It is the mission of the
Grand Lodge Education Committee:

To provide Masonic resources to those who are, or will become, interested in Masonic information for their edification, enlightenment and enjoyment.

To help those who would like our assistance in their efforts to learn more about Freemasonry.

This manual has been designed to assist the Worshipful Master and specifically Lodge Education Officers as well as future Lodge Education Officers. This manual will provide tools for the Lodge and LEOs to have on which to be able to build a pillar of education.
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Taking Good Men

Making Them Better
The Grand Lodge Education Committee is a resource for the Craft, to assist in providing further light in Masonry and to assist the Lodge Education Officers of their respective lodges in providing education including the areas Mentoring, Customs, Protocol, Etiquette and to enlighten the public about our great Fraternity. Through education we hope to instill the tools for every Mason to become an even better Man through the enrichment he will receive by continuing his own personal search for light that he can share with others.

Masonic Education assists us in understanding the Fraternity, to be better enabled to understand our obligations, and the meaning of the ritual work. Additionally Masonic education teaches us to be able to become better Men and allows us to communicate with Non Masons about the Fraternity.

The sole responsibility for Lodge education resides with the Worshipful Master of the lodge. However, he also has the authority to delegate this responsibility to another to complete the duty for him. This is done when the Lodge Education Officer is appointed. A review of the Minnesota Masonic manual shows that the LEO is charged to help to guide his Lodge toward the delightful light of knowledge and concern, to help the brothers of all degrees to study and enjoy Ancient Craft Masonry.

The appointment of a Lodge Education Officer (LEO) by the Master of the lodge is a very important responsibility and one that does not need to normally change from year to year, and is not normally be assigned to a new Brother.

Some of the characteristics of a brother who may be a good LEO include:

- Energetic, Optimistic, Outgoing and Positive
- Understands the importance of the LEO position.
- Enjoys reading and researching topics
- Is knowledgeable about the Fraternity, Ritual and Lodge Officer positions
- Ability to make difficult concepts easy to understand
- Desires to discusses topics that are practical, relevant, and up-to-date.
- A desire to keep Masonic education alive in the Lodge!

Who would be appropriate to serve as the Lodge Education Officer? This deserves a proper answer so that the Craft will benefit and grow. A successful LEO must have a number of qualities that will assist him in becoming a leader of the lodge. First and foremost a LEO must have a positive attitude, be confident and be enthusiastic. These are three key traits
that will allow brothers to impact new and old members of the lodge when providing Education. In simplest terms a LEO is a Brother who has a genuine interest in Freemasonry, a good foundation of Masonic knowledge and a desire to help the Brethren attain the knowledge which must, for the future of the Craft, be attained through the Education Program.

Why have Masonic Education

(The, what’s in it for me)

Masonic education in the lodge can be more than just about Masonry. In ancient times, lodge education was one of the few educational avenues available to gain knowledge and understanding of the world in addition to the understanding of the morals and lessons Masonry imparts. It was to provide a basis on which to grow as a Man and be better enabled to support not only his family, but also others in his community. Today, there are still many benefits to developing and promoting a Lodge education program.

Some of the benefits are to:

- Provide moral direction
- Provide knowledge to members on different areas of life
- Instill and sustain interest in Masonry
- Eliminate or reduce misinformation
- Provide reinforcement to ritual
- Increase membership and attendance
- Increase participation
- Improve public image
- Stimulate the search for knowledge and Self Improvement

The Lodge Education officer is an important office appointed within the Lodge by the Worshipful Master each year. The Lodge Education Officer assists 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 encouragement, guidance and leadership of the Lodge Education Officer will assist the Brothers of all degrees to study and enjoy Ancient Craft Masonry.
Areas of education that can be the responsibility of the LEO include:

- Assist Brethren in completing the Masonic Light Award Program, the Wayfaring Man Program and any other courses, as necessary.
- Provide some educational programs that include several Brethren.
- Look for other Brethren who have an interest in Masonic education, and invite them to prepare or participate in some programs.
- Prepare “educational nuggets” not to exceed 2 minutes that can be given at all meetings.
- Provide brief educational items to the Worshipful Master or Editor for inclusion in the Trestle board.
- Assist in attracting non-attending Masons through interesting and creative programs that are directed at the uniqueness of the members of the Lodge.
- Get to know the members of the Lodge, and what would benefit them individually and collectively in Masonic education.
- Assisting the Master in having prepared or preparing quality, regular Lodge education programs,
- Be familiar with the Mentoring program and Proficiency requirements, and assist Mentors to provide quality instruction to the new Brothers
- Assisting the Senior Warden in preparing and planning quality Lodge Education programs for the upcoming year
- Communicate Masonic educational articles and Lodge education activities by appropriate written means to all of the membership. (Lodge Newsletter)
- Notify Lodge members of upcoming educational programs in the lodge and around the state.

It is important to remember that the Lodge Education Officer serves the Lodge at the will and pleasure of the Worshipful Master. This is why it is so important to work with the Masters and Wardens of the Lodge to plan education for the Lodge.

**Laying the Cornerstone of Lodge Education**

It is a tradition for line officers of the lodge to work on their calendar and budget in advance of being elected Master of the Lodge during your time as Senior and Junior Warden. This is not to be presumptive that you will be the Master, rather to prepare in the
event you are elected to be the Master of the Lodge. It is said that a person does not plan to fail; rather, a person fails to plan.

This philosophy is also true of the LEO. LEOs need to have dialog with the members of the lodge, more especially with the Master and the officers in the officer line of the lodge, to develop a multi-year plan of what lodge education needs to be accomplished to meet the needs of the Brethren (working within the desires of the Master, of course).

When a LEO takes into account the varying ages and backgrounds of your audience he is more likely to ensure greater attendance and participation. By working with the line officers and presenting your plan for lodge education, the line officers are more likely to feel as if they have a stake in the program verses last minute education. This can allow for an excellent series of programming for the lodge and can be one of the pillars that can draw your membership back to lodge.

It is important to remember that a Masonic Lodge is the total of its members. They span a wide range of ages and socioeconomic status and their interests are just as diverse. It is important to ask your lodge Brethren about their interests and desires for knowledge.

There are many areas from which to build Lodge Education. Through the years, many short talk bulletins have been written that are available from the MSANA that are available for a LEO to read in lodge. Some LEOs have also used newspaper stories on which to build a discussion. There is no end to what the education can be.

Some suggested topics include:

- Ethics / Ethical Theory
- Anti-Masonry
- Membership
- Famous Masons
- Symbols
- Masonic code
- St Johns day
- Brother George Washington
- Rules and Masonic law
- Masonic customs and jargon
- Protocol and Etiquette
- Masonic Philosophy
- Masonic Symbolism
- The Art of Manliness
- Landscaping
- Estate planning
- Wine tasting
- Mentoring
- Making cigars
- What is a Clandestine Lodge

Should women be admitted into Freemasonry
Not every education topic must be Masonic; rather the education topics need to be of interest and relevance to your members which will cause them to seek further knowledge.

Making Lodge Education the main focus of a meeting.

I am not sure if I have met a Brother who became a Mason to talk about paying bills for the Lodge. By working with the Master of the LEO presentations for a meeting, the order of business can be arranged so that Education can be an important part of the meeting. Remember that Education in the Lodge is not the only important topic that needs to be completed during a stated communication. A delicate balance needs to exist. When this balance occurs, the membership of the lodge always wins.

Imagine you are a speaker who has been invited and traveled 4 hours to give a presentation. The Lodge is opened and business is discussed…for 3 hours. Everyone is looking at their watches wondering when the discussion will end on buying new light bulbs, cleaning the carpet and other small bills. Finally your time to give a 40 minute presentation has come and you are now looking over the faces of the Brothers who appear to be waiting to leave to return home. How would you feel about this?

This is the thought process many Lodges are beginning to tackle and by addressing this issue head on, they have found a happy middle ground for all. The solution many lodges have come to involves moving the education presentation to the beginning of the stated communication. Other lodges have educational presentations outside of the stated communication during the dinner hour or even on a separate day.

When moving the presentation to another day it is most advantageous to ensure that due notice and advertising has been provided to Masons but also to the community when the presentation is not required to be in a tyled lodge. This allows for Brothers to bring a friend, neighbor or relative to the presentation and exposes them to our Masonic Fraternity. One major consideration is to ensure that topics that need to be in a Tyled Lodge, are in a Tyled Lodge.
Planning an education program

Brothers are spending serious time, energy, and money becoming Freemasons and it is the Lodge’s responsibility to make sure that they feel they have received a benefit. By planning ahead and publishing the education topics in advance, brother will be more likely to attend rather than worrying if the meeting will have an education program.

When planning an education program, do not limit yourself to the current year. A LEO needs to begin working with the Master and Wardens for an education plan that is multi-year and fits into each person’s prospective plans for their year in the East (tradition prevailing). This will also allow for the Lodge Membership to know what education programs are being contemplated.

The planning of the education program also includes determining who will be presenting education programs to the lodge. It is not a requirement that a LEO gives every presentation! It is a good practice to spread the cement of brotherly love by allowing others to improve their public speaking abilities by presenting a topic that they find interesting. Remember that the Masonic Light Award program has a requirement to have presentations and discussions on different topics to complete this program.

What must I do when I give a Presentation?

The first step is to choose a topic for your presentation. This may be something you write on your own, or it could be the reading of a Short Talk bulletin. Once that choice has been made, you must prepare. You may hear some that say that they have “winged it” and did just fine. This is a rarity and should not be an option. Even when reading a Short Talk bulletin, you need to have read the bulletin. Read it out loud. If possible commit the presentation to memory.

Nothing is worse than having a speaker use PowerPoint and read each and every word on the screen. This is known by some as “Death by PowerPoint”. A PowerPoint (or slide) presentation could accompany the speaker providing the important bullets of that are being shared.

Do not give a presentation without having given the presentation to yourself first – EVER!
Regardless of the topic chosen, ensure that you have prepared for questions after giving your presentation. Think about questions that may come up and write out the response you will give. Those that prepare are less stressed, making the entire presentation more enjoyable for you to give and for others to receive.

While giving your presentation to yourself, remember to time your presentation. Most speakers are given a specific amount of time which also includes question and answer time. By timing the presentation in rehearsal, you will know if you need to add information or if you need to edit some information to ensure you fit in the time budgeted.

The day of the presentation has arrived and you feel as if it arrived too soon. This feeling will subside over time as you give more presentations. However, the idea of arriving early at the location is a good one. This will allow you to see the location in which you are speaking, ensure that you have all your props available, and that your presentation or slides are working for the audience to see.

Finally, you are introduced and it is time to speak. Body language is seen by all, it is something that every speaker needs to be cognizant of how their body language will be seen by the audience. Try not to fidget and if you have no cue cards clasps your hands in front of you or hold your arms straight down. If you appear confident, the presentation will come across even better to the audience. Be natural.

This may seem like it is easier said than done, but over time speakers improve because of the experiences that they will have. Remember, when giving a presentation in Lodge, you are among Brothers who are there to support you and encourage you.

Creating a discussion from your presentation

The goal of a presentation is not always to just provide a speech on a topic. It is usually to encourage a discussion to occur among the Brothers from which all those in attendance will gain even further knowledge. Getting a discussion to occur in a Lodge is not always easy to accomplish, don’t worry. You have Brothers to assist you. When preparing your presentation and possible questions, there is nothing wrong with providing one or two of the questions you came up with to an individual in the audience. Using a “plant” can be a help.

By having an accomplice in the audience asking the first question others will feel more at ease with asking questions. Even in Lodges, Masons may not want to be the first person to
ask a question, but when the “ice” is broken, questions can come from all areas of the Lodge room. Remember that even with the assistance of the accomplice it is possible no other questions will be asked. Do not take this as a negative; rather think of it as a positive that the presentation was even better than you thought it would be.

An additional article is included in the appendix section titled LEO Presentation Questions which was published in issue #226 of Three, Five, and Seven.

Examples of some topics to start a discussion:

- What induced you to become a Mason?
- What do you wish to know more about in Masonry?
- What does a Mason look like or sound like?
- What is your favorite Masonic Book or Author? What makes them your favorite?
- Is Masonry what you expected?
- What’s been positive and negative about your experience in Masonry?
- What did you get out of today’s presentation?
- What are your interests outside of Masonry?

For the new Mason (mentoring)

A responsibility of the LEO to the Mentor program is to ensure that the Mentors are familiar with the Mentoring Program and to be a resource to go to when they do not have an answer for the new Brother. An important point is that the Mentor need not be the proficiency coach, and in most cases it is better if those are two different Brothers.

The mentoring program from the Grand lodge of Minnesota is an excellent plan the Master of the lodge needs to implement and the LEO needs to support. By following the Mentoring Guide, a lodge will empower the new Brother on his Masonic path and make him an educated and well informed Mason. The mentoring program is conducted outside of the lodge meeting but the LEO can attempt to incorporate small portions of the mentoring program into his education plan.
By having a presentation that incorporates the teachings of the degree the new Mason has been initiated into, the moral lessons being impounded on his conscience will be reinforced and provide a better foundation for the Mason to build his life upon. Remember that when you incorporate the degree teachings into your presentation, ensure that all the brothers have been initiated into that degree so they are able to fully understand the teaching.

When a LEO is asked his opinion of who may be a worthy Mentor, it is important to remember that the brother needs to have a willingness to spend many hours between each of the degrees teaching the requirements and lessons of the degree but also willing to say “I don’t know the answer” and then finding the answer by his own research or asking more informed Brethren for their assistance.
Following is a list of Masonic Education Programs in Minnesota. They are not arranged in any particular order of preference or importance.

**The Masonic Writer’s Guild:**

There are many great writers in our Fraternity and this program is designed to give recognition to the group of writers who have supplied articles to the Grand LEO for him to publish and distribute in his e-publications, published as a stand-alone paper on the Grand Lodge website or published in the Minnesota Mason.

Not every LEO has the time, or the inclination, to prepare his own education program for each stated Communication. These writers and their work can easily be used as the basis for an education program for any lodge.

**The Masonic Code:**

This is a regular column in the Minnesota Mason devoted to bring something of the code to the Masons of Minnesota. It is a help to the Masters of Lodges and also to the Brethren. Every Master is charged to have the Masonic Code read in his lodge and this column is a way to help with this task. Again it’s only 6 articles a year, but this teaches both new and older Masons important information about who we are and what we will abide by. The Masonic Code can be found on the Grand Lodge website in the member resources tab.

http://mn-masons.org/lodge-resources/member-resources

**The Grand LEO’s Column:**

This column is for the Grand LEO to communicate to the Masons of Minnesota and also to every LEO in the jurisdiction. He has a column in both the Minnesota Mason and in the Grand Lodge’s E-News. His column varies in content and provides items of interest & information that Masons and LEOs need to know.

**The Masonic E-newsletters:**

These are sent out to any Masonic Student that would like to receive them. There are currently 2 basic publications: Three Five and Seven (T.F.S.) & More Light (MehrLicht). These publications contain useful Masonic education information that can be read for personal Masonic enlightenment, and can also be used for Masonic Education Presentations in a Lodge or a discussion group.
The Masonic Monday Question:

This program has been very popular over the years; a Masonic question has been posted every Monday on the Internet and Masonic Students can submit their answers to masonicmonday@gmail.com – Each week we then post the answer and the names of those who had the correct answer, and then post another question for the current week. These questions and answers are posted on the Grand Lodge website under the Masonic Education tab

http://mn-masons.org/masonic-educational-resources/leo-resource-pages

The Masonic Conundrum:

This is one of our oldest and most popular programs for Masonic Education. The Masonic Conundrum is in each issue of the Minnesota Mason newspaper. With the conundrum, all those who send in the correct answer are listed in the next issue of the Minnesota Mason when the answer is published and the new question posted. In addition the 1st Mason from each area of the jurisdiction to send in the correct response receives a small thank you gift from our committee. The email address to submit your answers is masonicconundrum@gmail.com

Minnesota Masonic Book Club:

This too is something begun by M.W. Brother Terry Tilton years ago. The book Club simply provides good Masonic Books to its members at a price that is less than the publishers retail price including shipping. There are no dues; the operation of this club is extremely simple: The club sends out one book approximately every 3 months to the members along with a bill for the book. The member then can look over the book and if he wants it he simply mails in his check to the Grand Lodge office – if he doesn’t want the book he simply sends it back. This club is meant primarily for Minnesota Masons, but Masons from other jurisdictions can participate too.

Masonic Education You Tube Videos

Education Videos are popular. It would be great to get more of them online, it is a slow process. Finding Masons willing to write a script and willing to deliver it in front of a camera isn’t as easy as it at first seems. The Grand Lodge of Minnesota has a channel on YouTube which contains videos that may be of interest as they have the possibility of providing a short educational program that can then be used to ask one or two questions of
the brothers to have a discussion. If you know of a presentation that would be good to share with others and on You Tube, let the Grand Lodge Education Officer and let him know.

http://www.youtube.com/user/grandlodgeminnesota?feature=results_main

The Masonic Question Box:

This is another simple program where we solicit questions from Masons. It is our belief that everyone should have a place to ask a question on Freemasonry and receive an answer. So if a Mason would like to have someone from our education committee answer his question he can simply email, phone, or mail to the Grand LEO – the email address for the Question Box is masonic.question.box@gmail.com questions received are answered, in addition we will provide the documentation for the answer.

Grand Lodge Web Site:

The Grand Lodge Education Committee contributes to the pages devoted to Masonic Education. With planning & content the Masonic Education part of a web site can draw many hits to the overall web site.

http://mn-masons.org/masonic-educational-resources/leo-resource-pages

Sections include

- Masonic Monday
- T.F.S-three, five & seven
- Papers & Dissertations
- Lodge PowerPoint presentations
- Masonic Books and Supplies
Masonic Light Program:

This Masonic Education Program has been a well kept secret of the Grand Lodge of Minnesota for quite some time. This program has been updated and is designed to build competency and Masonic knowledge in at least seven of nine areas through guided study and in-Lodge activities. Collect seven of the nine possible seals and receive a personalized Award Medallion from the Grand Master or his representative. Information about the program and the Enrollment form can be found on the Grand Lodge website:

http://www.mn-masons.org/node/10579

Wayfaring Man

The Wayfaring Man Program is an initiative to help in the revitalization of the lodges and to promote one of the Landmarks of Freemasonry. The purpose of this program is to promote the visitation of brethren from different lodges so that they can meet on the level and see what is happening in other lodges, whether the Lodge is in the next city, state or country. For those interested go to the Grand Lodge website at http://mn-masons.org/node/11567 and click on the Enrollment form to get started. If there are any question regarding this program please contact the Wayfaring Man Program Coordinator at wayfaringmanprogram@gmail.com.

Education lodge 1001 and 1002

The main differences between Educational Lodges and regular constituent lodges is that Educational Lodges cannot confer degrees; are not liable for the relief of a member, his wife, widow, etc.; and are not entitled to representation at or any vote in Grand Lodge. Membership in one of the Educational Lodges is open not only to Minnesota Freemasons but to Master Masons in good standing of any Lodge recognized by the Grand Lodge, A.F. & A.M. of Minnesota. However, only Master Masons holding membership in a regular constitute of the Grand Lodge of Minnesota are eligible to vote or hold an office in Educational Lodge 1002. Please be our guest and enjoy the Light that the labors of our Brothers have brought before us for so many years.
Selected Internet Addresses for Masonic Education

Grand Lodge of Minnesota
http://www.youtube.com/user/GrandLodgeMinnesota

Grand Lodge Of Iowa Masonic Library
http://showcase.netins.net/web/iowamasons/library.html

Short Talks & Philalethes Files
http://www.kena.org/hirams/files_from_phililathes.htm

The Scottish Rite Research Society:
http://scottishrite.org/about/masonic-education/srrs/

The Philalethes Society:
http://www.freemasory.org

The Masonic Society:
http://www.themasonicssociety.com/

The Southern California Research Lodge F. & A.M: http://www.calodges.org/scrl/

Freemasonry Today magazine
http://www.freemasonrbyte.com

George Washington Masonic National Memorial
http://www.gwmemorial.org

Masonic Service Association
http://www.msana.com/

Phoenix Masonry
http://www.phoenixmasonry.org/

York Rite
http://www.yorkrite.com/

Southern California Research Lodge F. & A.M.

Quatuor Coronati Lodge No. 2076
There are several natural tendencies that may minimize the effectiveness of your Masonic Ed presentation. I am going to focus on "questioning"; i.e. encouraging the listeners to provide feedback. However let’s quickly consider a few other hurdles that prevent good results. One, the comfort of the room you are presenting in: seating, air temps, odors, crowdedness and acoustics to name a few. Many Lodge rooms are NOT ideal for a verbal presentation; consider using other parts of the Lodge Hall or ask the WM for permission to temporarily allow all in attendance to seek alternate seating (sometimes those Master & Warden chairs are THE most uncomfortable!).

Assuming you have a good physical room and environment, absent any of the barriers I just suggested AND an interesting topic, it now comes down to your presentation skills. Further assuming you are a reasonably good speaker, using expression, phrasing, gestures, a 'catchy' opener and perhaps A/V aids and/or handouts, effective communications means gaining feedback. HOW do you know the listeners understand the topic as you meant for it to be understood? Indeed, isn't much of our ritual, from the opening thru the Third Degree dependent on questions to and from the Craft?

Business communication courses always stress that communications only occur when the message goes from A and is received by B intact. How do you know if this has occurred? The best method is to ask 'do you understand?". The problem with this is that most of us are unlikely to admit before a group that we truly do NOT 'understand'. Think about your school days. Recall when a teacher asked the class "does everyone understand this?" You did not but rather than raise your hand you looked furtively to the left and right hoping and praying Tom or Suzie would raise THEIR hands. And of course they were hoping the same. If you were lucky someone was brave and asked for a rehash, if not, there was a missed question or two on the next test!

What we need to do is gain the audience's willingness to question. Begin with some simple but fun questions someone is likely to answer, even if only to raise their hands. "How many of your have ever wondered what 'esoteric' means?" If no one raises their hands say 'fine, guess that ends the topic for the night unless one of you wishes to take over' (said with a broad smile of course). "Everyone over 60 please raise your hands - baby boomers may have a little different take on what I am going to speak on". Or if there is at least one person in the group you are close with or whom you know is interested in your topic (ritual, lodge history, Masonic jurisprudence, etc) say "Tom, have you had any background in _____? You may want to add a comment or two when we sum up".
After you make a significant point, ask the group - 'does this seem surprising (or new) to you?' If you get a head nod, ask the Brother, 'how so?' You are not engaging in a group discussion but neither are you usually doing a straight lecture: "no interruptions class!" You may also pause during your presentation to say 'Most local histories say our Lodge first met above the Johnson Hardware - has anyone heard differently? Or "most Masonic authorities feel only these few landmarks as universal but a few add____. What do you think?"

When someone does reply or asks a question remember the first dictum of any learning scenario - there are no dumb questions or replies. If someone says something off topic or truly offbeat, you can always smooth over by saying 'that's a very interesting thought but since it's not found in my current research, perhaps you and I can discuss it later' (be sure to have pen & paper with you because jotting down something that you promise to consider or "get back to you on" tells all present you not just giving lip service).

There will be evenings when it's pulling teeth to get audience responses but work at it and vary your methods depending on the group. An engaged audience tells you whether the message is getting across. It also tells you its being absorbed. The oldest method is to ask the person(s) to reiterate or summarize what you just told them. This is usually a tool to reduce errors i.e. "to count towards the Lodge of the Year Award you need to do three things: have the project pre-approved, submitted no later than 'x' and provide a measurable summary of the results". A less challenging way is to offer a little outline AFTER you finish (otherwise the Brothers will be reading it rather than listening to you!) or a brief written or verbal quiz. Whatever you do however do NOT wait till you are finished to ask if there are any questions as a) some questions that would have been asked have been forgotten and b) you learn belatedly several fellows had no idea what you were talking about or have a completely different frame of reference.

Unlike a concert or drama, a Masonic Ed program is usually designed to permanently add some 'facts' to the listener's memory. Engaging listeners and getting feedback lets you know the message you intended to give is received as intended AND is at least in part added to collective memories. It may also reveal new information heretofore unknown to you and/or correct some errors you inadvertently made. Adding the caveat that your presentation is one man's view of the subject lets the Lodge know they are welcome to join the presentation. Questions tell you the group is engaged, that you are on the right track and just maybe, "education" was indeed accomplished.
TIPS FOR SPEAKING

Opening Nerves

Before you go on, chat to people in your audience. It will help create a warmer, friendlier atmosphere.

As you're waiting to be announced, repeat your opening sentence three or four times to distract you from your nervousness and to give you the confidence of a sure start.

To help relax from head to toe, take three deep slow breaths - in through nose - out through mouth with your hand on your stomach as it expands and contracts.

When starting, pause for 1-2 seconds to establish your confidence.

Stand upright and relaxed. Pleasantly acknowledge a friendly face nearby.

Smile. Smiling shows warmth for the audience and is rarely misinterpreted.

Make eye contact with the audience, momentarily from one to another to show interest in them.

Engage with animated listeners - but not too much.

Scan the audience, and don't miss anyone, anywhere, ever.

Occasionally start a sentence looking at one section of the audience and finish looking at another section. If you are too shy to look straight at individuals, until your confidence grows, try looking at the spaces between them. Recall how you talk to your mother. Imagine that someone who loves you is listening. Start out by imagining you're talking to them.

Successful public speakers project energy and conviction.

Believe what you say and deliver it with conviction and passion. The audience will sense if you're not sincere.

The Delivery

These suggestions may feel unnatural when you first try them, but you can see how effective speaking skills involve the delivery by listening to the phrasing of top presenters on TV and radio. Notice how they: Emphasize key words in every sentence. So when you go through your speech, you will find it useful to underline a number of verbs and adjectives in each of your sentences to remind you to give them extra ‘punch.’ Don’t allow their voices to go down at the end of sentences. Every word has to be heard in full, otherwise why’s it there?
Pace & Pause

Pace:

- *Don’t rush*, particularly when you start.
- *Speak fast enough* to keep people from becoming bored and slow enough for people to absorb fully what you’re saying.
- *Slow down* to emphasize and reinforce your key ideas.
- *Vary your pace* to inject excitement or gravity.
- *To add color* to your speech, change the pace and rhythm of your delivery between topics/paragraphs.

Pause

- *Pause to set up* an important point.
- *After that important point, pause* to add emphasis.
- *Pause* to allow the point to sink in.
- *Don’t pause* for too long or you could appear pompous.

Body Language

1. Keep your gestures natural and comfortable.
2. Rehearsal and practice help make them so. If you are speaking with real conviction, your gestures will be real.
3. Many professional speakers and many actors too are taught the following arm positions you can use.

Arms

1. *At mid-rift* when reasoning.
2. *Chest high* for power and commitment.
3. *Straight down* when uncommitted.

Polishing your presentation to avoid errors

You may find it useful to rehearse your presentation in front of a full-length mirror. It will not only help you perfect your delivery it will also help you avoid a whole raft of common mistakes.
For example:

- Don’t drop your head when reading speech (many speakers type their speech only on the top half of pages).
- Don’t turn your back on audience.
- Don’t play with a pen or pointer.
- Don’t grip table or lectern.
- Don’t bend towards microphone (adjust its height).
- Don’t lean towards your notes.
- Don’t stare fixedly at notes or visual aids.
- Don’t fidget: Touch face, tie, lapel, etc.

**When it's over . . . smile**

Unless the occasion is not appropriate, it tells the audience that you've done your best, that you've enjoyed your talk and are confident they've enjoyed it too, that they're a great audience who've responded well. All that from just a smile? Sure, but it's what's behind the smile (learning and using the above) that's the real secret.
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. By your encouragement, guidance and leadership, the Lodge Education Officer will assist the Brothers of all degrees to study and enjoy Ancient Craft Masonry. Regular and punctual attendance at all Lodge Communications is particularly requested.

The Lodge Education Officer needs to:

1. Assist the Master and Senior Warden in having prepared or preparing quality, regular Lodge education programs.
2. Coordinate or assign the education efforts of the Lodge by holding regular meetings of the 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.
3. Attend with other Brothers and Officers of the Lodge:
   Schools of Instruction
   Leadership Schools

   Attend:
   Regional Lodge Education Officer Events
   Grand Lodge sponsored Education Officer events
4. Receive, distribute and promote the use of educational information made available to Officers and Brethren as indicated.

5. Prepare and submit a report at the regular Stated Communication of the Lodge. This needs to include information on educational program(s) planned, and opportunities of Masonic education which Brothers may attend.

6. Masonic educational opportunities whenever they may occur.

7. Communicate Masonic educational articles and Lodge education activities by appropriate written means to all of the membership.

8. Notify other Lodge Education Officers of planned significant educational programs occurring within the Lodge.