both of the candidate's hands on the Altar. The Senior Deacon then follows the Worshipful Master's orders. When in the proper position, he makes sure the candidate is as comfortable as possible, then he steps back.

The Worshipful Master must time his instructions to allow the Senior Deacon time to complete each task before continuing.

The Worshipful Master raps for the officers to take their positions for the obligation. The Senior Steward stands fast while the Junior Steward proceeds North of the Altar until opposite the Senior Steward. Both proceed East, stop, then turn inward, holding their rods horizontal with the top pointing to the West.

The Senior Deacon takes his position slightly West of the Altar and in line with the Senior Steward. The Junior Deacon takes his position slightly West of the Altar and in line with the Junior Steward, both Deacons holding their rods horizontal with the top of rod pointing toward the East, to indicate where the Brethren should stand.

The Senior Warden, with his column, assumes his position between the Deacons. The Junior Warden, with his column, assumes his position between the Senior Deacon and the Senior Steward, South of the Altar.

The Worshipful Master raps for the brethren to form the lines, after which the Deacons and Stewards face each other and interlink their rods, forming an arch. At this time the Wardens move forward slightly. The Senior Warden places his column upright on the floor while the Junior Warden lays his column on the floor. The Worshipful Master then passes under the Stewards arch to the Altar to obligate the candidate.

The Worshipful Master gives the obligation slowly, solemnly and with dignity. If the candidate has trouble repeating the words correctly, the Worshipful Master should slow down and/or shorten his phrases.

When the Worshipful Master says "all this", the Senior Deacon steps forward to the candidate, placing his rod in the holder and at the appropriate time, demonstrates the penal sign and assists the Worshipful Master in his instructions to the candidate.

When the Senior Deacon moves forward to the candidate, the Junior Deacon with rod held vertically steps behind the Senior Warden.

The Worshipful Master steps back from the Altar two or three steps before he begins his lecture. The Senior Deacon should give the response to the Candidate at the proper time. The Senior Deacon then removes the brothers hoodwink while all present get on the step and give the due-guard and sign.

As the Worshipful Master explains the three great lights, he should point to them as he is talking about them. When explaining the three lesser lights he should point to the representatives of them in the same order in which they were lit as he is talking about them.

When the Worshipful Master completes his lecture, he returns to the East and seats the Lodge. The Stewards release their arch and the officers and brethren return to their places, except for the Senior Deacon, who stays with the brother at the Altar. **The officers should stand at their stations or places and be seated at the same time.**

The Worshipful Master descends to the floor to demonstrate the Step, Due Guard and Sign.

The Worshipful Master will assist the Brother with the grip. The Senior Deacon stands next to the Brother when answering for him. When the Worshipful Master orders the Brother to arise, he assists him to his feet. The Senior Deacon takes the Brother by the right arm and waits until the Worshipful Master has reached his station and is seated, and then conducts the Brother to the Junior and Senior Wardens. He releases the Brother from his grasp and assists him in getting on the proper step, and giving the due-guard and sign correctly. If the Brother gives them incorrectly, he is shown the correct method. **Do not allow an incorrect Step, Due-Guard, and Penal Sign to be accepted.** After the Brother has correctly given them, the Wardens return them and the Wardens remain standing.

The Senior Deacon halts the Brother North of the Altar. When questioned by the Worshipful Master about the salutation, each Warden (*in turn*) gives the Entered Apprentice Penal Sign and the appropriate response. The Worshipful Master does not return the Signs. The Wardens are then seated.

The Worshipful Master approaches the Brother for the apron lecture. The Worshipful Master should hold the apron with the apron flap facing the Brother. The Worshipful Master should hold the apron with the right upper corner and string in his right hand with his right arm extended, and the left string draped over his right elbow. This leaves the his left hand free for gesturing to the apron, and free to remove his hat when mentioning Deity. When the lecture is complete and the Worshipful Master presents the apron to the Brother, the Senior Deacon moves in to conduct the Brother and they both wait until the Worshipful Master is seated in the East.

When the Senior Deacon re-conducts the Brother to the Senior Warden, no raps are given or returned. The Senior Warden steps down to instruct the Brother. The Senior Deacon assists the Senior Warden by tying the apron strings. When the Senior Warden returns to his station, and after instructing, the Senior Deacon places himself to the Brother's right, grasping his right wrist and forearm as before. After the Senior Warden is seated, the Senior Deacon and Brother proceed to the East, passing the Altar to the North. After arriving in the East, the Senior Deacon should take one step backward.

After the Secretary questions the Brother, the Secretary should salute the Worshipful Master with the Sign (the Worshipful Mater does not return the Salute) and gives his report. When the Worshipful Master is lecturing on the Working Tools of an Entered Apprentice, he should hold each one up as he is talking.

When the Worshipful Master orders the Brother to be re-conducted to the preparation room, the Stewards rise and go west of the Altar with enough space between them for the brother. The Senior Deacon places the brother between the Stewards and steps back.

After the Stewards and brother give the due-guard and sign, they turn and go North, then West into the preparation room. The Senior Deacon returns to his place. The Junior Steward returns to the Lodge and the Senior Steward stays with the Candidate.

It is customary for the Worshipful Master to have the Lodge be at ease at this time, to allow the Brother time to be reinvested with that of which he has been divested.

When the Senior Steward knocks (only the Senior Steward is in the preparation room with the Brother), the Brother is admitted and conducted to the Northeast corner of the Lodge and placed upon the proper step, and gives the due-guard and sign, or he may be conducted West of the Altar, to give the step due-guard and sign, and then conducted to the Northeast corner of the Lodge and placed upon the proper step. (This is for instructional purposes as the Preparation Room is considered part of the Lodge and it is not necessary to salute if you do not leave the Lodge)

The Worshipful Master proceeds with the introduction to the lecture. When the introduction is complete, the 2nd and 3rd sections of the degree will be imparted to the Brother. After the third section of the degree, the Brother is caused to stand for the Charge.

At the end of the Charge, the Senior Deacon conducts the Brother to his proper place in the Lodge. The Brother is informed he must commit a portion of this degree to memory and give a proficiency examination. At this time the Worshipful Master assigns a poster/mentor who is identified by name.

The new Brother should be made to feel welcome in the Lodge.

FELLOW CRAFT DEGREE

When the Worshipful Master raps up the Stewards and asks, "How should an Entered Apprentice be prepared to be made a Fellow Craft?" they stand at their places and the Senior Steward answers. When ordered by the Worshipful Master to repair, the Stewards proceed as in the preceding degree. The Secretary should retire because he has been ordered by the Worshipful Master to "retire and collect the necessary fee." When the Secretary returns, he goes to the Altar, salutes, responds and returns to his station.

When the alarm sounds at the door, the Senior Deacon proceeds as in the preceding degree.

When the Senior Steward communicates the Fellow Craft password, he steps inside the Lodge one or two steps to avoid being heard by the uninformed Brother.

The Brother is conducted into the Lodge two or three steps where the Senior Deacon receives him in the usual manner.

The Senior Deacon grasps the Brother by the right arm to conduct him about the Lodge.

When the Senior Deacon is asked to advance and communicate the pass, he goes up to each of the Wardens and Worshipful Master and gives the pass; the Wardens and Worshipful Master do not step down.

The Brother is turned around as described in the Entered Apprentice Degree and taught how to approach the East.

When the Worshipful Master says "if you are still willing to proceed," the Senior Deacon conducts the Brother to the Altar, stopping short of the kneeling pad, places his rod in the holder, and places both of the brother's hands on the Altar. The Senior Deacon then follows the Worshipful Master's orders. When in the proper position, he makes sure the candidate is as comfortable as possible, then he steps back.

The Worshipful Master should time his instructions to allow the Senior Deacon to complete each task before continuing.

All Lodge officers take their place for the obligation as in the Entered Apprentice Degree. After the obligation, the Senior Deacon removes the cable-tow, gives the candidate the responses, and removes the hoodwink when instructed as in the Entered Apprentice Degree.

When communicating the pass, token of the pass, grip and word of a Fellow Craft, the Senior Deacon steps forward and to the right of the Brother and gives the appropriate answers.

After the proper salute has been given to the Wardens, the Brother is halted North of the Altar. At the order of the Worshipful Master, the Brother is re-conducted to the Senior Warden to be taught how to wear his Apron.

The remainder of the floor work on the first section of this degree is done as in the Entered Apprentice Degree.

When the second section of the Fellow Craft Degree (*Stair Lecture*) starts, the Brother is to be conducted into the Lodge room before beginning the Lecture.

The candidate is caused to stand for the charge.

After the Charge is delivered, the new Fellow Craft is conducted to a place near the Senior Warden in the West. The Worshipful Master informs the Brother that a certain portion of this degree must be committed to memory and required to return proficiency on the Fellow Craft Degree. Unless previously assigned, the Brother is assigned his poster/mentor.

The new Fellow Craft should be given a copy of the Lodge By-laws after he has been favorably voted on to take the Master Mason Degree. This is done because he should have the opportunity to become familiar with the By-Laws of the Lodge before he is asked to sign them.

MASTER MASON DEGREE

On order of the Worshipful Master, the Stewards repair to the preparation room and the Secretary retires as in the preceding Degree.

The Brother is conducted into the Lodge room, as in the proceeding degrees.

As the Brother is being conducted about the Lodge, the Scripture and circumambulation should end simultaneously.

The Senior Deacon assists the Brother, as in the preceding Degrees.

All officers assume their positions for the obligation as in the preceding Degrees. After the obligation, the cable-tow and hoodwink are removed as in the previous Degrees. The Senior Deacon should also give the candidate the response at the proper time.

As the Worshipful Master presents the working tools, he points to all the implements and then holds up the trowel.

When the Brother is ordered to be re-conducted to the preparation room, he is escorted out as in the preceding Degrees. The Admonition is then given.

The Lodge is called from Labor to Refreshment.

During refreshment the Senior Deacon should place a hoodwink in his pocket for the next section.

If there are multiple candidates, the short form is authorized by the Custodians of the Work (Sec. 194) on all but the last candidate.

While the Lodge is at refreshment, the Brother should be brought into the Lodge room and asked to sit near the Junior Warden's Station. The Lodge is then called from refreshment to Labor. The Worshipful Master, casually ask the Junior Warden to leave the Lodge room on some made up errand. The Junior Warden ask the candidate to sit in his station during his absence, puts the Junior Warden's jewel on the candidate, goes to the Altar, gives the proper signs and retires.

The Worshipful Master asks the Senior Warden if he is satisfied that all present are Master Masons and continues with the ritual. When the Brother is ordered to approach the East, he must do so unescorted. The Junior Warden's station remains unoccupied.

When the Worshipful Master says "You had on a former degree...", the Senior Deacon steps up behind the Brother and lays his rod on the floor to the

right of the Brother with the rod top pointing East. When the Worshipful Master says, “.....suffer yourself to be again hoodwinked,....”, the Senior Deacon places the hoodwink on the Brother and assists him to kneel for prayer. After the Brother has said, “Amen,” the Brothers on the sidelines DO NOT respond with s.m.i.b. unless an audible prayer has been given. After the Worshipful Master has been seated, the Senior Deacon assists the Brother to arise by grasping the Brother’s left wrist and forearm and conducts the Brother West of the Altar (via the North), stopping to give various parts of his speech enroute.

NOTE: The above floor work will form the letter “G”.

Leaving the Altar, the Senior Deacon and Brother turn South to meet R1. The R1 encounter should be firm and demanding, but not rough. After this encounter, the Senior Deacon should hurry the Brother to the West to meet R2. This encounter should be more firm and demanding, but still not rough. The Senior Deacon should then rush the Brother to the East to meet R3. The encounter with R3 should be firmer and more demanding than with either R1 or R2, but caution must be taken not to cause injury or extreme distress. The Brother can be put down with a light tap to the forehead and a simultaneous shove with the left hand to the chest. (The Brothers assisting should be thoroughly schooled in the proper handling to avoid any possible injury. While on the floor, the Brother’s head should be cushioned, if possible.)

The Brother is carried to the Southeast corner of the Lodge and is covered with “rubbish.” The lights are extinguished at this time. After the tolling of the hour, the R’s continue their ritual. They carry the Brother to the West and lay him gently on the floor, his head to the West (cushioned if possible), and the acacia is placed near the Brother’s head. The lights are turned on after they leave the site of the grave. (Note: At this point, if the Short Form is being given, the Worshipful Master raps three times with his gavel and everyone proceeds to the West and lines up in the proper manner.)

During the exchanges between the various cast members, the participants should speak clearly and loud enough so that the Brother can hear what is going on. Long gaps of silence should be avoided. It must be remembered at all times, that the purpose of this section of the degree is to present a solemn and tragic drama to a Brother who cannot see what is being portrayed.

On forming the procession, (*After KS finishes addressing HKOT*) the Marshal proceeds to the North side of the Lodge near the Altar and stomps his foot three times. He aligns the Brothers from the sidelines (Worshipful Master and Senior Warden remain at their stations) on the North side of the Lodge, two by two with the Deacons (Senior Deacon inboard and Junior Deacon outboard) leading (but behind the Marshal) and the Stewards (Senior Steward inboard and

Junior Steward outboard) bringing up the rear. On the Second pass around the Lodge, the Senior Warden joins the procession just ahead of the Stewards. On the third pass around the Lodge, the Worshipful Master (with gavel) joins the procession to the left of the Senior Warden, ahead of the Stewards.

As the Marshal next approaches the line between the Worshipful Masters station and the Altar, he steps toward the Altar and divides the two columns led by the Deacons. The column led by the Senior Deacon passes to the North of the Altar, and the column led by the Junior Deacon passes to the South of the Altar. The procession forms two parallel lines to the North and South of the reclining Brother. The Deacons should proceed to the west of the Senior Warden and link their rods. The Stewards should move to the east of the Worshipful Master and link their rods.

The Worshipful Master positions himself at the feet of the reclining Brother and facing the West. Everyone faces inward; the Stewards and Deacons with their rods linked, respectively, thus forming a hollow square around the reclining Brother.

All give the Due Guard and Sign of a Master Mason upon arriving at the site. The GHSoD of a Master Mason is given each time by all. The Worshipful Master (KS) is the only one to use the corresponding words.

Before the prayer is given, all Brothers except the Stewards and Deacons kneel as Fellow Crafts (*if able*). When the Brother is raised, the Worshipful Master takes the Brother by the Strong Grip of a Master Mason and places his foot against the Brother's foot to prevent him from sliding. With the aid of several Lodge members, the Brother is raised to a vertical position. At this time, the Stewards and Deacon unlink their rods. (The Brother should be told in a whisper, to keep his body stiff while being raised from the floor.) The Brother is placed in the proper position (*the FPoF*) by the Senior Warden, the Worshipful Master immediately communicates the GMW, and the hoodwink is removed. When demonstrating the Strong Grip of a Master Mason, the Senior Warden should move to the North of the Brother to assist the Worshipful Master and the Brother.

The Senior Deacon takes charge of the brother while the Worshipful Master returns to the East to seat the Lodge. The Senior Deacon then conducts the Brother West of the Altar (On the step of a Master Mason) to receive instruction from the Worshipful Master.

The Brother is caused to stand to receive the Charge.

After the Brother signs the by-laws, he is informed by the Worshipful Master, as in the preceding degrees, that a proficiency examination is to be given

in open Lodge within three months or he shall forfeit his right to vote or hold office in his Lodge or petition any of the other Masonic organizations recognized by the Grand Lodge. If not previously assigned, a poster/mentor is assigned, and the new Master Mason is informed where he can sit in the Lodge.

RECEIVING THE GRAND MASTER

W.M. **Brother Stewards, you will retire with the Grand Master and escorts** (*Designate who escorts will be*) **to be admitted and received in due form.**

The Lodge remains at Labor, and those leaving the Lodge retire in due form. The Stewards, Grand Master, and escorts go West of the Altar and after the proper exchange of signs, they retire.

The procession is formed in the Tiler's room, marching two and two: Stewards in the lead, followed by Past Masters, District Lecturers, Past Grand Masters, Grand Lodge Officers in inverse order of their ranks, and the Grand Master accompanied by the Introducing Officer on the Grand Master's left.

Tiler raps and informs the Junior Deacon:

T. ###

J.D. ###

T. **The Most Worshipful Grand Master of Masons in Colorado, with escorts, wishes to be admitted.**

J.D. **Worshipful Master the Grand Master of Masons in Colorado, with escorts, wishes to be admitted.**

The Senior Deacon and Junior Deacon position themselves on either side of the Tiler's door with the Junior Deacon on the North side, prepared to link rods.

W.M. **Brother Junior Deacon, you will admit them.**

Junior Deacon opens the door.

J.D. **Please come in.**

He immediately links his rod with that of the Senior Deacon, forming an arch to let the two ranks pass through.

Worshipful Master stands and calls up the Lodge, all stand.

W.M. * * *

Procession marches into the Lodge Room double file. Square corners are

observed. The Stewards lead the procession with the Senior Steward on the right (South). They split, leading their respective files North and South of the Altar and stop near the three steps. After giving the signs the Stewards link rods, held high to form ample arch.

As the Grand Master enters the Lodge room, the Worshipful Master removes his hat with the left hand and holds it on his horizontal left forearm.

The Deacons march on each side of, and slightly back of the Grand Master and Introducing Officer. When they arrive at their positions West of the Altar they link rods.

The procession comes to halt, the Brethren facing inward on parallel North and South lines on each side of the Altar. All who have been outside the Lodge room give the proper signs, which are acknowledged by the Worshipful Master. (Hat on for this moment only.)

Introducing Officer presents the Grand Master.

IO. Most Worshipful Brother _____, Grand Master of Masons in Colorado, other officers of the Grand Lodge and escorts.

Worshipful Master (Hat on left forearm) passes to his left around his pedestal, and goes directly to the south side of the Altar, cordially shakes hands with the Grand Master and says:

W.M. Welcome to _____ Lodge No. _____. May I escort you to the East?

They proceed to the East, the Grand Master on the right.

When they reach the steps, the Worshipful Master hands the Grand Master across in front of him so that when they turn around, the Grand Master is again on the right.

Stewards unlink at this point.

Worshipful Master then presents the Grand Master as follows:

W.M. Brethren, you now behold Most Worshipful Brother _____, Grand Master of Masons in Colorado. Let us welcome him with the Grand Honors of Masonry by three times three on my mark.

The Worshipful Master briefly dons his hat during the giving of the Grand Honors. The Grand Master will remove his hat during the Grand Honors.

After the Grand Honors, the Worshipful Master again removes his hat, and hands the gavel to the Grand Master (Handle toward the Grand Master) with the words:

W.M. Most Worshipful Sir, I tender you the gavel of authority and invite you to preside.

The Grand Master then directs the Introducing Officer to proceed with the introductions.

The Introducing Officer proceeds with the introductions starting with the Grand Lodge Officers in descending order of rank, followed by Past Grand Masters and other Past Grand Lodge Officers, District Lecturers and then Past Masters.

The Deacon conducts the Grand Lodge Officer to the East on the inside of the files with the Grand Officer on his right. When they arrive at the East, the Deacon then returns to his positions behind the line of escorts.

NOTE: Traditionally no one speaks after the Grand Master.

CONDUCTING MULTIPLE CANDIDATES

- Assigned conductors must be trained
- In the case of two candidates, the Senior Steward (SS) and Junior Steward (JS) escort the candidates into the Lodge room. After the Senior Deacon (SD) opens the preparation room door, the SD will step back and wait with the conductor/s to receive the candidates.
- In the case of three candidates, the SS, JS and one conductor escort the candidates into the room with the SS and JS handing their candidates over to the SD and other awaiting conductor.

ENTERED APPRENTICE DEGREE

- If there are three candidates, it is permissible for a conductor to be in the preparation room with the SS, JS and candidates when the questions are propounded.
- If there are two candidates, the SS and JS escort the candidates into the Lodge room.
- If there are three candidates, the SS, JS and one conductor escort the candidates into the Lodge room.
- After the candidates enter the Lodge, they are to be lined up shoulder to shoulder to be received by the SD.
- When receiving multiple candidates, the reception may be done one of two ways. The SD received each candidate individually, or the conductor/s may assist so that the reception is only done once for all candidates. The conductor/s will receive at the same time the SD receives one of the candidates.
- The SD always leads with his candidate with conductor/s following.
- When directed to kneel for the benefit of prayer, there are at least two ways of dealing with this. The Master, Chaplain and one conductor may kneel, each placing a hand on the shoulder of the candidate if there are three candidates (Master and Chaplain if there are two).
- When asked the “question”, the Master should whisper the question and have the candidates whisper the answer. Each candidate must be asked by the Master.
- When ordered to arise by the Master, it is permissible for the Master and each conductor to take the candidates by their right hands and assist them in returning to a standing position.
- When the SD and conductor/s reach each station, the Wardens and Master should ask each candidate “who comes here”. The question should not be

asked until each candidate (and SD responses) have been completed for each.

- When the SD is ordered to re-conduct the candidate to the Senior Warden, the conductor/s must make room for the SD to pass by them. (Every attempt should be made to keep the candidates in order.)
- When so directed by the SW, the SD and conductor/s will assist in facing the candidates to the East and getting them on the proper step.
- Candidates are to be positioned at the altar at the same time.
- When the Master says “all this”, the SD and conductor/s position themselves to demonstrate the penal sign.
- The Master should assist each Brother with the grip. The exchange between the Master and the SD should be done with each Brother.
- The Master should assist each Brother in arising.
- When the SD and conductors approach the South and West, the step, due guard and sign must be given by the Brothers, one at time.
- When the apron lecture is complete, the Master should invest each brother with his apron, with the assistance of the SD and conductor/s.
- When the SW teaches the Brothers how to wear their aprons (does not have to be done individually), the SD and conductors will assist in tying the aprons. The SW will put aprons in the proper position for wear.
- After receiving their aprons, the Brothers are re-conducted to the Master. The Secretary will approach each Brother for the collection.

- The SS is the only one in the preparation room for the start of the second section (no conductors)

FELLOW CRAFT AND MASTER MASON DEGREE

With the exception of the prayer, conducting is done in the same manner as the EA degree.

Committee of the Custodians of the Work

Originated 2005 by RWB John Buchanan (#93) Grand Lecturer

Revised 2010 By:

David L. Salberg, Grand Lecturer (35) Chairman

Alan C. Frost (#104)
James E. Erickson (#136)

Phillip E. Moss Sr. (#195)
William C. Klatil (#161)