



LODGE OFFICER HANDBOOK

Handbook for Worshipful Masters and Wardens Workshop
Written By Right Worshipful Brother James Logan
Grand Lecturer 2023

Handbook for Worshipful Masters and Wardens Workshop

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PREFACE

Someone once said, “I don’t know what leadership is, but I know it when I see it.” Leadership may indeed be an elusive idea which has elements that are different according to who you are and what you do. However, competent leadership does have one element that is always present. That element is the ability to manage. Before one can effectively *lead*, one must effectively *manage* the entity they are leading and the people that work within that entity.

This book has been prepared to help the Junior Warden get a head start on his year as Master of his Lodge.

- It contains ideas and forms to help plan the years ahead.
- It can help get you started.
- It gives time frames in which the Junior Warden can plan all activities for the next two years.
- It gives you some guidelines and agendas for holding Lodge meetings.
- Using this book can help provide a continuity of management from one year to the next.

Inside, you will find a planning calendar, a Calendar Companion and suggestions as to how these documents may be used. You will find a suggested meeting agenda, a section where you will keep minutes of Stated Meetings and another section where you can develop and keep financial information. Also included is a section for officers and a place to keep track of your committees and Lodge members. Two sections for communications have been reserved for you to keep track of letters, newsletters and notes.

Perhaps the most important two sections are left blank for you to use as you wish. *It is the hope of the Leadership Committee that you will make this book your own.* Although many suggestions are made, this book does not try to tell you how to manage your Lodge! It is not a “magic carpet ride” through your years as Senior Warden and Master. It cannot make you a strong leader. It is simply a trestle board, a tool to help you plan and build; and it can be that first step toward strong and competent leadership... *but only if you make it yours and use it!*

CALENDAR COMPANION

There is a time for planning and there is a time for action. Your time as Junior Warden is the time to review the workings of your Lodge. Your time as Senior Warden is the time for planning. Your time as Master is the time for action! This book addresses the management of your Lodge. Therefore, we will deal mostly with planning. Some of the most important work that you will do as Master of your Lodge will be done the year you are Senior Warden. As the adage goes, “if you fail to plan, then you are certainly planning to fail.” Oh, a good Secretary will pick you up and keep you from

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looking too bad, but the reality is that if you do not plan, you will accomplish little and your Lodge will advance very little, if at all, morally, spiritually, numerically or financially. As Junior Warden, you have the unique perspective of the Lodge. You are now off the floor and are able to see more of the workings of the Lodge.

Your time as Junior Warden should be used to note the activities and actions that work and those that need improvement. Try to understand the dynamics of the Lodge and the various roles that the members, officers and Past Masters play in the Lodge. It is also time to start thinking about the activities that you would like to have taken place when you are in the East.

Now that you have had the time to review the workings of the Lodge, the following is a list of things to think about and plan for during the months following your installation as Senior Warden.

First Month (as Senior Warden)

It is never too soon to begin preparation for your year as Master. You should be getting to know the brethren in the Lodge. You should be thinking about the members in the appointed offices, as well as determining the ability and interest of the membership. You should also be active in local Lodge Associations and getting to know your District Representative and other Grand Lodge Officers. Remember, "Politics" is only a bad word if you make it so. Political activity is not allowed in our Lodges; but interaction with other Lodges, Grand Lodge officers and other "movers and shakers" is a necessary ingredient in your success as a Lodge leader.

Ensure you participate in regular officer's meetings, so that you learn the ropes early. A regular theme for this program will be to consider how you would change things, or do things differently during your year. We want you to build upon the past, both from the successes and from the occasional mistake.

Second Month

You should be considering a rough outline of what you want to do during the following year. For example, try envisioning your installation ceremony.

You should have attended a couple of these by now, so you should know the general program. Think about who will most likely be in those positions of support. Who will be the team supporting you next year? Each Lodge has to adjust and it's easier to do so in advance than at the last minute.

Third Month

Review the calendar for the current year. What is working? What should be changed? With this in mind, begin to plan your calendar for next year.

Familiarize yourself with:

- Your Lodge publication(s)
- Other Lodge publications
- Minutes of Lodge meetings
- The Lodge finances
- Where money goes
- Where money comes from

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You should be familiarizing yourself with how a Lodge is governed. Also, how does your Lodge differ in its governance from other Lodges? An experienced Past Master or your District Representative will know.

Fourth Month

Establish a good “counseling” relationship with the Past Masters. They should be your best resource. They will be your best resource if you reach out to them and involve them in your decision making process. Don’t just ask them to tell you what you should be doing. Instead, ask for and listen to their input for when you make the decision.

Fifth Month

Continue to plan, PLAN, PLAN! Begin to put actual dates to events. Familiarize yourself with the calendars of all appendant bodies that might affect or conflict with your schedule for the following year. Go ahead and put those events on the calendar contained in this notebook. Then you can plan your year around them. Maintain an open dialog with the current Master so you stay “in the loop” on all of the problems and pitfalls that he is encountering as he progresses through his year. You also should know if the current officers want to move up to the next chair. You should now know which men you want to appoint to office.

Sixth, Seventh & Eighth Months

This is the time that you should be reviewing the successes and failures of the current year with the sitting Master. These summer months (three of which most Lodges are dark) are wonderful opportunities for you to learn about the Lodge, its history, its finances and its quirks.

These months also provide opportunities for morning coffee with a possible officer or lunch with a possible committee chairman. Take the Master out to dinner and discuss with him your plans. He will have valuable insights for you that only experience can bring. This is the time to share your vision and plans and, thereby, set up support for those visions and plans.

Ninth Month

By the end of the ninth month you, should have confirmed with all line officers their desire and commitment to move up to the next chair. You should also make tacit appointment of any new officer, pending your election. With the approval and involvement of the current Master, you should have your first officer’s meeting. Certainly a great assumption is being made here, since there is always the possibility that you, the Senior Warden or the Junior Warden, will not be elected to your aspired offices. However, that being said, it is reasonable and proper for you to begin plans for all activities for the coming year. Committees should be provisionally appointed and their planning should begin, with periodic progress reports being made to you. In particular, you should keep in touch with your Lodge Education Officer to discuss the content and tone of possible educational programs for the Lodge.

Tenth & Eleventh Months

Continue to plan and implement. This is critical time, but if you spend it productively you can have everything in place and ready to go by the middle of the eleventh month. By this point your Lodge Education Officer should have a schedule of speakers for at least

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the first half of the coming year, and you should finalize plans for election night and for your installation.

Twelfth Month

Relax! Enjoy the holidays, for you are going to be quite busy for the next twelve months!

AGENDAS

Regular Meeting Agenda

Your agenda sets the tone for your meeting and helps you control the direction and duration of the meeting. It should be set up in advance for each meeting. It should be customized to fit your leadership style and the needs of your particular Lodge. Whether you wish to follow the structure that has been used in the past is a matter to be decided by you, as Master.

It is important to set an agenda, so you can make sure that all of the things you want to accomplish in the meeting actually happen. It will also help you to stay on track through interruptions and keep the meeting moving along.

You may, at your discretion, direct the Secretary to create this agenda.

However, it is your responsibility to ensure one is made.

The attached form is merely a sample, which could be copied and used as is or revised to fit your particular needs. Usually there are three main parts to a meeting; the opening, Lodge business, and a closing. There are many other things you could include, such as:

- _ Recognition of Past Masters
- _ Introduction of visitors
- _ Review of minutes
- _ Treasurer's report
- _ Voting on business matters
- _ Reading of petitions
- _ Voting on candidates
- _ Presentations
- _ Lectures or educational programs
- _ Committee reports
- _ Officer Reports
- _ Announcements (re: your Lodge and other Masonic bodies)
- _ Masonic education or program
- _ The appropriate moment of silence

What you choose is up to you. You will be in charge, and your Lodge will be looking to you for leadership.

You may want to print a full or partial outline of the meeting for the members of your Lodge. Also, consider letting your officers and others know before the meeting what you will be doing, especially if they will be required to make a report to the Lodge.

While Masonic education or a program is listed late on the agenda, you need to budget time during the meeting so that you do have sufficient time for your speaker to make his presentation. You may want to move the presentation around from meeting to meeting, just to keep your members on their toes.

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Officer's Meeting Agenda

An officer's meeting should be held at least once prior to your installation, to make sure all officers are informed of your plan. A good informed relationship with your officers will avoid problems and will enhance brotherhood within your Lodge.

Another such meeting should be held after installation (but prior to the first stated meeting) to review your plan and make adjustments for any changes or additions. At this meeting you should specifically outline for your officers what your expectations are and make sure they are willing to work with you.

Some Lodges also hold these meetings monthly or quarterly to review the ongoing business of the Lodge.

Included is a form that you may copy or revise and use to plan your officer's meetings. As with the regular meeting agenda form, you should adjust the form to fit your particular needs.

REGULAR MEETING AGENDA

Opening

Open on 1st, 2nd or 3rd Degree
Memorial Service Departed Brethren
Master's opening remarks
Introductions of visiting brothers by the Senior Deacon
Invite Brothers entitled to sit in the East

Lodge Business

Minutes
Unfinished business.
Treasurer's Report
Correspondence & Bills.
Reports on sickness and distress.
Reports on petitions previously referred.
Balloting on petitions.

New petitions for membership.

Reports of committees, regular and special.
New business, communications, etc.
Work Conferring Degrees/Masonic Education.
Community and social events by the Junior Warden
Visitor remarks
Master's closing remarks
Close on 1st, 2nd or 3rd Degree

Alternate Regular Meeting Agenda

This format allows for Masonic Education and degree work to be at the start and better allow for time to be spent on Education over Administration.

Open on 1st, 2nd or 3rd Degree

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Memorial Service Departed Brethren
Master's opening remarks
Introductions of visiting brothers by the Senior Deacon
Invite Brothers entitled to sit in the East

Lodge Business

Minutes
Reports on sickness and distress. Regrets.
Work Conferring Degrees/Masonic Education.
Reports on petitions previously referred.
Balloting on petitions.

New petitions for membership.

Unfinished business.
Treasurer's Report
Correspondence & Bills.
Reports of committees, regular and special.
New business, communications, etc.
Community and social events by the Junior Warden
Visitor remarks
Master's closing remarks
Close on 1st, 2nd or 3rd Degree

OFFICER'S MEETING AGENDA

Introduction
Role definitions & expectations
Committee recommendations
Pending issues
Review of calendar

MINUTES

This is, of course, where you would place the minutes of the previous meetings. This can be useful to you when you are planning your next meeting or event, and you cannot recall what happened in a prior meeting.

The secretary usually prepares the minutes. They may be passed out to the members in written form as the members enter the Lodge. The important thing is that the members know what is going on in the Lodge.

Some Lodges pass out their minutes prior to the meeting to avoid the repetition of reading them aloud. The same can be said of the Treasurer's report and the motions to pay bills. These routine tasks can be duly administered in written form, with the Lodge being given the opportunity to vote on approvals of each.

By avoiding a focus on record keeping in your Lodge meetings, the meetings will move along more smoothly and will be more interesting to the members. More than one Mason has reported that this section of the meeting, along with the Treasurer's report, is the most tedious. In view of that, a Master would be well advised to deal with these parts of the meeting with dispatch.

MAKE YOUR LODGE KNOWN

Masons make themselves known by certain...

Internally, we do a pretty good job on signs of recognition, lapel pins, rings, etc. However, we do not do a good job making ourselves known within the communities where we live. During our better years, in the 1940's and 1950's, it was easy. Most civic, professional and business leaders were members of the fraternity. Regrettably, this is no longer the case. We must make a solid and concerted effort to expose our principles and beliefs to the communities in which we live. No one will do it for us. Each community is unique and therefore different strategies are required. There is simply no excuse for sequestering ourselves in our temples while the community swirls around us. One of your goals is to improve public awareness of your Lodge and of the Masonic Fraternity. The objectives you can develop to reach that goal are limited only by your imagination. Pick up and read your community calendar and decide how you and your Lodge can be a vital part of these planned activities. Your only limitation is soliciting the public for funds for your internal use. Information booths at festivals, participation in parades, attendance at local churches, community groups and service clubs is appropriate.

Every time you go out, invite others to come in, as guests or program speakers. These are but a few examples of thousands of ideas. Your primary task is to get that team thinking and working on a program to increase our public awareness.

Time Savers

Each of us have valuable commitments to our family and employer that must be satisfied prior to scheduling time for the Lodge. To take full advantage of every hour, it is mandatory that you evaluate your work habits and eliminate those activities which are unproductive and waste your valuable time.

Eliminate time wasters and utilize the following to increase your productivity.

1. Schedule a portion of each day strictly to conduct the business of the Lodge. That scheduled hour will accomplish more than many hours grabbed at random.
2. Station yourself in a quiet place and do not take any telephone calls, receive visitors or allow yourself to be otherwise interrupted. Ask mother to keep the kids quiet, answer the telephone and take messages. Protect your time.
3. Inform your officers and members of your schedule so that they will not be annoyed when told that you are now busy and will get to them at another time. Additionally, they will cooperate in reducing the potential for interruptions during your work period.
4. Schedule yourself the previous day by writing down important tasks, in order of priority, on a THINGS TO DO TODAY pad that can be purchased at any stationery store. During your scheduled time, begin on #1 and stay with it until you are completed. Recheck your priorities and then begin on #2. Make this your habit every working day and you will find that things get done and you will still have extra time for other important tasks.

5. All your telephone calls should be short, to the point and strictly business. Use other time to socialize on the telephone.

Your schedule dictates only work for this period.

6. Don't put off until tomorrow what you can do today. Those who procrastinate habitually become interruption prone. Take a difficult task, set priorities, time limits and focus on the problem until it is resolved.

7. Don't be a perfectionist: If you wait until you are absolutely sure of everything you will never get anything done.

8. Learn to say no. You cannot accomplish everything for everybody. Many activities are in the nice to do, but not essential category. Do not spend time on efforts that are not included in your goals. It is much easier to just say NO than to waste time on unproductive endeavors.

9. BE decisive! Delaying a decision or talking an issue to death will not result in a solution. Face up to a problem, make your decision and move on to another issue. Don't waste time because of a reluctance to take on a decision.

10. An I'll do it myself attitude will result in you spending your time on nonessential tasks that can be done perfectly well by others. Decide what is important for you to accomplish and what should be delegated to others. As Master, don't waste time on minor matters. There will not be enough left for what is important.

11. Make appointments and keep them. Don't allow unscheduled meetings to occur at times when you should be socializing with the brethren. Those times are for relaxation and fellowship, not business. If cornered, simply acknowledge that the Brother has an important concern and schedule a time to get together for either a meeting or simply a telephone call. This will make him feel important, and you have not wasted time that should be devoted to others.

12. Constantly evaluate your use of time. Most time management experts strongly recommend that you keep a simple log of your activities so that you can evaluate exactly how your time is being utilized and then make the necessary adjustments to increase productivity. Your present habits must give way to your new responsibilities otherwise you will never find quality time to properly complete your required tasks. Our ritual eloquently speaks of the importance of managing time. Whereby we find eight hours for service to GOD and a distressed worthy Brother, eight hours for our usual vocations and eight hours for refreshment and rest". This is instruction given to your newest candidate. You should also follow that example by allocating your time for the benefit of your Lodge and your brethren. You can make your job exceedingly difficult and time consuming or you can make it seem like a piece of cake.

The difference between the two is in the manner in which you manage your time.

How to Establish Goals and Objectives

No organization, either fraternal or private, can be successful, in the long term, without establishing well defined goals and objectives from which to direct the membership.

Successful goals are those which are conceived with the participation of the membership and executed with their support.

Human nature dictates that a person will strive to achieve a goal if it is well defined, understood and accepted. He will not, however, endeavor to work if he has no idea

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what the ultimate purpose of his labors are.

A Lodge without defined and accepted goals is a Lodge without committed and enthusiastic members.

Establishing goals for your Lodge is a group process which should involve your entire roster. Naturally, some, principally your officers, are more important and should be brought into the process early for their participation, ideas and ultimate support. Others, the sideliners and inactive reserve, should be advised of the results of your labors and their input requested. Thus everyone is aware of the existing problems and the manner in which they are going to be resolved. What we are going to do, when it is going to be done and how it is going to be accomplished. Start the process of establishing goals for your Lodge by following this simple group process: A. Assemble your officers and perhaps a few interested sideliners in a suitable meeting place, one that offers relaxation and comfort. Obtain and utilize a large “flip” chart and a handful of colored marking pens. Also provide some suitable refreshments to keep the assembled brethren contented.

B. With one man assigned to the chart, begin by asking each man individually – What in your view is the biggest problem existing within our Lodge? Allowing each participant to list only one response, go around the room and solicit an answer from every individual. Continue around the room numerous times until all perceived problems are listed. Remember that every man is different and each has an individual view on what the real problems truly are. Every response must be respected. To ridicule someone’s view will effectively remove him from the process and insure his ultimate opposition.

C. Once all the problems are listed, then the group should review the work accomplished and begin to list them in priority. Once completed, you now have a listing of the perceived problems within your Lodge. Some problems will be minor and can be easily resolved by an immediate decision. Others will be major and require extensive plans and work to be achieved.

D. The solutions to these listed problems should be the foundation for the ultimate goals which the leadership of your Lodge should establish.

Allow your group to renew the problems and establish a few achievable goals, both short term and long term. Then communicate your goals and plans of action to the membership for their input and ultimate acceptance.

E. Stay on track, continue communicating your goals, and announce all progress and/or problems that you have encountered.

What have you just accomplished? Think for a moment. You have begun team building, communicated through a group process, outlined what needs to be accomplished and achieved a “buy in” from both the present and future leadership and the membership. Everyone now knows, in writing, what direction that you and the future Masters of your Lodge are traveling. Additionally, they are aware of what is going to be required of them to accomplish the tasks at hand.

The following is just one example of setting proper goals and objectives for your Lodge. During your meetings, you and your team have concluded that the financial base for your Lodge has been eroded over the past few years and the team has determined that something must be done to correct this deficiency. Therefore, as a group, you have set the following as a goal: Increase the Financial Resources of the Lodge by \$10,000 within three years.

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Objective A. Review present spending to insure that all funds are now being utilized efficiently.

Objective B. Review the historical pattern of spending and saving to ascertain how you arrived at your present levels.

Objective C. Review all sources of income into your Lodge – dues, donations, rentals, dinners, social events, candidate fees, etc., each as a percentage of total income.

Objective E. Determine what present spending can be reduced to assist in achieving the goal.

Objective F. Determine what fees can be raised and to what levels to achieve the goal.

Objective G. Communicate the findings of your team to the membership through the trestle board, special newsletters and at all meetings.

Objective H. Develop a plan of action with specific time frames for implementation of all fee increases and/or spending decreases that will meet the goal that your team has set.

Objective I. Bring the goals and objectives before the Lodge for full discussion and approval by a vote of the membership. The work of your team is now an official goal of the Lodge, fully approved, and awaiting implementation.

Objective J. Continually review the plan of action and update it as the need arises to make sure that you and the future leaders are meeting the established goals of your Lodge.

The above is only an example of many such goals and objectives which your Lodge may wish to adopt. The important lesson to be learned is that your Lodge and its membership require specific direction if they are to be concerned and active.

Don't hesitate: Wade on in: the water's fine.

PLANNING: THE KEY TO YOUR SUCCESS

The magnificent Temple that was constructed by King Solomon was not accomplished without detailed and concise plans which outlined all the tasks that were required, when they were to be constructed and who was to do the work. Proper planning leads to concise execution and results in superior performance and ultimately user satisfaction. It is mandatory that you need to establish an overall extensive plan for your year that includes separate detailed plans for each of your term's activities and programs.

The planning process may be thought by some to be unnecessary and a waste of time. However, it is a short sighted view which, in many cases, will result in a severe decline in the quality of "customer service" provided within a Lodge.

There are all sorts of plans: some are short term which may relate to a program for a specific evening, and others are long term which may extend over a period of years.

The important issue for you to be concerned with is that you and your Lodge have specific plans for every activity and every improvement that is desired, both short and long term.

Team building and establishing goals and objectives as outlined above are the beginning of the planning process. You now have the officers and the Lodge communicating with one another for the purpose of improving your Lodge. Now you must begin the process of preparing plans for implementation.

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Prior to embarking upon any task, you first must know where you are. Then and only then can you plan which roads you must take and which vehicle you must ride to get you to your desired destination. It is easy to meet, discuss problems and then establish some goals and objectives. The hard part is to actively put them into effect.

You can talk all day about the trip you are going to take. The difficulty comes when you must decide where to go how to go and how much it is going to cost you. The results of the “problem sharing” and “goal setting” meetings that you have held with your officers and members is the point of departure for the planning process.

DIRECTION

Direction is more than setting your goals and objectives or developing extensive plans. Direction combines the above with specific guidance on completing assigned tasks or overseeing the work. Taking into consideration our present society and the fact that a Lodge is an assembly of volunteers, care must be given in the manner in which direction is given. It is easy to bark orders in an authoritarian manner. However, little will be accomplished because your membership will soon return to their homes and find something else entertaining to do. Additionally the absence of direction will create a leadership vacuum and absolutely nothing will be accomplished.

Each task within a Lodge requires proper direction if the job is to be completed according to plan. When assigning a task to a member tell him in polite terms what you wish accomplished. Request his input, decide what path to take and strike an agreement as to what is going to be done. If a disagreement arises regarding the process, praise him for his ideas but then inform him of the manner in which you would like the task to be completed. Use words such as “That is a great idea but if you don’t mind I would really like it done this way”. In every instance when giving direction, think about the best way to approach a Brother and ultimately obtain his support. Common courtesy and good manners is the “honey that attracts those worker bees”. Direction can also come through a detailed explanation of what the requirements are for each job within a Lodge. Did you give your officers and Committee chairmen a job description of their duties and responsibilities? Verbal descriptions often times are insufficient to provide adequate direction. Call a meeting with your team and completely review each task within the Lodge and assign it to an individual.

LODGE FINANCES

One of your primary responsibilities as Master of your Lodge will be to manage the money. This is the section in which you would place the financial information about the Lodge that will guide you as Master. In this section, place copies of budgets and Treasurer’s reports for the past couple of years to use as guidelines, together with your Lodge’s current budget.

The budget serves three basic functions. First, the budget should provide you, your officers and the Lodge a quick explanation of how you are expecting to pay for the activities of the Lodge. Second, the budget should function as a short summary of the activities for the year. For example, a line item for a particular event will be a financial

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guideline for the person you place in charge of that event. Third, the budget gives you authority, as it has to be approved by the members of the Lodge, which in turn authorizes you to spend Lodge funds.

Included is an example form for making a budget. The sooner you get started on this, the better. Because each Lodge varies in its activities and its finances, you will have to create a budget to meet your Lodge's specific needs. Using figures from previous years, you should be able to project where the income for the year will come from and how much it will cost to keep the Lodge running. Usually, the Secretary, the sitting Master and the Treasurer are the best people to confer with about the budget. Others to consult include prospective chairmen of your committees, fundraising committees, building officers, etc.

Your budget should be approved at your first stated meeting as Master of the Lodge. By doing so, you will be sending a clear message to the Lodge about what you have in mind for the New Year.

In some Lodges, the Senior Warden will present a budget for approval at the Annual Meeting of the Lodge, which approves the Treasurer's report of the previous year. Consult with Past Masters and your by-laws for direction on procedures applicable to your particular Lodge.

How to Prepare Your Lodge Budget

A budget should be used in every Masonic Lodge. You may not have thought about it, but everyone makes use of budgets in one way or another. Budgeting is necessary to attain your desired goals and to keep your planning within the realm of reality. It requires a systematic evaluation of estimated income and expenditures to ensure that funding will be available for programs, activities and building maintenance.

RESOURCES

The first step in creating a budget is to estimate the income that the Lodge will receive. All budgets must eventually relate to the resources or income available. These resources are determined by the size of your Lodge's membership, amount of investment yield, and other sources. It is not, however, the most important aspect of the budgeting process, as we shall see later. These Lodge resources are typically made up of one or more of the following:

Dues

Interest and Dividends

Sale of Stocks or Bonds

Income from rental property

Applications and Affiliations

Donations Other

Consult with your Secretary and Treasurer to learn how much money is available in the several accounts held by the Lodge, and to determine the amount of the annual income which may be expected from each account. Funds available to your Lodge may be estimated by filling out the budget form shown below.

FIXED COSTS OR NON-DISCRETIONARY EXPENSES

The second element is to determine the costs associated with your Lodge, and without which it cannot function. These are the fixed costs, and should be itemized separately from non-fixed or discretionary expenses. Fixed costs should include the following:

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Rent/Maintenance

Salaries or Honorariums

Trestle board printing and postage

GLNS Per-Capita assessment

This list is presented as a suggested guide for planning.

Actual fixed cost items can only be determined by considering your Lodge's unique situation.

NON-FIXED EXPENDITURES OR PROGRAM BUDGET

Once the resources and fixed expenses are identified and cataloged, the real task of budgeting can begin. After all revenues are identified, and the totals compared, you will have a good idea of the amount of money available for your special programs or your program budget. This is the point where dreams become realities as your ideas for the Lodge start to take shape in the form of realistic programs.

PROJECT AND PROGRAM CHOICES

When you have determined what your budget allows, you will have to make some project or program choices. Projects and programs can be very expensive or very inexpensive. It all depends upon what you plan and how you execute it. The costs of various projects and programs must be carefully estimated if you are to come up with a realistic budget.

The following items should be considered in your estimates:

Printing costs (special trestle board inserts, flyers, programs, tickets, etc.) Postage for flyers and/or tickets Entertainment costs (Musicians, entertainers, scenery and misc. for home or local talent, etc. Decoration costs Food or refreshments (include condiments, paper goods, etc.)

You may not have all the details for each of your programs worked out to the level shown above; but the closer that you can come, the better your estimate will be.

MATCHING PROGRAM COSTS AND AVAILABLE RESOURCES

As soon as you have determined what the budget allows, and how much the proposed projects and programs cost, you will have to make the hard decision as to which programs you can afford, and which you will have to drop. Benefits of possible programs are not easily evaluated, but they must be considered if you are to present your lodge with an interesting plan of activities. You need to choose programs that will be enjoyable for the majority of the members and will be well attended. The following points may help you in this decision process:

1) Would the majority of the members be likely to attend?

(Are most of the members interested in this type of program or is it too specialized – for example, a bridge tournament as opposed to a cribbage tournament?)

2) Is there a cost to individuals attending? (If the cost is beyond the means of the members of your Lodge, then you can't expect very many to attend. In addition, Senior Citizens often have a limited income and cannot afford functions that are too expensive.)

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- 3) Is the distance to the event too far for most members?
(Should a bus or other transportation be provided?)
- 4) Is the event too late in the day for most members?
(Again, Senior Citizens would be unlikely to attend late evening events, but could be available to attend week-day activities.)
- 5) What is the accessibility of the facility where the program is to be held? (Uneven terrain or a great many steps could mar the enjoyment of those members who are Senior Citizens or who are disabled).

Finally, you must estimate the value or benefit to the membership of a proposed program, and relate it to the cost of the program. The relative benefits of alternative programs must each be considered in light of their respective cost. Those programs which yield the greatest benefit to your lodge for the least cost are the most effective.

ALTERNATIVE MEANS OF PROGRAM FUNDING

Not all programs need to be funded entirely by the Lodge revenues. A significant portion of the costs related to some kinds of programs could properly be borne by those who choose to participate.

For example, a Family Night Program that involves a dinner with a Magician's act following the dinner could properly charge those attending a donation for the dinner plus some or all of the entertainment. In those instances, it is recommended that the precise amount of lodge contribution to the program be identified early, and that the user portion of the program costs be advertised in the trestle board well in advance of the event. Be sure to state definite cut-off dates for reservations. Also any necessary deposits should be requested at that time. This will have the effect of reducing the number of "no-shows" and will also provide working capital for the program. In many instances, programs can be put together which cost very little and yet are still of great interest to many people.

Examples of these might include a tour of some private or public facility such as a major dam and powerhouse, a pulp mill factory, a historical museum, train or car museum or... Look around your area, and use your imagination. Your local Chamber of Commerce is a great resource tool that you can use for facilities appropriate to your area.

Also, public relations offices are established by many firms and public agencies to make their services known and to establish good rapport with the general public. They often welcome guided tours of interesting operations. Taking advantage of such services may materially reduce your program costs and at the same time provide an interesting program. In some cases, it can even make a good program possible in the first place. An excellent program does not have to be expensive.

FINALIZING THE PLAN

You now come to the best part of the budgeting process.

You have by now completed the project or program evaluation process and know how much revenue is available for these items. In some instances you may have determined that the benefits to be derived from a particular program warrant its full support by lodge funds. In others, participant charges for all or a portion of the program costs may be

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warranted. For still others, you may have decided that the lodge cannot afford the program at this time and may have chosen to give the idea to one of your Wardens for their use at a later date. You are now ready to finalize your plan and to correlate your budget with the calendar from your Annual Plan. Your preliminary budget, with your calendar, should be submitted to your budget committee for review and their comments. The final budget should then be prepared by the budget committee for submittal to and approval by the Lodge. After the budget is approved by the Lodge your plan is ready to submit to your Entertainment Chairman for implementation. REMEMBER, your budget is a plan and as such is subject to change. Don't hesitate to change the plan, with the approval of the Lodge, when it becomes necessary.

SAMPLE LODGE BUDGET

Cornwallis Lodge NO. 95, A. F. & A. M.

January 2, 2017

REPORT OF BUDGET AND FINANCE COMMITTEE FOR 1997

The Budget and Finance Committee met on December 31, 2016 to prepare a Proposed Budget for 2017, which the Committee recommends as follows:

PROPOSED BUDGET FOR 2017

| Estimated Income | 2016 Actual | 2017 Budged |
|-------------------------------|--------------------|--------------------|
| Dues | 0.00 | 0.00 |
| Income from Suppers | 0.00 | 0.00 |
| Interest on Lodge Investments | 0.00 | 0.00 |
| Interest on Checking Account | 0.00 | 0.00 |
| Miscellaneous | 0.00 | 0.00 |
| | 0.00 | 0.00 |
| PROPOSED EXPENDITURES | | |
| Secretary's Expenses | 0.00 | 0.00 |
| Rent | 0.00 | 0.00 |
| Aprons | 0.00 | 0.00 |
| Postage | 0.00 | 0.00 |
| Sewer | 0.00 | 0.00 |
| Electricity | 0.00 | 0.00 |

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| | | |
|------------|-------------|-------------|
| Salaries | 0.00 | 0.00 |
| Per Capita | 0.00 | 0.00 |
| | 0.00 | 0.00 |

The following will summarize the Committee's considerations in preparing the proposed 2018 budget.

Dues \$6000 The dues estimate was based on 66 dues paying members at \$100 each.

Application Fees. Following a policy established several years ago, we should not rely on the uncertain receipt of application fees in order to prepare the lodge budget.

Secretary's Expense and Printing \$1,175.00. These amounts were estimated as follows:

| | |
|------------------------|-------------|
| Trestle Boards | 0.00 |
| Installation Printing | 0.00 |
| Secretary salary | 0.00 |
| Supplies and envelopes | 0.00 |
| Cards for members | 0.00 |
| Miscellaneous | 0.00 |
| TOTAL | 0.00 |
| | |
| Mailing permits | 0.00 |
| Trestle Boards | 0.00 |
| Birthday cards | 0.00 |
| Miscellaneous | 0.00 |
| TOTAL | 0.00 |

Aprons \$0.00. It was estimated that we will purchase a six candidates aprons.

Postage \$00. The postage expense was estimated as follows:

Per Capita

\$0.00. Total per capita tax was computed at **0.00** for each of the 66 members.

Respectfully submitted,
BUDGET AND FINANCE COMMITTEE

OFFICERS

Yearly Lodge Officer Form Annex A

The Lodge elects a Master, Senior Warden, Junior Warden, Secretary and Treasurer. So you cannot actually select these officers. However, most Lodges do have a presumed “line of succession,” which gives you some idea of who the next year’s officers may be.

During your year as Senior Warden, you should consider who will work best with you, giving due respect to the line of succession and the opinions of Past Masters and other leaders of your Lodge. You should discuss with your brethren the roles they may wish to play in the Lodge to form a team that is ready to move your Lodge forward. Forms are included to give you an opportunity to consider the present line of officers and then to project the line officers you expect to work with during your year as Master. The officer job descriptions are intended for you to copy and distribute to your officers and officer candidates, to give them a concept of the responsibilities of the office.

Duties and Obligations of Lodge Officers

The officers of a Lodge have been elected or appointed to serve the Lodge because of their particular talents. Some are more gifted in certain areas than others, but all of them must possess one very important characteristic, that of devotion to duty. When a man accepts an office in a Masonic Lodge, he is saying to the brethren of his Lodge that he has committed himself to Masonry and to the complete fulfillment of his office. He should, prior to acceptance of an office, study the charges which will be made to him at his installation. He should also recognize that he will have to make certain sacrifices, as the job of an officer is not a one or two night a month obligation. There is a great deal of planning, studying, and attending involved in each of these offices. If he is not prepared to make these sacrifices, then he is not being fair to his Lodge or to himself by accepting the office. Every officer must work with enthusiasm, not only at his own job in the Lodge, but he must assist all other officers in the performance of their duties. By doing his job well, the officer is earning his way to the next office in line, or to some other position of responsibility in his Lodge.

The Senior Warden must be on the alert for potential line officers. Upon becoming Master of his Lodge, it will be his responsibility to appoint at least one member to the officer line. In the supervision of Degrees, committees and other Lodge functions, the Senior Warden will observe the members at work. He will also have the opportunity to delegate responsibility to members, which may bring to light good potential officers.

A successful Lodge has good ritual work, a good educational program, and good Lodge administration and management. It is the responsibility of every officer to see that your Lodge is a successful Lodge.

WORSHIPFUL MASTER

The Master is elected by his Brethren to fulfill the highest honor which can be bestowed upon a Master Mason by his Lodge. His duties, power and prerogatives are well-nigh

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absolute and, as such, the trust which his Brethren have placed in him must never be violated.

The Master will:

- Have a working knowledge of the Ancient Landmarks, the Constitution, and Regulations of the Grand Lodge of Nova Scotia, and the by-laws of his Lodge
- Preside as Master at all Stated Communications
- Sign all orders and vouchers after Lodge approval
- Appoint all appointive officers and committee chairmen, appoint committeemen on advice from the committee chairman
- Fill temporarily vacant stations and places
- Serve as chairman of the Finance Committee
- Attend Grand Lodge Communications, schools of instruction, area conferences, Masters and Wardens conferences, Degree rehearsals and leadership schools
- Make immediate personal contact with the family upon notice of the passing of a brother or a member of his family and offer assistance
- Be responsible for the Masonic burial or memorial service of a deceased brother when requested. He may conduct the service himself, or appoint a well-qualified brother to act for him.
- Preside as Master on the Master Mason Degree and be present at all Degree work
- Be responsible for obtaining all the necessary brethren needed to exemplify the Master Mason Degree, this includes brethren to rehearse the lectures
- Publish a calendar of events
- See that his successor is properly installed
- Be responsible for the progress of his appointee through the line to the East

SENIOR WARDEN

Regular attendance of the Senior Warden on the meetings of the Lodge is essentially necessary. In the absence of the Master, he is to govern the Lodge; in his presence, he is to assist him in the governance of it.

The Senior Warden will:

Be responsible for obtaining all the necessary brethren needed to exemplify the Degree at which he will preside, this includes brethren to rehearse the lectures

- Be responsible for the continuous operation of the mentoring program
- Secure coaches for the candidates
- Serve as a member of the Finance Committee.
- Attend Grand Lodge Communications, schools of instruction, area conferences, Masters and Wardens conferences, Degree rehearsals and leadership schools
- Be available to head up projects for the Worshipful Master
- Secure a commitment from a qualified member for appointment to the line

JUNIOR WARDEN

To the Junior Warden is committed the superintendence of the Craft during the hours of refreshment; it is, therefore, indispensably necessary that he not only be temperate and

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discrete in the indulgence of his own inclinations, but carefully observe that none of the Craft be suffered to convert the purpose of refreshment into intemperance and excess. His regular and punctual attendance is particularly requested.

The Junior Warden will:

- Serve as Master or Senior Warden in their absence
- Serve as chairman of the Entrainment Committee
- Be responsible for obtaining the necessary brethren needed to exemplify the Degree at which he will preside, this includes brethren to rehearse the lectures
- Attend Grand Lodge Communications, schools of instruction, area conferences, Master and Wardens conferences, Degree rehearsals and leadership schools
- Become acquainted with all fraternal matters such as Welfare, Relief, Charity, and Nova Scotia Masonic Foundation.

TREASURER

It is the duty of the Treasurer to receive all moneys from the hands of the Secretary, keep just and regular accounts of the same, and pay them out at the Worshipful Master's will and pleasure, with consent of the Lodge.

The Treasurer will:

- Prepare and present a detailed report the accounts of the Lodge at the annual meeting of the Lodge
- Work with the Finance Committee and Trustees in the preparation of the budget
- Serve on the Finance Committee

SECRETARY

It is the Secretary's duty to observe the Worshipful Master's will and pleasure, to record the proceedings of the Lodge; to receive all moneys and to pay them into the hands of the Treasurer.

The Secretary will:

- Prepare and present a detailed report at the annual meeting of the Lodge
- Submit, on time, the required Annual Report to Grand Lodge

SENIOR DEACON

It is the duty of the Senior Deacon to attend on the Master and Wardens and to serve as their proxy in the active duties of the Lodge, such as the reception of candidates into the Degrees of Masonry, the introduction and accommodation of visitors, and in the immediate practice of our Rites.

The Senior Deacon will:

- Welcome and accommodate visiting brethren, introduce them to the Lodge and see that they are made to feel welcome, acting as host of the Lodge
- Examine visiting brethren
- Receive and conduct Candidates
- Attend schools of instruction, area conferences, Degree rehearsals and leadership schools
- Present the Middle Chamber lecture or part thereof for the Fellowcraft Degree

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JUNIOR DEACON

It shall be the duty of the Junior Deacon to aid and assist the Senior Deacon with the execution of the Master and Wardens' pleasure, carrying messages and guarding well the portals through which our brethren pass and repass.

The Junior Deacon will:

- Assist with the examination and introduction of visiting brethren
- Attend Lodge of instruction, Degree and Lodge rehearsals and practices.

SENIOR STEWARD

It is the duty of the Senior Steward to assist the Deacons and other officers in the discharge of their duties and to see that the tables are properly furnished at refreshment and that every Brother is suitably provided for. It is also his duty to aid in the introduction of candidates and, as from him the first impression of our Institution is received by them, he should be particularly careful, by the seriousness of his department, to properly prepare them for the dignified and important ceremonies of initiation.

The Senior Steward will:

- Seriously propound from memory the necessary interrogatories to the Candidate
- Assist and conduct Candidates, when needed
- Prepare the Candidate for the work
- Attend Lodge of instruction, Degree and Lodge rehearsals and practices.
- Arrange for assistant Deacons, when needed

JUNIOR STEWARD

It shall be the duty of the Junior Steward to cheerfully accept the responsibility of aiding and assisting the Senior Steward in the execution of his duties.

The Junior Steward will:

- Assist and conduct Candidates, when needed
- Attend Lodge of instruction, Degree and Lodge rehearsals and practices
- Prepare necessary clothing for all Degree work

TYLER

As the sword is placed in the hands of the Tyler to enable him effectually guard against the approach of cowans and eaves-droppers, and to suffer none to pass or repass but such as are duly qualified.

The Tyler will:

- Be prompt and early, so the Master can open his Lodge on time
- Register all visiting Brethren and see that they are duly vouched for or examined
- See that the brethren are properly clothed at Communications and funeral occasions
- See that all aprons are kept clean and pressed
- See that all Lodge paraphernalia is in place for Communications and Degree work
- See that all Lodge paraphernalia is put away when the Lodge is closed

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- The Tyler should be reminded that he may be the first member of the Lodge to meet a visiting brother. It is, therefore, very important that the Tyler sincerely welcome the visitor and see that he is examined and, if found qualified, properly received.

MARSHAL

It is the duty of the Marshal to form and conduct processions of the Lodge on all public occasions, and to attend to such other interests in the practice of our Rites, as the Master shall direct.

The Marshal will:

- Assist the Tyler to open, close and set up the Lodge
- Present the Colors of our Country
- Assist the Stewards

CHAPLAIN

It is the Chaplain's special duty to conduct the devotions of the Lodge, and bear before the throne of Heavenly Grace the spiritual needs of the brethren.

The Chaplain will:

- Serve as chairman of the Visitation Committee
- Assist the Worshipful Master in all funeral and memorial services
- Give the prayers at the opening and closing of the Lodge and all other occasions and events where appropriate

LODGE EDUCATION OFFICER

The Lodge Education Officer will assist in preparing and promoting quality regular educational programs for the Lodge. To this office has been given the honor and responsibility to be the facilitator of Masonic knowledge and philosophy.

The Lodge Education Officer (LEO) will:

- Assist the Master and Senior Warden in having prepared or preparing quality, regular Lodge education programs
- Coordinate or assign the education efforts of the Lodge by holding regular meetings of Lodge Officers, mentor and coaching program representatives, Degree directors and other committee chairmen of the Lodge as may be involved in educational efforts and activities
- Attend schools of instruction, leadership schools, Grand Lodge sponsored LEO events and other Masonic educational opportunities when they occur
- Receive, distribute, communicate and promote the use of educational information and materials and educational activities to all of the membership
- Prepare and submit a report at the regular Stated Communication of the Lodge. This should include information on educational programs planned and opportunities of Masonic education which Brothers may attend.
- Notify other Lodge Education Officers of planned significant educational programs occurring within the Lodge

COMMITTEES

Committee Development Form in Annex B

- The development of committees is an important and challenging part of leadership. Committees can make the members feel involved and can dramatically reduce your workload.
- Initially, you should concern yourself with deciding what committees will be necessary to achieve your objectives. Then, you should consider who in your Lodge would be best to lead that committee. This should be accomplished at least one month prior to your installation, in order that you can announce the committees at your installation and let them get started right away.
- It rarely works to ask for volunteers. Men will help only if they have the time and feel passionate about what you are trying to accomplish. If you want people to help you, you will probably have to ask them.
- To effectively manage committees:
 - Determine whom you want to chair the committee.
 - Meet with that individual and explain to him clearly and specifically what you want done and how you want it done.
 - Then ask him if he will do it.
 - After you have found a committee chairman, with his input, determine who can best work and serve on the committee.
 - Meet with each prospective committeeman individually, describe the committee to them and ask if they will serve with the chairman on the committee.
 - Require periodic reports and updates from your chairmen.
 - (That way, you'll never be caught unaware.)
 - Give chairmen the freedom and support to do the job their way.
- The more effective you are in selecting, overseeing and empowering your committees, the more they will accomplish.

LODGE MEMBERS

This is where you should keep a copy of the membership roster, so you can have a quick way to contact the members of your Lodge. If your Lodge has a calling committee, this would also be a good place to keep information about that program. E-mail is a wonderful tool for this purpose. You should ask for a member's current e-mail address in the annual dues notice.

This can also be a good place for you to keep track of newer members and candidates for degrees. Both should receive special attention for the first year or two of their membership to ensure they feel involved and welcome!

Older members of the Lodge may need to be called. Newer members can be involved in the process of calling the old members.

LODGE COMMUNICATIONS

One of the most important aspects of leading and managing your Lodge is to be in touch with your officers, Lodge members and other Lodges. In this section, place a copy of all communications you send out. This could be your monthly newsletter to all members, a letter to your officers, a memo to the building committee or a request to Grand Lodge.

As you send out regular communications, include your District Representative, the Grand Lodge Education Officer, your Area DDGM, the local Lodge Association, and Grand Lodge on your mailing list. These brothers are here to help you, and will be more able to help when they know what's happening in your Lodge.

OTHER COMMUNICATIONS

In this section, place all of the incoming communications you receive from various groups. Examples would be letters from Grand Lodge or the Grand Master, your BOGP District Representative, the District Education Officer, local Lodge Association, the Scottish Rite Valley in your area, the York Rite, Shrine, Eastern Star, , etc.

By keeping track of the activities of the various groups, you can minimize date conflicts for events at your Lodge and inform your Lodge of activities that may be of interest to them.

Grand Lodge District Deputy Grand Master

SELECTION OF THE NEXT DISTRICT DEPUTY GRAND MASTER

From Annex C to Handbook for DDGM's

General

As the Master of the Lodge it may fall upon your year to select the incoming DDGM. The following is the procedure for this.

The Grand Secretary will instruct DDGM's who are serving their terms to arrange for nominations.

The incumbent DDGM shall chair a meeting of the Worshipful Master and Past Masters in good standing of the Lodge next in rotation for the nomination of a DDGM Elect. If the Lodge does not have such a Past Master, that Lodge should be encouraged, for the good of the Craft, to decline to nominate. In this case the DDGM shall proceed to arrange a meeting with the Worshipful Master of the next Lodge in rotation.

The DDGM's shall explain to the Brethren that the position should NOT be regarded merely as an honour to be conferred upon some faithful Brother. On the contrary, it should be regarded as an office requiring a well-informed Brother, who has recently and frequently attended Grand Lodge Annual Communications, and who is an active and interested worker in the Craft. He should be a real leader.

Each DDGM must ensure that the nominee has completed the "*QUALIFICATION FORM FOR THE OFFICE OF DISTRICT DEPUTY GRAND MASTER*". He must satisfy himself that the nominee has the necessary experience and proficiency to carry out the

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duties of a District Deputy Grand Master. Long term membership in the Order does not, in itself, warrant appointment.

Selection

The selection of the DDGM Elect shall be by written ballot. Proxy votes are not permitted.

Once a Past Master is selected for nomination, the DDGM shall promptly write to the Grand Secretary (within 30 days of nomination) reporting the method of selection, the name, address and telephone number of the DDGM Elect, together with the nominee's assurance that he will, if appointed, attend the next Annual Communication of Grand Lodge for his installation, and the School of Instruction for DDGM's. If the nomination is not confirmed by the Grand Master, the DDGM shall meet with his Worshipful Brethren for the selection of a new nominee.

In the case where a nominee for the DDGM cannot be selected or cannot serve, the incumbent DDGM shall continue in office until the Grand Master can appoint a replacement.

The Grand Secretary shall notify the DDGM and the DDGM Elect when the appointment is approved.

On receiving notice of his appointment, the DDGM Elect shall forward to the Grand Secretary as soon as possible his recommendations of a deserving Brother for appointment as the next District Grand Chaplain, and of a deserving Past Master for appointment as the next District Grand Director of Ceremonies. He shall include their complete names, addresses, telephone numbers and Lodge names and numbers, together with their assurance that they will, if appointed, attend the next Annual Communication for installation.

QUALIFICATIONS FOR THE OFFICE OF DISTRICT DEPUTY GRAND MASTER

Every District Deputy Grand Master:

- Shall be a Past Master, a member of some Lodge in the District for which he is appointed, and reside within reasonable commuting distance of all Lodges within the District;
- Shall be prepared to remain in the District during the Masonic year for the duration of his tenure (no absences longer than 30 days);
- Shall be conversant with the Constitution, Laws & Rules of the Grand Lodge of Nova Scotia;
- Shall be capable of presiding over a business meeting in accordance with the Rules of Debate, Section 13, Chapter 2 of the Constitution;
- Shall have a working knowledge of the Authorized Work (Ritual) of the Grand Lodge of Nova Scotia and shall have conferred at least one of the degrees of Freemasonry;
- Shall have installed the officers of a Lodge and have a working knowledge of "The Board of Installed Masters" ceremony;
- Shall be aware of the time and expenses entailed in the office; and,
- Must have attended at least 2 Grand Lodge Communications.

RESOURCES

Your year as Master of your Lodge will be challenging, but should also be enjoyable. Many of your brothers have been in your position and are able to help you work through the challenges and make the most of your time in the East. There are also many other resources, including books, tapes, and websites.

As Master “your powers are nigh unto absolute”. Fortunately, that power usually exists only to the degree of support given to you by the officers in your Lodge. They are your first line of support. Talk to them regularly.

More importantly, listen to them regularly! Your next line is your Past Masters. They can help you with historical perspectives and how programs or ideas worked in the past. Take care to balance their advice with the needs of the current membership and activities of the Lodge. Other members of the Lodge can also help with developing ideas and programs.

From outside the Lodge, your first line of assistance is your District Deputy Grand Master. He is a Past Master, and is familiar with other Lodges in your district and can provide information about their successful programs. The DDGM is the person with whom you should consult when you need help that no one in your Lodge can provide. He can help you with programs, ritual, information, etc. Other resource people include the Grand

Lecturer and your Area Education Officer. If your Lodge is a member of a Lodge Association, those members can often be of assistance, as well.

The Grand Lodge also has resources that are designed to help you. Below is a list of items that are available. There are a lot of materials that can help you, but they will take time for you to digest. Clearly, preparing for your year as Master takes time. A benefit of being an officer in various stations is that those offices give you time to learn and prepare. The study of books and materials is time consuming, but learning is a major reason that a man becomes a Freemason. What you learn as a Lodge officer will help you later on in life.

Resources available in Nova Scotia Grand Lodge Website downloads.

Lodge Working

1. Constitution of Grand Lodge of Nova Scotia
2. Regulations of Grand Lodge of Nova Scotia
3. Protocol and Etiquette
4. Authorized Ritual 206th Edition Final
5. Masonic Church Service Guidelines
6. M W Educational Workshop
7. Becoming a Freemason Guidelines
8. Friend to Friend in Nova Scotia
9. Procedure for Retirement of Lodge Charter
10. Secretary's Handbook
11. The Lewis Jewel Explained
12. Installation of Officers a Lodge
13. Masonic Funeral Service Guidelines
14. Handbook Part IV burial service

15. Lodge Master and Secretaries list

Grand Lodge Resources

1. DDGM Hand Book
2. Annual District Meeting Suggested Guideline
3. Installation Officers Lodge
4. Ceremony of Laying a Cornerstone
5. Guidelines GDC & DGDC
6. Ceremony Dedicating a Lodge Room
7. Ceremonial for the reception of the Grand Master

Mentor Program

1. Mentor Program Guide
2. Mentor main Program
3. Mentor on the Threshold

Nova Scotia Masonic Foundation Series

1. Masonic Foundation Bylaws
2. Masonic Foundation Bursary Program
3. Policy Statement
4. Masonic Foundation Application Worksheet for Benevolent Assistance
5. Masonic Foundation Shared Funds Program Guidelines
6. Masonic Foundation Suggested Format Letter to School
7. Masonic Foundation Application for Shared Funding Form
8. Masonic Foundation Donor Contributions Form.
9. Masonic Foundation Information Booklet
10. Masonic Foundation Nova Scotia Freemasons Bursary Program
11. Masonic Foundation Assisted Home Program Terms Guidelines
12. Masonic Foundation Guidelines for Individual Assistance
13. Funding Admin Program
14. Masonic Foundation Approved Institutions
15. Masonic Foundation Donations and Tax Receipts

DEGREE TEAMS

As your year as Master of the Lodge draws near, you need to be considering who will fill the positions and roles on the three Degree teams.

It is important that you begin this process now. Let the members of the Lodge know what positions you would like them to fill; when, where and at what time the Degree rehearsals will be, and when the Degrees are scheduled for presentation. Last minute preparation will go much smoother if you have a plan in place, and the Lodge members who will be assisting you in presenting the Degrees have plenty of time to prepare and learn their parts.

A candidate for your Lodge may have many opportunities to see and take part in Degree work in years to come, but they will only have one chance to be candidates. As

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candidates, there is much to learn from the Degrees; and the manner in which they are presented will, in great measure, determine just how much the candidates get out of the Degrees.

Perfection is not required. Sincerity of purpose and reverence shown for that purpose is the desired goal.

Use the following forms to plan the Degree work for the coming year. Be sure it is published and that the Lodge members agree to accept the responsibilities well enough in advance so there will be no reason for conflict.

FIRST DEGREE

Date & time of Degree _____

Location _____

Date & time of rehearsal _____

Location _____

Date, time & location of -

1^o Lodge of Instruction _____

Position Member

Master - _____

Chaplain - _____

Marshall - _____

Senior Warden - _____

Junior Warden - _____

Senior Deacon - _____

Junior Deacon - _____

Senior Steward - _____

Junior Steward - _____

Tyler - _____

Charge at Initiation - _____

Working Tools - _____

Second Lecture - _____

Lambskin Apron - _____

Attendant to Candidates - _____

Food _____ Junior Warden _____

Set-up & take-down _____

SECOND DEGREE

Date & Time of Degree _____
Location _____
Date & Time of rehearsal _____
Location _____
Date, time & location of -
2° Lodge of Instruction _____
Position Member
Master _____
Chaplain _____
Marshall _____
Senior Warden _____
Junior Warden _____
Senior Deacon _____
Junior Deacon _____
Senior Steward _____
Junior Steward _____
Tyler _____
Charge at Initiation _____
Q & A Lecture _____
Second Lecture _____
Third Lecture _____
Attendant to Candidates _____
Food _____
Set-up & take-down _____

THIRD DEGREE

- FIRST SECTION -

Date & Time of Degree _____
Location _____
Date & Time of rehearsal _____
Location _____
Date, time & location of -
3° Lodge of Instruction _____
Position Member
Master _____
Chaplain _____
Marshall _____

Senior Warden _____
Junior Warden _____
Senior Deacon _____
Junior Deacon _____
Senior Steward _____
Junior Steward _____
Tyler _____
Charge at Initiation _____
Working Tools _____
Inner Chamber Lecture _____
Q & A _____
Conductor to Candidates _____
Food _____
Set-up & take-down _____

THIRD DEGREE

- SECOND SECTION -

Date & Time of Degree _____
Location _____
Date & Time of rehearsal _____
Location _____
Date, time & location of -
3^o Lodge of Instruction _____

Position Member

Master _____
Chaplain _____
Marshall _____
Senior Warden _____
Junior Warden _____
Senior Deacon _____
Junior Deacon _____
Senior Steward _____
Junior Steward _____
Tyler _____
Charge at Initiation: _____
Q & A Lecture _____
Second Lecture _____
Third Lecture _____
Attendant to the Candidates _____

Food _____

Set-up & take-down _____

THIRD DEGREE

Drama Team

Position Member

King Solomon

King Hiram

Senor Deacon

Jubela

Jubelo

Jubelum

Seafaring Man

1st Craftsman

2nd Craftsman

3rd Craftsman

Chaplain

Extra Craftsmen

SUGGESTED RESOURCES FOR LEADERSHIP

Masonic Lifeline: Leadership by Allen E. Roberts

This is a short, to the point book about the meaning of leadership within the Masonic Lodge and structure.

Key to Freemasonry's Growth by Allen E. Roberts

Another short and to the point book on various aspects of membership, retention and increases of membership.

In Search of Leadership by Allen E. Roberts

Macoy's Worshipful Master's Assistant by Allen E. Roberts

This book provides a rounded perspective of all aspects of running a Lodge, including program ideas, jurisprudence, ceremonies, ritual, etc.

Freemasonry At The Top by Beaumont

This book in particular is a very short, easily read book that provides great program ideas as well as specific information on when you should start planning for your year in the East.

Seven Habits of Highly Effective People

First Things First

Principled Centered Leadership by Stephen Covey

While these three books are not Masonic, they provide terrific insight on the meaning of leadership, how to lead people, how to be effective in your actions and activities.

SUGGESTED RESOURCES FOR LODGE ADMINISTRATION

Lodge Secretary's Handbook

This provides the Lodge Secretary with information he needs to work effectively with the Master, his Lodge and with Grand Lodge.

Jurisprudence of Freemasonry by Mackey

If problems arise in your Lodge, this book will provide the information you need to handle some of those issues.

Masonic Lodge Methods by Blakemore.

How to Become a Masonic Lodge Officer by Haywood

This book is especially good for the newly appointed officer. Information is provided on all the different places and stations of the Lodge.

Robert's Rules of Order Masonic Edition

The Grand Lodge of Ancient Free & Accepted Masons of Nova Scotia uses this book for rules of order when meeting. As all lodges are under the Grand Lodge this book is the guide. According to Robert's, you should be familiar with the parliamentary procedure, such as how to make a motion, seconding, discussion, voting, etc.

The Master's Book by Carl H. Claudy

The Worshipful Master's Workbook by Cabell F. Cobbs (M.S.A.)

Program Notebook for Worshipful Masters M.S.A.

A terrific pocket-sized book to help you plan your year. Questions and blank spaces are provided to help you determine your programs, officers, meetings, etc.

ANNUAL LODGE EVALUATION

Objective: To check the ability of the Lodge to comply with the minimum standards for the basic conduct of Lodge meetings.

Process: The Lodge should check annually and demonstrate the following:

- Purge the Lodge to Prove Brethren
- Examine a visiting brother
- Ritualistic opening of the Lodge on any Degree

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- Conduct Business on any Degree
- Receive a Grand Lodge Officer
- Conduct a ballot
- Ritualistic closing of the Lodge

Ranking the LODGE

The following Lodge Rankings Categories can be used to determining the health of your lodge and provide areas of strength and weakness to develop planning to build or maintain the future growth of the Lodge.

A LODGE IN GOOD STANDING

1. Must be able to satisfy the requirements witnessed annually by the DDGM visit
2. Submit an annual report and per capita fees to Grand Lodge each year
3. Hold a minimum of 8 lodge meetings per year
4. Stated meetings are held according to by-laws
5. Can put on Degree work, including all lectures, but need assistance from other Lodges to accomplish.
6. Master and Wardens (or proxy) attend Grand Lodge Annual Communication
7. Host a minimum of 1 Lodge Masonic Education meeting per year
8. A minimum of 2 members from the Lodge attends the Annual District Meeting

BRONZE

1. Lodge meets all requirements for a Lodge in Good Standing
2. Raise a minimum of 1 brother per year
3. Put on 1st and 2nd Degree work, including all lectures, without assistance from other Lodges
4. Establish and maintain a Mentor program
5. Have a minimum of 1 brother in the Lodge progressive line who is not a Past Master
6. Host a minimum of 2 Lodge Masonic Education meetings per year
7. Host a minimum of 1 social and 1 Nova Scotia Masonic Foundation Charity community programs per year
8. Lodge Conducts Minimum of 1 Official Visits to a Jurisdiction Lodges
9. Host a minimum of 1 Brethren's family event per year.
10. A minimum of 3 members from the Lodge attend the Annual District Meeting

SILVER

1. Lodge meets all requirements as a Bronze Lodge
2. Raise a minimum of 1 brother per 30 members, or a minimum of 2 brothers
3. Have a minimum of 2 brothers in the Lodge progressive line who are not a Past Master
4. Can put on Degree work for all 3 degrees, including all lectures, without assistance from other Lodges
5. Host a minimum of 2 Brethren's family events per year.
6. Assign a Mentor to every new brother
7. Host a minimum of 4 Lodge Masonic Education meetings per year

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8. Lodge Conducts Minimum of 2 Official Visits to Jurisdiction Lodges
9. A minimum of 4 members from the Lodge attend the Annual District Meeting
10. Host a minimum of 1 social and 2 Nova Scotia Masonic Foundation Charity community programs per year

GOLD

1. Lodge meets all requirements as a Silver Lodge
2. Raise a minimum of 1 brother per 20 members, with a minimum of 3 in Lodge,
3. Put on Degree work for all degrees, including all lectures, and 3rd Degree Drama and can assist other Lodges when needed.
4. Have a minimum of 4 brothers in the Lodge progressive line who are not a Past Master
5. Lodge Conducts Minimum of 4 Official Visits to Jurisdiction Lodges
6. Lodge attends/participates in minimum of 1 Grand Lodge Event outside Annual Communication *i.e. Bonspiel, Inter Provincial Lodge, District Meeting, District Church Service, Grand Lodge Church Service.*
7. Host a minimum of 6 Lodge Masonic Education meetings per year
8. Mentors are assigned for 1 year and each new brother is involved in a minimum of 2 events
9. Lodge Line Officers have leadership mentors as they progress to the East.
10. Host a minimum of 3 Brethren's family event per year.
11. Conduct a minimum of 1 experience evaluation per new brother within the first year of his mentorship and as a member of the Lodge

Categories

1. ANNUAL COMMUNICATION – This requirement is equal at all levels. Lodge is required to attend; the Master and Wardens or their proxy. We encourage the Secretaries, and other members to attend.

2. RAISING – Minimum expectations on raisings per calendar year are as follows:

Bronze – 1 brother per year

Silver – 1 brother per 30 members

Gold – 1 brother per 20 members

3. MENTOR PROGRAM – A strong key to membership retention is a good mentor program. If new Masons are given a good start, they'll continue with the Lodge for years.

Bronze – Mentor Program all new candidates

Silver – Mentor Program and individual Mentor assigned for 1 year, records kept

Gold – Mentor Program and Mentor assigned for 1 year, with records kept on tasks accomplished, each new Mason within the first year should also keep a record and evaluate their mentor and the Lodge. Lodge Line Officers have leadership mentors.

4. DEGREE WORK – The goal is that each Lodge be able to perform its own Degree work

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Bronze – The Lodge can do the Degree work on the 1st and 2nd degree, without assistance from other Lodges, i.e. lectures

Silver – The Lodge can do the Degree work on all 3 degrees, without assistance from other Lodges, i.e. *lectures 3rd Degree Drama*

Gold – The Lodge performs all Degree work by itself, including lectures and Drama and assists other Lodges.

5. LODGE CERTIFICATION – This requirement is equal at all levels. Each Lodge is examined annually by their DDGM.

6. EDUCATION MEETINGS- This requirement is the Lodge hold an education meeting where a minimum of 20 minutes of the meeting Masonic education. Degree work or regular ritual does not qualify for this meeting.

Lodge in Good Standing – 1 per year

Bronze – 2 per year

Silver – 4 per year

Gold – 6 per year

7. ANNUAL REPORT AND PER CAPITA – This requirement is equal at all levels. Each Lodge is required to submit their Annual Report and Per Capita to the Grand Lodge

8. NOVA SCOTIA MASONIC FOUNDATION CHARITY – This requirement is equal at all levels. Lodge should have a minimum of 1 presentation from Nova Scotia Masonic Foundation to Charity within their community per year.

Surviving the Chair

This section is titled surviving the chair and you may wonder what we mean surviving. As the wardens prepare to be Worshipful Master the time is exciting and a little stressful especially if you have never led an organization before. One of the first things that will happen is you will be tested as Worshipful Master, this is often not done with a subversive intent but will happen, and in many different ways. You may find Past Masters asking you to do things you didn't plan to do thus hijacking your meetings and your plan. It can come from a candidate or a brother that fails to show up for his degree or do his questions and answers. It could be a Junior Warden who doesn't organize a festive board. The investigation committee that doesn't do a thorough or proper investigation. The secretary who fails to distribute communications. The Treasure who never has the books audited. A lodge building that needs a new roof. The Deacon who can't remember his opening ritual, Requirement to give charges at installations, that disgruntled brother who decides you will solve all his masonic issues and the list goes on and on. As Worshipful Master you feel yourself getting stressed and impatient as all these things test both your nerves and your fortitude. So what do you do to survive handling all the tests of Master in the Chair here are some helpful tips.

a. Stick to your Plan

Remind yourself of the lodge's purpose and keep to your plan. Have a personal mission statement as the Master of what you want to achieve. The brethren have elected you to lead the lodge so don't let others lead it for you. The old we never did it that way or that is our lodge's custom should not keep you from trying something new. If you want to try something new in your lodge and you seem unreasonably blocked you can contact the Grand Secretary. He can often provide you with the guidance to do or not do something, and because he is in direct contact with the Grand Master the most obstinate brother will often follow your lead and sometimes be converted to your best supporter. Have a copy of the latest Regulations of Grand Lodge, Constitution, your lodge Bylaws, Masters & Wardens workshop, the Protocol and Etiquette guide and Masonic Rules of Order Annex and know the difference between them and be familiar with what is contained in them.

- I. Constitution – Are the Masonic Laws of the Grand Lodge meaning it defines the structure, operation, and discipline procedures of the Grand Lodge of Nova Scotia.
- II. Regulation.— Means any resolution, edict, direction or ordinance of any kind passed or approved by Grand Lodge, or any of its officers duly authorized in that behalf, and having the effect of law, other than and in addition to, but not in substitution of, inconsistent with, or in contravention of the Constitution.
- III. By-laws – are the rules for the lodge which have been approved by the Grand Lodge of your jurisdiction.
- IV. Protocol - is a formal code of etiquette that has been long honored and practiced within our Fraternity. Protocol encompasses standards for conducting Lodge business and for maintaining a level of dignity and decorum that serves to promote harmony and respect within the Lodge.

So if you are wondering where do I find what to and not to do? You should look at them this way. The ones above which have the word law in them are the laws of the Fraternity and you may be disciplined by the Fraternity for deviating from them. A protocol is a code to be honored or for clear word a guideline, as a Worshipful Master you may decide to deviate from protocol, a good example is 'relaxing the dress code for hot months' by doing so you have deviated from the Protocol but have not broken any Masonic Law. Remember many Brothers believe that protocol is law when in fact it isn't. Following protocol is important though as it helps define the difference of our Fraternity over a Service Club, and adds dignity to our Fraternity.

b. Don't do everything

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This is probably one of the hardest lessons to learn when approaching, and being the Worshipful Master. Also it is one that will put you under a lot of stress and wear you down the fastest. As the Master you may believe that you have to be involved and do everything. **Stop!!** you don't a lodge is structured to function as a brotherhood so let it, there is nothing wrong with helping out as Worshipful Master, but let your officers and the lodge operate under your direction. You don't have to be at all committee meetings, candidate investigations, official visits, installations etc. Let your Junior Warden take care of the Festive Board and Entertainment of the Lodge, you can help out but the Worshipful Master should not be calling brothers to bring food. Assign an investigating committee and let them operate the standard is to have a past master on them so let it do its job. A funny thing you may find is brothers expect the Worshipful Master to be the phone committee, if you are good at making phone calls help out, it is a good idea to have past masters form a phone committee as many of them have closer ties to some absent brethren or a delinquent brother. Have your Senior or Junior Warden represent you at an installation. Combine with other lodges to conduct a 2nd or 3rd degree, as they say there is power in numbers so use the power of the fraternity to get the work done, don't feel or expect to get all 3 degrees done yourself in your lodge there are too many other factors you have no control of at play here. Share some ritual and degree work as Master you should share ritual and degree work with Past Masters, especially if you are not good at memory work. It is better to split some lectures and altar work with a past Master this lightens the stress of learning it all and keeps your Past Masters active as some feel bored or left out after leaving the chair. Know your cable tow length and if you find yourself getting tired, stressed or not wanting to go to lodge you may be doing too much yourself. As Master of the Lodge your meetings and events should be something you look forward to, not dread, keep a check for that thinking creeping in and talk to your Past Masters, someone probably went through the same feelings, this can also help with other Masters your friends with, a good talk on the level with another brother can do wonders for your self-confidence.

c. Don't be afraid if something fails

There are countless books and papers which discuss this idea, as it is the biggest stressor there is on you as Worshipful Master when running a Lodge. Things in the Lodge are going to fail, mistakes are going to happen, and brothers are going to get emotional. When something goes wrong or fails we often take it to heart, blame ourselves or become flustered and escalate the situation. Often times a brother messing up a piece of ritual will get in your head and cause you to do the same its normal so don't beat yourself up. The key is to own mistakes and let them be owned, so if you made the mistake own it take responsibility apologize if necessary but don't blame another brother if it is your mistake or failure.

If you want to do that big event you have dreamed about since you were Junior Deacon try it, but remember to start early organizing and planning if after a month you don't have enough buy in by your Lodge to make it successful chances are it won't be so you should consider cancelling it. Going through something by yourself or having it fail from lack of commitment will hurt your confidence much worse than canceling it early. This can often be predetermined by knowing your lodge's capabilities. Look at old minutes of

your lodge to see if that type of event was done in the past, often times one or two brothers were the key to doing something, if they are around get advice you may find out why the lodge stopped doing it.

“Buy-in” more things fail when you’re Master because your Lodge lacks buy-in. What is met by “buy-in” is having your Lodge Brethren behind you and working with you. Most things we try will have a few brothers buy-in right away they are often those doers in Lodge. Some may be Past Masters or that Mason who only gets out to one meeting a year. However often something big requires more brethren, something like the Cornerstone Project is a lodge buy-in item. It cannot be done by two Worshipful Masters or a couple of brothers, but requires support from a majority of Lodge members. Remember good leaders take responsibility the same goes for those we want to be leaders. If a line officer makes a mistake or has an issue let them own it. We are making good men better the brother often knows he did something wrong or dropped the ball, let them learn from it. It is not the Worshipful Master place to hold everyone’s hand and try and fix everything.

d. Attend other Lodge installations

One of the duties as Worshipful Master is installations, as a Junior and Senior Warden it is a good idea to attend several installations. Doing so gets you familiar with how they are done, the music and the structure. Also you will start to develop a circle of brothers who will become your friends. As Master you will go in as a group and while waiting outside you will develop closer ties to other Lodge Masters. Where this is helpful is that Masters talk generally about frustrations and humorous things that happen. You will find out that you are not alone in what goes on. Don’t air the Lodges Laundry or discuss your Brethren, but keep things general when talking about an issue, we all have them.

e. Set some achievable goals and accomplish them

Sounds simple enough but it isn’t always done, know that as Worshipful Master you will not get everything done you want to do. You could be in the Chair for 20 years and there are still things you will find to achieve. During your last few months as Senior Warden think of 2 goals you want to see in your lodge. This could be as simple as not having to ask a visitor to fill a chair, having line officers’ show up for practice or getting some brothers together for coffee or lunch. The section on getting to know your lodge helps here, if your Lodge is one that has a tradition of doing dinner fundraisers support it, however if this is something not done it is very hard to succeed at if you are the only one who wants it. Remember people don’t often try things for fear of failure your lodge brethren are the same. It is a good idea to write down what you have achieved over a few months you will need to report to your DDGM, also don’t think things are insignificant as not every Lodge does them. Writing a good report of what you have done in Lodge helps you realize you accomplished a lot of small successful goals you will get recharged and motivated. If you set ones that you can’t achieve you will become demotivated, frustrated and depressed and feel your time as Master was a failure.

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Instead celebrate your success and don't be upset if it is not carried on by the next Worshipful Master, let him achieve his own goals.

f. Take Masonic Breaks

Easier said than done, No one is going to give you time. You have to make it. Your Lodge is not going to fall apart if you take the weekend off. This is your one life and you need to live it fully. You will be a better and more effective Worshipful Master if you are happy and stress-free. Working yourself into the ground is not only going to hurt you, it will also hurt your Lodge. So, make the time. As Worshipful Master you will need these breaks from Masonry, it is a good idea the year you're going to be Master to limit your involvement in Concordant bodies and other Craft Lodges as having a busy office in both your craft lodge and concordant body will add to the test of your abilities. Try and schedule time for non-masonic activities things like family time, fishing, hunting, sports, traveling etc. this will give you a break from Masonry, clear your mind and recharge your enthusiasm making you a more effective Master.

g. Beware of cliques

Your Lodge should not be a clique and we should not have cliques in the Lodge. Simple enough statement but it happens more than we want to admit. A lodge that operates like a clique is on a rapid road to darkness. When new candidates approach the Lodge they are turned away or worse brought in only to be ignored and left out soon after leaving the Fraternity disillusioned and unhappy. A clique within a Lodge is even more destructive and may destroy your time as Master and eventually the Lodge. The first step is to look for lodge behavior that may indicate a click exists.

To identify a clique in the Lodge look for signs like a newly raised Master Mason who sits by himself at a meeting. You hear it when one Brother back stabs another Brother in idle gossip. The group or a spokesman from them has to object to everything the lodge try's to do. A clique is often identified when you see a group of men who sit together all the time. Whether it be in the dining hall, Lodge room or at a social event. They are always sitting together. If you close your eyes and imagine your Lodge room and you can see the same group of men sitting together, in the same location of the Lodge room, then you have cliques. Cliques do not allow the newly raised Master Mason to assimilate into the Lodge, unless they are a friend of the men already in a click.

On way to start the elimination of the situation is as Worshipful Master rap up the Brethren, at the beginning of the meeting, and have them all find new seats in the Lodge, sitting next to different Brethren. Don't allow them to sit in the same old place with the same people. At your dinners and social functions use assigned seating or as Master have a new brother sit amongst them. You can mix up the Brethren so that they are forced to meet other Masons. They will feel very uncomfortable the first few times. But they will get used to it and meet some new members at the same time. This will help break the cliques. If the clique in your lodge seems bent on Lodge undermining you as Worshipful Master that is the time for help from Grand Lodge, go through the Grand Secretary as he will direct your issue to the officers who can help like your DDGM or even the Grand Master if the situation is bad enough. Remember we are govern by

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Masonic Laws in the Grand Lodge Constitution and any destructive brother may have charges brought against him so be familiar with the constitution regarding discipline.

h. Dealing with Racism and improper conduct

As our lodges become more diverse with the cultural backgrounds of new members as Worshipful Master you should be aware of Lodge racism. For the most part Masons make efforts not to display racist behavior however it does come out along with improper conduct.

Racism is defined as the marginalization and/or oppression of people of color based on a socially constructed racial hierarchy that privileges white people. The categories into which society places individuals on the basis of physical characteristics (such as skin color, hair type, facial form and eye shape). Many people believe that race is determined by biology, it is now widely accepted that this classification system was in fact created for social and political reasons.

Systemic Racism: A combination of systems, institutions and factors that advantage white people and for people of color, cause widespread harm and disadvantages in access and opportunity. This racism is grounded in the history of our laws and institutions which were created on a foundation of white supremacy*. It exists in the institutions and policies that advantage white people and disadvantage people of color; and it takes places in interpersonal communication and behavior (e.g., slurs, bullying, offensive language) that maintains and supports systemic inequities and systemic racism.

Improper conduct is that which the Mason knew or ought reasonably to have known his objectionable act(s), comment(s) or display(s) would demean, belittle, or cause personal humiliation or embarrassment, to another Brother or Brethren. Improper conduct can be based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, and disability.

Dealing with Racist or Improper Conduct

All improper revelations, undue solicitations for candidates, angry and over-zealous arguments in favor of Masonry with its enemies, every act which tends to impair the unsullied purity of the Order, want of reverence for and obedience to masonic superiors, the expression of a contemptuous opinion of the original rulers and patrons of Masonry, or of the institution itself; all countenance of impostors; and lastly, holding masonic communion with clandestine Masons, or visiting irregular lodges

* In the above definition, the term "white supremacy" refers to the systematic marginalization or oppression of people of color based on a socially constructed racial hierarchy that privileges people who identify as white. It does not refer to extremist ideologies which believe that white people are genetically or culturally superior to non-whites and/or that white people should live in a whites-only society.

i. Know when to go.

We have a progressive line in Masonry for a reason, to keep our Fraternity functioning however we often see that line stop with a Worshipful Master. As Master you need to know when it is time to go, and the warning signs that it's time. If you find yourself viewing your upcoming meeting with distain or a feeling you don't want to be there that is a sign. Although Worshipful Master brings a lot of work and responsibility you should

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enjoy your time there. Yes not every meeting is going to be something you will look forward to, for example a meeting where you have to suspend several brothers for nonpayment of dues isn't something we look forward to but has to be done for the good of the Lodge. Not wanting to do those duties is normal however if the next meeting you feel the same and you are doing a 1st degree consider passing on the chair when your year is up. If you are only holding the chair to keep a declining Lodge open consider your action. Quite often a Worshipful Master is persuaded to hold the chair to keep the Lodge open. A Lodge going dark is sad, however not your fault as Worshipful Master lodges don't go dark in a year or two but over time. The fastest thing to destroy a lodge is the destructive clique but other factors take more time. Holding on to a darkening lodge is tough on you as the Master, watch out when it starts to darken you as a Mason. There is no shame if a lodge goes dark, but don't let your masonry go with it join another lodge if needed. As the fraternity appears to be refining into what it looked like before the World Wars, which isn't always a bad thing. Remember destroying yourself as a Freemason is not our purpose so if you find you are losing that light you once had as Master it is probably time to step aside for the good of the craft and yourself.

Annex A Lodge Officers

OFFICERS

Year 20_____

Office Member

Master _____

Immediate Past Master _____

Senior Warden _____

Junior Warden _____

Treasurer _____

Secretary _____

Senior Deacon _____

Junior Deacon _____

Chaplain _____

Historian _____

Director of Ceremonies _____

Marshal _____

Senior Steward _____

Junior Steward _____

Inner Guard _____

Tyler _____

Lodge Education Officer _____

Lodge Media Officer _____

Annex B COMMITTEE DEVELOPMENT

Name of Committee

Purpose of Committee

Goals for Committee

1. By _____ (date), to accomplish:

2. By _____ (date), to accomplish:

3. By _____ (date), to accomplish:

Chairman of Committee

Committee Members

Annex C MEMORIAL SERVICE FOR DEPARTED BRETHREN

(This service is recommended immediately following the opening of the Lodge.)

WM Bro. Senior Warden.

SW Worshipful Master.

WM What is our order of respect on this occasion?

SW To honour the memory of our late Brother(s).

WM Brethren, from the beginning of history it has been the custom among men of all races to ceremonially honour the memory of their departed Brethren. Such a custom has its roots in the fundamental nature of our being and the universal intuition of the immortality of the soul.

Bro. Junior Warden.

JW Worshipful Master.

WM How stands the hour?

JW Low twelve and the sun has set on the life of our beloved Brother(s) (Name) who has laid aside the working tools of life.

WM (Rising) Then Brethren, ••• let us remember our late Brother(s) now at rest from his (their) labours. Bro. Secretary, read the Scroll. (The Scroll is read and the eulogy, if desired and appropriate, is given.)

WM Bro. Senior Deacon.

SD Worshipful Master.

WM Drape the Charter in memory of our late Brother(s). (SD does so and the Brethren stand on the S of F.) Brethren, we will now observe a period of silence in his (their) memory.

Chap (after at least 30 seconds of silence he commences.) Almighty Father, the source from which we came, the end to which we travel, the light and strength of our pilgrimage, bind us, we pray Thee, in comradeship with the saints and heroes of every age. In this hour of solemn remembrance we think of our Brethren who have faithfully lived and died. Lift us all into light and love and give us, at last, our portion with those who have trusted in Thee, and have striven to do Thy will. Amen.

All So mote it be.

WM •

Annex D SUGGESTED PROCEDURE FOR BALLOTING

W.M. W. Bro. _____, is the investigating committee prepared to report on any petitions?

W. Bro. W.M., on the petition(s) for membership (or affiliation or reinstatement) of Mr. (or Messrs. or Bro.) _____, the report of the investigating committee is favourable (or unfavourable).

W.M. Brethren, you have heard the report of the investigating committee. We will now proceed to ballot on the application(s). Brother Senior Deacon, prepare the ballot box and carry it to the Junior Warden in the South, the Senior Warden in the West and to the Worshipful Master in the East for inspection.

W.M. Brethren, we are about to ballot on the petition(s) for membership (or affiliation or reinstatement) of Mr. (or Messrs. or Bro.) _____, upon whom the Investigating Committee has reported favourably (or unfavourably). White balls elect, black cubes reject. Remember your Obligation to the Craft and vote for the good of Masonry. Look well to the East. I now declare the ballot open.

W.M. Brother Senior Deacon, carry the ballot box to the Senior Warden in the West, the Junior Warden in the South, [and any infirmed brother], place it upon the Altar, ballot yourself, and conduct the vote by members of the Lodge.

S.D. Brethren, in balloting you will move by straight lines and right angle turns. Approach the Altar from the West, stand on the step of a MM, give the due guard and sign of a MM, select your ballot, drop it in the slot provided, then give the Sign of Fidelity. If on the south side of the Lodge, turn right, if on the North side, turn left, and return to your place. We will begin balloting with the IPM, then down the south, across the West, and up the North until all have balloted.

S.D. Worshipful Master, all have balloted except the Tyler.

W.M. Brother Inner Guard (or Junior Deacon), relieve the Tyler and ask him to enter the Lodge for the purpose of balloting.

I. G. Brother Tyler, the Worshipful Master requests you to enter the Lodge for the purpose of balloting. I will relieve you.

W.M. Brother Tyler, we are balloting upon the petition(s) for membership (or affiliation or reinstatement) of Mr. (or Messrs. or Bro.) _____, upon whom the Investigating Committee has reported favourably (or unfavourably). White balls elect, black cubes reject. You will stand on the step of a MM, give the dg and s of a MM, select your ballot, drop it in the slot, give the S of F, salute with dg and s, turn right and exit the outer door. Remember your Obligation to the Craft and vote for the good of Masonry. Look well to the East.

S.D. Worshipful Master, all present entitled to vote have balloted.

W.M. Brethren, I declare the ballot closed! Brother Senior Deacon, you will carry the ballot box to the Junior Warden in the South, the Senior Warden in the West, and to the Worshipful Master in the East for examination.

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W.M. Brother Junior Warden, how do you find the ballot in the South?

J.W. Favourable (or unfavourable)

S.W. Favourable (or unfavourable)

W.M. (If no, or only one, black cube is present)

And favourable in the East. I therefore declare Mr. (or Messrs.) _____, duly accepted and eligible to receive degrees in this Lodge. Brother Secretary, you will advise him (or them) accordingly.

Or

(If three or more black cubes are present)

I declare the petition of Mr. _____ for membership in this Lodge rejected. Brother Secretary, you will notify him accordingly and see that his fee is returned.

Or

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(If there are only two black cubes present)

The Worshipful Master without explanation, and without asking the Junior or Senior Warden for a declaration, may say:

Brethren, we will rebalot on the petition for membership of Mr. _____, upon whom the investigating committee has reported favourably. Brother

Senior Deacon, prepare the ballot box and carry it to the Junior Warden in the South, to the Senior Warden in the West and to the Worshipful Master in the East.

Annex E SUGGESTED PROCEDURE FOR Election of Officers

W.M.: "Brethren, we shall now proceed with the election of the officers of this lodge for the ensuing year.

W.M.: Brothers _____ and _____ will you act as Scrutineers."

W.M.: All Master Masons of Cornwallis Lodge will be upstanding to be numbered "Bro. Senior Deacon, you will oversee the count of Cornwallis Brethren, including yourself and the Tyler, and report the result."

W.M. "Bro. Deacons, you will distribute the nominating ballots to all eligible members of this lodge, including the Tyler. You need not carry your wands while assisting with the ballot." (Deacons distribute the Ballots.)

W.M.: "Have all members of the lodge been supplied with nomination ballots?"

W.M.: I will now read Section 4 Officers of the Grand Lodge regulation and Article 3 of Cornwallis Lodge By-laws

W.M.: "Brethren, you will now mark your nomination ballots for Worshipful Master. It will expedite counting if you do not fold them."

W.M.: "Bro. Deacons, you will collect the ballots."

W.M.: "Have all members voted, including the Tyler? (pause) If so, I declare the ballot closed, Bro. Deacons, you will deliver the ballots to the Scrutineers."

When the count of the ballots is completed the Scrutineers announces the result.

W.M.: "Bro., do you wish to have your name stand for the position of Worshipful Master?"

If more than one agrees proceed with the vote

W.M.: "Bro. Deacons, you will distribute/gather the next ballots."

W.M.: "I declare Bro. duly elected (by Acclamation) Worshipful Master of this lodge, for the ensuing year.

Senior Warden & Junior Warden

W.M.: "Have all members been supplied with ballots including the Tyler?"

W.M.: "Brethren, you will now mark your ballots for the office of Senior Warden."

Then proceed as in the procedure for Worshipful Master.

Follow the same procedure for each elective office where a written ballot is required.

For an office the Worshipful Master Elect wishes to have a ballot before he appoints the officer.

W.M.: "Brethren, you will now elect position of _____

W.M.: I call for nominations for the office of _____

The W.M. then asks each person nominated if he will stand for office if elected.)

W.M.: I declare the nominations closed."

Proceed with an election ballot the same as the procedure for Worshipful Master.

W.M.: "Bro. Secretary, you will read the names of those members who have been elected or appointed for the ensuing year.

W.M I declare the election of officers duly closed.

Annex F Roberts Rules of Order Masonic Edition

This annex contains the details of Roberts’s rules of order as they pertain to the GLNS regulations.

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[An Outline of Rules of Order \(Parliamentary Procedure\)](#)

Over the years certain procedures, known as Rules of Order, have been developed to govern the making of group decisions in an orderly fashion. Often known as “Parliamentary Procedure” (and many times governed by a specific set of rules known and published as “Robert’s Rules of Order”), usual rules of order are, in many details, not applicable to Masonic Lodges, which have developed a special set of rules to govern business procedures within themselves.

The rules of order, as outlined, recognize general rules of parliamentary law as used in other Legislative bodies, unless they conflict with the Masonic Code or Masonic usage. However, usually ‘custom’, or ‘rules of order’ within the individual Masonic Lodges, governs their parliamentary procedures. While often followed in general, “Rules of

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Order” are actually the Master’s ‘will and pleasure’ and “should never be introduced where they, in any way, interfere with the established customs or Landmarks of Freemasonry or with the high prerogatives of the Master”.

In a secular body, the presiding officer is subject to the dictates of the organization and may be removed by it...The Master of a Lodge is not controlled by the Lodge and can only be removed by the Grand Master. In a secular body the presiding officer’s decision can be overturned by the body itself...The Master’s Decision in a Masonic Lodge can only be appealed to the Grand Master or the Grand Lodge. The Presiding officer of a secular body is supposed to conduct its meetings according to the “Rules of Order”...The Master of a Masonic Lodge is totally responsible to the Grand Lodge, The Grand Master and the fraternity in general for all that his Lodge does and, as such, is clothed with all the authority needed to exercise full control.

But, just as the Masonic Lodge is sometimes said to represent King Solomon’s Temple and the Master is said to represent King Solomon; so must the good Master exercise the Wisdom of Solomon in his governing of the Craft. He must be careful not to either over-exercise his authority or fail to exercise it; for either way he will drive his members away from the meetings.

Why “RULES OF ORDER”

The term “Rules of Order” is more descriptive, less intimidating and frightening, and more applicable to a Masonic Lodge than the term “parliamentary procedure”. Simply stated, rules of order are a set of guidelines based on common sense and courtesy, which enable a group to make decisions in an orderly manner. Regarding Masonry they have a fourfold purpose:

To protect the authority of the Master and customs of the Craft;

To enable the Lodge to transact business with speed and efficiency;

To preserve the spirit of peace and harmony;

To protect the individual rights of each member of the Craft.

Fair play, courtesy and justice are the keys to all rules of order and they must be generally known and adhered to by all. They cannot simply be created or “made up” to suit the whims of the Master. The Master is responsible to set the example and keep all others “in line”. A contradiction you say – rules and flexibility? Look at the basic principles that our ‘Rules of Order’ are intended to do:

The will of the majority must be carried out; the rights of the minority must be protected; the prerogatives and responsibilities of the Master and the customs of the Craft must be preserved.

Each Brother has rights and obligations equal to those of every other member, subject only the responsibilities of the Master and the traditions of the Fraternity.

Each question or proposition presented is entitled to full and free debate if peace and harmony prevail among the Craft and debate does not degenerate into argument.

Only one subject may claim the attention of the Lodge at any one time.

Brothers have the right to ask for information or instruction in using the procedure (point of parliamentary inquiry).

Certain motions take precedence over (may interrupt) other motions.

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The personalities and desires of each Brother must be merged into the larger unit of the Lodge.

Just as our Fraternity has a vocabulary of its own that must be known to fully understand what we are saying (i.e., such words as Communication, Work, Refreshment, Masonic Rules of Order, Wages, etc.), so too does a special vocabulary exist for discussion of Rules of Order. A brief glossary of such common terms applicable to Lodges is included at the end of this discussion.

Certain usually acceptable practices in common Rules of Order are totally not-applicable in a Masonic Lodge, including, among others, the following:

A motion “(to end debate and vote immediately): although the “Lodge is not a place for round-table discussion. Debate should be used only as a means to clarify the question”, each Brother is entitled to speak on the subject and the time of putting a question to the Lodge for a vote lies solely within the Master’s discretion.

A motion to “ or may, depending on the circumstances, infringe upon the authority and duty of the Master who must control the subject matter to be considered by his Lodge, the debate and/or when a question is ready for vote.

A motion to: as it is totally within the Master’s discretion to close his Lodge whenever he deems it necessary or proper, and no action of the Craft can control this prerogative. A Lodge is never “recessed” or “adjourned” – it is placed "at refreshment" or "closed".

A motion to: The only appeal from the decision of a Worshipful Master is to the Grand Master or Grand Lodge.

A motion to: A Masonic Lodge can neither suspend its by-laws nor force the Master to assume the job of a committee chairman and avoid his authority, or abrogate the Master’s sole authority to appoint members of committees

The Master has full control of opening, debate within, work, acts and closing of his Lodge and any rule of order that might interfere with that control simply does not apply.

ORDER OF BUSINESS

Rules of Order help ensure that the order is maintained in transaction of a Lodge’s business. The first step a Master must take in maintaining order is to have a specific plan for each individual Communication or meeting. This means that both a general and specific list of the business to be considered must be developed in advance. Many Lodges specify a general order of business in their by-laws. Even so, the Master must remember Masonic Rules of Order. That he is “in charge” and should have his own written ‘Order of Business’ prepared for each meeting. Although the business of a stated communication should contain many different items, after the ritualistic opening and before closing, the particular order of business is not as critical as having a set order that is known to all present.

Certain general rules should be observed during the transaction of business, such as: No alarms should be attended to at the door, nor members or visitors admitted while the Lodge is opening or closing (Exception of the Grand Master), or during the reading of the minutes or conferring a degree.

After business has begun, it is not proper for the Junior Deacon to interrupt the Master but he should report to the Senior Warden.

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Members may, if necessary, enter or retire by direction of the Senior Warden (Discretion of Worshipful Master) who is to help the Worshipful Master in governing the Lodge.

All votes (exception being for the election of candidates, members, or officers, or the granting of proficiency, advancement, transfers or demits, or the acceptance of charges) should be taken by a show of hands.

Minutes are “confirmed” by the Master after he is satisfied they are correct (Minutes are not “approved” by a vote of the membership); and no Lodge can be reduced into a “Committee of the Whole.”

An example of an order of business for a Lodge might be as follows (some language governed by ritual):

Ritualistic Opening – proficiently.

Reading and Confirming of Minutes – of last regular and all intervening communications. After the minutes of the last regular communication, begin with the oldest and work to the most recent individually, so that each set of minutes is confirmed on its own merits. The Master satisfies himself that the minutes are correct by asking if the Wardens or any Brother about the Lodge knows of any errors or omissions. Hearing none, he declares those minutes confirmed as read. If errors or omissions are noted and the Master is satisfied that they should be included in the minutes, he directs they be included and Declares the minutes confirmed as corrected. A motion that the minutes be approved (or rejected or corrected) is out of order.

Introduction and Welcoming of Visitors – Introductions by the Master or another Brother appointed for that purpose (such as the Senior Deacon), giving the Visitor’s Name, his Lodge’s name, Number and Location. Although the manner of introduction is at the prerogative of the Worshipful Master, who may have the visitors introduce themselves, it is suggested that such practice be avoided and the visitor not be asked to introduce himself; the Master should welcome the visitors.

Reception of Petitions – Petitions for the degrees, affiliation, reinstatement, etc. After reading, committee(s) should be immediately appointed.

Second Reading of Petitions and Balloting – any petitions for which a committee any petitions for which a committee report has been received. Balloting follows Masonic Ritual.

Reports of Committees (in writing) – request all reports, at least all final reports, to be in writing. “Brother have you a report from the Committee?” After the report, open the floor for discussion and motions for any appropriate action. It is noted that many progress reports may be made verbally, however, this should be at the prerogative of the Worshipful Master.

Applications for Relief – “Brother Secretary, are there any applications for relief?”...”Any about the Lodge?” Take any appropriate action. It is noted that often this action is included under the topic “Sick and Distressed”.

Reading of Communications – “Brother Secretary, are there any communications to be read?” At this time the Worshipful Master may also call for any bills to be read to the Lodge. This may be an appropriate time to dispose of the subject matters of the communications (letters, notices, etc.) and bills.

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Unfinished Business – “We now come to unfinished business. The 1st item of unfinished business is ‘___’...The 2nd item of unfinished business is ‘___’”etc. “Is there any other unfinished business to come before the Lodge?” *

New Business – “Next, we will consider new business. The first item is ‘___’”etc. “Is there any other new business to come before the Lodge?”

NOTE: The Master should control (with wisdom) the business presented to the Lodge and, preferably, be informed before any matter is presented.

Business for the Good of the Order – “Has anyone any business for the good of the Order?” Announcements, thanks, remarks, sick reports, etc.).

Work and Lectures – To be done as prescribed in the ritual or, if none, this is the appropriate place for the Masonic Education program.

Ritualistic Closing – never “recessed” or “adjourned”. A motion to adjourn or close is out-of-order.

What Is A Motion?

A motion is a proposal that the Lodge take certain action(s).

How Are Motions Classified?

Main Motions – Motions of this group have for their object the bringing of questions, or propositions, before the Lodge for consideration. Only one main motion can be considered at a given time by the Lodge and such a motion, when introduced, excludes all other main motions being brought, until it has been disposed of.

Subsidiary Motions – Motions of this group have for their object the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the main motion to which they are subordinate. Since they relate to the questions before the Lodge, it is “in order” to propose them when a main motion is still before the Lodge and to vote upon them before voting upon the main motion.

Privileged Motions – Motions of this group have no connection at all with the main motion before the Lodge but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of temporarily setting aside the main business before the Lodge.

How Should A Motion Progress?

A member rises, salutes and addresses the Worshipful Master. The Master should be addressed by title: “Worshipful Master” or “Worshipful Sir”, not just “Worshipful”. It is not correct to use the term “Mr. Chairman” in a Masonic Lodge.

The Master recognizes the member. The master recognizes a member by name: “Brother___”. Having thus received formal recognition from the Master, a member is said to “have the floor” and is the only member entitled to present a motion.

The member proposes a motion. A motion is always introduced in the form: “I move that...” followed by a statement of the proposal. This is the only correct wording. All discussion must wait until after the Master has stated the motion to the Lodge and has called for discussion.

Another member seconds the motion. Another member, who also rises and salutes the Master, may say, “I 2nd the motion.” Seconding a motion is merely an indication that the member seconding it wishes the matter to come before the Lodge for consideration. If

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none seconds the motion, the Master may ask, "Is there a 2nd to the motion?" If none, he may declare, "the motion is lost for want of a 2nd." or he may state the motion and call for discussion. The Master does not have to require a second to a motion to have the Lodge consider it but it is very advisable. In fact, the Master does not even have to have a motion to have the Lodge consider a matter; he can simply put a question for discussion and vote, however, this is ill-advised.

The Master states the motion to the Lodge. When a motion has been properly proposed and seconded, the Master repeats the motion to the Lodge. After it has been formally stated to the Lodge, it may be spoken of as a "question," a "proposition," or a "measure."

The Lodge discusses or debates the motion. After the motion has been formally stated by the Master, he should first call upon the Brother who made the motion to speak to (discuss) the proposition first; after which any member has a right to discuss it. He must first obtain the floor in the same manner as when presenting a motion. Normally the first person who asks recognition is entitled to speak, but when several members wish to speak or present motions simultaneously, certain principles should guide the decision of the Master.

- a. A Brother who has not spoken has prior claim over one who has already discussed the question.
- b. If the Master knows the opinions of the various members regarding the measure before the Lodge, he should alternate between those favoring the measure and those opposing it.
- c. The Master should recognize a Brother who seldom speaks in preference to one who frequently claims the attention of the Lodge. Discussion must be confined to the question that is "before the Lodge."
- d. If the discussion of a Brother becomes inappropriate, or is the discussion in general degenerates into argument, the Master should close or limit the debate (after a reasonable attempt is made to control the problem).

The Master takes the vote on the motion. When all members who desire to discuss the question have done so, the Master "puts the motion to a vote." The Master may, before taking the vote, ask, "Is there any further discussion?" or "Are you ready for the question?" If none rises, the Master presumes discussion is closed. He proceeds to take the vote by announcing, "All favoring the motion (re-state the motion) signify by the Masonic voting sign." Following response from the Lodge, the Master then says, "Those opposed signify by the same sign." Certain motions must be voted on by ballot, but these are not normally ones on which discussion is allowed (i.e., petitions for degrees, etc.).

The Master announces the result of the vote. The master formally announces the result of the vote, saying "The motion is carried; therefore (state the intent of the motion)." If a majority voted in the negative or in case of a tie, "The motion is lost." After the Master has announced the result of the vote, another motion is in order.

Note: The Master is not deprived of his vote. He may vote with everyone else, or he may refrain from voting if he chooses, or he may cast his vote to make or break a tie that will either defeat or carry the motion.

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How May A Motion Be Amended?

The purpose of a motion to amend is to modify a motion that has already been presented. There are three methods of amending: 6

By addition or insertion– To add something to the motion that it did not previously contain.

By elimination or by striking out– To subtract or eliminate something from a motion that was originally a part of it.

By Substitution –This method is a combination of the first two methods, since in amending by substitution something is stricken out and something is inserted in its place. The substituted portion may consist of a word, phrase, clause or an entirely new motion.

Note: The most important principle to understand is that an amendment must be germane. By 'germane' is meant having direct bearing upon the subject matter of the motion; that is, relevant or relating to it. An amendment may be opposed to the actual intent of the original motion and, in fact, nullify it, but if it relates to the same subject matter, it is germane.

Types of Amendments

Amendment of the First Rank– An amendment to a motion.

Amendment of the Second Rank– An amendment to the amendment. The amendment to the amendment must modify and relate directly to the amendment and not just to the main motion, otherwise it is “out of order.”

No amendment beyond that of second rank is possible. It is never in order to consider more than one amendment of each rank at any one time. If one desires to amend two separate and unrelated parts of a motion, this must be done by two amendments of the first rank, and one must be voted upon before the other is proposed. It is possible, however, to have a motion, one (First Rank) amendment to the motion and one (Second Rank) amendment to the amendment before the Lodge at the same time.

Until the amendment of the second rank has been voted upon, no other amendment of the second rank is in order. Until the amendment of the first rank has been voted upon, no other amendment of the first rank can be proposed.

Orders of Voting– Amendments are voted upon in reverse order; that is, the one of the second rank is disposed of first.

a. Discussion is called for and the vote taken upon the amendment to the amendment (amendment of second rank).

b. Discussion is called for and the vote is taken upon the amendment to the motion (amendment of first rank).

c. Discussion upon the original or main motion (as amended) is called for and the vote taken upon the main motion.

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Report and Reception of Committee Reports

Reception of Report- When the report of the committee is made; the chairman (or appointed member to make report) informs the assembly (Lodge) that the committee is ready to make a report. The Chairman reads the report and delivers to clerk (Secretary) where it lies till the Master sees fit to consider. As soon as he has read the report it is well for him to move its acceptance (or adoption), or whatever motion is necessary to carry out the committee's recommendations.

Adoption of Report- When the assembly is to consider a report, a motion should be made to "adopt" "accept" the report, all of which when carried, have the same effect, namely, to make the doings of the assembly, the same as if done by the assembly.

GLOSSARY OF STANDARD TERMS OF PARLIAMENTARY PROCEDURE

Amend-To change a motion, either by adding to it, taking from it, or altering it in another way.

Blanks, Filling-"Filling Blanks" is a term used to indicate a method of decision regarding a matter where several different courses of action are possible. The term "blank" is used because; usually this method is applied in motions where an exact amount, a name, date or essential, specific information is not available at the time a motion is made.

Business, Order of-The regular program of procedure of a society, set by the by-laws and or Master in a Masonic Lodge.

Chair- The Worshipful Master. "Addressing the Chair" means speaking to the Worshipful Master, Master pro tem, or other presiding officer. This is done by; rising to one's feet when no one else is speaking (with some exceptions), saluting, and saying "Worshipful Master." Being "recognized by the chair" means being given permission to speak further.

Chair, Power of-The Master has the following parliamentary authority:

- a. He may decide in what order speakers shall be recognized.
- b. He may refuse to recognize members offering dilatory, absurd or frivolous motions or motions intended, in his judgment, to obstruct business or motions that would be harmful to the peace and harmony of the Craft.
- c. He may restrain speakers within time limits or to preserve peace and harmony.
- d. He may enforce good decorum.
- e. He appoints committees.
- f. He may decide points of order.
- g. He may vote with the group or vote after the other votes are counted to make or break a tie. He may even refrain from voting and he usually does so when it is apparent that his vote would not change the results
- h. He should avoid influencing a vote by his own comments.

REMEMBER: Actions of the Worshipful Master are subject to appeal to the Grand Master or Grand Lodge only.

Committee as a whole- Not applicable in a Masonic Lodge. Because of its nature it removes certain authority of the Master.

Consideration, informal- Not applicable in a Masonic Lodge. The Master should control all discussion.

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Debate- Discussion or argument over a motion.

Division of the House-A method of voting by which the members are actually counted as they vote, usually by rising or by a show of hands.

Division of Question- To separate a motion so that different parts of it may be considered individually.

Floor-The privilege of speaking before the Lodge. Thus, when one has the “floor”, he is granted an opportunity to speak.

Inquiry, Parliamentary- A question directed to the Master by a member in order to determine the effect of any action under consideration or the proper course of procedure.

Motion- A formal proposal to the Lodge that it take certain action.

Motion, Incidental-An incidental motion is one growing out of another already under consideration, which second motion must be disposed of before returning to the original motion.

Motion, Main -A main motion is one that independently presents an idea for consideration.

Motion, Privileged- A privileged motion is one that is so vital in character that it takes precedence over all others.

Motion, subsidiary- A subsidiary motion is one growing out of and applied to another already under consideration. It is used to enable the Lodge to dispose of the main motion in the most appropriate manner.

Object to consideration-Not applicable in a Masonic Lodge; The Master alone, has the authority to suppress trivial, irrelevant, or any inappropriate motion.

Order-When this term is applied to an act of a Lodge, it means an expression of a will of the Lodge in the form of a command. An “order” differs from a “resolution” in that the latter is not a command but a declaration of fact or an expression of opinion or purpose.

Order, General- Making a “General Order” is setting a future time for the discussion of a special matter.

Orders of the Day- Regular order or ‘program’ of business. A motion calling for the “Orders of the Day” is a motion demanding that the present discussion be dropped and that the Master announce the next matter to be taken up according to the Lodge’s customary and established business routine. The term “Orders of the Day” has more specific meaning when a certain time has been set aside for the consideration of a given matter. Then a demand for the “Orders of the Day” is a request that this specific item be taken up at the time set for it.

Postponement, Indefinite- This term is clear in the ordinary meaning of the words included in it, except that the object of indefinite postponement is not merely to postpone, but, in effect, to reject. 8

Privilege- The term “Privilege” in parliamentary law has a restricted meaning. Attending (chiefly concerning matters of physical comfort, inability to hear a speaker, heating, lighting and ventilation of the meeting room, noises and other disturbances, etc. and the ineligibility or misconduct of a member in meeting at the time). These “questions of privilege” should not be confused with “privileged motions”. Questions of privilege may be involved in motions, but privileged motions are those having the highest order of precedence.

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Question-The “question” in parliamentary law is the proposition or motion after it has been placed before the Lodge by the Master. To move the “previous question” is not proper in a Masonic Lodge, but in secular organizations it is to demand that the chairman take a vote on the motion that is being discussed. A question” when adopted becomes an “order”, “resolution”, or “vote”.

Refer-To refer to a committee. Only the Worshipful Master may appoint the committee.

Resolution-An act of the Lodge, the purpose of which is to declare facts or express opinions or purposes and not to command.

Rules, Suspension-Not applicable in a Masonic Lodge. The Worshipful Master should have control of Rules and may allow the Lodge to do anything that does not violate its own by-laws or the Masonic laws, customs or Ancient Landmarks.

Second-Usually a motion, to be considered by the Brethren, must have a “second”, i.e., a second member who indicates that he wants the motion considered by saying “I second the motion.” However, just as the Master can put a measure before the Lodge for discussion, consideration and vote, without a motion, he also does not have to require a motion to have a second to proceed. However, it is the better practice to have a second.

Table-The ‘table’ in parliamentary law is literally the speaker’s table. To “lay on the table” or “table” a motion means to delay action on it. To “take from the table” means to bring up for consideration a motion previously “tabled”.

Withdrawing a motion-An incidental motion that enables the proposer to remove his motion from the floor. It is in order any time before the vote is taken.

NOTE: The above motions from which this is referenced may, under certain circumstances, be out-of-order in a Masonic Lodge if they infringe on the Master’s prerogative to control the agenda.

Conclusions

Principles are more important than rules

Members of Masonic Lodges are not usually concerned about the Legal side of Rules of Order. We should realize, however, that the actions of groups such as Lodges are occasionally reviewed in the courts. Generally, with questions involving Rules of Order, a decision of a court is based on whether the principles of the Rules of Order were violated rather than whether, in a technical sense, some rule was broken. The Rules presented here are helps, or guides, to effective group action. They are not laws. These rules are but means to an end. They may be adapted to meet the varying needs of a Lodge. The principles, however, are inherent in a combination of our democratic way of life and the responsibilities and duties that have evolved within our fraternity. They may not be compromised without impairing the character of the organization. However, it is remembered – the Master is charged with maintaining control at all times.

These principles are repeated below, not only for emphasis, but also as a final summation of all that has been said.

Majority Rule- A majority vote taken after due deliberation determines the action to be taken. Minority members, having been given equal opportunity in the discussion preceding the vote, must now accept the decision. Anything more than 50% of those voting constitutes a majority. With a tie the motion is lost. Although all present have a

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responsibility to vote, those who abstain from voting are not considered in determining a majority (at least one half (50%) + 1 of those members present and voting). If the Master considers a subject inappropriate for the consideration of the Lodge, he should not allow it to be brought to the floor. He should stop the debate thereon if already on the floor and he should refuse to put the question for a vote.

Equal Rights- All members of the Lodge have equal rights and equal responsibilities. The first and most important duty of the Master is to follow Masonic Law and maintain peace and harmony within his Lodge. Part of this should be to see that equal privileges and obligations are accorded to all Brothers. 9

Full and Free Discussion-Each Brother has the right to present his opinion fully and freely, without interference, so long as he observes the rules of decorum and so long as he stays within any time limits set by the Master. Temporary interruptions are permitted only as explained under the rules of precedence.

One question at a time to avoid confusion, the Lodge must consider one question at a time only one question at a time. When one motion takes precedence over another, consideration of the first is postponed until the second is disposed of. The Master then takes up the motions in reverse order to that in which they were introduced. I.e., a motion to amend may interrupt a main motion. This may give way to a motion to amend the amendment. The Master must first take the vote on the amendment to the amendment; next on the amendment to the main motion (with any changes if amended) and finally to the main motion with whatever changes that might have been adopted in the amendments.

Parliamentary Inquiry- Every action should be taken intelligently. This requires that members have the right to ask what would be the effect of any action under consideration. It is the duty of the Master to explain the procedure and any effects, if requested.

Order of Precedence- Certain motions take precedence over (come before) others, because they are designed to facilitate full consideration of a main motion or to conserve the Lodge's time. Subsidiary motions take precedence over a main motion. Motions regarding emergencies or personal privileges are assigned an even higher order of precedence.

Lodge Unity- Any action taken expresses the will of the Lodge as a whole. No individual or clique may take credit or assign blame without violating an obligation to the Lodge. Dissenters may seek to have an action reconsidered, rescinded or adjusted. If they fail in this, they must support the decision of the majority. The personality and desires of each member should be merged into the larger unit of the organization. In the Masonic Lodge the purpose of rules of order is to insure democratic action and to preserve the customs of the Craft and integrity of the office of the Master. A few individuals would employ the Rules to obstruct democratic action and get personal advantage, while other well-intentioned members are too rule-conscious. Don't let the use of Rules make it more difficult for others to participate. Courtesy, justice and a sense of fair play should characterize every group action. The Master is the final authority within his Lodge and should not only govern with wisdom and equality, but also, with firmness.

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Courtesy and Tact Accomplish more than Authority

The skillful Master does not censor a Brother for breaking a rule; nor does he make a point of instructing the “erring” Brother. He will, however, help the Brother make his contribution according to the Rules. In any well-run meeting it is easy for the beginner to contribute. Attention is focused on the contribution, not the form. The Tactful, group-minded Brother will use the “I rise to a point of order” technique, sparingly. The danger of making oneself obnoxious by too frequent insistence on Rules is so obvious as to need no further consideration here. Used properly, the Rules promote orderly conduct of business. When they are misused, participation becomes a sort of game or contest.

Table of Motions

| KIND OF MOTION | PURPOSE OR OPENING STATEMENT |
|--------------------------------|--|
| Amend To improve the motion | I move to amend by _____ |
| Commit or refer to a committee | To determine accuracy of a voice vote and/or record individual votes. I call for a division |
| Division of the house | To determine accuracy of a voice vote and/or record individual votes. I call for a division |
| Division of the question | To provide for consideration of the parts separately. I move to divide the question into #of parts |
| Inquiry, Parliamentary | To secure advice or information. I rise to a point of parliamentary inquiry |
| Limit or extend debate | To establish or change time limits. I move to limit the discussion to _____? (#) minutes |
| Order of the day | To secure adherence to the agenda I move the order of the day. |

The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions

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- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Not applicable in a Masonic Lodge Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "**Close Debate**" if preferred
- **Informal Consideration:** Not applicable in a Masonic Lodge Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Not applicable in a Masonic Lodge Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Not applicable in a Masonic Lodge allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified.

Annex G The Grand Lodge of Nova Scotia Report Form

Lodge Report

N.B. This report is to be completed by the Secretary with the assistance of the Master and Treasurer of the Lodge and forwarded to the District Deputy Grand Master (DDGM) PRIOR to his official visit to the Lodge. The DDGM will use information contained in this report to complete his report to the Committee on the Condition of the Order via the Grand Secretary. (It is not necessary for the DDGM to forward this report to the Grand Secretary). A second copy may be made by the lodge Secretary for the Lodge records, if desired.

Meetings

The number of Regular meetings in the last 12 months? _____

The number of Emergent meetings? _____ Total: _____

Are Lodge notices mailed / emailed regularly to Grand Master, _____
Deputy GM., _____ and the Gr. Secretary, _____
District Deputy G.M. _____ and all Lodges in the District? _____

Have the following been included in the year's programme?

- | | |
|------------------------------------|---------------------------------------|
| (a) Church Services? _____ | (g) G.M's visit? _____ |
| (b) Visits to other Lodges _____ | (h) Anniversary Celebrated _____ |
| (c) Visits from other lodges _____ | (i) Entertainment presented _____ |
| (d) Ladies Night _____ | (j) D.D.G. M's visit _____ |
| (e) Installation Banquet _____ | (k) Picnic, BBQ or other outing _____ |
| (f) Other social gathering _____ | (l) Special Speaker _____ |

Is all correspondence read in open lodge? Yes No

A summary? Yes No

Are the minutes read and approved in open lodge? Yes No

Are old minute books kept in a safe? Secure Filing Cabinet?

Other -----Please identify

Building and Contents

Is the lodge aware of the Grand Lodge Insurance Program? _____

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Is the Lodge regalia complete? Yes No

Is it in good condition? Yes No

Is the Warrant usually left in the lodge room? Yes No

If not, where is it kept?

Does the Lodge possess a set of ashlar? Yes ___ No _____

The two (2) pillars? Yes No

Does the Lodge possess a set of degree charts? Yes No

Where are the representatives of the three lesser lights located? At the Altar? At the Stations? _____

Are they fixed _or moveable _____

Are they tapers or electric lights

Is an inventory of Lodge property and regalia conducted annually? Yes No

Membership

Number of members on roll at 1 January of current year.

Number of members raised since 1 January of current year. _____

Please estimate the percentage of total members below 50 years of age. %

Number of members residing outside of district? _____

Number of members residing outside of Province? _____

Number of members available to attend each monthly meeting?

Average number of members in attendance in past 12 months?

What efforts have been made to improve attendance?

Are efforts made to obtain affiliation or reinstatement of local brethren? Yes No

Number of members affiliated since 1 January of the current year. _____

Number of members reinstated since 1 January of the current year. _____

Are official receipts given to each member? Yes _____ No _____

Are members in arrears called on and interviewed before suspension? Yes No

Masonic Education

Does the lodge have an education committee? Yes _____ No _____

What efforts are made for the instruction of the Brethren? _____

Does the Master and Current Officers conduct all Degree work? _____

Yes No If no, who assists? _____

Is short form or long form used to open / close the lodge?

Short form Long Form

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If short form is used, please explain when is it used?

Has your lodge adopted the "Mentorship Program"? Yes No

Are the following lectures given to candidates? Entered Apprentice Lecture Part 2 Yes No ;

Third Section Entered Apprentice Degree? Yes No ;

Fellow Craft Symbolism? Yes No _____;

Third Section Master Mason Degree Historical Lecture? Yes No ;

Master Mason Symbolism? Yes No

Are the Charges given after each degree? Yes No

If no, when are they presented?

Are the candidates required to pass an examination in open lodge on the E.A. Degree? Yes _____ No ;

On the F.C. Degree? Yes No ;

On the M. M. Degree? Yes No

Is the Edict read each time the M.M. Degree is conferred? Yes No

Is that fact properly recorded in the minutes? Yes No

Does your lodge have a 3rd Degree Drama Team? Yes No _____

If no, who conducts the 3rd Degree Drama?

Do newly raised Brethren receive a Bible, Apron, Mentorship Program

Books or other books on Masonry on receiving M.M. Degree? Yes No

If so, what is presented?

Have any lectures, addresses or articles on Masonry been given or read before the Lodge during the past 12 months other than the lectures during degree work? Yes No _____

If yes, how many?

Have "Question and Answer" periods been conducted during the past 12 months? Yes _____ No _____ If so, how many? _____

During the past 12 months have the Grand Lodge of Nova Scotia Landmarks been read and explained? Yes No

Has the Lodge a Masonic Library? Yes No

Is it used? Yes No

What efforts have been made to encourage its use?

Has the Lodge's history been written? Yes _____ No

If not, at what stage is work? Partially Completed Not Started

General

Is the Lodge aware of the programs offered through the Masonic Foundation? Yes No

Does the Lodge participate in any of these programs? Individual

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Benevolence Assistance? Yes No

The Scholarship Program? Yes No Shared Funding Program? Yes No

Assisted Housing Program? Yes No

Is a copy of the Constitution/Rules/Laws presented to all new members as required by the Constitution/Rules/Laws? Yes No

Have all amended by-laws been approved by Grand Lodge?

Yes _____ No _____

Date of last printing of current By-Laws.

(Note, please have a copy available for the viewing by the D.D.G.M. on the evening of his official visit)

Is a copy of the last printing of the current By-Laws presented to all new members as required by the Constitution/Rules/Laws?

Yes _____ No _____

Is a 'Membership Register' or other special book signed by new members following the M. M. Degree? Yes _____ No _____

Was summary of business transacted at Grand Lodge read to the brethren or a report made by those who attended Grand Lodge? Yes No

What becomes of the copies of The New Nova Scotia Freemason?

What becomes of the three copies of the Grand Lodge Proceedings?

When were the present officers installed? _____

At installation was the Master presented with the current copy of the Grand Lodge Constitution? Yes ___ No

Did the retiring Master conduct the installation? Yes ___ No

If not, who does? I.P.M Other

Who conducted the Board of Installed Master's? Master I.P.M. Other

Does the Lodge invest the Master or I.P.M. with the rank of a Past Master if he does not conduct the Board of Installed Masters?

Yes No

Does the lodge present a white lambskin apron to each Entered Apprentice? Yes _ No

Does the Master Conduct a Masonic Funeral if requested?

Yes No

Is a white lambskin apron placed on the casket at Masonic funerals? Yes No

Does your District have an Association? Yes___ No

Do the members of this lodge participate? Yes No

How many members represented this Lodge at last Annual District Meeting?

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How many represented this Lodge at last Grand Lodge communication?

Did the three (3) principal officers attend the last Grand Lodge

Communication? Yes No

Was a proxy appointed to attend in the absence of three (3) principal officers? Yes No

Has the Lodge an Advisory Board, Board of General Purposes or a General Committee?

How often does it meet? Quarterly Monthly On call of W.M.

Are your lodge members aware of the Selection Process and qualifications for D.D.G.M.? Yes No

Are your lodge members aware of the Selection Process and qualifications for the representative / alternate representative to the Board of General Purposes? Yes No

How long have you served as Secretary?

If 10 years or more, have you received the Secretary's Long Service Jewel? Yes No

If 20 years or more, have you received the 20-year bar? Yes No

Treasurer:

Finances

Does your lodge have a 3 year financial plan? Yes No

A 5 year plan? Yes No

Is it presented before the members in open lodge? Yes ___ No

Are books audited by a Lodge Committee at end of year?

Or an outside auditor? _____

Date of last audit? _____

Did auditors certify the books to be in order and funds properly accounted for? Yes No

If no, give details.

*** Note – Please have an audited financial statement signed by the Audit Committee or Outside Auditor for the D.D.G.M. on the evening of his Official Visit to the Lodge.**

Date: Secretary