



The Antient Fraternity of Free and Accepted Masons of England  
THE PROVINCIAL GRAND LODGE  
and  
ROYAL ARCH CHAPTER OF DURHAM



## Learning and Development Team

### Open Gavel Night Module – Lecture Style Presentation

Some advice and guidance for Lodges wishing to consider holding a Gavel Night.

With thanks to Eslington Lodge No4623 for sharing their experience of holding an Open Gavel Night and their advice and guidance.

### What is an Open Gavel Night?

Quite simply an Open Gavel Night is the name given to a Masonic open night. It is designed to enable friends and family of Lodge members, who have a genuine interest in Freemasonry and becoming a member of the Lodge, to come along and enjoy an evening with the brethren.

Its purpose is to dispel the many myths which exist about Freemasonry by means of an open, interactive, informative, and interesting presentation on what Freemasonry is all about.

### What happens on an Open Gavel Night?

On arrival at the hall the hosts will introduce their guests to the Worshipful Master. The hosts then introduced their guests to their guardian for the evening. When the Worshipful Master, his Wardens and the Brethren remove to the Lodge Room to proceed with the formal business of the evening, the guardian will escort the guests into the committee room and proceed to give their guests an overview of the formation and management structure of Freemasonry under the United Grand Lodge of England.

On completion of the formal business in the Lodge Room, the lodge will be closed. Everyone will remain in their places in full regalia. The lodge room is then open for viewing. The hosts leave the room to collect and escort their guests into the lodge.

A member will then speak on the aims and objectives of Freemasonry and on Freemasonry in society, its duties and responsibilities. The layout of the Lodge Room is described, giving an explanation of the meaning, significance and history of its several parts. The duties and responsibilities of the various officers are then explained, along with some other symbolism on display in the lodge room.

The proceedings in the lodge room will close by the rendering of the closing him.

The Master, Brethren and friends then retire to the banqueting hall for refreshments and a convivial meal, when there is opportunity to relax, enjoy good company and informally debate and discuss the evening, Freemasonry in general and your lodge in particular.

## Notes

Most Lodges find on their Gavel Night that it is useful to have one member (the guardian) who stays outside with the prospective candidates whilst the lodge has its, usually brief, meeting. This should generally be someone who has met the candidates previously eg The Membership Officer or other Senior Member.

Your Lodge business meeting should be concluded before you admit your prospective candidates.

It is important to give a friendly welcome and to appear professional, so preparation is key. Ensure that the Brother greeting the candidates is properly briefed.

Give them a copy of your Lodge Outline or Prospective Candidate leaflet if they don't already have one.

Ensure you are familiar with the workings of your audio/visual equipment before the evening.

Ensure you have tested the audio/visual equipment prior to the arrival of the guests.

The attached script is a suggestion. It is up to the presenter if you use it or do your own presentation.

Once the presentation is finished, take the opportunity to show the candidates the lodge room and then invite them to the festive board.

Make sure the after proceedings are well planned to ensure you guests do not feel left out.

## **OPEN GAVEL NIGHT SUGGESTED ORDER OF BUSINESS PART 1 – THE LODGE ROOM**

### **6.30- Arrival of members, visitors, and guests accompanied by their hosts**

1. Guests introduced to Worshipful Master and Guardian(s)
2. Masonic members and visitors in full regalia assemble in the Lodge Room

### **7.00 - Officers enter the lodge and proceedings begin: -**

1. The lodge is opened and administrative business of the evening is attended to. Whilst the lodge is open the guests, assembled in the committee room, are introduced to the management and structure of English Freemasonry by the Guardian(s)
2. At the end of the business proceedings the lodge is closed. Members are free to 'stretch their legs', but remain in the lodge room in full regalia.
3. Hosts are asked to retire to escort their guest into the Lodge Room
4. The DC asks everyone to take their seats, the guests are shown to their reserved seats in the front row on the North side of the Lodge.
5. The Worshipful Master formally welcomes the guests and invites a Worshipful Brother to begin proceedings.
6. Worshipful Brother ..... will deliver his presentation entitled 'Freemasonry an Approach to Life' On completion this presenter will invite the next presenter to proceed
7. Worshipful Brother ..... will deliver his presentation 'The Lodge Room'. On completion this presenter will invite the next presenter to proceed
8. Worshipful Brother ..... will then deliver his presentation 'Officers of the Lodge, Their Duties and Regalia.
9. At the completion of the presentations the Worshipful Master will thank all of the presenters for their contributions and open up the floor for questions from the guests.
10. At the completion of the Q&A the Worshipful Master will declare the business of the evening being ended and call for the closing hymn to be sung.
11. Members and Visitors will leave the Lodge, remove their regalia, and accompanied by their hosts and guests proceed to the dining room.

# 1. Presentation on Freemasonry an Approach to Life

## Guiding principles of Freemasonry

For Freemasons there are four important values that help define their path through life; Integrity, Friendship, Respect and Charity. In today's world filled with uncertainty, these principles ring as true now as they have at any point in the organisation's history.

### Integrity - building good people.

Freemasons are focused on building themselves as people of integrity and membership provides the structure to help achieve that goal. Being a freemason gives members a sense of purpose, supporting and guiding them on their journey through life. Collectively, members are bonded through an understanding of unity and equitability - principles fundamental to Freemasonry.

### Friendship - building together.

Freemasonry provides a common foundation for friendships between members many of which will last for life. Being a freemason means something different to each person who joins, but whether looking to make acquaintances or develop their own potential, all members share a sense of togetherness that strengthens their ability to succeed and grow.

### Respect - building unity

Freemasonry brings people together irrespective of their race, religion, or other perceived differences that can divide us as a society. Members are expected to be of high moral standing and are encouraged to talk openly about what the organisation does and what it means to be part of it.

### Sevice - building compassion

Kindness and charitable giving are deeply ingrained within the principles of Freemasonry and the organisation provides the structure for members to make positive contributions to their communities and various causes through fund raising events or volunteer work. Individuals can make an important contribution at local, national and global level by giving both their time and money.

Freemasonry is organised into smaller units of members, called Lodges, where meetings are held, and members meet together. A Freemasons Lodge is a place where members will spend a significant part of their journey in Freemasonry and each member can freely choose the Lodge they wish to be part of.

Lodge meetings are typically held in two parts. The first involves more administrative procedures, such as proposing and balloting for new members and receiving news about charitable fundraising. The second part focuses on ceremonies, which might relate to areas such as the admittance of new members

or the installation of the Master of the Lodge and his officers – a process made up of three degrees, or stages, each marked by a special ceremony.

Our ceremonies are based around three principles and teach us to look after those less fortunate, improve yourself and live life well so as to be remembered for the right reasons. True to the sense of friendship and togetherness among Freemasons, meetings are also social events, providing an occasion for members to dine together. Outside of the Lodge, activities include community fundraising and volunteering activities, as well as a varied programme of events where spouses, partners and families are welcome.

When a person is initiated into Freemasonry, they complete the First Degree. At this point, they become an Entered Apprentice. The First Degree ceremony reminds us that all are equal - it is the responsibility of those that do well to look after those less fortunate.

Upon completion of the Second Degree, a member becomes a Fellowcraft Freemason. This encourages members to become themselves through education and focuses on self-development.

After this, the member will then undertake the Third Degree. This ceremony teaches them how to use their life wisely and be remembered for the right reasons. On completion, they become a Master Mason

People become Freemasons for a variety of reasons. Some as the result of family tradition, others by the introduction of a friend or out of curiosity to know what it is all about.

Those who become active members and grow in Freemasonry do so principally because they enjoy it. They enjoy the challenges and fellowship that Freemasonry offers.



## 2. Presentation on The lodge Room.

(Symbolising the Middle Chamber of King Solomon's Temple)

### **Layout –**

Generally, the lodge room is oblong in shape and is set out facing East-West. In cases where the lodge room does not do so geographically, the dais end is always referred to as East and the other sides to their relative compass points. The door of the lodge is located in the (*point out the compass position of the door*) ..... corner.

The brethren are seated in rows along the North, South and West side of the room. The Past Masters of the Lodge are seated in the East on the Master's left side. Visiting Masters, Past Masters, Provincial Officers and Grand Lodge Officers are also seated in the East but on the Master's right side.

In the middle of the Lodge Room the floor is covered by a black and white checkerboard patterned carpet. On the table in the middle of the carpet are stacked 3 tracing boards, each referring to one of the Three Degrees or ceremonies in Masonry. A tracing board, relative to the degree being worked, is exposed when the lodge is open for business.

An emblem in the form of a letter G is located in the ceiling in the centre of the room.

The Warrant – on the wall (*or other part of the Lodge*) hangs/sits the framed Warrant of our Lodge. This was granted to the Lodge on the occasion of its consecration and represents the formal acceptance of this Lodge into the United Grand Lodge of England. It is the authority under which this Lodge meets to practise Freemasonry under the constitution of Grand Lodge.

It also authorises the lodge to Initiate Freemasons.

Commemorative plaques (*if present*) can be described here.

Lodge Banner – *If the Lodge has a Banner, then give a description* e.g. The magnificent Lodge Banner which hangs behind the Masters chair when the Lodge is open is woven in silk and in its centre depicts etc. etc.

## The Principal Chairs of Offices in the Lodge

The Worshipful Master's Chair – The Master's chair sits on a pedestal and is placed in the East. His emblem the square is carved on the front of the pedestal. On the top of the pedestal is the Volume of the Sacred Law, lying open and resting on a cushion, when the lodge is open for business. Resting on the open page of the Volume of the Sacred Law is the Square and Compasses in silver gilt. Also on the pedestal is a Gavel and sounding board, which the Worshipful Master can use to maintain order in the Lodge. The

column (*if present*) which is always upright when the lodge is open symbolises the Ionic order of architecture on the right of the pedestal with the Book of Constitutions of the United Grand Lodge, and the bylaws of this lodge on the left. In some Lodges, the working tools of the degree being worked are also displayed on the Master's pedestal.

The Senior Warden's chair – the Senior Warden's chair and pedestal is in the West and faces the Worshipful Master. His emblem is the Level. The Senior Warden's column is of the Doric Order of architecture and is placed erect when the lodge is open and horizontal when the lodge is closed. The Senior Warden also has a gavel and sounding block on his pedestal to assist the Worshipful Master to maintain order in the lodge.

The Junior Warden's chair – the Junior Warden has a Plumb Rule as his emblem. His chair is placed in the South. His column is of the Corinthian order of architecture. The Junior Warden also has a gavel and sounding block on his pedestal. The Junior Warden's column is placed horizontally when the Lodge is open and erect when the lodge is closed.

By each of the three pedestals is a candle stick. The Master's must always be lit when the lodge is open and whilst the Wardens are normally lit, in some Lodges they are extinguished for one of the ceremonies.

The Immediate Past Master's place is to the left of the Worshipful Master.

The chairs of the Assistant Officers of the Lodge –

The Senior Deacon is at or near to the right of the Worshipful Master  
The Junior Deacon is at the right of the Senior Warden  
The Inner Guard's position is inside the door of the Lodge and the Tyler's position is outside the door of the lodge

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### 3. Presentation on the Officers of the Lodge, their Duties and Regalia

*Officers stand as name called out.*

*You may need to wear regalia consistent with the description on the night*

**The Principal Officers of the Lodge; the Worshipful Master, the Senior Warden and the Junior Warden rule and direct the lodge.**

The Worshipful Master - His place is in the East facing West. His duties are to open the Lodge and engage the Senior and Junior Wardens and his assistant officers in the work of the degree to be performed. Also, to instruct the candidates in the art and craft of Freemasonry.

His regalia - his apron is white and made of soft leather. It has a blue edging and it is adorned with three sets of perpendicular and horizontal bars arranged in the form of inverted letter T's and two sets of silver tassels and a bar appended to short broad blue ribbons.

His collar of office is blue in colour to which is appended the emblem of a Square. The collar is may be further embellished with small plates which can bear the names of past holders of the office of Master of the Lodge.

If you happen to be a Hall Stone Lodge then the Master of the Lodge will have the privilege of wearing a ribbon around his neck to which is appended a Hall Stone Jewel. The Hall Stone Jewel was awarded in recognition of services rendered in donating to the building of Grand Lodge as a memorial to Masons who made the supreme sacrifice in the Great War

The Senior Warden - His place is in the West facing East his duties to test the candidate's proficiency as he progresses through the degree to which he seeks to be admitted. Also at the end of the evening's work, to close the lodge by command of the Worshipful Master after having seen that every brother present has had his due. His regalia – His apron is that of a Master Mason, white in colour and made of soft leather, it has a blue edging and is adorned with three rosettes and two sets of silver tassels and bar appended to short broad blue ribbons. His collar of office is blue in colour to which is appended the emblem of a level. The level is an emblem of equality.

The Junior Warden - His place is in the South facing North. His duties are to test the candidate's proficiency as he progresses through the degree to which he seeks to be admitted. Also, if and when the occasion arises, to call the brethren from labour to refreshment and refreshment to labour, that profit and pleasure may be the result. His regalia - His apron is that of a Master Mason and his collar of office is blue to which is appended the emblem of a Plumb Rule. The Plumb Rule is an emblem of uprightness



## The Assistant Officers of the Lodge

The Senior Deacon - his place is near to the right of the Worshipful Master. His duty is to bear all messages and commands from the Worshipful Master to the Senior Warden and if these are to be relayed to the Junior Warden to await the return of the Junior Deacon. It is also part of the Senior Deacon's duty to attend on candidates as required during the ceremonies. His apron is that of a Master Mason. His collar of office is blue to which is appended a Dove bearing an Olive Branch. His badge of office is a Wand also bearing an Olive Branch

The Junior Deacon - His place is at the right of the Senior Warden. His duties to carry all messages and communications of the Worshipful Master from the Senior to the Junior Warden and to see that they are promptly obeyed. It is also part of the Junior Deacon's duties to attend on candidates and to assist the Senior Deacon as required during ceremonies. His regalia, apron, collar of office and badge of office are similar in every respect to that of the Senior Deacon.

Inner Guard - His place is within the entrance of the lodge. His duties to report to the Worshipful Master when Brethren seek admission into the lodge and admit them after they have given proof of being a Mason. Also to receive the candidates of the evening having confirmed that they are properly prepared, and to obey the commands of the Junior Warden. His regalia - His apron is that of a Master Mason. His collar of office is blue to which is appended a silver gilt symbol of two swords in Saltire.

The Outer Guard or Tyler - His place is outside the door of the lodge and being armed with a drawn sword. His duties are to keep off all intruders, and to let only those who are duly qualified to pass into the lodge. Also, to see that the Candidates are properly prepared for the degree to which they seek to be admitted. His regalia - His apron and collar is according to his Masonic rank, over which he wears the collar of his office which is blue, bearing a silver gilt symbol of a sword

Stewards - this is a very important appointment. A Brother who accepts the collar of Steward should not embark on his duties lightly. It is the first and most significant step on his progressive rise to the highest honour the Lodge can bestow on any of its members; that of Master of the Lodge.

His place is to the right of the Senior Deacon. His duties to attend to the needs of the visitors and the brethren at the festive board and to be prepared to stand in for any of the Assistant Officers during any of the ceremonies being worked in the lodge. This requires a regular attendance at the Lodge of Instruction. His apron is that of a Master Mason. His collar is blue to which is appended a silver gilt symbol of a cornucopia between the legs of a compass.

## The Administrative Officers of the Lodge

The Secretary - The secretary is usually a distinguished Past Master of the Lodge. His place is in the Northeast corner of the lodge. His duty is to issue all summonses and to keep the minutes of all the large proceedings. Also, to deal with all formal communications associated with Lodge affairs and to link with the Province and Grand Lodge.

His regalia - His apron and collar is according to his Masonic rank. His collar of office, worn over his collar of rank is blue to which is appended a silver gilt symbol of two pens in Saltire tied with a ribbon.

The Treasurer - The Treasurer is usually a distinguished Past Master of the Lodge and sits next to the Secretary in the Northeast. His duty is that of financial controller, dealing with every aspect of the Lodge finances. He is required to produce audited accounts each year to the members for approval and acceptance. His apron is in accordance with his Masonic rank. His collar of office is worn over his collar of rank, and is blue, to which is appended a silver gilt symbol of a key

The Director of Ceremonies - The office of Director of Ceremonies is usually occupied by a distinguished Past Master who is well versed in the understanding and traditions and traditional presentation of ritual. The Director of Ceremonies also doubles up as a Preceptor in the Lodge of Instruction. He therefore has the unique opportunity to oversee the rehearsals and the practise of the ritual as performed by this Lodge. The Director of Ceremonies also directs the formalities both in the Lodge and at the Festive Board. His place is on the left of the Worshipful Master. His regalia – The colour of his apron is according to his Masonic rank. His collar of office, worn over his colour of rank, is blue to which is appended a silver gilt symbol of two rods in Saltire tied with a ribbon.

Lodge of Instruction - The words and actions of the Entered Apprentice, Fellowcraft, and Master Mason degree ceremonies are carefully set out in a written book we call our ritual. Officers of the lodge are expected to learn these rituals by heart. This requires careful study and practise to coordinate the words and actions. This lodge operates a Lodge of Instruction where, in a less formal atmosphere than Lodge proper, brethren have the opportunity to rehearse and monitor their progress in learning and performing the ritual.

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## **OPEN GAVEL NIGHT SUGGESTED ORDER OF BUSINESS PART 2 – THE FESTIVE BOARD**

1. Members, visitors, and guests will assemble in the dining room in the normal manner.
2. Masonic Brethren should make a point of talking to the guests.
3. The events of the festive board will develop in the normal way.
4. There will be a full toast list but no firing.
5. Special emphasis will be placed on the Absent Brethren's Toast and the Tyler's Toast
6. Guests will be invited to come to the front of the top table to receive from the Worshipful Master the small package of leaflets which the guests can keep and take home with them.

## Appendix 1

### Frequently asked questions (A copy of this information can be given to your guests)

#### What is Freemasonry?

##### **What are we (purpose)**

We are a unique members organisation which has thrived for over 300 years. Having no political or religious affiliations, we comprise members of all ages, races, religions, cultures and backgrounds. We meet in our individual lodges throughout the country where we have ceremonial traditions which encourages us to be both more tolerant and respectful and actively to fulfil our civic and charitable responsibilities - we also make time to eat, drink and meet together, and form lifelong friendships.

##### **What we aim for (vision)**

To attract those from all backgrounds and walks of life, enabling them to develop into more thoughtful and confident people. To inspire and challenge them to practise the core values we celebrate; Integrity, Friendship, Respect, Charity; in their private and public lives. To cement our reputation as a force for good in our communities and society at large and as a thriving organisation that people aspire to join.

##### **Our values**

**Integrity:** rather than working on buildings like the Masons of old, today's Freemasons focus on building themselves as people of integrity, and membership provides the structure to help achieve that goal

**Friendship:** one of the oldest social organisations in the world, Freemasonry is not defined by an ideology. It is open to people from all religions and political persuasions, and provides the common foundation for friendships between members, many of which will last for life.

**Respect:** with a membership of more than 150,000 people drawn from communities across the UK, Freemasonry brings people together irrespective of their race, religion or any other perceived differences that can divide us as a society.

**Service:** kindness and charitable giving are deeply ingrained within the principles of Freemasonry. The organisation provides a support structure that helps members make positive contributions to communities and worthwhile causes through fund raising events or volunteer work.

#### Why become a Freemason?

People join Freemasonry for many different reasons, some join for the friendships they will make; friendships that will last a lifetime and encompass the key milestones in life for better or worse. You will meet people who are different to you, those of

different ages with radically different life experiences and interests, drawn together by common experience through Freemasonry.

All members are, and have been for three centuries, drawn from all walks of life so you will find people with a wealth of different outlooks.

There are also those who enjoy the ceremonial aspects. Our meetings consist of centuries old lessons centred around you as an individual. How you live your life, the decisions that you make and how to become a better person are all found within our meetings.

Freemasons are taught to look after those less fortunate than themselves; Charity is our lifeblood and many members devote their time and energy to helping those less fortunate than themselves.

We also have a huge amount of fun along the way, we eat, drink, and meet together and form lifelong friendships.

### **What goes on in a Lodge meeting?**

There are three degree ceremonies performed during Masonic meetings. They are essentially one act plays and teach members how to be better people with each play representing a different stage in life.

As an initiate or Entered Apprentice, Freemasons are taught we are all born equal. We learn that in life some do better than others and it is up to those that do well to look after the less fortunate. From this stems our belief in the importance of Charity.

The next stage is to become a Fellowcraft where Freemasons are taught the importance of improving yourself as a person, and finally as a Master Mason, where we learn that we have but one life and the importance of using it wisely.

The details of the ceremonies can easily be accessed online but nothing beats experiencing it for yourself.

After the meetings members dine together informally in order to enjoy good food, good wine and company. Most importantly to have fun together.

### **Why do Freemasons wear aprons?**

The apron stems from our historical and symbolic roots as stone Masons. Being leather, they were designed to protect them from sharp tools and rough stones. For today's Freemasons the apron is a mark of their membership. They are presented with a white leather apron and as they progress this becomes more elaborate.

## Can Women be Members?

Only men aged over 18 are allowed to join The United Grand Lodge of England in England and Wales.

Two leading Women's Grand Lodges, that we have the closest relationship, with are: Freemasonry for Women and the Order of Women Freemasons. These two groups only admit women because that is the choice of their memberships. Both Women's organisations, and ourselves, prefer to practise our Freemasonry in single sex environments. The United Grand Lodge of England regularly hires its facilities for meetings of the two Women's Lodges due to our mutual respect and close relations.

## What is different about the way Freemasons give to Charity?

It is the sheer scale. We are one of the biggest charitable givers in the country and gave £51.5 million to charities in 2020 alone.

The Masonic Charitable Foundation, the Freemasons Charity – our national charitable grant giving arm, tackles some of the most significant challenges facing society; in particular, reducing loneliness in later life and ensuring a positive future for young children. We work in partnership with some of the biggest charities in the country to deliver our support.

Freemasonry also does a huge amount for medical research into treatments for cancer, diabetes, heart disease and a whole range of other conditions. In addition it makes donations to support those affected by overseas disasters as well as those at home, such as the Grenfell Tower disaster.

During the COVID pandemic, Freemasons worked together to help their communities. The United Grand Lodge of England, and its members, did all they could to help in the fight against coronavirus. We saw remarkable stories from across the country of how our members came together – from helping to raise vital funds for the NHS and delivering food to the community, through to purchasing ambulances and manufacturing vital personal protective equipment (PPD). To support Freemasonry's charitable response to the Coronavirus pandemic, UGLE and the Masonic Charitable Foundation, established the Freemasons COVID-19 Community Fund.

This fund has helped to support a range of local and national charities and projects which helped people through the coronavirus pandemic and in total donated £3m pounds.

## Is Freemasonry international?

Freemasonry exists throughout the world and the United Grand Lodge of England has districts in many overseas countries. Home members are free to visit any of our Lodges abroad and will often find a warm welcome from fellow members who know the local country very well.

In addition to our Lodges, many other countries have sovereign Grand Lodges, which our members are free to visit and their members visit us in England and Wales when travelling.

### **How many Freemasons are there in the UK?**

The United Grand Lodge of England has 180,000 members. The Grand Lodge of Scotland has approximately 27,000 members and the Grand Lodge of Ireland has approximately 20,000 members, whilst the two female Grand Lodges in England are comprised of around 5,000 members. Worldwide there are estimated to be around 6 million members.

### **How much does it cost to become a Freemason?**

On average annual dues and other fees amount to £200 pounds a year although there are local variations.

### **Do you have to believe in God?**

When becoming a Freemason members are expected to be able to affirm a belief in a 'Supreme Being'. This is deliberately phrased so as to be fully inclusive; most of our members generally believe in a God; Christian, Muslim, Sikh, Jewish etc; of some sort, and there is no requirement to be an active practitioner of any particular religion.

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## Appendix 2

### Notes for the Guardian(s)

1. *It is essential that you plan what you would like to talk about with your visitors prior to the evening. If you intend to show any videos or use audio visual equipment, then it is essential that you test this out prior to your evening.*

### **2. The United Grand Lodge of England**

Is the governing body of Freemasonry in England Wales and the Channel Islands. It's headquarters is at Freemasons Hall, Great Queen St, London and is headed by the Grand Master - His Royal Highness the Duke of Kent.

Lodges in London (an area within 10 miles radius of Freemasons Hall) are organised into groups administered by Metropolitan Grand Lodge.

Lodges outside London and within England, Wales and the Channel Islands are grouped into Provinces, each headed by a Provincial Grand Master.

The United Grand Lodge of England has some 175,000 members grouped into lodges further subdivided into 48 Provinces.

The Book of Constitutions The Book of Constitutions is the rule book of the United Grand Lodge of England that regulates all Lodges and Freemasons.- first published in 1723.

### **3. The Provincial Grand Lodge of Durham**

Is the body that governs Freemasonry locally. It's headquarters is 8 the Esplanade, Sunderland, Tyne and Weir, SR27BH.

The Provincial Grand Master is John Paul Thompson and the Provincial Grand Secretary is Thomas Fred Gittins.

The Masonic Province of Durham is one of the oldest in the country being founded in 1734 with the appointment of Joseph Laycock as the first Provincial Grand Master.

Area covered by the Province of Durham - The area of the country covered by the Masonic Province of Durham lies between the River Tyne in the North, the river Tees in the South, the North Sea to the East and the Pennines to the West. It embraces the Boroughs of Sunderland, South Tyneside, Gateshead Darlington, Stockton on Tees and Hartlepool as well as the current County of Durham.



Membership - the 4300 Freemasons of the Province of Durham meet regularly in 153 lodges and 35 centres throughout the Province

4. Please talk about your Lodge, it's history, its current membership, what is an installation and what you get out of Freemasonry. A good place to start is with your Lodge profile.
5. **You can also look through the FAQ section for more information.**

Appendix 3 – Suggested template letter

**LODGE NAME & No.**

Address/other details

**Secretary details**

.....

Tel: .....

Email:

(Date).....

Dear Brother Secretary

**OPEN GAVEL NIGHT**

(Date).....

A Gavel Night is the name given to a Masonic “Open Night”. It is designed to enable friends and family of members, who have an interest in Freemasonry and who are considering becoming a member of the Craft, to come along and enjoy an evening with the Brethren.

The purpose of the evening is to dispel the many myths, which exist about Freemasonry by means of an open, interactive, and interesting presentation about Freemasonry.

The evening will conclude with the Master, Brethren, and Guests retiring to the banqueting room for refreshments and a convivial meal, where there will be an opportunity to relax, enjoy good company, and informally discuss the evenings events.

On behalf of the Worshipful Master and Brethren of the ..... Lodge I cordially invite any of your members to this meeting. The evening will commence with the Lodge being opened at 7.00pm after which the normal business will be conducted and then it will be closed. Members and visitors will then be asked to bring their invited guests into the Lodge after which a presentation will be given. Following the presentation dinner will be served at approximately 8.30pm.

Guests will need to be accompanied by a member of a Lodge. Unaccompanied members of the public will not be admitted.

If any of your members intend to be present on this evening, will you please contact me by (date)..... so that necessary catering arrangements can be made.

Yours Sincerely and Fraternally

.....  
Secretary

Appendix 4 - Suggested response letter

**LODGE NAME & No.**

Address/other details

**OPEN GAVEL NIGHT**

(Date).....

Please delete one of the following

**1. It is my intention to be present on this evening and I will be accompanied by \_\_\_\_\_ guests.**

**2. It is not my intention to be present on this evening.**

Member's Name	
Guests Name	
Guests Name	
Guests Name	
Guests Name	

Please return by **(date)**..... to

Name of Coordinator



# ESLINGTON LODGE No. 4623



Warrant 8<sup>th</sup> February 1924 Date of Consecration 9<sup>th</sup> April 1924

Masonic Hall, Holmside Avenue, Dunston, Tyne & Wear. NE11 9TJ

**Secretary:**

.....  
(Date).....

Dear Brother Secretary

## **OPEN GAVEL NIGHT. (Date).....**

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The purpose of the evening is to dispel the many myths, which exist about Freemasonry by means of an open, interactive, and interesting presentation about Freemasonry.

The evening will conclude with the Master, Brethren, and Guests retiring to the banqueting room for refreshments and a convivial meal, where there will be an opportunity to relax, enjoy good company, and informally discuss the evenings events.

On behalf of the Worshipful Master and Brethren of the Eslington Lodge I cordially invite any of your members to this meeting. The evening will commence with the Lodge being opened at 7.00pm after which the normal business will be conducted and then it will be closed. Members and visitors will then be asked to bring their invited guests into the Lodge after which a presentation will be given. Following the presentation dinner will be served at approximately 8.30pm.

Guests will need to be accompanied by a member of a Lodge. Unaccompanied members of the public will not be admitted.

If any of your members intend to be present on this evening, will you please contact me by (date)..... so that necessary catering arrangements can be made.

Yours Sincerely and Fraternally

Secretary