

**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 East Midlands

**Guidance Notes
for Conclave Marshals**

www.rcceastmidlands.org.uk

Introduction

The role of the Marshal is a vital one in every Conclave. Whilst the Marshal should be a preserver of standards, he should achieve this by being a teacher, mentor and guide rather than a strict disciplinarian.

The Marshal directs the ceremony on behalf of the Most Puissant Sovereign and at all times should set an example to the knights regarding dress, manner and behaviour. He should discreetly advise the knights of any infringement of etiquette.

Ideally he should liaise with the Most Puissant Sovereign and Conclave Recorder to plan the calendar for the year ahead. He should ensure in good time that all Conclave Officers are able to make the meetings and arrange substitutes for those who have given apologies.

It is essential that he arrives in sufficient time prior to the start of a meeting to oversee the preparation of the Conclave room in order to confirm that the furnishings and equipment required are correct and in place.

For all meetings, particularly the Enthronement ceremony, he should plan any necessary processions and salutations. In addition, for example, ensure that the Herald is aware of the need for pausing at the appropriate point during the proclamations.

During the meeting he should ensure that all proceedings flow and that movement around the Conclave room is smooth and polished. He will, of necessity, be positioned in a prominent place in the Conclave, so that he can closely observe that all procedures and rituals are being carried out correctly, and can quickly intervene to assist should the need arise.

He should have overall responsibility for the Festive Board and ensure that knights know if they are proposing or responding to a toast, ensuring that protocols are adhered to, but allowing the brethren to enjoy themselves within the bounds of propriety.

He should oversee training of Officers at rehearsals even if he delegates some of his work to the Conclave Deputy Marshal. He should involve the Deputy Marshal in as much work as possible to prepare him for any occasion when he needs to deputise for him and, possibly in time, succeed him.

The Marshal should conduct himself, and the proceedings of the Conclave, so as to ensure that the appropriate reverence, precision and dignity expected in this Christian and Military Order are maintained at all times.

If any point of protocol or etiquette is unclear, check with the Divisional Marshal, Ill. Kt. Noel Manby (noelmanby@ealane.com) or the Divisional Recorder, P. Kt. Tim Barrett (divrecemids@johnwhitefuneraldirectors.co.uk)

Compiled by Noel Manby
Divisional Marshal
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“Then said Jesus unto his disciples, if any man will come after me, let him deny himself, and take up his cross, and follow me.”

Every Conclave has time-honoured customs and traditions peculiar to itself, which the Conclave is, rightly, anxious to preserve. There are occasions, however, when a uniformity of procedure should be observed throughout the Division. The Conclave Marshal has a very important part to play in retaining the unique character of the Conclave within the procedural framework of the Masonic Brotherhood, which distinguishes it from any other organisation.

These notes may be conveniently considered under the following headings:

- 1. Marshal Notes from the Ritual Books 1 and 2, Statutes**
- 2. Regalia and Furniture**
- 3. Ceremonial behaviour**
- 4. Protocol and Precedence**
- 5. The Festive Board**
- 6. Sepulchre Guard**
- 7. Aides Memoire**
- 8. F.A.Q.'s**

1. MARSHAL NOTES FROM THE RITUAL BOOKS / YEAR BOOK

Matters such as Salutations and Sword Drill for the ceremony, together with items concerning the Festive Board are located within the Ritual Book no. 1. Issues relating to the Sepulchre Guard may be found in Ritual Book no. 2. Schedules of Grand Officers, which are essential when considering salutations according to rank, and other useful information, may be sourced from the Year Book/Statutes which is produced by Grand Imperial Conclave.

2. REGALIA AND FURNITURE

It is the responsibility of the Conclave Marshal to check that the Conclave furniture has been correctly deployed and properly arranged. He should also be cognisant of the correct regalia, arrangement of jewels, candidate's clothing, instruction for candidates etc. It is important to use a detailed check-list for each meeting. For example, are there spare candles (and/or matches)? Are the ballot box and ballot balls in place on the Recorder's desk? Are the kneeling stools in place?

3. CEREMONIAL BEHAVIOUR

Please endeavour to commence the ceremony on time. The Intendant-General is keen on punctuality and the avoidance of delays. Prior to the start of the ceremony an announcement should be made to the knights regarding mobile phones being turned off or, as a minimum, onto silent mode. Local hall notices regarding fire drill etc. may be given at this point.

When the Intendant-General, the Deputy Intendant-General or the I-G's official representative are attending the meeting, Officers of Grand Imperial Conclave are to be saluted and active Divisional Officers are to be welcomed in the Conclave prior to the minutes being read out and approved. Consequently the Right Illustrious Intendant-General, the Deputy Intendant-General or the I-G's official representative will be admitted and be present for the minutes of the Conclave. Salutations will be given after the minutes have been confirmed.

The role of the Conclave Marshal in all ceremonials is to communicate with the knights, to maintain proper dignity and acceptable standards of procedures within the Conclave and to support the Most Puissant Sovereign and Officers in the performance of their respective activities.

Conclave Officers should make a determined effort to learn the ritual and procedures. The use of ritual books during the ceremonies is acceptable only under exceptional circumstances. Knights not involved in the ceremony **MUST NOT** have ritual books open in the Conclave at any time. There is no substitute for an efficiently run, well attended and enjoyable ceremony. There may be occasions when a ritual book may be required e.g. a short notice 'volunteer'. The Conclave Marshal should also organise any necessary prompts. ONE member of the Conclave should be assigned to perform this duty. **All announcements by the Conclave Marshal or Conclave Deputy Marshal shall be given from either the North East or the West (in front of the Eminent Viceroy) with sword drawn.**

When escorting knights around the Conclave the knights are **NEVER** held by the hand but simply instructed to follow the Conclave Marshal and stand alongside, when necessary.

Always emphasise the difference between the sign of reverence and the sign of fidelity. **Only** the Sign of Reverence is used in this Order. The Sign of Reverence should be held for prayer and obligations.

It is recommended that any eulogy is given after the Conclave has been opened and that the prayer (**see Appendix B**) is given at the conclusion of the eulogy. If the Intendant-General, the Deputy Intendant-General or the I-G's official representative is present he should be admitted before the eulogy.

4. PROTOCOL AND PRECEDENCE

In general terms, the Division has no wish to interfere with individual Conclave traditions or customs as long as Masonic protocol and established customs are upheld.

With this in mind it would be pertinent to consider:

- a. Seating arrangements**
- b. Processional and Recessional order (Deputations)**
- c. Salutations**

a. Seating.

A good working relationship with the Conclave Recorder is essential to ensure that the Conclave Marshal knows the full names and rank of all Grand Officers and active Divisional Officers attending in order to organise and reserve seating and to plan the Recession in the correct sequence of seniority. Early planning will provide an opportunity to rehearse the correct preamble and salutation in private. Named reserved seats are a very useful way to ensure the knights sit exactly where the Conclave Marshal has planned.

The most senior ranking knight sits on the immediate right of the Most Puissant Sovereign. The order of precedence for seating is as follows:

Right Illustrious Intendant-General

Deputy Intendant-General

Past Right Illustrious Intendant(s)-General

Grand Officers in order of rank,

Active Divisional Officers of the East Midlands Division in order of rank.

When an Active Divisional Officer is also a Grand Officer, he should sit in order of his Grand Rank.

When active East Midlands Divisional Officers are present, they take precedence over active Officers of other Divisions with regard to seating, unless the visiting Divisional Officer is a Grand Officer, when he will sit in order of his Grand Rank.

At the Festive Board a similar arrangement for the top table is correct but knights may wish to be seated elsewhere - which is perfectly acceptable - although on official visits the Right Illustrious Intendant-General or the Deputy Intendant-General or the I-G's representative will always be seated on the top table on the immediate right of the Most Puissant Sovereign. When the official visitor is accompanied by the Divisional Marshal (or Deputy Marshal), the latter is generally seated on the top table, on his immediate right having sought the agreement of any Grand Officers or senior Divisional Officers present who may outrank the accompanying Officer. The Conclave Marshal may take any place suitable for his efficient management of proceedings and should be familiar with rank order. (See below)

b. Processional and Recessional Order (Deputations)

(i) Entrance

Entry of the Right Illustrious Intendant-General and/or the Deputy Intendant-General) or the I-G's representative will generally be via a Deputation and the Divisional Marshal (or Deputy) will be present to oversee this entry (**see Appendix D**). If, however, the Right Illustrious Intendant-General/Deputy Intendant-General opt to start inside the Conclave he MUST be offered the baton immediately after the Conclave has been opened (i.e. immediately following the salutations to the Most Puissant Sovereign). It is the wish of the Intendant General and Deputy Intendant General that they are present in the Conclave for the signing of the minutes (the Most Puissant Sovereign will sign first).

If the Divisional Marshal accompanies the Right Illustrious Intendant-General/Deputy Intendant-General or the I-G's representative the former will enter the Conclave after salutations to the Grand Officers (see below). He will stand in front of the Eminent Viceroy and advise the Most Puissant Sovereign that the Right Illustrious Intendant-General/Deputy Intendant-General is in attendance and demands admission. The Most Puissant Sovereign will say 'Admit him' and the accompanying Officer will ask permission to form a Deputation to escort the I-G, DI-G or the I-G's official representative into the Conclave.

The Divisional Marshal will then call out the Conclave Marshal (draw sword) and Conclave Deputy Marshal (draw sword), followed by a number of other knights present. This should include any active Divisional Officers (in rank order), then the most senior ranking knights present. Consideration should be given to the mobility of knights and the size of the Temple when providing names for the Deputation to spare any embarrassment.

The Conclave Marshal will form up on the outer edge of the Conclave, with the Deputy Marshal on his left. Others will form up accordingly behind the Conclave Marshal/Deputy Marshal. The first knight being called out for the Deputation will stand behind the Conclave Marshal, the second knight behind the Conclave Deputy Marshal etc. Once the Deputation has been formed the Divisional Marshal will walk to the rear of the Deputation and call "Forward, worthy knights." The Conclave Marshal/Deputy Marshal leads out the Deputation who, once outside, about-turn and reform. The Conclave Marshal will now lead in front-right, with his Deputy on his left. Other knights of the Deputation will form up behind, **the most senior at rear right position**. When all are ready the Divisional Marshal will re-enter the Conclave and call the Knights "To Order" (all rise) to receive the Right Illustrious Intendant-General and/or the Deputy Intendant-General or the I-G's representative.

Note - If the Sepulchre Guard are present they will then form up, ready to receive the Right Illustrious Intendant-General/Deputy Intendant-General (see below).

The Conclave Marshal will lead in the Deputation, halting and turning inwards prior to arriving at the Most Puissant Sovereign, thereby allowing the Right Illustrious Intendant-General and/or the Deputy Intendant-General to pass through the two columns of the Deputation. The Most Puissant Sovereign **MUST** offer the baton (prompted by the Divisional Marshal, if necessary), after which the Right Illustrious Intendant-General/Deputy Intendant-General will take their seat. The Divisional Marshal will then call the knights of the Deputation to resume their places. **Do exactly as instructed** i.e. do not simply go straight to your seat but lead the Deputation past the Most Puissant Sovereign before returning to your station. Once all are in position the Divisional Marshal will call all to be seated and deal with the salutations to the Right Illustrious Intendant-General/Deputy Intendant-General or the I-G's representative (see below), after which the Divisional Marshal will take his seat (unescorted), which will have been reserved on the immediate right of the Intendant-General, the Deputy Intendant-General or the Intendant-General's representative; subject to the agreement of the senior Officers present.

There is no need to acknowledge the presence of the Divisional Marshal, unless it is the protocol of the Conclave to do so.

Should the Intendant-General, the Deputy Intendant-General or the I-G's representative be unaccompanied, then the Deputation will be formed up by the Conclave Marshal.

The announcement will be made by the Herald, after which the Most Puissant Sovereign will ask the Conclave Marshal to form up a Deputation. In such circumstances the Conclave Marshal will simply adopt the position of the Divisional Marshal, forming up the Deputation with the Conclave Deputy Marshal leading, followed by the other knights of the Deputation. The Conclave Marshal will also be responsible for the salutations so should be familiar with the appropriate words used (see below).

(ii) Recession

The Conclave Marshal will form up the Recession from the Conclave, after the Conclave has been closed. With a drawn sword he will position himself west of the central altar and calls out the Conclave Deputy Marshal (with drawn sword) who positions himself in the south-west part of the Conclave. The two Generals (with drawn swords) are then called out by the Conclave Marshal and they position themselves behind the Deputy Marshal leaving sufficient space for the Eminent Viceroy and the Most Puissant Sovereign to be placed in the column. The High Prelate is then called out and positions himself behind the Generals. The Conclave Marshal then escorts the Eminent Viceroy into the column by the shortest route placing him in front of the Generals (the Eminent Viceroy may be preceded by the Standard Bearer (Labarum)). The Conclave Marshal returns to the west of the central altar and announces 'Worthy Knights, you will remain to Order while the Most Puissant Sovereign retires'. The Conclave Marshal then collects the Most Puissant Sovereign and places him in the column behind the Deputy Marshal. The Conclave Marshal then requests the Grand Officers and distinguished guests to join the Recession as it moves away: 'Forward Worthy Knights'.

Note – If the Right Illustrious Intendant-General is present he will be escorted by the Divisional Marshal (if present) or the Conclave Marshal to a position to the right of the Most Puissant Sovereign, and the correct wording is “**Accompanying** the Right Illustrious Intendant-General.” **Do not use** “**Accompanied by.**”

If the Deputy Intendant-General is present he has the same entitlement as the Right Illustrious Intendant-General i.e. alongside the Most Puissant Sovereign.

If both the Right Illustrious Intendant-General and the Deputy Intendant-General are present at a meeting, the Right Illustrious Intendant-General will be escorted to the right of the Most Puissant Sovereign and the Deputy Intendant-General will be escorted to a position to the right of the High Prelate.

c. Salutations

The Right Illustrious Intendant-General – 7

Deputy Intendant General – 5

Right Illustrious Knights - 7

Very Illustrious Knights – 5

Illustrious Knights – 3

Deputy Intendants-General, when visiting other Divisions, receive the salutation of their Grand Imperial Conclave rank.

Knights should salute those of a higher rank, do not salute those of a lower rank and no knight should receive a salute to which his rank does not entitle him.

Note: A full list of salutations is listed in the Statutes.

There may be an occasion when the Right Illustrious Intendant-General/Deputy Intendant-General is present at a meeting, plus Very Illustrious Knights and Illustrious Knights. In such cases, a total of four salutations would be given.

At present the Intendant-General is Right Illustrious Knight Samuel John Manby, the Deputy Intendant-General is Michael Arthur Robinson and the Past Intendants-General are Right Illustrious Knight Michael Henry Roalfe, Knight Commander of Constantine and Right Illustrious Knight Maxwell William Bayes. The order and correct form of salutation to each is as follows;-

Intendant-General

“Worthy Knights, to Order, Conclave, No., is honoured this evening (today) by the presence of the Intendant-General for the Division of East Midlands, Right Illustrious Knight Samuel John Manby and I call upon you to salute him with seven times, one and three, taking the time with me.”

Deputy Intendant-General

“Worthy Knights, below the rank of Deputy Intendant-General, to Order, Conclave, No., is honoured this evening (today) by the presence of the Deputy Intendant-General for the Division of East Midlands, Very Illustrious Knight Michael Arthur Robinson, Past Grand High Almoner and I call upon you to salute him with five times, one and three, taking the time with me.”

Past Intendants-General

“Worthy Knights, below the rank of Right Illustrious Knight to Order, Conclave, No., is honoured this evening (today) by the presence of the Past Intendant(s)-General for the Division of East Midlands, Right Illustrious Knight Michael Henry Roalfe, Knight Commander of Constantine and/or Right Illustrious Knight Maxwell William Bayes, and I call upon you to salute him/them with seven times, one and three, taking the time with me.”

After the salutations, the Divisional Marshal calls for the knights to be seated. The Right Illustrious Intendant-General/Deputy Intendant-General/Past Intendant-General(s) will respond and the Divisional Marshal takes his seat in the Conclave.

5. THE FESTIVE BOARD

The Festive Board, like the Conclave meeting itself, requires planning and discipline if it is to be successful.

It is the responsibility of the Conclave Marshal to co-ordinate activities at the Festive Board so that (unless it is the policy of the Conclave) the official business ends, allowing guests from a distance reasonable time to drive home and not forgetting that some members have to be up for work the next day. It is not always necessary for a visitor to reply to the toast to the visitors but if one is expected then a willing volunteer should be sourced well in advance.

Taking Wine

The practice by the Most Puissant Sovereign of 'taking wine' at dinner can become detrimental to congenial conversation unless kept to a minimum, limited to Masonic context and confined to intervals between courses. A suggested format would be (a) Most Puissant Sovereign with the Right Illustrious Intendant-General/Deputy Intendant-General or the I-G's representative, (b) Most Puissant Sovereign with the Eminent Viceroy, (c) Most Puissant Sovereign with the Visitors, unless there is to be a formal toast to the visitors (d) following their election, the Most Puissant Sovereign with the Sovereign elect and Viceroy elect of the Conclave.

There is much scope for appropriate wine-takings in accordance with the established custom of the Conclave but the overall total should not be more than four. It is not necessary to take wine with an individual or a group of Knights who will later be the subject of a formal toast, for example, Grand Officers or the newly Installed Worthy Knight(s).

Be mindful of taking wine with personal guests, (some Most Puissant Sovereigns have none; others many and this could be a form of embarrassment). Likewise be careful when taking wine with knights celebrating special occasions, e.g. birthdays. There may be others present of whom you are unaware.

If the Divisional Marshal is officiating for the Right Illustrious Intendant-General/Deputy Intendant-General or the I-G's representative, then additional wine-taking will be given for the Intendant-General/ Deputy Intendant-General or the I-G's representative. The Divisional Marshal will advise on the day.

Toasts

A full list of official Toasts can be found in Appendix C, together with useful notes for Conclave Marshals.

The Conclave Marshal should previously have checked that the Most Puissant Sovereign is in possession of, and understands the official Toast list and has deputed his responder to the Visitors' toast (if to be given).

Responders to the Visitors' toast should be encouraged to be brief, pertinent and CLEAN! Risqué or doubtful stories have no place at the Festive Board – they are best saved for the bar and NOT in the hearing of the bar staff.

It is the responsibility of the Conclave Marshal to control the behaviour of the Conclave members at the Festive Board. It should be a happy and enjoyable occasion but it should not be rowdy and uncontrollable.

Remember, the Conclave Marshal has a very important role to play in promoting an atmosphere of efficiency and enjoyment thereby stimulating progression by junior members, involvement of senior members and the attraction of visitors to what will be a happy and thriving Conclave.

It is the Conclave Marshal who has principal responsibility of ensuring that at Conclave meetings and Festive Boards acceptable standards of Masonic decorum are always maintained. This must now include ensuring that knights do not use mobile phones or similar devices whilst toasts are being proposed and/or replies given, notwithstanding that there may be exceptional circumstances such as an emergency. The Conclave Marshal should, therefore, consider making appropriate announcements at the commencement of the Festive Board or, if this is not the preferred option, he should, with the assistance of his Deputy monitor the assembled Knights and advise accordingly.

6. SEPULCHRE GUARD

It is not the intention of the Divisional Marshal to interfere with the work of the Sepulchre Guard. However, it would be beneficial for the Guards to be aware of the expectations and preferences of the Divisional Marshal when both are present for Procession and Recession. As such, after the Divisional Marshal has formed up the Deputation and retired from the Conclave it will be at this point that the Captain of the Guard (or Deputy or acting Captain) calls for the Guard to assemble. Once the Divisional Marshal returns to the Conclave and calls the knights "To Order", the Captain of the Guard will call "Engage".

As such, the two columns will pass through the Sepulchre Guard, leading in the Right Illustrious Intendant-General (and/or Deputy Intendant-General or the I-G's representative).

Note – when called to "Engage" the swords should be raised to an angle of approx 45 degrees, with the blades face to face.

Once the Right Illustrious Intendant-General (or Deputy Intendant-General or the I-G's representative) has been offered the baton and taken his seat the Divisional Marshal will hold the Deputation temporarily to allow time for the Sepulchre Guard to return to their seats. Once at their places, the Divisional Marshal will instruct the Deputation to resume their places, during which time the Guard will return swords.

For the Recession from the Conclave it is preferred that the Sepulchre Guard is formed up prior to the Conclave Marshal assembling the Conclave Officers. As such, the Captain of the Guard (or Deputy Captain) will call the Sepulchre Guard to their positions in the Conclave.

Once formed up, the Conclave Marshal will make his announcement that all Knights will remain standing To Order whilst the Most Puissant Sovereign (et al) retires from the Conclave. The Most Puissant Sovereign, accompanying the Right Illustrious Intendant General (or Deputy Intendant General or the I-G's representative), Eminent Viceroy and Worthy Generals are called to their positions ready to retire from the Conclave. The arch of steel is called by the Captain of the Guard and will hold this position until the Grand Officers and distinguished guests have passed through. It is, therefore, recommended that the Captain of the Guard is positioned in such a manner as to prevent any unqualified Knight passing through the arch.

In certain circumstances, such as when the temple is very compact, it may be prudent for the Conclave Marshal to assemble the Eminent Viceroy, Worthy Generals et al in the East prior to the Sepulchre Guard forming up. This will avoid congestion in the SW corner of the temple. It will be a matter of consideration by the Divisional Marshal upon arrival at the Conclave.

7. AIDES MEMOIRE

At all meetings the Conclave Marshal should first check:

Personnel: all Officers or substitutes, Candidate(s).

The Conclave:

- a. MPS's pedestal – robe, baton and gavel
- b. EV's pedestal - robe, gavel, pastoral staff
- c. East – stand for Standard (C)
- d. West – stand for Standards (C) & (L), pastoral staff
- e. Altar in East – 16 candles (lit), Bible (St Matthew ch. xvi, v 24), sword unsheathed and hilt to South, alms dish, vases for roses and lilies, Cross
- f. Central Altar – Bible (St Matthew ch. xvi, v 24), 2 x Roman swords unsheathed (either side of Bible), Standard (C) (front uppermost with the top to the East. Pillars (I, H, S & V)
- g. Recorder's desk - ballot box and balls
- h. Check seating
- i. Warrant
- j. Hymn sheets

The ante room:

- a. Attendance register signed

RECESSION



Deputy Marshal

MPS (Intendant-General)

Std B(L)

EV

Junior General Senior General

High Prelate (Deputy Intendant-General)

GOs

Special Items for Ceremonies.

Installation of Knight of Red Cross – bowl of water in ante room for Rite of Lustration, purple sash & jewel for Candidate(s), Warrant, Scroll for proclamations (check spelling of name(s)).

Enthronement Ceremony – censer and incense, anointing oil, Herald's scrolls for proclamations, copy of Conclave by-laws, RCC Year Book and Statutes.

Remove swords for College of Priests-Mason (including Altar in East)

Place Labarum Standard behind High Prelate in Senate of Princes-Mason (not returning it to West). Replace sword on Altar.

8. FREQUENTLY ASKED QUESTIONS

- Q. Do I give the Sign of Reverence for prayer or an obligation if I am holding a sword?
- A. No. Retain the sword in your right hand. Do not transfer to the left hand.
- Q. Do I give the Sign of Darkness if carrying a sword?
- A. No, simply bring the sword from the 'carry' position to the 'recover' and then return to the 'carry.'
- Q. Can the Most Puissant Sovereign use his baton as a gavel?
- A. NO!
- Q. Should the Most Puissant Sovereign wipe the anointing oil from the Viceroy-elect during the ceremony of Consecration?
- A. NO!
- Q. At the Enthronement ceremony do I draw my sword for the investiture and appointment of the Officers?
- A. Yes, until you are replaced as Conclave Marshal
- Q. What happens when both the Right Illustrious Intendant General/Deputy Intendant-General attend a Conclave?
- A. The announcement will be "Most Puissant Sovereign, The Right Illustrious Intendant-General for the Division of East Midlands, accompanied by the Deputy Intendant-General for the Division of East Midlands, is in attendance and he demands admission."

APPENDIX A

PROCEDURE WHEN THE IG OR DIG DEMAND ADMISSION INTO A CONCLAVE

Herald The Divisional Marshal (or Deputy) requests permission to enter the Conclave

Div Marshal “Most Puissant Sovereign, the Intendant-General for the Division of East Midlands is in attendance and he demands Admission.”
OR “the Deputy Intendant-General for the Division of East Midlands is in attendance and he demands admission.”

M.P.S. “Admit him”.

Div Marshal MPS..... Do I have your permission to form a deputation to accompany the I-G, D I-G or (rank and name) of I-G’s official representative into the Conclave?

Deputation is formed, taking Divisional Officers in seniority, including any who may be Grand Officers, then taking past Divisional Officers in seniority. Seniors on the left. On reaching the ante room they will about-turn, the most senior at the rear right position and on hearing the Marshal say:

Div Marshal “To Order, Worthy Knights, to receive the Intendant-General (or Deputy Intendant-General) for the Division of East Midlands” (or I-G’s official representative)

Deputation will enter in procession and allow the IG or DIG through the middle of each column

M.P.S. “Right Illustrious Intendant-General (Illustrious Deputy Intendant-General Please receive the baton of Conclave.”

IG or DIG “I receive it with pleasure but only to return it to you that you may have charge of the proceedings” (or similar)

IG or DIG sit

Div Marshal “W Kts of the deputation, resume your places (*done*).
W Kts, be seated”

Div Marshal “W Kts, to Order, Conclave, no..... is honoured
this evening, by the presence of the Intendant-General (or
DIG) for the Division of East Midlands, R Ill Kt
Samuel John Manby (or V Ill Kt Michael Arthur
Robinson, Past Grand High Almoner) and I call upon you
salute him with seven (five) times one and three, taking the
time with me”

After the salutes the Div Marshal (or Deputy) asks Kts to be seated

The IG or DIG then reply to their salutes. Div Marshal (or Deputy) takes his seat

APPENDIX B

Prayer for deceased knights of the Red Cross of Constantine

O Lord God, as we mourn the loss of our worthy knight(s), we praise Thee as
Thou hast received him/them unto Thyself in Thy Kingdom above.

Bestow unto him/them Thy holy comfort in the glorious hope of resurrection
and the life to come.

Grant unto us, we humbly beseech Thee, peace to say with believing hearts,
Thy will be done. And to know that Thy will is a good and glorious will, even in
the presence of death and sorrow.

Comfort us in the knowledge of Thy gospel, which promises strength and
fortitude to the weary and troubled soul.

Rest eternal, grant unto him/them O Lord, and may light perpetual shine unto
him/them. May he/they rest in peace and rise in glory.

Amen

APPENDIX C

TOAST LIST

The Queen

The Most Illustrious Grand Sovereign
Graham Leslie Flight

The Right Illustrious and Eminent Deputy Grand Sovereign
Peter Hawken, GCC

The Right Illustrious and Venerable Grand Eusebius
The Revd. Timothy John Nicholas L'Estrange, GCC
and the rest of the Grand Officers, present and past

The Right Illustrious Intendant-General
Samuel John Manby

The Deputy Intendant-General
Very Illustrious Knight Michael Arthur Robinson, PGHAlm,
and the rest of the Divisional Officers, Present and Past

The Most Puissant Sovereign

The Newly-Installed Knight(s)

Useful Notes

Entry to the Festive Board

“Worthy Knights, please receive the Most Puissant Sovereign (accompanying the Right Illustrious Intendant-General and/or the Deputy Intendant-General).”

“Worthy Knights, pray silence for the High Prelate.”

(Benedictus Benedicat, per Jesum Christum Dominum nostrum)

After coffee

“Worthy Knights, pray silence for the High Prelate.”

(Benedicto Benedicatur, per Jesum Christum Dominum nostrum)

The Commemoration

Immediately after, as soon as everybody is seated

MPS: W. Kts, I should remind you that the Commemoration is observed seated and in silence.

“To the pious memory of our Illustrious Founders, Constantine and Eusebius.”

Suggested wine-taking

Divisional Marshal:

1. MPS with the R III Intendant-General/Deputy Intendant-General
2. Newly-enthroned MPS with his Viceroy

Conclave Marshal:

1. MPS with the enthroning Sovereign
2. MPS with the Visitors
3. MPS with members of the Conclave

Divisional Marshal:

1. The R III Intendant-General (& Deputy) with members of the Sepulchre Guard, present and past

Fire

U : D : L : R : P