

## **REQUESTING THE GEORGE WASHINGTON MASONIC BIBLE**

Thank you for your interest in learning more about the process of requesting the George Washington Masonic Bible (henceforth noted as “the Bible”). There are several important steps that must be taken, however, when requesting that the Bible is present at an event you may be hosting.

First, there is a cost associated with the logistics of having the Bible at your event and it is important that you are aware of this before making this decision.

Whenever the Bible leaves its official place of residence or Fredericksburg Masonic Lodge No. 4 A.F. & A.M. for one of these events, it will travel with an Escort Committee consisting of at least 3 but not to exceed 5 members of Fredericksburg Masonic Lodge No. 4 A.F. & A.M.

With anything relating to the Bible, this Escort Committee shall have sole charge of all arrangements incidental to the occasion, to include transport, display, usage, and contact (if any).

The Escort Committee is not to suffer any unreasonable deviation from the time(s), location(s), purpose(s) and occasion(s) for display approved by the Lodge. All travel and lodging costs should be absorbed by the host of the event.

The George Washington Masonic Bible is not to be videotaped, photographed, or touched by any person or object without the permission of the Escort Committee. If photography is approved in advance, NO FLASH PHOTOGRAPHY is to be used.

No one, without exception, is permitted to take any form of oath or obligation upon the Bible, although it may be present on the same table or altar as another bible or other document being used for that purpose, at the sole discretion of the Escort Committee.

Subject to a vote of the Lodge and an approval of the Trustees, an event will constitute a pre-designated amount of time, both to consider the preservation of the Bible and the personal comforts of the Escort Committee members.

The George Washington Masonic Bible shall not be used in any type of parade nor shall any action be taken on any request for an outside display of the Bible.

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## **STEPS TO TAKE WHEN REQUESTING THE GEORGE WASHINGTON MASONIC BIBLE**

1. If you represent a Masonic organization domiciled in Virginia, you may write an email directly to the Worshipful Master and Secretary. This email is only a notification of intent, not an official request but it will initiate the process of having the request read in Lodge. Once you have sent this email, you must still proceed with Step 2.
2. You must send the Lodge a written and signed request on proper and official letterhead of your organization. Only a document signed on an official letterhead, will be proceeded with as it will be accepted as a contract of understanding on behalf of the requestor.
3. Please include the day(s), time(s), location(s), and purpose(s) of your event. Please also include as much detail of the event as you think relevant to the Lodge taking a decision on your request.
4. Please include the fact that the requester will cover all costs of travel, accommodation, food and drink, and any necessary and itemized incidental costs of the Escort Committee, and that the Masonic Bible cannot be used for the taking of an oath or obligation. We also ask if you would additionally consider a kind donation that will help us preserve this artifact, along with any other of our artifacts that we have been given stewardship to maintain.
5. The Secretary or an officer of the Lodge will initiate communications with you and will discuss with you directly the next steps or may request further information.
6. The request is reviewed by the Trustees, read in Lodge for approval, and referred to an approved Bible Committee, who shall then gather detailed information about the trip and ensure that the Bible is available to travel on the requested days.
7. Once a vote has been taken, the Secretary will inform you of the results to your request. He will inform you that a written correspondence stating that you will not hold the lodge liable, its members and affiliated organizations against any liability, damages or recourse arising from the request for, and/or display of, the George Washington Masonic Bible must be received by him prior to any further actions. The written confirmation shall be signed by an authorized representative of the requesting party in the presence of a Notary Public.
8. Prior to the George Washington Masonic Bible being placed on display, all expenses incidental to such display request must be paid for by or on behalf of the requesting party including but not limited to travel, lodging and meal expenses for the Escort Committee. There may be additional expenses accrued for things like taxi use or extra airline luggage fees, which will not be known until after the trip is completed.

Thank you for your understanding in this request procedure with regards to the George Washington Masonic Bible. We do recognize that this artifact is as much part of your legacy and we are honored to make the time to be able to permit you to share its legacy with those attending your event.