

Most Worshipful Prince Hall Grand Lodge F. & A.M. of California

Lodge Leadership Guide & Workbook

The Mission Statement:

MWPHGLCA will establish itself as the premier Fraternal Organization promoting universally acknowledged values of Friendship, Morality, and Brotherly Love.

Freemasonry and Its Purposes

The primary purpose of Masonry is often stated in this way - **Masonry teaches the life cycles of man.**

The major task of the "multi-Faith Fraternity" of Masonry is to provide a setting and context in which men can seek their own spiritual development. Masons engage in a program for personal growth. A person usually joins Masonry because he feels that there is "something more" in life that he is missing. Masonry stresses a process of self-control, self-discovery, and personal growth. The rituals are used to teach the basic lessons of human duty and responsibility, including duty to one's faith, one's country, one's community, one's family and oneself. But Masonry also has objectives in the world. We know the great truth in the line, "No man is an island." No person of integrity can be truly happy when those around him are in sorrow and suffering. No one can rest comfortably when he knows that "want and need" surround him. Thus Masonry works to improve the world by improving the lot of the world's people. Masons give to help children see, read, learn, run and play.

Masons give to help the elderly and children to live lives of comfort and security. Masons work to make communities better, cleaner, safer and happier. Masonry tells its members that the growth they experience must be shared, for it is our objective that all men and women shall someday have the same freedom of thought and action which are taught in the Lodge. Masonry supports the Constitutional separation of Church and State because we know that in nations in which the two are combined, either the one or the other becomes subservient and weakened.

Masonry has as a purpose the liberation of all people from fear, from hatred, from poverty and from tyranny. It makes its changes one Mason at a time, but each Mason affects the lives of those around him. Like a pebble cast into a pool, Masonry reaches out to touch the lives of the world.

TABLE OF CONTENTS

Section 1 – Planning for Your Year as Master

- Why Planning is Important to You & Your Lodge
- The Worshipful Master-Elect's Role in Planning
- The Eight-Step Planning Process
- Step No. 1 – The Master's Direction
- Step No. 2 – Every Member Has Something to Offer
- Survey of Lodge Members
- Step No 3 – Identifying Key Areas of Work
- Step No. 4 – Refining the Plan
- Step No. 5 – Preparing An Initial Calendar
- Step No. 6 – The Final Plan
- Step No. 7 – The Big Announcement
- Step No. 8 – Launch the Plan
- General Guidelines for Planning Events
- Event Planning Form
- Eight Areas of Lodge Work
- *Build Your Plan*
- Grand Lodge Planning Publications

Section 2 – Lodge Meetings & Regular Events

- Save Time in Meetings
- The Master's Role in Good Meetings
- Activities Before, During and After Meetings
- Regular Events
- Build Your Plan
- Internet Resources for Masonic Education
- Grand Lodge Education Publications
- Video Tapes, CD's, DVD's and Audio Cassettes
- Recommended Books List
- Sources for Books on Masonic Topics

Section 3 – Work

- Ritual Work
- Activities to Improve Lodge Work
- Build Your Plan
- Grand Lodge Ritual Work Publications
- Entered Apprentice Degree Trestleboard
- Fellow Craft Degree Trestleboard
- Master Mason Degree Trestleboard

Section 4 – Grand Lodge Activities

- Activities of the Grand Lodge
- Build Your Plan
- Grand Lodge Events
- Goals of the Grand Master
- CHIP Awards
- Instructions for Grand Lodge Academic Scholarship Award

Section 5 – Fellowship

- Fellowship
- Courtesies Promoting Fellowship

- Fellowship Related Activities
- Build Your Plan

Section 6 – Service to Community & Fraternity

- Service to Community & Fraternity
- Involvement with Schools
- Fraternal Service
- Service Activities
- Build Your Plan

Section 7 – Membership

- Membership
- Motivating Factors for Becoming a Mason
- Recruiting New Masons
- Prospective Lodge Members Form
- Prospective New Members Tracking Chart
- How to Recruit New Members
- Friends of Masons Night
- Friends of Masons Night Planning Calendar
- Sample Letter to Prospective Members
- Investigating Committees
- Recommendation of Degrees
- Preparing for the EA Degree
- Letter to EA Candidate
- Continued Success of New Members
- Appoint Lodge Members to Help Candidates
- Retention of Members
- Delinquent Dues
- Build Your Plan
- Grand Lodge Membership Publications

Section 8 – Communication

- Communication
- External Communication
- Informal External Communication
- Formal External Communication
- Internal Communication
- Web Site Webmaster's Help System
- Lodge Newsletter
- How to Produce a Newsletter for Your Lodge
- Build Your Plan
- Form News Releases
- Installation of Officers
- Scholarship Award
- Masonic All-Star Marching Band Clinic Scholarship
- Bronze Jordan Medal Presentation
- Year-Pin Presentations

Section 9 – Finances

- The Lodge Budget
- Build Your Plan
- The Lodge Budget
- The Lodge Budget Worksheets

Section 10 – The Master and His Lodge

- The Worshipful Master as Administrator
- Helpful Forms
- Build Your Plan
- Lodge Officers Form

- Lodge Committees
- Business Meeting Agenda
- A Guide for Balloting on Petitions
- Reception of Visitors
- Masonic Funerals

Section 11 – Lodge Officer’s Manual

- Lodge Officer’s Manual
- Lodge Calendar
- Lodge Budget
- Duties of Lodge Officers
- Duties
- Protocol in Lodge
- Additional Expectations
- Duties of Worshipful Master
- Duties of Senior Warden
- Duties of Junior Warden
- Duties of Treasurer
- Duties of Secretary
- Duties of Chaplain
- Duties of Junior Deacon
- Duties of Senior Deacon
- Duties of Marshal
- Duties of Organist
- Duties of Tyler
- The Organization of Freemasonry
- Freemasonry and Its Teachings
- Freemasonry and Religion
- Freemasonry and Race
- Freemasonry and Secrecy
- A Brief History of Freemasonry
- Freemasonry and Its Purposes
- Also Consider Including in This Manual

Section 12 – Lodge Planning Calendar

- Lodge Planning Calendar
- Ideas
- Activities Before, During and After Meetings

Section 13 – Resources

- Section 1 – Planning for Your Year as Master Page 1

Section 1

Planning for Your Year as Master

Why Planning is Important to the Deacons, Wardens & the Lodge

- generates excitement among the members of his Lodge
- promotes friendship
- entices others to join
- attracts the attention of his community
- keeps members coming back

Why is planning important to the Worshipful Master?

Because the incoming Master has the responsibility to:

- make Lodge appealing, meaningful and relevant
- plan early (it's never too early to begin planning)
- plan a program of events to assure a successful year for your Lodge
- create a plan that is member-driven to increase buy-in and ownership

Why use this manual? The process in this manual:

- meets the key needs of your members
- shows respect for their precious time in everything they/you do
- provides quality programs and activities
- Actively involves the Deacons and Wardens to ensure positive results year after year

Four Ways Planning Helps Your Lodge:

- Ensures the Lodge budget is properly managed & monies are spent judiciously
- Brethren will be boosters for the plan and will participate
- Committees are activate and productive
- Peace of mind is created because confusion & last-minute snap judgments do not occur

The Deacons, Junior Warden & Worshipful Master-Elect's Role in Planning:

- must be willing/able to spend the necessary time to prepare for the many duties that must be performed.
- must lead the Lodge into the future
- must honor and respect the proud past of the Lodge.

The Wardens, Deacons & Stewards Plans Affect More Than Your Lodge.

BEFORE you sit in the East:

- you should have already prepared a calendar for the coming years.
- You should plan so that your year as Worshipful Master will be one of the best years your Lodge has ever experienced.
- you should lead/mentor your Lodge & Line to perform their duties with distinction so your Lodge will
- be viable, long-lived and relevant.

As Worshipful Master “With Power Comes Responsibility”:

- You should "preside and govern" as a mentor & caretaker
- You should create short/long-range planning
- You should nurture previously established planning & goals
- You should pro-actively follow-through and deliver results.

What Are the "Eight Areas of Lodge Work"?

- The eight areas of Lodge work are:
- Lodge Meetings and Regular Events.
- Work.
- Grand Lodge Activities.
- Fellowship.
- Service to Community and Fraternity.
- Membership.
- Communication.
- Finances.

The Planning Process

Every effective plan should:

- have SMART goals (ie Specific, Measurable, Achievable, Realistic and Time-specific goals)
- have effective communication
- have follow-through/implementation
- allow at least eight active weeks to complete all planning step before installation
- have participation of Stewards, Deacons and Wardens
- be completed before Lodge officers are installed in January/Feb

BUILD A 4-PART PLAN

Part 1 – What the Master should do

● The Junior Deacon, Senior Deacon, Junior Warden, Senior Warden, and Worshipful Master should complete the following sentence:

● **"When I have completed serving as Master, I will have maintained the continuance of the existing multi-year plan and/or assisted in the creation of a new multi-year plan.**

Additionally, I will be remembered for ... "

- Identify the activities that will support the achievement of these goals.

Create a "Lodge Planning Team" of Deacons, Wardens and Lodge Brothers who will ensure continuity and maintenance of the plan.

Consider men with the following skills:

- An active/respected Past Master, new Masons, an interested Brother
- A results-oriented committee chair, a financial planner, someone with a natural knack for planning, some with a knack for communicating, anyone with initiative/new ideas
- Survey the members of the Lodge & Review responses
- ask for advice from Past Masters.
- Summarize all responses and give them to the Lodge Planning Team (in Step 4).

Part 2 – What the Planning Team should do

Appoint a note-taker, explain the purpose of the meeting and review the results of the survey.

Identify the major areas of your Lodge needing improvement

Identify the work necessary for the continued development of your Lodge in the coming year

Identify the work necessary for continued development of your Lodge for the next two years
Discuss and agree on the areas your Lodge needs to focus its attention.
Determine the long-term approach to answering your Lodge's needs.
Include ideas of what can occur each year to advance your Lodge in those areas.
Wardens/Deacons should individually draft a plan they will use the year they serve as Master
Review the personal goal of the current Master and the goals of the next two WM's (JW & SW).
Review all ideas, do additional brainstorming, group all ideas under common headings, and discuss/prioritize each idea.

Decide which ideas are "short-term goals" (1-2 years) and which are "long-term" (3+ years).
Discuss/assign sub-committees as "action teams"/ list who is "Championing" each goal.
Create a Calendar and COMPARE ALL DATES SET WITH THE MASONIC CALENDAR!

Senior Warden/Junior Warden, & Senior/Junior Deacon -- each will assemble Event Calendars for their year as Master.

Include Lodge Dates – Your Lodge may have traditional activities that occur at certain times of the year. Add these dates to the calendars.

Include Grand Lodge Dates & Goals – Find the dates and add them to the calendars.

Include "Rock Maul Award" Dates – The final activities to add to your initial calendar come from the Rock Maul Award.

Give Calendars to Lodge Planning team.

Part 3 – Refine & finalize the Plan

Within two months after the Lodge Planning Team has met, the WM should:
hold a meeting of the Lodge Planning team and all sub-committees
review all established goals and review initial multi-year planning proposal.
Continue to hold monthly planning meetings until a final plan has been agreed upon.
Committees should identify each step in planning the event, the date it is to be completed and the person responsible.

A completed plan includes events calendar of the Worshipful Master, incoming Senior Warden and incoming Junior Warden dates for their years.

Part 4 – Announce & Launch the Plan

Prepare handouts that summarize the plan, how each goal will be achieved, and the dates for all events/activities for the coming three years.

Place copies in a "high traffic" area of the Lodge room

Copy a summary on the back of each Lodge meeting agenda

Post the plan on Lodge bulletin boards & publish the proposed plan in Lodge newsletter

Refer to upcoming activities at meetings throughout the year.

Give the plan at installation, publish the plan on your Lodge Web site & e-mail it to members.

The Lodge Planning team will launch the plan.

The WM should follow-up with committee chairs to ensure they are on track.

Grand Lodge Planning Publications

...

We also recommend the following publications:

A Masonic Leader's Planning Guide - Organized into a 7-step process for developing a plan and budget.

Getting Set for Success - A guide to evaluate the strengths/weaknesses of a Lodge and how present it to the members.

101+ Ways to Improve Interest and Attendance in Your Masonic Lodge - Provides specific steps for increased interest and attendance.

75 Ways to Attract and Retain New Members - A "How to" arranged into a series of single-page

activities you can read and complete in a few minutes.

Section 2

Lodge Meetings, Regular Events

§ "Build Your Plan"

LODGE MEETINGS

Lodge meetings are the frontline of interaction with the members of your Lodge.

Make the meetings:

Comfortable/Inviting/satisfying to your brothers (ask for their thoughts after the meeting)

Run smoothly and efficiently

Keep involving/engaging new members

Make everyone feel welcome

An opportunity for the officers to mingle

display your Lodge camaraderie and caring members

A desirable place to spend time.

Are respectful of the limited time available to many husbands/fathers and to their spouses/kids

Remember that lengthy meetings, frequent ritual work and the process of

learning/memorization can

produce stress in the family.

Save Time in Meetings

The leading causes of dissatisfaction among Masons are boring and unnecessarily lengthy meetings.

Consider this if your Lodge has no more involvement than 10 percent of its membership.

Here are some suggestions for saving time:

Summarize minutes, correspondence and communications.

Begin meetings on time.

Make sure each presenter is prepared to make his report.

Hold introductions to a minimum. Introduce guests in a group, if possible.

Limit remarks at the end of the meeting.

Don't review in Lodge what you can put on a piece of paper

The Master's Role in Good Meetings

Let's look at the Master's role in ensuring his Lodge has good meetings.

be prompt, prepared and organize for the meeting.

know the ritual to open and close a lodge

be aware of all the things that will take place in the meeting.

have an agenda prepared for every meeting.

he should read his lodge bylaws to know the order for a business meeting

discuss the agenda with the Secretary

confer with committee chairmen before the meeting/know what they will report
have a 12-month calendar of planned events and functions
10

Lessons learned "in hindsight" by Worshipful Masters that had an ineffective year:

If you let the Secretary take charge, he will.

If you let ritual purists sidetrack a meeting, they will enforce letter-perfect ritual and intimidate those who struggle with memorization.

If you let the meeting be nothing more than just reading the minutes and paying the bills, it will.

If you allow teasing, bad etiquette, rude behavior, improper attire or disrespectful comments to the Master, then your Lodge will suffer.

Turn Meetings into Events

Plan for a meeting in detail and consider the needs of members.

Make something special happen at least six times a year during stated meetings.

Offer a **dinner** before/after meetings; Provide **Masonic education programs**; Hold a "winter putting" contest; Play "Masonic Jeopardy"; Show video or DVDs; Discuss the George Washington Masonic National Memorial

Involve your members in the program and its planning.

Call on an individual in your community to give a program for your Lodge

school principal, financial planner, travel agent, insurance agent, broker, career counselor, real estate broker, health care specialist, police officer, fireman

The following resources may help in preparing a Masonic education presentation:

Short Talk Bulletins Internet;

Grand Lodge Education Publications Grand Lodge Video Tapes

Grand Lodge "Recommended Book"s List "To Light"

Educational Symposiums Masonic Education Breakfast

Ritual Work.

Regular Events

Consider the following:

Anniversaries of the Lodge or brothers' membership Flag Day (June 14) or other patriotic holidays;

Book club Masonic movies Bazaar

Family talent night Invite nearby Lodges Birthdays

Past Masters night Masonic education Table Lodge

Ladies at the Table Lodge Parties for children Hobby displays

Birthdays of members Brothers' Masonic birthdays Lodge dinners

Award recognition dinner Open installation of officers Lodge picnic inside or outdoors

Special seasonal events Costume Party Rusty Nail Degree

"Welcome back" party for brothers

11

Build Your Plan

1) Write down which specific idea(s) you will use to shorten your meetings (write it in a SMART goal format)

2) Write down at least 1 "Activities Before, During or After Meetings" you are committed to implementing.

Internet Resources for Masonic Education

Each website below was chosen for its reliability, depth of information for educational uses. We offer these sites only as "food for thought".

gln.org **mastermason.com** **msana.com**

grand-lodge.org **freemasonry.org** **web.mit.edu/dryfoo/masonry/**

gwashingon.org Cinosam1@iuno.com bessel.org/
iorg.org/ thelodgeroom.com americanmason.com/
masonic-renewal.org/ srmason-sj.org/web/index.htm yorkrite.com/
shrinershq.org demolay.org/ iojd.org/
freemason.org/cfo/art_index.htm
angelfire.com/tx/masonmusic/home.html

Grand Lodge Education Publications

GL-121 Facts about Freemasonry GL-122 There is No Sin in Symbols
GL-124 A Response to the Critics GL-210 Encyclopedia of Masonic Symbols
GL-211 Masonic Dictionary GL-215 Freemasonry Pamphlet
GL-219 Handbook for NE Masonic Education Committee
GL-221 Robert Carrel Jordan History (NE's first Grand Master)
GL-222 What Is Freemasonry? GL-330 Masonic Philanthropies
GL-336 Masonic All-Star Marching Band Brochure GL-2050 Cornerstone Ceremonies

Video Tapes, CD's, DVD's and Audio Cassettes

Partial List of Items Available from the Grand Lodge Office

BOOKS

...

Grand Lodge Recommended Reading List

...

Grand Lodge Recommended Reading List (cont'd)

...

Sources for Books on Masonic Topics

Macoy Publishing and Masonic Supply Co. Inc. (804-262-6551) – <http://www.macoy.com/>

Kessinger Publishing's Mystical and Freemasonry Books (406-756-0167) –

<http://www.kessingerpub.com>

Amazon.com – <http://www.amazon.com>

Barnes and Noble – <http://www.bn.com>

Section 3

Work

"Making good men better" ... how? A busy society and culture needs the memorization. Why? Because we have many distractions and temptations and draws upon our time that prevent us from THINKING about, or being retrospective about, the choices we make. The time required for memorization and the spent devoted to it is time not spent on the temptations in life. We need to, and must, spend time devote to God, our family, our neighbor and our selves; but perhaps time spent on other things (like gambling, "hanging out" at the bar, playing on-line games, etc) could be better filled with working with a Brother to memorize and learn a part from the cypher.

Another Reason for Good Work

Well performed work, proper decorum, and camaraderie impresses new members

Our principles are exemplified and reflected in our work (sub-standard commitment to work implies substandard

commitment to principles)

Incessant chatting or laughing on the sidelines during ritual work is inappropriate; candidates aren't impressed with this behavior.

The Importance of Backup Ritualists

Back-up's provide an emergency replacement if something unexpected prevents your primary from showing up (ie weather, family, the lottery, etc)

Back-up's also allow more Brothers to participate in Lodge

Practicing and Performing Ritual Work

be sincere to accomplish proficiency in all phases of the ritual in the best possible manner.

be committed to being a leadership example to achieve proficiency.

Hold regular practices

Ask a brother to work with a struggling officer

whisper good counsel in the ear of a brother who needs to work harder on his part.

Attend presentations of the ritual at all meetings or special meetings that deal with ritual work training.

Repetition of degree parts, helps brothers review the work or familiarizes them with the work

It interests Brother in learning it.

Explanations of the presented work and what it means adds interest.

Understanding the meaning eases comprehension and memorization.

Keep presentations short even if only a part of a lecture is performed.

Your ritual training program should be continuous and retain the ritual over a long period of time.

Practicing the Work

Set a ritual practice schedule

schedule time later in the year for to prepare for proficiency examinations

During practices, refer to both the Cipher and the Floor Work manuals

use the Ceremonies Manual in your practice sessions.

Practice receiving the Grand Master

Practice the Funeral Service and the Memorial Service.

15

Performing the Work

Identify Lodge brothers to improve the quality of the ritual work

practice after regular meetings or schedule special practices

Assign a specific part to each brother and give them the date they will perform the part.

Communicate the subject and length of the upcoming training session (no longer than 50 minutes)

Close the Lodge and open an informal Lodge for instruction.

- Plan an orderly approach to the subjects you will cover in special meetings.
- Start with presenting the opening and closing in each degree, then progress through the degrees.
- Integrate the Cipher and floor manual for the conferral of the degree up to the lectures
- then start with the announcements for the lectures and all that follows.
- Do not try to accomplish too much at each session
- Select a portion of the ritual, spend time on it, be comfortable with it, & then go to the next phase.
- Integrate information contained in the Standard Proficiency manual for each degree.

Recognition

list them Brethren on the Proficiency Wall Chart (GL115) and mark the parts they learn.

Hang the chart in your Lodge.

It is available from the Grand Lodge Office. See the "Grand Lodge Ritual Work Publications"

Tools of Proficiency

Proficiency Wall Chart Grand Lodge Constitution and Bylaws

Monitor Ceremonies Manual

Floor Manual (continuous) Floor Manual (for individual officers)

Cipher Standard Proficiency, Entered Apprentice Degree

Standard Proficiency, Fellow Craft Degree Standard Proficiency, Master Mason Degree

Conferral on More Than One Candidate

Requires permission from the Grand Master.

The ritual for two-five candidates is available from the Grand Lodge Office.

The ritual for six or more requires an exemplary candidate.

Activities to Improve Lodge Work

Schedule enough practices so everyone with a part can become proficient.

work individually with brothers to help them learn their parts.

have **several members proficient** in each

Rotate those who know the same part in degree work

Encourage everyone to attend **Schools of Instruction**

request a **Deputy Grand Custodian** assist your members at a practice

Announce all officers that, during degree work, members refrain from conversation during the degree.

□ Be prepared to rap the gavel or by provide good counsel to the offending brothers.

Ask your officers to join you to **visit a Lodge** that performs excellent work

Use Trestleboard for degree work.

16

Build Your Plan

1) Write down the names of all brothers and the parts they are proficient.

2) Write down those parts in which no one is proficient.

3) Write down what parts need at least one backup ritualist.

4) Write down who you will ask to learn parts.

5) Write the dates of each practice on the Lodge Planning Calendar.

6) Write down the date the Senior Warden will have practice to prepare for prove-up for his year as Master.

7) Write down any Grand Lodge publications you would like to use to assist with learning proficiency.

Grand Lodge Ritual Work Publications

...

PROFICIENCY PARTS FOR EACH DEGREE

Entered Apprentice Degree

Candidate #1 Candidate #2 Candidate #3 Master

Senior Warden Junior Warden Senior Deacon Junior Deacon

Senior Steward Junior Steward Treasurer Secretary

Chaplain Tyler (Prep.Room) Questions Answers

Second Lecture Third Lecture Charge

Fellow Craft Degree

Candidate #1 Candidate #2 Candidate #3 Master

Senior Warden Junior Warden Senior Deacon Junior Deacon

Senior Steward Junior Steward Treasurer Secretary

Chaplain Tyler (Prep. Room) Middle Chamber (SD) The Letter "G"

Questions Answers Charge

Master Mason Degree

Candidate #1 Candidate #2 Master/King Solomon

Senior Warden/GSW Junior Warden/GJW Senior Deacon/GSD

Junior Deacon/GJD Senior Steward Junior Steward

Secretary Chaplain Tyler (Preparation Room)

Marshall Questions Answers

Second Lecture Third Lecture Charge.

1st Fellowcraft/1st Base (JA) (Usually Senior Deacon)

2nd Fellowcraft/2nd Base (JO) (Usually Senior Steward)
3rd Fellowcraft/3rd Base (JM) (Usually Junior Steward)
Seafaring Man/Wayfaring Man

(click [...](#) to return to Table of Contents)

18

Section 4

Grand Lodge Activities

Grand Lodge provides focus/direction for Lodges based on the needs of our fraternity.

Master's Leadership Award

The Grand Lodge provides activities, tools and education to your Lodge
the Grand Master provides goals for Lodges

Activities of the Grand Lodge

Annual Communication begins the ...

Installation of Grand Lodge officers is held on or before ____ after the Annual Communication.

The **Lodge Leadership & Planning Course** for Wardens and Deacons and any other brother,

The Grand Custodian and Deputy Grand Custodians host **Schools of Instruction**

The Grand Lodge Masonic Education Committee holds two **Educational Symposiums** each year

Grand Lodge officers hold **Area Meetings** each fall across the state

CHild Identification Programs (CHIP)

cornerstone laying ceremony (Contact the Grand Marshal or Grand Lodge Office for information).

Grand Lodge Scholarship program

the **Grand Master's goals**

Build Your Plan

1) Write down the dates of which Grand Lodge events you want your Lodge to attend.

2) Write down which goals of the Grand Master you will hold events for in your Lodge to support goals.

Secretary must have the award form completed and submitted by _____

3) Write down the date you will present a scholarship to a local graduating high school senior.

Follow the instructions for Grand Lodge Academic Scholarship Award.

Determine how much your Lodge will add to the amount donated by the Grand Lodge.

6) Write down the tentative date you will hold a CHIP event in your community.

Grand Lodge Events

Annual Communication of the Grand Lodge

....

Grand Lodge Officers' Installation

...

Schools of Instruction

The dates of the Schools of Instruction in your area will be announced at a later date

Area Meetings

Lodges will be notified of the dates of Area Meetings in the fall of each year.

Grand Lodge Scholarship Program

Inform the Grand Lodge Office of your Lodge's desire to participate at any time.

Grand Master's Initiatives

Add to you "Build Your Plan" a list activities you can perform to support the Grand Masters goals.

CHIP Awards

Two CHild Identification Program (CHIP) Awards will be given each year to recognize outstanding contributions, monetary or otherwise, or promotions of CHIP or events. One will be awarded to a member of the Masonic Family, and the second will go to an individual, company or charitable group that have met the following guidelines.

The following guidelines will be used when reviewing and selecting applicants for the awards:

- 1) No active member of the CHIP Committee will be eligible or nominated for a CHIP Award.
- 2) The award will be based on merit toward improving CHIP events or contributions, monetary or otherwise,
to improve the CHild Identification Program (CHIP).
- 3) Nominations should be submitted to the Grand Lodge Office postmarked no later than _____
30 of each calendar year.
- 4) The awards will be divided into two categories - Masonic and non-Masonic.
- 5) The Grand Lodge Awards Committee will review and select one application in each category. The
winning
applications will be selected by majority vote.
- 6) A written nomination may come from any current Freemason or any member of the Masonic Family.
- 7) There is no limit on the number of applications that may be received in a calendar year.
- 8) Applications will not be carried over from year to year. Applications can be re-submitted after the Annual
Communication each year.

Instructions For The Grand Lodge Academic Scholarship Award

Notification of Academic Scholarship Award

Nomination for Masonic Academic Scholarship Award

Section 5 Fellowship

As you've learned as you've progressed in Line, or while attending various Masonic events, most Lodge members are not active. They don't come to business meetings, activities or degrees. But, please remember a man does not have to be "active" in Masonic events/activities to be a "real" Mason; a "Mason" is a man who applies the principles of Masonry in his daily life and behaves as an exemplar representative of our Fraternity; this applies to active and inactive Masons! But always remember, without the sacrifice of personal time of active Masons (and their families) to keep the beacon of Masonry lit we would no longer have an organized Fraternity. You'll see, in many cases, that in most Lodges only one in 10 brothers actively participate; this means that the burden to ensure the institution of Masonry is here for our sons and grandsons is in the hands of the active Mason.

How do you "activate" inactive Masons or attract new Masons? Simple ... Friends and Fellowship

Men of good character want to spend time and make friends with other men of good character. As

this association grows, our wives, as they learn more about our Fraternity, have a tendency to feel good knowing "where their husband is" and "who they're with." And ultimately, it will make our children proud when they grow older and learn about the Fraternity that was so important to their Father. By meeting together with friends for fellowship we keep the memory of "what Masonry is" alive. It's an opportunity for men to meet new friends they haven't met yet and to aid in the longevity of Masonry. Where men feel fellowship; men feel at home. When you make a man feel welcome in your Lodge you've taken the first step to making a non-Mason into a Mason. These men won't wait to be asked to be involved ... they will ask you. They will be committed to your Lodge and our fraternity.

What Contributes to Fellowship?

When a man sees:

men routinely applying the principles of "leadership by example" in Lodge

An absence of cliques.

A warm, welcome and pleasant setting.

Enthusiastic effort on the part of all active members.

An open and friendly atmosphere.

Involvement of spouse and family

Activities that bring members together and exhibit your Lodge's appreciation of them.

Members that show earnest interest and caring for all members.

Lodges that provide something for every member.

Lodges/Brothers that give them reasons to stay.

Members whose actions attract their sons, relatives and friends to Masonry.

Lodges that give men reasons to join.

Lodges that involve more members in positions of responsibility in the lodge.

Lodges that give their members ownership.

21

Importance of Family: Surveys show that after fellowship and involvement in the community, future members insist that the organization they join be involved with the family. This is supported by the fact that every Mason is told in our degree work that the fraternity will never come before his family.

Including the family in Lodge activities may mean as few as five activities a year where the Lodge hosts a meaningful and relevant program centered:

on the needs and expectations of the family

where children were the center of the activity

this does NOT include dinner and ladies-night programs

Courtesies Promoting Fellowship/Internal

Officers must **welcome all members and visitors** before and after every meeting.

Give responsibility to non-officers to **greet all members** as they enter the Lodge.

Give special attention to **guests**, and give them nametags to sign and wear.

Make introductions during Lodge meetings warm and personal.

Ask all members to **warmly welcome** new members and guests.

Send a **Masonic anniversary card** to brothers on the date they became Master Masons.

Send **birthday, Get Well, Sympathy Cards** to brother's/family.

Present a **"Resolution of Respect"** to the brother's family (contact Grand Lodge, item # 511.)

Hold a Widow's Night, present the widows with a **Widow's Pin and Salute**. (item # 309).

Appoint a committee to check hospital admissions and alert the Lodge if a brother is hospitalized.

Visit ill or hospitalized brethren at home or hospital

Use the time **after closing your Lodge** to reinforce fellowship.

Send a **personal note** to thank new members or guests for attending your Lodge.

Include the names of new Master Masons in **Lodge communications** with a brief summary of their interests and the names of their wives and children.

Schedule open meetings to make **year pin presentations**.

Appoint a **Bring a Brother to Lodge Committee**

Fellowship-Related Activities/Family

Barbeque; Day at the State or County Fair; Ladies at the Table Ceremony; Ice Cream Social; Camping out together; Mother-child bake-off & dessert party; Family Day-Long Field Trip; Family Day/Night with nearby Lodge (park or other outside location); Father-child dinner; Father-child cookout; Father-child softball/football/basketball; Grandparents Night (on Grandparents Day whether Masons or not); Holiday party for kids (Halloween, holidays with games & activities); Picnic (inside or outside); Sports Day (at local playground, park)

Host a Ladies Info Meeting to inform them about the Lodge

□ use a page in your newsletter to explain our Craft and tell the wives who can belong/what we do/what we support/what happens in Lodge, answer their difficult questions and give wives a calendar of events for the year;

□ Invite wives to Lodge to hear a speaker on a local topic of interest, or have a Ladies Social Night with a catered meal, activities to meet other wives or give them a gift

"Progressive" dinner with wives (serve courses at different homes)

Weekend out-of-town with wives shopping, historic site, lake parties, etc.

Widow's Night or other activity honoring them

22

Family Informational Programs (and sources of help/presenters)

The Dangers of Smoking The Dangers of Drug Use Swimming Safety (Red Cross)

Choosing a Career Driver Safety Crafts

Boating Safety Firearms Safety Book Club

Making Family Relationships Work Crisis Management Local/Community History

Personal Financial Management Personal Computers Growing and/or Arranging Flowers

Kids and Summer Fun Careers for Women Improving Marital Relationships

Meals

Potluck dinner; Recognition dinner Chili cook-off Dinner with other Masonic bodies

George Washington's Day Dinner Table Lodge Past Masters Dinner

Charter Day Dinner Sts. John Dinners

Picnic with other Lodges or Eastern Star Arrange to meet after church for brunch.

Parties

Children's parties Holiday parties Past Master's Night

Year-Pin recognition night Theme parties

Ritual Work

Hold an outdoor degree Visit a local or area Lodge Rusty Nail Degree

Friendship Night The Vacant Chair Ceremony

Sports

Attend a sporting event together Bowling Golf

Play pool Fishing trip Miniature golf

Sponsor a softball team of members Sponsor youth football/baseball

Hold a Lodge fishing trip and invite nearby Lodges to join you

Others

Visit a local place of interest (zoo, historical site, museum, TV station, etc.)

Travel to The Masonic Home in Plattsmouth or the Masonic-Eastern Star Home for Children in Fremont

Build Your Plan

1) Write down the dates of, and which "Courtesies Promoting Fellowship" you will implement.

2) Write down the dates of, and which "Fellowship-Related Activities/Internal" you will implement.

3) Write down the dates of, and which, "Fellowship-Related Activities/Family" you will implement.

(click [••](#) to return to Table of Contents)

Section 6

Service to Community and Fraternity

Freemasons support more ways to help people than any other private organization, and donate more than \$2 million a day to charities. In the early days of the 1700s and early 1800's, Masonic charity was largely limited to members, their widows and their orphans. Homes for the aged and orphanages were established all over America.

Lodges: A Community's Focal Point

For all of history, Masonic Lodges have been a focal point in the community. The Masonic Temple often also served as a church on Sunday and a post office or school during the weekdays. Many Lodges were used as polling places on election day. Civic functions such as parades, July 4th celebrations and Founders' Days events were planned in the Lodge with the participation of its members. Anyone who saw a community need – from paving or lighting the streets to planning a city park – included the Masons from the beginning.

Today, Masonic charity reaches far beyond our fraternity, and the great majority of the Freemasonry's charity dollars goes to those with no connection to Masonry. And, California there are hundreds of civic and community projects in which Masons are involved. Selflessness is the essence of Masonry. We are taught that we have an obligation to help, to make things better for everyone. So, it's only natural that the teaching should find expression in Masonic volunteers cleaning the streets of the town, or serving as volunteer teacher's aides in the classroom. It's only natural to find Masons holding a pancake feed to buy uniforms for the high school band, or working with pick and shovel and hammer and nails to create a city park that's accessible for handicapped children.

Members Feel Pride

Pride is the result a leader or member feels when a personal goal, or a goal of the Lodge, is achieved in the community. Unless you have experienced it, you cannot imagine how proud a Lodge will feel because it achieved some distinction in the community. As leaders of your Lodge, you have a choice to make: Do we pursue activities that create pride and thereby increase member satisfaction and support, or do we continue on a path of noninvolvement and wonder where our members have gone? Masonry dies when it stays inside the Lodge room. It has always been a vital part of the community. It is our task to seek out new ways we can benefit our communities. A good Lodge requires a good, strong, humane, compassionate community, and a good, strong, humane, compassionate community deserves a good Masonic Lodge. Research conducted by the Masonic Renewal Committee of North America found that men, who would consider joining Freemasonry, want to be involved in their community.

Why Connect with Your Community?

There are several reasons why your Lodge must be connected with your community:

Future members and the community will discover what Masonry is all about.

Future members demand that any organization they join be active in their community.

The community is the responsibility of everyone, including Masons.

The Lodge is a perfect community service organization.

Your members will be proud of their role in the community.

For any organization to grow, it must be involve its members & the community.

It unifies your Lodge through "laboring together".

It improves our image improves in the community

It spreads positive relations, free advertising/promotions about us to the community

Sell Your Involvement

Sell your Lodge's involvement in community service with these points:

To be part of our community, we must BE part of our community & contribute to its improvement.

To attract new members, we must be visible and involved where we work and live.

To attract younger men, we must be involved in our community.

To avoid complacency/boredom, we must look for new ways to interest/excite newer members.

To be viewed as relevant, we must get involved in our community.

Communities, and especially schools, must have the help of community organizations or the community itself is at risk. Given today's tight budgets, the problems in our communities are bigger than the community can solve alone. Local governments are trying to establish partnerships with groups that can solve community-related problems without a lot of fuss. In addition, human service organizations are looking for volunteer partners to help them accomplish their goals. We have resources that make us an attractive community partner: our Lodges have the capacity to be important to the community, many Masons are retired and are available to help, and young members want to get involved.

Considerations of Involvement

When considering your Lodges' involvement in the community, consider the following:

Think big.

□ Review the largest and best opportunity before you settle on a project. Consider a problem in your community that needs a solution. Determine the role your Lodge can play. You can always reduce your level of involvement later.

Start small.

□ Success is most important when beginning community involvement. It builds a foundation for increased involvement in the coming years. So, take chewable bites. Take things one step at a time. Know all the steps at the beginning and make sure you can accomplish each step before moving on to the next.

Appoint a chairman of a committee or team

□ Address the problem, who will organize the Lodge to provide the service.

Communicate your project

□ To your members to gain their support and involvement. Inform all members. You might interest members who don't normally attend your Lodge's meetings. Spend as much time as you need selling the ideas to members. Make sure one man doesn't bring it down. Be upbeat in your communications. Present benefits and results – not problems to members.

Make your member-volunteers winners.

□ Remember your members are doing this because you asked them. Make sure it is fun. Understand volunteer efforts and how to motivate them.

What Will Be Gained

While working on or after completing your service project, your Lodge and members will gain support and recognition from your community as:

A community resource Involved individuals

Citizens looking to make things right Volunteers making things happen in schools

Men enjoying fellowship with other men Men helping children

Men helping women and other men Men who make a difference

Men wanting to work with other men Men who care

Fathers for their children husbands showing their wives they are involved

Involvement with Schools

There is no better or important way for a Masonic Lodge to become relevant than to become involved with a school in their community. Supporting children's education is one of the "right things" the leadership can do to move the Lodge closer to the members, their families and the community. There are many positives: Schools are organized to accept volunteer partnerships and they have the staff to assist.

Schools are want partnerships to supplement the support they receive from government sources. To be known for making a difference, then do so through involvement with children. There is a natural connection between many Lodges and schools. Fathers of children helped by Masons will want to learn more about Masonry. The media recognizes contributions to the community that support public education and local schools. The help that schools need are well within the capabilities of the membership of a Masonic Lodge. Helping children in their formative years is in keeping with the spirit of charity and giving of Masons. Networking with educators will broaden every member's social and fraternal reach. Students are powerful voices in helping the Lodge achieve relevance, recognition and support. The Masonic Renewal Committee asked educators around the country to identify the top five ways that a lodge

could help them. They said:

Volunteer a few hours a month to work with the teachers in the classroom to read to children, listen to them in small groups and work with them on special assignments.

Adopt a local school and work with the administration to identify one, yearlong effort for which the Lodge would be responsible. (Grooming the play area, supervising evening events, work as library aids, work with teachers, go on field trips with classes and handle special projects or events. Reading assistance was most often mentioned.)

Recognize excellence in learning by granting scholarships to individual students identified by a school/Lodge committee.

Recognize teaching or instructional excellence by granting annual awards or scholarships to teachers who met or exceeded expectations in working with children. (A cash award would be used to further the winning teacher's education or involvement in the school.)

Volunteer time for events or occasions identified by the school, such as keeping the library open for adult reading or literacy, beautify the school grounds, refinish the gym floor, raise funds for a significant school event.

Fraternal Service

Other causes are close to the hearts of _____ Masons: The _____ Masonic Home, the Masonic-Eastern Star Home for Children, and the _____ Masonic Foundation. These worthy causes are the first

line of _____ Freemasonry's service projects. A new addition is the **CHild Identification Program**

(CHIP). You can provide a valued community service and increase awareness of your Lodge by holding a **CHild Identification Program** (CHIP) in your community. CHIP provides at no charge to parents a kit containing their child's photo, a videotape, cheek swab, teeth impression and fingerprints. The kit gives immediate and useful information to authorities when a child is missing or for identification purposes. Every Mason and every Lodge should make a contribution of time, materials and/or funds to help further the calling of these three institutions that are a manifestation of the principles we stand for and the vow we take.

The _____ Masonic Home ...

in Plattsmouth provides care for retired Masons, their widows, wives, mothers, sisters and daughters, or who are victims of Alzheimer's disease. Its bylaws for eligibility include membership in good standing over a continuous period which varies with the age of the Mason. Admission can be on a "pay basis" or "regular way." Under the "pay basis," the resident pays on a monthly basis; under the "regular way," the resident turns over all assets in return for continuing care. Further information can be found in the Secretary's Handbook or from Mary Stapp, Executive Director, at (402) 296-7300.

26

The Masonic-Eastern Star Home for Children ...

in Fremont provides quality care for children 5-18 years of age separated from their homes in an environment of love, security and acceptance. Applications are individually evaluated and although

charges are based on ability to pay, a child is never excluded due to inadequate resources. Masonic or Eastern Star affiliation is not an admission requirement. Further details are available from Ben Harvey, Executive Director, at (402) 721-1185.

The _____ Masonic Foundation ...

is an educational, cultural, historical, literary and charitable foundation exclusively for the promotion, support, and maintenance of Freemasonry and for the benefit of the public. Master Masons in good standing who make a donation are members of the Foundation. The Foundation conducts an annual fundraiser to support Masonic Youth education events and educational scholarships. It is the owner of the Grand Lodge office building. Further information about the Foundation can be obtained from the Grand Lodge office (toll free) at 1-800-558-8029 or 402- 475-4640.

Hold a CHIP event ...

in your community your Lodge can receive public recognition. For more information about how to set up a CHIP event in your community, contact the Grand Lodge Office at 402-475-4640 or toll free at 800-558-8029. Tax deductible donations can be made to the _____ Masonic Foundation, which provides

funds to CHIP. Other funds are provided by local Lodges that arrange the CHIP events.

Appendant bodies of our fraternity also support various philanthropies:

Childhood Language Disorders Centers of the Scottish Rite are all across America and help treat children with language problems. Another part of the program provides training for teachers in a technique that is 87 percent effective in teaching children with dyslexia how to read. Further information is available from S.G.I.G. Duke Lichty at (402) 421-1112.)

Shriners Hospitals for Children where the worlds very best care for birth defects and orthopedic problems is available completely free of charge. The Shrine has also established Burn Centers and Spinal Cord Treatment Centers where childhood victims of burns and spinal cord injuries are treated, also free of charge. For more info, contact the Shrine headquarters in your area; Sesostris Shrine in Lincoln at 402-474-6890; Tangier Shrine at 402-392-0410; or Tehama Shrine at 402-462-5813.

The **Knights Templar Eye Foundation** of the York rite does important work with vision, and offers free eye surgery to children when the surgery is necessary to save their vision. Knights Templar also supports **Holy Land pilgrimages** and **educational loan programs**. The **Cryptic Masons Research Foundation** promotes research on the treatment of atherosclerosis and **Royal Arch Research Assistance (RARA)** funds research on auditory maladies. Further information is available from Jay Speck at (402) 697-3567.

An **educational loan program** offered by the Order of the Eastern Star for OES members and relatives, and also provides grants under the **Eastern Star Training Awards for Religious Leadership (ESTARL)** program. Further information can be obtained from Grand Chapter at (800) 837-9320.

The **Hearing Impaired Kids Endowment (H.I.K.E.)** supported by the **Job's Daughters**

International provides hearing devices at no cost to children between newborn and 20 years of age. Further information is available from Denise Hamilton at 402-571-6664.

In addition to all of the above, each Lodge and each Lodge member in _____ donates in some way

to Masonic Charity. Many Lodges in _____ see a need in their community, find a way to address that

need, and then conduct fundraisers, either alone or with another local organization, to fulfill that need. Sometimes this need requires personal assistance, funding, or manual labor, or all three. Whatever the need, _____ Masons are there to help. Charity is one of the most important activities in Masonry.

We

must never forget that small acts of charity are not so small to those who need them. It is good to engage in

27
large projects, but helping a widow with heating bills or buying glasses for a child are important too. The small acts of charity are where your Lodge comes in. There is always a need, in every community, for small acts of charity. Look for the need and then lead your Lodge in addressing that need, whether it be

money, manual labor, or materials, or all three. We have Lodges in more than 120 communities in

We are in the forefront to see where people are hurting and in need of some type of charity. Our Lodges have the greatest opportunity to serve mankind on a local and personal level. We must become active in our communities and show our neighbors who we really are and what we stand for. When you have served as Master of your Lodge, it will feel good to look back knowing you made a difference; knowing that you made your Lodge a little stronger; knowing that an activity or project you supported was successful; knowing that you influenced the next Master to do something as well. One exciting idea or project usually leads to another. But, do something. What is the point of just sitting in a chair for a year? Masonry is about giving. You just might find that the public's perception of you and your Lodge in your community improves, that exciting things start to happen in your Lodge, and that Masonry reaches its potential in our state.

Service Activities

Children/Families

- Sponsor local students to Boy's and Girl's State (contact your local American Legion).
- Adopt a needy family during the holidays and gather food and/or presents.
- Sponsor a pancake breakfast with the Boy or Girl Scouts.
- Volunteer to deliver food or toys during the holidays.
- Create an event for kids at a county or state fair.
- Join with a local group to help with donations and distribution of toys for the holidays.
- Mount a drive to collect coats for kids. Arrange to have them cleaned.
- Volunteer to read at a local library.
- Build a play area in a local park.
- Host a Games Day for kids with a community celebration. Work with a local recreation/parks board.
- Sponsor a public speaking contest open to high school senior boys and girls.
- Sponsor a photo contest for young people in association with a local mall or store.
- Judge, display and give prizes.
- Sponsor a major essay or writing contest for kids. Arrange to have the winning essays published.
- Hold a fundraiser (pancake feed, etc.) for a local youth group.
- Contact your local YMCA or YWCA for opportunities to volunteer.
- Pay a video store to provide a number of videos to a local hospital or children's care center.

Schools

- Children's Holiday Party, open your hall, get a Santa, some Shrine clowns.
- Sponsor a grade school sports event.
- Sponsor an environmental or other club at a local high school.
- Adopt a local elementary school and work with the principal to develop ways to help.
- Develop a program to recognize teachers who do an excellent job with children.
- Offer scholarships in conjunction with the Grand Lodge Scholarship Program.
- Contact your local school or Department of Education to develop special programs and help with costs.
- Read to children on a regular schedule.
- Initiate a scholarship program for learning excellence and present a cash award or savings bond.
- Hold an event with the school to raise funds for a specific need like computers.
- Assist the librarian in an after-hours volunteer reading program to promote reading enjoyment.
- Organize a book exchange so students and members of the community can donate books for children.
- Deliver books and other learning materials to children who are out of school for an extended period.
- Volunteer as chaperones or hosts for school-related field trips/events.

28

- Develop a contest in which students who read the greatest number of books receive an award or prize.
- Sponsor a creative writing contest in which children write about a specific subject.
- Provide teachers or the library with subscriptions to magazines for children.

Fund an after-school or summer reading program on school property.
 Establish a forum where students who want or need extra assistance can go for help.
 The Lodge could be a learning center. Compensation may be required.
 Arrange for part-time jobs for students with an excellent academic record..
 Host a book fair with parents and teachers with proceeds going to the library.
 Reward learning excellence by offering summer jobs to kids who meet pre-determined criteria.
 Showcase students in your Lodge newsletter who have achieved academic excellence.
 Provide in-school day care on a for parents who need to visit the school.
 Showcase the names of the All-Star Reading Team in the local newspaper.
 Offer the local high school a series of field trips to businesses in the community.
 Arrange for equipment from businesses represented by Lodge members to be donated to the school.
 Volunteer to work at school as a tutor or mentor.
 Identify needs in music and art.
 Purchase a video for the school and donate it in the name of the Lodge.
 Arrange for selected merchants in town to provide a small discount for children and faculty members.
 Underwrite and organize a contest that would ask students to become familiar with the town's history.
 Arrange and host a Read-A-Thon in a school one day each quarter.
 Buy tapes from a 'wish list' for a school library. (Put your Lodge's name on the case.)
 Sponsor an unsung hero's award to spotlight the high school boy or girl that the coaches or drama or music instructors identify as unselfish in their support of their high school team or group.
 Host a local alcohol or drug awareness seminar for all students.
 Develop a reading and writing pal program with the school.
 on the phone per week and one two-hour, face-to-face every other week for a year.
 Organize and underwrite a special Discovery Series of field trips to unusual places for students.
 Sponsor a Discovery Fair in association with your local science teacher.
 Hold a Creative Fair. Display artwork, photos, videotapes, original music and creative writing.
 Develop, host and sponsor a Classics Film Forum.
 Develop a poster contest promoting goodwill, racial understanding and parental involvement.

Community

Sponsor or assist with the July 4th celebration.
 Provide medical supplies for local EMT unit.
 Provide funds and labor to renovate local ballpark.
 Raise funds to assist public library.
 Help a local hospital in a volunteer or fundraising effort.
 Help the local United Way with its volunteer effort.
 Sponsor a food-for-the-hungry campaign with a local store or business.
 Visit the elderly at a nursing home.
 Partner with a local charity to raise funds for cancer research.
 Develop an award for excellent contributions to the environment.
 Assist with traffic control at a community event.
 Adopt a library, playground, park, memorial, or public facility to keep it clean, safe and operational.
 Volunteer to run a local food kitchen during a holiday and underwrite the costs of meals.
 Partner with any successful agency in town to solve a community problem.
 Identify a small but important community project that needs a fix-up and paint job.
 Gather books from the community and members to hold a book fair.
 Get involved in immediate causes. Such as a child that needs money for an organ transplant.
 Identify objects that need a coat of paint (park benches, swing sets, fences, etc.)
 Identify a local stream or small river and clean the banks of waste and debris.

Host a flea market with funds helping a local charity.
 Plant and water a garden project for medians in your community's streets.

Arrange an exhibit for local artists to display and sell their works.
 Volunteer to serve as drivers at a local senior citizens home for a weekly trip to a store or business.
 Organize a local blood drive, relying on members to donate blood.
 Volunteer to help the Salvation Army raise funds during the holidays.
 Organize a recycling point in your community.
 Assist local charities with phone-a-thons that raise money for their cause.
 Volunteer to serve as parade marshals or to direct traffic at a local event.
 Organize a symposium about child abuse, alcohol and drug abuse, or spousal abuse.
 Partner with a local college, hospital or social services agency.
 Volunteer to help with a crisis hotline.
 Arrange to help a local agency check on seniors each day at their homes.
 Deliver meals to seniors.
 Volunteer to help at a hospital.
 Support your local literacy council.
 Help the League of Women Voters get out the message to vote by.
 Seek to sponsor a sports tournament with your local parks and recreation department.
 Adopt an area in your community that you will clean and secure for community use.
 Adopt a section of a road or highway to keep clean of debris.
 Provide staffing at local attractions like a zoo, museum, special exhibits or events, gardens, parks, visitors' bureau, etc.
 Work at a soup kitchen to help feed the homeless.

Fraternity

Sponsor local youth to the Masonic All-Star Marching Band Camp.
 Arrange for a cornerstone ceremony for a public building or church in your community.
 Plan activities to raise money or volunteer the time of your brothers to support The
 Contact the Masonic Home, Masonic-Eastern Star Home for Children and the _____ Masonic
 Foundation for ways your Lodge can help.
 Hold a Widows Night or similar event.
 Host youth members of DeMolay, Job's Daughters or Rainbow for Girls at a Masonic
 Youth Recognition Night or day-time event.

Build Your Plan

- 1) Write down the dates of, and which, events or ideas you will implement that will benefit the community.
- 2) Write down the dates of, and which, events or ideas you will implement that benefit one (or all) of

 Masonry's three charities: The _____ Masonic Home, The Masonic-Eastern Star Home for
 Children
 and The _____ Masonic Foundation.

(click [•••](#) to return to Table of Contents)

Section 7

Membership

A group of men came together who saw something useful about periodically gathering for selfimprovement, fellowship and service. They found in others that same common need. After much discussion, they found even more men who were interested. They then decided to begin meeting as a group

on a regular basis. No matter if this scene is from the 18th century or today, the basic elements of creating and building a strong, cohesive and growing group haven't changed. What made Freemasonry successful centuries ago was its success meeting the needs of the men of that day.

Today, the culture of Freemasonry in most lodges and jurisdictions makes recruiting a serious challenge. Culture is the collective behaviors and beliefs of an organization or society. Those who subscribe to a culture agree to behave according to its precepts, think more or less alike, and move toward common goals and objectives. In our fraternity, Masonic culture is strong, yet research suggests that we may be in conflict with many elements of the 21st century. We can't expect to pour new attitudes into old structures and discover new attitudes to survive and prosper. We must change the environment of Freemasonry, which means changing our culture.

Masonic Recruiting

For years, Masonic culture discouraged Masons from actively recruiting men to join. Prospective members had to ask a Mason how to join the fraternity with no prompting from the brother. At the same time, Freemasonry sought little publicity due in part to avoid "showboating," while believing that if a man was interested in joining, he would seek out a Mason to ask how to do it. As the years passed, Freemasonry found this recruitment method in decline and created a new approach. Many Masons know what "2B1ASK1" means. It usually appeared on a bumper sticker or sign intended to catch the curious eye of men and encourage them to ask about it. Masons were then free to pitch the fraternity since he "inquired" about joining our fraternity.

In effect, "2B1ASK1" means, "To be a one (a Mason), ask one (a Mason)." The fact Freemasonry was forced to create this method of recruitment is indicative of the changing times and the need for change. The times have changed even more significantly since then. Today, society has shifted so that women work full-time and still choose to be mothers. Men also work long hours, work from home after normal work hours, work more than one job, and share child care and other duties around the home with their wife. This limits free time for men who might become Masons. Our fraternity must offer something of value to these men by meeting their needs, and/or convincing them Freemasonry offers something they would enjoy. People are not as social as they once were. They tend to stay home, socialize with smaller groups and do not become active in their community.

This is likely because community organizations do not market themselves to today's younger adults. Numbers in civic and fraternal groups across the country have dropped dramatically in the last 40 years. In 1966, approximately 40,000 men were Masons in _____. Today, there are about 14,000. This

includes an increase in population of nearly 150,000 males during the same period. Hundreds of lodges across the nation have been forced to close over the past 40 years due to lack of members and

_____ a significant drop as well. Obviously, the fraternity must develop a new way to maintain membership. We cannot afford to ignore the modern recruitment culture.

Conveying the Importance of Recruiting New Masons

The continued strength and prosperity of Freemasonry depends on dedicated Masons like you. In fact, as a Mason, you are still the most valuable recruiter of our fraternity. In essence, prospects provided

31 by active Masons are consistently more productive than those from other sources, such as advertising or "walk-in" inquiries to the Grand Lodge. In fact, you account for the overwhelming majority of new members. You walk the cutting edge of a new era for recruiting in Freemasonry.

By letting your friends, family and associates know about the tangible and intangible rewards you're receiving as a Mason, you present them with the opportunity to succeed at your side while improving the fraternity as a whole. Target the best and brightest from your community; people who have demonstrated their ability to be successful who can make Freemasonry better than it would be without them. Look for people of vision who desire to develop a life plan and who see how Freemasonry will help them achieve their goals. Help them see the fraternity as an opportunity to break from regular routine and breathe new vigor into their journey through life. Here is a challenge to help good men discover a new kind

of fellowship through Freemasonry. It's a fresh opportunity to break from your regular routine and pump new vigor into your life as well.

Inspiring Members to be Active Masons and Recruiters:

A Mason's Bill of Rights

As already noted, today's Lodges must appeal directly to the needs of men. Max DePree, in the book, "Leadership is an Art," outlined a bill of rights for members of organizations. His work has been modified here to address Freemasonry. These are qualities your Lodge must be able to provide members in order to recruit and retain members.

The right to be needed.

□ To use my gifts to benefit Freemasonry and better myself. When I learn how to love others only then can I learn to love myself.

The right to be involved.

□ To give and receive input, to respond and be part of the action.

The right to a covenantal relationship.

□ To enjoy a "contract with leadership" based upon trust & "intimacy," meaning I feel some sense of ownership in the solutions?

The right to understand.

The right to affect one's own destiny.

Masons have the right to influence one's own personal progress and future. When a member feels good about Freemasonry and what he is gaining from it, he will be active in your Lodge, and will talk enthusiastically to his relatives, friends and acquaintances about it. This is the most effective recruitment tool possible. It emanates from a well-designed program in your Lodge targeted to meet his wants and needs as well as those of Freemasonry. It is a foregone conclusion that to increase your Lodge's membership, you must begin by building a relevant and meaningful program for your year as Master. In so doing, current and new Masons in your Lodge will recruit new members. Ask the most successful recruiters in your Lodge how they recruit new members. Also, ask your brothers (and yourself) why they became Masons and why they remain members of the Craft. Using these sources, and the other information included in this section, write a dialogue for use with prospects that may lead to their joining.

Consider establishing new member teams among active members by age groups. They may be able to develop ways to appeal to other men their age, and they should be empowered to pursue them as they see fit. Older active members may have a small circle of friends and acquaintances outside the Lodge. This may limit their effectiveness as recruiters. The key to meeting and exceeding membership goals is to get younger members involved. It follows that activities and social events geared toward younger members should be held with sports or other popular activities. Develop a presentation for your Lodge members informing them of the consequences of failing to develop and foster membership. Review your membership numbers for the past 5, 10 or 20 years, then forecast your Lodge's membership. Show the impact on Lodge finances resulting from lost dues, which could affect your ability to maintain your building, participate in your community and hold activities for your membership.

32

Prospective Lodge Members Form

Don't overlook your best prospects: men whom your members know. Most Masons become perplexed when asked to provide the names of men who may want to join our fraternity. Actually, many new members are out there. Too often, we convince ourselves they wouldn't want to join, or, more than likely, we think there's no one who will join. Getting your members to think about the areas of their lives where they interact with men may make them aware of men they hadn't previously considered. Appoint a committee to develop a list of prospective members. At your next meeting, they should distribute the Prospective Lodge Members form on page 7 of this section. Read each category aloud and ask members to write down the names of men they know. Give them time to fill out the sheet after reading each category. The committee will gather all the forms to keep a record of all prospective members on the Prospective New Members Tracking Chart on page 7 of this section.

Motivating Factors for Becoming a Mason

What Men Want from Freemasonry

Success requires not just strong recruitment, because that isn't what mainly attracts members. The most effective recruiting tool is to first build an effective program of activities in your Lodge that meets the interests of today's men.

As surveys show, Masons want our fraternity to provide:

Better **fellowship** and opportunities to make new friends.

Leadership opportunities, improved **leadership training** and to be well led.

Greater **civic involvement**, public charities, pride in the accomplishments of the Craft.

Improved **Masonic education** and understanding by Masons.

A **higher profile**, open to the public, with greater visibility and showing pride.

Active commitment to the needs of **youth**.

Higher quality degrees presented more dramatically and understandably.

Improved meetings with entertaining and interesting programs

Improved **leadership training** and more opportunities to be a leader.

Opportunities for **family involvement** in Lodge.

Self-improvement.

You may believe that pursuing these points will make your Lodge more like a social or civic club, but if you overlook what your members need then you will not achieve gains in membership. On average, after the first year of membership, 80 percent of all new members fail to return to meetings and don't remain active in their Lodge. Failing to take action puts the future of your Lodge at risk. At your next meeting, look around your lodge. You know this to be true. It's incumbent on your Lodge to do everything in this manual well. Most men are attracted to appealing programs, not just Lodges and especially not just ritual work. In fact, not all men are interested in joining a group. Only about 25 percent of men today indicate they are "favorably interested" in joining groups. Of that percentage, only 2 percent show definite interest while the other 23 percent "may be interested."

Research shows the following six behaviors about men:

75 percent said they had little or no interest in joining.

90 percent said they had no time.

90 percent said they wouldn't join a secretive organization.

85 percent said they wouldn't join if women aren't allowed to join.

95 percent said they did not want to wear a special uniform.

None said they wanted more ritual and memorization in their lives.

Here's the real challenge, research clearly indicates most men are not joiners. That places Masonry in the position of competing with other organizations (other fraternal and civic groups) for the small pool of men who are willing to consider joining our Craft.

33

Men Most Interested in Becoming Masons

Recent surveys show the following men are more likely to join Masonry:

Between the ages of 35-55.

College educated.

Unmarried.

Professional men (as opposed to blue collar workers).

Living in rural communities with Lodges (as opposed to those near urban Lodges).

Although our primary target age range is 35-55, that doesn't mean we ignore men of other ages.

However, men 35-55 are generally more interested in joining than men in their 20s or older than 55. Men 35-55 are usually looking for more to do in their lives or a way to get involved or to network with others. From your Lodge's standpoint, men in this target age range are established and are likely to maintain their roots in your community resulting in members who could be life-long, contributing members.

Some benefits men want in their lives:

85% wanted more friends.

95%+ percent want to make new connections.

95%+ of all married men want better time with their family.
80% want to play some role of importance in their community.
60% want more opportunities to lead.

Issues Important to Potential Masons

Those who might join Masonry also said:

75% said groups excluding wives from membership were unappealing.
70% said they objected to a dress code.
72% said they do not find memorizing materials appealing.
88% found unappealing any organization that was racially exclusive.
92% said quality of leadership was important in their decision to join.
92% said a group's charitable efforts were important to their decision.
88% said an image as philanthropic or charitable was important.
88% said modest fees for joining were important.

A survey of young men conducted by the Shrine revealed that:

76% said they were not involved in clubs, civic organizations or societies.
24% said they were involved in clubs, civic organizations or societies.
6% said they were involved with fraternal organizations.
47% of men age 35-55 had a problem finding the time to be involved.

Of these:

only 8 percent said they had no problem finding time.
29% had trouble finding enough time for their jobs.

Of men who would consider joining, they said in a *USA Today* poll on how men spend their time shows:

46% read.
24% watch TV, and 12 percent watch sports on TV.
9% are active in sports.
6% participate in hobbies.
3% do other activities.

Armed with this information, a clear path of activities and the culture that your Lodge needs to develop is evident. Build a solid, long-lasting program of activities in your Lodge based on the previous 34

survey information and you have something to sell to men who are looking for these exact activities in an organization.

Characteristics of a Candidate

A Membership Committee chairman needs to remind your brothers of the qualities your Lodge is looking for in a potential member. The following are characteristics of a good candidate for Freemasonry:

Must be 18 years of age and believe in a Supreme Being.

Honest, faithful and responsible.

Gregarious, congenial and intelligent.

Interested in the welfare of others as well as family.

Good morals.

Financially responsible and meets obligations.

Practices temperance.

Charitable nature.

Does not gossip or belittle his fellow man.

Capable of subduing his passion and not argumentative or controversial.

Remains true to personal convictions.

Industrious in personal life.

Involved in community activities.

Law-abiding citizen.

The Membership Committee chairman needs assistance from the brothers to identify prospective members. The Prospective Lodge Members form on page 7 of this section identifies several groups of men

to help jog your members' minds for possible candidates.

One Organization's Success

One group stands alone in changing to meet the needs of its members. For years, the Girl Scouts have seen membership increase while similar organizations experienced significant membership declines. Every Masonic leader can learn much from the Girl Scouts because they successfully responded to their members' needs. Their success stems from three critical organizational behaviors:

Focusing exclusively on **meeting members' needs**.

A commitment to **develop good volunteer leaders**.

Allocating up to 60 percent of their revenues for **member benefits**.

This seminar and manual are the Grand Lodge of _____'s effort to address the second point.

The Girl Scouts answered the first and third points by asking young girls what they wanted after offering cooking, camping, sewing and crafts for years. Their response: give us skills to be successful women. Now they focus on computers, environmental concerns, budgeting, corporate stocks, grooming and good health. Girl Scouts in metro areas learn personal safety, and those in rural areas learn soil management, agricultural skills and economics. If Masonic leaders do not pay attention to Lodge members in at least two of the above ways, they may be creating an undesirable future for your Lodge. If you have not asked your members what they want and whether they feel their Lodge is succeeding, consider sending them the survey on pages 7-8 in Section 1 – Planning. Let's assume you develop an appealing program through this planning process. Now it's time to build membership. That is, targeting the men you want to join your Lodge.

35

Recruiting New Masons

Targeting Prospective Masons

Targeting is defined as identifying a group of men appropriate to become Masons. For instance, perhaps it's members of your church, fathers of your son's Boy Scout Troop, former high school athletes who played together, men on your softball team or any other groups, associates or organizations of which you are aware. Your first step is to set a goal. Review your Lodge's losses for the past five years, and estimate how many Masons you expect to lose in the coming year. Add a percentage of growth to your previous year's membership total, such as 5 percent or 10 percent. Don't make it too low or too high, but a little more than what you're comfortable achieving. Make yourself and your members stretch to reach your goal. If the Grand Master has set a goal for each Lodge, adopt that percentage and begin planning how you will achieve it. Your goal should not only replace your Lodge's losses, but also increase membership as well. Appoint a Membership Committee chairman who works hard and is committed to your Lodge's success. Members should trust him as someone who will do what's needed to increase membership.

Prospective Lodge Members

Relatives (sons, grandsons, etc.) Church synagogue

Worship associates Your doctor Your dentist

Your attorney Your vet Your insurance agent

Your barber Police appliance repairman

Realtor Teachers principals

Adult students volunteers councilmen

Board members Elks Kiwanis

Friends neighbors holiday card list

Classmates Work associates coaches

Teammates Business owners managers

Grocery automotive hardware

Jewelers printers travel agent

Prospective New Members Info/Tracking Chart

Lodge:

Members:

Goals:**Prospect's Name****Wife's Name****Prospect's****Phone #****Prospect's****E-mail Address****Sponsoring Brother**

1.

2.

3.

36

Some Methods to be an Effective Masonic Recruiter

Any Mason can be a top-notch recruiter. The hardest obstacle to overcome for success in recruiting is deciding you want to do it. There are many incentives to do so. A more active and meaningful Lodge, shared workload, increased fundraising, annual dues waivers for recruiters, the Grand Master's Recruiting Award and the continued existence of your Lodge are just a few. It takes just a little preparation that can be a very interesting and fun process for you.

Become familiar with famous Masons.

Learn who in world history was well known by the general public who also happened to be a Mason. Know everyone from local celebrities and officials to foreign dignitaries throughout time so you can bring them up in any conversation that may arise. Armed with good background information, you are ready to start identifying and getting prospects. This will aid you in the next step.

Get the word out.

One of Freemasonry's greatest challenges is the fact that few people know about our beloved fraternity. Some people have heard of the institution, others have seen the Square and Compass symbol from time to time and still others know that their grandfather was a Mason. What can the individual Mason do to recruit quality men into the organization? Find any one of many creative ways to cause people to ask you about Freemasonry. The following steps are some innovative ways to advertise the fraternity. Masonic recruiters are limited only by their imagination and good common sense, of course.

1. Wear a Masonic ring.

Are you proud to be a Mason? Do you want people to know it? The easiest way to let your friends, co-workers and the general public know you belong to the oldest and largest fraternity in the world is to wear a Masonic ring that displays the Square and Compass clearly. Successful Masonic recruiters report this method as the single most effective way to get curious people to ask about Freemasonry. They also say rings that prominently display the Square and Compass are the most effective as opposed to highly ornate ringers that are difficult to identify at a glance. A prospective recruit's question opens the door for you to apply the other recruiting techniques discussed in this section. It also gives the impression that you are answering the person's question because they brought it up, not pressuring them to join Freemasonry on your own initiative. Do not continue to pressure them if you feel they want to change the subject. It is necessary to be patient. You will quickly develop a feeling of whether or not the prospect is favorably impressed and may consider becoming a Mason. There may be many opportunities to "work on" the prospect in the future. Don't overdo it at first. If they seem the least bit interested, you can mention the fact that you feel they would fit quite nicely into an organization such as Freemasonry and ask them to consider becoming a Mason. At any time during step one, you may implement all or part of step two below.

2. Discuss famous Masons with friends and prospects.

It doesn't take an inquiry about your ring to mention famous Masons while talking among friends or potential prospects. If a television show involves or mentions any person you know to be a famous Mason, you can be ready to say, "...and John Wayne was also a fraternity brother of mine." That will no doubt beg many questions from your non-Masonic friends. If there is any doubt about the integrity of Freemasonry, it will be hard for them to continue to believe it if they know such men of historical integrity

were also Masons. Ensure they know you feel they are the type of man who should be included with the likes of George Washington, Winston Churchill, etc. Create and give a list of famous Masons (with a blurb on Masonic history) to your prospect for reading. Include your name and contact information at the bottom. Keep a stack of petitions, dual member forms and lists of famous Masons readily available wherever you are (your vehicle, office and briefcase. You never know where you'll be when the opportunity to recruit a good Mason will arise.

37

3. Place the Square and Compass symbol on your vehicle.

The people who ride with you or who notice your vehicle in a parking lot will ask what it means and provide a recruitment opportunity. Implement steps 1 and 2 as needed.

4. Bring up Freemasonry in any way you can without directly asking them to join.

If you constantly mention something in passing about the fraternity, people will decide it has great meaning to you and will ask more about it. Invite them to your house to watch a movie like "National Treasure," "The Man Who Would be King" or "The DaVinci Code." (For more movies with Masonic references, go to the Web site of the Grand Lodge of British Columbia and Yukon which is full of positive Masonic history. Don't sell the event as a Masonic recruitment effort, just a good movie. Invite them to a classical music performance of Mozart and casually mention that he was a Mason.

5. Point out Masonic influence on history.

When a prospect says, "Is it on the level?" or any of the other commonly-used Masonic phrases or terms, take the opportunity to explain its Masonic meaning.

6. Invite prospects to non-Masonic social gatherings with a group of Masons.

Invite prospects to your house for a cookout, to a restaurant or bar, a movie, or any other social gathering where they are the only non-Mason present. Implement steps 1 through 5 as appropriate. Once you have identified prospective members, the next step is the most critical: recruiting them. It is most important to favorably impress prospective members. You must provide them with accurate and meaningful information about your Lodge and our Craft. In addition to your "Famous Masons" fact sheet, give them "Have You Ever Considered Becoming a Mason?", an attractive, four-color brochure with good information that answers many questions about Masonry. It is available from the Grand Lodge Office (see the Grand Lodge Membership Publications on page 22 in this section). However, it is equally important that you and your members are able to speak knowledgeably about Blue Lodge Masonry. Give your brothers a copy of the following, which provides appropriate responses to the most common questions and comments when invited to become a Mason. Modify it as you see fit to tailor the message to specific individuals.

Be prepared to answer these questions for a potential candidate:

What is Freemasonry?

Freemasonry is the oldest and largest fraternal organization in the world with more than 1.5 million members in North America. Masons can be found on every continent and in every ethnic group on earth. North American Masons donate more than \$2 million a day to help others, and conduct many activities for the betterment of their communities, nation and the world. Masons focus on self-improvement through education and development, charity for others, family, community, friendship, and camaraderie. Many famous men of great integrity and genius were active Freemasons such as George Washington, Benjamin Franklin, Winston Churchill and many other important men who impacted our world.

I don't have time to be involved in anything else.

We all find time to do the things we really want to do. What concerns you about committing your time? (Is he most concerned about the time it takes to become a Mason or is he worried about attending meetings? Answer his main concern. Mention One-Day Classes. Tell him he doesn't absolutely need to attend meetings every month. Masonry is designed to permit members to put in as much time as they want.)

My religion won't allow me to join.

(If the concern is that Masonry is a religion...) Masonry is not a religion. In fact, Freemasonry

advocates that members should participate in their own denominations and never place Masonry ahead of their religious involvement. No Masonic beliefs conflict with religions. (If the concern is secrecy...)

38

Masons meet in buildings that are clearly marked and publish schedules of activities and meetings. The only things we don't share are the signs and words that we give other Masons to identify ourselves as members of the fraternity. That is part of being a member of a fraternity. Many other groups also have signs and words they don't share with the public. (If Masonic penalties are mentioned . . .) They are symbolic and not intended to be taken literally.

I don't think I can memorize.

This is not much of an issue in _____ with the changes in required proficiency and use of manuals. In addition, One-Day Classes further reduce memorization.

My family might object.

Our Lodge is family friendly. We hold activities that involve all members of the family. In addition, wives can become involved in Eastern Star, daughters in Job's Daughters or Rainbow for Girls, and sons can join DeMolay. There are other organizations that you and your family can join once you are a Mason. All these organizations believe in the same principles and encourage the involvement of families.

How much does it cost to join?

There is a \$ ____ initiation fee to join, and \$ ____ is due when you submit your petition for membership. The remainder can be paid at that time or you will be notified when to pay it. Our annual dues are only \$ ____.

What do Masons do?

Your involvement will give you a chance to share camaraderie with other men of like interests, serve our community and learn more about what qualities make a better man. In our Lodge we...(describe your Lodge's activities and service work).

Ten Reasons to Become a Mason

In addition to the previous, the following are 10 reasons why a man should become a Mason.

Consider copying and giving this to prospective members to review:

We are a fraternity you can trust your Lodge brothers and entrust your family with them.

We are a fraternity where, within moral and civil guidelines, free thought, free speech and the spiritual growth can develop to its fullest potential.

We are a fraternity that provides the opportunity to meet, know, and befriend outstanding individuals from all walks of life you would not otherwise meet and consider them a brother.

We are a fraternity whose principle tenets are Brotherly Love, Relief and Truth.

We are a fraternity with opportunities for self-development, leadership and public speaking.

We are a fraternity that fosters an environment to seek support and/or provide it to others.

We are a fraternity that teaches and regularly reinforces moral virtues.

We are a group of good men who help each other want to become a better men.

We are a fraternity for men to enhance their services to church and community.

Freemasonry is a place to network and become a more effective and engaged citizen.

At this point, the above efforts should produce a list of prospective members, and your brothers should be prepared to talk with them about Freemasonry and your Lodge. Ask the members who recommended the prospects to them and discuss Masonry. Men respond best when Masonry is explained to them face-to-face by a friend. The recommending brother should ask their friend to set a time when you, as Worshipful Master, can visit or call. Don't take too much of the prospect's time and don't try to "oversell" him on Masonry. It is effective to ask any other brother who knows the prospect well, or a member of the Membership Committee to accompany you. Tell prospective members why you are a Mason and what it means to you. Give him the basics, such as the previous information, and then present him with a petition and invite him to join. If he won't make a decision at that time, change the subject or part ways for the evening. After a couple days, follow up with a call to ask if he has any questions and whether he's made a decision. Be positive and upbeat. If you have a "Who are the Masons?" meeting planned for prospective members, invite him and his wife to attend.

“Who are the Masons?” Meeting

A more formal presentation of information can be provided to prospective members at a “Who are the Masons?” meeting which is a proven recruiting tool. This involves the preparation of a meal, presentations about Masonry and a tour of your Lodge. And, most importantly, it brings the prospect face-to-face with other brothers in your Lodge. Included in this section are step-by-step directions for laying the groundwork and implementing this event, as well as suggestions for the procedures, program, materials, and recommendations for follow-up leading to new petitions and degree work. This will result in renewed enthusiasm and growth for your Lodge. From your targeting exercise, you have developed a list of prospective new members. Send a letter from the Master of the Lodge inviting them to learn more about Freemasonry at the “Who are the Masons?” meeting.

Plan, Plan, Plan and Be Organized

A Friends of Masons Night can be very rewarding for your Lodge if planned and carried out properly. To ensure it’s success, it must be planned months in advance and include a letter of invitation, a dinner with a program about Masonry, and a follow-up visit, if necessary, with the prospect. The following step-by-step approach has worked successfully and will work equally well for your Lodge. Laying solid groundwork is an important key to holding a successful “Who are the Masons?” meeting. First, appoint a committee to organize the meeting. Name a chairman who is a detail person and who has good follow-up skills. The first task of the committee is to schedule the “Who are the Masons?” meeting on a date that the most people can attend. Check the school, community, sports and especially other Masonic organizations’ calendars. Many Lodges have success with a Sunday or Wednesday evening event. Determine where it will be held. If your Lodge isn’t clean, presentable and handicapped accessible, find another location.

Don’t assume the event will just happen. A poorly planned and implemented “Who are the Masons?” meeting gives a bad impression of your Lodge and Masonry. Pay attention to detail and ensure all plans are completed correctly. Remember, it only costs a little more to go first class and is well worth the effort to make a good first impression. The committee should study materials about Masonry so they may answer questions an prospective member may have about our Craft and your Lodge. Ensure brothers who are good communicators are selected to present information. Using the list of targeted prospects, the committee develops and sends invitations to prospective members. A sample letter of invitation, inviting them to a “Who are the Masons?” meeting, is included on page 20. Also invite all Lodge members to attend. Mail the letter to each prospect three weeks before the “Who are the Masons?” meeting. The letter should give prospects all the essential information about the event including the day, date, time, place and the name of the Lodge member who will contact them. Don’t expect them to attend with no contact from a member. Personal contact is a necessity if prospects are going to attend your program. Know the prospect’s profession and background and assign him a Masonic “sponsor” with similar characteristics to make him feel more comfortable.

The appointed Lodge member should contact his prospect three to four days after the letters of invitation are mailed and simply inquire if he received and read the invitation, telling him he will be back in contact in approximately one week before the meeting. At that time, your member tells his prospect about the nice evening the Lodge has planned and about the child care service that will be available. Identify suitable attire for both he and his wife, and ask if you can pick them up or if they prefer to meet him at the Lodge. The committee and members who contacted prospects need to arrive early the night of the meeting so that when their guest arrives, they will be present to greet and introduce him to others. Plan a dinner meeting (covered dish, steak fry, etc.) for the evening. Remember, if a dinner is planned and guests are expected, it is important that quality food be provided in the proper quantities. Offer child care services, if needed. Have a program planned for the meeting. A welcome and an invocation are needed before the meal. It may be necessary to delay introductions until you move from the dining area to the Lodge room. Make sure name tags are prepared ahead of time for everyone (use different colors for the Masons and the prospects to help identify each group). Make special effort to encourage your Lodge members to the “Who are the Masons?” meeting so they can show support for the Lodge. Once convened

in the Lodge room, the Master gives a short welcome. First, introduce any distinguished guests followed by any other introductions of other Lodge officers, prospective Masons, etc. But, don't introduce everyone. After an invocation and dinner, present the program the committee has prepared regarding Freemasonry. If you sponsor a student to band camp or have a local essay contest winner, invite them for dinner and ask them to give a short talk. It is a nice way to start the program. Tell them about Masonry, what your Lodge does on the local level, the good programs the Grand Lodge sponsors, and about Masonry on a national level. Tell them you would like to become members of your Lodge. Visual aids, such as posters, videotapes and flip charts are helpful.

Impress on prospective members the benefits of meeting new friends, enjoying the company of other men and making new connections with like-minded people. Mention the opportunities your Lodge offers for the involvement of his wife and the importance of the family to the fraternity. Show the things your Lodge does for the community, and how he can participate. Mention how the Craft develops leadership. Make men aware that the time required during initiation is longer than the time for meetings. It is best to confine the program to Blue Lodge Masonry. Presentations from other appendant bodies (Scottish Rite, York Rite, Shrine, etc.) only confuse prospective members about Masonry and add to the length of the program. The other appendant bodies depend on the Blue Lodges for new members and will benefit from your work at a later point in time.

A few remarks by the Master thanking everyone for attending, as well as a benediction, close the meeting. Present each prospect with the "Have You Ever Considered Becoming a Mason?" brochure or other literature about Freemasonry to take home and read. Offer them a petition and encourage them to complete it before leaving. (See the list of membership publications on page 27 in this section.) The entire program should never take last longer than one hour. Follow with refreshments to provide an opportunity for fellowship and to answer questions on a one-to-one basis.

The most important part of making your "Who are the Masons?" meeting successful occurs after it ends. In the week following the event, personal contact with each prospect is essential. Preferably, the sponsoring Mason who invited him to the "Who are the Masons?" meeting should get in touch with the prospect and ask if he has any questions. If the prospect's questions cannot be answered fully and properly, the sponsor should ensure the prospect they will discover the answers. Then, the sponsor should ask him to submit a petition. Finally, sponsors should impress on the prospect the honor and privilege it would be to recommend his initiation into Freemasonry.

If the prospect declines to immediately submit a petition at that time, but indicates it is forthcoming, the sponsor should inform him of the date it needs to be completed so it may be forwarded to the Lodge secretary and read at the next meeting. Remind the prospect of the 30-day holdover period so he may plan ahead for the ensuing degrees.

If the prospect completes the petition during the "Who are the Masons?" meeting, he should be informed that a visitation committee will make an appointment to visit with him to discuss his qualifications and answer any further questions. Ensure he understands this is the standard procedure for all candidates for the degrees of Freemasonry. A successful "Who are the Masons?" meeting, followed by new petitions and degree work can be an exciting time in any Lodge. Make your plan and carry it out well and you will ensure success. Incentives for members who bring new members into your Lodge can play a significant role in your membership efforts. Incentives, such as the Lodge paying one year's dues, can encourage a member to talk to a friend or relative about Freemasonry and about joining. Also, recognize brothers in Lodge meetings who bring in new members.

41

"Who are the Masons?" Meeting Planning Calendar

The following is a suggested planning calendar to use for your "Who are the Masons?" meeting. Use this calendar in conjunction with the Lodge Planning Calendar in Section 12.

9 Weeks Before

Appoint the "Who are the Masons?" meeting committee.

Establish the event location and date and identify any conflicts.
Arrange supervision and entertainment for the children of guests, if necessary.
Plan table and room decorations.
Assign follow up calling to the guests' Masonic sponsor.
Begin planning the meal.
Designate a greeting committee.

8 Weeks Before

Select a theme for the "Who are the Masons?" meeting.
Compile prospect names as well as those of their spouse and children.

7 Weeks Before

Check prospect list for duplication of names.
Design the letter and/or invitation.
Finalize plans for food, decorations, favors, prizes, etc.

6 Weeks Before

Finalize plans for the program and the content of the informational packet.
Order any special printing and begin gathering materials for the information packet.
Arrange for staffing of child care and order the necessary supplies.

5 Weeks Before

Meet with committees to check their progress. Discuss any problems.

4 Weeks Before

Remind Lodge members of the "Who are the Masons?" meeting and invite their wives. If attendance is usually small, write to local brethren and encourage them to attend.
Address invitations.

3 Weeks Before

Mail invitations so all prospects have at least 3 full weeks before the event.
Follow up with phone calls 3-4 days after mailing the invitation. Encourage them to mark the date on their calendar.

2 Weeks Before

Sponsors of the guests should contact prospects to verify they will be attending, and ask if their spouse or significant other will accompany them. Also inquire if child care is needed and the number and ages of the children. Offer to drive them to the event.

42

1 Week Before

Make sure all supplies arrive.
Clean the Lodge and decorate the dining room.
Confirm the program & make notes needed to introduce speakers and other important people.
Determine the number of prospects, wives, and children who will be attending.
Meet with committee to make sure everything is covered and nothing has been forgotten.
Prepare name tags for members and guests.

The Day of the "Who are the Masons?" meeting:

Complete the final touches on decorations.
Make sure supplies for name badges are in place. Preprinted nametags look more professional and are highly encouraged. Verify the spelling of names.
Be certain that food preparation begins on time, or confirm with the caterer.
Make sure the building is unlocked and the lights are on and appropriate room temperature is established at least one hour before starting time.
Ensure your greeters arrive before the guests.
Remind brethren that the focus is on the prospects. If you see brethren standing around, ignoring the guests, quietly encourage them to mingle.
At the conclusion of the program, make petitions available and invite the prospects to become Masons.

Two Days After

Send thank you notes to those who attended.

Send a letter to those who did not attend and enclose the informational packet presented at the event. Offer to provide any additional information they want to know about Masonry.

One Week After

Personal contact by the sponsoring member of the Lodge.

Determine if the prospect has any additional questions about Freemasonry.

Invite him to sign a petition to become a Mason.

Impress upon him what an honor and privilege it would be for you to recommend him to your Lodge for membership.

If they are not currently interested, be friendly.

Invite them to future activities & stay in touch unless they request to be taken off your prospect list.

43

Sample Letter to Prospective Members

Dear _____:

(*Name of recommending Mason*), a member of (*Name of lodge*) Masonic Lodge No. (no.), holds great respect for you and he believes you may be interested in learning more about Freemasonry. Have you wondered if Freemasonry has something to offer you? Would you like to learn more about this centuriesold fraternity, its many charities and what Freemasonry accomplishes in our community, the state of _____ and the world? You will discover the answers to these questions and more if you accept this

invitation to learn more about our fraternity by being the guest of (*name of your Lodge*) Masonic Lodge on (*day of the week*) evening, (*Month/day*), 20__.

The evening will begin at (*Time*) p.m. with a (*your choice of meal*) dinner at (*your Lodge's name*) Masonic Lodge located at (*Address*). A short, yet informative and insightful program concerning the Ancient Free and Accepted Masons of _____ will be presented by (*Name and title*) at (*Time*) p.m. Any

questions you have regarding Freemasonry will be answered during this event or prior to it by Brother (*Recommending Mason*). Please mark your calendar now and plan to enjoy the evening with us. We extend this invitation to your wife or significant other as well. Brother (*Recommending Mason*) will contact you concerning the evening. Child care, if needed, will be available to you at no cost.

We have planned a very special evening for you and would be delighted to enjoy your company.

Sincerely,

(*Name*)

(Master, (*Your Lodge name*) Lodge No. (*Lodge #*))

44

Visitation (or Investigating) Committees

Once you have received signed petitions, it is the Master's responsibility to appoint a Visitation (or Investigating) Committee immediately after the petition is read in Lodge. This applies not only to petitions for initiation, but also petitions for affiliation, advancement, dual or plural membership and all applications for reinstatement after suspension for more than three years for nonpayment of dues. The Investigating Committee is the guardian of the portals. Its report at the next meeting of the Lodge will determine the ballot. The future of your Lodge rests squarely on the quality of the new members who are accepted. The committee's duties are twofold. The first is to investigate the eligibility of the candidate, his character and his fitness for membership. The second duty is to give the candidate and his family a positive first impression of Freemasonry and answer questions. The committee contacts the candidate to arrange a meeting with him (and his family if desired). It may be best to arrange for the candidate to meet the committee at the Lodge. Consider meeting him there prior to or after another scheduled event to make the most of active members' time and to preview Masonic activities for the prospect.

Ensure the interview is friendly and promotes dialogue. Ask the following questions:

Belief in a Supreme Being. A man must believe in a Supreme Being to become a Mason. This does not mean he must be Christian. No other religious test may be given.

Age. A candidate must be at least 18 years old and must not be in his dotage (feebleness of mind).

Jurisdiction. He must have resided continuously with the jurisdiction of the state for six months immediately preceding and at the time his petition is received by the Lodge.

Occupation. The candidate's occupation may be indicative of his character. However, there are no legal occupations identified by the Grand Lodge of _____ that would render a candidate ineligible.

Prior petition. Check if the candidate previously petitioned any Lodge and if so, check the outcome of the first petition and verify that the required six months have passed from the date of the ballot to the date the new petition was received. If the candidate did petition another Lodge, that Lodge has three years jurisdiction over the candidate.

Does the candidate know of any reason he cannot or should not become a Freemason? The answer to this question could disclose mental reservations concerning the Craft or information about the candidate that may require further investigation.

His petition must be submitted of his own free will and accord. Undue pressure shall not be applied to convince him to become a Mason.

Financial ability and special benefits. He should have financial potential and authority to pay his dues and fees. He must understand that he will not receive personal advancement, either financial or otherwise, and that the Lodge is not an insurance, burial or relief society. He should also understand that his acceptance relies entirely on a unanimous secret ballot and there is no obligation to accept him or offer any reason or justification for denial.

When concluding the investigation, the committee should **contact the brethren who signed his petition.** Any rumor casting discredit on his integrity, morals or record should be thoroughly investigated.

The report consists of a favorable or unfavorable response in the space provided on a candidate's petition. Do not hesitate to make an unfavorable report if there is reasonable doubt in your mind that the candidate is not qualified in every respect to be a just and upright Mason.

Recommendation of Degrees

Lodges have another way to petition candidates that is outlined in the bylaws of the Grand Lodge of _____ (Chapter IX, Sec. 2-913). It is a **Form for the Recommendation of a Candidate for the**

Degrees of Masonry. This form is attached to a regular petition, which shall be in draft form and not signed by the proposed candidate. Any three Master Masons may propose a candidate for initiation by presenting the form with the signature of three brothers, who constitute the investigation committee. The form is read at a stated meeting of the Lodge. At the next stated meeting (after a 30-day layover) of the Lodge, following the proposal of the candidate, the petition is put to a vote, with a favorable ballot subject to the subsequent completion of the petition by the proposed candidate. Satisfactory answers must be 45

completed to the questions posed on the petition but not limited to: a belief in a supreme being, and questions as to health, financial responsibility, and not having been rejected by another Lodge within the time period set out in the bylaws of Grand Lodge. The petition must be signed by the candidate and applicable fees paid prior to his presenting himself for initiation.

After election, the Master will select one of the three proposing brothers to inform the candidate he has been elected by your Lodge to join the fraternity upon completion of the petition. This petition must be returned to the Lodge within 60 days of the election of the petition by the Lodge. If not returned within 60 days, the petition becomes null and void and the Master shall declare it so. Then, it will be duly recorded in the records of the Lodge. If a proposal is not found to be favorable by the Lodge, it will be held only by the restriction that a new proposal cannot be made until six months have passed since the last one. The proposed candidate will not be informed of this rejection and would not be held responsible for Section 2-906, 2-907 & 2-908.

Preparing for the EA Degree

Once a man has committed to and been accepted to become a Mason, your work has just begun to make him feel comfortable and assimilate him into the Lodge. Ensure his experience is positive by informing him of what to expect. Of men who were suspended from their Lodges for non-payment of dues, 66 percent said it was not what they expected. When asked to explain in more detail, they said they were not prepared for the initiation. It surprised them and they felt uncomfortable. In fact, the initiation was very uncomfortable for many. Because no one had told them what to expect, this made them uncomfortable and even embarrassed. See the following letter to candidates to prepare them for the Entered Apprentice Degree.

46

Letter to EA Candidate

Dear _____,

Congratulations on making the decision to become a part of Freemasonry by joining _____ Lodge No. _____. You will be initiated on _____ at _____ p.m. _____ Lodge is located at _____ Street. You may park _____. Please arrive about 15 minutes before the ceremony starts. This letter provides information regarding what occurs during your Entered Apprentice Mason (EA) initiation. First and foremost, nothing will occur that embarrasses you. Initiation is a serious ceremony that explains the principles of Freemasonry. For part of the ceremony, you will wear clothing representative of the teachings of Freemasonry. You will be treated with the utmost respect and dignity. Enclosed is a booklet entitled, *A Word to the Candidate About Freemasonry* which explains more about our origins, the Entered Apprentice ceremony and answers to frequently-asked questions.

Any Entered Apprentice, Fellow Craft or Master Mason can attend your initiation. If they are not members of our Lodge, they must show a current dues card and prove they are a Mason. I encourage you to invite any of your friends who are Freemasons to attend. In keeping with the dignified meaning of the ceremony, the officers and members will wear business attire such as a suit/sport coat with tie, slacks and dress shoes. You may feel most comfortable in such attire as well. Your initiation should take about one hour and 45 minutes. The members of _____ Lodge enjoy camaraderie in the dining room following the ceremony where they will greet you.

When your EA initiation is completed, you can attend the initiations of others who are becoming Entered Apprentice Masons. You will be ineligible to attend the Fellow Craft (FC) and Master Mason (MM) ceremonies of others until you're initiated in those degrees. On achieving the degree of a Master Mason, you may attend any Lodge activity. You are eligible and encouraged to attend any other non-degree Lodge activities prior to your initiation into any of the three degrees of Freemasonry. You have paid the initiation fee for the first of three steps to become a Master Mason. Before experiencing the two ceremonies that follow, it is necessary for you to pay a total of \$ _____. Or, you may have already paid the entire \$ _____ fee. Once you become a Master Mason, annual dues are \$ _____.

This year, your dues will be prorated at \$ _____ for each month after you become a Master Mason.

Following the EA ceremony, you will be given a booklet that provides additional insight to Entered Apprentice Freemasonry. As soon as possible, you should read the booklet and answer the questions in the back. Some answers will also be found in *A Word to the Candidate About Freemasonry*, which is enclosed. There is a short speaking part you must memorize. A member of _____ Lodge will work with you to review your answers to the questions and to help you memorize the part. It is not difficult and must be verbally presented to Lodge members before your next step in becoming a Master Mason. When you have learned it, your passing to the degree of a Fellow Craft Mason will be scheduled.

If you need to contact us on the evening of your initiation, the phone number at the Lodge is _____. If you have questions before the beginning of the ceremony, you may contact the member who signed your petition, or me, the (Title) of _____ Lodge, _____, at _____. Freemasonry is the oldest and largest fraternal organization in the world with more than 1.5 million members in North America alone. Masons can be found on every continent and in every ethnic group on earth. North American Masons donate about \$3 million a day to help others, and conduct many activities for the betterment of their communities, nation and the world. Masons focus on self-improvement through education and development, charity for others, family, community, and friendship. _____ Lodge was chartered in _____. About

_____ men are members. You will find our members friendly and willing to quickly include you. If you would like more information about _____ Lodge, visit our Web site at: Again, congratulations on joining our fraternity. We look forward to your initiation.

Sincerely,

(Title)

(Name and number of Lodge)

47

Continued Well-Being and Success of New Masons

Appoint Lodge Members to Mentor Candidates

Each candidate must have a mentor assigned to him who will keep him informed of all that he needs to know

while progressing through the degrees and beyond. The mentor's duties are:

To attend each stated and special meeting for six months.

To personally call and invite the new member to each meeting.

To provide transportation if required.

To follow up after each degree to answer his questions.

To personally introduce the new Mason to his Lodge brothers.

To contact the family and answer any questions they may have (if necessary).

Identify the new member's Masonic friends and invite them to his initiation.

Provide names of committee chairs and urge him to call them to volunteer.

In addition, the mentor must:

Inform the brothers about the interests of new members.

"Connect" Brothers & new members by relating their names and what is unique about them.

Invite the new member to a sporting event, and ask him to invite his friends.

Take a photo of the new member and place it on the bulletin board.

Ask for feedback from the new member about how he feels about his Lodge.

Watch for any loss of enthusiasm. If discovered, ask for the cause of it.

Schools for Candidates

It is desirable to set at least one evening aside after each degree to teach the candidates other things they need to know, such as, the explanation of certain terms, what they can and cannot do in Lodge, etc.

Effective Candidate Instruction

Merely receiving the degrees, however well presented, does not make a proficient Mason. To properly instruct, we must have competent teachers and effective courses of study. It is important to remember the three degrees of Freemasonry form the foundation of the fraternity – the beginning of a man's Masonic journey. They are not Freemasonry's entire scope any more than teaching a baby boy to walk immediately makes him qualified and prepared to be a marathon runner. How you teach the baby to walk is unimportant. Ongoing experience and training must be accomplished to prepare him for marathons. In Freemasonry, candidates learn more when they become active and hear the degrees several times than they do while being initiated and under some degree of uncertainty, apprehension or nervousness. Ensure your brothers understand Freemasonry is not solely defined as the three degrees. Often times, some brothers feel if the Lodge is doing a lot of degree work, it is an active and effective Lodge. This is erroneous if nothing is being done to mentor the new Masons being raised and they do not receive "light in Masonry" beyond what they experienced in their degrees, or if their only experience is to watch someone else receive them. Masonic education and active involvement in Lodge charities, projects and fellowship is critical to maintaining enthusiasm in new and old members alike. The best Masonic instructor is a consecrated Mason; one who is so devoted to the Craft that he really wants to assist in the important task of teaching his brethren.

It is not necessary for him to be a scholar, but he should have the ability to communicate effectively with others from all walks of life. The Grand Lodge Standard Proficiency manuals contain the information every candidate must possess before proceeding to the next degree. Every brother must hold a diploma of proficiency as a Master Mason, or he is not allowed to hold office, demit from his Lodge nor

petition any other Masonic body for further degrees. He shall, however, be liable for payment of his Lodge dues. Each candidate must answer the questions contained in the appropriate degree proficiency manual. He must also demonstrate the respective modes of recognition and perform the Standard Proficiency oral demonstration before he may advance to the next degree or be declared proficient when reaching the degree of a Master Mason.

48

The requirements of the Standard Proficiency, including the manual and modes of recognition, should be part of posting (or working with) the candidate. In open Lodge, the Worshipful Master shall declare the candidate proficient in the Entered Apprentice Degree before being permitted to progress to the Fellow Craft and likewise thereafter for the Master Mason degree. It is, therefore, the Worshipful Master's responsibility to ensure the Standard Proficiency manual has been satisfactorily completed before the candidate demonstrates his proficiency in the modes of recognition in open Lodge. Additional information on mentoring new members can be found on the Grand Lodge of _____'s Web site (glne.org) in the

Enrollment Program under the Downloads menu.

The One-Day Degree

Due to the busy nature of today's society, the Grand Lodge of _____ has created a method to accommodate the initiation of active candidates whose schedules prohibit spending three separate evenings receiving the degrees of Freemasonry. The One-Day Degree starts with the EA Degree early in the morning, continues with the FC Degree and concludes with the MM Degree by late afternoon.

Usually, a large group of candidates attends and one is chosen to participate in the ceremony while the others remain on the sidelines and observe. Without disturbing the flow of the degrees, a coordinator explains each step in detail to the group. This ensures the new recruits receive clear information regarding the intent of the teachings and, while observing the actual "candidate," they clearly comprehend the message conveyed without being distracted, disoriented or confused by blindfolds and nervousness. Some brothers claim this method does not provide an opportunity for those observing from the sidelines to get as much out of it as if they were the blindfolded candidate.

On the contrary, most people who have been initiated by themselves state they do not remember the majority of the degree teachings because they were too worried about falling down or looking silly while blindfolded. Offering the option of a One-Day Degree to new members helps to meet the needs of some men. It also eases the burden on your Lodge degree teams who may tire of holding degrees continuously because your Lodge is fortunate to have very good recruiters. If your degree teams contain newer members, the One-Day Degree program not only accommodates a candidate's schedule, but that of the newer member as well. Do not allow a few brothers in your Lodge to stifle this alternative approach to conferring degrees.

Retention of Members

Participate with new members in a review of their reasons for becoming a Mason and the types of personal enrichment they hope to receive through membership in your Lodge. Use that information to adjust your Lodge's plans. Follow-up later by asking how well your Lodge is meeting their needs. Their satisfaction ensures they will remain a Mason and recommend Lodge membership to others. Communicate at least five times with new members within the first six months of membership.

Make them comfortable when they come to Lodge meetings and activities. And, call them if they miss a meeting. You may discover that your new members want benefits that differ from those of current members. You probably won't need to change your Lodge, but you will need to accommodate these needs. Don't let old ways of doing business get in the way of future members. Contact former members to determine why they don't attend and which needs were not being met.

Delinquent Dues

Another important aspect of retention is preventing members from becoming delinquent with their dues. Suspensions for non-payment of dues have occurred at an alarming rate for more than two decades. The Masonic Renewal Committee studied members suspended for non-payment of dues and found that 50 percent were not contacted prior to their suspension. Nearly 35 percent said they had no knowledge of

being suspended, and another 35 percent could not be reached because their contact information was incorrect. It is the responsibility of the chairman of Membership Retention to obtain from the Secretary a list of all members who are in arrears with dues before they are suspended the first day of April each year. Send a letter from the Master of the Lodge to those on the list advising them their dues are in arrears and encouraging them to become current. (See the sample letter on pages 25-26.) A follow-up letter from the

49
Master must be sent to those who have not yet responded after a specified period of time. (See the sample letter on pages 25-26.) For the members who have still not responded, the most successful method is personal contact, either in person or by phone. It is probably best for those who signed his petition to contact him. A brother who is acquainted with him or a member of the Membership Committee are the next best choices.

In some cases, a brother is unable to pay his dues because of financial reasons. Perhaps he is in a care facility, has health problems, is financially distressed, or simply that he has not been brought into the fellowship of the fraternity. In these situations, the Lodge can remit his dues. Remember, the Masonic principles of brotherly love, relief and truth should not allow a member to be dropped from the rolls for non-payment of dues. Consider creating a fund to pay for the annual Grand Lodge per capita for members who, for whatever reason, have not paid their annual dues. Solicit donations from your members to help these brothers. To drop a member would mean the loss of several important benefits: his and his female relatives' right to apply for admission to the _____ Masonic Home, membership in other Masonic organizations, availability of Masonic Funeral Services, eligibility to receive membership awards, and other rights and privileges afforded a Master Mason in good standing. The names of those who are in need of assistance must be maintained in the strictest of confidence.

50

(First Dues Notice)

Dear Brother _____,

(Body of letter.)

(Last paragraphs...) _____ Lodge has established a fund which is used for assisting in the payment of dues for brethren of the Lodge who are unable to meet their dues obligation. The Masonic principles of brotherly love, relief and truth should not allow a member to be dropped from the rolls for non-payment of dues. Should funds be remaining at the end of the year, they may be used to augment charitable giving or fundraising by the Lodge. If you desire to contribute to the fund, simply include an additional amount on your dues check. Your contribution and the names of those who are in need of assistance will be maintained in the strictest of confidence if you so desire.

Fraternally,

Secretary

Your 2009__ Lodge Dues are: \$ _____

Our records show arrears dues of: \$ _____

Total outstanding: \$ _____

Please contact the Secretary if your records do not agree.

(Second Dues Notice)

Dear Brother _____,

In reviewing our Lodge records, I notice we have not received your 20__ dues payment.

_____ Lodge is required to send the per capita payment to the Grand Lodge prior to the tenth of April of each year, so your cooperation in remitting payment at this time would be greatly appreciated. If you find that you are unable to comply with your dues obligation at this time, please let me know. _____ Lodge has established a fund to assist those brothers in such a situation. It's part of our obligation as Masons to do so and will be done in strict confidence.

Thank you for your support of _____ Lodge and _____ Masonry.

Fraternally,

Secretary

Your 2009__ Lodge Dues are: \$ _____

Our records show arrears dues of: \$ _____

Total outstanding: \$ _____

Please contact the Secretary if your records do not agree.

(Third Dues Notice)

Dear Brother _____,

I have been advised by the Lodge Secretary that you have not responded to his notices regarding your _____ Lodge dues. We have determined that, if we truly live by those great Masonic principles of brotherly love, relief and truth, no member should ever be dropped from the rolls for nonpayment of dues.

To do so would harm the brother by losing his and his female relatives' the right to apply for admission to The _____ Masonic Home, his ability to visit other Lodges, membership in appendant

bodies such as the Shrine, the honor of a Masonic Funeral Service, eligibility to receive membership awards, and other rights and privileges afforded a Master Mason in good standing. Because of this, and the generosity of your brothers at _____ Lodge through a fund to assist in the payment of dues, I am please to enclose your 20__ dues card.

Be assured this is done in the strictest of confidence. If we can be of further assistance to you, or should circumstances change that would enable you to pay your dues, please contact me.

Fraternally Yours,

Master

51

(Letter to Brothers Who Pay Their Dues)

Enclosed is your 2009__ Masonic Dues Card!

We thank you . . .

Your remittance has been received and it is a pleasure to enclose your 20__ dues card. Sign the card and always carry it with you. It is your record of good standing in this Lodge and on proper examination entitles you admission to Lodges around the world. Your support of Freemasonry, and _____ Lodge No. _____ in particular, is appreciated and we offer the best wishes and kindest regards from the officers and your fellow brethren. If you know of a prospective member for our beloved fraternity and don't have a petition or are uneasy about contacting him, please contact the Secretary! Lodge meets the _____ of each month at _____ p.m. Please join us for fellowship.

Build Your Plan

- 1) Write down the date that you will appoint a Membership Committee.
- 2) Write down the date that you will give the Prospective Lodge Member's Form to members to complete.
- 3) Write down the date you want your Lodge brothers to contact the prospective members they proposed for membership.
- 4) Write down the date when your Lodge will hold a "Who Are the Masons?" meeting.
- 5) Write down the date when you will appoint a committee to make arrangements for the "Friends of Masons Night". Give them the Friends of Masons Night Planning Calendar.
- 6) Write down a reminder to use the "Letter to EA Candidate".
- 7) Write down the date you will appoint a committee to arrange mentors for new members and to hold schools for candidates.
- 8) Write down the date the "Retention of Members" information and give to your Lodge Secretary and the Membership Retention Committee.

Grand Lodge Membership Publications

GL-120 What's A Mason?35
GL-125 Who Are the Masons?.....	.30

GL-200 Freemasonry Folder for Membership Brochures	N/C
GL-205 Welcome to a Mason's Lady	N/C
GL-208 Duties of the Investigating Committee.....	.75
GL-331 Your Family Can Play an Important Role25
GL-333 When Your Husband or Father is a Mason25
GL-335 A Family for Your Family.....	N/C
GL-2000 Perpetual Membership Brochure.....	N/C

To order these publications or other informational brochures:

Phone: 1-800-558-8029 (_____ toll free) or 1-402-475-4640

Address: Grand Lodge A4F4&A4M4 of _____

P. O. Box 81852

Lincoln, NE 68501-1852

(click [•••](#) to return to Table of Contents)

52

Section 8

Communication

During the year you will be Master of your Lodge, you will want to see members who are active and attending activities, as well as an influx of new members who will provide long-term stability for your Lodge. Each section in this manual provides a piece to that puzzle. This section offers a very large and important piece . . . communication.

You will have two different audiences you need to keep informed: an internal audience (your members) and an external audience (non-members). The advantages presented by promoting your Lodge and its activities are numerous and beneficial.

Internally, communication will:

Keep your members informed about what their Lodge is doing.

Encourage members to attend activities.

Give members pride in their Lodge.

Create pride in members who are recognized in your communications.

Externally, communication will:

Educate the public about Masonry, who you are and what you stand for.

Interest men in joining your Lodge.

Elevate the prestige of your Lodge and our Craft as your involvement/promotions increase.

How does the public perceive your Lodge and the Masons in your community? How do your own Lodge members perceive your Lodge? The sad truth is that few Lodges engage in any kind of communication, whether external or internal, which contributes to a lack of understanding about Masonry and declining membership.

The result is the lack of any perception, or at least a positive perception, about Freemasonry. And, little or no communication from their Lodge leaves your brothers questioning why they pay their dues. In most cases, the public may be aware of the sign on your Lodge with the peculiar symbols they don't understand. Or, perhaps they've heard a funeral oration. Beyond that, their perception of Freemasonry and your Lodge is probably limited except for other sources of information, which may be inaccurate and misleading. The lack of understanding is always filled with misinformation, innuendo and rumors.

We've all heard Masonry called a secret society, a cult, a religion or even worse. Perception becomes reality for our members and the public. In the absence of communication from your Lodge, they don't know any more than what they've heard from unofficial sources or what they conjure up themselves.

The lack of communication with inactive members may cause them to view your Lodge as not caring, not relevant and staid. It makes them question why they remain members. This gap of understanding about who Masons are and what your Lodge does is directly attributable to the lack of communication from your Lodge.

External Communication

External communication with non-members in your community introduces Freemasonry and your Lodge to a veritable unlimited supply of new members. It can take many forms, under the headings of informal and formal communication methods.

53

Informal External Communication

Informal communication includes ordinary or casual methods that are known to us that lack ceremony. They are generally simple and easy to do, but of equal importance. If you wear a Masonic ring, lapel pin, or car emblems, and if your Lodge posts signs outside your town, these are informal communication methods.

It could include what you say about Masonry, how you act in public and how you live your life. All these tell the public something about Masonry. For informal communication to be successful, you and your members must keep your radar up and seize opportunities to inform.

That is, keep your radar up by being aware of what to say when comments or questions arise about our fraternity, and seize these opportunities by being prepared to talk about Freemasonry. You must be prepared to inform others about Freemasonry. Do you know how to respond when asked about Masonry? Membership means something different to every member.

Here are a few definitions you and your members may consider using, or adapting, to explain the Craft to non-members. Freemasonry ...

offers men opportunities to make good friends, help others, and to nourish their own value system.

is a way of life. Its purpose is to make good men better. *(Paul Bessel)*

is a multi-faith fraternity of men which promotes friendship, and works for the betterment of its members and the communities in which they interact.

is educational and inspirational; kindness and fidelity, honesty, dependability, self-control, compassion and assistance, forgiveness, and reverence, love and obedience. *(R.W. Bro. Norman J. Senn)*

is the oldest, largest and most prestigious fraternity in the world. It's like a civic club, a charitable institution and a fraternity all rolled into one. We're like a civic club in that we do a lot of community and statewide projects. We're like a major charity in that we give over \$2 million away every day. But, most importantly, we are a fraternity for men doing good things for each other, and trying to bring men of good morals and ethics together in our community. *(W.Bro. Mark T. Ronn)*

is an organization whose goals include: Helping its members improve themselves through education and improved knowledge of themselves and others. Brotherhood of all people and tolerance of differences among people. Support of democracy, freedom, individual rights and the dignity of all people. Mutual assistance, including helping fellow members' families. Charity and assistance to the community, especially those in need. *(Paul Bessel)*

Informal communication may prompt others to ask you about Freemasonry, or when you mention that you are a member. Talk openly about our fraternity. Others can't ignore your outward passion for our Craft. Everything your Lodge does in your community informally communicates something about your Lodge. That's why it's important that every event and activity be well planned and that your members always present a good image of your Lodge and Freemasonry in everything they do there.

Formal External Communication

Formal external communication involves more planning, member involvement and sometimes a financial and time commitment to utilize more conventional external methods of communication. An obvious example is the news media in your community; your local newspaper, and radio and television stations. It can sometimes be challenging to get your Lodge's information in print or on the airwaves.

Your best bet is to know someone in the media whom you can work with to get the information placed and before the public. A personal relationship with a member of the news media can go a long way

to gaining additional exposure for your Lodge. In addition, a well-written news release can provide a vehicle for getting the word out about Masonry in your town.

For instance, prepare a news release about community service activities and special events at your Lodge. The less editing that is required of your news release increases its likelihood to be used. Reporters and editors have very little time each day to correct grammatical errors, misspellings and copy that is not in news style.

54

The following five news releases are for:

Installation of officers.

Masonic educational scholarships.

Masonic All-Star Marching Band Camp scholarships.

The presentation of the Bronze Jordan Medal.

The presentation of 50/60/70 year pins.

Follow these guidelines when preparing news releases:

Model your news release(s) on the "accepted journalistic style" forms.

Double-space your news release.

The Grand Lodge office has a listing of all news media in _____.

Write "For Immediate Release" or "For Release (*date and time*)" as appropriate

Include a photograph of the event with the news release.

Answer the following questions in the first paragraph of the story in 30 words or less.

- Who** is the person or event you are talking about?
- What** do you want to tell about the activity you are describing?
- Where** will or did the activity take place?
- When** will or did the activity happen? Include the date and time, if appropriate.
- Why** did the activity happen? What goal did the activity achieve?

Look at examples of writing in the newspaper or listen or watch how stories are written for radio and television news programs. The remainder of the news release should include the most important information at the top followed by the least important. If you have difficulty getting a news release placed in your local news media, larger communities sometimes have a neighborhood newspaper that typically want local information to include in their news columns.

Internal Communication

Internal communication creates an informed membership and encourages your members to take part in meetings and activities of your Lodge. No matter how good the plan is for the year you will be Worshipful Master, you must tell your members about your Lodge's activities so it is heard, heard again and heard a third time before it becomes memorable. The worst thing for a Master to hear is that a brother intended to be at an event, but he couldn't find the information or forgot about it.

Take advantage of every situation to inform or remind members about upcoming activities. Every time members meet, mention events that are on the schedule. Regularly review the Lodge's schedule at meetings and degrees, but don't forget ritual practice or even when passing on the street.

Hand out the Lodge schedule at the installation of officers when you may have the highest attendance of the year. The following is a list of communication vehicles that may help you get the word out to your members:

Lodge newsletter. Newsletters offer the best opportunity to put details about activities in front of your members. But, make certain your articles are short and graphics are included to grab their attention.

E-mails. This is one of the fastest ways to inform members about the latest happenings or upcoming activities. Develop an e-mail list of your members.

Calling Committee. This is another quick means to inform or find out expected attendance from members. Some members will appreciate the personal contact over impersonal e-mail, but most young men prefer e-mail.

Web Site. A Lodge Web site offers information about your Lodge and its activities 24 hours a day, seven days a week. Your biggest challenge is keeping it updated and fresh.

Postcards, Handouts & Invitations. Postcards put information in the hands of all members inexpensively, but there may be a delay of a couple days before it is received. Handouts at meetings, or just placed in the back of the room for members to pick up, also keeps information readily available.

55
Invitations or letters to members allow more information to be communicated and permit you to use more emotion, if appropriate.

Bulletin Boards. An ever-changing and colorful bulletin board will quickly draw attention to itself, and you can place photos and high-impact graphics and messages there.

Community Calendars. Most radio and television stations have community calendars that accept announcements about meetings and activities from local organizations. Send information about Lodge events and activities at least two weeks before they occur. We must communicate with our members more professionally, more often and with greater appeal.

Here are some tips about how to improve your Lodge's communications:

Input your member records into a computer. Include name, address, phone number, employer, wife's name, date of birth, date raised and occupation. Send a questionnaire if this information is not available. Updates are just a few keystrokes away.

Develop a list of men. Who have been raised to Master Masons in the past three years and ask the officers or volunteers to **contact each by phone** and invite them to a special meeting, a dinner or friends night. Call back right before the meeting to confirm their attendance. Members respond to a personal invitation from a brother quicker.

Develop a special greetings program. For members or their wives. Mail cards on behalf of the Lodge for significant holidays or birthdays. Every communication from your Lodge raises their awareness.

Find a member who enjoys writing/designing to review all Lodge communications.

get a computer for your Lodge besides word processing software, add a graphics package and consider planning and budgeting software. Use its capability to improve the quality and frequency of communications to members.

Update your existing newsletter & make it more appealing and interesting. Consider at least a quarterly supplemental publication mailed to members. It can't be emphasized too much that frequent communication with members will keep your Lodge at the forefront of their thoughts, and a repetition of messages can help to increase attendance.

Web Site Webmaster's Help System

An increasing external communication method is the internet. Although you may intend a Lodge Web site for the information for your members only, the fact that it is on the Web makes it available to anyone at any time. The Grand Lodge has established guidelines for the creation of a Web site for

_____ Lodges:

Web site rules:

Since web sites are "Lodge activities" they are **under the jurisdiction of the Grand Lodge.**

A Lodge Web site must be **presented and maintained in good taste** and conform to the Constitution, Resolutions and Edicts of the Grand Lodge. Page designs are up to the individual Lodge; however, the initial design must be approved by the Internet Committee as follows. The home page (the first page seen by someone coming to the Web site) must contain the caveat "Pending Approval of the Grand Lodge Internet Committee" when it is first posted. The committee will be notified by an email message to Grand Lodge stating that a new page(s) has been posted and along with its URL. The Grand Lodge webmaster will notify all other members of the committee and the site will be reviewed. When approved by a majority of the committee, the Lodge Web master will be notified to remove the caveat. The Lodge Web site **must not link to any Web site where there may be any conflict** with the principles of Freemasonry. If another site requests permission to link to a Lodge's Web site; and, in the opinion of the Lodge webmaster, the principles of Freemasonry would be violated, permission must be denied for the link. If a link is discovered from a site that did not ask permission, and that site is found to be in violation of the principles of Freemasonry, a request to remove the link must be sent. There

must be a link to the Grand Lodge's Web site on any Lodge's.

Names, addresses, phone numbers, email addresses, etc. of Grand Lodge Officers, Committee Members, and Custodians will not be published on Lodge Web sites. Lodge members and officers
56

of the Lodge may be published if the Lodge webmaster has their written permission. Information displayed on the Lodge Web site must be accurate and kept up-to-date as pertains to names, addresses, phone numbers, dates, etc. Suggested types of information on websites are: List of Officers; History of the Lodge; Contact Information; Upcoming Events; Master's Message; List of Past Masters; Newsletter.

A Lodge Web site **will not link to any business or personal Web sites**; however, personal Web site may link to a Lodge website.

Any Lodge Web site which solicits funds must use existing approval methods; i.e., approval of the Grand Master. (This does not apply to fund raising events such as yard sales, suppers, etc.)

When a Web site hosted by the Grand Lodge needs a MAJOR change in content, the **changes may be made and posted by adding the caveat to the home page as described in item 2 above**. The Grand Lodge will be notified of the changes by email and the committee will review the site again. After approval, the Lodge webmaster will be notified to remove the caveat. Major changes do not include upcoming events, changes to Lodge Officers, news items, etc.

The Seal of Grand Lodge of _____ will not be used on a Web site without written permission from the Grand Master. Graphics will not be taken from other Masonic sites without permission. (Permission is not necessary to use any graphics from the Grand Lodge's Web site.)

These rules are subject to change by the Internet Committee, with the approval of the Grand Lodge Officers.

Lodge Newsletter

Preparing and sending a newsletter to all members from your Lodge offers many benefits and gives even non-active members the feeling they're getting something for their dues. On the following pages is information about how to produce a Lodge newsletter.

How to Produce a Newsletter for Your Lodge What do you want to accomplish?

Before you begin producing a newsletter for your lodge, determine what you want it to accomplish. Do you want your newsletter to increase attendance at meetings and activities? Will you provide a recap of past activities to let members know what your lodge has been doing? Is Masonic education a goal? Do you want to provide a list of officers and how to contact them? Is a message from the Worshipful Master or other officers another goal? Is recognition of members, part of your reason to publish a newsletter? Do you want to reach every member? How often do you want to inform members? Or, do you want to achieve all the above goals? Maybe you have additional reasons. Ask yourself what you want to accomplish, write them down and turn those into articles for each issue of your newsletter.

How do you want your newsletter to look?

It's most important that your newsletter communicate information to its readers, and an attractive newsletter will invite and pull your members to read its contents. A newsletter can be as simple as a typewritten piece of paper, or as elaborate as a newspaper, and limited only by the resources available to you. A key way to publish a newsletter is to use a computer with publishing software that gives you flexibility to use various sizes of typefaces and columns.

With very little effort, an attractive-looking and appealing newsletter can be produced with a computer. Since most, if not all, your readers are very familiar with a newspaper, use your local newspaper as a guide to lay out your newsletter and readers will more easily relate to it. Use typefaces similar to your local newspaper for headlines and copy.

What will you call your newsletter? This is an important decision. A newsletter's name should say something about your Lodge. With more than 90 emblems, Freemasonry provides many possible names. You may also decide to use the name and/or number of your lodge, or a local attraction or site.

Photographs and artwork draw attention to articles. Photos can be difficult to duplicate unless your publication is professionally printed, or if you print all copies on a high quality computer printer. If it will

be difficult to reproduce photos, look for simple artwork instead that represents the theme of the article.
57

There are many Web sites that have Masonic and other clip art. Artwork that will duplicate best is black and white.

How will copy be developed for your newsletter?

Will your Lodge rely on one person or several members to provide copy for the newsletter? What role will the Worshipful Master play in its development? Of critical importance is completing copy in time for the regular distribution of your newsletter whether one person or several people prepare copy. The Worshipful Master should provide strong direction in the content of the newsletter in accordance with the goals of the newsletter, which he should help develop with the newsletter editor. Here are a variety of articles you may consider placing in your newsletter:

Calendar or list of upcoming events.

Masonic education.

Articles about upcoming activities.

List of Lodge officers and their phone numbers.

Support and promotion of Grand Lodge programs.

Reports of lodge committees' activities.

List of Masonic or calendar birthdays.

Message from at least one elected officer.

Reports of sickness and distress.

Profiles/information about members and their families.

Information from/about appendant bodies.

Lodge newsletters should inform members of upcoming meetings and activities, thus encouraging their involvement. Masonic education articles not only educate members, but also remind them of the reasons they remain members. Newsletters should provide information about how to contact officers, and serve as a point of information about Grand Lodge programs. If you have working committees, summarize their work to show the interest and involvement of members and that your Lodge is active. Recognize your membership by reporting their Masonic or calendar birthdays and profile members and their families, especially new members. Show your members you care by providing reports of sickness and distress. Many of your members also belong to appendant bodies. Summarize information about happenings with those organizations so they are fully informed about our fraternity.

How frequently should the newsletter be distributed?

The more frequently you communicate with members, the greater likelihood they will be aware of upcoming activities and you may increase their interest in your Lodge. Distributing your newsletter once a month is ideal. Greater time between issues risks members not remembering the information, and requiring your newsletter to contain more and interesting information to make a long-lasting impression. And, you must be sure to cover all upcoming activities until the next issue. Consistency in distributing your newsletter on a certain date will build your reader's expectation for its arrival, assure that all activities are covered and will enable you to maintain a regular schedule in its production.

Who should write the newsletter?

Select a newsletter editor who has a good command of English and may know something about newsletters or newspapers, or who can operate a computer well. It is advisable that an assistant editor or reporters be appointed who are good at completing assignments on time and who write well. It's also a good idea to have someone review copy to give it a final reading for errors. This may be the Worshipful Master.

To whom should I send our newsletter?

It is advisable that your newsletter be sent to all members living close and far away. Every member pays dues and is entitled to know what his Lodge is doing. Regularly sending news about happenings in

58

your Lodge may help stem the tide of suspensions for non-payment of dues as members feel they are getting something in return for their dues.

How should I distribute the newsletter?

Most members may prefer to receive your Lodge's newsletter through the mail, but for some who know how to operate a computer, an e-mail mailing could work best. E-mail will save your Lodge a lot of money. Find out the e-mail addresses of members to send your newsletter via the Internet, and send a paper copy of the newsletter through the mail to all other members.

Build Your Plan

1) Write down the date when you will send the news releases about your Lodge officers installation, awarding

of educational scholarship(s), announcement(s) of the recipient(s) of the Masonic All-Star Marching Band clinic scholarships, the presentation of the Bronze Jordan Medal, and the presentation of the 50/60/70 year pins.

2) Write down the date when you will set-up a Lodge Web. Write down who will develop the Web site using the Grand Lodge Web site criteria.

3) Write down which internal communication vehicles you will use during the year you are Master.

59

NEWS RELEASE

(Lodge Name) Masonic Lodge No. (Number)

Installation of Officers

For Immediate Release

For more information, contact:

(Contact Name and Phone Number) (Name)

Installed Master Of *(Name)* Masonic Lodge

(Full Name) was installed Master of *(Lodge Name)* Lodge No. *(Number)*, Ancient Free and Accepted Masons of *(City/Town)* on *(day of week, month, date)*. *(Last Name)* held elected leadership positions in the Masonic Lodge for two years before being elected Master. In that position, he will lead all meetings of the Lodge, and plan community service, membership and social and family-oriented activities for the coming year. Other elected officers installed were: *(Name)*, senior warden; *(Name)*, junior warden; *(Name)*, secretary; and *(Name)*, treasurer.

Installed as appointed officers were: *(Name)*, chaplain; *(Name)*, senior deacon; *(Name)*, junior deacon; *(Name)*, senior steward; *(Name)*, junior steward; *(Name)*, tyler; *(Name)*, marshal; and *(Name)*, organist. *(Lodge Name)* Masonic Lodge was chartered in *(year)*, and has *(Number)* members. About 150 Masonic Lodges are located in more than 120 _____ communities. Freemasonry has more than 1.5 million members in the U.S.

The Grand Lodge A.F.&A.M. of _____ represents the 15,500 Master Masons in the state.

Freemasonry is a multi-Faith benevolent, educational and charitable organization that provides over \$2 million a day in charity through its appendant bodies. Masonry is the oldest and largest fraternal organization in the world, and practices brotherhood, morality, justice, tolerance, citizenship, education and freedom of ideas, religious choice and expression. The Grand Lodge maintains two homes: The Masonic Home at Plattsmouth for

elderly Masons and their female relatives, and the Masonic-Eastern Star Home for Children in Fremont.

###

60

NEWS RELEASE

(Lodge Name) Masonic Lodge No. (Number)

Masonic Scholarship

For Immediate Release

For more information, contact:

(Contact Name and Phone Number) (Name)

Masonic Lodge Awards Scholarship To *(Student's Name)*

(Student's Name), the *(son/daughter)* of Mr. and Mrs. *(First and Last Name of Father, or Father's Name and Mother's Name if divorced)*, was awarded *(Year)* Grand Lodge of _____ and *(Lodge Name)* Masonic Lodge scholarship. *(Last Name only if the*

recipient is male/use 'Miss' and Last Name if female) is a senior at *(Name)* High School. *(Describe some of his/her activities and accomplishments in the school and community.)* In presenting the scholarship, Worshipful Master *(Name)* of *(Lodge Name)* Masonic Lodge recognized *(Last Name only if the recipient is male/use 'Miss' and Last Name if female)* for exemplifying good citizenship and high moral character. The *\$(amount)* scholarship is presented by *(Lodge Name)* without regard to scholastic standing or parental finances. The scholarship *(was/will be)* presented at *(location and/or describe event)*. "We are proud to recognize *(First Name of recipient)* with this scholarship," *(Last Name of Worshipful Master)* said. "*(He/She)* is an example of the best that today's youth has to offer for our future. We hope this scholarship helps *(First Name of recipient)* realize *(his/her)* career goals." Besides scholarships, *(Name of Lodge)* Lodge has *(explain other community service projects your Lodge has performed)*. *(Lodge Name)* Masonic Lodge was chartered in *(year)*, and has *(Number)* members. About 150 Masonic Lodges are located in more than 120 _____ communities.

Freemasonry has more than 1.5 million members in the U.S. The Grand Lodge A.F.&A.M. of _____ represents the 15,500 Master Masons in the state.

Freemasonry is

a benevolent, educational and charitable organization that provides over \$2 million a day in charity through its appendant bodies. Masonry is the oldest and largest fraternal organization in the world, and practices brotherhood, morality, justice, tolerance, citizenship, education and freedom of ideas, religious choice and expression. The Grand Lodge maintains two homes: The Masonic Home at Plattsmouth for elderly Masons and their female relatives, and the Masonic-Eastern Star Home for Children in Fremont.

###

61

NEWS RELEASE

(Lodge Name) Masonic Lodge No. (Number)

Masonic Band Scholarship

For Immediate Release

For more information, contact:

(Contact Name and Phone Number)

Local Student(s) Presented Scholarships to Masonic All-Star Marching Band Clinic

(If one student, use the following:)

(Student's Name), the (son/daughter) of Mr. and Mrs. (First and Last Name of Father, or Father's Name and Mother's Name if divorced), was awarded a scholarship by (Lodge Name) Masonic Lodge (number) in (town), to attend the Masonic All-Star Marching Band clinic at the University of _____-Lincoln to play for the Shrine Bowl Parade and Football Game.

(If more than one student, use the following:)

(Number of students) local students have been awarded scholarships by (Lodge Name) Masonic Lodge No. (number), in (town), to attend the Masonic All-Star Marching Band clinic at the University of _____-Lincoln to play for the Shrine Bowl Parade and Football Game.

Receiving scholarships were: (Student's Name), the (son/daughter) of Mr. and Mrs. (First and Last Name of Father, or Father's Name and Mother's Name if divorced); and (Student's Name), the (son/daughter) of Mr. and Mrs. (First and Last Name of Father, or Father's Name and Mother's Name if divorced).

(Use the following if one student or more than one student receives a scholarship:)

More than 250 students entering grades 10-12 from across _____ will learn marching and playing techniques July (dates), during the (no. of years) annual band clinic. The band will lead the Shrine Bowl parade Saturday, July (date), in Lincoln's Havelock area, and perform during halftime of the all-star football game at Memorial Stadium. The clinic is hosted by the

Masonic Grand Lodge. Local Masonic Lodges, affiliated Masonic organizations as well as other civic groups and individuals across _____ make the scholarships available to students. The scholarships cover the registration fee and expenses. (Lodge Name) Masonic Lodge was chartered in (year), and has (Number) members. About 150 Masonic Lodges are located in more than 120 _____ communities.

Freemasonry has more than 1.5 million members in the U.S. The Grand Lodge A.F.&A.M. of _____ represents the 15,500 Master Masons in the state. Freemasonry is a benevolent, educational and charitable organization that provides over \$2 million a day in charity through its appendant bodies. Masonry is the oldest and largest fraternal organization in the world, and practices brotherhood, morality, justice, tolerance, citizenship, education and freedom of ideas, religious choice and expression. The Grand Lodge maintains two homes: The Masonic Home at Plattsmouth for elderly Masons and their female relatives, and the Masonic-Eastern Star Home for Children in Fremont.

###

62

NEWS RELEASE

(Lodge Name) Masonic Lodge No. (Number)

Longest Membership Recognized For Immediate Release

For more information:

Contact: *(Contact Name and Phone Number)*

(Name) Masonic Lodge Recognizes (Name) As Long-Time Member

(Member's Name) was presented the Bronze Jordan Medal at a ceremony held *(month, day)* at *(location)* as the Master Mason of *(Lodge's Name)* Lodge No. *(Number)* living in _____ with the longest membership. The medal was presented in honor of

Robert Carrel Jordan, the first Grand Master of the Grand Lodge of _____. He served

three years as Grand Master, beginning in 1857 when _____ was still a territory. During

his *(Number)* years of membership, *(Last Name)* has held the offices of *(list offices he held)*. In addition, he has *(list other involvement and achievements)*. In presenting the

award, Worshipful Master *(Name)* commended him for his many years of loyal and dedicated service to Masonry and *(Lodge's Name)* Lodge. *(Last Name of recipient)*, who is

(age) years old, became a Master Mason in *(year)*. "Our ability to continue the good work of Masonry is dependent on the dedication of our members,"

(Last Name of the Worshipful Master) said. "The members of *(Lodge's Name)*

Lodge are honored to recognize *(Recipient's First Name)*'s many years of service to Masonry and this Lodge." *(Lodge Name)* Masonic Lodge was chartered in *(year)*, and has

(Number) members.

About 150 Masonic Lodges are located in more than 120 _____ communities.

Freemasonry has more than 1.5 million members in the U.S. The Grand Lodge A.F.&A.M. of _____ represents the 15,500 Master Masons in the state. Freemasonry is a

benevolent, educational and charitable organization that provides over \$2 million a day in charity through its appendant bodies. Masonry is the oldest and largest fraternal

organization in the world, and practices brotherhood, morality, justice, tolerance, citizenship, education and freedom of ideas, religious choice and expression. The Grand

Lodge maintains two homes: The Masonic Home at Plattsmouth for elderly Masons and their female relatives, and the Masonic-Eastern Star Home for Children in Fremont.

###

63

NEWS RELEASE

(Lodge Name) Masonic Lodge No. (Number)

Long-Time Member Recognized For Immediate Release

For more information:

Contact: *(Contact Name and Phone Number)*

(Name) Masonic Lodge Recognizes

(Name) For (Number) Years Of Membership

(Member's Name) was recognized by *(Lodge's Name)* Lodge No. *(Number)* for his *(50/60/70)* years of membership as a Master Mason at a ceremony held *(month, day)* at *(Location)*.

(Last Name of the recipient) became a Master Mason in *(Year)* at *(Lodge's Name)*

Lodge. During his *(Number)* years of membership, *(Last Name)* has held the offices of *(list offices he held)*. In addition, he has *(list other involvement and achievements)*. A

(50/60/70)-year badge and certificate were presented to *(Last Name)* by Worshipful Master

(Name) during the special ceremony at (Location). The Grand Lodge of _____ recognizes members for 50, 60 and 70 years of membership in Freemasonry. “(First Name of recipient) has been a devoted Master Mason throughout the (50/60/70) years of his membership,” said (Last Name of Worshipful Master).

“It is appropriate that we recognize his contributions to the development and success of (Lodge Name) Lodge.” (Lodge Name) Masonic Lodge was chartered in (year), and has (Number) members. There are more than 170 Lodges in about 150 communities in the state with over 17,000 members. Freemasonry has nearly two million members in the U.S.

(Lodge Name) Masonic Lodge was chartered in (year), and has (Number) members.

About 150 Masonic Lodges are located in more than 120 _____ communities.

Freemasonry has more than 1.5 million members in the U.S. The Grand Lodge

A.F.&A.M. of _____ represents the 15,500 Master Masons in the state.

Freemasonry is

a benevolent, educational and charitable organization that provides over \$2 million a day in charity through its appendant bodies. Masonry is the oldest and largest fraternal organization in the world, and practices brotherhood, morality, justice, tolerance, citizenship, education and freedom of ideas, religious choice and expression. The Grand Lodge maintains two homes: The Masonic Home at Plattsmouth for elderly Masons and their female relatives, and the Masonic-Eastern Star Home for Children in Fremont.

###

(click [••](#) to return to Table of Contents)

64

Section 9

FINANCES

Funds are the life-blood of your Lodge. Money gives you the ability to effectively implement the plan that will make your Lodge visible in your community, to hold activities that are appealing to your members and their families, and to inform prospective members about our fraternity and your Lodge. And yet, too few Lodges have a budget. They don't know how much money they need to fund their activities. This is especially important if the plan you develop significantly increases the level of activity, participation and expenses. If you plan a more active year, your Lodge's finances won't be the same. A budget is a guideline for the year. It can be adjusted as circumstances change, but with good planning and giving yourself enough time to discover all income and expenses, it should be reasonably close and enable you to allocate funds to meet the goals set for the year.

Check Past Records

Check past records for usual expenses incurred during a typical year. Your Secretary will have the records for you to peruse. Break down each activity into components: Will we generate income? How much will food and decorations cost? How much money should we give to our Masonic charities? How will we raise the money necessary to fund the year's activities? Can we really afford to rent a bus for our trip? What is our membership goal and how much income will we have when they become members? Do we need new aprons for our officers, or can they wait? These are but a few of the questions you will ask yourself as you prepare your Lodge's budget. It's not an unbearable task, but a chance to learn more about your Lodge and set it on a solid financial foundation for its future. Prudent financial management may

assist you in transferring your Lodge into the hands of those that follow you in better condition than when you received it. Most important of all, your Lodge will be more stable and secure because you started or continued a process that ensures expenses are covered and income is enhanced.

The Lodge Budget

Time and wealth are scarce resources to all individuals and organizations, and use of these resources requires planning. But planning alone is insufficient. Control is also necessary to ensure that feasible plans are actually carried out. A tool widely used in planning and controlling the use of scarce resources is a budget. A budget is a plan showing the organization's objectives and how management intends to acquire and use resources to attain those objectives. A budget also shows how management intends to control the acquisition and use of resources in the coming period. It involves the coordination of financial and non-financial planning to satisfy organizational goals and objectives.

The key element, money, is planned using a budget. A Lodge should have both a budget form and a budget worksheet available to its officers. The budget worksheet is especially valuable as it helps you find areas for financial planning which might not be obvious. Sample budget planning forms are included in this section on pages 4-10. Most people try to plan a Lodge budget backwards – they start with the total income from dues and investments, if any, and then decide what the Lodge will do during the year on the basis of the money available. It is much better to decide on the Lodge activities for the year and their approximate costs, and then decide how much additional money the Lodge will need to raise. There is no prohibition against Lodges raising funds from the community.

65

If the Lodge is to be relevant in the community, it will almost certainly need more funds than it will collect in

dues. Some of the expenses, which should be covered by dues, or by funds raised by the lodge, are as follows:

Utility bills, including telephone.

Insurance, including liability insurance.

Rental or other costs of the building.

Maintenance, minor remodeling, repainting, etc.

Salaries to Secretary, Janitor, etc.

Per capita tax (if any).

Postage.

Costs of producing a Lodge newsletter.

Travel expenses for officers attending special Masonic meetings, Grand Lodge, etc.

Office supplies.

Costs of supplies and materials purchased from Grand Lodge.

Costs of all open meetings.

All costs that relate to the operation of the Lodge.

Expenses that should be covered by fees charged to candidates:

Candidate fees paid to Grand Lodge.

Costs of materials supplied to the candidate.

Expenses that could be covered by funds raised in the community:

Charitable contributions.

Educational activities in support of the schools, etc.

Scholarships.

Major remodeling and capital improvement projects.

Funds expended in and for the benefit of the community

Fundraising may be divided into two major types: a) internal fundraising, in which money is raised from the members of the Lodge; b) external fundraising, in which money is raised in the community.

Internal fundraisers

Internal fundraisers are appropriate to meet the needs of the Lodge itself. Sometimes special needs arise for which you have not budgeted (e.g. the air conditioner may need to be repaired or replaced, a storm

may damage the roof, etc.). One type of internal fundraiser that is popular in some Lodges is to write a letter to the membership and ask them to pledge a specific amount (or one of several specific amounts) for a given number of months. For example, you might ask them to give \$30, or \$20, or \$10 each month for three months.

The names of brothers participating could be placed on a plaque in the Lodge. Some Lodges raise \$1,000-\$1,500 each year this way. Let them know the progress as the fund accumulates, and be sure to make more than one appeal. One mistake some Lodges make with an internal fundraiser is to send the appeal letters only to brothers living in the town where the Lodge is located. Often, Lodge members who have moved to other states are among the best contributors. This is an easy way they can help and participate in their Lodge.

External fundraisers

External fundraisers can involve anything from putting contribution jars for some civic project in local stores, to bake sales, selling loads of wood, Christmas trees, fireworks sales, pancake and sausage feeds, spaghetti feeds, etc.

66

Lodge Maintenance

When Masonry spread across _____, many Lodges built their own buildings. Since that time, most Lodges have operated under an "as needed" maintenance program. They do only what is necessary to keep the building useable, and that is about all. Money is never budgeted for, nor is much thought given to, maintaining and beautifying the building and grounds. Equipment fails, panic sets in and more often than not, men and women will now share the same restroom rather than raise funds to fix one that is broken. Many lodge buildings have become unsightly, both inside and out, due primarily to neglect. Each Lodge should establish a long-range preventive maintenance program to steadily improve the usability and appearance of their building. Much preventive maintenance could be performed simply by cleaning, caulking and painting.

This, of course, requires including a line in your budget to cover any preventive maintenance costs. The next time you go to Lodge, go a little early. Walk around the outside of your building, and give it a good, hard look. Are you proud of it, or does it need some TLC? Step inside. What do you see? Is it a clean, well-lighted place that is cheerful and inviting? Probably no non-Mason, the good man that we want in our fraternity, will be favorably impressed when they enter a Lodge that is dirty, dingy, and smells musty.

Do you want a professional opinion of your Lodge building appearance? Let your wife make the assessment. Once your Lodge has a good appearance, think about what an out-of-town Mason who would like to visit your Lodge sees. Is there a posting of what night and times your meetings take place? Is there any contact information so an interested individual (i.e., potential member) can learn more about what takes place in your building? Give thought to placing a sign at your entrance that gives such pertinent information about not just your Blue Lodge, but all the other appendant bodies that meet in your building.

Build Your Plan

- 1) *Write down the date you will present your Lodge budget to your Brethren.*
- 2) *Write down the date you will review your Secretary's financial records.*
 - *Review all income and expenditures for at least the past year.*
 - *Determine which expenditures will occur in the year you will serve as Master of your Lodge.*
- 3) *Write the costs for your plans for the year you will be Master.*
- 4) *Write down and categorize all income and expenditures to complete a budget.*

67

The Lodge Budget

FOR _____ LODGE NO. _____

FOR THE YEAR _____

Income

Dues \$

Fees \$

Interest:

Savings Accounts \$

Other Investments \$

Fundraising Events:

_____ \$

_____ \$

_____ \$

_____ \$

Other Income:

_____ \$

_____ \$

_____ \$

_____ \$

_____ \$

Balance from Prior Year: \$

TOTAL: \$

Total Carried Forward to Next Year: \$

Expenses

Grand Lodge Per Capita \$

Rent \$

Taxes \$

Insurance \$

Postage \$

Office Supplies \$

Salaries and Wages \$

Lodge Maintenance \$

Supplies from Grand Lodge \$

Charitable Expenses \$

Officers Attending Seminars and/or Grand Lodge \$

Other \$

Lodge Activity Expenses (from Lodge Budget Worksheets)

Activity _____ \$

Activity _____ \$

Activity _____ \$

Activity _____ \$

Activity _____ \$

Activity _____ \$

Total for Activities \$

TOTAL EXPENDITURES \$

Total Expenditures Over Income

(Lodge will need to raise this amount) \$

68

The Lodge Budget Worksheets

FRIENDS NIGHT:

Postage \$

Invitation Printing \$

Lodge-Provided Food \$

Favors For Friends Wives \$

Decorations \$
Incidental Expenses \$
TOTAL \$
(Multiply by anticipated number of Friends Nights _____)
TOTAL FOR ALL FRIENDS NIGHTS \$

WIDOWS/LADIES NIGHT:

Postage \$
Invitation Printing \$
Lodge-Provided Food \$
Decorations \$
Pins, Favors \$
Incidental Expenses \$
TOTAL: \$

NEWSLETTER:

Postage \$
Printing/Reproduction \$
Incidental Expenses \$
TOTAL \$
(Multiply by number of Issues _____)
TOTAL FOR ALL NEWSLETTERS: \$

ESSAY CONTEST AWARDS:

Award of \$ _____ \$ _____ \$ _____ Girls
Award of \$ _____ \$ _____ \$ _____ Boys
TOTAL: \$

LODGE CLEANUP, REFURBISHMENT OVER AND ABOVE M&O:

Paint \$
Cleaning Supplies \$
Equipment Acquisition/Replacement \$
Landscaping \$
Signage \$
Ceiling Tile Replacement \$
\$
\$
\$

MISC ACTIVITY:

\$
\$
\$
TOTAL: \$

MISC ACTIVITY:

\$
\$
\$
TOTAL: \$

(click [••](#) to return to Table of Contents)

Section 10

The Master and His Lodge

The information in this section is intended to assist you in becoming a better Master and administrator of your Lodge. Included in this section are suggestions, ideas and outlines to help you run

your Lodge in an organized, timely manner. The following Mission Statement and Vision of

Freemasonry were adopted by the Grand Lodge to serve as a guide for the actions of the Grand Lodge, local Lodges and each Mason.

The Mission Statement of _____ Freemasonry

_____ Freemasonry will establish itself as the premier Fraternal Organization promoting universally acknowledged values of Friendship, Morality, and Brotherly Love.

The Vision of Freemasonry

Freemasonry in _____ shall be a preeminent organization for men of quality, regardless of race, religion or creed, consistently delivering, by symbols, allegory and example, a moral code founded on the highest standards of ethics, honesty and strength of character, a fraternal organization committed to charity, true fellowship and brotherly love under the Fatherhood of God; and a relevant organization dedicated to delighting, involving and educating members and their families in the community, where the lodge is a vibrant, respected and contributing part of community life.

The Organization must be well-led, committed to excellence, maintain quality programs and quality use of time and should forge alliances within the community designed both to help the community and develop the character of Masons. A man who becomes a _____ Mason can expect to find in his

fraternity the opportunity to learn and to lead; to be inspired and entertained; to be challenged and respected; to be involved with his family, his brothers and his community; and be proud to be a member of an organization committed to making a difference.

The Worshipful Master as Administrator

First and foremost, for your year as Master to be an effective year, you must expect (and plan) for it to be a fulltime job. This means that, to be a good administrator, you will need to start before becoming the Master of your Lodge. A good administrator will be organized, knowledgeable and educated about how to run his Lodge, business meetings and other Lodge events. The following list will help you understand your obligations to your Lodge and brethren as Master. As the administrator of your Lodge you should:

Review and be familiar with the Constitution/Bylaws of the Grand Lodge and your Lodge.

Know the reporting requirements to Grand Lodge (Article IX-9). For example, you must submit a monthly activity report even if there is no activity.

Review the charges given you at your installation as shown in the Monitor and Ceremonies.

Carry out the plan you developed during your year as Senior Warden.

Remember your responsibility to further the Masonic Education of all members.

Meet with officers to involve and train them, assign tasks and get their ideas and input. **Your job is to see that things get done**, not necessarily to do the task.

Know Masonic Funeral Procedures.

Be familiar with The _____ Masonic Home, The Masonic-Eastern Star Home for Children and The

_____ Masonic Foundation.

Attend Area Meetings and Grand Lodge meetings.

Encourage all Lodge officers to attend the annual Schools of Instruction.

Know all membership and balloting procedures and requirements.

70

Know the duties of all officers.

Stay in contact with your Secretary and make out your meeting agenda early.

Appoint your committees early and make sure they know their objectives.

Stay informed about the welfare of Masonic widows and distressed or ill Masons.

Remember that you are responsible for all officers correctly performing their duties.

Conduct annual election.

Handle the appointments or removal of officers.

Ensure a quorum is present for meetings.

Attend all meetings. If absent, make sure the Senior and Junior Wardens and Secretary are informed as far in advance as possible.

Take responsibility for the quality of your Lodge's ritual work.

Be familiar with the requirements of achieving proficiency.

Understand dispensations.

Schedule regular meeting dates and learn when and how they can be changed.

Know procedures for amending bylaws.

Know how to receive and accept petitions.

Know about appointment of investigation committees.

Know how to examine and admit visiting brethren.

Know how to handle suspensions and non-payment of dues.

Know how to handle charges brought against a brother.

Plan your year, assign responsibilities and follow up, follow up, follow up.

Helpful Forms

Some version of the forms in this section may be used operate more efficiently and effectively.

Roster

Every Lodge should produce a roster on at least an annual basis. Consider making it available to those who attend lodge, as well as periodically mailing the roster to out-of-town Brethren and those who are not frequent Lodge visitors. This can be one more tool to help maintain contact with your members. If they have been unable to attend for some time, they will also appreciate knowing who are the members of their Lodge.

Officer Listing/Committee Listing

The listing of officers and committees is very helpful for reference during the year and is recommended to be made a part of your roster of members.

Calendar

A calendar of all lodge activities should be developed prior to the start of the year and include the dates of all events planned for the year (e.g., fundraisers, holiday dinners, special events, picnics, Past Masters Nights, Ladies at the Table ceremonies, etc.). Include this as part of your roster and even publish in your Lodge newsletter.

Business Meeting Agenda

No meeting can be run effectively without a plan. As Master, you need to know in advance what business is to be transacted at each meeting in order to remain in control at all times. Obtain input from the Wardens and Secretary, so that you, as Master, can set the agenda for the meeting. Check your Lodge's Bylaws for the order of your agenda

Degree Work Forms

In order for degree work to be performed effectively, all parts should be filled and confirmed prior to the meeting. Confirmation is important and each part should be confirmed at least two or three days prior to the degree so substitutions can be made if necessary. Though the Master oversees this task, it is recommended that another officer(s) be given this assignment. The Proficiency Wall Chart (available from the Grand Lodge) can be helpful in listing your members and what parts they can fill. See Section 3 – Work for more information.

71

Build Your Plan

1) Write down key points from "The Worshipful Master as Administrator" section.

2) Write down which forms will be useful to you and your Lodge.

3) Write down the key points about balloting and the "reception of visitors and Masonic friends".

4) Write down the date each month when the "Monthly Report" will be sent to Grand Lodge. Use this as a reminder to follow up with your Lodge Secretary to ensure he sends this report to the Grand Lodge Office

no later than the 10th of each month.

5) Write down when you will meet with Lodge officers to update them about activities, assign tasks and make plans.

6) Write down the dates of the "Schools of Instruction" and other important G.L. events.

72

Lodge Officers

Carry with you in your cell phone, planner, calendar, etc, the phone number(s) and email(s) addresses of:

Senior Warden Jr Warden Secretary Treasurer

Chaplain Sr Deacon Jr Deacon Sr Steward

Jr Steward Marshal Tyler Organist

Lodge Committees & Suggested Membership

Membership Sustaining Committee (Chairman)

Committee on Relief (WM, SW, JW)

Board of Trustees (WM, SW, JW, Sec, Treas)

Youth Group Representative

Roster Committee (WM, Sec)

Calling Committee (Chairman, "A-B", "C-D-E-F", "G-H-I-J", "K-L-M", "N-O-P", "Q-R-S", "T-U-V-W-X-Y-Z")

Committee on Visitation (SW, JW)

Builder's Club

Committee on Visitations (SW, JW)

Committee on Finance (WM, SW, JW, Treas)

Committee on Masonic Education (Chairman)

Posting Committee (Chairman, EA, FC, MM)

Templecraft Committee (WM)

Investigating Committee (Chairman)

Masters & Wardens (Representative)

Business Meeting Agenda

Date: _____

1. Open at p.m.:
2. Pledge of Allegiance to Flag:
3. Welcome to members and introduction of guests:
4. Minutes of last stated and any intervening meetings:
5. Reading of Petitions:
6. Report of Investigating Committee:
7. Balloting on Petitions:
8. Presentation of Bills:
9. Correspondence:
10. Committee Reports:
11. Treasurer's Report:
12. Sickness & Distress:
13. Old Business:
14. New Business:
15. Announcements:
16. Masonic Education:
17. Refreshments: Tonight: Next Meeting: _____
18. Closing:

73

A Guide for Balloting on Petitions

No one may be excused from voting. Special Note: If a Brother is requesting dual membership in your Lodge, it is considered good etiquette for him to excuse himself during the discussion and voting. *The Worshipful Master directs the Senior Deacon to deliver the ballot box to the East, where he examines it to ascertain that it contains enough white balls and black cubes for every member present to vote.*

WM:

"Brethren, we are about to ballot on the petition of Mr. _____ to receive the degrees of Masonry in this Lodge.

White balls elect and black cubes reject."

Remember your obligation and vote for the good of Masonry.

The Master votes first followed by the Chaplain and all members of your Lodge. Senior Deacon presents ballot to the members. He carries the box to the Altar and holds the box above the Altar to indicate the sanctity of the ballot.

WM:

"Has every member present, who is entitled to do so, balloted?"

SD:

"All present, who are entitled to do so, have balloted, Worshipful Master."

WM:

"I declare the ballot closed, Brother Senior Deacon.

Carry the ballot to the South, West and East."

Senior Deacon carries the box to the Junior Warden and Senior Warden, setting the box on each pedestal and turns around to face in the opposite direction. After setting the box on the Master's pedestal, he is seated.

WM:

"Brother Junior Warden (*one rap*), how do you find the ballot in the South?"

JW:

"I find the ballot clear/not clear in the South, Worshipful Master."

WM:

"Brother Senior Warden (*one rap*), how do you find the ballot in the West?"

SW:

"I find the ballot clear/not clear in the West, Worshipful Master."

WM:

"And I find the ballot clear/not clear in the East.

Brethren, by your ballot you have elected Mr. _____ to receive the degrees of Masonry in this Lodge."

OR

74

"Brethren, in case of any possible error in voting, we will proceed on the petition of Mr. _____. Brother Senior Deacon, you will again present the ballot box to the membership. Brethren, we are about to ballot on the petition of Mr. _____ to receive the degrees of Masonry in this Lodge. White balls elect and black cubes reject. Remember

your obligation and vote for the good of Masonry."

The Master may call for the ballot a second or third time if he feels a black cube may have been cast in error.

After the ballot is declared, the Master destroys the ballot.

A ballot may be cast on multiple petitions at one time. If a black cube is cast, then the petitions must be balloted on separately.

Reception of Visitors

The following format was adopted by the Grand Lodge of _____ for the reception of visitors to Lodges.

Visiting Brethren

Masons in good standing from jurisdictions recognized by the Grand Lodge of _____ may be received as visitors to your Lodge. All visitors must be vouched for or pass examination prior to entrance into the Lodge. The Master should take great care to extend the proper courtesies to visiting brethren, and to make them feel welcome. No brother should be allowed to visit a lodge for the first time without an introduction. The Master should familiarize himself with the section titled Reception of Visitors in the Book of Ceremonies. A visiting brother is introduced by the Master. He is presented by the Senior Deacon. The Senior Deacon conducts the Brethren to the Altar, and presents them to the Master, who in turn introduces them to the assembled Brethren.

Grand Master

To introduce the Grand Master or his official representative, refer to the Book of Ceremonies.

Titles

In the Masonic family, there are dozens of titles. But in Craft Masonry, there are only four titles. Three are honorific and the other is basic. Many anti-Masonic diatribes are based on the title "Worshipful." This is a Middle English term that means "honorable."

The **Grand Master of the Grand Lodge**, and all **Past Grand Masters**, are **Most Worshipful Brothers**. This does not mean that they are more worshipful than any others, but because of the position in the Craft they have held, they are addressed as Most Worshipful.

The other **Elective Grand Lodge Officers** (Deputy Grand Master, Grand Senior Warden, Grand Junior Warden and Grand Secretary), and **Past Elective Grand Lodge Officers** are titled **Right Worshipful**, in honor of the position they have attained in the Craft. The **Grand Chaplain** and **Past Grand Chaplains** are titled **Very Worshipful**. All other **Appointive Grand Lodge Officers**, and **Masters** and **Past Masters of Lodges**, are titled **Worshipful**.

All other brethren are titled by the "highest" title that can be bestowed by the Craft – **brother**.

Masonic Funerals

On notice of the death of a brother or sojourner, the Worshipful Master will contact the family to express the condolences of the Lodge and to offer the assistance of the Lodge. He should also learn whether a Masonic funeral service is desired. If the family wishes to have the Masonic Service, the Worshipful Master contacts the Lodge officers and members (through or with the assistance of the

75
Secretary) so they may attend the funeral.

Items needed for the ceremony:

Aprons for the Brethren of the Order

Bible with square and compass

Evergreen sprig

Deceased Brother's apron (or a substitute)

Masonic Record (Roll) of the deceased Brother (*Special care should be taken not to infringe upon the part of the minister in the service. Every consideration should be given to the family, the minister, and those in charge of the funeral.*)

A Master will be judged on how his Lodge will proceed in the future after he has left his office. By preparing the Wardens and future officers for their term as Master, he will secure the order of the fraternity

and the Lodge.

(click [••](#) to return to Table of Contents)

76

Section 11

Lodge Officer's Manual

The Lodge Officer's Manual is an important tool for every Master to ensure the Lodge officers are informed and prepared for their responsibilities during the time he is Master. With the Manual in the officers' hands before installation, the Master's year should start off with many questions answered and responsibilities clearly defined. This helps officers understand their commitment and the time that may be involved during the year.

It is advised that:

The incoming Master updates and copies this Lodge Officer's Manual.

The incoming Master gives the Lodge Officer's Manuals to the following year's officers. It will inform incoming officers about the Master's, the Lodge's and the Grand Lodge's expectations.

The incoming Master must make plans in advance of his election.

Key components the incoming Master should complete for the Lodge Officer's Manual include:

As soon as possible, after the upcoming year's officers have accepted a position and/or election is held, the incoming Master should meet with the officers to review the manual and explain and emphasize the main points of the coming term, and answer their questions.

It is recommended that not only the Master, but also at least the Senior Warden each have a copy of this entire manual. The contents of the Manual provided here may be copied, edited and added to so they are most useful for your Lodge and its next Master. Also included here is a disk with this document prepared in Microsoft Word.

Worshipful Master

Contents

Lodge Calendar Lodge Budget Duties of Lodge Officers

Protocol in Lodge Additional Expectations Duties of Worshipful Master

Duties of Senior Warden Duties of Junior Warden Duties of Treasurer

Duties of Secretary Duties of Chaplain Duties of Senior Deacon

Duties of Junior Deacon Duties of Senior Steward Duties of Junior Steward

Duties of Marshal Duties of Organist Duties of Tyler

The Organization of Freemasonry Freemasonry and Its Teachings

Freemasonry and Religion Freemasonry and Race Freemasonry and Secrecy

A Brief History of Freemasonry Freemasonry and Its Purposes

Also Consider Including in This Manual

20?? Lodge Calendar

Place a calendar here of your Lodge's activities for the coming year, including: regular communications, ritual practices, proficiency examinations, schools of instruction, fundraisers, community service activities, dinners, membership activities, Lodge officers meetings, committee meetings, planning meetings, area Masonic events and/or meetings, deadlines (dues payments, etc.), mailing of the Lodge newsletter, Grand Lodge activities and other activities (Lodge, Masonic-related bodies, community) important to your Lodge and its members in the coming year. To draw attention to activities that families may attend, consider placing them in italics, or in bold face type, or with an asterisk or underline, or other

designation. For information about planning a Lodge's year, go to *A Plan for Your Lodge: A Guide to Planning a Rewarding Year for Your Lodge & You* in the Warden's & Deacons' School handbook.

20?? Lodge Budget

Place your Lodge Budget for the coming year here. Just as we make a budget at home or work, it is vital to your Lodge's well being that you prepare a budget to ensure your plans are funded and financially successful, and the year ends avoiding a deficit. As the CEO, the Master is ultimately responsible for the financial health of the Lodge. After making plans for the upcoming year, it is important that each activity requiring expenditures or receiving funds be identified and the amounts entered on income and expense sheets. This will tell you what is feasible to accomplish, and how many dollars are necessary to raise to fund your activities and finance the year. With no knowledge of the bottom line, your plans may under utilize the potential benefits for members, or over extend your Lodge's resources. For more information about preparing a budget, go to Section 10 of the Wardens & Deacons School manual.

Duties of Lodge Officers

Officers' Obligation:

Installation of Officers of Subordinate Lodge

"Each of you do solemnly promise, upon the honor of a Mason, that you will, according to the best of your ability, strictly comply with the Constitution and Laws of the Most Worshipful, the Grand Lodge of Ancient, Free and Accepted Masons of _____; the bylaws of the Lodge; and, that you will faithfully perform all the duties of

the office to which you have severally been elected or appointed."

Bylaws of the Grand Lodge

Part Two – Subordinate Lodges

Officers' Election and Appointment

The election and appointment of officers of a subordinate lodge.

I. Requirements for election and appointment of officers of a subordinate lodge.

A. Proficiency Before Election – No one can be elected/appointed who has not complied with Section 2-402 of the law (Proficiency). (**Chap. III – Officers, Sec. 2-302**)

B. Holding Two Offices – No two of the offices named in Section 2-301 (Election and Appointment) shall be held by the same person, nor shall a Grand Master, Deputy Grand Master, or Grand Warden be at the same time the Master or Warden of a subordinate lodge. An officer of a chartered subordinate lodge may also be an officer of a lodge under dispensation. (**Chap. III – Officers, Sec. 2-303**)

II. Elective officers – Master, Sr and Jr Wardens, Treasurer & Secretary. One officer may hold both elective offices of Treasurer and Secretary. (**Chap. III – Officers, Sec. 2-301**)

III. Appointive officers – Chaplain, Sr & Jr Deacons, Sr and Jr Stewards & Tyler. The Marshal & Organist may also be appointed if desired. (**Chap. III – Officers, Sec. 2-301**)

IV. Vacancies

A. In the event a vacancy occurs:

1. An installed officer cannot resign or demit. (**Chap. III – Officers, Sec. 2-304**)

2. If absent, the Master shall fill the office by temporary appointment from meeting to meeting.

(**Chap. III – Officers, Sec. 2-304**)

3. The arrest of the jewel of an officer does not vacate the office. (**Chap. III – Officers, Sec. 2-304**)

4. The expulsion or suspension of an officer vacates his office. **(Chap. III – Officers, Sec. 2-304)**

5. An officer-elect who has accepted shall not be deemed to have refused the office by reason of absence from installation. **(Chap. III – Officers, Sec. 2-304)**

6. In the event of death/expulsion/suspension of Secretary/Treasurer, another may fill the term without dispensation. **(Chap. III – Officers, Sec. 2-304)**

B. Succession

1. In case of absence or removal of the Master from office

The Senior and Junior Warden, according to rank, shall succeed to the duties of his station.

(Chap. III – Officers, Sec. 2-306)

2. The Master, or in his absence, the ranking Warden, **may invite a competent member to preside** over the lodge, but the one so presiding acts only as proxy of the officer who called him to the East, and should the latter be superseded by the entrance of a ranking officer, the presiding brother's authority ceases.

(Chap. III – Officers, Sec. 2-306)

a. The latter can't sign any legal papers issued by the lodge. **(Chap. III – Officers, Sec. 2-306)**

79

b. The senior Past Master of the lodge present may open a lodge and preside therein, in the absence of the Master and Wardens, at any special meeting regularly called by the Master and Wardens, acting as such, or at a meeting called for the purpose of conducting a funeral. **(Chap. III – Officers, Sec. 2-306)**

3. **In event the Master, Senior Warden and Junior Warden are for any cause all permanently removed** from the jurisdiction of their lodge the Grand Master shall designate a Past Master of said lodge to act as Master of such lodge and perform all the functions of the Master of such lodge until a Master is duly elected and qualified in accordance with the laws of the jurisdiction. **(Chap. III – Officers, Sec. 2-306)**

4. **In event the Master, Senior Warden and Junior Warden are all absent** from a regular meeting, the Master may, in writing to be made a part of the minutes, designate a Past Master of the lodge to act as Master for that meeting. **(Chap. III – Officers, Sec. 2-306)**

Protocol in Lodge

Addressing the Master – A member should always rise when addressing the Worshipful Master in an open Lodge as a sign of respect for his office.

Worshipful Brothers – The Master of a Lodge and all Past Masters are always addressed as Worshipful Brother. It is a sign of respect.

Covered in Lodge – Only the Worshipful Master may be covered in Lodge.

Crossing Between Altar & East – None may pass between the Worshipful Master and the Altar when the Lodge is open unless directed by the Worshipful Master or as a part of the ritual.

Apparel at Meetings – Although full formal wear is seldom, if ever, required while attending Lodge, it should

be common courtesy to other brethren and candidates to dress appropriate to the occasion. A good example

to follow is to dress as you would when attending your own church services.

Wearing of Apron – Aprons should always be worn on the outside of any clothing as a badge of Masonry and

also that everyone may see, at a glance, the manner in which it is worn.

Raps – Three raps of the gavel raise the entire Lodge. Two raps raise the elected officers. One rap congregates

the Lodge, raises an individual Brother, seats the Lodge and opens or closes an order of business.

Entering or Leaving – After a Lodge is properly opened, the Worshipful Master may, if he desires, turn the maintenance of the door over to the Senior Warden. Any Brother then wishing to enter or leave the Lodge would salute the Senior Warden.

Vouching for Visitors – A brother must be vouched for by one with whom he has sat in Lodge, or be

examined before he can be admitted as a member of a lodge.

Degree Work – During Degree work, full respect should be shown to the candidate. Therefore, talking among those on the sidelines should be avoided. Horseplay of any nature during any Degree work has no place in a Masonic Lodge. Decorum and dignity should be displayed at all times. All participants in Degree work should sit upright and avoid crossing their legs while seated at their respective stations and/or places.

Voting – When the ballot box is used, all must rise to vote. Everyone must vote on petitions. No one may enter or leave the Lodge during balloting.

Discussion of Petition, Voting – It is a Masonic offense to discuss a petition following balloting or to express an opinion that a particular brother cast a black ball.

Other Discussion – It is a Masonic offense to discuss religion or politics in Lodge.

Grand Master Speaks – The Grand Master of his personal representative should be the last scheduled speaker on the program. When they are introduced, all members of the Craft should rise. At the conclusion of their remarks, all members of the Craft should again rise and express their appreciation with dignified applause in respect to the office. All announcements, introductions, remarks, thank you's or other comments are to be made prior to the Grand Master's remarks. Immediately following the Grand Master's presentation, the person in charge of the evening, should call on the Chaplain for a closing benediction, which ends the program.

80

Additional Expectations

Include here additional expectations the Master or your Lodge has for its officers, such as:

Greet Members

Brotherhood is one of the main reasons men join and stay involved in Lodge. As officers, we can increase the satisfaction and appeal of lodge by greeting and talking with all members. When a brother, member or visitor arrives at Lodge he expects a friendly greeting. Let each man know his presence is appreciated. See that each new member or visitor has a brother assigned to sit with him in Lodge and to see that he is properly introduced. Arrive at the meeting no later than 30 minutes before it starts, unless otherwise outlined in your responsibilities or directed by the Master. This will give you more time to welcome and greet the members and visitors.

Every officer should consider it his personal responsibility to greet every member and guest at every regular communication and degree work.

If you notice an officer already talking with a member, go to a different member and strike up a conversation with him.

At the next meeting, talk with someone else whom you haven't talked with yet.

Give special attention to new members and guests, and members who find it more difficult to meet and talk with others.

Meetings

Contact your Master no later than the day before the meeting about items you would like him to consider putting on the agenda. Don't surprise your Worshipful Master.

Apparel

As an officer, you are a representative of our Lodge. It is important that you present a positive image to members as well as the public. Therefore:

Wear a suit/sport coat and tie to all regular communications and degrees.

In June, July and August, you may wear the Lodge polo shirt and designated pants (no jeans).

Conferring the Degrees

Maintain proper dignity and decorum especially during the degree work. First impressions are often lasting impressions. It is good to be letter perfect in conferring degrees, but it is even more important to be impressive – to get the message across to the candidate. If one or two officers do sloppy work it reflects on the Master and the entire Lodge. Mediocrity is not acceptable. Set a high standard in our Lodge by your own performance.

81

Duties of Worshipful Master

The Worshipful Master's station is in the East. His Jewel is the Square, an emblem which teaches morality. He represents King Solomon, King of Israel, who is representative of Wisdom.

1. The Worshipful Master is the Chief Administrative Officer of the Lodge, and is therefore responsible for all

Lodge activities.

2. Complete a plan for a program for the entire year, before the year begins.

3. Prepare a budget and financial plan before the year begins.

4. Appoint standing and special committees necessary to successfully implement the Lodge plan.

5. Exhibit leadership at all activities and events, and in their planning and implementation.

6. Know the Constitution and Bylaws.

7. Preside over all regular, special and degree meetings.

8. You are a member of every committee. When attending a committee meeting, you are the chairman.

9. Set a good example for the Wardens and Deacons.

10. Promote ritual proficiency.

11. Follow through on the progress of all assignments delegated to members, committees and officers.

12. Oversee the care of Lodge property.

13. Attend Grand Lodge communications and workshops.

14. Assure that a successor is installed.

Additional Powers & Authorities of the Worshipful Master

Meetings

At all regular meetings, eight Master Masons, members of the Lodge, must be present.

Always take care to start every meeting on time.

Any Master Mason in good standing may confer degrees when requested to do so by the presiding officer.

The Lodge may be closed with any competent Brother in the East, provided he has been invited to close by the presiding officer. The Lodge must be closed according to the regular form as given in the ritual.

Special Meetings: A special meeting can be held only to confer degrees; examine for proficiency; install officers; or for other ceremonial observances. No other business can be transacted. A special meeting cannot be held on Sunday, except to install officers. An emergent communication may be held on Sunday to conduct a Masonic funeral service.

Regular Officer Meetings: Regular and informative staff meetings can do much to prepare the line officer for

future responsibilities. Such meetings will promote a continuing program and will help avoid too many abrupt changes with each new Master. The wise Master will avail himself of all the counsel and assistance his officers can give him, always remembering that he has the responsibility of final decisions.

Motions: No motion is permissible that would result in a violation of the Constitution, Bylaws and decisions

of the Grand Lodge or the bylaws of the subordinate Lodge. The Worshipful Master is the judge of all questions of order, and it is his prerogative either to present, or refuse to present, a motion to the Lodge. He may refuse to present any motion that he deems improper and prejudicial to the welfare of the Lodge.

Debate & Discussion: The Worshipful Master is the sole judge of debate. He should not use his power arbitrarily, but keep the discussion within due bounds, and close it when he judges the moment appropriate.

Balloting: The Worshipful Master should make sure the Investigating Committee reports are properly made;

and then, proceed with the ballot, according to the instructions adopted by the Grand Lodge.

82

Receiving Visitors: The Fraternity has recognized the right of every Freemason to visit and sit in every regular Lodge. This right is qualified by two factors: first, the visitor must prove that he is a regular Mason, in good standing in a regular Lodge; and, second, the Master may, at his discretion, exclude any visitor who might seriously disturb the peace and harmony of his Lodge. No visitor can be admitted to a Lodge while a single member present objects; nor, can an objecting member be required to assign his reasons therefore, but may do so if he chooses. The Grand Master, Grand Lodge Officers and Past Grand Masters should be received in a Lodge according to the formal ceremony prescribed in the Ceremonies (copyright 1991, page 28).

Avouchment for and Examination of a Visitor: Careful, friendly, expeditious attention must be given to this

duty. Make the visitor welcome.

Dispensations: A dispensation is, according to Masonic scholar Dr. Mackey, “a permission to do that which,

without such permission, is forbidden by the Constitution, Bylaws, regulations and usages of the Grand Lodge” as set forth in _____ Masonic Code.

Issuance: Only the Grand Master or the Grand Lodge, when in session, can issue a dispensation. All requests

for dispensations should be addressed to the Grand Lodge office. The Grand Master will not grant a dispensation to do anything that is contrary to current Masonic law. Before sending a request, always consult Masonic Code and be governed accordingly.

Need for Dispensation: The following partial list of situations require a dispensation before you can proceed:

1) To hold a lodge meeting elsewhere than its Temple.

2) To hold a special election of officers, if the Lodge has failed to elect on the date specified by the Masonic Code.

3) To fill a vacancy in the office of Worshipful Master, or any elected officer, by special election, except the Secretary and Treasurer.

4) To organize a new lodge.

5) To hold an installation of officers at any location other than the Masonic Temple.

Proficient Work:

Promoting Ritual Proficiency: Accurate and impressive rendition of the entire ritual is a primary responsibility of the Master. The candidate has a right to expect the best the Lodge can give him; anything less than the best is shortchanging him. The degree work must be the pride and privilege of each officer, each member of the Craft and all who participate. Distribute the ritual duties as widely as practical. Any Brother who has a sincere desire to help the Lodge and to improve his own knowledge should be encouraged in every respect.

Lodge Bylaws and the Code:

Study: The Constitution and Bylaws of the Grand Lodge, Ancient, Free and Accepted Masons of _____,

often referred to as the Blue Book, or the Code, is the Worshipful Master’s rule and guide. Few questions will arise during your year in the East that cannot be settled by diligent searching.

Enforcement: The Worshipful Master is responsible for the compliance of his Lodge and members with the laws and regulations of the Grand Lodge as well as the bylaws of his Lodge. These responsibilities fall into two general areas: 1) the business and administration of the Lodge, and supervision during Lodge meetings; and 2) the personal conduct and behavior of members of the Lodge, and also of sojourners who are within its jurisdiction. The Master should be deeply concerned about the good name and reputation of

his Lodge, its members and the Fraternity in general. Where it is clear that the conduct of a member or sojourner reflects discredit upon himself, his Lodge and the Fraternity, the Master should instigate appropriate action to remedy the situation, keeping constantly in mind his duty both to the Lodge and the erring Brother. Masonry provides an excellent yardstick for such situations – the “Five Points of Fellowship,” particularly the fifth. If the erring Brother fails, then the Master’s duty to all concerned will be clear, and disciplinary measures must be taken which are consistent with the nature of the offense.

Decisions of the Master: Be certain the Grand Lodge Constitution, Bylaws and Decisions of the Grand Master are obeyed in every respect. The Grand Master will hold the Master accountable if questions arise concerning the actions of your Lodge or its members. The wise Master will not render hasty decisions from memory but will consult the Code before rendering judgment on any point of Masonic law. If, after diligent search of the Code, the Master is uncertain as to what section applies to the situation, he should ask the Grand Master for an interpretation or ruling.

Amendments: It is also important to know that any changes or amendments to the bylaws of your Lodge must be made by the prescribed procedure and must be approved by the Grand Master of Grand Lodge before they can become effective.

Administration of Lodge Funds & Property:

Lodge Budget: The first step toward a sound, financial structure is the preparation of an annual budget that will underwrite any planned program of the Lodge. Any program, however desirable it may be, can succeed only if the necessary funds are provided for its promotion.

Funds: To properly administer all Lodge funds, the Master must know the purpose of each fund, whether special or general. The special funds, particularly, will vary according to each Lodge’s needs and customary practices.

Capital: Every Lodge should maintain an adequate working capital, with sufficient reserve to ensure against emergencies.

Monthly Report: The Secretary should make a financial report to the Lodge at the first stated meeting of each month.

Audit: A complete and accurate audit of all Lodge accounts is required at the close of each fiscal year. This audit must include any special funds in the hands of persons other than the Secretary and Treasurer. The welfare of the Lodge depends on the regularity of its accounts and the judgment used in the disbursement of its funds.

Assets: The Lodge’s real estate and equipment are important assets and must be properly maintained. This is the responsibility of the Master in the absence of a Board of Trustees or Temple Craft.

Insurance: Each Worshipful Master should ascertain that his Lodge is protected by adequate insurance coverage at all times. Partial or total destruction of Lodge property by fire, windstorm or other natural forces is an ever-present danger.

Reports & Payments: The Worshipful Master is responsible for certain reports and payments that must be made by his Lodge to the Grand Lodge office. Usually, the Secretary can be counted on to discharge all these duties before the deadlines.

These include:

The annual report, which is due by the 10th of February.

Payment of Grand Lodge per capita tax by April 10th.

Should any of the required reports fail to arrive, should payment of per capita tax not be made by the final date, it will be the Worshipful Master who will be called for an accounting.

84

Masonic Funerals: One of your most solemn duties as Master is to see that Masonic funerals are conducted

properly and impressively. They are the last measure of respect and devotion your Lodge gives its departed members.

Responsibility to the Family: As soon as you learn of the death of a Brother, you should call on his bereaved

family. Extend to them your personal condolence and the sympathy of the Lodge. Offer to help in any way you can. Determine if it is their wish, or the wish of the departed Brother, that the Lodge conduct a Masonic funeral. As Master, you cannot deny a Masonic funeral if the departed Brother is entitled to it, and you should not discourage the family from requesting a Masonic funeral. If affiliation or standing cannot be determined, for whatever reason, always err on the side of charity.

Right for a Masonic Funeral: The Code permits a Brother to receive Masonic interment under the following conditions:

He must be a Master Mason.

He must be in good standing.

He need not be affiliated with the Lodge within whose jurisdiction he dies, for it is one of the most graceful acts of Masonic courtesy to gather as a Lodge and bestow these honors on worthy sojourners at the request or approval of his Lodge.

Attendance: Make every effort to obtain maximum attendance at funerals.

Here are some suggestions:

Make a list of Lodge members who are retired, or whose work will permit them to attend funerals.

Appoint a Funeral Notification Committee whose duty it will be to phone or contact every Brother on the funeral list.

Ask the local newspaper to include a mention of the Masonic funeral in its obituary column.

If time permits, send a postcard to every local or nearby member.

Performance: Masonic funerals are among the few occasions when the public sees the Craft at work. Your Lodge can win public esteem and prestige by handling the service well. Familiarize yourself with every word of the funeral ritual.

Funeral Committee: Make sure the Funeral Committee understands what is expected of it. Check every detail of the equipment needed: clean aprons, officers' jewels, Bible and sprig of acacia.

Courtesies to Past Masters:

Call on Past Masters: During your year as Master, you will face problems and emergencies. Keep in mind that the counsel of Past Masters is always available to you. Call on them for help, with the full assurance they will be ready to assist you.

Extend Courtesies: Make a careful note to extend every Masonic courtesy to your Past Masters. When they

are present at a meeting of the Lodge, invite them to have a seat in the East. Permit them to help in conferring degree work.

85

Relations with the Grand Master & Grand Lodge:

Master's Responsibilities: It is the Master's duty to see that all correspondence between his Lodge and any official or committee of the Grand Lodge is answered courteously and promptly. Also, that all reports due to Grand Master, the Grand Secretary and the Grand Custodian are fully prepared and mailed promptly.

Investigations: If the Grand Master, or his Deputy, investigates any situation in your Lodge, it will be the Worshipful Master's duty to facilitate his investigation. The Grand Master must have all the evidence to take action consistent with Masonic justice.

Attendance at Meetings & Activities: Customarily, the Grand Master visits a Lodge by invitation. As a courtesy to him, and to increase the likelihood of his acceptance, send your invitation to him weeks or preferably months before the date of your event. Keep in mind that the Grand Master is very busy and may already have another activity scheduled on that day. If you would like other Grand Lodge officers or Past Grand Masters, and perhaps their wives, to attend an activity, send an invitation as far in advance as

possible. If overnight accommodations are necessary, also inform them of the options available to them, including accommodations available, names and phone numbers of local motels. In either case, your guests should be fully informed about the nature and important details of your event (open to the public, or for Masons only), the time it is scheduled to begin, and where it will be held. When it comes time for introductions, usually the Grand Master may handle the introduction of Grand Lodge officers himself.

86

Relations with the Grand Custodian:

Duties: The Grand Custodian is an officer of the Grand Lodge. He must certify to the Grand Master that every

Lodge can open and close in all three degrees, using only their elected and appointed officers within 90 days following their installation.

Forms GC 1 & GC 2: It is the responsibility of the Worshipful Master to see that the GC 1 and GC 2 forms are completed and sent to the Grand Custodian during January.

Central Schools of Instruction: The Grand Custodian will hold central schools of instruction in various Lodges. You may be called on to provide one or more Brothers to fill the several stations or places. You may even be asked to host such a school. The wise Master will be certain his officers and members are completely prepared.

Accuracy: During his visitation, the Grand Custodian will expect the highest degree of accuracy in the wording and floor work of the ritual, but that will not handicap any Lodge which constantly strives toward the perfection that is every ritualist's goal. Accuracy alone, however, is not enough; for accuracy is barren unless it is accompanied by an impressive rendition. The objective of Masonic ritual not only is to impart "wise and serious truths" to the candidate, but to implant them in his mind and heart so effectively that they henceforth will be the rule and guide of his daily conduct.

A mumbled, singsong, parrot-like and, often, too-rapid recital of mere words cannot possibly accomplish that objective. Those same words will come alive with soul-stirring meaning if they are spoken clearly at a moderate tempo, with modulated inflection. When you occupy the Oriental Chair, remember well that the candidate has high expectations, and he is entitled to receive the degrees in a manner consistent with their dignity and beauty. It is the Master's responsibility to see that the candidate is not disappointed. Anything less than impressive is a fraud, and Masons do not cheat, wrong or defraud.

87

Grand Lodge Meetings:

Attendance: One of the specific duties of the Worshipful Master is to see that his Lodge is properly represented in all meetings of the Grand Lodge, either in person or by proxy appointed by him from among the members of his Lodge.

Annual Communication: The Annual Communication of the Grand Lodge is an extremely important event.

If at all possible, the Worshipful Master and the Senior and Junior Wardens of every Lodge should be present in person rather than by proxy. The Grand Lodge Communication is held the first Friday in February, at a time and place selected by the Grand Master, with the approval of the Grand Lodge.

Credentials: Credentials for the Worshipful Master and the Senior and Junior Wardens are mailed to delegates, along with other communications regarding the Grand Lodge session. If it is necessary to appoint a proxy, it is their prerogative to appoint any member of their Lodge who is in good standing. The Master should attend if he can, but in any event, it is his duty to be certain that his Lodge is represented and that a report of the Grand Lodge proceedings are made to his lodge and its next stated meeting.

Voting: There are three items of primary interest in relation to voting during Grand Lodge session:

- 1) the election of Grand Officers;
- 2) the manner of voting on resolutions or motions;
- 3) the responsibility of each delegate to vote on such resolutions or motions according to the dictates of his own conscience and best judgment, so that the welfare of the Fraternity as a whole may best be served.

In voting, the elective officers are: Deputy Grand Master (goes to Grand Master automatically),

Grand Senior Warden, Grand Junior Warden and Grand Secretary. The incoming Grand Master appoints all other Grand Lodge officers. When the Grand Master places any question or motion before the Grand Lodge, he usually calls for the usual voting sign of a Mason when voting. If the vote is so close that a decision is difficult, he may call for a show of hands or a standing vote, in which case an actual count is made, or call for a written ballot. A roll call shall be ordered at the request of three members. When a question is put, it shall be the duty of every member of Grand Lodge to vote, unless excused by the Grand Lodge.

Previous reference has been made to each delegate's responsibility to consider only the best interests of the Fraternity, as a whole, when casting his vote on any question. Personal or local preferences should be laid aside in favor of what is best for Freemasonry. Otherwise, our Fraternity might easily become a hodgepodge of self-seeking individuals or groups, and we must continue to avoid that at all costs. It is significant that no Lodge can instruct its Master or Wardens as to how they must vote on any question or issue that is to come before the Grand Lodge. The Master and Wardens are the only officers of the Lodge who are members of the Grand Lodge. When they attend an official Grand Lodge session, what they do and how they vote is their own personal responsibility.

They are accountable to no one, except the Grand Lodge, for their action. The wise Master is always receptive to advice and good counsel, and he frequently seeks competent guidance from his membership, or perhaps elsewhere. He should know the predominant sentiment of his Lodge concerning every issue, and should give that sentiment due consideration before arriving at any important decision. But the final decision is his, and his alone, to make.

Ballots: Ballots for the annual election of the Grand Officers will be received when you file your credentials.

Do not lose them, for no others will be available. The Grand Master will call for the ballots at the proper time.

Presenting Resolutions: Should you desire to present a resolution to amend the Constitution or Bylaws, you

should prepare it in writing, have it signed by four other members of Grand Lodge, and present it to the Grand Secretary before the close of Grand Lodge.

88

Grand Lodge Services & Materials

The Grand Lodge office offers and makes available to Lodges certain services and materials. Some are free and others have a nominal fee to cover the cost of production. Among these are:

List of Regular Lodges recognized by the Grand Lodge of _____.

Copies of various handbooks and educational material.

The Constitutions and Bylaws of the Grand Lodge.

Fifty, Sixth and Seventy Year Pins.

Printed forms for Lodge reports.

Dues cards.

The Monitor and Ceremonies.

Standard Proficiency Manuals.

Cipher or Code Book.

The Grand Lodge Web site can be found at: www.glne.org.

Masonic Trials:

Code: The Worshipful Master and Wardens should carefully study Part III, Discipline, of the Code; and, if a trial becomes necessary, cooperate with the Trial Commission to expedite the procedure for the benefit of everyone. Procedure in the Code for preferring, presenting and acceptance of charges, should be followed carefully so that they will not need to be done over with consequent delay.

Junior Warden's Role: The Junior Warden's obligation if a Mason is convicted of a criminal offense involving moral turpitude.

Lodge Bylaws

See Lodge By-laws for the duties and responsibilities of the Master.

89

Bylaws of the Grand Lodge Part Two – Subordinate Lodges & Installation of Officers

Duties & Powers of the Master

Chap. III – Officers, Sec. 2-305: Qualifications for Master

Except in newly chartered subordinate lodges, no one shall be elected Master unless he shall have been installed as a Warden in some regularly chartered lodge. An irregular installation as a Warden will not render him ineligible.

Chap. III – Officers, Sec. 2-307: The powers of the Master are absolute in his lodge

It is in his charge during the hours of labor. **A.** He may refuse to entertain a motion and direct the Secretary to omit all reference thereto in his minutes; he may refuse admission to a member, or cause him to be temporarily removed from the lodge room in such extreme cases as may warrant the preferring of charges for unmasonic conduct. But a member cannot be excluded merely because another member asks it. Appeal may be taken from the Master's decision to the Grand Lodge or Grand Master only.

Chap. III – Officers, Sec. 2-308: Duties

The Master shall maintain order in his lodge, and protect it against improper propositions, and those too frequently presented. When lodge records are needed in court in a case affecting a member's rights, the Master shall, if properly summoned, produce them.

Chap. III – Officers, Sec. 2-309: Amendments

In all cases where the question of an amendment to the constitution is presented to the subordinate lodges to be voted upon, it shall be the duty of the Master of each subordinate lodge to:

A. submit the question to his lodge, and explain the effect that the amendment will have if adopted.

1. The **question shall lie over** at least one regular meeting before acted upon.

2. The **Master shall report** the action thereon to the Grand Secretary before the first day of December preceding the next session of the Grand Lodge; and if such report be not received by the Grand Secretary by said time, it shall be the duty of the Grand Master to require the Masters of all delinquent subordinate lodges to submit the question at the next regular meetings of their lodges, and to immediately report the result to the Grand Secretary.

Chap. V – Administration, Sec. 2-505:

A subordinate lodge is in the charge of the Master during the hours of labor; of the Junior Warden when at refreshment.

A. A lodge is either at labor or at refreshment. "At ease" or "the right of the floor" and similar terms are improper and should not be used.

B. During the hours of labor, smoking is not to be permitted in the Lodge room or the preparation room.

Chap. VI – Finance, Sec. 2-612:

No subordinate lodge, or member of any lodge, shall send circular letters, copies of resolutions or other communications of a similar character to other lodges without written consent of the Grand Master but his consent to all proper communications of such character shall not be withheld because he may disagree with the views expressed therein. Neither shall any such communication be read in any subordinate lodge unless the consent of the Grand Master is shown thereon.

90

Requisites of a Master read during Installation Of Officers of Subordinate Lodge

As a man, he should be of approved integrity and irreproachable morals; of good repute in the world; and practicing, as an example to his brethren, the cardinal virtues of temperance, fortitude, prudence and justice. As a citizen, he should be loyal to his government; prompt in the duties he owes to society; and a pattern of fidelity. As a Mason, he should be prompt to aid and relieve; and should cultivate everywhere and at all times, the golden tenets of brotherly love, relief and truth. As an officer, he should remember, first of all, that he is an individual Mason; and, though elevated for a time above his brethren, he is elevated by them; be accessible to all, cultivating the closest friendship and the most unlimited confidence with his associate officers; be eager to take counsel with his brethren, and ready to give it; be ready to reward good, be devoid of favoritism, and wholly impartial.

Master's Obligation read during Installation of Officers of Subordinate Lodge

"I do solemnly promise, on the honor of a Mason, that, while serving as Master of *(Name)* Lodge No. *(number)*, I will, to the best of my ability, strictly comply with, abide by, and enforce the constitution, laws, and edicts of the Most Worshipful, the Grand Lodge of Ancient, Free and Accepted Masons of _____; the bylaws of *(Name)* Lodge No. *(number)*; and all ancient Masonic usages, so far as they shall come to my knowledge."

Master's Assent to the Ancient Charges and Regulation read during Installation of Officers of Subordinate Lodge

"It is necessary that you signify your assent to those ancient Charges and Regulations that point out the duty of the Master of a Lodge."

"You agree to be a good man and true, and strictly to obey the moral law."

"You agree to be a peaceable citizen, and cheerfully to conform to the laws of the country in which you reside."

"You promise not to be concerned in plots and conspiracies against the government, but patiently, to submit to the law and constituted authorities."

"You agree to pay a proper respect to the civil magistrates; to work diligently, live credibly and act honorably by all men."

"You agree to hold in veneration the original rules and patrons of Freemasonry, and their regular successors, supreme and subordinate, according to their stations; and to submit to the decisions and resolutions of your brethren when in Lodge convened, in every case consistent with the constitutions of Freemasonry."

"You agree to avoid private piques and quarrels, and to guard against intemperance and excess."

"You agree to be cautious in your behavior, courteous to your brethren, and faithful to your Lodge."

"You promise to respect genuine brethren, and to discountenance imposters, and all dissenters from the original plan of Masonry."

"You agree to promote the general good of society, to cultivate the social virtues, and to propagate the knowledge of the mystic art."

"You promise to pay homage to the Grand Master for the time being, and to his officers when duly installed; and strictly to conform to every edict of the Grand Lodge, or General Assembly of Masons, that is not subversive to the principles and groundwork of Masonry."

"You admit that it is not in the power of any man, or body of men, to make innovations in the body of Masonry."

91

"You promise a regular attendance on the committees and communications of the Grand Lodge on receiving proper notice, and to pay attention to all the duties of Masonry on convenient occasions."

"You admit that no new lodge shall be formed without permission from the Grand Lodge and that no countenance be given to any irregular lodge, or to any person clandestinely initiated therein, being contrary to the Ancient Charges of Freemasonry."

"You admit that no person can be regularly made a Mason in, or admitted a member of, any regular

lodge, without previous notice, and due inquiry in a regular lodge.”

“You agree that no visitors shall be received into your Lodge, without due examination, and satisfactory evidence of their having been initiated in a regular lodge.”

The Master’s square during

Installation of Officers of Subordinate Lodge

As the Square is employed by the operative Mason to fit and adjust the stones of a building, that all its parts may properly agree; so you, as Master of this Lodge, are admonished by the symbolic meaning of the Square, to preserve that moral deportment among the members of your lodge, which should always characterize good Masons; and to exert your authority to prevent ill feelings or angry discussion arising to impair the harmony of its meetings.

The Master’s Furniture and Implements during

Installation of Officers of Subordinate Lodge

You will also receive the furniture and implements of the Lodge. The Holy Writings, that Great Light in Masonry, will guide you to all truth; it will direct your paths to the Temple of Happiness; and point out to you the whole duty of man. The Square is an instrument made use of by operative Masons to square their work. But we, as Free and Accepted Masons, making use of the tools of the operative Craft as symbols for our moral instruction, are taught to make use of it for the more noble and glorious purpose of squaring our actions by the Square of Virtue. The Compass teaches us to circumscribe our desires, and keeps us within due bounds with all mankind. The Book of Constitutions, you are to search at all times. Cause it to be ready in your Lodge, that none may pretend ignorance of the excellent precepts it contains. You now assume responsibility for the Charter by the authority of which this Lodge is held. As its lawful custodian, you are to carefully preserve and duly transmit it to your successor in office. You will also receive the Bylaws of this Lodge, which you are to see carefully and punctually executed.

Charge to the Master during

Installation of Officers of Subordinate Lodge

It is your province to spread and communicate light and instruction to the members of your Lodge. Forcibly impress upon them the dignity and importance of Masonry, and seriously admonish them never to disgrace it. Charge them to practice, out of the Lodge, those duties which they have been taught in it; and, by amiable, discreet, and virtuous conduct, to convince mankind of the goodness of the institution; so that, when a man is said to be a member of it, the world may know that he is one to whom the burdened heart may pour out its sorrow; to whom distress may prefer its suit; whose hand is guided by justice; and whose heart is expanded by benevolence. In short, by a diligent observance of the Constitution, Laws, and Regulations of the Grand Lodge, the bylaws of this Lodge, the great traditions of Masonry; and, above all, the Holy Scriptures, which are given as a rule and guide to our faith, you will be enabled to acquit yourself with honor, and lay up a crown of rejoicing which shall continue when time shall be no more."

###

92

Masters Speaking Parts in Cipher

The following page numbers can be found in the _____ Masonic Work (cipher), copyright 1994, and

indicate the Master’s speaking parts and other instructions. Also refer to the Continuous Floor Manual for the floor work of each officer.

Entered Apprentice

Opening – 1-8

Initiation – 9-11, 13-15, 18-30

Lectures – 31, 42, 46, 55, 59

Closing – 60-61

Labor to Refreshment – 62

Refreshment to Labor – 63-65

Fellow Craft

Opening – 66-72

Passing – 73-78, 81-91

Lectures – 110-113, 123

Closing – 126-127

Labor and Refreshment – 128

Refreshment to Labor – 129-131

Master Mason

Opening – 132-137

Raising (1st Section) – 138-144, 147-157

Raising (2nd Section) – 158-159, 165-168, 171-179

Lectures – 188, 193, 204, 206

Closing – 207-208

Labor and Refreshment – 209

Refreshment to Labor – 210-212

93

Duties of Senior Warden

The Senior Warden's station is in the West. His Jewel is the Level, an emblem of Equality and Harmony, which should ever exist. Before the Senior Warden on the pedestal is a column of the Doric order, the emblem of Strength. He represents Hiram, King of Tyre, who is also a representative of the column of Strength, because he gave Aid and Strength to King Solomon while erecting the Temple at Jerusalem.

Be familiar with all the Worshipful Master's duties and be ready to assume the office in his absence.

Be able to open, close, call off, and call on in all degrees.

Assist the Worshipful Master with all Lodge programs.

Know the business of the Lodge.

Have knowledge of the Constitution and Bylaws of both and local and Grand Lodge.

Attend Grand Lodge communications and all workshops.

Have knowledge of the finances of the Lodge.

Have knowledge of all Lodge procedures.

Complete a plan for the next year when you will probably be installed Master of the Lodge.

Additional Powers & Authorities of the Senior Warden

Constitution and Bylaws of the Grand Lodge:

Copies: Every Senior Warden should have a copy of the Code. You may contact the Grand Lodge office to purchase a copy. To properly serve your Lodge, Grand Lodge and the Fraternity, you must be thoroughly familiar with the General Regulations of the Grand Lodge.

Study: Study the Code systematically. Read one section, and review it point by point before moving on to the

next section. Amendments are made each year, so be sure to read the supplements. Make notes as you read, recording the ideas that occur to you for better procedures, improved ritual work, increased attendance, special events for the year, special programs, Temple improvements, etc. Organize your notes and plot your course for the year ahead. This will result in your Trestle Board filled with designs that will mark your year of service as one that will be long remembered.

Officer Appointments: If elected, you are to appoint all officers who are not elected. Take time to select the

right people. Be certain each one knows what is expected of him. A good and a poor appointment to line will have an effect on the direction of the Lodge. For the future of your Lodge, select carefully. Never make appointments without contacting the person before hand.

Committee Appointments: The Master has at least four obligations in reference to **Standing Committees:** to select the best men for the particular job;

to instruct them thoroughly concerning their duties;
to check frequently and see that their work is progressing as it should;
to recognize and thank the committee members for their services. He should observe the same precautions in the selection, administration and commendation of these committees as recommended above. Committee work is an excellent medium for creating and maintaining active interest among the membership, so pass the work around and give as many as possible something to do.

Special Committees: The Master may appoint special committees to facilitate the execution of a particular program, project or meeting.

Investigating Committee: This is the most important of all committees because "it guards the West Gate." Meticulous selection of your investigating committees, therefore, is of the utmost importance. Select only

94 those members who will do a conscientious and thorough job, and who will be present when their reports are to

be made. The Master also should make sure that the Lodge's new members receive complete instructions in how to investigate a candidate, and use the pamphlet, "Duties of Investigating Committee," which is available

from the Grand Lodge office.

Lodge Bylaws: See Lodge By-laws for the duties and responsibilities of the Senior Warden.

Installation of Senior Warden

"The Level demonstrates that we are descended from the same stock, partake of the same nature, and share the same hope; and, though distinctions among men are necessary to preserve harmony, yet no eminence of station should make us forget that we are brethren. Your regular and punctual attendance is essential. In the absence of the Master, you are to govern this Lodge. In his presence, you are to assist him in the government of it."

Charge read to the Senior Warden during Installation

of Officers of Subordinate Lodge

"You are too well acquainted with the principles of Masonry to warrant any distrust that you may be found wanting in the discharge of your respective duties. What you have seen praiseworthy in others, you should carefully emulate; and what, in them, may have appeared defective, you should, in yourselves, amend. You should be examples of good order and regularity, for it is only by due regard to the laws in your own conduct that you can expect obedience to them from others.

You are assiduously to assist the Master in the discharge of his trust, diffusing light and imparting knowledge to all whom he shall place under your care.

In the absence of the Master, you will succeed to higher duties.

Your acquirements must, therefore, be such that the Craft may never suffer from want of proper instruction."

95

Senior Warden Speaking Parts in Cipher

The following page numbers can be found in the _____ Masonic Work (cipher), copyright 1994, and indicate the Senior Warden's speaking part or other instructions. Also refer to the Continuous Manual for the floor work of each officer.

Entered Apprentice

Opening – 1-4, 6-7

Initiation – 17-18, 20, 27-28

Closing – 60-61

Refreshment to Labor – 63, 65

Fellow Craft

Opening – 66-72

Passing – 77-78, 80-83, 90,

Lectures – 109-110

Closing – 126-127

Refreshment to Labor – 129, 131

Master Mason

Opening – 132-137

Raising (1st Section) – 142-143, 145-147, 149, 156

Raising (2nd Section) – 165-166, 174-175

Closing – 207-208

Refreshment to Labor – 210, 212

96

Duties of Junior Warden

“The Junior Warden’s station is in the South. His Jewel is the Plumb, emblematical of rectitude of conduct, which should distinguish the brethren when, during the hours of refreshment, they are beyond the precincts of the Lodge. The column before the Junior Warden is the Corinthian order, an emblem of beauty, and the gavel, an emblem of authority. He represents, in his duties and responsibilities, Hiram Abif, the Widow’s son.”

“To succeed to and exercise all the powers of the Worshipful Master in the absence of the two officers that precede him.”

“Be able to open, close, call off and call on in all degrees.”

“Attend Grand Lodge communications and all workshops.”

“Take charge of the Craft during the hours of refreshment and supervise them during the hours thereof.”

“Serve as counselor and admonisher of his brethren, and see to it that the penalties of Masonry are inflicted on the incorrigible. He is the official prosecutor of the Lodge.”

“Be regular and punctual in attendance for Lodge communications.”

“Study the Bylaws of the local Lodge as well as those of the Grand Lodge, so that you can be well prepared when serving as Worshipful Master of our Lodge.”

“Carefully study Part III, Discipline, of the Code; and, if a trial becomes necessary, cooperate with the Trial Commission to expedite the procedure for the benefit of everyone. Procedure in the Code for preferring, presenting and acceptance of charges, should be followed carefully so that they will not need to be done over with consequent delay. Note, too, the Junior Warden’s obligation if a Mason is convicted of a criminal offense involving moral turpitude.”

Lodge Bylaws

See Lodge By-laws for the duties and responsibilities of the Junior Warden.

Bylaws of the Grand Lodge

Part Two – Subordinate Lodges

I. (Chapter V – Administration, Sec. 2-505) –

A subordinate lodge is in the charge of the Master during the hours of labor; of the Junior Warden when at refreshment.

A. A lodge is either **at labor or at refreshment**. "At ease" or "the right of the floor" and similar terms are improper and should not be used.

B. During the hours of labor **smoking is not to be permitted** in the lodge room or the preparation room.

97

Installation of Junior Warden

"The Plumb admonishes us to walk uprightly in our several stations before God and man, to observe the just medium between intemperance and pleasure; and to make our passions and prejudices coincide with the line of our duty. To you, is committed the superintendence of the craft during the hours of refreshment, and to see that none convert the purposes of refreshment into intemperance and excess."

Charge read to the Junior Warden

During Installation

"You are too well acquainted with the principles of Masonry to warrant any distrust that you may be found wanting in the discharge of your respective duties.

What you have seen praiseworthy in others, you should carefully emulate; and what, in them, may have appeared defective, you should, in yourselves, amend. You should be examples of good order and regularity, for it is only by due regard to the laws in your own conduct that you can expect obedience to them from others. You are assiduously to assist the Master in the discharge of his trust, diffusing light and imparting knowledge to all whom he shall place under your care. In the absence of the Master, you will succeed to higher duties. Your acquirements must, therefore, be such that the Craft may never suffer from want of proper instruction."

Junior Warden Speaking Parts in Cipher

The following page numbers can be found in the _____ Masonic Work (cipher), copyright 1994, and indicate the Junior Warden's speaking part or other instructions. Also refer to the Continuous Manual for the floor work of each officer.

Entered Apprentice

Opening – 5-7

Initiation – 15-17

Closing – 60-61 **Labor to Refreshment** – 62 **Refreshment to Labor** – 64-65

Fellow Craft

Opening – 70-72

Passing – 77-79

Lectures – 107-109

Closing – 126-127

Labor and Refreshment – 128

Refreshment to Labor – 130-131

Master Mason

Opening – 135-137

Raising (1st Section) – 142-145

Closing – 207-208

Labor and Refreshment – 209

Refreshment to Labor – 211-212

98

Duties of Treasurer

Lodge Bylaws

See Lodge By-laws for the duties and responsibilities of the Treasurer.

Installation of Treasurer

"Your regard for the Fraternity will prompt you in the faithful discharge of the duties of your office."

Speaking Parts in Cipher

The following page numbers can be found in the _____ Masonic Work (cipher), copyright 1994, and

indicate the Treasurer's speaking part or other instructions. Also refer to the Continuous Floor Manual for the floor work of each officer.

Entered Apprentice

Opening – 5

99

Duties of Secretary

Installation of Secretary

"It is your duty to observe the Worshipful Master's will and pleasure. Your good inclination to Masonry and your Lodge will induce you to discharge the duties of your office with fidelity; and, by so doing, you will merit the esteem and approbation of your brethren."

Bylaws of the Grand Lodge

Part Two – Subordinate Lodges

I. Duties –

The Secretary of each chartered subordinate lodge shall, in addition to the usual duties incident to such office;

Chapter III

Officers, Sec. 2-310

A. shall include in his minutes the **reports of committees on petitions** and a record of the names of all persons rejected, suspended and expelled;

B. shall make all proper certificates of **the standing of a Brother** of his lodge upon proper request made by the Brother himself, or by any Chapter of the Order of the Eastern Star, or any regular Masonic body;

Officers, Sec. 2-310

1. upon receipt of a petition for membership in his lodge, he shall at once **pass the fee accompanying the same** into the funds of the lodge as provided in Section 2-606.

2. he shall **obtain regular vouchers for**, and report to the Treasurer, all sums appropriated for his own compensation or incidental expenses, and shall not retain them from funds received by him.

3. prepare monthly reports of statistical information of his lodge, on forms provided by the Grand Secretary, and shall forward such reports to the Grand Secretary not later than the 10th day of each following month.

4. prepare an annual report giving additional information relative to his lodge on forms provided by the Grand Secretary and shall forward such annual report on or before the 10th day of February following the close of each year.

5. prepare an application for the Rock Maul Award, on forms provided by the Grand Secretary and shall forward such application to the Grand Secretary not later than the 15th day of November of each calendar year;

6. be responsible for supplying and returning to the lodge the **properties of the lodge** required for use at each funeral service;

Chapter IV

Members, Sec. 2-408

8. keep a record of all plural members, and shall make annual report to the Grand Secretary, listing the names of all such members, together with the name of the parent lodge and Grand Jurisdiction thereof.

9. Such **plural member shall be counted** by the lodge in which he holds such membership only for the purpose of fixing and paying to his Grand Lodge such dues or contributions as it may be entitled to. Provided, that if the parent membership is with a lodge in another Grand Jurisdiction, then he shall be counted for all purposes by the lodge in which he holds his plural membership.

10. if a member in this Jurisdiction holding a plural membership in another lodge of said Jurisdiction shall become **suspended or expelled**, by either his parent or plural lodge, he shall be automatically suspended or expelled in his other lodge without further action being required by said other lodge than

noting the fact upon the minutes thereof.

. a. Provided, that if said suspension or expulsion shall be for the **non-payment of his dues** to one of said lodges, his standing in his other lodge shall not be affected thereby.

. b. It shall be the duty of the Secretary of the lodge inflicting any such penalty to immediately **report the same to the other lodge** in which such member holds membership.

. c. In the event that a member holding his parent membership in another Grand Jurisdiction and his plural membership in a lodge in this Jurisdiction, is **suspended or expelled** by his lodge in this Jurisdiction, such fact shall be immediately reported to the Secretary of his parent lodge.

100

. d. Any member of a lodge holding plural membership in another lodge, who shall be suspended or expelled for any cause other than non-payment of dues, shall upon **restoration to membership** by the lodge so suspending or expelling him, be automatically restored to membership in his other lodge, unless a protest is filed by a member thereof with the worshipful Master.

11. The Secretary of the lodge shall **keep a record of all plural members**, and shall make annual report to the Grand Secretary, listing the names of all such members, together with the name of the parent lodge and Grand Jurisdiction thereof.

. a. Such **plural members shall be counted** by the lodge in which he holds such membership only for the purpose of fixing and paying to his Grand Lodge such dues or contributions as it may be entitled to.

i. Provided, that if the parent membership is with a lodge in another Grand Jurisdiction then he shall be counted for all purposes by the lodge in which he holds membership.

Members, Sec. 2-408

C. send the amount due the Grand Lodge (for each initiation in the preceding year and each member) at any time between March 31 and April 5, and the Grand Lodge Office Committee shall add as a penalty One Cent (\$.01) per day for each member on the rolls as shown in the table as printed in the preceding year's proceedings of the Grand Lodge, to all lodges that neglect to send in their returns complete to the Grand Lodge as provided by Section 2-310, and pay their indebtedness to the Grand Lodge by the 10th of April.

Chapter V

Administration, Sec. 2-503

7. upon the **election of a brother to plural membership**, promptly report the fact to the lodge in which he maintains his parent membership;

4) Chapter VI Finance, Sec. 2-601

1. When the completed returns of any subordinate lodge shall not have been received by the Grand Lodge Office Committee by April 20, the **Grand Master shall be notified** of that fact, and the Grand Master shall, by himself, the Grand Custodian or a Deputy Grand Custodian, or some other brother appointed by the Grand Master, make personal investigations of such lodge, and secure returns as complete as may be, and the Grand Lodge Office Committee shall charge, upon the books of the Grand Lodge, the expenses of such visitation, to the lodge, unless the Grand Master be satisfied that good reason existed for such delay, shall order otherwise.

Finance, Sec. 2-603

a. All **settlements** shall be made in accordance with the account of the Grand Lodge Office Committee, which shall base the same upon the table as printed in the preceding year's proceedings of the Grand Lodge.

2. By a majority vote, a subordinate lodge may remit all or any part of a member's dues.

i. on June 1, of each year, notify in **writing each member that is in arrears** for dues of the current year of such fact and request payment thereof on or before September 30, of the same year.

Finance, Sec. 2-605

3. If such member fails to pay his dues on or before September 30 of such year, he shall **automatically stand suspended** for non-payment of dues and an entry thereof shall be made in the minutes of the lodge at the first subsequent stated meeting.

4. It shall also be the duty of the Secretary to **notify, in writing, each member** automatically

suspended for non-payment of dues. a. Such notice shall be deemed properly given when mailed by first class mail to the last known post office address of such suspended individual.

5. By a majority vote a subordinate **lodge may remit** all or any part of a member's dues.

6. At once, upon receipt of any fee or other funds, **pass the same into the funds of the lodge.**

Finance, Sec. 2-606

a. They shall be **returned to rejected petitioners** and to candidates stopped by objection, but not to those who decline to submit to the regular mode of preparation.

b. If fees have been paid for any of the degrees, & the candidate has been ready to receive them but dies without receiving them, fees should be **refunded to his estate.**

c. **No lodge shall impose a fee for admission or demission**, provided, however, that in any case
101

where application for admission is presented by a brother to a lodge in which the fees are higher than those charged by the lodge issuing such demit, the lodge to which application for admission is made, may require that the brother pay to it such difference in fees, or any part thereof, that the lodge may elect.

M. Shall promptly remit all lodge funds, received by him, to the lodge Treasurer, for immediate deposit in the name of the lodge.

Finance, Sec. 2-608

Lodge Bylaws

See Lodge By-laws for the duties and responsibilities of the Secretary.

Secretary Speaking Parts in Cipher

The following page numbers can be found in the _____ Masonic Work (cipher), copyright 1994, and

indicate the Secretary's speaking part or other instructions. Also refer to the Continuous Floor Manual for the floor work of each officer.

Entered Apprentice

Opening – 5

Master Mason

Raising (2nd Section) – 167

102

Duties of Chaplain

Lodge Bylaws

See Lodge By-laws for the duties and responsibilities of the Chaplain.

Installation of Chaplain

"That Holy Book, which is the chart and textbook of your sacred calling, is also the Great Light in Masonry, and forever sheds its benignant rays on every lawful assemblage of Free and Accepted Masons. From it, we may learn our duty to God, our neighbor and ourselves. Teach us from its life-giving precepts, and you will have faithfully fulfilled your sacred and important trust."

Chaplain Speaking Parts in Cipher

The following page numbers can be found in the _____ Masonic Work (cipher), copyright 1994, and

indicate the Chaplain's speaking part or other instructions. Also refer to the Continuous Floor Manual for the floor work of each officer.

Entered Apprentice

Opening – 7

Initiation – 14-16

Closing – 60

Fellow Craft

Opening – 72

Passing – 77-78

Closing – 126

Master Mason

Opening – 137

Raising (1st Section) – 142-144

Raising (2nd Section) – 175-176

Closing – 207

103

Duties of Senior Deacon

The Senior Deacon's place is on the right of the Worshipful Master in the East. The Senior Deacon holds the Sun rod. The ritual largely covers the duties of the Senior Deacon, but the following also apply:

Takes his orders from the Worshipful Master.

Arrive early enough to set out the aprons and jewels before lodge, and ensure that the Bible, square and compass are properly displayed on the altar.

Collects and put away the aprons and jewels after lodge is over, as well as the Bible, square & compass.

Welcomes and accommodates visiting Brethren. This begins before lodge opens. Greet the visitor; learn his name, his lodge and number, and his address and title, if any. Provide the Worshipful Master with this information so that he may welcome the visiting Brother when the Senior Deacon presents him at the altar for introduction.

Should have his work committed to memory before his installation so that he may prepare himself to move up to the Junior Warden's station.

Sets the tone for initiations. Keep it in tune with good ritual and procedure.

Always stands when the Worshipful Master calls up the Junior Deacon.

Should have the proper tools available as he receives the candidate for each degree.

Lodge Bylaws

See Lodge By-laws for the duties and responsibilities of the Senior Deacon.

Installation of Senior Deacon

"It is your duty to attend on the Master and Wardens, and to act as their proxies in the active duties of the Lodge, such as in the reception of candidates into the different degrees of Masonry and the introduction and accommodation of visitors. A strict adherence to your duties will make our ceremonies more impressive to our members and visitors."

Senior Deacon Speaking Parts in Cipher

The following page numbers can be found in the _____ Masonic Work (cipher), copyright 1994, and

indicate the Senior Deacon's speaking part or other instructions. Also refer to the Continuous Manual for the floor work of each officer.

Entered Apprentice

Opening – 1-5, 8

Initiation – 9-21, 24-29

Closing – 60-61

Labor to Refreshment – 62

Refreshment to Labor – 63

Fellow Craft

Opening – 66-67, 72

Passing – 73-91

Lectures – 92 (Middle Chamber 92-113)

Closing – 127

Labor and Refreshment – 127

Refreshment to Labor – 129

Master Mason

Opening – 132, 137

Raising (1st Section) – 138-142, 144-150, 154-158

Raising (2nd Section) – 158-162, (1st Craftsman) 166-173

Lectures – 204

Closing– 208

Labor and Refreshment – 209

Refreshment to Labor – 210

104

Duties of Junior Deacon

“The Junior Deacon’s place is on the right of the Senior Warden in the West. The Junior Deacon holds the Moon rod. The ritual largely covers the duties of the Junior Deacon, but the following also apply:

Pick up your rod whenever you get up, for any reason.

Arrive early enough to set out the aprons and jewels before lodge.

Ensure that the lodge book is displayed for officers, members and guests to sign.

Never leaves the lodge room except on direct orders of the Worshipful Master or Senior Warden.

Is the only one who should open the lodge door, whether coming into the room or leaving.

Makes his announcements to the Tyler so all the lodge can hear what he says.

Can help an entering member by advising him:

☐ to salute the Worshipful Master or the Senior Warden

☐ what degree to use when saluting the SW or WM

When there are three raps at the door, and the Worshipful Master is in charge of the door:

☐ the Junior Deacon rises, takes up his rod, and advises the Worshipful Master that there is an alarm at the door.

☐ The Worshipful Master instructs the Junior Deacon to attend to the alarm.

☐ The Junior Deacon goes to the door, raps three times, opens the door, and after determining the cause for the alarm, returns and reports to the Worshipful Master.

☐ If the Senior Warden is in charge of the door and there are three raps at the door, the Junior Deacon looks to the Senior Warden for an affirmative nod to admit the member.

☐ If the Senior Warden gives a negative response, then the Junior Deacon goes to the door, raps once to let the Tyler know that the alarm was heard, but it is not the proper time to admit a member.

Should respond to three raps at the door with one rap during:

☐ Prayer

☐ Circumambulation

☐ When the Worshipful Master is speaking

☐ When the Senior Warden is away from his station instructing a candidate.

Should give no raps when the Junior Deacon is away from his place during the second section of the Master’s Degree.

The raps at the door should be acknowledged and a member be permitted to enter as soon as possible after the above.

Lodge Bylaws

See Lodge By-laws for the duties and responsibilities of the Junior Deacon.

Installation of Junior Deacon

"It is your duty to attend on the Master and Wardens, and to act as their proxies in the active duties of the Lodge, such as in the reception of candidates into the different degrees of Masonry and the introduction and accommodation of visitors.

A strict adherence to your duties will make our ceremonies more impressive to our members and visitors."

105

Junior Deacon Speaking Parts in Cipher

The following page numbers can be found in the _____ Masonic Work (cipher), copyright 1994, and indicate the Junior Deacon's speaking part or other instructions. Also refer to the Continuous Manual for the floor work of each officer.

Entered Apprentice

Opening – 1-4, 8

Initiation – 9-10, 16, 20-21, 24-29

Closing – 61

Labor to Refreshment – 62

Refreshment to Labor – 63-65

Fellow Craft

Opening – 66-69, 72

Closing – 127

Labor and Refreshment – 128

Refreshment to Labor – 129-131

Master Mason

Opening – 132-134, 137

Closing – 208

Labor and Refreshment – 209

Refreshment to Labor – 210-212

106

Duties of Senior Steward

The Senior Steward's place in the lodge is on the left of the Senior Warden in the West. The Senior and Junior Steward's jewel and rod is the cornucopia. Their duties are:

Arrive early at all regular communications and degrees to ensure refreshments will be ready in time for the pre-meeting meal and/or after-meeting snack. Therefore, arrive not less than 30 minutes before the start of the meeting, or earlier to allow time to greet and welcome members and guests.

Be prepared to perform the Junior Deacon's duties in his absence.

Prepare all candidates for initiation. Become familiar with all the clothing in the preparation room.

□ For descriptions about how the candidate should be dressed, see the following pages in the Cipher:

Entered Apprentice, p. 11

Fellow Craft, pp. 73-74

Master Mason, pp. 138-139.

See that the initiation clothing is always clean and ready for use.

Lodge Bylaws

See Lodge By-laws for the duties and responsibilities of the Senior Steward.

Installation of Senior Steward

"You are to assist the Deacons and other officers in performing their respective duties; and, when the

Lodge is at refreshment, it will be your duty to extend to visiting brethren the attention that circumstances shall suggest. Your regular and early attendance at our meetings will afford the best proof of your zeal and attachment to the Lodge."

Senior Steward Speaking Parts in Cipher

The following page numbers can be found in the _____ Masonic Work (cipher), copyright 1994, and

indicate the Senior Steward's speaking part or other instructions. Also refer to the Continuous Manual for the floor work of each officer.

Entered Apprentice

Initiation – 11-12, 14

Fellow Craft

Passing – 73-77

Master Mason

Raising (1st Section) – 139-140, 142

Raising (2nd Section) – (Second Craftsman) 166-170, 172-173

Duties of Junior Steward

The Junior Steward's place in the lodge is on the left of the Senior Warden in the West. The Senior and Junior Steward's jewel and rod are the cornucopia.

Arrive early at all regular communications and degrees to ensure refreshments will be ready in time for the pre-meeting meal and/or after-meeting snack. Therefore, arrive not less than 30 minutes before the start of the meeting, or earlier to allow time to greet and welcome members and guests.

Be prepared to perform the Junior Deacon's duties in his absence.

Prepare all candidates for initiation. Become familiar with all the clothing in the preparation room.

□ For descriptions about how the candidate should be dressed, see the Cipher:

Entered Apprentice, p. 11

Fellow Craft, pp. 73-74

Master Mason, pp. 138-139.)

See that the initiation clothing is always clean and ready for use.

107

Lodge Bylaws

See Lodge By-laws for the duties and responsibilities of the Junior Steward.

Installation of Junior Steward

"You are to assist the Deacons and other officers in performing their respective duties; and, when the Lodge is at refreshment, it will be your duty to extend to visiting brethren the attention that circumstances shall suggest. Your regular and early attendance at our meetings will afford the best proof of your zeal and attachment to the Lodge."

Junior Steward Speaking Parts in Cipher

The following page numbers can be found in the _____ Masonic Work (cipher), copyright 1994, and

indicate the Junior Steward's speaking part or other instructions. Also refer to the Continuous Manual for the floor work of each officer.

Entered Apprentice

Initiation – 11-12, 14

Fellow Craft

Passing – 73-77

Master Mason

Raising (1st Section) – 139-140, 142

Raising (2nd Section) – (Third Craftsman) 166-170, 172-173

108

Duties of Marshal

The office of Marshal is not required by Grand Lodge bylaw and is at the option of the Master.

Lodge Bylaws: See Lodge By-laws for the duties and responsibilities of the Marshal.

Installation of Marshal

"It is your duty to organize, form and conduct all processions; to make proclamations when directed to do so, and to perform such other duties as the Worshipful Master shall direct."

Floor Work: Refer to the Continuous Floor Manual for the floor work of the Marshal.

109

Duties of Organist

The office of Organist is not required by Grand Lodge bylaw and is at the option of the Master.

Lodge Bylaws

See Lodge By-laws for the duties and responsibilities of the Organist.

Installation of Organist

"Under the direction of the Worshipful Master, you will conduct the musical services of the Lodge.

As harmony is the strength and support of all societies, so may it continue to strengthen and support our institution."

Duties of Tyler

Secure the lodge and see that all members have signed the book.

When the lodge work is work during an uninterruptible time, the Junior Deacon goes to the door, raps once to let the Tyler know that the alarm was heard, but it is not the proper time to admit a member. The Junior Deacon should respond to three raps at the door with one rap during:

- Prayer.
- Circumambulation.
- When the Worshipful Master is speaking.
- When the Senior Warden is away from his station instructing a candidate. The Tyler should give no raps when the Junior Deacon is away from his place during the second section of the Master's Degree. The raps at the door should be acknowledged and a member be permitted to enter as soon as possible after the above.

Should assist the Senior Deacon in welcoming and accommodating visiting Brethren. This begins before lodge opens. Greet the visitor, learn his name, his lodge and number, and his address and title, if any.

Be familiar with all the clothing in the preparation room.

- For descriptions about how the candidate should be dressed, see the following pages in the Cipher:

Entered Apprentice, p. 11

Fellow Craft, pp. 73-74

Master Mason, pp. 138- 139

Inform the late arriving Brethren of the degree in which the Lodge has been opened.

Lodge Bylaws

See Lodge By-laws for the duties and responsibilities of the Tyler

Installation of Tyler

"As the sword is placed in the hand of the Tyler to enable him to guard against the approach of cowans and eavesdroppers, and suffer none to pass or re-pass but such as are duly qualified, so it should admonish us to set a guard over our thoughts, a watch at our lips, post a sentinel over our actions, thereby preventing the approach of every unworthy thought or deed. I trust that your regard for good order will prompt you in the faithful discharge of your duties."

110

Tyler Parts in Cipher

The following page numbers can be found in the _____ Masonic Work (cipher), copyright 1994, and indicate the Tyler's part or other instructions. Also refer to the Continuous Floor Manual for the floor work of each officer.

Entered Apprentice:

Opening – 2, 8

Closing – 61

Labor and Refreshment – 62

Refreshment to Labor – 64-65

Fellow Craft:

Opening – 67, 72

Closing – 127

Labor and Refreshment – 128

Refreshment to Labor – 130-131

Master Mason:

Opening – 133, 137

Labor and Refreshment – 209

Refreshment to Labor – 211-212

111

The Organization of Freemasonry

Freemasonry is the oldest organization for men in the world, and its organizational structure shows its age. The basic organizational unit of the fraternity is the lodge. We believe the term comes from the lodges (shelters) constructed at the building sites of cathedrals and castles during the Middle Ages. Masons worked and lived in these shelters. Each lodge is headed by an officer called the “Worshipful Master.” “Worshipful” means, “highly respected” or “honored.” The term comes from the judicial system of England and carries no religious implication. “Master” means “leader,” or “best qualified,” as in “Concert Master” or “Master Architect.” Each officer of a lodge has a title that originated during the Middle Ages. These titles may vary somewhat from state to state, but in general the officers and their contemporary equivalents are:

Worshipful Master = President Marshal = Master of Ceremonies

Senior Warden = 1st Vice President Deacon = Messenger

Junior Warden = 2nd Vice President Steward = Page

Treasurer = Financial Officer Tyler = Door Keeper

Secretary = Recorder Chaplain = Chaplain

Until 1717, each lodge of Masons was autonomous. On July 24, 1717, four of the lodges operating in London met together to form the first Grand Lodge of England. It became the first administrative or policy-making body of Freemasonry. Masonic lodges still retain autonomy over their finances, activities, officer election, fundraising, and joining ceremonies. But administratively, each State or Province has a Grand Lodge, which coordinates activities, serves as a central source of record keeping, and performs other administrative and policy functions for the fraternity. The state president is called the Grand Master of the Grand Lodge. He has broad powers in overseeing the progress of the fraternity and while there is no national spokesperson for the fraternity, within his own state (jurisdiction), he is the chief spokesman.

Freemasonry and Its Teachings

Because of the way in which Masonry teaches – confronting the person with symbols and allegory and then asking him to reflect upon them and discover the lessons for himself – it is impossible to list all of the things a man can learn in the fraternity. Masonry is a process of self-discovery and self-awareness, but there are certain great lessons, which, as almost all Masons would agree, form the basis of Masonic philosophy.

Human Beings are creatures of God.

Because God is our common Father, all men are Brothers.

□ The fact of that common heritage is more important than race, denomination, wealth, position, education, social status, or anything else.

Faith is essential to us if we are to be truly free.

□ Only the knowledge of the Deity in our lives can give freedom.

Each person is entitled to dignity, and no one, for any reason or under any pretext, has the right to compromise the dignity of another.

Each man and woman is entitled to complete freedom of thought, belief, political expression and speech.

□ No person, government, or earthly spiritual authority has the right to dictate the thought or belief of another individual.

□ No tyranny, no matter how benign, is ever acceptable.

It is the duty of every person to make the world better for others in every way he can.

□ No man ever has the right to "pass by on the other side."

It is the duty of each Mason to develop himself, through study, thought, reflection, conversation, and by every means he can find.

□ We are committed to intellectual, spiritual, and emotional growth, and to grow as ethical, caring and compassionate men.

112

There are two natures in Man – an animal nature, which is the result of our physical selves, and a spiritual nature, which is a gift from the Deity.

□ The two are usually in conflict. It is our duty to see that the spiritual nature wins.

Each person has the responsibility to obey the law, and to seek to change it only through legal means.

□ Only in this way can society survive.

A Mason must know how to keep absolutely confidential the things others tell him in confidence.

□ Under no circumstances should a Mason ever spread gossip or slander.

□ We cannot be true friends and Brothers if we cannot hold secret the things told to us which would cause pain to others if they were revealed.

Charity is an obligation on all Masons. And charity is not limited to giving money.

□ Charity means involved compassion, really caring what happens to others, putting ourselves in their place and sharing in their sorrow or hurt.

There is no such thing as a "small" or "unimportant" act.

□ Every action we take affects both others and ourselves. We never have the luxury of acting without thinking.

Above all things and at all times, Masonry teaches toleration.

□ We have seen the results too often in history of intolerance.

□ The most deadly words known are "I know I am right and you are wrong, and I have the right to force you to agree with me." Those words were spoken as men burned women and children at the stake because they disagreed on some point of theology, as Hitler sent millions of human beings to the gas chambers, as foolish, defenseless old women were hanged as witches, and as Stalin wiped out his political opposition.

□ Masonry teaches that each person, each idea, must be respected. No one has the right to be intolerant.

□ There are many other lessons in Masonry; lessons about the nature of the world; about the relationship between people, and between people and God; about responsibility.

□ Masonry is the study of life.

Freemasonry and Religion

Freemasonry is not a religion, nor is it a substitute for religion, It requires of its members a belief in God as a part of the obligation of every responsible adult, but advocates no sectarian faith or practice.

Masonic ceremonies include prayers, both traditional and extempore, to reaffirm each individual's dependence on God and to seek divine guidance. Freemasonry is open to men of any faith, but religion and sectarian discussion is forbidden in Lodge rooms. Masons meet in a spirit of toleration and brotherhood. Masons believe that there is one God and that people employ many different ways to seek and to express what they know of God.

Masonry primarily uses the appellation, "Grand Architect of the Universe," and other non-sectarian titles, to address Deity. In this way, persons of different faiths may join together in prayer, concentrating on God, rather than the differences among themselves. Masonry believes in religious freedom and that the relationship between the individual and God is personal, private and sacred. It strongly encourages each man to be active in his own place of worship. It expects each member to follow his own faith and to place his duty to God above all other duties.

Freemasonry's moral teachings are acceptable to all religions. Freemasonry lacks the basic

elements of religion. It has no dogma or theology, no wish or means to enforce religious orthodoxy and it offers no sacraments. Freemasonry does not claim to lead to salvation by works, by secret knowledge or by any other means. The secrets of Freemasonry are concerned with modes of recognition of one Brother to another, not with the means of salvation. An open Volume of the Sacred Law, "the rule and guide of life," is an essential part of every Masonic meeting. The Volume of the Sacred Law to a Christian is the Bible, to Freemasons of other faiths it is the Book held Holy by them. The obligations taken by Freemasons are sworn to on the Volume of the Sacred Law.

113

They are undertakings to follow the principles of Freemasonry and to keep confidential Freemasons' means of recognition. Many outstanding religious leaders are and have been Masons – including the Reverend Norman Vincent Peale, Bishops of the Methodist Church, Episcopal Bishops and Archbishops, Presidents of the Southern Baptist Convention, Rabbis and leaders of all the world's great religions. Masons are members of numerous denominations representing many faiths – including many thousands of Lutheran and Roman Catholic Masons in the United States and around the world.

Freemasonry and Race

The Fraternity of Freemasonry has members from every race and every continent in the world. Brotherhood is a primary teaching of Masonry – that each person must be judged as an individual, on his own merits, and that such factors as race, national origin, religious creed, social status or wealth are incidental to the person's character. The exact racial make-up of Freemasonry is impossible to determine. No petition for membership in masonry asks a petitioner's race, and racial breakdown statistics are not kept by any Grand Lodge because collecting such information is considered as inappropriate as collecting information about a Brother's financial standing.

When visiting Lodges in various parts of North America, it is obvious that the racial mixture of the Brothers varies within geographical areas and tends to reflect the demographics of the general population. No Lodge is permitted to exclude a candidate on the basis of his race or national origin. To petition for membership, the petitioner, in addition to having a belief in Deity, must be a man, free born, of lawful age, and well recommended. While election to membership in the fraternity is a matter for the local Lodge to decide, the qualifications for membership are standard and all Masons are required to observe them. Freemasonry began in North America in the 1700's. Unfortunately, this was a time in the newly created United States when racial attitudes were very different than today. As a result, and as happened in many churches, Freemasonry for black men and white men developed independently from each other. The original Black Lodges, called Prince Hall Grand Lodges also trace their history back to the 1700' s, and their members are predominately African-American.

Today, there is more interchange between the two groups of Freemasons and a strong trend toward mutual recognition is well underway. On the 3rd day of February, 1990, the Grand Lodge A.F. & A.M. of _____ and the Prince Hall Grand Lodge F & A.M. of _____ mutually agreed to recognize each other

as a separate but equal entity operating in the State of _____. The Brotherhood of Man under the Fatherhood of God is a basic and essential teaching of Freemasonry. Every effort is being made to make sure that it is not just a teaching, but a full reality!

Freemasonry and Secrecy

People sometimes refer to Freemasonry as being a "Secret Society." In one sense the statement is true. Any social group or private business is "secret" in the sense that its business meetings may be open only to its members. In Freemasonry, the process of joining is also a private matter, and its members are pledged not to discuss with nonmembers certain parts of the ceremonies associated with the organization. Freemasonry is a fraternity, and like all college fraternities, Freemasonry does have certain handshakes and passwords that are kept private.

They are means of recognizing each other – necessary to an organization which spans the entire world and which encompasses many languages. The tradition of using handshakes and passwords was very

common in the Middle Ages, when the ability to identify oneself as belonging to a building or trade guild often made the difference in getting a job or in obtaining help for yourself and family. Today, Freemasons make the same pledge to every member that he will be offered assistance if he, or his family, ever requests it.

Freemasonry can't be called a "secret society" in a literal sense. A truly secret society forbids its members to disclose that they belong to the organization, or that it even exists. Much of the Masonic ritual is in books called "Monitors" that are widely available, even in public libraries. Most Freemasons wear rings and lapel pins, which clearly identify them as members of the fraternity. Masonic lodges are listed in the phone books, Masonic buildings are clearly marked and in many areas of the country, Masonic lodges place signs on the roads leading into town, along with civic organizations, showing the time and place of meetings.

114

In terms of what it does, what it teaches, who belongs, where it meets, there are no secrets in Freemasonry! It is a private fraternal association of men who contribute much toward the public good while enjoying the benefits of the brotherhood of a fraternity.

A Brief History of Freemasonry

Freemasonry has a rich history. It is the oldest and largest fraternal organization in the world. Yet, because it evolved during a period of religious and political intolerance, much of its early history is mired in as much myth and speculation as it is in fact. In the short time we have for this presentation, we will attempt to separate fact from myth and to give you some interesting resources to draw on as you explore the various theories of the origins of our gentle craft. What we know for a fact is that on June 24, 1717 in London, four lodges that had previously been "below radar" in London, joined together to form the first Grand Lodge in the world.

The event was completely ignored by the press of the day, and for the first six years of the Grand Lodge's existence, no minutes appear to have been kept. Nonetheless, that was the public start to the organization we know today as Freemasonry. What happened before 1717 makes for some fascinating research and intrigue. Operative stonemasons guilds in Scotland during the waning years of the 1500's were tied together in a system of lodges created by stonemasons with rituals and secrets blending medieval mythology with late Renaissance intellectual influences. There is sufficient documented evidence to support those early speculative lodges in Scotland.

During the 1600's the movement spread to England, but the scant information available indicates that the lodges were purely speculative in nature and were not combined with operative stonemason guilds. Some of the most learned men of the day were known to have aligned with this new concept of speculative Masonry and many were aligned with the "Invisible College" in the 1640's which was later chartered as the Royal Society in 1660 - an organization that exists to this day.

These were the early years of what came to be known as the Enlightenment - a great movement that swept across Europe representing the highest aspirations and possibilities of mankind. The concepts of free thought and scientific advancements were viewed as threats to the established monarchies and the Church, and so it was in these contentious times that the organization of Speculative Masonry, in the cloak of secrecy, began to evolve.

After 1717, when Freemasonry could be examined publicly, even more skeins of its history began to evolve, and here is where myth and history begin to be intertwined. The Reverend Dr. James Anderson compiled the first Constitutions for Freemasonry in 1723, and he used as his basis numerous constitutions of operative lodges dating back to medieval times. In one case, there was a reference to Prince Edwin having called a great assembly of masons in York in 926 A.D. at which he granted them a Constitution and ordered them to meet in Quarterly Communications to regulate their lodges. Many Freemasons believe to this day that the assembly of 926 A.D. continued from that date down to 1717.

Unfortunately, imagination and historical research were on equal terms during Dr. Anderson's time, and any documented lineage of lodges over the next eight centuries has yet to be discovered. Another interesting theory of Masonic origins is the Knights Templar, the organization of knights/monks founded in

Jerusalem in 1118 in the aftermath of the First Crusade. They filled the need for a standing army in the Holy Land, and their first headquarters were on the site of the ancient Temple of Solomon in Jerusalem. Over the years their numbers, wealth and political power grew. At the conclusion of the Crusades, the Templars mostly settled to France, but on Friday, the 13th, 1307 the king ordered every Templar in France arrested and put in chains. Many of the Templars escaped and England and Scotland were thought to be the refuge of many of the fugitive Templars. There are many theories about the Templar culture surviving in the English isles and ultimately surfacing as Freemasonry three to four centuries later. Masonic ritual dwells heavily on the building of King Solomon's Temple, and there are many who attempt to make a lineage between that and the organization of Freemasonry we know today. There is little documentation on the building of King Solomon's Temple - mostly in the Book of Kings in the Bible. King Solomon's Temple was constructed around 1000 B.C. It is a significant leap of imagination to assume that an organization of builders would have continued the lodge structure unbroken for nearly 3000 years. That theory is most certainly a myth.

115

Similarly, there are those who trace our Masonic forefathers to the building of Stonehenge in England - which predates King Solomon's Temple by another millennium. There are many theories to these ancient connections of Freemasonry, but be sure to distinguish imaginative history from pure historic research. Most of the terms we use in our Masonic ritual derive from the Medieval stonemasons - those who constructed the great cathedrals and castles during the period of roughly 1000 to 1400 A.D. This was a period of incredible creativity, growth and knowledge in the building sciences, and there was a certain esteem ascribed to the designers and builders of those magnificent edifices. Since many of these structures were built to the glory of God, it is easy to see the connection between the advancement of physical structures with the advancement of human thought. Operative masonry was a logical metaphor to use in promoting the advancement of the human mind and spirit.

After 1717, Masonry and its ritual evolved slowly. Freemasonry began with only two degrees - Entered Apprentice and Fellow Craft. It wasn't until the 1750's that the third, the Master Mason degree, was regularly accepted into the lodge system. And it wasn't until the 1780's that a man named William Preston refined the degree work into a form that would be recognized by most of us today. The Middle Chamber lecture is his most famous composition.

There were two factions of Masonry in the fraternity's first century. The Moderns, who were the first lodges to come forth in 1717, and the Antients, who ascribed to a more ancient lineage, evolved some years later. Rivalry between the two Grand Lodges was intense and often bitter, and after many attempt at union, they were successfully joined as the United Grand Lodge in 1813.

The history of Freemasonry in the United States can consume another day's discussion. It played a distinctive role in the American Revolution, and the Civil War, and the number of U.S. Presidents who were Masons is well known. It should also be noted that an event known as the Morgan Affair in 1826, where William Morgan was purportedly kidnapped and killed for revealing information about the fraternity, thus resulting in a major backlash against Freemasonry and even the formation of the Anti-Masonic Party. It took Masonry nearly 30 years to recover from that debacle and the organization came back stronger and better than it had ever been.

What's important about Masonic history is that it grew out of the world events of its time in 1717.

Its concepts of freedom, democracy, character, and religious tolerance were incredibly relevant at that time. Our challenge is to understand the issues that made Masonry so popular and relevant at that time and apply it to the 21st century. As an organization, we have a fascinating past, but an even more promising future - for the world needs Masonry today more than it ever has.

Some resources you may want to explore include:

The History of English Freemasonry by John Hamill- Lewis Masonic Books

Born in Blood - The Lost Secrets of Freemasonry by John J. Robinson. M. Evans & I Company

The Temple and the Lodge by Michael Biagent and Richard Leigh. Arcade Publishing

The Origins of Freemasonry - Scotland's Century 1590-1710 by David Stevenson, Cambridge University Press

Masonry teaches the life cycles of man.

The major task of Masonry is to provide a setting and context in which men can seek their own spiritual development. Masons engage in a program for personal growth. A person usually joins Masonry because he feels that there is "something more" in life that he is missing. Masonry stresses a process of self-control, self-discovery, and personal growth. The rituals are used to teach the basic lessons of human duty and responsibility, including duty to one's faith, one's country, one's community, one's family and oneself. But Masonry also has objectives in the world. We know the great truth in the line, "No man is an island." No person of integrity can be truly happy when those around him are in sorrow and suffering. No one can rest comfortably when he knows that want and need surround him. Thus Masonry works to improve the world by improving the lot of the world's people.

Masons give to help children see, read, learn, run and play. Masons give to help the elderly and children too live lives of comfort and security. Masons work to make communities better, cleaner, safer and happier. Masonry tells its members that the growth they experience must be shared, for it is our objective that all men and women shall someday have the same freedom of thought and action which are taught in the Lodge. Masonry supports the Constitutional separation of Church and State because we know that in nations in which the two are combined, either the one or the other becomes subservient and weakened. Masonry has as a purpose the liberation of all people from fear, from hatred, from poverty and from tyranny. It makes its changes one Mason at a time, but each Mason affects the lives of those around him. Like a pebble cast into a pool, Masonry reaches out to touch the lives of the world.

(click [••](#) to return to Table of Contents)

117

Section 12

Lodge Planning Calendar

The Lodge Planning Calendar section is the most important section in the Lodge Leadership Manual. On the three documents in this section, you will collect the activity ideas, dates, meeting activities and other ideas you develop during the course of completing this manual. When you have completed the sections, you will have the beginning of a plan for the year you will serve as Master of your Lodge.

To be able to leave this training with a useable plan that will serve you, your Lodge and your community well, it is incumbent on you throughout the presentation of the materials to consider the ideas presented here and write the ones you want to implement on these pages. That ensures you will have a well-rounded program during the year you serve as Master with a variety of activities aimed at meeting the needs of your members.

At this point, it does no harm to write a lot of ideas on the following pages. You can cull the best ideas later. As the research in the previous sections shows, today's men want more than meetings and ritual work from the organizations they join. Therefore, it is important to weigh the many, many options provided in this manual and use them to build a diverse, meaningful program that will excite and involve

your members and attract new members. The previous sections were created based on what the research and the experts say are the key factors influencing the decision of men to join. Providing a mix of activities from each section will result in a variety of activities that are sure to appeal to a cross section of men. The Lodge Planning Calendar on page 2 in this section corresponds with the General Guidelines for Planning Events in Section 1 – Planning for Your Year as Master on page 14, as well as the Event Planning Form on page 16 in that same section, which you and your Lodge’s committees can use to plan the activities of your Lodge. The headings, under which you will write key information or dates, may not apply to every activity, but they are a good starting point. With the help of the Event Planning Form, you should be able to successfully create a plan that clearly spells out the activities and deadlines to prepare to implement every activity. During the presentations, you will be directed to the Ideas page to write in specific action items. However, as you think of other thoughts and ideas, you may want to write them on this page or the Lodge Planning Calendar.

Because one of the main complaints of members and past members is that Lodge meetings are too long and boring, a page was created here especially to encourage you to use the ideas in Section 2 – Lodge Meetings and Regular Events that will make a plan to keep your meetings interesting and inviting to members. The end result, we hope, is that you will leave the Wardens and Deacons School with the following pages filled with ideas that you can implement at your home Lodge that are relevant, meaningful and appealing to your members and your community. What you will create here, and complete at home and in your Lodge, is a foundation upon which your Lodge can begin a building process that will construct a strong program. If the planning process used here is followed each succeeding year, then your Lodge will have the benefit of building on previous years’ activities and adding to the sturdy program so that your Lodge, your community and, most importantly, your brothers maintain their interest and involvement each year because of your efforts. After today, you will be able to ease your mind with the confidence that when you return home, you will have a great many new ideas that are proven to be effective and appealing to your brothers. And, your plans will be in one place on the following pages for easy reference as you prepare to serve your brethren as Master of your Lodge.

118

Holidays & Observances

Calendar: <http://www.earth.com/calendar>

The American Secular Holidays Calendar: <http://www.smart.net/~mmontes/ushols.html>

Jewish Holidays: <http://world.std.com/~reinhold/jewishholidays.txt>

Lodge Planning Calendar

Date/Time of Event

Location

Event Committee-

Decorations Theme or Entertainment -

Invitations (3 wks. prior)

Call Guests

Decorate Room

Send ThankYou Cards

Idea # 1: _____

Idea # 2: _____

Activities Before, During and After Meetings

Dates of Ideas for Activities ?

Ideas for Activities ?

Ideas for Activities Regular Meetings?

Activities Before/During/After Meetings?

Section 13

RESOURCES

The purpose of this section is to provide a comprehensive list of the resources available to assist you and your

Lodge in this manual.

Budget

The Lodge Budget. See Section 9

The Lodge Budget Worksheets. See Section 9

Communication

How to Prepare a Newsletter for Your Lodge. See Section 8

Internal Communication Ideas. See Section 8

Lodge Committees. See Section 10

Lodge Officers. See Section 10

Lodge Officer's Manual. See Section 11

News Release Form for Awarding the Bronze Jordan Medal. See Section 8

News Release Form for Awarding Year Pins. See Section 8

News Release Form for Installation of Lodge Officers. See Section 8

News Release Form for Masonic All-Star Marching Band Clinic Scholarship. See Section 8.

News Release Form for Scholarships. See Section 8.

News Release Guidelines. See Section 8.

Web Site Webmaster's Help System. See Section 8.

Lodge Activities

Activities Before, During and After Meetings. See Section 12.

Courtesies Promoting Fellowship. See Section 5.

Fellowship-Related Activities. See Section 5.

Grand Lodge Academic Scholarship Award. See Section 4.

Grand Lodge Activities. See Section 4 .

Regular Events. See Section 2.

Service Activities. See Section 6.

Lodge Meetings

Activities Before, During and After Meetings. See Section 2.

Business Meeting Agenda. See Section 10.

A Guide for Balloting on Petitions. See Section 10.

The Master's Role in Good Meetings. See Section 2.

Reception of Visitors. See Section 10 .

Save Time in Meetings. See Section 2.

Masonic Education

Grand Lodge Education Publications. See Section 2.

Grand Lodge Videos, CD's, DVD's. See Section 2.

Internet Resources for Masonic Education. See Section 2.

Recommended Books List. See Section 2.

Sources for Books on Masonic Topics. See Section 2.

Membership

Dues Notice Letters. See Section 7.

Explanations of Masonry. See Section 8.

Friends of Masons Night Planning Calendar. See Section 7.

Grand Lodge Membership Publications. See Section 7.

Prospective Lodge Members. See Section 7.

Prospective New Members Tracking Chart. See Section 7.

Responses to Questions and Comments from Prospective Members. See Section 7.

Sample Letter to Prospective Members. See Section 7

Ten Reasons to Become a Mason. See Section 7.

Planning

Event Planning Form. See Section 1.

Gold Pan Award. See Section 4.

Grand Lodge Planning Publications. See Section 1

Grand Master's Leadership Award. See Section 4.

Ideas. See Section 12.

Lodge Planning Calendar. See Section 12.

The Master's Direction Planning Form. See Section 1.

Pillar Award. See Section 4.

Rock Maul Award. See Section 4.

Survey of Lodge Members. See Section 1

Ritual Work

Entered Apprentice Degree. See Section 3.

Fellow Craft Degree. See Section 3

Grand Lodge Ritual Work Publications. See Section 3.

Letter to EA Candidate. See Section 7.

Lodge Work. See Section 3.

Master Mason Degree. See Section 3.

Tools of