

Dear Masonic Leader:

The Grand Lodge Officers are pleased to provide a Leaders' Resource Handbook as a reference and an informational tool to assist you in your leadership responsibility to your lodge and our Grand Lodge. It is our hope that you will find the information and guidelines to be helpful and beneficial in your service of leadership this year.

This guide has a considerable vast of information that covers a wide range of interests for any Masonic leader, District Deputy Grand Master, Grand Lodge Leader and member to utilize in their daily practice with the Masonic fraternity. You will find information regarding leadership fundamentals, time management tools, team building ideas, meeting tips, parliamentary procedure, and much more information to help you be the best that you can be in fulfilling your commitment as a leader with your Masonic lodge and to the Grand Lodge of Kentucky.

We extend our sincere best wishes to you and your Masonic lodge for continued success in your future endeavors as we strive in a collaborative spirit to advance our great Masonic fraternity into the 21<sup>st</sup> Century.

Fraternally Thine,

**Gregory C. Powell**  
Grand Master

## **Leaders Resource Handbook**

A practical resource handbook has been developed to assist you in leading and managing the affairs of your lodge. The handbook will provide useful information about a variety of topics. Hopefully you will find it to be a valuable resource with beneficial tools for you in fulfilling your duties.

Each Lodge is different and every Master is unique in his own way. The information is presented as recommendations for your consideration. Take time to study and review the information contained in this resource manual. Then share it with other Masonic members and refer to it often. The procedure outlined here is the definitive or ultimate process applicable to a Lodge of any size and location. Masonic leaders are encouraged to utilize, as much of the information enclosed to reap the potential benefits available; but by using some of the tools it should prove to be helpful. As Master of your Masonic Lodge, the buck stops with you and you possess the authority to lead and direct the affairs of your lodge. Seize every moment and make everyone around you a success. This is not only your year but also the Lodge's year to make a difference. How will the year you serve be remembered?

The principles that influence how the Lodge is governed are the same as those that guide all organizations. Organizations, large and small, successfully operate only by paying strict attention to the needs, aspirations and concerns of its members. Successful corporations, either fraternal or private, can trace their success directly to the amount of concern that they exhibit for the people they serve.

It is important to remember that people make organizations. The management principles contained within this information are designed to assist you in administering the affairs of your Lodge by properly managing yourself and your members, the critical element which constitutes every successful Lodge and every successful Master.

No man can accomplish every task that is required to build a vibrant and progressive Lodge. Team Building is the process in which you, as Master, assemble, mold, inspire and direct groups of participants to labor on tasks toward a common and well-defined goal. Your Lodge officers and members are your team. Some are at home, some are sitting on the sidelines waiting and wanting to become involved, and some are energetic and active. The successful Master utilizes each segment of participants to the fullest extent possible.

Each officer, every sideliner and even your inactive members must be thoroughly educated in what needs to be accomplished, how it is going to be accomplished and who is going to do the work. To be successful, each of the participants must understand the goal, provide input on how to achieve the goal, and to buy into the plan by recognizing the duties and responsibilities of each team member.

Strategic planning is an absolute necessity to identify opportunities, examine threats, optimize performance and maximize accomplishments during your term as Master. Planning is a process that builds on the creativity of the Lodge and assures that participants have an ownership interest in the ultimate plan developed. It provides the ability to choose a future rather than being forced into one. It must be written and it must be clearly communicated to everyone associated with the Lodge. When done properly, the strategic planning process is a critical step in team building for the Lodge currently and for the future.

The first step in strategic planning is to consider what the future will be if nothing changes. Things that we need to consider in the forecast include:

- Membership – Your Internal Customers
- Finances
- Programs and Activities
- Organizational Structure
- Leadership
- Facilities and Equipment
- External Community

**Membership.** We must determine (a) the number of members, (b) the number of active members, (c) the identities of new members, (d) the age of membership, (e) the number of members residing locally, (f) occupations represented, and (g) potential members. Implement and/or update the members' data and interests records of the Lodge membership.

**Finances.** The sources and amounts of income must be identified along with administrative and program expenses. The progress of planned fund raising events and revenue must be projected. Anticipated expenses for the Lodge also must be recognized.

**Programs and Activities.** List all programs, projects and activities with known or tentative dates. Include ritual practices and potential degree work. Incorporate information due to the office of Grand Lodge. Organize this list by type, noting the purpose of each. Please save your list and review it often. It is your preliminary planning calendar for your year of service.

**Organizational Structure.** Review the organizational chart for the local Lodge focusing particularly on the names and purposes of all appointed committees. Provide a list of potential assigned duties for the committees so the committee chairmen and committee members clearly know their expectations.

**Leadership.** Identify recent, current and potential leaders. Establish what level of training for leadership has been done and is needed. Ascertain the current activities of all committees and the members active on them. Consider in providing a survey to the members to determine their interests and input into the program. Verify how leaders and committee members have been recruited and assigned.

Facilities and Equipment. Identify real estate that is owned by the Lodge and the value of the property. Determine if any repairs or construction is desired or anticipated. Establish the condition and value of equipment. Review usage of space and equipment.

External Data. Obtain data regarding population trends, demographic trends, family trends, association membership trends, competition, and allies. Consider the effect of each of these and social changes on past, present and potential Masonic membership.

This forecasting process will tell us that some things in the future are improving or increasing while some things will be getting worse or are decreasing. But most importantly, we must remember that what the future ultimately brings is our decision to make.

The second step in the strategic planning process is to identify the distinctive areas that we want to keep and those specific areas where we desire change. This part of the process involves:

- Ideas
- Mission
- Goals
- Objectives
- Action Plans
- Monitor and Evaluate

Ideas. Conduct a planning meeting with the current Master, Wardens, Treasurer, Secretary and a few interested, active members in a suitable meeting place that offers the environment conducive to learn and to exchange of ideas. The meeting place should provide some relaxation and comfort with satisfactory refreshments. Review the information gathered in step one of the strategic planning process. Assign one man to a large flip chart or chalkboard with appropriate markers. Ask the question, "What is the biggest problem existing within our Lodge?" Allow 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. Only then should the group discuss these ideas, list them in priority order, and offer possible solutions or resolution.

Mission. Develop a mission statement for your Lodge if you haven't adopted one. The mission statement should provide a focus for the Master, officers and members to assure that goals being established for the Lodge team are consistent with the principles of Freemasonry. It should answer the questions "Why are we here?" And "What is our purpose in this community?" and "What benefits should we provide to members and their families?"

Goals. For each important idea, the group should establish goals that are specific, measurable, attainable, realistic and time specific. The goals will then be smart goals for

the Lodge to work for and succeed in their service for the good of the Lodge. Review the specific requirements for the Grand Master's Award of Excellence and other Grand Lodge programs that are being emphasized by the Grand Master and Kentucky Freemasonry.

**Objectives.** Each goal should generate specific objectives that are understandable, feasible and require action. An objective should state an achievement and assign accountability.

**Action Items.** Action items are generated from objectives. The action item states what task will be done, who will do it, when it will be done, where it will be done, and how much it will cost. Add these action items to the preliminary planning calendar developed during the initial stages of strategic planning.

**Monitor and Evaluate.** The Master initiates and retains overall responsibility for assuring that strategic planning is done. He delegates the work to individuals and committees. He ultimately is responsible for creating, approving, monitoring and evaluating the accomplishment of the goals.

### Implementation of Goals

Now that you have determined what your goals are ----what you want to do and where you want to be, the question is how do you get there from here? One effective tool in goal setting is to generate some questions that will help you plan more effectively to meet the short term and long term needs of the Lodge. The following questions could be raised:

1. What are your one-year objectives?
2. What are your three-year objectives?
3. What are the skills and qualifications that are needed?
4. What are you willing to give up to accomplish your objectives?
5. What do you plan to do this month?

It is important to answer each question carefully and thoughtfully. Solicit the input and assistance of your officers in some or all of the questions. Your one-year objective(s) should include the time line that you and/or your Lodge have set up for next year. You could also include some personal objectives within this category. As far as the three-year objective is concerned, you will almost assuredly need the help of your junior officers to complete it (unless you plan on being Master of your lodge for the next three years!) Skills and qualifications that you and/or your lodge will need to carry out these goals are directly related to the goals. For instance, if one of your goals is to your ritual, and you are not a particularly good at ritual, you could write down "seek assistance from a Past Master of the lodge to improve your ritual work. Some of your goals may conflict with your current lifestyle or routine activities. That is where number 4 come into play. If we stick to the example above, in order to improve your ritual, you will have to spend some

extra time working on it. Perhaps that will mean for you one less night a week in front of the television set or giving up an hour of sleep a night to study your ritual.

Finally, it is essential that you take some action immediately to work toward your goals. What are you going to do this month or start meeting your goals? If increased attendance at meetings is one of them, perhaps this month you need to have a meal before the meeting if you aren't already doing that, or you could have an interesting educational program. Another option would be to set up a phone-calling tree so that each member is contacted personally and reminded to come to lodge in conjunction with the Brother to Brother Program. Persistence and consistency are the keys to make a difference in achieving goals. We want to continually be in the habit of working toward our goals to achieve success.

After your goals have been identified and you have decided what you want to accomplish this year, you need to establish a time frame for each one. Not only a time line, which is essentially your calendar of events for the year, but an actual deadline for accomplishing each goal. As one motivational speaker puts it, "A goal is a dream with a deadline." By definition, a goal should be smart – specific, measurable, attainable, realistic and time specific. For instance you shouldn't have a goal such as, "I want to have a better year than last year." A better goal would be, "Our lodge wants to raise \$1,000 more this year in the first quarter than we did last year to award two scholarships." It is specific (increase amount of raising funds) measurable (two scholarships), with a time frame of April 1. The accountability comes in when you compare your actual performance to the goals you set.

Another key to successful goal setting is breaking down your goals into smaller portions. The reason for this is that by doing so you will have a quicker resolution and hopefully more immediate gratification. After you have attained your mini-goal of your desired and ultimate goal, you will feel a sense of accomplishment. You experience success sooner and more often, and it eventually becomes a habit!

Once you have identified your goals, it is important to continually review and update them. Goals aren't something you just set once and forget about them. They require monitoring. As you go through the year, ask yourself where are you on your path to accomplishing each goal. If you are ahead of schedule, is the goal too easy? Does it need to be revised to keep it a challenge? Conversely, if you are behind schedule, why is that? Do you have a goal that is unattainable, or are you off-track? If you have a goal that truly is unattainable, change it to something a little more reasonable. You want your goals to be challenging not impossible.

One of the most important things to keep in mind is to not try to do everything yourself. Don't do it during your year as Senior Warden, certainly not as Worshipful Master. It is essential to involve your officers, members and the entire lodge. When you have your planning session, try to get as many brethren there as possible. The best way to keep a lodge busy and active is to have happy and active members. Few things will have as much success in your attendance and activities as keeping your members involved. Give

them a genuine interest in what goes on in your lodge by making them feel a part of the planning process. If they feel they have contributed to the planning, they will be much more likely to actively participate in seeing those plans implemented successfully.

After you have included your members in the planning phase, by all means, don't stop there. Keep them as involved and interested as possible in the execution of those plans. When you sit in the East, don't try to assume all of the duties, problems, opportunities, etc. all by yourself. Appoint committees, and let them perform tasks at hand. Have the committee chairmen report at the lodge meetings and take action on their proposals and recommendations. Don't undermine the responsibility of the chairmen by rehashing the work of the committees at your meetings. Keep that spirit and spark energized by keeping your members involved, active and happy.

One of the most important tools to use to make your goals become reality can be said in one simple word – Preparation. The Master sets the pace, the example and should always be prepared. Remember the seven P's to planning and preparation. Those P's include prior proper planning or preparation prevents pitiful poor performance. The Master, and probably the Wardens as well, should arrive at least one half hour before the stated time to prepare for the evening's business/activities. Few things will have more of a negative impact on attendance than a disorganized meeting. Officers meetings should be held prior to the lodge meeting or well in advance of the stated meeting to know how to prepare for the agenda of the stated meeting. The Master should review all the items of business with his Wardens and his committee chairmen. He should make sure that the committee chairmen are ready to present clear, concise reports so that the lodge doesn't have to rehash the business that the committees have or should have discussed. As Senior Warden, you will likely be the chairman of a number of committees. You can assist your Master by being fully prepared to report. Likewise, you will be doing yourself a favor by setting a good example for your Junior Warden to follow next year.

In conclusion, keep in mind that it is important to establish effective goals, those that are specific, measurable and have a deadline. Use the five-step process for laying the groundwork for your success. Determine what your one and three year objectives are, the skills that you will need to accomplish them, what you're willing to sacrifice to make those objectives become reality, and what you will do right now to get started. Break down your major goals into smaller portions that allow you to experience success on a smaller but much more immediate basis. Utilize the talents and skills of your brethren in these goals and establishing a timeline for your year in the East. Constantly review your goals to make sure that you are staying on track, ensuring that the goals you originally set are challenging but realistic. Finally, remember that the goal setting and implementation process is an important and ongoing one. If you don't know exactly what you want to do and when you want it done by, chances are you will do nothing. Good Luck!

## LEADER VS. MANAGER

Let's look at the differences with a Master of the lodge who employs management skills compared to leadership qualities in running lodge operations.

The leader does the right thing while the manager does things right.

The leader builds a team and pursues innovation, while the manager administers the same tried programs.

The leader seeks the benefits of change and advancement, while the manager searches for the comfort of continuity and conformity.

The leader focuses on people and outcomes, while the manager directs his attention to process and procedure.

The leader is concerned with empowering the Lodge to move forward while the manager is content to maintain the lodge at status quo.

The leader looks for opportunities to empower his team and transform the lodge, while the manager avoids the potential friction of growth.

The leader involves all members to develop direction for the Lodge, while the manager gives directions to the members.

The leader leads by personal power earned through demonstrated commitment, while the manager manages based solely upon the power of position.

# EVALUATE YOUR LODGE

## MASONIC MEETING HALL

Does the building or lodge room need painting?  
Do the floors need refinishing and/or new carpeting?  
Are the chairs comfortable?  
Should there be a collaborative project planned with other Masonic affiliated organizations to refurbish the building?  
Does the lodge have appropriate paraphernalia?  
Does it need refurbishing?  
Does the lodge have an adequate sound system?  
Does the Masonic Hall have appropriate signage in their community?

## RITUAL

Are the lodge officers present at each meeting?  
Do they know their ritual parts?  
Do the officers attend their District Meeting and the Grand Lodge?  
Do the officers visit other lodges within and without their district?  
Do the officers confer the degrees in a favorable manner to the candidates?  
Rank the overall ritual performance of your lodge.  
Excellent      Good      Poor      Unable to confer

## ATTENDANCE

Do the members like to come to the meetings?  
Are the meetings interesting?  
Do they start on TIME and are they PLANNED?  
Are they short and come to the point or do they drag on with no purpose?  
Are refreshments or a meal served before or after the meeting?  
Are special Programs or Nights planned that involve the family of Freemasonry?  
Past Masters Night  
Friendship/Open House Night  
Awards Night  
Honor the widows of the lodge  
Lodge Anniversary Night  
Family Night  
Masonic Youth Night  
Are the fees and dues enough to operate the lodge?

## MEMBERSHIP

What are the demographics of the current membership?  
Is there a Mentoring/Orientation Program in effect to educate new members?  
Do the Masonic members of your lodge participate with the family of Freemasonry?

# LEADERSHIP

Are you exhibiting the leadership that your lodge needs to succeed? You may wonder at times if you are capable of being a leader. One thing is certain, you have the ability. Leadership traits and skills must be developed by conscientious effort. We are not born leaders!

How do you rate yourself on the following list of skills for successful leadership?

1. **LOYALTY.** The surest way to gain loyalty and respect is to be loyal to the organization, officers, and to the members.
2. **GENUINE INTEREST IN PEOPLE.** This is doubly important in Masonic fellowship. Be warm, human, concerned with their opinions, families and problems.
3. **INITIATIVE.** Look for better ways to do things.
4. **DECISIVENESS.** If a problem takes study--- arrange for the time but don't let it get lost. Don't stall, put off or evade the issue. Accept the responsibility that is given to you and act.
5. **POSITIVE THINKING.** Think how things CAN be done, not why they CANNOT. Try to look for the good in everyone and everything. Be ENTHUSIASTIC about your Masonic lodge.
6. **TACT AND COURTESY.** Be thoughtful of others and have regard for their feelings. Treat all officers and members with respect always.
7. **FAIRNESS.** Be objective when considering an idea – ask “Will it help the lodge?” not, “What do I think?”
8. **INTEGRITY.** Be dependable, sincere and consistent all the time. Let the members know that you are for honesty – and where you stand. Your actions speak higher than your words.
9. **QUIET AGGRESSIVENESS.** Gently push for what you feel your part of the program ought to be based on – the goals and objectives of the Grand Lodge programs and the needs of the Lodge. Don't be afraid to sell your ideas, but don't crush others in the process.
10. **HUMILITY.** All of us should remember that no one is perfect and that we are human. Most of our organizational successes depend on many are working together. Be free in showing recognition for what others do. We can learn from all ages and other generations at all times.
11. **TEACHING ABILITY.** Learn and practice the art of good public speaking. Study carefully what the organizational plan is for your Masonic lodge and then instruct your members in the whole plan. Give each member a chance to help and contribute for the good of the lodge.
12. **FRIENDLY PERSONALITY.** A ready smile makes people feel at home. Kindness and friendliness are contagious. This is the kind of epidemic worth starting. Give other persons direct knowledge of the fact you are glad they are a part of the organization and give them credit where credit is due. Always think before you act...

# LEADERSHIP

## 1) GOOD LEADERSHIP

- A) **Renders a Service** Leadership serves the interest of the whole activity as well as those of the individual, people are willing to follow a leader who helps them achieve a mutually beneficial and decided upon goal.
- B) **Makes Decisions** Movement and progress are initiated and continued through a series of decisions. Indecisiveness results in no movement.
- C) **Gets Action** The very nature of modern leadership requires persuasion; the response to the leader; measured by and in the action of those being led is how action is gauged.
- D) **Gets Results** The movement of truth in leadership is the achievement of results. It is the guiding force of human energy in a definite direction for a specific purpose. It is both the aiming and the shooting that determines whether or not you hit the target.

## 2) BASIC STEPS IN LEADERSHIP

- A) **Planning** This step is primarily a problem solving process, considering the alternatives, establishing relating facts in advance, in order to achieve certain results or goals.
- B) **Organizing** Considering the job, the people, and the place.
- C) **Motivating** Furnishing others with the desire to perform in accordance with the plan. Leadership motivates; communication is the key to good motivation.
- D) **Controlling** This is the following of the plan. The coordination, timing, and supervision that provide the economy and efficiency that make for an well-organized activity.

## 3) FUNDAMENTAL CHARACTERISTICS OF LEADERSHIP

- A) **Confidence** If a leader does not believe in himself, no one else will.
- B) **Energy** A leader must be willing to do everything he asks of his followers, and more.
- C) **Timing** This is a combination of alertness, imagination and foresight.
- D) **Clarity** A leader must be able to reason logically, weigh alternatives, make decisions and then convey his thoughts lucidly.
- E) **Tenacity** This is the capacity to hang on longer than expected. An effective leader not only must have this ability himself, but must also inspire it in others.
- F) **Boldness** A willingness to take chances, a readiness to experiment, a soaring optimism that rejects and despises the thought of failure.
- G) **Concern** People will never follow a leader unless they feel that he really cares about them and their problems.

- H) **Morality** Without a stern code of ethics, a strong sense of personal morality; a man is too unsure of himself to be an effective leader.
- I) **Faith** Above all, a leader must believe in his people, as well as in the goal toward which he is leading them.
- J) **Common Sense** The ability of reducing a complex problem to its simplest terms. It is a leadership trait that can be developed by observing common sense in others and by learning from their, and your own, mistakes.
- K) **Knowing One's Own Field** People who are going to be good leaders need to have practical understanding of the crafts of their business. The learning process continues even after major peaks have been scaled. You must work to keep your edge.
- L) **Self-Reliance** Includes willpower and the ability to set goals. It encompasses the ability to be a self-starter and to persevere after a project has begun.
- M) **General Intelligence** An inquiring mind and broad ranging interests are fundamental to success.
- N) **The Ability to Get Things Done** Efficiency in accomplishing your task.

4) ESTABLISHING GOOD LEADERSHIP

- A) Leadership is established by winning the respect, confidence, and loyalty of subordinates and the esteem of superiors. In a sense, the leader must be a salesman. He must sell himself to others.

5) GOOD UNDERSTANDING OF SUBORDINATES

- A) **Understanding Your Co-workers** The better you understand them, the better you can help them. The fact that they elected you for their leader shows that they have confidence in you.
- B) **Expect Good Work** Let your subordinates know what is expected from them and give them some help in getting started. Do not accept work that is poor in quality, by doing so shows your approval. Future work will be that much harder to correct.
- C) **Acknowledge Good Work** Praise is appealing to the basic human need to feel important. Praising publicly has extra value. It raises morale, standing, and self-confidence. Others are put on notice that good work is observed and this will encourage them in their own work.
- D) **Give Credit for Good Ideas** Tell the individual and others. Make sure superiors are aware of the origin of the idea and that the author receives due credit.
- E) **Criticize Constructively** If the work is not up to standard, explain what is wrong as well as what is right, to encourage a better effort the next time. If criticism is necessary it should be done so in private – NEVER CRITICIZE IN PUBLIC.

6) LEADERSHIP BY THE NUMBERS

A) **TEN RULES OF HUMAN RELATIONS**

- a) Speak to People
- b) Smile at People
- c) Call People by Name
- d) Be Cordial
- e) Be Friendly and Helpful
- f) Be Truly Interested in People
- g) Be Generous with Praise/Stingy with Criticism
- h) Be Considerate of the Feelings of Others
- i) Be Quick to Give Service
- j) A Sense of Humor, a lot of Patience, and a Little Humility

B) **SIX STEPS TO SUCCESSFUL DELEGATION**

- a) Pinpoint the task
- b) Select the person
- c) Make the assignment
- d) Supply support
- e) Check the program
- f) Evaluate achievement

7) YOUR ACTIONS AS AN EXAMPLE FOR OTHERS

The example you set is probably the most important of all. The leader, by his attitude and conduct sets the style for his followers.

- ◆ A leader must do what he expects others to do. He avoids obvious wrongs, such as misuse of supplies and equipment.
- ◆ He sets the example for good work habits: promptness, dependability, and courtesy.
- ◆ He sets the example for good personal habits: neatness, in dress and appearance, personal hygiene, language, and conduct.
- ◆ He exhibits personal integrity. Integrity is the observation of principles of conduct, which are NEVER subordinated to expediency. Before a man can lead others, he must learn to control himself.

# LEADERSHIP IDEAS

- The role of the Master and Wardens are to Lead
- Effective leaders are able to communicate their Vision for the organization
- A Vision is a clear description of how the organization (the Masonic lodge) will look at some future time
- One of the critical roles of the officers is to outline their Goals for the Masonic lodge – what they want to accomplish that will move the Organization to reflect their Vision
- Roles of the officers, committee chairs and members are to discuss the Goals, debate and modify them, and arrive at agreement on the organization's Vision
- Other important roles are to communicate the Goals effectively to the members, work with them to agree upon plans to accomplish the Goals, and influence them to become energized around implementing those plans

The members who are volunteers of the organization will gladly work if they know what the goals are, have an opportunity to decide how to accomplish them, and know what is expected of them

# LODGE LEADERSHIP

We are in the “**PEOPLE BUSINESS.**”

How do we motivate People? With “**GOOD LEADERSHIP.**”

LEADERSHIP is PLANNING, ORGANIZING, DELEGATING  
AND COMMUNICATING

LEADERSHIP FUNDAMENTALS:

## PLAN:

An OFFICER (Master and Wardens) MUST BE A LEADER – that’s what your members want!

A LEADER must have a good fix on his GOALS. It gives the members a sense of direction.

## ORGANIZE:

A LEADER should have a well-developed plan to achieve his GOALS.

A LEADER must treat members as valued individuals.

LEADERS stimulate the Lodge *only when* the members are stimulated.

## DELEGATE:

A LEADER accepts nothing less than the best efforts of his elective and appointive officers.

A LEADER recognizes superior achievements of members and officers.

## COMMUNICATE:

A LEADER must keep members informed of progress toward their GOALS.

A LEADER follows up. Calls meetings of the officers and committees to examine the progress of plans.

**\*\*\*LEADERSHIP FILTERS DOWN FROM THE TOP  
NOT FROM THE BOTTOM UP!\*\*\***

## PLANNING

Start early in planning your year of service as Master. “Those who fail to plan - - actually plan to fail.”

ESTABLISH YOUR GOALS! What GOALS? THE GOALS FOR YOUR YEAR.  
Try the following goals for size with your Masonic lodge:

Develop Lodge leadership

Implement “Membership Development & Retention Program”

Improve the Quality of Lodge programs

Create a positive image of the Masonic lodge and the Masonic fraternity in your Community

Upgrade the quality of ritual work

Improve Lodge finance

Set your GOALS as you wish; but remember if you achieve all your goals, then you have set them too low. Remember that officers and brethren must agree on the GOALS. Having done that, they will work for what they approved.

### START YOUR PLANNING WITH A CALENDAR!

Mark each date & time into the monthly calendar.

Installation date

Stated Meetings

Official Visitation Date of the District Deputy Grand Master if applicable

Special meetings

Social meetings – Past Masters Night, Anniversary Night, Awards Night, etc.

Educational Programs

Community Service Awareness Programs

### ***ORGANIZE, DELEGATE and COMMUNICATE – YOU CAN'T DO IT ALONE!***

As Master, you can't do it alone and have a great year. Involve as many of the officers and members as possible.

Hold meetings of the officers to discuss and implement plans for the Lodge and activities during the year.

Assign committee chairmen. Committees can work if they are properly used. Ask for reports from the committees.

Alter or change previous plans when necessary to make them work.

## **CONCLUSION**

**PLAN, IF YOU WANT TO BE SUCCESSFUL!**

**HOLD OFFICERS' MEETINGS TO DISCUSS PLANS AND RESULTS!**

**DELEGATE AUTHORITY TO INCREASE YOUR POTENTIAL AND IMPROVE  
THE YEAR FOR THE LODGE.**

**COMMUNICATE WITH YOUR BRETHREN. THEY MUST KNOW WHAT  
YOU ARE PLANNING IF THEY ARE TO HELP!!!**

*Your great year results from the Lodge having a great year.  
The Masonic Lodge will not have a good year UNLESS  
The members have a good year.*

# TEAM BUILDING IDEAS

A Committee is a number of individuals, usually appointed, who are asked to work together on a series of related projects

A Team is a number of individuals who willingly subordinate their individual goals to reach the goals of the team

The LEADER always prepares an agenda in advance and uses it to guide the members through each meeting

The LEADER helps the Lodge members set ground rules on how it will operate, e.g., punctual beginning/ending of meetings, walk-your-talk, how decisions will be made, etc.

The LEADER provides leadership and direction (Goals) and explains how people can contribute

The LEADER encourages all members to offer their ideas and suggestions. The leader listens, restates and seeks first to understand. The leader understands that people will support the things they have a hand in creating.

The LEADER keeps the team and lodge on task, on time and on schedule by using positive but firm facilitation practices

The LEADER praises publicly the efforts of the team and the team members

The LEADER privately addresses dysfunctional members, protects the absent member, and finds ways to resolve conflicts that arise

## **HOW TO BE A GOOD PRESIDING OFFICER**

1. Be neat in appearance.
2. Speak clearly and distinctly; and loud enough for everyone to hear.
3. Start meetings on time according to by-laws.
4. Know your ritual work.
5. Plan your Agenda for the lodge meeting well in advance prior to meeting.
6. Follow Agenda.
7. Do not let meeting drag.
8. Keep control of meeting by use of the gavel.
9. Prevent long discussions. (Table the motion if necessary until later.)
10. Appoint committees that CAN and WILL function.
11. Insist on all officers being present for regular meetings.
12. See that the Opening and Closing of the lodge is properly and correctly done.
13. Conduct a short snappy meeting. (Close at an early hour.)
14. Provide some kind of educational program for each meeting. (except when you have degree work to confer)
15. Provide some kind of refreshment or meal prior to or after each meeting.
16. Schedule and hold ritual practices for the lodge.
17. Study the lodge by-laws and the Grand Lodge Constitution – to learn what you can and cannot do without violating the law.
18. Be a leader – a take charge individual – not afraid to WORK. Others will gladly follow a good leader. The buck stops with you as Master.
19. Cooperate with the Secretary and discuss your plans with him, asking his advice when in doubt.
20. Check with the Secretary on dues and suspensions and have an active committee to work on this endeavor.
21. Have Officer Meetings; let everyone in the line know your plans for the year in advance.
22. Prepare and present your year's plan with committee appointments to the membership.
23. Be enthusiastic and a cheerleader for your lodge.
24. Set the example for others to follow.
25. Uphold your values and principles. Be honest and do not lose your integrity.

## **HOW TO SELECT GOOD OFFICERS**

A good officer should have most of the following qualities plus enthusiasm:

1. Willingness to work
2. Ability to learn ritual
3. Willingness and time to attend meetings regularly
4. Desire to become Master of the Masonic lodge in the future
5. Be an organizer for lodge activities
6. Be willing to serve on lodge committees
7. Be a good lodge salesman to sell the lodge to the community.
8. Be a good planner for Social Events
9. Have the ability to act as a Mentor in orienting new members about the Masonic fraternity
10. Have the ability to act as a Greeter to welcome members and visitors
11. Have the ability to use and protect paraphernalia and equipment in a professional and positive manner
12. Have the ability to smile and be cheerful at all times
13. Have the ability to create a friendly atmosphere before, during and after lodge meetings
14. Have the ability to demonstrate a caring and positive attitude that will project a favorable image for our Masonic fraternity

## **TIPS FOR TIME MANAGEMENT**

- 1) Establish specific and realistic goals
- 2) Set priorities (Do the hardest task first)
- 3) Divide big jobs into workable steps
- 4) Develop alternatives
- 5) Make realistic time estimates
- 6) Set deadlines
- 7) Concentrate on doing one task at a time
- 8) Finish each task fully
- 9) DO IT NOW!
- 10) Reward yourself for a job well done

## **PEOPLE BUILDING TECHNIQUES**

- Principle #1: Ask the question, “What can I do to help accomplish your goals?”
- Principle #2: Greet each person with a SMILE on your face and a warm greeting.
- Principle #3: Make every effort to find something for which you can give a person a compliment.
- Principle #4: Maintain positive eye contact with everyone with whom you speak and greet.
- Principle #5: Listen attentively to others when they share their thoughts with you.
- Principle #6: Use positive words and phrases with positive expressions when talking with others.
- Principle #7: Use body language that demonstrates your interest in others and what they have to say.
- Principle #8: Make a special effort to recognize others for their accomplishments.
- Principle #9: Be willing to help others with their projects or work.
- Principle #10: Build upon ideas of others.
- Principle #11: Credit others for their ideas.
- Principle #12: Help others improve their performance through positive suggestions.
- Principle #13: Exhibit unquestionable trust in others.
- Principle #14: Remember and use the name of others when speaking to them.
- Principle #15: Go the extra mile at all times.
- Principle #16: Don’t tear others down.
- Principle #17: Demonstrate unquestioned patience.
- Principle #18: Invite others to participate in activities.
- Principle #19: Share what you know with others.
- Principle #20: Remember, help others as you would want them to help you!

## **IDEAS FOR IMPROVED LODGES**

Please find a list of ideas for your consideration to enhance the well being of your lodge.  
The list of ideas is endless.

More positive media exposure  
Attract community leaders  
Educate public on Freemasonry  
Better attendance at stated meetings  
Snappier, more business-like meetings  
Stimulate individual involvement  
Improved Degree work  
Formal education and mentoring program for new members  
Formal leadership training process for officers  
Better or more frequent Trestleboard or newsletter  
Enhanced communications with all Masonic members  
Improved financial condition  
More or better social programs with improved fellowship  
Better attendance at social and family programs  
Involve wives/ladies, widows and/or families in more social programs  
Regular program for Masonic widows  
Better liaison with other Masonic and fraternal bodies  
Schedule visitations to other lodges within and without the district  
Involve the lodge with the Masonic Youth and Community Youth Activities  
Hold ritual practices to improve degree work  
More speakers on Masonic education  
Better entertainment  
Improve physical conditions or make repairs of the lodge building if needed  
Replace officer aprons and/or jewels  
More community involvement  
Present service awards in a timely manner to deserving members as deemed appropriate  
Have officers to attend Masonic Leaders Educational Training Programs  
Conduct timely hospital visits to the sick brethren  
Improved attendance at Masonic funerals  
Closer attention to visiting brethren  
More active, visible and working committees  
Host a recognition night for Outstanding Citizen, Educators, firemen, etc.  
Provide a scholarship to a graduating high school senior  
Place books in a school library  
Establish or improve a lodge library

## LODGE SELF-ASSESSMENT SURVEY

This survey has been created as a tool to help lodges assess their present condition so that they can plan for the future. It is solely for the lodge's own use.

### MASONIC BUILDING

#### Overall Facility Appearance

\_\_\_\_\_ Excellent  
\_\_\_\_\_ Acceptable  
\_\_\_\_\_ Needs Improvement

#### Lodge Room (Paint, carpet or flooring, ceilings, furniture, etc.)

\_\_\_\_\_ Excellent  
\_\_\_\_\_ Acceptable  
\_\_\_\_\_ Needs Improvement

#### Aprons, jewels, implements, Bible, candidate's clothing)

\_\_\_\_\_ Clean and in good repair  
\_\_\_\_\_ Adequate  
\_\_\_\_\_ Needs Work

#### Fellowship or Dining Room (Paint, seating facilities, dining utensils)

\_\_\_\_\_ Excellent  
\_\_\_\_\_ Acceptable  
\_\_\_\_\_ Needs Improvement

#### Food (Preparation and Nutrition)

\_\_\_\_\_ Food prepared by lodge officers, members or wives  
\_\_\_\_\_ Food prepared by Eastern Star or affiliated bodies  
\_\_\_\_\_ Food catered by a business  
\_\_\_\_\_ A combination of the above is used

#### Nutrition

\_\_\_\_\_ Meals are balanced and nutritious of all ages

#### Maintenance (Bathrooms, windows, general housekeeping in all lodge areas)

\_\_\_\_\_ Spotless  
\_\_\_\_\_ Neat  
\_\_\_\_\_ Need general housekeeping duties

### MEMBERS – ATTITUDE & ENVIRONMENT IN MEETINGS

\_\_\_\_\_ Warm and friendly (Visitors and candidate(s) are made to feel welcome)

\_\_\_\_\_ Reserved (Visitors are treated politely but with little special attention or effort to involve them in the activities by the members of the lodge)

\_\_\_\_\_ Cold (Visitors are not welcomed or encouraged to attend)

## THE MASONIC FAMILY – GENERAL INFORMATION

Communication Each lodge member receives news about his lodge through a newsletter or a letter from the Master \_\_\_\_\_ times a year.

Local members are informed about lodge functions by

\_\_\_\_\_ Announcement card  
 \_\_\_\_\_ Attendance at meetings  
 \_\_\_\_\_ Calling trees  
 \_\_\_\_\_ Word of mouth  
 \_\_\_\_\_ Newspaper Notices

Lodge Attendance

\_\_\_\_\_ Good  
 \_\_\_\_\_ Average  
 \_\_\_\_\_ Poor

Activity Attendance (Special Programs, Degree Work, Past Masters' Night, etc.)

\_\_\_\_\_ Good  
 \_\_\_\_\_ Average  
 \_\_\_\_\_ Poor

Does your Lodge

\_\_\_\_\_ Maintain contact with members who live outside of the jurisdiction  
 \_\_\_\_\_ Maintain contact with Masonic widows and introduce them at Masonic activities  
 \_\_\_\_\_ Visit brothers in sickness or distress  
 \_\_\_\_\_ Maintain contact with members in area healthcare facilities  
 \_\_\_\_\_ Assist members in need  
 \_\_\_\_\_ Recognize birthdays (by card or at meetings)  
 \_\_\_\_\_ Recognize Masonic achievement and service  
 \_\_\_\_\_ Recognize 50 Year members and above

## LODGE MEETINGS (Check all that are appropriate)

\_\_\_\_\_ Officers are familiar with their Opening and Closing Ritual  
 \_\_\_\_\_ Officers need more practice  
 \_\_\_\_\_ Opening lodge is a struggle

Business Meetings

|       |                                                            |
|-------|------------------------------------------------------------|
| _____ | The Master is familiar with the order of business,         |
| _____ | committee reports are prepared and meetings are run        |
| _____ | efficiently                                                |
| _____ | Meetings generally flow smoothly but sometimes show        |
| _____ | lack of direction                                          |
| _____ | No knowledge of order of business and little or no advance |
| _____ | preparation                                                |

#### Sidelines

|       |                                                             |
|-------|-------------------------------------------------------------|
| _____ | Members are quiet, respectful and attentive during          |
| _____ | meetings and degrees                                        |
| _____ | Occasionally talking sometimes occurs                       |
| _____ | Distractions are so numerous that it detracts from the work |
| _____ | and makes it hard to follow what is being presented         |

#### Educational Programs

|       |                            |
|-------|----------------------------|
| _____ | Presented at most meetings |
| _____ | Occasionally provided      |
| _____ | Seldom presented           |
| _____ | Never occur                |

#### Programs utilized

|       |                        |
|-------|------------------------|
| _____ | Lodge Service material |
| _____ | Lodge members          |
| _____ | Community Resources    |
| _____ | Videos                 |
| _____ | Guest Speaker          |

#### Topics covered

|       |                             |
|-------|-----------------------------|
| _____ | Ritual                      |
| _____ | General Masonic Education   |
| _____ | Famous Masons               |
| _____ | Masonic History             |
| _____ | Your lodge history          |
| _____ | Community related topic     |
| _____ | Masonic Youth Presentation  |
| _____ | General topic (non-Masonic) |

Members share fellowship opportunities before and/or after the meeting

|       |        |
|-------|--------|
| _____ | Always |
| _____ | Often  |

\_\_\_\_\_ Sometimes  
\_\_\_\_\_ Never  
\_\_\_\_\_

LODGE DEMOGRAPHICS (Age Analysis)

\_\_\_\_\_ 20 – 35  
\_\_\_\_\_ 36 – 50  
\_\_\_\_\_ 51 – 65  
\_\_\_\_\_ 66 +  
\_\_\_\_\_

Number of members within a 50-mile radius \_\_\_\_\_  
Number of snowbirds \_\_\_\_\_  
Number of 50-Year members \_\_\_\_\_

SKILLS & TALENTS

The lodge maintains records which indicate members interests, skills and talents (ritual proficiencies, general and areas in which they are willing to work or participate) and uses them to involve brothers in lodge activities.

\_\_\_\_\_ Yes  
\_\_\_\_\_ No  
\_\_\_\_\_ Under Consideration

LODGE FINANCES

\_\_\_\_\_ Lodge wealthy (No need for special activities to raise money)  
\_\_\_\_\_ Lodge financially sound (Does use fund-raisers for special projects)  
\_\_\_\_\_ Lodge financially sound (Does not use fund-raising to improve its position)  
\_\_\_\_\_ Lodge financially poor  
\_\_\_\_\_ Options to remedy situation have been and are being attempted  
\_\_\_\_\_ No steps have been taken to remedy situation

DECISION MAKING

\_\_\_\_\_ Master makes all decisions  
\_\_\_\_\_ Master and Wardens makes decisions together  
\_\_\_\_\_ Master forms committees to make decisions  
\_\_\_\_\_ Master forms committees to bring recommendations for the lodge to make the decisions  
\_\_\_\_\_ Discussion occurs in open lodge and decisions are made there

DEGREE WORK

### Casting

|       |                                                                      |
|-------|----------------------------------------------------------------------|
| _____ | Officers of the lodge confer the degrees                             |
| _____ | Qualified local members are available to fill most parts             |
| _____ | Some assistance is generally needed from neighboring lodges          |
| _____ | Lodge depends on degree teams to fill major parts and confer degrees |

Members are encouraged and assisted in learning and participating in degree work

|       |           |
|-------|-----------|
| _____ | Always    |
| _____ | Sometimes |
| _____ | Never     |

### Ritual

|       |                                                                               |
|-------|-------------------------------------------------------------------------------|
| _____ | Officers and members are familiar with the Ritual                             |
| _____ | Officers and members require assistance and direction                         |
| _____ | Officers and members are unfamiliar and unsure of themselves with degree work |

### Attendance

Extra efforts are made to have good attendance from local members (mailing cards, newspaper notices, calling trees, newsletter announcements, etc.)

|       |           |
|-------|-----------|
| _____ | Always    |
| _____ | Sometimes |
| _____ | Never     |

District or area lodges are notified when degree work is scheduled

|       |           |
|-------|-----------|
| _____ | Always    |
| _____ | Sometimes |
| _____ | Never     |

\_\_\_\_\_ Lodge, NO. \_\_\_\_\_ FOR 2006-2007

OFFICERS' DIRECTORY

| OFFICERS       | NAME | ADDRESS | PHONE/E-MAIL |
|----------------|------|---------|--------------|
| Master         |      |         |              |
| Senior Warden  |      |         |              |
| Junior Warden  |      |         |              |
| Treasurer      |      |         |              |
| Secretary      |      |         |              |
| Chaplain       |      |         |              |
| Senior Deacon  |      |         |              |
| Junior Deacon  |      |         |              |
| Senior Steward |      |         |              |
| Junior Steward |      |         |              |
| Tyler          |      |         |              |
| Marshal        |      |         |              |
| Trustee        |      |         |              |
| Trustee        |      |         |              |
| Trustee        |      |         |              |
| Trustee        |      |         |              |
| Trustee        |      |         |              |
|                |      |         |              |

# APPOINTING COMMITTEES

To have a well-run Masonic lodge, the Master along with the elected officers should work as a team to appoint the following committees to assist them in their year of service. They should be the members who are willing to work for the good of the Masonic lodge.

## FINANCE

- 1.
- 2.
- 3.

## RELIEF

- 1.
- 2.
- 3.

## MEMBERSHIP

- 1.
- 2.
- 3.

## WAYS & MEANS

- 1.
- 2.
- 3.

## REFRESHMENT & ENTERTAINMENT

- 1.
- 2.
- 3.

## SICK & VISITATIONS

- 1.
- 2.
- 3.

## EXAMINATION

- 1
- 2.
- 3.

## PROFICIENCY

- 1.
- 2.
- 3.

## PUBLICITY

- 1.
- 2.
- 3.

## ORIENTATION & EDUCATION

- 1.
- 2.
- 3.

## AUDITING

- 1.
- 2.
- 3.

## BY-LAWS

- 1.
- 2.
- 3.

# **CHECK LIST FOR A SUCCESSFUL MEETING**

## **NOTICE OF THE MEETING**

- Send to every member in the lodge
- Publish notice in local newspaper about meeting
- Send to neighboring lodges in time for their meeting
- Send to District Deputy Grand Master, Grand Lodge Officers, etc.

## **MEMBERSHIP ATTENDANCE**

- Carpooling of members
- Officer telephone calling (Phone tree)
- Attendance contest

## **RITUAL OPENING AND CLOSING**

- poor
- fair
- GOOD
- Did you open on Time?

## **CONDUCTING BUSINESS OF THE MEETING**

- Check with the Secretary before opening meeting about business items on desk
- Establish and follow the Order of Business with a well-prepared agenda
- Plan what you want to say on matters pertaining to the lodge
- Try to avoid having ringers thrown at you during the meeting

## **PROGRAM FOR THE EVENING**

- Degrees (Make sure previously assigned)
- Planned Program, Special Night, Educational segment during meeting
- Short Business Meeting, Special Program

## **REFRESHMENTS**

- Some kind of refreshments or meal before or after each meeting

**HOW MANY OF THESE THINGS CAN YOU DO TO MAKE YOUR MEETING NIGHT A SUCCESSFUL EVENT?**

## PROGRAM FOR THE YEAR

| MONTH     | PROGRAM | SPEAKER | REFRESHMENTS |
|-----------|---------|---------|--------------|
| January   |         |         |              |
| February  |         |         |              |
| March     |         |         |              |
| April     |         |         |              |
| May       |         |         |              |
| June      |         |         |              |
| July      |         |         |              |
| August    |         |         |              |
| September |         |         |              |
| October   |         |         |              |
| November  |         |         |              |
| December  |         |         |              |
|           |         |         |              |

# THE VALUE OF ONE MEMBER

Ten members, standing in a line.  
One disliked the Master, then there were nine.

Nine ambitious members offered to work late.  
One forgot his promise, then there were eight.

Eight creative members had ideas good as heaven.  
One lost enthusiasm, then there were seven.

Seven loyal members got into a fix.  
They quarreled over projects, then there were six.

Six members remained with spirit and drive.  
One moved away, then there were five.

Five steadfast members wished there were more.  
One became indifferent, then there were four.

Four cheerful members who never disagree-  
‘Til one complained of meetings; then there were three.

Three eager members! What did they do?  
One got discouraged, then there were two.

Two lonely members, our rhyme is nearly done.  
One joined another active organization, then there was one.

One faithful member was feeling rather blue-  
Met with a neighbor, then there were two.

Two earnest members each enrolled one more-  
Doubling their number, and then there were four.

Four determined members, just wouldn’t wait  
‘Til each one won another, and then there were eight.

Eight excited members signed up sixteen more,  
In another six verses, there’ll be two thousand twenty-four!

## **PREPARING NEWS RELEASES FOR YOUR LODGE**

Please find the following tips that will hopefully be useful in enhancing community awareness for your lodge and preparing news releases about your lodge events.

Make sure your story answers the basic journalistic questions – who, what, where, when, why and how.

Be sure your message is newsworthy. Read the publications, listen to the radio, and view television news and talk shows. If your story seems similar to the kind of material used, there's a good chance your news will be used, too.

Submit your information well in advance – up to three weeks in advance if possible.

Check and double-check all the information, spelling of names, etc.

Be brief. Avoid opinionated language and flowery prose. A news release usually runs between one and two pages long.

Write in the present and future tenses. Old news is dead news. If the media wishes to cover your function, they will decide. Your job is to inform them in advance.

Write in inverted pyramid style, placing facts in descending order of importance. If editors need to cut information, they “cut from the bottom.” End every news release with a position statement that clearly identifies who you are.

Place photo or video opportunity suggestions following the body of your release. The media will contact you if they want to send a photographer or camera crew.

Type your release error free! It should be typed double-spaced with contact information (including telephone number) at the top of page. Also put a release date or “For Immediate Release” at the top. Margins should be at least 1” wide.

Handle fact sheets in a similar way. However, type fact sheet information in a single-spaced outline style, with double-spacing between lines. Use the basic journalistic questions as your guide.

## **DISTRICT EDUCATIONAL MEETING**

The District Educational Meeting will be the most important event of your year. The success of this meeting will depend upon the amount of planning and effort you put into its organization. A wealth of assistance is available to you from Past District Deputy Grand Masters, lodge officers, and members of the Craft in your District. You will find that they will appreciate the opportunity to assist you with the meeting. Also, your Area Officer is ready and willing to assist upon your request.

When all arrangements for your meeting have been completed notify the Grand Master and the Area Officer.

The next step is very important to the success of your District Meeting. Assemble all the information pertinent to your meeting and a digital photo of yourself (unless a photo was taken at the DDGM Orientation). Mail this data to the Masonic Home Journal, 300 Masonic Home Drive, Masonic Home, KY 40041.

This information must be received by the 10th of the month prior to the month of the issue in which your notice is to be printed. The date, location, instructions and other information will be published. Plans and details must be submitted and approved by the Grand Master and Area Officer.

The following is required in your notice:

1. Facility and location of the meeting with directions using known landmarks and highway route numbers. Make certain that someone not familiar with the area can easily find it using only your directions.
2. Time of meal (prevailing time) and that the meeting will commence at the established, designated meeting time.
3. Indicate if the ladies are invited or if it is for Master Masons only.
4. Highlight the name of the Masonic Education speaker or program offered.
5. Other information you feel is important.

Remember, according to Masonic protocol, the Grand Master is the last to speak. The lodge is to be closed immediately after the Grand Master concludes his remarks.

If you plan a meal, begin serving one hour before the start of the meeting. Start the meeting on time as announced in your notice.

The lodge should be opened prior to the meal and called to Refreshment. The lodge can then be quickly called to Labor at the proper time. Many of the brethren (and guests)

have traveled long distances and time saved early in the evening will allow them to return home at a reasonable hour.

A few suggestions to assist you with your meeting:

1. Have the registration book and attendance forms out prior to meal with a responsible committee to oversee this manner.
2. Have at least two serving lines for the meal - your meeting will be late starting possibly if only one line is used.

Take a close look at the traffic pattern for the serving lines. Arrange it so that access to beverages, desserts, and waste receptacles does not require crossing the lines.

3. To facilitate serving and to observe proper protocol:
  - a. Announce the serving instructions prior to grace.
  - b. Have you and your wife to be served first followed by the Grand Master and other Grand Lodge Officers.
4. Have a knowledgeable committee assisted by the Area Officer to assemble and introduce the distinguished guests.
5. Be sure you have enough aprons. You may want to request the lodges in your district to help supply aprons for their members and guests.
6. Start the meeting on time.
7. Familiarize yourself with the outline of the meeting and plan your portion accordingly. A well-planned meeting will progress smoothly and will be an event you will remember for years to come.
8. Speaker on Masonic Education - A well-planned 15-minute program is appropriate. If it runs too long, it will lose the audience. If two speakers are used limit them to a total of 15 to 20 minutes.
9. The Area Officer is available to assist you at any time in the planning of your District Meeting. Do not hesitate to call him if you have any questions or problems.

## RECEPTION OF DISTINGUISHED GUESTS

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

Distinguished guests will be received in the following order:

1. Heads of affiliated bodies. (Development Office, Scottish Rite, York Rite, and other bodies.)
2. Leadership of the Masonic Homes.
3. Past District Deputy Grand Masters of your district.
4. Current Committee Members of the Grand Lodge. (Worshipful)
5. Current District Deputy Grand Masters from other Districts. (Worshipful)
6. Current Appointed Grand Lodge Officers. (Worshipful) (Public Grand Honors)
7. Past Grand Masters. (Most Worshipful) (Public Grand Honors)
8. Elected Grand Lodge Officers. (Right Worshipful) (Public Grand Honors)

The line up places the Elected Grand Lodge Officers at the door, and they enter with the Senior Deacon, in a path to the left of the altar. Even though they enter first, they are introduced last. Of course, the Grand Master enters, and is always introduced separately, and last.

9. The Grand Master, Grand Lodge of Kentucky. (Most Worshipful) (Private Grand Honors)

It is suggested that all distinguished guests, other than the Grand Master, be introduced at the same time. The Lodge is called up when Grand Lodge Officers enter. Begin introductions with affiliated bodies and end with the Deputy Grand Master. Introductions are not made "through" anyone. The proper form is "I present to you and to the Craft here assembled" \_\_\_\_\_.

Only Grand Lodge Officers are entitled to grand honors, either public or private. All other guests are to be received and given a "hearty welcome" by a round of applause. However, if other than Grand Lodge Officers are introduced at the same time, then all may be given public grand honors of "three times three". Following introduction, the

Area Officer is escorted to the left of the District Deputy -- other guests will be seated as shown in the seating arrangements.

Next the District Deputy will explain exactly what the private grand honors are. The Grand Master is then escorted into the room and presented West of the altar, introduced, and acknowledged by the District Deputy who directs the Marshal to conduct the Grand Master to the East (to the right of the District Deputy). Then the private grand honors are given, the Grand Master is offered the gavel and as a courtesy asked to conduct the meeting.

The Grand Master and Past Grand Masters shall be addressed as "Most Worshipful" and all other elected officers shall be addressed as "Right Worshipful". The Grand Chaplain shall be addressed as "Right Reverend" and the remaining appointed officers as "Worshipful".

Please follow the outline of an agenda for the District Meeting as shown below:

Open Lodge and call to Refreshment (must move lodge charter, lodge furniture and Jewels before hand)

1. Hold Lunch or Dinner one hour before the start of meeting.
2. Make special presentations to invited guests.
2. Collect all sign in sheets and give to Area Officer - a committee of two or three brothers to observe sign in sheets for registration purposes would be appropriate. This is a tiled meeting. Call lodge from refreshment to labor for meeting purposes.
3. Reception of District Deputy Grand Master
4. Reception of Grand Officers and guests
5. Reception of Grand Master
6. Lodge called back to order
7. Remembrance of deceased brothers from your home district
8. Educational Program
9. District Deputy Grand Master's Remarks
10. Announcements by anyone other than the Masters  
(As per D.D.G.M. Handbook or Directed by Area Officer)
11. Recognition, Acknowledgements & Presentations
12. Area Officer's remarks
13. Grand Master's remarks
14. Closing of lodge

## **CONCLUSION**

Perform your duties to the very best of your capabilities. You were not appointed as District Deputy Grand Master simply to hold a title. We expect from you a team effort to make your district strong and vibrant for our Masonic fraternity. In turn, you can expect from your Grand Master, your Area Officer and the other Grand Lodge officers all the help and assistance we can give you. A sacrifice of your time and energies will be necessary to make your term as District Deputy Grand Master a success. By working together for the Good of our Masonic fraternity, we can make a significant difference for the continued success of Kentucky Freemasonry so we can survive and thrive in the 21<sup>st</sup> Century.

# KENTUCKY MASONIC FAMILIES

## The York Rite

The York Rite of Freemasonry has been an integral part of Freemasonry in Kentucky. The York Rite is not the name of a separate organization; it is a title given to the bodies of the Capitular, Cryptic and Templar Rites and is a symbol of the antiquity of Freemasonry.

In Kentucky, the Grand Bodies of these Rites work closely together in a York Rite Council whose membership consists of the elected officers in each Rite.

The Rite consists of the three separate organizations linked together by their teachings which are successive and progress from the symbolic lodge through the Royal Arch Chapter, the Council of Royal and Select Masters to the Commandery of Knights Templar.

While the symbolic Grand Lodge has celebrated over 200 years in the Commonwealth, the three Grand York Bodies have only a slightly shorter history in Kentucky. The Grand Chapter of Royal Arch Masons organized in Lexington in 1817 now has 56 Royal Arch Chapters and over 5,436 Royal Arch Masons. The Grand Council of Royal and Select Masters began its work in Frankfort in 1827 and it has 41 Councils with over 4,433 Select Masters. The Grand Commandery of Knights Templar was chartered by the Grand Encampment of the United States in 1847 and it supervises 34 subordinate Commanderies with nearly 4,398 members.

A Master Mason petitions and is elected to receive the degrees and orders of the Rite. The Rite confers 4 degrees in Chapter or Capitular Masonry – Mark Master, Past Master Most Excellent Master and the Royal Arch Degree; 3 degrees in Council or Cryptic Masonry – Royal Master, Select Master and Super Excellent Master, and 3 orders in Chivalric or Templar Masonry – the Illustrious Order of the Red Cross, the Order of Malta and the Order of the Temple.

All York Rite Masons contribute regularly to Masonic-related charities and youth groups. Since its conception in 1974, Royal Arch Research Assistance (R.A.R.A.) has been the world's leading philanthropy dedicated to helping children with Central Auditory Processing Disorders. R.A.R.A. through the contributions of the General Grand Chapter of Royal Arch Masons, International and individual Royal Arch Masons, support is given for Central Auditory Research, where continuous efforts are being made to understand and treat individuals with Central Auditory Processing Disorders.

For more than a decade, the Cryptic Masons Medical Research Foundation has supported atherosclerosis research at the Indiana School of Medicine, a national leader in the study of heart disease. Support goes to talented young physicians and scientists, enabling them to better understand the root causes of atherosclerosis. Conducting research at a major university medical center yields significant benefits.

The Knights Templar Eye Foundation is internationally known for its contributions to medical research on blindness and for its aid to the blind in paying for medical treatment that will regain the sight of those unable to afford it. Almost one million dollars has been spent in Kentucky by this foundation to cure blindness.

There is a Knights Templar Education Foundation that provides low interest loans and scholarships to deserving students who would be unable to attend technical schools or college without the aid.

As highlighted, the York Rite in Kentucky is still a living, growing part of Freemasonry in this Commonwealth.

## **Ancient & Accepted Scottish Rite of Freemasonry**

The organization known as “The Scottish Rite” consists of Master Masons joined together to extend their study, association and activities in Freemasonry.

The ceremonies of Freemasonry and its philosophy are contained in the first three degrees. The similar degrees of Scottish Rite has been conferred in Louisiana with Grand Lodge approval in recognition of the principle that this is the proper function of the Symbolic or Blue Lodge. Therefore, the Scottish Rite confers degrees from the Fourth through the Thirty-Second. The Thirty-Third Degree is conferred upon Thirty-Second Degree Masons who have rendered outstanding service to the community, to society and/or to Freemasonry. The Thirty-Third Degree is an “Honorary Degree” since one cannot petition for it in the same manner as one petitions for the preceding degrees and also, the members who receive the Thirty-Third Degree become Honorary Members of the Supreme Council.

Scottish Rite Freemasonry came to Kentucky when the Grand Consistory, Ancient and Accepted Scottish Rite was organized in Louisville on August 20, 1852, with eight charter members. Today, additional Scottish Rite Bodies are located in their respective Valleys in Covington, chartered in 1877, Madisonville, chartered in 1963 and Lexington, chartered in 1971. Scottish Rite membership is nearly 10,000 members.

The original eight members trying to diffuse the true, genuine Masonry of the Scottish Rite met with much discouragement and the movement existed for the most part in name only until peace was restored after the Civil War. Very few members were received into the organization and no degrees were conferred. Starting in 1866, however, much interest was manifested in Masonry and the Scottish Rite since that time has been a most active part of Kentucky Freemasonry.

Early meetings of the Grand Consistory of Kentucky, A.&A.S.R., were held in the Masonic Temple, Fifth & Liberty Streets (1852-1876). The Grand Consistory moved to the old *Courier Journal* Building, located at Third and Jefferson (1877-1883), it was located in the Masonic Temple at Fourth and Jefferson (1883-1885). In 1894, The Scottish Rite purchased the St. Paul’s Episcopal Church at Sixth and Walnut Streets, the building was renamed “The Scottish Rite Cathedral”, it was home for the Fraternity until 1923. In 1923-24, the Schubert Building on Chestnut between 3<sup>rd</sup> and 4<sup>th</sup> Streets was home, it moved to Preston Lodge No. 281 Masonic Hall, on Broadway in April 1924, in April 1925 it moved to DeMolay Hall at 212 West Broadway and occupied a part of that building until it moved into its present home at Brook and Gray Streets. The Grand Master and Grand Lodge Officers of the Grand Lodge of Kentucky, F. & A.M. dedicated the beautiful Scottish Rite Temple of Grecian architecture in August 1930. In 1971 the Grand Consistory of Kentucky, by Charter of the Supreme Council, became the Louisville Scottish Rite Bodies of Freemasonry.

Many dedicated men and Masons have contributed much to the success of Scottish Rite Freemasonry in Kentucky. Space does not permit a detailed biography of each of them. Among the many prominent Kentuckians who held membership in the Scottish Rite was John Cabell Breckinridge, who was the first Sovereign Grand Inspector General in Kentucky for the Supreme Council whose headquarters are in The House of the Temple in Washington, D.C. He was elected Vice-President of the United States in 1856, serving from 1857-1861; at the time of his election he was thirty-five years old, the youngest Vice-President in the Nation's history. As a Presidential Candidate in 1860 he received a total of 82 electoral votes.

Seven men have guided the destiny of the Scottish Rite in Kentucky as Sovereign Grand Inspector Generals. Frederick Webber (1859-1875) and John H. Cowles (1909-1954) followed Breckinridge. Both Webber and Cowles held high positions in The Supreme Council. Cowles served as Grand Commander for thirty-one years, he was a Past Grand Master of the Grand Lodge of Kentucky. The Fourth, Fifth and Sixth respectively were Judge Stephen S. Jones (1955-1960), Charles J. Weber (1963-1970) and George R. Effinger (1973-1989). Effinger served the Supreme Council as Grand Almoner and is a Past Grand Master of Masons in Kentucky.

Presently serving as Sovereign Grand Inspector General in Kentucky, elected by the Supreme Council in 1991 is John E. Moyers, a member of the Louisville Scottish Rite Bodies of Freemasonry and a Past Grand Master of Kentucky, Free and Accepted Masons. He currently serves the Supreme Council as Grand Secretary General.

#### The Scottish Rite Creed

The cause of human progress is our cause, the enfranchisement of human thought our supreme wish, the freedom of human conscience our mission, and the guarantee of equal rights to all peoples everywhere the end of our contention.

## Order of the Eastern Star

The Grand Chapter of Kentucky, Order of the Eastern Star was organized at a special session of the General Grand Chapter in Louisville, Kentucky, June 10, 1903. Mrs. Katie I. Thomas of Dora Chapter No. 2, Dayton, Kentucky was the first Worthy Grand Matron. R.H. Crothers of Bright Star No. 16, Louisville, Kentucky was the first Worthy Grand Patron. Twenty Chapters had previously been organized under the General Grand Chapter and these constituted the Grand Chapter of Kentucky.

Dr. Rob Morris, the Founder of the Order of the Eastern Star, was born in Boston, Massachusetts, August 31, 1818. He became a lawyer, lecturer, educator and instructor in Masonry. He became a Master Mason in 1849 and soon became interested in the idea that the female relatives of Master Masons should share in a measure of the benefits of this great Fraternal Order. Imbued with this desire, he sought to found an Order which would benefit both men and women. Dr. Morris served as Grand Master for the Grand Lodge of Kentucky in 1858-59. The membership of the Order of the Eastern Star consists of Master Masons and the wives, widows, daughters, mothers and sisters of Master Masons. The first General Grand Chapter was organized on November 16, 1876 in Indianapolis, Indiana.

Dr. Morris spent the last twenty-six years of his life in LaGrange, Kentucky, where his family was reared and educated. His home is now the property of the Grand Chapter of Kentucky and is

maintained as a Shrine in honor of the Master Builder of the Order. A pilgrimage is made each year to honor this distinguished Mason.

On July 31, 1888, when the sad news of his death was sent to all parts of the world, profound grief was expressed at his passing, as his whole life had been devoted to the uplifting of humanity. He was buried in the cemetery in LaGrange, Kentucky, where admiring friends from all over the world have erected a tall marble shaft in his memory. On one side of the shaft is a Square and Compasses and on the other side is the Five Pointed Star.

Kentucky has given two presiding officers to this worldwide organization. Mrs. Clara Henrich of Dora Chapter No. 2, Dayton, Kentucky, served from 1925 to 1927. Mrs. Henrich died on her world tour in China from smallpox before her term ended. Mrs. Josephine Harkins Browning of Prestonsburg, Kentucky served the General Grand Chapter from 1964 to 1967. Her knowledge and understanding of our Order was the pride of the membership, not only of Kentucky, but also throughout the United States. Currently, Brother Michael E. Berry of Bright Star No. 16, Louisville, Kentucky is serving as an elective officer in the capacity of General Grand Trustee with the General Grand Chapter.

A home is maintained for the aging members of the Order. It is known as the Eastern Star Home of Kentucky and is located at 923 Eastern Star Court in Louisville.

A scholarship fund is maintained for religious education of those who are preparing themselves for this special training. Several awards are given each year to the college or seminary where these students are enrolled.

Cancer Research is one of the special objectives of the Order. Each year the current Worthy Grand Matron presents an objective which contributes to the welfare of mankind.

All of the youth organizations associated with Masonry are on their priority list. Rainbow, Job's Daughters, DeMolay and the Builders have their sponsorship at all times.

## **Order of the White Shrine of Jerusalem**

The Order of the White Shrine of Jerusalem is a Masonic fraternal organization with shrines in the United States and Canada. The Ritual of the Order is founded upon the birth, life and death of our Lord and Savior, Jesus Christ. In the initiation ceremony, the officers tell the story in short scenes' wearing costumes and assisted by slides and other props. The teachings are Scriptural.

Membership in the Order of the White Shrine of Jerusalem consists of Master Masons and women related to Master Masons. Candidates must confess a belief in the Christian Religion.

The Order of the White Shrine of Jerusalem is an incorporated non-profit body, organized under a Charter of Incorporation dated October 23, 1894 and recorded in Illinois, June 18, 1895. The Order of the White Shrine of Jerusalem came into existence in Kentucky when Louisville Shrine No. 1 was organized on April 11, 1912. Presently, there are five Shrines throughout the Commonwealth. The subordinate Shrines are organized under the Supreme Shrine.

The Material Objective Fund of the Order of the White Shrine of Jerusalem is a source of help for people in need of assistance with medical bills regardless of race, creed or sect. An elected board

of five administers the fund. Each year over a quarter of a million dollars of assistance is rendered. The Order is looking for people who need this type of help. Contact the Worthy Scribe of one of the subordinate Shrines for forms and information if you know someone in need of assistance with medical bills.

## **Order of the Amaranth**

The Order of the Amaranth is one of the oldest Orders to be affiliated with the Masonic Fraternity. During the reign of Queen Christina of Sweden, the Order of the Amaranth was established for Ladies and Knights of her Royal Court. It was built around the character of Lady Amarantha, who was portrayed as being a beautiful, virtuous and talented Lady of the Court. The name of the Order was probably chosen because of the beautiful, never-fading red *Amaranthus* flowers growing in profusion in Spain and Portugal. The Order was perpetuated and exists in the Royal Court of Sweden. It is an international organization with courts in England, Ireland, Scotland, Canada, New South Wales, Queensland and the Philippines, as well as most of the United States, including Alaska and Hawaii. Their major international philanthropic project is the Amaranth Diabetes Research Foundation. It is affiliated with the American Diabetes Association and has contributed several million dollars.

The Order was organized in Kentucky in 1947 and remains as beautiful as when it was originated. The Order of the Amaranth is an organization for men and women of Masonic families. It is the royalty of service to humanity set to music of fraternal love. When you walk into the court room of the Amaranth, there is the Flag of your Country. The Amaranth opens with the simple sublime words of the World's Redeemer, used by Him when He gave us the Lord's Prayer. When the Royal Matron is installed, in order to keep the Order associated as closely as possible with the Word of the Master, the *Holy Bible* is placed in her care. The teachings of the Order are Truth, Faith, Wisdom and Charity. The greatest of these is charity as an insurmountable amount has been raised for this charitable work.

## **High Twelve International**

High Twelve International was organized by E.C. Wolcott in Sioux City, Iowa, in 1921. From an original group of around a dozen, this Masonic-oriented body has grown over the years. Headquarters are in St. Louis, Missouri.

Many "greats" have been or are High Twelvians – Grand Lodge Grand Masters, military leaders, legislators, professional men, etc.

The basic ingredients follow the civic club patterns of programs and principles – good fellowship and Masonic association. A member must be a Master Mason.

High Twelve has a variety of local projects, mostly on the charitable and civic service side; its chief indulgence, however, is the Wolcott Foundation, Inc., which was organized in 1945 to underwrite the cost of sending qualified young people as students in government to George Washington University, Washington, D.C. for training as career people.

Most of the clubs meets for luncheon, while dinner programs are quite popular in some parts of the country. The idea is to inform and keep informed relative to community affairs and needs through the use of speakers and educational presentations.

The Downtown High Twelve Club of Louisville, Inc., #105 was chartered on May 23, 1947.

## **The Ancient Arabic Order of the Nobles of the Mystic Shrine**

In August 1870 William J. Florence, a prominent American actor traveling in Europe, was enthralled by a magnificent pageant presented by a Counsel from Egypt in Marseilles, France. Mr. Florence related this experience to his personal friend, Dr. Walker M. Fleming, in New York. Dr. Fleming was a noted Masonic scholar, and he utilized this ability plus his knowledge of Arabian and Egyptian literature to contrive a ritual. This brilliant physician spaced mystery and enchantment through the manuscript and in submitting it to actor Florence and eleven other distinguished men, explained that it was his desire to form an order that would act to relax and appeal to the humoresque portion of human nature after being subjected to the continuous serious presentation of the Knight Templar Orders and Scottish Rite Degrees.

The prerequisite to join as members would be Master Masons of the Masonic fraternity. The first "Temple" was founded in New York on September 26, 1872 and named "Mecca." Through rapid growth, the National Order was founded June 6, 1876.

On June 25, 1888, Rameses Temple in Toronto, Ontario, Canada, was chartered and the Order became the "Shrine of North America." The name "Imperial" was adopted to signify the International Order.

In Kentucky, Temples were chartered as follows: Kosair in Louisville in 1886; El Hasa in Ashland in 1906; Oleika in Lexington in 1908; Rizpah in Madisonville in 1909.

The Shrine held annual conventions and for the first fifty years fun and fellowship were the only net results.

With the passing of World War I, the men who composed the membership of the Shrine geared their activities toward deeds of more exalted usefulness. At the Imperial Shrine Session held in Portland, Oregon in June 1920, the Shrine "found its soul." The representatives authorized the formation of the "Shriners' Hospitals for Crippled Children," to be supported by an annual assessment of each Noble. The first hospital for the treatment of orthopedically handicapped children was opened by the Shrine at Shreveport, Louisiana on September 16, 1922. The Lexington, Kentucky unit was opened November 1, 1926. The Shrine operates 19 Orthopedic Hospitals and three Burns Institutes, the first of which was opened in Galveston, Texas on March 20, 1966. Just as the Shrine has made America conscious of the crippled child, it is now performing the same humanitarian act in the fields of treatment and research of burned children.

The tremendous financial load of the Shriners Orthopedic and Burns programs of today must necessarily be supplemented by income in addition to the assessment of each Shriner. Football games, circuses, paper sales and other projects are conducted annually for this great charitable undertaking. Wills, bequests and the "Living Trust" are earnestly solicited from all friends of mankind.

The Shriners Hospitals for Children have zealously earned and cautiously protect the proud title of “THE WORLDS’S GREATEST PHILANTHROPY.”

## **Supreme Council of the Grottos of North America**

The Supreme Council of the Grottos of North America was organized at Hamilton, New York on June 13, 1890.

Aahmed Grotto M.O.V.P.E.R. was instituted December 5, 1941 in the office of the Grand Lodge of Kentucky. Its prime purpose is research into the cause of and treatment for Cerebral Palsy plus Dentistry for the Handicapped. We have made an effort through the dental program to enable dentists to specialize in dentistry for the handicapped child.

We have sent children to the dental clinic, at no cost to their parents. The HANDICAPPED Child can be TREATED – and this can be done through Aahmed Grotto.

# MASONIC YOUTH ORGANIZATIONS

## Order of Rainbow

The International Order of the Rainbow for Girls got its beginning in McAlester, Oklahoma on April 6, 1922. The founder the Rev. W. Mark Sexson, A Christian Minister, felt an organization for teenage girls from Masonic and Eastern Star Homes was needed. It would also admit the girl friends of a girl from a Masonic or Eastern Star Home. Mr. Sexson wrote the Ritual and the laws forming the Supreme or governing body. Rainbow has spread to over 47 states, Germany, Canal Zone, Philippines, Japan, Free China, Australia, Canada, Brazil and Italy.

Kentucky Rainbow can be proud of the fact that many former members have made outstanding contributions to our Commonwealth – judges, lawyers, doctors, corporate executives, dentists, nurses and good citizens for our Country. Rainbow has assemblies located throughout the Commonwealth. Rainbow has grown in size and numbers, but also in its purpose to always be of service to others.

## Order of DeMolay

The Order of DeMolay is the Masonic sponsored organization for young men, with the purpose of creating leaders through the development of character. DeMolay members, ages 12 to 21, are offered a wholesome occupation for their spare time, worthwhile associates, and a complete program of all-around youth development. The Order of DeMolay not only provides meaningful activities for young men of today, but also teaches respect to church, school country and home. The basic ideals included in these teachings are filial love, reverence, courtesy, comradeship, fidelity, cleanness and patriotism.

The Order of DeMolay is an international organization and over three million young men have passed through its ranks since the Order's founding in 1919 by Frank Sherman Land. It continues to offer young men a challenging and rewarding environment just as it did in the early years of the organization.

The Order reached Kentucky in 1921 with the institution of Daniel Boone Chapter in Louisville. Kentucky has several chapters located throughout the state. Kentucky Masons have provided not only a home for Kentucky DeMolay but also the examples of Masonry and a better manhood – good guides to the young men of the Order of DeMolay.

## Order of Job's Daughters

From the Book of Job in the Holy Scriptures, we read, "And in all the land were no women found so fair as the daughters of Job," "This is the main passage upon which the International Order of Job's Daughters, founded in 1920 by Mrs. Ethel T. Wead Mick, is based. The members of this organization are taught in the lessons, which are taken from the Book of Job, that this "fairness" is achieved through acts of beauty and goodness.

The Order was founded with the purpose of bringing together young ladies between the ages of 11 to 20 and of Masonic relationship for character building through moral and spiritual

development by teaching a greater reverence for God and the *Holy Bible*, loyalty to the Flag and our Country for which it stands, and respect for parents and guardians.

The International Order of Job's Daughters is operated in a democratic manner with adult workers known as the Bethel Guardian Council elected yearly by the Daughters of each Bethel. These adults must be Master Masons or women over the age of twenty with Masonic relationship, a stipulation which ties Job's Daughters even more closely to the Masonic fraternity.

Through the study of the life of Job, the Order teaches the importance of such virtues as innocence, piety, modesty and straight forwardness in the journey of life. These virtues are the Fundamental Principles of Masonry. The Daughters are also taught basic qualities such as loyalty and dedication by the learning and teaching of the Ritualistic work of the Order and through the acceptance of responsibility in the various and elective and appointive offices in the Bethel.

The philanthropic project of the International Order of Job's Daughters is HIKE which stands for Hearing-Impaired Kids Endowment. The Daughters raise funds through the year to buy hearing assistance devices for children with hearing impairments.

The long white Grecian robes worn by the Daughters and the jeweled Crowns and Royal Purple Velvet Capes, worn by the three principal officers – the Honored Queen, Senior and Junior Princesses – add to the beauty and dignity of the Ritualistic ceremonies.

Through the dedication of the Daughters, Masons and related adults who are devoted to the development of youth, and with special emphasis being placed on the virtues and qualities which make Masonry what it is today. The International Order of Job's Daughters exerts an outstanding influence on the young womanhood of tomorrow.

## Order of the Builders

In regards to the Builders, Arthur M. Millard founded the original Order of the Builders in Chicago, Illinois on March 2, 1921. The organization is for young men between the ages of 11 and 21 who are the sons, brothers, grandsons or nephews of members or regularly constituted Masonic lodges and their immediate or closest boyhood friends. Master Masons may become Associate Members and be a part of the chapter's Advisory Council of Master Masons.

There are two degrees in the ritual of the Order, the Apprentice Degree and the Builders Degree. Both degrees teach important lessons about the principles of democracy and the ideals of Freemasonry. Builder activities are determined by the members at their regular chapter meetings and may include a wide range of social, athletic, fundraising and civic service projects.

Members from Pennsylvania and Illinois instituted Kentucky Chapter on October 29, 1995. The Order has exclusive territorial jurisdiction within the Commonwealth of Kentucky. However, it is in fraternal accord with Pennsylvania and Illinois Builders.

Each chapter has fifteen officers and the presiding officer of a chapter is called the Master Builder. The eight elective officers must be chosen from among the junior members. The seven appointive officers can be either junior members or associate members.

The associate members form the Advisory Council of Master Masons and elect five members to the Executive Council, who work with the chapter. Other Master Masons along with Non-Masonic fathers and male guardians of the young men may attend a meeting of the Order of The Builders after taking the Pledge.

## **OPPORTUNITIES TO ENHANCE MASONIC YOUTH IN YOUR MASONIC COMMUNITY**

As Grand Lodge Officers, District Deputy Grand Masters, Masters of subordinate lodges, lodge officers and Masonic leaders of appendant and concordant bodies of Kentucky, you can enhance the future of our Masonic Fraternity by implementing and pursuing opportunities to support Masonic Youth in your Masonic Community.

1. Encourage Master Masons to serve as adult leaders.
2. Encourage Master Masons to attend meetings of youth groups.
3. Encourage Master Masons to attend installations and induction ceremonies of youth groups.
4. Encourage subordinate groups to sponsor a Youth Night program.
5. Invite adult youth leaders to speak at Masonic functions.
6. Invite youth leaders to speak before or after Masonic functions.
7. Invite young people to perform ritual ceremonies at Masonic functions.
8. Invite young people to tell, in their own words, what they like about their organization.
9. Include youth support programs in your plans and priorities for your term as Master.
10. In your visitations, include in your agenda a public recognition of all members present who actively work with youth groups.
11. Present certificates of appreciation to Masonic members who actively work with youth groups.
12. Encourage local subordinate groups to invite youth representatives to public activities, such as picnics, family nights, special events, etc.
13. Challenge local youth groups to a competition such as bowling or miniature golf, etc.
14. Ask youth groups to perform a specific service to your members – such as providing a car wash during one of your meetings and then treat the youth with a delicious dinner.
15. Survey members of local subordinates for names of children, grandchildren and neighbors to refer as potential members of youth groups.
16. Provide Masonic-related youth groups publicity through your organizational publications.
17. Encourage/permit subordinate group to include youth group meeting dates in their monthly notices.
18. Encourage each subordinate group to appoint a Representative to the local youth groups – to represent the officers at public installations, and to report at meetings about their activities.
19. Designate the month of March as “Youth Month” encouraging all subordinates to hold youth information or promotion meeting as well as honor the Masonic Youth Groups in your community.
20. Involve youth groups in service projects at your Masonic facilities.
21. Involve youth groups in fund-raising for various Masonic Charities.
22. Involve youth groups in Grand Lodge public activities such as the Annual Grand Lodge Communication, cornerstone ceremonies, parades, dedications, etc.
23. Establish an education seminar on careers, using Masons as consultants, inviting members of youth groups to come and talk to “professionals” about their careers.
24. Coordinate a Masonic Day at a local professional or semi-pro sports exhibition and involve all of the Masonic family, including the youth groups.

25. Coordinate a Masonic Day at a local major amusement or theme park, and involve entire Masonic family.
26. Include youth participants in local Masonic worship services as ushers, readers, choirs, etc.
27. Establish a local fund-raising campaign to provide financial assistance to youth groups.
28. Include youth participants in social activities and programs that would be acceptable and enjoyable for the youth.
29. Establish a local youth social night in a supervised safe facility, using existing Masonic buildings or property.
30. Provide computer data service to youth groups for mailing labels, financial records, etc.
31. Distribute youth promotion pamphlets at visitations and subordinate group functions.
32. Direct mail to each Mason in your Masonic community a personal letter encouraging their monetary or physical support of youth groups.
33. Conduct or invite a youth leader to coordinate a seminar to educate your subordinate officers about the Masonic-related youth organizations.
34. Distribute procedural information or provide contact information of jurisdictional adult leader on establishing a Masonic-related youth group in a local community.
35. Provide administrative services such as photo copying or printing services through your organizational means to assist adult leaders of the youth groups.
36. Provide information to local youth groups, if available, names of children, grandchildren, relatives of Masons and their ages as potential members of their respective organizations.
37. Produce a direct-mail fund solicitation and distribute to all Masons in your Masonic community.
38. Distribute/sell Masonic youth support buttons, pins, stickers, etc. to raise funds for youth program.
39. Establish a youth program speaker's bureau, registering names and topics of appropriate speakers on the youth program, to be distributed to current and future officers.
40. Coordinate a calendar of events for your Masonic community, including the important convention dates and traditional observances of youth groups.
41. Encourage the sponsoring bodies of youth groups to provide meeting facilities and activities for our Masonic Youth at no cost.
42. Sponsor a membership recruitment contest for the youth groups, rewarding those young people who have been responsible for encouraging friends to join. Prizes awarded could be pins, or certificates, a rebate on annual meeting or convention costs, a special trip, etc.
43. Establish a membership referral service by collecting names and addresses of potential members of the youth groups, collecting them to be distributed to the youth group leaders.
44. Sponsor a youth Essay or Speech Contest for a scholarship prize, on a subject such as, "What's right about America?," or "Your Perspective of Freemasonry's Role in My Community," and invite the winner to present the topic at a large Masonic community gathering.
45. Include names, addresses, and telephone numbers of jurisdictional, regional or district youth group leaders in your organization's directory and newsletter.
46. Sponsor ritual or athletic tournaments for the youth groups by providing a location, meals, judges or officials for the contests. Tournament could include team or individual competition.

47. Sponsor trophies or awards for various competitions at annual youth conventions or meetings.
48. Purchase a program advertisement in the youth program's jurisdictional convention or meeting.
49. Sponsor and underwrite expenses for a Masonic Youth member to attend a special leadership program or a statewide convention with their youth organization.
50. Underwrite insurance fees that are assessed to a Masonic Youth Group for liability purposes in support of their fraternal activities.

## ***Positive Actions to enhance Masonic Youth Groups***

Please review the list of positive actions that you and your lodge could adopt to enhance the Masonic Youth Groups in your community.

1. Sponsor or co-sponsor a local DeMolay chapter, Builders Chapter, Rainbow Assembly or a Bethel of Job's Daughters.
2. Invite a Masonic Youth Group to give a program at your lodge.
3. Permit a group to serve or help for lodge dinners as a fund-raising event.
4. Inform your child, grandchild, niece, nephew, or neighbor about the Masonic Youth groups and encourage them to join.
5. Offer a "scholarship" for attendance at an annual session or other conference.
6. Send cards of congratulation to newly elected youth group officers.
7. Complete training as an advisor for a youth group and be available to volunteer your services.
8. Provide transportation to events.
9. Sponsor the printing of their youth newsletter or other publication.
10. Provide a link on your lodge's website, if available, to the youth groups.
11. Offer to buy a meeting suit, tie or gown for a youth who can't afford one.
12. Visit a regular meeting, degree conferral, or installation of officers, and report on it to your lodge.
13. Sign as a Masonic Sponsor on a petition for membership.
14. Serve as your lodge's youth representative.
15. Ask your lodge' youth representative for information about the local groups and their meetings/needs.
16. Serve on an Advisory Council, Board, or Guardian Council.
17. Help a youth member learn a ritual part (their ritual is written, so you needn't know the part beforehand).
18. Provide assistance with costuming, makeup, floor-work or rehearsal for degree conferrals.
19. Don't just wait for "problems" to communicate with your local group...send them a note when they do something right ("Thanks for leaving the kitchen so clean after the recent dinner...") Build good rapport.
20. Offer a professional skill or hobby that may be helpful to the group, or offer to teach them to do it themselves.
21. Hold a joint social, athletic, or fund-raising event with a chapter, or start an annual event (the "Bowling Challenge").
22. Wear a youth group pin, tee shirt, or emblem to show your support, and be prepared to tell people what it is!
23. Sponsor a statewide competition held by one of the youth groups.
24. Offer to sponsor a new piece of ritual equipment or to replace or refurbish old equipment.
25. Put up flyers or brochures for youth groups in your lodge building, or in your place of business, if possible.
26. Include youth group leaders as invited "dignitaries" for public lodge events.
27. Read the Masonic Youth publications that are available to be better informed.
28. Contribute to assist Masonic Youth with a scholarship fund in furthering their education.
29. Be a mentor to a local youth by taking an active interest in what they do.
30. "Brag" about positive experiences with Masonic youth to other Lodge members.

31. Attend a meeting of the advisory board/council for a youth group to get to know the advisors and their needs.
32. Sponsor the making of sports jerseys, jackets, t-shirts, or other “wearable PR” for a local group.
33. Acknowledge youth members by saying hello when they are wearing the youth group emblem and identify yourself as a Mason. Encourage their involvement!
34. Include youth calendars or flyers in a Lodge mailing.
35. Post a schedule of youth events in a prominent area of your lodge building.
36. Offer the youth groups space for a bulletin board in the lodge building, to display photos and other memorabilia of events. Then keep up with the postings!
37. Hold a testimonial dinner for youth group leaders or members with notable accomplishments.
38. Offer to provide a Masonic education program, or program on your profession or hobby, at a youth group meeting.
39. Offer to bring refreshments for a youth group meeting.
40. Make a financial gift to the operating budget of a local youth group.
41. Offer Masonic service opportunities to youth, like “odd jobs” around the lodge building.
42. Invite youth to go with Lodge members to visit shut-in members or widows.
43. Find out special needs in families of local youth, like medical needs, home repairs, etc. – and get your lodge involved in meeting that need.
44. Do you teach or have a specialty subject? How about offering tutoring or homework help for youth groups?
45. Offer to teach a special skill, like car maintenance, basic carpentry, etc., as a special youth group activity.
46. “Adopt” a needy family for the holidays, and involve youth in shopping and delivery of gifts.
47. Offer to act as “photographer” for youth functions.
48. Hold a fund-raising event or special fund campaign in your lodge specifically to benefit youth. How about a Lodge “yard sale” with youth participating?
49. Provide a new or used computer for a local chapter to use for record keeping and publications.
50. Recommend capable Lodge members to youth groups as Advisors or Volunteers.
51. Buy or donate tickets to a Shrine Circus for a local youth group to use for prospective members.
52. Sponsor a blood drive in your community, and invite youth group members to recruit donors and volunteer at the drive.
53. Have a special presentation at your Lodge on the charities of the youth groups. Help support one or more of them!
54. Implement or continue a scholarship fund in your lodge for local youth.
55. Coach a Masonic Youth group sports team.
56. Donate a piece of athletic equipment to a local youth group.
57. Consider waiving Lodge rental fees for youth groups, or paying them on their behalf if your Lodge doesn’t own the building.
58. Ask a youth group to hold a Masonic “Shadow Night” where Lodge officers sit with Youth Group officers to learn about their work.
59. Sponsor and organize a “career night” in which Lodge members provide information to local youth about career options.
60. Include youth groups in publicity opportunities, especially contributions to other youth groups or to schools. Ask that youth groups be mentioned in press coverage.

61. Be prepared to answer questions/concerns about the nature and purpose of Masonic Youth groups.
62. Introduce youth group members to your eligible relatives and neighbors to give them the opportunity to recruit.
63. Consider organizing interested Masons to open a new Chapter, Bethel or Assembly, or to reorganize one that used to exist in your area.
64. Arrange for Youth Group Road Signs to be posted with your Lodge sign in the community.
65. Write an article in the *Masonic Home Journal* or make a report at your District Meeting on the success of your Lodge's youth program, so other Lodges can follow your example.
66. Have a special program or dinner to recognize and honor youth group advisors in your area.
67. Sponsor the purchase of one or more books about the youth groups to be placed in a local public or school library. Arrange for a press release with pictures.
68. List area youth groups in your monthly Lodge Trestleboard or other publication in regards to their meeting dates, times and contact information.
69. Offer to assist your Lodge Youth chairman with his job responsibilities, or to serve on the Lodge Youth Committee.
70. Recognize members of your Lodge who have received various honors from the Masonic Youth Groups.
71. Scottish Rite/York Rite? Don't throw away old costumes or sets! Offer them to DeMolay first!
72. Commandery? Offer to provide an honor guard for special occasions.
73. Put a "DeMolay/Builders/Job's Daughters/Rainbow meets here!" sign on the outside of your Lodge building.
74. Start a "Student of the Month/Quarter" program with your local high school/middle school. When an honoree is a member of a youth group, see that the individual gets mentioned in the announcement at school. Provide all honorees with literature about the Masonic Youth Groups.
75. Offer to do a specific job for a youth group's advisory board: for example, you might be the treasurer, web master, lodge liaison, or legal advisor of the board, even if you can't regularly make youth group meetings and events.
76. Ask youth groups to make your Lodge aware of their "sickness and distress" lists, and send a card or note to sick members.
77. Offer to pay the advisory council registration fee for Lodge members who serve a youth group, or give a "discount" in their annual Lodge dues.
78. Offer to pay the Chapter's insurance fee on a yearly basis.
79. Encourage or assign new Lodge members to attend area youth group meetings to familiarize themselves with the groups and the opportunities they provide.
80. Have Lodge members attend youth group functions on a "rotating basis to see that your Lodge is always represented there.
81. Host a family dinner or picnic for all the Masonic-related groups in your community, so they can get to know and help one another.
82. Invite local Advisors and Senior DeMolays to participate in degrees when a Senior DeMolay joins your Lodge.
83. Make Masonic Youth Group information part of your ongoing Masonic Education program.
84. Help a local youth group organize a prospect party, Get Acquainted Night or other recruiting effort.
85. Sponsor a local youth to a leadership development program experience.

86. Provide team uniforms for a Masonic Youth Group to support their spirit of athletic competitions.