

Session 3: More nuts and bolts

Session Goals

The primary goal of this session is to continue to present materials designed for successful lodge leadership. The session focus is on encouragement for good planning of trestleboards, increasing familiarization with Masonic Law, reduction of anxiety over Official Visits, excellence in ritual as a source of pride, finding a comfort level with Lodge administration and converting fear of public speaking into positive energy.

Topics to be discussed

Review and critique trestleboards within Teams

Masonic Law and the Constitutions: Review answers to quizzes.

What is an Official visit and how does a Master prepare for one?

The ritual of opening and closing, and Masonic etiquette:

- Review with AGL's in an interactive setting

Issues in selection of officer line: when? who? how?

Review "Generic Job Descriptions" for the line officers.

How to run an efficient meeting- create a suggested format for an effective agenda

Public speaking principals

Complete Course Evaluation and turn it in to the Course Coordinator before you leave.

Materials List for resource material, discussion, and home study

- Materials used in trestleboard preparation from last session
- Official Visit Preparation Check List, on pages 330-331
- Books to be Examined (DDGM Official Visit), on page 332
- Entrance of Grand Lodge Officers (DDGM Official Visit), on page 333
- Ritual Book "Standard Work & Lectures (*Revised 1996*)", "Opening of Lodge" pages 1-10
"Closing Lodge", pages 20-26
- "The Learning and Delivery of Ritual" (STB 10/62) on pages 387-391
- "Grand Marshal's Guide to Masonic Protocol", Chapter 4, pages 157-170
- "The Meeting is the Pay Off" Chapter 1, page 10; "Officers and Duties", Chapter 4, on pages 79-80
- Generic Job Descriptions of Lodge Officers (other than Master) on pages 362-370
- "Lodge Meeting" & "Agenda Suggestions", Chapter 4, on pages 116-119
- Ritual Book "Standard Work & Lectures (*Revised 1996*)", "Business of the Meeting" on pages 11-19
- Tips For Running A Successful Lodge Meeting, on page 334
- "Speak *with* Masonic Power", on pages 335-336
- Public Speaking Exercise, on page 337
- "We now hold the Brother...", Chapter 2, on pages 86-90
- "Selecting a Line Officer" (STB 9/86), pages 392-393

Check List for Worshipful Masters Regarding Official Visits

The District Deputy Grand Master is the Personal Representative of the Grand Master within a given Masonic District and the accompanying Grand Lodge Staff Officer is a member of the Grand Master's Staff. The Official Visit is tantamount to the Grand Master and Grand Line visiting your Lodge. The following will therefore be of assistance in ensuring a successful Official Visit. Be sure to accomplish as many of the following tasks as you can well in advance of the Official Visit.

Worshipful Master, HAVE YOU:

- Confirmed the date of the Official Visit with the District Deputy, which must be tiled meeting?
- Confirmed the time when the District Deputy will meet with yourself, the Wardens, Secretary and Treasurer to examine the books and records of the Lodge listed on the attached sheet entitled “Books to be Examined”?
- Realized that all business except “Sickness and Distress” is to be tabled until the next meeting whenever possible since the Grand Master's Message is *the program for the evening*?
- Communicated with the District Deputy to receive his permission if the Lodge must consider a timely piece of business such as a ballot to allow a candidate to join an upcoming degree class, or if you want the District Deputy to give out awards or participate in any special programming?
- Notified the District Deputy and Staff Officer if they are invited to dinner either before or after the visit?
- Reminded your members, especially the Officer line that Tuxedo or Hark suit should be the dress of the evening?

- Publicized the Official Visit in your Lodge notice, local Masonic publication, and or utilizing a phone tree to garner the maximum support of the Lodge?
- Insured that the Junior Deacon and Tiler have reviewed their procedural roles in the Official Visit including making sure that everyone knows how to pronounce the names of the Brothers who will be announced?
- Selected experienced Escorts for the evening? Have you been flexible enough to allow the Grand Lodge Officers or anyone else being escorted to request an escort whom they feel close to?
- Made a special effort to invite your Entered Apprentices and Fellowcrafts to the Official Visit and prepared yourself to change the Lodge over to the appropriate degree *prior* to the entrance of the those being escorted in?
- Instructed the Secretary that the minutes should be kept to the absolute minimum and that the Grand Masters Message is NOT to be read or summarized as part of the minutes?
- Become aware that no top hat can be worn during the Official Visit by anyone except the District Deputy?
- Realized that once the District Deputy has been handed the gavel of authority whatever transpires next is his prerogative?

BOOKS TO BE EXAMINED:

The District Deputy Grand Master is required to examine the books and records of the Lodges in his District. Here are the books that he should ask for and examine in order to see that they are properly kept. According to *The Constitutions* (Section 320) every Lodge is required to have a seal, and shall keep the following books:

1. “A copy of *The Constitutions of the Grand Lodge.*” Lodge Secretaries are urged to read and study *The Constitutions* (particularly Chapter III) and the *Masonic Law of New York*.
2. “**A Book of By-Laws**, with the signatures of the members.” (This is known as the **By-Laws and Signature Book**, Form 207 - from Lodge Supplies).
3. “**A Record Book of the Proceeding of the Lodge.**” (*Minute Book* from Lodge Supplies - Nos. 125, 126 and 127. The minutes of today are the history of tomorrow. They are of real value to the present and future welfare of the Masonic Lodge. The careful recording of the proceedings of each and every Communication, whether Stated or Special, constitutes a very important part of the Secretary's job. Minutes of meetings should not be written haphazardly, nor on loose-leaf sheets of paper that are easily lost or destroyed. They should be well-written concise but complete, with names, dates, special events, visitations by officials, and all other pertinent matters carefully recorded. Also acceptable is a computer printout (with back-up disk).
4. “**A Register** containing the name of each Brother initiated in or affiliated with the Lodge, consecutively numbered; his Grand Lodge Number, his age; occupation, nativity, and residence, with the dates of his initiation, passing and raising or affiliation, and also the date of the termination or suspension of his membership, with the cause thereof, as the same way occur.” (This book is known as the **Historical Register** Form 205 - from Lodge Supplies).
5. The **Black Book**, “An alphabetical list of expulsions, suspensions and rejections.” (Form 213 - from Lodge Supplies). The **Black Book** is used to list the names of all those who have petitioned for membership but were rejected because they could not meet the requirements for admission to the Fraternity. All such rejections, and those members suspended or expelled for un-Masonic conduct, must be carefully noted in the Black Book and sent to the Grand Secretary, immediately.
6. “Such books as may be necessary to present clearly the receipts and accounts of the Treasurer and Secretary.” You must ask for and see a canceled check for the previous year's Grand Lodge dues. Although not listed in *The Constitutions* as a book that every Lodge is required to keep, every Secretary should have a **Member's Ledger**, which is permanently bound and of prime importance to the Lodge. In it the Secretary lists the dues accounts of every member and a complete biographical history. (Form 206 - from Lodge Supplies). There is also a loose-leaf system which some Secretaries use. When a Brother dies, dimitts, is unaffiliated, suspended, or expelled, the page devoted to him is removed from the book and preserved in another book, in alphabetical order, for future reference. (Member Ledger Sheets, Form 124 - from Lodge Supplies). It should be noted that, whether this book is permanently bound or loose leaf, the **Member's Ledger does not** take the place of the **Historical Register** (Form 205) which is required by *The Constitutions* of the Grand Lodge.

Entrance of Grand Lodge Officers on Official Visits

The following is meant to be a generic guide for the entrance of Grand Lodge Officers on an Official Visit. The Grand Master has recommended that if the Staff Officer is present that he should be formally received as he serves on the Grand Master's staff. The following *does not* address local customs such as delegations and other types of entrances. There is no attempt to disturb or change local custom but to address the generic entrance of Officers while on Official Visits. As long as local customs and traditions are not unconstitutional you are encouraged to add or enhance the following to preserve the Masonic history and integrity of your district.

- The Grand Lodge Staff Officer will cause the Tyler to make an alarm as soon as the Lodge is ready to receive its guests.
- The Tyler will announce the Staff Officer to the Junior Deacon by reading the provided card and then close the door.
- The Junior Deacon will announce the Staff Officer's request for admittance to the Master by reading the provided card. The Master then says "Admit Him".
- The Junior Deacon will open the door and commands the Tyler to admit the Staff Officer.
- The Lodge is *raised* as the Staff Officer *enters* the Lodge Room. The Staff Officer comes to the altar and salutes the Master on the appropriate degree. The Staff Officer proceed to the East where the provided card is read to the Lodge by the Master and Grand Honors are given.
- If the Staff Officer is visiting with the DDGM NO OFFER OF THE GAVEL IS MADE TO THE STAFF OFFICER.
- The DDGM's escort then causes the Tyler to make an alarm. The Tyler announces the DDGM to the Junior Deacon who LEAVES THE DOOR OPEN and announces the DDGM to the Master. The Master does not say "Admit Him".
- The DDGM and escort enter the Lodge and the Lodge is raised. They move to the altar, salute the Master and proceed to the East. The Master announces the DDGM by reading the provided card and gives him Grand Honors.
- The gavel is then offered the DDGM. He may return it to the Master to conclude some *previously agreed upon business* or to announce "Sickness or Distress". The Master will then introduce the DDGM who will take the gavel of the Lodge and is in command for the rest of the evening.
- The DDGM has the prerogative of closing Lodge himself or returning the gavel to the Master for this purpose following the Grand Master's Message and the conclusion of the program.

Tips For Running A Successful Lodge Meeting

- Contact the Secretary before the meeting to determine what business, correspondence and bills will be covered at the meeting and by whom.
- Have a prepared agenda to work from.
- Make a list of all Past Masters and DSA's to work from when recognizing dignitaries.
- Review ritual of opening, closing and balloting (if applicable) prior to each meeting.
- If a guest speaker is involved, personally call them at least 4 days prior to the meeting to confirm all details.
- Instruct your officers to give you as much advance notice as possible if they cannot attend the meeting.
- Know in advance what if any committees you expect to hear from and communicate with the appropriate chairman prior to the meeting.
- If at all possible, arrive at the Lodge early to organize your paperwork and be available to personally greet the Brethren as they arrive for the dinner/meeting.
- Start everything on time!
- Speak clearly, slowly and in a friendly manner - YOU will set the tone for the evening.
- Follow the suggested format in the Ritual Book for the business section of the meeting.
- During your degree classes, think about opening early, tabling all non critical business and getting right into the degree. Always change the Lodge over to allow new Brothers to participate in meetings that occur between their degree nights.
- Keep the business portion of the meeting to less than 20 minutes. Work with the Secretary to see what information will be highlighted, mentioned or reviewed in depth. Make correspondence available for review after the meeting to interested brethren. Allow the speaker the courtesy of speaking while the Brethren are attentive and the hour is early. Allow the speaker to leave if he so desires without guilt. Show the proper appreciation to your guest.
- Do not use your station in the East to ramble - be concise and to the point. Ask yourself what you would want to hear if you were a Brother attending the meeting.
- Remember to review the next meeting before you close, noting any special instructions.
- Summarize disbursements and receipts. Read only those bills which are not budgeted and require approval of the lodge.
- Instruct the Secretary as to how you want the minutes read - in most cases the shorter the better.
- Make sure that there is something appetizing following the meeting to keep the Brethren together for fellowship.

Also see in Chapter 4 of the 24 Inch Gauge: “Lodge Meeting”, “Sample Agenda” & “Agenda Suggestions”

Speak with Masonic Power

By W\ Joel E. Weiss

Our mission requires us to conquer our fears and speak with power. Applying the ideas and skills discussed and practiced today achieves our mission successfully.

Speaking in public presents each of us with a major challenge. We have powerful feelings about exposing who we are in a public forum. Whether we speak one to one or one to a larger audience, we feel a flush of excitement, anxiety and energy flowing through our veins. Our best friend, fear, drives us on to excellence. Our emotions follow our instinctive, reactive selves. We take flight or fight. Whether we anticipate joy or terror, our bodies prepare us for the event. Our blood rushes, our minds think faster and our heightened awareness drives us forward. Knowing how to control our emotional selves frees us to communicate our ideas to our listeners. Knowing the keys to successful presentations empowers us to face the challenge before us. Present a positive image of who you are when you share your ideas, information and messages with others. Be proactive by taking charge and preparing for consistently successful presentations. Follow the road each of us takes as we lead others into the future.

The "Four S's" remind us to:

- Keep it **SHORT**: Speak to the point without going off-topic and mixing up your messages. Follow the concise recommended organizational structure. Adapt it for every type of speech you need to present. Listen to your audience and know when to stop. Leave them wanting more!
- Be **SPONTANEOUS**: Avoid reading lengthy presentations' word for word. Allow notes to guide the flow of your presentation. Read only specific facts or names that are critical.
- Be **SWIFT**: Keep a timeline in mind. Five to ten minutes is fine for an investiture or installation. Ten to 15 minutes effectively delivers the Grand Master's Message. Fifteen to 20 minutes covers special events such as an after dinner speech.
- Be **SPECIFIC**: Get to the point. Use data to clear up ideas, not as a weapon of confusion. Follow the guidelines suggested for explaining a series of major ideas. Sequence them to fit your audience and the occasion. Do not lose your audience under a burial mound of complex, confusing information.

***TARGET** your objective.*

Focus in on your presentation preparation. What statement do you wish to share? What do you know about your audience? On what specific topic will you speak? What kind of notes will you use? What specific information do you need to included? Through what stages will you develop your topic? What outcome or objective do you want to achieve? What action needs implementation following your speech?

**Audiences want us to succeed! They came to listen of their own free will and accord!
Satisfy their needs and achieve your mission. Let's do it!**

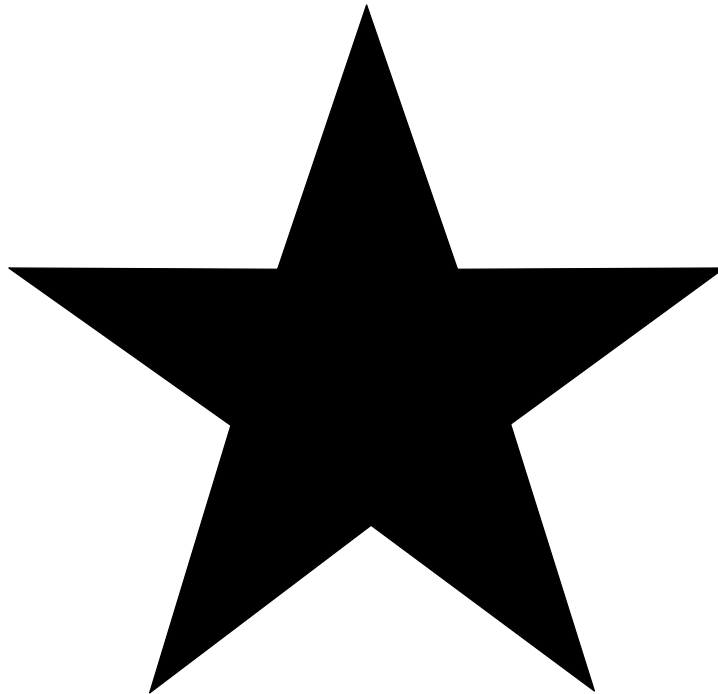
Speech Organization

STARS

1. Stimulate

5. Summarize

2. Target



Stim

4. Review

3. Action

ulate Motivate audience attention

Target

Focus topic to connect to audience

Action

Steps to follow or ideas to explore

Review

Examine the effect of action or ideas

Summarize

Remind audience of actions, ideas and steps to achieve them.

“STARS” provided courtesy of *SFS (Seminar For Seminars)*

Use the STARS Organizational Method

Be a POSITIVE, PROACTIVE, POWERFUL SPEAKER!

By W\ Joel A. Weiss

Thirty Seconds
60-75 words
Greet Audience!
State Theme!
Examples!
Action Close!

Thirty Second Examples:

1. Good Evening. It is an honor to present this Service Award to Brother Hiram for his 25 years of dedication to our Craft Brother Hiram, I wish you a long, healthy, productive and happy life. Congratulations on this great achievement. Give Brother Hiram a hearty round of applause.
2. Good Morning. Welcome to our Annual Pancake Breakfast Thank you to all who have made this great day possible. Brother Hiram is doing a fine job in leading this lodge to success. Enjoy the meal and the fellowship. Thank you for your support. Bring on the Pancakes!

One Minute
120-150 words
Greet Audience!
State your purpose!
Connect it to the Audience!
State Information!
Action Outcome!

One Minute Example:

1. Good Evening Distinguished East, Brethren and Guests. Our Grand Master, the Most Worshipful Stewart C. McCloud, Grand Master of Masons in the State of New York, recognizes the importance of our families in our lives. Involving our families and our community in Masonry opens our Craft for all to see. Open the doors, my brethren and let the light of Masonry shine out upon the world. Lead with impact using the Child Identification Program to save and protect our children. The program has rescued a child this year. Support the Anti-Drug and Alcohol Program in our schools to save more. Let's grow through our family and community action programs! Help our Lodge to grow! Who wants to participate now? Let's do it!

Practice Presentation Feedback

People readily accept specific positive proactive feedback. Vague comments are less acceptable to each of us because they do not provide specific solutions for improvement. Therefore, when you comment on the presentations that you hear, it is necessary for you to identify two specific positive observations for each person as well as one specific suggestion for improvement. Avoid telling someone that they have done well, but, that it could have been better if they avoided "X". Instead, tell them it could be even better if they did "Y"

Speaker Name:

Content:

Preparation
Sequence
Organization

Message:

Purpose
Goal
Theme
Information

Delivery:

Voice
Volume
Rate
Enthusiasm

Body Language:

Appearance
Posture
Gestures
Movement
Eye Contact

Two Specific Proactive
Positive Observations:

1. _____

2. _____

One Specific Suggestion for Improvement:

1. _____

Remember the Four "P" Process

- Planning:** Know the Event/Audience.
Select your Topic.
Write a list of Random Ideas.
Decide on your viewpoint.
- Preparation:** Organize ideas together.
Create Speaking Notes/Outline
AV Equipment
- Practice:** Pronunciation and Language
Body Language/Gestures
- Presentation:** Attire
Energy and Enthusiasm
Confidence

Audiences want you to Succeed!

Let's do it!

Save this form for future reference. Write your comments on loose-leaf paper.

Practice Speech Topics

Dr. Samuel Johnson 1709-1784 A man has no more right to say an uncivil thing to another man than he has to knock him down.	Dr. Samuel Johnson 1709-1784 I look upon every day to be lost, in which I do not make a new acquaintance.	Dr. Samuel Johnson 1709-1784 You raise your voice when you should reinforce your argument.
Andre Gide 1869-1951 One does not discover new lands without consenting to lose sight of the shore for a very long time	Seneca 5-65 The bravest sight in the world to see is a great man struggling against adversity.	Oscar Wilde 1854-1900 The old believe everything; the middle-aged suspect everything; the young know everything.
Oscar Wilde 1854-1900 Consistency is the last refuge of the unimaginative.	Benjamin Disraeli 1804-1881 My idea of an agreeable person is a person who agrees with me.	Helen Keller 1880-1968 Science may have found a cure for most evils; but it is no remedy for the worst of them all-- the apathy of human beings.
Francis Bacon 1561 -1626 Some books are meant to be tasted, others to be swallowed, and some few to be chewed and digested.	Joyce Cary 1888-1957 For good and evil, man is a free creative spirit. This produces the very queer world we live in, a world of continuous change and insecurity.	George Bernard Shaw 1856-1950 Progress is not possible without change; and those who cannot change their minds cannot change anything.
Ovid 43BCE-17CE All things change, no thing is extinguished.	Mother Teresa 1911 -1997 The biggest disease today is not leprosy or tuberculosis, but rather the feeling of being unwanted.	Thomas Carlyle 1795-1881 The greatest of all faults is to be conscious of none.
Sir Henry Taylor 1800-1886 Conscience is, in most men, an anticipation of the opinion of others.	G. K. Chesterton 1874-1936 Courage is almost a contradiction in terms. It means a strong desire to live taking it form of a readiness to die.	G.K. Chesterton 1874-1936 The really great man is the man who makes every man feel great.
Lord Brougham 1778-1868 Education makes a people easy to lead, but difficult to drive; easy to govern, but impossible to enslave.	Aristotle 384-322 BCE What is a friend? A single soul dwelling in two bodies.	R.W. Emerson 1803-1882 A hero is no braver than an ordinary man, but he is brave five minutes longer.
Henry S. Haskins b 1875 The man who is too old to learn was probably always too old to learn.	Thomas H. Huxley Make up your mind to act decidedly and take the consequences. No good is ever done in this world by hesitation.	Vincent Van Gogh What would life be if we had no courage to attempt anything?
French Proverb Only he who does nothing makes a mistake.	Confucius A man who has committed a mistake and doesn't correct it is committing another mistake.	Ernest Hello The man who gives up accomplishes nothing and is only a hindrance. The man who does not give up can move mountains.
Chinese Proverb Being in the right does not depend on having a loud voice.	Sir Arthur Helps Routine is not organization, any more than paralysis is order.	Katherine Mansfield Risk! Risk anything! Care no more for the opinions of others, for those voices. Do the hardest thing on earth for you. Act for yourself.

Choose Your Topic