

Lodge Education Officer Manual



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Grand Lodge of Maine
for use in Wisconsin Lodges

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THE PRIMARY RESPONSIBILITIES AND DUTIES OF LODGE EDUCATION REPRESENTATIVES

As a Lodge Education Representative you have distinct responsibilities, specifically relating to Masonic Education.

1. To encourage and promote candidate and general Masonic instruction for Lodge members and to provide tools and resources for those seeking knowledge
2. To present or help the Lodge present short programs. The programs in are intended for use by you with the assistance of Brethren in attendance and are ten to fifteen minutes in length. You may take a part or simply set up and direct others to take parts.

CANDIDATE PROGRESS REPORT

Candidate:
 Mentor Brother:
 Petition 1st Signer:
 Petition 2nd Signer:
 Elected to receive the Degrees date
 Presented Message to an Aspirant date
 Orientation session (Mentor) date

Entered Apprentice Degree (Initiated) date
 Presented EA Waverly Program date
 Informal instruction EA Degree. (Mentor) date
 Check: Can give due guard & sign on step of Degree
 Can arrange lights
 Knows how to wear apron
 Knows how to avouch
 Understands working tools
 Knows how to enter & retire from Lodge of E.A.
 Passed satisfactory examination in E.A. Degree date

Fellow Craft Degree (Passed) date
 Presented FC Waverly Program date
 Informal instruction F.C. Degree. (Mentor) date
 Check: Can give pass, token of the pass, grip, word
 Can give due guard & sign on step of Degree
 Can arrange lights
 Knows how to wear apron
 Understands working tools
 Knows how to enter & retire from Lodge of F.C.
 Passed satisfactory examination in F.C. Degree date

Master Mason Degree (Raised) date
 Presented MM Waverly Program date
 Informal instruction M.M. Degree. (Mentor) date
 Check: Can give pass, token of the pass, grip, word
 Can give due guard & sign of all 3 degrees
 Can give S-grip & M.M. word
 Understands 5 points of Fellowship
 Can give Gd-H. sign & knows what it means
 Understands application, Committee of Inquiry
 Knows how to ballot
 Knows how to address W.M.
 Has had instruction in Lodge room behavior
 Knows how to enter & retire from Lodge of M.M.
 Passed satisfactory examination in M.M. Degree date
 (Must be within 60 days of receiving Degree)
 Received Master Mason's Diploma date

This is to certify that Brother _____ has received all the Degrees along with the basic supplementary instruction as recommended by the Lodge Committee on Masonic Education and has been found to have a good basic knowledge of Masonry.

Signed: date
 (Committee Chairman)

MASONIC INFORMATION

Programs for Lodges

One of the Lodge Education Representative's duties is to provide the lodge with informative presentations.

1. Seek out programs that offer the Lodge Education Representative an opportunity to involve other Masons to join in the presentations. Participant involvement is important.
2. The Lodge Education Representative should actively pursue opportunities to present these programs and lodge meetings or any other appropriate Masonic or public function. **DO NOT WAIT FOR A CALL.**
3. Below are examples of approaches which might be used when seeking opportunities to present programs from the tool box:

I know that you have been interested (or concerned) about balloting (or some other topic) in the lodge. I would like to make a brief presentation at you next communication on this subject. I feel certain the brethren will find it instructive and interesting.

Or

As Lodge Education Representative I have a number of interesting and informative programs. Each takes approximately xx minutes and can involve brother in your lodge. Would you look through these possibilities with me and see what programs would be of special interest to you and your lodge?

Or

I notice that we have no degree work scheduled, and I would like to present a brief program on xx/xx/xx which will be both entertaining and of interest to the brethren. It will take approximately xx minutes. When could we schedule this presentation?

The Lodge Education Representative's Role in the Education of Candidates

Why is Candidate Education so Important?

1. Masonry through its ritual and degrees provides men with a great journey in search of significance.
2. This journey demands an active employment of mind and heart on the part of the candidate as well as assistance from knowledgeable brethren.
3. While good ritual work is essential, each candidate needs and desires the opportunity to discuss his degree experience and to explore its application to his own life.
4. To fill these vital needs of our candidates, each lodge should have a Lodge Counselor who with the help of other brethren will assist candidates in the exploration of life provided in the ritual and other Masonic sources.
5. The Lodge Education Representative has a duty to help form Candidate Education Committees, provide informative materials for their use, and to help them prepare to work with candidates.

6. It is the responsibility of the Lodge Education Representative to:
 - i. Attend all training programs provided for them.
 - ii. To become familiar with materials available and/or provided.
 - iii. To assist the Master of the Lodge in the organizing of candidate support teams, to provide these teams with materials, and to help them succeed in their mission. These teams may consist of the Lodge Counselor, Candidate Instructor and Candidate Mentor.

OUTLINE AND GOALS OF EDUCATION PROGRAM FOR CANDIDATES

REVIEW OF GOALS FOR OUR EDUCATION PROGRAM

OVER-ALL GOAL: To provide an education program, which will make them more knowledgeable masons and which will offer them opportunities to improve themselves and grow in wisdom.

SPECIFIC GOALS

1. To make certain that candidates and new Master Masons have the opportunity to review the ritualistic experiences encountered in the degree work and that they are properly prepared for each new step in their Masonic journey.
2. To assure that the candidates and new Master Masons acquire a firm foundation in rudiments of Masonic philosophy, protocol, and Lodge organization.
3. To provide the atmosphere and encouragement in which the candidate and new Master Mason will be able to discover what Freemasonry means to him as an individual.
4. To inspire an interest on the part of the new Mason; which will lead to future study and encourage him to become an active member of his Lodge.

THE CHOICE OF INSTRUCTORS

Good instructors have both the time and the interest to do the job. In addition, knowledgeable brethren who are not officers need to be given an opportunity to serve the Craft. Therefore we should select our instructors, in so far as possible, from those brethren not holding lodge offices.

The following characteristics may help in identification and selection of instructors:

1. A conviction that Masonic Education is important.
2. Enthusiastic feelings about the importance of the Fraternity.
3. Consideration and compassion for others.
4. Given to discussion rather than argumentation.
5. A desire to know more about Freemasonry.
6. Secure enough to admit when they do not know - sincere enough to look up the answer.
7. A fair background in the ritual and in Masonic practices. (Note. the program does not call for Masonic experts but rather those who themselves Masonic students.)
8. Willingness to participate in future training sessions in order to improve their instructional skills.

AN OUTLINE FOR A TALK ON OUR CANDIDATE EDUCATION PROGRAM

I. IS THERE A NEED FOR INCREASED MASONIC EDUCATION FOR CANDIDATES AND NEW MASTER MASONS?

A. HOW MUCH DID WE REMEMBER AFTER FINISHING THE THREE DEGREES?

B. WE ARE FINDING THAT MASTER MASONS REMEMBER VERY LITTLE OF THEIR EXPERIENCES DURING THE DEGREES.

(Speaker may wish to ask whether the general lack of Masonic knowledge along with the failure to understand the importance of Freemasonry has anything to do with poor lodge attendance, difficulty in finding good officers, and the apparent lack of interest in Masonry.)

II. CONSIDER JUST HOW MUCH CONFRONTS A MAN WHILE TAKING THE DEGREES.

(Speaker may wish to list some of the subjects introduced during degrees)

III. THERE IS NO DOUBT THAT WE NEED THE BEST OF EDUCATION PROGRAMS IF WE ARE TO HELP THE CANDIDATE AND NEW MASTER MASON FIND LIGHT AND MEANING IN HIS MASONIC EXPERIENCE.

IV. OUR EDUCATION PROGRAM PROVIDES THE MEANS TO:

A. Review the major teaching of each degree.

B. Help the candidate to discover the meaning of Masonic degree instruction.

C. Build upon the individual candidate's strengths and needs.

D. Give an opportunity to correct misconceptions and faulty information.

E. Provide the opportunity to demonstrate the fellowship of learning and the fraternity of caring for each individual, which characterize the Fraternity. (Speaker can doubtless think of other characteristics.)

V. WE NEED YOUR HELP!

A. You need not be an expert teacher nor an expert on Freemasonry.

B. You do need to be willing to learn, convinced of the importance of Freemasonry, and concerned for your fellow man.

HINTS FOR FORMING AND MAINTAINING PROGRAMS

There are no simple recipes that will guarantee success in forming and maintaining Masonic education programs in the lodge. However, there are some specific strategies and approaches that have been tested and have been proven to be successful in meeting this important objective. These have been outlined in the hope that they might be helpful to you in fulfilling your duties as a Lodge Education Representative. It should be pointed out at the outset that these strategies and approaches are supported by one and the same foundation and that foundation is commitment, dedication and hard work.

1. **THE FIRST PREREQUISITE** - The first prerequisite for meeting with success is having a firm belief in what you are doing and having confidence in yourself that you can carry out your responsibilities and duties as a Lodge Education Representative. If these factors are not present the chances of your meeting with success are minimal.
2. **A STARTING POINT** - There is an old saying to the effect that "you won't know where you're going if you don't know where you've been". If you don't have a clear picture of the status of the education program within your district or the value that the individual lodges place on Masonic education, then it might prove to be helpful for you to conduct a needs assessment. A needs assessment can be done in a very formal way or informally but the underlying principle of a needs assessment is that it will help you to assess the quality and quantity of Masonic education in your district and identify areas of need. It is strongly recommended that such an assessment be planned and carried out in collaboration with the District Deputy Grand Master or Area Administrator.
3. **USING THE RESULTS OF THE NEEDS ASSESSMENT TO PLAN A COURSE OF ACTION** - After the needs assessment has been completed, list the needs in priority order and develop a list of objectives for meeting those needs. Then develop a list of "suggested" activities that can be carried out to meet those needs. Realistically, if you want to meet with success don't attempt to work on more than three objectives at any one time. At this point you will have a plan of action that should provide you with a sense of direction and purpose. An alternative to setting up needs and objectives on a priority basis is to establish short and long term objectives. You can then focus your energies on meeting those objectives that won't take a great deal of time to achieve, while planning the steps that will be necessary for meeting the long term objectives. Be sure you set realistic objectives that are objectives that will have a high success rate. Unrealistic objectives lead to frustration, despair and discouragement. Success, on the other hand, breeds success.
4. **COMMUNICATING YOUR OBJECTIVES**— Once you have established your objectives and a plan of action for meeting them, it is important that they be communicated to the lodge. An effective way to accomplish this is to begin by sending a letter to the master of the lodge and soliciting his cooperation and help and letting him know that you are ready and willing to assist him in planning, implementing and carrying out education programs in the lodge. Follow this up within a two-week period to set up a personal meeting to discuss your objectives and the types of assistance that you can provide in detail. It is not advised that this be done over the phone for that makes it too easy to say no or be noncommittal. A personal meeting is more apt to result in cooperation and commitment.

5. ESTABLISH CREDIBILITY - When you receive a request from the lodge for assistance in planning and implementing an education program, it is imperative that you follow through on that request enthusiastically and promptly. This is a key ingredient in establishing credibility. When the lodge knows it can count on you for assistance, it will not hesitate to make use of your services. Without credibility, the lodge will quickly forget you.

6. BE VISIBLE - There is another old saying to the effect, "out of sight, out of mind". Maintain visibility by attending district schools of instruction and other district meetings. Be an active participant in these meetings whenever possible.

7. BE KNOWLEDGEABLE ABOUT THE EDUCATION RESOURCES THAT YOU CAN DRAW UPON - There are some excellent Masonic films and videos available through the Grand Lodge. If you are aware of any lodges that put on plays, don't hesitate to call upon them. Experience has shown that they enjoy and appreciate performing for other lodges. Communicate these resources to the Master of the lodge.

8. BE KNOWLEDGEABLE ABOUT THE GRAND LODGE INSTRUCTIONAL PROGRAM FOR CANDIDATES - Read thoroughly the lodge materials for the instruction of candidates and newly raised Master Masons. This does not mean that you have to become an expert yourself, although this is advisable. This will increase your credibility when you work with the lodge to implement programs for Candidate Education.

9. MODEL CANDIDATE INSTRUCTIONAL PROGRAMS WHENEVER POSSIBLE – It has been found that lodges are more highly motivated to implement instructional programs for candidates when there is an individual available to model Candidate Education for them. If you, as Lodge Education Representative, feel comfortable in doing this, it will help you to establish credibility. If you don't feel comfortable, try to find a resource person that you can call on.

10. MAINTAINING EDUCATION PROGRAMS - The steps for maintaining successful and effective education programs are basically the same for forming education programs. Assess the effectiveness of the programs that have been established, determine any areas that can be improved upon, establish objectives that will improve and/or sustain those programs and continue to establish and maintain lines of communication with the lodge master. This is an on-going process, which is necessary for maintaining success.

Masonic Protocol

THE LODGE

1. The term is used in two senses.
 - a. "A certain number of Masons, duly assembled" (Not to be confused with a Lodge room or a Lodge hall)

OFFICERS

1. Elective
 - a. Determined by Lodge By-laws
 - b. Usually only Master, Senior and Junior Wardens and Treasurer and Secretary
 - c. Some Lodges elect all officers
 - d. Chosen separately by ballot at annual meeting
 - e. Term - usually for one year or until successor is installed
 - f. Campaigning or electioneering is not allowed
 - g. Master and Wardens cannot resign
 - h. Master may appoint an acting officer to fill a vacancy
 - i. In the absence of the Master, the following may preside:
 - (1). Senior Warden
 - (2). Junior Warden
 - (3). A Past Master
2. Appointive
 - a. Appointed by Master
 - b. Term - same as elective
 - c. May resign at any time if Lodge By-laws so provide
 - d. Master may fill a vacancy at any meeting
3. Duties
 - a. Spelled out in installation ceremonies
 - b. Each officer should become familiar with his duties

MASONIC TITLES

1. Brother
 - a. Entitled after taking Entered Apprentice obligation
2. Worshipful
 - a. Entitled after installation as Worshipful Master
 - b. Entitled - Appointed Grand Lodge Officers: Grand Chaplain, Grand Lecturer, Sr. Grand Deacon, Jr. Grand Deacon, Sr. Grand Steward, Jr. Grand Steward, Grand Marshal, Grand Orator, Grand Tiler, District Deputies, Area Administrators
3. Very Worshipful
 - a. Entitled - None
4. Right Worshipful
 - a. Entitled - Elected Grand Lodge officers: Deputy Grand Master, Sr. Grand Warden, Jr. Grand Warden, Grand Treasurer, Grand Secretary
5. Most Worshipful
 - a. Entitled – Grand Master
6. Past Officers
 - a. Highest title attained is retained for life
7. Use of titles.
 - a. In Lodge – On introduction always use Masonic Title with full name or last name
Examples; R.W. Robert M. Jones or R.W. Bro. Jones
 - b. In Lodge – Direct address, "Brother" is always appropriate. The title may be used once in a conversation.

- c. Do not use title and first name only in direct address or in correspondence; i.e. Bro. Bob.
- d. In public - Titles not are used except preferably between Brethren.
- e. In correspondence - Titles are used on letters, but not on envelopes.

SALUTATIONS

- 1. Due-guard given to
 - a. Worshipful Master or presiding officer from rear of altar on entering or retiring from an opened Lodge.
 - b. Worshipful Master or presiding officer when addressing him.
 - c. Due-guard and sign given in place for each degree with Grand hailing sign at the opening of M.M. Degree; F.C. Degree only the first two dueguards and signs; and the E.A. Degree only the first due-guard and sign. Private Grand Honors - due-guards and signs as given in M.M. opening, except no Grand Hailing Sign. (See Grand Honors)

ENTERING AN OPENED LODGE

- 1. Member or frequent visitor.
 - a. The Tyler can avouch for he causes an alarm at tyled door - J.D. responds at the order of the W.M., reports to the W.M. that X number of brethren are without, properly avouched for and wish to gain admission; permission granted, they enter, approach rear of Altar and give due guard of Degree.
 - b. Tyler should be aware of the progress of the meeting and determine when a Brother should be admitted.
 - c. No one should be admitted during Opening, closing, Degree work nor balloting – should wait for break after Pledge of Allegiance or after first section.
 - d. Emergency calls, from without for a member in a meeting should be delayed until a break or the Tyler should use discretion and send a message by a Brother seated near the preparation room door. No alarm at tyled door during Degree work.
- 2. Visitor for the first time. Must be avouched for or examined (see both of these sections).

AVOUCHING

- 1. General procedure.
 - a. Address the Senior Warden.
 - b. Give no signs.
 - c. Avouch only if you have sat in an opened Lodge with visitor.
 - d. A member of the Examining Committee can avouch for a visitor who has passed the examination.
 - e. A Brother who will be absent from a meeting can avouch for a visitor only if he has sat in a Lodge with him, and can avouch for him in the presence of a Brother who will attend that meeting. This must be done in person and not over the phone.

GREETING VISITORS AND MEMBERS

- 1. Before the meeting. Senior Warden's obligation
 - a. Meet and greet all members.
 - b. Seek out all first-time visitors.
 - c. Make certain they are introduced to W.M. and other officers.
- 2. In Lodge room the Master:
 - a. Introduces first-time visitor formally.
 - b. Accords Grand Honors to those who are entitled.
 - c. Invites Past Masters and/or special visitors to seat in East.

THE MASTER'S HAT

1. Symbol of authority and part of Master's regalia.
 - a. Should be worn while presiding.
 - b. Can be worn by W.M., M.W.G.M., or Past Master when presiding.
 - c. Must be removed during prayer.
 - d. Must be removed at the Altar during the obligation – placed on floor, not on base of Altar.
 - e. Must be removed when Grand Master is present or when D.D.G.M. is presented at official visitation (inspection). Master may replace hat during work of the evening.
 - f. Should be removed when the S.W. or J.W. are presiding during Degree work and Master is filling their station.
 - g. May be removed by Master briefly during Degree work to rest his head
- should use his discretion.

DRESS

1. Grand Officers when visiting a Lodge should dress as least as well as the presiding Master
2. Officers
 - a. No robes allowed - See Masonic Code 88.05
 - b. Ordinary business suits are acceptable.
 - b. Dark suits, white shirts, ties, dark shoes recommended.
3. Members should dress in a dignified, not sloppy manner.

LODGE ROOM BEHAVIOR

1. No one should pass between the East and the Altar while the Bible is open.
 - a. Master relies on the Great Light (Volume of Sacred Law) to rule and govern his Lodge. Line of vision should never be broken.
 - b. Exception - during Degree work Officers may pass this way in a clockwise motion while conducting candidate when specified in the ritual.
2. Lodge at Labor or "Formal".
 - a. No audible conversation or noise that will distract the attention of the candidate or interrupt the business of the Lodge.
 - b. No one may leave the Lodge room without the permission of the Worshipful Master.
3. Lodge at Refreshment or "Informal".
 - a. This is a Masonic term meaning "Recess".
 - b. Brethren may converse quietly
 - b. It is permissible to move about or leave the Lodge room.
 - c. Craft is under the direction of the Junior Warden. He is responsible for the general welfare of the membership.

BALLOTING

1. The Master reads petition - instructs Brethren on method of balloting.
2. The Senior Deacon prepares ballot box.
3. The Master inspects ballot box.
 - a. Make certain that there are enough white balls for each member present.
 - b. Make certain that there are at least six (6) black cubes.
4. The Master declares ballot open.
5. The Senior Deacon may convey ballot box from member to member or, depending on jurisdiction, it may be placed on a table behind Altar - NEVER ON THE ALTAR.
6. After all members have voted the Master declares ballot closed.

7. The Senior Deacon will present the ballot to the J.W. and S.W. for inspection if directed by the Master, they do not report whether the ballot is clear or not until queried by the Master. Response should match the voting instructions of the Master (ie. A clear ballot is required, reported as clear or not clear, 3/4 clear is required, reported as 3/4 clear or not 3/4 clear)
8. The Master examines ballot and then makes inquiry of the Wardens.
 - a. One black cube - ballot may be taken a second time immediately.
 - b. One black cube on second ballot - petition is rejected.
 - c. Other clear requirements depend on members [present and type of ballot
9. No one enters or retires during balloting.
10. No member excused from balloting
11. The Tyler may be excused by the Master but should be included.
12. There is always a separate Ballot for each petition.
13. See Masonic Code and Lodge by-laws.

INSTRUCTIONS TO COMMITTEE OF INQUIRY

The best interests of Masonry demand that an exhaustive investigation be made of the character and reputation of every applicant. It is imperative therefore, that your investigation of the petitioner be thorough.

Members of Committees of Inquiry are urged to become familiar with those sections of the Grand Lodge Constitution which relate to petitions and investigations (See Masonic Code sections 6 and 70).

Following are the more important points on which you will wish to check:

1. Ascertain definitely if the lodge has jurisdiction over the petitioner.
2. Ascertain definitely if the petitioner has any physical condition which might prevent him from being instructed in the arts and mysteries of Freemasonry, or cause an inability to acquire the means of subsistence.
3. Ascertain whether the petitioner is mentally qualified to receive Masonic Degrees.
4. Ascertain whether the petitioner is morally fit to be received into the Fraternity.
5. Ascertain if any organization to which he belongs will impair his usefulness to the Fraternity.
6. Ascertain if his neighbors, acquaintances, personal references, and employers give him a good character reference.
7. Check his answers to the questionnaire attached to his petition and see that all are fully answered. If any questions have not been answered, interview the petitioner and have the same completed, or ascertain the reason for his not answering such questions.
8. Consider the petitioner's ability to meet his financial obligations with particular reference as to his reputation in meeting his obligations, and whether or not the payment of lodge dues would be in any way a financial burden to those dependent upon him. This is a good time to brief the petitioner as to the fees relating to the degrees.
9. Do not make a favorable recommendation unless you are convinced that the petitioner will conform to the customs, laws, rules and regulations of the institution and the lodge.

EXAMINATION OF VISITORS

1. Appoint committee of three.
2. Visitors must be examined individually.
3. Current dues card.
 - a. Check signature with one appearing on dues card.
4. Check Lodge name and number in directory.

- a. Be sure directory is up to date.
- 5. Repeat the Tyler's Oath. (page 257 in cipher) Need not be memorized in this State but is encouraged for the Tyler to do so.
- 6. Examination of ritual.
 - a. Great Lights in each degree.
 - b. Due-Guard, Signs, Grip & Word.
 - c. Grand Masonic Word & manner.
 - d. Relate story in extreme circumstances.
- 7. Courtesy.
 - a. No trick questions.
 - b. Do not detain.
 - c. Don't show off.
 - d. Don't try to embarrass visitor.

A visiting brother, having produced his Grand Lodge certificate or diploma, or a current receipt for annual dues, and having satisfied the examining committee of a lodge that he is a Mason in good standing, and a member of a regular lodge, shall have the right to inspect the Charter or Charter Certificate of the lodge he desires to visit. Every Lodge shall keep and preserve a record of visitors.

Freemasonry Revealed

You may be asked at some point to give a short talk about Masonry to a group, which includes non-Masons. This outline should serve as a basis for such a talk. Use it according to your best judgment.

INTRODUCTION

As with many ideas which people know little about, there are misconceptions and erroneous information that give the general public some strange beliefs. We know that there are many beliefs surrounding Freemasonry and Masons. By shedding some light here, perhaps I can give you some insight on the organization that is considered the oldest and largest in the world – whose origin is lost in the mists of time. What should we talk about? Well, let's talk a little of the history and organization of Masonry, membership, what Masonry stands for, objectives and misconceptions.

I. History

A. Ancient fraternity

1. Operative Masonic Guilds of the Middle Ages

a. Operative Craft

(1) Reached its height from 10th to 16th Century

(a) Period of Gothic Architecture described as "The Frozen Music" of the Middle Ages or as "Prayers in Stone".

b. As Operative Class declined Speculative Members perpetuated the ideals

(2) Define Speculative

Definition: Men unconnected with the building trade in any way. They were attracted to the moral and philosophical principles, which Free Masonry had inherited from antiquity.

B. Lodges, as we know them

1. Four lodges in London formed the first Grand Lodge (year-1717)

2. Year 1730 or so

- a. Lodges met in American Colonies
 - b. Some had Grand Lodge authority, some did not
 - C. Organization
 - 1. Lodges
 - a. Can legally exist by CHARTER or WARRANT from GRAND LODGE
 - 2. Grand Master
 - a. Highest authority and supreme executive officer
- II. Membership
 - A. Masonry does NOT solicit new members.
 - 1. Any Man (stress this) interested must seek admission of his own free will and accord.
 - B. Applicant must have the following qualifications
 - 1. 21 years of age
 - 2. Mentally competent
 - 3. Good moral character
 - 4. Believe in the existence of a Supreme Being
 - C. Applicant must be recommended by 2 Master Masons, one of whom must be a member of that Lodge
 - D. Applicant will be investigated by a Committee of Inquiry
 - E. Applicant must pass a unanimous ballot. He then is eligible to receive the 3 degrees of a Symbolic or Blue Lodge:
 - Entered Apprentice
 - Fellow Craft
 - Master Mason
- III. Masonic and Lodge Attitudes
 - A. Non-political
 - B. Non-denominational
 - C. Political and religious arguments or discussions advocating a specific position are forbidden within lodges.
 - D. Consists of men of good character. Many have diverse political views and religious beliefs
 - E. Masons recognize one another only as friends and brothers, without regard to political party or religious beliefs
- IV. Misconceptions about Masonry
 - A. It is a secret organization
 - 1. No, it is an organization with secrets
 - 2. Masonic Halls (Temples) are easily identified
 - 3. Constitutions, rules and regulations are open for any individual's inspection
 - B. Manners of recognition
 - 1. Like any "family" we have our methods of knowing a Mason from a non-Mason
 - 2. Non-Masons usually recognize Masons by the pin or ring they wear
- V. Beliefs and Teachings
 - A. Accept good men and make them better.
 - B. Charity
 - 1. Financial and personal
 - 2. Non-members are often included in our charitable works
 - 3. We contribute and participate in local charities & community services
 - a) Red Cross blood program

- b) Schizophrenic research
- c) Eye banks
- d) Multiple Sclerosis treatment
- e) Drug & Alcohol Abuse Prevention Programs
- f) Scholarships
- g) Learning Centers
- h) C.H.I.P.S. Program (Child Identification)
- i) Shriners
- j. Crippled children's hospitals
- k. Burns institutes

CONCLUSION

One of Freemasonry's objectives is making good men better. Its teachings include brotherhood, morality, justice, tolerance, citizenship, education and freedom of ideas, of religious choice and of expression. The worth of the individual in society is another of its objectives, but it believes that this worth is only achieved by the recognition of the corresponding responsibility, which must accompany each privilege the individual enjoys. "Brotherly love, an elusive principle which Masonry tries to teach, is applied to the whole human race as one common family. This "family" was placed upon the world to support, aid, and protect each other.

It has been written that, "Freemasonry is kindness in the home, honesty in business, courtesy in society, fairness in work, pity and concern for the unfortunate, resistance towards the wicked, help for the weak, trust in the strong, forgiveness for the penitent, love for one another and above all, reverence and love for God." Freemasonry is many things, but most of all
FREEMASONRY IS A WAY OF LIFE.

Entered Apprentice Degree Checklist

ENTERED APPRENTICE CHECKLIST OVERVIEW

Working a degree can be a lot of fun and a great experience for you and your officers as well as the Candidate. However, a good time and experience is not a guarantee by simply saying we are going to do it. You need to follow some simple steps to make sure the night goes forward with out a hitch.

As Master, your time will be much more enjoyable if you know your part well. This will be passed on to your officers and the candidate as they see you talk smoothly with out stopping often for prompts or sounding unsure of yourself. The first step is to prepare yourself. Sit down with your Cipher and study your part. If you have trouble with words don't guess or make up something that sounds good, contact a good reliable source from your lodge or your District Lecturer. (If you learn a word wrong it is very hard to learn it right later!) Once you can read through the cipher well, try it a few times with out the book. The best way to make sure you have it down is to practice out loud. If you only practice inside your head your own voice can throw you off when you go to say it out loud on the big night. Practice often, you can never have it down too well!

The following pages are guidelines for the Entered Apprentice degree. These are things that need to be remembered if you want a smooth flowing degree.

Attached to each of these guidelines are checklists you can photocopy for each time you work that particular degree. By having a separate copy for each night you can literally check off the items as you do them.

ENTERED APPRENTICE CHECKLIST GUIDELINES

There are things that must be taken care of now in addition to your speaking part. As Master the entire night is your responsibility. A week or so before the degree, you will want to do the following:

Notify the Candidate

- Tell him the Date and Time of the degree
- Let him know if there is a Meal or not and that he is invited

Has someone been designated to:

- Talk with Candidate before degree (Accepted Candidate)?
- Prompt?
- Take every Station for the Degree?
- Do the Lectures?
- Do the Charge?
- Work with the Candidate after the Degree?
- Pick up the Candidate and take him home?
- Do you feel a Rehearsal needed?
- Are you opening in the EA degree?
- Do Officers know this?
- Do Officers know their parts?

On the night of the degree there are a few things that need to be taken care of.

Make sure everyone who is supposed to be there is there

Are Proper Clothes for Candidate in Anteroom?

- Hoodwink?
- Cable Tow?
- Slipper?

Are the following at Master's Station?

- Working Tools (24 Inch Gauge and Common Gavel)
- White Apron for Candidate

Is the Sharp Instrument handy at the Anteroom door?

Has someone been designated to:

- Work lodge room lights?
- Run slides, if used?
- Greet the Candidate?

Checklist

This checklist can be used as a reference when planning a Entered Apprentice Degree.

Officers (and backups, if possible, for the principles)

- A. Master ___
- B. S.Warden ___
- C. J. Warden ___
- D. S. Deacon ___
- E. J. Deacon ___
- F. Secretary ___
- G. S. Steward ___
- H. J. Steward ___
- I. Chaplain ___
- J. Tyler ___
- K. Prompter ___

Working tools (have ready for the Master)

- A. 24 Inch Gauge ___
- B. Common Gavel ___

S. Deacon's tool

- A. Sharp Implement ___

Candidates clothing (all clean and in good condition)

- A. Pants ___
- B. Shirt ___
- C. Slipper ___
- D. Cabletow ___
- E. Hoodwink ___

Lectures (have someone ready and a backup)

- A. Scripture during circumambulation ___
- B. Lectures ___
- C. Charge ___
- D. A knowledgeable Brother to run the slides, if used ___

Handouts

- A. Lesson book ___

Fellow Craft Degree Checklist

FELLOW CRAFT CHECKLIST OVERVIEW

Working a degree can be a lot of fun and a great experience for you and your officers as well as the Candidate. However, a good time and experience is not a guarantee by simply saying we are going to do it. You need to follow some simple steps to make sure the night goes forward with out a hitch.

As Master, your time will be much more enjoyable if you know your part well. This will be passed on to your officers and the candidate as they see you talk smoothly with out stopping often for prompts or sounding unsure of yourself. The first step is to prepare yourself. Sit down with your Cipher and Maine Masonic text Book and study your part. If you have trouble with words don't guess or make up something that sounds good, contact a good reliable source from your lodge, your District Ritual Instructor or one of the Lecturers. (If you learn a word wrong it is very hard to learn it right later!) Once you can read through the cipher well, try it a few times with out the book. The best way to make sure you have it down is to practice out loud. If you only practice inside your head your own voice can throw you off when you go to say it out loud on the big night. Practice often, you can never have it down too well! The following pages guidelines for the Fellow Craft degree. These are things that need to be remembered if you want a smooth flowing degree. Attached to each of these guidelines are checklists you can photocopy for each time you work that particular degree. By having a separate copy for each night you can literally check off the items as you do them.

FELLOW CRAFT CHECKLIST GUIDELINES

There are things that must be taken care of now in addition to just your speaking part. As Master the entire night is your responsibility. A week or so before the degree, you will want to do the following:

Notify the Candidate

- Tell him the Date of the degree

- Tell him the Time of the degree

- Let him know if there is a Meal or not and that he is invited

Has someone been designated to:

- Talk with Candidate before degree?

- Prompt?

- Take every Station for the Degree?

- Do the Charge?

- Work with the Candidate after the Degree?

- Pick up the Candidate and take him home?

- Give the Candidate his Lesson?

Do you feel a Rehearsal needed?

- Are you opening in the FC degree?

- Do Officers know this?

- Do Officers know their parts?

- SD giving the Staircase Lecture?

- Are you giving the Letter G lecture?

On the night of the degree there are a few things that need to be taken care of.

Make sure everyone who is supposed to be there is there

Are Proper Clothes for Candidate in Anteroom?

- Hoodwink?

- Cable Tow?

- Apron?

- Slipper?

Are the following at Master's Station?

- Working Tools (Plumb, Square and Level)

Is the Square handy at the Anteroom door?

Has someone been designated to:

- Work lodge room lights?

- Run slides, if used?

- Greet the Candidate?

Checklist

This checklist can be used as a reference when planning a Fellow Craft Degree.

Officers (and backups, if possible, for the principles)

- A. Master ___
- B. S.Warden ___
- C. J. Warden ___
- D. S. Deacon ___
- E. J. Deacon ___
- F. Secretary ___
- G. S. Steward ___
- H. J. Steward ___
- I. Chaplain ___
- J. Tyler ___
- K. Prompter ___

Working tools (have ready for the Master)

- A. Plumb ___
- B. Level ___
- C. Square ___

S. Deacon's tool

- B. Square ___

Candidates clothing (all clean and in good condition)

- A. Pants ___
- B. Shirt ___
- C. Slipper ___
- D. Cabletow ___
- E. Apron ___
- F. Hoodwink ___

Lectures (have someone ready and a backup)

- A. Scripture during circumambulation ___
- B. S. Deacon's lecture ___
- C. Charge ___
- D. A knowledgeable Brother to run the slides, if used ___

Handouts

- A. Lesson book ___

Master Mason Degree Checklist

MASTER MASON CHECKLIST OVERVIEW

Working a degree can be a lot of fun and a great experience for you and your officers as well as the Candidate. However, a good time and experience is not a guarantee by simply saying we are going to do it. You need to follow some simple steps to make sure the night goes forward with out a hitch.

As Master, your time will be much more enjoyable if you know your part well. This will be passed on to your officers and the candidate as they see you talk smoothly with out stopping often for prompts or sounding unsure of yourself. The first step is to prepare yourself. Sit down with your Cipher and Maine Masonic text Book and study your part. If you have trouble with words don't guess or make up something that sounds good, contact a good reliable source from your lodge, your District Ritual Instructor or one of the Lecturers. (If you learn a word wrong it is very hard to learn it right later!) Once you can read through the cipher well, try it a few times with out the book. The best way to make sure you have it down is to practice out loud. If you only practice inside your head your own voice can throw you off when you go to say it out loud on the big night. Practice often, you can never have it down too well!

The following pages are written out guidelines for the Master Mason degree. These are the things that need to be thought of if you want to have a smooth flowing degree. Attached to each of these guidelines are checklists that you can photocopy for each time you work that particular degree. By having a separate copy for each night you can literally check off the items as you do them.

MASTER MASON CHECKLIST GUIDELINES

There are things that must be taken care of now besides just your speaking part. As Master the entire night is your responsibility. Several days to a week or more before the degree, you will want to do the following:

Notify the Candidate

- Tell him the Date of the degree

- Tell him the Time of the degree

- Let him know if there is a Meal or not and that he is invited

Has someone been designated to:

- Talk with Candidate before degree?

- Prompt?

- Take every Station for the Degree?

- Be Speaking Fellow Craft?

- Two Non-Speaking Fellow Craft?

- The Three Ruffians?

- Wayfaring Man?

- Do the Lectures?

- Do the Charge?

- Work with the Candidate after the Degree?

- Pick up the Candidate and take him home?

- Give the Candidate his Lesson?

Do you feel a Rehearsal needed?

- Do Officers know this?

- Do Officers know their parts?

- SD does not carry rod in second section

- JW abandons his station for the second and third sections

- Marshal will set up procession for second section

On the night of the degree there are a quite a few things that need to be taken care of.

Make sure everyone who is supposed to be there is there

Are Proper Clothes for Candidate in Anteroom?

- Hoodwink?

- Cable Tow?

- Apron?

Are the following at Master's Station?

- Working Tools (All the implements of Masonry inc Trowel, Setting Maul)

Is the Compasses handy at the Anteroom door?

Are the three ruffian's tools at the proper station?

- 24 inch square at South Gate?

- Square at the West Gate?

- Setting Maul and Canvas at the East Gate?

Has someone been designated to:

- Work lodge room lights and slides, if used?

- Greet the Candidate?

Checklist

This checklist can be used as a reference when planning on running the Master Mason Degree.
Officers (and backups, if possible, for the principles)

- A. Master ___
- B. S.Warden ___
- C. J. Warden ___
- D. S. Deacon ___
- E. J. Deacon ___
- F. Secretary ___
- G. S. Steward ___
- H. J. Steward ___
- I. Chaplain ___
- J. Tyler ___
- K. Prompter ___

Working tools (have ready for the Master)

- A. 24 Inch Gauge ___
- B. Common Gavel ___
- C. Square ___
- D. Level ___
- E. Plumb ___
- F. Trowel ___

S. Deacon's tool

- A. Compasses ___

Candidates clothing (all clean and in good condition)

- A. Pants ___
- B. Shirt ___
- C. Cabeltow ___
- D. Hoodwink ___
- E. Apron ___

Second Section

- A. 24 Inch Gauge at South Gate ___
- B. Square at West Gate ___
- C. Setting Maul at East Gate ___
- D. Canvas ___
- E. Hoodwink ___