

INTRODUCTION

This set of answers to the exercises in Chapters 1 – 5 of the DEO Manual for Subordinate Lodge Officer Training is intended for the use of the members of the Committee on Masonic Education and Publications and District Education Officers only. It is not to be reproduced or further distributed without the express consent of the Grand Provost. If in the future it becomes necessary to distribute this answer set to a larger audience, then it will become necessary to obtain the approval of the Grand Master.

The answers provided in this document are meant to serve as guidance for those questions that may appear ambiguous. Hopefully, those Brethren who have applied themselves to the text of each Chapter and seriously attempted to learn the lesson that is being taught will find this document unnecessary. On the other hand, if you find an answer that you believe either misses the point of the lesson or is incomplete, then we want to know about it. Please direct all correspondence concerning the DEO Manual for Subordinate Lodge Officer Training and this Answer Set to the Secretary/Statistician for the Committee on Masonic Education and Publications.

As all education is basically an iterative process of trial and error, so this document will eventually be replaced with a better document. If this document is not used, then we will never learn how to make it better. So, my Brethren, the task before you is to put this document to work, just as the Operative Workman put his trowel to work. As the trowel became weathered and worn by building those great Temples and magnificent edifices to the Glory of the Supreme Architect, so too will you be building a great Temple and magnificent edifice as these pages become dog-eared and engraved with your notes. The significant difference being that whereas the Operative Mason wrought in mortar and stone, you will be working with mortal flesh and bone as you impart More Light in Masonry to your Brethren.

Fraternally,

The Grand Provost

03/19/10

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Table of Contents

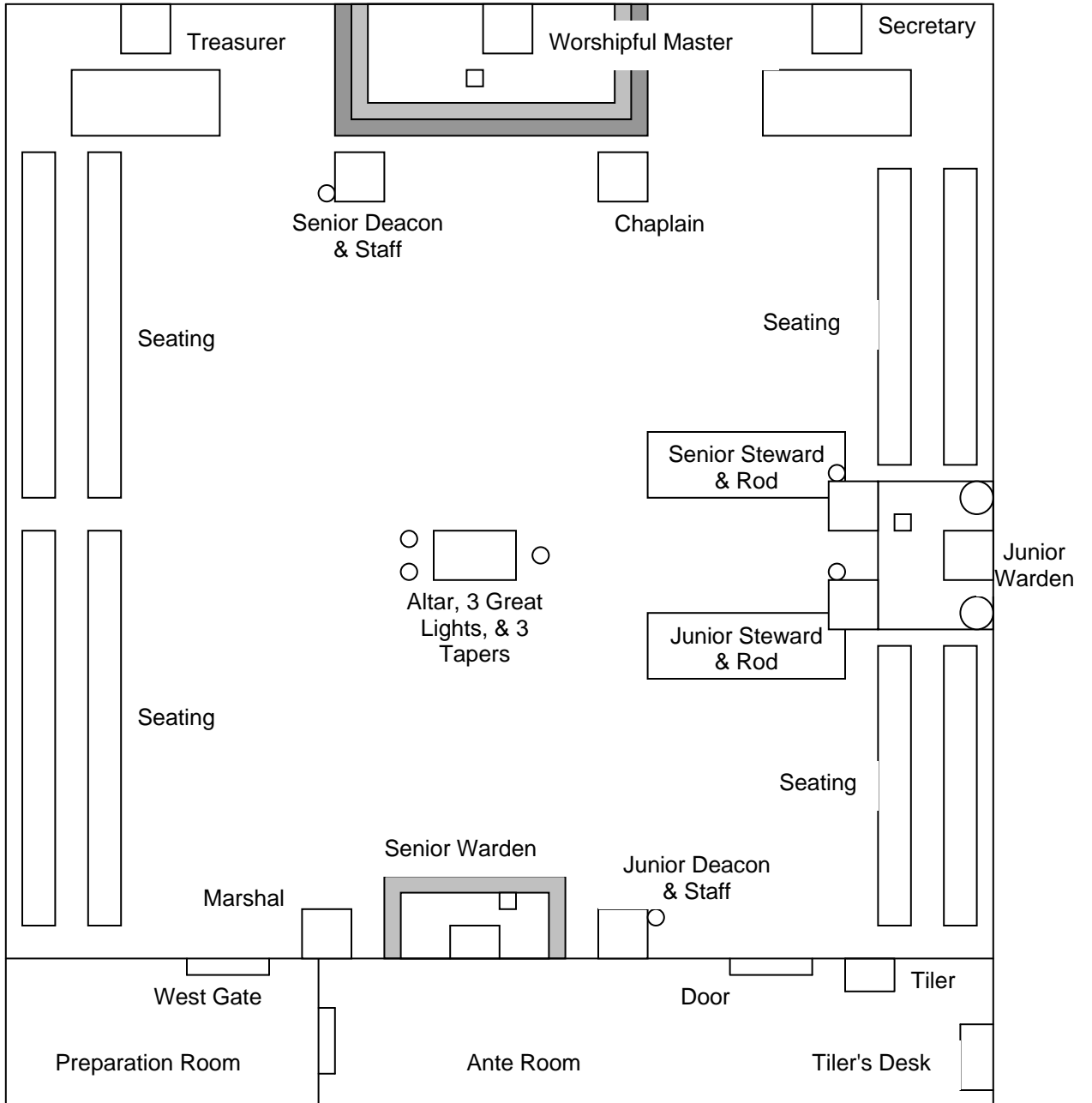
Contents	Page
Introduction	a
Table of Contents	i
Chapter 1, MASTER MASON AND POTENTIAL NEW LINE OFFICER	1
A. Introduction	NA
B. Lodge Organization, Exercise MM-1	1
C. Lodge Library, Exercise MM-2	9
D. Building a Personal Library, Exercise MM-3	10
E. Starting a Personal Notebook, Exercise MM-4	12
F. Getting Involved in Lodge Activities, Exercise MM-5	12
G. Deciding to Get “In Line”, Exercise MM-6	14
H. Etiquette and Decorum, Exercise MM-7	17
I. Committee on Masonic Education-Education Courses, Exercise MM-8	19
J. Masonic Offenses, Exercise MM-9	21
Chapter 2, JUNIOR DEACON	23
A. Duties and Responsibilities, Exercise JD-1	23
B. Program Planning, Exercise JD-2	24
C. Masonic Funerals Are Important To Masonry, Exercise JD-3	27
D. How Does the Community View Your Lodge?, Exercise JD-4	28
E. How Should We Treat Our Visitors?, Exercise JD-5	29
F. Keeping in Touch With Members, Exercise JD-6	30
G. Masonic Protocol, Etiquette and Decorum, Exercise JD-7	31
Chapter 3, SENIOR DEACON	32
A. Family Obligations, Exercise SD-1	32
B. Degree of Past Master, Exercise SD-2	32
C. A Look at your By-Laws, Exercise SD-3	33
D. How to Reduce Membership Loss, Exercise SD-4	33
E. Helping Your Widows and Orphans, Exercise SD-5	35
F. List of Lodges Masonic, Exercise SD-6	35
G. Proceedings of the Grand Lodge of Virginia, Exercise SD-7	36
H. Masonic Trials, Exercise SD-8	38
I. Grand Lodge Programs, Exercise SD-9	40
J. Voting and Balloting Actions, Exercise SD-10	41
K. What Will Be My Legacy to the Lodge?, Exercise SD-11	41
Chapter 4, JUNIOR WARDEN	43
A. Family Obligations, Exercise JW-1	43
B. Warden’s Certificate, Exercise JW-2	43
C. Getting the New Master Mason Involved, Exercise JW-3	44

Contents	Page
D. Candidate's Masonic Education, Exercise JW-4	44
E. How Should Our Visitors Be Examined?, Exercise JW-5	44
F. Masonic Law/Masonic Tradition, Exercise JW-6	45
G. Committees as a Tool, Exercise JW-7	47
H. Good Things From Other Lodges, Exercise JW-8	47
I. Investigating Committees, Exercise JW-9	48
J. Using a Lodge Bulletin (Trestleboard), Exercise JW-10	50
K. Evaluating Finances and Budget Preparation, Exercise JW-11	51
L. Using Your District Team, Exercise JW-12	52
M. Grand Lodge Operations and the Mason, Exercise JW-13	53
N. What Do You Want to Learn?, Exercise JW-14	55
 Chapter 5, SENIOR WARDEN	 58
A. Family Obligations, Exercise SW-1	58
B. Selecting Lodge Officers, Exercise SW-2	58
C. Installation of Officers, Exercise SW-3	59
D. Planning Community Projects, Exercise SW-4	59
E. Recognizing Members and Others, Exercise SW-5	61
F. Supporting Masonic Youth Groups, Exercise SW-6	63
G. Grand Lodge "Proceedings", Exercise SW-7	63
H. Appendant Bodies, Exercise SW-8	64
I. Lodge Programs, Exercise SW-9	64

Chapter 1 Master Mason and Potential New Line Officer

B. Lodge Organization Exercise MM-1

1.
 - a. Make a diagram of the Lodge.
 - b. Label each Officer's position.



- c. Make a list of each Officer's primary duties.

All Master Masons

Observe and honor:

- The Supreme Architect of The Universe,
- Place of Worship,
- Family,
- Neighbor,
- Obligation of The Degree of Entered Apprentice,
- Obligation of The Degree of Fellowcraft, and
- Obligation of The Degree of Master Mason

Urged to:

- Visit other Lodges
- Attend Annual Grand Lodge Leadership Conference
- Attend Division and District Educational Sessions
- Attend Division and District Ritual Sessions
- Attend Lodge Called Communications for Funerals

Some Lodges have written duties for each of the officers. Ideally, this information should be discussed with the prospective officer prior to his election. For those Lodges that do not have written duties, the following information is "standard" in most Lodges.

Elected Officers

Worshipful Master

1. Exhibit sound, executive leadership ability.
2. Represents a Lodge of Freemasons, and is a servant of the office.
3. Study the Grand Lodge Proceedings of the previous two years for information that will assist in administering your Lodge.
4. Represent your Lodge at the Grand Annual Communication, and encourage other Lodge Brethren to attend.
5. Give your enthusiastic support to the Grand Master and his program(s).
6. Support all activities sponsored by your Masters' & Wardens' Association.
7. Support special activities of other Lodges in your district.
8. Represent your Lodge at all Division leadership development conferences and workshops. Encourage all officers and members of your Lodge to actively participate.
9. Have regular officer's meetings to discuss upcoming events and Lodge goals.
10. Arrive at Lodge at least 30 minutes before the scheduled meeting time.
11. Insist that all officers be punctual, and notify you, in advance, if they expect to be tardy or absent.
12. Ensure that the meetings of your Lodge are conducted, and degree work exemplified, with care and dignity.

13. Dispatch business of the meeting as quickly as is consistent with dignity and decorum.
14. Exercise control over debates and discussion on matters brought before the Lodge.
15. Establish an atmosphere of mutual cooperation with the Secretary.
16. Seek the advice of experienced Brethren, but remember that you have the final decision.
17. Always express appreciation for work well done. When appropriate, put it in writing.
18. Ensure that committees you appoint function properly. Consider delegating oversight responsibility of some of them to your Wardens.
19. Ensure that your Temple provides a clean and cheerful atmosphere for your meetings, and projects a favorable image to the community.
20. Encourage all of your members to make a free-will donation to the Masonic Home of Virginia.
21. Welcome and warmly accommodate all Brethren who attend your meetings.
22. Appropriately plan for all events and activities.
23. Regularly communicate your goals, activities, and programs to the Brethren by a newsletter.
24. Prepare an agenda for each meeting. Discuss agenda items with the Secretary prior to the meeting.
25. Plan several events that will demonstrate to the community our charitable acts.
26. Have an interesting program for each Stated meeting.

Senior Warden

Notify the Worshipful Master if unable to attend a meeting or other function.
Be prepared to occupy East, and act on behalf of the Lodge, in absence of the Master.
Meet regularly with other Senior Wardens in District, and complete preparation for year as Master.
Consult with Past Masters, Lodge officers, and District officers on Lodge business.
Attend all Division, District, and Lodge Schools of Ritual instruction.

Junior Warden

Notify the Worshipful Master if unable to attend a meeting or other function.
Be prepared to occupy East in absence of the Master.
Meet regularly with other Junior Wardens in District.
Consult with Past Masters, Lodge officers, and District officers on Lodge business.
Understand the Masonic Trial process.
Attend all Division, District, and Lodge Schools of Ritual instruction.

Treasurer

"To receive all moneys from the hands of the Secretary; keep a fair and just account of the same, and pay them out as I may be ordered by the Worshipful Master or by vote of the Lodge."

Attend all Division, District, and Lodge Schools of Ritual instruction.

Secretary

"Carefully to observe the proceedings of the Lodge; keep a fair record of all things proper to be written; receive all moneys due the Lodge, and pay them over to the Treasurer, taking his receipt for the same."

Attend all Division, District, and Lodge Schools of Ritual instruction.

Senior Deacon

Meet and welcome all attendees at meetings.

Familiarize yourself with all visitors' names, titles, and affiliations.

Some Lodges assign the Senior Deacon the task of organizing the cast for Fellow Craft Degrees.

Maintain a record of petitions and advancements.

Be familiar with balloting procedures.

Assist the Junior Deacon in taking down the Lodge.

You should be well on your way to learning the ritual required for the Warden's Certificate.

Start familiarizing yourself with Masonic trial procedures.

Visit at least two Lodges in your area each month.

Attend all visits of the District Team (DDGM, DIW, DWO, DBC, DMHA) to Lodges in your District.

Actively participate in all Lodge, District, and Division Masonic Education seminars and workshops.

Attend Grand Lodge.

Participate in events sponsored by your Masters and Wardens Association.

Actively participate in DEO seminars and workshops.

Notify the Master, in advance, if you are unable to attend a Lodge meeting or any scheduled school / seminar.

Junior Deacon

Notify the Master, if advance, if you are unable to attend a Lodge meeting. Also, notify the Senior Deacon so that he can set up the Lodge for you.

Attend all Division, District, and Lodge Schools of Ritual instruction.

Learn all the ritualistic duties of a Junior Deacon:

- Open and close a Master Mason's Lodge
- Attend the Tiler's alarm and make the proper announcements to the Master
- Proper handling of the staff, walking, turning, standing, sitting, etc.
- Duties recited in the EA and FC degrees
- Procedure when receiving the "wrong" word
- Ceremony for receiving the Grand Master and District Deputy Grand Master

Attend and actively participate in Division, District, and Lodge Education and Leadership Conferences.

Consider reading a book related to Masonry, and giving a short book report to the Brethren in Lodge.

Take up a position just inside the door 15 minutes before it is ordered Closed. Greet the Brethren warmly, using their names. Have an apron available for a Brother who may have inadvertently forgotten.

It is the traditional responsibility for the Junior Deacon to oversee setting up the Lodge for Stated and Called Meetings. Be at Lodge at least 30 minutes before the meeting is to begin.

Take down the Lodge.

- Put paraphernalia away neatly.
- Empty ashtrays
- Adjust thermostat
- Check for fire hazards, turn out lights, lock doors

General duties

- Arrive early
- Meet and greet all visitors and members
- Have visitor's complete cards, and give them to the Master
- Give visitors a Lodge newsletter
- Notify the Master or a Warden if an Examining Committee is required
- Visit other Lodges
- Know your counterparts in other Lodges
- Attend Grand Lodge
- Become familiar with the Methodical Digest
- Have candles for Grand Master's visit
- Maintain an appointment book
- Ensure candidates' ritual apparel is kept laundered
- Place crepe on Deacons' staves and Stewards' wands on the death of a member. Leave on one month.

Some Lodges assign the Junior Deacon the task of setting the cast for the Entered Apprentice Degrees.

Appointed Officers

Senior and Junior Stewards

Methodical Digest, Section 2.68.

Prepare candidates for the degrees.

Assist Wardens during degree work.

Read resolution on penalties to the candidate prior to the EA Degree.

Review the due guard(s) and sign(s) for the previous degree(s) with the candidate.

Chaplain

Methodical Digest, Section 2.64.

Provides opening and closing prayers at Stated and Called meetings.

Provides prayers during the degrees and Masonic funerals.

Should be ready on short notice to provide an occasional inspirational invocation for special occasions.

Tiler

Methodical Digest, Section 2.66 and 2.67.

Ensure that visitors and members sign the register, and are furnished with an apron prior to entering the Lodge.

Marshal

Assist the Stewards in preparing candidates for the Degrees.

Ensure that candidates are properly dressed and everything is in order prior to starting all the Degrees.

Take charge of all processions and at Masonic funerals.

Present the Flag at the altar for the Pledge of Allegiance, when directed by the Worshipful Master.

Musician

Plan and execute the Lodge's musical program.

Chair the Lodge Music Committee.

Provide musical interludes prior to opening Lodge and during appropriate points during the Degrees.

Provide or arrange for musical entertainment at Lodge social events.

2.

a. Find the number of your Masonic District, The Grand Lodge, A.F. & A.M., of Virginia publishes a Masonic Directory each year. Each lodge is given two copies. Ask to borrow a copy from the Worshipful Master or Secretary. The District number will be shown with the information for your Lodge.

b. Make a list of the District Officers, The Grand Lodge, A.F. & A.M., of Virginia publishes a Masonic Directory each year. Each lodge is given two copies. Ask to borrow a copy from the Worshipful Master or Secretary. There is a section listing District Officers in numerical order by district. District Officers requiring appointments from the Grand Master include District Deputy Grand Master, District Instructor for Work, District Educational Officer, District Blood Coordinator, and District Masonic Home Ambassador.

c. Make a list of all the Lodges in your District.

The Grand Lodge, A.F. & A.M., of Virginia publishes a Masonic Directory each year. Each lodge is given two copies. Ask to borrow a copy from the Worshipful Master or Secretary. There is a section listing District Officers in numerical order by district. All Lodges in the District are also published in this section.

a. Find out how many Lodges are in the Grand Lodge of Virginia,

The Proceedings of the Grand Lodge, A.F. & A.M., of Virginia are published each year. It gives statistics among which is the number of Lodges in the Grand Lodge.

b. How many Masonic Districts are in the Grand Lodge of Virginia,

The Masonic Directory gives several lists of Districts. There are 57 for the Grand Lodge year of Nov. 2000 through Nov. 2001.

c. How often does the Grand Lodge of Virginia meet,

The Grand Lodge of Virginia meets at the call of the Grand Master. The Grand Annual Communication is held annually as specified in the Methodical Digest. There are often other meetings called during the year. The purpose and events of all meetings may be found in the Proceedings for a particular year.

d. Make a list of the Officers of the Grand Lodge of Virginia.

They are listed in the Proceedings of the Grand Lodge, A.F. & A.M., of Virginia, the Masonic Directory, the Masonic Herald, and on the Grand Lodge Web site at

www.grandlodgeofvirginia.org.

Grand Master

Deputy Grand Master

Grand Senior Warden

Grand Junior Warden

Grand Treasurer

Grand Secretary

Grand Senior Deacon

Grand Junior Deacon

Grand Marshall

Associate Grand Marshall

Administrative Assistant to the Grand Master

Grand Chaplain

Grand Lecturer

Assistant Grand Lecturer

Grand Provost

Grand Pursuivant

Grand Purveyor

Grand Senior Steward

Grand Junior Steward

Grand Organist

Grand Physician

Grand Tiler

C. Lodge Library

Exercise MM-2

1. Find out if your Lodge has a library?

a. Where is it located?

If you have not observed one, check with the officers of your Lodge to see where books and publications are kept.

b. How and when can you gain access to it?

Check with the Worshipful Master of your Lodge.

c. What books, periodicals, magazines, or videos are available?

Look through the Lodge Library to see what is available.

d. What can you do to improve your Lodge's library?

- There are many ways to answer this question. Some ideas include:
 - Ask the Worshipful Master to set up a Library committee for your Lodge.
 - Suggest that the Lodge purchase a book or periodical on a regular basis.
 - Suggest that Brethren bring books to the Lodge Library for Brethren to read.
 - The Lodge Educational Officer could briefly mention library books during Lodge.
- Encourage other Brethren to read. Have a wide variety of Masonic subjects by a wide variety of authors to reach the interests of as many Brethren as possible.

2.

a. Find out why your Lodge does not have a library?

Ask the Brethren that regularly attend Lodge. Examine the Lodge to locate a spot that has easy access, is free from excess moisture and otherwise suitable for the storage of books and periodicals. Is there a place where a small bookcase could be placed?

b. What books, periodicals, magazines, or videos would members of the Lodge be willing to donate to start a library?

Some Brethren may be willing to give books or periodicals to the Lodge library if they have no further use for them. Other Brethren may be willing to place books and periodicals in the library on a long-term loan. Widows may be willing to donate books from their husband's library; use discretion when asking widows.

c. What other sources for Masonic publications are available besides the Grand Lodge?

There are many sources from which to obtain Masonic publications. As you read books and periodicals you will learn about additional sources. Some are listed below:

- 1) Macoy Publishing & Masonic Supply Co., Inc.
P. O. Box 9759
Richmond, VA. 23228-0759
(804) 262-6551

2) The Masonic Service Association and The Masonic Information Center
8120 Fenton Street
Silver Spring, MD. 20910-4785
(301) 588-4010
<http://www.msana.com>
msana@ix.netcom.com

3) Grand Executive Director
The Supreme Council 33
1733 16th Street, NW
Washington, DC 20009-3103

d. If the Brethren of your Lodge do not have publications to donate, would they be willing to contribute toward the cost of purchasing publications for a library? Ask the Brethren if they would be willing to contribute toward the purchase of books individually or contribute to books purchased by the Lodge. These could be used to start a Lodge library.

D. Building a Personal Library
Exercise MM-3

1.

a. Locate the four booklets ("Taking the First Step", "The Degree of Entered Apprentice", "The Degree of Fellowcraft", and "The Degree of Master Mason") you received as you progressed through the application for membership and the three degrees in Masonry. Each Lodge should have a few of these publications. If not, they are available from Grand Lodge at no charge.

b. Additionally, no Masonic library should be without a Masonic Bible. The Master Mason's version of the Bible (a King James Version with Masonic information added) would be most helpful. They are available through several stores that sell Masonic supplies.

c. Another publication that should be in every Masonic library is the Presentation Volume or one of each of the separate publications. The Presentation Volume includes The Book of Constitutions, Historic Records, Manual of Work, Manual of Ceremonies, Table Lodge, and Mentor's Manual. They are available through our Grand Lodge for a nominal fee.

d. One other publication that should be in your library is the "Methodical Digest". It is available through our Grand Lodge for a nominal fee. The yearly update, called a "supplement", is available at no charge from the Grand Lodge.

2.

a. Talk to the Brethren of your Lodge and find out what organizations are available for you to subscribe to that will help promote your education in Masonry.

Virginia Research Lodge No. 1777

Keith A. Hinerman, Secretary

222 Carlstone Drive, Highland Springs, VA 23075-2503

(804) 737-6891

Civil War Lodge of Research No. 1865

William E. Copenhaver, Secretary

107 Columbia Circle, Stephens City, VA 22655-2574

(540) 869-3295

amexcope@msn.com

A. Douglas Smith, Jr. Lodge of Research No. 1949

Mickey Ander, Secretary

5911 Edsall Road PH-2, Alexandria, VA 22304-4105

(703) 370-1441

The Masonic Book Club

Robin Carr, Secretary

1811 Hoover Dr., Normal, IL. 61761-2202

The Philalethes Society

P. O. Box 70, Highland Springs, VA. 23075

The Scottish Rite Research Society

1733 Sixteenth Street, NW, Washington, DC 20009-3103

These are a few examples. Additional Masonic educational organizations may be found by talking to other Brethren.

b. Find out how to join the Masonic Service Association.

Subscribing to any one of the publications will place you on a mailing list. One of the most useful publications is the Short Talk Bulletin.

The Masonic Service Association (MSA)

8120 Fenton Street, Silver Spring, MD. 20910-4785

(301) 588-4010

<http://www.msana.com>

3.

a. Talk to other learned Brethren to find out their opinion on what other publications should be in your library.

The following Grand Lodge of Virginia publications ought to be included:

Kidd's Masonic Dictionary

Manual of Ceremonies

Mentor's Manual
Methodical Digest
Funeral Service

Some Brethren include this kind of information on web sites that they maintain. Paul Bessel is one learned Brother, and has a compiled list of "must read" Masonic books. <http://bessel.org/webindex.htm>

E. Starting a Personal Notebook
Exercise MM-4

1.
a. Make a list of the types of information that should be in your personal notebook. Items to include should assist in performing duties and in planning to assume duties of Worshipful Master. Some useful items include:

- Lodge telephone list
- District directory or list of key District Brethren
- Lodge Trestleboards or newsletters
- Trestleboards or newsletters from other Lodges
- Duties of Lodge committees
- Duties of Lodge officers
- Calendar of Lodge activities
- Calendar of District activities

b. Develop a filing system that works for you. There are many different ways of filing information. However, if you cannot find the information when you want it, then the system is of little value. Some categories are suggested below to help you get started.

Articles

Book Reviews

Committees

Order of the Eastern Star

Scottish Rite

Trestleboards (or Newsletters)

c. Consider adding sections to your notebook for information pertaining to each of the Lodges in your Masonic District, District Officers and events, and Grand Lodge events.

There is no right or wrong way to organize your notebook. As with your filing system, if you cannot find it when you need it, then consider using a different method.

F. Getting Involved in Lodge Activities
Exercise MM-5

1.
a. Make a list of your Lodge committees.

These will change yearly depending on the Master. Some special committees may be set up during the year as needed. Check with the Worshipful Master of your Lodge or the Lodge Secretary to obtain a list of the Lodge Committees. If an installation program was printed, the committees may be listed in the program. If the Lodge uses a Trestleboard (or newsletter), they may be listed in the Trestleboard.

b. List the names of the Chairman and members of each committee. These will change yearly depending on the Master. Some special committees may be set up during the year as needed. Check with the Worshipful Master of your Lodge or the Lodge Secretary to obtain a list of the Lodge Committees. If an installation program was printed, the committees may be listed in the program. If the Lodge uses a Trestleboard (or newsletter), they may be listed in the Trestleboard.

c. List the primary duties of each committee. Check with the Worshipful Master of your Lodge and the Chairman of each committee.

2.

a. Make a list of your skills or talents and interests. Consider your vocation and hobbies. Especially list activities that you particularly enjoyed doing and for which you received recognition.

b. Determine which Lodge activity or committee has requirements where your skills or talents will best help the Lodge to meet its goals. Compare the duties of each committee with the activities you enjoyed doing.

c. Determine which Lodge activity or committee best meets your interests. Talk to the Worshipful Master about assisting with the Lodge activity or joining the committee.

3.

a. Discover what the Masonic Home of Virginia is and where it is located. The Masonic Home of Virginia is a residence for Master Masons and their ladies. It is located on the same grounds as our Grand Lodge. The address is "Masonic Home of Virginia, 4101 Nine Mile Rd., Richmond, VA. 23223-4999.

b. Find out what Lodge, District or Grand Lodge events are scheduled to support the Masonic Home of Virginia each year. Lodge activities may include a visit to the Home and a fundraising activity. District activities may include a fundraising activity and a visit to the Home. Grand Lodge activities include an annual picnic and may also include mailings, golf tournaments or other fund raising activities. Your Lodge Masonic Home Ambassador and District Masonic Home Ambassador can provide other information.

c. Find out how you can best support the Masonic Home of Virginia. This is an individual decision. You can support the Masonic home through financial support, serving as a Masonic Home Ambassador for the Lodge, if asked and by visiting the Brothers and Widows at the Home.

d. Plan a visit and tour the facilities of the Masonic Home of Virginia. This is the single most important thing you can do for the Masonic Home. Your visit will be a reward that you will cherish forever.

4.

a. Make a list of all of the current Grand Lodge programs. The Grand Lodge programs are listed in the Masonic Directory published each year by the Grand Lodge. Some are shown as Grand Lodge Committees. They are Appeals; Arrangements; Masonic Community Blood Program; Lodge By-laws and Charters; Code Commission; Credentials; Masonic Education; Finance, Foreign Correspondence; History; Jurisprudence; Life Membership in Perpetuity; Long Range Study; Masonic Herald Editorial Board; Masonic Home Ambassadors; Memorials; Property, Insurance and Trustees; Propositions; Masonic Relief; Security; Unfinished Business; Work; and Youth. Other activities are listed: Allen E. Roberts Masonic Library and Museum of Virginia, Inc.; Masonic Home of Virginia; The Scholarship Fund; MSA Hospital Visitation Program; and the George Washington Masonic National Memorial.

b. Which programs hold the most personal interest for you. Most of the Brethren listed in the above organizations are volunteers, giving unselfishly of their time to work in the quarries of Freemasonry.

c. Find out what you can do to support these programs. If you contact a Brother of a program, he will tell you the details on how to support and participate in the program.

G. Deciding to Get "In Line" Exercise MM-6

Note: It is recognized that some wives disapprove of their husband's involvement in the Masonic fraternity. Freemasonry does not advocate actions that will harm the relationship between a husband and wife, and between a father and his children. If keeping the family together is best by choosing NOT to get "in line" that is fine. There are many Lodge activities that can be done using the telephone at home.

1.

a. Discuss with the Worshipful Master the time required to be a Lodge Officer. Remember that as a Lodge officer, you would be expected to attend all (or nearly all) Stated and Called meetings, as well as District and area events such as District ritual schools and reception of the Grand Master. It is recognized that it may take several (1 to 3) years to modify family obligations and other commitments to support the many local Masonic events. However, by the time you aspire to be elected Senior Warden,

you should plan on attending nearly all Lodge, District, and Division events. It is also recognized that family emergencies may require absence from some activities.

b. Recognizing that the time requirements will increase as you progress through the line, estimate the time required each week or month you will be expected to devote to the Lodge and Lodge activities in each of the elected Officer positions.

It takes a lot of time from your busy schedule to perform the duties incumbent upon each officer's position as you work through the chairs. The reward at the end of your year as Worshipful Master is one of personal satisfaction and cannot be described without having been there. Be sure to include Stated Meetings, District activities, Division activities, and the Grand Annual Communication. Also, remember that there will be Called Communications, and other functions that are less easy to schedule.

c. Project your work or business schedule for the next five years. Be sure to consider worship, family vacations, business travel, hobby commitments, children's activities, and the needs of any pets.

d. Compare the two sets of estimates for conflicts. Are there workarounds or ways to reschedule or reorder events and commitments that will prevent conflicts? If you can project Lodge and work events it will be much easier to prevent conflicts by scheduling vacation days or personal days when possible and scheduling Lodge events around work whenever possible. It is an extremely wise idea to have a notebook made up for the express purpose of having a master calendar. Find a friend who has a computer and ask them to print the next five (5) years worth of calendars in monthly format on 8 ½ x 11 paper. Use this master calendar to coordinate all projected events. This will assist you in scheduling your time wisely, and in preventing as many conflicts as possible.

2.

a. Discuss with your wife and family the projected time requirements for the next five years, as if you were in the line of your Lodge.

Use the combined projected calendar to show your family when discussing the time required to progress through the line. Show your family how they can be involved in Lodge and District events and activities.

b. Make a list of all known or projected family events that will occur in the next five years. List everything including anniversaries, birthdays, graduations, weddings, vacations, and family reunions.

Include these in your combined projected calendar to help anticipate conflicts.

c. Make a list of any other social or Church obligations for the next five years. Include these in your combined projected calendar to help anticipate conflicts.

d. Compare these lists with your projections for work and Lodge activities. Use your "Master" calendar to evaluate whether it seems reasonable for you to get "in line" at this time.

3.

a. What does it mean to be an appointed officer?

An appointed officer is a Brother that is named or selected for a position by the Worshipful Master. An elected officer may be chosen by the Worshipful Master, and is approved by a vote of the Brethren.

b. Make a list of the appointed Lodge officer positions.

Chaplain

Senior Steward

Junior Steward

Marshall

Musician

Tiler

c. Attend Stated and Called Meetings to see how the various elected and appointed Lodge officers perform their duties.

Note the differences and similarities in how the officers perform their functions. For example, which officers have speaking parts in opening and closing of meetings? Do they have speaking at all meetings, or certain meetings?

d. Attend Lodge and District Ritual Schools of Instruction to see and hear the ritual requirements of each Lodge officer position.

Again, note the similarities and differences in speaking parts.

e. Attend and participate in a Masonic funeral, making careful note of the duties of the appointed and elected Lodge officers.

Note how the duties of officers differ from a Stated or Called communication.

f. What does it mean when we say that you have to earn the right to be appointed, or elected to next successive/senior position in the Lodge officer line?

Officers are expected to perform the duties of the current position before being appointed or elected to another position. Members are encouraged to evaluate the performance of officers prior to the annual election. Appointments and advancement to higher positions are not automatic. Brethren who have not adequately performed their current position should not be elected or appointed to new positions by the members. However, it is also important that if a Brother is not performing his duties, he should be counseled, and this counseling should take place several months before the election.

H. Etiquette and Decorum

Exercise MM-7

1.
 - a. Without looking for any help, write your definition of etiquette and decorum. This will vary based on the experiences of the Brother.
 - b. Compare your definitions with the definitions for etiquette and decorum found in the dictionary.

Etiquette as found in “Webster’s Third New International Dictionary” is defined as; **1:** The forms required by good breeding or prescribed by authority to be observed in social or official life: observance of the proprieties of rank and occasion: conventional decorum, **2:** an item of behavior prescribed by rule or custom, **3:** the rules of conduct, action, or practice binding on members of a profession, especially in their relations with one another.

Decorum as found in “Webster’s Third New International Dictionary” is defined as; **1:** literary and dramatic propriety esp. as formulated and practiced by the neoclassicist, etc., **2:** propriety and good taste, especially in conduct, manners, or appearance: correctness, **3:** the quality or state of being decorous: orderliness, **4:** a: fitting and appropriate act, b: an observance or requirement of polite behavior: convention, **5:** *obs:* beauty deriving from fitness or congruousness: comeliness.

Webster's New World Dictionary Third College Edition elaborates on the synonyms decorum and etiquette. Decorum implies stiffness or formality in rules of conduct or behavior established as suitable to the circumstances; etiquette refers to the forms established by convention or prescribed social arbiters for behavior in polite society.

- c. Also, look up the definition of protocol. How does it compare to etiquette and decorum?

Protocol as found in “Webster’s Third New International Dictionary” is defined as; **1:** an original draft, minute, or record of a document or transaction, **2:**, a: a preliminary memorandum, b: the records or minutes of a diplomatic conference or congress that show officially the agreements arrived at by negotiators, **3:**, a: an official account of a proceeding, b: the plan of a scientific or medical experiment or treatment, **4:** a rigid long-established code prescribing complete deference to superior rank and strict adherence to due order of precedence and precisely correct procedure, **5:** protocol statement

Masonic Protocol is part of Masonic Etiquette.

- d. Read Appendix A.
Consider. Are the members of your Lodge following good Masonic manners? If not, what areas need improvement? More importantly, how would you instruct your members in making those improvements?

2.

a. First, write your definition of behavior. Then check your definition with the definition found in a dictionary. Finally, write a brief description of how you exemplify good behavior in your life and actions; toward your family, your neighbors, your co-workers, and the members of your Lodge.

Behavior includes comportment, conduct and demeanor.

Behavior, as found in "Webster's Third New International Dictionary" is defined as; 1 a: the manner in which a person behaves in reacting to social stimuli, b: an activity of a defined organism, c (1): anything an organism does that involves action and response to stimulation, (2): the response of an individual, group, or species to the whole range of factors constituting its environment, 2 a: the treatment shown by a person toward another or others esp. in its conformity with or divergence from the norms of good manners or social decorum, b: good manners, 3: the peculiar reaction of (a thing) under given circumstances.

Good behavior would include qualities like trust, loyalty, helpfulness, courtesy, obedience, friendship, and kindness.

b. Make a list of the things that you need to work on to improve your gentlemanly behavior towards others.

Compare what you came up with concerning your behavior with the teachings and obligations found in the three degrees. List one or two changes in behavior you would be willing to make. It is easier to make one or two small changes than many changes.

c. Self analysis is very hard for most everyone to do. If you succeed in making the improvements that you listed above, then write a description of how this will make you a better man, husband, father, neighbor, citizen, employee, or Masonic Brother. Consider your response to question b above. How will changing one or two behaviors make you a better person?

3.

a. Write your own definition of the Golden Rule.

Generally, this would include acting toward others as you would expect to be treated.

b. List the ways that you apply the Golden Rule in your life and your dealings with others, including family, friends, co-workers, and Brothers.

Some authors and speakers apply the Golden Rule to their study of personalities.

Unless you have studied them or believe personality differences are important, do not worry about them. Keep this exercise simple.

I. Committee on Masonic Education – Education Courses
Exercise MM-8

1.

a. Write a definition of education. Check your definition against the dictionary definition.

Education is the process of learning a skill or piece of knowledge.

Education, as found in “Webster’s Third New International Dictionary” is defined as: 1: The act or process of educating or being educated, a: the act or process of rearing or bringing up or developing physically from childhood or of being reared, brought up, or developed in this way, b: the act or process of providing knowledge, skill, competence or usu. desirable qualities of behavior or character or of being so provided, esp. by a formal course of study, instruction, or training, c: a conditioning, strengthening, or disciplining, esp. of the mind or faculties, 2 a: a process or course of learning, instruction, or training that educates or is intended to educate; esp. a formal course of instruction or training offered by an institution, - often used with a modifier specifying the type or field of instruction or training, physical, driver, adult, higher general, liberal b: a system of formal education as a whole, 3: the product of an education: the totality of knowledge, skill, competence, or qualities of character gained by education, 4: the field of study that concerns itself primarily with the principles and methods of teaching or learning, esp. in formal education.

Key things to consider about education include:

(a) It is a process or act.

(b) It involves learning, teaching or training.

b. Next, modify your definition of education to be specifically Masonic education. Masonic Education is the non-ritualistic instruction of the Brethren in all aspects of Freemasonry, including: but not limited to its history, leadership, laws and customs.

c. Make a list of some of the subjects that might fall under Masonic education. This is a very broad task. It can include subjects such as symbolism, history of Freemasonry, Masonic law, individual Freemasons, and Grand Lodge programs.

2.

a. Make a list of all of the Masonic education events that are scheduled for your Lodge, your District, and your Division for the year.

If your District publishes a directory, some education events may be listed. Your Lodge Educational Officer and District Educational Officer should be able to tell you the usual events and their projected dates for the year.

b. Besides Masonic education events, what other resources are available to you for Masonic education?

Masonic books and magazines are available. Masonic Education Courses are available through the Grand Lodge. Research Lodges provide an opportunity to meet other

Masons who are interested in education and research. Book clubs, correspondence circles and the Internet are additional resources. Your LEO, DEO, and other well-informed Brethren can share with you their recommendations. Some web site suggestions are:

<http://bessel.org/webindex.htm>, (an index of various Masonic web pages and information)

<http://nav.webring.yahoo.com/hub?next5&id=1&ring=emason>, (this site has links to other Masonic sites)

<http://www.masonicinfo.com/>, (anti-masonry points of view)

<http://www.freemasonry.org/>

Remember that Masonry teaches us to search out "light" or knowledge in all subjects, including the volume of sacred law used in your place of worship.

c. Ask your LEO for an application to obtain the Masonic Education Courses. These courses are available for a very small price. They include four lessons. You work at your own pace. When you complete one lesson, you mail it. It will be graded and returned to you along with the next lesson. After completion of lesson four, you will receive a certificate of completion.

3.

a. Talk to several learned Brethren and specifically ask them to recommend several good Masonic authors and books.

Several periodicals from appendant bodies, such as "Knight Templar" and "Scottish Rite Journal" include book reviews in each issue. The following web site also contains book reviews compiled from several sources: <http://bessel.org/bkrevs.htm>. One author, Allen E. Roberts, is a Virginia Mason who wrote many excellent books.

b. Then ask them if they have ever read a bad Masonic book.

Some authors write about subjects that are controversial. For example, some authors have presented some interesting theories about the origins of Freemasonry that include the Knights Templar. It is important to keep an open mind, yet also, not believe every statement written.

c. Compare the responses you get with other learned Masons.

Recognize that we may never learn all about the origins of Freemasonry. The more you read, the easier it will be to decide for yourself what you consider to be valid theories.

4.

a. Try to read everyday and seek to learn something new everyday.

Reading may include magazines, books, or searching the Web for information about a Masonic subject.

J. Masonic Offenses
Exercise MM-9

1.

a. There is only one charge that can be made against a Brother. Un-Masonic Conduct OR “unMasonic” conduct is referred to in the Introduction of the Handbook For Masonic Trials. The Handbook is an expansion of Section 4 of the Methodical Digest.

b. While there is only one charge, there are a number of crimes or misdeeds that warrant the bringing of a charge. Make a list of them.

From the Methodical Digest – Section 4.01

- 1) Must obey the Civil Law.
- 2) Support The Establishment of Government.
- 3) Keep Inviolable The Mysteries of the Order.
- 4) Preserve and Obey the Laws and Resolutions of The Grand Lodge of Virginia.
- 5) Observe The Ancient Landmarks of Masonry.
- 6) Must Discharge Their Duties and Obligations To Their Families.
- 7) Must Discharge Their Duties and Obligations To Each Other and To Mankind In General.

From the Methodical Digest – Section 4.01, Decisions

- 8) Printing His Masonic Affiliations On His Advertising Material.
- 9) Possession Of A Printed Ritual.
- 10) Conviction of a Felony is Automatic, no trial needed.
- 11) “Chain Letters” and “Chain Prayers”
- 12) Use of a Masonic emblem for the advantage of the individual Mason
- 13) Endorsing an illegal petition.
- 14) Publishing or distributing a “key code” of our Masonic Ritual.

From the Methodical Digest – Section 3

- 15) Must be properly clothed when he appears in Lodge.
- 16) Must attend all meetings when duly summoned.
- 17) Must not engage in personal conversation while Lodge is engaged.
- 18) Must not interrupt Officers or Members while the Lodge is engaged.
- 19) Must not discuss Nations, politics or religion within the Lodge.
- 20) Must not visit a clandestine Lodge.
- 21) Must not hold converse with a clandestinely made mason.
- 22) Criticisms, Animadversions or Reflections on the Acts of Any Officer May Not be Published in Any Journal.
- 23) Use of Masonic emblems and devices on business cards or signs for advertising.

From the Methodical Digest – Section 3, Decisions

- 24) May not print Masonic affiliation on advertising material.

- 25) Wearing Masonic emblem contrary to Laws of Virginia and not leading life worthy a Mason.
- 26) May not supply roster of members to non-Masonic organizations.

From the "Handbook For Masonic Trials"

- 27) Violation of the ties of any Masonic Obligation.
- 28) Conviction by a civil court of criminal conduct.
- 29) Abandonment of the fundamental principles of the order.
- 30) Fraudulent Conduct towards others.
- 31) Violation of those basic moral principles that all have recognized as necessary for the maintenance of a well ordered society.
- 32) Conduct of any kind that would tend to bring discredit to the Fraternity or is prejudicial to its orderly operation.

If the alleged offense is conviction of a criminal offense, immoral behavior or the violation of one of the Masonic obligations, then it is a Masonic Offense.

2.

a. What is a specific procedure to bring Masonic charges against an errant Brother?

Section 4.04 states that a Mason makes his accusation in writing detailing the charges and specifications or acts on which the charges are based. This is delivered to the Master of a Lodge having jurisdiction.

b. What is the role of the Junior Warden in handling a Masonic offense?

Section 4.05 states that if reconciliation is not possible and if the Master deems the charges valid, the Junior Warden prepares the charges and specification in writing and delivers it to the Master. The charges are presented at the next Stated Communication and entered in the minutes.

c. When a Brother charged with an offense in a court of law, what circumstances automatically invoke Masonic charges?

Edict E-5-1989 - conviction of a felony by State or Federal authorities

d. What is the Masonic trial process?

Section 4.08 indicates that, unless waived, the accused has the right to be represented by another Master Mason, and that he has the right to present evidence to a jury of Master Masons.

Chapter 2

JUNIOR DEACON

A. Duties and Responsibilities

Exercise JD-1

1. Examine some of the duties of Lodge officers. Find and read the section(s) in the Virginia Methodical Digest that describes the duties of the following Lodge officer's.

Worshipful Master	Sections 2.48 to 2.51
Wardens	Sections 2.52, 2.53, 2.04 and 2.05
Treasurer	Sections 2.54 to 2.58
Secretary	Sections 2.57, 2.59 to 2.62, 2.08 and 2.17

2. Read Section 2.48, Decision 18 (1905).

a. Can a Junior Warden be assigned a task orally by the Lodge or Worshipful Master, such as chairing the Refreshment Committee for the Lodge? Why, or why not?
No. A Lodge cannot in any manner prescribe the duties of its Wardens. See also 2.52.

b. Can the above task be put in writing?

No. Again a Lodge cannot in any manner prescribe the duties of its Wardens.

3. Some Lodges assign their officers a task that is considered "standard" for that position. For example, the Junior Warden chairs the Widows Committee. Develop a list of traditional assignments for the officers of your Lodge.

Discuss this with the Officers and Past Masters of your Lodge. This is a good opportunity to consider whether assigning line officers these types of duties is better than assigning them to a Brother who is not a line officer. One question to ask, "Is the loss of continuity (changing Brethren annually) detrimental to the ongoing success of this Lodge program?"

4. Describe the appropriate behavior for the following circumstances

a. You were chronically late for Lodge (or officer's meetings)?

All officers are encouraged to arrive early for meetings. They are urged to notify the Master as soon as possible if a situation requires them to be tardy for a meeting. This will allow the Master to make alternate arrangements.

b. You did not tell the Master that you were going to be absent from Lodge on a meeting night?

All officers are encouraged to arrive early for meetings. They are urged to notify the Master as soon as possible if a situation requires them to be absent for a meeting. This will allow the Master or other presiding officer to make alternate arrangements. Section III, Paragraph 1 of the Constitution of Masonry states "He must attend all meetings, whether stated or emergent, when duly summoned unless he can offer to the Master and Wardens such plea of necessity for his absence as the said laws and regulations admit."

c. You habitually missed scheduled ritual training sessions?

A person cannot properly learn or remember the ritual if he does not attend the ritual schools or other training sessions. Absence requires that someone else take your place for the school, which may prevent them from learning parts of the ritual for which they need help.

d. You did not actively participate at Masonic Education seminars?

You have obligated yourself to search out light in Masonry. You cannot possibly learn more about Masonry, its teachings or your duties and responsibilities without attending educational seminars and training.

B. Program Planning

Exercise JD-2

By this time you probably have observed several Masonic events and participated in a few others.

1. Identify at least ten possible sources of scheduling conflicts in your locality. Include both Masonic and non-Masonic activities.

Commitments and obligations to church, synagogue, or place of worship

Family commitments

Civic obligations

School requirements

Holidays

Inclement Weather

Sports

Dating

Other Avocations

Work

Vacations

2. Visit at least three other Lodges. Make your visits individually or as part of a Lodge contingent.

Look for differences and similarities in how the meeting is conducted. Some ideas of things to observe are:

- Pictures and other objects in Lodge room
- Ritual
- Order of business
- Type of programs
- Dress

3. Establish a tentative list of programs that you might want to try (with some variation) during your year.

Some programs, such as observance of the Holy Saints John, are required by the Grand Master. Other programs, such as holding a Table Lodge, are traditional for the Lodge. Visiting other Lodges, reading Trestleboards or newsletters from other Lodges, talking and listening to ideas from Lodge Brethren, reviewing lists of programming ideas, and having a theme for the year will all assist in providing program ideas.

4. Consider each of the following statements. Some are good practices, while others are poor practices.

There is no one correct answer. Most answers are common sense. Some are obviously good ideas while some are obviously bad ideas. Some helpful suggestions may be obtained by reading Masonic publications and books on Lodge administration, leadership, and training. Some non-Masonic publications may also be useful.

The following books and pamphlets discuss Lodge Administration, leadership, training and organization:

The Search For Leadership, by Allen E. Roberts

75 Ways To Attract and Retain New Members, by The Center For Leadership Excellence

Blair's Bits of Booklore (any of the volumes, published by the Grand Lodge of Virginia)

101 + Ways to Improve Interest & Attendance in Your Masonic Lodge, The Masonic Renewal Committee of North America, Inc.

A Masonic Leaders Planning Guide, The Masonic Renewal Committee of North America, Inc.

150 + Ways to Involve Your Lodge with the Family and in the Community, The Masonic Renewal Committee of North America, Inc.

Macoy's Worshipful Master's Assistant, by Allen E. Roberts

Masonic Lifeline: Leadership, published by the MSA, written by Allen E. Roberts

- a. Select a date for the program that does not conflict with other activities. This is a good practice. Lodges in some areas may find it impossible to avoid all conflicts due to the many Masonic and other activities that are scheduled. However, it is important to avoid conflicts with certain activities such as meetings of Scottish Rite Bodies.
- b. Schedule a three-hour program with several featured speakers. This would obviously not be a good idea. Attention spans do not last this long. Other commitments of the Brethren, such as family may prevent them from attending Lodge if programs were that long.
- c. Schedule the Grand Master and another person to speak at the same meeting. It would be disrespectful and not proper etiquette to invite the Grand Master as a speaker and then ask another person to speak at the same meeting. It is also customary for all announcements to be made prior to the Grand Master making his remarks.
- d. Permit the program elements to compete with each other. This would distract from the learning experience you were having the programs for in the first place. It would also be rude and disrespectful.

- e. Recognize all veterans and present them their pins on the same evening. This could go either way. Honoring several veterans at one time might make it easier for Brethren (and families) to attend. It may also generate a larger turnout. This is a special evening for each of these Brethren. Honoring them individually will let them have a moment of glory without being distracted by other Veterans receiving awards.
- f. Tell your speaker the time the meeting will start, place, purpose of program, make-up of audience, dress, suggested length of speech. This is an excellent idea. It will help to ensure the success of the program.
- g. Use a telephone committee to inform the members of the program. This may depend on the type of program. Usually it is a good idea to delegate authority and to use committees. Sometimes, it may be better to make a personal telephone call or write a letter. For example, if you want to have a program honoring Past District Deputy Grand Masters, consider a personal phone call or invitation.
- h. Reserve seats for special guests. Masonry teaches that we are all equal. Special seating would not be recommended for a Stated meeting. It may be appropriate at an event such as a meal where the speaker usually sits at the head table. It may also be appropriate to reserve seats for Brethren who are being honored with Veteran's emblems, especially if they have physical limitations.
- i. Assign one or more members to sit with new Masons and visitors. This is obviously a good idea. This will make the newly made Masons and guests feel like a part of the Lodge and fellowship rather than an outsider. It does not take a great deal of effort to make the newly made Masons and visitors feel welcome and appreciated.
- j. Wait until the meeting begins to turn on the heat or air conditioning. This is a poor suggestion. It takes several hours or longer to remove the moisture from the air and cool the building to a desired temperature. Also, the noise of the air-conditioner will drown out voices, thus making communication difficult at best.
- k. Start the program five minutes late to allow latecomers to enter the Lodge without embarrassment. Except in an emergency situation, members of the Lodge should plan to arrive early. It is inconsiderate to the Brethren that were on time to start the program late.
- l. Allow members to comment on the speaker's remarks before closing the meeting. Commenting on the speaker's remarks could be embarrassing the speaker. Yet, some speakers enjoy responding to questions, and build it into the program. The best position would be to discuss this with the speaker ahead of time.

C. Masonic Funerals Are Important To Masonry

Exercise JD-3

1. Describe the kind of tribute you would want for your last earthly contact with the Masonic Order.

A Master Mason in good standing may have a Masonic memorial service. However, the widow or family member must request it. If you desire one, it is a good idea to include it in your instructions. It is also a good idea to make sure your family members know the location of your apron so you can be buried wearing it.

2. List the article number(s) of where in the Digest you can find who is eligible to receive a Masonic funeral?

Sections 2.13 and 2.111, Decision 1917 D-12 (Sections 2.13 and 2.111), and Decision 1958 D-14 (Section 2.13 and 2.111)

Are Entered Apprentice's eligible?

No (Section 2.17 1917 Decision 12).

Can the Worshipful Master refuse to perform a Masonic Funeral service?

Yes, (Section 2.13, Decision 1977 D-8).

Must the Brother have been in good standing at the time of death?

Yes (Grand Master's Decisions 1932 D-1 and 1964 D-10).

3. How is the death of a Brother communicated to the Brethren? How are they informed that your Lodge will conduct a Masonic funeral? Consider methods for improving the dissemination of funerals conducted by your Lodge.

Whenever any Brother learns of the death of any other Brother it should be communicated to the Worshipful Master of the Lodge(s) in which that person is a member.

Each Lodge has different arrangements for contacting the Brethren, however a phone tree would be best used in this circumstance because of the need to expeditiously inform the Brethren. It is also useful to communicate the information by e-mail. Some Lodges have Funeral Committees, which make all of the family contacts, arrangements and notifications.

4. Make a list of Brethren who are available to attend "daytime" and "evening" services. Identify the positions they can perform. Include their phone numbers so that they're readily available.

Check with your Worshipful Master and Lodge Instructor of Work to see who currently performs these duties. Also, notice the Brethren who attended services held the past few months or years.

5. Compile a list of the items that must be available and in good condition for a graveside/evening memorial service. Also, note the location of where they can be found in the Lodge.

Aprons, Jewels, and White Gloves for the Brethren

Holy Bible, Square and Compasses

Apron, White Glove, and Sprig of Acacia for the Service

Baton for the Marshal
Register for Brethren to record their attendance

D. How Does the Community View Your Lodge?

Exercise JD-4

1. Evaluate the Lodge building and grounds using the following checklist.

a. Building

Is it in good repair? Yes ___ No ___

Is the paint faded, cracked, or peeling? Yes ___ No ___

Does it detract from the area in which it is situated? Yes ___ No ___

Check the condition of the inside and the outside. Would you and your family feel comfortable and welcome in the Lodge? The Lodge may detract from the area in which it is situated, but you don't want to present an unfavorable impression by having a building in a state of disrepair.

b. Grounds

Are fences in need of repair? Yes ___ No ___

Are trash or garbage racks damaged or unsightly? Yes ___ No ___

Does the lawn need to be mowed? Yes ___ No ___

Does the grass need to be raked? Yes ___ No ___

Is the parking area clean? Yes ___ No ___

Is the parking lot in need of repair? Yes ___ No ___

As with the previous question, would you and your family feel comfortable being outside the Lodge? Or do you feel ashamed or embarrassed by the building or its grounds?

Consider performing one major upkeep project yearly.

2. Organize a clean-up day for the Lodge.

If the Lodge has a buildings and grounds committee, recommend that you assist the committee in making the arrangements after the Worshipful Master approves it.

3. Informally contact some of the non-Mason community members/leaders and ask if there are any projects, programs, and charities where the Lodge might get involved.

This will require proper planning. A poorly run project that is poorly attended will leave a poor impression on the community. This is worse than not performing any project at all.

4. Is there a sign informing potential new members the person to contact for a petition? Is the sign generating petitions? If there is no sign, prepare a plan to give the Lodge more visibility.

This may require some research, such as visiting your city hall to find out if a sign would be permitted. Some types may be acceptable, but others not. For example, a small sign on the door may be permitted, but a larger sign near the building in the grass may be denied. If no sign would be permitted, consider other ways to publicize the Master's or Secretary's contact information.

E. How Should We Treat Our Visitors?

Exercise JD-5

1. Visit another Lodge and notice how you are treated.
Some things to consider: Are you greeted enthusiastically, or left by yourself? Do the Brethren seem genuinely glad to have you as a visitor, or are they bored by your presence?
2. Few people ask the question, "How do we do it?"
 - a. Do you examine visiting Brethren to allow them in, or to keep them out?
The goal of examining visitors is only to keep out cowans and eavesdroppers, and verify that the Brother is from a Lodge that is recognized by our Grand Lodge. If you talk with the Worshipful Master and Past Masters, they can tell you how visitors are examined in your Lodge.
 - b. Does every member welcome each visitor?
Observe what is happening when a visitor is present. Does each Brother welcome the visitor? Do the welcomes appear to be genuine, or only a formality?
 - c. Do you assign a "host Brother" to visitors for the evening?
Each Grand Jurisdiction operates slightly different. Having a Brother seated with a visiting Brother is not only polite, but good etiquette. A Brother should always feel that he is in his "Mother Lodge".
 - d. Do you give each visitor a name tag so that everyone can call him by name?
Check with the Worshipful Master and your Lodge Officers to find out your Lodge procedure.
 - e. Do you introduce each guest formally while Lodge is open and invite him to say a few words?
Check with the Worshipful Master and your Lodge Officers to find out your Lodge procedure. You may wish to ask the Brother ahead of time, if he would like to say a few words, to avoid embarrassing the Brother.
 - f. A few days after the meeting, do you telephone the visiting Brother and tell him how happy you are that he visited and invite him to come again?
Check with the Worshipful Master and your Lodge Officers to find out your Lodge procedure. A telephone call or a thank you card will let the Brother know that his visit was appreciated. Some Lodges give a token gift to thank the Brother for attending, but it is not required.
3. A warm smile and a friendly handshake are a great start to almost anything.
 - a. When meeting a visiting Brother, learn some personal things.
By learning personal information about a visiting Brother, a friendship may be initiated.
 - b. Introduce him to as many of your Lodge Brothers as you can before Lodge.
Self-explanatory.

c. Give him a copy of your Lodge Trestleboard. If you have a district directory let him have it also, as a keepsake.

The Trestleboard will allow the Brother to find out a little more about other Lodge activities. It will also provide one or more telephone numbers that the Brother could use the next time he is in the area.

d. If you can't do it yourself, find someone to sit with him.

If you find that the visitor has established a rapport with another Brother, ask that person to sit with the visitor.

e. When visitors are introduced; you, as Host Brother, make the introduction, telling the Brethren some of the things you learned earlier.

If you have difficulty remembering what you learned from the Brother, make a few notes on a 3x5 card.

f. Telephone the Brother and invite him to return to Lodge if he will be in the area for a while.

Remind the Brother that he is always welcome to return. If he lives out of the area, a nice note from the Master would also be beneficial.

PLEASE REMEMBER TO TREAT OUR OWN BROTHERS AS VISITORS TOO!

If they feel they are not noticed, unappreciated, not needed or unwanted, they, too, will not return to the Lodge. Make every Brother feel that HE is the most important Brother in the Lodge.

F. Keeping in Touch With Members

Exercise JD-6

1. List the active committees that contact members on a regular basis.

Check with the Worshipful Master and your Lodge Officers to find out your Lodge procedure. After obtaining the list of committees check with the members of each committee to see whom they contact as well as how they make contact and when they make contact.

2. List the names of Brethren in your Lodge who may not be members of a Telephone Committee, but who take the time to keep in touch with Lodge members. The officers and Brethren can tell you the name of this Brother.

3. List the names of ten inactive members who live near your Lodge.

a. Telephone three of them.

b. Make an appointment to visit one Brother.

c. Bring at least one Brother to Lodge for a Stated or Called Communication.

Talk to one or more long-standing members to learn about some of the inactive members. If you learn you have common interests in addition to Freemasonry it may be easier to make the call.

G. Masonic Protocol, Etiquette and Decorum
Exercise JD-7

1. Define each of the following terms; decorum, etiquette, and protocol.
Exercise MM-7 in Chapter 1 answers this question.

2. Give an example of each of the above terms as used in Lodge.
Decorum: A Senior Deacon presenting the ballot box to an elderly Brother would save him the pain of hobbling to the Altar.
Etiquette: Brethren should not engage in private conversation while the Lodge is at labor.
Protocol: The Grand Secretary is our link to other Grand Jurisdictions.

3. Explain where each of the above terms are found in the Methodical Digest:

a. Etiquette

Section 3.

b. Decorum

Edict E-1-1994 (W.H.M.) concerning wearing of regalia at funerals.

c. Protocol

Section 1.57 concerns the Grand Secretary being the official correspondent with Subordinate Virginia Lodges and other Grand Lodges.

Chapter 3 SENIOR DEACON

A. Family Obligations

Exercise SD-1

1. Write down a list of concerns that come to your mind. For example, are you hoping for a promotion at work? If you get that promotion, how will it affect your ability to conduct Lodge business?

Promotion

Relocation outside of the area

Time required

Extensive family commitments

Other Masonic commitments

2. Discuss each of your concerns with your family.

Remember to solicit the opinions of your children as well as your wife. How understanding will they be if you are unable to attend a child's school function?

3. Evaluate all the concerns, and ask yourself if you really can afford to continue in line.

The Fraternity needs Brethren who will attend regularly and sit on the sidelines. If it is inappropriate to continue in line, consider chairing a committee.

B. Degree of Past Master

Exercise SD-2

1. Find the sections in the Methodical Digest that pertain to the following topics:

a. Time to receive degree, e.g., before or after election or installation.

Section 2.34. Every Master and Warden must receive the degree of "Past Master" PRIOR TO ELECTION.

b. Individuals entitled to the title of "Past Master"

Section 2.46. Elected as Master of a Lodge, received the degree of Past Master, installed as Master of his Lodge, and served for at least one (1) Masonic year.

c. Guidelines for convening a Provisional Lodge of Past Masters

Section 2.47. Held at any time in a Lodge by three (3) or more Past Masters. The Past Master presiding over the Provisional Lodge must certify this fact to the Lodge of the recipient of the degree.

2. Find out when the Degree of Past Master will be given in your area. Put at least one of the dates on your calendar.

Check with your Worshipful Master or District Deputy Grand Master. If your district publishes a directory, it may be found there.

3. After receiving the Degree of Past Master, discuss some of the things you learned.

Does your Lodge observe the good practices you learned? Or are meetings a "comedy of errors?" Consider what you would do differently when you are elected Master and must conduct business.

C. A Look at your By-Laws

Exercise SD-3

1. Since by-laws are "laws", we will start with a look at what the Methodical Digest has to say about them. Find and list the section numbers that govern the following:

a. What is the "effective date" of a Lodge's by-laws?

Sections 1.97 and 2.85. Effective from the date approved by the Grand Master unless specified in the bylaws.

b. Lodge by-laws should not quote/duplicate portions of Grand Lodge law? Section 2.85 and Section 2.85 1905 D8.

c. The minimum information, in the form of a certificate from the Lodge Secretary, that must be submitted to the DDGM for his review and approval prior to their transmission to the Grand Master.

Section 2.85

d. Individuals that may be exempt from paying dues.

Section 2.89. The Lodge may exempt the Treasurer, Secretary, Tiler and one Chaplain.

2. The second activity is to review your by-laws.

If they do not meet Grand Lodge requirements, notify the Worshipful Master of your Lodge. The Lodge will need to adopt a new set of By-Laws, which would have to be approved through the process as set forth in Sections 1.97 and 2.85.

3. For your third activity, discuss with your LEO/mentor the duties of the DDGM with regard to Lodge by-laws.

Sections 1.97 and 2.85. The DDGM reviews the bylaws for conformity and forwards them to the Grand Master for approval.

D. How to Reduce Membership Loss

Exercise SD-4

1. Look in the Methodical Digest for the section(s) about each of these topics.

a. Suspension

Sections: 2.123, 2.128, 2.146 through 2.158, and 4.21 through 4.232.

b. Expulsion

Sections: 2.123, 2.128, 2.152, and 4.22 through 4.32.

c. Demit

Sections: 2.121, 2.123, 2.137, 2.139, 2.140, and Edict E-6-1989.

d. Explain the difference between suspension, expulsion, and demit.

A "Suspension" is for an indefinite time and removes membership rights and benefits of Masonry throughout the world while the suspension is in effect. It is usually for non-payment of dues.

An "Expulsion" is for a definite period of time.

A "Demit" is a voluntary withdrawal of membership from the Lodge. The Demit is a certificate and can only be issued if the Brother is not indebted to the Lodge and has no pending charges against him.

2. Consider ways of improving your Lodge Trestleboard or newsletter to make the Brothers (and the widows of our deceased Brethren) feel more a part of Lodge activities.

Some things to consider:

Do you enjoy reading the Trestleboard?

Is it informative?

Do you learn something new each time it is published?

3. List at least four reasons why you think some Brethren let their membership drop. Many books and articles have been written about this subject. If you believe that one of your examples would cause a loss of membership you are probably correct. Some examples include:

Brethren fail to telephone or visit member.

Brother loses interest in Fraternity.

Member finds meetings boring and uninteresting.

Lodge does not involve family members in activities.

4. List several reasons why requesting a demit is better than being suspended for non-payment of dues.

Consider the following:

(a) Suspension will prevent your heirs (sons, daughters, grandsons, and granddaughters) from joining the Fraternity or a Masonic youth organization.

(b) A demit indicates that you were current with your obligation at the time it was issued.

(c) By failing to pay dues, a Brother has indicated that he is not keeping his obligations.

(d) Most Lodges would remit the dues of a Brother who has a financial challenge.

However, the Brother must request assistance from the Master or Secretary.

(e) Restoration of rights and benefits (membership) after receiving a demit is much easier than after a suspension for non-payment of dues.

5. Contact three Brothers who are in danger of being cited because of non-payment of dues. Discuss with them the value of retaining their membership; point them in the direction of a demit as an alternative, should they want to easily affiliate again in the future.

If the Brother lives near the Lodge or another active member, a visit may be more appropriate than a telephone call. It could also lessen the potential reason, "No Brother visits me."

E. Helping Your Widows and Orphans

Exercise SD-5

1. Discuss the possibility and benefit of setting up (or revitalizing) a committee to identify the Lodge's Widows and Orphans.

We obligate ourselves to take care of our widows and orphans. If the Lodge has failed to maintain contact with the widows and orphans, this is a good first step.

2. Plan a social program or activity that includes your Lodge widows and orphans.

Be sure that each widow and orphan is personally contacted. Offer to pick them up and bring them to this activity.

3. Develop (or revise/up-date) a list of people from your Lodge or other known local Masons who would be willing to help or provide services at a fair rate.

Sometimes, the widow has no family members in the vicinity of Lodge. Identifying Brethren who could provide service, and letting the widows know that this list is available would help them to feel a part of the Lodge.

F. List of Lodges Masonic

Exercise SD-6

This exercise WILL acquaint you with the "List of Regular Lodges--Masonic". What's that, you say? If you ask your Secretary, he'd say that it is invaluable to him, and when you serve on an examining committee, it is an absolute necessity.

1. Find certain items. Record the page on which you find them.

a. Your Lodge - Page _____

This publication lists the Grand Lodges in the United States first alphabetically by State. Under Virginia, look for the location (city). Your Lodge should be listed. If your Lodge is not listed, notify your Lodge Secretary. Information in this publication is based on information submitted from the Grand Secretary.

b. Grand Lodges NOT recognized by the Grand Lodge of Virginia - Page _____

At the end of the listing of Lodges in Virginia, there are some additional paragraphs. One paragraph lists Grand Lodges not recognized by the Grand Lodge of Virginia; another paragraph lists Grand Lodges recognized by the Grand Lodge of Virginia.

c. Requirement of proficiency in 3rd degree – Page _____

Tables in front of the publication list general requirements of Grand Lodges in the United States.

2. One of your members is going to visit friends in Springfield, Illinois. He wants to know whether he can visit a Lodge. Determine if there are active Lodges that he can attend and when. He'd like a short list to take with him that shows:

- a. Lodge Name
- b. Lodge Number

Look under Illinois, and then find Springfield. Several Lodges are listed.

- c. Meeting Days
- d. Meeting Time
- e. Secretary's Telephone Number

These items are not included in the publication. The Grand Master and Grand Secretary are listed before the listing of Lodges. Contact the Grand Secretary's office for details about the Lodges.

3. Determine whether the following foreign (out-of-state) Brethren can visit your Lodge. Also, note the page number on which you found the information.

- a. Maritime No. 239, Seattle, Washington

Yes, it is listed as a recognized Lodge in Washington State.

- b. Militia No. 8723, Accra, Ghana

Yes, it is listed as a recognized Lodge under England-Overseas Lodges.

- c. Tijuana No. 36, Tijuana, Baja California, Mexico

No. At the end of Lodges listed for Baja California, Virginia is not listed as recognizing this Grand Lodge. Note that each State of Mexico has its own Grand Lodge.

- d. Patmos No. 70, Ellicott City, Maryland

Yes, under Maryland look for Ellicott City.

G. Proceedings of the Grand Lodge of Virginia

Exercise SD-7

- 1. Record the year and the Grand Master of the edition you are using:

Year _____ Grand Master _____

Each Lodge is issued a copy. They should be in the Lodge Library or Secretary's office. If not there, check with the Lodge Secretary for their location.

- 2. Locate various lists in the latest "Proceedings" and record the pages on which you found your Lodge.

- a. Alphabetic List of Lodges

This list can be found toward the end of the Proceedings. Hint: All or nearly all of these lists may be found by checking the Index.

- b. Lodges by Counties and Cities

The List of Subordinate Lodges arranged by counties and cities is also toward the end of the Proceedings.

- c. Lodges by Districts

This list may also be found near the end of the Proceedings.

d. Lodges by Number

This is the first list found under General Information. It includes meeting location, time, and name and address of Master and Secretary.

e. List of Attendees by Lodge

The Register of Attendance includes names of delegates and proxies, past masters, and members.

f. Masonic Home Entertainment Receipts

This is included as part of the report of the Board of Governors of the Masonic Home of Virginia.

3. Review the Proceedings for the Grand Annual Communication and indicate the page on which you found the following:

a. Date of Grand Master's Official Visit to Your District

This is a little harder to find. This is included with information that is published each year as the Masonic Directory.

b. List of Individuals Receiving 50 Year Emblems

Veterans Awards are listed for 50-year, 60-year, 70-year, and 75-year recipients.

c. Recipient of Perfect Ashlar Award

A biography of the recipient is included in the Proceedings. Toward the end of the Proceedings is a list of all recipients of the Perfect Ashlar Award.

d. Report of the Past Grand Masters

This report is based on the address of the Grand Master. It may be found toward the front of the Proceedings.

e. Election of Grand Lodge Officers

The information on the election is found toward the front of the Proceedings.

4. The Proceedings includes other tidbits of information. One section includes a list of district officers and Grand Lodge Committeemen. Record the page number on which you found the following items.

a. Name of your District Deputy Grand Master

He is listed in two places; District Officers, and List of Lodges by Districts.

b. Name of your District Blood Coordinator _____

The district officers approved by the Grand Master are listed by district.

c. Chairman, Credentials Committee

The Committee on Credentials is listed with the Grand Lodge Committees. The Chairman is listed first.

d. Chairman, Jurisprudence Committee

The Committee on Jurisprudence is listed with the Grand Lodge Committees. The Chairman is listed first.

e. Chairman, Committee on Work

The Committee on Work is listed with the Grand Lodge Committees. The Chairman is listed first.

H. Masonic Trials

Exercise SD-8

1. Examine with your counselor those fundamental, well-defined principles of conduct that are expected of a Master Mason. In contrast, discuss with him, what you feel might constitute un-Masonic behavior that should probably justify the preference of formal charges.

The Boy Scout Law contains qualities that a Mason should honor: trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent. Other words that would be appropriate include humility, calmness, generosity, admiration, modesty, concerned, respectful, and energetic.

A list of behaviors that are un-Masonic might include the following:

Anger, Arrogance, Avarice; Contempt, Covetousness, Cruelty, Disobedience, Distrust, Domination, Envy, Gluttony, Immodesty, Impenitence, Indifference, Inordinate ambition; Intemperance, Irreverence, Jealousy, Lack of discipline, Laziness, Lust, Malice, Over-Sensitiveness, Penuriousness, Presumption, Prodigality, Prudery, Pugnacity, Pride, resentment, Retaliation, Sloth, Snobbery, Unchastely, Vanity, and Violation of Confidence.

2. Describe to your LEO/mentor, in detail, that part of the process that ensures that the character and confidentiality of an unjustly accused member is carefully safeguarded by the Worshipful Master.

The Worshipful Master receives the accusation. This information is only given to the investigating committee that he appoints. If reconciliation is agreed to, and the accusation is withdrawn no report or accusation would ever go to any other Brother. Only the witnesses, the accused, the accuser and the investigating committee would have any knowledge of the alleged offense.

3. Review the Handbook for Masonic Trials. Outline the following:

a. Actions required by the Investigating Committee appointed by the Worshipful Master.

(1) The members meet promptly with the accuser to ascertain the facts and existing evidence.

(2) They meet with the accused and advise him of the charges and ask if he has anything to offer. The accused may offer a list of evidence and witnesses that should be considered.

(3) Advise both the accused and accuser of the committee's duties.

- (4) Interview witnesses and obtain written statements obtained or prospective testimony.
- (5) Obtain copies of pertinent documents.
- (6) Determine if there is a sound basis for the charge(s). If the matter is found to be a personal one they should endeavor to effect reconciliation. If it is found to be a personal matter and reconciliation is agreed to, they should obtain a written withdrawal of the charges and then submit it to the Master with its report of the investigation.
- (7) The members file a written, narrative report with the Master. It should include the committee's opinion as to whether an offense was committed or not. Attach all documents and written statements to the report.

b. Actions of the Worshipful Master relative to the Committee's report.

- (1) He studies it.
- (2) If he feels that no offense has been committed he informs the accuser and that he has a right to appeal.
- (3) If the Master is satisfied that a Masonic Offense has been committed he gives the report and the written recommendation to the Junior Warden.

c. Initial actions by the Junior Warden.

- (1) He prepares the formal charges and specifications.
- (2) He places them in a letter to the Master, Wardens, and Brethren of his Lodge.
- (3) He delivers the letter to the Master.

d. Actions by the Lodge Secretary relative to charges presented in Lodge.

- (1) Within 10 days after the charges are presented in the Lodge and spread on the minutes the Secretary transmits them to the DDGM under The Seal of the Lodge.
- (2) He gives a copy to the accused and notifies him under The Seal of the Lodge that the charges have been preferred upon him.
- (3) He notifies all other Lodges in which the accused belongs of the preference of the charges and their general nature.

e. Composition and responsibilities of the Trial Commission appointed by the District Deputy Grand Master.

- (1) The trial commission consists of not less than five Past Masters. Usually the senior Past Master would be designated as the Chairman.
- (2) The Chairman is responsible for furnishing a meeting place for the Commission in a suitable Lodge room as well as someone to tile the entrance. The Chairman acts as a judge, ruling on the admissibility of evidence and on questions.
- (3) The Chairman advises the accused of his rights and issues summonses for the accused witnesses.
- (4) The Chairman ascertains that both the Lodge and the accused have notice of the time and place of the Commission's meetings ten days before trial.
- (5) The Chairman is responsible for preparing the record and transcript of evidence.
- (6) The Chairman has one vote and serves as foreman of the jury.
- (7) The members of the Commission serve as a jury. They decide guilt or innocence and set the penalty.

I. Grand Lodge Programs

Exercise SD-9

1. Use a recent Proceedings (less than five years old) and list the Grand Lodge programs that support (a) youth, (b) charities, and (c) our Fraternity.

In Exercise MM-5, item 4 you already listed the Grand Lodge programs. Here they are based on the above groups.

Youth - Youth Committee, The Scholarship Fund

Charities - Masonic Community Blood Program, Masonic Relief, Masonic Home Ambassadors, Masonic Home of Virginia, MSA Hospital Visitation Program.

Fraternity - Committees on Appeals; Arrangements;; Lodge By-laws and Charters; Code Commission; Credentials; Masonic Education; Finance, Foreign Correspondence; History; Jurisprudence; Life Membership in Perpetuity; Long Range Study; Masonic Herald Editorial Board;; Memorials; Property, Insurance and Trustees; Propositions;; Security; Unfinished Business; and Work; and Allen E. Roberts Masonic Library and Museum of Virginia, Inc. and the George Washington Masonic National Memorial.

2. Discuss how your Lodge supports and participates in the Community Blood Program.

Talk to your Lodge Blood Coordinator or Worshipful Master. If your Lodge does not have a Blood Coordinator, talk to your District Blood Coordinator.

3. Gain approval of your Worshipful Master for hosting a blood drive, set a date for the blood drive, plan it, and promote it among your Lodge members.

If your Lodge or District has blood drives already scheduled, your major activity will be to promote an event among the Brethren. If you need to set a date, you will have to coordinate with the Worshipful Master and the American Red Cross. Remember that these blood drives are open to family and friends.

4. Work with your Worshipful Master to plan a program in your Lodge that includes inviting at least one of our three Masonic youth organizations.

All of our Masonic youth organizations welcome involvement by the Brethren. Each has programs that can be given to Brethren and guests. This is a good opportunity to host a program open to Brethren and visitors.

5. Gain approval of your Worshipful Master to do either a or b of the following activities:

a. Coordinate an event to raise funds for the Masonic Home of Virginia. Review the Methodical Digest for the applicable sections about raising funds. Prepare a plan to carry out the activity.

Section 2.12 and Edict E-1-1994 (T.F.M.) Methods such as lotteries are not permitted. Generally, this requires the permission of the Grand Master.

b. Visit the Masonic Home of Virginia.

If a long distance trip requires an overnight, the Masonic Home can provide a place to stay at very good rates.

J. Voting and Balloting Actions

Exercise SD-10

1. Develop an outline of how you would handle a demit. You will be referring to several sections of your Methodical Digest -- the Index, the Text, and the Past Grand Masters' decisions. When you locate the appropriate article read it thoroughly and be sure that you understand it. If it doesn't seem to agree with the words in your outline, look again to be sure. Your counselor will be glad to help you with any problems you may encounter.

Sections 2.137, 2.139, and Edict E-6-1989.

A Brother must make a written request for a Demit. A check should be made to insure that the Brother is not indebted to the Lodge. Personal contact should be made with the Brother to see if any assistance is needed. Personal contact should be made to encourage the Brother to retain his membership. Secretary issues the Demit at the direction of the Lodge or the Master.

2. One of the most frequent voting actions is the approval of routine Lodge business. Discuss with your counselor the "words" usually used in your geographic area. Adapt them to your needs and personality. Don't discourage your Brethren from raising points of concern with the phrases you use.

Some frequent actions include issuing demits and approving a budget. Please also discuss with your Secretary.

3. Become familiar with the method of Balloting on a Petition.

Proficiency in balloting is now required as part of the Warden's Certificate (Section 2.34). The LIW and DIW can assist.

K. What Will Be My Legacy to the Lodge?

Exercise SD-11

1. Come up with at least one idea for a theme for your year as Worshipful Master. Also, identify the methods you will use for using and promoting your theme. Theme ideas are almost limitless. Grand Masters each used a theme; they may be found in the applicable Proceedings. Some other ideas include:

Famous Freemasons

Masonic Symbols

Work and Refreshment

Patriotism

Promoting the theme is best done at Stated Meetings and in the Trestleboard.

2. List all the unfinished items from business conducted during the past three years.

Your previous Masters and Lodge Secretary can help you compile this list.

03/19/10

3. Prepare a plan to carry out any unfinished items adopted by the Lodge. Be sure to gain approval from the Master if there is a task you wish to complete prior to being elected Master.

Chapter 4 JUNIOR WARDEN

A. Family Obligations

Exercise JW-1

1. Meet with your Worshipful Master. Find out how he expects you to support the Lodge during this year.

You should already know the basic duties you will need to perform as Junior Warden. You should also know the usual Lodge, District, and Division activities that you will be expected to support. And you will need to continue plans for your year as Worshipful Master. Your Worshipful Master will tell you other tasks that he would like you to do.

2. Identify and list the family obligations that will /may take precedence over certain Lodge activities.

You may already know that an important school or church event conflicts with a Stated Meeting night. Or, maybe a relative is very ill and you know you will be travelling to the memorial service. It is important to advise your Worshipful Master as early as possible.

B. Warden's Certificate

Exercise JW-2

These exercises will help you to understand the Warden's Certificate.

1. Find the section(s) in the Methodical Digest that discuss the Warden's Certificate.

a. To whom may it be issued?

b. What are the basic requirements?

Section 2.34. It may be issued to any Brother who has been examined and found proficient to preside in the East: to open and close the Lodge in each degree, dispense with and resume labor, call from labor to refreshment and refreshment to labor, spread a ballot, circulate a ballot and confer each of the degrees including the second section of the Degree of Master Mason.

2. Create a plan for attaining all the requirements of the Warden's Certificate. Remember to be realistic in your plan, keeping in mind your other personal and work obligations. One excellent way to work on the requirements is at the Reid James Simmons Academy of Masonic Leadership. It is held in early August each year at Fork Union Military Academy.

3. Give a copy of your plan to your Senior Warden and Worshipful Master. Minimally, tell your Master and Senior Warden you have received the Certificate. They will be relieved to know you have completed the requirements.

4. Once you have obtained your Certificate, make a photocopy for your Secretary and for your records.

Your Secretary will tell the Brethren that you have received the Certificate prior to your nomination and election for Worshipful Master.

C. Getting the New Master Mason Involved.

Exercise JW-3

1. Make a list of Master Masons who have been raised in your Lodge in the last two years.

Try to develop a rapport with at least one new member.

2. Design and execute a project involving two of these new Master Masons. Consider asking some new Master Masons to assist you to carrying out projects described in this manual.

3. Help at least one new Master Mason get started---coach him so that he can participate in a degree.

It may be easiest to select a part that you know. Your enthusiasm and knowledge will make it easier to explain the words, meaning, and floor work to this Brother.

D. Candidate's Masonic Education

Exercise JW-4

1. Develop a complete list of candidates using a format that includes the following information:

- a. Candidate's Name and Telephone Number
- b. Date of Last Degree Received
- c. Name and Telephone Number of Catechism Instructor (old method)
- d. Name and Telephone Number of Ritual Coach (new method)
- e. Name and Telephone Number of Education Coach (new method)
- f. Time Limit for Degree

You may want to include the place where the coaches are doing their work. Lodge? Home? Work?

2. Volunteer to assist at least one candidate.

Generally, it is recommended that coaches work with candidates at the Lodge. However, it may be advantageous to meet with a candidate that works at or near your work location.

3. Consider inviting your candidate to participate in selected Masonic Education seminars.

If your candidate has indicated he is not really interested in Masonic Education, you may choose not to invite him. However, if he has demonstrated a willingness to research Masonic subjects, he may be enthusiastic about accepting your offer.

E. How Should Our Visitors Be Examined?

Exercise JW-5

1. Read those sections in the Methodical Digest that pertain to examination of visitors.

a. Who may visit a Virginia Lodge?

Section 133. Any Master Mason who is a member in good standing of a Virginia Lodge or of a Lodge holden under a Grand Lodge recognized by the Grand Lodge of Virginia

may be permitted to visit any just and legally constituted Lodge open in any of the three Symbolic Degrees. An Entered Apprentice or a Fellowcraft who is eligible for Masonic instruction may be permitted to visit a Lodge working in any degree which he has received.

b. Visitors must have Master's Permission
Section 2.48 and 2.133 Decision 1909 D-17.

c. Objection to District Deputy Grand Master
Section 2.135. May not object to admission of the District Deputy Grand Master.

d. Member may object to presence of visitor
Section _____

Section 2.135 and several Decisions. If any member of the Lodge objects to sitting in the Lodge with any visitor, except an officer of the Grand Lodge or the District Deputy Grand Master, the Master shall refuse him admittance, or if he has been admitted, require him to withdraw.

e. Requirements prior to examination

Section 2.136. Before the visitor can be examined as to his knowledge of Masonry he must state the name and location of the Lodge of which he is then, or was lately a member, or in which he received the Masonic Degrees, which shall be reported to the Master, or the Lodge, before a committee of examination can be appointed.

2. Participate on an examining committee.

Advise your Worshipful Master that you are interested in participating in or observing an examination.

3. Coach and help a new Master Mason participate on an examining committee.

Information to consider imparting to the new Brother:

How many Master Masons are required to be on an examination committee?

What is the purpose of the examination?

Of what does the examination consist?

4. Your last activity is to demonstrate an examination in your Lodge so members will know what might be expected of them.

Information learned earlier in this section will be of information to the Brethren.

F. Masonic Law/Masonic Tradition

Exercise JW-6

1. Can you tell if the following are laws or traditions?

a. Not walking between the East and the Altar.

Tradition. The Alter used to be directly in front of the Worshipful Master and you therefore could not walk between the Worshipful Master and the East.

- b. Wearing the hat in the East while presiding over the Lodge.
Tradition. It is said that the origin is founded in the wearing of the crown by King Solomon as a visible mark of refined dignity and authority.
 - c. When addressing the Lodge, standing and saying, "Worshipful Master", while holding the due guard until recognized.
Tradition. The due guard is a salute or sign of respect toward the Worshipful Master. It is also part of the signs, tokens and words used as a mode of recognition. Arising to and addressing the Worshipful Master is part of the etiquette that is expected of us.
 - d. Not allowing alcoholic beverages for use as a beverage in our Lodge buildings.
Law. Edict E-1-1983 and clarifying letter dated December 13, 1983, Edict E-1-1989, and Decision D-5 1999.
 - e. Not engaging in private conversation while Lodge is open.
Law. Section 3.03 of the Methodical Digest.
2. Researching our Grand Lodge Law can be a challenge. Locate the section in the Methodical Digest or the date the appropriate topic was passed for the following:
- a. The requirement that in all Lodges where the flag of our country is presented at the altar, the Worshipful Master shall say:
"ALL CITIZENS OF THE UNITED STATES WILL JOIN ME IN PLEDGING ALLEGIANCE TO THE FLAG OF OUR COUNTRY."
Standing Resolution, adopted Feb. 9, 1993.
 - b. To how many Lodges may a Virginia Mason belong?
Section 2.117 adopted in 1975. Virginia Masons may belong to as many Virginia Lodges as admit him.
Section 2.117 Decision 1961 D-4. Grand Lodges that permit "Dual" memberships allow Brethren to belong to one Lodge in that Grand Jurisdiction and one Lodge in Virginia. Grand Lodges that permit "plural" memberships allow Brethren to belong to as many in the other jurisdiction as that Grand Lodge allows and as many Virginia Lodges as may admit him.
 - c. Only questions arising from actual operation of the law should be submitted to the District Deputy Grand Master or the Grand Master, and then only through regular channels as provided by the law. The DDGM and the Grand Master are not required to rule on moot questions of Masonic law and usage.
Section 1.96 Decision 1948 D-1.
 - d. Where are the official fees for Charters, Dispensation to Form a New Lodge, "any other dispensation attested by the Grand Secretary", or Grand Lodge diploma located?
Section 1.23 (1993) and Section 2.21 (1993).

e. Where can I find the rules dealing with fixing the time and place of opening a Stated Meeting of my Lodge?

Section 2.09 (1984). Should hold at least one stated communication per month. The date, time and place shall be stated in the Lodge By-laws.

3. Laws tie our Lodges together in unity, but traditions give our Districts and our Lodges their personality. List the traditions of (a) your Lodge and (b) your District. Talk to Brethren in your Lodge and District who are long-standing members.

G. Committees as a Tool

Exercise JW-7

1. Identify at least one Standing Committee and one Special Committee. Explain their functions and benefits.

Earlier, in Exercise MM-5, you made a list of your Lodge Committees. Update this list. The Chairmen of the respective committees should be able to tell you the functions of them and how they benefit the Lodge.

2. Participate as a member of a committee and give a report to your Lodge. Discuss with your LEO/mentor how the committee functioned and suggest possible ways for improvement.

It is best if you serve on a committee that is doing something that you enjoy doing.

Some things to consider:

Are the two committees actively working for the Lodge, or just names on a newsletter?

Are they composed of one person or several members?

3. Make a list of committees you think you might have if it were your year.

Identify a Brother to chair each committee, and explain why you selected him.

It is important to carefully consider your chairmen. Some Brethren that are unable to come to Lodge could perform a valuable service by telephoning members. Not all Brethren are versant in the ritual. It would probably not be appropriate to appoint a Brother to chair the Ritual Committee who stumbles over every third sentence.

H. Good Things From Other Lodges

Exercise JW-8

1. Get a group of your Lodge members together and visit a nearby Lodge. It is a good idea to notify your counterpart in the other Lodge and tell him that you are coming. List the interesting things you observed during your visit.

Some things to consider.

Is the ritual done according to the Committee on Work? If visiting a Lodge in another Grand Jurisdiction, how does their ritual compare with Virginia ritual?

How are guests introduced?

What is the length of time devoted to business?

How long is the program?

What is the total time for the entire meeting?

2. Tell the Brethren, at a Stated meeting, about your visit to another Lodge. Discuss some of the things you noted in item 1 above.

3. Attend a Master's and Warden's Association (or other such group) meeting if there is one in your Masonic District.

Some things to consider:

Is there a meal as part of the meeting?

What business is conducted?

Is there an opportunity for officers to meet with their counterparts in other Lodges?

Is ritual or education included in the agenda?

If you had the authority, what would you do differently?

4. Your next activity is to look over your notebook with ideas. Make some decisions about your year.

Some decisions you should have made at this time include:

Use or non-use of a theme

Some possible speakers for family and Stated programs

Possible dates for officer meetings

Possible committee chairmen

Duties of committees

I. Investigating Committees

Exercise JW-9

1. Find the following information in the Methodical Digest. Cite the referenced section.

a. Can a character reference on a petition reside outside the jurisdiction of the Grand Lodge of Virginia?

Section 2.94. Yes. "Two members of the Lodge or other well known Master Masons." Usually, the Lodge Secretary will send correspondence through our Grand Lodge to the Grand Lodge of the petitioner who will forward it to the Lodge. The Secretary will send a letter through the Grand Lodges verifying that the member is in good standing.

b. When is an Investigation Committee appointed?

Section 2.95. After it is presented at a Stated communication.

c. Who appoints the committee?

Section 2.95. The Worshipful Master.

d. How many compose a committee?

Section 2.95. Three or more.

e. What information must the committee obtain about a petitioner?

Section 2.95. Moral and physical qualifications of the petitioner.

f. What is the maximum time allowed for the investigating committee to conduct their task and report to the Lodge?

Section 2.95. No later than the first Stated communication after the expiration of eight weeks from the date the petition was presented.

2. For these questions there are no specific right or wrong answers, in most cases. The best source of information is from other informed Brethren, your own study and thoughts. You might want to also read Appendix H, Prelude To The Ballot -- The Investigating Committee.

a. What is the significance of the references/signers on a petition, and how much effort should be exerted to obtain other specific information from them, if any? Should you attempt to contact out-of-city signers and if so, how might you go about it?

The signers on the petition certify that the petitioner has resided for the one year last past, or has Masonic residence in the jurisdiction of the Grand Lodge of Virginia and that they have read the answers contained in the petition and believe them to be true, and that they believe the petitioner is morally and physically qualified, of good character and reputation and under the tongue of good repute.

The investigating committee should investigate to whatever extent is necessary to ensure that the petitioner is qualified and morally and physically fit. Endorsing a petition improperly can lead to Masonic charges (refer to Sections 2.109 and 4.01 – Decision 1981 D-5). The Lodge has the right to investigate every facet of a petitioner's life before he is accepted for initiation (refer to Section 2.92 – Decision 1962 D-2).

b. How far should you go in your investigation? Is there any importance in obtaining information other than that required by law?

The investigating committee should be confident that nothing about the petitioner, his beliefs, his character, his life or his reputation are contrary to the requirements of a petitioner for the degrees. Obtaining other information would be useful if it assists in determining the moral fitness of the petitioner. One important part of the investigation should be to knock on doors of neighbors and gain their opinion of the candidate. It would also be appropriate to contact business associates at his place of employment.

c. How do you view the inclusion of the petitioners' family in your investigation?

The family should always be included. You want them to be informed about the organization that the petitioner seeks to belong. They have a right to know about the underlying principles of Freemasonry. The family should be advised about the time the petitioner will be away from the family. The family should have their concerns addressed. A family that supports the petitioner will be supporting an active Mason.

d. Where do you think would be an appropriate location for your interview with the petitioner or is an interview necessary?

An interview with the petitioner is usually conducted in the petitioner's home. This allows other family members to be present. An interview is necessary because it allows the committee to meet the candidate and determine for themselves if he will make a good Mason.

3. Make a list of potential committee members you would select for an Investigation Committee. Include 2 or 3 inactive members who might make good members of an Investigation Committee. Also, indicate the "refresher" training they would need to ensure they would make good team members. At least one member of the Investigation Committee should be a current active member.

4. Lead an Investigation Committee. After your interview, review Appendix H. What was done that was successful? What actions or questions were less successful? What would you do differently for the next interview?

J. Using a Lodge Bulletin (Trestleboard)
Exercise JW-10

1. Start a small file of Lodge bulletins. What do you like best about the sample bulletins you have collected? Are they informative? Do they inspire you to visit the Lodge? What don't you like about the bulletins?

2. Write an article for each of two Lodge bulletins.
Publication date of Article 1: _____
Some activities are more effective if non-Masons are invited. Such activities-- presentation of veteran's awards or a Lodge or district picnic--may be good candidates for the first article.

Publication date of Article 2: _____
The second article could be written on the same subject as the first article. However, it would be written prior to the first article. Consider the following questions. How do Brethren respond to single requests for action? How often must a request be made for one Brother to respond?

3. Consider reformatting your Lodge bulletin to effectively communicate with your Brethren. Pretend it's your year and "prepare" a mock-up Trestleboard. Many different formats and styles can be effective. Sheet sizes of 8½ x 14 or 11 x 17 both provide enough space to create an informative newsletter. What are items that should be included? Dates for upcoming activities? What items will encourage support of the Brethren? Listing Raising dates of Brethren? If you attempt this kind of activity, consider the reaction of a Brother that is omitted, even inadvertently. Also, consider whom you would ask to prepare your Trestleboard. Would you do it, or delegate it to another Brother?

K. Evaluating Finances and Budget Preparation

Exercise JW-11

1. Discuss with your LEO/mentor how your Lodge presently handles its finances and the benefits that might accrue if the Lodge adopted a standing policy of operating with a budget.

Some issues to consider:

Does Lodge income exceed Lodge expenditures?

Is the Lodge investing funds for future building repairs?

How long with the finances last based on the current membership trend?

2. Identify and list where you can find the following in the Virginia Methodical Digest:

a. Affiliation fees

Section 2.88. No fee for affiliation of a Brother from a Virginia Lodge. Five dollar fee for affiliation of a Brother from another jurisdiction.

b. By-law requirement for dues

Section 2.86.

c. Fees for degrees

Section 2.86. Required to be in the Lodge By-Laws.

Section 2.87. Minimum fee for Degrees is \$75.

Section 2.101. Fee to be paid before degree is conferred.

d. Expenses of the DDGM

Section 1.98. Must be paid by the several Lodges.

e. Honorary members dues

Section 2.132. No dues or assessments. Lodge pays his dues to Grand Lodge.

f. Exemptions from dues

Sections 2.19, and 2.86. Members having 50 years aggregate membership in a regular Lodge chartered by this Grand Lodge or by a Grand Lodge recognized by the Grand Lodge of Virginia and whose membership for the past five years is in a Virginia Lodge.

Section 2.89. Lodge may exempt in its By-laws the Treasurer, Secretary, Tiler, and one Chaplain

g. Minimum dues in subordinate Lodge

Section 2.87. The minimum dues charged in any Lodge shall be \$15 per year.

3. Use the sample Lodge budget worksheet located in Appendix-F to:

a. Identify the line items that apply to your Lodge and mark (x) them with a pencil in the left margin.

Verify all the line items selected or rejected with your Secretary and Treasurer. They will have knowledge of expenditures.

- b. Tabulate the estimated income for your Lodge based upon;
- (1) Lodge's membership profile
 - (2) Amount of dues cited in your by-laws
 - (3) Rent from income-property
 - (4) Fees expected from prospective candidates
 - (5) Usual income from special events historically sponsored by your Lodge (i.e., yard sales, banquets, etc.)
- Your Secretary and Treasurer can help you estimate Lodge income.

- c. Review the (x)-marked line items and tabulate projected expenses based on;
- (1) Grand Lodge/Masonic Home assessments
 - (2) Grand Lodge per capita taxes
 - (3) Salaries for certain officers
 - (4) Forecast of utility (lights/power) usage from years past
 - (5) Standing projects (Lodge scholarships, youth activities)
 - (6) Average building maintenance
 - (7) Average cost of annual funeral expenses (flowers, donations to charity, newspaper obituary inserts)
 - (8) Insurance
 - (9) Grand Lodge attendance costs
 - (10) Average admin expenses (postage, paper, office supplies, printing, telephone, etc.)
 - (11) Gifts (Past Master's Apron, speakers, birthday tokens, etc.)
 - (12) By-law exemptions for certain officers

Your Lodge Secretary and Treasurer can help you with this question.

4. Discuss the apparent financial-health of your Lodge with your counselor. For reserve funds please remember major expenses that may occur every 30 to 50 years. Some examples are replacing the roof, painting the Lodge inside and outside, replacing the heating system, replacing the air conditioning system, repaving the parking lot, cutting down trees, replacing the well, updating the electrical and plumbing, etc.

L. Using Your District Team Exercise JW-12

1. You have a Fellowcraft Degree scheduled for this Thursday, and you have just learned that the only Brother that you know of who does the Senior Deacon's Lecture (or "Floor Lecture") is out of town on urgent business. List the possible sources of assistance for conferring the degree.

First, contact the Lodge Instructor of Work (LIW) and/or Secretary. They may know of other Lodge Brethren who have done the lecture. Some inactive members have a very good memory and would participate if asked. Next contact the District Instructor of Work (DIW). He should know the Brethren in your District who are able to recite the Lecture. If your district publishes a directory, consider printing names of Brethren competent to perform key ritual parts. If none is available in the district, the DIW should

be able to contact or give you names and telephone numbers of DIW's in the adjoining District's.

2. Discuss the similarities and differences among the following education module designs. Select any topic and identify the conditions that might cause you to recommend one education strategy (or combination of strategies) over another in your Lodge.
 - a. Lecture - Instructor/Student format
 - b. Seminar - Information sharing and guided discussions
 - c. Workshop - Skill development strategy
 - d. Clinic - Define weak areas and eliminate poor practices

	Size of Group	Discussion	Consensus		
Lecture	Large	Difficult	Difficult		
Seminar	Large	Difficult	Difficult		
Workshop	Medium	Easy	Possible		
Clinic	Medium	Easy	Possible		

Possibly, some additional information can be placed in these blank columns.

3. The Deputy Grand Master is in town, and you have just learned that he plans to make an informal visit to your Lodge tomorrow night. List potential sources of help to make sure the visit goes well.

Notify your Lodge Past Masters, the District Deputy Grand Master, District team, and other Masters in the district/Division. These Brethren and your Lodge Secretary would be able to offer assistance.

M. Grand Lodge Operations and the Mason
Exercise JW-13

1. Only members of the Grand Lodge of Virginia are eligible to participate in the business proceedings. Find the place in the Virginia Methodical Digest where the following topics are explained.

a. How are questions before the Grand Lodge decided?

Section 1.42. During the time that the Grand Lodge is in session the Grand Master shall control and conduct all business and there shall no appeal of his decision. Decisions made by the Grand Master while the Grand Lodge is on vacation shall be reported to the Grand Lodge at its next Annual Communication where they shall be reviewed.

b. Make a list of Brethren eligible to vote during Grand Lodge elections.

Section 1.15.

1st. The Grand Master or acting Grand Master shall have one vote, and if there be a tie, one additional vote.

2nd. The representatives of each subordinate Lodge shall collectively have one vote, the majority of its representatives casting the vote; Provided, that no Lodge delinquent in payment of dues or in its return shall be allowed to vote.

3rd. The Deputy Grand Master shall have one vote.

4th. The Grand Wardens, Grand Treasurer, Grand Secretary, and Grand Deacons shall have one vote collectively.

5th. The Past Grand Masters shall have one vote each.

6th. The Past Deputy Grand Masters and Past Grand Wardens shall have collectively one vote.

7th. The District Deputy Grand Masters, who are not representatives of any subordinate Lodge or officers of the Grand Lodge, shall have collectively one vote.

8th. The Past Masters, who are not representatives of any subordinate Lodge or officers of the Grand Lodge, shall have collectively one vote.

2. Each year the Grand Master mails the proposed budget and resolutions to each Subordinate Lodge. In recent years it has been traditional to include this statement: *It is improper and un-Masonic for a Lodge to attempt to bind its delegates by vote of the Lodge with respect to a particular resolution, proposition, or issue. The Master and Wardens must be free to cast a vote after hearing all presentations on the particular matter.* Discuss this with your LEO/mentor.

It is acceptable for the Lodge members to express their opinions to the Master and Wardens. However, there will be at least two opportunities to hear other discussion. Brethren are invited to express their opinions during Grand Lodge committee meetings. During the Grand Annual Communication those committees will present their reports based on comments expressed as well as the good of the Brethren in Virginia.

3. Describe the normal process for making motions, propositions, or resolutions at Grand Lodge. Under what conditions may a proposition be "reconsidered" at the same communication of Grand Lodge that it was enacted?

Section 1.16. It must be submitted in writing to the Grand Secretary. It should briefly explain the reason for the resolution. It should be received no later than the first day of January next preceding the Annual Communication of the Grand Lodge.

Section 1.18. None shall be reconsidered without the previous permission of the Grand Master.

4. The District Deputy Grand Master serves as the eyes and ears of the Grand Master to ensure that the Lodges operate within the guidelines and constraints of the Grand Lodge concept. Conversely, he is always available to the Master of the Lodge to assist in resolving any Lodge-related problems and to reconcile "differences" between Lodges.

a. What is meant by; The DDGM and the GM are not required to vote on moot questions of Masonic law and usage. Only questions arising from actual operation of the law and usage shall be submitted for interpretation and decision. Questions, which are "hypothetical" in nature, questions that are "purely academic", and questions brought up purely for discussion are "moot" questions of Masonic Law. An incident or actually occurring problem are the proper questions to be brought up. The DEO can research and answer debatable questions and questions on moot points of law.

b. Sketch an Organization Chart that describes the relationship between the "District Team", the Lodge, the Grand Secretary, and at least two Grand Lodge Committees.

The most familiar committees are the Committee on Work, Committee on Masonic Education and Publications, Committee on Masonic Community Blood Program, and the Masonic Home of Virginia because they have counterparts at the District and Lodge levels. The district and Lodge counterparts frequently promote ritual, Masonic education, blood and apheresis donations, and the Masonic Home of Virginia. The other Grand Lodge Committees have no formal counterparts at the lower levels; thus, they are less well known. The example at the end of this chapter uses the Committee on Work and the Committee on Masonic Education and Publications.

c. Describe the process the DDGM follows when he discovers that a Lodge has failed to follow proper Masonic procedures.

Section 1.94. The DDGM shall immediately endeavor, by Masonic means, to arrest its progress; and if he shall judge it expedient, he shall forthwith forward to the Grand Master full information of the whole subject. When he shall find that a Lodge holds its meetings where there is danger of its work being seen or heard by those without, it is his imperative duty, if it does not at once remedy the evil, immediately to inform the Grand Master of the fact.

N. What Do You Want to Learn?

Exercise JW-14

Once a Brother is raised, he should continue his Masonic education. You or another Brother in your Lodge might need assistance in locating sources for which to perform research. These exercises will explore some of these sources for continuing to learn about Freemasonry.

1. List at least five (5) Masonic topics of interest to you.

This is an opportunity to be creative. If you enjoy looking at gardens, maybe a topic you would want to explore are gardens based on Freemasonry.

2. List at least four libraries that contain Masonic books. These libraries should require no more than a two-hour drive from your home.

Visit your local library. They will likely have books on the history of your community, and those books may include information on your Lodge.

3. Combine the first two exercises. Take a subject or part of a topic and visit a library. Do the research, and prepare a short speech.

This does not have to be research of the quality for a professional journal. If you can select a subject that you enjoy and apply it to Freemasonry, you will enjoy the research. Be creative!

4. The Grand Lodge of Virginia has chartered some special Lodges for conducting research. Read the section in the Methodical Digest that discusses research Lodges. Discuss with your LEO/mentor how they are similar and different from other Lodges.

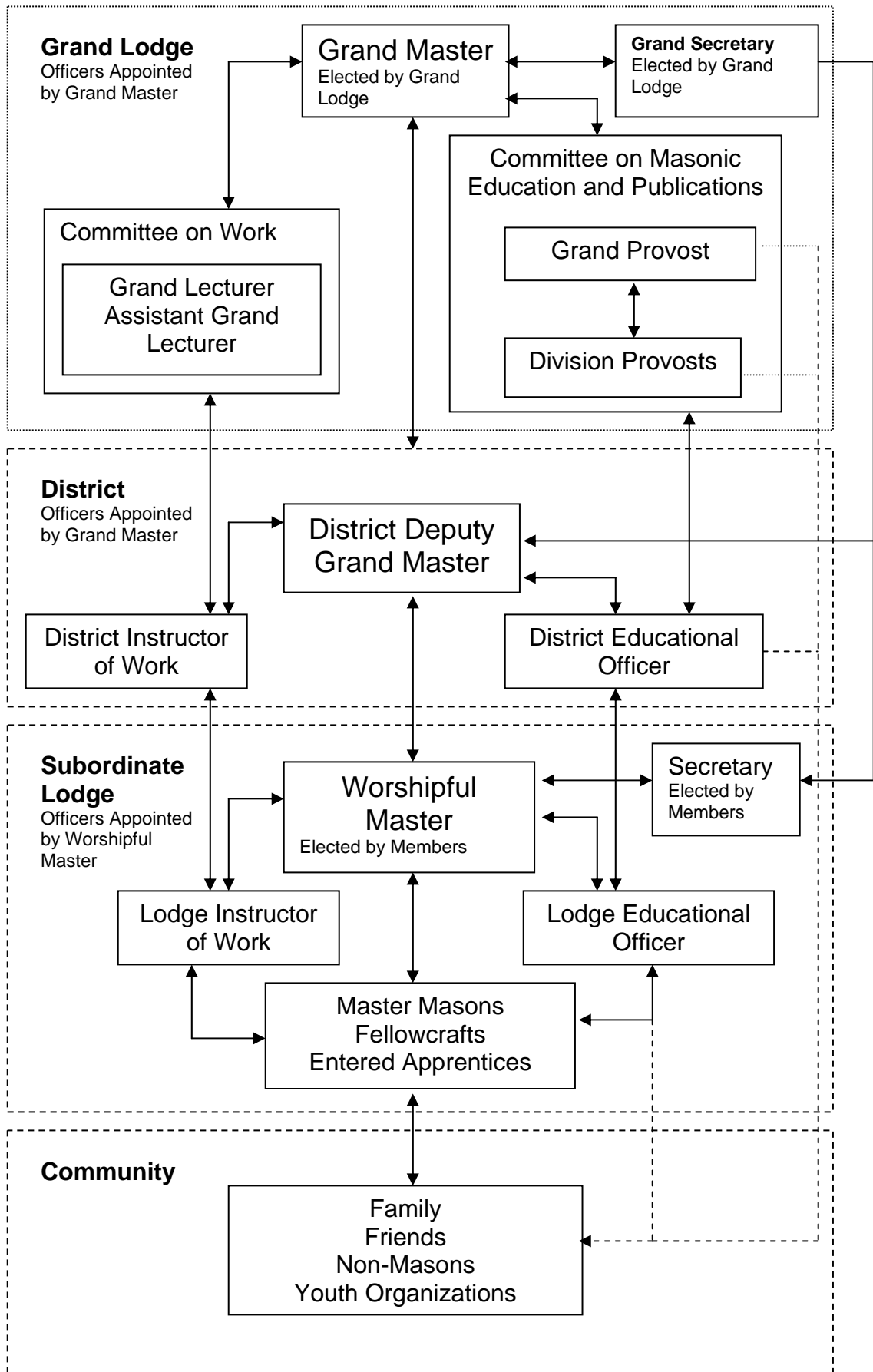
Section 2.159.

Similarities. They use Virginia ritual; Brethren must maintain membership in a Lodge recognized by the Grand Lodge of Virginia; members pay dues; length of time Warden's Certificate is valid; suspension for non-payment of dues.

Differences. Frequency of meetings are less than once per month; they do not confer degrees; they are not voting members of the Grand Lodge; Masters must have previously served as Master of another Lodge; Warden's Certificate excludes conferral of degrees.

5. Find out about the Research Lodges chartered in Virginia. Visit at least one of them.

Three research Lodges are chartered by the Grand Lodge of Virginia. The oldest, Virginia Research Lodge No. 1777, usually meets in Babcock Lodge, in Highland Springs. The A. Douglas Smith, Jr. Lodge of Research No. 1949 usually meets in the George Washington Masonic National Memorial in Alexandria. The Civil War Lodge of Research No. 1865 is based at Highland Springs, but usually meets at Civil War sites. The Masonic Directory published by the Grand Lodge of Virginia can give you meeting schedules, and telephone numbers and addresses for the Master and Secretary.



Chapter 5 SENIOR WARDEN

A. Family Obligations

Exercise SW-1

1. Review the tasks that must be done during the year. List the tasks that you will ask your wife or other family members to do for you.

The more complete your list and the more discussions you have with your family, the fewer surprises you will get later. Those tasks that you hope your family members will do, but turn down will have to be delegated to another Brother or individual or just not done during the year.

2. Meet with your family members again. Share with them the list of tasks. Explain why you are asking them for their assistance. Get a commitment from them. Remember, if they are unable to help in an area, you will have to make alternate arrangements.

If your Lodge traditionally has a meal before the meeting and you have no one to prepare the food, consider alternatives. Instead of preparing a large meal, consider a smaller meal. Instead of preparing the meal, purchase sandwiches from a deli. Omit the meal and hope a Brother steps forward to assist.

B. Selecting Lodge Officers

Exercise SW-2

1. Review your Lodge bylaws and Methodical Digest. List each officer and other position to be filled at your election, and note whether the officer is elected or appointed.

Elected Worshipful Master, Senior Warden, Junior Warden, Treasurer, Secretary, Senior Deacon, Junior Deacon, Trustees

Appointed Chaplain, Senior Steward, Junior Steward, Marshall, Musician, Tiler, Lodge Blood Coordinator, Lodge Educational Officer, Lodge Instructor of Work, Lodge Masonic Home Ambassador, all committee members

2. Identify the individuals whom you wish to nominate for each elective and appointive position.

In exercise MM-6 we mentioned earlier that a Brother in an elective office should not be elected to a higher position if he is not performing the duties of his current office satisfactorily. We also mentioned that he should be counseled prior to the election. It is appropriate to select another Brother to fill position(s) if the current Brother is not doing the job, but it should not be done in an underhanded manner. Do not surprise a Brother by not electing him if the Lodge has advanced him every year even though it is known he has not performed adequately.

3. Ask these individuals to serve no later than June of the year you serve as Senior Warden. Discuss with each Brother your expectations of their time and duties. It is very important that you tell each prospective officer his duties. Too often a Brother is asked to do a task and agrees to do it without a clear understanding of the job requirements. For example, if you expect each line officer to be at every Stated

Communication, make that requirement clear. On the other hand, it is important to be realistic, remembering that we are all volunteers and sometimes a personal commitment may need to come before a Lodge function.

C. Installation of Officers

Exercise SW-3

An installation of officers is a very special occasion. As incoming Worshipful Master you will be given the leadership of your Lodge. However, your term does not begin until the Installing Officer invites you to the East.

1. Do you remember the Masonic Law/Masonic Tradition activities you did for Junior Warden? Based on Lodge tradition, select a possible date or dates for your installation.

Some Lodges include the date and time for their installation in their By-laws. The planning for the installation should be a joint effort between the Worshipful Master and the Senior Warden.

2. Using the Manual of Ceremonies, review the sequence of events for the installation, prepare a draft program, and identify potential Brethren to fill appropriate roles.

The general sequence of events is as follows:

- Welcome by outgoing Master
- Invocation
- Pledge of Allegiance to the Flag
- Introduction of Installing Officer
- Installation of Lodge Officers
- Presentations to the new Master
- Presentation to outgoing Master
- Remarks by new Master
- Introduction of Guests
- Benediction

The draft program usually has the following information as a minimum:

- Elective and Appointive Officers for the Year
- Installing Officers
- Program (most items were listed above)

Other information may be included as the incoming Master chooses

The Installing Officers usually include an Installing Officer, Marshal, Deputy Marshal, Secretary, and Chaplain. Some Lodges usually ask a member of the Lodge in which the officers are being installed to perform the duties of Installing Officer, but it is not required. Members of the Lodge usually do the other installation roles, too. Additional information may be found in the Manual of Ceremonies. Questions should be directed at the Lodge Instructor of Work or District Instructor of Work.

D. Planning Community Projects

Exercise SW-4

1. Describe a special event, as you see it.

Writing the proposed plan can help in exposing weak areas. Also, letting another person, even your wife, can also help in clarifying the details of the plan.

2. Select a date and time for the event.

Depending on the location of the Lodge (metropolitan or rural area), finding a date that does not conflict may be a challenge. Sometimes, it is necessary to choose a date that does conflict. Or, sometimes you will schedule a date for an activity, then learn later that another organization has selected the same date and time. When this happens, it is best to continue the planning knowing that attendance may be less than desired.

3. List ten or more things-to-do that must be accomplished to prepare for the event.

Review the activity and consider all the steps required to make it successful. Do not omit any steps. Some major steps were already listed. One major step of the list might include the program. Steps for that one item might be:

- Discuss program elements with organizing committee
- Type draft program
- Review program
- Make editorial corrections
- Type final program
- Take program to printer
- Pick up program from printer
- Fold program
- Place at door of Lodge

4. Decide which of these listed activities depend upon the completion of another activity.

Some activities may be difficult or impossible to start until another activity is completed; however, some activities can be done simultaneously. Another consideration is the number of Brethren available to prepare for the event. Two activities may be able to be done simultaneously by two individuals, but can one person do both of those activities at once?

5. Estimate how long each activity should take, and work backward from the date of the event to establish starting and completion dates for each one.

If by working backward you discover that the time to begin the project is longer than the available time, it will be necessary to reduce some tasks or add another person.

6. Review your written, draft plan. Recheck each step to ensure things are "fitted-together". Adjust as necessary.

Is any step missing? Can a step be omitted? Has a Brother been identified for each step?

7. Identify "critical areas"; that is--items which must happen or be in place in timely fashion. Determine those key factors which will/may present themselves that will alert you to consider an alternative route to get to your destination.

One important consideration is the printed program. If it will be taken to a printer, how much time does the printer require? Will you have the printer fold the program, or will

you save money and have a couple Brethren fold it? If the printer tells you that their folding machine is down for repair, can you take time to fold the program, or get a couple Brethren to help? How long will it take Brethren to fold it? Can the folding be done a few hours before the event, or a day prior?

Some individuals seem to work better by doing things at the last minute. Others prefer to do things earlier. The important thing is to consider all options so a snafu at the last minute won't deter the event from taking place.

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

Another consideration is that a Brother may agree to assist and then back out due to unforeseen circumstances. Worse is a Brother who agrees to help, then later does not do what was expected. Be sure to allow enough time for these unexpected situations.

9. You should now have a comprehensive plan. It remains for you to "conduct" the operation like a bandleader, getting input from members of the team as to their progress, in order to ensure that nothing "falls-through-the-crack". How to ensure that a project stays on track can be a real challenge. You want to make sure things go smoothly. Yet, it is important to delegate these tasks. One term that expresses the coaching necessary to ensure success is "creative nagging."

10. Even though this has only just been an exercise, review it carefully. What was successful about the project? What could be improved, and how? Was the best person selected for each step? Was the leadership sufficient to ensure the success?

E. Recognizing Members and Others

Exercise SW-5

1. Review the following list and identify whether they apply to Brethren, the Lodge, or a community individual.

Community Builder Award

James Noah Hillman Award

Perfect Ashlar Award

Seymour Jonas Levy Award

"Thank You"

Veteran's Emblems

Brother / Brethren - Perfect Ashlar Award, Veterans Emblems, "Thank You"

Lodge - James Noah Hillman Award, Seymore Jonas Levy Award

Community Individual - Community Builder Award, "Thank You"

2. Obtain or identify the requirements for the awards listed above.
Community Builder Award - for outstanding community service (maximum 2 per year awarded per Lodge.)

James Noah Hillman Award - To qualify a Lodge must, in the term of its Worshipful Master, earn at least 100 points in each of four categories of ritual; Masonic Education; Lodge Administration; and charity, Family and Community Service as well as completing all of part one and having an overall score of 450 points.

Perfect Ashlar Award - Nominations are made by the Worshipful Master and forwarded to the Grand Master. Must be a Master Mason who is not serving in an elected position and is not a Past Master. Qualifications include unselfish service, brotherhood, absolute fidelity to the Craft in word and deed, willingness to serve, as well as the ability to communicate harmony.

Seymore Jonas Levy Award - Lodge yearly blood donation must be at least 25% of membership strength. Must have a full time Lodge Blood Chairman. At least one Lodge program should be devoted to the Blood Program. Lodge shall actively participate in at least two blood drives.

"Thank You" - Someone who has done a deed deserving of appreciation

Veterans Emblem(s) - member to have been in good standing for an aggregate time of 25 / 50 / 60 / 70 years in a regular Lodge.

3. Plan one or more events to recognize those Brethren who are 25, 50, 60, or 70-year veterans.

Consider the following questions.

What is the maximum number of veterans to recognize if a group is done at one time?

Is it appropriate to recognize a 25-year veteran and a 50-year veteran at one time?

Should these awards be presented only at Lodge? Or may they be presented at the Brother's home?

How does the Brother's state of health affect the presentation?

If presented at the Brother's residence, how many Brethren should make the visit?

4. Consider other ways for recognizing your Brethren. Examples include giving a small token to Brethren in the month they were raised and presenting Certificates of Achievement for extra work. Also, you may want to recognize the wives of our Brethren. One example is giving a small token to the Brethren present to take home to their wives. List five methods for praising your Brethren and their wives.

Consider the following:

Mention Brethren and their Raising date in the Trestleboard / newsletter.

Mention deeds of Brethren in the Trestleboard / newsletter.

Give a flower to each Brother to take home to their wife.

Give a token to each wife that comes to an open meeting.

F. Supporting Masonic Youth Groups

Exercise SW-6

1. Visit a Job's Daughters, DeMolay, or Rainbow meeting to observe them during their session.

Record the date of your visit. _____

If you visit several times, you will gain an even better appreciation for the good things our youth are doing.

2. Make a short verbal report to your Brethren in Lodge describing your visit. Your comments should include a positive statement on how the Lodge, from your perspective can support these young men or women.

What are similarities and differences between the Masonic youth groups and a Lodge meeting? What are the similarities and differences between the youth groups?

G. Grand Lodge "Proceedings"

Exercise SW-7

1. Let's see if we can find out about membership in your Lodge. Use the set of "Proceedings" in your Lodge library, and write the membership of the Lodge for each of the past ten years.

a. Was there a loss or gain?

b. What is the primary statistical cause of the loss or gain (Raisings, Affiliations, Death, Demit, Suspensions, etc.)?

c. How many 50-year members belong to your Lodge?

This is a continuation of exercises begun with SD-7.

This information may be found in a section that is titled something like "Statistical Reports." Generally, most Lodges are experiencing a trend of declining membership. Is this true of your Lodge? What can be done to arrest this decline and begin showing an increase?

2. Review the lists of Grand Representatives in the Proceedings and compile an abbreviated list for your Lodge of those members who live in your community. Discuss the proper form to use when introducing these members to your Lodge.

The list of Grand Representatives may be found toward the end of the Proceedings.

They should be introduced; "Worshipful/Right Worshipful, etc. ABC, Grand Representative for _____".

3. Do you know the Lodges in your district? Record the page on which you found your answer.

a. What area (city/county) is covered by your district?

This may be found in a couple of places toward the end of the Proceedings: List of Subordinate Lodges Arranged by Counties and Cities and List of Lodges by Districts.

b. What Lodges comprise your district?

This may be found in a couple of places: List of Lodges by Districts and District Officers.

c. How many Masons belong to Lodges in your district?

The Grand Secretary includes in his report a table showing Members Per District.

H. Appendant Bodies

Exercise SW-8

There are other Masonic organizations. These activities will help you learn more about them.

1. Discuss with your LEO/mentor the definition of "appendant." An "appendant" body is an organization that requires its members be Master Masons or related to Master Masons.

2. List at least five appendant bodies, and discuss their differences and similarities.

The most common are described in the following table:

Organization	Membership Requirements
Royal Arch Chapter	Master Mason
Commandery of Knights Templar	Royal Arch Mason Christian
Council of Allied Masonic Degrees	Royal Arch Mason By invitation only
Red Cross of Constantine	Royal Arch Mason By invitation only
York Rite Sovereign College	Royal Arch Mason By invitation only
Ancient and Accepted Scottish Rite "Scottish Rite"	Master Mason
Ancient Arabic Order, Nobles of the Mystic Shrine "Shrine"	Master Mason
Mystic Order, Veiled Prophets of the Enchanted Realm, "Grotto"	Master Mason
Tall Cedars of Lebanon	Master Mason

3. Find out and list the appendant bodies that meet in your district. Your district directory may list the appendant bodies meeting in your locality. If not, talk to some other Brethren in your Lodge.

4. Plan a program to invite at least one appendant body to your Lodge. The speaker(s) should be prepared to talk to both Masons and guests. Be sure to gain the approval of your Worshipful Master. Many members of appendant bodies would be pleased to talk about their organizations. You could even have speakers from two or three organizations depending on the overall program and the time each speaker is to talk.

I. Lodge Programs

Exercise SW-9

These activities will help you to finish the plans for your year as Worshipful Master.

1. Complete the calendar for your year.

Remember that you can plan Stated Meetings and most, if not all, events involving family and guests. However, it is difficult if not impossible to plan for Called Communications and Masonic Memorial Services.

2. For each program or activity develop a schedule of events, establish special committees if applicable, and arrange for speakers.

Consider the following:

Are you overloading a committee with tasks that could be spread among several committees?

Are you proposing to give one committee several tasks in a short time when it might be better to spread those events over a longer period of time?

3. Publish a draft plan for the activities that you propose during your year. Also, hold a meeting with your prospective officers to discuss the plan and gain their support. This should be completed by August.

The frequency you meet with your officers may depend on the frequency of meetings. If you meet twice each month, it would probably be burdensome to have an officer meeting prior to each meeting. Having quarterly meetings is a good starting place. Another consideration: Is it better to have fewer meetings that take several hours, or more meetings that take under an hour?

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