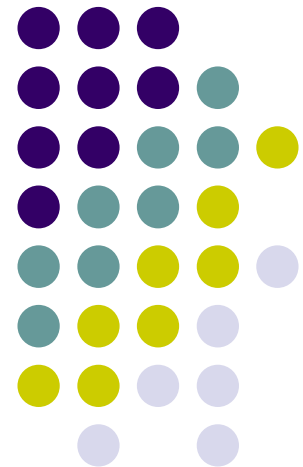




# Aide Memoire

Secretary / Scribe Pack





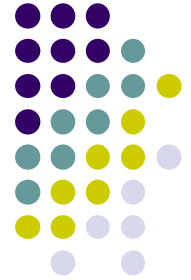
## Secretary & Scribe Pack



- Items Required
- Forms to be completed
- Keystone Database
- Regular meetings
- Installation meetings
- Lodge Accounts
- Presentation of Grand Lodge Declaration Book
- Alteration of By-Laws
- Mark & RAM leaflet



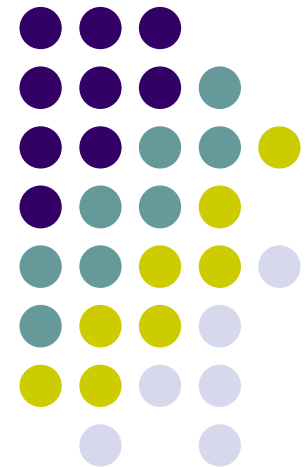
# Secretary & Scribe Pack



- ❖ Items Required
  - ❖ Minute Book
  - ❖ Book of Constitutions
  - ❖ Lodge By-Laws
  - ❖ Register of Marks (Mark Degree only)
  - ❖ Declaration Book
  - ❖ Attendance Book
  - ❖ All past correspondence
  - ❖ List of members with contact details
  - ❖ Ritual Books



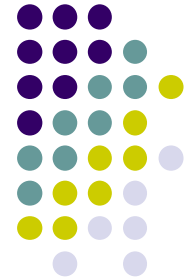
# Forms to be Completed





# Membership Application (MEM)

(form available as a download from the Provincial website [www.berksmark.org.uk](http://www.berksmark.org.uk))



Grand Lodge of Mark Master Masons of England and Wales and its Districts and Lodges Overseas

## MEMBERSHIP APPLICATION FORM

To be Completed by the Candidate for Advancement, Joining or Re-joining.

This form must be completed using typewriter or block letters and sent within fourteen days of admission of the candidate via the Provincial/District Grand Secretary to:  
The Grand Secretary, Mark Masons' Hall, 86 St. James's Street, London SW1A 1PL.

1. LODGE NAME  
2. NUMBER  
3. PROVINCE/DISTRICT

4. BROTHER  
(Initials) (Surname)

5. FORENAMES IN FULL  
6. DECORATIONS AND HONOURS  
7. STYLE OR TITLE (e.g. Mr, Sir, Reverend)  
8. ADDRESS  
(i)  
(ii)  
(iii)  
(iv)  
(v)  
(vi) POSTCODE

9. DATE OF BIRTH  
10. TELEPHONE HOME WORK  
MOBILE FAX  
E-MAIL

11. SUBSCRIBING MEMBER OF CRAFT LODGE No. ON CONSTITUTION (if not English)

12. MMH MEMBERSHIP NUMBER (if known)  
NAME

13. MOTHER MARK LODGE No. CONSTITUTION (if not English) (please complete details overleaf)  
DATE OF ADVANCEMENT DATE OF LEAVING (if applicable) REASON FOR LEAVING: Resigned, Honorary Member, Titled, Causal, Excluded, Warrant forfeited

14. MASTER OF MARK LODGE No. DATE OF INSTALLATION  
15. PRESENT PROVINCIAL/DISTRICT GRAND RANK  
16. PRESENT GRAND RANK DATE

PLEASE GIVE DETAILS OF ALL THE MARK LODGES OF WHICH YOU ARE OR HAVE BEEN A MEMBER OVERLEAF

17. SIGNATURE OF CANDIDATE  
18. SIGNATURE OF PROPOSER  
19. SIGNATURE OF SECONDER

20. THE CANDIDATE WAS ADVANCED/JOINED/RE-JOINED ON  
I hereby certify that the above is a correct record and the Candidate's Mark has been en-grossed overleaf.

21. NAME OF SECRETARY (Initials & Surname)  
22. SIGNATURE OF SECRETARY DATED

23. Enclosed is the Registration Fee of £ REGDRI + VAT of £ OUTPUT A Total Fee of £ GDRIAR

Items 1, 2, 3, 20, 21, 22 & 23 completed by Secretary

Items 4, 5, 6, 7, 8, 9, 10, 11 & 17 completed by Advancer & Joiner

Items 12 (if known), 13, 14, 15 & 16 completed by Joiner

Item 18 completed by Proposer

Item 19 completed by Secunder

CANDIDATE'S MARK  
LODGE NAME NUMBER

CANDIDATE'S INITIALS SURNAME DATE OF ADVANCEMENT

CANDIDATES MEMBERSHIP DETAILS WITHIN THE ORDER  
Please give the numbers of all the Mark Lodges of which you are or have been a member together with the year of admission and if applicable the date of installation and/or the date of leaving.  
If there is insufficient space please complete the details on a second form (page 2 only) and attach to the first form.

LODGE No.	* DATE ADMITTED	** DATE OF LEAVING	DATE OF INSTALLATION	CONSTITUTION

\* Admitted, Joined or Founder \*\* REASON FOR LEAVING: Resigned, Honorary Member, Titled, Causal, Excluded, Warrant forfeited

CANDIDATES JOINING FROM ANOTHER CONSTITUTION  
MARK DEGREE TAKEN IN:-  
CRAFT LODGE No. NAME  
OR  
ROYAL ARCH CHAPTER No. NAME  
DATE CONSTITUTION

Completed by Secretary  
Mark must be entered within the triangle.

Completed by Joiner

All above double checked by Secretary and forwarded to Provincial Grand Secretary with cheque



# Membership Application (MEM)

(form available as a download from the Provincial website [www.berksmark.org.uk](http://www.berksmark.org.uk))



The Ancient and Honourable Fraternity of Royal Ark Mariners

## MEMBERSHIP APPLICATION FORM

To be Completed by the Candidate for Elevation, Joining or Re-joining.

This form must be completed using typewriter or block letters and sent within fourteen days of admission of the candidate via the Provincial/District Grand Secretary to:  
The Grand Secretary, Mark Maons' Hall, 86 St. James's Street, London SW1A 1PL.

1. LODGE NAME			
2. NUMBER			
3. PROVINCE/DISTRICT			
4. BROTHER			
5. FORENAMES IN FULL			
6. DECORATIONS AND HONOURS			
7. ADDRESS			
8. DATE OF BIRTH			
9. TELEPHONE			
10. E-MAIL			
11. ADVANCED IN MARK LODGE			
12. MMH MEMBERSHIP NUMBER			
13. MOTHER LODGE			
14. PAST COMMANDER OF RAM LODGE			
15. PROVINCIAL / DISTRICT RAM GRAND RANK			
16. RAM GRAND RANK			
17. SIGNATURE OF CANDIDATE			
18. SIGNATURE OF PROPOSER			
19. SIGNATURE OF SECONDER			
20. THE CANDIDATE WAS ELEVATED / JOINED / RE-JOINED ON			
21. NAME OF SCRIBE			
22. SIGNATURE OF SCRIBE			
23. ENCLOSED IS THE REGISTRATION FEE OF £			

Items 1, 2, 3, 20, 21, 22  
& 23 completed by Scribe

Items 4, 5, 6, 7, 8, 9, 10,  
11 & 17 completed by  
Candidate & Joiner

Items 12 (if known), 13,  
14, 15 & 16 completed by  
Joiner

Item 18 completed by  
Proposer

Item 19 completed by  
Secunder

CANDIDATE'S MEMBERSHIP DETAILS WITHIN THE ORDER					
Please give the numbers of all the Lodges of which you are or have been a member together with the year of admission and if applicable the date of Installation and / or the date of leaving.					
LODGE No.	*	DATE ADMITTED	**	DATE OF LEAVING	DATE OF INSTALLATION
					CONSTITUTION
LODGE No.	*	DATE ADMITTED	**	DATE OF LEAVING	DATE OF INSTALLATION
					CONSTITUTION
LODGE No.	*	DATE ADMITTED	**	DATE OF LEAVING	DATE OF INSTALLATION
					CONSTITUTION
LODGE No.	*	DATE ADMITTED	**	DATE OF LEAVING	DATE OF INSTALLATION
					CONSTITUTION
LODGE No.	*	DATE ADMITTED	**	DATE OF LEAVING	DATE OF INSTALLATION
					CONSTITUTION
LODGE No.	*	DATE ADMITTED	**	DATE OF LEAVING	DATE OF INSTALLATION
					CONSTITUTION
*Admitted, Joined or Founder **REASON FOR LEAVING:- Resigned, Honorary Member, Warden, Censor, Excluded, Warrant forfeited					
Any Additional Comments					

Completed by Joiner

All above double checked by Secretary and forwarded to Provincial Grand Secretary with cheque





# Installation Return (INST)

(form available as a download from the Provincial website [www.berksmark.org.uk](http://www.berksmark.org.uk))



The Grand Lodge of Mark Master Masons  
of England and Wales and its Districts and Lodges Overseas  
**MARK**  
**INSTALLATION RETURN**  
(This form can be used if your Province/District does not have a form already in circulation)  
To be completed by the Lodge Secretary and sent to the Provincial/District Grand Secretary for updating Keystone Online

1. LODGE NAME

2. LODGE NUMBER  3. PROVINCE/  
DISTRICT

4. DATE OF INSTALLATION

5. LODGE OFFICERS  
5a **WORSHIPFUL MASTER**  FORENAMES  SURNAME

5b INSTALLED AS **MASTER** OF A CRAFT LODGE No.  ON

5c DISPENSATION No.   
(if applicable)

OFFICE	FORENAMES	SURNAME	INVESTED YES	NO
SENIOR WARDEN	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
JUNIOR WARDEN	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
MASTER OVERSEER	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
SENIOR OVERSEER	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
JUNIOR OVERSEER	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
CHAPLAIN	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
TREASURER	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
REGISTRAR OF MARKS	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
SECRETARY	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
DIRECTOR OF CEREMONIES	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
ALMONER	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
CHARITY STEWARD	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
SENIOR DEACON	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
JUNIOR DEACON	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
ASSISTANT SECRETARY	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
ASSISTANT D OF C	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
ORGANIST	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
INNER GUARD	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
* STEWARD	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
STEWARD	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
STEWARD	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
STEWARD	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
STEWARD	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
TYLER	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>

\* ADDITIONAL STEWARDS ENTER ON REVERSE

Completed by  
Lodge Secretary

## ADDITIONAL COMMENTS

Completed by Lodge  
Secretary.

Returned to Provincial Grand Secretary immediately after Installation meeting



# Installation Return (INST)

(form available as a download from the Provincial website [www.berksmark.org.uk](http://www.berksmark.org.uk))



The Ancient and Honourable Fraternity of Royal Ark Mariner

## INSTALLATION RETURN

RAM

(This form can be used if your Province/District does not have a form already in circulation)  
To be completed by the Lodge Scribe and sent to the Provincial/District Grand Secretary for updating Keystone Online

1. LODGE NAME			
2. LODGE NUMBER		3. PROVINCE/ DISTRICT	
4. DATE OF INSTALLATION			
5. LODGE OFFICERS	FORENAMES	SURNAME	
5a <b>COMMANDER</b>			
5b PREVIOUSLY INSTALLED AS <b>MASTER OF A MARK LODGE</b> No.		ON	
5c DISPENSATION No. (if applicable)			
<b>OFFICE</b>	<b>FORENAMES</b>	<b>SURNAME</b>	<b>INVESTED YES NO</b>
SENIOR WARDEN			<input type="radio"/> <input type="radio"/>
JUNIOR WARDEN			<input type="radio"/> <input type="radio"/>
CHAPLAIN			<input type="radio"/> <input type="radio"/>
TREASURER			<input type="radio"/> <input type="radio"/>
SCRIBE			<input type="radio"/> <input type="radio"/>
DIRECTOR OF CEREMONIES			<input type="radio"/> <input type="radio"/>
ALMONER			<input type="radio"/> <input type="radio"/>
CHARITY STEWARD			<input type="radio"/> <input type="radio"/>
SENIOR DEACON			<input type="radio"/> <input type="radio"/>
JUNIOR DEACON			<input type="radio"/> <input type="radio"/>
ASSISTANT SCRIBE			<input type="radio"/> <input type="radio"/>
ASSISTANT D OF C			<input type="radio"/> <input type="radio"/>
ORGANIST			<input type="radio"/> <input type="radio"/>
GUARDIAN			<input type="radio"/> <input type="radio"/>
STEWARD			<input type="radio"/> <input type="radio"/>
STEWARD			<input type="radio"/> <input type="radio"/>
STEWARD			<input type="radio"/> <input type="radio"/>
STEWARD			<input type="radio"/> <input type="radio"/>
STEWARD			<input type="radio"/> <input type="radio"/>
STEWARD			<input type="radio"/> <input type="radio"/>
STEWARD			<input type="radio"/> <input type="radio"/>
STEWARD			<input type="radio"/> <input type="radio"/>
WARDER			<input type="radio"/> <input type="radio"/>

Completed by Lodge  
Scribe

## ADDITIONAL COMMENTS

Completed by Lodge  
Scribe.

Returned to Provincial Grand Secretary immediately after Installation meeting





# Dispensation in Respect of a Lodge (DISPL)

(form available as a download from the Provincial website [www.berksmark.org.uk](http://www.berksmark.org.uk))

Completed if Rule 122 Book of Constitutions applies



Grand Lodge of Mark Master Masons of England and Wales and its Districts and Lodges Overseas  
**REQUEST FOR DISPENSATION IN RESPECT OF A LODGE**  
To be Completed by the Master and Secretary  
This form must be completed using typewriters or block letters and sent via the Provincial/District Grand Secretary to:  
The Grand Secretary, Mark Masons' Hall, 86 St. James's Street, London SW1A 1PL

**TO THE MOST WORSHIPFUL GRAND MASTER**

*we, the undersigned, being the Master and Secretary of*

1. LODGE NAME

2. NUMBER

3. PROVINCE/DISTRICT

*respectfully request on behalf of the members of the Lodge that a Dispensation be granted for the following reason(s)*

(i) To enable a meeting of the Lodge to be held on  (Which is not a regular meeting date as detailed in the bylaws) ☐ (Please tick appropriate box)

(ii) To enable a meeting of the Lodge to be held at the following place  (Which is not the venue detailed in the bylaws) ☐

(iii) The Warrant of the Lodge not being available, for the reasons detailed overleaf, the members desire to hold a meeting of the Lodge without the Warrant. ☐

(iv) For reasons detailed overleaf. ☐

NAME OF SECRETARY (Initials & Surname)

SIGNATURE OF SECRETARY

NAME OF MASTER (Initials & Surname)

SIGNATURE OF MASTER

RECOMMENDED BY (Initials & Surname)

SIGNATURE OF PROVINCIAL/DISTRICT GRAND MASTER  DATE

**NOTES**

1. This petition must reach the Grand Secretary with the appropriate fee at least three weeks before the date of the meeting and **MUST** be recommended by the Provincial/District Grand Master when applicable.

2. A Dispensation, if granted, will be sent to the Provincial/District Grand Secretary.

**OFFICIAL USE ONLY**

DISPENSATION No.

FEE RECEIVED £

DISPL001 Please take a photocopy of this form when completed and retain it for your Lodge records 1/9/01

Completed by Secretary.

Signed by Master

Signed by PGM after being forwarded to Prov Sec

Grand Lodge fee payable if proposed date is more than 14 days before or after date fixed by By-Laws

ANY ADDITIONAL COMMENTS

**CHANGE OF DETAILS**

If there have been any changes in respect of the below, please tick the appropriate box, and complete the details.

SECRETARY ☐ TREASURER ☐

Secretary / Treasurer (delete as necessary)

1. INITIALS AND SURNAME

2. FORENAMES IN FULL

3. DECORATIONS AND HONOURS  4. STYLE OR TITLE (e.g. Mr, Sir, Brigadier)

5. ADDRESS (i)  (ii)  (iii)  (iv)  (v)

6. DATE OF BIRTH DAY  MONTH  YEAR  (vi) POSTCODE

7. TELEPHONE HOME  WORK  MOBILE  FAX  E-MAIL

Completed by Secretary.

Returned to Provincial Grand Secretary at least 6 weeks before proposed date with cheque (if appropriate)



# Dispensation in Respect of a Lodge (DISPL)

(form available as a download from the Provincial website [www.berksmark.org.uk](http://www.berksmark.org.uk))

Completed if Rule 122 Book of Constitutions applies



**DISPL**

**The Ancient and Honourable Fraternity of Royal Ark Mariners**  
**REQUEST FOR DISPENSATION IN RESPECT OF A LODGE**  
To be Completed by the Commander and Scribe

This form must be completed using typewriter or block letters and sent via the Provincial/District Grand Secretary to:  
The Grand Secretary, Mark Masons' Hall, 86 St. James's Street, London SW1A 1PL

**TO THE MOST WORSHIPFUL GRAND MASTER**

*we, the undersigned, being the Commander and Scribe of*

1. LODGE NAME

2. NUMBER

3. PROVINCE/DISTRICT

*respectfully request on behalf of the members of the Lodge that a Dispensation be granted for the following reason(s)*

(i) To enable a meeting of the Lodge to be held on  (Please tick appropriate box) ☐  
(Which is not a regular meeting date as detailed in the bylaws)

(ii) To enable a meeting of the Lodge to be held at the following place:   
(Which is not the venue detailed in the bylaws) ☐

(iii) The Warrant of the Lodge not being available, for the reasons detailed overleaf, the members desire to hold a meeting of the Lodge without the Warrant. ☐

(iv) For reasons detailed overleaf. ☐

NAME OF SCRIBE (Initials & Surname)

SIGNATURE OF SCRIBE

NAME OF COMMANDER (Initials & Surname)

SIGNATURE OF COMMANDER

RECOMMENDED BY (Initials & Surname)

SIGNATURE OF PROVINCIAL/DISTRICT GRAND MASTER  DATE

**NOTES**

1. This petition must reach the Grand Secretary with the appropriate fee at least three weeks before the date of the meeting and **MUST** be recommended by the Provincial/District Grand Master when applicable.

2. A Dispensation, if granted, will be sent to the Provincial/District Grand Secretary.

**OFFICIAL USE ONLY**

DISPENSATION No.  FEE RECEIVED £

Please take a photocopy of this form when completed and retain it for your Lodge records

Completed by Scribe

Signed by Commander

Signed by PGM after being forwarded to Prov Sec

Grand Lodge fee payable if proposed date is more than 14 days before or after date fixed by By-Laws

ANY ADDITIONAL COMMENTS

**CHANGE OF DETAILS**

If there have been any changes in respect of the below, please tick the appropriate box, and complete the details.

SCRIBE ☐ TREASURER ☐

Scribe / Treasurer (delete as necessary)

1. INITIALS AND SURNAME

2. FORENAMES IN FULL

3. DECORATIONS AND HONOURS  4. STYLE OR TITLE   
(e.g. Mr, Sir, Brigadier)

5. ADDRESS (i)   
(ii)   
(iii)   
(iv)   
(v)  (vi) POSTCODE

6. DATE OF BIRTH

7. TELEPHONE HOME  WORK   
MOBILE  FAX   
E-MAIL

Completed by Scribe

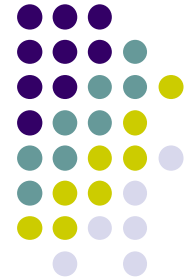
Returned to Provincial Grand Secretary at least 6 weeks before proposed date with cheque (if appropriate)



# Dispensation for Master Elect (DISPM)

(form available as a download from the Provincial website [www.berksmark.org.uk](http://www.berksmark.org.uk))

Completed if Rule 97 Book of Constitutions apply



Grand Lodge of Mark Master Masons of England and Wales and its Districts and Lodges Overseas  
**REQUEST FOR DISPENSATION IN RESPECT OF A MASTER ELECT**  
To be Completed by the Master and Secretary

This form must be completed using typewriter or block letters and sent via the Provincial/District Grand Secretary to:  
The Grand Secretary, Mark Masons' Hall, 86 St. James's Street, London SW1A 1PL.

**TO THE MOST WORSHIPFUL GRAND MASTER** *we, the undersigned, being the Master and Secretary of*

1. LODGE NAME   
2. NUMBER   
3. PROVINCE/DISTRICT   
*respectfully request on behalf of the members of the Lodge that a Dispensation be granted to enable*  
4. BROTHER  *(Initials & Surname)*  
5. FORENAMES IN FULL   
6. DECORATIONS AND HONOURS  7. STYLE OR TITLE  *(e.g. Mr, Sir, Brigadier)*  
8. ADDRESS   
(i)   
(ii)   
(iii)   
(iv)   
(v)   
(vi) POSTCODE

*to be Installed as Master of this Lodge,*  
notwithstanding that contrary to the Constitutions and Regulations *(please tick the appropriate box)*

(i) He has not previously served the office of Warden in a Lodge of Mark Master Masons for one complete year, that is from one Installation to the next. ☐  
(ii) He has not previously served the office, of Master of a regular Craft Lodge of Freemasons. ☐  
(iii) He is not a subscribing member of a regular Craft Lodge of Freemasons. ☐  
(iv) He is at present Master of another Lodge of Mark Master Masons and will still be occupying that office on the date of the Installation Meeting of this Lodge. ☐  
(v) He has been re-elected to continue as Master of the Lodge for a third consecutive year. ☐  
(vi) For reasons detailed overleaf. ☐

*we are pleased to confirm that Brother*  *(Initials & Surname)*  
*was regularly elected as Master for the ensuing year* ON

*and it is considered that it will be in the best interest of the Lodge and for the good of the Order generally if he is Installed as Master* ON

NAME OF SECRETARY *(Initials & Surname)*   
SIGNATURE OF SECRETARY   
NAME OF MASTER *(Initials & Surname)*   
SIGNATURE MASTER   
RECOMMENDED BY *(Initials & Surname)*   
SIGNATURE OF PROVINCIAL / DISTRICT GRAND MASTER

NOTES  
1. This petition must reach the Grand Secretary with the appropriate fee at least three weeks before the date of Installation and **MUST** be recommended by the Provincial/District Grand Master when applicable.  
2. A Dispensation, if granted, will be sent to the Provincial/District Grand Secretary.

DISPENSATION No.  OFFICIAL USE ONLY FEE RECEIVED £

DISPM001 Please take a photocopy of this form when completed and retain it for your Lodge records. (10/01)

Completed by Secretary.

Signed by Master

Signed by PGM after being forwarded to Prov Sec

ANY ADDITIONAL COMMENTS

**CHANGE OF DETAILS**  
If there have been any changes in respect of the below, please tick the appropriate box, and complete the details.

SECRETARY ☐ TREASURER ☐

Secretary / Treasurer *(delete as necessary)*

1. INITIALS AND SURNAME   
2. FORENAMES IN FULL   
3. DECORATIONS AND HONOURS  4. STYLE OR TITLE  *(e.g. Mr, Sir, Brigadier)*  
5. ADDRESS   
(i)   
(ii)   
(iii)   
(iv)   
(v)   
(vi) POSTCODE

6. DATE OF BIRTH  DAY MONTH YEAR  
7. TELEPHONE HOME  WORK   
MOBILE  FAX   
E-MAIL

Completed by Secretary.

Returned to Provincial Grand Secretary at least 6 weeks before proposed date with cheque





# Dispensation for Commander Elect (DISPM)

(form available as a download from the Provincial website [www.berksmark.org.uk](http://www.berksmark.org.uk))

Completed if Rule 97 Book of Constitutions apply



**DISPC**

The Ancient and Honourable Fraternity of Royal Ark Mariners  
**REQUEST FOR DISPENSATION IN RESPECT OF A COMMANDER ELECT**  
To be Completed by the Commander and Scribe

This form must be completed using typewriter or block letters and sent via the Provincial/District Grand Secretary to:  
The Grand Secretary, Mark Masons' Hall, 86 St. James's Street, London SW1A 1PL

**TO THE MOST WORSHIPFUL GRAND MASTER** *we, the undersigned, being the Commander and Scribe of*

1. LODGE NAME

2. NUMBER

3. PROVINCE/DISTRICT

4. BROTHER *(Initials & Surname)*

RENAME IN FULL

6. DECORATIONS AND HONOURS

7. STYLE OR TITLE *(e.g. Mr, Sir, Brigadier)*

8. ADDRESS (i)   
(ii)   
(iii)   
(iv)   
(v)

(vi) POSTCODE

*to be Installed as Commander of this Lodge,*  
notwithstanding that contrary to the Constitutions and Regulations *(please tick the appropriate box)*

(i) He has not previously served the office of Warden in a Lodge of Royal Ark Mariners for one complete year, that is from one Installation to the next. ☐

(ii) He has not previously served the office of Master of a Lodge of Mark Master Masons. ☐

(iii) He is at present Commander of another Lodge of Royal Ark Mariners and will still be occupying that office on the date of the Installation Meeting of this Lodge. ☐

(iv) He has been re-elected to continue as Commander of the Lodge for a third consecutive year. ☐

(v) For reasons detailed overleaf. ☐

*we are pleased to confirm that Brother* *(Initials & Surname)*

*was regularly elected as Commander for the ensuing year* ON

*and it is considered that it will be in the best interest of the Lodge and for the good of the Order generally if he is Installed as Commander* ON

NAME OF SCRIBE *(Initials & Surname)*

SIGNATURE OF SCRIBE

NAME OF COMMANDER *(Initials & Surname)*

SIGNATURE OF COMMANDER

RECOMMENDED BY *(Initials & Surname)*

SIGNATURE OF PROVINCIAL / DISTRICT GRAND MASTER

DATE

**NOTES**

1. This petition must reach the Grand Secretary with the appropriate fee at least three weeks before the date of Installation and **MUST** be recommended by the Provincial/District Grand Master when applicable.

2. A Dispensation, if granted, will be sent to the Provincial/District Grand Secretary.

**OFFICIAL USE ONLY**

DISPENSATION No.

FEE RECEIVED £

Completed by Scribe

Signed by Master

Signed by PGM after being forwarded to Prov Sec

ANY ADDITIONAL COMMENTS

**CHANGE OF DETAILS**

If there have been any changes in respect of the below, please tick the appropriate box, and complete the details.

SCRIBE ☐ TREASURER ☐

Scribe / Treasurer *(delete as necessary)*

1. INITIALS AND SURNAME

2. FORENAMES IN FULL

3. DECORATIONS AND HONOURS

4. STYLE OR TITLE *(e.g. Mr, Sir, Brigadier)*

5. ADDRESS (i)   
(ii)   
(iii)   
(iv)   
(v)

(vi) POSTCODE

6. DATE OF BIRTH DAY  MONTH  YEAR

7. TELEPHONE HOME  WORK   
MOBILE  FAX   
E-MAIL

Completed by Scribe

Returned to Provincial Grand Secretary at least 6 weeks before proposed date with cheque



# Recommendations for Mark Grand Rank



Provincial Grand Lodge of Mark Master Masons of Berkshire

## Recommendation for Mark Grand Rank

Please use this form to notify the Provincial Grand Secretary for members you wish to nominate for Mark Grand Rank or for Promotion.

Lodge Name  No.

Members Surname  Forenames

Date of Birth

Address (Line 1)

Address (Line 2)

Address (Line 3)

Town

County

Postcode

Telephone No.

Mobile No.

Email address

Date Advanced  Date Installed

Lodges of which he is a Past Master

Current Provincial Rank

Year Received  Active? (Yes/No)

First Provincial Rank

Year Received  Active? (Yes/No)

Current Grand Mark Rank  Year received

Personal Report (please include relevant additional information)

Secretary (Enter Name)  Date

Please return to the Provincial Grand Secretary in the strictest confidence.

This form can be downloaded from the Provincial website [www.berksmark.org.uk](http://www.berksmark.org.uk) and must be completed by the Lodge Secretary **in the strictest confidence.**

The completed form must be submitted to the Provincial Grand Secretary before 1<sup>st</sup> May.

Brethren eligible for first appointment to this high honour are those who have been an Installed Master for at least four full years and have served at least three full years in Provincial Grand Lodge.

Eligibility for promotion is not normally considered until after a further five full years.

The utmost care and consideration must be exercised in making these recommendations. It is essential that a Brother should have carried out his duties as Master in an exemplary manner, and that he continues to attend meetings of his Lodge regularly. He should, subsequent to Installing his successor, and to the utmost of his ability be giving active support and assistance to both the Lodge and the Province.

Should any Secretary need assistance or guidance please contact the Provincial Grand Secretary in the first instance.

Nomination may be re-submitted annually if nominee is not successful.



# Recommendations for RAM Grand Rank



Provincial Grand Lodge of Mark Master Masons of Berkshire

## Recommendation for Royal Ark Mariner Grand Rank

Please use this form to notify the Provincial Grand Secretary for members you wish to nominate for Royal Ark Mariner Grand Rank.

Lodge Name  No.

Members Surname  Forenames

Date of Birth

Address (Line 1)

Address (Line 2)

Address (Line 3)

Town

County

Postcode

Telephone No.

Mobile No.

Email address

Date Elevated

Date Installed as Commander

Lodges of which he is a Past Commander

Year Received Provincial RAMGR

**Personal Report** (please include relevant additional information)

Scribe (Enter Name)  Date

Please return to the Provincial Grand Secretary in the strictest confidence.

This form can be downloaded from the Provincial website [www.berksmark.org.uk](http://www.berksmark.org.uk) and must be completed by the Lodge Scribe **in the strictest confidence.**

The completed form should be sent to the Provincial Grand Secretary by 31<sup>st</sup> December.

Brethren eligible for this high honour are those who have been an Installed Commander for at least four years full years and have held Provincial Royal Ark Mariner Grand Rank for at least two years full years.

The utmost care and consideration must be exercised in making these recommendations. It is essential that a Brother should have carried out his duties as Commander in an exemplary manner, and that he continues to attend meetings of his Lodge regularly. He should, subsequent to Installing his successor, and to the utmost of his ability be giving active support and assistance to both the Lodge and the Province.

Should any Scribe need assistance or guidance please contact the Provincial Grand Secretary in the first instance.

Nomination may be re-submitted annually if nominee is not successful.





## Recommendations for Provincial Mark Grand Rank



Provincial Grand Lodge of Mark Master Masons of Berkshire

### Recommendation for Mark Provincial Grand Rank

Please use this form to notify the Provincial Grand Secretary for members you wish to nominate for Mark Provincial Grand Rank or for Promotion.

Lodge Name  No.

Members Surname  Forenames

Date of Birth

Address (Line 1)

Address (Line 2)

Address (Line 3)

Town

County

Postcode

Telephone No.

Mobile No.

Email address

Date Advanced  Date Installed

Ceremonies Conducted: Advancement (Yes/No)

Installation (Yes/No)

Quality of Work (V Good/Good/Fair/Poor)

Is he a regular attendee of: Lodge meetings (Yes/No)

Rehearsals/LOI (Yes/No)

Committee meetings (Yes/No)

Current Provincial Rank

Year Received  Active? (Yes/No)

**Personal Report** (Please include comments from the Master and Secretary with regards to his involvement in Lodge activities, particularly since passing the Chair)

Secretary (Enter Name)  Date

Please return to the Provincial Grand Secretary in the strictest confidence.

This form can be downloaded from the Provincial website [www.berksmark.org.uk](http://www.berksmark.org.uk) and must be completed by the Lodge Secretary **in the strictest confidence.**

The completed form should be sent to the Provincial Grand Secretary by 31<sup>st</sup> December.

Brethren normally eligible for first appointment are those brethren who have been an Installed Master for at least three years. i.e Installed 2015, eligible 2018.

Further promotion is not normally considered for at least a further three years.

Should any Secretary need assistance or guidance please contact the Provincial Grand Secretary in the first instance.

N.B. It is important that completed forms are received from all Lodges even if there are no nominations. Should there be no nomination details should be entered in the "Personal Report" box i.e. "No nomination due to \_\_\_\_\_(enter reason).

Nomination may be re-submitted annually if nominee is not successful.



## Recommendations for Provincial RAM Grand Rank



Provincial Grand Lodge of Mark Master Masons of Berkshire

### Recommendation for Provincial Royal Ark Mariner Grand Rank

Please use this form to notify the Provincial Grand Secretary for members you wish to nominate for Provincial Royal Ark Mariner Grand Rank.

Lodge Name	<input type="text"/>	No.	<input type="text"/>						
Members Surname	<input type="text"/>	Forenames	<input type="text"/>						
Date of Birth	<input type="text"/>								
Address (Line 1)	<input type="text"/>								
Address (Line 2)	<input type="text"/>								
Address (Line 3)	<input type="text"/>								
Town	<input type="text"/>								
County	<input type="text"/>								
Postcode	<input type="text"/>								
Telephone No.	<input type="text"/>								
Mobile No.	<input type="text"/>								
Email address	<input type="text"/>								
Date Elevated	<input type="text"/>	Date Installed	<input type="text"/>						
Ceremonies Conducted:	<table><tr><td>Elevation (Yes/No)</td><td><input type="text"/></td></tr><tr><td>Installation (Yes/No)</td><td><input type="text"/></td></tr><tr><td>Quality of Work (V Good/Good/Fair/Poor)</td><td><input type="text"/></td></tr></table>			Elevation (Yes/No)	<input type="text"/>	Installation (Yes/No)	<input type="text"/>	Quality of Work (V Good/Good/Fair/Poor)	<input type="text"/>
Elevation (Yes/No)	<input type="text"/>								
Installation (Yes/No)	<input type="text"/>								
Quality of Work (V Good/Good/Fair/Poor)	<input type="text"/>								
Is he a regular attendee of:	<table><tr><td>Lodge meetings (Yes/No)</td><td><input type="text"/></td></tr><tr><td>Rehearsals/LOI (Yes/No)</td><td><input type="text"/></td></tr><tr><td>Committee meetings (Yes/No)</td><td><input type="text"/></td></tr></table>			Lodge meetings (Yes/No)	<input type="text"/>	Rehearsals/LOI (Yes/No)	<input type="text"/>	Committee meetings (Yes/No)	<input type="text"/>
Lodge meetings (Yes/No)	<input type="text"/>								
Rehearsals/LOI (Yes/No)	<input type="text"/>								
Committee meetings (Yes/No)	<input type="text"/>								

**Personal Report** (Please include comments from the Commander and Scribe with regards to his involvement in Lodge activities, particularly since passing the Chair)

Scribe (Enter Name)  Date

Please return to the Provincial Grand Secretary in the strictest confidence.

This form can be downloaded from the Provincial website [www.berksmark.org.uk](http://www.berksmark.org.uk) and must be completed by the Lodge Scribe **in the strictest confidence.**

The completed form should be sent to the Provincial Grand Secretary by 31<sup>st</sup> December.

Brethren normally eligible for appointment to Provincial RAM Grand Rank are those brethren who have been an Installed Commander for at least four years. i.e. Installed 2014, eligible 2018.

Should any Scribe need assistance or guidance please contact the Provincial Grand Secretary in the first instance.

N.B. It is important that completed forms are received from all Lodges even if there are no nominations. Should there be no nomination details should be entered in the "Personal Report" box i.e. "No nomination due to \_\_\_\_\_(enter reason).

Nomination may be re-submitted annually if nominee is not successful.



## Change of Details



### Provincial Grand Lodge of Mark Master Masons of Berkshire

#### Change of membership details

Please use this form to notify the Provincial Grand Secretary of any change of details to your membership i.e. Resignations, Deaths, Honorary membership, Cessations, or Exclusions. Also any changes of detail such as address, postcode, telephone no., email address etc.

#### Part One

Lodge Name	<input type="text"/>	No.	<input type="text"/>	Mark/RAM	<input type="text"/>
Members Surname	<input type="text"/>				
Forenames in full	<input type="text"/>				
Rank	<input type="text"/>				

#### Contact Information Changes

Address (Line 1)	<input type="text"/>
Address (Line 2)	<input type="text"/>
Address (Line 3)	<input type="text"/>
Town	<input type="text"/> County <input type="text"/>
Postcode	<input type="text"/>
Telephone No.	<input type="text"/> Mobile No. <input type="text"/>
Email address	<input type="text"/>

#### Part Two (Enter Yes and date in relevant boxes)

Resignation	<input type="text"/>	Effective Date	<input type="text"/>
Deceased	<input type="text"/>	Date of Death	<input type="text"/>
Honorary Membership	<input type="text"/>	Effective Date	<input type="text"/>
Cessation	<input type="text"/>	Effective Date	<input type="text"/>
Exclusion	<input type="text"/>	Effective Date	<input type="text"/>

Honours from other Provinces (Enter Rank & Province)

Secretary (Enter Name)

Reason for Resignation:

This form can be downloaded from the Provincial website [www.berksmark.org.uk](http://www.berksmark.org.uk) and must be completed by the Lodge Secretary/Scribe.

The completed form should be sent to the Provincial Grand Secretary whenever there are changes to a members details.

It is important to identify if the information concerns the Mark or the RAM degree.

The completed form must be sent to the Provincial Grand Secretary by either post or email, preferably by email and he will amend the Keystone Database for you. No form no action.



# Keystone Online



MMH No

Password

Login

[Reset Password](#)

**KoL Helpdesk**  
For assistance, contact  
Registrations on 020 7747  
1173 or Email  
[kol@mmh.org.uk](mailto:kol@mmh.org.uk)





# Initial Keystone Online Access



Step 1  
Enter MMH  
Number

Step 3  
Click Login

Step 2  
Follow Reset  
Password Procedure

MMH No  
Password  
Login  
[Reset Password](#)

**Kol Helpdesk**  
For assistance, contact  
Registrations on 020 7747  
1173 or Email  
[kol@mmh.org.uk](mailto:kol@mmh.org.uk)

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To access Keystone for the first time a notification will be received via Grand Lodge with the relevant information to complete steps 1, 2 & 3.

Access to the database is a read only basis.



# Continuing Keystone Online Access



Step 1  
Enter MMH  
Number

Step 2  
Enter Password

Step 3  
Click Login

MMH No

Password

Login

[Reset Password](#)

**Kol Helpdesk**  
For assistance, contact  
Registrations on 020 7747  
1173 or Email  
[kol@mmh.org.uk](mailto:kol@mmh.org.uk)

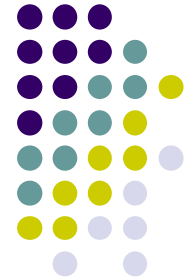
© Pro-Networks Limited 2015




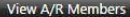


To access Keystone for the second time complete steps 1, 2 & 3 and you will be taken to the screen on the next slide.





# Keystone Online






Welcome to Keystone Online, **R J Olliver**.

If this is not you then please [click here](#) to logout.


**KoL Helpdesk**  
For assistance, contact Registrations on 020 7747 1173 or Email [kol@mmh.org.uk](mailto:kol@mmh.org.uk)



[Home](#) - [Berkshire](#) - Wallingford - 1162

**KEYSTONE ONLINE**

All Members Past & Present ☐ Current Subscribing ☒ All Current ☐

**Members** 

MMH No	Surname	Given Names	PostCode	Start Date	End Date	Join Type	Grand Rank	Prov Rank	Unit Rank	[Activity]	Comment
151755	Atkins	Peter William	OX10 0TA	13/12/1989		Advanced	P.A.G.D.C.	P.Prov.G.J.W.	---		
1225285	Atkinson	Robert	OX10 8JX	12/12/2007		Advanced					
1058529	Bemis	Preston Eugene	OX10 9JD	10/12/2008		Joined	---	---	Senior Warden	[Rejoined]	
1217540	Blackburn	Clive John	OX10 0DB	14/09/2005		Advanced					
1232298	Bold	Shawn Derek	OX12 7BL	14/04/2010		Advanced					
1247848	Bowler	Christopher Phillip	OX10 8HB	09/12/2015		Advanced					
1246111	Brant	Shaun Leon	RG18 9WQ	10/04/2015		Advanced					
1229285	Brewer	Peter John	OX11 7RL	08/04/2009		Advanced					
1235292	Brown	Donald Andrew	OX11 7GF	13/04/2011		Advanced					
16320	Brown	Malcolm Philip	OX10 8LT	23/09/2015		Joined					
1251426	Church	Garry Malcolm	OX10 9DS	12/04/2017		Advanced					no form

33 records

Surname

DoB

Familiar Name

Given Name(s)

Initials

Title

End Date

Status

Suffix

Select Status

Phone

Fax No

Mobile No

Business No

Email

Profession/ Skill

Partner/ Spouse

Address

City

County

Postcode

Country

DataSheet

Save

New Member

Assign Ranks

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This is your Lodge data and is accessible on a read only basis.

Any amendments to data are completed by the Provincial Grand Secretary following your submission of a change of details form.


Membership data should be checked on a regular basis for accuracy particularly after a change of details form to ensure your request has been actioned.



# Accessing Grand Lodge Annual Fees



Click here




- Home
- Audit
- View A/R Members
- View A/R Invoice
- Logout
- Help

Welcome to Keystone Online, R J Olliver.

If this is not you then please [click here](#) to logout.

**KoL Helpdesk**  
For assistance, contact Registrations on 020 7747 1173 or Email [kol@mmh.org.uk](mailto:kol@mmh.org.uk)



[Home](#) - [Berkshire](#) - Wallingford - 1162

**KEYSTONE ONLINE**

All Members Past & Present ☐ Current Subscribing ☒ All Current ☐

[Export to Excel](#)

### Members

MMH No	Surname	Given Names	PostCode	Start Date	End Date	Join Type	Grand Rank	Prov Rank	Unit Rank	[Activity]	Comment
151755	Atkins	Peter William	OX10 0TA	13/12/1989		Advanced	P.A.G.D.C.	P.Prov.G.J.W.	---		
1225285	Atkinson	Robert	OX10 8JX	12/12/2007		Advanced					
1058529	Bemis	Preston Eugene	OX10 9JD	10/12/2008		Joined	---	---	Senior Warden	[Rejoined]	
1217540	Blackburn	Clive John	OX10 0DB	14/09/2005		Advanced					
1232298	Bold	Shawn Derek	OX12 7BL	14/04/2010		Advanced					
1247848	Bowler	Christopher Phillip	OX10 8HB	09/12/2015		Advanced					
1246111	Brant	Shaun Leon	RG18 9WQ	10/04/2015		Advanced					
1229285	Brewer	Peter John	OX11 7RL	08/04/2009		Advanced					
1235292	Brown	Donald Andrew	OX11 7GF	13/04/2011		Advanced					
16320	Brown	Malcolm Philip	OX10 8LT	23/09/2015		Joined					
1251426	Church	Garry Malcolm	OX10 9DS	12/04/2017		Advanced					no form

33 records

Surname

DoB  Status

Familiar Name

Given Name(s)

Initials

Title  Suffix

End Date

Phone

Fax No

Mobile No

Business No

Email

Profession/ Skill

Partner/ Spouse

Address

City

County

Postcode

Country

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This are available from late August early September.  
To access the Grand Lodge Annual Invoice click “View A/R Invoice”



# Grand Lodge Annual Dues



Enter email address of your Treasurer here

Annual Return Invoice

Print Email To: rjolliver15@gmail.com Submit/Close

**THE GRAND LODGE OF MARK MASTER MASONS**

SUBSCRIBING MEMBERS OF: Wallingford Lodge: 1162

AT ANY TIME DURING THE 12 MONTHS YEAR ENDING: 31/08/2016 Submitted: 03/10/2016

Number of Members at 31/08/2016	34	Members	@	24.58	835.72
	1	VAT	@	20%	167.14
		Year Book	@	13.00	13.00
Annual Returns Total					1,015.86
Outstanding Registration fees	0	New Advanced	@	23.75	0.00
	0	Joining/Rejoining	@	18.33	0.00
		VAT	@	20%	0.00
Total Amount Due		Total (inc VAT)			£1,015.86

I HEREBY CERTIFY THIS TO BE A CORRECT RETURN..... DATE.....

Do not make any reductions in respect of perceived errors without first contacting MMH

PLEASE RETURN THIS INVOICE TO YOUR PROVINCIAL/DISTRICT GRAND SECRETARY/RECORDER/VICE CHANCELLOR WITH A CHEQUE MADE PAYABLE TO 'GLMMM' OR PAY BY INTERNET BANKING TO:-

A/C NAME: Grand Lodge of Mark Master Masons  
 SORTCODE: 82-12-08  
 A/C: 60225538  
 REF: MARK1162

**YOU MUST INCLUDE YOUR REFERENCE WHEN PAYING BY BANK TRANSFER OTHERWISE YOUR PAYMENT MAY NOT BE ALLOCATED TO YOUR ACCOUNT**

GLMMM: VAT No 239 0588 43

Grand Lodge Bank Details

When Grand Lodge annual fees are due this form is automatically added to the Keystone Database. You will be reminded by the Provincial Grand Secretary when this form is available for action.

You must firstly check the accuracy of the figures and identify any anomalies with the Provincial Secretary (see next slide).

When you are satisfied all the information is correct the form must be emailed to the Lodge Treasurer for payment.

Payment can be made by the Lodge Treasurer by bank transfer directly to Grand Lodge or by cheque to the Provincial Secretary for onward transmission to Grand Lodge.

N.B. This form is exactly the same for Royal Ark Mariner Lodges.



# Accessing Subscribing Members List



Click here

Home - [Berkshire](#) - Wallingford - 1162

**KEYSTONE ONLINE**

All Members Past & Present ☐ Current Subscribing ☒ All Current ☐

[Export to Excel](#)

**Members**

MMH No	Surname	Given Names	PostCode	Start Date	End Date	Join Type	Grand Rank	Prov Rank	Unit Rank	[Activity]	Comment
151755	Atkins	Peter William	OX10 0TA	13/12/1989		Advanced	P.A.G.D.C.	P.Prov.G.J.W.	---		
1225285	Atkinson	Robert	OX10 8JX	12/12/2007		Advanced					
1058529	Bemis	Preston Eugene	OX10 9JD	10/12/2008		Joined	---	---	Senior Warden	[Rejoined]	
1217540	Blackburn	Clive John	OX10 0DB	14/09/2005		Advanced					
1232298	Bold	Shawn Derek	OX12 7BL	14/04/2010		Advanced					
1247848	Bowler	Christopher Phillip	OX10 8HB	09/12/2015		Advanced					
1246111	Brant	Shaun Leon	RG18 9WQ	10/04/2015		Advanced					
1229285	Brewer	Peter John	OX11 7RL	08/04/2009		Advanced					
1235292	Brown	Donald Andrew	OX11 7GF	13/04/2011		Advanced					
16320	Brown	Malcolm Philip	OX10 8LT	23/09/2015		Joined					
1251426	Church	Garry Malcolm	OX10 9DS	12/04/2017		Advanced					no form

33 records

**KoL Helpdesk**  
For assistance, contact Registrations on 020 7747 1173 or Email [kol@mmh.org.uk](mailto:kol@mmh.org.uk)

**Grand Lodge Mark Master Masons**

**Form Fields:**

- Surname, DoB, Status, Familiar Name, Given Name(s), Initials, Title, Suffix, End Date, Select Status, ?
- Phone, Fax No, Mobile No, Business No, Email, Profession/ Skill, Partner/ Spouse
- Address, City, County, Postcode, Country (Select Country)

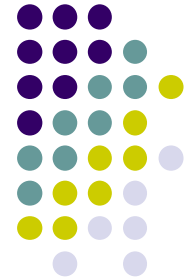
[DataSheet](#) [Save](#) [New Member](#) [Assign Ranks](#)

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To access the list of subscribing members click “View A/R Members”  
The next slide will appear.



# Subscribing Members List



Annual Return

Print Email To: rjolliver15@gmail.com

Province  
Berkshire

*Annual Return*  
**THE GRAND LODGE OF MARK MASTER MASONS**

SUBSCRIBING MEMBERS OF: Wallingford Lodge 1162

Subscribing members in last 12 months

AT ANY TIME DURING THE 12 MONTHS YEAR ENDING: 31/08/2016



MMH ID	Name	Joined	Code	Address	Email & Phone	Grand Rank	Sec/Tres	DOB	Leaving Date Reason
151755	Peter William Atkins	13/12/1989	AJ	10 Hazel Grove, Wallingford, Oxfordshire, OX10 0TA	peter.atkins@ntlworld.com 01491 201950	P.A.G.D.C.		29/04/1934	-----
1225285	Robert Atkinson	12/12/2007	AJ	3 Glyn Road, Wallingford, Oxfordshire, OX10 8JX	bobbyatkinson@hotmail.com 01491 826034 07855 200723			15/09/1955	-----
1058529	Preston Eugene Bemis	10/12/2008	JR	Havoc House, Moultsford, Wallingford Oxfordshire, OX10 9JD	prestonbemis@hotmail.com 01491 651310			03/05/1940	-----
1217540	Clive John Blackburn	14/09/2005	AJ	44a High Street, Wallingford, Oxfordshire, OX10 0DB	cjcatering@live.co.uk 07831 704631			30/05/1955	-----
1232298	Shawn Derek Bold	14/04/2010	AJ	5 Crooks Terrace, Wantage, Oxfordshire, OX12 7BL	ankh758@hotmail.com 07920 888720			25/04/1966	-----
1247848	Christopher Phillip Bowler	09/12/2015	AJ	Bridge Villa, The Street, Crowmarsh Gifford Wallingford, Oxfordshire, OX10 8HB	chris.bowler@dexion.co.uk 07766872717			13/05/1962	-----
1246111	Shaun Leon Brant	10/04/2015	AJ	15 Stretchers Drive, Hemitage, Thatcham Berkshire, RG18 9WQ	divine shine@yahoo.co.uk 07766 660816			03/07/1979	-----
1229285	Peter John Brewer	08/04/2009	AJ	37 Blackwater Way, Didcot, Oxfordshire, OX11 7RL	brewerpeter@btinternet.com 01235 812192 07920 545276			22/09/1962	-----

All data must be checked.

Any amendments must be sent to the Provincial Grand Secretary on a change of details form.





# Provincial Grand Lodge Annual Dues



Provincial Grand Lodge of Mark Masons of Berkshire

Annual Dues 31st August 2008

Mark Lodge :	<b>Friendship and Care</b>		No.	<b>1555</b>
Dues for Members (Col 4)	25	at	£2.40	£60.00
Advancement (Col 2)	1	at	£3.00	£3.00
Joining/Rejoining (Col 3)	0	at	£1.50	£0.00
Prov G L Dispensations		at	£5.00	£0.00
Registering New or Altered By-Laws		at	£5.00	£0.00
Copies of Prov By-Laws	3	at	£1.00	£3.00
Entry in Berkshire Year Book	1	at	£24.50	£24.50
Prov G L Ties	6	at	£10.00	£60.00
Other				
<b>TOTAL PAYABLE</b>				<b>£150.50</b>

This form will be emailed in the same time frame as you receive Grand Lodge fees.

All figures are entered by the Provincial Grand Secretary. They must be checked for accuracy, any queries notified to the Provincial Grand Secretary. No amendments can be made unless approved by the Provincial Grand Secretary.

The completed form should be returned to the Provincial Grand Secretary with the appropriate cheque together with the Grand Lodge return if appropriate.

Number of Subscribing Members at 31 August 2007	GAINS 2007-2008			LOSSES 2007-2008					Number of Subscribing Members at 31 August 2008 (Col 4 minus 9)
	Advanced	Joined	Total subscribing Members in past year (Cols 1+2+3)	Died	Resigned	Excluded	Hon Membership	Total Loss in Members in past year (Cols 5+6+7+8)	
24	1	0	25	0	2	0	0	2	23
Column 1	2	3	4	5	6	7	8	9	10

Please complete the 'Losses' section and include the present total in column 10

N.B. This form is exactly the same for Royal Ark Mariner Lodges.





# Berkshire Masonic Year Book

This form is emailed to you around June of each year for completion.  
You will be able to type in the information save the form and return by email.



BERKSHIRE MASONIC YEAR BOOK RETURN  
PLEASE TYPE

FRIENDSHIP AND CARE LODGE OF MARK MASTER MASONS – No. 1555  
(Founded 1981)

Held at the Berkshire Masonic Centre, Sindlesham, on the third  
Tuesday in January, March and November.

Installation in November

Number of Subscribing Members:

Officers 2008 – 2009

Please insert name in this column

Bro.		WM
Bro.		SW
Bro.		JW
Bro.		MO
Bro.		SO
Bro.		JO
Bro.		Chaplain
Bro.		Treasurer
Bro.		Reg of M
Bro.		Secretary
Address of Secretary		
Postcode		
Home Telephone No.		
Bro.		DC
Bro.		Almoner
Bro.		Chy Stwd
Bro.		SD
Bro.		JD
Bro.		Asst Sec
Bro.		ADC
Bro.		Organist
Bro.		Inner Guard
Bro.		Steward
Bro.		Steward
Bro.		Steward
Bro.		Steward
Bro.		Steward
Bro.		Steward
Bro.		Steward
Bro.		Tyler

Check that all information is correct i.e Venue, meeting times and Installation month

Enter number of subscribing members. If you are a Lodge that meets at Sindlesham this is figure which your Voluntary Contributions are calculated from.

Change year if information is for the previous year

Enter name of Brother appointed to each office in the second column.  
Address and telephone number are required for the Secretary.

PAST MASTERS (Subscribing Members)

Deletions from list in current Year Book		Additions to list in current Year Book	
19		19	
19		20	
19		20	
19		20	
19		20	
20		20	
20		20	
20		20	

Amendments to Berkshire Masonic Year Book. Relating to this MMM Lodge only.  
Use the Craft Lodge column only in those few cases where names are the same to identify your particular member

Page	Name & Initials	Entry or amendment	Craft

Enter deletions and additions to previous year book with year of appointment

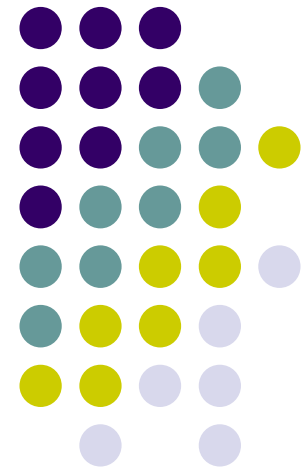
Enter amendments to previous year book

N.B. A similar form is sent for Royal Ark Mariner Lodges.



# Regular Meetings

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## Summons (Regular Meeting)



- Must be received by members at least 14 days before meeting date. *(It can be sent via email)*
- Include on the summons must be the following:
  - The Mark Benevolent Fund logo appropriate to the Lodge.
  - “We invite you to visit the Provincial website on [www.berksmark.org.uk](http://www.berksmark.org.uk)”
- It is recommended that minutes of the previous meeting are circulated prior to the meeting either via email or in hard copy, but they must be confirmed at this meeting. They must be affixed to the minute book and not signed as a loose leaf document.
- Presentation of a Grand Lodge Certificate should be the first item after the minutes.
- There should always be an item “Report from the BeMBA representative”.
- Copies of the summons should also be sent to the Provincial Executive:
  - Provincial Grand Master
  - Deputy Provincial Grand Master
  - Provincial Grand Secretary
  - Provincial Grand Director of Ceremonies
  - Provincial Grand Treasurer
  - Two Provincial Wardens

All the Executive will book in with you direct and will pay for their meal on each occasion.

If you do not hear from any member of the Executive please record their apologies. Please include a copy of the minutes if circulated.

**N.B. Exactly the same procedure is applied for Royal Ark Mariner Lodges.**



# Proposing Candidates

## Advancement, Elevation, Joining, Re-Joining



- The following information must appear on the summons:
  - Full Name
  - Date of Birth
  - Place or places of abode
  - Name and number of Craft Lodge
  - Names of Proposer and Seconder (both of whom must be subscribing members of the Lodge or Honorary Members who are Past Masters of the Lodge)

N.B. A candidate can be Advanced, **Elevated**, Join or Re-Join at the same meeting as long as the ballot proves in favour.



Tokens for candidates available from Provincial Secretary (*Mark only*)



## Election of Master/Commander & Treasurer

This must appear as an item on the agenda prior to the Installation meeting.



- There is no need for the above to be balloted for if the following applies:
  - There is only one nomination
  - No other member duly qualified has indicated to the Secretary that he wishes to be considered
  - No member present calls for a ballot
  - The names of the nominees appear on the summons
- Should all the above apply the Master/Commander can declare the election in favour of the nominated members.
- Should the name of the nominees not appear on the summons a ballot must be taken. (This cannot be a show of hands)



## The Risings



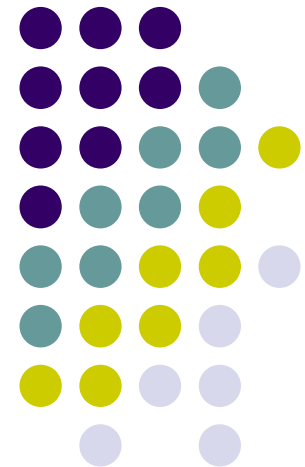
- First Rising
  - Communications from Grand Lodge
- Second Rising
  - Communications from Provincial Grand Lodge
- Third & Fourth Rising
  - General matters of the Lodge
- There is only one rising in the RAM Degree where all correspondence is dealt with.





# Installation Meeting

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## Summons (Installation Meeting)

- Must be received by members at least 14 days before meeting date. *(It can be sent via email)*
- Include the Provincial website on the summons
  - “We invite you to visit the Provincial website on [www.berksmark.org.uk](http://www.berksmark.org.uk)”
- It is recommended that minutes of the previous meeting are circulated prior to the meeting either via email or in hard copy, but they must be confirmed at this meeting. They must be affixed to the minute book and not signed as a loose leaf document.
- Presentation of a Grand Lodge Certificate should be the first item after the minutes.
- Items that must be included on the agenda are:
  - To elect:
    - Two members to serve on the Lodge committee
    - Two members to act as Examiners Rule 132ii
    - A representative to serve on the BeMBA management committee
    - Report from the BeMBA representative

N.B. Exactly the same procedure is applied for Royal Ark Mariner Lodges.



## Summons (Installation Meeting)

- Copies of the summons should be sent to the Provincial Executive and the Provincial Officers of the year.
- Each member of the Provincial Executive and all other Active Provincial Officers will book in with you direct.
- With the exception of the Provincial Grand Master or his representative, all will pay for their meal.
- Please include a copy of the minutes to the Provincial Executive..
- If you do not hear from any member of the Executive please record their apologies.

N.B. Exactly the same procedure is applied for Royal Ark Mariner Lodges.



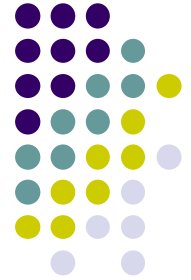
## Officers of a MMM Lodge



- The following Officers must be appointed at the Installation Meeting
  - Worshipful Master
  - Senior Warden
  - Junior Warden
  - Master Overseer
  - Senior Overseer
  - Junior Overseer
  - Treasurer
  - Registrar of Marks
  - Secretary
  - Senior Deacon
  - Junior Deacon
  - Inner Guard
  - Tyler
- The Master may also appoint the following additional officers
  - Chaplain
  - Director of Ceremonies
  - Almoner
  - Charity Steward
  - Assistant Secretary
  - Assistant Director of Ceremonies
  - Organist
  - Stewards



# Order of Precedence (MMM)



- Assuming all Officers are appointed the following applies:
  - Worshipful Master
  - Senior Warden
  - Junior Warden
  - Master Overseer
  - Senior Overseer
  - Junior Overseer
  - Chaplain
  - Treasurer
  - Registrar of Marks
  - Secretary
  - Director of Ceremonies
  - Almoner
  - Charity Steward
  - Senior Deacon
  - Junior Deacon
  - Assistant Secretary
  - Assistant Director of Ceremonies
  - Organist
  - Inner Guard
  - Stewards
  - Tyler



## Officers of a RAM Lodge



- The following Officers must be appointed at the Installation Meeting
  - Worshipful Commander
  - Senior Warden
  - Junior Warden
  - Treasurer
  - Scribe
  - Senior Deacon
  - Junior Deacon
  - Guardian
  - Warder
- The Commander may also appoint the following additional officers
  - Chaplain
  - Director of Ceremonies
  - Almoner
  - Charity Steward
  - Assistant Secretary
  - Assistant Director of Ceremonies
  - Organist
  - Stewards





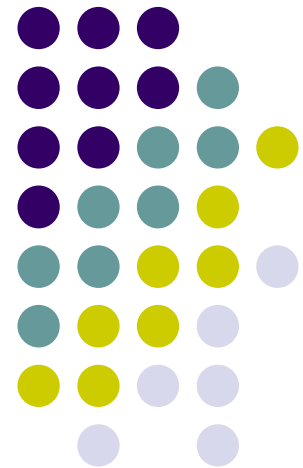
## Order of Precedence (RAM)



- Assuming all Officers are appointed the following applies:
  - Worshipful Commander
  - Senior Warden
  - Junior Warden
  - Chaplain
  - Treasurer
  - Scribe
  - Director of Ceremonies
  - Almoner
  - Charity Steward
  - Senior Deacon
  - Junior Deacon
  - Assistant Secretary
  - Assistant Director of Ceremonies
  - Organist
  - Guardian
  - Stewards
  - Warder



# Lodge Accounts





# Lodge Accounts

- Presentation of the Lodge accounts must appear as an item on the agenda at the meeting detailed in the Lodge By-Laws i.e.:
  - The Treasurer will present the Lodge Accounts for the year ending **xx/xx/xxxx**
- A copy of the accounts must be sent to the Provincial Grand Treasurer as soon as possible after being signed by the Lodge Treasurer and both Examiners.

N.B. Exactly the same procedure is applied for Royal Ark Mariner Lodges.



# Lodge Accounts

## Checklist

- Do you have a list of **ALL** the signatories to each of the Lodge's accounts?
  - *There may be signatories who no longer attend meetings or are no longer members. Now may be a good time to check with the Bank to see who they have listed and for you to start the process of getting this amended where necessary. There is a risk that with the passing of the Lodge will simply run out of signatories.*
  - *The consequence is that the Lodge can longer write cheques until after a lengthy and traumatic process of getting the bank to accept the changes.*
- How many signatories do you have?
  - *Ideally you should have three. They may be yourself and the Lodge's Secretary, together with a caretaker or safety signatory. The caretaker signatory would only be needed in case of emergency due to illness or incapacity. You could choose a junior, and young, member; he does not need to be past master.*
- What are the signing arrangements on the bank mandate?
  - *Can the account(s) be operated under a sole signature or do you need two to sign a cheque. The Lodge can have a sole signatory (for example: one to sign from two or three people) on the bank mandate, but still require two people to sign a cheque. Now would be a good idea to review these arrangements.*

N.B. Exactly the same procedure is applied for Royal Ark Mariner Lodges.



# Lodge Accounts

## Checklist (continued)

- Do you use on-line Banking?
  - Consider that several active Brethren have access to your online accounts. In the event of an emergency these can be accessed allowing bills etc. to be paid online. If you require multiple signatories on a payment there are a number of Banks that now offer multiple authorisations on an online transaction (Lloyds certainly do this).
- Do you have all of the Lodge's paper financial records in one place and which may be easily found?
  - Does your wife/partner know where these records are stored? It may help if you have also told the Lodge's Secretary the location of the records.
- Are any of the records held on a computer?
  - Can the folder in which the documents are stored be easily found? i.e. this could simply be a folder called 'Masonic'.
  - Is a password needed to access the computer and/or files? You may wish to write this down and store it somewhere safe, let someone know where this is kept so that in the event of an emergency these records can still be accessed.
  - If you have electronic records, consider using an on-line document sharing tool such as Dropbox – this means that multiple Officers of the Lodge can have access to any documents (Note: if you need help with this please drop me a line).

N.B. Exactly the same procedure is applied for Royal Ark Mariner Lodges.



# Lodge Accounts



## Checklist (continued)

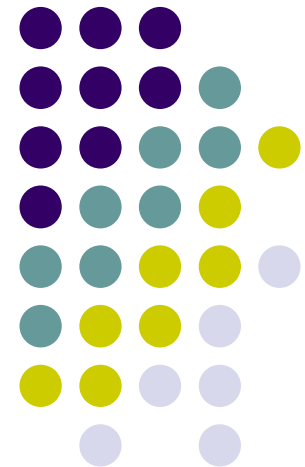
- Do you have contingency plans if you suddenly became unable to discharge your duties as the Treasurer due to illness or incapacity?
  - *Unfortunately, we never know when that unexpected event will happen. It is best to plan for the worst and trust that the best will continue.*
- The worst-case scenario would be for you to be either the sole or one of the only two signatories. In this situation the Lodge would no longer have access to its funds.

N.B. Exactly the same procedure is applied for Royal Ark Mariner Lodges.





# Presentation of Grand Lodge Certificate





## Presentation of Grand Lodge Certificate

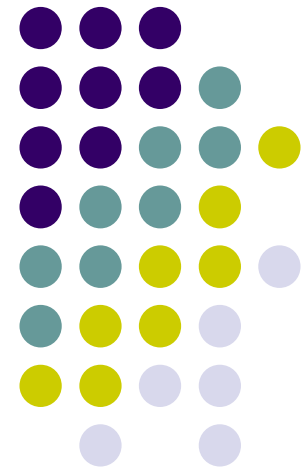


- As soon as certificates are received they should be presented to the relevant Brother.
- Certificates should be presented by a member of the Executive, if possible, failing which by a senior member of the Lodge.
- At the same time an introductory leaflet about the Royal Ark Mariner degree, should be presented with the appropriate words.  
*(This leaflet is available as a download from the website)*

N.B. Exactly the same procedure is applied for Royal Ark Mariner Lodges except for the presentation of the RAM leaflet.



## Alteration of By-Laws





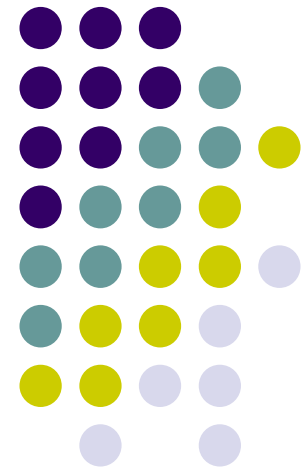
# Alteration of By-Laws

- All Lodge By-Laws should be consistent with the model produced by Grand Lodge. (Available for download from the Provincial Website)
- They may not be amended without the approval of Provincial Grand Lodge and the General Board. *(3 copies must be sent to the Provincial Grand Secretary)*
- Any amendment must first be proposed by Notice of Motion given at one meeting and included in the summons for and voted upon at the next meeting.

N.B. Exactly the same procedure is applied for Royal Ark Mariner Lodges.



# Mark Leaflet





# Mark Leaflet



- To be used in promoting the degree to any interested party
- Available as a download from the Provincial website.

Lodges in Province of Berkshire

Lodge	Warrant	Meeting Dates	Current Master	Tel Number	Email Address
1017 Pinner Lodge	Provincial	1st & 3rd Sat. 8pm	Robert McQuinn	01835 92414	reggie.mcquinn@btinternet.com
1018 Pinner Lodge	Provincial	1st & 3rd Sat. 8pm	Robert McQuinn	01835 92414	reggie.mcquinn@btinternet.com
1019 Pinner Lodge	Provincial	1st & 3rd Sat. 8pm	Robert McQuinn	01835 92414	reggie.mcquinn@btinternet.com
1020 Pinner Lodge	Provincial	1st & 3rd Sat. 8pm	Robert McQuinn	01835 92414	reggie.mcquinn@btinternet.com
1021 Pinner Lodge	Provincial	1st & 3rd Sat. 8pm	Robert McQuinn	01835 92414	reggie.mcquinn@btinternet.com
1022 Pinner Lodge	Provincial	1st & 3rd Sat. 8pm	Robert McQuinn	01835 92414	reggie.mcquinn@btinternet.com
1023 Pinner Lodge	Provincial	1st & 3rd Sat. 8pm	Robert McQuinn	01835 92414	reggie.mcquinn@btinternet.com
1024 Pinner Lodge	Provincial	1st & 3rd Sat. 8pm	Robert McQuinn	01835 92414	reggie.mcquinn@btinternet.com
1025 Pinner Lodge	Provincial	1st & 3rd Sat. 8pm	Robert McQuinn	01835 92414	reggie.mcquinn@btinternet.com
1026 Pinner Lodge	Provincial	1st & 3rd Sat. 8pm	Robert McQuinn	01835 92414	reggie.mcquinn@btinternet.com
1027 Pinner Lodge	Provincial	1st & 3rd Sat. 8pm	Robert McQuinn	01835 92414	reggie.mcquinn@btinternet.com
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1038 Pinner Lodge	Provincial	1st & 3rd Sat. 8pm	Robert McQuinn	01835 92414	reggie.mcquinn@btinternet.com
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1099 Pinner Lodge	Provincial	1st & 3rd Sat. 8pm	Robert McQuinn	01835 92414	reggie.mcquinn@btinternet.com
1100 Pinner Lodge	Provincial	1st & 3rd Sat. 8pm	Robert McQuinn	01835 92414	reggie.mcquinn@btinternet.com

## PROVINCIAL CONTACTS

**Provincial Grand Master**  
RW Bro Richard (Dick) J Oliver, GMRA  
15 Hop Garden Road,  
Hook, Hants. RG27 9ST  
Tel: 01256 764980 Mobile: 07747 100696  
E-mail: rjoliver15@gmail.com

**Deputy Provincial Grand Master**  
VW Bro Graham D Seeman, PGJO  
Three Corners, Plough Lane,  
Kington Langley, Wilts. SN15 5PS  
Tel: 01249 750134 Mobile: 07961 488011  
Email: graham.seeman@gmail.com

**Provincial Grand Treasurer**  
W Bro Ian B Johnson, PGJD  
Downlands, 33 Gravel Hill, Emmer Green,  
Reading, Berks RG4 8QN  
Tel: 0118 947 4661 Mobile: 07836 773091  
Email: ib.johnson@btopenworld.com

**Provincial Grand Secretary**  
W Bro Michael (Mike) F Sanders, PAGDC  
2 Howbery Farm, Crowmarsh Gifford,  
Wallingford, Oxon OX10 8NR  
Tel: 01491 201757 Mobile: 07799 275643  
E-mail: berksmark@hotmail.co.uk

**Provincial Grand Director of Ceremonies**  
W Bro Stephen (Steve) J Berkshire, PGSD  
25 Speen Place,  
Newbury, Berks RG14 1RX  
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Provincial Grand Lodge of

Mark Master Masons

of

Berkshire



The Mark Degree

The Friendly Degree

Consider your next step  
in Masonry

## BERKSHIRE MARK

The Province of Berkshire was constituted in 1994 following the division of the former Province of Berkshire and Oxfordshire which was constituted in 1858, two years after the founding of Mark Grand Lodge in 1856.

The union of the two Craft Grand Lodges in 1813 'moved' the Mark Degree from being worked as part of Craft or Royal Arch Ceremonies and established its independence.

When numbers had grown sufficiently, this independence was cemented in 1856, by the formation of the Grand Lodge of Mark Master Masons whose sesquicentenary was celebrated at the Royal Albert Hall in 2006.

This degree is the third largest in Masonry.

All Brethren are eligible to join the Mark Degree as soon as they become Master Masons in the Craft and there is no prerequisite to have attained the chair in the Craft before becoming a Worshipful Master in the Mark Degree. In fact, in this degree there is a very much fuller explanation of the role of Adoniram, which helps make some sense of his inclusion in the Craft ceremony.

This Mark Province of Berkshire has its own Benevolent Fund, the Berkshire Mark Benevolent Association (BeMBA), which supports members and their families and prides itself on its rapid response to requests for help.

## THE DEGREE EXPLAINED

The Mark Degree is one of hope and encouragement and the ritual is built upon a single verse of Psalm 118, *"The stone which the builders rejected has become the headstone of the corner"*. It deals with the building of King Solomon's Temple and the various Craftsmen employed, but its real message is one of contemplation of human strength and weakness.

The Degree contains many messages for the discerning man and illustrates that the wisest of men can be mistaken, that the experts are often wrong, that the weakest can display greater perseverance than the strongest, that the insignificant has the potential for distinction and that we all have a part to play in the *Building of Life*. It is for each to put his own interpretation on the message which the Degree proclaims, but there is a firm statement that no man is beyond redemption and the possibility of distinction is always within our grasp.

Finally the Degree reminds us that when the wisest and cleverest of the builders were gathered together only one exhibited the wisdom necessary to assume the mantle of leadership.

The degree represents the everyday life of each one of us, for the Stone hewn from the virgin rock depicts us all on our journey through life, and its final recognition as perfection should be the guide to our conduct through life so that we too may finally be found worthy.

This leaflet is published to draw your attention to the existence of the Mark Degree and to invite you to seriously consider taking *'the next regular step'*.

If you wish to know more about Mark Masonry please take a look on our website [www.berksmark.org.uk](http://www.berksmark.org.uk), speak to one of the Lodge Secretaries, the Provincial Secretary, or any member of the Provincial Executive whose names, telephone numbers and email addresses may be found on the back of this leaflet and in the Mark section of the Berkshire Year Book; any of them will be very pleased to help you.







# Royal Ark Mariner Leaflet



- To be used in promoting the degree to any interested party
- Available as a download from the Provincial website.

Lodges in Province of Berkshire			
Lodge	Province	Meeting Dates	Contact Name
1001	London	1st & 3rd Sat	John Smith
1002	London	1st & 3rd Sat	John Smith
1003	London	1st & 3rd Sat	John Smith
1004	London	1st & 3rd Sat	John Smith
1005	London	1st & 3rd Sat	John Smith
1006	London	1st & 3rd Sat	John Smith
1007	London	1st & 3rd Sat	John Smith
1008	London	1st & 3rd Sat	John Smith
1009	London	1st & 3rd Sat	John Smith
1010	London	1st & 3rd Sat	John Smith
1011	London	1st & 3rd Sat	John Smith
1012	London	1st & 3rd Sat	John Smith
1013	London	1st & 3rd Sat	John Smith
1014	London	1st & 3rd Sat	John Smith
1015	London	1st & 3rd Sat	John Smith
1016	London	1st & 3rd Sat	John Smith
1017	London	1st & 3rd Sat	John Smith
1018	London	1st & 3rd Sat	John Smith
1019	London	1st & 3rd Sat	John Smith
1020	London	1st & 3rd Sat	John Smith

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Provincial Grand Lodge of  
Royal Ark Mariners  
of  
Berkshire



The Royal Ark Mariner Degree

## THE ANCIENT & HONOURABLE FRATERNITY OF ROYAL ARK MARINERS

### THE DEGREE EXPLAINED

This degree, although worked under the aegis of the Grand Lodge of Mark Master Masons, and requiring every candidate to be a Mark Master Mason, has no historical connection whatsoever with that degree. Mark Grand Lodge's rule over the 'Ancient and Honourable Fraternity of Royal Ark Mariners' is simply a quirk of fate and a very interesting story in itself (but one that must be left until after you have joined our ranks!).

It stands entirely alone and totally unrelated to any other degree in freemasonry.

As its name suggests, it has a nautical flavour and takes, for its scenario, the circumstances leading up to the Great Flood as recorded in the Book of Genesis and the steps taken by Noah to build the Ark by which mankind was preserved from perishing in the "Universal Deluge".

Like the Mark Master Mason's Degree, which is based on an established fact (i.e. the construction of the Temple at Jerusalem), so the degree of Royal Ark Mariner is also based on an actual happening, (i.e. the Great Flood), as recorded in the Bible and as established in the year 1929 by the archaeologist Sir Leonard Woolley, who not only found clear

evidence of the flood, and established that it had occurred some 6000 years previously, but also proved that it had covered an area of some 4000 square miles of what was then Mesopotamia, now Iraq. To the people of that part of the world, who probably never travelled beyond the perimeter of their own villages, it must have seemed that the whole world was under water.

Quite recently, there have been developments in that part of the world inasmuch as an expedition, looking for evidence of the Ark on the Turkish-Iranian border and using aerial photographs and radar imagery, believe they have found the remains of the Ark, 75 feet below ground level on the upper slopes of Mount Al Judi, at an altitude of some 7000 feet. The image appears to be about 515 feet in length (comparing favourably with the 300 cubits specified in Genesis). It is worth reflecting that one translation of the Bible says that the Ark came to rest in the mountains of Ararat rather than Mount Ararat and also that the Qur'an, the holy book of Islam, has its own 'Noah' character and that, in the Qur'an account of the flood, the Ark comes to rest on Mount Al Judi, which is part of the Ararat mountain range and a mere 20 miles from Mount Ararat! There's certainly food for thought there and, who knows, we may be on the threshold of a most remarkable discovery.

Getting back to the Masonic side, the senior officers of a Royal Ark Mariner

Lodge represent Noah and two of his three sons, Japheth and Shem. The form of the Lodge is quite different from other degrees

Like the Mark Master Mason's Degree, there is only one ceremony to complete, i.e. the ceremony of Elevation, and this is relatively short (about 45 minutes).

During the ceremony, analogies are drawn between the dangers of the flood and the dangers of life and how we should strive to reach the 'Ark', the haven of rest, just as Noah's family and the other occupants of his ark did, according to the account in the Bible.

Once again, in this degree there are some really beautiful portions of ritual which are guaranteed to make a lasting impression on every candidate. The ceremony used to install a new Commander is unusual and very memorable.

