



THE MASTER'S RESPONSIBILITIES AND OBLIGATIONS

Section 89 (BOC) THE DUTIES OF THE WORSHIPFUL MASTER ARE: The following is a list of the duties of the Master of the Lodge as outlined by the Book of Constitutions of Kentucky. Also, outlined below is a list of some of the authorities that the Master has during his year.

Duties

1. To preside and have general supervision over his lodge and decide questions of law and order, but any member of the lodge may appeal from the decision of the Master to the Grand Master, and from his decision to the Grand Lodge.
2. To see that the by-laws and resolutions of his lodge are observed, and that the constitution, rules, and edicts of this Grand Lodge are duly obeyed.
3. To see that monthly reports are promptly made to this Grand Lodge.
4. To attain such proficiency in the work as will enable him to conduct the ceremonies of his lodge in a creditable manner.
5. To call communications of his lodge as provided in Section 107.
6. To attend the communications of the Grand Lodge, or if unable to attend, to see that his lodge is represented there at.

If a lodge fails to be represented at two successive annual communications of the Grand Lodge, the Grand Master shall by proper notice to its officers require it to show cause why its charter should not be arrested and he may in his discretion arrest the charter, he may require the lodge to appear before a committee of the Grand Lodge to show cause why its charter should not be arrested, and upon report, the Grand Lodge will take appropriate action.

7. To attend the District Meeting and Educational Conference held in his District or Region. (1998)



Authority:

The Master shall have the authority to:

1. Congregate his Lodge whenever he deems it necessary;
2. Issue, or cause to be issued, all summonses or notices which may be required;
3. Discharge all the executive functions of his Lodge; and
4. Perform all acts, by ancient usage proper to his office, which are not prohibited by the Constitution or Ordinances of Grand Lodge.
5. To prepare/ delegate the Lodge's Annual Plan;
6. To prepare the Lodge's Annual Budget;
7. To prepare the Master's newsletter articles;
8. To appoint the Investigating Committee as required;
8. To be responsible for all Lodge committees;
9. Superintend the official acts of all officers of his lodge and to see that respective duties are properly discharged.
10. To prepare an agenda for each Stated Meeting.

Degree Work, Protocol, & Proficiency

1. To have knowledge of the work and lectures of the First, Second and Third Degrees.
2. To be thoroughly proficient in those portions of the Constitution and Regulations of the Grand Lodge which relate to the government of a Lodge;
3. To be knowledgeable of Parliamentary Law for conducting Stated Meetings;
4. To be knowledgeable of the protocol for receiving Grand Lodge Officers (Grand Master, District Deputy, etc.);
5. To conduct funerals;
6. To conduct degree practices for officers of the Lodge; and
7. To notify the Officers of the date of initiation for newly elected candidates at least three weeks prior to his initiation.
8. To install his successor. The Master has the right and prerogative of installing his successor and no one except the Grand Master can displace him.
9. Carefully guard against any infraction, by the members of his Lodge, of its own By-laws, of the Constitution or Ordinances of Grand Lodge, or of the General Regulations of Masonry;



OFFICERS DUTIES

By their conduct, their dress, their attendance, their enthusiasm, the proficiency in their work and their attitude, the officers of the lodge set the tone for the entire lodge operation. Each officer can do much to convey to the new candidates and members of the lodge, the seriousness, the beauty and the honor of Masonry as well as the fun and fellowship.

Listed in this section are the duties of each officer. The Book of Constitutions mandates some and others are suggested duties and may vary from Lodge to Lodge.

The Senior and Junior Wardens

(Section 90 Book of Constitutions) Duties of the Wardens. The Wardens shall assist the Master in the discharge of his duties, and perform such other duties as may be devolved upon them by the usages of the Craft, by-laws of the lodge and laws of the Grand Lodge.

(Section 112 Book of Constitutions) Who Presides. During the absence of the Master, the Senior Warden shall perform his duties: When both the Master and Senior Warden are absent the Junior Warden shall act as Master. At a stated or lawfully called communication, if the Master and both the Wardens are absent, the lodge may be opened by the Junior Past Master of the lodge present, and business may be transacted as if the Master were present, but the powers of such Past Master shall not extend beyond that particular communication.

SUGGESTED DUTIES OF THE SENIOR WARDEN

1. To be responsible for the coaching of all Candidates;
2. To select qualified Brothers to coach candidates;
3. To see those Candidates Coaches Handbooks are available for all Candidate Coaches;
4. To see that the candidates are progressing at a reasonable rate;
5. To prepare the Senior Warden's Trestle board articles, when required;
6. To prepare the calendar for your year as Master;
7. To prepare an estimated budget for your year as Master upon the calendar above;
8. To see that the Worshipful Master's Orders are carried out in full.

Degree Work, Protocol & Proficiency

1. To be knowledgeable of the work and lectures of the Third Degree.
2. To be qualified to give the work of the Senior Warden in the three degrees; and
3. To attend all degree practices designated by the Master.



SUGGESTED DUTIES OF THE JUNIOR WARDEN

1. To be responsible to oversee Stewarts Duties (Stewarts are responsible for all refreshments held at the Lodge;
2. To provide the secretary with receipts for all expenditures in providing refreshments for all Lodge functions;
3. To keep attendance records of all dinner functions;
4. To prepare the Junior Warden's Trestle board articles when required;
5. To begin the planning of the calendar for your year as Master;
6. To begin considering brethren to be appointed as committeemen during your year as Master.

Degree Work, Protocol & Proficiency:

1. To be knowledgeable of the work and lectures of the First Degree;
2. To be knowledgeable of the Master's lecture in the Second Degree to qualify as Senior Warden;
3. To be qualified to give the work of the Junior Warden in all degrees;
4. To attend all degree practices designated by the Master.

DUTIES OF THE TREASURER

(Section 91 Book of Constitutions 1 & 2)

1. To receive all money of the lodge from the secretary, give receipts therefore, and pay the same out by consent of the lodge on warrants of the Master, countersigned by the Secretary.
2. To give bond, with good and sufficient surety, in such form and amount as shall be determined by the lodge.

Perform such other duties, appertaining to the by-laws of each individual subordinate Lodge.

**DUTIES OF THE SECRETARY**

(Section 92 Book of Constitutions 1 - 11)

1. To keep correct minutes of the transactions of his lodge.
2. To collect and receive all money of the lodge, keep true accounts thereof, and promptly pay the same to the Treasurer, taking receipts therefore.
3. To have charge of the seal of the lodge and affix the same to all papers and documents requiring it.
4. To issue notices to attend the stated and called communications of the Lodge, under direction of the Master.
5. To issue summons when directed by the lodge.
6. To promptly make the returns required by Sections 166-169, and remit to the Grand Secretary the amount of dues and other indebtedness owing by his lodge to this Grand Lodge.
7. Immediately following the Annual Election of Officers, he shall report to the Grand Secretary's Office the names of the Officers selected and/or appointed, along with the other information requested. This report shall be due in the Grand Secretary's Office on or before January 10 following the election.
8. To promptly transmit to the Grand Secretary copies of all by-laws and amendments thereof adopted by his lodge.
9. To submit his books and accounts to an examination whenever required to do so by his lodge or the Grand Lodge.
10. To give bond, with good and sufficient surety, in such form and amount as shall be determined by his lodge.
11. To send to all of the members of the Lodge of which he is Secretary annually one month prior to the elections of officers, a notice of dues owing the lodge.

Perform such other duties, appertaining to the by-laws of each individual subordinate Lodge.



SUGGESTED DUTIES OF THE CHAPLAIN

1. To open and close Lodge with prayer.
2. To perform such duties consistent with the usages of the Craft and appertaining to the station of the Chaplain, as may be required by the By-laws or directed by the Master; and
3. To offer devotions at all dinner meetings, when draping the charter for departed brethren and other Lodge functions as requested by the Master.
4. Encouraged to attend the District Meetings

Degree Work, Protocol and Proficiency:

1. To attend all degree practices designated by the Master.

SUGGESTED DUTIES OF THE SENIOR DEACON

1. To perform such duties consistent with the usages of the Craft and appertaining to the station of the Senior Deacon, as may be required by the By-laws or directed by the Master;
2. To personally greet visitors and properly introduce them in the Lodge room; and
3. To serve as chairman of the Visitor Examination Committee.
4. Encouraged to attend the District Meetings.
5. Encouraged to attend the Masonic Educational Programs covered by the Book of Constitutions.

Degree Work, Protocol and Proficiency:

1. To be knowledgeable of to give the work of the Senior Deacon in all degrees and the lecture of the Second Degree;
2. To be knowledgeable in the First Degree to qualify as Junior Warden.
3. To attend all degree practices designated by the Master.

SUGGESTED DUTIES OF THE JUNIOR DEACON

1. To perform such duties consistent with the usages of the Craft and appertaining to the station of the Junior Deacon, as may be required by the By-laws or directed by the Master; and
2. To assist the Tiler in setting up and tearing down the Lodge room for all Stated and Special Meetings.
3. Encouraged to attend the District Meetings.
4. Encouraged to attend the Masonic Educational Programs covered by the Book of Constitutions.



Degree Work, Protocol and Proficiency:

1. To learn the work of the Junior Deacon in all degrees; and
2. To be knowledgeable of work of the Senior Deacon in the lecture of all Degrees to qualify as Senior Deacon.

SUGGESTED DUTIES OF THE MARSHAL

1. To perform such duties consistent with the usages of the Craft and appertaining to the station of the Marshal, as may be required by the By-Laws or directed by the Master;
2. Encouraged to attend the Annual District Meeting.
3. Escort and announce all visiting guest and Masonic Dignitaries into the Lodge.
4. Encouraged to attend the Masonic Educational Programs covered by the Book of Constitutions.

Degree Work, Protocol and Proficiency:

1. To perform the Marshal's work in all rituals; and
2. To attend all degree practices designated by the Master.

SUGGESTED DUTIES OF THE SENIOR STEWARD

1. To perform such duties consistent with the usages of the Craft and appertaining to the station of the Senior Steward, as may be required by the By-Laws or directed by the Master;
2. To assist the Junior Warden with all lodge dinners and in providing refreshments at all stated meetings and after all degrees (setting up the tables, acquiring, preparing and serving refreshments as necessary, i.e. making coffee, etc);
3. To set-up and maintain the preparation room before all degrees, seeing that all necessary items are present and well kept for degrees;
4. To assist in collection of dues and fees;
5. Encouraged to attend the Annual District Meeting.
6. Encouraged to attend the Masonic Educational Programs covered by the Book of Constitutions.

Degree Work, Protocol and Proficiency:

1. To be qualified to give the work of the Senior Steward in all Degrees;
2. To be knowledgeable of the Charge in the Second Degree;
3. To attend all degree practices designated by the Master.



SUGGESTED DUTIES OF THE JUNIOR STEWARD

1. To perform such duties consistent with the usages of the Craft and appertaining to the station of the Junior Steward, as may be required by the By-Laws or directed by the Master;
2. To assist the Junior Warden with all lodge dinners and in providing refreshments at all stated meetings and after all degrees (setting up the tables, acquiring, preparing and serving refreshments as necessary, i.e. making coffee, etc); and
3. To assist the Senior Steward in the set-up and maintenance of the preparation room before all degrees, seeing that all necessary items are present and well kept for degrees.
4. Encouraged to attend the Annual District Meeting.
5. Encouraged to attend the Masonic Educational Programs covered by the Book of Constitutions.

Degree Work, Protocol and Proficiency:

1. To be qualified to give the work of the Junior Steward in all Degrees (reception of the Flag and Grand Lodge Officers);
2. To attend all degree practices designated by the Master.

SUGGESTED DUTIES OF THE TILER

1. To perform such duties consistent with the usages of the Craft and appertaining to the station of the Tiler, as may be required by the By-Laws or directed by the Master.
2. To be responsible for setting up and tearing down the Lodge room for all Stated and Special Meetings; arrive early to set up the Lodge so the meeting can start on time. Lay out the paraphernalia for each officer's station. After meetings, Put away all paraphernalia (If you are unable to attend meeting, notify Master.
3. To receive all visitors and Brothers and assist them in filling out visitor cards and signing the Tiler's Register;
4. To notify the Senior Deacon of all visitors and provide him with a card containing their names suitable to be used for introductions (include their titles, and the name and location of their Lodge).
5. Encouraged to attend the Annual District Meeting.
6. Encouraged to attend the Masonic Educational Programs covered by the Book of Constitutions.

Degree Work, Protocol and Proficiency:

1. To attend all degree practices designated by the Master.
2. Lay out candidate paraphernalia for degree work.



LODGE COMMITTEES

Lodge committees are important. If they are composed of capable people willing to spend the time to accomplish their assigned tasks, they can be a great help to you in planning and executing an excellent calendar of events. A capable Lodge member may be interested in helping you but may not have the time to do it as an officer. He may, however, be willing to accept a committee assignment.

LODGE COMMITTEES

Your Lodge By-Laws require committees for the Lodge:

The following is a list of suggested Lodge committees and their duties. This is intended only as a potential list of committees that your Lodge could have. Create your selection of committees based on the needs and capabilities of your particular Lodge.

Budget and Finance Committee. To provide projections of the income and expenses of the Lodge for the year, to present an annual budget for Lodge approval and to report quarterly on the status of the budget.

Candidates Coaching Committee. To provide each newly initiated, passed, or raised brother with a proficient instructor. The committee should consist of at least four members, one for each of the degrees and the Head Candidates' Coach who oversees the work of the others.

Entertainment Committee. To obtain interesting and worthwhile Lodge programs.

Funeral Committee. To conduct the Masonic Funeral service. The committee members must be proficient in the Masonic Funeral Service and must be approved by the Master.

Excellence Award Committee. To advise the Master in the qualifications to become a Lodge of Excellence. Three members should be on the committee. The committee can also plan and assist the Master in meeting the qualifications.

Masonic Education Committee. To provide Masonic Education Programs to the Lodge candidates and other members, their family and friends. To promote the Mentor Program.

Masonic Homes Committee. To inform the Lodge members of the Masonic Homes Endowment program, its purpose and the present standing of the Lodge. To disseminate information about the Masonic Homes and encourage participation in the program.



Masonic Widows Committee. To maintain contact with the widows of members of the Lodge and plan an annual widows program.

Masonic Youth Groups Committee. To plan and execute programs in the promotion of our Masonic Youth: the Rainbow for Girls, Job's Daughters, and DeMolay. To acquaint the Lodge members with these orders and to encourage them to attend the youth meetings and to participate in their other activities.

Membership Development Committee. To plan programs where eligible men who are not Masons and their families can learn about the Fraternity. To promote the Friend-to-Friend program and locate Sojourners and encourage them to participate in the activities of the Lodge.

Public Relations and Community Involvement Committee. To encourage Lodge participation in the community and to inform the public of the Lodge activities through newspaper, radio, and television publicity.

Telephone Committee. To telephone the Lodge members who live in the vicinity of your Lodge regarding important upcoming Lodge events. The committee can also be used for funeral notifications.

Charity Committee - The Master and both Wardens shall be a Charity Committee to relieve the distress of a worthy brother or his family.

Audit Committee - The Master shall appoint an Audit Committee to periodically examine and verify the financial accounts, claims, and records of the Lodge; to examine and verify the monthly bills at each Stated Meeting.

Delinquent Dues - A committee on delinquent members shall be appointed by the Master to personally interview each delinquent member, ascertain the cause of his delinquency and to work closely with the Master and officers in a continuing effort to retain all members unable to pay.

Your Lodge By-Laws require all reports of these committees to be in writing.



GRAND LODGE STRUCTURE

GRAND LODGE OF KENTUCKY

The Grand Lodge of Free and Accepted Masons of the State of Kentucky is an incorporated non-profit fraternal organization whose name and title are registered with the Secretary of State of the State of Kentucky. It is one of almost 200 independent Grand Lodges found in various countries throughout the world, and in the United States, in each state.

ELECTED GRAND LODGE OFFICERS

The following are the elected officers of the Grand Lodge:

Grand Master

The Grand Master is the Chief Executive Officer of the Grand Lodge, elected by the delegates to the Annual Communication held each year in October in the City of Louisville. Traditionally he has previously been elected as the Grand Junior Warden, the Grand Senior Warden and the Deputy Grand Master before being elected as Grand Master. He is also recognized with all the powers of Grand Lodge while in _____ in the State of Kentucky, and has the premier rank over any other Masonic office, not only in Grand Lodge, but in any of the organizations associated with Freemasonry in Kentucky as well. The Grand Lodge officers meet monthly.

Deputy Grand Master, Grand Senior Warden and Grand Junior Warden

These officers are elected for one year, and traditionally progress through the offices until each in turn becomes Grand Master.

Grand Treasurer

The Grand Treasurer is elected for one year, but typically can be re-elected each year. He is responsible for the overall finances of Grand Lodge.

Grand Secretary

The Grand Secretary is the Chief Administrative Officer of the Grand Lodge. He is elected for one year, but typically can be re-elected each year. He is a full-time paid employee of Grand Lodge, and is responsible for all the administrative operations of Grand Lodge.



APPOINTED GRAND LODGE OFFICERS

These officers are appointed by the Grand Master for one year, and have no administrative responsibilities. Their duties are ceremonial in nature, although they may serve as goodwill ambassadors for the Grand Master during his term of office.

Masonic Homes of Kentucky

A non-profit foundation organized to operate a home for adults in Kentucky. It is governed by elected Board of Directors and the current elected Grand Lodge officers, and employs full- and part-time employees. The Masonic Home is headed by an administrator employed by the Board.



GRAND LODGE COMMITTEES

The Grand Master appoints committees for one year at a time, although members are frequently reappointed. Some are “coordinating committees”, some give policy and legal advice to the Grand Lodge and Grand Master (Policy and General Purposes, Jurisprudence), some develop programs for lodges (Masonic Education), and some supervise special programs sponsored by Grand Lodge.

1. Credentials
2. **Finance**
3. **Appeals**
4. **By-Laws**
5. **Fraternal Recognition**
6. **Jurisprudence**
7. **Lodges Under Dispensation**
8. **Masonic Education**
9. **Necrology**
10. **Proceedings of Other Grand Lodges**
11. **Visitors**

PAST GRAND MASTERS

The Past Grand Masters have special responsibility for being consulted by the Grand Master from time to time, to advise him.

DISTRICT DEPUTY

There are 30 District Deputies. They are appointed by the Grand Master. They are responsible to the Grand Master for administrative matters.

LODGES

Lodges are the primary unit of local organization subordinate to the Grand Lodge of Kentucky. They are autonomous, but operate under the overall supervision of the Grand Master, and his appointees. A Master, elected annually by its members, heads each lodge. Typically the Master will have first been elected Junior Warden and then as Senior Warden, before being elected as Master. In addition, the lodge Treasurer and Secretary are elected annually, but these typically serve several years in office. The Master is the Chief Executive Officer of the lodge much as the Grand Master is the Chief Executive Officer of Grand Lodge. He is responsible to the Grand Master for the government of his lodge during his term of office, although the Grand Master’s supervision is usually exercised through the District Deputy. His role is thus a dual one, responsible to his lodge as its top elected officer, and to the Grand Master as his superior in Grand Lodge.

NOTE: The above definitions are summary definitions only, and are not meant to be comprehensive. Many of the Grand Master’s duties are ceremonial in nature, and these duties may take up a large share of his time. All elected



GRAND LODGE
Grand Master**Deputy Grand Master****Grand Senior Warden****Grand Junior Warden****Grand
Treasurer****Grand
Secretary****Appointed Grand
Lodge Officers**

Grand Senior Deacon	Grand Marshal
Grand Junior Deacon	Grand Standard Bearer
Grand Chaplain	Grand Sword Bearer
Assistant Grand Secretary	Grand Tiler
Grand Pursuivant	Assistant Grand Tiler

District Deputy**Past Grand
Masters****Grand Lodge Committees****Grand Lodge
Office**

officers are volunteer positions, except for the Grand Secretary, who is also an employee of Grand Lodge. And the Grand Master has some duties extending beyond the borders of the Grand Lodge of Kentucky.

The Leader

THE LEADER ORGANIZES. He plans ahead, assigns committees, delegates work, holds officer meetings, gets people involved.

THE LEADER IS ORDERLY AND REGULAR. He comes early to the Lodge, starts meetings on time, and anticipates problems, acts decisively, avoids late meetings.

THE LEADER ARRANGES INTERESTING MEETINGS. He provides instruction, motivation and inspiration, invites guest speakers, recalls great moments in Masonry, and holds special nights to generate interest.

THE LEADER PRESERVES THE LANDMARKS. He schedules a review and discussion of these to point out their great importance, calls attention when one is involved in lodge work.

THE LEADER ENHANCES MASONRY'S IMAGE. He keeps the Temple bright and clean, encourages public ceremonies such as installations, Ladies Nights, School Awards, Church attendance clothed as Masons.

THE LEADER FOLLOWS THE STANDARD WORK. He studies the Ritual regularly and encourages other officers to do the same, and observes work in other lodges.

THE LEADER PRACTICES BROTHERHOOD. He is considerate, gives credit, shows appreciation, holds honor nights, is responsible and on call when needed.

THE LEADER IS REALISTIC. He faces duties with honesty, withholds praise if it is not due, and pulls no punches when hard decisions have to be made.

THE LEADER ADOPTS A MAJOR PROJECT. He involves the lodge in something to sustain its interest for several months, or all year, such as a Past Master's Night, a Warden's Program, a Community Project, a Youth Program, a Bulletin, a Masonic Library.

THE LEADER SPONSORS MASONRY'S HIGH PURPOSE. He makes meetings a source of inspiration for the spirit, encourages thinking on a higher plane, and focuses attention on man's potential for excellence and greatness.



What are the most important things you need to work on NOW, to prepare for your year as Worshipful Master of Your Lodge?

- (a) Learn the **ritual** to open and close the lodge
- (b) Arrange your **programs** for the year you are Worshipful Master
- (c) Learn how to handle petitions for degrees, affiliation, and other **membership** issues
- (d) Take care of **finances** and preparing a budget
- (e) Practice being a good **speaker**
- (f) Learn **other** things, such as handling funerals, food for meetings, Grand Lodge rules

Why is learning the ritual important TO YOU?

- (a) So you don't have to worry about it while you're running your meetings
- (b) To prove to your members that you know what you're doing
- (c) Because you don't want PMs on the sidelines "helping" you with prompting
- (d) Because some Brethren feel it helps teach everyone important lessons

What's the best way to learn the ritual to open and close your lodge?

- (a) Read what's in the Kentucky Monitor/Th Ky Rtl book over and over
- (b) Listen carefully at lodge meetings
- (c) Recite the ritual in the car on your way to and from lodge meetings
- (d) Ask someone who knows the ritual very well to help you

What should you remember about lodge programs?

- (a) Make a calendar of all the meetings coming up in your year as Worshipful Master
- (b) Fill in all the "required" programs, such as elections, installation, etc.
- (c) List all the topics for programs that YOU think might be interesting
- (d) Put your program on FIRST, before the lodge business, to show what's most important
- (e) Try to put names together with program topics and ideas
- (f) Call, write, and talk with people who you want to help you with your programs
- (g) Keep notes, so you know who's interested and what follow-up is needed
- (h) When you have a program planned, send letters to all involved, with all the details
- (i) Call all involved a couple of weeks before programs, remind them, offer assistance
- (j) Call again a couple of days before, to remind again, and again offer assistance
- (k) Try to come up with interesting programs and ways of presenting them

What do you need to know about lodge finances?

- (a) It will not take much time to put together a simple budget
- (b) Find out about how much can be expected in dues
- (c) Find out about how much might be expected from investments and other income
- (d) Check what the expenses have been in recent years; which do you plan to continue
- (e) Think about other programs you might want, and what they might cost
- (f) Write down your proposed budget, and ask others for comments and suggestions



All in all, what do you need to learn and practice so the members of your Lodge will say, "He's one of the best Masters our Lodge has ever had."

- (a) Become proficient at the opening and closing ritual, so you can say it in your sleep
- (b) Put most of your effort into organizing programs that everyone will find interesting
- (c) Learn how to handle petitions and other membership issues efficiently
- (d) Determine where the money will come from, and where it will go
- (e) Check on what has to be done to make Masonic funerals respectful and organized
- (f) Decide what you'll do about food at meetings during your year, plan, and get help
- (g) Learn the Constitution and By-Laws



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.



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.



THE ANNUAL PLAN

All men who aspire to the Oriental Chair hope that their year as Master will not only be pleasurable to them but will bring growth and improved fellowship to their Lodge. Often the only difference between the successful year and the one that falls short is planning! This chapter will help you with the process of Annual Planning.

WHY IS AN ANNUAL PLAN NECESSARY?

FIRST, an annual plan allows us to look at the whole year and see if we have too many or too few activities in one month.

SECOND, many activities require reservations well in advance. For example, to ensure that the Grand Master will be available for an event, he usually must be asked when he is the Grand Junior or Senior Warden. Another example is the scheduling of a dinner dance, which usually requires the facilities to be reserved far in advance.

THIRD, it allows you to set a theme for the year and/or for the months of the year and to coordinate the Lodge activities to match the theme(s). This will give you ideas for your trestle board articles and will give your entertainment committee a head start in the execution of the program.

FOURTH, unless you plan, you will not have many successful programs, if any programs at all. Have you ever attended a program where the pianist didn't arrive? Or the video projector didn't work properly? Have you attended a program where there was not enough food for the people attending? All these "loose ends" could have been tied down with proper advance planning.

But, don't panic and take the easy way out by scheduling degrees and nothing else. Ritual is important, but it must not be the only activity of a lodge. Only by scheduling frequent, interesting programs and other events can you stimulate attendance. People will come if there are interesting meetings and if they feel that they are needed.



WHEN DO YOU BEGIN PLANNING?

Ideally, annual planning for your year as Master should start when you are Junior Warden, at the latest.

But take heart, it's not too late even if you have just been installed as Master. However, it does mean that you will have to work harder and faster if you hope to accomplish the same results.

Plans for your year as Master should be almost complete when you are half way through the year as Senior Warden. Just as prior to your installation as Master, your plans should be complete and be ready to be given to your officers and committeemen.

What are your Goals?

Before you can effectively start your planning you must establish some goals that you want to accomplish during your year as Master. Do you want to improve your Lodge? Do you want more of the same thing as last year or do you want to go on to bigger and better things? The following questions may help you to crystallize your thoughts toward the goals that you need to set, which will help you accomplish these improvements.

DO YOU WANT:

- Better attendance at Stated Meetings?
- More business like meetings?
- Better attendance at Special Meetings?
- Improved Degree work?
- Better Trestleboard or Newsletter?
- Improved communications with all members?
- Better social programs?
- More social programs?
- Better attendance at social programs?
- Improved attendance at funerals?
- More members willing to visit the sick and shut-in?
- Better and stronger Lodge Committees?
- Better lodge officers?
- More members willing to be Lodge officers?
- Better-organized committees?
- Better organization between the elective line officers?
- Better cooperation with the Secretary and Treasurer?

(List continues on the next page.)



- Improved ability to maintain new candidates?
- More Candidates' Coaches?
- More Candidates?
- More speakers on Masonic Education?
- Improved physical conditions for the Lodge building?
- Improved support for Masonic Homes Contributions?
- Improved support for the Masonic Charities?
- Excellence Awards programs?
- A more involved membership?
- Warden's Night program?
- A lodge that is fun to belong to?
- The friendliest Lodge in town?
- A Lodge that involves the family?
- A Lodge where you can be recognized for your efforts?
- A Lodge where the members feel that they have something to contribute?
- To establish a feeling of camaraderie among the officers corps? (Not a clique.)
- To present 25/50 year pins to all members that are qualified?
- To have a Past Master's night?
- To plan better entertainment?

Obviously, all of these objectives could not be met in one term. Hopefully some of these questions will help you to establish the goals that you want to accomplish for the Lodge during you year as Master.

HOW IS ANNUAL PLANNING DONE?

- 1) Obtain a large block-type-planning calendar for the year that you will be Master.

Write in those dates that you know are fixed:

- Stated Meetings
- Installation
- District Meetings
- Annual Communication

Don't forget those important personal dates - your wedding anniversary or your wife's birthday! You can't always avoid them, but you can try to plan around them as much as possible.

- 2) List all activities that are traditional to your Lodge. These might be such events as: Friend-to-Friend Program, Past Master's Night, annual dinner dance, etc.



3) You may want to include some activity for the Annual Observances:

- Masonic Youth Orders Month
- Public Schools Month
- Masonic Homes Month
- Veterans Month
- Etc.

4.) Plan for other events. These might include:

- Community service project.
- Masonic Information or Bring a Friend Night.
- Visitation to a Masonic Home.
- Attend sporting event.
- Widows' night.
- Breakfast to raise funds for worthwhile cause.

Evaluation

To evaluate the plan you are creating, ask yourself the following questions:

- Will your program, if properly executed, qualify your Lodge for the Grand Master's Lodge of Excellence Award?
- Will your program advance your goals for your term as Master?



The “How to” of Putting A Plan Into Action

There are six major steps in implementing a plan.

- Delegation
- Defining duties
- Setting deadlines
- Publicizing
- Following through
- Evaluation

Delegation

As Master, you should not and cannot do everything yourself. You must delegate.

The overall plan should be yours, but the details of carrying out the plan should be left to others.

Delegate responsibilities to your lodge members. Try not to assign too much to your officers who have other duties including the ritual. Involve other members, even contact some members who may not have been active lately, and invite them to participate.

Defining Duties

Give each committee or program Chairman some specific guidelines to follow. You should make very clear to them your desires and the importance of their function to the well being of the Lodge. Be sure that the Chairman understands what is expected of him.

Setting Deadlines

It is your responsibility to set deadlines. Tasks tend to be put-off if no deadline is apparent. You must establish with your Chairmen the dates when certain jobs must be completed. Preferably all the preliminary work will be done before you are installed, but rentals, entertainment, reservations, publicity, etc. all need to be arranged closer to the time of the event. Help ensure your committee’s effectiveness by giving them deadlines for these tasks.



Publicity

Publicize, Publicize, Publicize!

Members of your Lodge need to be given ample notice of an upcoming event. How often have you heard, "I wish I had known about the program earlier"? There is no excuse for having a good program and not allowing sufficient time to publicize it to your members.

Every editor of a Lodge trestle board or newsletter is faced with the problem of the last minute request for space to publicize a program. At that point, it is impossible to give the proper treatment to the notice. An important program should be in at least two trestle boards and, if possible, should have an insert highlighting the event.

Listing all of the year's programs in the January Trestle board and the programs for the second half of the year in July, can assure that the membership has ample notice of important dates! Remember, too, that not all members carefully read their trestle boards - which means that special programs require special treatment, inserts etc., to catch the eye of the reader. If your lodge does not have a newsletter, you may need to do some mailing of individual letters during the year to keep your members informed. This may add to your budget and should be taken into consideration when the lodge finances are examined.

Let your community know what the lodge is doing. Interact with your local media and publicize lodge events in the paper.

Some events may even warrant the purchase of an advertisement in the local paper or the local radio station.

Follow Up

As Master, your primary involvement in the implementation of the planning process is FOLLOW UP.

You can't just set dates - you must see that your schedule is being met, and that the plans are following your general guidelines. You will want to set up a regular way to communicate with committee and program chairmen to be sure that all of the details are being taken care of.

A meeting with yourself, the Wardens, and the committee would be appropriate a week before the event or program, to go over all of the details.



Evaluation

An evaluation should be held within a week or two following the activity or program. Frequently, our most valuable planning guide for the future activities comes from critique sessions. These critique sessions will not only benefit you and your future activities but also the activities planned by the Senior and Junior Wardens for their year as Master. Don't overlook the importance of listing what aspects went well in addition to those areas that need improvement or should be eliminated. Then, review your plans for your future activities and modify them to incorporate the findings of the critique session.

GOOD LUCK IN YOUR PLANNING.



INSTALLATION PLANNING

Planning Stages

The planning stages of an Installation may vary from program to program. The information below should be a useful guide for all lodges.

The suggested timeline is a minimum requirement.

Installation planning can begin as early as your term as Junior Warden. Plan ahead as much as possible.

Nine Months Prior

The following tasks should be completed in the first two or three months (January - March) of your term as Senior Warden.

1. Select the date and reserve the Lodge Building.

This is the first thing you should do after being installed as Senior Warden. First check the calendar to see which dates are available. Contact other organizations that meet in the same building and verify that they have not already made plans for their installation or other event on that day. Finally, confer with other Senior Wardens in your district to insure that you are not planning an Installation on the same night as their lodge.

Inform your District Deputy of the date as soon as possible.

2. Select the Installing Team.

There are two officers on an Installing Team:

- The Installing Officer
- Installing Marshall

The members of the Installing Team can be from your lodge or other lodges. Consult your District Deputy if you need help.



3. Create a Plan for your Installation

Decide on the general plan for the evening. Will there be a theme? A reception or dinner? Will there be entertainment or musical selections? Special presentations? Is it an important lodge anniversary? Will you involve the youth groups?

Involve you senior officers and their wives in the planning. Write your plans down. This will help with the rest of the planning process.

4. Create an Installation Budget

Some Lodges have a policy on the amount of money that can be spent on an Installation. Check with your Lodge Master, Secretary, or Treasurer to see if such a policy exists or if one should be established. Sometimes Lodges put a limit on the amount of money that will be contributed by the Lodge. Ask to see the details of prior installations.

Remember that the Installation budget is a part of the overall **Annual Lodge Budget**.

The following are possible expenses for your Installation Budget, and detail all of the items that will cause an expense.

List at least the following, if they apply to your Installation.

- Rent of the Building
- Dinner or Reception Costs
- Decorations
- Music (D.J. or band)
- Past Masters Appreciation gifts and apron
- Awards (including engraving)
- Invitations (printing and postage)
- Programs (printing)
- Flowers (boutonnieres, corsages, presentations)

**Six Months Prior**

The following tasks should be completed in the first three to six months (April-June) of your term as Senior Warden.

5. Begin Officer Selection.

The Wardens, Treasurer, and Secretary are elected positions. The Master appoints all other officer positions (unless your By-Laws state otherwise).

Important Reminders: Surround yourself with good people! The single most important decision made by a Master is the selection of the people who will comprise the team. Begin this process early. Avoid making the usual appointments of the proceeding year without serious thought as to the anticipated results.

During this time period (April - June) evaluate the current officer performance. Without interfering with or shifting the focus from the current year, begin preliminary conversations with potential officers. Keep your eyes open for new people and those who have been regular attending members but may be waiting to be asked.

6. Select Assistants

Select individuals to assist you with certain elements of the Installation. Be certain to inform these individuals of the date and time of all practices and, of course, the installation. Call and write them *before* the installation to confirm their participation.

- **Guest Book Attendants:** individuals to greet guests and have them sign the guest book and introduction cards (if used).
- **Program Attendants:** individuals to pass out programs.
- **Flag Bearer:** individuals to present the Flag of the United States of America at the altar.
- **Photographer:** If you've planned the Installation well, you'll want to remember it. Have someone, a professional maybe, take photos. Arrange a time that day, before or after the Installation, to take posed group photos. Inform Lodge members of this time.
- **Musician and/or Vocalist:** It is always a nice touch to have someone play the piano or organ during the Installation. You may also want a vocal selection during the program.



Three Months Prior

The following tasks should be completed in the last two to three months (July - September) of your term as Senior Warden.

7. Create and Print Invitations

There are many styles to use in creating your invitations. Look at previous invitations and also templates available in desktop publishing software.

What is most important is that all of the critical information is included on the invitation:

- The date and time of the Installation
- The location
- Whether a dinner or reception is planned
- Whether reservations are required
- The appropriate attire

People to invite include Past Masters and Officers and their wives, lodge members, other local Masonic bodies, neighboring lodges, the District Deputy, Grand Lodge Officers in the area, Masonic youth groups, community organizations, friends, neighbors, and community leaders.

You will want to mail the invitations at least six weeks in advance of the Installation.

8. Finalize Officer Selections

Finalize the list of officers referred to earlier. You may want to schedule a time to meet with the potential officers to insure that they are fully aware of the obligation they are about to assume. This is also a great opportunity to enhance the team-building process.

9. Plan Dinner or Reception

Whether you are planning a dinner or reception, you should develop a menu, list of items needed, a timeline for the preparation, and a plan for decorations and table pieces, if used.

Create a volunteer team to assist with this effort.



Six Weeks Prior

The following tasks should be completed in the first six (October -December) of your term as Senior Warden.

10. Mail Invitations

Mail your Installation invitations to the entire guest list.

11. Reconfirm with all Participants

Very important! Reconfirm all plans and arrangements with those who are participating in some way with the Installation. The list might include:

- All Officers
- The Master
- The District Deputy
- The Installing Team
- The Assistants
- The Florist
- The Photographer
- The Caterer
- The Building Manager
- The Engraver

It is very easy for people to forget or confuse dates and times. Remind all the key people and verify their participation.

12. Publicize the Installation

Once you have been elected to serve as Master, inform the local media of the Lodge's upcoming installation by way of a press release. The press release might also include pictures of the future Master and Officers.

Three Weeks Prior

The following tasks should be completed in the last three weeks (November - December) of your term as Senior Warden.

13. Create and Print Installation Programs

Like the Invitations, there are many formats to choose from and many ways to explore program design ideas. Research as many options as possible and decide on what you appreciate most.

The program should include the date, time, and place of the event, a list of officers to be installed and members of the installing team, an agenda for the program, a list of assistants and people who have helped with the installation preparation and ceremony.



14. Order and Purchase all Necessary Products

Order and purchase products including:

- Flowers
- Food and Drinks for Dinner or Reception
- Decorations

One Week Prior

The following tasks should be completed in your last week as Senior Warden.

15. Hold a Practice.

With the Installing Team and Officers, practice the Installation Ceremony to be sure that everyone is proficient in the work.

You may want to include the other assistants, particularly a musician in the practice.

16. Complete personal notes on remarks, introductions and presentations.

Fully prepare yourself for the program portion of the Installation, which includes introductions, presentations and remarks.



INSTALLATION PLANNING

THE MINUTE-BY-MINUTE PROGRAM

This section will give direction on the program portion of the Installation. Be sure to become familiar with the Installation Service, which will be used.

The Installation should take no longer than ninety minutes. The actual ceremony can take as much as 45 minutes so the planned program should not be longer than 45 minutes. This section will deal with Introductions, Presentations, and Remarks.

INTRODUCTIONS

Introductions can make or break an installation program. You must recognize those who deserve, but at the same time you do not want to bore your audience with lengthy introductions.

It is best if you can introduce individuals by memory or with guest cards that are signed before they enter the lodge room. Introduce individuals by their highest office.

If you must do self-introductions, use this phrase:

"Will all Past Masters (or other group), who have not been previously introduced, please stand for self-introduction?"

The Order of Introductions is as follows

1. Past Masters of your Lodge, then affiliated Past Masters of your Lodge.
2. Past Masters of other Lodges*
3. Masters and Masters-Elect of Lodges in District, then all other Masters and Masters-Elect of Lodges.
4. Presiding Officers of Affiliated Organizations.*



5. Grand Lodge Committeemen and Committee Chairmen.*
6. District Deputies.
7. Past Grand Officers from other jurisdictions. ***
8. Grand Officers from other jurisdictions. ***
9. Past Grand Officers from Kentucky (Treasurer, Secretary, Grand Junior Warden, Grand Senior Warden, Deputy Grand Master). ***
10. Appointive Grand Lodge Officers (in inverse order).
11. Past Grand Masters of Kentucky*** (in inverse order).
12. Elective Grand Lodge Officers (in inverse order) with the GRAND MASTER being presented, not “introduced”.

* = Can be omitted if a shorter program is desired

*** = Attendance by these individuals is not common, but you should be prepared in the event they do attend.

PRESENTATIONS

Presentations should be kept to a minimum. A likely list of presentations would include:

1. The Masters jewel or pin.
2. Traveling pins.
3. Junior Past Master's apron, and/or certificate.



REMARKS

It is customary for the newly installed Master to give remarks. This will be the first impression you create for your officers, members, and guests of the Lodge. It is very important that your remarks be prepared and well thought out.

Your remarks might include:

- Your vision for the future
- Brief notes on new Programs
- Brief highlights of the year's calendar

Whatever the content, your message should be inspiring and forward thinking. This is your opportunity to engage the membership and supporters. Take advantage of it!

ACKNOWLEDGEMENTS

Remember to thank all those who assisted with the installation: This list might include:

- Those who helped with the Dinner or Reception
- The Installing Officers
- Guest Book Attendants
- Program Attendants
- Flag Bearer
- Photographer
- Musician and/or Vocalist

OTHER REMARKS

If the Grand Master is present, you will call on him for remarks at the end of the program. He is the last to speak. If the Grand Master is not present, you may call on the ranking Grand Lodge Officer or District Deputy.



EVENT PLANNING

Well-planned events are essential to the success of your Lodge.

Here is a step-by-step procedure that you can use to help you put together a program for your lodge. This procedure can be used for any program. Be sure to contact the various Grand Lodge Committees for help with any programs that you may want to plan (Veterans Day, Public Schools, Youth Orders, Warden's Night, Widows - just to name a few). Many of them also have planning procedures that they have tailored for their programs.

Step 1 - Select a committee for the program.

The committee may already exist. For example, the Entertainment committee could handle a Sweetheart's Night program while the Public Schools committee could handle the planning for a Public Schools program during Public Schools month.

Step 2 - Establish goals for the committee.

The date and time should have been previously established in the yearly program. Communicate your goals for the program to the committee before they begin their planning and execution of the event.

Step 3 - The Committees Planning

Let the committee plan the event and report back to you with their plans. Their plans should be completed within 60 - 90 days prior to the event and should include the following:

- 1) LOCATION: If your lodge dining room is too small for the anticipated crowd, do not hesitate to find a larger place. However, one of the advantages of having the program in the lodge hall is to bring in and acquaint outsiders with Freemasonry and particularly with your lodge. This gives you an excellent opportunity to show off your lodge to non-Masonic guests.
- 2) MENU: The menu for a special event should also be special. Make sure that your committee understands this. But do not lose sight of the cost. If the dinner is too expensive, you may have some members who would like to attend but can not due to expense.
- 3) PUBLICITY: Articles should be planned to be inserted in the trestle board for at least two months prior to the event. In addition, particularly for a Hiram Award, your committee should plan on having one article submitted to the local newspaper. Invitations for the event are also appropriate and sometimes necessary.



- 4) PHOTOGRAPHER: An experienced photographer should be selected for the program. He should take photos of the activities taking place in the dining room as well as during the presentation itself. Copies of the photos should be given or made available to the recipient.

- 5) ENTERTAINMENT: The main event for an Award is the presentation of the award to the recipient. Entertainment, however, will add class and enjoyment to all of your lodge programs.

- 6) MASTER OF CEREMONIES: The Master of Ceremonies should be dynamic and entertaining and someone the lodge members look up to. If possible, he should know the recipient intimately so that he can relate to the stories told by the speakers.

- 7) DECORATIONS: The dining room as well as the lodge room should be decorated for the event. This provides another opportunity to involve additional men, and their wives, in the program. (If you have divided the speakers into different time periods, you might use decorations that suggest these different periods in the recipient's life.)

- 8) SET UP AND CLEAN UP: The Steward's Committee should be used to set up and then, after the program is over, to clean up all of the tables and the dining room. This will reinforce the members with the feeling of helping the lodge and again give another committee something to do.

- 9) SERVERS: It should be determined who will serve the dinner. Perhaps it will be the caterer of the dinner. You can also call on one of your local Masonic Youth Groups to help serve the dinner. In this way, they will also feel a part of the program.

- 10) RESERVATIONS: It is suggested that reservations be taken for the dinner with a cut-off date one week prior to the event. In this way, you will be able to correctly plan for the number of dinners required for the evening and the members will be making a commitment to attend the program.



11) PRESENTATIONS: All presentations made during a lodge program should be well thought out and planned in advance. In our example, the Hiram Award selection committee should request a certificate, medallion and pin from the Grand Secretary.

12) AGENDA: The committee should put together an agenda for the evening; outlining the events that will take place, from the entrance of the lodge officers prior to the dinner, to the presentation of the award.

A sample agenda

6:30 PM - The Worshipful Master calls the audience up and asks the Chaplain to give the invocation.

6:40 PM - Dinner is served. (Head table is served first. It should be made up of the recipient, the Worshipful Master, the Master of Ceremonies, any visiting dignitaries and the Chaplain and their guests...the Wardens and any other officers can be added as room permits.)

7:45 PM - The Worshipful Master invites everyone to adjourn to the lodge room where the rest of the program will take place.

8:00 PM - The Master of Ceremonies introduces the Worshipful Master who gives a short welcoming address to the members and their friends. (Be sure that you have a good public address system and that it is in good working order.)

8:05 PM - The Master of Ceremonies asks for the American Flag to be presented at the altar. (This is another good place to use one of our Masonic Affiliated Youth Groups.) The Flag is then placed in its proper place in the East.

8:10 PM - The Master of Ceremonies individually introduces each of the speakers for the evening and, as they are introduced, invites them to come to the podium to speak.

8:30 PM - The Grand Lodge representative hands the framed certificate to the Worshipful Master who makes the presentation to the recipient. He then gavels and has all Masons rise to greet the honored guest by a battery of three-times-three.



8:45 PM - The Master then asks the recipient if he has any remarks that he would like to make.

9:00 PM - After the remarks of the recipient, the Master thanks all the committees that made the evening possible and everyone for coming. He then asks the Chaplain to give a benediction, which closes the program.

Introductions may be appropriate for the event. See the section on protocol for more information.

This procedure can be modified to accommodate any of your other programs that you want to put on. In place of the speakers for the evening, substitute your entertainment. To make the evening less formal, leave out the introduction of the Lodge Officers and the presentation of the Flag, or have a potluck in place of the "special" menu for the evening.

Whatever you do, remember the five "P's" of planning.

Prior Planning Prevents Poor Performance



MASONIC PROTOCOL

Things to know when planning Masonic events

SUGGESTED DRESS CODE

Generally, when men wear tuxes their ladies wear long dresses. When men wear business suits their ladies wear long or short dresses.

Grand Masters Reception or Event with Grand Lodge Officers

After 6:00 PM

- Tuxedos worn by Grand Lodge Officers
- Tuxedos worn by Deputies and Committeemen
- Business suits for others unless formal attire is specified
- Theme events and special circumstances may call for casual wear

Prior to 6:00 PM

- Daytime Grand Lodge attire for Grand Lodge Officers
- Dark suits for Inspectors and Committeemen
- Dark suits for Lodge Officers
- Business suits all others

Lodge Installations

Tuxedo is preferred for:

- Officers
- Installing Officers
- District Deputy
- Grand Lodge Officers



SEATING AT MASONIC FUNCTIONS

There are three usual seating plans for Masonic functions:

1. Starting at the center of the head table, the Grand Master and the local Master, Inspector or presiding officer, other principal participants in the program. Then alternate the present Grand Lodge Officers at each side of the center of the head table in descending order of rank.
2. Starting at the center of the head table, the Grand Master and other Grand Lodge Officers in descending rank on one side of the table. Then starting again at the center and going the other direction, the Master of Ceremonies, the Master of the Lodge and his officers in descending order with other dignitaries and special guests.
3. Starting at the center of the head table, the Grand Master and Master of the Lodge in the center, the Grand Lodge Officers and local Lodge Officers side by side in descending rank from each side of the Grand Master and Master.

Modify according to logistic limitations. Wives who are present should be seated with their husbands.

Place cards should be used, especially for the head table and the Grand Lodge Officers and wives. Grand Lodge Officers should be dispersed throughout the room.



INTRODUCTIONS AT MASONIC EVENTS

General Guidelines

If community officials are involved in the program, they should be introduced first from highest rank to lowest rank (i.e. Governor of State to Fire Chief). Masonic Dignitaries are introduced last from lowest rank to highest rank, (i.e. Master of Lodge to Grand Master).

Order of Introduction of Masonic Dignitaries

1. Shrine Officers, Youth Leadership, York Rite Officers, and Scottish Rite Officers
2. Masonic Homes of Kentucky Administration
3. Past District Deputies
4. Grand Lodge Committeemen
5. Current District Deputies
6. Appointive Grand Lodge Officers in inverse order as follows:

Assistant Grand Tiler
Grand Tiler
Grand Pursuivant
Grand Sword Bearer
Grand Marshal
Grand Junior Deacon
Grand Senior Deacon
Assistant Grand Secretary
Grand Chaplain

7. Past Grand Masters (Junior to Senior)
8. Elected Grand Lodge Officers up to, but not including the Grand Master, as follows:

Grand Secretary
Grand Treasurer
Grand Junior Warden
Grand Senior Warden
Deputy Grand Master

9. Grand Master (The Grand Master is always "PRESENTED," not "INTRODUCED").



Instructions for Introductions at an Open Public Meeting

- A. Only ONE introduction of anyone ... in the place of his highest Masonic rank
- B. Introduce in groups as numbered above
 - 1. Instruct each group to remain standing until that entire group has been introduced
 - 2. Request audience to hold applause until all in a group have been introduced
 - 3. You may invite applause after the groups #1 through #7
 - a. Grand Master's biography is given and he is PRESENTED
 - (1) All Masons stand to give Public Grand Honors
 - (2) Ladies remain seated (Announce)
 - 4. After the Grand Master speaks, all Masons stand to applaud; ladies remain seated

A Suggested Form of Introduction

The protocol of Grand Lodge Introductions are as follows, with the exception of the Grand Master:

From (City), a Past Master of (Lodge Name and No.), the (Title), the (Salutation), (Name), and his wife (Name) (if applicable).

The proper salutations are listed on the next page.

Example

"From Small Ville, a Past Master of Masonic Lodge No. 000, the Deputy Grand Master of the Grand Lodge of Kentucky, the Right Worshipful John Smith, and his wife Jane."

NO ONE SPEAKS (delivers a message) after the Grand Master speaks! The Master of Ceremonies or Master may thank the Grand Master and may make presentations to him and his wife.

The Master of Ceremonies or Master may close the meeting.



MASONIC TITLES AND SALUTATIONS

<u>Officer</u>	<u>Addressed</u>	<u>Introduced</u>
Grand Master	Most Worshipful	Grand Master of Masons in Kentucky The Most Worshipful...
Deputy Grand Master	Right Worshipful	Deputy Grand Master of the Grand Lodge of Kentucky the Right Worshipful...
Grand Senior Warden	Right Worshipful	Grand Senior Warden of the Grand Lodge of Kentucky The Right Worshipful...
Grand Junior Warden	Right Worshipful	Grand Junior Warden of the Grand Lodge of Kentucky The Right Worshipful...
Grand Treasurer Grand Secretary	Right Worshipful	...(office)... of the Grand Lodge of Kentucky The Right Worshipful...
Grand Chaplain	Right Reverend	Grand Chaplain of the Grand Lodge of Kentucky The Right Reverend...
All other Grand Lodge Officers & Committeemen	Worshipful	...(office)... of the Grand Lodge of Kentucky The Worshipful...
Past Grand Masters	Most Worshipful	Past Grand Masters of the Grand Lodge of Kentucky...



THE STATED MEETING

The Function of the Master

During your term as Master of your Lodge, many types of meetings will be held. The primary function of the Master is to see that the meetings are properly managed and effective. Properly planned and executed meetings result in members' favorably participating and the reverse is the result of poorly planned and managed meetings.

The Monitor

As Master of your Lodge, you should memorize the Monitorial work for the conducting of the stated meetings. That is not to say that you can't have an agenda before you, however the wording from the monitor should be memorized so that you may efficiently conduct your stated meetings.

The Business of the Lodge

We know that every Lodge must hold a monthly stated meeting for the regular transaction of business. This is the primary forum by which the business of Freemasonry is conducted in your Lodge. While you make decisions; committees meet and agree on specific issues; nothing can be firmly resolved until it has been brought before and voted on by the brethren at a stated meeting. An astute Master will realize the limits of his authority and seek approval of the membership, prior to proceeding on any new policy and/or practice.

The Duty and Power of the Master

The most important duty of the Master is to learn the art of being a gracious presiding officer. **Under Masonic law, the Master has more power than the presiding officer of any other organization. The use of such power, however, in an autocratic manner would not make a meeting attractive.** The Master must be impartial and fair and, at the same time, maintain his position as the final authority. The Master should always encourage all brethren to take part in the discussion of business. Encouragement by the Master will do much to bring about a greater interest by the member on the sidelines.

Stated Meeting Planning

It is essential for you to have a "pre-meeting" with at least the Secretary of the Lodge and hopefully the other officers, to plan your agenda for the business that is to be transacted. **Do not leave agenda planning to anyone except yourself.** Once the agenda is developed, make sufficient copies so that the Officers and Committee Chairmen know what is happening. It is also suggested that copies be placed on the Tiler's desk.



Prior to the Stated Meeting

It is recommended that preceding your Stated Meeting, a dinner or other social program be held. This will encourage the members of your Lodge to attend. It is during this time that special announcements and/or programs may be held (such as entertainment, presentation of awards, discussion of special Grand Lodge Programs, announcements of upcoming events, and Members news and information, etc.).

The Order of Business

The Order of Business is fixed by our By-Laws. Follow that order and do not deviate. With a prepared agenda, your time will be effective. The following is the Order of Business:

1. Reading of the Minutes
2. Reports of Investigating Committees
3. Balloting
4. Reception of Applications
5. Miscellaneous and Unfinished Business (includes Bills and Communications, Reports of Special and other Committees, and New Business)
6. Conferring of Degrees

Make sure you know what business the Secretary will present at the Stated Meeting. See that this is on your prepared agenda. The minutes of the previous meetings should be concise, brief, and cover all aspects of debate.



Committee Reports

You are responsible to know what committees are ready to report at the Stated Meeting. Prior to the meeting, it is suggested that you contact the committee chairman to indicate that you will want a report and he is ready with a brief and concise report. If action is necessary, make sure that he has someone (either himself or another committee member) ready to make the necessary motion to implement the recommendation. It would be appropriate for the committees to make written reports so that they may be filed with the Secretary to be held in the archives of the Lodge.

Parliamentary Procedure

When that portion of the Stated Meeting dealing with miscellaneous and unfinished business is reached, it will be necessary that you have some knowledge of parliamentary law. Parliamentary law is the accepted code of rules for governing the conduct of a deliberative body or assembly. It governs in a Masonic Lodge in so far as it is not repugnant to the peculiar character of the Institution. It is necessary, therefore, that the Master has some knowledge of parliamentary law. An extensive study is not necessary.

The Master should know some of the fundamentals of procedure as modified by Masonic Law. If the Master has had no experience in action as a presiding officer, he should make an effort to acquire this knowledge prior to the year he serves as Master. Examination of Roberts Rules of Order and Masonic Parliamentary Law will give a Master sufficient information to avoid parliamentary difficulties.

Presiding officers should always remember to keep a cool head, do not get involved in personalities, use good common sense and remember that “peace and harmony and charity of thought and deed are paramount to all else.”

Masonic Law

Merely knowing the procedure to conduct a meeting will not save a Master from difficulty if he is totally ignorant of substantive Masonic Law. The Master should know if a proposal or contemplated action is contrary to the established law of Masonry in our jurisdiction. The Master is responsible to see that his Lodge conducts its affairs according to the Constitution of Grand Lodge of Kentucky.

All Masonic Law in this Grand Lodge jurisdiction is collected in a single volume of the Book of Constitutions. Therefore it is incumbent upon the Master (and senior officers) to become familiar with the Book of Constitutions as no Master can effectively direct the affairs of his Lodge without knowledge of Masonic Law. This is not to say, however, that a Master cannot seek advice when unable to decide a question. He must first make a conscientious effort to determine the answer.



SUMMARY

In summary, to conduct a Stated Meeting that is effective the following is suggested:

- Be organized (prepare an agenda).
- Have a pre-meeting with at least the Secretary.
- Verify what business the Secretary will bring up.
- Make sure all reports are concise.
- Know what committees will report.
- Open Lodge (ritual) on time.
- Start business portion on time.

The meetings will become something the brethren will want to attend when you make them interesting, short and worthwhile.



A SCRIPT FOR CONDUCTING A STATED MEETING

Reading of Minutes

Brethren, this being our stated meeting for the month of (Month), the first order of business will be the reading of the minutes of our last Stated and subsequent Special meetings.

(Secretary reads the minutes)

Brethren, you have listened to the reading of the minutes of our last Stated Meeting; if there are no errors or omissions, they will stand approved as read.

(pause)

There being none, Brother Secretary, it is so ordered.

(Gavel)

Or, if the minutes were corrected,

If there are no further errors or omissions, they will stand approved as corrected.

(Gavel)

(Secretary reads minutes of Special Meetings, if applicable)

Brethren, you have listened to the reading of the minutes of the special meeting of (Date); if there are no errors of omissions, they will stand approved as read.

(proceed as above)



Reports of investigating committees

Do we have a visitor who would be kind enough to retire and take our Tiler's place while we vote?

(If no visitor is present, vote is taken up to and including Junior Deacon, who will then go out and relieve Tiler. Tiler enters Lodge room. Master must then re-read all Investigating Committee reports. Tiler votes. He remains inside until result of ballot is announced. He then retires and Junior Deacon returns to the Lodge).

Brethren, the committee upon the application of Mr. (Full Name) to receive the degrees of Masonry in this Lodge (or, upon the application of Brother (Full Name) for affiliation with this Lodge) has made an unfavorable report, and I declare the applicant rejected.

(Gavel)

and/or

The committee upon the application of Mr. (Full Name) to receive the degrees of Masonry in this Lodge (or, upon the application of Brother (Full Name) for affiliation with this Lodge) has made a full and favorable report (or, favorable report).

Balloting

(Master rises)

Brethren: We are about to ballot upon the application of Mr. (Full Name). his age is (Age); occupation (Occupation); residence (Residence); recommended by (two recommenders) and refers to (names of references).

Brother Senior Deacon present the ballot.

(S.D. rises, gives sign and presents ballot box to Master, then stands facing the East on the Floor just north of the Master's pedestal)

(Master displays ballot box to Senior and Junior Wardens who vote without standing or giving sign)

(After each Warden has cast his vote, the Senior Deacon places ballot box on left page of the Bible, makes sign and votes, then stands at north side of altar, facing the East)

The brethren of _____ Lodge No. ____ will approach the altar and deposit their ballots upon the application of Mr. (Full Name) to receive the degrees of Masonry in this Lodge (or, upon the application of Brother (Full



Name) for affiliation with this Lodge). Remember that balls elect and cubes reject. Be careful how you vote.

(Secretary leads the line. Junior Deacon is last to vote.)

Have all the brethren of _____Lodge No.____ voted? If so, I declare the ballot closed.

(Gavel)

(S.D. returns ballot box to Junior Warden and Senior Warden for their inspection, then stands at north side of altar while Wardens report. Senior Deacon then returns ballot box to Master. Master rises, receives ballot box, examines it and proceeds as follows:)

If favorable

Brethren, you have elected Mr. (Full Name) to receive the degrees of Masonry in this Lodge (or, you have elected Brother (Full Name) to membership in this Lodge by affiliation.

(Gavel. Master destroys ballot.)

If unfavorable

Brethren, you have rejected the application of Mr. (or Brother) (Full Name) to become a member of this Lodge.

If only one cube

(Master, without declaring results, says)

Brethren, to correct a possible mistake, we will again ballot upon the application of Mr. (Full Name) to receive the degrees of Masonry in this Lodge (or, upon the application of Brother (Full Name) for affiliation with this Lodge.

(proceed with ballot as above)



Reception of applications

Brother Secretary, are there any applications?

(Secretary will read the applications)

A proper investing committee will be assigned.

Miscellaneous and unfinished business

Reports of Special Committees

Bills and communications

(after Secretary reads bills)

Brethren, you have listened to the reading of our bills; what is your pleasure?

(Wait for motion and second, then)

Brethren, it has been regularly moved and seconded that we pay our bills. Is there any discussion?

(pause)

All in favor will say AYE.

(pause)

Those opposed, No

(pause)

The Ayes have it. The motion is carried.

(Secretary reads communications)

New business

Conferring of degrees (if any)

Close Lodge



LODGE FINANCES

Successful Lodges are sound both fraternally and financially.

KENTUCKY MASONIC CONSTITUTION

It is important to understand the regulations pertaining to Lodge finances as provided in the KMC. You should become familiar with Sections 154 - 169 and the KMC before proceeding with any financial planning for the Lodge.

ANNUAL BUDGET

Budgeting Process

Your Lodge may already have a budget for the current year, which can be used as a starting point for the annual budget for you term as Master. Below are further suggestions in developing an annual budget.

- **Appoint a Budget and Finance Committee** – A committee of at least four or five members to compare past financial performance and project income and expenses for the next Lodge year.
- **Study the Dues structure of the Lodge.** Are the dues sufficient to meet the needs of the Lodge?

Handling New Expenditures

Even once the budget is completed, some new unanticipated program or expenditure will be presented to the Lodge. When this occurs, consider whether it is in accord with both your spending plan and the wishes of the membership of the Lodge. If it is a significant dollar amount, call a meeting of the Budget and Finance Committee to review existing expenditures and the cost of the proposed new program. Have the committee prepare a recommendation to the Lodge.



DUES AND INITIATION FEES

DUES COLLECTION

Delinquent dues will be a continual problem for each Lodge and certainly the Secretary. To reduce the problem of delinquent dues:

- Be sure notices are sent to each member's residence by November
- Establish a Delinquent Dues Committee

Things to keep in mind:

- Be sure the delinquent dues notice is a friendly and simple reminder, not abrupt or harsh.
- Be sure to make personal contact with the members who don't respond to the delinquent dues notice to insure that some problem does not exist. If the brother cannot afford to pay, his dues should be remitted.

DETERMINING THE INITIATION FEE

The reasonableness of the initiation fee for the privilege of becoming a Mason has, for many years, been ignored. Initiation Fees should be consistent with the true worth of membership and the actual costs that are incurred in presenting the degrees and administratively support the new member.

Questions to ask yourself:

- How long has our initiation fee been at its present level?
- What should it presently be, considering the impact of inflation since its last revision?
- What is the actual cost of presenting the degrees?
- What do other non-Masonic groups and organizations in our community charge for membership?

What is received cheaply is sometimes not respected. Review your fees. If an increase is appropriate, prepare to change the Bylaws of your Lodge to reflect both the increase in delivery costs and the true worth of Masonic membership.



INVESTMENTS

You have an obligation to your Lodge and its membership to insure that all Lodge funds are earning maximum return for the benefit of the Lodge.

Many Lodge By-Laws dictate the standard of investment.

It is important that the Budget and Finance Committee continually review with the Treasurer how Lodge funds are invested and what the return rate is.

Investment Suggestions

- Keep sufficient funds in a checking account as are necessary to pay the monthly bills. Make sure you are receiving the highest interest on your checking account available in your community.
- Retain in a liquid savings account, which you predict may be required to fund unanticipated emergency expenses.
- Strictly adhere to the requirement of the Kentucky Masonic Code, investing the remaining funds in such other prudent investments as will provide the highest reasonable return in the safest possible manner.

Managing Lodge Investments

Some Lodges have an investment committee to manage Lodge investments. A Lodge may, through a standing resolution, appoint trustees with the power to acquire, mortgage, sell and convey Lodge property and to invest and reinvest its funds, provided that the trustees are always under the control of the Lodge. For example, the trustees may not buy or sell property of the Lodge without prior approval of the Lodge.

How To Get Assistance: Contact a member of the Finance Committee using information provided in the Roster.



INSURANCE AND TAX CONSIDERATIONS

INSURANCE

There are two general categories of insurance with which you may be concerned. There is insurance coverage, which is purchased by the Grand Lodge on your Lodge's behalf (for Lodge functions only).

*Additional insurance coverage must be purchased separately by each Lodge that owns their building.

Lodge Insurance

The Grand Lodge purchases Lodge insurance coverage. This insurance is paid through the per capita tax collected for each Kentucky Lodge. This policy covers:

- Physical loss or damage to your Lodge's paraphernalia, such as aprons, rods, Bible, and other such items used during your meetings. It also includes coverage of other Lodge tangible personal property such as your Lodge computer, filing cabinets, and other equipment owned by the Lodge and used by your Lodge Secretary, whether stored at your Masonic Temple or elsewhere.
- Comprehensive general liability coverage. This protects against liability arising from any Lodge activity, whether or not held in your Masonic Temple. This might include someone who is injured in a fall while at a Lodge event in your Masonic Temple. It might also include someone who is injured by something eaten at a Lodge event.
- Statutory workers compensation coverage. This is provided under the Grand Lodge policy to those persons who are salaried employees of the Lodge if social security taxes are withheld from the person's pay. Thus, your Lodge Secretary could be covered for injuries incurred while performing his secretarial duties but only if the Lodge withholds social security taxes from his pay.
- Limited coverage for losses incurred from theft or dishonesty. Whether from a burglary or other such loss or from the dishonesty of one your own members, such losses are covered on a very limited basis. Those Lodges with more than \$10,000 in assets should consider a separate fidelity bond for those officers who regularly deal with large amounts of Lodge assets, such as your Lodge Secretary and Treasurer.



Required Written Announcement of Lodge Activities

To assure that this Grand Lodge coverage is available in case of a claim from an injury; your Lodge Secretary should include in meeting minutes an announcement of those upcoming activities, which will be sponsored by the Lodge.

Unless this is done, any liability arising from any such activity may not be covered by the insurance coverage provided by Grand Lodge.

Masonic Temple Association Insurance

The insurance coverage provided by Grand Lodge is only for the Lodge and its members. It does not insure against claims, which may be made against the owner of the property on which the injury occurs.

If an injury occurs at your meeting place, the Masonic Temple Association may be liable also. Therefore, the Masonic Temple Association must purchase its own policy of insurance.

The Temple Association should have its own policy of coverage for:

- Comprehensive public liability
- Masonic property and its contents
- Workers compensation
- Directors and officers

NOTICE

The information on insurance provided in this notebook is merely a summary of what might be necessary in making prudent insurance decisions. Contact the Grand Lodge for more complete information and if you have further questions about insurance protection.



TAXES

Income Tax

Masonic Lodges are exempt from all federal and Kentucky income taxes, regardless of the amount of income from dues, interest, dividends or other investments, with certain exceptions.

The Internal Revenue Service has officially recognized that the Grand Lodge and its subordinate Lodges are exempt from income tax under the Internal Revenue Code Section 501 (c) (10).

Kentucky Exemption Number: XXXX

This classification may be important for other purposes.

*Each Lodge has it's own individual EIN Number on file at the Grand Lodge Office.

When is a lodge subject to Income Tax?

A Lodge is taxable on income from a trade or business, which is unrelated to the fraternal purposes of the Lodge. For example, net income from a working oil interest would be taxable because such an interest is considered a trade or business. To constitute trade or business, the activity must be regularly carried on. This does not include periodic events liking dinners and social activities.

The sale of advertising in Lodge publications is taxable as income from an unrelated trade or business. The Lodge may deduct from its advertising revenue that portion of the costs of the publication attributable to generating that revenue.

Kentucky Sales Tax

There is potential Kentucky sales and use tax consequences to certain Lodge events. A sales tax is assessed upon the sale of tangible personal property. The sale of tangible personal property includes furnishing meals as well as supplying merchandise at garage sales or bazaars for a purchase price, even if the purchase is labeled a "donation."

However, Masonic Lodges are not subject to sales tax on their receipts from furnishing meals if the meals are furnished exclusively to members and are furnished less frequently than once a week. Both requirements must be met. Meals paid for by members are considered furnished to the members and are, therefore, not subject to sales tax. Members of the Lodge for non-members who attend Lodge functions should purchase meal tickets.



Any other transfers of tangible personal property by the Lodge, such as garage sales, are subject to the sales tax. If the Lodge is subject to the sales tax, it must apply for a Kentucky Sellers permit, which can be obtained from the local office of the State Board of Equalization.

Payroll Taxes

A Lodge is required to withhold payroll taxes from the wages of its employees. Generally, a Lodge's employees would include persons such as the Secretary.

Contributions to the Lodge

Contributions or gifts to the Lodge are not tax deductible as charitable contributions. (The part of your dues for Masonic Homes of Kentucky is tax deductible) When a Lodge mails its annual dues notice, the following disclosure should appear on it:

"Contributions to (Name of Lodge) are not tax deductible as charitable contributions."

This statement should be its own paragraph and in at least the same size type as the primary message in the body of the dues notice.

NOTICE

The information provided in this notebook on tax considerations is merely a summary of what may be required to make prudent tax decisions. A competent tax advisor should be consulted before making any decision with tax implications.



THE FRIEND-TO-FRIEND PROGRAM

THE PROGRAM

Kentucky Lodges have been using the Friend-to-Friend program for several years now and many of them have been successful in their membership development efforts as a result.

The program encourages Lodge members to share information about Masonry with their non-Masonic friends. When a friend or interested person asks about Masonry, a member can provide a video and brochure to the person, which provides the opportunity to meet again and discuss the organization in greater detail.

The mission of the program is:

- To provide selected men with facts and information about Masonic membership.
- To inform the public what Freemasonry is, what it has done, what it can do for an individual, a family, and a community.
- To build a well rounded mature membership base.

THE ESSENTIAL COMPONENT TO THE PROGRAM

There are three essential components to the Friend-to-Friend program:

- The Lodge committee
- The Friend-to-Friend video tape
- The Friend-to-Friend brochure

It would also be helpful to have a supply of the Grand Lodge brochures available.

SUMMARY

There are, in each community, many men who make great Masons and who would benefit from membership in our fraternity. While we would never solicit anyone for membership, we should make information about the fraternity available.

More information is available from the Grand Lodge Membership Committee. Use your Grand Lodge Roster to contact the chairman. The committee will assist you in implementing the program in your Lodge.



MASONIC INFORMATION PROGRAMS

HOW TO PLAN A SUCCESSFUL MASONIC INFORMATION PROGRAM

Those who attempt to have a Masonic Information Program without proper preparation may fail to give a correct impression of our Fraternity. This result could affect your Lodge for years to come.

For some Lodges, this may be the most important event of the year.

Planning

At least three months before the planned date of your Masonic Information Program, select a capable and aggressive member of your Lodge to serve as Chairman for the event.

Two months before your Masonic Information Program, put a small notice of the event in your Trestleboard. You will also improve your attendance if you mail a special flier to your members and have your telephone committee call them.

The month of the event put a large notice in your Trestleboard. Publicize the program at every opportunity. Reservations should be required so the proper number of dinners can be prepared.

Supplies

The following supplies will be necessary to conduct the program, some of which can be obtained from the Grand Lodge supply room:

- Friend-to-Friend Video (or other Masonic video)
- Printed material about the activities of your Lodge
- Applications for membership



Promotion

Remember, the primary factor in your success is the attendance of both Masons and non-Masons.

The men should understand that their ladies are a very important part of this program and that their wives and families are invited.

Put Your Best Foot Forward

On the day of the program:

- The Lodge should be clean and well lighted.
- Tables should be properly set and decorated.
- A nametag is provided for everyone.
- Members should be dressed nicely and present a good image.
- Welcome your guest and make them feel comfortable.

Schedule

A suggested schedule to follow:

- 6:00 Doors open to Lodge room and dining area.
- 6:30 Assemble in dining room.
Master of Ceremonies – Welcome (short)
Invocation
- 6:45 Dinner (optional)
- 7:15 Master of Ceremonies introduces Master of the Lodge

Master – Welcome address – schedule of program
Introduce members with guests (who introduce their guest)
- 7:45 Master of Ceremonies invites the audience to join in the Pledge of Allegiance. Introduces the Speaker for the program.

Presentation by speaker
Video presentation (if used)
- 8:15 Question and Answer period.
- 8:45 Master of Ceremonies closes the meeting.



THE MENTOR PROGRAM

The Kentucky Masonic Candidate Mentor Program has been developed from a variety of successful instructional programs now in use in several Masonic jurisdictions.

PURPOSE OF THE MENTOR PROGRAM

The purpose of the Mentor Program is to ensure that every candidate is properly instructed in the fundamental lessons and ideas of Masonry.

METHOD

Upon election of a petitioner for the Degrees of Freemasonry, the Master appoints a Masonic Mentor for a one-year term.

The Masonic Mentor will contact the candidate and advise him of the tentative Degree schedule and invite the candidate and his wife to any open Lodge functions.

The Mentor will meet with the candidate at least several times:

- Prior to the First Degree
- Prior to the Second Degree
- Prior to the Third Degree
- Following the Third Degree
- Final Follow-up Session

EDUCATION MATERIALS

The Grand Lodge Masonic Education Committee implements the Mentor Program. For more information, contact a member of the Grand Lodge Committee on Masonic Education.



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!



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.



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.



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



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



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



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



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



COMMUNITY INVOLVEMENT

"People don't care how much you know, until they know how much you care."

Masonry may be one of the most misunderstood organizations of our time. The only way to remedy this is to get involved with the community. Live Masonry in your community - as an individual Mason and as a Lodge.

The opportunities for community involvement will vary from place to place. The following list has been provided as a way to begin thinking about ways your Lodge may be involved in the community it serves.

- Join the Chamber of Commerce
- Sponsor a Chamber Mixer in your Lodge building
- Adopt a School
- Adopt a highway
- Sponsor a baseball, football, or basketball team
- Raise funds for a worthy cause
- Sponsor a recognition program for police and/or fire departments
- Volunteer for community improvement projects
- Offer your Lodge building as a polling place for elections

PUBLIC AND MEDIA RELATIONS

The Grand Lodge has developed a state-wide public relations program, part of which includes the development of several items that can be used for your benefit including:

- **Masons of Kentucky brochure** - a colorful brochure outlining the fraternity, values, history, education, philanthropy, family, and brotherhood aspects of Masonry.
- **Youth Groups Brochure** - a contemporary three-fold brochure describing the Masonic youth groups, developed by the Grand Lodge Youth Orders Committee.

If your Lodge does not already, it will be important, that you as the Master, or someone you designate, contact the media regularly and see that the activities of your Lodge are known by the public.



PREMISES FOR A STRONG MASONIC PUBLIC AND MEDIA RELATIONS PROGRAM

A greater understanding and awareness of Masons on the part of all audiences is critical to increasing the strength of the fraternity.

Several premises are very important to this effort.

- The development of public image and reputation is an evolutionary process that needs to take place over two to three years, and then be managed effectively thereafter.
- Publicity for the sake of publicity is not effective in positioning and reputation management.
- Building visibility and understanding of Freemasonry is best accomplished with a proactive communications program that integrates public relations strategies to provide consistent information to the appropriate audiences.
- All public relations activity must be objective-driven and pertain to the Masonic mission and values.
- Audiences must be able to relate to the Masonic messages being sent to them. If the goal is to generate applications from potential members aged 25 to 50, the visual aspect of messages must include men in this age group, whose appearance the target group can readily identify with.
- The best public relations efforts and opportunities exist between members and their communities.
- The member's understanding of his important role in community public relations is critical to a successful effort.



Grand Master's Excellence Award Program

DISTRICT MEETING ATTENDANCE

An attendance award will be presented at Grand Lodge to those lodges that have their top five elected officers (Master, Senior Warden, Junior Warden, Treasurer, and Secretary) present at your District Meeting plus six other members, or 16 total members. No make-ups will be accepted if made by officers and members other than those who were at your District Meeting.

GRAND MASTERS EXCELLENCY AWARD 20XX-20XX

The Grand Master's Excellency Award has very high achievement requirements and is the highest award a lodge can receive. Although the qualifications are set high, a lodge can choose those areas in which they currently excel and then look to the challenges that best suit the talents of their officers and members.

The award is designed to raise the overall proficiency of a lodge by encouraging it to broaden its horizons by focusing on specific challenges. The Grand Masters Excellency Award will be presented at the Annual Communication of the Grand Lodge in October of 20XX to those lodges that meet twelve (10) of the requirements.

The time frame used by lodges seeking qualification is from September 1, 20XX through August 15, 20xx. All applications must be signed by the Worshipful Master and certified by the Lodge Secretary with his signature and the seal of the lodge. The applications will then be sent to the District Deputy and must be received by him no later than August 30, 20XX. Any presented after this date will not be eligible for review.

The District Deputy will review the applications and summarize the lodges meeting the necessary criteria for any of the award levels. This will be sent to the Deputy Grand Master for review by him no later than September 5, 20XX.

Requirements:

1. Grand Lodge Attendance: The Worshipful Master, Senior and Junior Wardens must have been present at the Annual Communication of the Grand Lodge in October 20XX. The report must show the names of the officers attending. *** Note: If an officer is unable to attend due to extenuating circumstances, for example, sickness, death, or other valid reasons, and a proxy attends; the lodge may apply to the District Deputy Grand Master for relief. If he determines that the absence was due to justifiable reasons, the lodge will then be considered to have met the requirements for Grand Lodge attendance.
2. District Deputy Grand Masters Official Visit: All elected and appointed officers of the lodge (Worshipful Master, Senior Warden, Junior Warden, Treasurer, Secretary, Chaplain, Senior Deacon, Junior Deacon, Senior Steward, Junior Steward, Marshal and Tiler) must be present at the District Deputy Grand Masters Official Visit.



If the District Deputy is an officer of the lodge, a member of the lodge will be substituted for him. No other substitutions will be allowed. The lodge will be opened in form on the Third Degree for the reception of the District Deputy Grand Master.

*** Note: If an officer is unable to attend due to extenuating circumstances, for example, sickness, death, or other valid reasons, the lodge may apply to the District Deputy Grand Master for relief. If he determines that the absence was due to justifiable reasons, the lodge will then be considered to have met the requirements for the District Deputy Grand Masters Official Visit.

3. Open Installation of the Lodge: All elected and appointed officers of the lodge (Worshipful Master, Senior Warden, Junior Warden, Treasurer, Secretary, Chaplain, Senior Deacon, Junior Deacon, Senior Steward, Junior Steward, Marshal and Tiler) must be present at the Open Installation of the Lodge. No substitutions of officers will be allowed *** Note: If an officer is unable to attend due to extenuating circumstances, for example, sickness, death or other valid reasons, the lodge may apply to the District Deputy Grand Master for relief. If he determines that the absence was due to justifiable reasons, the lodge will then be considered to have met the requirements for the Open Installation of the Lodge.

4. Grand Lodge Membership Program: The lodge will successfully implement some aspect of the Grand Lodge Membership Program through effective encouragement and communication with its membership. The membership program will include the Friend-to-Friend video or other tapes that are made available.

5. Widows Communications: The lodge begins or continues an active communications program with the widows of lodge members including personal contact with them. Examples include, but are not limited to, sending holiday and birthday cards, giving holiday gifts, sending invitations to public functions of the lodge, and oversight to assure their financial health needs are met. The lodge will provide the Grand Lodge with a current list of widows including addresses and telephone numbers. The report must describe the activities and actual results obtained.

6. Candidate Education: The lodge successfully implements the Candidate Education Program for the newly elected candidates and their family. Each candidate must have a mentor assigned to work with him on the lectures and educational booklet. The report must be specific and include actual results.

7. Officers Proficiency: A minimum of eight (8) of the officers of the lodge consisting of the Worshipful Master, Senior Warden, Junior Warden, Treasurer, Secretary, Chaplain, Senior Deacon, Junior Deacon, Senior Steward, Junior Steward and Tiler receive a Certificate of Proficiency in their station or place. They must have been examined and be recommended for a Certificate of Proficiency from the Grand Lodge by June 30, 20XX.

8. Dinner Meetings: Have at least five dinner meetings consisting of: One or two fraternal dinners for Masons only. These may be in conjunction with a called or stated meeting and are to be solely for the purpose of promoting Masonic and fraternal fellowship, friendship, and brotherly love. Report the dates of the meetings, the topics presented at each, and number attending. One or two dinners for ladies and families that include a speaker or some type of entertainment for the family. Report the dates of the meetings and the topics presented at each. Father and Son and/or Daughter: Host a Father and Son and/or Daughter Night (grandchildren included) with a lodge meal and program.



The report must give the date, attendance, and program. Observing Past Masters Night, including a dinner and some type of special recognition for these brethren. Report the date and program. A lodge dinner for prospective candidates and their families, featuring a speaker on Freemasonry. The intention is to make prospective candidates and their families comfortable with Masonry and answer any questions they may have. The report must show the date, number of prospective candidates and their families, an outline of topics presented and number attending.

9. Grand Lodge Endowment Fund: The lodge contributes an amount equal to \$2.00 per member to the Grand Lodge Endowment Fund. Any lodge contributing \$8.00 or more per member will receive a suitable Certificate from the Kentucky Grand Lodge, even if they do not qualify for the Award of Excellence. This cannot be an assessment, but it may be from lodge funds, donations, or a fundraiser.

10. Educational Programs: The lodge offers at least three educational programs, each on a different stated meeting or special night. Examples include, but are not limited to: 1) A presentation on Masonic symbols such as the Beehive, Masonic Rods, or the Lost Word; 2) Show a Masonic video such as the “Freemasons” followed by a discussion; 3) An inspirational talk on Masonic charities or “What Masonry has Meant to Me; or 4) Hosting a College of Freemasonry Course such as “Colonial Freemasonry”. Fraternal functions with or without families can qualify here. The report for credit must show the dates of the meetings; the topics presented at each, and number attending.

11. Kentucky Masonic Homes: A lodge sponsored visit to either of the Kentucky Masonic Homes. The Master and at least five officers plus five other members must attend. The report for credit must show the dates of the meeting, where attending, and number attending by name.

12. Other Lodge Visitation: The Master and two of his principal officers (Senior Warden, Junior Warden, Treasurer, or Secretary) plus four other members make a minimum of three visits, as a group, to lodges other than their own during the qualifying period. The report on the visits must show the dates, the lodges visited, and identify the officers and members who made the visits.

13. Cornerstones of Public Buildings: The lodge will secure an official invitation for the Grand Lodge to lay the cornerstone for a new church or other public building. The date of the ceremony may be after the qualification period as long as the Grand Master receives the invitation within the qualification period. The report must give the church or public building, the date of ceremony, and the date reported to the Grand Master.

14. Religious Services: Observe Saint John the Baptist Day (June 24) and Saint John the Evangelist Day (December 27) by having a lodge function or attending a religious service as a group on the Sunday closest to the respective day. The Master and at least eight other officers and members must be present at the religious service. The report must give the date of the event and program or the service attended (the church) and number attending.

15. The lodge to confer the First Section of the EA, FC, and MM Degree. The work is to be in their own lodge.

16. Scholarship Program: Implement a scholarship program with a local school. Host a lodge dinner for the recipients and their families, community leaders and teachers from the local schools. The report must show the names of scholarship recipients, date of the lodge function, and number attending.

KENTUCKY EXCELLENCE AWARD



17. The lodge host a community fund raiser or volunteer for a community project such as Hospice, Habitat, Salvation Army, American Red Cross, Meals-On-Wheels, Gods Pantry.

18. The lodge successfully implements a mentoring program for the newly elected candidates and family. The mentor and the coach need to be different brothers. The report must be specific and include actual results.

19. All five elected officers of Lodge to attend the Masonic Educational Program.



LIST OF ESSENTIAL RESOURCES

As Master of the Lodge, you should, at a minimum, obtain the following resources:

- Roster of Kentucky Lodges
- Kentucky Book of Constitutions with current updates
- Lodge By-Laws
- Masonic Information for Stated Meetings
- Installation Service
- Funeral Service
- Monitor and Officers' Manual
- The Lodge Manual

All of these resources are available from the Grand Lodge Office.