

**Lodge
Leadership
&
Management**

Table of Contents

Preface	1
Be A Leader	2
Planning a Great Lodge Year	11
Conducting a Good Lodge Meeting	19
Financial Planning and Budgeting	24
Lodge Budget Worksheet.....	28
Examining Visitors	29
Focus on Fellowship.....	30
New Member Orientation.....	35
Communications from the Lodge.....	38
Internet Presence – The Electronic Frontier	39
Officers of the Lodge	43
Duties and Obligations of Lodge Officers.....	43
Setting up a three ring Binder	53
Lodge Members.....	53
Minutes	53
Lodge Communications.....	54
Committee Assignments	54
Other Communications.....	54
Resources for Your Year	55
Suggested Resources for Leadership	55
Suggested Resources for Lodge Administration.....	56
Degree Teams.....	57
Annual Lodge Certification - Lodge Recognition Program	63
Grand Lodge Programs / Recognitions	68
Hiram Award	68
Duane E. Anderson Excellence in Masonic Education Award	69
Lecturer Certification	69
Monitorial Certificate.....	70
Masonic Light Award Program.	70
Wayfaring Man program.....	71

Minnesota Masonic Charities (MMC) - Matching Grants Program	71
Community & Fraternal Scholarships	74
Appendix A.....	76
Candidates Acceptance letter from the Master	83
Letter from Master to Candidate’s wife who has questions.....	84
Letter from Master to new Entered Apprentice	85
Letter from Master to new Entered Apprentice’s wife	87
Letter from Master to newly raised Master Mason	90
Letter from Master to a Widow	91
Lodge officer sheet for planning.....	92
Committee Development.....	93
Risk Management for Lodges	94
Masonic Etiquette	106
Computer Use and Internet Policy	119
Attachments.....	128
Relevant Code Citations.....	128
Document Information	131

Preface

To paraphrase Potter Stewart, “I don’t know what leadership is, but I know it when I see it.” Leadership may be an elusive idea which has elements that are different according to who you are and what you do. Competent leadership does, however, have one element that is always present: the ability to manage. Before one can effectively lead, one must effectively manage the entity they are leading and the people that work within that entity.

This book has been prepared to help the Lodge Officers get a head start on their year as Master of the Lodge.

- It contains ideas and forms to help plan the years ahead.
- It can help get you started with the planning process.
- It gives time frames in which the future Master can plan all activities for his term, starting in his Junior Warden year.
- It gives guidelines and agendas for holding Lodge meetings.
- It can help provide a continuity of management from one year to the next.

Although many suggestions are made, this book does not try to tell you how to manage your Lodge. It is not a “magic carpet ride” through your years as Junior Warden, Senior Warden, and Master. It cannot make you a strong leader. It is simply a trestle board, a tool to help you plan and build; and it can be that first step toward strong and competent leadership... but only if you make it yours and use it!

There is only one Master of a Lodge, only one authority... one primary Leader. There may be, and should be, other leaders within the lodge: the progressive line officers, Past Masters, etc., however they do not wield the authority of the gavel. In plain terms, my Brother, you are the boss, the leader and the manager. Authority is lost if the Master stands back and allows others, such as Past Masters or Secretaries, to wield the unseen gavel. There is simply no excuse for allowing a leadership vacuum to occur.

Be A Leader

"I now declare the officers of Your Lodge duly installed." Following these important words, you are now Master of the Lodge for the ensuing Masonic year.

Are you prepared?

Some believe that at this moment a clock begins and you have one year to impact the Lodge. This is your year but it also is a culmination of the time you spent traveling to the East. The impact will you have and how will it be remembered starts long before you are elected to the East.

For a Lodge to be vibrant, progressive and growing, it is important to remember that no man can accomplish every task that is required on their own.

Your Lodge is composed of the elected and appointed officers and Brothers on the sidelines who are your team. Some are at home on "inactive reserve status"; some are on the "active reserves" sitting on the sidelines waiting and wanting to become involved; and some are the officers, your "First string" who are in the trenches on a daily basis. You as Master need to list the jobs that are required. Then give the Brothers the necessary instructions and let them pursue their labors. Don't be afraid to ask for help, assistance and / or guidance, your membership will always be there for you.

All you need to do is ask.

There are two types of leaders in every organization: the Constructive and the Obstructive. The Constructive Leader will answer each of the foregoing questions in the affirmative. Will he take pleasure from achieving goals with people? Will he surround himself with "strong" people and assist them in every way possible to become better than himself? Will he recognize that the world is changing, socially and economically? Will he realize that differing skills are needed to build the organization? He knows that leaders aren't born - they have to be grown; so he grows them.

The Obstructive Leader uses people to increase his own prestige. He isn't about to admit that any subordinate might know more about anything than he does. Such a leader takes the pats on the back and the credit, if there are any. The subordinate will get the knocks when things go wrong.

THE CONSTRUCTIVE LEADER WILL ALWAYS:

- Give recognition
- Encourage creativity
- Request assistance
- Accept blame
- Give credit
- Practice participation
- Seek advice

Man must have recognition. This has been said before; and will probably be said again. The forefathers of today's Freemasons knew this. That's why the Senior Warden was, and is, charged to "Pay the Craft their wages, if aught be due." In every Lodge, on any given evening, there are members sitting along the sidelines who deserve "Master's wages." Seldom do they receive this recognition from the Senior Warden, or anyone else.

RECOGNITION has been proven on numerous occasions to be the foremost incentive for productive accomplishments in every endeavor. Research has shown that recognition of our work and accomplishments is more important to our happiness than money. The wise Masonic leader should take this into account.

Surveys have proven that man's creativity is being wasted. In his avocations he uses less than 20% of the creativity that he is endowed with. The Constructive Masonic Leader will utilize as much of this wasted ability as possible. He will make him an important part of the team. By doing so this man will make the leader reach heights he didn't believe possible.

As Freemasons we are working with a class of men who will not and cannot be driven or coerced. They are on the higher levels of human behavior. They will not be ordered to do anything, but they can be requested to help. The Constructive Leader knows this. He also knows that once they have agreed to help, they should be left alone to do the job.

When things go wrong - and they will - the Constructive Leader accepts the blame. He then tries to determine why they went wrong and what can be done in the future to make them go right.

The Constructive Leader will always see that the man who does a good job, or has submitted an idea, gets the credit. By giving credit where credit is due, this leader will rise far above the crowd. He will be doing it on the willing shoulders of loyal subordinates.

To seek advice is the mark of an outstanding leader. No one man can possibly know all the answers to anything. As his world grows more and more complex, the individual will have to seek advice frequently. This information will be carefully weighed and will assist in reaching the final decision about what should be done.

Participation - Teamwork - is put to work constantly by the Constructive Leader. He has found that participation is the only way for a group to reach a goal. Orders and commands will achieve nothing.

There are many signs to watch for to discover the FUTURE LEADERS in our Lodges. Some of these signs are often overlooked, because they aren't what we've been taught to look for. The potential leader is sometimes the fellow we've been warned against. He could look too much like a trouble-maker. Actually, he isn't. But, because he's eager to do a top-notch job, he may appear overly aggressive.

THE POTENTIAL LEADER:

- Desires criticism
- Seeks responsibility
- Is creative
- Has ideas
- Solves problems
- Works toward goals
- Initiates action
- Wants to be independent
- Adjusts to reality

Such a future leader wants his work evaluated. He wants constructive criticism - not praise. He's tougher on himself than any boss could ever be. He's continually trying to improve.

Responsibility is something the potential leader will seek. He'll try to find the jobs that have a certain amount of risk to them. He wants an opportunity to be creative - to work toward a goal that he has helped to set. The tougher the job, the better. It gives him a chance to use his initiative and his creativity.

He considers trying to solve knotty problems fun, not work. The tougher the problem, the harder he'll work to put the pieces together. In doing this, as with everything, he'll seek advice. Once he gets into the job, he wants to be left alone to complete it. The "book" may point out the shortest route to Rome, but he says, "What difference does it make if I go to California, then to New York, then to St. Louis, and from there to Rome, as long as I get there within the allotted time?"

The potential leader will plan long and short range goals for his life - and will help his superiors plan theirs, if they will let him. These goals will be flexible enough so that he can adjust to reality.

When we sum up the qualities of the potential leader, we find that he is a very good man to have on our side. When he's on our team, he'll make us look better than we really are. We certainly shouldn't pass him up just because he's not "by the book" or a strict rule follower.

You will note that the potential leader finds solving problems fun. This word "fun" is the key to the success of every Lodge. Actually, it is the key to the success of every organization, profit and non-profit alike.

A leader is many things. He is strong, but not by force. He knows how to make decisions. He knows where the real fun is. A leader helps to make one's mind wonder what to do next. One who leads usually is ahead of the rest. He knows where and when to expect trouble. He may be experienced, bull-headed and even smart.

FUN! That's one of the big answers to many of our leadership problems. If our job isn't fun, then it's drudgery. We'll go to it morning after morning for only one reason. It puts the bread on the table and keeps a roof over our heads. But there is no such compulsion to attend a Masonic Lodge or a Masonic function.

We've got to have fun in Freemasonry. We've got to make it something to enjoy. This can be expressed as a sharing of philosophical values in such a way that it leaves everyone with a sense of wellbeing. As Brother Conrad Hahn once said, "Masons should radiate the joy of wisdom." This can come from knowledgeable Masonic speakers who have, with a little humor, made us appreciate Freemasonry more. It could be a song fest; a panel discussion; a social hour. It can take many directions.

The serious and well performed degree work is fun. When properly done, it leaves us with a definite sense of happiness. Its well-known theme of victory over death and the development of man from youth should continually make our hearts swell with pride in the teachings of the greatest fraternal organization known to man.

We need to emphasize TEAMS rather than conventional committees. Teamwork is fun. Each member has an opportunity to share his knowledge with his fellows. It helps each man to grow into a leader.

Freemasonry IS fun! It was designed so by our "ancient brethren." In those Lodges where this concept is followed, there is growth because there is fellowship. These Lodges have no problem with attendance, with excellent degree work, with community relations. They are growing in strength. And they are growing leaders.

The belief that one man knows everything, a few know a little, but the masses know nothing, is almost as prevalent in management today as it was a hundred years ago. This is definitely the obstructive approach to education. It prevents growth; it represses creativity.

This relationship, where the manager tells his foreman what he wants done and the foreman forces his men to do it, will no longer succeed. It never has in Freemasonry. Frequently the workers know more than the boss; the students, the professor; the member, the officer. Boredom will set in. The system, or the Lodge, disintegrates, or at best, stagnates.

The Constructive Leader will search for the men he wants to be the leaders of tomorrow. He will do everything within his power to grow them. He will endeavor to utilize the creativity that will be found all around him. He will not retard men - he will grow them. He will do it by sharing the vast amount of knowledge that is available to everyone today. One of the basic goals of every Masonic Lodge should be the creation of an atmosphere in which each member can find himself. And each member will find himself if he is given an opportunity to constructively help his Brothers. He will then be fulfilling one of his basic needs - the need to be wanted.

A Lodge is a living, breathing organization, because it is made up of vibrant men. It has to grow. And it will grow, either forward or backward. Obstructive leadership will hold it back. Constructive leadership will carry it forward. The individual Freemason will decide which way his Lodge is to go.

Our Lodges need each of us if they are to remain in existence. If we will use the Constructive - the Masonic - approach, there is no limit to the heights our Lodge can reach. They will grow because we'll be continually growing leaders.

Authority

There is only one Master of a Lodge, only one authority and only one leader. In plain terms, my Brother, you are the boss, the leader and the manager.

Authority is lost if the Master stands back and allows others, such as Past Masters or Secretaries, to wield the unseen gavel.

There is simply no excuse for allowing a leadership vacuum to occur.

Team Building

No man can accomplish every task that is required to build a vibrant and progressive Lodge.

Your Lodge, officers and membership are your team. Some are at home on "inactive reserve status"; some are on the "active reserves" sitting on the sidelines waiting and wanting to become involved; and some are the officers, your "First string" who are in the trenches on a daily basis. List the jobs that are required. Then give them the necessary instructions and let them pursue their labors.

Delegation

Delegation of authority and responsibility to accomplish limited tasks is the management principal that assures that all tasks, large and small, are accomplished according to plan. Give a Brother the necessary authority and resources to carry out his mission.

- You can delegate authority but not responsibility. You as the Master, are ultimately responsible for the Lodge.
- Set realistic expectations and time limits.
- Request updates, check in with the Brothers frequently.
- Whisper counsel in PRIVATE, Give praise and recognition in PUBLIC.
- Delegation does NOT mean handing out all the work and sitting back while it gets done. A good leader will work alongside the Brothers to complete the tasks.

Training

For a Lodge to survive throughout the ages, the officers need to know and understand the duties and responsibilities that are required for their individual stations and positions in the Lodge. This means up to and including the position of Master. Very few, without prior training and orientation, possess the knowledge and experience to be extremely successful in the Oriental Chair.

Each Master is fully, totally, and completely responsible for insuring that each officer is prepared to competently assume the duties and responsibilities of the succeeding chair prior to installation. Each Officer should also make it their responsibility to assist in training the person following them through the travels to the East. This concept is also referred to as training your replacement, every Brother in the officer line is then seen as a student and as a teacher or mentor.

The duties of a Master will be covered more specifically later, but in regards to training the Master shall:

- Prepare and distribute the descriptions of the duties and responsibilities of each position to each officer. If you fail to let your officers know the expectations how can they grow and reach them.
- Utilize a "Big Brother" or "Mentor" approach by delegating to each officer the responsibility of training next year's officer the duties of his position. Past Masters should also be asked to assist officers during the year so that each officer has someone designated to assist him so that he can be more likely to succeed.
- Allow each junior officer to actually perform the duties of the next chair when he is qualified to do so prior to the ensuing years elections. Let them show the Lodge that they are ready. This may be done ad-hoc, or in the form of an "advance night", where all the officers move up a chair.
- Communicate your officers' training program to the membership. A member who may otherwise be reluctant to assume a leadership position may step forward because he now realizes that a program to improve his skill is available and that he is not alone as he assumes greater responsibilities. Always remember those important principles that have been previously discussed. Plan, organize, communicate, delegate and control are vital when implementing a staff training program.
- Be responsible for the progress of his appointee through the line to the East. Supporting the Brother you appointed to the Lodge to ensure he is successful which will make the Lodge successful.

The Community

For a Lodge to grow, it must bring in new members regularly. Membership comes from your community. Membership growth can be accomplished by improving public awareness of the Masonic fraternity through activities such as: Information booths at festivals, participation in parades, Kids ID events, co-sponsoring community events and even invitations to others throughout your community to come in as guest speakers. These are but a few examples. If the community does not know the Lodge exists, your Lodge will not continue to grow and survive.

Managing Your Most Valuable Resource - Time

Time is limited, and as Master, you will find many new drains on this precious resource.

By scheduling a dedicated portion of time during the week to conduct the business of the Lodge, you will be enabled to accomplish more than many hours grabbed at random times.

Schedule yourself the day prior by writing down important tasks, in order of priority, on a "THINGS TO DO TODAY" note pad. Keep this list handy and add to it.

Avoid the 'I'll do it myself' attitude which will likely result in you spending your time on nonessential tasks that can be done perfectly well by others. Decide what is important for you to accomplish and what should be delegated to others. As Master, don't waste time on minor matters. There will not be enough left for what is important. The officers, elected and appointed, are your team who are there to help you. By having tasks handled by many, no one person will feel overwhelmed. This delegation of tasks also helps the other officers gain the knowledge and skills to continue to move forward in the officer chairs and become more effective.

Make appointments and keep them. This sounds easy enough, but remember that when you schedule appointments, it is not just your time that is being scheduled. When working with others if you fail to keep your appointments think about how this reflects on you, and on the rest of the Lodge and its members.

IN CONCLUSION, YOU ARE THE BOSS! AS HARRY S. TRUMAN STATED: "THE BUCK STOPS HERE". THE RESPONSIBILITY IS YOURS AND YOURS ALONE."

ADVISORY PANEL

Every Master needs advice at some time or other in handling the affairs of the Lodge. Pick out a few of the Past Masters whom you most respect and trust and call on them frequently for help and advice. An occasional group meeting to discuss difficult matters will give you a variety of opinions on which to base your final decision.

BENEFIT: You, as Master, are able to use their past experience to help you make better judgements. They receive satisfaction that their knowledge is useful to you and that they have a share in the activities of the Lodge. This will also benefit your planned program, as you will have a built-in group of supporters when discussing plans.

Here are some indicators of a "Successful Lodge":

I. Officers:

- Enthusiastic and energetic
- Warm and friendly to everyone
- Knowledgeable in their duties
- Provide leadership by example
- Able to communicate with people
- Regular in their attendance

II. Members:

- Made to feel truly welcome
- Regularly provided Masonic education and learning
- Motivated and encouraged
- Encouraged to participate in the functions of the Lodge

III. Committees:

- Solid, active chairmen
- Fully knowledgeable of their duties and responsibilities

IV. Meetings:

- Start on time
- Presiding Officer is the leader
- Well organized
- Not lengthy or dull
- Interesting to Members
- Always contribute to "making good men better"

V. Degree Work:

- Starts on time
- Serious, without horseplay
- Well organized, not lengthy
- Ritual properly executed
- Always directed to the candidate
- Only ONE prompter
- No sideline conversation. no distractions

VI. Programs:

- Well publicized within the membership
- Start on time
- Well planned, fast moving
- Well balanced for maximum interest and participation
- Include both serious and social functions

Planning a Great Lodge Year

Every Brother has heard of meetings that are poorly planned, to the extent of people wondering if anyone has thought about what is going on. We have heard people say "I sure hope this function is better than last year." In fact, if you look at the calendars of some Lodges you see nothing but Stated Meetings for business and called Meetings for Degrees. Business is necessary but it can be boring to a lot of people. We all love our beautiful degrees, but believe it or not, there are some people who do not like to do the work of the ritual.

Sometimes the term STG (Same Ten Guys) is heard; meaning that not the same core group of ten Brothers are there no matter what. We owe our Brothers more than bills, broadcasts and bad coffee and if we want more to attend our stated meetings, we are going to have to offer more. To do that, there must be a specific plan; it does not just happen.

What to Consider

If planning is the key to a successful year, how do we get started? This guide will assist you, as a prospective Worshipful Master, to plan "your year". Because two or more minds are better than one, get the Officers and some Past Masters to help in the process. Talk about the whole year, brainstorm, talk about anything you might do, consider all ideas. Try not to re-invent the wheel, but rather strive to improve on a wheel that has already been used. If some things have worked well in the past, use them again. If other Lodges have events that look interesting that might work for your Lodge... try them!

When you brainstorm, don't reject any idea during the initial session. Write all of the ideas down, then discuss them later. Remember: not everyone likes the same thing. Different kinds of events can attract different kind of individuals.

The calendar is the most effective tool to visually communicate and document upcoming events. The well-known adage is true: if people do not know about it, it is hard for them to participate. Use a calendar to list all of your events and the events of appendant bodies and events in the community to help brothers with planning their time.

It is easy to get started. First, list all of your Lodge annual events.

For example: Stated Meetings
Social events
Practice nights
Installation of Officers
Grand Lodge Communication
Regional Conferences
St. John's Days
Table Lodge events

Then, in order to avoid conflicts, list:

- Community, State & National events
- Opening day of different hunting seasons (deer, bird, fishing)
- Local sports schedules
- Appendant Bodies Stated and Special Events
- Schools of Instruction / conferences
- One day to Masonry Classes

When setting up the lodge calendar, first list any of the annual and conflicting dates you might know. Then, go back with your Lodge Brothers and fill in the remainder of the events that apply to your Lodge.

As you start the process of planning for your year, you should obtain a three ring binder and folders or a hole punch to allow you to have all your Lodge information in one place and add to it as time passes.

Start Planning – The Calendar Companion

There is a time for planning and there is a time for action. Those that you see as having an easy time putting together their year's calendar may have started prior to becoming an elected officer. It is never too early to start planning. This will allow you to be able to adjust the calendar over a number of years for what works and what does not work.

Once elected to the Junior Warden station, it is the time to review the workings of your Lodge. Your time as Senior Warden is the time for planning. Your time as Master is the time for action! This book addresses the management of your Lodge. Therefore, it will deal mostly with planning.

Some of the most important work that you will do as Master of your Lodge will be done the year you are Senior Warden. As the adage goes, "if you fail to plan, then you are certainly planning to fail." A good Secretary will pick you up and keep you from looking too bad, but the reality is that if you do not plan, you will accomplish little and your Lodge will advance very little, if at all, morally, spiritually, numerically or financially.

Junior Warden Year

As Junior Warden, you have the unique perspective of the Lodge. You are now off the floor and are able to see more of the workings of the Lodge. Your time as Junior Warden should be used to note the activities and actions that work and those that need improvement. Try to

understand the dynamics of the Lodge and the various roles that the members, officers and Past Masters play in the Lodge. It is also time to start thinking about the activities that you would like to take place when you are in the East.

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

First Month as Senior Warden

It is never too soon to begin preparation for your year as Master. You should already be getting to know the brethren in the Lodge. You should be thinking about the members in the appointed offices, as well as determining the ability and interest of the membership. You should also be active in local Lodge Associations (also known as Masters and Wardens meetings) as well as schools of instruction, and getting to know your District Representative and other Grand Lodge Officers. These groups and individuals are there to help and assist you. Each wants to see your Lodge succeed, grow and become a beacon of light.

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

Review the events of appendant bodies in your building / area. Plan to attend the public events of these bodies, and establish a relationship with those who will be your leadership counterparts from those groups during your time as Master.

During the first month you should also refresh yourself with the By-Laws of your Lodge.

Second Month

You should be considering a rough outline of what you want to do during your year in the East. For example, try envisioning your installation ceremony. The installation of officers can be as simple or as complex as you make it. It needs to be enjoyable and set the Lodge off on the proper first step for the year.

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

Third Month

Review the calendar for the current year, as well as examples from prior years. What is working? What should be changed? What has fallen off that should be brought back? With this in mind, begin to plan your calendar for next year.

Familiarize yourself with:

- Your Lodge publication(s) – newsletter, website, Facebook and other methods of communication
- The publications of other Lodges
- Minutes of Lodge meetings
- The Lodge finances
 - Where money goes
 - Where money comes from

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

Fourth Month

If you have not already, establish a good “counseling” relationship with the Past Masters. They should be your best resource. They will be your best resource if you reach out to them and involve them in your decision making process. Don’t just ask them to tell you what you should be doing. Instead, ask for and listen to their input for when you make the decision. Many have found it best to ask for a meeting with the Past Masters to discuss your ideas and plans in broad strokes, this allows you the ability to have your year and also to get the assistance and buy-in from the Past Masters. Past Masters are typically some of the most respected members of the Lodge and can be of assistance to help create unity among the Brothers by supporting your ideas.

Fifth Month

Continue to plan, PLAN, PLAN! Begin to put actual dates to events. Familiarize yourself with the calendars of all appendant bodies that might affect or conflict with your schedule for the following year. Put those events on the calendar contained in your notebook / three ring

binder. Then you can plan your year around them. Where possible, plan to attend the public events of other bodies as a Lodge, or at a minimum, as Master. Maintain an open dialog with the current Master so you stay “in the loop” on all of the problems and pitfalls that he is encountering as he progresses through his year. You also should know if the current officers want to move up to the next chair. You should now know which men you want to appoint to office.

Sixth, Seventh & Eighth Months

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

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

During this time, begin to prepare for installation. Start officer selections and make sure each realizes their future responsibilities and expectations. Tradition prevailing, in less than six months you may be elected to lead, and starting to plan in this time span allows you to ensure that your team is all going to be on the same page.

Ninth Month

By the end of the ninth month you, should have confirmed with all line officers their desire and commitment to move up to the next chair. You should also make tacit appointment of any new officer, pending your election. Keep in mind, moving forward in the Lodge line is, Tradition Prevailing. With the approval and involvement of the current Master, you should have your first officer’s meeting. Many Lodges incorporate it toward the end of the current Masters meeting, to start providing an outline of what is hoped to occur in the next year. Certainly, a great assumption is being made here, since there is always the possibility that you, the Senior Warden or the Junior Warden, will not be elected to your aspired offices.

However, it is reasonable and proper for you to begin plans for all activities for the coming year. Committees should be provisionally appointed and their planning should begin, with periodic progress reports being made to you. In particular, you should keep in touch with your Lodge Education Officer to discuss the content and tone of possible educational programs for the Lodge. Remember that Fellowship and Education are two of the most import things most of the Brothers want from the Lodge.

Preparing for your installation should continue:

1. Arrange for printing.
2. Arrange Installation dinner or refreshments.
3. Arrange photographer, musician and soloist.
4. Arrange for Youth group participation if possible.
5. Verify arrangements for outgoing Master's presentation.
6. Who will usher? Distribute programs? Open Lodge early? Close Lodge and clean up? Greeters? Color Guard?

Tenth & Eleventh Months

Continue to plan and implement. This is a critical time, but if you spend it productively you can have everything in place and ready to go by the middle of the eleventh month. By this point your Lodge Education Officer should have a tentative schedule of speakers or topics for at least the first half of the coming year, and you should finalize plans for election night and for your installation. Ensure that invitations to other Lodges are sent.

Twelfth Month

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

Your installation is just about to happen, remember these suggestions:

1. Start on time.
2. Keep it to ninety minutes maximum.
3. Introductions:
 - Use cards at guest book to be signed by dignitaries as they arrive.
 - Keep it short – nobody wants to sit through long introductions.
4. Presentations:
 - Limit to Masters jewel, traveling pins and Junior Past master's pin, ring, apron and certificate.
5. Thank attendees from other bodies (OES, youth groups, etc.)
6. Thank those who helped.

Here is a list of dos and don'ts that should be considered when putting together your calendar

Do's

- Clear program dates as much as possible. Conflicts are unlikely to garner the attendance you want for your events. You probably will not get a good attendance for an event scheduled the same night as the homecoming football game.
- Make sure that everyone gets the word that each event is going to happen. Good programs go to waste if no one is there to enjoy them.
- Give a speaker all the information. No surprises. A speaker should know things like the time, place, purpose of program, dress, suggested length of speech, etc.
- Make sure that everyone who enters the Masonic doorway feels comfortable and at ease. Do things such as providing seating for special guests. Never allow visitors or new Masons to sit alone, appoint someone to put out extra chairs if needed, etc.
- Control the program. Start on time. Keep things moving, No long-winded explanations. No remarks by each guest.

Do not's

- Don't schedule too much at one sitting. Give your audience something worthwhile then STOP. Always leave your audience wanting more, not just thankful the evening is over.
- Don't schedule twenty 25-Year pins and then have one person pin them on. The wait on the sidelines is a terrible bore.
- Don't leave anything to chance. Check things like: the air conditioning or heating, the lights, or if there is a rostrum for the speaker.
- Don't mistreat your speaker: allow them sufficient time. Some business items could be held over until next meeting. Introduce visitors before the speaker talks, not after. Make no announcements after the speaker. Allow no comments, rebuttal or other review of the speaker's text, unless the speaker invites a Q&A session.
- Schedule the education presentations at the beginning of the meeting or for outside speakers, have the speaker (if not a Mason) give their presentation prior to opening the Lodge.

Planning is that which allows us to ensure that events go as smoothly as possible. Do it and your Lodge will receive the benefits.

Make no little plans. They have no magic to stir men's blood.

Conducting a Good Lodge Meeting

A good Lodge meeting consists of more than the activity between two gavels. The success of a meeting depends on thorough preparation and detailed planning. A Master who can execute good plans with confidence and composure can expect increased attendance, enthusiastic officers and harmony among the membership.

One question that many Masters deal with is how long a meeting should last. Most members, when asked how long a meeting should last, will typically indicate around a hour in length. This time does not include any socializing before and after the meeting. The time frame for a meeting should not be a hard and fast rule, but rather a guide. When an interesting topic or guest speaker is part of a meeting the time may increase. Remember that education at the beginning is better received by the members.

Remember also, that the use of a consent agenda and having the bills covered by a budget passed at your first meeting helps to keep the meeting moving and allows you to focus more on the fellowship and educational presentations during Lodge that so many Brothers desire.

Preparation

Preparation for a good meeting begins when a potential Master asks for Light during his initiation and continues until his appointee to the progressive line becomes a Past Master. A good foundation in the noble tenets of the Fraternity is essential for Masonic leaders. By the time a Brother has completed his year in the West he should be proficient in all phases of opening and closing the three Lodges.

A general knowledge of Grand Lodge Code, especially in the areas of procedure, balloting, and candidates can make a Master more confident and relaxed as he performs his duties. Bylaws of the Lodge must be studied to ensure conformity and to avoid embarrassing mistakes. Familiarity with Masonic history and traditions will provide answers for some decisions a Master must make on short notice. If the Master of a Lodge is well informed in all aspects of Freemasonry he will give the membership the leadership it deserves.

Planning

Good meetings don't just happen. According to the dictionary, happen means to "occur by chance". Although we can never plan for all eventualities of a Lodge meeting, good plans reduce the odds of a disastrous session.

Proper planning accomplishes several objectives. The immediate objective is to get members into the lodge room, give them what they most desire and make them want to come back. The

final goal is to help each Mason to improve himself in Masonry by providing tangible and interesting Masonic programs.

A Master working with his officers to develop goals and the procedure necessary to attain those goals accomplishes several things. He involves them as part of the team. Participation in planning usually develops support for the program. Involvement creates a sense of responsibility. Responsibility motivates members to cooperate with others to achieve an end. Cooperation develops friendship and brotherly love. In short, the lodge becomes stronger.

Final pre-meeting details (These procedures apply to all types of Lodge meetings)

After all the planning has been completed, the Master must follow-up to see that the plan is being executed. This requires a check-off list of items and the names of those responsible for each item. A good leader does not appear too concerned about how something is done but the person responsible for the task should know that it is being done. The effective leader will give gentle reminders rather than nagging or micromanaging. Remember: Council in private, praise in public. Final preparation includes a note or phone call to the guest speaker, stewards, building custodian, program chairman, master of ceremonies and Lodge officers.

Plan a short meeting with officers about 45 minutes before the scheduled meeting time. Inform them of any changes. Determine if there are any problems and make adjustments as required. If any officers are unable to attend, make pro-tempore appointments to avoid delays in opening Lodge. The Master should have a final check with the Secretary to be sure that no last-minute surprises occur during the meeting.

The last thirty minutes before Lodge is opened should be spent by the Master and Wardens welcoming members and visitors. This activity helps to set the mood for a harmonious meeting. The Senior Deacon should use this time to compile a list of visitors and to determine if any require examinations before Lodge begins. An examination committee should be ready to perform its duties as necessary. Some Lodges have set the expectation that every member and visitor to the Lodge will be welcomed by the Deacons and elected officers. This is not an easy task to always accomplish before Lodge, but one that lets everyone know that their attendance is appreciated and that they are among Brothers.

Final pre-Stated Meeting details

Prepare a check list of all action required and make sure that all plans are implemented. Remember to have a short meeting with officers about 45 minutes before starting time. Inform them of any changes. Determine if there are any problems and make adjustments as required. If any officers are unable to attend, make pro-tempore appointments to avoid delays in

opening Lodge. Be sure that guests and members are greeted properly and made to feel welcome. Don't get too busy to say hello and to shake your Brother's hand.

AGENDAS

Regular Meeting Agenda

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

It is important to set an agenda, to ensure that all of the things you want to accomplish in the meeting actually happen. It will also help you to stay on track through interruptions and keep the meeting moving along. Remember that Members do not come to Lodge to discuss bills.

You may, at your discretion, direct the Secretary to create this agenda. However, it is your responsibility to ensure one is made. The form in Appendix A is merely a sample, which could be copied and used as is or revised to fit your particular needs. Usually there are three main parts to a meeting; the opening, Lodge business, and a closing.

- Open promptly, at the hour prescribed by the Bylaws, and state the purpose of the meeting.
- Pledge Allegiance to the Flag.
- Welcome visitors and guests. Ask the visitors to rise, give their name, Lodge and office, if they hold one. Don't ask them for a few words. Advise them that remarks will be called for later in the program.
- Recognize any Brother or Committee deserving praise for their work. Make any announcements concerning future Lodge activity.
- Education or Present special program.
- Consent Agenda (previous minutes, treasurers report, etc.)
 - If a member wishes to be able to discuss anything contained in the consent agenda more closely it can be pulled out separately at the meeting allowing all other items to be voted on.
- Announcements from Secretary, correspondence, petitions, reports on investigations
- Announcements from Treasurer
- Reports from both Wardens

- appropriate moment of silence – Recently deceased Brothers / spouses / widows
- Reports of special committees.
- Old / unfinished business.
- New business (Motions, Resolutions, etc.).
 - If a problem develops requiring discussion that cannot be postponed, call off, give the Brothers a coffee or rest-room break and continue after the problem has been resolved. Long conversations between the Master and Secretary lead to private conversations among the Brethren, and general disorder in the lodge room. Don't hesitate to appoint a committee to study a proposal and report to the next meeting. This is a good way to avoid making bad decisions.
- Final announcements.
- Close Lodge.

Remember that peace and harmony are an essential ingredient of any Lodge meeting. The Worshipful Master should avoid making arbitrary decisions. Every Brother must be made to feel that he is an important member of the Fraternity.

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

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

Masonic education should be listed early on the agenda, you need to budget time during the meeting so that you do have sufficient time for your speaker to make his presentation.

Officer's Meeting Agenda

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

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

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

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

Typical OFFICER'S MEETING AGENDA

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

See appendix A for more info

Financial Planning and Budgeting

Consider the future of YOUR Lodge and of Freemasonry. No organization can exist long without an adequate financial foundation. Planning is essential; review and corrective actions are mandatory. Some will say that "we know how much money we have, most expenses are for taxes, insurance, utilities and Grand Lodge per-capita. The balance we simply spend as needed." This statement MAY be correct, but what will happen in five years when you need a new roof? What will happen when taxes double? What will happen when the unexpected happens? What will you do to build for the future? As Master of YOUR Lodge, YOU must take the responsibility for the stability and the future of your Lodge. YOU have an opportunity, by your actions, to prepare your Lodge for the 21st century. You have an opportunity to ensure its financial stability which will, over the long-term, ensure its survival and growth.

Take a long hard look at your Lodge and the programs that you plan for your year as Master. Establish goals and objectives for that year and begin the process of preparing to implement any new programs that you have in mind. Most programs cost money, and to be totally successful, you must plan the financial part of each program. Will there be adequate funding? Perhaps you need to raise your dues. A positive approach towards establishing a firm financial base will yield positive results.

No Masonic Lodge can survive forever without a solid financial plan and budget. You have existed since "time immemorial", but times have changed. Adequate financial planning is as essential as adequate program planning. It is your duty to leave your Lodge in better shape financially than you received it.

The Need for a Budget:

One of the least understood and most feared principles of management is preparing and executing a budget for your organization. Think of the budget as your road map for planning programs and activities of the Lodge for the entire year. As Master, you can forget about the easy financial devices available to you for your personal budget. We are talking about a financial plan that does not include charge accounts, credit cards, overdrafts, or loans. Very simply, the Lodge operates on a cash basis and does not have other options.

How to Build a Budget:

The first step is to estimate the income that the Lodge will receive from all sources. Income includes direct dues, Grand Lodge Endowed Membership return, interest, donations and rents. Special care should be taken to be sure that a very accurate estimate is made of income. Use prior years' information as the basis for your budget.

Next, identify fixed expenses such as rent, taxes, utilities and Grand Lodge fees. Usually, you can review similar expenses for the past two years and be able to estimate fairly accurately. It is better to overestimate expenses than to underestimate them. Finally, estimate the costs involved in the various programs you plan to implement during your year as Master. The Secretary can estimate the cost of office supplies, postage, Grand Lodge forms, etc. He, along with other Past Masters, can help you estimate the "usual" expenses for donations, funerals, relief, and community service. As Master, you must determine how much you plan to spend for scholarships, for special events and the Trestleboard.

Income:

Estimating income is the easiest part of the budget process although there are several "traps" that you may overlook. Most of the Lodge's income will come from dues. Estimate the number of dues paying members in your Lodge based on the current number less the number of suspensions and demits expected. Subtract the number of Life Members and the "usual" number of remissions by the lodge. Multiply by your dues rate. Now multiply the number of Endowed Memberships by the expected payment from the Grand Lodge Life Member fund.

You should estimate the number of degrees expected for budgeting purposes NOT as your goal for the year, but rather a conservative estimate of the least number you expect. The Treasurer will give you an estimate of interest income and the usual amounts for rents should be included. If your Lodge has an Annual Fund Raising Event or some other usual extra income item, include it as needed. If all of the proceeds from this special event are spent on a budget item (i.e. passed directly to a charitable group, etc.), it may be excluded. It is, however, usually better to include both the expected income and expected expense of such events.

Fixed Expenses:

Some fixed expenses are a function of the number of members, such as Grand Lodge assessments and Trestleboard printing and mailing. Other fixed expenses such as taxes and insurance are easily estimated based on the previous year's expenses. Utility bills can usually be estimated based on the prior year unless you have taken some action to either increase or decrease these expenses. Just because an item is deemed a "fixed expense" does NOT mean it should not be examined and evaluated for possible reductions.

Variable Expenses:

Variable expenses are those items that vary according to programs and may either increase or decrease each year. Expenses for special events such as a 100 Year Anniversary or a "Pay Off

The Mortgage" Celebration may occur only once in a lifetime. Other variable expenses are costs of special awards, flowers or memorials for funerals and special events.

If you plan a new program to involve your members, it may cost something for postage and printing. Include that in this area. Estimate high... if your new idea is worthwhile, it will be worth the costs.

Balancing the Budget:

Finally, you must balance the budget. You are NOT running the Federal Government... you MUST balance your budget. Review all expenses and see what can be reduced. Review all income and what can be easily increased. If you have income that exceeds expenses, budget an additional expense to force a balance. This may be an extra payment to the Benevolent Fund, or other charitable work. Maybe you should establish a Building Fund or a Contingency Fund. Avoid using the "Other" line in a budget. If your Lodge owns the building, additional amounts in the building maintenance line are always a prudent idea to cover the unforeseen water heater or roof repair.

Finalizing the Budget:

Review your budget with the Secretary and Treasurer. Review it with select Past Masters. Practice defending your budget with these allies so that you can comfortably defend it with the entire membership. In the review process, be sure to LISTEN. These advisors may disagree with some of your programs and expenses, but they may also have good input and advice.

After all reviews and adjustments, publish the budget for the Lodge and obtain its approval. Once the budget is approved, expenses covered by the budget can be paid and do not need to be continually discussed in Lodge. When expenses are going to go over a line item, remember to bring that issue back to Lodge and get a new approval. Remember that funds of the Lodge are paid out at the will and pleasure of the Worshipful Master with the consent of the Lodge.

Selling the New Budget:

You may have to "sell" your budget. Your budget may require an increase in dues. It may require an increase in fees. Start early to inform your members. If you are spending more than before, there is a reason. Let your members know the reasons and why you need more dues and/or fees.

Summary:

Remember, the Budget is just a plan. Nothing is written in stone, everything can be changed. If events cause a change in your budget, do not despair, such is life. Adapt and "go with the flow". One of the reasons YOU were elected Master is YOUR ability to lead the Lodge through both the good AND the bad times. Be adaptable and always agreeable. Fight for your new programs, but if adversity strikes, fight for the changes necessary. Remember the "Solomon Principle":

King Solomon obtained funds for his temple only after many wars and much bloodshed.

Lodge Budget

Expenses	Budget 20__	Budget 20__	Budget 20__
Utilities			
Phone			
Rent/Taxes			
Postage			
Secretary			
Treasurer			
Insurance			
Meals			
Contributions			
Scholarships			
Newsletter			
Physical Improvements			
Other			
Other			
Other			
Total Expenses			
Income			
Dues (less Per Diem)			
Interest			
Bequests/Donations			
Contribution from Trust			
Fundraisers			
Other			
Other			
Total Income			
(Income less Expenses)			

Examining Visitors

The Constitution and Laws of the Grand Lodge of Minnesota provides that a Master Mason in good standing, who is a member of a Lodge under the Grand Lodge of Minnesota, or the member of a Lodge under the jurisdiction of a Grand Lodge or other Grand Body which is in fraternal relations with the Grand Lodge of Minnesota may be admitted as a visitor, provided he is vouched for by a member or is examined by a committee appointed by the Worshipful Master. One Mason cannot vouch for another unless he has sat in open Lodge with him.

When a visitor presents himself to the Tyler, Worshipful Master or other officer of the Lodge as a visitor it is the duty of the Worshipful Master to appoint a committee to examine him prior to the opening of the lodge. This can be a temporary committee appointed only to examine one visitor, or the Worshipful Master may appoint a Standing Committee, whose duty it is to examine every visitor of the lodge. Many lodges will appoint a group of Past Masters to handle the examinations to relieve the officers of this burden.

The committee should take the visitor to a quiet, comfortable place to conduct the examination in private. Before starting the examination talk with the Brother to set him at ease and make him comfortable. Remember he is a Brother Master Mason and is part of our fraternity. This is your opportunity to get to know him and make him feel welcome in your lodge. Find out how long it has been since he has been to lodge and how much he remembers of the work. Each member of the committee should examine the visitor's dues card for proper date, seal, and signature. The committee chairman should check that the Brother is a member of a Lodge that exists in the listings found in the book "List of Lodges Masonic" for the current year, as that is the most comprehensive listing of lodges recognized by the Grand Lodge of Minnesota. The members of the committee should also show the visitor their dues cards for his examination. If the visitor desires, the committee should also show him the Lodge Charter. Remember this is also his opportunity to find out if he is visiting a legally Chartered Lodge.

The Test Oath is then given with the visitor and all committeemen holding the Holy Bible. Give it in short sections so that the visitor can repeat it in an understandable manner.

The actual examination should be as brief as possible. For the Mason who is active in Lodge work, a few signs, words, and similar material are sufficient to prove his membership. DO NOT prolong the examination by trying to grind out how much the man knows, nor ask difficult questions that might embarrass the visitor, rather make the experience enjoyable so that the visit will feel welcome. Remember the work is different in each Jurisdiction and the visitor may not understand the questions you are asking him.

For the man who has not been active for many years, or who has a poor memory, use patience and understanding. Put him at ease. Try not to allow him to become excited or worried. Ask if he remembers what happened in the degrees? How did it happen? Does he remember an

obligation or any penalty to an obligation? Was he given anything? Was he asked to give anything? How was he dressed for the degrees? What was on the Altar? If he recalls something from one degree, ask if there was something similar in another degree. A small hint here or there might be all that is necessary to open his memory.

After the committee has completed its examination, and is satisfied that the visitor is a Master Mason, they should introduce him to the Tyler and Deacons of the lodge and explain that they have examined the Brother and found him eligible to visit. Some lodges may ask the visitor to fill out a visitor's card. The members of the committee should make the Brother feel welcome and introduce him to the other members. Every visitor is a possible new member for your lodge. To help with his comfort level, be sure that a member of your lodge sits with the visitor during the meeting. This will ensure that he is familiar with our procedures, as they may be different in his home jurisdiction.

Something to remember when examining a visiting Brother, he may ask to see your charter to ensure you are a properly chartered Lodge. Make sure you know where your charter is so that it can be produced if asked.

Focus on Fellowship

Do you want to promote Masonic Renewal in your Lodges? Before we begin, take a few minutes and determine something about YOUR Lodge. First, count the number of members normally attending your lodge meetings. Now, divide that by the number of members of your Lodge. This gives us a percentage of members attending your stated meetings. Now, how many of your members are under age 36? Divide this number by the number of members of your Lodge. This gives you the percentage of members that will likely be alive 40 years from today. Keep these percentages in mind as you read the following:

According to a recent survey, the "average Lodge" today will have from 8 to 9 percent of members attending meetings regularly. The percentage of members under age 36 will be less than 5 percent. Compare these to the numbers you computed for your Lodge. These numbers present us with two challenges. First, we need to increase the number of Masons attending Lodge meetings and secondly, if our Fraternity is to survive, we must attract new members from the younger generation. Actually, both of these challenges are interrelated and the same or similar actions may help solve both.

The first step in finding solutions is to develop an understanding of the problems. We must recognize that the world is constantly changing and Masonry has changed very little. Just look at the changes in the 20th century. In 1896, the horse and buggy was the primary mode of transportation. Now we have sent men to the moon and space craft circle the earth. Air travel

is available to everyone. In 1896 we wrote letters and read an occasional newspaper. Now, television has shown us all parts of the earth and informs us of events as they happen. Information is instantaneous. We now have frozen foods, copy machines, credit cards and computers. Some of us remember when not everyone had a car ... today's children will never know a time when information on any subject was not instantly accessible in the palm of your hand. At the start of the 20th century there were few cars and fewer roads; everyone ate natural foods, people got married first and then lived together; wives stayed home and relied on their husbands to earn a living. The world around us has changed. Masonry MUST change also!

Now, let us examine several approaches to these two basic challenges.

Attracting New Members:

We know that the world today is different than years ago. Life is faster paced, changes come quicker, concepts and beliefs that were landmarks for generations suddenly aren't landmarks anymore. Those who were adults in the 1950's and the 1960's can well remember the difficulties society faced in those years. Those who grew up in the 1960's and 1970's faced similar difficulties which shaped the way that generation looks at the world. It is a world dominated by relative concepts.

Even relationships have tended to become relative. Old values have given way to a new mind set. Difficulty in maintaining commitments may be one of the reasons that the divorce rates are so high today and why litigation has become such an enormous burden on society. You might be a part of this age group, a father or grandfather to one, but we are all affected by it and since it basically covers the ages from 35 to 50, it is also the group most likely to be drawn upon for new Lodge membership.

In this environment, people tend to be relationship starved. You'll find that this age group is also made up of a large number of "joiners". They join everything... churches, Boy Scouts, soccer teams, country clubs, P.T.A.'s, environmental groups, political groups. Their children are entertained by cell phones, television and a constant series of extracurricular events and team sports. It is a generation constantly in motion and many of them are driven to have more of the best of everything. The level of competition among their children is just as intense as among adults. The other group are the "retreaters". They hide at home in front of the television or gather with a small band of close friends at bars, ball games or at homes watching television. They appear to be family people, but mainly, they are avoiding relationships because they have become so undependable.

Granted, this might not describe all the young men that are coming through our doors now, but Lodges that have made an upturn in membership are bringing in more and more of this generation. Their key to success is in the longing, in these men, for stable relationships.

Brotherhood and fraternity are two of our strengths and are exactly what these men are striving for as they try to satisfy their longing, their emptiness. Relationships that are based on fixed standards and firm moral ground can be a new concept to many of them.

The answer then is to **Focus on Fellowship**. Here are three ideas to help your Lodge attract the right men to the fraternity. These three ideas are not the "only ideas" or the "best ideas", but, they DO WORK.

1. Have an event that places some non-Masons in the midst of some Masonic activity.

All of us know someone that we think would be a good Mason. If only we could get them interested. Have a barbecue or a breakfast to raise money for a local charity. Serve a breakfast or a dinner for local firemen and/or policemen. Work the Shrine Circus. Get a non-Mason involved by asking him to help you cook, to help you clean up, to help you collect for charity. Use his talents and make sure you have a Mason working beside him. Assign the Mason to look after him and to be sure that no one pressures him to join or treats him like an outsider. Demonstrate how Masons work together and for mankind. Show him what fellowship and brotherhood is all about. In effect, let him feel the warmth that he will gain by being a member.

2. Sharpen up your Masonic Funerals.

We all know that this is one time when we are on display. It is also an emotional time for the family. Since the deceased was probably a member of your Lodge, talk to the family about him. If you didn't know him well, you can still share information about what your Lodge was like when he was initiated. Don't blow the ritual! Don't stand there and stumble through it, just so that you can say you did it from memory. Either learn it well or read it well. Multiple members of your Lodge should take the time to learn this important ritual.

3. Volunteer for activities where your members will be seen as a group doing something useful for others.

Maintain the grounds of a public school on a regular basis. This will be seen by teachers and by parents. Adopting a segment of a highway for cleanup usually means a sign will be erected showing your sponsorship. Remember that you will be on display, so mind

your manners especially well and if a sign proclaims that your Lodge has adopted this segment of a highway, be sure it reflects the pride and care that you desire.

In every case when a non-Mason attends a function at your Lodge or in the community when Lodge members participate as a group, remember to **Focus on Fellowship** by demonstrating fellowship by your actions and by your demeanor. Be sure that your Lodge is known as a "friendly" Lodge that always welcomes strangers.

Increasing Attendance:

There are many surveys telling us why men have become Masons and why others are attracted to the fraternity. None of these surveys said that he becomes a Mason to listen to the minutes and bills read and approved or to witness the making of Masons. Yes, we must have business meetings and pay the bills, but it does not need to take all night. Have the Secretary read a synopsis of the minutes or post them for review prior to the meeting. Discuss and adopt a budget at the start of the Masonic year and then the Treasurer need only list those items for approval that are not in the budget.

Plan the Stated Meeting as a time of fellowship and renewal of friendships. Hold special programs at Stated Meetings and invite specific groups such as Past Masters or First Year Masons to attend. Make EACH meeting something special. Here are three ideas to help your Lodge increase attendance at meetings:

1. Spice up your degrees.

Show your pride in doing flawless ritual, but add some special feature a dinner before; a tuxedo degree team ritualistic robes for the Master's Degree a special speaker after the degree.

2. Hold an open meeting FOR each new Master Mason and his family.

At that open meeting give the monitorial part of the lecture and present his Bible and Apron. This way the family will learn more about Masonry and why he is so interested.

3. Encourage new members to attend.

Who is the most enthusiastic Mason you know? The newest! Teach the new Mason about the rules of solicitation, give him some petitions and tell him to tell his friends about Masonry. Give EACH new Mason a job. Appoint special committees for special events, make the newest members a part of this team. Does your Lodge have official greeters? If not, give this job to the new Master Masons. It gives them a way to meet the older members and serves a vital function. **Focus on Fellowship!** Take whatever steps you can conceive to improve the

atmosphere for good fellowship at the Lodge, at Stated meetings, on degree nights, at family nights, and all times.

Focus on Fellowship!

Let us think about true brotherly love. How do we treat our visitors? Do we always sit in the same group in Lodge and at the refreshment table? Do we make it appear that we belong to an exclusive group within the Lodge? Do we make sure that visitors and new Master Masons are not left alone? Do we make our own members feel a part of the Lodge? Do we see that the new Master Mason is not embarrassed during the opening and closing ritual?

We not only need to welcome and make our visitors and new members feel at home but we must also be sure not to embarrass the occasional attendee but calling attention to his infrequent presence. Express your happiness to see him again and welcome him.

We must get more involved in educating our candidates as to the real lessons of each degree. It is not enough to simply learn the words. We must teach the true Masonic philosophies and provide all the Masonic Light we can muster. We do not have to make radical changes in our ritual or our procedures. We do have to make radical changes in how we treat our members and how we assimilate new members. Think about fellowship, practice the art of friendliness, cultivate brotherhood, ... **Focus on Fellowship!**

New Member Orientation

One of the main objectives of any Lodge should be to educate and cherish New Members. How should we handle and treat a new member, who has just petitioned and been elected to become a Mason?

To begin with, most new members are very nervous and worried about what is before them and what is going to happen, plus the memory work. They may have been told some foolish thing about what will happen to them in the degree work, or about what they will be required to learn. The Worshipful Master, officers and members of any Lodge should be very concerned in what they tell a new member and try to put them at ease and in a frame of mind to assure them that they are going to thoroughly enjoy the next few months while going through the degrees.

BE EXCITED, ENTHUSIASTIC, AND HELPFUL IN EVERY RESPECT TO NEW MEMBERS.

Purpose of Orientation:

- a. To get acquainted with the new member
- b. To inform and educate
- c. To answer questions and open a line of communication

Investigation:

- a. Appoint an Investigating Committee of members knowledgeable of the Craft and who will give a good impression.
- b. The Investigating Committee should visit with each new member. face-to-face, when his wife can be present.
- c. Be very kind and willing to spend the proper time with new member, and his wife and family. Explain to them the requirements of a new member. Be sure to explain the time needed for memory work. Be very careful not to scare the new member into thinking the requirements are too much. Assure he and his wife that a very knowledgeable member will be working with him and will be anxious to teach him and assist in any way.

After Election:

- a. Lodge Secretary will notify Petitioner of being elected.

- b. Chairman of the Lodge Education Committee or the Mentor for the candidate should contact the new member and review the first two quest books or the first section of the Masonic Enrichment book. It is best to have this meeting in the Lodge Room. If possible try to have both the new member and his wife present. The quickest way to lose a Brother from the Lodge and Fraternity is to not have the support of his family. Ask and answer any questions about the Lodge Room. Be sure that the Brethren on this committee are some of your best in dealing with people.

Degrees:

- a) Set a date for initiation that the new member agrees with, at his convenience. If your Lodge uses a set schedule for degrees, make certain that the dates will work for your candidate. If they do not, arrange for courtesy work at nearby lodges if necessary.
- b) Read and review "To The Entered Apprentice Mason", published by Grand Lodge previous to the hour of initiation.
- c) After degree, explain all Lodge Courtesies (gavel knocks, attitude of prayer, etc.) to the new member.
- d) Assign an Instructor and Mentor. This should be someone that is convenient to the new member, and someone who is very proficient. Remember that the ritual instructor and the mentor need not be the same Brother.
- e) Follow-up. Keep in touch with the instructor and New Member to see how they are progressing. Show you are interested in his development.

After Degrees:

- a. Have new member complete the Additional Lodge Light program as required.
- b. Appoint the new member to a Committee or other job he has an interest in; help him to become active.
- c. Periodically review the New Member's progress:
 - 1. Does he attend Lodge meetings?
 - 2. Has he worked on a committee or other assignment?
 - 3. Has he learned his Third Degree proficiency?
 - 4. Does he his family attend social activities?
 - 5. Does he exhibit leadership qualities?

Above all, as Worshipful Master show particular interest in all *new members* until such time YOU know they are on solid footing. ALWAYS REMEMBER, YOU WERE A NEW MEMBER AT ONE TIME. BE LOVING AND KIND TO NEW MEMBERS AND ALL OUR BRETHERN.

Communications from the Lodge

Past Grand Master Brian Beermann often said that Masonry is a belly to belly business. Communicating face to face is always the best way to build friendships and enjoy fellowship. Receiving a phone call can help brighten their day and show a Brother that they are an important part of the Lodge. The use of letters / correspondence also serves a vital role in building fellowship and keeping a connection between the Lodge and the members.

Appendix A contains examples of several letters that will assist you in initiating this correspondence:

Candidate's Acceptance Letter from the Master

Letter from Lodge Master to Candidates Wife who has questions

Letter from Master to New Entered Apprentice

Letter from Master to New Entered Apprentice's Wife

Letter from Master to New Master Mason

Letter from Master to Widow (best to call the Lodge's widows and use the letter as a follow-up)

The use of these letters can help to build the bridges of fellowship with the new member, the members' wife or a widow. These letters, when used in conjunction with face to face meetings and phone calls, can help to establish a connection and a feeling of belonging to the Lodge.

These letters are examples only and should be amended as needed so as to truly reflect your Lodge. Remember to use your Lodges' letterhead when sending correspondence if at all possible.

Internet Presence – The Electronic Frontier

Modern freemasonry is essential in a world that is so technologically advanced. These days, people search for information on something before they act. If someone is looking for Freemasonry in your area and you don't have a website you can be sure that they will happen upon another Lodge that does. Younger prospective members in particular expect organizations to have an internet presence.

The question of do we need a website /Facebook page / Twitter feed is just like the questions that were asked over 100 years ago about electricity and telephones. Would your lodge be without electricity and a telephone today? The answer is NO! You can't be without a website and social media presence either.

Young people communicate through the electronic medium. They research what Freemasonry is before they ever knock on your door. What does it say to them if they look for information about a Masonic lodge in the town where they live or a town nearby and they find nothing? Many Lodges that have an electronic presence have said that they have received inquiries from individuals wanting to know more about Masonry and that has resulted in petitions and new active members while also generating positive exposure in the community.

Email, websites, and social media are a great way to communicate with your membership, especially your members that live away from the community where your lodge is located. It makes them feel "connected" to the lodge. A successful lodge is a lodge whose members feel connected to the lodge, no matter where they live

Your website should contain at a Minimum---

- Lodge name
- Address
- Stated meeting day & time
- Contact information (W.M. & Secretary)
- Officers (list & picture)
- Schedule of upcoming events

Your website / social media presence has to have current information. Don't forget to update the information on the site. Old outdated information is worse than having no website! Outdated information does not send a very good impression to the person viewing your site!

Today, more and more people use the internet and social media to search for information on organizations. Here's how to drive traffic to your page and create content that gets you "liked" - online, and in the lodge.

Post regularly

- **Be consistent:** Post fresh content on a regular basis - ideally, once a day; at least a few times a week.
- **Best-laid plans:** Take time every week to plan next week's posts.
- **Crowd-pleasers:** Aim for a mix of content that's interesting to lodge members, outside Masons, and the general public.

Quick and easy posts

- **Event info:** Chances are, many of your followers are lodge members. Use Facebook to keep them informed of upcoming events.
- **Lodge news:** What are this month's Trestleboard articles? You may be able to reuse the material, such as member recognition or an event recap. Be sure to condense information into one or two sentences.
- **Questions:** Put the focus on your followers by asking questions - from their opinions on Masonry to their plans for the weekend.
- **Masonic moments:** Did your lodge just complete a community service project? Attend Annual Communication? Ask members to comment on their favorite part of the event, and put out a call for photos.
- **Contests:** Be creative. Post a photo and host an impromptu caption contest, or name a theme and challenge followers to submit the best quote.
- **Trivia:** Share facts about your lodge or "today in history" tidbits. Did your lodge recently host a Masonic education night? Quiz followers on the presentation.
- **Beyond status updates:** Post photos, videos, and links to articles or websites. (See below.)

More on multimedia

- **Photos:** Take photos at every non-tiled lodge event, then upload them to Facebook with descriptive captions. Make sure you have permission from the individuals pictured. Don't forget to "tag" (identify) members in photos, so they'll show up on the members' Facebook pages, too.

- Videos: Take video at every non-tiled lodge event. Make sure you ask permission before videotaping anyone. Keep videos short - aim for under three minutes - then upload to Facebook.

Grow your network

- Friends and family: Start by asking friends and Masonic organizations to show support by “liking” your page.
- Worldwide fraternity: “Like” the pages of other lodges and Masonic organizations.
- Support local pages: Search for Facebook pages of community organizations. “Like” and participate on their pages. Eventually, they’ll return the favor.

Promote your page

- Email: Send an all-member email announcing the launch of the Facebook or other social media page and linking to it.
- Trestleboard: Place the Facebook icon somewhere prominent in your Trestleboard. You can even include a “What’s happening on Facebook” blurb, highlighting the discussion topic that generated the most participation that month.
- Website: Link to your Facebook page on the lodge website.
- Everyday email: Ask officers and your lodge website administrator to add the Facebook icon/link to their email signatures.
- Other social media: If your lodge also has a Twitter account or YouTube channel, link it to your Facebook page.

Other tips

- Well-rounded profile: Take time to fill out your profile with information about the lodge and how to contact you. Include a link to the lodge website.
- Portrait of a lodge: Upload plenty of candid photos of the lodge building, members, and activities.
- Social media managers: Choose a primary administrator, then ask two or three members to help brainstorm posts and participate regularly on the page. Look for members who already use social media. Consider asking new members, who may appreciate the opportunity to get involved.

- Measure your success: Every week, record the number of “likes” on your page, and review the level of participation. Look for patterns of what worked best with your online audience.

The Costs associated with having a website can vary but many options exist for budgets and technical capabilities of all levels. Be sure to check out what is included when setting up your Lodge website; costs, maintenance, functionality (able to process payments for dues/dinners/events) and accessibility are some of the considerations.

It is recommended that Brothers review the current Grand Lodge of Minnesota’s Computer Use and Internet Policy contained on the Grand Lodge website and in Appendix A.

Officers of the Lodge

The Lodge elects a Master, Senior Warden, Junior Warden, Secretary and Treasurer and some will also elect Trustees. As Master, you cannot actually select these officers. However, most Lodges do have a presumed “line of succession” or you may hear the phrase “tradition prevailing” which gives you some idea of who the next year’s officers may be.

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

Duties and Obligations of Lodge Officers

The officers of a Lodge have been elected or appointed to serve the Lodge because of their particular talents. Some are more gifted in certain areas than others, but all of them must possess one very important characteristic, that of devotion to duty. When a man accepts an office in a Masonic Lodge, he is saying to the brethren of his Lodge that he has committed himself to Masonry and to the complete fulfillment of his office, and to future offices in subsequent years, if he is part of the progressive line. He should, prior to acceptance of an office, study the charges which will be made to him at his installation. He should also recognize that he will have to make certain sacrifices, as the job of an officer is not a one or two night a month obligation.

There is a great deal of planning, studying, and attending involved in each of these offices. If he is not prepared to make these sacrifices, then he is not being fair to his Lodge or to himself by accepting the office. Every officer must work with enthusiasm, not only at his own job in the Lodge, but he must assist all other officers in the performance of their duties. By doing his job well, the officer is earning his way to the next office in line, or to some other position of responsibility in his Lodge.

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

A successful Lodge has good ritual work, a good educational program, and good

Lodge administration and management. It is the responsibility of every officer to see that your Lodge is a successful Lodge.

Worshipful Master

The Master is elected by his Brethren to fulfill the highest honor which can be bestowed upon a Master Mason by his Lodge. His duties, power and prerogatives are well-nigh absolute and, as such, the trust which his Brethren have placed in him must never be violated.

The Master will:

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

Senior Warden

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

The Senior Warden will:

- Serve as Master on the Entered Apprentice or Fellowcraft Degree
- Be responsible for obtaining all the necessary brethren needed to exemplify the Degree at which he will preside, this includes brethren to rehearse the lectures
- Be responsible for the continuous operation of the mentoring program
- Secure mentors and ritual instructors for the candidates
- Serve as a member of the Finance Committee.
- Attend Grand Lodge Communications, schools of instruction, area conferences, Masters and Wardens conferences, Degree rehearsals and leadership schools
- Be responsible for an occasional article in the Lodge newsletter
- Be available to head up projects for the Worshipful Master
- Secure a commitment from a qualified member for appointment to the line

Junior Warden

To the Junior Warden is committed the superintendence of the Craft during the hours of refreshment; it is, therefore, indispensably necessary that he not only be temperate and discrete in the indulgence of his own inclinations, but carefully observe that none of the Craft be suffered to convert the purpose of refreshment into intemperance and excess. His regular and punctual attendance is particularly requested.

The Junior Warden will:

- Serve as Master or Senior Warden in their absence
- Serve as a member of the Finance Committee
- Serve as Master for the Entered Apprentice or Fellowcraft Degree.
- Be responsible for obtaining the necessary brethren needed to exemplify the Degree at which he will preside, this includes brethren to rehearse the lectures
- Coordinate community activities (i.e. Highway cleanup, KidsID, etc.)

- Attend Grand Lodge Communications, schools of instruction, area conferences, Master and Wardens conferences, Degree rehearsals and leadership schools
- Become acquainted with all fraternal matters such as Welfare, Relief, Charity, Minnesota Masonic Charities, Inc., and the Masonic Service Association
- Serve as liaison officer for DeMolay, if the Lodge sponsors a Chapter, and/or Job's Daughters, if the Lodge sponsors a Bethel
- Be responsible for an occasional article in the Lodge newsletter

Treasurer

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

The Treasurer will:

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

Secretary

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

The Secretary will:

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

Senior Deacon

It is the duty of the Senior Deacon to attend on the Master and Wardens and to serve as their proxy in the active duties of the Lodge, such as the reception of candidates into the Degrees of

Masonry, the introduction and accommodation of visitors, and in the immediate practice of our Rites.

The Senior Deacon will:

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

Junior Deacon

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

The Junior Deacon will:

- Assist with the examination and introduction of visiting brethren
- Attend schools of instruction, area conferences, Degree rehearsals and leadership schools

Senior Steward

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

The Senior Steward will:

- Seriously propound from memory the necessary interrogatories to the Candidate and collect the required fees

- Assist and conduct Candidates, when needed
- Prepare the Candidate for the work
- Attend schools of instruction, area conferences, Degree rehearsals and leadership schools
- Arrange for assistant Deacons, when needed
- Perform the answers portion in the first section of the lecture on each degree

Junior Steward

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

The Junior Steward will:

- Assist and conduct Candidates, when needed
- Attend schools of instruction, area conferences, Degree rehearsals and leadership schools
- Prepare necessary clothing for all Degree work
- Perform the questions portion in the first section of the lecture on each degree

Marshal

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

The Marshal will:

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

Tyler

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

The Tyler will:

- Be prompt and early, so the Master can open his Lodge on time
- Register all visiting Brethren and see that they are duly vouched for or examined
- See that the brethren are properly clothed at Communications and funeral occasions
- See that all aprons are kept clean and pressed
- See that all Lodge paraphernalia is in place for Communications and Degree work
- See that all Lodge paraphernalia is put away when the Lodge is closed
- The Tyler should be reminded that he may be the first member of the Lodge to meet a visiting brother. It is, therefore, very important that the Tyler sincerely welcome the visitor and see that he is examined and, if found qualified, properly received.

Chaplain

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

The Chaplain will:

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

Lodge Education Officer

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

The Lodge Education Officer (LEO) will:

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

Committees

The development of committees is an important and challenging part of leadership. Committees can make the members feel involved and can dramatically reduce your workload.

Initially, you should concern yourself with deciding what committees will be necessary to achieve your objectives. Then you should consider who in your Lodge would be best to lead that committee. This should be accomplished at least one month prior to your installation, in order that you can announce the committees at your installation and let them get started right away.

It rarely works to simply ask for volunteers. Men will help only if they have the time and feel passionate about what you are trying to accomplish. If you want people to help you, don't just send an email or text message. If you want to get a firm commitment, you will need to ask them face to face or call them personally.

To effectively manage committees:

- Determine who you want to chair the committee.
- Meet with that individual and explain to him clearly and specifically what you want done and, at a high level, how you want it done. Then ask him if he will do it.
- After you have found a committee chairman, with his input, determine who can best work and serve on the committee.

- Meet with each prospective committeeman individually, describe the committee to them and ask if they will serve with the chairman on the committee.
- Require periodic reports and updates from your chairmen. This establishes a set of interim goals for each period which build upon each other, and thus, combine into a successful overall effort.
- Give chairmen the freedom and support to do the job their way. The more effective you are in selecting, overseeing and empowering your committees, the more they will accomplish.
- Provide a budget for the committee to complete their work

Standing & Special Committees

Define a purpose for each committee and decide how you want it to function. Include at least one member on each committee who seems best suited for the task at hand. Look for opportunities to mix less experienced members with seasoned veterans who know how to make a committee work effectively.

EXAMPLE: You have a Lodge member who regularly visits the sick in the hospital as part of his church activity. Enlist his help as chairman of your Sickness and Distress Committee and assign several brothers to assist him who know little about visitation but are willing to help.

BENEFIT: The committee chairman you have chosen will find it easy to visit and check on sick brethren and will be able to guide the other members as they assist him. Therefore he is not overwhelmed with extra work and the other committee members gain useful knowledge that will benefit them personally as well as the Lodge.

Special Programs

Special occasions, celebrations, recognition programs, award dinners, etc. nearly always follow a standard format. The usual minimum requirements are setting the time and place of the event, getting notifications out, providing a meal and a featured speaker or program. It sounds simple enough. Yet each portion requires careful and detailed planning. This is a good time to call in those veterans for advice. When assigning tasks, remember not to overwhelm. Use more people and assign smaller tasks. Everyone likes to be successful. Give them a chance to succeed by not asking too much.

Member Improvement / Education

In today's society a Lodge must compete for member participation against many outside influences. Most people find it difficult to turn down an opportunity to learn something new, especially when it may benefit them personally or their family. Education opportunities don't have to be limited to Masons and Masonic subjects only. Masonic education could include such things as a school of instruction, esoteric work and Masonic education (history, laws, symbolism). General interest seminars on such subjects as travel, health care, child care, financial planning, life & health insurance needs, etc. that could be provided for the whole family. Some Lodges have even expanded Masonic education by opening the event to the public, more especially friends of the Mason that they feel would also make a good prospective member.

Community Involvement

Public Schools Week, Bikes for Books, Kids ID, March of Dimes and other community projects or activities can be better planned with the assistance of members having backgrounds in civil service type jobs such as city government officials, school teachers and officials, and members of law enforcement.

Recreational Activities

Lodge activities don't always have to be Masonic in nature. Why not set up some recreational activities for your Lodge. If enough interest develops you might even hold friendly competition with members of other Lodges. Your Lodge could sponsor a picnic at a nearby park for member families and close friends; golf or fishing tournaments that could also be used as fund raisers; trips to nearby historical sites complete with a tour guide; guided museum tours. Activities such as these can develop interest in the fraternity by those who are not members.

Youth Activities

Rainbow & Job's Daughters for girls, DeMolay for boys, baseball or softball leagues, Scouting programs, organized fishing or camping trips, reading programs. The list goes on. The basic idea here is family involvement in a wholesome atmosphere.

As you assign committees, keep track of their members, goals and progress in the three ring binder

Setting up a three ring Binder

In the introduction to this material, you were advised to put your information into a three ring binder. This will allow you to have all the Lodge information in one place. As your journey to the East and while you are in the East of your Lodge, it is appropriate to add to the three ring binder the following information:

Lodge Members

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

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

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

The Master should set a goal of communicating one on one with every member of the lodge sometime during his term. This should be outside any communications regarding dues. Birthdays, anniversaries of joining the Lodge, events, etc. are all great times to call / visit Brothers.

Minutes

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

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

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

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

Lodge Communications

One of the most important aspects of leading and managing your Lodge is to be in touch with your officers, Lodge members and other groups connected with the Lodge, such as Scottish and York Rites, Shrine, Eastern Star, DeMolay, and Job's Daughters.

In this section, place a copy of all communications you send out. This could be your monthly newsletter to all members, a letter to your officers, a memo to the building committee or a request to Grand Lodge.

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

Committee Assignments

When you establish a committee or group, keep track of it in the binder. List who is heading up the group, what the goal is and who is involved. Remember that you have resources to assist you, especially with the other elected officers. Do not get burned out, let them help with shouldering some of the responsibilities, which in turn will help them prepare for their journey toward the East.

Other Communications

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

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

Resources for Your Year

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

As Master “your powers are well-nigh absolute”. Fortunately, that power usually exists only to the degree of support given to you by the officers in your Lodge. They are your first line of support. Talk to them regularly. More importantly, listen to them regularly! Your next line is your Past Masters. They can help you with historical perspectives and how programs or ideas worked in the past. Take care to balance their advice with the needs of the current membership and activities of the Lodge. Other members of the Lodge can also help with developing ideas and programs.

From outside the Lodge, your first line of assistance is your District Representative. He is a Past Master, and is familiar with other Lodges in your area and can provide information about their successful programs. The District Representative is the person with whom you should consult when you need help that no one in your Lodge can provide. He can help you with programs, ritual, information, etc. Other resource people include the Grand Lodge Education Officer and your Area Deputy. If your Lodge is a member of a Lodge or Masters & Wardens Association, those members can often be of assistance, as well.

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

The information below is adapted from the Minnesota Masonic Light Award Program, another resource available to you and your Lodge. All of the material is available from the Grand Lodge or at various fraternal retailers.

Suggested Resources for Leadership

Masonic Lifeline: Leadership by Allen E. Roberts

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

Key to Freemasonry's Growth by Allen E. Roberts

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

In Search of Leadership by Allen E. Roberts

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

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

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

The Grand Lodge of Minnesota website - www.mn-masons.org

Suggested Resources for Lodge Administration

Masonic Manual of Minnesota

This pocket-sized book provides you with various aspects of information on ritual, the Degrees, installation, reception of Grand Lodge Officers, funeral services, etc.

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

Masonic Lodge Methods by Blakemore.

Jurisprudence of Freemasonry by Mackey

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

How to Become a Masonic Lodge Officer by Haywood

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

The Master's Book by Carl H. Claudy

Robert's Rules of Order - While the Grand Lodge of Minnesota does not necessarily run its meetings according to Robert's, you should be familiar with the parliamentary procedure, such as how to make a motion, seconding, discussion, voting, etc.

The Worshipful Master's Workbook by Cabell F. Cobbs (MSA)

Program Notebook for Worshipful Masters Masonic Service Association (MSA)

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

The Hat and Gavel (MSA)

The Grand Lodge of Minnesota website - www.mn-masons.org

Degree Teams

As your year as Master of the Lodge draws near, you need to be considering who will fill the positions and roles on the three Degree teams. Many Lodges have the elected and appointed officers assigned certain roles for each of the degrees.

It is important that you begin this process now. Let the members of the Lodge know what positions you would like them to fill; when, where and at what time the Degree rehearsals will be, and when the Degrees are scheduled for presentation.

Some Lodges recommend that their three principal Officers of the Lodge are each responsible for a different degree and covering the requirements of the East. The Senior Warden is assigned the Entered Apprentice degree, the Junior Warden is assigned the Fellowcraft degree, and the Master is assigned the Master Mason degree. The reason many have for the Senior Warden being assigned the Entered Apprentice degree is that he has had an additional year of degree experience under his apron.

Last minute preparation will go much smoother if you have a plan in place, and the Lodge members who will be assisting you in presenting the Degrees have plenty of time to prepare and learn their parts.

A candidate for your Lodge may have many opportunities to see and take part in Degree work in years to come, but they will only have one chance to be candidates. As candidates, there is much to learn from the Degrees; and the manner in which they are presented will, in great measure, determine just how much the candidates get out of the Degrees.

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

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

FIRST DEGREE

Date & time of Degree

Location

Date & Time of Rehearsal

Location

1st School of Instruction

Location

Position

Member

Master

Chaplain

Secretary

Treasurer

Senior Warden

Junior Warden

Senior Deacon

Junior Deacon

Senior Steward

Junior Steward

Tyler

Gives Charge at Initiation

Q & A Lecture

Second Lecture

Third Lecture

Second DEGREE

Date & time of Degree

Location

Date & Time of Rehearsal

Location

1st School of Instruction

Location

Position

Member

Master

Chaplain

Marshall

Senior Warden

Junior Warden

Senior Deacon

Junior Deacon

Senior Steward

Junior Steward

Tyler

Gives Charge at Initiation

Q & A Lecture

Second Lecture

Third Lecture

Third DEGREE

1st section

Date & time of Degree

Location

Date & Time of Rehearsal

Location

Date & Time of

1st School of Instruction

Location

Position

Member

Master

Chaplain

Marshall

Senior Warden

Junior Warden

Senior Deacon

Junior Deacon

Senior Steward

Junior Steward

Tyler

Gives Charge at Initiation

Attendant to Candidates

Third DEGREE 2nd section

Date & time of Degree

Location

Date & Time of Rehearsal

Location

1st School of Instruction

Location

Position

Member

Master

Chaplain

Marshall

Senior Warden

Junior Warden

Senior Deacon

Junior Deacon

Senior Steward

Junior Steward

Tyler

Gives Charge at Initiation

Q & A Lecture

Second Lecture

Third Lecture

Attendant to Candidates

Annual Lodge Certification - Lodge Recognition Program

The Lodge Recognition Program is designed to assist all lodges in Minnesota to improve themselves. District Representatives (DRs) will meet with lodge officers to assess your progress from the previous year. There are four levels of recognition, beginning with Lodge in Good Standing; progressing through Bronze, Silver and Gold. All lodges will be recognized for attainment of a level.

- All lodges start simply as a Chartered Lodge. Lodges which meet the appropriate criteria progress to the Lodge in Good Standing or higher level. Before moving to the next level, your DR must ensure that you have met each bulleted requirement.
- Levels are attained when all the bullet points designated to it have been accomplished.
- The Grand Master (or designee) will work with each Area Deputy to determine recognition at the next Annual Communication or other convenient time.

Levels of Recognition

LODGE IN GOOD STANDING:

- Must be able to pass the Lodge Certification Program, as certified annually by the DR.
- Must submit an annual report and send in net per capita fees by the end of January of each year.
- Must hold a minimum of 9 lodge meetings per year.
- The Master and both Wardens (or their proxies) must attend the Annual Communication during their year.
- Must host a minimum of one LEO Program per year.

BRONZE:

- DR to ensure that the lodge qualifies as a Lodge in Good Standing.
- Raise a minimum of one brother per year -this may be accomplished through a One-Day Class or with support of other lodge(s).
- Establish and maintain a Mentor program.
- Stated meetings are held according to by-laws.
- Hold regularly scheduled Officers' Meetings.
- Have a minimum of one brother in the lodge officer line who is not a PM.

- Host a minimum of two LEO Programs per year.
- Host a minimum of two social and /or community programs per year.
- The lodge must be represented at an area conference.
- Host at least one charity presentation (preferably MMC) per year.

SILVER:

- DR to ensure that the lodge qualifies as a Bronze Lodge.
- Raise a minimum of one new brother per 50 on the rolls at the beginning of the year, with a minimum of two new brothers, inclusive of any One-Day raising(s).
- Can put on degree work, including all lectures, but may utilize support of other area lodges for a minority of positions (DR / AD discretion).
- Assign a Mentor to every new brother.
- The lodge must have a functioning regular newsletter OR website.
- Light refreshments or meal served before or after every meeting.
- Host a minimum of four LEO Programs per year.
- Host a minimum of three social and/or community programs per year.

GOLD:

- DR to ensure that the lodge qualifies as a Silver Lodge.
- Raise a minimum of 1 new brother per 30 brothers on the rolls at the beginning of the year, with a minimum of 3 new brothers, inclusive of any One-Day raising(s).
- Show that the Lodge is capable of performing all degree work without assistance from other Lodges, including all lecture sections.
- Host a minimum of six LEO Programs per year.
- Publish a Lodge newsletter, at least five issues annually, AND have a functioning lodge website.
- Mentors are assigned for one year and each new brother is involved as a volunteer in a minimum of two events.
- Conduct at least one program per year in conjunction with our appendant bodies
- A meal must be served before or after each meeting, on or off site.

- Conduct a minimum of one evaluation per new brother within the first year of his mentorship and as a member of the lodge.

Categories

1. ANNUAL COMMUNICATION – This requirement is equal at all levels. The Master and both Wardens are required to attend, or their proxies. We encourage Secretaries, LEOs, up-and-coming line officers and other members to attend, especially the breakout sessions which are always highly educational.

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

Bronze – 1 brother per year

Silver – 1 brother per 50 brothers on the rolls at the beginning of the year, minimum of 2

Gold – 1 brother per 30 brothers on the rolls at the beginning of the year, minimum of 3

3. MENTOR PROGRAM –The backbone of membership retention is a good mentor program. If a new Mason is given a good start they'll continue with the Lodge for years.

Bronze – Mentor program established and mentors assigned to new candidates

Silver - Mentor as signed for one year, records kept.

Gold – Mentor assigned for one year, record kept on tasks accomplished. Each new Mason within the first year should also keep records and evaluate their mentor and the lodge.

4. DEGREE WORK – Our goal is that each Lodge is able to perform its own degree work

Bronze – Work may be done at another lodge or using a One-Day Class

Silver – The Lodge can do the degree work, with assistance from other lodges, i.e. lectures

Gold – The Lodge performs all degree work, without help, including lectures

5. LODGE CERTIFICATION – This requirement is equal at all levels. Each Lodge is examined annually by their DR. This certification should ideally be accomplished in the first quarter of each year.

6. ANNUAL REPORT AND PER CAPITA –This requirement is equal at all levels. Each lodge is required to submit their Annual Report and Per Capita to the Grand Lodge by January of each year.

7. LEO PROGRAM – A good educational program, like a good meal program, brings members to lodge night.

Lodge in Good Standing – one per year

Bronze – 2 per year

Silver – 4 per year

Gold – 6 per year

8. CHARITIES – This requirement starts at the Bronze level. Each lodge should have a minimum of one presentation from Minnesota Masonic Charities (MMC) or other worthy charitable program per year. MMC preferred.

9. WEBSITE or NEWSLETTER – Required of Silver lodges and higher, a functioning website OR newsletter at minimum will have contact information, directions to the lodge, an events calendar, a list of officers, and, in the case of websites, a link to the Grand Lodge website, lodge history and a welcome message to visitors and prospective members. The GL website committee will assist any lodge in setting up a website. Gold lodges must have both.

10. OFFICER MEETINGS – Required of Bronze lodges and higher, officer meetings allow coordination of the proceedings of Stated and Degree meetings, and inspire planning. They are best held at least a week prior to meetings of the lodge, but, for convenience, may be held on the same day, provided that the meeting ends in time for officers to welcome members and guests as they arrive.

11. REFRESHMENTS – A good meal program is a highlight in well-functioning lodges, and the festive board, that is, a hearty supper among brethren, was standard in years past. Build toward it, first with light refreshments, then actual luncheons or dinners. This will help you draw more men to your meetings, and build bonds of brotherhood. Thank your volunteer

chefs. Greet the brethren while in the meal line. Advertise your meals to your members, and ask for RSVPs to help planning

Grand Lodge Programs / Recognitions

Hiram Award

The Grand Lodge of Minnesota HIRAM AWARD is a singular, once-in-a-lifetime recognition presented to a brother as an earned tribute for outstanding service to Freemasonry. The Master of every constituent Lodge in Minnesota is entitled to recognize one brother with this special distinction during his term of office. The local lodge should determine the criteria and method of selection. The HIRAM AWARD should not be presented posthumously. The Master of the lodge could appoint a committee of at least three to recommend possible recipients and coordinate all aspects of the program.

It is highly recommended that a special evening be planned for the presentation of this award. This is not the time to combine several award presentations into one celebration. Each dedicated brother selected for the HIRAM AWARD deserves individual recognition. His years of devoted contributions to the Craft entitle him to a night when he alone enjoys a few moments in the spotlight of applause from his brothers, family and friends. This is not designed to be a "surprise" award, for this would deprive a brother from inviting friends, family and others only he would know.

The evening should be well planned and publicized months in advance. Scheduling of the HIRAM AWARD gives your lodge an excellent opportunity to show off your lodge rooms to non-Masonic guests. The name of the recipient would be the principle attraction, as his service to others would be immediately recognizable.

A dinner for the evening would be most appropriate. An invocation should be given before dinner. If your lodge dining room is too small to accommodate a crowd, don't hesitate to find a larger facility. Try to avoid having your HIRAM AWARD ceremonies in the lodge dining area. If possible stage your program in the Lodge Room.

HIRAM AWARD events are ideal times to invite members of the youth orders to participate in the flag salute, help with serving, etc. Don't forget to give them credit and introductions.

If at all possible, the Master, lodge officers and distinguished guests are encouraged to wear tuxedos or formal attire. The evening is to be dignified. Occasionally, some type of entertainment might be injected into the program, however, IT IS THE HIRAM AWARDEE'S SPECIAL NIGHT AND NOTHING SHOULD DETRACT FROM HIS RECOGNITION.

Duane E. Anderson Excellence in Masonic Education Award

This lectureship award requires the recipient to come to Minnesota to receive the award; only one award may be given in any Grand Lodge year, even if an award has not been given in a previous year; the award recipient shall be chosen by the Grand Master or those whom he appoints for that purpose and the award shall be given in recognition for excellence in Masonic Education on a national or international level. (2002)

Some Grand Masters have also chosen to give out the Duane E. Anderson Excellence in Masonic Education Award as a state award rather than (or in addition to) to a national education leader.

Lecturer Certification

The Board of Custodians has established a program to recognize and reward Masons who demonstrate proficiency in the lectures of the three degrees. The Brothers so certified shall be called "Lecturers" and designated in the same manner as the three Monitorial classes, with the highest Lecturer grade being Grade one.

The certification program is administered by the Board of Custodians with the aid of Monitors previously certified in the appropriate degree. The criteria of the program will be:

Lecturer Third Grade

Complete a satisfactory examination in the 1st section of the lectures of the Entered Apprentice, Fellowcraft and Master Mason degrees.

Lecturer Second Grade

Complete a satisfactory examination of the 1st section *and* 2nd section of the lectures in the Entered Apprentice, Fellowcraft and Master Mason degrees.

Lecturer First Grade

Complete a satisfactory examination of the 1st section, 2nd section and 3rd section of the lectures in the Entered Apprentice and Master Mason degrees and the 1st section, 2nd section of the lectures, together with the work of the Senior Deacon in the 2nd section of the work in the Fellowcraft degree.

Monitorial Certificate

Any member of a Lodge who is certified under Lodge seal by the Master and Secretary of such Lodge as having, in the opinion of his Lodge Brethren, sufficient knowledge of the work and lectures to pass an examination as a Monitor may appear before any three (3) members of the Board of Custodians, unless the Grand Master directs that five (5) members of the Board be present - the members to attend to be selected by the Chairman of the Board - for an examination as to his proficiency. Monitorial examinations shall be held at such times and places as the Board shall prescribe. If the selected members of the Board find that he is possessed of the requisite ritualistic knowledge, he shall be issued a certificate designating him as a Monitor of the First, Second or Third Grade, according to the degree of his proficiency. Each recipient of a Monitorial Certificate shall be presented with a distinctive button identifying him as a qualified Monitor.

Monitors of the First Grade

Shall be proficient in the ritualistic work and lectures of all three (3) degrees and possess a thorough knowledge of the Test Oath, Manual of the Rod, Reception of Grand Lodge officers and the Conduct of the Ballot.

Monitors of the Second Grade

Shall be proficient in the ritualistic work and lectures of any two (2) degrees and possess a thorough knowledge of the Test Oath, Manual of the Rod, Reception of Grand Lodge officers and the Conduct of the Ballot.

Monitors of the Third Grade

Shall be proficient in the ritualistic work and lectures of any one (1) degree and possess a thorough knowledge of the Test Oath, Manual of the Rod, Reception of Grand Lodge officers and the Conduct of the Ballot.

Masonic Light Award Program.

This education program is designed to build competency and Masonic knowledge in at least seven of eight areas through guided study and in-Lodge activities. Collect seven of the eight possible seals and receive a personalized Award Medallion from the Grand Master or his representative. While the program has an enrollment fee of \$20.00, the complete Masonic Light Award Program and all of the competencies can also be examined at no charge. More information can be found on the Grand Lodge website at <https://www.mn-masons.org/node/15221>.

Wayfaring Man program.

This program is designed to encourage Master Masons to visit other lodges and share their experiences when they return to their own lodges. More information can be found on the Grand Lodge website at <https://www.mn-masons.org/node/11567>.

Minnesota Masonic Charities (MMC) - Matching Grants Program

The Matching Grants Program was established to encourage Lodge and Chapter activity within the communities of Minnesota, affording Minnesota Masons and Stars the ability to support and connect with the communities in which they live.

MMC provides Matching Grants up to \$10,000 per grant and a maximum of \$25,000 per Masonic organization in any one calendar year. Matching Grant Applications are accepted throughout the calendar year.

When planning your year as Master, MMC can be instrumental in helping your Lodge in becoming more visible with your great and good deeds. Many Lodges have established programs in their communities such as Bikes for Books, Fishing with a Vet, Loaves and Fishes dinner for those in need in the community and many others. When looking to undertake a charity program it is important to remember "Matching funds are not guaranteed."

Many Lodges talk about how MMC has been a great partner with different charity events on a recurring basis. This is not to say that the match of funds is guaranteed, rather it says that in the past there has been matching funds approved and we hope that it would be matched in the future. To tell others that matching funds will be or are a guarantee is inappropriate and incorrect. Every event requires another matching funds request which will be evaluated and a determination will be made.

When in doubt about the application for matching funds, call Masonic Charities and ask questions. The Staff at Masonic Charities are there to assist Lodges in charitable works which help to promote our Fraternity in the community.

Here is some of the basic information from the matching grant application 2017:

Minnesota Masonic Charities (MMC) is the principal charitable organization of the Grand Lodge of Minnesota and Minnesota Masonry. Charitable Matching Grants are given in the name of Masonry, but not to the exclusive benefit of Fraternal members. The mission of MMC is to enhance the ability of the Fraternity to deliver services and support to its members, their families and others.

The Matching Grants Program is designed to encourage Lodge and Chapter activity within the communities of Minnesota and is not intended to be a substitute for the fundraising efforts, or to subsidize the fundraising efforts, of non-affiliated organizations.

Minnesota Masonic Charities may provide Matching Grants for:

- The support of charitable initiatives proposed through Masonic Lodges, Order of the Eastern Star Chapters and other Masonic organizations in Minnesota.
- Projects consistent with the mission of Minnesota Masonic Charities and Masonry in general.
- Organizations that address issues of interest to the Masonic Fraternity.
- General public welfare in the broadest sense, especially in the areas of education, social services and healthcare.

Policy Specifics:

(1) Grant applications must be submitted to Minnesota Masonic Charities through a Fraternal organization within the state of Minnesota.

(2) A Minnesota Masonic organization may apply for Matching Grants from Minnesota Masonic Charities with funds raised by the applicant Fraternal organization or existing funds of the applicant Fraternal organization. Donations made directly to a recipient organization shall not be considered as funds raised by the Fraternal organization and cannot be included in the amount requested to be matched by MMC. Pledged funding or deferred payment funding shall not be included in total amount of funds raised.

(3) Fraternal organizations intending to apply for matching funds, nor the possible recipient organization, cannot advertise or post, in any format, that Minnesota Masonic Charities will be providing matching funds. Similarly, the MMC logo may not be used for any publicity purposes without the express prior written consent of Minnesota Masonic Charities.

(4) To be considered for a Matching Grant, funds must be raised by the requesting Fraternal organization and a current application submitted within the same calendar year. Written verification that the Fraternal organization voted to approve a contribution and request matching funds from MMC for a given recipient organization must be included with the application. Written verification format may be a copy of meeting minutes or a letter signed by the head of the Fraternal organization requesting matching funding.

(5) MMC may provide matching funds up to a maximum total of \$25,000 per Masonic organization in any one calendar year. Requests for matching funds grants for less than \$100 will not be matched. Maximum matching funds granted to an individual food shelf shall not exceed \$5,000 (per Masonic organization) within a calendar year.

(6) Grant applications for an amount greater than \$10,000 shall be reviewed by the MMC Board of Directors and must be submitted a minimum of 20 days prior to the next regularly scheduled meeting of the MMC Board of Directors for consideration. Scheduled meetings are in January, April, July, and October.

(7) Grant requests of \$10,000 or more must include a detailed financial statement that includes the purpose of the fundraiser, number of attendees, cost per person, total of cash contributions and donations, total of other Masonic contributions, total of expenses incurred and resulting net amount of funds raised. Requests for matching funds cannot include donations made directly to the recipient organization or to a bank account that is not solely controlled by the requesting Fraternal organization.

(8) Applications for matching funds may be submitted by fax or email to the MMC Grants Coordinator with notification.

(9) Matching Grants shall be made exclusively for programmatic purposes to organizations recognized as 501(c)(3) charitable organizations as defined under the Internal Revenue Code of the United States, as amended, and applicable regulations.

(10) Matching Grants shall not be made for

- The relief of individuals;
- Capital or building projects;
- organizations not recognized as a 501(c)(3) charitable organization as defined under the Internal Revenue Code of the United States, as amended, and applicable regulations;
- Activities that are primarily the responsibility of Federal, State or local government, or other governmental agencies;
- Foundations (including Fraternal Foundations) or Endowments or national organizations with an endowment or foundation; National organizations having locations in Minnesota will not be approved for matching funds; examples include, but are not limited to, the American Heart Association, the American Cancer Society, United Way, The Smile Network, Special Olympics and Feed My Starving Children;
- To pay for or support debt;
- Animal welfare;
- The Arts;

- The environment;
- Organizations with a political agenda or motivation;
- For operating support of non-charitable organizations;
- The reimbursement of a Fraternal organization's General Fund;
- Funds disbursed in conjunction with the closing of a Lodge or Chapter; or
- organizations receiving funding from MMC; i.e. Minnesota Masonic Home, Masonic Cancer Center, Masonic Children's Hospital, Job's Daughters Foundation, Scottish Rite Foundation of Duluth, the Valley of Rochester Scottish Rite Foundation, RiteCare of Minneapolis-St. Paul, etc.

(11) Grant recipients must be located in Minnesota and any funds granted must be spent in Minnesota, unless otherwise approved by the MMC Board of Directors.

(12) Requests for matching funds shall be submitted by the 10th of the month. Incomplete applications will be returned. If approved for funding, checks shall be distributed by the 25th day of the month. Requests for matching funds consideration for the month of December must be submitted no later than November 25th.

(13) If matching funds are approved, the check will be sent to the requesting Fraternal organization for presentation.

(14) Any exceptions to the Matching Funds Grants policy are at the discretion of the MMC Board of Directors.

Community & Fraternal Scholarships

Community Scholarships

MMC's Community Scholarships Program helps create positive community awareness of Minnesota Masonry while providing worthy students throughout Minnesota with financial assistance. Participation is open to all Minnesota Masonic Lodges and Order of the Eastern Star Chapters.

MMC will provide up to \$3,000 per Lodge/Chapter on a one-for-one matching basis. Lodges/Chapters may fund additional scholarships in excess of \$3,000, but only the first \$3,000 contributed by the Lodge or Chapter will be matched by Minnesota Masonic Charities.

Fraternal Scholarships

We offer wonderful scholarships to help Masons and Stars fund their continuing educations! If you are a Member-in-Good-Standing and would like to pursue a new career or simply hone your skills at your existing one.

Appendix A

Planning for a *Special* Event Meeting

1. Establish date, time and place of program.
2. Make an outline of activities to be completed.
 - a. Engage the speaker. Furnish speaker with details about the event: suggested topic- time allotted; particular physical characteristics of meeting place (is it out of doors, a gymnasium, etc.)- the purpose of the program; composition of the audience; dress; who will be the master of ceremonies; other segments of the program (music, presentations and meal); other dignitaries to be present. Find out his needs concerning overnight accommodations, transportation to and from airport, etc.
 - b. Obtain and prepare meeting place.
 - c. Make a list of special guests requiring invitations.
 - d. List special equipment required (AV equipment, whiteboard, public address system, etc.). Assign someone to obtain and test special equipment.
 - e. Decide what kind of meal or refreshments will be served.
3. Prepare a program agenda to ensure it will progress smoothly and promptly.
 - a. Determine what events will be included in the meeting (Award pins, honor widows, present Golden Trowel, etc.).
 - b. Complete plans for refreshments include time (before, during or after the program). Designate help for Stewards.
 - c. If a sit-down meal is scheduled, plan to open Lodge, if necessary, before the guests arrive.
 - d. Consider the time required for each segment. Allow enough time for the meal and a trip to the rest room.
 - e. Eliminate unnecessary items to avoid boring your members and guests.
 - f. After agenda is completed, check to determine if every item contributes to the meeting's objectives.
 - g. List agenda items in their proper order.
 - h. Distribute copies of the agenda to program participants so they can prepare accordingly.

4. Obtain firm commitments from all active participants (speaker, committeemen, stewards, master of ceremonies, etc.).
5. Develop a communication plan. Include notices and reminders to members, special invitations, public media announcements and follow-up phone calls.
6. Assign responsibility for all action necessary before and during the event. These may include but are not limited to the following:
 - a. Accommodations and transportation needs for special guests.
 - b. Printing a program.
 - c. Decorations.
 - d. Meal reservations, head table requirements, and final count for the caterer or stewards.
 - e. Tickets if a charge must be made for the meal.
 - f. Reserving parking spaces for special guests and dignitaries.
 - g. Photographs.
 - h. Reception and seating. Be sure that guests and dignitaries are not left to fend for themselves.
 - i. Sound system, lighting, air conditioning and comfort.
 - j. Master of Ceremonies.
 - k. Greeting committee.
7. Designate someone to prepare a list of dignitaries expected and to check arrivals. (This list is important for the master of ceremonies)
8. Obtain gifts for special guests (speaker's wife, guest, etc.).

Conducting a good Special Event Lodge meeting

1. Start on time. Explain the reasons for any unavoidable delay to your audience.
2. Open the Lodge, if necessary; announce the purpose and call to refreshment for the meal and *open* program.
3. After refreshments, gavel Lodge to order, make a welcoming statement, and thank all of those responsible for various aspects of the program including the food preparation and service.
4. Pledge Allegiance to the Flag and have the invocation.
5. Turn the meeting over to the master of ceremonies or program chairman.
6. Dignitaries and guests should be introduced early in program by a pre-designated person. Carefully control introductions. Recognize Grand Lodge Officers. Do not ask each guest to make a few remarks.
7. Ask for special announcements, if appropriate. Limit these to those that apply to the general audience.
8. Once started, keep the meeting moving. Follow the planned agenda to avoid awkward delays.
9. As soon as the program (speaker, film, music, etc.) is finished, the Master should promptly take charge. He should thank the speaker or those participating in the program. At this point the Master must be in control. This is a critical time during the meeting. The Master must be firm and decisive to eliminate the possibility of some Brother commenting on the speech or some phase of the program and starting a long-winded discussion. Announce that this concludes the public part of the program and that after the benediction those who are not members of the Fraternity will be asked to retire to the dining room. After the benediction is finished, use the gavel to let everyone know that it's over.
10. Call the Lodge to labor as soon as the lodge room is clear and close it promptly.

Planning for a Called Degree Meeting

The Master who realizes that efficient Degree work makes better Masons will plan these meetings in detail. It is easy for Degree work to become routine. The treatment a candidate receives from the time his petition is accepted until he passes the Masters proficiency examination is a powerful influence on his future Masonic activity. Every Degree is special to the candidate. A wise Master considers this and tries to make every conferral as good as it can be. To reach this goal requires careful preparation and planning. Leave nothing to chance and have alternatives if something should go wrong.

Planning for a Degree should include but not be limited to the following:

1. Select a date and time convenient for the candidate. Remember, it is *his* Degree.
2. Arrange a time for the Candidate Information session with the candidate and his family.
3. Designate a Degree Master. Some Lodges have Degree Work Committees. These committees may not have a chairman but each member has a specific responsibility. Different individuals are responsible for each of the Degrees. The responsibility of a Degree Master includes:
 - a. Selecting a competent team. This means firm commitments to fill all parts.
 - b. Checking equipment and materials for the Degree.
 - c. Informing the Senior Deacon so that he can prepare the candidate properly.
 - d. Giving young members a chance to work and encouraging them to attend practice sessions and Schools of Instruction.
 - e. Ensuring that the Candidate is aware of the time and place for the Degree. Also remind him that he will be required to pay the Degree fee in advance.
 - f. Preparing a list of Stations and Places and enter the names of the team member to fill each. If possible prepare a list of alternates. The list should be flexible enough to permit qualified visitors to take part if they desire (use good judgment to avoid discouraging regular participation by faithful members). If the candidate has family members who are Master Masons give them an opportunity to work even though they may not be able to render a perfect performance.
 - g. Designating one person as prompter for the Degree.

- h. If possible give one or both of the Recommenders the responsibility to confirm that the Candidate has transportation to the Lodge and to greet him when he arrives. If these Brothers are not available, appoint a reliable and knowledgeable Brother to perform these duties. **The Candidate must never be left alone!**
 - i. Schedule practice sessions as required.
- 4. When the Degree Master completes his plans the Master should review them and make appropriate suggestions.
- 5. Even though Degree work is routine, an agenda should be prepared to keep the meeting moving and to make sure that nothing important is omitted.

Conducting a Good Called Degree Meeting

1. Open promptly at the designated time. Officers should be in their Stations and Places before the gavel sounds.
2. As soon as the Junior Deacon reports that his duty has been performed, call the Lodge up and pledge Allegiance to the Flag.
3. Recognize Grand Lodge officers, District Team members and other dignitaries present. Announce that introductions will be made after the degree is complete and the candidate is seated among the Brethren. This allows the candidate see who participated in his special event.
4. As soon as the Lodge is open, announce the purpose and ask the Degree Master to read the names of the team. Emphasize that a prompter has been designated and that anyone attempting to assist him will confuse members of the team. Also stress the importance of proper decorum so that nothing detracts from the seriousness of the occasion. Direct the team to take their stations and places promptly. The Master must maintain control to prevent unnecessary delay at this point. Don't encourage private conversations by vacating the East before the Degree Master is ready to assume control.
5. Proceed with the conferral. Remember that mistakes should be corrected in practice sessions. Excessive interference during the Degree will prevent the Candidate from receiving the full benefit of the procedure.
6. When the Candidate returns to the preparation room, call for announcements or ask a dignitary for some remarks (arrange this in advance so that the remarks cease as soon as the candidate returns to the lodge room). The Lodge is not *now or ever at ease*. If the Master relaxes his control at this point he is inviting unnecessary delay and confusion. During the Third degree the Master should read or quote the third paragraph on page 70 of the Monitor admonishing the Brothers to remember the solemnity of the occasion. The proper time for individuals to congratulate a candidate is after Lodge is closed. When members gather around the Brother as soon as he is raised it disrupts the degree and extends an already long meeting.
7. Degrees are not complete until the Lecture and Charge have been delivered. Transition from floor work to Lecture to the Charge should be rehearsed or at least discussed by the individuals involved. Officers should quietly return to their Stations and Places and be ready to close. This can be done before the Lecture or while the slide projector is being set up after the Charge, make certain that the Candidate is assisted to a seat among the Brethren

and that someone remains with him to help him through the Lodge closing phase. Invite him to make remarks if he desires then proceed with introductions. Avoid asking those being introduced for remarks! Encourage visiting and fellowship after closing but be sure that those who need to leave the premises do not have to listen to long-winded remarks. Usually a gentle remark by the Master that it is late will reduce unnecessary remarks and discussion. If the Senior Deacon makes introductions giving the title, name and home Lodge of visitors it speeds up this portion of the meeting.

8. Close promptly.

Candidates Acceptance letter from the Master

July 18, 2012

Mr. Simon Greenleaf
123 Maple Street
Floodwood, MN 55_____

RE: Election to Receive Degrees

Simon,

It is my pleasure to enclose this personal letter of congratulations with the Secretary's official notification of your election to receive the degrees of Freemasonry. Through the ages free men everywhere have aspired to membership in this great fraternal order, and only as the mysteries of Masonry have unfolded before them have they comprehended fully the honor bestowed upon them.

The spirit with which you approach your Masonic experience will largely determine how much it will mean to you. One seeking material reward in some selfish form is likely to derive little benefit. One with "a sincere wish to be serviceable to his fellow creatures," as expressed in his application "thereby entering with the desire to give of himself in service, sacrifice and fellowship will surely reap a hundred-fold.

Come to your Initiation prepared for a time-honored and memorable ceremony. Dismiss from your mind any of those harmless jokes you may have heard about "riding the goat" and so on. As you knock at the door of this venerable institution, enter only with the prayer in your heart that you may be found worthy.

Please invite any relatives and friends whom you understand are Master Masons to attend your Initiation. They will be warmly welcomed. It is considered an honor in Masonry to be present when someone you know is receiving the degrees.

I wish for you success in your Masonic work and true happiness in your new associations. As we come together in the close fellowship of the Lodge, feel free to call upon me at any time for such advice and assistance as I may be able to provide.

On behalf of all the officers and members of _____ Lodge, I extend to you a hearty welcome and every good wish.

Sincerely yours,

Joe Mason, Worshipful Master

Letter from Master to Candidate's wife who has questions

July 18, 2012

Mrs. Flora Greenleaf
123 Maple Street
Floodwood, MN 55_____

RE: Becoming a Mason

Dear Mrs. Greenleaf:

We are aware that you may have some misgivings about your husband's intention to join our fraternity due to his new interest. And, that his membership will occasionally take him away from you for an evening meeting.

You may have unspoken questions about Masonry itself. We understand your feelings and would like to ease your mind in this regard. It is one of Masonry's ideals that its influence on a member may make him more loving, considerate and thoughtful of those in his home and in his community.

We believe that those who respond to the influence of Masonry are likely to grow in the qualities a wife appreciates. This growth cannot be guaranteed, but it is our goal. With this, we sincerely hope that you will find that you have exchanged his occasional evening out for an increasingly devoted husband because of his affiliation with Masonry.

It is also our hope that, in the future, we shall have the pleasure of your company at our semi-public installations and other lodge programs especially planned for the wives of Masons. Do know that should you ever be in the need of assistance there is a body of Freemasons who care.

Very shortly we will schedule a meeting to give your husband an overview of Masonry and the three degrees he will be taking. You are cordially welcome to attend that meeting and we look forward to seeing you.

Sincerely yours,

Joe Mason
Worshipful Master

Letter from Master to new Entered Apprentice

February 10, 2012

Bro. Simon Greenleaf
123 Maple Street
Floodwood, MN 55_____

RE: Now You've Been Initiated as an Entered Apprentice

Dear Bro. Greenleaf:

Now that you have been initiated an Entered Apprentice Mason, I congratulate you on taking this first step toward full membership in _____ Lodge. Since this is a totally new experience for you, a few points are listed below which may be of interest and of help.

1. You have participated in a time-honored ceremony, the Masonic ritual of the First Degree. I am sure you understand the complete and binding requirement of total secrecy with regard to our ritual. While we have secret signs, words and tokens, which we use as means of recognition, we are not a secret society. The location of our lodges can be found in the local phone book or a simple Google search. Similarly, many of our members openly wear Masonic symbols signifying that they are Masons and belong to a Masonic Lodge. Nor is the philosophy that we stand for secret - Brotherly Love, Relief and Truth; and the brotherhood of man.

2. Before you can be passed to the degree of Fellowcraft, you now must commit to memory a portion of the lecture of the First Degree. Do not delay in getting stated with this work. It is not too difficult a task, but the longer you wait, the harder it is to learn. Moreover, the degree schedule of the Lodge assumes that you will proceed promptly to the next step.

3. Remember that Masonic teachings have been passed down through the ages by word of mouth with the help of a cipher. Your Mentor is a dedicated Mason who has volunteered to impart these learned phrases to you as you work toward advancement. He is responsible to assist you in becoming proficient in the candidate's lecture of the Entered Apprentice Degree and to prepare you for examination before proceeding to the next step.

4. Your Mentor is Brother _____ and can be reached at (218) 123-0000, or by email at masonic.mentor@gmail.com. Get in touch with him right away as it will take a little work to commit the work to memory.

5. Your rights and privileges in the Lodge are limited until you become a Master Mason. As an Entered Apprentice Mason you may only attend the Stated Meeting on the first Thursday of each month when the meetings are opened on the Entered Apprentice Degree. You are most welcome at all social functions of the Lodge not restricted to Master Masons. You may not

visit another Masonic Lodge, except to observe an Entered Apprentice Degree. You are expected to be present at each meeting of our Lodge where a First Degree is scheduled. Read our lodge newsletter, which will be mailed to you, and remember to attend Lodge faithfully at the proper times.

6. As I suggested to you previously, remember to invite friends and relatives whom you understand are Master Masons to attend _____ Lodge, particularly on the nights when you are to receive a degree. We heartily welcome visitors, and any Mason considers it a compliment to be invited when someone he knows is to receive a degree.

7. Finally, understand that all the rules and regulations, such as those I refer to, have been established for a purpose and that all Masons who have preceded you have been governed by the same procedures. Do not hesitate to ask questions as they may arise - of your Mentor, of any officer or any member of the Lodge - but, above all, remember that I am as close to you as the nearest telephone (218) 123-1234 or email joe.mason@gmail.com, and I am always available for consultation and advice.

8. Very shortly you will be invited to attend an informal review and discussion of the degree you have just taken. Please feel free to raise at that meeting any questions you have about Masonry or about the Entered Apprentice Degree.

Good luck as you go forward in your Masonic work. I look forward to the occasion when I may take your hand as a Master Mason and welcome you into full membership in _____ Lodge.

Fraternally yours,

Joe Mason,
Worshipful Master

Letter from Master to new Entered Apprentice's wife

March 2, 2012

Mrs. Flora Greenleaf
123 Maple Street
Floodwood, MN 55_____

RE: Welcome As A Masonic Lady

Dear Mrs. Greenleaf:

Your husband has received his First Degree in the Masonic Fraternity. He is now an Entered Apprentice and you are now a Mason's Lady. While you personally have not joined our organization, there are certain things that may be helpful for you to know in the future. At the same time, there are matters of general interest about your Mason and his new Fraternity that we think you would like to know.

WHEN AND WHERE DID IT BEGIN?

The Fraternity of Free and Accepted Masons (A.F. & A.M.) is the oldest, largest and most widely known fraternal organization in the world. It has its roots in antiquity and is directly descended from the association of "operative masons", the guilds of the cathedral builders of the Middle Ages, who traveled through Europe employing the skills of their craft. The organization, as we know it today, began in 1717 in England when cathedral building was on the decline and the "operative masons", or "free masons" as they were known, started to accept members who were not members of the mason's craft, calling them "speculative masons" or "accepted masons".

Freemasonry was brought to the United States by our early settlers. Today, there are over 140 Masonic Lodges in Minnesota with membership totaling nearly 12,000. Throughout the world, there are approximately five million Masons, with nearly three million of them in the United States.

WHAT IS THE PURPOSE OF FREEMASONRY?

The basic purpose is to make "better men out of good men"; better fathers, better husbands, better brothers, and sons. We try to place emphasis on the individual man by strengthening his character, improving his moral and spiritual outlook and broadening his mental horizons. We try to build a better world...by building better men to work in their own communities.

Membership is limited to adult males who can meet recognized qualifications and standards of character and reputation.

IS FREEMASONRY A SECRET ORGANIZATION OR A RELIGION?

The simple answer is NO. A secret organization is one which conceals its membership, which has secret meeting places and which conceals its organization or its principles from the public. This description does not fit the Masonic Fraternity at all. Our secrets are very few in number and deal only with methods of personal recognition, some details of our degrees and privacy of each member's ballot.

Freemasonry is not a religion, although it is religious in character. Every applicant for Masonry must express a belief and a trust in God. Masonry does not take the place of religion. It stresses the personal commitment and involvement of each member in the religious community of his own choice.

WHAT ARE THE DEGREES?

Lessons in Masonry are taught in three separate stages in our Masonic Lodges. The degrees, in order are Entered Apprentice (first degree), Fellowcraft (second degree), and Master Mason (third degree). Each blends Masonic moral philosophy in a unique lesson which is intended to have a serious impact and influence on the man who receives the degree.

WHAT ARE MASONIC APRONS?

The symbolic apron was worn by operative masons to protect themselves from rough stones and tools. Presently, it is a badge of fraternal distinction. It represents the white lambskin, a symbol of innocence. Some decorations may appear on Masonic Aprons and often designate an officer or special recognition. All are, however, a proud display of membership in this world-wide Fraternity.

WHAT DO MASONIC SYMBOLS MEAN?

The most widely recognized symbol of the Fraternity is the Square and compasses with the letter "G" in the center. Members wear it to remind themselves of their obligation to the lessons learned in their Lodges, and to identify their membership to other Masons and all people. Masonic symbols have wide meanings, some directly relate to the tools used by actual operative masons and some represent the need for order and direction in life. The letter "G" represents God, the Supreme Architect of the Universe.

WHEN ARE MEETINGS HELD?

Lodges meet in regular monthly sessions called "stated meetings" and on such other days as are necessary to conduct its business and ritualistic work. While every Masons' attendance

is earnestly solicited, yet it is not intended that a Lodge should interfere with his work or with his obligations to his family or his God.

Your husband has invested time and money in joining our Fraternity. He can best receive all that he should by frequently participating in its deliberations and events. We hope that you will approve and encourage him to attend regularly, and we hope also, that you, too, will join us whenever possible for the guest activities held by the Lodge.

SHOULD I CONTACT ANYONE WHEN MY HUSBAND IS ILL OR HOSPITALIZED?

In the event any member of our Lodge becomes ill, we want to know. You may call our Secretary, _____ (his name) at (218) 123-1212, or email secretary.mnlodge@gmail.com. Your husband has joined an organization which wants to assist him and you when in need, and we need your help to do it.

WHAT CAN YOUR INVOLVEMENT BE?

Countless opportunities abound through active participation and membership in any of the numerous Masonic-related organizations which accept both men and women, such as the Order of the Eastern Star. If you are interested in exploring or joining these other organizations, contact information can be found on our Lodge website at www.mnlodge.org. You are encouraged to share in many activities of the Lodge. Non-Masonic friends and families may also take part in many Masonically supported programs.

We hope you will be proud that your husband has chosen to become a member of the world's oldest and best fraternity. We welcome you as a "Mason's Lady".

Sincerely,

Joe Mason
Worshipful Master

Letter from Master to newly raised Master Mason

May 17, 2012

Bro. Simon Greenleaf
123 Maple Street
Floodwood, MN 55_____

RE: Master's Letter to Candidate

Dear Bro. Greenleaf:

This is the last of the series of letters I address to each new Brother as he progresses through the Masonic degrees. Again, let me offer you warmest congratulations and welcome you as a Master Mason and member of _____ Lodge.

It is now timely to consider your future course of action in Masonic affairs. As you have learned, Masonry is a progressive science, and you will find more and more of its inspirational teachings unfolding through the years as you participate in our Lodge activities. Privileged as I am to serve as Worshipful Master, I find that each new Masonic experience brings a deeper awareness of Freemasonry. It is a continuing, enriching and enlarging philosophy.

First, of course, prepare for your final proficiency examination in the Master Mason Degree. I suggest that you do not delay as the memory work is much easier while the experience of the degree is still fresh in your mind. Your mentor _____ and instructor _____ will be pleased to continue to assist you in this regard.

Second, explore the various avenues for participation in the activities of _____ Lodge so as to find the areas where you will be the happiest in your new Masonic home. There are a variety of ways to serve and to benefit: a period of duty on the Stewards' Committee, waiting on the Brothers who have waited on you; learning to participate as a sidelinier in some aspects of the degree work; supporting the Lodge simply by regular attendance at Stated and Special Meetings; calling on a Brother who is ill; bringing wives, families and friends to our social functions; taking up the study of Masonic research; and, of special importance, partaking of all the good fellowship which is available to you through our Lodge.

May you chart your Masonic course with wisdom and humility, and may you experience the rewards which are yours to earn and receive.

Fraternally yours,

Joe Mason
Worshipful Master

Letter from Master to a Widow

May 17, 2012

Mrs. Flora Greenleaf
123 Maple Street
Floodwood, MN 55_____

RE: Our Brother & Friend's Service

Dear Mrs. Greenleaf:

I am writing to thank you again for asking the Brothers of Floodwood Lodge to conduct the evening memorial service for Simon. Your husband was a valued member in our Lodge. It was very meaningful to be asked to perform his Masonic funeral service.

We want you to know you will be in our thoughts during the weeks and months ahead. If there is anything we can do to assist you in any way, I hope you will feel free to call me at (218) 476-0000 or email me at joe.mason@gmail.com.

Please also know that you will receive an invitation to join us later this year at the annual widow's banquet. This a time to remember when our Brothers are remembered and their ladies thanked for their support. It is our hope you will join us on this special night.

Sincerely yours,

Joe Mason
Worshipful Master

Lodge officer sheet for planning

_____ Lodge, No. _____ Year 20 _____

Master

Senior Warden

Junior Warden

Secretary

Treasurer

Senior Deacon

Junior Deacon

Senior Steward

Junior Steward

Tyler

Chaplain

Marshall

LEO

TRUSTEE

TRUSTEE

TRUSTEE

Committee Development

Name of Committee _____

Purpose of Committee _____

Goals for Committee _____

1. by _____ (date), to accomplish:

2. by _____ (date), to accomplish:

3. by _____ (date), to accomplish:

Chairman of Committee _____

Committee Members _____

Risk Management for Lodges

Courtesy of Brother Michael D. Phillipus, Grand Lodge of Texas

Lodges present an interesting risk management challenge because of the diversity of their activities, age, location, construction, maintenance, protection and values. If you have visited the lower level of our Grand Lodge in Waco, you have no doubt seen the walls filled with photos of each of the lodges in Texas. You will notice construction types ranging from wood, masonry and sheet metal, to steel and concrete. The ages of the lodges range from very old to new. These factors represent various challenges and demonstrate why there is no “one-size-fits-all” risk management solution for lodges.

At first, one might think that the hazards of loss that lodges face are the same as any other organization. In some ways, this is true. The building might be physically damaged by fire or windstorm; members of the lodge or visitors might be injured in the parking lot or by food being served; or lodge property could be stolen. For this reason, your Grand Lodge officers have opted to include a risk management module in the 2002 Warden’s Retreat Program.

What is Risk Management?

Essentials of the Risk Management Process, defines risk management as “the process of making and carrying out decisions that will minimize the adverse effects of accidental losses upon an organization. Making these decisions requires the five steps in the decision process.”

The five steps in the risk management process are:

- ❖ Identifying exposures to loss
- ❖ Examining the feasibility of alternative techniques to deal with loss
 - Risk Control to Stop Losses
 - Exposure Avoidance (not engaging in an activity)
 - Loss Prevention
 - Loss Reduction
 - Risk Financing to Pay for Losses
 - Retain
 - Transfer by purchasing commercial insurance
- ❖ Select the apparent best technique
- ❖ Implement the chosen techniques
- ❖ Monitor and improve the risk management program

Once you understand the risk management process, you can employ the process in planning events for the lodge, thereby recognizing the potential risks facing the lodge and dealing with them accordingly. Opportunities for risk control include avoidance, prevention and reduction.

The lodge also needs to make an informed decision about financing losses by paying for them out of lodge assets or more commonly, by purchasing insurance from viable and financially secure insurance companies.

Formation of a Risk Management Committee

Most lodges purchase whatever insurance is recommended by their agent or broker. Beyond the purchase of insurance, most lodges don't even think about employing risk management concepts. Risk management is a state of mind. Because of the importance of risk management, your lodge might want to consider forming a risk management committee to assist in the purchase and review of insurance, in addition to being responsible for loss prevention and control.

The Worshipful Master obviously would decide membership on the committee, but consideration should be given to individuals who are knowledgeable in insurance and risk management issues. A search of the membership would likely yield individuals who are risk managers, insurance agents or brokers, underwriters, lawyers or engineers.

Once assigned the risk management committee should make an effort to learn about risk management, loss prevention and insurance. Inspection programs should be instituted to review the housekeeping, security and maintenance practices of the lodge. The following subjects also present some of the areas for consideration by the committee. These topics are certainly exhaustive, but demonstrate some of the concerns that the committee should address.

Candles

Many lodges have organizations that meet in their facilities that utilize candles during their ceremonies or for decorative purposes. Generally, candles pose no significant hazard if they are placed in appropriate holders and are properly extinguished at the end of the ceremony or event. However, anytime someone lights and holds a candle, or uses them for decoration, the risk of a fire or a burn injury increases. Extreme caution should be utilized in the storage of extinguished candles. A number of church fires have been started following candlelight services when candles were not properly extinguished.

Fine Arts

Many lodges have paintings, statuary, stained glass and other objects that can be considered "fine arts." All of these items should be highlighted to the agent, broker or insurer. A "Fine Arts Floater" might be required. Some policies either exclude or limit the coverage for "fine arts." To prevent a potential gap or lack of coverage, this issue should be addressed as soon as possible.

Utilizing Professionals for Repairs or Construction

Most lodges have retired or active craftsmen who will provide volunteer labor on behalf of the lodge. Whether it is a plumber, mason, electrician, carpenter, or the like, most lodges have volunteers willing to donate their time and efforts. It is important that as repairs or construction is contemplated, only properly trained volunteers are utilized. Rarely are the credentials and expertise of the volunteers questioned. Lodges need to carefully consider offers of assistance since the use of untrained or poorly trained volunteers can lead to liability exposures to the lodge because of faulty or improper work.

Fire and Building Safety

Be sure that the lodge has fire extinguishers available. Fire exits should be kept clear of any obstructions. “No one uses that door,” is not an excuse for blocking an exit. Additionally, fire exit signs should be properly illuminated and maintained in proper working order.

Storage of materials can present a hazard. Combustible materials near stoves, furnaces or water heaters could lead to a loss. If not already installed, lodges should consider installing smoke detectors. Sprinkler systems, if installed, need to be regularly inspected and maintained.

First aid kits should be available in each lodge. These can be obtained from a variety of sources, but should be regularly maintained. The lodge might even consider offering CPR and First Aid training courses to their members. In addition to benefiting the lodge, the members will be able to utilize the training in their homes and in activities outside of the lodge.

Food Safety

Lodges should be careful when preparing food either for lodge meals or for fund-raisers involving their members and the public. Health and Human Services Secretary Tommy Thompson has warned, “foodborne disease remains a substantial public health burden.” To prevent these illnesses, lodges should utilize good food safety and sanitation practices.

Four easy steps can help decrease the risk of foodborne illness:

- ❖ Cook
 - Use a meat thermometer to ensure that meat is cooked all the way through.
 - Make sure there are no cold spots in food (where bacteria can survive) when cooking in a microwave oven. If there is no turntable, rotate the dish by hand once or twice during cooking.
 - Bring sauces, soups and gravy to a boil when reheating.
- ❖ Separate
 - Store raw meat, poultry and seafood on the bottom shelf of the refrigerator so juices don’t drip onto other foods.
 - If possible, use one cutting board for raw meat products and another for salads and other food that are ready to be eaten.

- Always wash cutting board, knives and other utensils with hot soapy water after they come in contact with raw meat, poultry and seafood.
- Never place cooked food on a plate which previously held raw meat, poultry or seafood.
- ❖ Clean
 - Wash hands in hot soapy water before preparing food and after using the bathroom or changing diapers.
 - Wash cutting boards, knives, utensils and countertops in hot soapy water after preparing each food item and before going on to the next one.
 - Use plastic or other non-porous cutting boards.
 - Consider utilizing paper towels to clean kitchen surfaces. Or, if using cloth towels, wash them often in hot water.
- ❖ Chill
 - Refrigerate or freeze perishables, prepared food and leftovers within two hours.
 - Never defrost (or marinate) food on the kitchen counter. Use the refrigerator, cold running water or the microwave.
 - Divide large amounts of leftovers into small, shallow containers for quick cooling in the refrigerator.
 - With poultry and other stuffed meats, remove the stuffing and refrigerate in a separate container.
 - Don't pack the refrigerator. Cool air must circulate to keep food safe.

Obviously, these are not all the considerations in preparing food. But, hopefully, this gives you an idea of the types of things that need to be considered in food safety. Perhaps you recognize some things that your lodge should be doing. Consider doing additional research into this topic.

Maintenance of Facilities

Proper upkeep and maintenance of lodge facilities not only provides a positive impression of Masonry to members and visitors alike, but it also helps reduce the likelihood of loss. Proper maintenance should address problems such as:

- ❖ holes in the parking lot
- ❖ bad plumbing or water leaks that can cause slips or ultimately rot
- ❖ uneven surfaces
- ❖ steps that have shifted or are rotted
- ❖ damaged roof
- ❖ improper electrical repairs
- ❖ gas leaks
- ❖ tears in carpets
- ❖ improper or poorly lit areas both inside and out
- ❖ holes in the lawn
- ❖ damaged stairs or cracked sidewalks

- ❖ frayed or broken wiring
- ❖ overloaded circuits and sockets
- ❖ improper use of extension cords

Some of the safety standards that many businesses employ are not always present in lodge building. This might include non-slip or slip-resistant flooring in slippery areas to steps that are marked on the edges with light reflective stripes. In today's litigious society, it is important that standards that are in place throughout society are also utilized to protect lodge members and visitors.

Failure to quickly and properly repair these type of problems can ultimately lead to an injury and a potential loss to the lodge. Even if a loss does not occur, the lodge faces a serious reduction in the value of their property as well as a poor impression of the Craft.

Valuation

Underinsurance is another risk that lodges face. If lodge is underinsured, they may lack the needed funds to repair or replace a building and/or its contents in the advent of a loss. In some cases, the reason for not purchasing the proper amount of insurance is a lack of funds. The officers and members of the lodge may recognize this risk, but are unable to purchase the required insurance. Lodges should make every effort to ensure that insurance is in place to protect them.

More often than not, lodges are underinsured due to a lack of proper information. The officers and members are simply unaware of the true replacement value of the building and its contents. The agent or broker writing the insurance may or may not warn the officers and the lodge of valuation issues and simply renews the property coverage at the same value each year. Other insurers will provide "automatic" increases at each renewal. This may or may not accurately reflect the true values of either the building or its contents.

It is prudent to have a professional appraisal or utilize available building indices to keep the valuation current. Of particular concern are lodges that are "historic" in nature. Special effort should be made to communicate this to the agent or broker to avoid the risk of not being able to replace the building to its original condition.

Every lodge should also record in photographic and/or video form, the contents and interior and exterior of their building. A copy of this record should be kept in an offsite location in the advent of the destruction of the lodge building.

Building-Contents Dichotomy

A potential problem for some lodges is the proper definition and classification of lodge property as either building or contents. This can be significant in the event of a loss, since most

policies provide separate limits for buildings and contents. Items such as seating, organs, or carpeting can create problems. Concerns should be specifically raised with the lodge's agent or broker.

Flood

Many lodges don't realize that coverage for flood damage is not included in standard policies and must be purchased separately. Lodges may feel that they don't need to consider purchasing flood insurance unless they are in a floodplain. However, anyone noting the odd weather patterns of the last few years might think otherwise. Not being in a 100 or 500-year floodplain doesn't mean that there is no risk of flooding. This is a serious risk that the lodge should consider.

Valuable Papers

While lodges may not consider their papers valuable, imagine if the entire history of the lodge, not to mention current mailing lists and dues payments were lost in a building fire. While valuable papers insurance might help cover some of the cost, the best approach is to create duplicate copies that are kept at an offsite location.

Masonic Lodge Insurance Program

At the 1989 Grand Lodge, Resolution #36 was adopted to authorize the Grand Lodge Trustees to negotiate with insurance companies to develop a program of property and liability insurance coverage for the lodges in Texas. Throughout 1990, several agents participated in compiling information from the lodges of Texas to present to several insurance companies to develop this Program.

In 1991, the first Master Policy was issued with 244 lodges being insured. Boley-Featherston Insurance was named the Agent of Record for this Program. Since that time and with the renewal of the 2000-2001 policy, this Program now insures 540 lodges. The coverages available are building, contents, liability, glass, sign and a blanket fidelity bond with all coverages being optional. The Program is cost effective for the lodges and offers coverages not available on individually issued policies. This Program, over the last nine years, has experienced some changes in both rates and coverages, due mainly to the loss experience, but still remains the best coverage available at a reasonable price. Many lodges are insured in the Program that might not be able to purchase individual coverage due to the age and condition of the buildings. Information can be obtained by calling 800-234-1167.

In addition to the insurance program, the lodge is invoiced for an additional 12%, based on the insurance premium for the lodge, for a reserve fund to cover administration cost. This fund is utilized to enhance the insurance program and coverage, by stabilizing the premiums and

reducing deductibles. The Grand Lodge Trustees are solely responsible for the decision as to the disposition of the Reserve Fund.

In 1992, the Grand Lodge Trustees approved a Life and Health Program, which offers life insurance, health insurance, Medicare and accidental death and dismemberment. A Third Party Administrator, USI Administrators of Fort Worth, administers this program. Information can be obtained by calling 800-423-1282.

Conclusion

Following this paper is a “Glossary of Key Risk Management Terms” and checklists of questions to consider in reviewing lodge’s insurance policies and fire safety. This information is provided to assist you and potential members of a lodge risk management committee.

Risk management is a new concept to lodges. However, the importance of risk management is growing in all segments of today’s society. Lodges can and should employ common sense and best practices to address safety concerns and reduce the financial consequences of loss. It is hoped that by highlighting these issues we will help prevent accidents and losses in the future.

Michael D. Phillipus is a Past Master of Jacques DeMolay Lodge #1390. Professionally, he is the risk manager for Pennzoil-Quaker State Company located in Houston. He is also vice-president of communications and external affairs for the Risk and Insurance Management Society, Inc. He has more than twenty years of experience in insurance and risk management. He can be reached at MikePhillipus@PZLQS.com.

Fire and Life Safety Questions

- ☐ Are stove hoods, stovepipes, and chimneys cleaned on a regular basis?
- ☐ Are chimneys regularly inspected for cracks or other damage?
- ☐ Are metal chimneys properly insulated?
- ☐ Are floors under stoves and heaters properly insulated?
- ☐ Do fireplaces have effective fire screens in use?
- ☐ Are all stoves, heaters and furnaces approved by Underwriters Laboratories, Inc.?
- ☐ Is the electrical wiring adequate for the loads being carried?
- ☐ Are there an appropriate number of outlets and are they properly spaced?

- ☐ Is fire extinguishing equipment available if leaves or rubbish are burned outdoors?
- ☐ Are trash containers regularly emptied?
- ☐ Do outdoor grills, barbeque pits or fireplaces have at least six feet of clear area around them?
- ☐ If candles are utilized, is a check made to be sure that they are extinguished before the building is cleared?
- ☐ Are there proper fire extinguishers in the building? If so, are they properly charged? Are members trained in the proper use of the fire extinguishers?
- ☐ Is smoking restricted to designated areas inside and outside of the building? Is the area around the lodge building kept clear of rubbish, brush, leaves and other combustible material?
- ☐ Is the building and parking lot illuminated at night?
- ☐ Are fire exits kept clear?
- ☐ Are fire exits marked and lighted for emergency exit?
- ☐ Are members trained in CPR and First Aid?
- ☐ Is a first aid kit available and properly maintained?
- ☐ Are smoke detectors installed? If so, are they in working order?
- ☐ Is a security system in place? If so, is it monitored?

Policy Questions

- ☐ Is the named insured properly named?
- ☐ Is the address correct?
- ☐ Are the limits, deductibles, property description and premiums accurate?
- ☐ Are the proper policy inception and expiration dates shown?
- ☐ Is premium payment information correct?
- ☐ Are required additional interests (mortgagees) properly shown?

Glossary of Key Risk Management Terms

Act of God – Accident or peril generally interpreted as being beyond human control (lightning, tornado, earthquake and other natural events). The phrase “act of God” should not be an excuse for taking proper precautions to prevent accidents.

Adjuster – Person responsible for the evaluation and settlement of an insured claim. An adjuster may be an employee of an insurer, or an individual operating independently and engaged by an insurer or insured to adjust a particular loss or claim.

Agent – One who solicits, negotiates or sells insurance policies on behalf on an insurer. An agent’s right to exercise various functions, authority and obligations, and the obligations of the insurer to the agent are subject to the terms of the agency contract with the insurer, to statutory law and to common law. Contrast with “broker” and “consultant.”

All-risk Insurance – Insurance against loss of or damage to property arising from any peril except those that are specifically excluded.

Application – Questionnaire providing information to be used in determining the coverage an insurer will provide, as well as the acceptability of the applicant for the amount of the insurance and the premium to be charged.

Appraisal – Survey or examination of real or personal property to determine its value. In real estate transactions, the appraisal normally measures the market value of the property. In insurance, appraisals normally measure the actual cash value, replacement cost or other insurable value of the property. See “value, actual cash value, and replacement cost.”

Assurance – Synonym for insurance.

Betterment – Improvement in a property which is considered to add to its value, as distinguished from repairs or replacements where the original value of the property is unchanged.

Binder – Preliminary agreement by an underwriter, or agent or broker with binding authority, to provide specified coverage until a policy can be delivered. A temporary agreement that coverage is in effect.

Broker – Individual or organization representing an insured in soliciting, negotiating or buying coverage, and rendering services incidental to these functions. By law, a broker also may be an agent of the insurer for certain purposes, such as delivery of a policy or collection of premium.

Casualty Insurance – Generic term for insurance that is primarily concerned with (a) legal liability for injury to persons or damage to property of others or (b) property damage caused by a casualty, such as a boiler explosion.

Claim – 1. Demand for payment for a loss which comes under the terms of an insurance policy.
2. Estimated or actual amount demanded.

Coinsurance – Under many property insurance contracts, the provision which obligates an insured to either purchase insurance to a specified percentage of the total value of the insured property (or sometimes a fixed dollar amount) or, alternatively, to bear a fraction of each otherwise insured loss in proportion to the deficiency in the amount of insurance purchased.

Combined Single Limit (CSL) – Single limit of liability coverage for both bodily injury and/or property damage, contrasted with split limits, where specific limits apply to bodily injury and property damage separately.

Consultant, risk management or insurance – Individual or organization that offers advice or technical assistance for a fee on matters pertaining to risk management or insurance.

Cove Note – Document issued by an agent or broker informing an insured that coverage is in effect, sometimes used in lieu of a binder prepared by the insurer.

Declarations – Portion of some insurance policies that contain information identifying the insured, the general nature of the coverage, and the basis on which the premium is computed. In insurance policies, the application for coverage, signed by the applicant, becomes part of the declarations.

Deductible – Portion of an otherwise insured loss borne by the insured.

Endorsement – Document attached to a policy which modifies the policy's original terms.

Excess Insurance – Insurance policy designed to provide coverage over one or more similar primary coverages, and which does not pay until the primary insurer has paid its limit for a particular loss.

Exclusion – Insurance policy provision limiting the scope of the coverage.

First-Party Insurance – Insurance which provides coverage for the insured's own property or person.

Hazard – Condition or activity which increases the probable frequency or severity of loss.

Incident – Untoward event which may or may not cause accidental loss, depending on the particular circumstances of the event. An accident is a type of incident which results in accidental loss, but not all incidents are accidents.

Insurance – Contractual relationship that exists when one party, for a consideration, agrees to reimburse another for loss caused by designated contingencies. The first party is called the insurer or underwriter; the second, the insured or policyholder; the contract is the insurance policy; the legal consideration is the premium; the loss the life or property in question is the exposure; and the contingency is the happening of the insured event.

Insured – Party to an insurance contract to whom the insurer agrees to indemnify losses, provide benefits, or render services. Although this term is preferred to use of policyholder, policy owner and assured, these other terms may have special meanings defined in particular insurance policies.

Insurer – Party to an insurance contract who promises to pay losses or render service.

Liability – 1. Condition of being bound in law and justice to do something which be enforced in the courts. 2. Probable cost of meeting an obligation.

Contingent Liability – Liability for damages arising out of the acts or omissions of others, who are not employees or agents of the entity held liable.

Contractual Liability – Liability assumed under a written contract.

Joint and Several Liability – Liability under which each of several joint wrong-doers are responsible either (1) on a combined, undivided basis, or (2) on an individual basis, for the full amount of damages for which several wrong-doers are collectively responsible.

Strict Liability – Liability to which manufacturers and merchandisers may be subject for defective products sold by them, regardless of fault or negligence.

Vicarious Liability – Liability for the acts of someone else.

Limit – Maximum amount for which an insurer may be liable for any loss, as set forth in the policy.

Occurrence – In insurance contract language, continued or repeated exposure to conditions which unexpectedly results in injury during the period an insurance policy is in effect; in contrast to sudden injury or damage from an accident which takes place at a specific time and location. Contrast with “accident.”

Peril – Cause of loss.

Premium – Payment required for insurance.

Umbrella – Liability insurance affording high limits of excess coverage for many liability exposures, including those not covered by underlying insurance. The term “umbrella” is derived from the fact that it is a separate policy over and above any other basic liability policies the insured may have.

Underwriter – 1. Insurer’s employee who evaluates applications for insurance and determines the terms (premium rates and policy forms) under which the applicant will be insured. 2. Insurer.

Underwriters Laboratories, Inc. – Non-profit organization maintaining laboratories for testing products to assess their safety and to determine that fire prevention and protection standards are met.

Value – Worth of an item or legal interest measured by a specified valuation standard. Several property valuation standards are:

Actual Cash Value – Flexible valuation standard, most often defined as the current replacement cost of an item of property minus its accumulated depreciation.

Market Value – Current price at which an item of real or personal property can be exchanged between a willing buyer and a willing seller.

Replacement Cost – Price of purchasing or constructing a new item of property to replace an older, used item of property. Though comparable to the property being replaced, the replacement property may be a newer model, may reflect improved construction techniques, and may be “new” rather than used and “old.” For any of these reasons, insurance coverage on a replacement cost basis may be more favorable to an insured than insurance coverage on an actual cash value basis.

Definitions from the Risk Management Glossary, Third Printing, published by the Risk and Insurance Management Society, Inc.

Masonic Etiquette

Over time, and by watching others, members conform themselves to exhibit proper Masonic etiquette behavior to learn lodge customs. Because Masonry is rooted in the ancient English customs and procedures, its Protocol is similarly based. Masonic Protocol is actually quite simple: Use good manners and be polite, show respect to your elders and to positions of authority; be considerate and kind in all that you do.

As a newly Entered Apprentice, Fellowcraft or Master Mason, it is expected that you will exhibit the proper decorum and propriety in observance of the formal requirements which govern behavior in polite societies.

Masonic etiquette is simply the rules of good manners which make lodge meetings pleasant for everyone.

The position of Worshipful Master in the East occupies the most exalted position within the lodge. A lodge which does not honor its Master, no matter how they personally feel about the man, himself, lacks Masonic courtesy. The honor conveyed by the brethren in electing him, in other words, the historical traditions and the men who have gone before you must be given the utmost respect, if the traditions of the Fraternity are to be observed and proper Masonic etiquette is to be maintained.

Masonic etiquette comprises lodge courtesies and proprieties. Good manners imply observance of the formal requirements governing man's behavior in polite society and a sense of what is appropriate for a person of good breeding with high morals and good taste. The spirit of brotherly love and affection, by which we are bound together, will be exemplified in our conduct, our carriage and our behavior at all times.

THE MASTER'S AUTHORITY:

During his term in office, the brother who has been elected as Master is the most powerful member of the Lodge. He also shoulders all of its many responsibilities.

The Worshipful Master has the authority to:

1. Rule any brother out of order on any subject at any time.
2. Decide what can and cannot be discussed. Should a brother believe that the Master is arbitrary, unjust or unfair or is acting in an illegal manner, he can appeal to the Grand Master but should first seek council from Past Masters of the Lodge or the District Representative.

If, however, that brother insists on speaking after the Master has ruled that he is out of order, he may be committing a Masonic offense.

Courteous brethren accept the requests made by the Master to serve on various committees such as the examination committee, the investigation committee and other duties, as determined by the Lodge's needs.

The following items are not Masonic offenses, They are simply a lack of Masonic Etiquette...or in other words, considered to be "bad form" or bad manners.

WALKING BETWEEN THE ALTAR AND THE WORSHIPFUL MASTER:

Brethren do not pass between the Altar and the East when the lodge is open.

Why? As a courtesy to the Master, it is necessary that the three Great Lights which shine their eternal light and wisdom upon the Master to help him govern the lodge should never be in shadow. The only exception is during the processes of an initiation during degree work.

SITTING IN THE EAST:

Brethren do not take a seat in the East without an invitation... even if all other seats are full.

Why? While all Brethren within a tiled room are equal to one another, and the officers are servants of the brethren, all lodge officers have worked and studied long and hard for their lodge. It is, therefore, the Master's prerogative to recognize this devotion and their loyalty by inviting distinguished visitors or a special member whom the Master wishes to honor to sit with him in the East. In other words, if you were in church, synagogue or mosque and the pews were full, would you go up and sit beside the Pastor, Rabbi or Imam?

ALWAYS FULLY CLOTHED:

Brethren do not enter their Lodge room either without their apron nor while putting on that apron...not even the tying of its strings. The Apron is also to be worn over the outermost garment.

Why? In respect to the formalities of their Lodge, officers expect that the Brethren will have the courtesy to enter it fully clothed and ready for the labor.

They should not have to wait for a member to be fully clothed, even just tying or adjusting their apron, to salute that member. It is expected that you will be properly and entirely clothed when you pass by the Tyler and enter your lodge room.

Although as Masons we believe that it is the internal and not the external that makes a man a Mason, there remains the issue of attire that is fitting of the occasion, based upon tradition and the use of appropriate clothing as a way of showing respect, not only respect to the officers, but to the Craft, and to the profane that observe us as we gather as Masons. Shorts, Cut offs, T-shirts and flip flops are a far cry from the level of respect that is due our fraternity, especially if we expect others to respect and admire us.

Remember that is better to overdress for an event rather than to under dress. You are always forgiven for being more formal than the rest, but never for being more casual.

If you plan to visit another Lodge it is always recommended to contact the Secretary of the Lodge to let him know and to allow you to find out if there is a recommended dress code the lodge would prefer for your attendance. Lodge Dress codes can vary widely from business casual to Tux.

STAND WHEN YOU SPEAK:

No man sits while speaking in the lodge room, no matter if he addresses an officer or another brother.

Why? All lodge activity is based on each man in the lodge as being a servant of the Brethren. This includes the Worshipful Master and his officers.

While the man, himself, who has been elected Worshipful Master does not gain any special honor, personally, as the Worshipful Master, it is to the Worshipful Master as the Master of the Lodge that a member stands to address. It is simply a form of respect ...and no different than attending a shareholder's meeting or a City Council meeting.

A Mason always rises to his feet to respond when addressed by the presiding officer. This includes discussion within the Lodge room, making a motion, seconding a motion, or giving a report. The person talking ALWAYS rises to his feet.

It is expected that if you wish to address the audience you will first obtain permission from the Worshipful Master, and you will stand so all may see who is speaking.

TALKING:

"Side" talk while a degree is being conferred is considered bad manners.

Why? The etiquette governing the conferral of Degrees is strict and it is improper to distract the officers, the workers in the degree or the candidate. There shall be no talking, whispering, or laughing, or any disturbances during the Degree work. It is not an occasion for mirth. There should be no needless moving about. The officers participating shall never step out of their

roles, to hold conversations, to make private remarks, to indulge in pantomime, or to make comments about the candidate. Nothing outside the Work in our Ritual shall be substituted for or added to any portion of it. Detailed arrangements are always completed before the Degrees begin and not improvised while the Degree is in progress. Only a prompter designated by the Worshipful Master should act in such a capacity. Brothers on the sidelines should remain quiet and not offer any prompting or assistance to the degree team.

Talking without asking to do so shows irreverence for the proceedings. Unless you have requested of the Master to speak, silence is the rule. This also means no whispering.

SPEAKING:

If you wish to offer a predetermined motion or matter for discussion, advise the Master beforehand.

Why? Advising the Master before the meeting that you intend to bring up a specific motion or a matter for discussion is an important courtesy.

You may, indeed, do it without advising him in advance, but the Master may have plans of his own for that meeting, and your proposed motion or discussion may not easily fit into the allotted time frame.

HOW? If you have something of interest to say, raise your hand. When the Master recognizes you, you will stand up, and be recognized by the Master to speak. To address the brethren, you should say:

“Worshipful Master, Right Worshipfuls, Worshipfuls, Wardens and Brethren”.

If the Most Worshipful Grand Master, or any Past Grand Master is in attendance, you should say:

“Worshipful Master, Most Worshipful, Right Worshipfuls, Worshipfuls, Wardens and Brethren.

As a courtesy to the Master, his work, and his dedication to the members, it is best to ask him privately, beforehand, if he will be able to recognize you to speak your purpose. This saves "face" for both of you.

You will not publicly be refused and he will not have to seem disagreeable or arrogant in his refusal of your motion.

A Note on Guest Speakers

It is good manners to call for the benediction immediately after the principal speaker finishes his address. If the Grand Master or his representative is the speaker, he is always the final speaker and the meeting is closed either ritualistically, if a tiled meeting, or by benediction, if an open meeting, immediately after he completes his remarks. NO ONE speaks AFTER the principal speaker.

Remember: Use good manners and be polite; show respect to your elders and to positions of authority; be considerate and kind in all that you do.

The Masons that hold positions of responsibility in Lodges and in the Grand Lodge are due no less respect than we show our own families and friends. The respect that YOU demonstrate to these offices will be an example for all in your Lodge to follow. Exhibit the style you admire in others and reveal your qualifications to serve as Worshipful Master.

OBEY THE GAVEL:

You must immediately obey the gavel.

Why? Failure to immediately obey the gavel is a GRAVE DISCOURTESY and VERY poor Masonic Etiquette.

The Master is all powerful in the lodge and his word is final.

He can put or refuse to put any motion.

He can rule any brother out of order on any subject at any time.

He can say what he will, and what he will not, permit to be discussed.

Brethren who think him unfair, arbitrary, unjust, or acting illegally have redress. The Grand Lodge can be appealed to on any such matter. However, in the lodge, the Master's gavel, which is his emblem of authority, is supreme. When a brother is rapped down, he should obey at once, without any further discussion. It is VERY bad manners to do otherwise. In fact, it is perilously close to the line between bad manners and a Masonic offense.

Masonic etiquette decries anyone who does not obey the gavel.

TURNING YOUR BACK:

Never turn one's back on the Master to address the lodge without first receiving permission from the Master to speak.

Why? Any debates that are in motion must be conducted using proper Masonic etiquette. One always stands to order when addressing the chair.

Customs differ in various jurisdictions as to the method of salute, however a salute should always be given when addressing the Master.

Two brethren, both on their feet, simultaneously arguing a motion, who are facing each other and ignoring the Master is unacceptable.

SALUTE:

When Lodge is open, each of the brethren will salute the Master when they enter and when they leave the Lodge room. At times the Master may direct that individuals that need to enter or exit the Lodge room will offer their salutes to the Senior Warden.

Why? The salute to the Master is your renewed pledge of honor and service, your publicly shown obligation. It shows your courteous respect for all that the Master stands for and shows

that you acknowledge his authority. Salutes should reflect your heart-felt respect for all that the office of Master stands.

A lazy, sloppy or improper salute is to be masonically impolite and, thus, to exhibit poor Masonic etiquette.

BALLOTING:

Do not enter or leave the lodge room during a ballot.

Why? It is discourteous to leave the lodge room during a speech, during a degree, etc. There are several natural periods, such as at the end of one section and before the next begins, or when the Master puts the lodge at refreshment until the sound of the gavel. Then, and only then, you may leave the lodge without being considered rude.

It is Masonic Etiquette that all brethren are expected to vote when requested to do so. Failure to cast your ballot not only results in your failure to share in your duties, but is in direct disobedience of the Master's request. Masonic Code states that for petitions, all voting members present **MUST** vote.

The Ballot is secret, sacred, and inviolate. When a Ballot is taken the act is momentous for the Candidate and significant for the Lodge. It is an official act by each member in turn and by the Lodge as a legal body. The Ballot has legal sanction and must be conducted according to solemn rules.

It is etiquette for the Lodge Room to be in complete silence, without whispering, or discussion of the Candidate while waiting to cast your Ballot or any information about how a member has voted. The officers should remain at their stations and places in silence and dignity. Such of them as participate in spreading, inspecting, and declaring it, should act in strict decorum. The period of etiquette and decorum doesn't end when you've cast your vote. It includes the declaration of the results by the Master, the restoration of the Ballot Box, and the return of the participating officers to their places.

VOTING IS MANDATORY:

When an issue is put to a vote, all brethren should vote.

Why? A brother who does not vote is discourteous because he skews the ballot. He becomes the weak link in a strong chain.

No matter what the reason of his non-vote, he injures the lodge's ballot, its value and its secrecy. Failure to vote can injure a lodge's feeling of brotherhood, and by that injury, can injure the Masonic fraternity.

No matter what reason you may privately hold about voting, it is poor Masonic Etiquette to fail to vote when requested to do so by the Master.

SMOKING:

No smoking in the lodge room.

Why? In our jurisdiction, smoking inside of buildings is in violation of State law. Smoking may take place outside of the building at appropriate times before and after Lodge.

SHOULDERING THE WORK:

It is good Masonic Etiquette to accept a request made in the name of the lodge if it is within your abilities.

Why? A lodge is a working "beehive of industry". A request made of you from your lodge acknowledges that the lodge trusts you to competently fulfill such a request based upon your knowledge.

CORRECTION OF VERBAL ERRORS:

Lodge customs state that no one except for the Worshipful Master or his prearranged designee, may correct any mistake that may occur during the course of a Ceremony, and even he does so only when the error is a serious one.

Why? It is discourteous to point out others mistakes in front of the lodge brethren. If you are in possession of a mind which allows you to be able to perform each and every degree and ceremony, perfectly, please advise the Worshipful Master of such that he may take advantage of your services to mentor others.

During degree work it is important to remember that the candidate has not experienced the degree work and will not know if errors occur unless it is pointed out during or after the degree. Remember the goal of every degree is to leave the best impression on the candidate

EXHIBIT GOOD POSTURE:

Why? Good posture is necessary while within the Lodge room. Lounging, leaning and slovenly attitudes should be avoided. Poor posture is considered poor Masonic etiquette.

NO PRACTICAL JOKES NOR OFF-COLOR STORIES:

The lodge room is not a proper location for practical jokes, pranks, horseplay or off-color stories.

Why? The great lessons of Masonry, which are taught by our ritual, should never be demeaned by levity or pranks.

USE PROPER MASONIC NAMES:

At public, non-Masonic functions rarely use ritualistic titles like "Most Worshipful" and "Brother" but at Masonic events ALWAYS use appropriate titles.

Why? It is common courtesy to be accurate in speaking a brother's name, so it is proper Masonic etiquette to address officers, members, and visitors by their correct Masonic titles and addresses. A Mason's profane status or title should be of no concern in a Masonic Lodge. His Masonic status or titles are the governing criteria for his recognition in the Lodge. Always

show respect and courtesy for the offices of honor. We are paying respect to the office, regardless of who is currently holding the office.

One of the peculiarities of the Masonic Fraternity is that a man attends a Lodge meeting or a Masonic gathering not as a private individual, but as a Mason. He is therefore to be addressed as Brother. Those Brothers who have had the honor of being a Master of a Lodge are addressed as Worshipful Brother.

The title of the Grand Master and of all Past Grand Masters shall be "Most Worshipful"; of all other elective Grand and Past Grand Officers, shall be "Right Worshipful"; and of all appointive officers of the Grand Lodge during their term shall be "Worshipful." NEVER call the Grand Master "Brother" or "Bob". He is "Most Worshipful" or "Grand Master". Similarly, the Worshipful Master of a Lodge is NEVER "Bob", he is "Worshipful Master".

The responsibility of every Mason is to maintain a respectful attitude toward the Grand Master, not necessarily for the sake of the man in the high office, but for the maintenance of the supreme importance of the office, The Grand Master is therefore never to be addressed at any Masonic gathering by his first name, no matter how close an individual may feel toward him. His proper address is "Most Worshipful" and when being formally received in a Lodge, he is accorded his full title, "Most Worshipful (full name), Grand Master of Masons of Minnesota"

INTRODUCTIONS AT MASONIC EVENTS:

At open events, introduce civic officials first, from the highest rank to the lowest rank. (Governor to Fire Chief). Then introduce Masonic dignitaries, from the lowest rank to the highest rank. (Master of the Lodge to Grand Master). At closed events it is usually best to introduce by groups and ask audience to hold their applause until the end of a group. Remember that in ALL cases the Grand Lodge Officers and Grand Master are PRESENTED, not INTRODUCED. It may be assumed that every Mason knows the Grand Master and needs only to be presented to him.

ENTERING LODGE AFTER THE MEETING HAS BEGUN:

If a brother should enter the Lodge after the opening ceremony is under way, he should go to the Altar to salute the Master. If he must leave before the meeting is over, the correct Masonic etiquette of his departure is that he should salute the Presiding Master at the Altar before he departs.

The salute should always be given properly and not in a careless or perfunctory manner. At times members may be directed to salute the Senior Warden on exiting or entering the Lodge. For those entering the Lodge, the Senior Deacon will inform you if you are to salute the Senior Warden

Remember that your Lodge members would rather you arrive late, than not at all. When entering and saluting the Master when you arrive late, decorum indicates that the brother should apologize for being late. This is simply a sign of respect to the Lodge and the Brethren.

ALL PRAYERS AT LODGE FUNCTIONS ARE NON-SECTARIAN:

Freemasonry is worldwide and holds no sectarian views. Non-sectarian means not sectioned into one, specific religion. Freemasonry embraces all religions.

A Mason may choose the religion of his choice in his private life but should be aware and open to the fact that others among the brethren do not necessarily share nor were they brought up with the religious dogmas and beliefs that you, personally, embrace.

Why? Prayers at lodge functions should be scrupulously in keeping with Masonic teachings. The Masonic Etiquette of offered prayers is that they should never be an expression of specific sectarian views or dogmatic creeds.

It is a matter of courtesy that all prayers, speeches and discussions at Masonic affairs avoid sectarian, controversial or political tones.

Prayers are best directed to the Creator, the Master Architect of the Universe and not toward specific religious teachings such as Jesus Christ, Mother Mary, Muhammad, Jehovah, Allah etc.

To do so omits the religions of others within the brethren, which can cause conflict and therefore not be harmonious to the whole.

TURN CELL PHONES OFF:

All cell phones should be turned off or at a minimum silenced before entering the lodge room so as not to disrupt the proceedings. Many Lodges require a donation to the Almoners fund or other Charity fund if your cell phone disrupts a meeting.

Computer Use and Internet Policy

Grand Lodge of Minnesota A.F. & A.M.

Computer Use and Internet Policy

Adopted November 2007

Revised November 2009

Article I. Introduction

- Section 1.01 The Grand Lodge of Minnesota recognizes the prevalence of the Internet, its potential value and importance to the Craft. We recognize the potential usefulness of lodge websites to support various aspects of their operations including publicity, recruitment, calendar management, communication, member services, education and research, and limited, qualified e-commerce. To support lodges in proper and reasonable use of the Internet and websites, the Grand Lodge of Minnesota has established the following policy to guide Lodges in the development of websites and use of Masonic logos.
- Section 1.02 This Policy is administered by the Grand Lodge Website Committee (GLWC), under the direction and guidelines of the Grand Master (GM), the Grand Lodge Corporate Board (GLCB) and the MN Masonic Code (the Code).
- Section 1.03 Violations of this Policy will be documented and can lead to revocation of privileges and/or disciplinary action up to and including punitive actions as deemed necessary.
- Section 1.04 Additionally, the Grand Lodge of Minnesota may at its discretion seek legal remedies for damages incurred as a result of any violation. The Grand Lodge of Minnesota may also be required by law to report certain illegal activities to the proper enforcement agencies.

Article II. Security and Privacy

- Section 2.01 It is not necessary to obtain a written release for any individual or group photographed in a venue or at an event considered open to the public. Under the provisions of implied consent a persons can be photographed from a distance without their consent except when they have secluded themselves in places where they have a reasonable expectation of privacy (for example, in dressing rooms, restrooms, medical facilities, homes, etc.). If there is ever any question of consent it should be obtained either verbally or in writing at the time the photo is taken.

No photographs of children may be included on lodge web pages without the written permission of their parents or guardians. When using photographs of children on the lodge website it may not include any information regarding the child's location other than attendance at a particular lodge or participation in lodge activities (events, trips, etc.). In all cases the lodge and or web site operator will comply with TITLE 15, CHAPTER 91 of the US CODE which regulates unfair and deceptive acts and practices in connection with collection and use of personal information from and about children on the internet.

- Section 2.02 Concerning the use of Email addresses on web sites, email addresses should not be posted on web sites without the verbal or written consent of the individuals involved.
- Section 2.03 Web documents may not include any information which indicates the physical location of a member, other than attendance at a particular lodge or participation in lodge activities (events, trips, etc.).
- Section 2.04 Lodges must not use filenames for pages and images which include member names.

Article III. Use of Symbols, Names and Trademarks

- Section 3.01 The Grand Lodge of Minnesota has established rules governing the use of Masonic symbols and trademarks in the Minnesota Masonic Code.
- Section 3.02 Lodges may host and maintain websites in support of their overall program.
- Section 3.03 Any existing or proposed Minnesota Masonic Lodge website utilizing any form of a Square & Compass (S&C), the term "Lodge" or other identifying marks indicating linkage between the website and the Fraternity of Freemasonry must be reviewed by the GLWC and approved by the GM or the GLCB.
- Section 3.04 Websites, like all lodge publications, should include the words "Published under the authority of the Most Worshipful Grand Lodge A. F. & A. M. of Minnesota" on the home page; however, this statement does not indicate or confer approval of content by the GM or GLCB.
- Section 3.05 An annual review of the website will be performed by the GLWC.
- Section 3.06 The use of any generic (commonly accessible, public domain) S&C images or other Masonic imagery is allowable on approved lodge websites within the parameters established by the Code. Such usage must be respectful of any applicable copyright or trademark laws, and usage must be responsible,

tasteful and in keeping with Masonic sensibilities. The GLWC will periodically review such usage and report to the GM and GLCB.

Section 3.07 Use of the Grand Lodge of Minnesota name and logo on any site or item is strictly regulated in order to maintain our valuable trademark. Manner of usage, correct proportions, fonts and colors are all considered with each approved use. Upon approval, the guidelines and templates for these items will be made available to any Lodge wishing to use them by communicating with the Grand Secretary, who will convey the request for such use to the GLWC. The GLWC will submit their recommendations to the GLCB for approval.

Section 3.08 Representation that website content is approved by the Grand Lodge of Minnesota is NOT to be offered on any lodge website, except where such language is incorporated within clearly defined content copied from or directly linked back to the Grand Lodge of Minnesota's own website(s), or where a document self-identifies as being a publication of the Grand Lodge of Minnesota.

Section 3.09 Any Minnesota Lodge may design and use its own logo. Such items, if using any form of the S&C and not conforming to pre-defined standards or templates, will require approval by the GLWC, or, of course, the GM or GLCB.

Section 3.10 Pre-determined formats, standards and templates can be obtained by contacting the GLWC through the Grand Secretary of the Grand Lodge of Minnesota.

Article IV. E-commerce

Section 4.01 For our purposes, any sale of items or monetary transaction via a Lodge's website is considered e-commerce. Because the Code and indeed the core tenants of Masonic principles prohibit the use of Masonic imagery in making a profit for any individual or business, the following guidelines have been established.

Section 4.02 It is allowable for a lodge to accept payment for dues and other member fees via electronic processing, either by phone or over the Internet, as long as the manner of accepting payment is secure, as determined by the GLWC.

Section 4.03 The GLCB interprets the Code as prohibiting Lodges from entering into For Profit businesses generally, with some exceptions as determined by the GM and GLCB. Historical exceptions include rental of facilities, minor fundraising activities, event food sales or sale of Masonic-themed merchandise. Extending the sale of similar merchandise over the Internet is allowable, if lodges comply with all applicable laws, including sales tax and use regulations.

- Section 4.04 E-commerce applications are allowable for the purpose of vending Masonic-themed merchandise as non-profit transactions or where profits are donated to charitable entities. Merchandise sold must be pre-approved by the GLCB as outlined above in the section concerning use of symbols, names and trademarks.
- Section 4.05 Any Lodge wishing to develop e-commerce functionality on their website or to utilize e-commerce in any form will be required to apply for approval through the Grand Secretary. All approval applications will be reviewed by GLWC and approved by the GM or GLCB on recommendation from the GLWC.
- Section 4.06 Any item, excluding Lodge dues or fees, sold via an e-commerce website shall generally support lodge promotion activities, tasteful recruitment, education or charitable purposes, or other activities approved by the GLCB.
- Section 4.07 Persons from outside the state of Minnesota or the jurisdiction of the Grand Lodge of Minnesota may order products from a website managed by a lodge under the jurisdiction of the Grand Lodge of Minnesota.
- Section 4.08 A copyright page must be included on the website and readily accessible to users stating each logo or name's ownership or copyright information if applicable.
- Section 4.09 Unless otherwise directed by the GM or GLCB, websites should provide no information as to the applicability of a charitable deduction regarding the sale of a product.
- Section 4.10 An annual report of sales, expenses and any profit or loss made through e-commerce sales will be submitted to the Grand Lodge of Minnesota and will be reviewed by the GLCB or a committee that they will designate.

Article V. Tax Considerations

- Section 5.01 If a lodge were to engage in the merchandising of goods on a continual basis over the internet, the activity would most likely be taxable as an unrelated business. A lodge would have to file a federal form 990-T, Exempt Organization Business Income Tax Return and State of Minnesota form M4NP, Franchise Tax for Nonprofit Organizations. A lodge would also most likely be required to obtain a sales tax permit and collect sales taxes on such goods and remit them to the Minnesota Department of Revenue. If such activities are operated on property for which you have been granted property tax relief as a nonprofit entity, such a lodge may also be endangering that status.

- Section 5.02 Masonic lodges are exempt from federal income taxes on Internal Revenue Code 501(c) (10). The state of Minnesota also extends that exemption to Minnesota state income taxes. These exemptions only extend to activities related to your exempt purpose, which for a 501(c) (10) are the normal operations related to a domestic fraternal society. Examples of exempt items are collection of dues and the charging of fees to members to offset the cost of activities. The internal revenue code also exempts from federal income taxes most investment, rental and fundraising incomes to such organizations. But if an activity is deemed an unrelated business, then a lodge could be liable for unrelated business income taxes.
- Section 5.03 The broad definition of unrelated business income is anything that is not included as part of the exempt purpose for which the IRS granted the tax exempt status to an organization. Most fundraising can be considered part of the exempt purpose of a lodge. To differentiate between fundraising and unrelated business income, the IRS looks at the nature of the activity. If the activity is ongoing or reoccurring, it could possibly be deemed unrelated business income. Even an annual event could possibly be deemed an unrelated business if it is not specifically related to your exempt purpose.
- Section 5.04 The requirement of paying and filing these taxes rests solely with the lodge involved in such activities. Before becoming involved in any merchandising activities, a lodge should seek out professional, competent tax advice. Penalties for non-compliance can be expensive to a lodge and could possibly extend to officers of a lodge personally.

Article VI. Technical and Design Standards

- Section 6.01 All web pages should avoid excessive dependence upon sound clips, tiled backgrounds, movie clips, large graphics, and other disk space intensive items that may require considerable time to download.
- Section 6.02 Documents should be thoroughly tested before posting.
- Section 6.03 Final decisions regarding access to active web pages for editing content or organization will rest with the lodge.
- Section 6.04 All web pages should be clearly identified and linked back to the lodge home page.

Section 6.05 Links to other sites should be Masonic specific. Verify their validity and remove when not needed or the link is not maintained or not operational. Avoid a large number of external links.

Article VII. Computer Use Policy

Section 7.01 The Lodge is responsible for securing the lodge's network and computing systems in a reasonable and economically feasible manner against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct.

Section 7.02 The users of the network are responsible for respecting and adhering to local, state, federal and international laws. Users who violate any such laws will be subject to prosecution and/or litigation. If such an event should occur, the Lodge will fully comply with any complainants to provide any information necessary for prosecution and/or litigation.

Section 7.03 General Computing Policy

- (a) All computer systems that are the property of the Lodge should only be used for Lodge related purposes.
- (b) Any unauthorized, deliberate action which violates posted policy, damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is prohibited regardless of system location or time duration.
- (c) Only software relevant to the users work related duties should be installed on a computer system.
- (d) The copying or sharing of copyrighted materials, software, video and audio files (including MPEG files) without the express written permission of the owner or the proper licensing authority is prohibited.
- (e) Due to the increased risk of electronically transmitted viruses, it is suggested that software upgrades, installation files, and other executable files (*.exe files) should not be downloaded and installed from the Internet. This includes executable files (*.exe) attached to Electronic Mail messages, but does not include document files such as Word (*.doc) and Excel (*.xls). Individual users who do not conform with this policy must take responsibility for all problems and issues that may subsequently arise.

- (f) Use of computer systems, facilities and/or services for commercial purposes outside the scope of Lodge activities is prohibited.
- (g) The installation of Routers, Bridges, and similar equipment without express permission of the Principal Officers is prohibited.
- (h) Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
- (i) Continued impedance of other users through mass consumption of system resources, after receipt of a request to cease such activity, is prohibited.
- (j) Use of systems and/or networks to gain unauthorized access to remote systems is prohibited.
- (k) Use of systems and/or networks to connect to other systems, in evasion of the physical limitations of the remote/local system, is prohibited.
- (l) Use of systems and/or networks to copy or share copyrighted materials, software, audio and video files (including MPEG files) is prohibited.
- (m) The copying and/or modification of system files are prohibited.
- (n) The willful introduction of computer "viruses" or other disruptive/destructive programs is prohibited.

Section 7.04 Electronic Mail

- (a) There are no privacy rights in the creation, sending, or receipt of E-mail.
- (b) In response to system restrictions and space limitations, no pictures, graphics, movies, or any other E-mail file attachments should be in the system without a valid business reason.
- (c) Whenever you send electronic mail, your name is to be included in each mail message. You are responsible for all electronic mail originating from Lodge computers.
- (d) Forgery (or attempted forgery) of electronic mail messages is prohibited.
- (e) Attempts to read, delete, copy, or modify the electronic mail of other users are prohibited.
- (f) Attempts at sending harassing, obscene or threatening email to another user is prohibited.
- (g) Attempts at sending junk mail, "for-profit" or chain email are prohibited.

Section 7.05 Wireless Technology

- (a) The Lodge is responsible for managing the infrastructure of the Lodge's data network, including wireless network access. Wireless Access Points (intended for member use) must be approved by the Principal Officers prior to installation.

Article VIII. Weblogs, Blogging, Texting, Twitter and Other Forms of Electronic Communication

Section 8.01 The following policies regarding various forms of communication, electronic and otherwise are established in the Jurisdiction of Minnesota;

- (a) Under no circumstances should the use of computers in any form including cell phones be allowed in the Lodge room during a tyled meeting with the possible exception of the Lodge Secretary and Treasurer and/or the use of a computer to present a slide show or video then only with the permission of the Master.
- (b) Members who are required to be on call such as, but not limited to law enforcement, fire or medical professionals, cell phones or other types of communication instruments will be allowed but must be muted or in silent mode during a tyled lodge meeting. If a call comes in for the member, he should excuse himself from the meeting and take the call outside the Lodge room so as not to disturb the meeting.
- (c) The disclaimer statement below must be included on every blog/forum hosted by a member of Minnesota Freemasonry that will discuss subjects related to the Grand Lodge of Minnesota or its constituent Lodges.
- (d) Permission from the Grand Lodge of Minnesota must be obtained before matters of policy can be placed on or discussed on blog sites or communicated in any other form of communication.
- (e) Despite disagreement, respect must always be shown to the Fraternity, its members and families.
- (f) Blogging activity or any other form of communication must in no way be contrary to the obligations of Freemasonry. This includes, but is not limited to the prohibition on certain discussions about balloting or other matters that the Master would expect to be kept confidential.
- (g) All the provisions of the "Computer Use Policy" which apply to the promoting of information over the internet also apply here.
- (h) Masons are encouraged to follow the "Bloggers Code of Ethics" below.

Section 8.02 Disclaimer

- (a) Any blog created by any member of Freemason under the jurisdiction of the Grand Lodge of Minnesota that will discuss any Masonic topic of any kind must include the following disclaimer.
 - (i) “Any views, opinions, or thoughts articulated in postings and/or comments from any contributors to this weblog do not in any way represent the views of the Grand Lodge of Minnesota, its constituent lodges, officers, or employees.”

Section 8.03 Blogger Code of Ethics

- (a) I will tell the truth.
- (b) I will write deliberately and with accuracy.
- (c) I will acknowledge and correct mistakes promptly.
- (d) I will preserve the original post, using notations to show where I have made changes so as to maintain the integrity of my publishing.
- (e) I will never delete a post.
- (f) I will not delete comments unless they are spam or off-topic.
- (g) I will reply to emails and comments when appropriate, and do so promptly.
- (h) I will strive for high quality with every post – including basic spellchecking.
- (i) I will stay on topic.
- (j) I will disagree with other opinions respectfully.
- (k) I will link to online references and original source materials directly.
- (l) I will disclose conflicts of interest.
- (m) I will keep private issues and topics private.

Attachments

Relevant Code Citations

SECTION G6.03 Beside violation of Section C8.01, of the Constitution, the following specific acts shall be deemed unmasonic conduct and shall render the offender subject to discipline.

...

(h) To use the word "Mason," "Masonic" or "Freemason," or any emblem of Blue Lodge Masonry as a part of a business name, or in business advertising of any kind; to say or infer in any publication that the same is published or recognized by Masonry as a Masonic publication unless authority to state that: "This publication is issued with the permission of the Most Worshipful Grand Lodge A.F. and A.M. of Minnesota," has been expressly given by the Grand Lodge.

No Master Mason shall solicit, accept, prepare or submit advertising to be placed in any magazine, pamphlet or other publication which is violating the provisions hereof and shall be deemed guilty of unmasonic conduct for so doing.

No Master Mason shall become a policy holder in any insurance company using Masonic words or emblems either in its name, its policies or in its advertising.

(l) As to all publications which have been made and issued by any Constituent Lodge, it shall be the duty of, and the responsibility is placed upon, the Master of the Lodge granted such authority, to supervise and control the conduct of such publication and all matters of every kind and nature therein published.

(j) No Master Mason who is a candidate for public office shall advertise in any publication or in any other manner that he is a Mason or member of a Masonic Lodge or of any body recognized as Masonic, and no Masonic publication shall accept said advertising whether the Masonic publication has been authorized by the Grand Lodge or not.

(k) The word "Lodge" shall not be used in association with the name of any other organization or in a manner which infers or otherwise identifies or attempts to identify the word "Lodge" as referring to a Masonic Lodge or Lodges or a Masonic body or bodies except in and as a part of a Lodge name or the name of a Masonic body, in its official notes of meetings and reports of Lodge or Masonic body activities to its members or in authorized publications.

Other Code citations may also apply. The GLCB infers by Section G6.03 that with some longstanding exceptions, generally, lodges are prohibited from entering into commerce. This

policy is set forth to clarify the limited exercise of website commerce, use of Masonic logos and use of websites by lodges.

Explanation of the IRS code related to 510 © (10) and Unrelated Business Taxable Income and Social Activities Social and Recreational Activities: Member Participation

Organizations described in IRC 501(c)(8) and IRC 501(c)(10) are subject to tax on their unrelated business taxable income (UBTI) under IRC 511. Fraternal organizations have traditionally engaged in social and recreational activities to complement their purely fraternal activities.

The operation of a bar, restaurant, or general meeting hall is an accepted social and recreational activity in which fraternal organizations may engage. In addition, gambling, to the extent that fraternal members participate, is considered recreational in nature and a suitable activity of fraternal organizations.

Rev. Rul. 69-68, 1969-1 C.B. 153, holds that gambling (even if illegal) is a proper activity for social clubs exempt under IRC 501(c)(7) because it supplies pleasure and recreation to members and guests, even if it has an additional purpose of raising money.

Sale of Alcoholic Beverages

The sale of alcoholic beverages to members for consumption on the premises is considered to be related to the purposes of a fraternal organization. On the other hand, the sale of alcoholic beverages to members for consumption off the premises should be considered unrelated trade or business. See TAM 8641001 (June 5, 1986).

Use of Facilities by Non-Members

When a fraternal organization allows or solicits non-members to make use of its social and recreational facilities, there is the potential for the fraternal organization to exceed the bounds of its exemption.

This is especially the case where the activity is of a continuous or recurring nature, such as the operation of a bar and restaurant. If the bar or restaurant is opened to the public, and, over time, is generally known to be available to the public, it risks becoming a regular commercial business.

Participation of Non-Members: E.g., in Gambling Activities

A fraternal organization may provide social and recreational activities to its members. Guests of members may also participate in the organization's activities or make use of its facilities so long as the guest is being entertained by the member. However, a non-member is not being "entertained" merely because he or she accompanies a member.

When non-member "guests" spend their own funds to participate in gambling activities operated by fraternal organizations, they are not being entertained by the member. If a non-

member incurs a charge to participate in a social or recreational event or to make use of a social or recreational facility, the nonmember is considered to be entertained by a member only if the member pays the charge.

Thus, when a guest gambles with his own money, the fraternal organization is providing recreational activities directly to a non-member rather than as a service to members. When a fraternal organization provides recreational activities, such as gambling, to non-members directly, those activities do not have a substantial causal relationship to the organization's exempt purpose of providing social and recreational activities to the member. As a result, the activity may be considered unrelated trade or business. See, e.g., *Waco Lodge No. 166, Benevolent & Protective Order of Elks v. Comm'r*, T.C. Memo. 1981-546.

Further, under certain circumstances, gambling activity may essentially be a predominantly public activity and only incidentally a member activity, such as when 80 percent of the receipts of gambling come from non-members who are not even participating as guests of members but simply as members of the public. In that case, the entire activity, including participation by members, would be considered unrelated trade or business because the gambling is not being conducted primarily as a recreation for members. See GCM 39061 (Nov. 21, 1983).

Hall Rental Income

Fraternal organizations commonly raise funds through hall rental and catering. The rental of the hall itself, while an unrelated trade or business if regularly carried on, may meet the exception to unrelated business taxable income (UBTI) for rents from real property under IRC 512(b)(3). See Rev. Rul. 69-178, 1969-1 C.B. 158. However, payments for the use of rooms or other space are not rents where services are also rendered to the occupant, if the services are primarily for the occupant's convenience and are not usually rendered in connection with the rental of rooms for occupancy only. See Reg. 1.512(b)-1(c)(5); Rev. Rul. 69-69, 1969-1 C.B. 159.

Catering Is Unrelated Business

Catering is a service primarily for the occupant's convenience and not usually rendered in connection with the rental of rooms for occupancy only. However, the catering may be analyzed separately from the rental of space if there is a separate charge paid in accordance with a separate agreement between the parties. Income from catering incidental to the hall rental would be taxable as unrelated trade or business income if volunteer labor is not employed in the provision of services and the catering is regularly carried on. See TAM 9605001 (Oct. 9, 1995).

This policy subject to periodic review and amendment by the Grand Master and Grand Lodge Corporate Board. This version dated October 22, 2007 was revised on November 14, 2009.

Document Information

Prepared By:	Shawn Carrick, Chuck Brust, Ethan Seaberg	Document Version No:	2.0
Title:	Lodge Leadership & Management	Document Version Date:	April 13, 2018