

Chapter IV

Successful Lodge Leadership

Formerly "The Officer Training Guide" Revised by R\W\ William R. Lindsay

The purpose of this chapter is to provide officers with a particle tool with which to design and implement programs that will continuously improve Freemasonry in New York. It is hoped that every line officer will use this material to begin formulating plans for his area of responsibility, both present and anticipated.

The first step in any project is to clarify the **goal**. Without a clearly stated and understood goal, all effort is merely time-filling activity. It is always the responsibility of the leader of a group to state the goal. In this instance, the goal of the Committee on Leadership Services has been **"to prepare a practical manual with which the Master can govern the Lodge."** This chapter is designed with that goal in mind.

Quality Masonry

Masonry is quality. Be proud that you belong to an organization which has stood for quality in its lodges longer than this country has existed. Be glad that the rest of the world is catching up. Use this chapter with quality in mind and action. As a leader, work to empower those around you, provide opportunities for education & training, strive to recognize, foster, and encourage the strengths each brother brings to lodge. Continuously strive to improve the quality of communications, the quality of our relationships with one another, the quality of our teamwork, the quality of our support for the community, the quality of life for the young people we know. As a Mason, each of us is charged and obligated to be a builder of the temple of human spirit. Let us move forward.

Lodge Meeting

Purpose: The purpose of this section is to give guidance to any leader who has responsibility for planning the lodge meeting. Part 1 lists some general guidelines; part 2 is a sample agenda which could be modified for any (lodge) meeting.

Lodges meet on the date, time, and place specified in their respective by-laws. Careful planning will ensure that the communication will fulfill the needs of the brethren, thus encouraging regular attendance and participation. "Good" lodge meetings conform to the following quality measures:

- the meeting is planned by the officers
- they start on time
- they are structured with an agenda
- they move along at a timely pace
- they conclude at a reasonable hour
- should the program be long, breaks are provided
- Masonic etiquette is observed
- all brothers are recognized by the Master
- agenda, correspondence, bills, trestleboard are circulated on a clipboard for brothers to read in advance (ideally each brother can have his own copy)
- usual business is handled with dispatch
- one or two brothers are not allowed to dominate the meeting
- every meeting has a component for Masonic "light"
- the meeting adjourns to refreshments and fellowship
- when the program is long, the officers "open" early

Most effective Masters are not afraid to ask the question, "How am I doing?" Invite the regular judgment of a small group of brothers who know your goals and on whom you can depend to give you honest feedback and constructive suggestions with which you can adjust your performance. Don't be defensive if your report card is occasionally a poor one; use the information at the next meeting to be an example of one who is constantly seeking continuous improvement. Your model will encourage others to do likewise.

SAMPLE AGENDA

1. Openingthrough national anthem
2. Recognition of visitors and brethren
3. Previous minutes
4. Sickness & distress
5. Tidings
6. Petitions
7. Balloting
8. Communications
9. Bills
10. Committee reports
11. Program (may follow "closing" depending on the program)
12. Work
13. Announcements
14. Closing

Most brethren appreciate meetings which adhere to the following time allotments:

Opening..... 10 minutes
Business 15 minutes
Program 20-30 minutes
Closing..... 5 minutes
Refreshments.....

The above agenda is to be used as a planning guide only; each communication should be structured according to its key elements. Striking a balance between efficiency and effectiveness in running a meeting is a gentle art and one which every serious Master should strive to achieve.

(Also see "The Meeting is the Pay-Off," page 10)

Agenda Suggestions

At least two copies of the agenda should be prepared before each meeting, one for the Master and one for the Secretary. The Master & Secretary should prepare the agenda together so that each knows what is on the other's desk and proper time frames can be considered. By knowing in advance the time needed for business, the Master can determine if a particular meeting should be called at an earlier hour. (15-30 min. early with proper notice.) The officers can report 15 to 30 minutes before the scheduled time to prepare for the brethren.

Always respect the time and attention-span of your brethren.

Order of Business

Date _____

BLUE ALTAR CLOTH

GREET THE BRETHERN!!!

Minutes of last Communication:

- Were read and approved at our last Communication and will now be read only if so requested. -OR-
- Were not approved at our last communication, therefore they will now be read for approval. Brethren give your attention to the Secretary.

Sickness & Distress and/or Glad Tidings. *List all those that are known.*

Applications for Membership. *Don't ask if there are none! If yes, have the examining committee names already written in below to be announced.*

1. _____
2. _____
3. _____

Reports of Investigating Committee on Petitions. *Don't ask if there are none!*

Notices & Correspondence. *Review all Notices and Correspondence with the Secretary before the meeting starts. Most can be circulated on a clipboard for brothers to review. (Ideally each brother would have his own copy) Decide which parts will be read or emphasized in Lodge.*

Bills & Receipts:

1. *Regular bills referred to Finance Committee and if found in order -- paid.*
- 2.

Old Business:

1. *Only new information that needs consideration or up-dating*
- 2.

Committee Reports:

Committees should only make reports when requested in advance or when they have requested to address the lodge. In either case the request should be in advance, time allotted in the program and a proper report prepared. Committees should not be called upon out of habit, it shows little respect for the time of the brethren.

New Business:

1. *An opportunity should be given for the brethren to bring new items before the Lodge. If new business requires action by the lodge and is not urgent, refer it to committee for recommendation. New items can require a great deal of time in discussion with no clear resolve until further information becomes available. Set time limits on discussion of topics. Let the brethren know that when possible, new business is to be communicated to the Lodge in sufficient time to be properly researched.*
2. *"Does any brother present have anything to bring before the Lodge." (This should be the last call. Don't wait until after the main program unless you are soliciting remarks.)*
3. *Have as much business completed outside the meeting as possible. Only review the highlights. Request the brethren to communicate their ideas to the member or team preparing the ground work. Be sure to provide an avenue for their input on all Lodge activities.*

IMPORTANT DATES or other necessary business.

Have all important dates listed for brief review or inform the members where they are posted.

1. _____
2. _____
3. _____

MASTER'S TALK:

1. *Something Masonic*
2. *A regular event except on degree nights, DDGM Visits or when the main program of the evening is of a Masonic nature.*
3. *Advertised in Lodge Notice.*
4. *Given by any Member or Masonic Guest.*

MAIN PROGRAM: _____

1. *Well Planned*
2. *Back-up program on hand if needed.*

CLOSE AT A REASONABLE HOUR: *1 to 1½ hours tops for other than degree nights.*

OFFICERS ADJOURN IMMEDIATELY TO SOCIAL HALL FOR FELLOWSHIP.

*Support and encourage fellowship over refreshments.
Hanging back to clean up or finalize plans diminishes attention paid to fellowship*

Annual Installation

Purpose: One of the first tasks of the newly elected officers is the installation. This section provides guidelines and a sample Installation program. Also see the Standard Monitor.

All officers of a Masonic lodge are installed following the annual election. The date of installation may be the same as the evening of the election, but it is usually held at a later date. Plans for the installation are usually made by the Master, the Master-elect, and the Installation Team. It is the prerogative of the Master to install his successor. Responsibility for designating the Installation Team and designing the program lies with the Master. However, the Master of the Lodge should respect the wishes of the Master-elect. Installations can either be tiled or open, depending on the needs and wishes of the lodge. The Installation Team should be guided by the STANDARD MONITOR and/or RITUAL. Below is listed a typical Installation Program.

Installing Officers (Usually Past Masters)

- Installing Master
- Installing Marshal
- Installing Chaplain

Entrance of Officers

Invocation

- Installation of the Tyler
- Installation of the Historian
- Installation of the Organist/Chorister
- Installation of the Marshal
- Installation of the Stewards
- Installation of the Masters of Ceremony
- Installation of the Senior and Junior Deacons
- Installation of Trustee(s)
- Installation of Chaplain(s)
- Installation of Secretary (and assistant)
- Installation of Treasurer (and assistant)
- Installation of Junior Warden
- Installation of Senior Warden
- Installation of Master

Prayer

Proclamation

Benediction

Master's remarks

Presentations

Lodge Budget

Purpose: Resource management is an important responsibility of the lodge officer. This section outlines some general budgeting principles and considerations, and includes a sample budget to be used as a guide.

Annually, a budget for the lodge must be prepared and adopted for the ensuing year. It is the responsibility of the Master to charge the treasurer and finance committee with this task and to do so in a timely fashion, that presentation and discussion can occur in lodge prior to its adoption. It is recommended that each lodge develop a 5-year financial plan against which the annual budget development is measured.

Budget development is unique to each lodge, but some general principles do apply:

1. All anticipated income to the lodge must be specified;
2. Whenever income is posited as a range forecast (i.e.- a fund raiser will earn \$500-\$1000) the lower figure should be used.
3. Expenditures for ongoing operations should be incorporated.
4. Expenditures for new projects should be accompanied by a goal statement. (i.e.- the lodge decides to support a youth team next year- why?)

The projected budget should be printed and handed out to every member at the annual meeting where the budget will be proposed. Subsequent treasurer's reports at lodge meetings should announce expenditures "which are part of the budget." Only those proposed expenditures which are not "part of the adopted budget" need be discussed and approved by vote.

**Sample Budget Sheet
Happiness Lodge No. 1**

	Current year (proposed)	Current year (actual)	Next year (proposed)
Revenues			
Balance At Start Of Year	24000	24000	25000
Dues- 110 Members			
Regular @ \$50	5000	4500	4500
Life @ \$15	150	150	150
Initiation & Affiliation Fees	300	800	500
Interest (Savings and Checking)	1000	1100	1000
Donations and Collation Sponsorship	750	1100	1000
Profits, Functions, Miscellaneous	800	1300	1000
	<i>Total Revenue</i>	<i>8000</i>	<i>8150</i>
	Subtotal	32000	32950
Expenditures			
Rent and Clean Up	2500	2450	2500
Grand Lodge Dues	1250	1250	1250
Salaries and Expenses			
Secretary	250	250	250
Treasurer	50	50	60
Organist	250	250	250
Tyler	200	200	200
Stationery, Printing, Postage	1000	950	1000
Refreshment and Ladies Night	1400	1460	1500
Good Cheers and Obits	200	200	200
Presentations and Paraphernalia	175	200	200
Masters Trip to Utica	175	200	200
DDGM/Staff Officer Expense	50	50	50
Insurance	50	50	50
Investiture and School of Instruction	150	125	150
Gift to Master	150	125	150
Officers Fund	50	50	50
Education Seminar Donation	25	25	25
Miscellaneous Items	75	75	75
	<i>Total Expenditures</i>	<i>7950</i>	<i>8150</i>
	Balance end of year	24000	25000

Lodge Calendar

Term Plan

Purpose: This section is introduced with some guidelines to the lodge officer and is followed by a sample annual calendar which the officers should use as a guide in developing the lodge's own unique calendar.

Most Masons are very busy people, active in lodge, concordant bodies, community affairs, or with their families. As Master, nothing is more difficult and frustrating than to try and plan an ad hoc meeting where everyone gets out his calendar, and no matter which date is selected, someone has a conflict. On the other hand, if one anticipates the need to meet, in addition to the regular lodge meeting schedule, sets the date(s) and publishes an annual calendar of meetings, brothers can set up their own schedules far in advance to accommodate their own participation.

The sensible Master creates a calendar anticipating officer meeting dates, fellowcraft meetings, rehearsals, and other lodge gatherings which he publishes along with his annual program. It is far easier to cancel an unnecessary date than to create one utilizing the schedules of busy people. Updates on calendar can occur at lodge or in the newsletter.

One should not hesitate to place on one's calendar district and regional Masonic events which would be of interest to the brethren. Wherever possible, phone numbers to make reservations should be included.

On the next page is a copy of the actual annual 1993-94 calendar of Gouverneur Lodge No. 217, published and distributed May 1993:

(Also See "Twenty Meeting Set-Up," page 7)

**TRESTLE BOARD
1993 -- 1994**

1993

- June 1** Public Installation of Officers * +
- June 13** Twenty-third Annual Chicken B-B-Q
- June 15** Awards Night/Widows Night # * +
- Aug. 2-8** Child Identification Program - St. Lawrence County Fair
- Aug. 24** Officers & Members Organizational Meeting ++
- Sept. 7** 3-R's Night -- Reunion, Refresher, Rededication *
- Sept. 17** Brother Bring A Friend Night * +
- Sept. 21** Masonic Education Night -- Ritual Review ++
- Oct. 5** D.D.G.M. Visit (Dinner at 6:00 PM)
- Oct. 9** Annual Turkey Dinner
- Oct. 19** Doric Lodge No. 58 Visit From Ottawa *
- Nov. 2** First Degree ++
- Nov. 16** Why This Confusion in the Craft?
- Dec. 4** Ladies Night Table Lounge
- Dec. 7** Second Degree ++
- Dec. 21** Annual Meeting -- Long Range Planning Committee Update.

1994

- Jan. 4** Third Degree # *
- Jan. 15** Brother Bring A Friend Night * +
- Jan. 18** Lights, Camera, Action (Popcorn) Movie Night ++ +
- Feb. 18** Let There Be Light
- Feb. 15** President Washington & Patriots Program ++ +
- Date TBA** Father, Son and Daughter Program
- Mar. 1** First Degree ++
- Mar. 12** Dewitt Clinton Award * +
- Mar. 15** Whence Came You/Whither are we traveling?
- Mar. 19** Annual Chicken & Biscuit Dinner
- Apr. 5** Second Degree ++
- Apr. 19** Essay Contest/Poster Contest with Guest Speaker # * +
- Date TBA** Doric Lodge No. 58 Visit in Ottawa
- May 3** Moving Up Night w/Program
- May 11** Third Degree (Special Communication) # *
- May 17** Grand Lodge Report/Election of Officers

Lodge opens at 6 PM * Dinner at 6:30 PM
 ++ Officers Meeting at 7 PM + Open to the Public

Gouverneur Lodge has Stated Communications on the First and Third Tuesdays at 7:30 PM. This is only a sample of a Lodge that sets dates well in advance for brothers to lock those dates in. Gouverneur Lodge does not list *Degree Rehearsals* or *Officer Training Sessions* in their Annual Calendar. Instead they have a regular weekly Ritual and Training Night that is used for *Ritual Proficiency* and *Officer Formation*. Where these nights are not so well known, they should be scheduled in the Term Plan.

Officers & Duties

Purpose: This section is designed to help lodge officers match brothers with jobs in which they can meet expectations and grow.

Tradition and practice have played a significant role in the specific expectations and duties of lodge officers over the years. Much of this has been codified in the book of **Constitutions** of the Grand Lodge of Free and Accepted Masons of the State of New York and in the standard **Monitor**. Additional resources would include Meachem's **Our Stations and Places** and Claudy's **The Master's Book**, both of which should be read in preparation by the incoming Master. Every lodge has its own traditions and expectations for its officers in terms of executive function and ritual responsibility. It is equally important that incoming officers are aware of the local traditions before they accept a place in line.

There is the story of a young man who enthusiastically became the senior deacon of his lodge, who was appointed in December, installed in January, and the lodge put on the 2nd degree in March. This was a lodge in which the senior deacon was expected to give the Middle Chamber lecture. Guess who didn't give the Middle Chamber lecture in March; guess who got very busy with school commitments and started missing meetings thereafter; guess who chose to go to law school in a different community; guess who got dropped for nonpayment of dues after a respectable two years of non-communication. Guess a reason why we have difficulty keeping members.

The point of the story is not to scapegoat the young man nor the lodge, rather it is to teach us all that we must be constantly rebuilding the lodge of our Masonic lives in communication with one another. We are, after all, a craft that lives by symbolism and there is no greater symbolism than communication. There is nothing inherently wrong with local tradition, other than when it outlives its usefulness and worth. The wise lodge officer knows the lodge's traditions and is willing to move beyond them when the circumstances merit.

MAIN DUTIES OF OFFICERS

- Master:** It is the Master's duty to be the chief executive officer of the lodge. He must see that goals and objectives are set for all components of lodge activity and oversee the same. He is responsible for quality communication with all members and outside groups. He leads in public relations. He is in charge of developing the strengths in all brothers and the training of all officers. He is the host, he sees to the well being of the sick or disabled. He organizes support for Grand Lodge activities; he initiates, passes and raises. He represents the Lodge at district functions. He welcomes the District Deputy and Staff Officer. He represents his Lodge at the annual communication of Grand Lodge. Finally, he assists his successor in continuously improving life in the Lodge.
- Sr. Warden:** It is the job of the Senior Warden to be the strong support on whom the Master relies for assistance in fulfilling his responsibilities. At the same time that the Senior Warden is providing this support, he should also be learning and planning for the eventuality of his own role as Master of the lodge.
- Jr. Warden:** To the Junior Warden falls the special responsibility of overseeing the provision of meals and refreshments for the Lodge. In other times this was a significantly larger responsibility than now. Nonetheless, it is every bit as important that quality fare be available on all occasions.
- Sr. Deacon:** It is the Senior Deacon's role to be the official greeter for the Lodge. In addition, he is responsible for handling candidates, assuring that the LSOME education program is used. He coordinates rehearsals with Ritual director, making sure that marshal, stewards, and MC's know floor work.
- Jr. Deacon:** The Junior Deacon attends to all alarms at the outer door, assists the Senior Deacon in purging the Lodge, learns ritual for degrees and opening & closing.
- Masters of Ceremony:** Assists the Senior Deacon in handling of candidates and is his proxy in the preparation room. Knows floor work and other ritual for degrees.
- Stewards:** Assists Junior Warden in providing refreshments/meals in support of Lodge meetings. Works with Junior Warden to conceive, organize and develop social events in support of the Lodge. Knows degree floor work.
- Marshal:** Provides escort at the direction of the Master; leads floor work; performs such other duties as the Master may direct.
- Tyler:** Guards the outer-door, makes alarms and vouches for all brethren seeking admittance or asks for assistance for the same; is in charge of the condition of the Lodge room, including furniture and jewels.

Committees

Purpose: This section describes how committees are best formed and how they should operate in order to be effective.

A lodge is a very complex operation and all its duties and responsibilities can not be done by one individual (Master) or set of individuals (Officers). It is appropriate that the Master identify specific functions and request the assistance of brethren in handling these functions in his name and the name of the lodge.

PROCEDURE:

1. Identify the task or responsibility to be done;
2. Prepare a charge for the person(s) who will undertake the task; (charge should include specific action to be taken, when to be completed {timeline}, what kind of report is to be prepared, and when given);
3. Set the start and finish date of the task;
4. Identify quality measures wherever possible;
5. Master should plan appropriate time to recognize the work done on behalf of the lodge.

In setting up committees, Masters should create a blend of experienced and Masonically younger brothers; this approach creates a functional, yet informal training/supervision environment which complements the goals of the Grand Lodge "shepherding" program.

SUGGESTED COMMITTEES:

In planning for the year, Masters should identify all committees and include the names of all Committee Members in the annual program. Circumstances may arise throughout the year when it is important to create a committee to assist with a given issue. Whenever possible, the Master should solicit participation prior to the lodge meeting where he publicly appoints and charges an ad hoc committee.

In planning the lodge committee structure for the year, Masters should avoid the practice of continuing to name committees which have no function (i.e. charge). Further, Masters should discharge committees when they have completed their work, and not wait until the end of the term, thereby freeing up committee members for other tasks. No two lodges have identical needs for their committees. *Listed below are categories where committees may be formed:*

AUDIT, BUDGET AND FINANCE

This committee should review and audit the financial transactions, and prepare budget estimates for the ensuing year. The committee should consider the overall financial operations, make recommendations on proposals for Lodge expenditures and for proper investment of Lodge funds. It should establish quotas for special fund-raising projects as needed. The by-laws of a Lodge should include provision for this committee. The Wardens should be included.

BLOOD BANK

This committee would promote the donation of blood by contacting members who are able to donate.

They would see that reservations or information cards are completed by donating members, and coordinate their efforts with the transportation committee. If feasible, they would sponsor a visit by the Blood Mobile in the name of the Lodge.

BROTHERHOOD FUND COMMITTEE

The purpose of this committee is to raise funds for Grand Lodge charities. Its Chairman should be an experienced Brother with organizational ability. The goal of the committee is to attain the quota established for the Lodge, and to strive for 100% individual participation. Operation is of a campaigning type with requests by mail, telephone and personal contact. There should be a sufficient number on the committee to allow for personal contact of those members living within visiting distance. The committee should receive guidance from the Grand Lodge Committee member in the District.

BUILDING FUND

This committee should develop an available fund for improvement and/or replacement of Lodge property. Advance planning is considered a necessity for proper temple maintenance. A special Committee or the Trustees could be used.

DELINQUENT DUES (NPD & DIMITS)

This is a special committee to personally contact members subject to suspension for non-payment of dues. Tact and Brotherliness are essential in such contact. (See the "Masonic Membership Loss Prevention Program starting on page 77)

DEMOLAY ADVISORY

This is a special committee appointed when there is a Chapter sponsored by your Lodge. Your Lodge should strongly support that Chapter by appointing a committee according to DeMolay regulations. Members should attend Chapter meetings and assist the boys in every way possible.

ENDOWMENT

This is a special committee and should consist of Past Masters and several members to contact brethren. Suggest that they name either Grand Lodge or their own Lodge as legatees in their Wills. These funds can be designated for specific charitable purpose or left to the Lodge to be used at their discretion. A bank could be used as an administrator of these moneys.

EXAMINING

One or more members may make up this committee which should pass on the suitable proficiency of advancing candidates. (Const. 363). They should also examine visitors (Const. 505 and 506) and follow the guidelines suggested on page 30, (*Visitors*) of the Grand Lodge publication on "Masonic Etiquette" printed in chapter one of this handbook.

FELLOWSHIP

This committee should be an enthusiastic group of Brothers who are charged with the promotion of sporting and social events among the Brothers, their families and friends. A packet of material with suggested activities, planned events, and contest forms are available from the Grand Lodge Committee on Fellowship. This may be obtained from each District Fellowship Chairman.

HISTORIAN

Every Lodge should have a Historian to record all historical facts of the Lodge year. The Historian's report should be read at the annual meeting and filed with other reports. If the question should arise as to what may have happened, a search of the Historian's records will bring forth the date and place of the event.

INSTRUCTION

Every Lodge should have from two to six members to instruct advancing candidates in the ritual. This committee could be combined with the Examining Committee.

INVESTIGATING

This committee shall consist of not less than three members and may be either a standing or individual special committee. (Const. 347, 348, and 352). Committee members should keep in mind that they are making the first formal impression of Freemasonry upon the prospective Brother. Extreme care should be taken in rendering either a favorable or an unfavorable report. (See "Investigating Committee" on page 72)

LODGE ATTENDANCE COMMITTEE

This committee, which may be considered an administrative arm of the Worshipful Master, should be charged with using creative means to inspire Brothers to attend Lodge. Ideas can include special invitations for birthday remembrances, anniversary dates for those raised on a particular month, yearly reunions, etc. The efforts of this committee will be closely related to committees of education, personnel, programming, publicity, telephoning and transportation. In small Lodges, such as those under 100 members, the above duties might be combined. This committee could be divided into teams and perhaps organized in friendly competition.

MASONIC EDUCATION

This committee should consist of three to five or more members with a knowledge of the history, traditions, principles, and ideals of the craft. They should be charged to use properly the LSOME 1-2-3-4 booklet and the three booklets issued by Grand Lodge for candidates. The three candidate booklets are mailed direct to the candidate after each degree, at the request of the Lodge. The LSOME 1-2-3-4 booklet is held in possession of the committee and studied with the candidates before and after each of the three degrees. The LSOME Video is designed to be used with the LSOME 1-2-3-4 Booklet. Their proper application is invaluable. (See "Sources of Light" page 111, for order forms for LSOME Booklets and Video)

The committee should work closely with the District Service Representative to avail the Lodge of all material which he has for distribution and guidance. It should encourage and indeed inspire the enrollment of officers and members in the several reading courses available from Grand Lodge. It should encourage special meetings to reeducate Brethren who have drifted from the basic attendance routines. Short talks at Lodge meetings for education purposes would be in order, as well as study groups to especially include new members. Three separate areas of responsibility thus exist; new members, officers, and the brethren.

MASTERS ADVISORY and/or PAST MASTERS COUNCIL COMMITTEE

This committee should consist of one or more Past Masters available for guidance and counsel to the present Master. An immediate Past Master of a Lodge would be advisable as a member. The committee could assist the Master in Lodge and other special matters on request.

MEMBERSHIP COMMITTEE

A Membership Committee, preferably consisting of more than one, would be responsible to promote and cultivate interest in Freemasonry among non-members. After presentation and acceptance of petitions by prospective new members, the Membership Committee would act as host on a Big Brother system over a period of several months to insure a cordial welcome into our Fraternity with an understanding of Freemasonry and its strong ties and obligations. Enthused, active and dedicated members should be included in this committee.

PERSONNEL COMMITTEE

The duties of a Personnel Committee would be to assist the Master in the selection of other committees. The committee consisting of one or more members would be responsible to acquaint the Master with the various members of his Lodge. Members of this group should also bring to the attention of the Master any special talents or abilities of the brethren of the Lodge. A Personnel Committee may only be needed in a large Lodge where the Masters Advisory Committee would not suffice.

PROGRAM COMMITTEE

The responsibilities of a Program Committee would be to work with the Master in planning programs for every meeting when degree work is not being held. The programs should be of an instructive or entertaining nature. Programs which involve participation by Lodge members are highly recommended. Two or more enthused and active members should comprise this committee.

PUBLICITY COMMITTEE

This committee, normally comprised of one member, is responsible to compose and disseminate information regarding all meetings and activities of a Lodge well in advance of their scheduled date. This information would be distributed to all forms of news media whenever possible. A special effort should be made to inform the District Communications Chairman of Lodge activities for publications in a Masonic newsletter. A follow-up news release after any special activity or meeting to the news media would also be recommended, especially for publication in the Empire State Mason.

PUBLIC RELATIONS & CIVIC AFFAIRS

This committee would keep the Lodge informed on community activities such as Community Betterment Projects. They would formulate participation plans and make recommendations in such community projects, and investigate the need on requests for donations and report findings. They would correlate Lodge activities with other fraternal and community organizations.

REFRESHMENT

This committee would consist of Stewards and other members to assist the Junior Warden. In general their duty is to serve a variety of refreshments after scheduled meetings, being conscious of Lodge financial status.

They may also make all arrangements for dinners preceding special meetings, i.e. contact caterer, select menu, handle reservations, tickets, moneys, etc.; on request of the Master.

RITUAL

This committee would supervise all phases of the ritual, see that it is correctly interpreted and properly executed under the direction of the Master. In many Lodges it is a committee of one, called the Overseer of the Work. (*See Beyond the Ritual, page 152*)

SICK AND VISITATION

This committee would visit the hospitalized and shut-ins, reporting their condition and needs to the Lodge. In addition, they would obtain and send get well cards, and/or other remembrances. Some cards should be available for Lodge Brothers' signatures when feasible.

STRATEGY AND PLANNING

This would be a continuous committee, including at least one Warden, to formulate long range plans and recommendations for the Lodge, to establish specific goals and objectives and to provide a schedule for attaining the above goals and objectives. Preferably, the committee members should be graduates of the "*Road To the East*," and have read "*101+ Ways to Increase Lodge Attendance*" and "*A Masonic Leaders Planning Guide*." Both books are listed on page 103.

TELEPHONE COMMITTEE

The Telephone Committee would be responsible for making contact by telephone of those members in the immediate area of a Lodge to advise them of matters requiring immediate attention. It is suggested that the Lodge members' names be divided between members for calling.

TRANSPORTATION

This committee's objective should be to keep in contact with Brothers who are aged, and to provide transportation for those Brothers who require it to regular Lodge activities.

TRUSTEES

The duties of the trustees are provided for by the by-laws of a Lodge and the Constitutions of Grand Lodge.

"WORK" COMMITTEES

Special short term committees appointed for one specific purpose, usually pertaining to membership involvement in Temple maintenance.

YOUTH

The duties of the Youth Committee are to give attention to the youth of Lodge members and of the community, and provide activities for their respective age groups. They would support the Masonic Youth Programs and the Masonic Youth Organization in the community and advise eligible youths on all Grand Lodge Programs.

OTHER

Several other committees may be used in one or more Lodges. They may fulfill a particular need or program of that Lodge and will not necessarily be applicable to most Lodges. A few such possibilities are: Scholarship, Fair, Music, Reception, etc.

Grand Lodge Committees

Purpose: To show Lodge leaders how the Grand Lodge Committee System is organized and to help them understand how they can have access to those resources.

Grand Lodge Committees exist for the purpose of providing support to all Masters and their lodges throughout the State. Masters can turn to these committees for assistance with a particular problem, or for support in developing an idea, leadership or Lodge program.

The Grand Lodge Committees are structured under three main groups are ***Brotherhood Fund, Operational and Administrative.***

BROTHERHOOD FUND:

- Executive Office
- Registry
- Accounting
- Finance
- Communications & Publications
- Supplies
- Medical Research Laboratory
- Livingston Library

OPERATIONAL:

1. Membership Development

2. Membership Retention

- Awards
 - W. Walker Award
 - Dedicated Service Award
 - 50 Year Service Award
- Leadership & Educational Services
 - Education
 - Library Courses
 - Officer Training
 - Seminars
- Long Range Planning
- Custodians of the Work
- Lodges and Buildings

3. Public Awareness

- Blood Donor Program
- Child Identification
- Community Service
 - DeWitt Clinton Award
 - Drug and Alcohol
 - MacArthur Award
 - Hearts & Hands Award
- Veterans Services

4. Fellowship & Family Involvement

- Fellowship
 - Bowling
 - Fishing
 - Golf
 - Picnics
 - Specialty Clubs
- Masonic Home Activities
- Youth
 - Masonic Youth groups
 - Other Youth Groups
 - Camp Turk
- Special Events
 - Masonic Hall Tours
 - GM Visit to Tappan
 - West Point Family Day
 - Dedicated Service & Breakfast
- Widows

ADMINISTRATIVE:

- Benevolence
- Charters
- Constitutions
- Custodians of the Work
- Correspondence & Relationship
- Endowments
- Finance
- Grand Lodge Convention
- G.W. National Memorial
- G.W. Historic Site at Tappan
- Law Enforcement
- Necrology
- Related Organizations
- Restorations
- Unity

Each District Deputy Grand Master, Staff Officer and Master have an "Official Roster of Grand Lodge." The Roster is published annually and lists the current Committees, including Committee Chairmen, Committee Members, Regional Liaison Officers and other members of Grand Lodge. Each District Deputy Grand Master and Staff Officer also has an outline of the Administrative and Operational Structure of Grand Lodge. The four Operational Areas, *Membership, Membership Retention, Public Awareness and Fellowship and Family Involvement* as well as the *Masonic Brotherhood Fund* have their counterparts at the District Level.

Each District Deputy Grand Master and/or Staff Officer has the responsibility to appoint and support five District Umbrella Chairmen. One each for the Brotherhood Fund, Membership Development, Membership Development, Public Awareness, and Fellowship & Family Involvement. These Umbrella Chairmen will be responsible to District Deputy Grand Master and/or Staff Officer.

The District Umbrella Chairmen will also receive support and guidance from the various Grand Lodge Committees that are represented within their respective umbrella. They in turn will give support and guidance to the respective District Committee Chairmen within their Umbrella.

Masonic Leaders and Lodges are encouraged to solicit support from their District Committee Chairman and Umbrella Chairman to make full use of the resources available to them.

TEAM LEADERSHIP

Purpose: Leadership of teams is within the reach of any thoughtful person. Listed below are some useful definitions, descriptions of team dynamics, and suggested role behaviors for the effective leader.

What is a **Leader**? It is one who shows the way, or goes before another group as a guide. It is the person who has the enthusiasm, vitality, energy and ambition to say "FOLLOW ME." It is that Individual who *makes things happen*.

What is the **TEAM**? It is a group of individuals moving together toward a common goal like a baseball team striving to be in the World Series, or a football team trying to be in the Super Bowl.

What is the **GOAL**? A goal or goals are the end toward which effort is directed, like scoring a goal at a hockey game. They are governed by *objectives and strategy*.

GOALS, OBJECTIVES & STRATEGIES come from the meeting of the best minds in the Lodge to attempt to map out the direction that the group should be taking. This is the essence of the **TEAM CONCEPT** of leadership with all the key players having input into their Lodge's direction. This should be an on-going process so that continuity be in place each year. Always address where the Lodge is, where it wants to be and how it thinks it can be achieved.

What should a **GOOD GAME PLAN** have? The Where, What, How, Who, Why, and When should all be planned carefully in the development of a Lodge's calendar of events. This is the place for those unique activities, committees, and other things that the officers and Past Masters feel will be helpful for the Lodge. For every problem there should be a definite strategy to overcome the same. That is positive management.

The next step is to prepare a **WRITTEN GAME PLAN** for these activities. It should be very clear about the Lodge's activities, officers' responsibilities, committee situations, ritual work, etc.

The **TEAM CONCEPT** of leadership is best initiated by planning an **ANNUAL OFFICERS RETREAT** where all the officers and members can meet undisturbed for an entire day to review all of the components of the Lodge's upcoming program. (A Saturday around Thanksgiving has been found to be a good time.) It acquaints the officers with their definite responsibilities ahead of time. They understand what is expected of them and how vital each responsibility is to the achievement of the team's goals and objectives. Here are some "**PRODUCTION POSITIVES**" that are helpful to the full development of any team:

- Always use **WE, US, OUR AND OURS**. -- Not I, me, my, mine.

- Use quiet prodders. In the "Worshipful Master's Assistant," there is a cartoon picturing the Master and officers around a planning table with a caption, "I want each of you to be a better Master than I have been." Circulate such a cartoon and caption at officers' meetings. No further words need be said.
- Use all training materials available. Grand Lodge has some great tools -- "Our Stations & Places," "The Worshipful Masters Assistant," this Handbook, The Leadership Correspondence Course, Reading Programs and various district and regional Leadership Seminars.
- A strong internal communications network is a must. A sense of involvement is accomplished best by letting everyone know what is going on.
- Officers' meetings should be held at least monthly.
- Say "**THANK YOU**" to each and every member of the team. Say it often and with sincerity. Say it in a note card or letter especially to those who do special things for the Lodge.
- Stand ready to tell the story of the POWER OF FREEMASONRY. Henry Ford was quoted: "With enthusiasm, you can accomplish anything. With it, there are positive accomplishments. Without it, there are only alibis." Be prepared to offer positive accomplishments for the next generation of Freemasons.

TEN SUGGESTIONS FOR GETTING ALONG BETTER WITH PEOPLE

Purpose: This section is composed of quality guidelines for helping people get along with each other; an effective leader practices them and teaches them at every opportunity.

1. Guard your tongue -- say less than you think.
2. Make promises sparingly -- keep them faithfully.
3. Never let an opportunity pass to say a kind word.
4. Be interested in others, their pursuits, work, families.
5. Be cheerful, don't dwell on minor aches and small disappointments.
6. Keep an open mind, discuss but don't argue. Disagree without being disagreeable.
7. Discourage gossip -- it's destructive.
8. Be careful of others' feelings.
9. Pay no attention to ill-natured remarks about you. Live so that nobody will believe them.
10. Don't be anxious about getting credit -- just do your best and be patient.

"Never let them see you sweat"

how to speak with confidence.

By W\ Joel Weiss

Purpose: This section of Successful Lodge Leadership is designed to help you prepare a speech or train others to do so. If you need additional assistance, please contact Brother Joel Weiss through the Grand Secretary's office.

Surveys time and again always yield the same result; most people would rather visit the dentist than give a speech. Speaking publicly is an opportunity we all have as Masons and should look forward to as we would any other challenge which makes good men, better. Learning to speak effectively has the additional benefit of having application in all phases of our lives, whether it be home, work, or community. If you are still willing to proceed, read on.

The successful speaker utilizes strategic techniques whether he has ten minutes to get ready, or a month. These techniques are outlined and explained below. If followed, they will result in a receptive audience and an effective speaker. They are:

PLANNING

What is your purpose for speaking?

(To inform, to entertain, to persuade)

To whom are you going to speak?

(Know your audience- how well informed are they about the topic? How vested are they in the argument? Let them know that you know them and their interest.)

How will you gather information on your topic?

(The sources you use depend somewhat on the audience you address, and define the presentation you give. A single encyclopedia article would probably be enough for an introductory presentation, for example; but insufficient for a persuasive topic.)

What will you edit?

(Editing consists of varying degrees of leaving material out of the presentation- do not bore a sophisticated audience with lengthy explanations of common knowledge, allude to it and go on; do not go into a tedious recitation of technical information unless specifically asked to do so.)

PREPARATION

State your theme or proposition in one sentence.

(Today I am going to talk about why thus and so happened.)

Outline your ideas in three or four words or sentences.

("We know that the following information is so:

1] point A

2] point B

3] point C...etc.)

Build up your supportive information.

(Offer data which directly relates to the proposition or supportive information.)

Edit aggressively!

(See "planning" above)

Prepare visual aids. (When using visual aids, make certain that your audience can see/read them; otherwise, don't use them.)

Plan a powerful opening. (Use creative question? Cite an impressive statistic! Stand on your head. Sing! Ask the audience to do something-stand up, close their eyes, whatever. The point is to get their attention right away and convey the impression that this speech is "special.")

Create a challenging close. (See "opening" above; use your creativity to finish with a memorable flourish. Don't embarrass the audience, though it is all right to look foolish yourself occasionally.)

PRACTICE

Practice, practice, practice, practice, practice!

(When notice is short, you sometimes have to do this mentally; otherwise, stand in front of a mirror and become/see the speaker you would like listening to.)

Delivery

(Effective speakers use text-based adjustments in rate, volume, silence- for effect, rhythm, sonority.)

Language

(Use language appropriate to the audience and the text; don't try to be "elegant" or you'll sound pretentious; too simple or you'll sound ignorant. Use language which is natural to you.)

Gestures

(Effective speakers keep the audience's attention and focus by emphasizing with gestures; no matter how great the topic, the stick-figure speaker usually gets low ratings.)

Timing

(This term has several applications in reference to public speaking; for our purpose here let's consider length of presentation. The general rule to follow is "keep it short." Experts tell us that the absolute limit of any speech in terms of audience appreciation is eighteen minutes; strive to limit yourself to 10 minutes.)

Audio-visual tasks

(The general rule to follow is when using Audio Visual support, appoint an assistant to handle the equipment. When handing out text materials, do so at the end of the presentation- and tell your audience that you're going to do that.)

PRESENTATION

Write an introduction to give to your presenter.

(If you don't do this, you will hear a rambling discourse longer than your presentation.)

Create a checklist to follow before you speak.

(Have it in front of you so that you can keep moving; nothing will lose an audience quicker than a speaker fumbling around to relocate his train of thought.)

Speak with confidence.

(If you follow this plan, you will!)

WRITING FOR YOUR LODGE

By R \ W \ Robert M. Schvey

Why Writing for your Lodge is Important

A survey of Masons across the United States showed that only 15% attend their Lodges at least twice a year. "Gut feeling" tells me that's about right (maybe 20% for your Lodge, maybe 10% for another). That means that 85% have no face-to-face Masonic involvement during the course of a year.

Conclusion: For 85% of your members, their *only* Masonic contact is what you write to them, whether it's a meeting notice, trestleboard, letter, or whatever (I'll refer to the whole list as just meeting notices, but you'll know that I mean everything).

What You Should Accomplish When You Write

Before you start to think about *what* you want to say, think about *why* you want to say it.

Here are my two reasons:

1. To make the reader proud of the organization he's in.
2. To encourage him to participate in Lodge activities.

Scolding the reader won't accomplish these goals. Neither will telling him what terrible shape the Lodge is in, but if he comes to the next event, maybe we'll squeak by.

Write The Way You Speak

It's Miss Magilicuddy's fault from the seventh grade. She taught you that everything you write should merit publishing in The Great Works of the Twentieth Century. It made us uncomfortable writing. I can't even look at one of those blue examination booklets without becoming tense.

How many people really read those "great works"? Our schools may have taught us how to write a sonnet (and I'll argue that point, too), but they didn't teach us how to write a good letter that someone will want to read. Or a quick article for a meeting notice.

The sentence you just read began with a conjunction, which is certainly grammatically incorrect -- but it caught your attention. So did the double dashes (--) in that sentence, which should have a comma. Miss Magilicuddy is cringing.

You should speak English correctly, and you should write that way, too. But you don't always speak with the commas and periods in the right place. (Whoops, I started with a conjunction, again!). This doesn't mean that you should throw your old grammar book out the window. Just try to relax, and write the way you speak.

Where Should You Start?

Always start with the point most important *to the reader*.. He will read what interests him, not necessarily what you want to promote.

In journalism class, you learn that the "lead" to a story is the most important part. That's the first sentence or two. If you haven't attracted the reader's attention by then, he'll move on to another article.

Sometimes, we have been taught to work into an idea gradually. That might be correct when you are going to see your boss about a raise, but it's not the best way to write. Grab your reader's attention, then drag him into the points you want to make.

Example: Magic will be the highlight of our next Ladies Night. Bring your wives, children and friends to the Lodge on March 10th, and have an evening of fun with your Brothers.

Find the WIIFM

What's WIIFM? It stands for "What's In It For Me?".

Why should a member of your Lodge spend a night away from his family (or TV set) to be with you? What does he get out of it? You have to let him know.

Participating in Freemasonry is important to you. You're a leader, or you wouldn't be reading this essay. You should assume that participation in the Craft is not as important to your reader, and you have to coax him out of his easy chair, put on his coat, and get him into his car. Then you have to convince him to drive to the Lodge, instead of somewhere else. In every program your Lodge puts on, you're fighting that battle.

Your meeting notice is the front line of attack.

Situation: The speaker at an upcoming Lodge meeting is a heart doctor.

Example: Is your heart healthy? Are you and your family doing everything you can to keep it pumping? Come to our meeting on October 22nd and hear Dr. Harry Heartbeat, cardiologist at Bigtime Hospital answer your questions about what to eat, how much to rest and which exercises you should doing.

Keep It Short

My philosophy is: Whatever I plan to write or say, I could do it in fewer words.

Whenever I have a chance, I try to read what I have written. My first purpose is to see if it is clear. My second purpose is to remove words. Remarkably, I have found that the two efforts work together -- the fewer words that are used, the easier it is to understand.

When you're reading a letter, article, or your next masterpiece, practice trying to write the same thing in fewer words. After a while, you may find yourself impatient when reading some articles, but that's the sign that you're becoming a better writer.

Situation: (Sample article) On March 10th, the Lodge will be having a dinner-dance at the fire house. There will be a country-western band and a square dance caller. Tickets are \$17 per person, which will include fried chicken, apple pie, drinks and the music.

Example: We're having a Country Square Dance and Dinner on March 10th. Join us at the firehouse for fried chicken, homemade apple pie, drinks and great music for just \$17 per person.

Use Sub-headings

Take a look at the page you just read. The whole page as an object. Even though there are a lot of words, your eye saw it as smaller, easy-to-read pieces. It must have worked, or you wouldn't have gotten this far.

When you write more than two or three paragraphs, try to find a way to break it into sections. Look at the junk mail that you receive. Choose some pieces that catch your eye, and set them aside. They were probably written by professionals.

Use subheads in your writing -- even in letters. It makes it easier for the reader to anticipate what is important, it breaks up the paragraphs, and it helps you organize your ideas into meaningful groupings.

Use names, and be "chatty"

Everyone likes to see his name in print, so why not give your members a treat. Use every opportunity to print a Brother's name in your articles. Use **bold** print for their name, if you can.

You can even try to get members to do things to get their names in. Write that you received a letter from Brother A, and maybe Brother B will write to you, too.

People like to read about the everyday events of their friends. We're good at the deaths, but how about the activities while our Brothers are alive? Births, career changes, moving, children graduating, etc. When you put it in at least one Brother will care. Can you say that about everything you write?

Example: **Charlie Jones** writes that he and Clara are doing well in Arizona. They live about ten miles from where the big tornado hit last month. **Steve Smith** was just promoted to President of the Acme Boilers -- congratulations Steve! **Leo and Mary Jane Franklin** have a new granddaughter, Bethany. That makes three grandchildren (and you look so young, Mary Jane)...

Get rid of "From the East"

Whether it's *From the East*, *Secretary's Corner*, or whatever, find a new title that refers to the subject of the article, not its writer. I hate to be blunt, but calling the article *From The Master* assumes that the reader cares about everything the Master has to say. That's not even true about the President of the United States.

If the Master is writing about how the Brothers should spend more time calling on sick or elderly Masons, call the article "Caring About Our Brothers."

If the Secretary's article is about paying dues (and what Secretary's article is not?), try calling it "Have You Paid Your Fair Share?"

The only regular column title that I've seen that attracted attention was, "Gossip Around the Lodge."

Dare to be different

Most of us are writing our meeting notices in the same format as our predecessor, and so did they. We're probably using a style from 1842!

Try "Ads"

Instead of everything being articles, try making up little ads for your events. Imaging how a professional newsletter-maker would layout your meeting notice, then give it a try.

Why is there a formal "call to the meeting"?

"You and your Masonic friends are cordially and fraternally invited to attend the 25,612th stated communication of Bunting Charity Lodge No. 604, F&AM to be held on the 28th of January, 1995. The Brethren of the Lodge will be conferring the Entered Apprentice Degree upon qualified candidates. The meeting will begin promptly at 7:30 p.m. sharp."

Who reads that stuff? You could bury in the paragraph that the Lodge activity was to burn down City Hall, and I bet only 5 people would notice. Lodges treat their format as if it were a legal document which, if omitted, would render the meeting invalid. Hogwash.

Try changing the format. Here's an example:

Degree of Entered Apprentice
January 28, 1995
7:30 p.m. SHARP

Use your resources

When I was first Master, an electric typewriter was high technology. These days there are computers that have remarkable capabilities. If you don't have one, maybe a member of your Lodge does.

These days, it's not that expensive to get a typeset appearance from a home computer. The examples in this essay assume that you can't do anything special, but if you can, try experimenting with different typefaces and styles. If you use a professional printer for your notices, talk to him (or her, my Lodge uses a her) for ideas. Maybe they have samples of other work they do that could give you ideas.

Write What You Would Read

In these couple of pages, we cannot cover every element of interesting writing. We've just touched on a few ideas to help your meeting notices become more interesting.

The best advice is to write what you would like to read. While you write, think about if it would motivate you into action. If it would, it will probably do the same for someone else.

References and Publications

Purpose: Every leader and lodge needs materials to carry out its obligations to the Craft. This section is designed to identify most commonly used materials and where they can be obtained.

The Craft and Its Symbols. Allen E. Roberts: This short text is designed to help the reader understand the symbolism by which Freemasonry educates and inculcates knowledge and wisdom through the degrees. Symbolism distinguished Freemasonry from all other fraternal groups. As the ritual leader of the lodge, every Master should be able to provide guidance and supervision of the Craft while at work.

The Grand Design. Wallace McLeod: This 1991 book by the current president of the International Philalethes Society and professor of classics at the University of Toronto is a collection of essays written over several years on a variety of Masonic topics. It is recommended here because it tends to be high interest reading and purveys a contemporary, balanced view of topics which recur in Masonic discussions over the years.

Handbook of Masonic Law [State of New York]. Grand Lodge of Free and Accepted Masons of the State of New York: This 500+ page volume (now available from Grand Lodge Sales in loose binder format) contains the "Book of Constitutions," "Rules of Order," "The Old Charges," "Code of Procedure," "Benevolent Orders Law," "Handbook of Masonic Law and Supplement." This one volume contains more than any other "everything you ever wanted to know about Freemasonry in the state of New York, but didn't know who or where to ask." Any Master who isn't using it as a pillow, or otherwise constant companion is risking public display of his own ignorance. Masters are **expected** to know, or know how to find, a correct answer.

Masonic Lifeline: Leadership. Allen E. Roberts: This 1992 text (published in conjunction with the Masonic Service Association) could well be a training workbook for this chapter. It is recommended to the Master because it can be a useful planning guide, but also useful in training younger officers who are coming up through the line.

The Master's Book. Carl Claudy: This book was written a number of years ago but is still considered very current. It speaks to the role of the Master in respect to his carriage and attitude towards his responsibilities. Any Master would do well to read it prior to the start of his year. It has the further benefit of being concise and constantly re-readable.

Morals and Dogma. Albert Pike: I mention this 1871 text because it is the one most often cited by those who would rail against Masonry and find fault with the Craft. You need to know that the citations are most often taken out of context to serve the viewpoint of the user. Pike was by no means anti-Masonic in his outlook, though much of what he propounded is viewed as archaic and outdated. Recommended reading only for the purpose of serious scholarship.

The New York State Masonic LEADER. *Discontinued*

Our Stations and Places. Edward Meacham: Many consider this volume to be the best work ever written to identify the duties and roles of lodge officers in the context of historical development and ritual significance.

Philalethes Magazine. Available through annual membership in the Society, or local chapter; excellent presentation of current research and issues in Freemasonry.

The Standard Ritual. Reprinted into one book in 1996 by Grand Lodge F&AM: Prepared by the Custodians of the Work, "The Standard Work and Lectures of Ancient Craft Masonry" are must reading for every Master Mason and are the definitive reference for questions pertaining to lodge ritual work and lectures. Revisions are constantly considered and issued when appropriate.

The Secretary's Manual. An excellent Manual compiled by the Grand Secretary's Office and recently revised (1992) by M.:W.: Robert C. Singer. This manual outlines the Constitutional Duties of the Lodge Secretary and covers Records, Correspondence, Lodge Membership, Procedures, Definitions, Awards, Certificates, Registration and Lodge Computer Software. It is the source of answers to the most common questions asked by Lodges and their Secretary. Each Lodge Secretary has a copy. It is recommended reading for all Lodge Leaders.

(Also See "Recommended Reading List" on pages 101-103)
(See "Sources of Light" page 111, for ordering information)

Concordant Bodies

Purpose: Lodges often participate with other groups in the community or the Masonic environment; this section briefly describes the protocols of those relationships.

"Concordant bodies" is the name given those recognized groups other than lodges to which one can belong based upon one's membership in a Masonic lodge. Membership is optional in concordant bodies and is up to the individual brother. Some bodies are for women or youth who are related or associated with Master Masons. What is important to know is that one cannot be a member in a recognized concordant body without maintaining a Craft Lodge membership.

Irregular "Masonic" Groups

The title of this section is misleading, in that properly speaking, an unrecognized group can not be termed "Masonic." Many groups exist which claim to be "Masonic" which are not recognized by the Grand Lodge of Free & Accepted Masons in the State of New York. It is improper and unauthorized for any member or lodge to have fraternal intercourse with such groups or individuals. One would be well advised to check with the Grand Secretary's Office if in doubt about a particular organization's standing. (See in Glossary "recognition")

Circumstances do exist where it would be appropriate to have social relations with irregular "Masonic" groups or individuals; joint efforts on community projects, shared social occasions to name some examples. So that no misunderstanding arises, the Master should keep the District Deputy informed of the nature of this participation.

The Old Charges

Purpose: This section makes available for easy and frequent perusal that document upon which much Masonic custom, usage and tradition is based. Consider this necessary study for the informed Mason and leader.

Dr. Anderson prepared "the old charges" based on earlier written documents he called "the Gothic Constitutions." They have been a guide to Masonic activity since the formation of the Mother Grand Lodge and are included here because of their general relevance today.

Charge I concerning God and Religion

A Mason is obliged by his tenure to obey the moral law; and if he rightly understand the Art, he will never be a stupid atheist, nor an irreligious libertine. But though in ancient times Masons were charged in every country to be of the religion of that country or nation, whatever it was, yet 'tis now though more expedient only to oblige them to that religion in which all men agree, leaving their particular opinions to themselves; that is, to be good men and true, or men of honour and honesty, by whatever denominations or persuasions they may be distinguished; whereby Masonry becomes the centre of union, and the means of conciliating true friendship among persons that might else have remained at a perpetual distance.

Charge II of the civil magistrate supreme and subordinate

A Mason is a peaceable subject to the civil powers, wherever he resides or works, and is never to be concerned in plots and conspiracies against the peace and welfare of the nation, nor to behave himself undutifully to inferior magistrates; for as masonry hath been always injured by war, bloodshed, and confusion, so ancient kings and princes have been much disposed to encourage the craftsmen, because of their peaceableness and loyalty, whereby they practically answered the cavils of their adversaries, and promoted the honour of the fraternity, whoever flourished in times of peace. So that if a brother should be a rebel against the state, he is not to be countenanced in his rebellion, however, he may be pitied as an unhappy man; and if convicted of no other crime, though the loyal brotherhood must and ought to disown his rebellion, and give no umbrage or ground of political jealousy to the government for the time being; they cannot expel him from the lodge, and his relation to it remains indefeasible.

Charge III of lodges

A lodge is a place where Masons assemble and work. Hence that assembly, or duly organized society of Masons, is called a lodge, and every brother ought to belong to one, and to be subject to its by-laws and the general regulations. It is either particular or general, and will be best understood by attending it and by regulation of the general or grand lodge hereunto annexed. In ancient times, no master of fellow could be absent from it, especially when warned to appear at it, without incurring a severe censure, until it appeared to the master and wardens, that pure necessity hindered him.

The persons admitted members of a lodge, must be good and true men, free born, and of mature and discreet age, no bondsmen, no women, no immoral or scandalous men, but of good report.

Charge IV of masters, wardens, fellows, and apprentices

All preferment among Masons is grounded upon real worth and personal merit only; that is so the lords may be well served, the brethren not put to shame, nor the royal craft despised; therefore no master or warden is chosen by seniority, but for his merit. It is impossible to describe these things in writing, and every brother must attend in his place, and learn them in a way peculiar to this fraternity: only candidates may know, that no master should take an apprentice, unless he has sufficient employment (sic) for him, and unless he be a perfect youth, having no main or defect in his body, that may render him incapable of learning the art, of serving his master's lord, and of being made a brother, and then a fellow craft in due time, even after he has served such a term of years as the custom of the country directs; and that he should be descended of honest parents; that so, when otherwise qualified, he may arrive to the honour of being the warden, and then the master of the lodge, the grand warden, and at length the grand master of all the lodges according to his merit.

No brother can be a warden until he has passed the part of fellow craft; nor a master until he has acted as a warden, nor grand warden until he has been master of a lodge, nor Grand Master unless he has been a fellow craft before his election, who is also to be nobly born, or a gentleman of the best fashion, or some eminent scholar, or some curious architect, or other artist, descended of honest parents, and who is of singular great merit in the opinion of the lodges. And for the better, and easier and more honourable discharge of his office, the grand master has a power to chuse (sic) his own deputy grand master, who must be then, or must have been formerly, the master of a particular lodge, and has the privilege of acting whatever the grand master, his principal, should act, unless the said principal be present, or interpose his authority by a letter.

These rulers and governors, supreme and subordinate of the ancient lodge, are to be obeyed in their respective stations by all the brethren, according to the old charges and regulations, with all humility, reverence, love and alacrity.

Charge V
of the management of the craft in working

All Masons shall work honestly on working days, that they may live creditably on holy days; and the time appointed by the laws of the land, or confirmed by custom, shall be observed.

The most expert of the Fellow Craftsmen shall be chosen or appointed the Master, or Overseer of the Lord's work; who is to be called Master by those that work under him. The Craftsmen are to avoid all ill language and to call each other by no disobliging name, but Brother, or Fellow; and to behave themselves courteously within and without the lodge room.

The Master, knowing himself to be able of cunning, shall undertake the lord's work as reasonably as possible, and truly dispend his goods as if they were his own; nor to give more wages to any brother or apprentice than he truly may deserve.

Both the Master and the Masons receiving their wages justly, shall be faithful to the lord, and honestly finish their work, whether task or journey; nor put the work to task that hath been accustomed to journey.

None shall discover envy at the prosperity of a brother, nor supplant him, or put him out of his work, if he be capable to finish the same; for no man can finish another's work so much to the lord's profit; unless he be thoroughly acquainted with the designs and draughts of him that began it.

When a fellow craftsman is chosen a warden of the work under the Master, he shall be true both Master and fellows, shall carefully oversee the work in the master's absence to the lord's profit: and his brethren shall obey him.

All Masons employed, shall meekly receive their wages without murmuring or mutiny, and not desert the master till the work is finished.

A younger brother shall be instructed in working, to prevent spoiling the materials for want of judgment, and for increasing and continuing brotherly love.

All the tools used in working shall be approved by Grand Lodge.

No labourer shall be employed in the proper work of masonry; nor shall free masons work with those that are not free, without an urgent necessity; nor shall they teach labourers and unaccepted masons, as they should teach a brother or fellow.

**Charge VI
of behaviour, viz: in the lodge while constituted**

1. You are not to hold private committees, or separate conversation, without leave from the master, nor to talk of anything impertinent or unseemly, nor interrupt the master or warden, or any brother speaking to the master; nor behave yourself ludicrously or jestingly while the lodge is engaged in what is serious and solemn; nor use any unbecoming language upon any pretence whatsoever; but to pay due reverence to your master, wardens, and fellows, and put them to worship.

If any complaint be brought, the brother found guilty shall stand to the award and determination of the lodge, who are proper and competent judges of all such controversies (unless you carry it by appeal to Grand Lodge), and to whom they ought to be referred, unless a lord's work be hindered the meanwhile, in which case a particular reference may be made; but you must never go to law about what concerneth masonry, without an absolute necessity apparent to the lodge.

behaviour after the lodge is over and the brethren not gone

2. You may enjoy yourselves with innocent mirth, treating one another according to ability, but avoiding all excess, or forcing any brother to eat or drink beyond his inclination, or hindering him from going when his occasion calls him, or doing or saying anything offensive, or that may forbid an easy and free conversation, for that would blast our harmony, and defeat our laudable purposes. Therefore, no private piques or quarrels must be brought within the door of the lodge, far less any quarreling about religion, or nations, or state policy, we being only as masons, of the catholic religion above mentioned, we are also of all nations, tongues, kindreds, and languages, and are resolved against all politicks as what never yet conduced to the welfare of the lodge, nor ever will. This charge has been always strictly enjoined and observed; but especially ever since the reformation in Britain, or the dissent and secession of these nations from the communion of Rome.

behaviour when brethren meet without strangers, but not in a formed lodge

3. You are to salute one another in a courteous manner, as you will be instructed, calling each other Brother, freely giving mutual instruction as shall be thought expedient, without being overseen or overheard, and without encroaching upon each other, or derogating from that respect which is due to any brother, were he not a mason: for though all masons are as brethren upon the same level, yet masonry takes no honour from a man that he had before; nay rather it adds to his honour, especially if he has deserved well of the brotherhood, who must give honour to whom it is due, and avoid ill manners.

behaviour in presence of strangers not masons

4. You shall be cautious in your words and carriage, that the most penetrating stranger shall not be able to discover or find out what is not proper to be intimated; and sometimes you shall divert a discourse, and manage it prudently for the honour of the worshipful fraternity.

behaviour at home and in your neighborhood

5. You are to act as becomes a moral and wise man; particularly, not to let your family, friends, and neighbors know the concerns of the lodge, &c., but wisely consult your own honour, and that of the ancient brotherhood, for the reasons not to be mentioned here. You must also consult your health, by not continuing together too late, or too long, from home, after lodge hours are past; and by avoiding of gluttony or drunkenness, that your families be not neglected, or injured, nor you disabled from working.

behavior towards a strange brother

6. You are cautiously to examine him, in such a method as prudence shall direct you, that you may not be imposed upon by an ignorant false pretender, whom you are to reject with contempt and derision, and beware giving him any hints of knowledge.

But if you discover him to be a true and genuine brother, you are to respect him accordingly; and if he is in want, you must relieve him if you can, or else direct him how he may be relieved. You must employ him some days, or else recommend him to be employed. But you are not charged to do beyond your ability, only to prefer a poor brother, that is a good man and true, before any other poor people in the same circumstances.

Finally, all these charges you are to observe, and also those that shall be communicated to you in another way; cultivating brotherly love, the foundation and cap-stone, the cement and glory of this ancient fraternity, avoiding all wrangling and quarreling, all slander and backbiting, nor permitting others to slander any honest brother, but defending his character, and doing him all good offices, as far as consistent with your honour and safety, and no further.

And if any of them do you injury, you must apply to your own or his Grand Lodge; and from thence you may apply to the Grand Lodge at quarterly communication, and from thence to the annual Grand Lodge, as has been the ancient laudable conduct of our forefathers in every nation; never taking a legal course but when the case cannot be otherwise decided, and patiently listening to the honest and friendly advice of masters and fellows, when they would prevent your going to law with strangers, or would excite you to put a speedy period to all lawsuits, that so you may mind the affair of masonry with the more alacrity and success, but with respect to brothers and fellows at law, the masters and brethren should kindly offer their mediation, which ought to be thankfully submitted to the contending brethren; and if that submission is impracticable, they must however carry on their process, or lawsuit, without wrath and rancor (not in the common way) saying or doing nothing which may hinder brotherly love, and good offices to be renewed and continued; that all may see the benign influence of masonry, as all true masons have done from the beginning of the world, and will do to the end of time.

Amen, so mote it be.

Beyond The Ritual

Administrative Responsibilities

Ritual Director -- assign a qualified person to be in charge of the work, i.e., rehearsals, instruction, portrayal and prompting. If your Lodge doesn't have one who is qualified or available, inform the AGL and he will attend or supply a qualified past AGL to assist. Only the ritual director will assist during the degree. Make this clear before the start of the degree.

Assignment Charts -- complete five copies (pages) for each degree -- one each for the Master, Wardens, Ritual Director and Secretary (to spread across minutes).

Rehearse every Degree -- this is a must. This will allow adequate time for last minute polishing. All participants should be notified **at least** one month before the date of the degree. Assign conductors in advance and have them attend the rehearsal.

Standard Work. Ensure each participant is familiar with, and uses, the current authorized version of "The Standard Work and Lectures of Ancient Craft Masonry" (Books 1 - 6). Do not use these books during rehearsals, degrees or at anytime during Open Lodge. Also, cards (with notes) should not be used -- only the Monitor (Book 6), when appropriate.

Ritual assignments -- should be given out a minimum of 6-8 weeks in advance, to allow the officers or participants ample time to prepare. Allow more time for the long lectures. Try to plan assignments for 6 months at a time. Always try to fill all the assignments with brothers of the Lodge. Encourage new brothers to become proficient in small ritual assignments for presentation at degrees.

Understudies -- Whenever possible, assign a back-up brother for the key stations and places (e.g., Sr. Deacon, Wardens, Charge, Working Tools, etc.)

Sponsors, Mentors, family and friends: Encourage the sponsor of the candidate to attend all three degrees, and to take part in some of the work, (if he is qualified.) The "shepherd" or "mentor" for each candidate should pick up and bring him to and from each degree. It should be his responsibility to find his replacement whenever he is unable transport the candidate. Also, make every effort to see that the candidate's Masonic relatives and friends are invited to the Degrees, especially to the Third degree.

Conductors: If possible, have conductors attend the rehearsal and instruct them as to their duties. They are never to touch the candidates during the Sr. Warden's instructions (as to facing the East, etc.) If they cannot attend the rehearsal, make sure they are instructed properly before the degree begins. Also endeavor to select knowledgeable brothers for conductors -- do not pick someone at the last minute from the sidelines.

The Senior Deacon -- is the floor supervisor. He is to make sure everything goes well regarding the circumambulations, attire of candidates, lighting, position of staves, etc. Make sure he knows the broad responsibilities and duties he has. He should double check the inner room prior to the start of the degree (candidates properly clothed, etc.)

School of Instruction: All officers and the ritual director must be urged to attend their district School of Instruction. This is the only way they can maintain the high level of ritual excellence that is required.

Masonic Etiquette: Always ensure proper decorum is observed during the degree as well as in the preparation room. Do not permit any smoking during the conferring of the degree. There should be no whispering, undercurrent of voices or levity. Promote the news of your degrees in the Lodge Notice and district publications, especially whenever a prominent Mason or team will participate. Never publish the names of candidates until after they have received the Third degree. (See "Preparation Room" page 26)

Note: Remember a Brother does not participate in his own name; his individuality should be submerged to the eminence of the Ritual. It is recommended, that during the degree no announcements of who will do the specific part of the ritual work be made. All announcements should be made before the degree work begins.

TIPS ON MASONIC PROTOCOL AND ETIQUETTE

Read "The Grand Marshal's Guide to Masonic Protocol" (including "Order of Entrance") in appendix D of this Handbook.

Read booklet on Masonic Etiquette (free from Grand Lodge for the asking).

Some key points:

- ❖ Collectively, all Masons should be referred to as "Brethren." Individually as "Brother" with appropriate Masonic title (i.e., Worshipful, Right Worshipful, etc.) when applicable. No use of worshipful "Sir" or any other "Sir."
- ❖ When announcing a brother in Lodge -- do not use "to you and through you".
- ❖ Always conduct a brother by offering your right arm.
- ❖ Always six (6) knocks at outer door -- not 7, 9 or 12.
- ❖ Sign of Fidelity -- right arm at right angle across breast and fingers and thumb are joined together as one.
- ❖ No term *Blue or Symbolic* Lodge -- It is a "Master Mason Lodge" or a "Masonic Lodge".
- ❖ The Apron is always worn on the outside of the jacket, suit or Tuxedo unless wearing tails.
- ❖ No term "*Sitting Master*" -- "current Master" or "Master of Lodge."
- ❖ No term "Grace The East".
- ❖ Never cross between the Great Light and East while the Bible is open, regardless whether the Craft is at "Labor to Refreshment" or not.
- ❖ If a camera is used, the Altar, Lights and Bible are never to be in the picture.
- ❖ Always appoint a Director of Ceremonies for key evenings and events or whenever there will be delegations or guests.
- ❖ The Chaplain *always* sits on the immediate left of the Master.
- ❖ When the Grand Master or District Deputy is present, he will assume the Master's chair or if he chooses the chair on the immediate right of the Master.
- ❖ No smoking in Lodge during Degrees or when the Grand Master is present - it is recommended that there be no smoking in Lodge at all times.
- ❖ No one is permitted to enter the Lodge without permission from the Worshipful Master. No one enters through the inner or back doors.
- ❖ Always present the Masonic Bible to a candidate *open*.
- ❖ Applause, laughter, and irreverence have no place during the conferring of degrees.

FIRST DEGREE

ENTERED APPRENTICE

Rehearsal Date: _____ Degree Date: _____

OFFICERS

Master	Sr. M.C.
Sr. Warden	Jr. M.C.
Jr. Warden	Steward
Sr. Deacon	Steward
Jr. Deacon	Marshal
Ritual Director	Chaplain

CANDIDATES	CONDUCTORS

Apron Presentation
Demand
Working Tools
Bible Presentation
Questions & Answers
Whys & Wherefores
Lecture
Charge

SECOND DEGREE

FELLOWCRAFT

Rehearsal Date: _____ Degree Date: _____

OFFICERS

Master	Sr. M.C.
Sr. Warden	Jr. M.C.
Jr. Warden	Steward
Sr. Deacon	Steward
Jr. Deacon	Marshal
Ritual Director	Chaplain

CANDIDATES	CONDUCTORS

Working Tools
Bible Presentation
Questions & Answers
Lecture
Charge

THIRD DEGREE

MASTER MASON

Rehearsal Date: _____ Degree Date: _____

OFFICERS

Master	Sr. M.C.
Sr. Warden	Jr. M.C.
Jr. Warden	Steward
Sr. Deacon	Steward
Jr. Deacon	Marshal
Ritual Director	Chaplain

CANDIDATES	CONDUCTORS	RAISING

Working Tools	Marshal
Bible Presentation	Secretary
Questions & Answers	Sr. Deacon
Lecture	JA
Charge	JO
Drama	JU
K. S	1st Craftsman
H. K. of T.	2nd Craftsman
H. A.	3rd Craftsman
Chaplain	4th Craftsman



GRAND LODGE
FREE AND ACCEPTED MASONS
OF THE
STATE OF NEW YORK

**GRAND MARSHAL'S GUIDE
TO
MASONIC PROTOCOL**

Adopted at the 194th Annual Communication
of the Grand Lodge
May 8, 1975

Revised at subsequent Annual Communications

205th	--	May	7,	1986
207th	--	May	4,	1988
208th	--	May	2,	1989

Revisions compiled by the Committee on Leadership and Educational Services

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May	1998

GRAND MASTER'S VISITS

(In this protocol, all references to the Grand Master, unless otherwise indicated, apply also to the Deputy Grand Master and his escort.)

Whenever the Grand Master or the Deputy Grand Master is invited and attends a Lodge, District, Regional, or any Masonically related meeting, regardless of the type of affair involved, Grand Lodge protocol immediately takes precedence. All arrangements are under the supervision of the Grand Marshal, the Deputy Grand Marshal, or a Brother designated to act as either for the occasion.

The letter of invitation should include information as to the purpose or subject of the program and whether it will be a tiled or open meeting. If it is to be an open meeting, information should be furnished as to whether ladies or other non-Masons are invited and whether non-Masonic organizations will participate.

Programs covering Masonic events to which the Grand Master is invited must be submitted to him, through the Grand Marshal, for approval prior to printing. If the Deputy Grand Master is to be the ranking officer present, the same requirement applies, with the program submitted through the Deputy Grand Marshal.

If the Grand Master is invited to a dinner related to the meeting, a list of those who will be seated at the dais or head table must be submitted to the Grand Marshal. The Grand Marshal shall determine the seating arrangement.

TILED MEETINGS

On the occasion of the Grand Master's visit, or the Deputy Grand Master's visit, **there will be no delegations other than the elected Grand Line, past Grand Masters and the District Deputy Grand Master of that particular District.** If the Grand Master, Deputy Grand Master, Past Grand Masters and the District Deputy Grand Master attend the same meeting, they will be escorted into the Lodge individually. All other dignitaries will be inside the Lodge room and will be recognized after the Grand Master or the Deputy Grand Master are in the Lodge room. Guests of honor

may also be escorted into the Lodge room on special occasions.

On all other occasions, where the Grand Master or the Deputy Grand Master is not involved, delegations may be recognized and escorted into the Lodge in accordance with the Order of Entrance.

There should be no "honor guard" for the Grand Master or a guest of honor. Honor guards tend to delay the evening, obscure the honored person entering, and hinder his entrance.

The Grand Master, or in his absence, the Deputy Grand Master, shall be the last to enter. When the time arrives for his entrance the Grand Marshal shall be announced as follows:

**"The R.: W.: _____,
Grand Marshal of the Grand Lodge of
Free and Accepted Masons of the State of
New York." (There is no statement such
as "seeks admittance" or "is about to
enter"). The door remains open.**

The Master does not raise the Lodge upon the entrance of the Grand Marshal. The Grand Marshal proceeds to the altar and salutes the Master. He then proceeds to the East, raises the Lodge and announces:

**"Brethren, the M.: W.: _____,
Grand Master of Masons in the State of
New York, is about to enter."**

The Grand Marshal then returns to the outer door to escort the Grand Master. The Lodge remains standing and, upon entrance of the Grand Master, comes to the Sign of Fidelity. The Master removes his hat.

The Grand Master proceeds to the altar, salutes the Master and proceeds to the East. The Grand Marshal announces the Grand Master as follows:

**"Brethren, the M.: W.: _____,
Grand Master of Masons in the State of
New York. Grand Honors."**

The Grand Marshal hands the gavel to the Grand Master, who will then assume the Master's chair or return the gavel to the Master to proceed with the program. The order of business from then on is conducted according to the pleasure of the Grand Master. If the Grand Master does not elect to assume the Master's chair, he shall be seated immediately to the right of the Master.

No further alarms should be given for anyone seeking admittance after the Grand Master enters the Lodge room.

The Grand Master must be the principal and last speaker on the program at any type of meeting, lodge, district, regional, or Masonically related organization, without exception.

No photographs may be taken in the Lodge room without the permission of the Grand Master or, if he is the ranking officer present, the Deputy Grand Master. If permission is granted, photographers shall be under the supervision of the Grand Marshal. Under no circumstances shall photographs be taken in such a manner as to include the altar.

All speakers will address the East as follows: "Worshipful Master, Most Worshipful Grand Master and Brethren."

At the conclusion of the Grand Master's address, the Master should not make any further remarks other than a simple and short expression of thanks.

The program should be concluded with a benediction. At the conclusion of the benediction, without any introduction, the Grand Marshal will raise the Lodge, if not already raised, and announce the retirement of the Grand Master as follows:

**"The M.: W.: _____,
Grand Master of Masons in the State of New York, is about to retire. You will remain under the direction of the Worshipful Master."**

The Grand Marshal will then escort the Grand Master to the altar, both will salute and retire.

No one retires with the Grand Master without specific invitation from him to do so. If

other elected Grand Lodge officers or Past Grand Masters are present and invited by the Grand Master to retire with him, the Grand Marshal will announce the retirement as follows:

**"Brethren, the M.: W.: _____,
Grand Master of Masons in the State of New York and his associate Grand Lodge officers are about to retire. You will remain under the direction of the Worshipful Master."**

When a large number of visitors is present for the program it is recommended that the Master call a recess immediately following the Grand Master's retirement to permit the visitors to leave before he proceeds with the closing or other business of the Lodge.

PUBLIC MEETINGS

At public meetings, with ladies and other non-Masons present only the Grand Master, Deputy Grand Master, Past Grand Masters, the District Deputy Grand Master of that district and guest of honor, if applicable, will be received. When everyone else, including other speakers on the program, are in their proper places, the Grand Marshal will announce the Grand Master as follows:

**"Brethren, ladies and friends, the
M.: W.: _____,
Grand Master of Masons in the State of New York is about to enter."**

The Grand Marshal will then return to escort the Grand Master to the lectern. When he reaches the lectern, the Grand Marshal will introduce the Grand Master as follows:

**"Brethren, ladies and friends, the
M.: W.: _____,
Grand Master of Masons in the State of New York."**

Those brethren clothed as Masons come to the Sign of Fidelity upon the entrance of the Grand Master at a public meeting. Aprons should be worn by all Masons present.

Similar to a tiled meeting, the Grand Master will either assume the role of the Master of Ceremonies or indicate to the Master that he

should continue with the program. If the Grand Master elects to have the Master continue with the program, he shall be seated immediately to the right of the Master.

After the Grand Master has concluded his address, the Grand Marshal will announce his retirement as follows:

"Brethren, ladies and friends, the M.: W.: _____, Grand Master of Masons in the State of New York is about to retire. Will you please remain in your places until after he has retired."

THE BANQUET

As with tiled meetings and other open meetings, the program and list of those to be seated on the dais must be submitted to the Grand Master, through the Grand Marshal, for approval prior to the meeting. The Grand Marshal will determine the seating arrangement for the dais according to the Order of Precedence. The Grand Marshal will assemble those to be seated at the dais in an area convenient to the banquet room. The Grand Marshal will make the following announcement:

"Brethren, ladies and friends (according to the make-up of the group), the M.: W.: _____, Grand Master of Masons in the State of New York and your guests on the dais are about to enter."

The Grand Marshal will return to the adjacent area, where they have assembled and lead the Grand Master and guests in a procession to their proper places on the dais.

The toastmaster will then proceed as follows:

- A. Invocation
- B. Pledge of Allegiance (or Star Spangled Banner)
- C. Dinner
- D. Announcements
- E. Introductions
- F. Speaking program
- G. Address by the Grand Master
- H. Benediction
- I. Entertainment, if any

The Grand Master must be the last to speak on the program at all functions conducted by Lodges, Districts, Regions, or Masonically related organizations.

A lectern should be provided and, if it is a large place or the acoustics are not good, an amplifier system.

In making the introductions, the toastmaster will proceed as follows:

- (a) Introduce any brother or non-Mason whom he desires to recognize before introducing the dais.
- (b) Introduce in groups, asking each person in the group to rise as his name is called and remain standing until the entire group has been introduced.
- (c) If a large group is to be presented, it is suggested that they not be introduced individually but asked to stand as a group for recognition.
- (d) Ask the audience to withhold their applause until the introduction of each group has been completed.
- (e) After all others have been introduced, introduce the guests on the dais.

In introducing the dais, the toastmaster should begin on his extreme left and introduce everyone up to himself. He should then start on his extreme right and introduce everyone up to himself.

The guest of honor will normally be seated on the left of the toastmaster and the Grand Master on his right. If introductions are to be made before dinner with the program to follow dinner, the guest of honor and the Grand Master should be introduced with the other guests. If the introductions are to be made after dinner and immediately preceding the program, the guest of honor and the Grand Master should not be introduced with the other guests but when they are called on to speak.

All speakers shall address the chair as follows:

"Brother Toastmaster, M.: W.: Grand Master, Brother, _____, (the guest of honor, using his proper title) Brethren and Friends."

At the conclusion of the Grand Master's address, the toastmaster should not make any further remarks other than a simple and short expression of thanks.

If photographs are to be taken, either candid or posed, the Grand Marshal should be consulted.

DEPUTY GRAND MASTER

In the absence of the Grand Master, the Deputy Grand Master will be received basically in the same manner as the Grand Master. He is the last person to enter. The Deputy Grand Marshal is introduced in the same manner as the Grand Marshal and he enters, raises the Lodge and escorts the Deputy Grand Master in the same manner as the Grand Master. The door is left open during the entrance of the Deputy Grand Marshal. The announcement of the entrance of the Deputy Grand Master is as follows:

"Brethren, "R.: W.: _____, Deputy Grand Master of the Grand Lodge of Free and Accepted Masons of the State of New York is about to enter."

In the absence of the Grand Master, the brethren do not come to the Sign of Fidelity on the entrance of the Deputy Grand Master. The Deputy Grand Master may wear a hat. Upon the entrance of the Deputy Grand Master, the Master removes his head covering.

The Deputy Grand Master is given Grand Honors led by the Deputy Grand Marshal.

The Deputy Grand Marshal hands the gavel to the Deputy Grand Master who then assumes the Master's chair, or returns the gavel to the Master to proceed with the program. The order of business from then on is conducted according to the pleasure of the Deputy Grand Master. If the Deputy Grand Master does not elect to assume the Master's chair, he shall be seated immediately to the right of the Master.

The Deputy Grand Master's retirement from the meeting is conducted in the same manner as the Grand Master's. The retirement procedure, in all respects, is subject to the same protocol as the Grand Master.

At open meetings and banquets, when the Grand Master is not present, the protocol for the Grand Master applies also with respect to the Deputy Grand Master.

In the presence of the Grand Master, the Deputy Grand Master enters immediately preceding the Grand Master. At no time do the brethren come to the Sign of Fidelity on the entrance of the Deputy Grand Master. The Deputy Grand Master does not wear a hat if the Grand Master is present. When the Grand Master is present the announcement of the Deputy Grand Master by the Tiler at a tiled meeting to read as follows:

"The R.: W.: _____, Deputy Grand Master of the Grand Lodge seeks admittance."

The door is closed. There is no statement such as "under the escort of the Deputy Grand Marshal."

DISTRICT DEPUTY GRAND MASTER

On the occasion of an official visit within his District, the District Deputy Grand Master is outranked only by the Grand Master and Deputy Grand Master.

On other than an official visit within his District, the District Deputy Grand Master is outranked by all current elected Grand Line Officers. While not outranked by past elected Grand Line Officers, however, his precedence is lower than the past elected Grand Line Officers.

The District Deputy Grand Master must always be received individually in his own District. He is to be provided with an escort, either of his own choice, or one appointed by the Master.

The District Deputy Grand Master may elect to wear a hat.

Upon the entrance of the District Deputy Grand Master, the Lodge is raised, but the brethren do not come to the Sign of Fidelity. The Master removes his hat when the District Deputy Grand Master enters.

Except when the Grand Master or Deputy Grand Master are present, the District Deputy Grand Master's entrance is always announced as follows:

DISTRICT DEPUTY GRAND MASTER
continued.

**"The R.: W.: _____ ,
District Deputy Grand Master of the
_____, District,
representing The Most Worshipful
_____, Grand
Master of Masons in the State of New
York is about to enter."**

The door is left open.

He is escorted to the Altar, salutes the Master and proceeds to the East without further instruction or greeting at that point. He is introduced and given Grand Honors by the Master as follows:

**"The R.: W.: _____ ,
District Deputy Grand Master of the
_____, District,
representing The Most Worshipful
_____, Grand
Master of Masons in the State of New
York. Grand Honors."**

The Master will hand the gavel to the District Deputy who will then assume the Master's chair or return the gavel to the Master to proceed with the program. If he does not elect to assume the Master's chair, he is to be seated immediately to the right of the Master.

When the Grand Master or Deputy Grand Master are present, the District Deputy Grand Master is announced as follows:

**"The R.: W.: _____ ,
District Deputy Grand Master of the
_____, District
seeks admittance."**

The door is then closed until the Junior Deacon admits him. The DDGM represents the GM in his District only in the absence of the GM and/or the DGM.

Outside or within his own District, a District Deputy Grand Master is subject to the provisions for District Deputies in the Order of Precedence and the Order of Entrance.

**GRAND WARDENS, GRAND
TREASURER & GRAND SECRETARY**

The Senior Grand Warden, Junior Grand Warden, Grand Treasurer and Grand Secretary are announced by the Tiler and Junior Deacon as follows:

**"The R.: W.: _____ ,
Senior Grand Warden of the Grand
Lodge of Free and Accepted Masons of
the State of New York seeks admittance."**

The Lodge is raised upon the entrance of any of these elected Grand Lodge Officers. The brethren do not come to the Sign of Fidelity. The Master does not remove his head covering.

If more than one of these officers are present, it is suggested that they be received as a group. The Master should appoint an escort. When received as a group, the announcement of the Junior Deacon and the Tiler should be as follows:

"A delegation of Elected Grand Line Officers of the Grand Lodge, seeks admittance."

Upon entering the Lodge, they will proceed to the Altar and salute the Master, and without being greeted there, they will proceed under their escort directly to the East where the Master will introduce each one individually as follows:

**"Brethren, The R.: W.: _____ ,
Senior Grand Warden of the Grand
Lodge of Free and Accepted Masons of
the State of New York."**

These officers should be given Grand Honors in the East, led by the Master. If more than one is present, the Grand Honors should be given collectively. Seating should follow the Order of Precedence, and should be so assigned in advance, especially at well-attended functions. They are never told to "find seats."

When the Grand Master and Deputy Grand Master are not present, the Grand Wardens shall be the last delegation to enter the Lodge. This does not apply on the occasion of an "Official Visit" of the District Deputy Grand Master,

when he shall be the last to enter, except in the presence of the Grand Master or Deputy Grand Master. (See "Order of Entrance" and "Order of Precedence" contained in this Guide).

PAST GRAND MASTERS

Past Grand Masters shall be announced by the Tiler and Junior Deacon as follows:

**"The M.: W.: _____,
Past Grand Master of Masons in the State
of New York seeks admittance."**

Honorary Past Grand Masters should be treated in all respects as other Past Grand Masters. The word "honorary" should never be used in these announcements nor in the Master's introduction in the East.

The Lodge is raised upon their entrance. The brethren do not come to the Sign of Fidelity. The Master should not remove his head covering.

If more than one Past Grand Master is present, it is suggested they be received as a group. The Master should appoint an escort. If received as a group, the announcement of the Junior Deacon and the Tiler should be as follows:

**"A delegation of Past Grand Masters of
Mason in the State of New York seeks
admittance."**

Upon entering the Lodge, they will proceed to the Altar and salute the Master. The Master should invite them to the East. They should be introduced individually as follows:

**"Brethren, The M.: W.: _____,
Past Grand Master of Masons in the State
of New York."**

They should be given Grand Honors, led by the Master. If more than one are present, the Grand Honors should be given collectively.

GRAND LODGE STAFF OFFICERS

Grand Lodge Staff Officers (Grand Director of Ceremonies, Grand Steward, or Grand Sword Bearer), whether in their District or visiting another (unless included in a delegation of present appointed Grand Lodge Officers), shall be announced by the Tiler and Junior Deacon as follows:

**"The R.: W.: _____,
Grand _____ of the
Grand Lodge seeks admittance."**

The Staff Officer will be accorded Grand Honors in the East, and seated in the East, or as near the East as possible.

PRESENT APPOINTED GRAND LINE OFFICERS

Present appointed Grand Line Officers shall be announced by the Tiler and the Junior Deacon as follows:

**"The R.: W.: _____,
Senior Grand Deacon (Grand Standard
Bearer, Grand Marshal, Grand
Historian, etc.) of the Grand Lodge seeks
admittance."**

If more than one present appointed Grand Line Officer are in attendance, a delegation of all such Officers shall be assembled and announced as follows:

**"A delegation of present appointed
Grand Line Officers seeks admittance."**

Individual introductions shall be given in the East, followed by Grand Honors given to the delegation collectively, and these brethren will then be seated as near the East as possible.

The Grand Marshal and the Deputy Grand Marshal, on most occasions, will be escorting the Grand Master and Deputy Grand Master respectively. If they are present at an occasion where the GM and DGM are not present, they shall assemble with the aforesaid delegation, or be accorded the individual courtesies stated above in the absence of any other appointed Grand Line Officer.

GENERAL INSTRUCTIONS

When a date is confirmed for the Grand Master or the Deputy Grand Master, the INFORMATION FOR THE VISIT OF THE GRAND MASTER (or DGM) two-page questionnaire (contained in this Guide) should be completed by the Master or committee chairman and forwarded to the Grand Marshal or Deputy Grand Marshal as early as possible.

If local transportation and overnight reservations are needed by the Grand Master or the Deputy Grand Master and those who accompany them, these arrangements should be made by the group sponsoring the event.

A lectern always should be available for the use of the Grand Master, Deputy Grand Master, or District Deputy Grand Master at any event where they are to address the assembly.

There should be no applause in a tiled meeting upon the entrance of any Grand Lodge officer or Past Grand Master, nor after Grand Honors. Brethren come to the Sign of Fidelity for the Grand Master, and in his absence, for the Deputy Grand Master, but not for any other Grand Lodge officer.

Also, the Sign of Fidelity is never used outside the Lodge room unless we are clothed; that is, unless wearing Masonic aprons. This only will occur on few occasions; at the laying of a cornerstone, public dedication ceremonies, or at Masonic services for departed brethren. Of course, if the Grand Master grants dispensation to wear aprons at some other ceremony, we may use the Sign of Fidelity while wearing the apron. So, the rule is that we never come to the Sign of Fidelity unless we are "Masonically clothed".

No smoking is to be permitted in a Lodge room at any time.

Escorts should always offer their right arm to the person being escorted.

The names of escorts should be omitted in the announcements of delegations seeking admittance.

Lengthy introductions of delegations should be avoided, including individual introductions of large groups. It is permissible to combine delegations (See the Order of Entrance, or Precedence, for suggested groupings.)

It is not necessary for the Master to raise the Lodge for all delegations. He necessarily must raise the Lodge before calling for Grand Honors. The Lodge always must be raised when the District Deputy Grand Master, a Past Grand Master, or an elected Grand Lodge officer enters; namely, Deputy Grand Master, Senior Grand Warden, Junior Warden, Grand Treasurer and Grand Secretary.

The Grand Master must be addressed as "Grand Master", or "Most Worshipful Grand Master." His personal name is never used, no matter how intimately any may feel they know him. Past Grand Masters should always be addressed as "Grand Master" or "Most Worshipful Brother

The use of the word "Sir" in conjunction with any Masonic title is improper; such as, "Most Worshipful Sir", "Right Worshipful Sir", or "Worshipful Sir".

The salutation of the Master, or anyone addressing a Masonic meeting, is "BRETHREN" . . . not "brothERN", nor "BROthren".

After prayer, the words "So mote it be" are always proper at Masonic gatherings. This is (in effect) a Masonically repeated AMEN.

This protocol is designed primarily for Lodge and District functions, but with respect to the Grand Master and Deputy Grand Master, it applies also to functions of Masonic-related organizations to which they have accepted an invitation.

Order of Precedence

1	Grand Master	29	District Deputy Grand Master outside their own Districts and in their Districts when the Grand Master and/or Deputy Grand Master is present
2	Deputy Grand Master	30	Trustees of the Masonic Hall & Asylum Fund
3	District Deputy Grand Master on an Official Visit to a Lodge in his District and in the absence of the Grand Master or Deputy Grand Master	31	Directors of the Masonic Medical Research Laboratory
4	Senior Grand Warden	32	Trustees of the Chancellor Livingston Library
5	Junior Grand Warden	33	Commissioners of Appeals
6	Past Grand Masters	34	Grand Director of Ceremonies
7	Grand Treasurer	35	Grand Stewards
8	Grand Secretary	36	Grand Sword Bearers
9	Past Deputy Grand Masters	37	Grand Chaplains
10	Past Senior Grand Wardens	38	Past Appointed Grand Lodge Officers
11	Past Junior Grand Wardens	39	Past Grand Lodge Board Members and Commissioners
12	Past Grand Treasurers	40	Grand Representatives of other Jurisdictions
13	Past Grand Secretaries	41	Grand Lodge Committee Chairmen and Members
14	District Deputy Grand Master other than an Official Visit to a Lodge in his District - and in the absence of the Grand Master or Deputy Grand Master.	42	Assistant Grand Lecturers
15	Past and Present Grand Masters of other Jurisdictions	43	Present Masters of Lodges
16	Grand Marshal	44	Present Senior Wardens
17	Deputy Grand Marshal	45	Present Junior Wardens
18	Senior Grand Deacon	46	Past Masters of Lodges
19	Junior Grand Deacon	47	Other Special Dignitaries
20	Grand Standard Bearer		
21	Deputy Grand Standard Bearer		
22	Grand Lecturer		
23	Judge Advocate		
24	Proctor		
25	Grand Pursuivant		
26	Grand Historian		
27	Grand Tiler		
28	Grand Organist		

EXCEPTIONS

1. At a program honoring a past or present Elected or Appointed Grand Lodge Officer(s) the honoree(s) may be placed higher in order of precedence when directed by the Grand Marshal, Deputy Grand Marshal or District Deputy Grand Master respectively. 10/94

2. A Staff Officer in his own District may be accorded the courtesy of exiting immediately after the District Deputy Grand Master. 5/98

Order of Entrance

- 1 Other Special Dignitaries
- 2 Past Masters of Lodges
- 3 Present Junior Wardens
- 4 Present Senior Wardens
- 5 Present Masters of Lodges
- 6 Assistant Grand Lecturers

- 7 Grand Lodge Committee Chairmen and Members

- 8 Grand Representatives of other Jurisdictions
- 9 Past Grand Lodge Board Members and Commissioners
- 10 Past Appointed Grand Line Officers

- 11 Grand Chaplains
- 12 Grand Sword Bearers
- 13 Grand Stewards
- 14 Grand Directors of Ceremonies

- 15 Commissioners of Appeals
- 16 Trustees of the Chancellor Livingston Library
- 17 Directors of the Masonic Medical Research Laboratory
- 18 Trustees of the Masonic Hall and Asylum Fund

- 19 District Deputy Grand Masters outside their own Districts and in their Districts when the Grand Master and/or Deputy Grand Master is Present

- 20 Grand Organist
- 21 Grand Tiler
- 22 Grand Historian
- 23 Grand Pursuivant
- 24 Proctor
- 25 Judge Advocate
- 26 Grand Lecturer
- 27 Deputy Grand Standard Bearer
- 28 Grand Standard Bearer

- 29 Junior Grand Deacon
- 30 Senior Grand Deacon
- 31 Deputy Grand Marshal
- 32 Grand Marshal
- 33 Past and Present Grand Masters of other Jurisdictions

- 34 District Deputy Grand Master in his own District in the absence of the Grand Master or Deputy Grand Master and at other than an Official Visit.

- 35 Past Grand Secretaries
- 36 Past Grand Treasurers
- 37 Past Junior Grand Wardens
- 38 Past Senior Grand Wardens
- 39 Past Deputy Grand Masters

- 40 Grand Secretary
- 41 Grand Treasurer

- 42 Past Grand Masters

- 43 Junior Grand Warden
- 44 Senior Grand Warden

- 45 District Deputy Grand Master on an Official Visit in his district in the absence of the Grand Master or Deputy Grand Master

- 46 Deputy Grand Master

- 47 Grand Master

EXCEPTIONS

1. At a program honoring a past or present Elected or Appointed Grand Lodge Officer(s) the honoree(s) may be placed higher in order of entrance when directed by the Grand Marshal, Deputy Grand Marshal or District Deputy Grand Master respectively. 10/94

2. A Staff Officer in his own District may be accorded the courtesy of entering immediately before the District Deputy Grand Master. 5/98

GRAND MASTER/DEPUTY GRAND MASTER

VISITATION REQUEST AND INFORMATION FORM

Date Submitted _____ Date(s) of Event _____

TYPE OF EVENT

___ Apron Presentation	___ Awards Night	___ Concordant Body
___ Cornerstone	___ Banquet	___ Dinner/Dance
___ Investiture Ceremony	___ Widow's Program	___ Anniversary (___ years)
___ Youth	___ O.E.S./Amaranth	___ Other

DEMOGRAPHIC INFORMATION

Honoree _____ Title _____

Lodge Name and Number or Sponsoring Body _____

Master or Head of Sponsoring Body _____

District _____ DDGM Name _____

CONTACT INFORMATION

CHAIRMAN/MC/LIAISON

Name _____ Home Phone _____

Address _____ Bus. Phone _____

_____ Fax _____

LOCATION

Lodge or name of Building: _____

Address/Directions _____

PROTOCOL AND REFRESHMENT INFORMATION

Is the Ceremony/event to be held in a Lodge Room? Yes _____ (Time _____) No _____
If Yes, answer the following question. If no go to Banquet/Dinner Dance

TYPE: Tiled _____ Public _____

PROPOSED DELEGATIONS

Is there a dinner connected with this event? Yes _____ No _____

If yes: Before _____ After _____ Head Table _____ (List those at head table)

BANQUET/DINNER DANCE

Is there a dais Yes _____ No _____

List those scheduled to be at head table/dais

Dress code: Brothers Formal _____ Bus. _____ Casual _____ Sport _____
Ladies Gown _____ "T" _____ Dress _____ Casual _____ Sport _____

TRANSPORTATION: Yes _____ No _____ LODGING: Yes _____ No _____

REGALIA Yes _____ No _____

PHOTOS: Yes _____ No _____ PRESS: Yes _____ No _____

RETURN FORM TO THE APPROPRIATE MARSHAL

Activities, Functions & Sub-Organizations of Grand Lodge

Purpose: In this section the reader will find a brief description of those activities, functions, or sub-organizations of Grand Lodge with which brothers and lodges regularly have contact. This section is only meant to be descriptive; for fuller information, contact Grand Lodge at 1-800-3 MASON 4

BROTHERHOOD FUND

The annual fund raiser supports the many programs throughout this jurisdiction which directly benefit Master Masons and their families. Care should be taken in every lodge to canvass the brethren for their participation and to encourage each to give as liberally as his circumstances permit. Because of the importance of this fund in supporting such internationally recognized programs as the Masonic Medical Research Laboratory, lodges are encouraged to contribute throughout the year in conjunction with important lodge events.

DEDICATED SERVICE AWARD

Each lodge may nominate to the DDGM a worthy brother annually for this award. The DDGM may recommend no more candidates than a number equal to 20% of the lodges in his district.

DISTRICT DEPUTY GRAND MASTER

The DDGM is appointed at the annual communication of Grand Lodge and is the Grand Master's representative to the lodges. He is responsible for the condition of Masonry in his district and must annually officially visit each lodge.

EMPIRE STATE MASON

This quarterly magazine is published by Grand Lodge for all Masons throughout the jurisdiction and carries articles and photos of Masonic activities and programs from around the State.

FIFTY YEAR SERVICE AWARDS

Available from Grand Secretary's office upon request of Lodge Secretary. Should be given by every Lodge to appropriate members.

LEADERSHIP SEMINARS

Seminars for Lodge Officers and other Masonic Leaders are held in the various Regions or Districts throughout the State. These programs are sponsored by Grand Lodge or the individual Districts and are designed to enhance individual leadership skills and to assist and support the lodge officers in implementing effective programs.

LIBRARY AND MUSEUM

The newly renovated Chancellor Robert R. Livingston Museum and Library is housed on the 14th floor of Grand Lodge. The Utica annex continues at its present site at the Masonic Home. Materials are available to any Master Mason by mail. *(See page 94)*

LODGE SYSTEM OF MASONIC EDUCATION (LSOME)

Books designed to educate the candidates for the three degrees into the meaning of Freemasonry. Also available on videotape. (See "Sources of Light" pages 111-114)

MASONIC BENEVOLENCE

This Grand Lodge Committee is charged with the "relief of distressed worthy Master Masons, their widows and orphans." Upon application from the Lodge, every effort will be made to coordinate lodge, community, governmental, and Grand Lodge assistance to the brother who qualifies. (Contact the Committee through the Grand Secretary's office)

MASONIC HOME

The Masonic Home in Utica is a retirement/care facility for Master Masons and their widows. Application for admission can be arranged through contact directly with the home (315) 798-4833.

MEDICAL RESEARCH LABORATORY

The Medical Research Laboratory in Utica is internationally recognized for its research in heart disease, cancer, gerontology, vision, and muscular dystrophy. Its contributions to the health of all people make it a Masonic program of which every Mason can be proud.

MEMORIAL/FUNERAL SERVICE

It is the right of every Master Mason to have a Masonic service, and the responsibility of every master to acquaint the next of kin with that right, and to make the arrangements for same. Although not a right, a Lodge can choose to provide a Masonic Memorial or Funeral Service for dimitted or unaffiliated brothers. Standard ritual should be used for the service.

STAFF OFFICER

Staff Officers are titled, "Grand Steward", "Grand Director of Ceremonies", or "Grand Sword Bearer" and are appointed by the Grand Master to in various districts throughout the State. The main duties of staff officers are to make educational material and programs available to Masons.

TOTTON ESSAY CONTEST

This contest is open to any child or grandchild of a Master Mason who is a high school senior planning to enter college. It is sponsored annually by the Children's Endowment Fund of the 5th Manhattan Masonic Association. A different topic is selected each year. Entries must be accompanied by a letter from the master or secretary of the lodge to which the Masonic parent belongs.

TOWN MEETINGS

Where the Grand Line meets on the Level with Brothers to engage in dialogue, exchange ideas, share concerns, develop solutions, strengthen the bonds of fellowship and provide an opportunity for questions and answers. Eighteen Town Meetings will take place around the State from the fall of 1993 through the fall of 1995. These Town Meetings will take place in lieu of the Regional Seminars during this time.

YOUTH PROGRAMS

Through the Masonic Youth Foundation, Grand Lodge works with particular lodges to support "The Order of DeMolay", "The Order of Rainbow for Girls", "The Organization of Triangles", and "The Constellation of Junior Stars." Each lodge is encouraged to support youth activities in its community, whether Masonic or not.

AVAILABLE FROM THE GRAND LODGE
of the State of New York

ITEM -- (Status) -- Source	WHERE & HOW
Brother Bring A Friend: "Keys to Victory" Membership Development Committee	"The Twenty-four Inch Gauge"
Builder of Men Certificate and Lapel Pin (Individual) Membership Development Committee	Submit form to committee
Builder of Men Certificate (Lodge) Membership Development Committee	Submit form to committee
Current Roster of Officers and Committees, etc. (Distributed to Masters only per GM)	Grand Secretary
Grand Lodge Proceedings (yearly) Grand Secretary's Office	Lodge Supplies
Book of Masonic Law Updates (Distributed to registered owners)	Grand Secretary's Office
L.S.O.M.E. booklet and video tape Leadership & Educational Services Committee	Lodge Supplies
Leadership Development Seminar Leadership & Educational Services Committee	Staff Officer or Committee
Leadership Development Correspondence Course Leadership & Educational Services Committee	Leadership & Educational Services Committee
The "Road to the East" Seminar Leadership & Educational Services Committee	Staff Officer or Committee
The Twenty-four Inch Gauge Leadership & Educational Services Committee	Lodge Supplies
Mentoring Program <i>formerly The Shepherding Program</i> Leadership & Educational Services Committee	"The Twenty-four Inch Gauge"
Membership Retention booklet Membership Development Committee	Lodge Supplies
Masonic Family Welcomes Your Family to Freemasonry Membership Development Committee	Lodge Supplies

ITEM -- (Status) -- Source

WHERE & HOW

Who Are The Masons? brochure
Publications Committee

Lodge Supplies

Blood Donor certificate
Masonic Blood Donor Program

Community Services Committee

Blood Donor Program Service certificate
Masonic Blood Donor Program

Community Services Committee

Howard W. Potts Award
Grand Lecturer

Grand Lecturer's Conventions

Ritual Contest certificate
Grand Lecturer

Assistant Grand Lecturers

Dedicated Service Award certificate, lapel pin & apron
Committee on Awards

District Deputy Grand Masters
Lodge Supplies

Service (50-Year) Award certificate and lapel pin
Committee on Awards

Lodge Supplies/Registry/ESM

Drug-Free School Zone signs
Committee on D. & A. Abuse Prevention

Grand Secretary's Office
Brotherhood Fund donation

Drug-Free Community signs
Committee on D. & A. Abuse Prevention

Grand Secretary's Office
Brotherhood Fund donation

Say No to Drugs and Alcohol participation certificates
Committee on D. & A. Abuse Prevention

Committee via
Grand Secretary's Office

Contract for Life certificates
Committee on D & A. Abuse Prevention

Committee via
Grand Secretary's Office

Drug & Alcohol Abuse Prevention program guide
Committee on D. & A. Abuse Prevention

Committee via
Grand Secretary's Office

Child Identification program guide
Committee on Community Service

Committee via
Grand Secretary's Office

DeWitt Clinton Community Service Award certificate
Committee on Community Service

Grand Secretary's Office
form required

ITEM -- (Status) -- Source

WHERE & HOW

Community Service with Heart & Hands Award certificate Committee on Community Service	Grand Secretary's Office DDGM submits form
Eagle Scout Award certificate Committee on Community Service	Grand Secretary's Office Lodge Supplies
Widows Program Guide Committee on Community Service	Grand Secretary's Office
Widows Program - Ladies' Pendant and Card of Remembrance Committee on Community Service	Lodge Supplies
General MacArthur Award exemplary service to youth certificate Committee on Youth	Submit form Grand Secretary's Office
Outstanding Service to Youth (Mason or Masonic Organization) Committee on Youth	Submit form to Committee on Youth
Plaque for Outstanding Youth Program Committee on Youth	Submit form to Committee on Youth
Frank M. Totton Essay Contest Committee on Youth	Submit form to Committee on Youth
E.A. & F.C. booklets; M.M. booklet with orientation kit Leadership Services Committee	Secretaries submit Registry Form Grand Secretary's Office
Empire State Mason magazine distribution Publications Committee	Secretaries submit Registry Form Grand Secretary's Office
New York State Masonic License Plate Grand Secretary	Submit form to Grand Secretary's Office
Grand Lodge Awards	
<i>Distinguished Achievement Medal</i> Committee on D.A.M.	Grand Master
<i>Charles H. Johnson Medal</i> Grand Master	Grand Master
<i>Chancellor Livingston Medal</i> Grand Master	Grand Master
Grand Master's Award of Appreciation Grand Master	Grand Master
<i>Wendell K. Walker Medal</i> Grand Master	District Deputy Grand Masters submits form

