

Preparation for the role of Director of Ceremonies Training

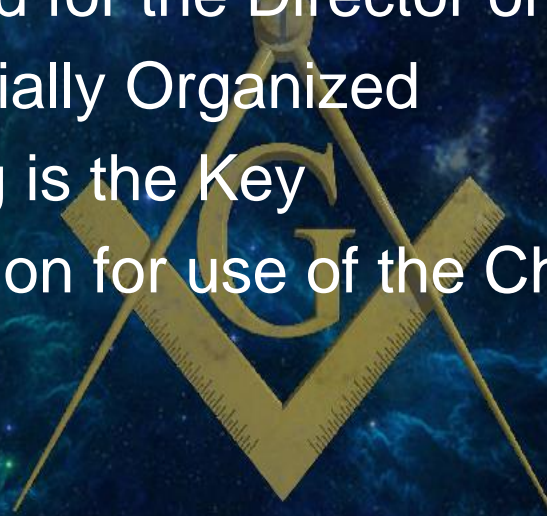


Grand Lodge of Alberta
Lodge Officer Training Program 2022

Preparation for DC

Introduction

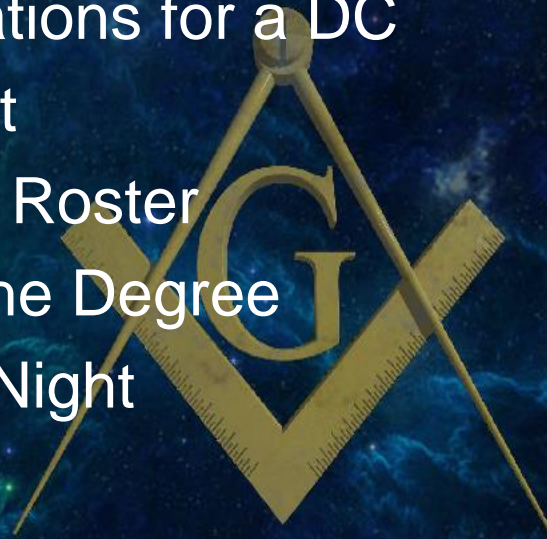
- Designed for the Director of Ceremonies
- Sequentially Organized
- Planning is the Key
- Permission for use of the Checklist



Preparation for DC

Handbook Table of Contents

- Qualifications for a DC
- Checklist
- Member Roster
- Before the Degree
- Degree Night



Preparation for DC

Qualifications for a DC

- A Past Master of or in the Lodge.
- Know the Constitutions and Regulations of Grand Lodge and the By-Laws of your Lodge.
- Be Proficient in the three degrees and understand the Ritual including the Installation.
- Know the brethren of the lodge, those who are active and those who are ready to take part.

Preparation for DC

Checklist

Visit Lodges to watch a proficient DC at work.

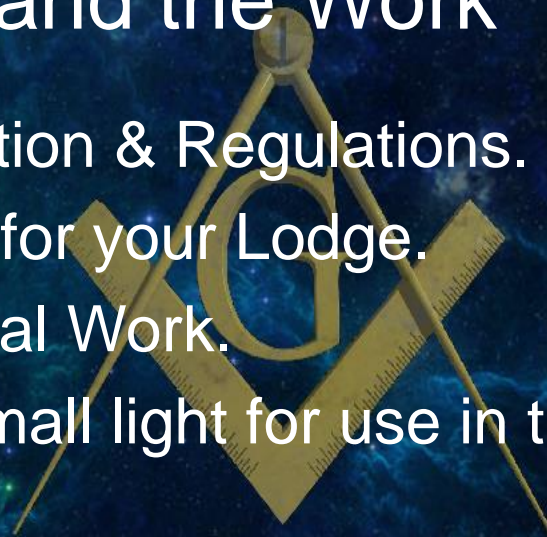
- Make a list of Lodges to visit during degrees as well as business.
- Organize dates.
- Consider DC's you know and some you don't.
- Watch how they do it, list pro's & con's.
- Take notes on what works/new ideas

Preparation for DC

Checklist

Understand the Work

- Constitution & Regulations.
- By-laws for your Lodge.
- The Ritual Work.
- Have a small light for use in the third degree.
- Have the process for balloting in printed form and ensure the WM has a copy for his review.



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Members Roster

- Get an updated Roster of Members.
- Review who is active and who is not.
- Make a list of Degrees and those that can play the parts.
- Think about, Degree Work and those who are ready to take on a part (ensure you give work in accordance with what the Bro. can do).

Preparation for DC

Before the degree

- Ensure you have at least 1, but better 2 practices.
- Check that the candidates are ready, don't take someone's word, take them through yourself in the lodge perhaps have them attend that part of the practice.
- Be sure to keep control of the practices.
- Explain where you will be and how they ask for a prompt (Look at you or say "Prompt")
- Practice keeping your place in the book while a Bro. is presenting his part.

Preparation for DC

Degree Night

- Arrive early.
- Check the following:
 - Lodge is laid out and ready.
 - Collars and Jewels in the right place.
 - All the Brethren for each part are in place including the candidate (be sure to make them feel ready to go).
- Just before the Degree begins, stand and remind the brethren that you are the only prompter and that no other books should be open in the room.

