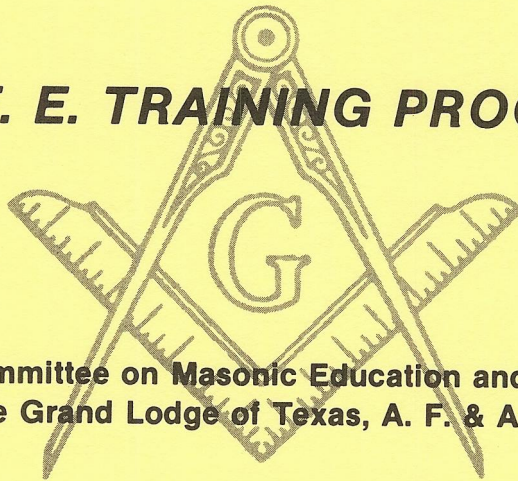


■ *LODGE INSTRUCTION FOR EFFECTIVENESS* ■

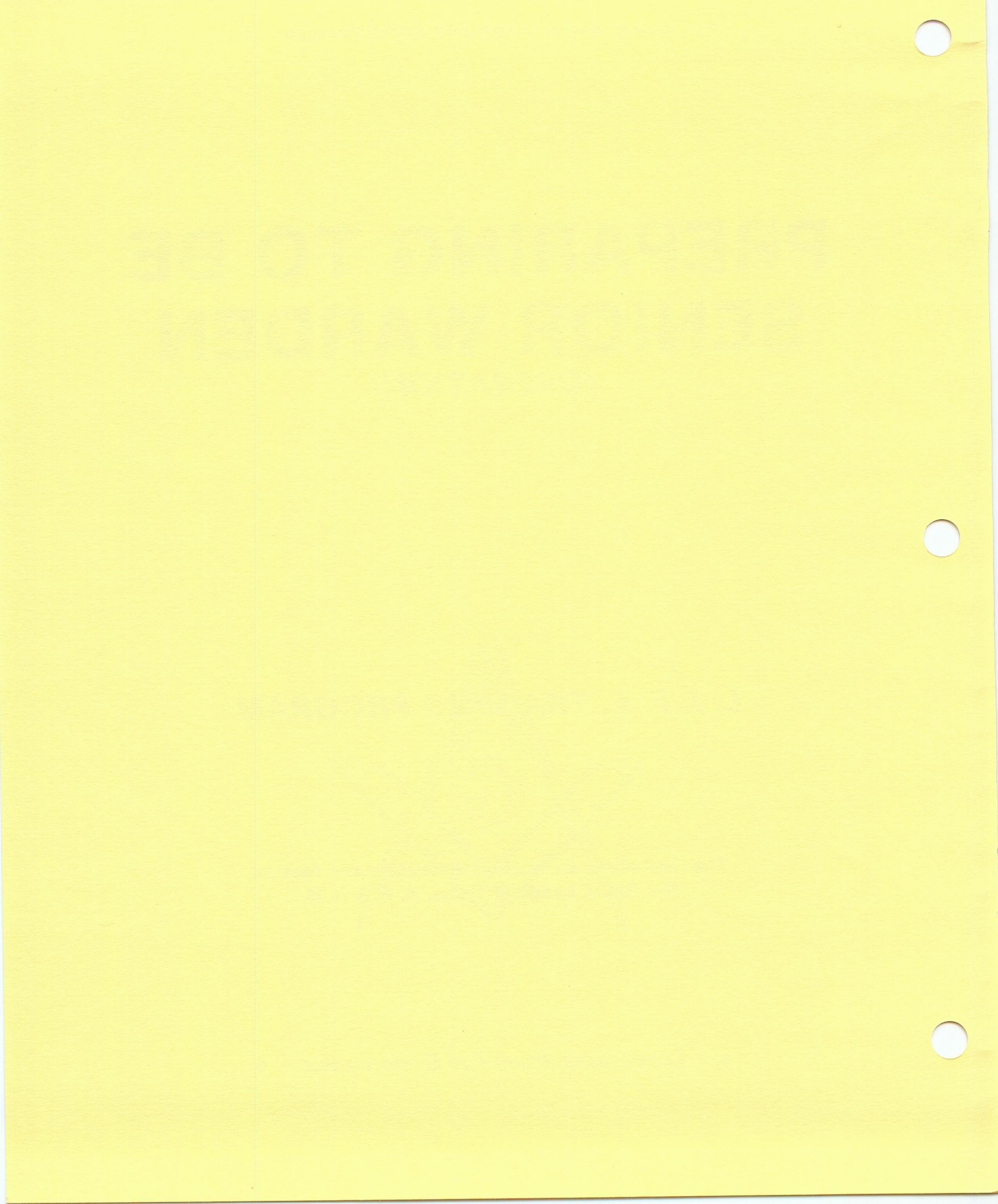
PREPARING TO BE SENIOR WARDEN (OPERATION)

L. I. F. E. TRAINING PROGRAM



**The Committee on Masonic Education and Service
The Grand Lodge of Texas, A. F. & A. M.**

■ *LODGE INSTRUCTION FOR EFFECTIVENESS* ■



CONTENTS

	PAGE
INTRODUCTION	II
Exercise No. 1 - LEADERSHIP	S-1
Exercise No. 2 - GETTING HELP	S-3
Exercise No. 3 - VISITORS	S-5
Exercise No. 4 - MEMBERSHIP	S-8
Exercise No. 5 - CANDIDATES	S-10
Exercise No. 6 - NEW MASTER MASONS	S-12
Exercise No. 7 - WIDOWS AND ORPHANS	S-14
Exercise No. 8 - MASONIC FUNERALS	S-16
EXERCISE RECORD	S-19
MAIL IN COMPLETION FORM	S-19

CONTENTS

PAGE	
ii	INTRODUCTION
8-1	Exercise No. 1 - LEADERSHIP
8-3	Exercise No. 2 - GETTING HELP
8-5	Exercise No. 3 - VISITORS
8-8	Exercise No. 4 - MEMBERSHIP
8-10	Exercise No. 5 - CANDIDATES
8-12	Exercise No. 6 - NEW MASTER MASONS
8-14	Exercise No. 7 - WIDOWS AND ORPHANS
8-15	Exercise No. 8 - MASONIC FUNERALS
8-19	EXERCISE RECORD
8-19	MAIL IN COMPLETION FORM

INTRODUCTION

Today, unless something is complicated, we seem to believe it to be of little value. To illustrate, a man was recently overheard saying, "If the safety pin had been invented in this generation, no one would use the darn thing unless it had six moving parts, two transistors and had to be serviced twice a year!"

This very attitude requires that we periodically turn to the simplicity of FUNDAMENTALS which so often get lost in the complexities of modern-day life.

It has long been recognized by Masonic Educators of Texas that a basic training program for lodge officers is a vital necessity if we are to see improvement in the operation and leadership in our constituent lodges. It has also been recognized that such a program must be equally applicable to all lodges regardless of their size or location. The ultimate purpose of this program is to provide a basis for improving the effectiveness of the leadership in the individual lodge. For this reason, the program is entitled "**Lodge Instruction For Effectiveness.**"

* * THE L. I. F. E. PROGRAM * *

The program is divided into three (3) parts or areas. Each portion of the program prepares a brother for one of the principal offices of the lodge. The total program is scheduled under normal circumstances, to be completed over a three (3) year period. An exercise and discussion manual will be used to cover and guide the activities for each of these areas. The first of the areas is the Introduction area, the activity that prepares a brother to be Junior Warden. This part of the program should be worked by anyone who would hold that office. The second area addresses Operation and prepares a Mason to be the Senior Warden. Administration is the third area and covers the things to prepare a Warden to be the Master of the Lodge.

This program uses a guided, "hands on", approach to present a series of self-help study exercises. These study exercises address "how to" subject areas that are relative to the week-to-week functions of the lodge. It is stressed that the exercises of this program are purely of a practical nature and are so constructed that they are applicable to all lodges, large or small, urban or rural. Further, the program is a continuing program, applicable in any year, and requires a minimum of administrative support.

Learning activities are contained within each exercise. These activities are centered around lodge tradition rather than on a fixed text book approach. The exercises are presented in written format, but how they are completed and their completeness is based on the knowledge and guidance of a local lodge brother. These brothers are known as **Lodge Counselors.**

The Worshipful Master is responsible for the appointment of a Lodge counselor (*usually an active brother and Past Master*) who will manage the program within his lodge. This counselor is the key to the program; he works with each of the officers to complete their exercises and certifies their completion for both personal and lodge recognition. By necessity, this individual must be well rounded, experienced as a lodge officer and be knowledgeable in Masonic law, lodge operation, and all three degrees. It can also be the responsibility of the Worshipful Master to replace the Lodge Counselor if the program is not progressing.

INTRODUCTION

"copy, unless something is complicated, we seem to believe it to be of little value. To illustrate, a man was recently overheard saying, 'The strategy has been worked out, it's presented to me, and I would use the same thing myself - what's the point?' The point is that to be certain this is what I want."

The very attitude implies that no performance can be the result of FUNDAMENTALS which are often put into the hands of individuals.

It has long been recognized by various branches of Texas that a basic training program for food officers is a vital necessity if we are to see improvement in the operation and leadership in our restaurant industry. It has also been recognized that such a program must be equally applicable to all lodges regardless of their size or location. The primary purpose of this program is to provide a basis for improving the effectiveness of the leadership in the individual lodge. For this reason, the program is entitled "Lodge Leadership For All Lodges."

THE 1 & 2 PROGRAM

The program is divided into two (2) parts or areas. Each portion of the program presents a number of one of the general objectives of the Lodge. The first program is entitled "Lodge Leadership For All Lodges" and is presented over a time (6) year period. A second program is entitled "Lodge Leadership For All Lodges" and is presented over a time (6) year period. The first of the areas is the one used to cover and guide the activities for each of these areas. The first of the areas is the one used to cover and guide the activities for each of these areas. The first of the areas is the one used to cover and guide the activities for each of these areas.

The program uses a guided, "hands on" approach to present a series of self-help study activities. These study activities are designed to be self-help and are designed to be self-help. These study activities are designed to be self-help and are designed to be self-help. These study activities are designed to be self-help and are designed to be self-help.

Learning activities are designed with each activity. These activities are designed to be self-help and are designed to be self-help. These activities are designed to be self-help and are designed to be self-help. These activities are designed to be self-help and are designed to be self-help.

The Warrant Master is responsible for the total program of the Lodge. The Warrant Master is responsible for the total program of the Lodge. The Warrant Master is responsible for the total program of the Lodge. The Warrant Master is responsible for the total program of the Lodge.

Our fraternity almost universally accepts the belief that as a man joins our brotherhood, he must do some proficiency work after each degree. Although the length of that work and exactly what is required may vary from one Grand Jurisdiction to another, we each must show that we are willing to work, learn and perform. The strength in this approach lies in doing, in the participation itself. This program follows that approach. If the exercises are completed within the context of your own lodge and its traditions, you will be better prepared to lead and guide your lodge.

The Committee on Masonic Education and Service, Grand Lodge of Texas, will manage and provide administrative support for this program. The members of this committee feel that the officers who complete this training program should be recognized by the Grand Lodge. In order to do this, we have been authorized by the Grand Lodge to award a wallet-size card to the individuals who complete the program.

Cards that certify completion of each section have been mailed to each lodge. Upon completion of a section of the program, the Lodge Counselor is authorized to complete the appropriate card, sign it, and award it to the brother. The Lodge Counselor then completes one of the forms in the back of each book and sends it to Grand Lodge for their records.

Lodge Certificates for completion of all three programs are no longer available.

* * *

Recommendations or questions should be directed to

**Committee on Masonic Education & Service
Grand Lodge of Texas
P.O. Box 446
Waco, Texas 76703**

PREPARING TO BE SENIOR WARDEN - EXERCISE NO. 1

* * LEADERSHIP * *

As stated in the planning lesson, *"You can't push a chain, but you sure can pull it."* As the Master you will have to understand and apply this to many things you do. If anything gets done, you will have to lead the way. This is easy to see when you look at it from the activities stand point. First, you put together a plan and then, when you are Master, you will assign and work with the committees to carry out the planned functions.

Let's start by looking more closely at your yearly activities plan. Last year you put one together as part of one of your L.I.F.E. projects. This year you need to refine it. You should start by finding out what the Brothers in the lodge expect. To do this you will need a lot of input. Start by asking some of the Past Masters what they would like to see in the way of activities. Look at what has worked in the past. Ask your brother officers. Look at some of the activities of other lodges. When you think you have identified these expectations, refine and update your plan. This is one of those areas where the Master must take the lead. If he does not, nothing will get done.

Another important leadership factor is how the business of the lodge will be conducted. You will be in charge, there is no doubt about that, but how you do it can make a difference in the attendance, the peace and harmony among the brothers, and the general good health of the lodge. Here are some factors that can help:

- A. Keep the meeting short. Generally it is hard to keep the attention of your members for more than one hour of business. Degrees and special programs are longer.
- B. Give the brothers some Masonry at each meeting. Business meetings and degree work are not enough.
- C. Pre-plan stated meetings. This gives you control over what happens. Make an outline for the senior officers so that they know what is scheduled.
- D. Have officer's meetings so that things that happen will be a team effort. People who help make a decision will most likely support it later. They can also bring you new ideas.
- E. When issues come up at stated meetings that confuse the brothers, appoint a committee to study it and report back. A delay could help everyone learn and understand the facts more clearly. Very few decisions have to be made quickly.
- F. As Master of the Lodge you should be in the middle of the road. This way you can be fair and impartial.
- G. Control the tempo of the activities. Most people watch the person in charge and copy what he does. If you care about how things are run, then the brothers will also care.

There is one more key issue where your leadership can make a difference in the lodges' future. Our candidates and newly raised Master Masons are the leaders of tomorrow. How we treat them makes a difference in how active they later become in the lodge. Here are some major points:

- A. First impressions make a difference. Here are some tips on how to make this first step a good one. When they come to the lodge the first time, invite their families to come too. Explain what masonry is and show them the building and the lodge room. Answer as many of their questions as possible. Remember that most questions can be answered reasonably, even to the uninitiated.
- B. The degrees are for the candidates. The environment in which the degree is conferred is controlled by the Worshipful Master. Talking along the sides should be controlled. Errors should be corrected at practice, not during the degree. No distraction should be allowed. They will detract from the full meaning of the degree.
- C. In many cases once a brother is raised, he is ignored and not taken in as a working member of the lodge. He should be appointed to meaningful jobs, maybe on a committee or helping to arrange for a program. Involve him in discussions and ask his opinion. Get him involved in something besides memory work. The Master is the only one who can do these things or they simply won't get done.

*** * LEARNING ACTIVITY * ***

The first time you put your program plan together, it was almost mechanical. You looked at annual events, dates committed to pre-set masonic functions, historical events, holidays, etc. Now, we would like you to update this considering the personal side. Find out what the brothers would like and use the information to refine your program plan. Your first activity is to do this update and discuss it with your Lodge Counselor.

Counselor's Initials _____

* * *

Let's see what you think. The second activity is to complete the following about a stated meeting and discuss your answers with your Lodge Counselor.

- A. The meeting was
Too long Too short About right
- B. Was some masonry included in this meeting?
Yes No
- C. To your knowledge was the meeting pre-planned?
Yes No
- D. If the Master and Senior Warden were out of town, could you have run this meeting with the pre-knowledge you had?
Yes No
- E. Would an officers meeting have helped?
Yes No
- F. Was the meeting well controlled?
Yes No

Counselor's Initials _____

* * *

Let's see what candidates and newly raised Master Masons think. The third activity is to talk to some of these new brothers about the following and discuss with your Lodge Counselor how you might be able to help or improve these areas.

- A. First impression of the lodge.
- B. Degrees he received.
- C. His involvement after being raised.

Counselor's Initials _____

PREPARING TO BE SENIOR WARDEN - EXERCISE NO. 2

* * **GETTING HELP** * *

You've got a perplexed look on your face. You have a problem and don't know where to turn for help. Don't despair -- help is closer than you think! No, it's not in an encyclopedia or Compendium of Masonic facts. Help is:

A. Your District Deputy Grand Master for Grand Lodge Law decisions, Masonic protocol or any question having to do with Grand Lodge operation.

B. The Grand Secretary for anything administrative; preparation, processing forms or reports and dealing with Grand Lodges or lodges in other Grand Jurisdictions.

C. The District Instructor can answer any question concerning the esoteric work, degree work, floor movements, etc.

D. The Scottish Rite, York Rite, Shriners and the Master's, Warden's and Secretary's Association can provide speakers, program suggestions, slide presentations and even degree teams.

E. The Masters of other lodges in your Grand Jurisdiction if you are in need of one or more participants in a particular degree.

All these are good sources of help, but don't overlook or leave out the group of people that are as close as your telephone -- the **Past Masters** of your lodge. Brother, there really isn't anything new in Masonry. It's been going on for many years, and these brothers have heard it all, seen it all and probably participated in all the scenarios that could possibly arise. You can't go wrong if you enlist the help of any of the above individuals or groups. They have the wisdom, knowledge and experience and would consider it a privilege and honor to be called upon to help in any way they can.

*** * LEARNING ACTIVITY * ***

You have a Master Mason's Degree scheduled for Thursday, and you have just learned that the only brother who does this lecture is out of town. The first activity is to list the possible sources of help for conferring degrees.

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

Counselor's Initials _____

* * *

The Grand Junior Warden is in town, and you have just learned that he plans to make a visit to your lodge tomorrow night. The second activity is to list possible sources of help to make sure the visit goes well.

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

Counselor's Initials _____

* * *

List the names of the following Grand Lodge officials in your district.

District Deputy Grand Master _____

District Instructor _____

Counselor's Initials _____

PREPARING TO BE SENIOR WARDEN - EXERCISE NO. 3

* * VISITORS * *

Imagine yourself in a strange town, miles from home, with nothing to do for the evening. The local newspaper shows that there is a lodge meeting being held that very night.

Upon arriving you find that there is no one there that you know. Now you start to get a little nervous. After all, you never were really good in the work. *"What if I cannot pass the examination? How tough are they going to be on me? I've heard they can be pretty tough on you. Maybe I should just leave."*

Well, you didn't leave, and the examination was OK - they were 'good' to you and decided to let you in. Two brothers said hello to you. Nobody remembered your name. The rest of the brothers were divided into two groups, here and there, having their own private 'bull sessions'.

In the story above, if it were you, would you have felt comfortable and at home among friends? This story may be exaggerated somewhat, but unfortunately, this type of thing sometimes happens in the best of lodges.

How should a visitor be treated? As a line officer, you are in an ideal position to take the lead in **establishing a reputation** for welcoming all visiting brothers.

In most Texas lodges, there is a time set aside for fellowship and refreshment before opening lodge. It is at this time that we welcome and examine visiting brethren. Remember that many visitors are a bit nervous. This is the perfect time to show visitors that your lodge is friendly and courteous. Welcome them to the lodge and have one of your lodge brothers serve as a host. Try to learn something about the visitor, his family, lodge and community and then introduce the visitor to all the brethren before your meeting.

One of the first things the examining committee **must do** is to put the man at ease -- **assure him** that he has nothing to be worried or embarrassed about, and that it is the committee's intent to enable him to sit with them in lodge. Remember, not every Brother is knowledgeable in the esoteric work and, therefore, may not be able to recite the Tiler's Oath and the other work used in the examination. If he is from another Grand Jurisdiction, some of the words might be a little different. If he has not been examined in a long time, he may be hazy on just about everything.

Grand Lodge Law is not specific on how to conduct an examination. It states only that a visiting brother **must be examined if he cannot be vouched for**. After the visitor and the committee of three have gone into the examination room, **each** man present should display his dues card to establish that each is a member in good standing in a regular lodge. Then, in order to verify that the visiting Brother's lodge is in fraternal relations with the Grand Lodge of Texas, the current edition of the *Directory of Constituent Lodges in Texas* or the latest *List of Lodges Masonic*, which ever is appropriate, should be checked. Beyond these basic steps, the committee is pretty much on its own. The chairman may have the visiting Brother repeat the Tiler's Oath. They can go through the grips and words of the various degrees, etc. In some cases, the brother may not remember any of it -- don't be discouraged, press on. Ask him if he remembers any of the work or anything that happened in any degree. What does he remember from the Third Degree? Lead him on a little. He may recall something significant with just a little push. The end result is that the **committee alone** must be satisfied that the visitor is a worthy brother, eligible to join you in the lodgeroom.

Of course the easiest way to verify the visiting brother's eligibility is to have another brother vouch for him. An examination is not necessary if another brother can attest to having sat in lodge with the visiting brother. **Article 381** of the **Laws of the Grand Lodge of Texas** prescribes how the vouching system is supposed to work.

After the visiting Brother has been examined or vouched for, you may want to invite him to participate in the degree work that you are doing that night or in the near future. You may just find a good worker for your degrees. If the visitor has just moved to town or is unaffiliated, your actions or non-actions may help him decide whether he will join your lodge. A good rule of thumb is to treat every visitor in the same friendly manner you would like to be treated when you go visiting.

Examine your own lodge procedures - can you improve?

- A. Do you examine visiting brethren to **get them in**, or to **keep them out**?
- B. Is each visitor welcomed by each member as soon as he arrives?
- C. Do you assign a *'host brother'* to him for the evening? Remember, brethren visiting from another Grand Jurisdiction might not be familiar with some of our traditions.
- D. Do you make a name tag for a visitor so that everyone can call him by name?
- E. Do you call the visitor by his first name?
- F. Do you introduce him formally while the lodge is open and invite him to say a few words?
- G. A few days after the meeting, do you call the visiting brother on the phone and tell him how happy you are that he visited and invite him to come again?

Welcome the Traveling Man with **Brotherly Love** and make him feel at home in your lodge.

* * **LEARNING ACTIVITY** * *

It has been written in most societies, in one form or another, 'Do unto others as you would have them do unto you'. The first activity is to visit another lodge by yourself and notice how you are treated. Make mental notations of the good points as well as those that made you feel uneasy. Compare these points with how your lodge treats visitors and review this with your Lodge Counselor.

Counselor's Initials _____

* * *

We learn by doing, so the second thing we will do for this activity is to **participate in an examining committee**. Many lodges use the Tiler's Oath during the examination. If so inclined, and you do not know it, you may want to learn the Tiler's Oath. But, do participate in an actual examination, even if you have to visit another lodge to do so.

Counselor's Initials _____

* * *

In some of our lodges, it is a long time between visitors. Many of the Brothers do not have an opportunity to serve on an examining committee and don't know how it works. It is also very important that our new Masons know how to serve on an examining committee. The third activity is to **demonstrate an examination in your lodge** so members will know what might be expected of them. Use a new Mason, if you can, as a part of the demonstration. This can turn into an extremely interesting 'skit'. Not only do the members learn how to examine visitors, but it will help them when they go to other lodges.

Counselor's Initials _____

* * *

A warm smile and a friendly hand shake is a good start to almost anything. The last activity is to form, or **participate in a greeting committee**, to welcome visitors and to act as a 'Host Brother'.

- A. When meeting a visiting brother, find out some personal thing, for example, where he works, where he lives, what his home lodge is, and what Masonic offices he has held.
- B. Introduce him to as many of your lodge brothers as you can before lodge.
- C. Sit with him in lodge or find someone else to sit with him. **This is important!**
- D. When visitors are introduced, you, as 'Host Brother', make the introduction, telling the brethren some of those personal things you learned earlier.
- E. If he will be in the area for a while, call him and invite him back.

Counselor's Initials _____

LEARNING ACTIVITY

It has been written in that order. In one form or another. During the time you have been
them to you. The first activity is to visit another lodge by yourself and discuss how you are
needed. Also, please note the good points as well as those that need your help.
Compare these points with how your lodge treats visitors and review this with your lodge
Counselor.

Counselor's initials

We learn by doing so the second thing we will do for this activity is to participate in an
evening committee. Many lodges use the Lion's Club during the evening. It is important and
not to be lost. You may want to learn the Lion's Club, but do not participate in an activity
evening even if you have to visit another lodge to do so.

Counselor's initials

In some of our lodges it is a good time between visitors. Many of the Brothers do not have an
opportunity to serve on an evening committee and don't know how it works. It is also very
important that our new members know how to serve on an evening committee. The main activity is
to demonstrate an evening committee to members who know what might be expected of
them. This is a new member. If you can see part of the demonstration, this can be done on a separate
evening. Not only do the members learn how to evening visitors, but it will help them when
they go to their lodges.

Counselor's initials

A warm smile and a friendly word is a good start to evening visiting. The last activity is to
visit a lodge in a evening committee. It is important to visit another lodge and to act as a host.

- 1. When visiting a lodge, please find out some general things for example, where
the lodge is, what the home lodge is, and what the lodge officers are.
- 2. Introduce you to as many of your lodge brothers as you can before leaving.
- 3. Sit with him in lodge or in someone else to sit with him. This is important.
- 4. When visiting an individual, please bring your own coffee, milk, and other things.
The purpose of this is to show your lodge how to treat visitors.
- 5. If it will be the best for a while, tell him and invite him back.

Counselor's initials

PREPARING TO BE SENIOR WARDEN - EXERCISE NO. 4

* * MEMBERSHIP * *

You are now one of the Senior Officers, and it will not be long before you are installed in the East. Tonight, you watched a young man receive his Entered Apprentice degree. You listen as he addresses the lodge; you are impressed with his eagerness and how proud he is to have been initiated into Masonry. For a brief moment you are taken back to the night you stood where he is now, and you recall the great things you wanted to do to show how much the Craft meant to you. But, then you look around the lodge room, only to see the attendance is sparse. Of the five men who were raised to the sublime degree of Master Mason during the past year, not one is in attendance. They were just as eager and proud as this new initiate is now. What is wrong? What has happened? What can you do to correct this situation now and when you get to the East?

In the fast-paced world we know today, everything is competing for our time. Think about it for a moment. There are many organizations out there, as well as entertainments, that can lure a man away from the lodge meeting. There is a man's vocation, his family and his church. In each of these, we must respect and understand that he must spend valuable time. There are also books, movies, TV and a never-ending list of other activities. It is this second group with which we are in competition. After all, we have more to offer than many of these entertainments. We can give knowledge and fellowship. But, how do we go about competing?

Everyone wants to relax a little after a hard day of work -- just get away from all those hassles of every-day life. No one wants to come to a meeting where there is going to be controversy all the time. It is your job to keep the lodge friendly and caring. After all, you are one of the Senior Officers and part of your duty is to see that no one goes away dissatisfied. Did you ever hear that peace and harmony are the main strengths of our fraternity? Think back again to the first few meetings you attended, and you did not know too many of the brothers. Not many knew you either, but the brethren who called you by name really made you feel wanted. Get to know as many of the brethren as you can, and call them by name. Everyone likes to hear the sound of his name.

Does your lodge have a Trestleboard or a newsletter? This is one area which should definitely not be overlooked. Lack of communication is one of the main reasons that members do not attend. Keep all the members advised of lodge meetings, programs and events. How many of your members think they can not get into lodge anymore because they have forgotten much of the work and are afraid of not passing the examination? A note in a newsletter letting them know that all they need is their current dues card and that no examination is required of them, might just bring some of them out.

Personal contact is a means of getting non-attending members to start coming to the lodge. The telephone "*reach out and touch someone*" committee can accomplish many things for the lodge. It will show the brother that the lodge really does care about him, and it is a very good method of sharing with the brother and the lodge the names of the sick and distressed members. A telephone committee should contact each non-attending member at least once every three months. How else will you know if they are sick or in need of assistance? Remember two of our tenets are "*brotherly love and relief*".

Family time, as we have previously said, is extremely important. The lodge should not pull the Mason away from his family, but rather, should support it. Social programs can be used to involve the family and should be held at least every three months. Some lodges that meet only once a month, make the fellowship time before each stated meeting a family dinner event. It does not have to be elaborate -- a covered dish dinner or Past Master's night or awards night is something the entire family can enjoy together. Remember, if you have the family involved, you have the member involved.

Who among us can truthfully say that he has not, from time to time, been a little bored with Masonic meetings? It is sometimes hard to understand why anyone would ever get bored listening to the Secretary read a list of two, three or four sets of minutes and then experience the thrill of hearing the expenditures of the preceding month read -- all this capped off with voting on whether or not to pay those bills. Doesn't it just give you goose bumps?

If this is the only thing your lodge does, maybe a little imagination and innovation can be the key to solving the situation. The use of lodge programs, guest speakers, study groups and some exchange of ideas could help liven things up. Remember, the most interesting thing we have to offer is Masonry. Self-improvement and enlightenment are our goals.

Take a look around the lodge room again. Now, look at the lodge roster. It is hard to comprehend the tremendous reserve of knowledge, assets and abilities. Are we taking advantage of the skills that our members have? Do we even know what those skills are? Most of our brethren would like to work and help the lodge from time to time. All we have to do is to let them know, and many would be happy to know that they are needed. We must encourage the Mason, young and old, to get actively involved. The newly-initiated Entered Apprentice or Fellowcraft can assist in degree work, teach some of what he knows to others not as far advanced, or even help out around the lodge room or in the kitchen. Keep in mind though, that all our brethren are not just dying to work in the kitchen. Try to fit the man's skills to the job that needs to be done.

And finally, make a double effort toward helping a brother before he goes suspended for nonpayment of dues. Positive and frequent communication by a phone committee will make it impossible for a member to die or to be ill for a long period of time without the lodge knowing it. Perhaps an illness or an unavoidable financial setback has made it impossible for the member to pay his dues. If the lodge does not know, they cannot help.

The bottom line to all this is simply to care for one another. If Masons do not love one another, then Masonry can never teach the **Brotherhood of Man**.

* * **LEARNING ACTIVITY** * *

Personal contact is a way to make people feel a part of the lodge. It is harder to say, "No, I don't want to belong," to some one you know. The first activity is to identify three brothers who have not attended lodge recently and invite them to your next meeting. Offer to pick them up and bring them with you. Discuss your results with your Lodge Counselor.

Counselor's Initials _____

* * *

If you are away, and you get a letter from family or friends, it makes you feel like you belong. The second activity is to investigate the feelings of the lodge members about a Trestleboard or newsletter. If you have one of these, talk about ways of improving it to make the brothers feel more a part of lodge activities.

Counselor's Initials _____

* * *

Why do brothers drop their membership? This is a question we ask ourselves over and over again. The third activity is to contact three brothers who are in danger of being suspended because of non-payment of dues. Discuss with each of them the value of retaining their membership. Discuss with your Lodge Counselor some reasons why you think some people let their membership drop.

PREPARING TO BE SENIOR WARDEN - EXERCISE NO. 5

* * CANDIDATES * *

There is an old adage, "*As the twig is bent, so grows the tree.*" Where is that saying truer than in our lodges when we apply it to our candidates. What a wonderful opportunity we have, not only to improve our membership and its quality, but also to demonstrate to our newest members that we elected them for membership because we need their talents for our continued survival, not just for the degree fees and annual dues. It all starts here Brother, "*working with your candidates.*"

A good management tool to help you keep up with each candidate's progress and status is Grand Lodge Form Number **MES-502**. When filled in with the status of each candidate, you will be able to see at a glance where he is, what degree he has attained and what proficiency examinations he has returned, who his instructor is, if he is nearing the maximum time allowed for completing his proficiency, etc.

Don't miss an opportunity to put the candidate to work in and about the lodge. In addition to encouraging and helping him to work in the appropriate degree, there are many tasks the candidate can handle. Designate one or two to serve as a welcoming committee. This serves at least two purposes in that it gives the candidate an opportunity to meet the older members and visitors and learn their names as well as increasing his own self-confidence. The Stewards can always use an extra hand preparing and serving snacks or dinners, and certainly they won't mind the help of a dishwasher. Who knows, this may be a source for future Stewards!

Be sure the candidates attend floor practice sessions. They may not feel ready to jump in to work a degree, but there is a wealth of history, background and ceremonial information to be gained. What better way for a future Master of the Lodge to begin?

Encourage your candidate to attend every meeting regardless of the degree on which the lodge will be opened. This will help in establishing a pattern of attendance that may form a **hard-to-break** habit. If possible, have someone available to work with him if he cannot go into the lodge room. In any event, if he does make the effort to attend, have some kind of program with which to keep him busy while lodge is in session.

Is one of your candidates a member of the trades? Every lodge needs repairs of one sort or another that often must be put on hold due to financial limitations. Maybe your candidate can assist in a work-day project. However, **don't expect** him to donate both his time and material. He may want to donate both, but in all fairness, be ready to reimburse him, at least, for his material.

The appointment of a well-qualified instructor is very important. If he is well versed in Masonic facts and lore, he can make the instruction period a time to which the candidate really looks forward.

Many lodges, unfortunately, do not have qualified instructors and must rely on neighboring lodges. An exchange of a list of names of qualified instructors with nearby lodges can be very helpful in this regard. In that way, each lodge in your area will always be assured of having a qualified instructor at the ready.

There is always the possibility that one of your candidates will move out of town before completing his instruction. **No worry - help is always available.** You can correspond directly with the secretary of any lodge in the state to arrange courtesy instruction or through the Grand Secretary if the candidate has moved out of the state.

This all can be summarized by saying: the main consideration is to **make the candidate feel** useful, needed and wanted.

* * **LEARNING ACTIVITY** * *

One of the first things we need in working with candidates is to know, "*who they are,*" and "*what is their status.*" The first activity for this exercise is to develop a list of your lodges' current candidates. Use the Grand Lodge forms or a format that includes, as a minimum, the following:

<u>Name - Phone</u>	<u>Instructor - Phone</u>	<u>Degree Time Limit</u>
---------------------	---------------------------	--------------------------

Counselor's Initials _____

* * *

Instructors are the catalysts of our candidates' growth. Sometimes candidates do not get involved because they do not have an instructor readily available. The second activity is to develop a list of instructors. This list should include brothers from your lodge as well as members from any other lodge who would be willing to help.

Counselor's Initials _____

* * *

Candidate involvement is the key to continued lodge participation. The third activity is to develop two ideas for involving your candidates in lodge activities. One of these ideas should involve the candidate's wife and family in a social activity. To complete this activity discuss these ideas with your Lodge Counselor.

Counselor's Initials _____

PREPARING TO BE SENIOR WARDEN - EXERCISE NO. 6

* * NEW MASTER MASONS * *

Now that your lodge has this new full-fledged Master Mason on board, what are **you** going to do with him? There are many things that the new Master Mason will have to learn on his own, but his responsibilities to Masonry in general and his lodge in particular shouldn't be one of them. He will be participating in the election (*or rejection*) of petitioners; the election of lodge officers; the expenditure of lodge funds; new programs being considered, etc. It is important to everyone that he knows how to participate correctly. **Impress** upon him that there are responsibilities that go with the **privilege** of being a Master Mason, and that he now owns one share of stock in the lodge. His vote on all matters **is important** and carries the same value as any other member's vote. Hopefully, as he progresses through the degrees, he will adopt the habit of attending lodge regularly and will continue to do so. If this is the case, it will be easier to get him into the mainstream of lodge activity. If he has not been active as he progressed through the degrees, it will take a special effort to build his interest. It is **important** to the individual and to the lodge that he become involved in some activity, be it degree work, investigation committee, examining committee, etc. If you have a special program coming up, such as Past Masters' Night, Public Schools week activity, even lodge work day, assign him to a committee or task that will help him feel wanted. Remember, if you wait for him to volunteer, it may be a long time coming, because he may feel that he doesn't "**fit in**". Getting him to participate in degree work may be difficult if he is shy or insecure. Reassure him that he can do it. The Junior Warden's position in the EA and FC degrees is a good place to break in and build up confidence as are several areas in the second section of the MM degree. At the same time, encourage and help him to learn some of the esoteric degree work so he will be "**ready to go**" when his confidence is at a peak.

The main thing is, put your new Master Mason **to work** at something - **obligate** him to attend lodge to report on his progress - make him feel that he is a **valuable** member of **his** lodge.

* * **LEARNING ACTIVITY** * *

Let's see! **How many** new Master Masons did we raise last year? Do you **remember** who they are? The first activity is to make a list of Master Masons who have been raised in your lodge in the last two years.

Counselor's Initials _____

* * *

Now that we know who they are, let's see if we can get them involved. The second activity is to **design and do** a project involving these new Master Masons. Following are some suggested involvements:

Members of or assist on committees:

- Examining
- Investigating
- Education
- Past Masters' Night
- Christmas Party
- Building
- Public Schools Week

Help and assist:

- At work days
- In the kitchen
- Getting lodge programs
- Welcoming brothers to lodge
- Visiting brothers in the hospital

Counselor's Initials _____

* * *

We, as Masons, teach through our ritual, and as we are being made Master Masons, we study the ritual for our proficiency exams. We should **not stop** here. We should help our new Master Masons enjoy more of the beauty of our ritual by helping them to be part of conferring degrees. The third activity is to **help** one of these new Master Masons to participate in a degree.

Counselor's Initials _____

PREPARING TO BE SENIOR WARDEN - EXERCISE NO. 7

* * WIDOWS AND ORPHANS * *

There is no greater opportunity for a lodge to fulfill its charter of "***Being our Brother's Keeper***" than to extend a helping hand to a brother's widow and children. They, understandably, receive a lot of attention before, during and immediately after the funeral, but some really difficult times are just ahead. For instance, if the Brother had been ill for a time, the assistance of a handyman might be needed to effect automotive, plumbing, electrical or structural repairs that our Brother was unable to do himself. It may be nothing more than keeping the grass mowed until the family can arrange for regular service.

Perhaps, if your lodge is fortunate enough to have craftsmen and tradesmen or professionals as members, a list of them could be prepared and given to the family in case they may need such help. The people on the list would not be expected to provide service free of charge, but it would serve to provide the widow with the names of people and places where she can expect honest, considerate service.

On a more personal note, your lodge might want to recognize your widows by including them in your special programs such as Past Masters' Night or the Childrens' Christmas Party. As is done in other lodges, the widow could be included in the Trestleboard mailings; she could be remembered on special days, such as Mother's Day and Christmas with appropriate gifts and greeting cards. Some lodges have a "*Widows' Committee*" whose members are charged with presenting those gifts and looking in on them from time to time during the year.

Of course, as Master of the lodge, you should coordinate the lodge efforts with each lady to make sure that the attention given is not an intrusion on her privacy. While some would welcome the lodge's thoughtfulness and kindness, some might not welcome this kind of attention. As at the funeral itself, the desires of the family are the uppermost factors in planning any such activity.

* * **LEARNING ACTIVITY** * *

Two of our basic tenets, "**Brotherly Love**" and "**Relief**", guide us to become involved with these very important people. Some of us think only on a big scale and big support but the little things are important also. The first activity is to discuss with the Lodge Counselor the possibility and benefit of setting up a committee to identify the lodges' Widows and Orphans.

Counselor's Initials _____

* * *

Another thing that all of us enjoy is to be included and recognized. The second activity is to plan a social program or activity that includes the Widows and Orphans.

Counselor's Initials _____

* * *

A question often asked is, "*Who should I go to for help on house repairs or to fix the car?*" These seem to be simple things, but often those who are left alone just don't know who to trust. Just having the names of people who could possibly help and whom they can trust would mean a lot. The third activity is to develop or revise a list of people from your lodge or other known Masons who would be willing to help or provide services at a fair rate; for example, handymen, plumbers, mechanics, realtors, accountants, doctors, lawyers, etc.

Counselor's Initials _____

PREPARING TO BE SENIOR WARDEN - EXERCISE NO. 8

* * MASONIC FUNERALS * *

Brother Junior Warden, as you know, the office of Worshipful Master consists of many duties in addition to that of presiding over open lodge. The **saddest of these tasks** is arranging for a Masonic funeral service for a friend and brother who has entered the Eternal Lodge above.

You may be thinking, "*Well - I'm just the Junior Warden. I've got lots of time before I have to worry about that!*" **Not so!** The time may come sooner than you think. Remember, next year you will be Senior Warden, a responsibility that includes filling in for the Worshipful Master during his absence. Or, suppose tragedy strikes while both the WM and SW are out of town? For that reason, and to cover the latter possibility, you should become familiar with **what is required** when you, as Master of the lodge, learn of the death of a member or if your lodge is selected to do a courtesy funeral service.

Stop and think for a moment. At some point in time, either before or since you joined the Fraternity, you may have attended a Masonic graveside service. If you did, try to recall your impression of what you witnessed. Was it a **dignified** ceremony? Were the participants **proficient** in their parts? Was it the kind of tribute you would want for your last earthly contact with the Masonic Fraternity?

We, who have been in the Fraternity for a time will recognize the expression, "*If you don't make mistakes, you aren't working.*" That may be true in the confines of the lodgeroom, Brother, but it is totally inappropriate at the graveside. First and foremost, we owe it to our Brother to see that his service is of the **highest caliber**, one that would make him **proud** of his Masonic affiliation. Secondly, **many non-Masons** attend the graveside services, in many cases, the only contact they have had, or will have, with the Order. We should do everything possible to make their **impression** of the Craft a favorable one. The actions leading up to the actual graveside service begin when you learn of the brother's death. The very first thing that must be done is to determine if he was a member **in good standing** with no charges pending at the time of his death. Keep in mind that **Article 359 and Article 359 A** of Grand Lodge Laws **have been amended** to allow the Worshipful Master (*under certain circumstances*) the option of extending the courtesy of a Masonic Graveside Service for a member who had been suspended for NPD.

SOME THINGS TO KEEP IN MIND:

Contact the family and **offer** our condolences. **Inquire** about their desire to have a Masonic graveside service. Our deceased brother may have made his wishes known to the lodge. He may not, however, have informed his family. If there is a disagreement between what our brother wanted and what the family desires, the wishes of the family **must prevail**.

Contact the funeral home, and obtain **all of the facts**; i.e., date, time, and place of interment, if there will be a chapel service before the graveside services, etc. **Inform** the funeral director that a Masonic graveside service will or will not be conducted.

Contact your key lodge personnel and give them all of the information you've acquired so they, in turn, can **relay it** to the members.

Ensure that the necessary paraphernalia is available and in good, clean condition. If you don't already have one, you might consider establishment of a "**funeral kit**" consisting of the Holy Bible, Square and Compasses (*joined together so they don't move around on the Bible*), Master, Senior and Junior Warden Jewels, the Chaplain's Jewel, black arm bands and a number of clean, white aprons to be used only for this purpose. We don't even want to think about appearing in public with chili and/or coffee **stained aprons!** Also, be sure to have a white lambskin apron for the casket in case the funeral home does not have one.

At the designated point of assembly, be it the funeral home chapel or the cemetery, you'll need the Register or sign-in attendance book. In keeping with the desires of the Funeral Master, you'll need either one sprig of evergreen for him alone or many sprigs for each participating Mason. Check with him to see how he conducts this part of service.

Although the Funeral Master is in charge of the actual ceremony, the Master of the lodge can be helpful in directing the assembly of the brothers at the gravesite (*members at the foot of the casket, Funeral Master, Wardens and Chaplain at the Head*) and be available to assist the Funeral Master as may be necessary.

There may be a time when your lodge will be called upon to conduct a courtesy funeral for a brother whose membership is in an out-of-town lodge. His current dues card should be sufficient to establish that he is a member in good standing. As soon as practical after the funeral, the lodge Secretary should write the brother's lodge and provide them with all the particulars about the brother's death, the date and place of the funeral, number of Masons in attendance, etc.

Should you ever be faced with a situation wherein a brother who is destitute passes on and the family cannot afford the costs of the funeral, the tendency would be for the lodge to shoulder the full burden. **It isn't necessary.** While your lodge **can** and **should** be at the forefront of a charitable project, be sure to apprise other lodges in the area, the Scottish and York Rite bodies and the Shriners of the situation and enlist their assistance.

Contact the funeral home, and **explain** the brother's financial status. They, **too**, may be able to help. As noble as the cause is, it isn't necessary for your lodge to assume full responsibility alone. In such a situation, you'll want to stay in close contact with the survivors, who **may want** to consider the Home for Aged Masons for the widow.

*We have covered a lot of ground in this exercise, Brother, and it is hoped that it has given you some insight into this **extremely complex subject.***

*** * LEARNING ACTIVITY * ***

The positions of Senior Warden, Junior Warden and Chaplain are not speaking parts, therefore they can be filled by any available Brother. However, it would be a good idea to identify these brothers prior to needing them. The first activity is to make a **list** of brethren who **are available** to attend funerals. Identify those who **can serve** as officers. By the way, at the graveside service, the Chaplain can follow the written service and be alert to **prompt** the Funeral Master if necessary. One of the Wardens can hold the casket apron until it is needed and assist the Funeral Master in placing/securing it to the casket.

Counselor's Initials _____

* * *

Most all of the items needed for the ceremony were mentioned in the text. The second activity is to use the following checklist to be certain all of the items are **available** and in **good condition**:

- Holy Bible
- Master's Jewel
- Senior Warden's Jewel
- Junior Warden's Jewel
- Chaplain's Jewel
- Lambskin Apron (*for casket*)
- Cloth Aprons
- Black Arm Bands
- Square and Compasses (*for the Holy Bible*)
- Sign-In Register
- Sprig of Evergreen

Counselor's Initials _____

* * *

There are **two** primary sources of information on Masonic Funerals and Graveside Services, the **Monitor of the lodge** and a pamphlet entitled "**Masonic Burial Services**" published by, and available from Grand Lodge. Obtain a copy of each and familiarize yourself with the types and lengths of the services. The third activity is to **list** the numbers of different types of services in the above source documents and the approximate length for each.

Counselor's Initials _____

* * *

The Laws of the Grand Lodge of Texas are the source for determining the legal aspects of a Masonic Funeral. The fourth activity is to list the Article number for the following:

Who is eligible?

Article Number _____

Lodge of Sorrow?

Article Number _____

Are E.A.'s eligible?

Article Number _____

Can the W.M. refuse a Masonic funeral service?

Article Number _____

Widows certificate

Article Number _____

Widows provided for

Article Number _____

Counselor's Initials _____

EXERCISE RECORD

Exercise No. 1 - LEADERSHIP

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

Exercise No. 2 - GETTING HELP

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

Exercise No. 3 - VISITORS

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

Exercise No. 4 - MEMBERSHIP

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

Exercise No. 5 - CANDIDATES

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

Exercise No. 6 - NEW MASTER MASONS

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

Exercise No. 7 - WIDOWS AND ORPHANS

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

Exercise No. 8 - MASONIC FUNERALS

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

(CUT ON LINE AND RETURN IN ENVELOPE)
GRAND LODGE OF TEXAS COMMITTEE ON MASONIC EDUCATION AND SERVICE

(FIRST NAME) (MI) (LAST NAME) (TITLE, IF OFFICER) (ID NUMBER)

of _____ Lodge, No. _____, District No. _____

has completed the following manual (s)

Preparing to be Master _____, 20____
(MONTH) (DAY)

Preparing to be Senior Warden _____, 20____
(MONTH) (DAY)

Preparing to be Junior Warden _____, 20____
(MONTH) (DAY)

Counselors' Lodge mailing address: _____,

_____, Texas _____
(CITY) (ZIP CODE)

LODGE COUNSELOR

(CUT ON LINE AND RETURN IN ENVELOPE)
GRAND LODGE OF TEXAS COMMITTEE ON MASONIC EDUCATION AND SERVICE

(FIRST NAME) (MI) (LAST NAME) (TITLE, IF OFFICER) (ID NUMBER)

of _____ Lodge, No. _____, District No. _____

Preparing to be Master _____, 20____
(MONTH) (DAY)

Preparing to be Senior Warden _____, 20____
(MONTH) (DAY)

Preparing to be Junior Warden _____, 20____
(MONTH) (DAY)

Counselors' Lodge mailing address: _____,

_____, Texas _____
(CITY) (ZIP CODE)

LODGE COUNSELOR

(CUT ON LINE AND RETURN IN ENVELOPE)
GRAND LODGE OF TEXAS COMMITTEE ON MASONIC EDUCATION AND SERVICE

(FIRST NAME) (MI) (LAST NAME) (TITLE, IF OFFICER) (ID NUMBER)

of _____ Lodge, No. _____, District No. _____

Preparing to be Master _____, 20____
(MONTH) (DAY)

Preparing to be Senior Warden _____, 20____
(MONTH) (DAY)

Preparing to be Junior Warden _____, 20____
(MONTH) (DAY)

Counselors' Lodge mailing address: _____,

_____, Texas _____
(CITY) (ZIP CODE)

LODGE COUNSELOR

GRAND LODGE OF TEXAS COMMITTEE ON MASONIC EDUCATION AND SERVICE

Name: _____ Lodge No. _____ District No. _____

has completed the following program(s):

Preparing to be Master _____

Preparing to be Senior Warden _____

Preparing to be Junior Warden _____

Counselor, lodge mailing address: _____

GRAND LODGE OF TEXAS COMMITTEE ON MASONIC EDUCATION AND SERVICE

Name: _____ Lodge No. _____ District No. _____

has completed the following program(s):

Preparing to be Master _____

Preparing to be Senior Warden _____

Preparing to be Junior Warden _____

Counselor, lodge mailing address: _____

GRAND LODGE OF TEXAS COMMITTEE ON MASONIC EDUCATION AND SERVICE

Name: _____ Lodge No. _____ District No. _____

has completed the following program(s):

Preparing to be Master _____

Preparing to be Senior Warden _____

Preparing to be Junior Warden _____

Counselor, lodge mailing address: _____

