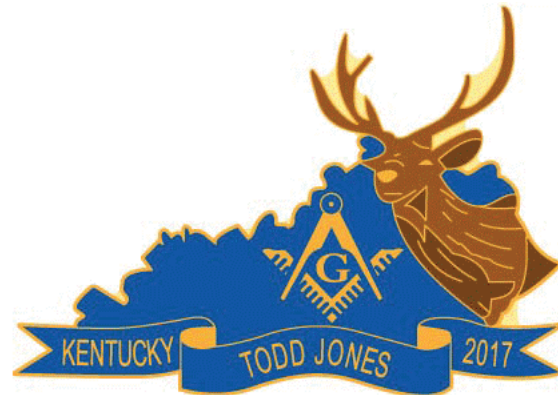


Grand Lodge of Kentucky

2016-17

District Deputy Grand Master

Handbook



Todd Jones

**Grand Master of Masons
In Kentucky**

2016-17

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Letter from M.W.G.M Todd Jones

Dear Brother,

You have been recommended by your Masonic brothers to be my personal representative in your Masonic District. By accepting this appointment you are accepting the responsibility of promoting the programs of the Grand Lodge of Kentucky, keeping me informed of events which may impact our Fraternity, organizing a Masonic District Meeting, and encouraging our brothers to enjoy their membership in the greatest fraternity the world has ever known.

In addition to these duties, I want you to stress to your lodges the importance of:

1. Following our Masonic Constitution
2. The importance of staying visible in our community in a positive way
3. Effective investigating committees
4. Attendance at the Educational Conferences and District Meetings
5. The Importance of Attaining The Grand Master's Excellency Award
6. Proficient Ritual work
7. The Masons Helping Masons Program
8. The "Masonic Bicycles in Schools for Attendance" Program

In conclusion, I have complete confidence in your ability to represent the craft during the ensuing year. Always feel free to contact me, your Area Officer, or the Grand Lodge of Kentucky if you need any help performing these duties.

Fraternally yours,
Todd Jones, Grand Master
Grand Lodge of Kentucky

FORWARD

The purpose of this handbook is to define the duties of the office of District Deputy Grand Master for the Grand Lodge of Kentucky. The information contained in this guide will assist you as you perform your official duties. Please review this information thoroughly since it can make your year as District Deputy Grand Master both productive and enjoyable.

PURPOSE AND DUTIES OF DISTRICT DEPUTY GRAND MASTER

The District Deputy Grand Master serves as the personal representative of the Most Worshipful Grand Master in his respective Masonic district. Your duties include working closely with the Masters of your lodges to promote Grand Lodge activities and programs. Since you are the official liaison between the Grand Master and all the lodges in your district, it is important that you help maintain peace and harmony between our members. It is very important to use good judgment and never become involved in private quarrels which may occur between brothers or lodges. Also, never publicly criticize another officer or member of the craft. If a situation needs to be addressed by a Grand **Line** officer please refer it first to your area officer. If a direct violation of the Constitution is about to take place, please use common sense as to how you handle the situation. It is very important to never publically embarrass an officer or member of our fraternity. Remember, after your year as District Deputy Grand Master is over, you will still have to live among your brothers.

Travel

I encourage you to travel both within and outside of your district. It would also be a good idea to travel to other district meetings before yours so you can see how the meetings proceed. Visit every Masonic lodge in your district at least twice during your time in office. The first visit is usually for purposes of introduction and the second should typically be your **official visit** to the Masonic lodge. Plan your visits around the possibility of bad weather, holidays, your schedule, etc. I also encourage you to consider using your district Facebook page to keep up with events within your district. Remember that your local brothers vouched for you receiving this appointment, so be careful that none of your lodges are neglected. When you have completed your **official visits**, submit an email to your Area Officer advising them that this has been completed. During your **official visitation** of a lodge in your district, highlight the Grand Lodge programs, make sure each Lodge has an updated **Book of Constitutions and updated set of By-Laws**. Also, verify they are holding meetings regularly and forward any needed information to your Area Officer.

You are to serve as a role model for others in your district and work with your Area Officer and the Grand Master during your year of service. By working together, we can achieve uncommon results. Suggest ways to advance the Grand Lodge programs in the district. Please communicate any concerns to the Area Officer and/or the Most Worshipful Grand Master.

Dress/Appearance

You should attend lodge functions dressed in a coat and tie, as is deemed fitting for the office. If you visit an outdoor degree, this business dress is not expected. Please wear your DDGM apron and Grand Lodge of Kentucky Identification badge to all meetings and Grand Lodge functions. The apron should only be worn on the outside of your coat or jacket. However, **NEVER wear your D.D.G.M. apron and name badge to a Masonic Funeral. This funeral is for the family of the deceased and is meant to show that we are all on the same level as indicated by a plain white apron.**

Speaking/Presenting

Since you are the direct Representative of the Grand Master you should always speak just prior to closing the meeting. Be prepared with a brief, pleasant and non-judgmental message. When speaking always consider the hour and be respectful of the time of your audience. If a long meeting has taken place, keep your remarks brief. Always be prepared with something to say, since it is expected that you do so. You should always **stand when addressing the lodge.**

Visiting Lodges

When visiting a lodge please use the following guidelines:

1. **Be on time.** Early arrival at meetings will allow you to get acquainted with the members of the lodge. If you happen to arrive late, make your entrance as inconspicuous as possible. ALWAYS apologize for your tardiness when called upon to speak, but do not make excuses about your lateness.
2. **Be Prepared:** Convey to the craft the information about Grand lodge Programs and events that you have been given. It would help you to have the topics you want to cover written on index cards. Stress the need to improve all aspects of our fraternity
3. **Have a Positive Mental Attitude:** When you make any comments remember that once spoken they cannot be taken back. Your comments should always be both positive and enthusiastic. Enthusiasm is an element of success and if you don't believe in what you are saying, the lodge members will most likely not follow your lead.
4. **Use common sense:** Present yourself with the dignity and the brothers will expect you to be confident as you are serving in the capacity of DDGM. However, always remember that humbleness is a Masonic virtue that we should all practice and is expected of you.
5. **Avoid Unnecessary Conflict:** Avoid becoming involved in any and all private quarrels and disagreements. If you see a problem developing then bring it immediately to the attention of your Area Officer or the Grand Master.

Otherwise avoid being drawn into quarrels.

DISTRICT MEETING

It is a good idea to schedule a planning meeting with the appropriate representatives of each Masonic lodge in your district. Do so at a central location soon after your installation. The agenda for this meeting should include introductions of all present, the coordination of details of the district meeting, and specifics of other events during the year. Plan to make the facilities for your district meeting convenient and accommodating for brothers traveling from within, as well as from outside, your district. Become familiar with the guidelines of this handbook by following it when planning your district meeting. For a Sample Agenda for District Meeting see Appendix A. See Appendix C for a State of Your Lodge form to be completed and presented by the Master of each lodge, or his designee, at the district meeting. **School Gyms must be last option!!!**
All District meeting meals must be open to Lady's / Family

The District Meeting is one of the most important events of the Masonic year. The success of your meeting will depend upon the amount of planning and effort you put into it. Past District Deputy Grand Masters, lodge officers, members of the Craft in your District, and your Area Officer all will help you with your meeting if you ask. When all arrangements for your district meeting have been finalized, notify the Area Officer and Grand Master.

Notice of Meeting in The Masonic Home Journal

The notice of your district meeting must be received by the Masonic Home Journal Staff by the 10th of the month prior to the month of the issue in which your notice is to be printed. Plans and details must be submitted and approved by the Grand Master and Area Officer prior to publication.

The following information is required in your notice:

1. Location of the meeting (physical address if possible) with directions using known landmarks and highway route numbers. Make certain that someone not familiar with the area can easily find it using only your directions.
2. Time of meeting including the prevailing time (Eastern or Central) and whether or not a meal will be served. (Include the time of the meal if one is to be served)

Detail important information about your meeting along with a digital photo of yourself (unless a photo was taken at the DDGM Orientation) and mail this information to the Masonic Home Journal, 300 Masonic Home Drive, Masonic Home, KY 40041. If you use e-mail send it to masonichomejournal@hotmail.com .

A few suggestions to assist you with your District meeting:

1. If you have a meal, do so at least 1 hour before the meeting starts. Also, have at least two serving lines if possible.
2. Make special presentations to guests during the meal time.
3. To facilitate serving and to observe proper protocol:
 - a. Announce the serving instructions prior to the invocation.
 - b. You and your wife are to be served first. Next in line should be the Grand Master and other Grand Lodge Officers.
4. Ladies/ Family are invited for the meal, have a program for them.
5. Since this is a tiled meeting, make sure you have enough aprons. You may ask your lodges to help supply aprons for their members and guests.
6. Masonic Protocol specifies that the Grand Master is the last to speak before the lodge is closed. Please begin your meeting on time!

The lodge should be opened prior to the meal and called to Refreshment.

The lodge should then be called to Labor at the scheduled time. Many of the brethren (and guests) have traveled long distances and time saved early in the evening will allow them to return home at a reasonable hour.

DISTRICT MEETING ATTENDANCE AWARDS 2016 - 2017

An attendance award will be presented at the Grand Lodge Annual Communication to those lodges who have 1-50 the Master, and four members, 51-100 the Master and seven members, 100+member Master and nine members of his Lodge present at your District Meeting.

The Lodge with the most in attendance state wide in each category small, medium, large will receive a special attendance award at Grand Lodge. The district with the most district members in attendance state wide will receive a special attendance award at Grand Lodge.

(If the Master is unable to attend due to extenuating circumstances, the lodge may apply to the DDGM and Area Officer for relief. If the DDGM and Area Officer determined that the absence was justifiable, the lodge will then be considered to have met the requirements with the correct total members in attendance.)

BOOK OF MASONIC CONSTITUTION

Become familiar with the index and sections of the Book of Constitution so you can answer questions you will be asked when you visit lodges. **Do not give answers to a constitutional question from memory** - instead, read the section of the Constitution pertaining to the question in order to correctly provide an answer. This process will prevent a misunderstanding of your answer's meaning. In instances where an interpretation of the Constitution is required to settle an issue, refer the questionable section(s) to the Area Officer, and the Grand Master if necessary. In most instances the questions on Masonic law that may arise can be answered by reading or referring to the section of the Constitution pertaining to the issue.

Be sure that all lodges in your district have an up-to-date Constitution. If they have a Blue Binder, be sure to check it since it may not be up to date. Each lodge received an updated Constitution at the 2015-16 District meeting. Encourage the lodge to refer to it often as the laws governing our fraternity help to protect the integrity of our order. Suggest that each lodge periodically have brief programs on the Constitution, using selected sections as topics in order that the Craft may become familiar and comfortable with the Constitution.

Impress upon the lodge Secretary to list the newly elected and/or appointed officers of the lodge electronically. **This submission must be sent to the Grand Secretary as soon as possible following the election of officers in December. In any case, the submission must be received in the Grand Lodge Office prior to January 15, 2017.** Encourage the lodge Secretary to be sure to enter the information on the lodge income electronically on the home page of the new system. Additionally each lodge will have to fill out a 990 E Postcard on the IRS Website if they are under \$50,000.00. Those over \$50,000 will fill out a 990EZ or regular 990 Form. This information is required by the IRS. **Either way, ALL Masonic Lodges must file electronically on the IRS Website to retain their tax exempt status.**

GRAND MASTER'S SLOGAN/ PINS/SPECIAL EVENTS/PROGRAMS

Grand Master's Slogan

Your Grand Master's Slogan is –To have Masons you must be a Mason

Grand Master's Pin

This year's Grand Master's Pin is the state of Kentucky with an elk head on it. I choose this design for my pin, because I love hunting. I was lucky to be drawn for a Ky. Bull Elk tag and to harvest one, which lead us to the Commissioners Bull Elk Tag that we sold chances on to raise money for the under privilege children across the state.

Grand Master's Veteran's Pins

The Grand Lodge of Kentucky 2016-17 Veteran's Pin features the Raising of the Flag at Iwo Jima. The World famous iconic photo taken by the associated press photographer Joe Rosenthal, depicts the six soldiers who raised the second American Flag at Iwo Jima, Japan on February 23, 1945. Signifying the conclusion of the American campaign in the Pacific. One of the six marines the fourth one back which is highlighted in blue on the pin is Franklin Sousley from Ewing, Ky. Which is also the home town of your Grand Master this year. Franklin Sousley is the great Uncle of Todd and Laura's daughter Jessica. Proceeds from the Masonic Veterans Pin will go to benefit Veteran's Recognition Programs across the Commonwealth of Kentucky. Your Grand Master also wants to note that schools in our Commonwealth are legally required to hold Veterans Recognition Ceremonies on, or around, Veteran's Day each year and Veterans who are good speakers are highly sought after. If you are such a Veteran please consider volunteering time to speak at an assembly at your local school. **The purpose of this program is to recognize our Veterans.**

Grand Master's 4-Wheeler Ride 2016-17

Due to the increasing popularity of 4-Wheeler riding among Kentucky Masons, we will have the first Grand Lodge of Kentucky 4-Wheeler Rides during 2016-17. Two dates have been set so far, the first will be Saturday May 13, 2017 in Salyersville Ky. Contact person is Ryan Arnett (606)367-6221 email: ryanarnettmm@yahoo.com.

The second date Saturday June 10, 2017 in Bardwell Ky. Contact person is Mike Terry (270)559-2778 email: mterry@wk.net. There will be a third ride the date and location to be announced later.

Grand Master hopes that the brothers who participate in these activities will ask their friends who would make good Masons, but are not yet Masons, to attend. This is a Family Outing invite all to participate. Your District Deputy Grand Master will get the information to you as soon as it becomes available on the third ride. Continue to watch the Masonic Home Journal, and your district Facebook page for more information! Your Grand Master and the Grand Line Officers will be participating. Brothers who would like to ride 4-Wheelers, but cannot do so for whatever reason, will be able to participate in autos. All proceeds from the rides will go to the Masons Helping Masons Program. **The purpose of this activity is to increase Masonic Fellowship across the State of Kentucky.**

Grand Master's District Wide Picnic's 2016-17

*This year your Grand Master is requiring that all District deputies have a District wide Family picnic, this picnic will take place somewhere other than a masonic lodge. The purpose of this picnic is to **have family fellowship outside the lodge. Date and place will be determined by each DDGM of their District. Hope all attends and have fun!!!***

Grand Master's Masonic Scholars Program

Interested Masons may qualify for a Masonic Scholars pin this year by successfully completing an open book test on the Constitution of the Grand Lodge of Kentucky. Several Masons from across the State of Kentucky have submitted multiple choice and true/false test questions which have been compiled into one quiz. The test is to be timed at 60 minutes and will require a thorough reading and study of the constitution

prior to taking the test in order to complete it in the allotted time. Individuals who successfully complete this assessment will be awarded a Masonic Scholars Pin at their district meeting or the Annual Communication. Successful completion of this program will count for points towards your lodge achieving the Grand Master's Excellency Award. **The purpose of this program is to increase knowledge of the Masonic Constitution across Kentucky.**

Grand Master's 2016-2017 Statewide and District Traveling Cane Programs

Statewide Traveling Cane Program

Your Grand Master is having a Statewide Traveling Cane Program from this year. The Cane location can be tracked using the Traveling Cane locator found on the Grand Lodge of Kentucky website and/or the Grand Lodge of Kentucky Statewide Traveling Cane Location Facebook Page (see Appendix D). It is important that you follow the directions with the Cane to ensure that the Cane location is kept up with and all lodges have an opportunity to take it to their lodge. The Cane used this year is made from historic materials. The handle of the cane is cut from an Eastern Ky. Bull Elk Horn and the stick portion of the cane is a piece of Acacia Wood which is from Egypt. To all Masons we know the significance of this wood The elk horn was donated by brother Windel Dyer, the acacia wood was donated by brother Jim Story, and the cane was made by brother John Grider. Please keep this historic cane safe, and circulating around Kentucky. One or more Masons may pick up the Cane at any Masonic meeting where it is available. The cane does need to be present in a tiled meeting to count as a lodge visit. The cane, its travels, and the information you leave with the cane will become a part of the rich history of the Grand Lodge of Kentucky for future ages. The lodge which travels the furthest, as indicated by the log kept with the cane, will receive an award at the Annual Communication. **The purpose of this program is to encourage Masonic Travel across the State of Kentucky.**

DISTRICT TRAVELING GAVEL PROGRAM

The District Deputy Grand Master is asked to maintain and promote the traveling gavel program in their district. Each district should have a Traveling Gavel and the District Deputy Grand Master should always know where it is located. It is his responsibility to keep the gavel traveling from lodge to lodge.

The guidelines below are suggestions on how the District Traveling Gavel Program might work. If your district has a program in place, then continue with it instead.

The Traveling Gavel must be placed in clear view of all visiting Brothers **Suggestions for Claiming the Traveling Gavel**

- (1) The traveling gavel may be claimed from a lodge on a regular meeting, called meeting, degree work, installation of officers, or District Meeting.
- (2) A Minimum of the Master and two of his five principal officers, (Senior Warden, Junior Warden, Treasurer or Secretary).
- (3) A lodge that has four principal officers or more.
- (4) A lodge that has five or more brothers.
- (5) If two or more lodges within the district visit a lodge, which qualify, the lodge that brought the most members will receive the gavel. If there is a tie, the lodge that traveled the farthest will receive the Gavel.
- (6) The "District Traveling Gavel" will be presented before closing the lodge.
- (7) The lodge receiving the Gavel will notify the District Deputy that it is in their possession, so when asked he will be able to tell other lodges where it is.

The purpose of this program is to encourage Masonic Travel within districts.

GRAND MASTER'S EXCELLENCY AWARD PROGRAM, 2016-17

The Grand Master's Excellency Award is designed to raise the overall proficiency of a lodge by increasing visibility within the community and the fraternity. Lodges attaining the award will receive them at the 2017 Annual Communication of the Grand Lodge of Kentucky. They must meet the requirements from October 2016 through August 15, 2017. All applications must be signed by the Master of the Lodge and certified by the Lodge Secretary with his signature and the seal of the lodge. The applications must be received by the Grand Lodge Office by August 25, 2017. The requirements for this award are based on input from individual lodges, Past Grand Masters, previous excellency programs and the Grand Master himself. The Grand Master's Excellency Program is point-based this year.

The purpose of this program is to encourage lodges to become very active in their communities and in Masonic knowledge and procedures.

See Appendix H for the Grand Masters Excellency Award Program



First Lady, Laura Jones, “Our Kids, Rite Care Kids”

First Lady, Laura Jones program this year is “ Our Kids, Rite Care Kids”.

The program benefits the Language centers within the Four Scottish Rite Valleys, Louisville, Covington, Lexington, and Madisonville.

A lapel pin, shown above, will be available through each of the Valley Ambassadors, as well as District Deputies.

By purchasing a lapel pin, you will be supporting the language centers in each of the four Valley’s

History

In the early 1950’s, the Scottish Rite of Freemasonry-Southern Jurisdiction of the United States started a children’s speech disorder center in Colorado. The results of this endeavor led to the creation of RiteCare clinics to help children with language disorders. Today, there are 178 RiteCare clinics in the United States.

Eligibility

The basic requirement is preschool children (Ages 3-5) with difficulty speaking or understanding the spoken word. Children in this program require a doctor’s order for care.

Our services are available regardless of race, creed, or inability to pay.

How You Can Help

Each Foundation relies upon its own fundraising to generate the financial resources necessary to operate the RiteCare centers. Your participation greatly helps this cause.

OUR KIDS, RITE CARE KIDS, THANKS YOU FOR YOUR DONATION.....

DISTRICT DEPUTY GRAND MASTERS

AREA NO.1 (Grand Junior Warden is Area Officer)

DISTRICT #:	NAME:	CELL PHONE NO.
1	Chuck Bean (499)	270-562-0105
2	Bob Sanders (105)	270-978-7463
3	Jimmy Williams (812)	270-704-1404
4	David Cornelius (327)	270-820-8305
5	Randy Ware (739)	270-855-9733
6	Ryan Pagano (628)	270-875-5177
7	Carl Isom (115)	270-993-8293
8	Aaron Haycraft (236)	270-589-1236
9	Tim Jantzen (122/624)	270-945-1861
10	Jeff Duncan (208)	615-388-1448

AREA NO.2 (Grand Senior Warden is Area Officer)

11	Ewell Tyree (231)	270-528-1331
12	Jaime Gonzalez (511)	502-794-8402
13	Wayne Carby (740)	502-291-6012
14	Brandon Lykins (906)	606-367-6710
15	Donald Helstern (161)	502-553-0623
16	Robert D. Craig (688)	859-248-2762
17	Hargis Davis (498)	859-466-2331
18	Kevin Schneider (123)	859-991-5299
19	Jim Fletcher (358)	859-380-8274
20	Bill Canon (4)	502-395-8274

AREA NO.3 (Deputy Grand Master is Area Officer)

21	Justin Terwilliger (424)	606-706-0359
22	Mike McQueary (491)	606-875-4208
23	Tim Little (755)	859-498-0265
24	Travis McIntosh (233)	859-771-9315
25	Marion Taulbee (315)	859-358-0067
26	Nick Scott (938)	606-344-1110
27	Bill Bradley (708)	606-255-6723
28	Ernie Gullett (869)	606-226-4960
29	Shon Gray (564)	606-260-1907
30	Clint Mays (187)	606-627-3377

DISTRICT MEETING SCHEDULE 2016-17

Meeting facilities are to be determined by the
 respective District Deputies
 Any meals should be served 1 hour before the meetings.

DISTRICT	DATE	TIME
District 1	Friday, March 3	7:00 PM
District 2	Saturday, March 4	1:00 PM
District 3	Saturday, March 4	7:00 PM
District 4	Friday, March 10	7:00 PM
District 5	Saturday, March 11	1:00 PM
District 6	Saturday, March 11	7:00 PM
District 7	Friday, March 17	7:00 PM
District 8	Saturday, March 18	1:00 PM
District 9	Saturday, March 18	7:00 PM
District 10	Saturday, March 25	7:00 PM
District 11	Saturday, March 25	1:00 PM
District 12, 13, 14	Saturday, April 1	1:00 PM
District 15	Saturday, April 1	7:00 PM
District 16	Friday, March 24	7:00 PM
District 17	Friday, April 7	7:00 PM
District 18 & 19	Saturday, April 8	1:00 PM
District 20	Friday, March 31	7:00 PM
District 21, 22	Saturday, April 15	1:00 PM
District 23	Saturday, April 29	7:00 PM
District 24	Saturday, April 8	7:00 PM
District 25	Friday, April 21	7:00 PM
District 26, 30	Saturday, April 15	7:00 PM
District 27	Saturday, April 29	1:00 PM
District 28	Saturday, April 22	7:00 PM
District 29	Saturday, April 22	1:00 PM

MASONIC EDUCATIONAL CONFERENCE INFORMATION

NO MEALS ARE TO BE SERVED
DRESS CASUAL - ALL MEETING TIMES ARE PREVAILING TIMES

This year the Grand Lodge of Kentucky will present the Masonic Education Conferences. The format is a video conference, available statewide.

A video-conference will be offered on Saturday, January 28,

2017. The conference will be held at 11:00 am EST/ 10:00 central time and will originate from the Grand Lodge Office in Louisville, Kentucky. Please consult with your District Deputy Grand Masters about the location of the conference in your Masonic Districts. Remember brothers, Freemasons have been responsible for many of the scientific and technological advances down through the ages that have impacted our culture. Videoconference technology is the wave of the future and we need to embrace it.

All DDGM's are responsible for setting up the place to have the video conference in there district, also a lodge can do this at their own lodges or Brothers can do this at their own homes.

APPENDIX A

SAMPLE AGENDA FOR YOUR DISTRICT MEETING

Open Lodge prior to time for meal (Lodge officers and members)

Call Lodge from Labor to Refreshment (Master)

Meal (at least one hour prior to meeting Lady's to be invited)

Lodge called from Refreshment to Labor (Master)

Reception of District Deputy Grand Master (public grand honors)

Reception of Grand Lodge Officers and Distinguished Guests (public grand honors)

Reception of Grand Master (private grand honors)

Education Speaker/Presentation (7-10 minutes) State of the District/Lodge Report
(*Presented by DDGM and Masters of Lodges)

District Deputy Grand Master Remarks

Turn meeting over to the Area Officer

Grand Lodge Agenda

Grand Master Remarks

Close Lodge (immediately)

APPENDIX B

RECEPTION OF DISTINGUISHED GUESTS

The following is the order of introduction and is in reverse order of their entrance. It takes into account that rank is introduced from lowest to highest, with the Grand Master entering last. Introductions are made starting on the far right of the person doing the introductions. The line will form at the rear, with the highest-ranking officer at the door.

Distinguished guests will be received in the following order:

1. Leadership of the Masonic Homes.
2. Heads of affiliated bodies. (Scottish Rite, York Rite, and other bodies.)
3. Past District Deputy Grand Masters of your district. (Past District Deputies may be introduced separately before other distinguished guests)
4. Current Committee Members of the Grand Lodge. (Example: Worshipful Brother John Doe, Committee on By-Laws)
5. Current District Deputy Grand Masters from other Districts. (Example: Worshipful Brother John Doe, District Deputy Grand Master District 10)
6. Current Appointed Grand Lodge Officers. (Example: Worshipful Brother John Doe, Grand Senior Deacon) (Public Grand Honors – 3 times 3)
7. Past Grand Masters. (Example: Most Worshipful Brother John Doe, Past Grand Master) (Public Grand Honors – 3 times 3)
8. Elected Grand Lodge Officers. (Example: Right Worshipful Brother John Doe, Deputy Grand Master) (Public Grand Honors – 3 times 3)
9. The Grand Master, Grand Lodge of Kentucky. (Example: Most Worshipful Brother John Doe, Grand Master of Masons in Kentucky) (Private Grand Honors – 3 signs of Masonry – EA, FC, MM)
(Please NO CLAPPING)

It is suggested that all distinguished guests, except the Grand Master, be introduced at the same time. The Lodge is called up when Grand Lodge Officers enter. The proper form is **“I present to you and to the Craft here assembled”** Worshipful Brother John Doe District Deputy Grand Master District No. 1 and Right Worshipful Brother Tim Sanders, Deputy Grand Master. Only Grand Lodge Officers are entitled to public grand honors. **However, if Grand Lodge Officers and others are introduced simultaneously, then all may be given public grand honors of “three times three”.**

After the initial reception of distinguished guests the DDGM will explain how to give the private grand honors. The Grand Master is then presented West of the altar, introduced, and acknowledged by the DDGM who directs the Marshal or Senior Deacon to conduct the Grand Master to the East (to the right hand of the District Deputy). The private grand honors are then given, the Grand Master is offered the crown and gavel as a courtesy asked to conduct the meeting.

- **Note: The initial line up places the Elected Grand Lodge Officers at the door, and they enter with the Senior Deacon, in a path to the left of the altar. Even though they enter first, they are introduced last.**

STATE OF YOUR LODGE REPORT

Lodge Name and Number

Total Number of EA-SR Members _____

Total Number of FC Members _____

Total Number of M Members _____

Number of 25+ year Members _____

Number of 40+ year Members _____

Number of 50+ year Members _____

Number of 60+ year Members _____

Number of 70+ year Members _____

Date of Last Petition

Number of Petitioners since Last District Meeting

_____ Initiated

_____ Passed

_____ Raised

List of Community Involvement Activities Performed by the Lodge

How Many bicycles were placed into schools if any?

Number of First Responders in Lodge _____

APPENDIX D

MASONIC DISTRICT FACEBOOK PAGES

DISTRICT	Facebook Page
District 1	District#1 Masonic Lodges, Grand Lodge of Kentucky
District 2	District #2 Masonic Lodges, Grand Lodge of Kentucky
District 3	District 3 GLKY
District 4	District 4 Masonic Lodges, Grand Lodge of Kentucky
District 5	District 5, Grand Lodge of Kentucky
District 6	Masonic District 6 Grand Lodge of Kentucky F & AM
District 7	Masonic District #7, Grand Lodge of Kentucky F. & A.M.
District 8	Masonic District #8, Grand Lodge of Kentucky F. & A.M.
District 9	District 9 Kentucky F&AM
District 10	District #10 Masonic Lodges
District 11	Masonic District #11, Grand Lodge of Kentucky F. & A.M.
District 12,13,14	Districts 12,13 & 14 Masonic Lodges
District 15	District 15 – Kentucky Free & Accepted Masons
District 16	Masonic District #16, Grand Lodge of Kentucky F. & A.M.
District 17	Masonic District #17, Grand Lodge of Kentucky F. & A.M.
District 18	Masonic District #18 & 19, Grand Lodge of Kentucky F. & A.M.
District 19	Masonic District #18 & 19, Grand Lodge of Kentucky F. & A.M.
District 20	District 20
District 21	Masonic District #21, Grand Lodge of Kentucky F. & A.M.
District 22	Grand Lodge of Kentucky, District # 22
District 23	District #23 Masonic Lodges
District 24	Masonic District #24, Grand Lodge of Kentucky F. & A.M.
District 25	District 25
District 26	KY. Masons District 26

District 27	Kentucky Masonic District 27
District 28	District #28 Masonic Lodges
District 29	Kentucky District 29 Masons
District 30	Masonic District #30, Grand Lodge of Kentucky F. & A.M.
Additional Group	Grand Lodge of Kentucky Statewide Traveling Gavel Location
Additional Group	Masonic Homes of Kentucky, Inc.
Additional Group	Masonic Homes of Shelbyville
Additional Group	GLKY Constitution
Additional Group	Eastern KY Masons
Additional Group	Western KY Masons

All pages should be monitored for appropriateness of content and any inappropriate material removed by the administrator(s). The protocols governing social media found on the Grand Lodge of Kentucky Website must be followed.

APPENDIX E

**Sample Letter to Donate Bicycle to School to Promote
Good Student Attendance**

Date: _____

_____ Lodge # _____

Free and Accepted Masons donates this bicycle to

_____ School located in

_____ Kentucky for the purpose of an attendance incentive

to promote good student attendance during the 2016-17 school year.

Signature of Master of Lodge

Date

Signature of School Principal/designee

Date

Talking Points for Bicycle Presentation

- 1) Local Masons know you need an education to succeed in today's world
- 2) In order to be successful and improve your situation in life you need to be able to read, write and do math well. You also need to work hard and communicate well.
- 3) You must attend school regularly to learn the skills you need for success in life.
- 4) Your local lodge members want to encourage you to attend school regularly and we are donating this bicycle(s) to your school for an attendance incentive.

APPENDIX G

Masonic Bluegrass Ritualist Awards 2016 – 2017

To receive this pin a brother must prove he has previously been or is currently a Ritualist.

(Ritualist 100 – 125), (Senior Ritualist 126 – 150), (Master Ritualist 151 –200)

A brother must perform work from the list below to achieve this prestigious recognition. All lectures must be given from memory and not read. Consult with the Bluegrass Ritual Chairman, Dennis Moore (270) 875-1667 E-mail: draysplace@hotmail.com

Points	Work
5	Confer senior decon 1 st section EA
5	Confer senior decon 1 st section FC
5	Confer senior decon 1 st section MM
5	Confer the Working Tools lecture on EA
5	Confer the Working Tools lecture on FC
5	Confer the Working Tools lecture on MM
5	Confer the Charge EA
5	Confer the Charge FC
5	Confer the Charge MM
5	Confer Short Bible Lecture-EA
5	Confer Short Apron Lecture-EA
5	Confer Minor speaking part of MM second section
5	Confer the Address to Newly Raised brothers
5	Confer Letter “G” FC Degree
5	Confer EA Degree first section
5	Open and Close a MM Lodge by setting in all three principle stations M,SW,JW
5	Open and Close a FC Lodge by setting in all three principle stations M,SW, JW
5	Open and Close a EA Lodge by setting in all three principle stations M,SW, JW
5	Confer the EA Obligation
5	Confer the FC Obligation
10	Confer the MM Obligation
10	Confer EA Degree second section.
10	Confer FC Degree first section.
10	Confer MM Degree first section.
10	Major speaking part in MM second Section (KS, JM, or Zeph)
10	Can teach Lecture on any degree through “reinvestment”.
<i>To be a Master Ritualist you must confer at least one of the following.</i>	
20	Confer the EA degree Third Section (chart or slides)
20	Confer the Stair Lecture in the FC Degree (chart or slides).
20	Confer the Third Section in the MM Degree (chart or slides).
20	Confer Masonic Funeral Rite
20	Confer the Annual Installation of Officers

Grand Lodge of Kentucky
Grand Master's Excellency Award
2016-17

Todd Jones, Grand Master

Directions:

- Step 1: Read and do the Required items #1-#5 on page 25.
- Step 2: Read the choices of activities in Categories 1-5 on pages 25-29
- Step 3: Decide which activities you are going to do to get 125 points.
(You must complete at least 1 activity from each category)
- Step 4: Do the activities you picked. (Note: You can get a maximum of 20 points by donating bicycles to your local elementary schools as a good attendance reward.)
- Step 5: Fill out the Tally Sheet and turn in to Grand Lodge by August 25, 2017.
- Step 6: Attend Grand Lodge Session to receive your Excellency Award!!!

Required items for the Grand Masters Excellency Award

- 1) Sponsor a youth program in your community
- 2) Attend District wide (Family Picnic)
Time and location to be set by Your DDGM
- 3) Open installation of officers to public
- 4) Must have a member of your lodge past masonic scholar quiz (last year counts)
- 5) Lodge must have their Officers Names and Contact Info. Along with Lodges Mailing, and Lodge Physical Address in the Grand Secretary's Office by January 15,2017

CATEGORY 1 – MAINTAINING THE BROTHERHOOD

- A) 5 Points** Fly the American Flag outside the lodge hall during each meeting (weather permitting).
- B) 10 Points** Implement an automated calling system for your lodge. (Example: Phoevite System)
- C) 5 Points** Lodge uses the petition which is available online instead of the old petition.
- D) 10 Points** Host a Friend to Friend Dinner and invite QUALITY MEN, and their significant others. (Consider inviting Coaches, Pastors, Professionals, Community Leaders, etc).
Note: Family Night or Past Masters Night will not qualify for this
- E) 10 Points** At least 3 lodge members participate in the Masonic Homes Great Day of Service.
- F) 10 Points** Adopt a policy that the lodge will use a national criminal background check service on all petitioners (Example: Info Check USA. Note: The Grand Lodge of Kentucky has no affiliation with, and receives no proceeds from, this company).
- G) 20 Points** At least 3 members of the lodge visit all lodges in district and 3 lodges out of district. (Verify using the Masonic Passport available from DGM Tim Sanders.) *Attendance at your District Meeting will count as visit to your DDGM's Lodge*

CATEGORY 2 – QUALITY OF WORK/OUR OBLIGATION

A) 5 Points Provide refreshments at each meeting.

B) 10 Points Participate in a re-obligation ceremony. (The ceremony should be planned to rotate between lodges in the county. (If no re-obligation currently exists, you can start one with the other lodges. (Procedure: The lodge is opened on the MM Degree. The Master, or designee, assumes position to receive the MM obligation. The other brothers behind him, each with a hand on the shoulder of the person in front of them. The Secretary, or another Master Mason, recites the MM obligation which all repeat in unison.)

C) 10 Points The Master and at least 2 of the following officers (SW, JW, Secretary, Treasurer) attend the education meeting .

D) 10 Points Participate in the Masonic Homes “Adopt a Resident” Program.

(For example: Send Birthday and Holiday Cards, personal visits, telephone calls, fruit baskets etc. to a Masonic Homes Resident) ***Contact Bruce Lott at the Masonic Homes of Kentucky for more details. (502)259-9627 ***

E) 30 Points At least 1 member of the lodge attains a Ritual Pin during the 2016-17 Masonic Year for a maximum of 30 points. (10 points for Ritual Pin, 10 points for Senior Ritual Pin and 10 points for Master Ritual Pin)

(Attachment B) *Note: If a brother already has a pin.

CATEGORY 3 – COMMUNITY INVOLVEMENT/MASONRY MATTERS

- A) 5 Points** Sponsor a high school or college scholarship. (5 points for \$250, 10 points for \$500, 20 points for \$1000)
- B) 10 Points** Enter a Masonic Float in a local parade (add 10 points if with an OES Chapter). **C) 10 Points** Participate in the P.R.I.D.E. Cleanup Program (Eastern and Southeastern KY).
- D) 20 Points** Support your local schools Family Resource/Youth Service Center Backpack, Shoes, food, etc. programs. (Contact your area officer for approval of your program)
- E) 30 Points** Cook out for your local high school senior class as positive recognition for their achievement of graduating. (Masons support education!!!)
- F) 20 Points** 10 points per bicycle (maximum of 20 points) donate a new bicycle(s) to your local elementary school as an attendance award. You may partner with an O.E.S. Chapter. Contact the principal to organize this activity. The principal should set the attendance criteria. *(See DDGM Handbook Appendix for an example of a letter to have signed by school principal and presentation talking points)*

CATEGORY 4 – THE FUTURE OF FREEMASONRY

- A) 5 Points** Have “Who are the Masons and What do they Do?” and/or “What has Freemasonry Done for the World,” brochures available for the lodge. The brochures are available from the Masonic Service Association.
- B) 5 Points** Host 1 tiled meeting as a “CamoTie” meeting.
- C) 5 Points** The secretary, or the Master’s designee, will participate in your district Facebook page. (See Attachment B)
- D) 5 Points** One or more members participate in the GLKY Constitution Discussion Facebook page. (See Attachment B)
- E) 10 Points** Support a Masonic Youth Group through finances or in-kind contributions (meeting place, etc.)
- F) 20 Points** Host an appreciation dinner(s) for active military/veterans, fire, police, EMS, First Responders and/or local community leaders. (Maximum of 20 points for this item)
(*Note: Past Masters Night or Widows Dinner will not qualify*).
- G) 20 Points** Host a dinner/social function and invite members of college fraternities/other community organizations. The event should have a leadership speaker, or some other entertainment, as part of the program. (Maximum of 20 points for this item)
(*Note: Past Masters Night or Widows Dinner will not qualify*).
- H) 20 Points** Attend either the Demoley or Rainbow Girls Installation
- I) 30 Points** Convey a Masonic Festive Board with a written agenda, Masonic Education Speaker, and a business attire or black tie dress requirement. (Ladies may, or may not, be included) (For an example of a Masonic Festive Board contact John Bizzack ((859-221-2696) or Cameron Poe (859-361-7747)).

CATEGORY 5 – GOVERNANCE OF THE LODGE

A) 5 Points Keep Lodge outside Appearance Respectful

B) 5 Points Adopt a policy that “All officers will wear ties” during each tiled lodge meeting.

C) 5 Points Establish a “Mason of the Month” program complete with a quality certificate. **D) 10 Points** The lodge carries insurance for the first time during the 2016-17 year.

E) 10 Points The Master installs his own officers in long form according to the KY Monitor.

F) 20 Points The lodge adopts a camera/electronic media usage policy that specifies:

“No camera, cell phone, or other electronic recording device will be used while the lodge is open for work on any degree and no aspect of our ritual is to be recorded at any time.” (*Note: a permissible exemption is for a recording device used by, and under the control of the secretary for performance of his duties*)

G) 20 Points The Master and 5 of his officers attend their district meeting (*Note: no makeup visits) to other districts are allowed without approval by the Area Officer*)

H) 20 Points Establish a planning committee and develop a four year growth plan for your lodge. The plan must be discussed and adopted in open lodge.

2016-17 Grand Masters Excellency Program Tally Sheet

Lodge Name and #, District # (Printed): _____

Total Points Achieved _____

Place a check beside required items (1-5) that have been completed.

1) _____ 2) _____ 3) _____ 4) _____ 5) _____

MUST DO ENOUGH ACTIVITIES TO GET 100 POINTS FROM CATEGORIES 1-4 BELOW

Category 1 Activities (Record the date for each activity completed) (Must do at least 1 activity)

A 5 pts _____, B 10pts _____, C 5 pts _____,
D 10 pts _____, E 10 pts _____, F 10 pts _____,
G 20 pts _____, **SUBTOTAL** _____

Category 2 Activities (Record the date for each activity completed) (Must do at least 1 activity)

A 5 pts _____, B 10 pts _____, C 10 pts _____,
D 10 pts _____, E 20 pts _____, **SUBTOTAL** _____

Category 3 Activities (Record the date for each activity completed) (Must do at least 1 activity)

A 5 pts _____, B 10 pts _____, C 10 pts _____,
D 20 pts _____, E 30 pts _____, F 20 pts _____,
SUBTOTAL _____

Category 4 Activities (Record the date for each activity completed) (Must do at least 1 activity)

A 5 pts _____, B 10 pts _____, C 5 pts _____,
D 5 pts _____, E 10 pts _____, F 20 pts _____,
G 20 pts _____, H 20 pts _____, **SUBTOTAL** _____

Lodge Name and #, District # (Printed): _____

Category 5 Activities (Record the date for each activity completed) (Must do at least 1 activity)

A 5 pts _____, B 10pts _____, C 5 pts _____,
D 10 pts _____, E 10 pts _____, F 20 pts _____,
G 20 pts _____, H 20 pts _____, **SUBTOTAL** _____

Signature of Master Lodge

Date

Signature of Lodge Secretary

Date

Seal of Lodge

*****Please make a photocopy of this document before you mail it!!!*****



MASONIC HOMES *of* KENTUCKY

For 150 years, Masonic Homes of Kentucky has been the region's leading provider of daily living and specialized services to people of all ages. Our team of professionals delivers award-winning, compassionate care at beautiful campuses in Louisville, Shelbyville and Northern Kentucky.

Our tradition of commitment to serving families and individuals began in 1867, when the Masonic Home first opened its doors as a Widows and Orphans Home and Infirmary in Louisville, offering housing, meals, clothing, health care and education. Responding to World War I and II, the Great Depression, the influenza epidemic, and other catastrophic events over the decades, the Masonic Home continued to expand services and facilities to serve the most vulnerable people in the community. In 1993, Masonic Widows & Orphans Home in Louisville and the Old Masons' Home in Shelbyville merged to form Masonic Homes of Kentucky, Inc.

Today, Masonic Homes of Kentucky meets a wide range of needs for people across the age and health spectrum. The Homes receives income from donations, bequests, private pay, insurance, Medicare and Medicaid.

A 21-member Board of Directors governs Masonic Homes of Kentucky, Inc. Directors are Masons elected to serve three-year terms, and the six elected Grand Lodge officers. A senior management team led by the President and Chief Executive Officer includes licensed nursing home administrators and other professionals who manage the day-to-day operations of the facilities and the corporation.

Contact

Masonic Homes of Kentucky

3761 Johnson Hall Drive

Masonic Home, KY 40041

Phone: 502.259.9627

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Bruce Lott (224)
VP / Fraternal Relations

