

# LODGE INSTRUCTION FOR EFFECTIVENESS

L.I.F.E. Training Program – Worshipful Master

*Name*

## Exercise No. 1 Learning Activity

Now that you've seen some of the day-to-day duties, let's see if you can find where they are formally documented. The first activity is to list the Chapter number, in Grand Lodge Law, that describes the officer's duties:

Worshipful Master: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Secretary: \_\_\_\_\_

Counselor's Initials \_\_\_\_\_

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By-Laws are another source for the assignment of duties. The second activity is to review your Lodge's By-Laws to see if any specific duties are assigned. In not, should there be?

Counselor's Initials \_\_\_\_\_

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Most lodges have some traditional assignments. Examples: The Junior Warden chairs the refreshment committee. Someone is responsible to open and close the lodge building. Some officer, perhaps the Senior Deacon, is responsible for conducting floor practice. The third activity is to develop a list of traditional assignments for your lodge. Discuss these assignments with the Lodge Counselor to see if any changes or additions are needed.

Counselor's Initials \_\_\_\_\_

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## Exercise No. 2 Learning Activity

Some lodges use many committees, some use few, and some assign committees which do nothing. The first activity is to identify at least two committees in your lodge: One Standing Committee and one Special Committee. Explain their function and benefits.

Counselor's Initials\_\_\_\_\_

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If this was your year as Master, you would have to deal with the question of committees. The second activity is to make a list of committees you think you might have if it were your year. Pick a chairman of each committee, and explain why you picked him.

Counselor's Initials\_\_\_\_\_

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Committees are a very important factor in the management of a lodge. Those who are part of one help run the lodge. The third activity is to participate in a committee and give a report to your lodge. Discuss with your Lodge Counselor how that committee functioned and suggest possible ways of improvement.

Counselor's Initials\_\_\_\_\_

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### Exercise No. 3 Learning Activity

There is only one activity to this exercise. We will walk through the steps to help plan an event. This can be hypothetical, or even better, one of your lodge's forthcoming functions. (use separate sheet of paper)

**Step 1.** Describe a special even. Select a date and time for the event, taking into consideration other area events, both Masonic and other.

**Step 2.** List ten or more things-to-do that must be accomplished to prepare for the event. Examples: Commit the meeting place; engage the speaker; contract the caterer; print tickets; mail the notice to members; mail special invitations to dignitaries; invite other lodges and Masonic-affiliated organizations; commit your master of ceremonies, the minister who will give the invocation; develop and print the program, etc.

**Step 3.** Decide which of these activities depend upon another activity. Example: Do you introduce guests before or after the main speaker?

**Step 4.** Estimate how long each activity will take, and work backward from the date of the even to establish starting and completion dates for each event.

**Step 5.** Review your plan. Recheck each step to be sure things are "fitting together". Adjust as necessary.

**Step 6.** Now to the tough part: Select individual members who are able, and more importantly, willing to perform each of the activities you have listed above. Review the activity with each one, and get is reaction to your time estimates. Adjust as necessary to be sure the plan will work. Finally, impress upon your volunteers the importance of keeping everything on schedule.

**Step 7.** You should now have a comprehensive plan. It remains for you to "conduct" the operation just like a band leader, getting input from each member of the team a to their progress, in order to be sure that nothing "falls through the crack."

**Step 8.** Even if the above has been only an exercise, review it thoroughly with your Counselor. You simply cannot get too much practice in planning special evnts. The smallest details are vital. If you have planned a real event, do a "post-mortem" review with your Counselor.

Counselor's Initials \_\_\_\_\_

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### **Exercise No. 4 Learning Activity**

You are going to find that just about no petition is handled like any other. That is for a very good reason. No situation is exactly like any other; therefore, there are different requirements. The activity of this exercise is to complete a provided chart. It has the empty blocks where your answer should go, so you already know quite a bit about the answer. To complete your answer, use a CURRENT Law Book and find the article number pertaining to that specific situation. Write that article number in the blank area. Now, when you give an answer about the necessity of a committee or a secret ballot, you have the article number so you can readily look into it further, if necessary.

Take a look at your new Monitor of the Lodge. Check page 91-103. It will show you the words and procedures to use in balloting actions. It might help to memorize them, but this is not necessary. They can be read, but in any case, these procedures should be used.

Your Lodge Counselor has a completed Balloting Guide, and if you have difficulty in locating the article number or locating a current Grand Lodge Law Book, he can help you in making sure your balloting guides is complete and correct.

The index in the back of the Law Book is probably the easiest way to locate these article numbers. Most will be found under the heading “Petitions for:”. When you find the article, read it thoroughly and be sure you understand it. If it doesn’t seem to agree with the words on your chart, look again to be sure.

As a final point of help, your Lodge Counselor will be glad to help you with any problems you may encounter.

The exercise chart is attached for easy removal and use with other documents.

Counselor’s Initials\_\_\_\_\_

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TYPES OF PETITIONS AND VOTES	In Writing	Secret Ballot	Hand Vote	Layover (28 days)	Requires Committee	Unanimous Vote	Black Balls to reject (4 or more)	Two/Thirds Majority	Majority	Black Balls to Reject (3 or more)	Vote by all Texas Masons	Vote by this Lodge only	Protest Ballot
For Degrees													
For Affiliation													
		o	r	(2)	(2)								
For Advancement													
For Reinstatement (After one year)													
For Demit													
		o	r			(1)							
For Plural Membership													
		o	r	(2)	(2)								
For Waiver of Jurisdiction													
		o	r										
Fore Reinstatement (more than 3 years)													
Expulsion for Suspended (3 years)													
Certificate of Good Standing													
		o	r			(1)							

(1) if not unanimous then automatically granted if no charges preferred by next stated meeting  
 (2) if verbally requested by any member.

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**Exercise No. 5 Learning Activity**

Grand Lodge law has an article (a law) and a form for audits. The first activity is to list the number of the article and the form number.

Article Number \_\_\_\_\_

Form Number \_\_\_\_\_

Counselor's Initials \_\_\_\_\_

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Grand Lodge also has an article on minimum dues which lodges must charge. The second activity is to list the number of that article.

Article Number \_\_\_\_\_

Counselor's Initials \_\_\_\_\_

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The third activity is to discuss with the Lodge Counselor how your lodge handles its expenses and the benefits that might accrue to the lodge should your lodge adopt the policy of operating with a budget. A sample budget is attached.

Counselor's Initials \_\_\_\_\_

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**Exercise No. 6 Learning Activity**

Let’s have some fun. Let us see if you can tell if the following are laws or traditions.

Not walking between the East and the Altar.

Law \_\_\_\_\_ Tradition \_\_\_\_\_

Wearing the hat in the East while presiding over the lodge.

Law \_\_\_\_\_ Tradition \_\_\_\_\_

When addressing the lodge, standing and saying, “Worshipful Master, Wardens and Brethren.”

Law \_\_\_\_\_ Tradition \_\_\_\_\_

Your first activity is to discuss your answers with your Lodge Counselor.

Counselor’s Initials \_\_\_\_\_

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Researching the Grand Lodge Law can be a real experience. Using the index and the table of contents is your best approach. The second activity is to determine the article and page number of the following:

When can a protest be withdrawn?

Article Number \_\_\_\_\_ Page Number \_\_\_\_\_

To how many lodges may a Texas Mason belong?

Article Number \_\_\_\_\_ Page Number \_\_\_\_\_

Who may be elected as Junior Warden?

Article Number \_\_\_\_\_ Page Number \_\_\_\_\_

At what time must a Stated Meeting be opened?

Article Number \_\_\_\_\_ Page Number \_\_\_\_\_

Counselor’s Initials \_\_\_\_\_

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Laws tie our lodges together in unity, but our traditions give our lodges personality. The third activity is to discuss with your Lodge Counselor some of the traditions of your lodge and a neighboring lodge.

Counselor’s Initials \_\_\_\_\_

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**Exercise No. 7 Learning Activity**

Since by-laws are laws, maybe we should start with a look at what Grand Lodge Law has to say about them. The first activity is to list the article numbers that govern the following:

A. Conflict with Grand Lodge Law.  
Article Number \_\_\_\_\_

B. When by-laws may be adopted?  
Article Number \_\_\_\_\_

C. What must be forwarded to Grand Lodge to obtain approval of by-laws?  
Article Number \_\_\_\_\_

Counselor's Initials \_\_\_\_\_

\* \* \*

What must be approved? A good question. The second activity is to list two (2) types of by-laws changes that do not require Grand Lodge approval.

1. \_\_\_\_\_

2. \_\_\_\_\_

Counselor's Initials \_\_\_\_\_

\* \* \*

Now we need to look at our own by-laws. Do they meet Grand Lodge requirements? Do they reflect everything we need as our lodge law? The third activity is to review your by-laws and discuss their condition with your Lodge Counselor.

Counselor's Initials \_\_\_\_\_

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**Exercise No. 8 Learning Activity**

One of the things we mentioned earlier was that you should be familiar with the Grand Lodge Law. The first activity is to fill in the article number for the following. Answers can be found in Title IV, Chapter 1, entitled “Candidates”.

- A. Can a character reference on a petition reside outside the jurisdiction of the Grand Lodge of Texas?  
Article Number \_\_\_\_\_
- B. When is an investigation committee appointed?  
Article Number \_\_\_\_\_
- C. Who appoints the committee?  
Article Number \_\_\_\_\_
- D. How many compose a committee?  
Article Number \_\_\_\_\_
- E. How long does a committee last?  
Article Number \_\_\_\_\_
- F. What are the provisions for changing committee duration and/or composition?  
Article Number \_\_\_\_\_
- G. Under what conditions may a Master of the Lodge serve on an investigating committee?  
Article Number \_\_\_\_\_
- H. What information is the committee required by law to obtain concerning the petitioner?  
Article Number \_\_\_\_\_
- I. Can a recommender or reference serve on an investigation committee?  
Article Number \_\_\_\_\_

Counselor’s Initials \_\_\_\_\_

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Picking the right people for an investigating committee takes some thought. The third activity is an exercise in helping to make these selections. Make a list of committee members you would select and check why you selected them. Review the list with Lodge Counselor.

Counselor’s Initials \_\_\_\_\_

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**Exercise Record**

Exercise No. 1 – DUTIES AND RESPONSIBILITIES

First Activity Completion Date

\_\_\_\_\_

Second Activity Completion Date

\_\_\_\_\_

Exercise No. 2 – COMMITTEES

First Activity Completion Date

\_\_\_\_\_

Second Activity Completion Date

\_\_\_\_\_

Third Activity Completion Date

\_\_\_\_\_

Exercise No. 3 – PLANNING ACTIVITIES

Activity Completion Date

\_\_\_\_\_

Exercise No. 4 – BALLOTING GUIDE

Activity Completion Date

\_\_\_\_\_

Exercise No. 5 – FINANCES AND BUDGET

First Activity Completion Date

\_\_\_\_\_

Second Activity Completion Date

\_\_\_\_\_

Third Activity Completion Date

\_\_\_\_\_

Exercise No. 6 – LAW AND TRADITION

First Activity Completion Date

\_\_\_\_\_

Second Activity Completion Date

\_\_\_\_\_

Third Activity Completion Date

\_\_\_\_\_

Exercise No. 7 – BY-LAWS

First Activity Completion Date

\_\_\_\_\_

Second Activity Completion Date

\_\_\_\_\_

Third Activity Completion Date

\_\_\_\_\_

Exercise No. 8 – INVESTIGATING SOMMITTEES

First Activity Completion Date

\_\_\_\_\_

Second Activity Completion Date

\_\_\_\_\_

Third Activity Completion Date

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