

**Grand Lodge of Kentucky**

**2015-16**

**District Deputy Grand Master**

**Handbook**

**Cloyd J. Bumgardner**

**Grand Master of Masons  
In Kentucky**

**2015-16**

## Table of Contents

Letter from M.W.G. M. Cloyd J. Bumgardner	3
Forward	4
Purpose & Duties of District Deputy Grand Master	4-6
District Meeting	6-7
Book of Masonic Constitution	8
Grand Master's Slogan/ Pins/ Special Events/ Programs	8- 11
Grand Master's Slogan & Pin	8
Grand Master's Veteran's Pin	9
Grand Master's Motorcycle Ride & Engraved Rifle	9
Grand Master's Masonic Scholars, Traveling Gavel Programs	10-11
Grand Master's Excellency Award	11
Masonic Homes of Kentucky	12
District Deputy Grand Master Names and Contact Information	13
District Meeting Schedule 2015-16	14
Masonic Educational Conference Dates, Times, Location	15
Appendix A            District Meeting Sample Agenda	16
Appendix B            Reception of Distinguished Guests	17
Appendix C            State of the Lodge Report	18
Appendix D            Masonic District Facebook Pages	19-20
Appendix E            Sample Letter to Donate Bicycle to School	21
Appendix F            Talking Points for Bicycle Presentation	22
Appendix G            Masonic Bluegrass Ritualist Program	23
Appendix K            Growth Plan for Lodge	24
Appendix L            Grand Masters Excellency Award Program	25-30

## Letter from M.W.G.M Cloyd J. Bumgardner

Dear Brother,

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

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

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

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

Fraternally yours,

Cloyd J. Bumgardner, Grand Master  
Grand Lodge of Kentucky

## FORWARD

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

## PURPOSE AND DUTIES OF DISTRICT DEPUTY GRAND MASTER

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

## Travel

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

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

## Dress/Appearance

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

## Speaking/Presenting

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

## Visiting Lodges

When visiting a lodge please use the following guidelines:

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

5. **Avoid Unnecessary Conflict:** Avoid becoming involved in all private quarrels and disagreements. If you see a problem developing then bring it to the attention of your Area Officer or the Grand Master. Otherwise avoid being drawn into quarrels.

## **DISTRICT MEETING**

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

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

### **Notice of Meeting in Masonic Home Journal**

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

The following information is required in your notice:

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

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

A few suggestions to assist you with your District meeting:

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

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

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

### **District Meeting Attendance Awards 2015 - 2016**

An attendance award will be presented at the Grand Lodge Annual Communication to those lodges who have the Master, and seven members of his Lodge present at your District Meeting for a total of eight. This will apply to all Lodges regardless of size.

*(If the Master is unable to attend due to extenuating circumstances, the lodge may apply to the DDGM and Area Officer for relief. If the DDGM and Area Officer determined that the absence was justifiable, the lodge will then be considered to have met the requirements with a total of 8 members in attendance.)*

## BOOK OF MASONIC CONSTITUTION

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

**Be sure that all lodges in your district have an up-to-date Constitution. If they have a Blue Binder, be sure to check it since it may not be up to date.** Each lodge received an updated Constitution at the 2014-15 District meeting. Encourage the lodge to refer to it often as the laws governing our fraternity help to protect the integrity of our order. Suggest that each lodge periodically have brief programs on the Constitution, using selected sections as topics in order that the Craft may become familiar and comfortable with the Constitution.

Impress upon the lodge Secretary to list the newly elected and/or appointed officers of the lodge electronically. **This submission must be sent to the Grand Secretary as soon as possible following the election of officers in December. In any case, the submission must be received in the Grand Lodge Office prior to January 10, 2016.** Encourage the lodge Secretary to be sure to enter the information on the lodge income electronically on the home page of the new system. Additionally each lodge will have to fill out a 990 E Postcard on the IRS Website if they are under \$50,000.00. Those over \$50,000 will fill out a 990EZ or regular 990 Form. This information is required by the IRS. **Either way, ALL Masonic Lodges must file electronically on the IRS Website to retain their tax exempt status.**

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

### Grand Master's Slogan

Your Grand Master's Slogan is –be a Proud Kentucky Freemason

### Grand Master's Pin

This year's Grand Master's Pin is a round pin containing the outline of the State of Kentucky. Behind the outline are the Kentucky and American Flags. There are two 5-pointed gold stars in the Kentucky outline. One is located in Southeastern Kentucky and the other is located in the Purchase Area of far western Kentucky. Your Grand Master considers both these areas of Kentucky as his homes where he did much of his growing up.

The border of the pin contains the slogan – Proud Kentucky Freemason and a Masonic trowel. Your Grand Master's name and year of service is located on the back of the pin.



## Grand Master's Veteran's Pins

The Grand Lodge of Kentucky 2015-16 Veteran's Pin features General (and brother) George Washington on both knees praying to God for the welfare of our troops during the American Revolution. The Masonic Square and Compass are also depicted on the scene. Your Grand Master believes the pin needs no further explanation. Proceeds from the Masonic Veterans Pin will go to benefit Veteran's Recognition Programs across the Commonwealth of Kentucky. Your Grand Master also wants to note that schools in our Commonwealth are legally required to hold Veterans Recognition Ceremonies on, or around, Veteran's Day each year and Veterans who are good speakers are highly sought after. If you such a Veteran please consider volunteering time to speak at an assembly at your local school. **The purpose of this program is to recognize our Veterans.**

## Grand Master's Motorcycle Ride 2015-16

Due to the increasing popularity of motorcycle riding among Kentucky Masons, we will have the first Grand Lodge of Kentucky Motorcycle Rides during 2015-16. The dates will be announced during the Spring and Fall of 2016. Your Grand Master hopes that the brothers who participate in these activities will ask their friends who would make good Masons, but are not yet Masons, to attend. Your District Deputy Grand Master will get the information to you as soon as it becomes available. Continue to watch the Masonic Home Journal, and your district Facebook page for more information! Your Grand Master and the Grand Line Officers will be participating. Brothers who would like to ride motorcycles, but cannot do so for whatever reason, will be able to participate in autos. All proceeds from the rides will go to the Grand Master's Programs and the Masonic Homes of Kentucky. Contributions to the Grand Master's Program are flexible and may be placed in the area of greatest need. **The purpose of this activity is to increase Masonic Fellowship across the State of Kentucky.**

## Grand Master's Engraved Rifle 2015-16

There will be another opportunity to contribute towards the Masonic Homes and the Grand Master's Programs this Masonic Year. Those who contribute to this program will have their name placed into a drawing for an heirloom quality, engraved, Henry Golden Boy, 22 caliber, rifle. The rifle will have medallions of the Seal of the Grand Lodge of Kentucky and a medallion of your Grand Master's pin set into the butt stock. The rifle forearm will have engraved Masonic Square and Compasses on either side, your Grand Master's name and year of service, and the Grand Lodge of Kentucky Free and Accepted Masons. The receiver is highly decorated and may be engraved with the winner's name and their lodges name and number. This program may possibly be continued by successive Grand Masters, so this rifle could well be the first of a series. The winner will be announced at the 2016 Annual Communication. **The purpose of this program is to raise funds for the Grand Master's Programs and for the Masonic Homes of Kentucky.**

## Grand Master's Masonic Scholars Program

Interested Masons may qualify for a Masonic Scholars pin this year by successfully completing an open book test on the Constitution of the Grand Lodge of Kentucky. Several Masons from across the State of Kentucky have submitted multiple choice and true/false test questions which have been compiled into one quiz. The test is to be timed at 60 minutes and will require a thorough reading and study of the constitution prior to taking the test in order to complete it in the allotted time. Individuals who successfully complete this assessment will be awarded a Masonic Scholars Pin at their district meeting or the Annual Communication. Successful completion of this program will count for points towards your lodge achieving the Grand Master's Excellency Award. **The purpose of this program is to increase knowledge of the Masonic Constitution across Kentucky.**

## Grand Master's 2015-2016 Statewide and District Traveling Gavel Programs

### Statewide Traveling Gavel Program

Your Grand Master will continue the Statewide Traveling Gavel Program from last year. The gavel location can be tracked using the Traveling Gavel locator found on the Grand Lodge of Kentucky website and/or the Grand Lodge of Kentucky Statewide Traveling Gavel Location Facebook Page (see Appendix D). It is important that you follow the directions contained in the gavel case to ensure that the gavel location is kept up with and all lodges have an opportunity to take it to their lodge. The gavel used this year is made from historic materials. The head of the gavel is cut from a piece of hand hewn Kentucky Limestone, chimney rock. This rock was taken from the very humble log cabin built, and lived in, by Patience and George Washington Bumgardner (circa 1830 - 1860). The cabin was located in the Pumpkin Hollow community of Pulaski County, KY. Patience and George Washington Bumgardner were your Grand Master's Great, Great Grandmother and Grandfather. The handle of the gavel was turned from wood taken from a tree felled on the campus of the Masonic Homes of Louisville, KY. Please keep this historic gavel safe, and circulating around Kentucky. One or more Masons may pick up the Gavel at any Masonic meeting where it is available. The gavel does need to be present in a tiled meeting to count as a lodge visit. Also, be sure to follow the directions located inside the case and to sign the registry contained in the gavel case. The gavel, its travels, and the information you leave in the case will become a part of the rich history of the Grand Lodge of Kentucky for future ages. The lodge which travels the furthest, as indicated by the log kept inside the gavel case, will receive an award at the Annual Communication. **The purpose of this program is to encourage Masonic Travel across the State of Kentucky.**

## District Traveling Gavel Program

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

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

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

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

## **GRAND MASTER'S EXCELLENCY AWARD PROGRAM, 2015-16**

The Grand Master's Excellency Award is designed to raise the overall proficiency of a lodge by increasing visibility within the community and the fraternity. Lodges attaining the award will receive them at the 2016 Annual Communication of the Grand Lodge of Kentucky. They must meet the requirements from September 2015 through August 15, 2016. All applications must be signed by the Master of the Lodge and certified by the Lodge Secretary with his signature and the seal of the lodge. The applications must be received by the Grand Lodge Office by August 30, 2016. The requirements for this award are based on input from individual lodges, Past Grand Masters, previous excellency programs and the Grand Master himself. The Grand Master's Excellency Program is point-based this year.

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

\*\*\*See Appendix H for the Grand Masters Excellency Award Program\*\*\*



## ***Masonic Homes of Kentucky***

Masonic Homes of Kentucky, Inc. was formed September 1, 1993, by the merger of the Masonic Widows & Orphans Home in Louisville and the Old Masons Home in Shelbyville.

Today, the Masonic Homes offer a full continuum of senior housing and living services on both the Louisville and Shelbyville campuses, and independent living at the Spring Hill Village Retirement Community in Taylor Mill.

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

At the Masonic Homes of Kentucky we provide the highest quality housing, health care and services that make a difference in people's lives. The Homes receive income from investments, donations, bequests, rent, resident payments, insurance reimbursement programs, Medicare, and Medicaid.

### **Contact the Masonic Homes of Kentucky**

3761 Johnson Hall Drive  
Masonic Home, KY 40041  
502/259-9627  
Fax: 502/259-5290  
[www.masonichomesky.com](http://www.masonichomesky.com)

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

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

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

CJ Parrish (OES #1)  
Sr. VP of Communications &  
Chief Communications Officer

Bruce Lott (224)  
Sr. VP of Mission Advancement &  
Chief Development Office

## DISTRICT DEPUTY GRAND MASTERS

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

DISTRICT #:	NAME:	CELL PHONE NO.
1	Mark Womble	270-217-3735
2	Steve Phillips	270-556-4941
3	Bradley Rudolph	270-498-4083
4	Don Martin	270-931-4862
5	Brent Green	270-832-7936
6	Bruce Taylor	270-543-8004
7	Mack Scott	270-316-0968
8	James Grant	270-589-9118
9	Phillip Liles	270-268-2781
10	Tom Blaha	270-842-1636

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

11	Ira Piercy	270-459-0786
12	Steve Freeman	502-649-6062
13	Harold Johnson	502-507-0927
14	Garry Terry	502-500-1153
15	Stan Robinson	502-439-6662
16	Brooks Wheeler	270-692-5522
17	John Mark Clements	502-696-4208
18	Dan Kemble	859-801-3095
19	Jeff Moermond	859-802-1065
20	Gary Frinnell	859-621-2971

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

21	TBD	
22	Richard Short	805-440-8412
23	Keith Lewis	606-202-3939
24	Andy Stigall	859-388-0943
25	Mark Williams	859-200-205
26	Frank Wayne Baker II	606-275-9267
27	Paul Huff	606-232-0643
28	Dean Hall	606-794-1884
29	Robert Williams	606-438-8593
30	Bill Middleton	606-558-3735

## DISTRICT MEETING SCHEDULE 2015-16

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

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

## **MASONIC EDUCATIONAL CONFERENCE INFORMATION**

NO MEALS ARE TO BE SERVED

DRESS CASUAL - ALL MEETING TIMES ARE PREVAILING TIMES

The details of the Masonic Education Conference have not been finalized at the time of writing of this handbook.

A video conference will be offered early during 2016. Additionally 2 education conferences will be scheduled in each Masonic Area before Spring of 2016. Please watch the Masonic Home Journal, your District Facebook page, and stay in touch with your District Deputy for more information.

## APPENDIX A

### **SAMPLE AGENDA FOR YOUR DISTRICT MEETING**

Open Lodge

Call Lodge from Labor to Refreshment

Meal

Lodge called from Refreshment to Labor

Reception of District Deputy Grand Master

Reception of Grand Line Officers and Distinguished Guests

Reception of Grand Master

Education Speaker/Presentation (10 – 15 minutes)

State of the District/Lodge Report (\*Presented by DDGM and Masters of Lodges)

District Deputy Grand Master Remarks

Turn meeting over to the Area Officer

Grand Lodge Agenda

Grand Master Remarks

Close Lodge



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

Distinguished guests will be received in the following order:

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

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

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

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

APPENDIX C

**STATE OF YOUR LODGE REPORT**

---

Lodge Name and Number

---

Total Number of Members

---

Number of 50+ year members

---

Date of Last Petition

Number of Petitioners since October 1, 2015

\_\_\_\_\_ initiated

\_\_\_\_\_ passed

\_\_\_\_\_ raised

List of Community Involvement Activities Performed by the Lodge

How many bicycles were places into schools if any?

Appendix D

**MASONIC DISTRICT FACEBOOK PAGES**

<b>DISTRICT</b>	<b>Facebook Page</b>
District 1	District#1 Masonic Lodges, Grand Lodge of Kentucky
District 2	District #2 Masonic Lodges, Grand Lodge of Kentucky
District 3	District 3 GLKY
District 4	District 4 Masonic Lodges, Grand Lodge of Kentucky
District 5	District 5, Grand Lodge of Kentucky
District 6	Masonic District 6 Grand Lodge of Kentucky F & AM
District 7	Masonic District #7, Grand Lodge of Kentucky F. & A.M.
District 8	Masonic District #8, Grand Lodge of Kentucky F. & A.M.
District 9	District 9 Kentucky F&AM
District 10	District #10 Masonic Lodges
District 11	Masonic District #11, Grand Lodge of Kentucky F. & A.M.
District 12,13,14	Districts 12,13 & 14 Masonic Lodges
District 15	District 15 – Kentucky Free & Accepted Masons
District 16	Masonic District #16, Grand Lodge of Kentucky F. & A.M.
District 17	Masonic District #17, Grand Lodge of Kentucky F. & A.M.
District 18	Masonic District #18 & 19, Grand Lodge of Kentucky F. & A.M.
District 19	Masonic District #18 & 19, Grand Lodge of Kentucky F. & A.M.
District 20	District 20
District 21	Masonic District #21, Grand Lodge of Kentucky F. & A.M.
District 22	Grand Lodge of Kentucky, District # 22
District 23	District #23 Masonic Lodges
District 24	Masonic District #24, Grand Lodge of Kentucky F. & A.M.
District 25	District 25
District 26	KY. Masons District 26
District 27	Kentucky Masonic District 27
District 28	District #28 Masonic Lodges
District 29	Kentucky District 29 Masons
District 30	Masonic District #30, Grand Lodge of Kentucky F. & A.M.

Additional Group	Grand Lodge of Kentucky Statewide Traveling Gavel Location
Additional Group	Masonic Homes of Kentucky, Inc.
Additional Group	Masonic Homes of Shelbyville
Additional Group	GLKY Constitution
Additional Group	Eastern KY Masons
Additional Group	Western Ky Masons

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

Appendix E

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

Date: \_\_\_\_\_

\_\_\_\_\_ Lodge # \_\_\_\_\_ Free and

Accepted Masons donates this bicycle to

\_\_\_\_\_ School located in

\_\_\_\_\_ Kentucky for the purpose of an attendance

incentive to promote good student attendance during the 2015-16 school year.

\_\_\_\_\_

Signature of Master of Lodge

Date

\_\_\_\_\_

Signature of School Principal/designee

Date

## Appendix F

### **Talking Points for Bicycle Presentation**

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

## Appendix G

### Masonic Bluegrass Ritualist Awards 2015 – 2016

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

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

**A brother must perform work from the list below to achieve this prestigious recognition. All lectures must be given from memory and not read. Consult with the Bluegrass Ritual Chairman, Ryan Michael Pagana (270) 875-5177 for more details.**

Points	Work
5	Confer the Working Tools lecture on EA
5	Confer the Working Tools lecture on FC
5	Confer the Working Tools lecture on MM
5	Confer the Charge EA
5	Confer the Charge FC
5	Confer Short Bible Lecture-EA
5	Confer Short Apron Lecture-EA
5	Confer Minor speaking part of MM second section
5	Confer the Address to Newly Raised brothers
5	Confer Letter "G" FC Degree
5	Confer EA Degree first section
5	Open a MM Lodge by setting in all three principle stations M, SW, &
JW	
5	Open a FC Lodge by setting in all three principle stations M, SW, & JW
5	Open an EA Lodge by setting in all three principle stations M, SW, &
JW	
5	Confer the EA Obligation
5	Confer the FC Obligation
10	Confer the MM Obligation
10	Confer EA Degree second section.
10	Confer FC Degree first section.
10	Confer MM Degree first section.
10	Major speaking part in MM second Section (KS, JM, or Zeph)
10	Can teach Lecture on any degree through "reinvestment".

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

- 20 Confer the Stair Lecture in the FC Degree (chart or slides).
- 20 Confer the Third Section in the MM Degree (chart or slides).
- 20 Confer Masonic Funeral Rite
- 20 Confer the Annual Installation of Officers
- 20 Confer the EA degree Third Section (chart or slides)

## Appendix K

Insert Plan form in Excel format here in Landscape Format



Appendix L

Grand Lodge of Kentucky  
Grand Master's Excellency Award  
2015-16

Cloyd J. Bumgardner, Grand Master

**Directions:**

- Step 1: Read and do the Required items #1-#4 on page 2.
- Step 2: Read the choices of activities in Categories 1-5 on pages 2-4. (These ideas are taken, in part, from the lodge surveys.)
- Step 3: Decide which activities you are going to do to get 100 points. (You must complete at least 1 activity from each category)
- Step 4: Do the activities you picked. (Note: You can get a maximum of 40 points by donating 4 bicycles to your local elementary schools as a good attendance reward.)
- Step 5: Fill out the Tally Sheet and turn in to Grand Lodge by August 15, 2016.
- Step 6: Come to Grand Lodge and pick up your award!!!

## Required items for the Grand Masters Excellency Award

- 1) All officers will hold a Grand Lodge of Kentucky Proficiency Card
- 2) All required paperwork is to be turned into the Grand Lodge Office on Time (from September 30, 2015 – September 1, 2016 with paperwork in before September 15, 2016
- 3) Confer (or cause to be conferred) all sections of all degrees on all new members
- 4) Completion of requirements for Grand Masters Excellency Award form turned into Grand Secretary by August 15, 2016 so awards may be processed
- 5) Select enough activities from the following lists to achieve 100 points. **You must select at least 1 activity from each category. Record items on Tally Page and return to the Grand Secretary by August 15, 2016**

### CATEGORY 1---MAINTAINING THE BROTHERHOOD

- |    |           |   |
|----|-----------|---|
| A. | 5 Points  | Fly the American Flag outside the lodge hall during each meeting.<br>(weather permitting).  |
| B. | 10 Points | Implement an automated calling system for your lodge.<br>(Example: Phonevite System)  |
| C. | 10 Points | Lodge uses the petition which is available online.  |
| D. | 20 Points | Host a Friend to Friend Dinner and invite QUALITY MEN, and their significant others. (Consider inviting Coaches, Pastors, Professionals, Community Leaders, etc). *Note: Family Night or Past Masters Night will not qualify for this*  |
| E. | 20 Points | 3 or more members work in the Masonic Homes Great Day of Service.   |
| F. | 20 Points | Adopt a policy that the lodge will use a <u>national</u> criminal background service on all petitioners (Example: Info Check USA. Note: The G. L. of Ky has no affiliation with, and receives no proceeds from, this company).  |
| G) | 30 Points | 3 or more members visit all lodges in district and 3 lodges out of district. (Verify using the Masonic Passport available from DGM Todd Jones.) *Attendance at your District Meeting will count as visit to your DDGM's Lodge*  |
| H) | 30 pts    | At least one lodge member passes a Masonic Scholars Quiz on the Grand Lodge of Kentucky Constitution. (Is a 1 hour timed comprehensive, open book quiz on the Grand Lodge of Kentucky Constitution to be given by the DDGM)(Pins to be awarded at the District Meetings or Grand Lodge) |

## CATEGORY 2--QUALITY OF WORK/OUR OBLIGATION

- A) 5 Points Provide refreshments at each meeting.
- B) 10 Points Participate in a re-obligation ceremony. (The ceremony should be rotated between lodges in the county. (If no re-obligation currently exists, you can start one with the other lodges. (Procedure: The lodge is opened on the MM Degree. The Master, or designee, assumes position to receive the MM obligation. The other brothers stand behind him, each with a hand on the shoulder of the person in front of them. The Secretary, or another Master Mason, recites the MM obligation which all repeat in unison.)
- C) 10 Points The Master and at least 2 of the following officers (SW, JW, Secretary, Treasurer) attend the education meeting .
- D) 20 Points Participate in the Masonic Homes "Adopt a Resident" Program. (For example: Send Birthday and Holiday Cards, personal visits, telephone calls, fruit baskets etc. to a Masonic Homes Resident) \*Contact Bruce Lott at the Masonic Homes for more details. (502)259-9627 \*
- E) 30 Points At least 1 member of the lodge attains a Ritual Pin during the 2015-16 Masonic Year for a maximum of 30 points. (10 points for Ritual Pin, 10 points for Senior Ritual Pin and 10 points for Master Ritual Pin) (Attachment B) \*Note: If a brother already has a pin, they do not qualify.\*

## CATEGORY 3--COMMUNITY INVOLVEMENT/MASONRY MATTERS

- A) 5 Points Sponsor a high school or college scholarship. (5 points for \$250, 10 Points for \$500, 20 points for \$1000)
- B) 10 Points Place a Masonic Float in a parade (add 10 points if with OES Chapter).
- C) 10 Points Participate in the P.R.I.D.E. Program (Eastern & Southeastern KY)
- D) 20 Points 5 or more members attend the "All Masons Day" at the State Capital.
- E) 20 Points Support your local school Family Resource/Youth Service Center , Backpack, Shoes, food, etc. programs. (Contact area officer for program approval)
- F) 30 Points Cook out for your local high school senior class as positive recognition for their achievement of graduating. (Masons support education!!!)
- G) 40 Points **10 points per bicycle (maximum of 40 points) donate a new bicycle(s) to your local elementary school before Christmas, 2015 as an attendance award. You may partner with an O.E.S. Chapter. Contact the principal to organize this activity. The principal should set the attendance criteria. (See DDGM Handbook Appendix for an example of a letter to have signed By school principal and presentation talking points)**

#### CATEGORY 4--THE FUTURE OF FREEMASONRY

- A) 5 Points Have "Who are the Masons and What do they Do? and/or "What has Freemasonry Done for the World," brochures available for the lodge. The brochures are available from the Masonic Service Association.
- B) 5 Points Host a "Wear a Patriotic Tie or Shirt " meeting.
- C) 5 Points A Veteran speaks at a school as part of the "Veteran's Day Recognition Program." The same points apply for Operation Preparation Speakers.
  
- D) 10 Points The Master or designee, will participate in the district Facebook page (See Attachment B)
- E) 10 Points One or more members participate in the GLKY Constitution Discussion Facebook page. (See Attachment B)
- F) 10 Points Support a Masonic Youth Group through finances or in-kind contributions(meeting place, etc.)
  
- G) 20 Points Host an appreciation dinner(s) for active military/veterans, fire, police, EMS, and/or local community leaders. (Maximum, 20 points) (\*P.M. Night or Widows Dinner will not qualify\*).
- H) 20 Points Host a dinner/social function and invite members of college fraternities/other community organizations. There should be a leadership speaker, or other entertainment, as part of the program. (Maximum, 20 points) (\*P.M. Night or Widows Dinner will not qualify\*).
  
- I) 30 Points Convey a Masonic Festive Board with a written agenda, Masonic Education Speaker, and a business attire or black tie dress requirement. (Ladies may, or may not, be included) (For an example contact John Bizzack ((859- 221-2696 ) or Cameron Poe (859-361-7747).

#### CATEGORY 5--GOVERNANCE OF THE LODGE

- A) 5 Points All officers wear ties during each tile lodge meeting of the year.
- B) 5 Points Establish a "Mason of the Month" program with a quality certificate.
  
- C) 10 Points The lodge carries insurance for the first time during the 2015-16 year.
- D) 10 Points The Master installs (or has installed) his officers in long form according to the KY Monitor.
  
- E) 20 Points The lodge adopts a camera/electronic media usage policy that specifies: "No camera, cell phone, or other electronic recording device will be used while the lodge is open for work on any degree and no aspect of our ritual is to be recorded at any time." (\*An exception is for a recording device used by the secretary for performance of his duties)
- F) 20 Points The Master and 7 of his officers attend their district meeting (\*Area officer must approve makeup visits to other district meetings\*)
- G) 20 Points Establish a planning committee and develop a four year growth plan for your lodge. The plan must be discussed and adopted in open lodge (see DDGM Handbook Attachment for Growth Plan Template).

# 2015-16 Grand Masters Excellency Program Tally Sheet

Must be received by the Grand Secretary by August 15, 2016 to qualify for the award

**Lodge Name and #, District # (Printed):** \_\_\_\_\_ **Total pts Achieved** \_\_\_\_\_

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

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_ 5) \_\_\_\_\_

**\*MUST DO ENOUGH ACTIVITIES TO GET 100 POINTS FROM CATEGORIES 1-5 BELOW\***

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

A 5 pts _____,	B 10 pts _____,	C 10 pts _____,
D 20 pts _____,	E 20 pts _____,	F 20 pts _____,
G 30 pts _____,	H 30 pts _____,	<b>SUBTOTAL</b> _____

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

A 5 pts _____,	B 10 pts _____,	C 10 pts _____,
D 20 pts _____,	E 30 pts _____,	F <b>SUBTOTAL</b> _____

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

A 5 pts _____,	B 10 pts _____,	C 10 pts _____,
D 20 pts _____,	E 20 pts _____,	F 30 pts _____,
G 40 pts (Max) _____,		<b>SUBTOTAL</b> _____

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

A 5 pts _____,	B 5 pts _____,	C 5 pts _____,
D 10 pts _____,	E 10 pts _____,	F 10 pts _____,
G 20 pts _____,	H 20 pts _____,	30 pts _____ <b>SUBTOTAL</b> _____

Lodge Name& #, District # (Printed) \_\_\_\_\_

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

A 5 pts \_\_\_\_\_, B 5 pts \_\_\_\_\_, C 10 pts \_\_\_\_\_,

D 10 pts \_\_\_\_\_, E 20 pts \_\_\_\_\_, F 20 Pts \_\_\_\_\_,

G 20 pts \_\_\_\_\_

**SUBTOTAL**\_\_\_\_\_

**TOTAL PTS.**\_\_\_\_\_

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**Signature of Master of Lodge**

**Date**

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**Signature of Lodge Secretary**

**Date**

---

**Seal of Lodge**

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

For Grand Lodge use only

Excellency Award Received: YES or NO

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Signature of Grand Secretary

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Signature of Grand Master