

Notes of Guidance

1. The prescribed Petition Form must be used. All Petitions must be submitted to the Grand Chancellor, having been previously approved by the Regional Grand Prefect.
2. Every Petitioner must fill in a Petitioners Application Form and send to the Organising Secretary.
3. Care should be taken to ensure that the information provided is correct.
4. **BLOCK CAPITALS OR TYPESCRIPT** must be used throughout.
5. A PDF version of the Petition Forms and Petitioners Application Forms are available to download from our website www.glmrm.com
6. A Clearance Certificate or letter of good standing must be provided in respect of each Lodge of which a Petitioner was formerly, a subscribing member. Failure to provide such will delay approval of the Petition and may disqualify a Petitioner. **Please note that the number of the Lodge cannot be issued until this information has been provided.**
7. The names of the Petitioners should be recorded indicating, where appropriate, the office to be held in the new Lodge.
8. Each Petitioner must produce their Grand Priory Certificate to the Organising Secretary. If the name on the Grand Priory Certificate differs from that on the Petitioners Application Form, the Grand Priory Certificate should be sent to the Grand Chancellor with a request for it to be corrected. **The appropriate fee may be charged.** Failure to do this may cause delay in the preparation of the Warrant. The name that will appear on the Warrant must be the same as on the Grand Priory Certificate.
9. The name, address and telephone number and if possible email address of the Organising Secretary must be notified to the Grand Chancellor when the completed Petition is submitted.
10. The careful compilation of the Petition Form will obviate unnecessary correspondence and avoid delay in preparation of the Warrant.
11. The preparation, engrossment and signing of a Warrant require some 6-8 weeks for completion. This should be borne in mind when proposing the Date of the Consecration meeting.
12. The proposed Date of Consecration must be confirmed with the Grand Chancellor. The Warrant of the Lodge will be dated accordingly.
13. No Petitioner may act as the Consecrating Officer or as an Assisting Officer at the Consecration, without the express approval of the Grand Master.
14. Only in exceptional circumstances will a Petition be approved where the First Deputy Master of the Proposed Lodge is **NOT** a Past Deputy Master.
15. Details of **Organising Secretary:**

Name:	
Address:	
Post Code:	
Telephone No.	
Email Address:	
16. Please tick warrant type: In House warrant on A3 parchment paper
Fully engrossed warrant on goats skin
17. Do not send in any monies with the Petition Form. The Secretary will be invoiced in due course.

Grand Priory of England and Wales

Petition for a new Scottish Masters of St. Andrew Lodge

To the Most Eminent and Reverend Grand Master of the Grand Priory of the Knights Beneficent of the Holy City of the Rectified Scottish Rite of England and Wales

The **HUMBLE PETITION** of the Undersigned **SCOTTISH MASTERS OF ST ANDREW, Sheweth**, that your Petitioners, being regularly Received Brethren of the Order, belonging to the Lodge mentioned against their respective names, having the prosperity of the Order at heart, are desirous of establishing a Scottish Masters of St. Andrew Lodge.

to be named	Lodge		
to meet at (address)			
Postcode			
on the following days	Inst.		
in the months of			

They therefore pray for a Warrant of Constitution to empower them to assemble as a lawful Lodge and to discharge their duties as members of the Grand Priory in a regular and constitutional manner according to the original forms and the Statutes of the Order.

They have nominated and do recommend:-

Brother		to be the first Deputy Master
Brother		to be Senior Warden , and
Brother		to be Junior Warden

The total number of petitioners is _____ of whom _____ are Grand Officers, _____ are Regional Officers, _____ Past Deputy Masters and _____ members of the Order.

It is hoped that within the first twelve months _____ candidates will be received into the Order by the Lodge.

If the Prayer of the petitioners be granted, they promise a strict conformity with the regulations of the of the Order of the Grand Priory

**I hereby approve of this Petition,
and recommend that the Prayer of the same be granted**

Regional Grand Prefect

Prefecture

Dated this _____ day of _____ 20__

PETITIONERS

No.	MMH No.	Title	Forenames in full	Surname	Civil Honours / Decorations	Office to be held in New Lodge
1						Deputy Master
2						Senior Warden
3						Junior Warden
4						Orator
5						Treasurer
6						Secretary
7						Preparing Brother
8						Master of Ceremonies
9						Assistant Master of Ceremonies
10						Almoner
11						Sponsor
12						Bursar
13						Acolyte
14						Organist
15						Outer Guard
16						
17						

No.	MMH No.	Title	Forenames in full	Surname	Civil Honours / Decorations	Office to be held in New Lodge
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						