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## YOUR NEWSLETTER

Newsletters are the essential communication tools of the Master. It reaches 100% of the Lodge membership, whether they are active members who participate in all of the lodge activities or are housebound non-driving members who cannot attend any of the lodge functions. For many members it is the ONLY contact that they have with their lodge and gives them a feeling of knowing the active members of the lodge by reading their names.

### APPEARANCE

The newsletter projects the lodge's image to its members and perhaps more importantly to non-members. You never know who will pick up a copy of your latest newsletter and after reading it comes away with an impression of Masonry and your lodge. That impression can be favorable or unfavorable depending upon how well the letter is written.

### WHEN TO START COLLECTING IDEAS

When should you start collecting articles/ideas for your newsletter?  
AS SOON AS YOU CAN.

Start when you are the Junior Warden, or even earlier, if possible. Why? Some articles that you would like to use are time related; they appear about a year ahead of the time that you need them. For example, articles on George Washington's Birthday usually only appear once a year, in February. If you wait until you need this article, you can't get it into your February Trestleboard, as it needs to be written and submitted to your trestleboard editor in January.

### MASTER'S MESSAGE

The Master's Message in your newsletter is your opportunity to communicate with members, inform them and inspire them.

- For the first letter use your annual plan. Lay out your plans for the coming year. Let everyone see what you have planned and the date it is planned for.
- You might write about upcoming major lodge events such as a Masonic Information Program or perhaps a Past Master's Dinner Dance.
- Recognize members every time you can for both Masonic and community related achievements.



## **OTHER TOPICS**

- Unless you, as Master, want to write the entire newsletter yourself, you had better enlist some help. Two naturals are the Junior and Senior Wardens. It's good experience for them and will give them some preparation for their year as Master. Make sure their assignments are clear; it would be unfortunate if both wrote on programs or visitors, etc.

**GOOD LUCK WITH YOUR TRESTLEBOARDS!**



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## PHONE COMMITTEES

### PURPOSE

Events will change or come about after the newsletter is printed and distributed. A telephone committee will be necessary to communicate with the members.

Likely events that will require phone calls include:

- Funerals
- Degrees
- Event cancellations or time changes

It is also a good idea to use the phone committee to boost attendance. If you are planning a Crab Feed, for example, you may want to use the phone committee to call all local members who have not purchased a ticket yet. Sometimes members just need a little encouragement to participate.

### PHONE COMMITTEE MEMBERS

There should be a sufficient number of committee members that no one person has to make more phone calls than necessary.

### COMMUNICATION

As Master, you should be in constant communication with the Phone Committee chairman. If you do, you will find that the word is spread faster and attendance at lodge events will be greater.



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## CANDIDATE COMMUNICATION

Communicating with candidates and new members is an important role of the Master.

As an aid to you, a sample of the following letters is provided in this section:

- To the new affiliated member
- To the new elected candidate
- To the newly initiated Entered Apprentice
- To the newly passed Fellow Craft
- To the newly raised Master Mason

Use these samples as guides to better your communication with candidates and new members.



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## **SAMPLE LETTER NEWLY AFFILIATED MEMBER**

LODGE LETTERHEAD

November 8, 2006

Mr. Fred B. Smith  
567 However Road  
Anywhere, Ky. 99999

Dear Brother Smith:

It is with sincere pleasure that I welcome you into the ABC Lodge family as a newly affiliated member. Through this letter I extend to you the right hand of fellowship and an earnest invitation to join in all the affairs and activities of your new Lodge.

As you may have discovered by now, ABC Lodge is strong in its membership ties, and I know you will find many rewards through your participation, whether it be in the Lodge room, or in the Social Hall.

Always feel free to call me for any assistance I may be able to provide, and also I hope you will not hesitate to offer any advice or suggestions you may have. The Lodge grows as each member contributes his own individual share of understanding and service.

Again, on behalf of the officers and members, a warm welcome to you, and I look forward to our association together in Masonry.

Fraternally thine,

Your Name  
Master



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## SAMPLE LETTER NEWLY ELECTED APPLICANT

LODGE LETTERHEAD

January 8, 2006

Mr. John J. Jones  
1234 Anyplace Street  
Anywhere, Ky. 99999

Dear Mr. Jones:

It is my pleasure to enclose this personal letter of congratulations with the Secretary's official notification of your election to receive the degrees of Freemasonry. Through the ages free men everywhere have aspired to membership in this great fraternal order, and only as the mysteries of Masonry have unfolded before them have they comprehended fully the honor bestowed upon them.

The spirit with which you approach your Masonic experience will determine largely how much it will mean to you. One with a sincere wish to be serviceable to his fellow citizens as expressed in his application - thereby entering with the desire to give of himself in service, sacrifice and fellowship - will surely reap a hundred-fold.

Come to your Initiation prepared for a time-honored and memorable ceremony. Dismiss from your mind any of those harmless jokes you may have heard about "riding the goat" and so on. As you knock at the door of this venerable institution, enter only with the prayer in your heart that you may be found worthy.

Please invite any relatives and friends whom you understand are Master Masons to attend your Initiation. After proving their membership according to Masonic custom, they will be admitted and warmly welcomed. It is considered an honor in Masonry to be present when someone you know is receiving the degrees.

On behalf of all the officers and members of ABC Lodge, I extend to you a hearty welcome and every good wish.

Fraternally thine,

Your Name  
Master



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## **SAMPLE LETTER NEWLY INITIATED ENTERED APPRENTICE**

LODGE LETTERHEAD

February 22, 2006

Mr. John J. Jones  
1234 Anyplace Street  
Anywhere, Ky. 99999

Dear Mr. Jones:

Now that you have been initiated an Entered Apprentice Mason, I congratulate you on taking this first step toward full membership in ABC Lodge. Since this is a totally new experience for you, a few points are listed below which may be of interest and of help.

1. You have participated in a time-honored ceremony, the Masonic ritual of the First Degree. I am sure you understand the complete and binding requirement of total secrecy with regard to our ritual. While we have secret signs, words and tokens, which we use as means of recognition, we are not a secret society. The location of our temples and lodges can be found in the local phone book. Similarly, many of our members openly wear Masonic symbols signifying that they are Masons and belong to a Masonic lodge. Nor is the philosophy that we stand for secret - Brotherly Love, Relief and Truth; and the brotherhood of man.
2. Before you can be passed to the degree of Fellow Craft, you now must commit to memory a portion of the lecture of the First Degree. Do not delay in getting started with this work. It is not too difficult a memorizing task, but the longer one waits, the harder it is to learn. Moreover, the degree schedule of the Lodge assumes that each candidate will proceed forthwith.
3. Our Head Candidates' Coach is Brother Sam S. Smith, 1234 Memory Lane, Anywhere, Ky.xxxxx, (800) 555-5555. Get in touch with him promptly and he will assign you a Coach and assist in working out a mutually satisfactory coaching schedule. Please understand that it is your responsibility to remain in touch with your Coach, not his to seek you out for this work.



4. Your rights and privileges in the Lodge are limited until you become a Master Mason. As an Entered Apprentice Mason you may attend the Stated Meeting Dinners on the first Thursday of each month, and you are urged to do so, but you may not attend the Stated Meeting itself. You are most welcome at all social functions of the Lodge not restricted to Master Masons. You may not visit another Masonic Lodge. You are expected to be present at each Lodge meeting when a First Degree is scheduled; not, of course, when Second or Third Degrees are scheduled. Read the Trestleboard which will be mailed to you, and attend Lodge faithfully at the proper times.

5. Remember to bring your Lambskin Apron on the evening when you are to receive your next degree. It is not necessary to bring it to the Lodge at other times.

6. As I suggested to you previously, remember to invite your friends and relatives whom you understand are Master Masons to attend ABC Lodge, particularly on the nights when you are to receive a degree. We heartily welcome visitors, and any Mason considers it a compliment to be invited when someone he knows is to receive a degree.

7. Finally, understand that all the rules and regulations, such as those I refer to, have been established for a purpose and that all Masons who have preceded you have been governed by the same procedures. Do not hesitate to ask questions as they may arise - of your Coach, of any officer or any member of the Lodge - but, above all, remember that I am as close to you as the nearest telephone and always available for consultation and advice.

Good luck as you go forward in your Masonic work. I look forward to the occasion when I may take your hand as a Master Mason and welcome you into full membership in ABC Lodge.

Fraternally thine,

Your Name  
Master





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## **SAMPLE LETTER NEWLY PASSED FELLOW CRAFT**

LODGE LETTERHEAD

April 18, 2006

Mr. John J. Jones  
1234 Anyplace Street  
Anywhere, Ky. 99999

Dear Mr. Jones:

Now that you have been passed to the degree of Fellow Craft, I again take pleasure in congratulating you on your advancement in Masonry. Only one more step remains before you earn full membership in ABC Lodge.

As you know, our Head Candidates' Coach is Brother Sam S. Smith, 1234 Memory Lane, Anywhere, Ky. xxxxx, and (800) 555-5555. Get in touch with him promptly and work out your coaching schedule with the Second Degree Coach, thus relieving him of the responsibility of seeking you out in connection with this necessary work.

With respect to attendance, you are now invited to be present at the Lodge on all First Degree and Second Degree nights; not, of course, when Third Degrees are scheduled. You are welcome, as you know, at the Stated Meeting Dinners and all social functions not restricted to Master Masons. I hope that you will take advantage of all such occasions to become better acquainted with members of your Lodge.

Remember to bring your Lambskin Apron on the evening when you are to receive the Third Degree. Also, remember my suggestions about inviting relatives, business associates or other friends whom you understand to be Master Masons, particularly on the evening of your Third Degree. It will mean a great deal to these friends of yours to be present and in later years, as you look back, it will mean much to you.

Finally, let me point out that the First and Second Degrees, impressive as they are, simply help to prepare you for the big step - the ceremony when you are raised to the sublime degree of Master Mason. I join you in anticipating that eventful occasion.

Fraternally thine,

Your Name  
Master



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## **SAMPLE LETTER NEWLY RAISED MASTER MASON**

LODGE LETTERHEAD

June 12, 2006

Mr. John J. Jones  
1234 Anyplace Street  
Anywhere, Ky. 99999

Dear Mr. Jones:

Let me offer you warmest congratulations and welcome you as a Master Mason and member of ABC Lodge.

It is now timely to consider your future course of action in Masonic affairs. As you have learned, Masonry is a progressive science, and you will find more and more of its inspirational teachings unfolding through the years as you participate in our Lodge activities. Privileged as I am to serve as Worshipful Master, I find that each new Masonic experience brings an awareness of more of the revelations of Freemasonry. It is a continuing, enriching and enlarging philosophy.

First, of course, prepare for your final proficiency examination by requesting our Head Candidates' Coach, Brother Sam Smith, (800) 555-5555, to assign you to a Third Degree Coach. I suggest that you do not delay as the memory work is much easier while the experience of the degree is still fresh in your mind.

Secondly, look at the various avenues for participation in the activities of ABC Lodge so as to find the areas where you will be the happiest in your new Masonic home. There is such a variety of ways to serve and to benefit: a period of duty on the Stewards' Committee, waiting on the brothers who have waited on you; learning to participate as a Sideliner in the degree work; supporting the Lodge simply by regular attendance at Stated and Special Meetings; calling on a brother who is ill; bringing wives, families and friends to our social functions; taking up the study of Masonic research; and, of special importance, partaking of all the good fellowship which is available to you through your Lodge.

May you chart your Masonic course with wisdom and humility, and may you experience the rewards, which are yours to earn and receive.

Fraternally thine,

Your Name  
Master