

***FOR USE IN UP TO FIVE (5)***  
***CANDIDATE CLASSES ONLY***  
***FLOOR WORK MANUAL***

Ancient, Free and Accepted Masons of Nebraska

Compiled in 2001 by:

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2001

Lincoln, Nebraska  
February 14, 2001

**To the Master, Wardens, and Brethren of all Subordinate Lodges within the Jurisdiction of the Most Ancient and Accepted Masons of Nebraska.**

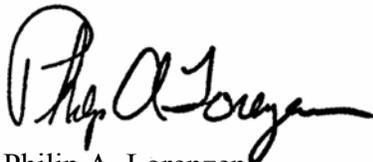
Greetings:

Whereas at the One Hundred Forty-Fourth Annual Communication of the Most Worshipful Grand Lodge of Ancient, Free and Accepted Masons of Nebraska, held in Lincoln, Nebraska on February 2 and 3, 2001, the assembled delegates by their vote approved the proposed Lodge Floor Work Manual for use in conferring multiple degrees on up to five (5) candidates in this Grand Jurisdiction as prepared and submitted by the Committee on Nebraska Work.

NOW, THEREFORE, I Philip A. Lorenzen, Grand Master of Masons of Nebraska, make known and direct that the Floor Work Manual, as prepared by the Committee on Nebraska Work, consisting of M.:W.: Charles W. Amidon PGM, as Chairman; and Steven A. Green and Scott J. Krieger, Sr., members, is the adopted Floor Work for conferring multiple degrees on up to five (5) candidates, for all Lodges within this Grand Jurisdiction and that from and after February 14, 2001, it shall be unlawful in this Grand Jurisdiction, to use in whole or in part, any other Floor Work Manual while conferring degrees on Multiple Class of up to Five (5) Candidates.

IN WITNESS WHEREOF I have hereunto set my hand and seal this 14<sup>th</sup> day of February 2001 in the City of Lincoln, Nebraska.

Sincerely and fraternally,

A handwritten signature in black ink, appearing to read "Philip A. Lorenzen". The signature is fluid and cursive, with a large initial "P" and "L".

Philip A. Lorenzen  
Grand Master

## PREFACE

Lincoln, Nebraska  
February 14, 2001

To the members of the Masonic Fraternity within the Grand Jurisdiction of Nebraska:

Brethren:

In preparation of this Multiple Class Floor Work Manual, your Committee appreciates the invaluable assistance of several members of the Craft and particularly the following Brethren who actively participated in this comprehensive undertaking:

Steven A. Green, Scott J. Krieger, Sr., Deputy Grand Custodians and Gerald D. Verbeek, Grand Custodian.

Your Committee submits the results of its labors, in the hope that it will meet with the approval and expectations of the Craft.

Committee on Nebraska Work,

M.: W.: Charles W. Amidon, PGM 281 & 327  
Steven A. Green, 54  
Scott J. Krieger, Sr., 317

**SUGGESTED PROCEDURES TO CONFER DEGREES  
ON SMALL CLASSES OF CANDIDATES  
(UP TO FIVE (5) CANDIDATES ONLY)**

Points to consider when planning a five candidate degree.

1. Have all candidates appear at the same time. Don't stagger arrivals.
2. Make sure you have enough of the following for each candidate:
  - A. Garments
  - B. Hoodwinks
  - C. Cabletows
  - D. Aprons
3. Have some brother stay with the candidates while they are awaiting their turn for conferral.
4. If your lodge room is cold, it is suggested that jackets or robes be provided for the candidates while they are seated following their initiation.

The intent of the following procedures is to insure that each candidate is given as much individual attention as possible while at the same time, keeping the degree presentation on a reasonable time schedule.

## ENTERED APPRENTICE DEGREE

While the Lodge is being opened, an appointed brother should communicate the Constitutional Questions to all the candidates as a group including the Preparatory Address and Penalty disclaimer.

Immediately following the above instructions, one (1) candidate should be dressed for the degree so that he is ready as soon as the lodge is opened.

The degree then proceeds as per the approved ritual up to and including the time when the candidate is to be conducted to the Altar following the explanation on how he is to approach the East and the Master's lecture.

At this point, a couple of ritual changes are necessary:

The Master does not order the Senior Deacon to, "Place the candidate at the Altar." Instead he orders the Senior Deacon to "conduct the candidate to his seat in the North." (The exception is that the last candidate is placed at the altar.)

As this order is given, both Stewards arise with their rods and exit the lodge room via the Preparation Room door.

(Whoever is assigned to get the next candidate prepared should monitor the degree progress and have the next candidate ready when the Stewards exit the lodge. The Stewards will see that the candidate is properly dressed and have him immediately knock on the door.)

At the same time, the Senior Deacon advances with the candidate up to the altar, turns left and conducts the candidate to a seat next to the Senior Deacon's chair. The Senior Deacon then removes the hoodwink and instructs the candidate to be seated. The Senior Deacon then seats himself in his chair.

(It would be unreasonable to have the candidate wear his hoodwink for almost an hour while the rest of the candidates are being initiated. The candidate is not going to observe any "secrets" from his remote seating anyway. Besides, it will give the seated candidates a better understanding of the degree presentation.)

When the next candidate knocks on the door, the Senior Deacon rises, informs the Master of the alarm and the Master orders him to attend to the same.

The rest of the candidates are then individually brought to the point of being placed "at the altar," as described above.

When the last candidate reaches the altar and is caused to kneel, the Master pauses in the ritual and the previous candidates are retrieved from their seats by the Senior Deacon and placed equally on each side of the kneeling candidate. If the maximum of

five candidates are being initiated, place two on each side of the kneeling candidate. The two candidates on either side of the kneeling candidate place a hand on his shoulder. The remaining candidates then place a hand on the candidate next to them. ALL candidates will then repeat the obligation in unison as delivered by the Master.

When the Master directs the Senior Deacon to remove the cabletow, the Senior Steward should go to the altar, without his rod, and collect all Cabletows as they are removed by the Senior Deacon from each candidate. The Senior Steward then takes them back to his seat and places them next to his chair.

When the question is asked about the candidates' desire, the Senior Deacon will answer the question in an audible voice and request all the candidates to repeat it. (Light)

Following the obligation the Senior Deacon assists the kneeling candidate in rising, moves to the north end of the line and conducts the candidates in single file to salute the Wardens. At each station, the Senior Deacon proceeds far enough past the pedestals to place the last candidate just to the right of the pedestal.

In leaving the Senior Warden's Station, the candidates are conducted single file back to the altar. The Master then presents the last candidate with his apron while the rest of the class observes.

The Senior Deacon assists the candidate in receiving his apron and then moves to the South end of the line. The class is then conducted single file to the one-third line and is lined up from north to south, facing West, and centered on the Senior Warden's pedestal.

(Prior to starting the degree, sufficient aprons should have been placed next to the Senior Warden's station.)

(After the Senior Warden orders the candidates to face to the East, the Senior Deacon and/or additional brothers from the sidelines, will assist in placing an apron on each candidate.)

The Senior Warden then proceeds with his explanation of the apron.

The Senior Deacon then conducts all the candidates abreast back to and centered on the altar. The Senior Deacon then moves to the North end of the line.

The Master then proceeds per ritual. When asked about "metals," the Senior Deacon examines the class and responds for them. Upon dismissing the class, the candidates are conducted in single file towards the preparation room. The Senior Steward takes charge of them as per original ritual and conducts them to the Preparation Room.

When all candidates are again in street clothes, one of them knocks on the door and the class is conducted into the lodge in single file to the altar. (The Senior Deacon again moves to the North end of the line.)

When the Master orders the Senior Deacon to conduct the candidates to the East, the class is conducted in single file and aligned with the first candidate just North of the Master's pedestal facing East. The Senior Deacon then moves to the North of the line with the class lined up abreast to his right.

Following the Working Tool presentation, the class is seated to the right of the Senior Deacon's chair.

All lectures are then presented with the candidates being seated in a row on the one-third line as per ritual. (The Senior Deacon is seated in the North chair.)

The candidates are then conducted to the East for the Charge in single file with the first candidate lined up just to the North of the Master's pedestal facing East. The rest of the candidates are lined up abreast. The Senior Deacon then moves to the North end of the line.

Following the Charge the candidates are seated to the right of the Senior Deacon's chair and lodge is closed with the normal ritual.

## FELLOW CRAFT DEGREE

While lodge is being opened, one (1) candidate should be dressed for the degree so that he is ready as soon as the Senior Deacon is ordered to present him for examination in the Entered Apprentice Degree.

(Note: At this time, all candidates should be brought in individually, one right after the other, for the proficiency examination before starting any degree work.)

The degree then proceeds as per the approved ritual up to and including the time when the candidate is to be conducted to the altar following the explanation on how he is to approach the East and the Master's lecture.

At this point, a couple of ritual changes are necessary:

(The Master does not order the Senior Deacon to, "Place the candidate at the altar." Instead he orders the Senior Deacon to, "conduct the candidate to his seat in the North." The exception is that the last candidate is placed at the altar.)

As this order is given, both Stewards arise with their rods and exit the lodge room via the Preparation Room door.

(Whoever is assigned to get the next candidate prepared should monitor the degree progress and have the next candidate ready when the Stewards exit the lodge. The Stewards will see that the candidate is properly dressed and have him immediately knock on the door.)

At the same time, the Senior Deacon advances with the candidate up to the altar, turns left and conducts the candidate to a seat next to the Senior Deacon's chair. The Senior Deacon then removes the hoodwink and instructs the candidate to be seated. The Senior Deacon then seats himself in his chair.

When the next candidate knocks on the door, the Senior Deacon rises, informs the Master of the alarm and the Master orders him to attend the same.

The degree work then proceeds exactly as described for the Entered Apprentice Degree, except that each candidate will now be wearing his own apron.

During the Obligation all candidates will remain in position. The Senior Deacon will move to the north end of the candidates. When the question is asked about the candidates' desire, the Senior Deacon will answer the question in an audible voice and instruct all the candidates to repeat it.

Following the obligation all candidates follow in single file to salute the Wardens. At each station, the Senior Deacon centers himself on the pedestal with the class to his left.

After returning to the altar, the candidates will be conducted single file to the one-third line facing West to learn how to wear their aprons. At the Senior Warden's instruction, all candidates turn facing East. At the proper time, the Senior Warden rearranges each candidate's apron and then explains its use.

After the apron instructions, the Senior Deacon conducts the candidates abreast back to and centered on the altar. The Senior Deacon moves to the North end of the line.

When the Master orders the Senior Deacon to conduct the candidates to the East, the class is conducted in single file and aligned with the first candidate just North of the Master's pedestal facing East. The Senior Deacon centers himself on the pedestal.

Following the Working Tool presentation, the class is conducted single file to the altar and then to the Preparation Room.

ALL candidates will join together and be conducted through the Middle Chamber Lecture.

At the end of the Middle Chamber Lecture, the candidates are centered on the Master's pedestal with the Senior Deacon on the South end of the line. The line then advances abreast to the East for the Letter "G." Following the Letter "G," the candidates are conducted single file around the altar to their seats next to the Senior Deacon's chair.

All lectures are then presented with the candidates being seated in a row on the one-third line as per ritual. The Senior Deacon seats himself on the North end of the row of chairs.

The candidates are then conducted to the East for the Charge in single file with the first candidate lined up just to the North of the Master's pedestal facing East, the rest of the class abreast to the North. The Senior Deacon then moves to the North end of the line.

Following the Charge the candidates are seated to the right of the Senior Deacon's chair.

The Lodge is then closed per ritual.

## MASTER MASON DEGREE

(Note: At this time, all candidates should be brought in individually, one right after the other, for the proficiency examination before starting any degree work.)

The degree then proceeds as per the approved ritual up to and including the time when the candidate is to be conducted to the altar following the explanation on how he is to approach the East and the Master's lecture.

At this point, a couple of ritual changes are necessary:

The Master does not order the Senior Deacon to, "Place the candidate at the altar." Instead he orders the Senior Deacon to, "conduct the candidate to his seat in the North." (The exception is that the last candidate is placed at the altar.)

As this order is given, both Stewards arise with their rods and exit the lodge room via the Preparation Room door.

(Whoever is assigned to get the next candidate prepared should monitor the degree progress and have the next candidate ready when the Stewards exit the lodge. The Stewards will see that the candidate is properly dressed and have him immediately knock on the door.)

At the same time, the Senior Deacon advances with the candidate up to the altar, turns left and conducts the candidate to a seat next to the Senior Deacon's chair. The Senior Deacon then removes the hoodwink and instructs the candidate to be seated. The Senior Deacon then seats himself in his chair.

When the next candidate knocks, the Senior Deacon rises, informs the Master of the alarm and the Master orders him to attend to the same.

The degree then proceeds as per ritual.

When the last candidate kneels for the Obligation, the other candidates are conducted by the Senior Deacon to join him at the altar in the same manner as the first two degrees. The Senior Deacon places himself at the North end of the candidates.

Following the Obligation all candidates will remain in position. When the question is asked about the candidates' desire, the Senior Deacon will answer the question in an audible voice and request all the candidates to repeat it. (Light)

The Senior Deacon assists the kneeling candidate in rising, moves to the North end of the line and conducts the candidates in single file to salute the Wardens. At each station, the Senior Deacon proceeds far enough past the pedestals to place the last candidate just to the right of the pedestal.

In leaving the Senior Warden's Station, the candidates are conducted single file back to the altar.

When the Senior Deacon is ordered to conduct the class back to the Senior Warden, the class is conducted single file to the Senior Warden to learn how to wear their aprons. At the Senior Warden's instruction, all candidates turn facing East. At the proper time, the Senior Warden rearranges each candidate's apron and then continues to explain how it is to be worn. (The Senior Deacon will place himself at the North end of the line.)

In leaving the Senior Warden's station, the candidates are conducted abreast back to the altar.

When the class is conducted to the East for the Working Tools, the Senior Deacon should continue far enough South to place the last candidate just South of the Master's pedestal. The Senior Deacon remains at the South end of the line.

Following the Working Tools, the class is conducted single file back to the altar to be dismissed and then turned over to the Senior Steward who conducts them to the Preparation Room.

## SECOND SECTION OF MASTER'S DEGREE

(An exemplary candidate will represent the Class.)

The rest of the class will be brought into the lodge, all salute and are then seated to the right of the Senior Deacon's chair.

When the Master orders the "Craft to form in procession" the Marshal will pause at the northwest corner before he proceeds around the lodge.

The Senior Deacon then conducts the rest of the class to the West and instructs them to place themselves in a prone position on both sides of the exemplary candidate.

The Marshal then proceeds per ritual and at the proper time, EACH candidate is raised individually and given the Word.

When KS returns to the East, he should announce the name of each candidate when he orders the Senior Deacon to conduct the candidates to the East. All candidates will be brought to the East and remain in single file centered on the pedestal.

Following the Master's dismissal rap, the candidates are seated to the right of the Senior Deacon's chair.

The Lectures are conducted according to the ritual. (The Senior Deacon should be seated at the North end during the lectures.) When ordered to conduct the candidates to the East for the Charge, the Senior Deacon should continue far enough South so that the last candidate is just South of the Master's pedestal. The Senior Deacon remains at the South end of the line during the Charge so that he is in position to conduct the class to the Secretary's desk to sign the bylaws.

Following the signing of the bylaws, the candidates are conducted in single file around the altar and seated on the right of the Senior Deacon's chair.

The lodge is then closed per ritual.