

Lodge Manual

Chamblee-Sardis Lodge No. 444

Free & Accepted Masons

Grand Lodge of Georgia



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This reference is intended to supplement the knowledge of the brethren and the lodge by-laws, and to aid in the operation of the lodge.

It does not reproduce anything covered by the Georgia Masonic Cipher, nor does it include copies of the longer lectures - versions of which abound elsewhere.

(Version 1.3, May 4, 2021)

Acknowledgements and Notes

This manual draws from and adds to the bodies of written work and hours of personal instruction, accumulated over the years, of the following Worshipful Brethren:

From Tucker Lodge No. 42: Bill Miles, Robert Cook, Raymond Gray, Donald Herington, Charles Hansard, and Tom Bruce;

From Fulton Lodge No. 216: Sidney Parks, Sheldon Little, and Randy Hazan;

From Chamblee Lodge No. 444: Clarence Autry, Ernie Rives, Beecher Jones and Bud Thompson;

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First Release, with review by and input from many well-informed brethren.

December 9, 2016: Version 1.1 by David Herman

Revised Appointments and Committees, after rereading lodge bylaws;

Added Excerpts from the Georgia Masonic Code regarding Elections, to clarify questions raised;

Added Excerpts from the Georgia Masonic Rules of Order course regarding Motions.

November 19, 2019: Version 1.2 by David Herman

Revised Appointments and Committees.

May 4, 2021: Version 1.2 by David Herman

Revised Temple Committee to Building Committee.

Added Table of Contents to this page.

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Opening and Closing Checklist

- **Worshipful Master**
 - Has caused a meeting notice to be sent (or calls made) to the members in advance
 - Reviewed all upcoming business with the Secretary prior to the meeting
 - Has a program prepared for the meeting and confirmed guest speaker
- **Senior Warden**
 - Is prepared to pay wages to first-time visitors
 - Is prepared to distribute Lodge member pins for newly-raised Brethren
- **Junior Warden**
 - Has seen that the meal preparation has been coordinated
 - Oversees Stewards
- **Treasurer**
 - Has monthly report to be summarized aloud and delivered to the Secretary
 - Has checkbook and receives monies from the Secretary
- **Secretary**
 - Has upcoming business organized and ready to be presented
 - Has distributed the minutes by email
 - Has any awards, petitions, and other paperwork in order
 - Pays all monies to the Treasurer and writes warrants for payments
- **Chaplain**
 - Has gathered information concerning the sick and distressed
 - Has a scripture reading ready; inspiration should be drawn from many faiths
- **Senior Deacon**
 - Greets visitors and appoints committees to examine strangers
 - Is prepared to introduce dignitaries and visitors, and to recognize special members
- **Junior Deacon**
 - Sets up the Lodge room
- **Stewards**
 - Make sure that restrooms are presentable and stocked
 - Make sure preparation room is ready for any degree work
 - Turn off lights and set HVAC before leaving
 - Lock up the paraphernalia
- **Tyler**
 - Makes sure the building entrance is locked when the brethren are upstairs

Opening and Closing

Opening Prayer (Ch)

Most holy and glorious Lord God, the Great Architect of the Universe, the Giver of all good gifts and graces, in Thy name we have assembled and in Thy name we desire to proceed in all our doings. Grant that the sublime principles of Freemasonry may so subdue every discordant passion within us, so harmonize and enrich our hearts with Thine own love and goodness, that the Lodge at this time may humbly reflect that order and beauty which reigns forever before Thy throne. Amen!

Alternate Opening Prayer (Ch)

Supreme Ruler of the Universe, we would reverently invoke Thy blessing at this time. Wilt Thou be pleased to grant that this meeting, thus begun in order, may be conducted in peace and closed in harmony! Amen!

Charge at Opening (WM)

The ways of virtue are beautiful; knowledge is attained by degrees; wisdom dwells with contemplation; there we must seek her. Let us then, brethren, apply ourselves with becoming zeal to the practice of the excellent principles of our Order. Let us ever remember that the great objects of our association are the restraint of improper desires and passions, the cultivation of an active benevolence and the promotion of a correct knowledge of the duties we owe to God, our neighbor, and ourselves. Let the benign genius of the mystic art preside over our counsels; and, under her sway, let us act with a dignity becoming the high moral character of our venerable institution.

Charge at Closing (WM)

Brethren, we are now about to quit this sacred retreat of friendship and virtue to mix again with the world. Amidst its concerns and employments, forget not the duties which you have heard so frequently inculcated and forcibly recommended in this Lodge. Be diligent, prudent, temperate, and discreet. Remember that around this altar you have promised to befriend and relieve every Brother who shall need your assistance. You have promised, in the most friendly manner, to remind him of his errors and to aid his reformation. These generous principles are to extend further: Every human being has a claim upon your kind offices. Do good unto all. Recommend it more especially to the "household of the faithful." Finally Brethren, be ye all of one mind; live in peace; and may the God of Love and Peace delight to dwell with and bless you. Amen!

Closing Prayer (Ch)

Supreme Grand Master, Ruler of Heaven and Earth; now that we are about to separate and return to our respective places of abode, wilt Thou be pleased so to influence our hearts and minds that we may each practice out of the Lodge those great moral duties which are inculcated in it; and, with reverence, study and obey the laws which Thou hast given us in Thy Holy Word. Amen!

Benediction (WM)

May the blessing of heaven rest upon us and all regular Masons! May brotherly love prevail and every moral and social virtue cement us. Amen!

Order of Business for a Regular Communication

- Open Lodge (On Time):
 - Opening Prayer
 - Pledge of Allegiance
 - Invite Present and Past Masters to Seats in East
 - Charge at Opening
- Welcoming and recognition of:
 - Present and Past Grand Lodge Officers, DDGMs, and District Officers
 - Present and Past Masters
 - Visitors, senior masons, etc.
- Reading and Confirming of Minutes of:
 - Last Regular Communication
 - All other Regular or Called Communication(s) in reverse order
- Reception of Petitions (First Readings and Committee Appointments):
 - Degrees, Affiliations, Restorations
- Second Readings and Balloting:
 - Degrees, Affiliations, Restorations, Demits, Transfer Certificates, Certificates of Good Standing
- Reports of Committees:
 - Special Committees, Standing Committees
- Reading of Communications and Paying Bills
- Sickness and Distress:
 - Applications for Relief
 - Lodge Prayer
- Unfinished Business
- New Business
- Business for the Good of the Order
- Set the lodge at Ease
 - Collect for the Children's Home Endowment Fund and other Charity*
- Call the Lodge to Order
- Work and Lectures
- Close Lodge:
 - Charge at Closing
 - Closing Prayer
 - Benediction

Qualifications Necessary to Obtain Instructional Cards

WHITE CARD (Catechism Proficiency, or Coaching Card)

1. Catechism in all three degrees (Questions and answers).

BLUE CARD (Ritual Proficiency, or Officer Card)

1. Must have a current White Card.
2. Line-up Officers for marching in.
3. Opening the Lodge.
4. If Senior Warden is not satisfied: Full procedure for purging the lodge.
5. Stations and duties of all officers.
6. Statements of all officers in every aspect of the work (All aspects of ritual work).
7. Order for regular communication.
8. Order for called communication for purpose of conferring degree.
9. Order for called communication for purpose of funeral.
10. Order for called communication of special occasions.
11. Receiving of Grand Master, D.D.G.M., and late arriving Brethren.
12. Order of Business
13. Minutes - Regular and/or called communication.
14. Petitions - First and second reading of all types of petitions.
15. Balloting on all type of petitions (Granted or rejected).
16. Motions and Amendments (Proper Parliamentary Procedure).
17. Changing the Lodge (Calling off and on from one degree to another).
18. Conferring the three degrees: All sections.
19. Instructions of S.W. to Candidate to approach the East.
20. Instructions of S.D. placing Candidate at Holy Altar.
21. Instructions of S.W. to Candidate for wearing apron.
22. Instructions of S.D. in second section of Fellow Craft Degree.
23. Instructions in the West - 2nd section of Master Mason Degree.
24. Call from Labor to Refreshment and Refreshment to Labor in Master Mason Degree.
25. Reports of Junior Deacon for notification of Candidates for Degrees,
26. Examinations and Presentations in each Degree.
27. Closing the Lodge. (Due form).
28. Tactical Movements: Description of action involved accompanying ritualistic words when spoken.

GREEN CARD (Director of Work)

1. Must have current White and Blue Cards.
2. Notification in writing from Lodge Secretary to Custodian.

ORANGE CARD (Assistant to Custodian)

1. Must have current White and Blue Cards.
2. Given by District Custodian to **Instructors**.

Entered Apprentice Degree

Pre-Initiation Questions (SD)

Do you seriously declare, upon your honor, that, unbiased by the improper solicitation of friends and uninfluenced by mercenary motives, you freely and voluntarily offer yourself as a candidate for the mysteries of Freemasonry?

Do you seriously declare, upon your honor, that you are prompted to solicit the privileges of Freemasonry by a favorable opinion conceived of the institution, a desire for knowledge and a sincere wish to be serviceable to your fellow creatures?

Do you seriously declare, upon your honor, that you will cheerfully comply with all the ancient usages and established customs of the fraternity?

Do you believe in the existence of one supreme and everlasting God, in some revelation of His will, and in the immortality of the soul?

Admonishment (SD)

Before proceeding further, it becomes my duty to inform you that the ceremonies in which you are about to engage are by no means of a light or trifling character, but are of great importance and deep solemnity. Freemasonry is a beautiful system of morality, veiled in allegory and illustrated by symbols. The design of the Masonic institution is to make its members wiser, better and consequently happier; and this is accomplished by means of a series of moral instructions taught, according to ancient usage, by types, symbols, allegorical figures and lectures. The forms and ceremonies of this institution have come down through a succession of ages and are all designed to impress upon the mind wise and serious truths. I will now leave you in the hands of true and trusted Brethren, who will see that you proceed as all others have done who have gone this way before.

Lecture on Preparation (SS)

The preparation to which the candidate must submit before entering the Lodge serves allegorically to teach him, as well as to remind the Brethren who are present that it is the man alone divested of all outward recommendations of rank, state or riches that Masonry accepts and that it is his spiritual and moral worth alone which can open for him the door of the Masonic temple.

Reception Lecture (WM)

[FULL NAME], you are admitted to the Lodge at this time for the purpose of being initiated into the Entered Apprentice or first degree of Freemasonry. You are about to receive a portion of that symbolic light that has been handed down through the ages ago, and to be admitted into fellowship with the Brethren of that great fraternity which has existed since King Solomon laid the foundation stones of his wonderful temple on the summit of Mount Moriah. Tonight marks an important epoch in your life, and it is but meet and fitting that you should, at this time, seek His aid and guidance.

Entrance Prayer (Ch)

Vouchsafe Thine aid, Almighty Father of the Universe, to this our present convention; and grant that this candidate for Freemasonry may dedicate and devote his life to Thy service and become a true and faithful Brother among us. Endue him with a competency of Thy divine wisdom, that by secrets of our art [he/they] may be better enabled to display the beauties of holiness to the honor of Thy holy name. Amen.

Entered Apprentice Degree, continued

Perambulation (Psalm 133) (SD)

* "Behold, how good and how pleasant it is for Brethren to dwell together in unity!"

* "It is like the precious ointment upon the head, that ran down upon the beard, even Aaron's beard; that went down to the skirts of his garments!"

* "As the dew of Hermon and as the dew that descended upon the mountains of Zion; for there the Lord commanded the blessing, even life forevermore!"

Address Before the Altar (WM)

Freemasonry has been defined as a beautiful system of morality, veiled in allegory and illustrated by symbols. It was established by wise and honorable men with the praiseworthy designs of recalling to our minds the most solemn truths amid the most innocent social pleasures. Truth is its center. It is founded on the purest principals of brotherly love, morality, and relief. It poses many valuable privileges to worthy men, and to worthy men only certain voluntary pledges of fidelity are required.

Prayer after Obligation (Genesis) (WM)

"In the beginning, God created the heaven and the earth. And the earth was without form and void; and darkness was upon the face of the deep. And the Spirit of God moved upon the face of the waters. And God said, 'Let there be Light,' and there was light."

Working Tools Lecture (WM)

The working tools of an Entered Apprentice Mason are the 24-inch gauge and the common gavel, and are thus explained:

The 24-inch gauge is an implement made use of by operative Masons in laying out their work; but we, as Free and Accepted Masons are taught to make use of it for the more noble and glorious purpose of dividing our time. It, being divided into twenty-four equal parts, is emblematical of the twenty-four hours of the day, which we are taught to divide into three equal parts; whereby are found eight hours for the service of God, and a distressed worthy Brother, eight hours for our usual vocations, and eight for refreshment and sleep.

The common gavel is an implement made use of by operative Masons to break off the corners of rough stones, the better to fit them for the builders' use; but we, as Free and Accepted Masons, are taught to make use of it for the more noble and glorious purpose of divesting our hearts and consciences of all the vices and superfluities of life, thereby fitting our minds as living stones for that spiritual building, that "House not made with hands; eternal in the heavens."

Entered Apprentice Degree, continued

Charge at Initiation (WM)

Brother [LAST NAME], as you are now introduced into the first principles of Freemasonry, I congratulate you on being accepted into this ancient and honorable Order; ancient, as having subsisted from time immemorial; and honorable, as tending in every particular, so to render all men who will be conformable to its precepts. No institution was ever raised on a better principle, or more solid foundation, nor were ever more excellent rules and useful maxims laid down than are inculcated in the several Masonic lectures. The greatest and best of men, in all ages, have been encouragers and promoters of the art, and have never deemed it derogatory to their dignity to level themselves with the fraternity, extend their privileges and patronize their assemblies.

There are three great duties which, as a Mason, you are charged to inculcate: To God, your neighbor, and yourself; to God, in never mentioning His name, but with that reverential awe which is due from a creature to his creator, to implore His aid in all your laudable undertakings, and to esteem Him as the chief good; to your neighbor, in acting upon the square, and doing unto him as you wish he should do unto you; and to yourself, in avoiding all irregularity and intemperance which may impair your faculties or debase the dignity of your profession. A zealous attachment to these duties will insure public and private esteem.

In the State, you are to be a quiet and peaceful subject, true to your government and just to your country; you are not to countenance disloyalty and rebellion but patiently submit to legal authority and conform with cheerfulness to the government of the country in which you live. In your outer demeanor, be particularly careful to avoid censure or reproach. Although your frequent appearance at our regular meetings is earnestly solicited, yet it is not meant that Masonry should interfere with your necessary vocations, for these are, on no account, to be neglected; neither are you to suffer your zeal for the institution to lead you into argument with those who, through ignorance, may ridicule it.

At your leisure hours that you may improve in Masonic knowledge you are to converse with well-informed brethren, who will be always as ready to give, as you will be ready to receive, instruction.

Finally, keep sacred and inviolable the mysteries of the Order, as these are to distinguish you from the rest of the community and mark your consequence among Masons. If, in the circle of your acquaintance, you find a person desirous of being initiated into Masonry, be particularly attentive not to recommend him unless you are convinced he will conform to our rules that the honor, glory and reputation of the Institution may be firmly established and the world at large convinced of its good effects.

Fellow Craft Degree

Reception Lecture (WM)

Entered Apprentice Brother [LAST NAME], when you crossed the threshold of this Fellow craft Lodge, you entered upon the second stage of your Masonic pilgrimage. This pilgrimage symbolizes the journey of life which man oft-times finds are shadowed with doubts and fears, but the lessons here inculcated will teach you that over life's perplexing course there lies the road to a glorious destiny and that with divine aid and guidance the weary pilgrim shall finally work his way to "everlasting light." Ever keeping in memory the solemn admonition of the preceding degree, it must be evident to your mind that an invocation to Deity is your first duty as a Fellow craft.

Entrance Prayer (WM)

Grant, O Father Almighty, to [this candidate/these candidates] for more light, the continuance of Thy divine favor, that he may improve in Freemasonry, and in the knowledge of Thy Word and all liberal art and science. Keep him a faithful Brother among us; truly serving Thee all the days of his life, and advancing more and more unto perfect light which surrounds Thy throne: and to Thy great name be all the honor and glory, now and forever. Amen!

Perambulation (Amos VII) (SD)

** "Thus he shewed me," and behold; (*this is pronounced "showed"*)

** The Lord stood upon a wall made by a plumb-line, with a plumb-line in His hand. And the Lord said unto me, "Amos, what seest thou?" And I said, "A plumb-line." Then said the Lord, "Behold;

** I will set a plumb-line in the midst of My people Israel; I will not again pass by them anymore!"

Address Before the Altar (WM)

Memories of vows pledged in the preceding degree will recall to your mind that the secrets of our order can be secured by worthy men only and that certain voluntary pledges of fidelity are required. Your obligation as an Entered Apprentice had particular reference to the duties you owe to yourself and the Lodge. Your obligation in this degree will extend further and bind you by immutable vows to others who have a just claim upon your kindness.

Working Tools Lecture (WM)

The working tools of a Fellow craft Mason are the plumb, the square, and the level, and are thus explained:

The plumb is an implement made use of by operative Masons to raise perpendiculars; the square to square their work; and the level to lay horizontals.

But we as Free and Accepted Masons are taught to make use of them for more noble and glorious purposes:

The plumb admonishes us to walk uprightly in our several stations before God and man; squaring our actions by the square of virtue; and ever remembering that we are traveling upon the same level of time to that "Undiscovered Country from whose borne, no traveler returns."

Fellow Craft Degree, continued

Charge at Passing (WM)

Brother [LAST NAME], being passed to the second degree of Freemasonry, we congratulate you on your preferment. The internal and not the external qualifications of a man are what Freemasonry regards. As you increase in knowledge, you will improve in social intercourse.

It is unnecessary to recapitulate the duties which as a Mason, you are bound to discharge, or to enlarge on the necessity of a strict adherence to them, as your own experience must have established their value. Our laws and regulations you are strenuously to support, and be always ready to assist in seeing them duly executed. You are not to palliate or aggravate the offenses of your brethren; but, in the decision of every trespass against our rules, you are to judge with candor, admonish with friendship, and reprehend with justice.

The study of the liberal arts, which tends so effectually to polish and adorn the mind, is earnestly recommended to your consideration; especially the science of Geometry, which is established as the basis of our art. Geometry, or Masonry, originally synonymous terms, being of a Divine and moral nature, is enriched with the most useful knowledge; while it proves the most wonderful properties of nature, it demonstrates the more important truths of morality.

Your past behavior and regular deportment have merited the honor which we have now conferred; and in your new character it is expected that you will conform to the principles of the Order, by steadily persevering in the practice of every commendable virtue. Such is the nature of your engagement as a Fellow Craft, and to these duties you are bound by the most sacred ties.

Master Mason Degree

Perambulation (Ecclesiastes XII) (SD)

- * Remember now thy Creator, in the days of thy youth, while the evil days come not, nor the years draw nigh,
- * when thou shalt say, I have no pleasure in them; while the sun, or the light, or the moon, or the stars, be not darkened, nor the clouds return after the rain,
- * in the day when the keepers of the house shall tremble, and the strong men shall bow themselves, and the grinders cease because they are few,
- ** and those that look out of the windows be darkened, and the doors shall be shut in the streets, when the sound of the grinding is low,
- ** and he shall rise up at the voice of the bird, and all the daughters of music shall be brought low; also, when they shall be afraid of that which is high, and fears shall be in the way,
- ** and the almond tree, shall flourish, and the grasshopper shall be a burden, and desire shall fail;
- *** because man goeth to his long home, and the mourners go about the streets;
- *** or ever the silver cord be loosed, or the golden bowl be broken, or the pitcher be broken at the fountain, or the wheel broken at the cistern.
- *** Then shall the dust return to the earth as it was; and the spirit shall return unto God who gave it.

Working Tools Lecture (SD)

The working tools of a Master Mason are all the implements of Masonry indiscriminately, but more especially the trowel.

The trowel is an implement used by operative Masons to spread the cement which unites a building into one common mass; but we, as Free and Accepted Masons are taught to use it for the more noble and glorious purpose of spreading the cement of brotherly love and affection; that cement which unites us into one sacred band, or society of friends and Brothers, among whom no contention, should ever exist, but that noble contention, or, rather, emulation, of who can best work and best agree.

Dark Room or Temple Lecture (SD)

Brother [LAST NAME], let me repeat the statement made by the Senior Deacon in the Preparation Room the night you were initiated. The ceremonies in which you are about to engage are by no means of a light or trifling character, but are of great importance and deep solemnity. Listen attentively to everything that is said and pay close attention to everything done and you will find that among the many beautiful and worthwhile lessons taught in Freemasonry, that fidelity in purpose and faithfulness in performance are two of the most beautiful.

At the building of King Solomon's Temple, there were employed 70,000 Entered Apprentice Masons, 80,000 Fellow craft Masons and 3,300 Master Masons or overseers of the work. Over these were three Grand Masters: Solomon, King of Israel, Hiram, King of Tyre, and Hiram Abif, a widow's son of the tribe of Naphtali.

Master Mason Degree, continued

Dark Room or Temple Lecture (SD), continued

These three Grand Masters and these three only, were in possession of the secret word of a Master Mason and it had been agreed that the word would never be communicated except all three were present and consenting thereto. It had also been agreed that at the completion of the Temple, the word would be communicated to those of the craft who had proven themselves worthy.

Brother [LAST NAME], in the preceding degrees and up to the present time, you have been candidates for the mysteries of Freemasonry. Tonight, you will represent no less a personage than our ancient Grand Master, Hiram Abif. Hiram Abif was a skilled and cunning workman and was, therefore, Chief Architect of the Temple. He, also, was a very devout man and every day at high twelve, he would enter the unfinished sanctum sanctorum, or Holy of Holies, and offer up his devotions to Almighty God, after which he would leave the temple by way of one of the three gates; The South Gate, the West Gate, or the East Gate, enter into his workshop and there draw designs for guidance of the craft in their next day's labor.

As the Temple was nearing completion, certain of the craft entered into a conspiracy to extort from Grand Master Hiram Abif the secret word by force. The remainder of this lecture will be given to you later in the Lodge.

Instruction in the West (SD)

The Five Points of Fellowship
The Grand Hailing Sign
Entering, or Retiring from, the Lodge
Holy Ground
Balloting

Charge at Raising (WM)

Brother [LAST NAME], your zeal for the institution of Freemasonry, the progress you have made in the mystery, and your conformity to our regulations, have pointed you out as a proper object of our favor and esteem. You are now bound by duty, honor, and gratitude, to be faithful to your trust; to support the dignity of your character on every occasion; and to enforce, by precept and example, obedience to the tenets of the Order.

In the character of a Master Mason, you are authorized to correct the errors and irregularities of your uninformed brethren, and to guard them against a breach of fidelity; to preserve the reputation of the fraternity unsullied must be your constant care; and for this purpose it is your province to recommend to your inferiors, obedience and submission; to your equals, courtesy and affability; to your superiors, kindness and condescension. Universal benevolence you are always to inculcate, and by the regularity of your own behavior afford the best example for the conduct of others less informed. The ancient landmarks of the Order, entrusted to your care, you are carefully to preserve, and never suffer them to be infringed, or countenance a deviation from the established usages and customs of the Fraternity. Your virtue, honor and reputation are concerned in supporting with dignity the character you now bear. Let no motive, therefore, make you swerve from your duty, violate your vows or betray your trust; but be true and faithful and imitate the example of that celebrated artist whom you have this evening represented. Thus you will render yourself deserving of the honor which we have conferred and merit the confidence that we have reposed.

Lodge of Sorrow and Called Communications

Opening a Lodge of Sorrow for a Funeral - Variation from Standard Opening (WM, SW, JW)

... the same constituting a called communication of Chamblee-Sardis Lodge No. 444 for the purpose of paying the last sad tribute of respect to the memory of our deceased Brother [LAST NAME]...

Closing a Lodge of Sorrow for a Funeral does not vary from standard closing.

Opening an Annual Lodge of Sorrow - Variation from Standard Opening (WM, SW, JW)

... in this place and will remain open until the next annual communication, for the purpose of paying the last sad tribute of respect to the memory of our deceased Brethren during the current year. (Of) This...

Closing an Annual Lodge of Sorrow - Variation from Standard Opening (WM, SW, JW)

Worshipful Master

Brethren, at the first regular communication of the year a Lodge of Sorrow was opened in this place for the purpose of paying the last sad tribute of respect to the memory of our deceased brethren during the year.

Worshipful Master, Senior Warden, Junior Warden

... Since the purpose for which this Lodge was opened has been accomplished; it is my order that this Lodge of Sorrow be now closed. (Of) This...

Worshipful Master

Brethren, I declare this Lodge of Sorrow closed. (*).

Opening a Called Communication- Variation from Standard Opening (WM, SW, JW)

... the same constituting a called communication of Chamblee-Sardis Lodge No. 444 for the purpose of conferring the [ENTERED APPRENTICE | FELLOW CRAFT | MASTER'S] Degree. (Of) This...

Closing a Called Communication does not vary from standard closing.

Note: a Called Communication may only be opened for ONE activity (ex: Conferring the Fellow Craft Degree), and no other business may be transacted at such meeting. No voting or balloting may ever be conducted at a Called Communication, the same being a violation of the Georgia Masonic Code and/or of our Lodge Bylaws.

Masonic Funeral Service

Note: If needed, passages in grey italics may be omitted, and the Master may also act as Chaplain.

Worshipful Master

From time immemorial, it has been the custom of Free and Accepted Masons, at the request of a Brother, or his family, to accompany the body to the place of interment, and there deposit the remains with Masonic Formalities. In accordance with this custom, we have assembled in the character of Masons, to consign this body to the ground whence it came, and to offer up our last, sad tribute of respect.

Cope, Brethren.

Brethren, the imperious mandate of the dread messenger, death, against whose entrance into our circle the barred door or the Tyler's sword afford no defense, causes us to mourn our loss at the passing of one of the sons of light. The body of our beloved Brother lies before us, in its narrow house, overtaken by that which must, sooner or later, overtake the bodies of us all--that which no wealth or power, no honor or glory, no virtue or bravery, no tears of friends nor agony of loved ones can avert--teaching the impressive lesson, so often repeated, yet somehow soon forgotten, that each of us must ere long walk through the valley of the shadow of death.

Brother Senior Warden.

Senior Warden

In the midst of life, we are in death; of whom may we seek for succor but of Thee, oh Lord, who for our sins is justly displeased?

Worshipful Master

Brother Junior Warden.

Junior Warden

Lord, let me know my end and the number of my days that I may be certified how long I have to live.

Worshipful Master

Let us so regulate our lives by the lines of rectitude and truth, that in the evening of our days, we may be found worth to be called from labor to refreshment, and be well prepared for translation from the earthly to the heavenly lodge, to join in the fraternity of spirits.

Brother Senior Warden.

Senior Warden

Behold, O Lord, we are in distress; our hearts are turned within us; there is none to comfort us; our skies darken with clouds, and mourning and lamentations are heard among us.

Worshipful Master

Brother Junior Warden.

Masonic Funeral Service, continued

Junior Warden

J.W.: Our life is a vapor that appeareth for a little while, then vanisheth away. All flesh is as the grass, and all the glory of man is as the flower of the grass; for the grass witherith, and the flower thereof falleth away.

Worshipful Master

Brother Chaplain.

Chaplain

Almighty Father, when our journey shall be near its end; when the silver cord shall be loosed and the golden bowl be broken; when the light of life is fading, and the shadows of eternity are creeping upon us, may the brightness of Thy divine presence dispel the gathering gloom until we clasp hands once more with our translated Brother. May the benediction of Thy loving presence, sweet as the dews that fall on Hermon, soothe the anguished hearts of these, our Brother's loved ones, and lead them into the way everlasting. And unto the one invisible and everlasting God, without the beginning of years or end of days, be all the glory, world without end. AMEN.

Worshipful Master

Brethren, once again we've heard those solemn sounds which betoken the passing of another Brother. Another soul has gone on to that land where our fathers have gone before us. Once more we are called upon to assemble ourselves among the memories of the unnumbered dead. The gentle breezes fan their earthly coverings, but they heed it not; the sunshine and storm pass over them, but they are not disturbed. Stones, monuments and markers symbolize the affections of surviving friends and loved ones, but no sound proceeds—save that silent and chilling admonition, "Seek ye the narrow path and the straight gate that lead into eternal life."

In death, all fallacies are detected, all ranks are leveled, all distinctions are abolished. The monarch, at whose hand nations pay obeisance, and the beggar, shivering at the gate, are but equals in the house of death.

So while we drop a tear at the passing of this, our Brother, let us lovingly place about his faults, whatever they may have been, the broad mantle of Masonic charity, and let us not withhold from his memory those commendations which his virtues so justly claim at our hand.

Perfection, in this life, is a noble goal; yet the wise as well as the good have often gone astray.

Brother Tyler.

Tyler

The Lord is my strength and my shield; my heart trusteth in him, and I am helped. Thou art my hiding place; Thou shalt preserve me from trouble; Thou shalt compass me about with songs of deliverance. Yea, though I walk through the valley of the shadow of Death, I will fear no evil, for Thou art with me; Thy rod and Thy staff, they comfort me. I am the resurrection and the life, saith The Lord. He that believeth in me, though he were dead, yet shall he live; and whosoever liveth and believeth in me, shall never die. O Death, where is thy sting? O Grave, where is thy victory? Glory be to God on high; on earth, peace, good will toward men. As it was in the beginning, is now, and ever shall be, World without end. AMEN

Masonic Funeral Service, continued

Worshipful Master

The last offices paid to the dead are useful as lessons to the living. By them, we are warned to prepare for our own approaching death.

Let us, therefore, embrace the present moment, and while time and opportunity both permit, prepare for that great change which we all know must come; when the pleasures of this life shall cease to exist, and the happy reflections cast upon a well-spent life afford the only consolation.

The lambskin, or replica of the white leather apron, is an emblem of innocence, and the distinguished badge of a Mason. It is more ancient than the Golden Fleece or Roman Eagle, and more honorable than the Star and Garter, when worthily worn. And I'm sure that our Brother wore his apron with pleasure to himself and honor to the Fraternity. This fair emblem I now deposit. By it we are reminded of that purity of life and rectitude of conduct that we all should strive to exemplify.

Brethren, join me in Public Grand Honors once.

This white glove is a symbol of fidelity, and is emblematic of that Masonic friendship which binds us to him, whose body lies before us. By it, we are reminded that, though these mortal eyes will not see him again, yet by the practices of our Noble Art, and a complete faith in the Father Almighty and his plans for us, we may once more grasp his hand in love and friendship. (place apron) What virtue unites, death never parts.

Brethren, join me in Public Grand Honors twice.

The evergreen, a species of which once marked a temporary grave of one illustrious in Masonic tradition, is an emblem of our faith in the immortality of the soul. By it, we are reminded that there is within each of us an immortal part that will survive the grave, and will never, never, never die; by it, we are reminded that though our bodies, like our Brother's, will soon be placed in the silent tomb, our souls will soon bloom in an eternal spring. (place evergreen)

Brethren, join me in Public Grand Honors thrice.

Inasmuch as our Heavenly Father has called the soul of our dear brother to sail out beyond the sunset; we now consign his body to the grave. Earth to earth, ashes to ashes, and dust to dust.

But "dust thou art, to dust returneth" was not spoken of the soul, and we rejoice in the belief that today, our Brother is in paradise.

Brother Chaplain:

Chaplain

Almighty Father, into Thy care we commit the soul of our Brother. Grant unto him eternal rest and refreshment. Bless all who are precious to him and to whom he is dear. Fold the arms of Thy love and protection about these loved ones, comfort and care for them. May Thy love and that peace which passeth all understanding abide with us, now and forever. AMEN.

Worshipful Master

Brethren, you are dismissed with my many thanks.

Motions

Motion Proposer

Worshipful Master

Worshipful Master

Brother ...

Motion Proposer

I move that...

Motion Secunder

I second the motion.

Worshipful Master

RESTATES THE MOTION (it is recommended to have the Secretary repeat it as recorded, so that corrections may be made)

Brethren, you have heard the motion, duly seconded. Is there any discussion?

...

All favoring the motion *RESTATES THE MOTION* signify by the Masonic Voting Sign. (*)

Down hands.

Those opposed signify by the same sign. (*)

Down hands.

(*) [The motion is carried that *RESTATES THE MOTION* | The motion is lost].

Note that on a motion on a particularly important or contentious matter, the Master should call for a headcount and a count of votes favoring and opposing the Motion, all to be recorded in the Minutes. Also, a motion may be tabled until the next regular communication.

Amendments

1. An amendment to a motion is Proposed, Seconded, Discussed, and Voted upon in the same manner.
2. If the amendment passes, the original motion still must pass as amended.
3. If the amendment fails, the original motion still must pass as originally stated.

Quick Notes with Masonic Code Section on Balloting and Voting

Open votes are to be a simple majority unless otherwise noted.

Secret ballots are to be unanimous unless otherwise noted.

These are accurate as of the Georgia Masonic Code for 2019.

Type of Vote or Ballot	How	Masonic Code
Petition for the Degrees of Masonry (Initiation)	Secret	40-101, 41-116
- Withdrawal of above	Secret	39-116, 40-109
Petition for Advancement	Secret	41-116, 44-107, 44-108
- after lapse of 12 months	Secret	39-104, 44-103
Proficiency, Master Mason	Open	44-104, 23-125
Petition for Affiliation	Secret	41-116, 47-101, 47-107
- Withdrawal of above	Secret	47-112
Petition for Demit	Secret	32-101, 41-116
- EA or FC may Petition for Demit		32-102
Charges, Acceptance of	Secret / Majority	41-116, 78-128
Charges, Withdrawal of	Secret	78-121
Removal of Appointed Officers	Secret / Majority	24-103
Restoration	Secret	41-102, 41-116, 86-102, 86-103, 86-110, 86-113
Suspension for non-payment of dues	Open	31-113
Certificate, Transfer	Secret	47-105(a)
Certificate, Good Standing	Secret	47-105(b)
Joint Ballot: Degrees in one class, affiliation, demit, restoration	Secret	41-102
By-Laws Change	Open / Two-Thirds	22-104

Reception of the Grand Master

When the Grand Master is to be received for an official visitation, it should be before any other business after the Lodge is opened. The committee to wait on the Grand Master should be pre-appointed before the Opening and should consist of ranking Past Masters of the Lodge or any Grand Lodge officers and District Deputies that may be present.

1. The GRAND MASTER should be received immediately after the Lodge is opened and before any other business. The Grand Master's visit always begins outside the tyled door.
2. The GRAND MASTER being outside the closed door will inform the Tyler he is present for an Official Visit and desires admittance.
3. The Tyler alarms the Lodge in the usual manner.
4. The JD stands, gives the Due Guard, and says, "Worshipful Master, there is an alarm at the Outer Door."
5. The WM says, "Brother Junior Deacon, attend the alarm and report its cause."
6. The JD attends the alarm.
7. The Tyler informs the J.D., "Bro. _____, Most Worshipful Grand Master of Masons in Georgia presents himself for an official visitation."
8. J.D. closes door, returns to his station and repeats the exact words of Tyler to W.M.
9. W.M. then says, "The committee will wait on the Grand Master." At which time the committee will approach west of Holy Altar and salute out of the Lodge.
10. As the committee enters with GRAND MASTER, W.M. immediately raps up Lodge. The GRAND MASTER is then escorted to west of the HA, facing East, after all salute in, the committeeman to Grand Master's right salutes again and says: "Worshipful Master, your committee is honored to present Bro. _____, Most Worshipful Grand Master of Masons in Georgia."
11. The W.M. offers whatever words of welcome he desires and says, "Brethren, escort the Grand Master to the East." (At this time the lights are raised, if lowered.)
12. Arriving at the East, the W.M. will step down and take the Grand Master by the right hand as if assisting him to the platform. The committee will step to the side (and remove their gloves and extinguish the candles, if they are used).
13. The Worshipful Master or the Grand Marshal (planned in advance) presents the Grand Master to the Lodge saying, "Grand Master, behold your Brethren; Brethren behold your Grand Master and join me in Private Grand Honors." (Or Public Grand Honors, as the case may be.)
14. W.M. then turns to the Grand Master and says, "Most Worshipful Grand Master, I present you with the gavel and invite you to preside." The W.M. then removes his hat, the GRAND MASTER offers his remarks and returns the gavel to the W.M. who replaces his hat and offers the GRAND MASTER a seat in the East.

Reception of the District Deputy to the Grand Master

UNOFFICIAL visits can be as informal as circumstances suggest; however, at all closed meetings the District Deputy to the Grand Master should be singled out and introduced prior to recognizing other visitors.

OFFICIAL visits are made at least twice yearly. When an official visit is scheduled, the Lodge should be given due notice. When the District Deputy is asked to present 50-year Grand Lodge Awards, it should be considered an Official Visit.

1. The DDGM should be received immediately after the Lodge is opened and before any other business.
2. The DDGM, being outside the door, will inform the Tyler that he is present for an official visit.
3. The Tyler alarms the Lodge in the usual manner.
4. The JD stands, gives the Due Guard, and says, "Worshipful Master, there is an alarm at the Outer Door."
5. The WM says, "Brother Junior Deacon, attend the alarm and report its cause."
6. The JD attends the alarm.
7. At the door, the Tyler informs the JD, "Brother ____, Worshipful District Deputy to the Grand Master of the (District #) Masonic District presents himself for an official visit."
8. The JD closes the door, returns to his station, gives the Due Guard, and says, "Worshipful Master, Brother ____, Worshipful District Deputy to the Grand Master of the 5th Masonic District presents himself for an official visit" and sits.
9. The WM then says, "Brother Senior Deacon, wait on the District Deputy to the Grand Master." (The SD then approaches the Holy Altar, salutes, and retires.)
10. When the SD enters with the DDGM, the WM raps up the Lodge, and the SD with the DDGM on his left escorts him directly to West of the Holy Altar, facing the East. The SD and the DDGM both salute the East, the same being returned by the WM. The SD then gives the Due Guard only and says, "Worshipful Master, I have the pleasure of presenting Brother ____, Worshipful District Deputy to the Grand Master of the 5th Masonic District."
11. The WM then offers whatever words of welcome that he may desire and at last says, "Brother Senior Deacon, escort the District Deputy to the Grand Master to the East."
12. Arriving at the East, the WM extends his right hand as to assist him and says, "District Deputy to the Grand Master, behold your Brethren, Brethren, behold your District Deputy to the Grand Master and join me in giving him a hearty welcome." (Applause only.)
13. The WM then says, "Worshipful District Deputy to the Grand Master, I present you with the gavel and invite you to preside." The WM then removes his hat. The DDGM seats the Lodge, offers his remarks and returns the gavel to the WM who replaces his hat and offers the DDGM a seat in the East.

Note: If received from the side, immediately after opening, the W.M. says, "Brethren we have with us the District Deputy to the Grand Master who is here on an official visit. Bro. Senior Deacon, you will present the District Deputy to the Grand Master West of the Holy Altar." The District Deputy to the Grand Master will arise and the W.M. raps up the Lodge. (Pick up at #10)

Note: When the District Deputy to the Grand Master makes an Official Visit at the direction of the Grand Master, he will be entitled to all the rights, privileges and prerogatives afforded the Grand Master.

Order of Business for the Annual Communication

- Open Lodge (On Time):
 - Opening Prayer
 - Pledge of Allegiance
 - Invite Present and Past Masters to Seats in East
 - Charge at Opening
- Welcoming and recognition of:
 - Present and Past Grand Lodge Officers, DDGMs, and District Officers
 - Present and Past Masters
 - Visitors, senior masons, etc.
- Reading and Confirming of Minutes of:
 - Last Regular Communication
 - All other Regular or Called Communication(s) in reverse order
- Reception of Petitions (First Readings and Committee Appointments):
 - Degrees, Affiliations, Restorations
- Second Readings and Balloting:
 - Degrees, Affiliations, Restorations, Demits, Transfer Certificates, Certificates of Good Standing
- Reports of Committees:
 - Special Committees, Standing Committees
- Reading of Communications and Paying Bills
- Sickness and Distress:
 - Applications for Relief
 - Lodge Prayer
- Unfinished Business
- New Business
- Business for the Good of the Order
- Set the lodge at Ease
 - Collect for the Children's Home Endowment Fund and other Charity*
- Call the Lodge to Order
- Work and Lectures:
 - Memorial for Deceased Brethren (Deacons display Aprons)
 - Closing of Annual Lodge of Sorrow
 - Officers Vacate their Stations
 - Presentation of Tokens by Current Master
 - Appoint Tellers (typically 3; typically Secretary and two Past Masters)
 - Election of Committees (Open vote, majority to elect):
 - Building (formerly Temple) - (Master, Wardens,) Director and three Trustees (cVs3)
 - Funds and Investments - five members, two of whom must be Past Masters (cVs4)
 - Scholarship - four or more members (cVs5)

Order of Business for the Annual Communication, continued

- Work and Lectures, continued
 - Election of Officers:
 - Worshipful Master
 - Senior Warden
 - Junior Warden
 - Treasurer
 - Secretary
 - Set the lodge at Ease
 - Elected Officers retire to confer on appointments*
 - Call the Lodge to Order
 - Work and Lectures, continued
 - Appointment of Officers:
 - Worshipful Master Elect:
 - Chaplain, Senior Deacon, Tyler
 - Senior Warden Elect:
 - Junior Deacon
 - Junior Warden Elect:
 - Senior Steward, Junior Steward
 - Installation of Officers:
 - Turn the Lodge over to the Installing Grand Master and Installing Grand Marshall
 - Worshipful Master Installed as needed
 - Grand Honors
 - Remaining Officers installed in Descending Order, SW through Tyler, as needed
 - Newly Installed Worshipful Master conducts remaining Business:
 - Individual Appointments:
 - Director of Work - required
 - Others at the discretion of the Worshipful Master
 - Committee Appointments:
 - Finance - five members, two of whom must be Past Masters (bylaws, cVs1)
 - Charity - Master, Wardens, and Chaplain (bylaws, cVs2)
 - Others at the discretion of the Worshipful Master (bylaws, cV)
 - Presentation of Past Master's Apron to Junior Past Master by Secretary
- Close Lodge
 - Charge at Closing
 - Closing Prayer
 - Benediction

Officers, Standing Committees, and Appointees of the Lodge:

Position	Elected	Appointed by:	When:
Elected Officers:			
Worshipful Master	Elected		Annual Communication
Senior Warden	Elected		Annual Communication
Junior Warden	Elected		Annual Communication
Treasurer	Elected		Annual Communication
Secretary	Elected		Annual Communication

Appointed Officers and Director of Work:

Chaplain		Worshipful Master	Annual Communication
Senior Deacon		Worshipful Master	Annual Communication
Junior Deacon		Senior Warden	Annual Communication
Senior Steward		Junior Warden	Annual Communication
Junior Steward		Junior Warden	Annual Communication
Tyler		Worshipful Master	Annual Communication
Director of Work		Worshipful Master	Annual Communication

Standing Committees Required by Code and/or Bylaws:

Auditing		Worshipful Master	Before the end of November
Funds and Investment (5, 2PMs)	Elected		Annual Communication
Scholarship (4+)	Elected		Annual Communication
Building (WM, Ws, Dir., 3 others)	Elected		Annual Communication
Finance (5, 2PMs)		Worshipful Master	Annual Communication
Charity (WM, Ws, Chap.)		Worshipful Master	Before February

Appointments Suggested but NOT REQUIRED:

<i>Children's Home Ambassador</i>	<i>Candidate Mentor</i>	<i>DCMA Representative</i>
<i>GACHIP Coordinator</i>	<i>Mountain Trip Coordinator</i>	<i>Parliamentarian</i>

Note: For explanation and clarification, excerpts from relevant sections of the Georgia Masonic Code 2019 are included on the following page. All Brethren will please take special note of sections:

28-107. ELECTIONEERING IS PROHIBITED (to work for the success of a particular candidate);

28-111. MAJORITY VOTE ELECTS;

28-112. NOMINATIONS ARE PROHIBITED; and

29-101. EVERY MEMBER PRESENT MUST VOTE ON EVERY ISSUE (unless excused by the WM).

Note: All elections are by majority, meaning **OVER HALF**, or MORE THAN 50%; elections are repeated until a majority is obtained. Examples:

Twenty voting members means eleven or more to elect.

Twenty-one voting members means eleven or more to elect.

Twenty-two voting members means twelve or more to elect.

Selected Masonic Code Excerpts Regarding Elections and Appointments:

23-213. Board of Custodians.— ... The Worshipful Master of each Lodge shall appoint a Director of Work during the Annual Communication of the Lodge. ...

23-120. Majority Vote.—Only a majority vote of the Lodge is necessary to decide all questions before a Lodge except where the law makes a different requirement.

24-101. Elective and Appointive Officers.—The officers of the Lodge shall be as follows:

- | | | |
|-----------------------|-------------------|---------------------|
| 1. Worshipful Master. | 5. Secretary. | 9. Senior Steward. |
| 2. Senior Warden. | 6. Chaplain. | 10. Junior Steward. |
| 3. Junior Warden. | 7. Senior Deacon. | 11. Tyler. |
| 4. Treasurer. | 8. Junior Deacon. | |

The first five officers above shall be elected annually by ballot, at the first meeting on or next preceding the festival of St. John the Evangelist, December 27, and the installation, if circumstances will permit, shall be had at the same meeting. ...

25-101. Care in Election.—No Lodge should elect any member as Master or Warden who has not manifested such care and zeal for Masonry as to justify the belief that he can and will qualify himself to preside according to the laws and usages of Masonry.

25-102. Eligible Though Never Before an Officer.—Any Master Mason may be elected Worshipful Master, although never having been a Lodge officer.

25-108. Master's Authority is Complete Upon Installation.—Upon installation, the authority of the Master to preside over the Lodge is complete, and his acts, within the scope of that authority, are binding.

25-110. Serves Until Successor is Elected and Installed.—The Master shall preside at the annual election and his term continues until his successor is elected and installed. Should the Master-elect decline to serve, and no new election be had, the incumbent Master shall hold over.

28-104. Report of Election.—Immediately after each annual election of officers, the Master of each Lodge shall cause the Secretary to report to the Grand Secretary the result of said election with the names of the officers elected.

28-107. Electioneering.—Electioneering in the Lodge is prohibited.

28-111. Majority Vote Elects.—Lodge Officers are elected by a majority of the votes cast, a Lodge quorum being present. Three members of a Lodge constitute a quorum.

28-112. Nominations.—Nominations for officers, except those specifically provided for in District Conventions, are prohibited. See Sec. 61-103.

29-101. Every Member Votes.—Every member present must vote on every question before the Lodge, unless he be personally interested therein or be excused by the Worshipful Master.

29-103. May Not Vote by Proxy.—A vote by proxy is not allowable.

29-104. Tyler May.—The Tyler, if a member of the Lodge, may vote on all applications for membership and on all other questions.

*Note: **Electioneering:** to work for the success of a particular candidate (party, ticket, etc.) in an election.*

Degree Conferral Checklist				
Section	MM, 1983	Brock's M		
			Entered Apprentice Degree	
			Brother	Date:
			Contact Information	
1			Conductor	
			Senior Deacon	
			Conferring Master	
	12	11	Preparation Room	
	-	13	Reception at Initiation	
	14	13	Prayer at Initiation	
	15	13	Perambulation	
			Bible	
	17	16	Apron	
	19	18	Working Tools	
	20	19	Charity	
20	21	Northeast Corner		
2		Receiving Master		
3	21	23	Symbolism, etc.	
	32	31	Charge at Initiation	
			Fellow Craft Degree	
			Brother	Date:
			Contact Information	
1			Conductor	
			Senior Deacon	
			Conferring Master	
	-	33	Reception at Passing	
	36	33	Prayer at Passing	
	36	34	Perambulation	
	37	34	Working Tools	
2		Receiving Master		
2	38	35	Staircase / SD	
	-	45	Letter G	
3	-	49	Symbolism, etc.	
	61	50	Charge at Passing	
			Master Mason Degree	
			Brother	Date:
			Contact Information	
1			Conductor	
			Senior Deacon	
			Conferring Master	
	64	51	Perambulation	
	66	52	Working Tools	
		Temple Lecture		
2			Receiving Master	
			Dark Room / SD	
			King Hiram	
			King Solomon	
	68	53	Prayer at Raising	
3			Instruction in the West	
		141	Charge with Vows	
	69	53	Symbolism, etc.	
	74	59	Charge at Raising	

Timeline of Georgia Masonry with regard to Chamblee-Sardis Lodge

- 1734 Lodge at Savannah, later called Solomon's Lodge, warranted by the Grand Lodge of England
- 1786 Grand Lodge of Georgia created by Solomon's Lodge and others in the state
- 1843 Kennesaw Lodge No. 33 chartered by the GL of Georgia
- 1844 Pythagoras Lodge No. 41 chartered, sponsored by Kennesaw Lodge No. 33
- 1870 **Sardis** Loge No. 107 chartered, sponsored by Pythagoras Lodge No. 41
- 1903 **Chamblee** Lodge No. 444 chartered, sponsored by **Sardis** Lodge No. 107
- 1950s North DeKalb Lodge No. 714 chartered, sponsored by **Chamblee** Lodge No. 444
- 1995 Metro Daylight Lodge No. 743 chartered, sponsored by **Sardis** Lodge No. 107
- 2000 **Chamblee** and **Sardis** Lodges merge, forming **Chamblee-Sardis** Lodge No. 444

Note: There are 130 years of Sardis Lodge history and 97 years of Chamblee Lodge history prior to the merger.

Note: Chamblee-Sardis Lodge was chartered in January of 2000; therefore:

*In December of **2000** we held the **1st** Annual Communication; and so*

*In December or **2010** we held the **11th** Annual Communication; and so*

*In December of **2020** we held the **21st** Annual Communication; etc.*