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## Tips for Wardens

Plan ahead – years ahead – plan meetings, events, etc.

What are your goals?

Keep a notebook for all five years

Thoughts, suggestions, ideas, etc.

Attend Masonic Educational Program

Removes pressure from you and the Master

Learn the ritual to open and close the lodge

It's important so you don't have to worry about it while you're running meetings

It's important to prove the members that you know what you're doing

Learn how to handle petitions for degrees, affiliation, and other membership issues

Practice to be a good speaker, clear, forceful, and in charge

Communicate with: Officers, Brethren, Lodge (TB, email, telephone), neighbor Lodges, all District Lodges, District Deputy, GL Officers, etc.

Lodge Budget – plan ahead – years ahead

Put together a Lodge budget

Find out about how much can be expected in dues (dues-paying members and amount)

Find out about how much might be expected from investments and other income

Check what the expenses have been in recent years; which do you plan to continue

Think about other programs you might want, and what they might cost

Consult with your Secretary and Treasurer, and Trustees

Write down your proposed budget, publish it and ask others for comments and suggestions

Be visible in the community – have a plan for PR

Attend Grand Lodge

Make maximum use of Past Masters

Make good use of committees – keep them active

Be involved with newly raised MM - Have a plan to continue Masonic education

Have the Secretary prepare a summary of correspondence – before the Stated Communication.



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Prepare a full year of Programs

Make a calendar of all the meetings coming up in your year as Worshipful Master

Fill in all the "required" programs, such as elections, installation, etc.

List all the topics for programs that you think might be interesting

Come up with interesting and unusual programs, and ways of presenting them

Prepare a list of possible presenters

Call, write, and talk with people who you want to help you with programs

Keep notes, so you know who's interested and what follow-up is needed

Send letters to all involved, with all the details

Call all involved a couple of weeks before programs, remind them, and offer assistance

Call again a couple of days before, to remind again, and again offer assistance

No surprises – notify Brethren that will be on a committee, etc.