

LODGE INSTRUCTION FOR EFFECTIVENESS

L.I.F.E. Training Program – Junior Warden

Name _____

Exercise No. 1 Learning Activity

We have talked a lot about laws as they pertain to the Grand Lodge, so let's start by doing some research. The first activity is to identify on what pages of the Grand Lodge Laws the following can be found.

Corporate Charters	Pages _____
Officers of Grand Lodge	Pages _____
Who makes a quorum in Grand Lodge	Pages _____
Charters granted to subordinate lodges	Pages _____
	Counselor's Initials _____

* * *

Since your lodge helps determine what laws are passed at Grand Lodge, it is important to have voting members present when Grand Lodge is in session. The second activity is to work with your counselor and determine how many votes your lodge had at the last Grand Lodge.

Number _____
Counselor's Initials _____

* * *

The discussion for this exercise has raised an interesting question. The third activity is to identify the books that tell us with whom we can Masonically communicate.

In the State	_____
Other States and Countries	_____
	Counselor's Initials _____

* * *

LODGE INSTRUCTION FOR EFFECTIVENESS

L.I.F.E. Training Program – Junior Warden

Name

Exercise No. 2 Learning Activity

1. List as many Grand Lodge Officers as you can. Your counselor can help you complete the list.

Counselor's Initials_____

* * *

Fill in the names and phone numbers of your District Service Team.

	NAME	PHONE
District Deputy Grand Master	_____	_____
District Instructor	_____	_____

Counselor's Initials_____

* * *

Discuss the possibility of having your District Instructor attend one of your degree practices or maybe even having an "exemplification" of a degree at your lodge and inviting all nearby lodges to attend.

Counselor's Initials_____

* * *

LODGE INSTRUCTION FOR EFFECTIVENESS

L.I.F.E. Training Program – Junior Warden

Name _____

Exercise No. 3 Learning Activity

Let's see if we can find out about the membership in your lodge. The first activity is: Using the "Proceedings", determine the membership of your lodge for each of the past ten years.

Was there a loss or gain?

What is the primary statistical cause of the loss or gain?

Counselor's Initials _____

* * *

Who in your lodge has a Certificate of Proficiency in the Work? The second activity is: Using the "Proceedings" for the last 10 years, determine the names and number of your lodge members who hold a current Certificate.

Counselor's Initials _____

* * *

When you attend Grand Lodge, knowing how to find and track a Recommendation is important. The third activity is: Using any of the "Proceedings", select one of the Grand Master's Recommendations and answer the following:

What is the number of the Recommendation?

To whom (what committee) was it referred?

What was the recommendation of the committee to the Grand Lodge?

What was the disposition by the Grand Lodge?

Counselor's Initials _____

* * *

Do you know the lodges in your district? The fourth activity is: Using the "Proceedings", answer the following:

A. What area is covered by your district?

B. What lodges comprise your district?

C. How many Masons belong to lodges in your district?

Counselor's Initials _____

* * *

LODGE INSTRUCTION FOR EFFECTIVENESS

L.I.F.E. Training Program – Junior Warden

Name

Exercise No. 4 Learning Activity

Before we can use this publications we have to know if they are current. The first activity is to locate (A) the lodge’s copy of the List of Constituent Lodges in Texas, and (B) the List of Regular Lodges Masonic and record the date of each publication.

A _____
B _____

Counselor’s Initials_____

* * *

Going to visit in Texas? You should know if you can visit a lodge. The second activity is to have your L.I.F.E. Counselor select a Texas city; then have you determine if there is an active lodge that you can attend – and when.

Counselor’s Initials_____

* * *

With a foreign (out of state) visitor at the front door, the Master asks you to determine if he can come in. The third activity is to have the L.I.F.E. Counselor select a non-Texas lodge to simulate the visitor’s lodge; Then, using the List of Regular Lodges Masonic, you should determine if the selected lodge is one from which the visitor may visit your lodge.

Counselor’s Initials_____

* * *

LODGE INSTRUCTION FOR EFFECTIVENESS

L.I.F.E. Training Program – Junior Warden

Name _____

Exercise No. 5 Learning Activity

Today, as in yesteryears, we in Masonry are committed to the support of the Public School system. Support! What do we mean? One brother from San Antonio told this story. Sitting in a civic meeting one night, someone suggested they as the Masons wthey the support public schools. Someone else said, "What do they mean 'Support'? I've never seen anything they've done." The first activity is to look at the way your lodge supports the public schools. Discuss with your Lodge Counselor and lodge brothers the possibility of improving or developing visible support. Following are some examples:

- A. Have your lodge sponsor a summer reading program for slower students.
- B. Have an Honor Board display in the lodge of the brothers who are active on school boards or parent/teacher associations.
- C. Consider a contest among the school classes to honor those who have the most visitors during the week. First, second and third place winners could be awarded nominal cash prize to be used as they see fit.
- D. Sponsor an essay contest at a school near your lodge. Award first, second and third place prizes (monetary or plaques or cups), and recognize the teachers.
- E. Sponsor a poster project with a patriotic theme or a free public education theme.
- F. Sponsor a Flag Day project. Every classroom should display an American Flag. See if any are needed, and present them during Public Schools Week.
- G. Hold an open meeting, and provide a guest speaker who is knowledgeable on local education benefits, difficulties, needs, etc.
- H. If a Masters, Wardens and Secretaries Association is active in your area, contact them to encourage area-wide participation and coordination.

Sometimes just being there can show support. The second activity is to organize a visit to one or more public schools in your area during public schools week.

Counselor's Initials _____

* * *

The Lamar Medal, named after the "Father of Texas Public Schools," Mirabeau B. Lamar, was introduced in 1988, and is available to the lodges for presentation to outstanding students. It is best, although not mandatory, that the Lamar Medal be presented with a scholarship or monetary award.

Obtain sufficient information on the Lamar Medal to understand:

1. Its availability and source.
2. It's purpose.
3. Conditions under which it should be presented.

Counselor's Initials _____

* * *

LODGE INSTRUCTION FOR EFFECTIVENESS

L.I.F.E. Training Program – Junior Warden

Name

Exercise No. 6 Learning Activity

Seeing the young people in action is an inspiring thing. Inviting them to help in some of your lodge social activities or open meetings can be very rewarding. The activity for this exercise is to visit (if possible) a DeMolay, a Rainbow, or a Job's Daughters meeting. Master Masons are always welcome. If either group is not available in your area, discuss with the Lodge Counselor, the possibility of starting one in your area. Also discuss the possibility of supporting other youth groups in your community.

Counselor's Initials_____

* * *

LODGE INSTRUCTION FOR EFFECTIVENESS

L.I.F.E. Training Program – Junior Warden

Name

Exercise No. 7 Learning Activity

Get a group of your lodge members together and visit a nearby lodge. If possible, it might be a good idea to call the other lodge and tell them you are coming. The first activity is to make a list of interesting things you observed during your visit and discuss them with your Lodge Counselor.

- A. _____
- B. _____
- C. _____
- D. _____

Counselor's Initials _____

* * *

Many brothers enjoy visiting. If you tell the lodge about your visit, you may find that there are some who would like to go along with you the next time. The second activity is to tell the brethren, at a regular lodge meeting, about your visit to another lodge.

Counselor's Initials _____

* * *

Attending a Masters, Wardens and Secretaries Association meeting can be very informative. The third activity is to attend a Masters, Wardens and Secretaries Association meeting if there is one in your district or area.

Counselor's Initials _____

* * *

LODGE INSTRUCTION FOR EFFECTIVENESS

L.I.F.E. Training Program – Junior Warden

Name _____

Exercise No. 8 Learning Activity

To start to look at ourselves, let us begin with the physical things. The first activity is to evaluate the lodge building and grounds using the following check list. Review your findings with the Lodge Counselor and discuss your plans to correct any deficiencies.

A. BUILDING

Condition

Is it in good repair?

YES _____ No _____

Appearance

Is the paint faded, cracked, or peeling?

YES _____ No _____

Does the overall appearance of the lodge detract from the appearance of the area in which it is situated?

YES _____ No _____

B. GROUNDS

Condition

Are there any sagging fences needing repair?

YES _____ No _____

Are there any unsightly or damaged trash and garbage racks that need to be replaced?

YES _____ No _____

Appearance

Does the lawn need to be mowed?

YES _____ No _____

Does the grass need to be raked?

YES _____ No _____

Is the parking area clean?

YES _____ No _____

Counselor's Initials _____

* * *

Since this program is based on doing, the second activity is to organize a clean-up day for the lodge. Arrange to have all the equipment and supplies on hand. Assign specific tasks to small groups under the direction of an able brother in each group. Coordinate this project with your refreshment committee to provide necessary food for the workers. Complete the project and all the brothers will enjoy this constructive fellowship.

LODGE INSTRUCTION FOR EFFECTIVENESS

L.I.F.E. Training Program – Junior Warden

Name

Counselor's Initials _____

* * *

Now lets look at ourselves as the community sees us. The third activity is to contact some of the community members to see if there are any projects, programs, charities or activities where the lodge might be able to get involved. Be a little careful with this one. Do not commit the lodge to anything until the lodge approves. Another thing you have to watch si to make sure that any activity you undertake is consistent with Grand Lodge Law. Make sure to discuss this one thoroughly with your Lodge Counselor.

Counselor's Initials _____

* * *

LODGE INSTRUCTION FOR EFFECTIVENESS

L.I.F.E. Training Program – Junior Warden

Name _____

Exercise No. 9 Learning Activity

Since you have done all this work, your first activity is to discuss your program list with your Lodge Counselor.

Counselor's Initials _____

* * *

It is one thing to plan a good event, but there are some Do's and Don'ts to making the plan work. The second activity is to check either Do or Don't for each of the statements listed below. Discuss your answers with your Lodge Counselor.

- A. Clear the program dates with everyone possible.

HINT: In urban areas, you cannot prevent some conflicts, but you can minimize them.

DO _____ DON'T _____

- B. Schedule a long, three-hour program.

HINT: Be careful not to crowd too many features into one evening. Give the audience something worthwhile, then stop. Always plan to leave your audience wanting more, not just thankful the evening is over.

DO _____ DON'T _____

- C. Permit the program elements to compete with each other.

HINT: Never schedule a speaker when the Grand Master is to be present. The Grand Master is always the speaker.

DO _____ DON'T _____

- D. Schedule twenty brethren to receive their 25-year pins, and then plan on the District Deputy pinning on all twenty pins.

HINT: The wait for the sideliners is a crashing bore!

DO _____ DON'T _____

- E. Give your speaker all the information he needs.

HINT: Make certain your speaker will encounter no surprises. He should know things like: time, place, purpose of program, make-up of audience, dress, suggested length of speech, etc.

DO _____ DON'T _____

- F. Make sure everyone gets the word that something is happening.

HINT: A good program goes to waste if no one is there to enjoy it.

DO _____ DON'T _____

- G. Use a telephone committee to get the word out on an upcoming program.

HINT: For smaller affairs, such as speaks at a stated meeting, this type of committee can help greatly, if done right.

DO _____ DON'T _____

- H. Create interest to motivate people to action.

HINT: You must generate enthusiasm. Send letters to your members and out-of-town lodges. Don't forget your lodge bulletin and perhaps news releases in local papers.

LODGE INSTRUCTION FOR EFFECTIVENESS

L.I.F.E. Training Program – Junior Warden

Name

DO _____ DON'T _____

- I. Make every person who enters the Masonic doorway feel comfortable and at ease.
HINT: Seating should be reserved for special guests. New Masons and visitors should never sit alone. Someone should be specifically appointed to get extra chairs if they are needed.

DO _____ DON'T _____

- J. Leave the lodge condition to chance.
HINT: Is the air conditioner or heater turned on? Is there a rostrum for the speaker? Do the lights work?

DO _____ DON'T _____

- K. Control the program.
HINT: Start on time. Once started, keep it moving. No long-winded explanations and descriptions. No remarks by each guest.

DO _____ DON'T _____

- L. Mistreat your speaker.
HINT: Some business items can be held over until the next meeting. Introduce visitors before the speaker talks, not after. No announcements after the speaker. No comments, rebuttal or other review of the speaker's text. Thank him and close.

DO _____ DON'T _____

Counselor's Initials _____

LODGE INSTRUCTION FOR EFFECTIVENESS

L.I.F.E. Training Program – Junior Warden

Name

Exercise Record

Exercise No. 1 – LODGES

First Activity Completion Date _____
Second Activity Completion Date _____
Third Activity Completion Date _____

Exercise No. 2 – GRAND LODGE ADMINISTRATORS

First Activity Completion Date _____
Second Activity Completion Date _____
Third Activity Completion Date _____

Exercise No. 3 – PROCEEDINGS OF THE GRAND LODGE

First Activity Completion Date _____
Second Activity Completion Date _____
Third Activity Completion Date _____

Exercise No. 4 – LISTS OF MASONIC LODGES

First Activity Completion Date _____
Second Activity Completion Date _____
Third Activity Completion Date _____

Exercise No. 5 – PUBLIC SCHOOLS

First Activity Completion Date _____
Second Activity Completion Date _____
Third Activity Completion Date _____

Exercise No. 6 – YOUTH GROUPS

First Activity Completion Date _____
Second Activity Completion Date _____
Third Activity Completion Date _____

Exercise No. 7 – OTHER LODGES

First Activity Completion Date _____
Second Activity Completion Date _____
Third Activity Completion Date _____

Exercise No. 8 – COMMUNITY RELATIONS

First Activity Completion Date _____
Second Activity Completion Date _____
Third Activity Completion Date _____

Exercise No. 9 – ANNUAL PLANNING

First Activity Completion Date _____
Second Activity Completion Date _____
Third Activity Completion Date _____