

Lodge Name and No. _____ District _____

Application and Rules For
The James Noah Hillman
Memorial Award



The Most Worshipful Grand Lodge

OF ANCIENT, FREE AND ACCEPTED MASONS OF
THE COMMONWEALTH OF VIRGINIA

2012

GENERAL INSTRUCTIONS FOR COMPLETING THE JAMES NOAH HILLMAN MEMORIAL AWARD

INTRODUCTION:

The James Noah Hillman Memorial Award was established in 1971 to recognize superior performance, not only on the part of Lodge Officers, but also the general membership of the Lodge. Special recognition is given to those Lodges which exhibit program excellence by undertaking various activities that support, enhance, and build this great Fraternity by meeting minimum prescribed requirements as well as participating in additional activities that achieve a superior performance level.

Over the past few years a more flexible accounting system was developed which would not devalue the award in any way, but which would clearly recognize the diverse strengths and exceptional efforts of the members of well-governed Lodges of any size and circumstance. An adequate review of the guidelines will show that no new or additional fees or payments are required. However, the concept of awarding Lodges for **superior performance** certainly entails a moderate level of support to the primary charity, our Masonic Home.

QUALIFYING RULES:

JAMES NOAH HILLMAN AWARD:

Five qualifying "Sections" are identified in the following "Report" as follows:

- I. Activities (All parts of this Section are **Mandatory**)
- II. Ritual
- III. Masonic Education
- IV. Lodge Administration
- V. Charity, Family and Community Service

To qualify for the award, during the term of its Worshipful Master, a Lodge must earn a minimum of 100 points in each of the last four (4) "Sections", and attain an overall combined score of 450 points. Lodges may select among a number of alternative, variably valued, activities.

Parentheses surrounding the numbers in the "POINT VALUE" column in Sections II through V indicate that, for that item, a choice is offered. You are to select the alternative choice for which your Lodge qualifies and enter that number of points in the "EARN" column. Number values shown without parentheses indicate that no choice needs to be made. If your Lodge satisfies the specified criteria, you can claim the assigned point value. With a few exceptions, the number of spaces available for reporting certain activities or accomplishments indicates the number of instances in that category for which points can be earned. For example, under Section IV, "Administration," five fraternal visits to other Lodges can be claimed, earning 10 points each, for a maximum of 50 points.

It is anticipated that all Lodges can successfully compete for the James Noah Hillman Memorial Award. In the event that a Lodge that has failed to meet the conditions set forth in these rules wishes to apply for the award, it may do so, submitting waiver(s) explaining why the Lodge has failed to meet one or more requirements. If the Lodge has been unable to attain the 100-point minimum for one of the remaining four sections, attach an explanation of the reason the Lodge was unable to accomplish it. Any requests for waivers will require the endorsement of the DDGM with final determination by the James Noah Hillman Memorial Award Committee.

In order to be considered a superior-performing Lodge, certainly the charitable obligation assumed at an altar by every Mason must be measured. In prior years, a few individuals have erroneously concluded that a Lodge must pay some “new tax or assessment” to the Masonic Home in order to qualify for this award. Nothing could be further from the truth. Superior-performing Lodges should encourage their members to live up to their charitable and supportive obligations. The primary Masonic charity in Virginia is the Masonic Home. To win this award, a Lodge’s members must have given an average of \$3 per member. Thus, a Lodge with 100 members must have donated, for its credit, from all forms of giving by the Lodge or its members, \$300. That means if one member gave \$300, the Lodge meets the criteria. All gifts from the Lodge, or any of its member’s counts toward this goal.

FILING PROCEDURE:

First, it goes without saying that the Worshipful Master and Secretary of a Lodge should work together during the term of the Worshipful Master to record the activities covered by the James Noah Hillman Memorial Award report in some sort of log or other form of record. The minutes of a Lodge’s meetings will provide some, but by no means all, of the necessary information.

After the information has been recorded on the report form, the following procedures apply:

- 1). The Worshipful Master and Secretary will execute the Certification page, including the Lodge Seal.
- 2). The DIW and DEO will sign on the AVOUCHMENT page and convey the original of the report to the DDGM.
- 3). The DDGM will review the report, satisfying himself that the report is complete and correct, that points have been correctly assigned and tabulated, and that any attached waivers are valid.
- 4). The District Deputy Grand Master will then submit the application form, including the attached sheet describing the Lodge’s compliance with the Grand Master’s Proclamations, with the completed Certification and Avouchment sections, together with any request for a waiver, to the:

**Grand Secretary
4115 Nine Mile Road
Richmond, Virginia 23223-4926
no later than OCTOBER 1, 2012. Otherwise, it will not be considered.**

NOTE: Activities planned by the Worshipful Master for October and November may be included in qualifying for the award.

I. ACTIVITIES THE LODGE MUST ACCOMPLISH:

- A. The Senior Warden has his Certificate of Qualification Number _____, dated _____.
- B. The Secretary has submitted all monthly and other reports required by the Grand Lodge:
 - 1. Monthly Lodge Activity Reports YES ___ NO ___
 - 2. Submission of Delinquent Report Form
no later than August 1st. YES ___ NO ___
 - 3. Paid Grand Lodge Dues, Fees and Assessments by March 1st
as required by Section 2.17 of Methodical Digest. YES ___ NO ___
 - 4. Grand Lodge Proxy Report YES ___ NO ___
- C. The Lodge has made a recommendation for DDGM for next
- D. Masonic year **no later than May 1st.** YES ___ NO ___
- E. The Worshipful Master was present at the Official Visit
of the Grand Master to the district. YES ___ NO ___
- F. Name of Lodge representative (registered delegate) at the Grand Lodge:
Brother _____
- G. Name of the Lodge Masonic Home Ambassador:
Brother _____
- H. Name of the Lodge Blood Program Coordinator:
Brother _____
- I. Lodge contributions to MAHOVA (averaging \$3.00 or more per member, this does **NOT**
include the \$3.00 assessment paid on the Lodge's Annual Return) Total \$ _____
(Includes Member and Lodge contributions for Founders' Day, New Century Fund,
Entertainment Fund, Memorials, etc.)
- J. Official reception of DDGM. Date _____
- K. Planned visit by DIW (or Lecturer). Date _____
- L. Planned visit by DEO. Date _____
- M. Compliance with proclamations of Grand Master (attach separate sheet with brief description
of activity complying with proclamation).
- N. Make (at least) **three visits** with at least **five members to three other Lodges**, presenting at
least **one program at one of the visits** (program presented must be a Masonic education
program).
 - 1. Lodge visited _____ Date _____
 - 2. Lodge visited _____ Date _____
 - 3. Lodge visited* _____ Date _____*Program presented: _____ (attach description)
- O. An average of **three or more line officers** attended each session YES ___ NO ___
of an Area School of Instruction.
- P. The LIW (not a line officer) is _____
- Q. The LIW attended an Area Masonic Ritual School. Date _____
- R. The LEO (not a line officer) is _____
- S. A Masonic education program was presented in the Lodge by, or under the direction of, the
LEO. Title of program: _____
- T. The LEO participated in all prescribed sessions of a Division Leadership Conference. Date _____
- U. Brother _____ learned the _____
lecture (EA, SD, MM) this year and delivered it in Lodge for the first time.

II. RITUAL

	POINT VALUE	EARN
A. The Junior Warden has his Certificate of Qualification Number _____, dated _____.	25	___
B. The Lodge accomplished one of the following (choose one only):		
1. One line officer attended each District Ritual School.	(5)	
2. Two or three line officers attended each District Ritual School.	(15)	
3. Four or five line officers attended each District Ritual School.	(25)	___
C. The following Brother can recite the:		
1. Entered Apprentice Lecture		
Brother* _____	(15/10)	___
and Brother _____	10	___
2. Senior Deacon's Lecture		
Brother* _____	(15/10)	___
and Brother _____	10	___
3. Master Mason's Lecture		
Brother* _____	(15/10)	___
and Brother _____	10	___
<i>(*First time this year, 15 points; otherwise, 10 points; if a second member knows the lecture, the Lodge earns an additional 10 points)</i>		
D. The Lodge has accomplished this year (select one only):		
1. Each Degree was conferred at least once in the Lodge.	(10)	
2. Each Degree was conferred at least two times in the Lodge.	(20)	
3. Each Degree was conferred at least three times in the Lodge.	(30)	___
E. Each Degree was conferred and/or exemplified at least once/twice in Lodge this year by <u>members of the Lodge</u> .	(15/30)	___
F. Lodge can conduct the funeral service.*** <i>(***First time this year, 15 points; otherwise, 10 points)</i>	(15/10)	___
G. The Master Mason's Catechism was learned, delivered, and a Grand Lodge Certificate was awarded in _____ (number) instances during the year.	5 each	___
H. The Masonic Education Program for the Master Mason's Degree was learned and certified in _____ (number) instances during the year.	5 each	___
I. 1. The following Brother was awarded a Gold Proficiency Card.	20	___
_____ Card No. _____		
2. The following Brother was awarded a Silver Proficiency Card.	15	___
_____ Card No. _____		

*NOTE: Points for each card can be awarded one time only. A renewal of the Gold/Silver Card is worth **10 points**.*

TOTAL POINTS FOR SECTION II _____

III. MASONIC EDUCATION <i>(See special instructions on reverse side)</i>	POINT VALUE	EARN	
A. The District Educational Officer (DEO) or a member of the Committee on Masonic Education and Publications presented a Masonic education program on _____(Date).	10	_____	
B. Additional education programs presented in the Lodge included (see Instructions):			
1. _____ Date _____	10		
2. _____ Date _____	10		
3. _____ Date _____	10		
4. _____ Date _____	10		
5. _____ Date _____	10	_____	
C. All District Educational seminars, workshops, classes, or clinics conducted by the DEO were attended by at least one line officer	(5)		
1. Attended by an average of two or three	(15)		
2. Attended by an average of four or five	(25)	_____	
D. All prescribed sessions of a Division Leadership Conference conducted under the auspices of the Committee on Masonic Education and Publications were attended by at least one line officer	(5)		
1. Attended by two or three line officers	(15)		
2. Attended by four or five line officers	(25)	_____	
E. Lodge presented an education program at one or more other Lodges and had at least five of its own members present (in addition to required visit in Section I).			
1. Lodge _____ Date _____ Program: _____	25		
2. Lodge _____ Date _____ Program: _____	25	_____	
F. Masonic Correspondence Courses completed this year by line officers:			
OFFICER'S NAME	CRS #	COMP DATE	
1. _____	_____	_____	10
2. _____	_____	_____	10
3. _____	_____	_____	10
G. Correspondence Courses completed by other members:			
MEMBER'S NAME	CRS #	COMP DATE	
1. _____	_____	_____	10
2. _____	_____	_____	10
3. _____	_____	_____	10

TOTAL POINTS FOR SECTION III _____

SPECIAL INSTRUCTIONS FOR SECTION III

The Grand Lodge Committee on Masonic Education and Publications considers **Masonic education** to be instruction in any subject relating to Craft Masonry, the amplification of its ritual, lectures and symbolism of its degrees. This shall include its history, its philosophy, its laws, resolutions and edicts. Also included are subjects relating to our Brothers and Fellows where their actions teach a Masonic lesson or offer an example of proper Masonic conduct.

Programs about non-Masons and/or non-Masonic subject matter such as, but not limited to, patriotic, social, military or civil themes not directly related to the Craft or its members **shall not** be deemed Masonic education.

1. MASONIC EDUCATION is what you learn from and about Freemasonry beyond the ritual.
2. The most important aspect of Masonic education is "Masonry."
3. What Masonic education **does** include:
 - a. The history of Freemasonry; or Freemasonry in history.
 - b. Masons, great and small — who they are, and what they have said and done.
 - c. Masonic organizations, institutions, etc. — what they do and for what they stand.
 - d. Amplification of the ritual.
 - e. Interpretation of the meaning of Masonic symbols and what they teach.
4. What Masonic Education **does not** include:
 - a. Programs about non-Masons and non-Masonic subjects
 - b. Patriotic themes not related to Masons or Freemasonry
 - c. Programs by or about social and civil institutions, such as military personnel, firemen, policemen, doctors, teachers, etc.
 - d. These, and others like them, are legitimate subjects for Lodge programs, but **not** **Masonic education programs** for purposes of the James Noah Hillman Memorial Award.

IV. ADMINISTRATION

POINT
VALUE

EARN

- A. The 2012 Grand Annual Communication of Grand Lodge (not the preceding ritual school) will be attended by which progressive Line Officers?

List Names and Titles

1. _____
2. _____

(5 each)

- B. The Treasurer attended Grand Lodge

10

- C. The Secretary attended Grand Lodge

10

- D. Two or more appointed officers attended Grand Lodge

5

- E. The Official Visit of the Grand Master was attended by which progressive Line Officers?

List Names

1. _____
2. _____

(5 each)

- F. The Lodge made the following fraternal visits to other Lodges with at least five members **in addition** to the three visits reported in Section I (limit five additional visits, no more than two to any one Lodge):

LODGE

DATE

1. _____
2. _____
3. _____
4. _____
5. _____

10

10

10

10

10

- G. The Lodge had the following suspensions for Non-Payment of Dues (choose one):

1. None
2. One percent or less (<1%) of its membership
3. Two percent or less, greater than one percent (<2%) of its membership
4. More than two percent (>2%) of its membership

(15)

(10)

(5)

(0)

- H. The Lodge had the following number _____ of its own candidates raised to the Sublime Degree of Master Mason (limit five, 5 points each):

Total

- I. The Lodge had the following number of affiliations _____ (limit five, 5 points each):

Total

- J. The Lodge had the following number of restorations _____ (no limit, 5 points each):

Total

TOTAL POINTS FOR SECTION IV _____

V. CHARITY, FAMILY AND COMMUNITY SERVICE <i>(See instructions at bottom of page)</i>	POINT VALUE	EARN
A. The Lodge/District Masonic Home Ambassador presented a program on _____ (Date).	10	_____
B. The Lodge/District Blood Program Coordinator presented a program on _____ (Date).	10	_____
C. The Lodge participated in the Grand Lodge Blood Program (choose one):		
1. Number of blood units donated equals 15% or more of Lodge membership	(15)	
2. Number of blood units donated equals 25% or more of Lodge membership	(25)	
3. Number of blood units donated equals 35% or more of Lodge membership	(35)	_____
D. The Lodge presented a Community Builder's Award to:		
1. _____	10	
2. _____	10	_____
E. The Lodge hosted the following family events (limit three):		
1. _____	10	
2. _____	10	
3. _____	10	_____
F. The Lodge visited/hosted three Masonic Youth Organizations (Five or more Lodge members).	(10 each)	_____
G. The Lodge recognized the achievement of one or more Eagle Scouts or Girl Scouts or similar high achievement youth award.	10	_____
H. The Lodge actively participated in community-oriented, public service programs:		
1. _____	25	
2. _____	25	_____

TOTAL POINTS FOR SECTION V _____

SPECIAL INSTRUCTIONS FOR SECTION V:

- E. Open installations do not constitute family events; nor do "Bring-a-Friend" nights.
- H. Participation in public service programs requires three or more members involved in each one reported. Examples are: Sponsorship of youth athletic team, Scout Troop, community cleanup, Child I.D.'s, blood (and other) drives, etc.



_____ Lodge Number _____
of District _____
Located in the city of _____

Date _____

I certify on my honor as a Master Mason that the information herein provided is correct and that

(please [x] mark one):

- The Lodge has satisfactorily completed all requirements for the James Noah Hillman Memorial Award.
- An Application for Waiver is attached. It clearly explains why certain specific requirements should be considered for exemption and excused during this award competition period.

Worshipful Master

(SEAL)

Attest: _____
Secretary

The Application form, with the Certification and Avouchment sections completed, together with any request for waiver, **must** be submitted to:

Grand Secretary
4115 Nine Mile Road
Richmond, Virginia 23223-4926

no later than OCTOBER 1, 2012. Otherwise, it will not be considered.

AVOUCHMENT

This report is certified by:

Circle one:

Note: [1], [2], [3]

District Instructor of Work
(for Section II)

Circle one:

Note: [1], [2], [3]

District Educational Officer
(for Section III)

Circle one:

Note: [1], [2], [3]

District Deputy Grand Master, current year
(for Sections I, IV and V)

Note:

[1] I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE LODGE NAMED HEREIN HAS SATISFACTORILY COMPLIED WITH THE SPECIFIED REQUIREMENTS AND MET OR EXCEEDED THE CONDITIONS FOR THE RESTRUCTURED JAMES NOAH HILLMAN MEMORIAL AWARD. I STRONGLY RECOMMEND THAT SUCH AWARD BE GRANTED.

-or-

[2] I HAVE CAREFULLY REVIEWED THE ATTACHED WRITTEN REQUEST FOR WAIVER WHICH APPLY TO THE SECTION(S) NOTED. THE RATIONALE CITED IS SOUND. THE CONDITIONS DESCRIBED ARE ACCURATE. THE REASONS PROVIDED INDICATE THAT THERE IS SUFFICIENT MERIT TO WARRANT FAVORABLE CONSIDERATION. I RECOMMEND THAT AN AWARD BE GRANTED.

-or-

[3] I HAVE CAREFULLY REVIEWED THE ATTACHED WRITTEN REQUEST FOR WAIVER WHICH APPLY TO THE SECTIONS NOTED. ALTHOUGH THE CONDITIONS DESCRIBED ARE ACCURATE, I DO NOT BELIEVE THAT THE REASONS PROVIDED FOR NON-COMPLIANCE ARE SUFFICIENTLY STRONG OR EXTRAORDINARY TO WARRANT GRANTING AN AWARD AT THIS TIME.