

## PROTOCOL FOR RECEPTION OF DISTINGUISHED GUESTS

The following is intended to be used as a guide for the appropriate introductions in Constituent Chapters of the Grand Chapter of Kentucky, Royal Arch Masons.

Upon the occasion when a Companion attends your Chapter who is due an introduction, you should direct the CoH to act as the Escort for this duty. You may ask someone who has previously performed this duty to act as the Escort.

It is not wise to ask a Companion entitled to Grand Honors if he wishes to receive them. He cannot properly say "NO", nor can he properly say "YES."

You are **REQUIRED** to "officially" recognize/introduce only the following:

Grand Lodge ELECTED Officers.

Grand Chapter ELECTED and APPOINTED Officers.

General Grand Chapter ELECTED and APPOINTED Officers.

YOUR Deputy Grand High Priest on the occasion of his Official Visit to your Chapter and who is afforded the same recognition as if he were the Grand High Priest.

You are **NOT REQUIRED** to "officially" recognize/introduce the following:

Officers of the Grand Commandery, Grand Council, and/or other Masonic bodies. However, it is recommended that a Presiding Grand Officer be given recognition and afforded an introduction.

You may and it is recommended that Past Grand Masters be recognized either officially or from their seat.

You may and it is recommended that Past Grand High Priests, current coordinators, current deputies, current committee men, and. officers of other Chapters be introduced either officially or recognized from their seat.

**Introductions may be as a group** except the General Grand High priest, Grand High Priest, and Grand Master of Masons who must be introduced separately and individually.

The **order** for introducing groups and **order** for introductions within each group is listed below.

Grand Commandery officers including the Grand Commander beginning with the lowest in rank.

Grand Council officer including the Grand Illustrious Master beginning with the lowest rank.

Grand Lodge Officers except the Grand Master beginning with the lowest in rank.  
General Grand Chapter Officers except the General Grand High Priest beginning with the lowest in rank.

Grand Chapter Officers except the Grand High Priest beginning with the lowest in rank.  
Note: The first to march in is the Escort, then the GK, followed by the GS, PGHPs, GT, GS, GCoH, GPS, GRAC, GM3V, GM2V, GM1V, GSent, local Deputy, other Deputies, committeemen, and officers of other Chapters.

General Grand High Priest by himself.  
Grand High Priest by himself.  
Grand Master of Masons by himself.

**Note:**

The ranking officer should march in first and be introduced last. The order of introductions is the reverse of the order in which they march.

**Note:**

Only elected officers have the title of Right Excellent Companion. The Grand High Priest and Past Grand High Priests have the title of Most Excellent Companion. Committeemen and deputies have the title of Excellent Companion. Note that these titles are attached to the word companion and not to the office. (Title) Most Excellent Companion (Name) John Doe, (Office) Grand High Priest, (Organization) Grand Chapter of Kentucky, Royal Arch Masons. Not John Doe, Most Excellent Grand High Priest.

Procedure

The Escort retires with those to be introduced. The Escort forms a line of those to be introduced beginning with the highest ranking officer.

The Escort causes an alarm to be sounded. After the alarm is answered and the Escort allowed to enter, the Excellent High Priest (presiding officer) brings the craft up with three raps. The Escort proceeds toward the East until immediately South of the Altar turns North and halts with the line centered West of the Altar. All salute in accord with instructions given in the degrees.

The Escort says, "Excellent High Priest", (the Escort salutes only after he is recognized and the Escort is the only one to salute the High Priest at this time) "It is my pleasure and distinct honor to introduce to you and to the Companions here assembled beginning at my extreme right, (Give Title, Give Name, Give Office, Give Organization)." For example, the Title (Most Excellent Companion), name (John Doe), Office (Grand High Priest), Organization (Grand Chapter of Kentucky, Royal Arch Masons)"

As each officer is introduced, he salutes the Excellent High Priest (it is improper to salute the Excellent High Priest until recognized, i. e, after the introduction)

After each or all who entered have been introduced, the Excellent High Priest may make some remarks, cause the craft to give grand honors, and invite them to have a seat among the craft. The High Priest should order the Escort to conduct the highest ranking officer to be introduced to the East where he should be presented the gavel and given the opportunity to preside. He usually seats the craft and returns the gavel to the High Priest.

The Escort should be a companion that does not require an introduction; however should an introduction of the Escort be appropriate, the highest ranking officer being introduced should perform this introduction.

For introducing the General Grand High Priest, Grand High Priest, and Grand Master of Masons, the above procedure is repeated except they are escorted into the Chapter one at a time, introduced, given grand honors, and invited to the East and given the opportunity to preside.

In the event that the Grand Master of Masons is present he is introduced last.

*(Reformatted from The Grand Chapter of Kentucky, R.A.M.; Protocol for Reception of Distinguished Guests. 1991)*