

A Master's Weekly Plan

This plan is for the incoming Master. It is a weekly map to help the Master be successful. No one Master could be expected to fill all of these requirements; however, this list may be used as a reference to help him stay on track.

Things to do before you are installed on January 1st

1. Lodge Records-update current membership list
 - a. Create an activity or participation field for each member on the data base.
Keep track of contacts the member makes including attending meetings, fund raisers, and social events.
2. Lodge Budget
 - a. Income vs. expenses
 - b. What you need as opposed to what you want
 - c. Need for Lodge fundraisers?
3. Calendar
 - a. Plan Lodge programs and meetings three (3) months ahead
 - b. Standard vs. New Programs
 - c. Get calendar published
4. Lining up lodge officers
 - a. Choose appointed officers on the basis of
 - 1) Availability
 - 2) Attendance
 - 3) Ritual skills
 - 4) Willingness
 - 5) Experience as a mason
 - 6) The right personality
5. Installation of officers
 - a. open or closed
 - b. picking installing officers
 - c. date and time
 - d. special presentations
 - e. publicity

Things to Do in January

Week No. 1

1. Plan for the first officer meeting (not on same night as stated communications)
 - a. Set up first officer meeting for Week No. 2
 - b. Get notice out

2. Plan for first regular stated meeting
 - a. Select greeter
 - b. line up refreshments
 - c. Develop standard meeting agenda
 - d. Prepare for introduction of visitors (perhaps use the SD)
 - e. Contact LEO for presentation

Week No. 2

1. Conduct officers' meeting
 - a. Discuss and approve calendar
 - b. Practice opening and closing
 - c. Assign officers' duties
 - 1) Who sits in the East during degrees?
 - 2) Who sets up funerals?
 - 3) Who handles refreshments at meetings?
 - 4) Outside of lodge obligations
 - a) Masters and Wardens meetings
 - b) Area conferences
 - c) Attendance at Grand Lodge Sessions
 - 5) Program responsibilities
 - a) Fund raisers
 - b) Community service projects
 - c) Degree assignments
 - d) Various social events
 - d. Make a list of possible Mentors for this coming year
 - e. Discuss overall attitude of officers and ask each one of them to try to make the Lodge experience a positive one for all.

Week No. 3

1. Communications
 - a. Establish email lists of all officers and members
 - b. Establish telephone calling tree for all local members

2. Call each lodge officer and ask for personal input concerning their ideas for Lodge improvement.

3. Put an aggressive well-communicated retention plan in place.
 - a) Use the document entitled "100 Ideas for Member Recruitment and Retention".

Week No. 4

1. Establish goals for the year concerning the Lodge Recognition Program.
2. Make a list of the raising dates for each lodge member and record who should be receiving their 25 or 50 year pins this year. (Keep the list for next year's Master)
3. Consider sending special notice to those who were raised on the same month inviting them to lodge to speak about their Masonic experience at that Months Lodge meeting.

Things to Do in February

Week No. 1

1. Establish NPD list and assign a team to contact the NPDs. Have each NPD asked to submit past dues or have standard exit questions asked. (Find out why)
2. Make a list of interesting professions or experiences that lodge brothers have had and start a program for one or two of them to speak for 4 to 5 minutes at each lodge meeting about them.
3. Start bringing a camera to lodge meetings and events for future slide shows, bulletin boards, web sites or newsletters.

Week No. 2

1. Officers meeting
 - a. Discuss special purchases that may improve the lodge (i.e. new visitor's aprons, new signage, new software, or birthday cards to be sent out to brothers etc.)
 - b. Discuss newsletter and assign appropriate duties and frequency

Week No. 3

1. Set up website or blog (Facebook page). Assign webmaster (a new Brother is possible) and discuss standards and frequency of updates
2. Contact the Secretary and the Treasurer to discuss having minutes and bills published instead of read at meetings

Week No. 4

1. Prepare a list of potential Mentors. Contact each person and discuss their availability and willingness
2. Contact District Representative and establish a date for his formal visit
3. Prepare an exit interview to be sent via email, mail or forum to determine the reason that someone has dropped his Masonic membership
4. Check calendar for the rest of the year and determine opportunities to set up a recruiting booth.

Things to Do in March

Week No. 1

1. Appoint membership chair and discuss his duties as well as whom he wants on his committee.
2. Make a list of "snowbirds" who will be returning in the spring and send a special invitation to them for a specific meeting or social event
3. Create a problem-solving chart showing what problems the lodge has and how officers can provide programs, products, and services to help in those areas. Use this chart at all officers' meetings.

Week No. 2

1. Officers meeting
 - a. Discuss outdoor signage on the Lodge or in the community
 - b. Discuss sending out greeting cards to lodge members on birthdays or on the anniversary of their date of rising.
 - c. Discuss building upkeep and maintenance
 - d. Discuss lodge participation at the Grand Lodge session in April and how officers wish for the Master and Wardens to vote on any resolutions.

Week No. 3

1. Organize Past Masters' night and invite each past master to a meeting or special program to be honored
2. Have secretary establish a list of those brothers who have not completed their degree work within the last five (5) years and make a plan to have them contacted.
 - a. Consider one-day review classes for them
 - b. Make arrangements to assist them in finishing their work
 - c. Find out why they did not return and attempt to rectify their problem.

Week No. 4

1. Contact District Representative and discuss having joint degrees with other lodges as a "change of pace"
2. Review lodge liability and fire insurance and plan to make appropriate adjustments.
3. Develop a lodge scholarship program or some other community project.

Things to Do in April

Week No. 1

1. Plan visitation for all brothers to go to another lodge's meeting (Perhaps on the same night as your lodge meeting)
2. Contact lodge education officer to affirm a short education presentation at each Lodge meeting

Week No. 2

1. Officers' meeting
 - a. Discuss how to improve mentoring program
 - b. Fully discuss and encourage participation in both short and long range planning.
 - c. Discuss the desire of having matching jackets, shirts, caps etc. for the Lodge brothers.

Week No. 3

1. Discuss establishing a calling committee for special events, funerals, and fund raisers
2. Send a hand-written note to every lodge officer and member who has been contributing since the first of the year and thank him for his dedication and participation

Week No. 4

1. Plan a special presentation for the following lodge meeting concerning the initial interviews of petitioners (perhaps a simulated interview).
2. Establish a process to visit or otherwise recognize brothers who are shut-ins or hospitalized.

Things to Do in May

Week No. 1

1. Contact the Grand Secretary and supply local zip codes to establish which Masons live close but are not members of the lodge. Have lodge secretary establish a process to invite these brothers to meetings, presentations and fund raisers. Assign a brother to help.

2. Find a brother who is willing to work on public relations for the lodge (i.e. Submissions to local newspapers, advertisement of fund raisers, and public acknowledgment of lodge community service events. Have him contact Grand Lodge for a CD on the subject.

Week No. 2

1. Officers' meeting

a. Begin to establish a formal vision/mission statement for the lodge.

Allow all present to contribute and plan on presenting that vision/mission statement at a future lodge meeting for approval by the lodge membership

b. Discuss present condition of the budget and explore necessary changes

Week No. 3

1. Plan summer get-togethers (i.e. picnics, fishing trips, golf etc.)

2. Plan summer excursion to the Shrine Hospital or the Masonic Home

Week No. 4

1. Contact all officers concerning their availability to attend upcoming area conferences

2. If lodge is going dark, have secretary and others make out postcards as a reminder to attend the first meeting in September. Have secretary send out these postcards three (3) weeks in advance of that meeting.

Things to Do in June

Week No. 1

1. Meet with Senior Warden and Junior Warden to affirm their interest in moving up in the chairs. Begin assisting them in planning their years as Master

Week No. 2

1. Conduct an informal officers' meeting away from the lodge to discuss current lodge status and possibility of improvement. At that meeting have Sr. and Jr. Wardens discuss rough outlines of their year as Master

Week No. 3

1. Make a list of every brother who has been raised in the last five (5) years and establish a process to contact them about their membership and if the lodge fulfilled their expectations

2. If appropriate, pick Hiram award winner or Mason of the Year award. Contact them to discuss your ideas for the presentation.

Week No. 4

1. Plan lodge summer activity with another Masonic body.

2. If the lodge sponsors a youth program, consider having an Open House for the kids and their families.

Things to Do in July

Week No. 1

1. Consider contacting the youngest members of the lodge and ask about establishing lodge meeting notices via text messaging
2. Begin making a list of all degree parts known by active members for future reference. Plan on presenting that list at the next several lodge meetings and ask for additions to that list in the next newsletter.

Week No. 2

1. Plan fall officer's and active member "get-together" with families
2. Make out a personal short bio for each member raised since the first of the year and have it published in the newsletter
3. Plan "Past Masters' Meeting Night" where Past Masters are asked to take officers' positions and run the meeting

Week No. 3

1. Ask lodge education officer to contact active members to have them give small educational presentations during up-coming meetings
2. Plan a fall Table Lodge and, instead of a speaker, have each attendee stand and describe why they became Masons.

Week No. 4

1. Ask a brother to prepare a news/information letter to the wives of the brothers to be sent out in the fall. Arrange for one of the wives to give a presentation in an up-coming meeting.
2. Consider having a column in each newsletter for the wives that contains Masonic education and descriptions of up-coming events and what the proper dress is for those events.

Things to Do in August

Week No. 1

1. Ask two or three young computer-savvy members to review and assist in sprucing-up website and newsletter.
2. Send an email to all brothers asking them to surf the net for usable ideas from other Masonic jurisdictions.

Week No. 2

1. Plan a get-together for lodge officers and their wives that is not Masonic in nature.
2. Plan a lodge clean-up day before the first meeting in September.
3. Send out announcements of the first meeting in September.

Week No. 3

1. Check with the LEO to make sure an education program is planned for the first and all subsequent meetings.
2. Contact all brothers who have served as mentors this year and make sure they have their new brothers at the first meeting in September.

Week No. 4

1. Send out an email and use the calling committee to inform all members of the first meeting.
2. Set the agenda for the first meeting. Make sure that it is interesting, informative, and not too long.
3. Contact the Mentors to make sure that their new brothers attend the first meeting

Things to Do in September

Week No. 1

1. Check your newsletter distribution list and make sure that it is also sent out to your Area Deputy, District Representative, the Grand Lodge office and neighboring lodges.
2. On your first meeting back consider asking all new brothers that have been raised this year to sit in the East with you.
3. Organize a fall food drive for the local food shelf.

Week No. 2

1. Officers' meeting. Have entire group assist the Sr. Warden in planning his calendar for the coming year.
2. Ask the District Representative to attend and give a report on Masonic happenings in the State. Discuss the curriculum that was given at the Area Conference and ask officers present to make suggestions to the DR for the following year.

Week No. 3

1. Plan and announce awards night.
2. Have an inventory made of the lodge library and consider having the Lodge becoming a member of the Grand Lodge Book Club.
3. Plan on attending a local football game or other outside event as a group.

Week No. 4

1. Consider a partnership with another organization in your community on a fund raiser or community activity.
2. Consider a "Get out the Vote" campaign for the up-coming election in November.
3. Consider sponsorship of a youth organization or sports team in your community.
4. Consider offering your lodge building as a location for community activities (i.e. plays, small concerts, AA meetings, historical society meetings, etc.)

Things to Do in October

Week No. 1

1. Plan a fall hunting trip with lodge brothers.
2. Consider using the Lodge for firearm safety classes through the DNR.
3. Plan Holiday party.
4. Consider participating in Toys for Tots and/or sponsoring a needy family for the Holidays.

Week No. 2

1. Lodge Officers' meeting. Review and discuss effectiveness and improvements for the following programs and initiatives:
 - a. Mentor Program
 - b. Membership Program
 - c. Officers Meetings
 - d. Website
 - e. Newsletter
 - f. Member retention efforts
 - g. NPDs
 - h. Relations with other Masonic bodies
 - i. Future goals concerning the Lodge Recognition Program

Week No. 3

1. Find and solicit a speaker on leadership for a future lodge officers' meeting.
2. Plan to have a representative from Masonic Charities speak at the lodge.

Week No. 4

1. Plan an informal meeting night to be used as an open forum for all lodge brothers to speak about lodge improvement and direction.
2. Ask Scholarship recipients from the previous spring to come and share their new experience in college with the brothers.

Things to Do in November

Week No. 1

1. Consider purchase of a video projector for future lodge educational meetings as well as a power point slides for degree work.
2. Plan a citizen of the year dinner and honor appropriate non-Masons (i.e. Law enforcement officers, firefighters, educators, city fathers, local philanthropists, religious leaders, and local heroes)

Week No. 2

1. Officers' meeting. Have program on leadership presented to all officers by an outside speaker.

Week No. 3

1. Contact a Grand Lodge officer to speak at future meeting or event.
2. Finalize plans for Holiday celebration and community service (i.e. ring bells for Salvation Army)
3. Send Thanksgiving greetings to all lodge brothers.

Week No. 4

1. Hold a special informal meeting with Sr. and Jr. Warden and relate your experiences to them. This may help them lead the lodge starting in January.
2. Make your last meeting and election night a special one.

Things to Do in December

Week No. 1

1. Prepare for the last officers' meeting to be held the following week. Offer your suggestions and thanks along with possibly giving gifts of appreciation.

Week No. 2

1. Officers' meeting
 - a. allow incoming Master to present his program and budget for the following year
 - b. Plan for installation of officers.

Week No. 3

1. Write evaluation of this program and make suggestions for the following year.

Week No. 4

1. Time off for the Holidays.