

Grand Lodge of Kentucky

2017-18

District Deputy Grand Master

Handbook



Timothy D. Sanders

**Grand Master of Masons
In Kentucky**

2017-18

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Letter from M.W.G.M Timothy D. Sanders

My Brothers,

First, let me congratulate and personally thank each and every one of you for accepting this position. You have been selected by myself personally and recommended by your Masonic brethren to be my personal representative in each of your Masonic Districts across this great state. By accepting this appointment, you are agreeing to Help, Aid, and Assist the lodges in your district with whatever their Masonic needs may be.

Let's help to keep our lodges running to the utmost of their ability while you carry out the responsibilities of promoting the programs of the Grand Lodge of Kentucky. Please remember to keep me informed of any events which may impact our great Fraternity. It is important that you include your brethren's thoughts and input while organizing your Masonic District Meeting so that it may be successful, harmonious, and run like a well-oiled machine.

Remember to encourage your brothers to enjoy their membership in this, the greatest fraternity the world has ever known...FREEMASONRY!

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

1. Effective investigating committees!
2. Proficient Ritual work!
3. Outreach to Inactive Brothers Program.
4. The Masons Helping Masons and Veterans Programs.
5. Attendance at the Educational Conferences and District Meetings.
6. Following and understanding our Masonic Constitution.
7. The importance of staying visible in OUR community in a positive way.
8. The "Masonic Bicycles and Assistance in Schools Program".
9. The importance of attaining "The Grand Master's Lodge of Excellence Award".
10. And last but not least, "BE THE MEN WE PROFESSED TO BE."

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

Fraternally Thine,
Timothy D. Sanders
Grand Master
Grand Lodge of Kentucky F.& A.M.

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 THE 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 the lodges in your district to help, aid, and assist them, and to promote Grand Lodge activities and programs. Since you are the official liaison between the Grand Master and 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, please refer it first to your Area Officer and the Grand Master. 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 publicly 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 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 that Masonic lodge. Plan your visits around possible bad weather, holidays, your schedule, etc. I also encourage you to use the 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 him 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 urge them to update their By-Laws as needed. 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 Grand Lodge programs in the district. Please communicate any concerns to the Area Officer and/or the 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 D.D.G.M. 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 information about Grand Lodge programs and planned events to the craft. 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 dignity and be respectful of your brothers. They will expect you to be confident as you are serving in the capacity of D.D.G.M. 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 all private quarrels and disagreements. If you see a problem developing then bring it 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 and follow them when planning your district meeting. For a Sample District Meeting Agenda, see Appendix A. See Appendix C for the State of Your District form to be completed and presented by the D.D.G.M., or his designee, at the district meeting.

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 Your District Meeting in Masonic Home Journal

The notice of your district meeting must be received by the Masonic Home Journal Staff by the 10th of the month, two months prior to the month of your meeting. Plans and details must be submitted and approved by the Grand Master and Area Officer prior to publication. For example, if your district meeting will be held in April, submit notice to the Masonic Home Journal by February 10th, to appear in the March issue.

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.
3. Indicate if the ladies are invited or if it is for Masons only.

Detail important information about your meeting along with a digital photo of yourself (unless a photo was taken at the D.D.G.M. Orientation) and mail this information to: 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, 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. If ladies 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 other 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 appropriate 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.

The D.D.G.M. will have a completed State of the District Report, and will present the totals during the District Meeting. Masters, or designees, will introduce themselves, their lodges, and report on their participation in community activities and Grand Lodge programs. Example: "Most Worshipful Grand Master, I am Hiram Abiff, Master of Ashlar Lodge No. 333 in Fellow Craft, Ky. We donated two bicycles to the local elementary school, gave a \$300.00 scholarship to the local high school, and sponsored a Little League baseball team. We held a fish fry to raise money for the HIKE (Hearing Impaired Kids Endowment) Fund, had an Ice Cream Social for our widows, and donated \$100.00 to Masons Helping Masons."

District Meeting Attendance Awards 2017 - 2018

An attendance award will be presented at the Grand Lodge Annual Communication to those lodges who have the Master, and 10% of their total membership, or the Master and twenty members, present. For example, if a lodge has 30 members, the Master and three members must attend. If a lodge has 200 or more members, the Master and at least 20 members must attend to qualify for this award.

(If the Master is unable to attend due to extenuating circumstances, the lodge may apply to the Area Officer or the Grand Master for relief. If the Area Officer or the Grand Master determine that the absence is justifiable, the lodge will then be considered to have met the requirements with a total of 10% of their total membership in attendance.)

COMMITTEES

Committee on Masons Helping Mason

The Masons Helping Masons Program was designed to help brother Masons who are in need. After a lodge has contributed to a brother's relief, the lodge may then apply to this program for additional help, if needed, for that brother.

This program was first started by M.W.P.G.M. Brother Herman Forrester and expanded later by M.W.P.G.M. Brother Chris Stout.

By the sale of items such as ties, hats, scarves, and knives, which funds this program, we are able to accomplish this goal.

Committee on Ritualist Advisors

This committee was created to advise and assist the Lodges of the Grand Lodge of Kentucky in the conferral of the ritual including the opening and closing ceremonies.

We have two rituals, the KY RTL, (the Light Blue book) and the Kentucky Ritual, (the Dark Blue book) and two monitors, (Grants Trestle Board and the Kentucky Monitor), recognized by the Grand Lodge of Kentucky and approved for the use by the constituent lodges.

Your committee will use these approved books to provide the assistance and guidance you may need for the conferral of the work and other ceremonies within the lodges of the Grand Lodge of Kentucky.

The purpose of the committee is not to correct, dictate, nor to do all the actual work for the lodges. No lodge should be forced to change anything they are currently doing. This committee will be available to provide any assistance, advice, and ritual help the lodges of the Grand Lodge of Kentucky may need to bring them into compliance with the rules, regulations, and proper procedures as adopted by our Grand Lodge.

Committee on Masonry Matters

The committee on Masonry Matters was started by Brother Bill Cunningham. It was designed to encourage lodges to get involved in our local schools, by helping with the various needs of the children.

Committee on First Responders

This committee was started by M.W.P.G.M. Todd Jones, to recognize and honor our First Responders, the local men and women who put themselves in harm's way each day so that we may continue to enjoy the safety of the world in which we live.

I urge EACH lodge to honor them with a dinner, cookout, breakfast, special program, or event to show them, and others in our communities how important they are to us.

Committee on Veterans Affairs

This committee was established by M.W.P.G.M. and current R.W. Grand Secretary Brother Donald H. Yankey, and with this program, we honor our veterans in several ways.

We annually assist in funding and supporting our active military and veterans with events across our state.

This year we are going into the National and State cemeteries to assist with cleanup and placing flags in preparation of Memorial Day (done on the Saturday before). Flags are retrieved on the following Tuesday.

If your lodge can't travel to one of the National or State Veteran Cemeteries, you may choose a local cemetery to adopt. Please inform your District Deputy, Area Officer and myself if you choose this option.

Grand Lodge of Kentucky Golf Scramble to benefit the Veterans Program, Saturday, May 12, 2018

Quail Chase GC, 7000 Cooper Chapel Road, Louisville, KY 40229

Lunch is at noon, shotgun start at 1:00pm (Est)

Fees are \$260 per team, \$65 per player

Hole sponsorships are available at \$100 per hole.

Mulligan packages will be sold at the registration table for \$10

Get a Hole-In-One on the designated par 3 hole, and WIN THE CAR!

BOOK OF MASONIC CONSTITUTION

Become familiar with the index and articles 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 guide the brothers to the proper answer. This process will prevent misunderstandings of the question at hand. 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. Each lodge received two copies of the updated Constitution after the most recent Annual Communication of the Grand Lodge. 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 that he submit the newly elected and/or appointed officers of the lodge electronically. This electronic submission should be completed as soon as possible following the election of officers in December. This can be done prior to installation. In any case, the submission must be received in the Grand Lodge Office prior to Sunday, January 14, 2018.

Encourage the lodge Secretary to be sure to enter the information on the lodge income electronically on the home page of the database. Additionally, each lodge will have to fill out a 990 E Postcard on the IRS Website if their annual income is 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 "Be the men we professed to be."

Grand Master's Pins

This year's Grand Master's Pin is round with a blue background. Emerging from the top of the pin is a Letter G, which is shining rays of light on to a man kneeling at an altar surrounded by three burning tapers. Curving around the sides of the pin is the Grand Master's Slogan: "BE THE MEN WE PROFESSED TO BE" and curving around the bottom, "GRAND LODGE OF KENTUCKY F. & A. M." Centered across the back of the pin, in raised letters, is printed, "TIM SANDERS" on one line, and "GRAND MASTER 2017-18" below that.

Grand Master's Veterans Program Pins and Coins

The Grand Master's Veterans Pin has the Square and Compasses atop the shape of the State of Kentucky in blue, atop the American Flag, with "REMEMBERING OUR VETERANS" scrolling across the bottom. The Grand Master's Veterans Coin has the emblems of the Army, Navy, Air Force, Marines, and Coast Guard surrounding a Masonic emblem on one side, and the American Flag on the reverse. Proceeds from the Masonic Veterans Pin and Coin sales will benefit Veteran Recognition Programs across the Commonwealth of Kentucky. The 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 know such a Veteran, please ask them to consider volunteering their time to speak at an assembly at your local school, or other local events. The purpose of this program is to recognize our Veterans.

Grand Master's ATV Rides 2017-18

This year we will continue with the four wheeler rides at Salyersville and Bardwell, with an additional ride at The Western Kentucky ATV Park in Madisonville. Check the Grand Lodge website, or ask your D.D.G.M., for details.

Grand Master's Masonic Scholar Program

Interested Masons may qualify for a Masonic Scholar 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. A thorough reading and study of the constitution is required prior to taking the test. Individuals who successfully complete this assessment will be awarded a Masonic Scholar 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 Lodge of Excellence Award. The purpose of this program is to increase knowledge of the Masonic Constitution across Kentucky.

GRAND MASTER'S 2017-2018 STATEWIDE BEE HIVE AND DISTRICT TRAVELING GAVEL PROGRAMS

Statewide Traveling Bee Hive Program

The Grand Master will have a Statewide Traveling Bee Hive Program. The bee hive location can be tracked using the locator found on the Grand Lodge of Kentucky website and/or the Grand Lodge of Kentucky Statewide Traveling Bee Hive Location Facebook Page (see Appendix D). It is important that you follow the directions contained in the bee hive case to ensure that its location is kept updated, so all lodges have an opportunity to claim it. One or more Masons may claim the bee hive at any Masonic meeting. It must be claimed and presented in a tiled or open meeting to count. Make sure to follow the directions and sign the registry contained in the bee hive case. ***“The Bee Hive is an emblem of industry and recommends the practice of that virtue to all created beings....”*** The bee hive may first be claimed by the lodge which travels the farthest, **and has not already claimed it**, otherwise by the lodge that has traveled the longest distance and never had it. 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 his 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. The traveling gavel may be claimed by:
 1. A minimum of the Master and two of his five principal officers, (Senior Warden, Junior Warden, Treasurer or Secretary).

2. A lodge that has four principal officers or more.
3. A lodge that has five or more brothers.
4. If two or more lodges within the district which qualify visit a lodge, 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.
5. The Traveling Gavel will be presented before closing the lodge.
6. 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 the district.

GRAND MASTER'S LODGE OF EXCELLENCE AWARD PROGRAM, 2017-18

The Grand Master's Lodge of Excellence 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 it at the 2018 Annual Communication of the Grand Lodge of Kentucky. They must meet the requirements from September 2017 through August 19, 2018. 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. Applications must be received by the Grand Lodge Office by Sunday, August 26, 2018. The requirements for this award are based on input from individual lodges, Past Grand Masters, previous excellence programs and the Grand Master himself. The Grand Master's Lodge of Excellence 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 Excellence Award Program

DISTRICT DEPUTY GRAND MASTER NAMES AND CONTACT INFORMATION

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

District	Name	Cell Phone	Home Phone
1	Kyle Thomas	270 983-2318	
2	Danny Athenas	270 970-1919	270 554-0369
3	Dennis K. Jones	270 994-4774	270 928-1134
4	Dickie Oberhausen	270 847-2072	270 542-7240
5	David A. Beaven	270 316-3897	812 477-2622
6	William W. Dixon Jr.	270 339-6907	270 676-3214
7	Robert W. Knowles	270 316-0536	270 926-4516
8	Jason J. Bolin	270 256-4776	
9	Matthew H. Lewis	270 320-4019	
10	Joe W.Wheet Sr.	270 792-3732	270 529-2611

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

District	Name	Cell Phone	Home Phone
11	Larry W.Sanders	270 287-1951	270 597-7463
12	John Summers	502 664-7866	
13	John A. Johnson	502 432-5739	502 937-8575
14	Thomas B. Irwin	502-777-4238	502-458-7098
15	Derrick McDaniel	502 593-1308	502 538-3772
16	Dustin Barnes	270 849-4116	
17	Homer Druin	502 220-8122	502 437-0105
18	S.Brad Drew	859 803-4111	
19	James P. Rose	859 391-4015	859 781-2478
20	Kent McClanahan	859 333-1792	

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

District	Name	Cell Phone	Home Phone
21	Kevil Chinn	859 238-3779	859 236-6612
22	Ronnie Dale York	606 688-1691	
23	Ivan Howard	606 205-7524	606 349-1637
24	Walt Ryder	859 333-1586	859 269-6150
25	Travis Davis	859 625-4214	
26	William E. Mills	606 401-1302	606 878-5926
27	Randy Steagall	606 225-6371	606 286-5585
28	Greg Wright	606 792-5738	606 297-1963
29	Jonathan Back	606 821-9518	606 335-7637
30	Rusty L. Howard	606 273-7182	606 573-1104

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 in a dual format. These formats will include a video-conference available statewide, and visits to six specific locations around the state by the Education Committee, scheduled as follows:

First, a video-conference will be conducted on Saturday, January 27, 2018. The conference will be held at 10:00am EST, 9:00am CST, 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.

Second, members of the Grand Lodge of Kentucky Education Committee will travel to the six locations listed below for Masonic Education Meetings. The same information will be presented in these meetings as was presented during the video-conference. The dates for these meetings are as follows with **local times prevailing**:

Feb 9, 18	07:00 PM	Madisonville Scottish Rite
Feb 10, 18	10:00 AM	Louisville Scottish Rite
Feb 10, 18	03:00 PM	Lexington Scottish Rite
Feb 23, 18	07:00 PM	Covington Scottish Rite
Feb 24, 18	10:00 AM	Perry County Central High School, Hazard
Feb 24, 18	03:00 PM	Columbia Lodge No. 96

Please watch the Masonic Home Journal, your District Facebook page, and stay in touch with your District Deputy for more information on these meeting times and locations.

DISTRICT MEETING SCHEDULE 2017-18

On Fridays, meals will be at 6:00pm, meetings at 7:00pm

On Saturdays, early meeting meals will be at Noon, meetings at 1:00pm, and evening meals at 6:00pm, meetings at 7:00pm, prevailing time. Meeting facilities are to be determined by the respective District Deputies.

Date	District(s)	
	Early	Evening
Mar 16		16
Mar 17	19	18
Mar 23		17
Mar 24	11	10
Apr 06		21
Apr 07	15*	20
Apr 13		8
Apr 14	12,13,14	7
Apr 20		1
Apr 21	2	3
Apr 27		4
Apr 28	6	5
May 11		9
May 18		25
May 19	30	26
Jun 01		23
Jun 02	27	24
Jun 08		22
Jun 09	28	29

*Dist.15, Breakfast at Bullitt meeting at 11:00am

APPENDIX A

SAMPLE AGENDA FOR YOUR DISTRICT MEETING

Open Lodge

Call Lodge from Labor to Refreshment

Meal

Lodge called from Refreshment to Labor

Reception of District Deputy Grand Master

Reception of Grand Lodge Officers and Distinguished Guests

Reception of Grand Master

Education Speaker/Presentation (10 – 15 minutes)

State of the District Report (Presented by D.D.G.M. and Masters of lodges)

District Deputy Grand Master Remarks

Turn meeting over to the Area Officer

Grand Lodge Agenda

Grand Master Remarks

Close Lodge

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. All distinguished guests are received together, in one large group, and given Public Grand Honors, three times three.

The Grand Master is always received last, by himself. He is introduced west of the Altar, then brought to the East, and given the Private Grand Honors, the three signs of Masonry.

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. Grand Lodge Committee Members. (Example: Worshipful Brother John Doe, Committee on By-Laws)
4. Current District Deputy Grand Masters from other Districts. (Example: Worshipful Brother John Doe, District Deputy Grand Master District 10)
5. Current Appointed Grand Lodge Officers. (Example: Worshipful Brother John Doe, Grand Senior Deacon)
6. Past Grand Masters. (Example: Most Worshipful Brother John Doe, Past Grand Master)
7. Elected Grand Lodge Officers. (Example: Right Worshipful Brother John Doe, Deputy Grand Master)
8. 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)**

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 Gary Rose, 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 D.D.G.M. will explain how to give the Private Grand Honors. The Grand Master is presented West of the altar, introduced, and acknowledged by the D.D.G.M. who directs the Marshal or Senior Deacon to conduct the Grand Master to the East (to the right of the District Deputy). The Private Grand Honors are then given, the Grand Master is offered the crown and gavel, and is extended the courtesy to conduct the meeting.

Note: The initial line up places the Elected Grand Lodge Officers at the door. Even though they enter first, they are introduced last.

APPENDIX C

STATE OF YOUR DISTRICT REPORT

DDGM Worksheet, District No. _____

Members Raised
Members Passed
Candidates Initiated
Date of Last Petition
70 Year Members
60 Year Members
50 Year Members
40 Year Members
25 Year Members
Number of MM s
Number of FCs
Number of EAs
Total Members
Lodge Number

Lodge Name																				
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20																				

DDGM Worksheet, District No. _____

	Lodge Name	Lodge Number	Scholarships Given	Value Each	Bicycles Per School	Number of Schools	Other Community Activities
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

APPENDIX D

MASONIC DISTRICT FACEBOOK PAGES

District	Facebook Page
1	District #1 Masonic Lodges, Grand Lodge of Kentucky
2	District #2 Masonic Lodges, Grand Lodge of Kentucky
3	District 3 GLKY
4	District 4 Masonic Lodges, Grand Lodge of Kentucky
5	District 5, Grand Lodge of Kentucky
6	Masonic District 6 Grand Lodge of Kentucky F & AM
7	Masonic District #7, Grand Lodge of Kentucky F. & A.M.
8	Masonic District #8, Grand Lodge of Kentucky F. & A.M.
9	District 9 Kentucky F&AM
10	District #10 Masonic Lodges
11	Masonic District #11, Grand Lodge of Kentucky F. & A.M.
12,13,14	Districts 12,13 & 14 Masonic Lodges
15	District 15 – Kentucky Free & Accepted Masons
16	Masonic District #16, Grand Lodge of Kentucky F. & A.M.
17	Masonic District #17, Grand Lodge of Kentucky F. & A.M.
18,19	Masonic District #18 & 19, Grand Lodge of Kentucky F. & A.M.
20	District 20
21	Masonic District #21, Grand Lodge of Kentucky F. & A.M.
22	Grand Lodge of Kentucky, District # 22
23	District #23 Masonic Lodges
24	Masonic District #24, Grand Lodge of Kentucky F. & A.M.
25	District 25
26	KY. Masons District 26
27	Kentucky Masonic District 27
28	District #28 Masonic Lodges
29	Kentucky District 29 Masons
30	Masonic District #30, Grand Lodge of Kentucky F. & A.M.
Additional	Grand Lodge of Kentucky Statewide Traveling Gavel Location
Additional	Masonic Homes of Kentucky, Inc.
Additional	Masonic Homes of Shelbyville
Additional	GLKY Constitution
Additional	Eastern 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 No. _____, Free and Accepted

Masons donates _____ bicycle(s) to:

_____ School, located in

_____, Kentucky as an incentive to promote good

student attendance during the 2017-18 school year.

Signature of Master of Lodge

Date

Signature of School Principal/designee

Date

APPENDIX F

TALKING POINTS FOR BICYCLE PRESENTATION

1. Local Masons know you need an education to succeed in today's world
2. 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 your students to attend school regularly and we are donating this/these bicycle(s) to your school for an attendance incentive.

APPENDIX G

MASONIC BLUEGRASS RITUALIST AWARDS 2017 – 2018

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, for more details.

Points	Work
5	Confer Senior Deacon 1st Section on EA
5	Confer Senior Deacon 1st Section on FC
5	Confer Senior Deacon 1st Section on 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 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 a MM Lodge by setting in all three principle stations M, SW, & JW
5	Open a FC Lodge by setting in all three principle stations M, SW, & JW
5	Open an 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".

To be a Master Ritualist you must confer at least one of the following.

- 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
- 20 Confer the EA degree Third Section (chart or slides)

APPENDIX H

GRAND LODGE OF KENTUCKY GRAND MASTER'S LODGE OF EXCELLENCE AWARD

2017-2018

Timothy D. Sanders, Grand Master

Directions:

- Step 1: Read and do the Required Items 1 through 5.
- Step 2: Read the choices of activities in Categories 1 through 5.
- Step 3: Decide which activities you are going to do to accumulate 150 points. (You must complete at least 1 activity from each category)
- Step 4: All Required Items and activities must be completed between September 2017 through August 19, 2018.
- Step 5: All required paperwork must be submitted to the Grand Lodge Office by August 26, 2018.
- Step 6: Come to Grand Lodge Annual Communication in October 2018 and pick up your award!!!

Required items for the Grand Master's Lodge of Excellence Award

1. Annual Installation of Officers must be open to the public.
2. Must support a youth group in their community.
3. Each Master must appoint a committee responsible for the outreach and communication with the lodge's inactive and shut-in members.
4. Must have a member of the lodge pass the Masonic Scholar Quiz.
5. Must have at least three members participate in the Veterans Cemeteries Program, or adopt a local cemetery. Check the Grand Lodge website, or ask your D.D.G.M., for details.

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: Phonevite System)
- C) **10 Points:** Lodge uses the petition which is available online instead of the old petition.
- D) **10 Points:** Host a Friend to Friend Event and invite worthy 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) **20 Points:** At least three lodge members participate in the Great Day of Service at one of our Masonic Homes campuses.
- F) **20 Points:** Adopt a policy that the lodge will use a national criminal background check service on all petitioners (Example: Info Check USA. The Grand Lodge of Kentucky has no affiliation with, and receives no proceeds from, this company)
- G) **20 Points:** At least three members of the lodge visit all lodges in district and three lodges out of district. (Verify by using a Masonic Passport.) *Attendance at your District Meeting will count as visit to your D.D.G.M.'s Lodge*

CATEGORY 2 – QUALITY OF WORK/OUR OBLIGATION

- A) **5 Points:** Provide refreshments at each meeting.
- B) **10 Points:** Have a Re-Obligation Ceremony. (Procedure: The lodge is opened on the MM Degree. An exemplar candidate assumes position to receive the MM obligation. The other brothers stand behind him, a hand on the shoulder of the brother in front of them. The Master, or his designee, recites the MM obligation, which all repeat in unison. The EA and FC obligations may be added to the ceremony, but are not required.)
- C) **10 Points:** The Master and at least 2 of the following officers: SW, JW, Secretary, Treasurer, attend the Education Conference, either by telecast or in person.
- 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. 502-693-6381, blott@mhky.com.
- E) **20 Points:** At least one member of the lodge attains a Ritualist Pin, or advances to a higher award, during the 2017-18 Masonic Year. (Example: If a member receives a Ritualist Pin, or a Ritualist advances to Senior Ritualist, or a Senior Ritualist advances to Master Ritualist, the lodge receives 20 points.) (Attachment B)

CATEGORY 3 – COMMUNITY INVOLVEMENT/MASONRY MATTERS

A) **10 Points:** Award a scholarship to a high school or college student.

B) **10 Points:** Enter a Masonic Float, either as a lodge or jointly with other Masonic Appendant Bodies, in a local parade.

C) **10 Points:** Have a Lodge booth at a community event, county fair, or other local activity

D) **20 Points:** At least 5 lodge members attend the “All Masons Day” at the Kentucky Capitol. (Date to be determined and announced in the Masonic Home Journal.)

E) **20 Points:** Support your local schools’ Family Resource/Youth Service Center programs, such as backpacks, shoes, food, supplies, etc.

F) **Up to 40 Points:** (10 points per bicycle, maximum of 40 points) Donate a new bicycle(s) to your local elementary schools 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 APPENDIX E for an example of a letter to have signed by school principal and APPENDIX F for 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 may be purchased from the Masonic Service Association.

B) **10 Points:** The Master, or his designee, will participate in your district Facebook page. (See Appendix D)

C) **10 Points:** Support a Masonic Youth Group through finances or in-kind contributions (meeting place, etc.).

D) **20 Points:** Host an appreciation dinner(s) for active duty military, veterans, first responders, police, and/or local community leaders.

(Note: Past Masters Night or Widows Dinner will not qualify)

E) **20 Points:** Host a dinner/social function, for members of college fraternities and other community organizations. The event should have a leadership speaker, or some other entertainment, as part of the program. (Note: Past Masters Night or Widows Dinner will not qualify)

CATEGORY 5 – GOVERNANCE OF THE LODGE

A) **10 Points:** Adopt a policy that “All officers will wear ties” during each tiled lodge meeting.

B) **10 Points:** Establish a “Mason of the Year” program complete with a quality certificate.

C) **10 Points:** The Master installs his own officers using the Installation Ceremonies in the Kentucky Monitor or the Kentucky Ritual, from memory.

D) **20 Points:** The lodge adopts a cellular phone usage policy that specifies:
“No cellular phone, or other electronic devices will be used while the lodge is at labor on any degree, for social media, texting, or any other unnecessary activities.” (*Note: a permissible exemption is for brothers to check or record events on electronic calendars.)

E) **20 Points:** The Master and 7 of his officers attend their district meeting (*Note: No makeup visits to other districts are allowed without approval by the Area Officer*)

F) **20 Points:** Establish a planning committee and develop a long-term growth plan for your lodge. The plan must be discussed and adopted in open lodge

2017-2018 Grand Master's Lodge of Excellence Scoresheet

Lodge Name, No.: _____

District No.: _____

Required Items:

1 _____ 2 _____ 3 _____ 4 _____ 5 _____

MUST EARN AT LEAST 150 POINTS FROM CATEGORIES BELOW:

Circle each Activity completed. Must complete one Activity in each Category.

Category 1	Category 2	Category 3	Category 4	Category 5
A) 5 pts	A) 5 pts	A) 10 pts	A) 5 pts	A) 10 pts
B) 10 pts	B) 10 pts	B) 10 pts	B) 10 pts	B) 10 pts
C) 10 pts	C) 10 pts	C) 10 pts	C) 10 pts	C) 10 pts
D) 10 pts	D) 10 pts	D) 20 pts	D) 20 pts	D) 20 pts
E) 20 pts	E) 20 pts	E) 20 pts	E) 10 pts	E) 20 pts
F) 20 pts		F) 10 pts (up to 40 pts)		F) 20 pts
G) 20 pts				

Total Points from Each Category:

Category 1: _____
Category 2: _____
Category 3: _____
Category 4: _____
Category 5: _____
Grand Total: _____

Grand Lodge Use Only

Required Items	Categories	Total Points
1: Y / N	1: Y / N	Y / N
2: Y / N	2: Y / N	
3: Y / N	3: Y / N	<i>Award Earned:</i>
4: Y / N	4: Y / N	Y / N
5: Y / N	5: Y / N	

Master's Signature

Date

Lodge
Seal

Secretary's Signature

Date

Please make a photocopy or scan of this form before mailing!

APPENDIX I

“Remember Me”

A program to enhance the quality of life for Masonic Homes of Kentucky residents living with dementia.

Most Worshipful Grand Master Tim Sanders and First Lady Sue

Since 1867, the Masonic Homes have cared for adults and children, with particular attention on their quality of life. In recent years, as our lifespans have continued to increase, the Homes have seen a greater need for programs requiring dementia care. As a Homes Board member, I know that their goal always has been to provide the highest quality of care possible, with dignity and respect for the individual.

My Mother, Virginia “Ginny” Sanders, died on April 24, 2017. Mom suffered from dementia, and my family spent many hours caring for her at her home. We were very fortunate that she could remain at home. Many others are not as fortunate, and receive better care in a setting like Masonic Homes.

Sue and I learned that connecting with someone with dementia is not always easy. Keeping them stimulated cognitively, physically, emotionally, and spiritually, is difficult at best.

For these reasons, we have chosen to support a program for Homes residents we call “Remember Me.” This program focuses on mobile interactive computers and touch-screen devices that allow dementia residents to make the most of their communication and interaction capabilities, and to do so pleurably, engagingly, and without frustration. The systems are built on a picture-based, touch screen interface that allows users to simply “touch” their way to find engaging, educational, spiritual, and personalized content that is appropriate to their level of ability, such as e-mail, and web cams to connect with loved ones, and enjoying mind-stimulating activities while improving hand-eye coordination.

Our goal is to raise approximately \$26,000.00 to purchase two of the portable units, which can be moved to resident rooms as needed. To help reach our goal, we have designed a special lapel pin, fashioned after the famous “Forget-Me-Not” flower, which will be available for a \$10.00 donation.

I hope you will join Sue and me in this exciting venture!

Thank You for caring enough to help. Someday it could be us that needs this help.

Sue and Tim Sanders



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

Fax: 502.259.5290

info@mhky.com

www.masonichomesky.com

Gary R. Marsh (400)
President &
Chief Executive Officer

J. Scott Judy (400)
Sr. VP / Operations &
Chief Operations Officer

Todd Lacy (400)
Sr. VP / Finance &
Chief Financial Officer

Nicole Candler
Sr. VP / Communications &
Chief Communications Officer

Barry Denton (400,740)
Sr. VP / Mission Advancement
& Chief Development Officer

Bruce Lott (224)
VP / Fraternal Relations

