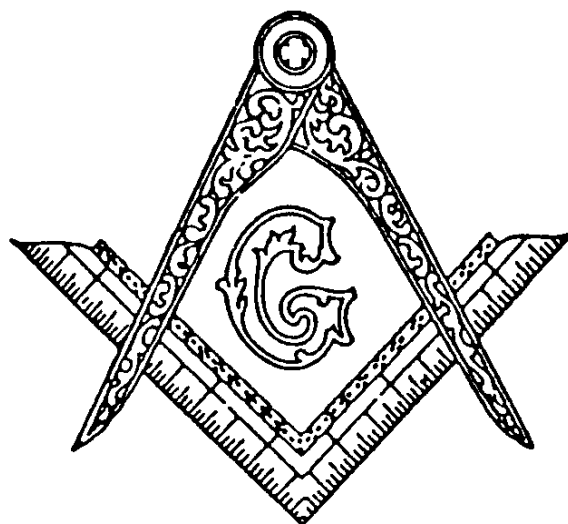


Lodge Educational Officer (LEO) Manual



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Committee on Masonic Education

Definition

The Committee on Masonic Education provides the non-ritualistic instruction of the Brethren in all aspects of Freemasonry, including, but not limited to its history, leadership, laws and customs. It also includes enlightening non-Masons and the public at large about the Fraternity.

Goal

The goal of the Committee on Masonic Education is to instill a sense of understanding and dedication in the individual Mason that will allow him to avail himself of the rights and benefits due him and that he will contribute to the betterment of the Craft.

The ultimate achievement is that each Mason will be stimulated to search for more light on his own, using the resources available to him at home, his Lodge, and the community.

Objective

The objective of the Committee on Masonic Education is to encourage Masons to wonder, to inquire, and to be self-reliant in obtaining light from a multitude of sources, laying the foundation for a lifelong love of learning and inspiring them to share their light with others.

Purposes

The purpose of the Committee on Masonic Education is to assist Masons and non-Masons in (1) learning more about the Fraternity, and (2) encourage Masons to find one or more Masonic topics they will enjoy researching.

Why Masonic Education?

The Committee on Masonic Education is important because:

- It helps us become better men.
- It helps us better understand the Fraternity.
- It helps us to understand our obligations.
- It helps us to understand our origins and history.
- It enlightens the non-Mason about the Fraternity.
- It provides a solid foundation for understanding the ritual work.

Organization for the Committee on Masonic Education

Many individuals are directly concerned with the Committee on Masonic Education. This chapter will discuss how each Masonic educator contributes to the success of the overall program. Refer to the Organizational Chart (Appendix A) for an illustration of the relationship between the different educational components.

Grand Lodge

The Grand Master has the ultimate responsibility for Masonic education. However, he delegates part of this function to the Grand Provost. The Grand Master appoints the Grand Provost, who is charged with implementing and carrying out the Committee on Masonic Education programs of the Grand Master and the Grand Lodge.

The Grand Provost is Chairman of the Committee on Masonic Education. The members of this Committee are from each of the twelve (12) general geographical divisions of the State and are appointed as Division Provosts by the Grand Master. This Committee shall conduct such conferences, seminars and forums on Masonic education as it may deem appropriate or as the Grand Master may order. It shall review and approve all publications of the Grand Lodge concerning Masonic education. This Committee has the responsibility to supervise the work of the District Educational Officers. A list of the Division Leadership Conferences is available each year from the Grand Lodge office.

Division Provosts

Division Provosts are appointed to manage the educational programs in their geographical area. Each geographical area comprises several Masonic districts. They:

- Recommend District Educational Officers for their districts when vacancies occur;
- Conduct Division Educational Programs at least once each year;
- Host the Division Leadership Conference for their area; and
- Assist the Grand Provost in promulgating and implementing Grand Lodge educational programs.

District Educational Officers

District Educational Officers (DEOs) are appointed by the Grand Master on the recommendation of the Grand Provost to faithfully serve the Masonic districts where they hold Lodge membership. They are experienced Brethren in the area of Masonic education.

The District Educational Officer performs his functions under the Grand Lodge Committee on Masonic Education. He is expected to make himself available to render all possible assistance to the Worshipful Masters and the Lodge Educational Officers. Areas in which the DEO may assist the Lodge are administration, the customs and usages of the Fraternity, advance planning of programs, and goal setting. The DEO is also charged to render all assistance to those Lodges in his district that elect to employ the mentor plan for the indoctrination of their candidates.

Lodge Educational Officers.

The Worshipful Master appoints the Lodge Educational Officer (LEO). The appointed individual should be interested, energetic, informed, capable, and interested in Masonic education. The Brother should:

- Like to read and carry out limited research
- Like to teach and share his knowledge
- Have a basic knowledge of Freemasonry
- Have knowledge of the ritual
- Be a good evaluator of the capabilities of others
- Should not be a new Mason

The duties of the Lodge Educational Officer are not enumerated in the Methodical Digest or other Grand Lodge publications. Suggested general duties include the following:

- Understand the importance of the LEO position.
- Prepare for assignments by obtaining suitable reference materials or be able to access them.
- Attend the Division Leadership Conference, and participate in the counterpart session with the Grand Provost, DEO, and other members of the education team.
- Enroll and complete all of the Grand Lodge correspondence courses, if not already enrolled or completed.

- Prepare a Lodge Educational Program outline for the year. Include in it the educational requirements for the James Noah Hillman Award.
- Keep the DEO informed throughout the year of Lodge educational programs.
- Assist in attracting non-members to petition the Lodge.
- Keep Masonic education alive in the Lodge!

The LEO may, with the consent of the Worshipful Master, appoint other Brethren to serve on the Lodge Education Committee or Team, and as mentors.

Lodge Education Committee. This committee assists the Lodge Educational Officer in promoting Masonic education in the Lodge.

Teachers/Mentors/Facilitators. These are Brethren who share information with the Brethren. This may be done through formal presentations, small groups, or one-on-one.

Students. These are Brethren who are taking in the information. Every member of the Lodge is a student.

Individual Mason and Non-Mason

Each Mason is a student regardless of his position in the Fraternity. Brethren are encouraged to improve themselves by discussing topics with other Brethren and reading books on Freemasonry. Other Masons will find enjoyment in researching topics. Some Brethren may wish to present their research to Masonic groups or write an article for a Masonic publication.

The non-Masons are those individuals who are not members of the Fraternity. This group includes men, women, and children. It is important to share information about our good deeds and works with those who are less knowledgeable.

Relationship Between the LEO and the LIW

There are three main areas for Lodge instruction:

- (1) ritual
- (2) law
- (3) everything else

The Worshipful Master is responsible for ensuring that the Brethren are proficient in their use of the ritual. This function is usually delegated to the Lodge Instructor of Work (LIW). The LIW promotes proper use of the ritual under the direction of the Committee on Work (COW).

The Worshipful Master and District Deputy Grand Master are responsible for enforcing the Law. The Law includes those decisions adopted by Grand Lodge, and published in The Methodical Digest.

The Lodge Educational Officer may cover all other topics.

The LEO and the Lodge Instructor of Work (LIW) are the teaching members of the Lodge appointed by the Worshipful Master. They are selected because they (by their very nature) are skillful and patient coaches. It is their duty to systematically imprint lessons of Masonic ethics, morality, and etiquette on the memory of individual Masons.

The LEO and LIW should collaborate in their training duties, so when a Mason, more especially an officer of the Lodge, has learned the catechisms, ritual and ceremonies; he will also have a complete understanding of their meanings and be prepared to teach those who follow him. Teamwork such as this will enable the making of true Masons.

The Committee on Work employs time tested training methods to teach letter perfect catechisms and lectures to individuals. They employ group training (group exercise) techniques to reinforce the learning and to blend the individuals into highly skilled teams to perform the beautiful ritual exercises in their Lodges. The phrases and fluid floor movements are choreographed in a precise, standard and unchanging manner to allow succeeding generations of individual Masons to derive the same moral and ethical messages.

The teaching of the ritual is where the apparent overlap and confusion occurs. The resolution of the problem and the separation of duties is as follows. The teaching of these words in exact order is the domain of the Grand Lecturer, Committee on Work, District Instructors of Work (DIW) and Lodge Instructors of Work. They will provide Lodge Officers and catechism coaches with time-tested mechanisms to ensure the phrasing and floor work movements are more easily committed to memory.

The Committee on Masonic Education teaches the meaning of the ritual for the purpose of clarification, so that the exact phrasing and floor work movements are more easily committed to memory, then the interpretation of the ritual is considered well within his purview. Remember, members of the Committee on Masonic Education are trainers and coaches, as are the members of the Committee on Work. They impart information (educate) by imprinting and re-enforcing the impressive words

of the Masonic ritual and ceremonies on the minds of Masons using "drill" methods.

The Grand Provost, Committee on Masonic Education, DEOs and LEOs are not chartered to teach Masonic ritual or rule on such matters. They impart important truths (many are the same as taught by the Committee on Work) about the Fraternity to Masons by means other than having them commit the Masonic ritual to memory, such as by teaching leadership, the use of the Masonic symbols, Masonic history, its laws, etc. The interpretation of the ritual for the purpose of planting ideas, provoking curiosity and stimulating the Mason to look further into the mystery is clearly within the bounds of the Masonic education mission. That is, using the words of the ritual as a catalyst to stimulate the Mason is acceptable for the Masonic educator, while attempting to have the exact wording of the ritual committed to memory by his students is not.

The Committee on Work teaches words in an exact way, while the Masonic educator uses words in a non-ritualistic (although he may quote from the ritual) way to get similar messages to the Mason. The Committee on Work usually focuses on the Who, What and When--The Committee on Masonic Education addresses the Why.

Remember: The real objective of both the Masonic educator and the Committee on Work is to build better men.

Implementing a Lodge Education Program

Before implementing a Lodge education program, we should identify some of the benefits of such a program.

Benefits of Masonic Education

There are many benefits to developing and promoting a Lodge education program. Some of these benefits are listed below:

- ✓ Engender increased commitment
- ✓ Make Masons better informed
- ✓ Provide direction
- ✓ Instill and sustain interest
- ✓ Eliminate or reduce misinformation
- ✓ Provide reinforcement to ritual
- ✓ Increase membership and attendance
- ✓ Increase participation
- ✓ Improve public image

However, some Brethren may not be receptive to the Lodge Educational Officer and his education programs. They may introduce barriers; some barriers are included in the following list:

- ✓ Poor attitude of officers; No desire to have trained officers; Unwillingness to seek and train leaders
- ✓ No desire to try new ideas; Grand Line might disapprove
- ✓ Past Masters are unwilling to change or try something new
- ✓ Ignorance of benefits
- ✓ Poor attendance at training functions
- ✓ Too many other activities take higher priority
- ✓ Lack of ability to lead
- ✓ Lack of qualified / knowledgeable mentors
- ✓ Old timers would view the program as an indictment of their past lack of leadership
- ✓ Lack of initiative
- ✓ Failure to follow through and / or failure to establish meaningful goals
- ✓ Wives would object
- ✓ Apathy
- ✓ Lack of time and / or real interest
- ✓ No desire to support Worshipful Master's or Grand Master's program(s)

By overcoming these obstacles, the Lodge Educational Officer can encourage and instill participation of his Lodge members. Here are several suggestions for overcoming these obstacles:

- Select a few interesting programs. Of course, a subject that is interesting to one person may be dull to someone else. However, a good speaker can make a seemingly dull, uninteresting topic exciting to most of the audience.
- Open meetings to guests. Inviting non-members to hear the speaker, opens many additional opportunities. There are many non-Masonic topics, for example, landscaping and estate planning that could improve attendance, if properly publicized.
- Set realistic goals. Setting three to five achievable goals is better than setting 10 goals that are unattainable.
- Use the LEO Minute to build interest in a longer educational program.

Implementing anything requires planning. So, the next topic includes some information on planning.

Planning in General

To achieve any goal requires careful planning. Such plans should provide checkpoints and intermediate milestones. It is a good idea to make your plans in writing and to establish certain milestones by specific dates. By doing this, you can see your progress as you advance toward your goal.

It is only realistic to be aware that, in a volunteer organization such as ours, the road to success is paved with many potential pitfalls. Many of the normal pitfalls that a leader will be confronted with will be avoided if you have established worthy goals and have prepared careful plans to achieve those goals.

The following list identifies some potential pitfalls with suggestions for overcoming them:

Pitfall	Solution
Workload too heavy	Organize team to assist. Delegate functional duties. Allow other members to help you achieve your goals.

Pitfall	Solution
Lack of enthusiasm by others	Be sure that you are enthusiastic in your Masonic work. Enthusiasm is contagious.
Lack of own enthusiasm	Always remember that the seeds of and motivation of Masonic education that you plant will bear the fruit of action for Freemasonry in the future. You may not always see the results, but it is a basic law of nature that seeds properly sown and nurtured will grow.
Lack of time	All of us have the same allotted time. It is important to establish priorities as to how we use that time.
Lack of knowledge	Be prepared. Carefully do your homework.

Overall Plan

A good plan is cyclical in nature. Short-term goals for one year should be evaluated at the end of that year. New goals are then set for the following year.

1. Establish goals based on assessment and performance measures. They should be challenging, achievable, and measurable. Be sure to gain the support and concurrence of the Worshipful Master. You may also wish to consult with the other line officers.
2. Identify barriers in the Lodge. Overcoming barrier(s) will require additional step(s).
 - a. Define the problem. For example, "it" will not work in this Lodge.
 - b. Brainstorm causes. List the reasons why "it" will not be successful.
 - c. Analyze the data. Review the information.
 - d. Brainstorm solutions. Look for one or two ideas that will make "it" worth doing.
 - e. Reach a consensus. Everyone should agree partially with the idea(s).

- f. Develop an action plan. Prepare a plan to implement “it” in the Lodge.
 - g. Evaluate “it.” Review plan for why “it” was or was not successful. Modify plan for following year’s program.
3. Execute the plan.
 4. At the end of the year, evaluate the results of the plan. Review why parts of the plan were successful, and why other parts may have been unsuccessful. This is an opportunity for junior officers to learn from experience.
 5. The following year, begin the cycle again by establishing goals. Repeat step 1 above.

Authority and Responsibility

Authority is the designated power or permission to accomplish an objective. Responsibility is the ultimate accountability for the success or failure of the team effort. The Worshipful Master has the authority to delegate tasks, and, he is responsible for the completion of those tasks. To accomplish objectives, he may delegate the authority to get tasks done, but he cannot delegate the responsibility.

The Worshipful Master is encouraged to delegate the authority to conduct Lodge education programs to the Lodge Educational Officer, however, the responsibility for Lodge education still resides with the Worshipful Master.

Worshipful Master’s Yearly Program

The Worshipful Master rules and governs his Lodge. If the Master elects NOT to have good educational programs during the year, the LEO may have little choice, but to swallow his pride and work with the Wardens to improve programs the following year. On the other hand, a good LEO should be able to suggest programs to the Master that will support his theme, and benefit the Lodge. Optimally, the LEO will work with the Senior and Junior Wardens while they are developing their plans, so the educational program is replanned each year.

LEO's Proposed Program

The LEO should discuss his proposed program with the Worshipful Master and all the line officers. He should incorporate suggested changes, and gain approval for Lodge education for each year's programs ahead of

time. It is even better if the line officers will give tentative approval to allow the LEO to continue for several years. Ideally, the LEO should prepare a multi-year educational plan for the Lodge. By working with the line officers, an excellent series of programs could be presented over several years.

The LEO's overall program for the year should include a planned visit by the DEO, one or two programs given by the LEO, and other programs given by members of the education team or other suitably informed Brethren. The LEO is urged to share his proposed program with the DEO. In the absence of a major presentation, the LEO or a member of the education team should give a short (5 minute) educational presentation of interest to the Brethren. The Master should approve these short vignettes in advance.

The LEO is urged to share his proposed annual or multi-year plan with the Lodge Education Team. These Brethren can provide additional information that will enhance the overall program.

Lodge Officer Commitment / Support for Education

Ideally, the Brother functioning as LEO should serve the Lodge for several years. He should have the approval of the future Lodge line officers, as well as the current Master. In addition, the LEO and line officers should be training another Brother to take over the duties of LEO at an appropriate time.

Lodge Education Resources

Education resources available to the Lodge may include:

- Lodge Library. A Lodge is fortunate, if it has its own library. The library could include Short Talk Bulletins, videos and Masonic magazines in addition to books, The LEO should encourage members to borrow items from the library. Possibly, some members would donate books they no longer need in their personal library, if mentioned in a Trestleboard or personal conversation. Some volumes may be useful to prospects considering petitioning the Lodge. Other volumes may assist wives and other family members in understanding Freemasonry.

If the Lodge does not have a library, the LEO can provide a valuable and lasting service by assisting the Lodge in developing its own library. Secure a few reference materials to answer the fundamental needs of Masonic education. The cost will not be excessive, for the Lodge that will allocate as little as \$50.00 annually may secure a sizable store of reference materials in the span of a decade. There are thousands of Masonic books and publications from which to choose. The important steps are to begin

budgeting the funds and to secure the services of a dedicated Lodge librarian who will index the material and set up record keeping and lending procedures.

Every Lodge should have the following publications, at a minimum:

- ✓ Grand Lodge Proceedings, issued annually to each Lodge
- ✓ Current copy of the Methodical Digest

Publications for Masonic education from the Grand Lodge, A.F. & A.M., of Virginia may be found at the URL

<http://www.grandlodgeofvirginia.org/education/publications/index.html>

- Trestleboard. The LEO is encouraged to write a short educational article for each issue of the Trestleboard. This would allow the educational message to be carried to all Lodge members, not just those who attend meetings.

Presentation of Information

There are many different ways to present information to the Brethren. None is perfect for every situation. It is suggested that the LEO utilize different methods. This will provide more variety for the Brethren and that will help to keep the information interesting.

The following information explains about some types of instructional methods.

One-on-One

One person works with another individual. These sessions are useful for assisting Brethren who may need special attention in a specific area. This is the most personal, but least economical, of these groups.

Advantages	Disadvantages
Ensures Brother is following the right direction	Very time consuming
Progress of Brother can be easily assessed	
There are fewer barriers between the facilitator and Brother	

Hints for Better Facilitating
Allow Brother lots of time to express his thoughts
Remain on the subject, and avoid other topics
At the end of each session, consider giving the Brother a word or subject to research for the following session. However, the facilitator must be knowledgeable about the subject and correct erroneous information, if necessary.

One-on-Several and Small Group Discussion

One person works with two or more individuals, but usually less than five. This works best when everyone is at the same educational level and works at the same speed. Example: a group of Entered Apprentices.

Advantages	Disadvantages
Allows for participation of all Brethren	Groups may become side-tracked
Many Brethren are more comfortable in small groups	
Groups can reach a consensus	
Hints for Better Facilitating	
Give careful thought to purpose of group / meeting	
Prepare specific tasks or questions for Brethren to answer	

One-on-Many

This is a lecture format and is typically used in Lodge presentations at stated communications.

Advantages	Disadvantages
Factual material is presented in a direct, logical manner	Time may limit discussion period
May provide experiences that inspire	Quality is limited to quality of questions and discussion
Useful for large groups	Effectiveness is limited
Brethren can question, clarify, and challenge	
Lecture may be interspersed with discussion	
Most economical	
Hint for Better Facilitating	
Facilitator should be prepared to allow questions during presentation	

The following learning / teaching methods are more specialized. They may be useful in providing variety or accomplishing a specific purpose.

Panel of Experts

This is a group of individuals who respond to questions asked by members of the audience.

Advantages	Disadvantages
Allows experts to present different opinions	Experts may not be good speakers
May provoke a better discussion than one person	Personalities may overshadow content

Advantages	Disadvantages
Frequent change of speakers keeps attention of audience	Subject may not be discussed in logical order
Hints for Better Facilitating	
Facilitator introduces panel, coordinates focus of panel, and provides concluding summary	
Facilitator briefs panel on purpose of discussion	

Brainstorming

This is a technique for exploring methods for introducing and implementing new ideas.

Advantages	Disadvantages
Allows creative thinking for new ideas	Can be unfocused
Encourages participation of all Brethren because all ideas are recorded	Best if limited to 5-7 minutes
Draws on group's knowledge and experience	Brethren may have difficulty getting away from known reality
Creates a spirit of cooperation	Must be managed well to avoid criticism and negative evaluation
One idea may create many other ideas	
Hints for Better Facilitating	
Facilitator selects the issue	
Facilitator should have some ideas to stimulate initial ideas	

Masonic Study Groups

Masonic study groups are easily formed and their potential is unlimited. They take only a small group of dedicated Masons who are willing to work together to share the fruits of their labors.

For comprehensive information on how you can help a group to get established; obtain a copy of the MSA pamphlet entitled, "Masonic Study Groups" written by Alphonse Cerza of Illinois and William Moseley Brown of Virginia. Also, the Research Lodges in Virginia are a valuable resource that could help you establish a study group.

There are no iron-clad rules to follow in the formation of study groups as each Lodge may have its own desires, and will most certainly have its own peculiarities. To start properly, it is recommended that you encourage the LEO to recruit one or two interested Masonic "scholars" and enlist the cooperation of the Worshipful Master and Wardens of the Lodge.

The first meeting is of great importance. It may be held anywhere, but preference should be given to the Temple of the sponsoring Lodge. At the organizational meeting, the group should consider a number of things and strive for consensus on the following (but the list is not meant to be all-inclusive):

- Maximum number of members in the group.
- Frequency of meeting.
- Possible scope of interests and activities.
- Method of study.
- Organization structure.

The range of activities available to interested Brethren is boundless. Discussions on every imaginable topic of concern to Freemasons are encouraged. With little difficulty, local resources are available to make presentations, facilitate workshops, and lead seminars.

The individual is the most important ingredient in Freemasonry. The task of the DEO, LEO, and everyone interested in Masonry and Masonic education must be to reach the individual. Let us recall that many of the members who become leaders in our Lodges do so in a very short time after they receive their degrees. The Masonic Study Group is an ideal vehicle to teach them the great underlying principles of Freemasonry early in their Masonic lives. Urge and assist in their formation and development.

Assessment / Performance Measures

Two places to look to assess Lodge education are the James Noah Hillman Award and the DEO Planned Visit Report.

The James Noah Hillman Memorial Award

This Award will help with the assessment by identifying the areas that the Lodge should work on during the next year or two.

The James Noah Hillman Memorial Award was established in 1971 to recognize sustained superior performance on the part of Lodge Officers. Special recognition is given to those Lodges that exhibit program excellence by undertaking various activities that support, enhance, and build this great Fraternity and meet minimum prescribed requirements.

The LEO is urged to encourage his Worshipful Master to strive for the award. In aiming for the James Noah Hillman Memorial Award, Lodge officers will be steered in such a way as to improve the quality of their performance. In so doing, they will render greater service to their Brethren.

The James Noah Hillman Award should be discussed among the Lodge officers at an officer's meeting. As each requirement is discussed, assign an officer to oversee that requirement and establish dates to achieve each requirement.

The current year's qualifications may be found on the Grand Lodge of Virginia website: <http://www.grandlodgeofvirginia.org/awards/Hillman.pdf>

DEO Planned Visit Report

The District Educational Officer should visit each Lodge in the district to which he is appointed (Methodical Digest, Section 1.103) and report the findings of his visit to the Chairman of the Committee on Masonic Education through his Division Provost.

There are three reasons for the DEO Planned Visit:

- a. To permit the Lodge to formally receive a member of the Grand Master's Education Team in that Masonic district.
- b. To permit the DEO to observe the Lodge in action; to evaluate its strengths and weaknesses and to recommend steps for improvement to the Worshipful Master and the Grand Lodge.
- c. To permit the DEO to communicate the objectives of Masonic education as prescribed by the Grand Lodge Committee on Masonic Education.

The DEO should consult with the Worshipful Master in advance of his visit. It is highly recommended that the DEO suggest that the Worshipful Master might want to have his Lodge Educational Officer and his committee present a program on Masonic education during his visit. This will give the DEO an opportunity to evaluate the interest and progress of the Lodge toward Masonic educational goals.

When the DEO makes his visit, he will complete a form that gives his assessment of Lodge education. The DEO should give a copy of this report to the Secretary and LEO. A sample DEO Planned Visit Report form is included as Appendix D. Information written by the DEO can help the Lodge improve its education program.

Lodge Candidate Education Program

The primary responsibility of the LEO is to ensure that candidates for the Entered Apprentice, Fellowcraft, and Master Mason Degrees have a good understanding of the educational portions of the ritual.

The following specific duties related to the Lodge Candidate Education Program are suggested for the Lodge Educational Officer:

- At least one educational program each year should be on the Entered Apprentice, Fellowcraft, and/or Master Mason Degrees.
- Recommend to the Worshipful Master well-qualified, dedicated, enthusiastic Brethren to serve as Mentors.
- Recommend to the Worshipful Master the Mentor to assist each candidate.
- Supervise the activities of the Lodge Education Committee and Mentors.
- Recommend candidates to Mentors, such that no Mentor should be required to serve more than two candidates at the same time.

The Mentor Program

The Mentor Program, if properly implemented with dedicated Brethren and wisely administered, can produce many educated and well-informed Masons. The plan is fundamentally simple. It is important to find Mentors who are sufficiently dedicated and motivated to carry it out as it is designed. This is a most serious task.

The appointment of Mentors in a Lodge is, of course, the prerogative of the Worshipful Master, not the LEO. However, for the success of the plan, the LEO should make himself available to the Worshipful Master to offer guidance to him about the selection of the Brethren being considered to serve in this capacity.

One of the most important qualifications is a willingness to spend long hours with another Brother. The prospective Mentor should be enthusiastic about the Lodge programs. He should be willing to answer questions; and if he does not know the answer, be willing to either research the response, or ask another Brother.

Mentors can assist candidates in understanding the reason for undergoing the ritual ceremonies. A Mentor should be assigned when the Petition for Degrees is read in Lodge. The Worshipful Master may wish to

ask the Mentor to be part of the Investigating Committee. Mentors for candidates should be familiar with the Mentor's Manual, Degree Booklets, and the Education Proficiency Manuals.

Mentors can assist line officers by providing counsel as they progress through the chairs. They can provide insights as to both good and less desirable actions of Worshipful Masters. They can provide guidance as a line officer begins to develop his program for the year. Mentors for line officers should be familiar with the Officers Manual, Lodge Officers Training Guide, Methodical Digest, and other publications.

Duties of Mentor

- Meet with candidate on regular basis.
- Report progress of candidate to Lodge Educational Officer, Worshipful Master, and the Lodge at regular intervals.
- Answer questions asked by the candidate through personal contact.
- Be a friendly advisor from the time the candidate is elected to receive the degrees until the time the candidate has mastered the fundamentals of Craft Masonry.
- Offer to accompany the candidate to degree work that he is eligible to attend in nearby Lodges and introduce him to Brethren at those Lodges.

There are several publications the Mentor will find to be useful references as he meets with candidates. Mentors are encouraged to be proficient in the areas discussed in these publications to ensure that the information they impart to candidates is accurate.

Mentor's Manual

The Mentor's Manual discusses issues of interest to the candidate. One Chapter includes basic information for the pre-Initiate, such as the different titles of Grand Lodges. The next chapter discusses issues that were introduced at the Initiation, such as the Rite of Salutation. Another chapter introduces concepts that were presented to the Fellowcraft, such as the Winding Stairs. The following chapter discusses new issues that were given at the Degree of Master Mason, such as dotage. Another chapter discusses concepts of interest to the new Master Mason, such as the responsibilities of a Master Mason.

Degree Booklets

There are four booklets that should be given to candidates. Taking the First Step should be given to the candidate immediately after he is elected to receive the degrees. This booklet provides useful information to the candidate prior to his initiation. The Degree of Entered Apprentice should be given to the candidate at the conclusion of the Entered Apprentice lecture. It provides some background information to the candidate on what he has just experienced. The Degree of Fellowcraft should be given to the candidate after he is received in the East. This booklet gives more information regarding the Fellowcraft Degree. The Degree of Master Mason and More Light in Masonry should be given to the candidate after completion of the Second Section of the Master Mason Degree. It provides additional information to the Brother, including his duties and responsibilities.

The candidate will gain additional benefit if a member of the Lodge Education Committee discussed some of the important concepts in each booklet. This will help to ensure that the Brother understands what he has read.

Education Proficiency Manuals

In 1998, Most Worshipful George Harry Chapin introduced a set of Educational Proficiency Manuals for each of the three degrees. These pamphlets are NOT to be given to the candidates. A member of the Lodge Education Committee must work with the candidate.

The Committee Member is encouraged to work with each candidate regardless of whether a Worshipful Master has candidates learn the catechism or only understand the information in these pamphlets. The information contained in all three booklets will help the Brother become a more knowledgeable Mason.

The following method is suggested:

- Read each question and answer to the Brother.
- Allow the Brother to paraphrase the answer in his own words.
- Expand information in the booklet as appropriate.
- Work through the questions until the Brother feels comfortable answering each question.

The following section proposes a detailed chronological sequence of events for Mentors to meet with candidates. The basis of topics for

discussion is the “Mentor’s Manual,” published by the Grand Lodge, A.F. & A.M., of Virginia.

Chronological Sequence of Events

1. Candidate is elected to receive the degrees of Freemasonry.
2. Mentor visits Candidate
 - Introduces self.
 - Explains that he will assist him in learning the education parts of Freemasonry.
 - Discusses significance of questions on Petition.
 - Application is voluntary and unselfish.
 - Desire for knowledge and chance to serve.
 - Conformity and cooperation.
 - Gives the candidate “Taking the First Step.”
 - Arranges a second meeting to discuss “Taking the First Step.”
3. Mentor visits candidate second time before Initiation
 - Discuss contents of “Taking the First Step.”
 - Discuss topics in “Mentor’s Manual,” Chapter II.
4. Candidate is initiated
 - Sit on sidelines with Initiate after lecture to assist and answer questions.
 - Ensure that the Initiate is given the booklet, “The Degree of Entered Apprentice.”
 - A few days after the Initiation, telephone the candidate and arrange a time to meet.
5. Mentor meets with Initiate
 - Mentor meets with new Brother to explain Entered Apprentice Degree and answer questions.
 - Arrange for regular meetings so that the education process may become a habit.
 - Attend examination for proficiency with candidate.
 - Discuss topics in “Mentor’s Manual,” Chapter III.
6. Brother is passed to Fellowcraft
 - Offer to pick up the candidate and bring him to the Lodge.
 - Sit on sidelines with candidate after lecture to assist and answer questions.
 - Ensure that candidate is given booklet, “The Degree of Fellow Craft.”

7. Soon after passing, mentor meets with Brother to explain Fellowcraft Degree and answer questions.
 - Continue with regular meetings to reinforce education habit.
 - Attend examination with candidate.
 - Discuss topics in “Mentor’s Manual,” Chapter IV.
8. Brother is Raised
 - Offer to pick up the candidate and bring him to the Lodge.
 - Sit on sidelines with Initiate after lecture to assist and answer questions.
 - Ensure that candidate is given booklet, “The Degree of Master Mason and More Light in Masonry.”
 - Mentor(s) should be encouraged to continue to meet with the new Master Mason to explain Master Mason’s Degree and answer questions.
 - Discuss topics in Mentor’s Manual, Chapters V and VI.
9. Indoctrination continues until (1) the new Mason is thoroughly oriented in the Lodge, (2) interested in its affairs, and (3) a regular attendant at communications.

Lodge General Education Programs

After candidate education, the next responsibility of the Lodge Educational Officer is to promote Masonic education for all Master Masons. In addition, this includes educating the non-Masonic public about the Fraternity.

Suggested duties are shown below:

- Assist the Master in publicizing the Grand Lodge education programs and encouraging attendance by Lodge members.
- Assist Brethren in completing correspondence courses, as necessary.
- Provide some educational programs that include several Brethren.
- Look for other Brethren who have an interest in Masonic education, and invite them to prepare or participate in some programs.
- Prepare “educational nuggets” not to exceed 2 minutes that can be given at all meetings.
- Provide brief educational items to the Worshipful Master or Editor for inclusion in the Trestleboard.
- Assist in attracting non-attending Masons through interesting and creative programs that are directed at the uniqueness of the members of the Lodge.
- Get to know the members of the Lodge, and what would benefit them individually and collectively in Masonic education.

Masonic Education for Lodge Members

All Brethren should be encouraged to continue their Masonic education. The Grand Lodge sponsors several activities each year for all Masons. Each of these provides excellent opportunities for individual Masons to further his education.

- Correspondence Courses.
- Division Leadership Conferences.
- District/Division Education Programs.
- Reid James Simmons Academy of Masonic Leadership.
- Grand Annual Communication.

In addition, individual Brethren may wish to explore areas of personal interest. Some are mentioned in the following list:

- History.
- Membership.
- Famous Masons.
- Symbols.
- Masonic law.
- Ancestors who were Masons.

There are many sources for researching information. Some sources are listed below:

- Lodge Library.
- Grand Lodge of Virginia Library.
- Scottish Rite.
- World Wide Web.
- Personal libraries of selected Brethren.

Correspondence Courses

The Committee on Masonic Education has developed several correspondence courses for Brethren. Each course is divided into several lessons. To enroll in a course, a form is completed and submitted to the address provided on the form, together with a nominal fee. A copy of the Leadership Course Registration Form may be downloaded from the Grand Lodge of Virginia website at

<http://www.grandlodgeofvirginia.org/education/registration.pdf>

This form may be reproduced for use by the Lodge. The Committee on Masonic Education provides the enrollee with lesson number 1.

The correct answer to most questions can be found in the publications of the Grand Lodge; however, a few answers are from general knowledge or the Virginia Masonic ritual.

The correspondence courses of the Grand Lodge of Virginia are a valuable educational tool. They should be recommended to the members of the Lodge, and especially to the officers.

Division Leadership Conferences

First conceived in 1961, these conferences are a valuable instrument for propagating Masonic information. They are unique in that they provide an opportunity for Grand Lodge and subordinate Lodge officers to meet on a common ground and freely exchange opinions on a variety of consequential Masonic issues.

It is vital to the success of the conference that the LEO use every means within his power to publicize the conference in his Lodge and to urge all of the officers and Brethren to attend. To make this an effective effort, he must impress upon his Brethren the nature of the Division Leadership Conference and outline its purposes to them. He should emphasize that the conference is designed to be of benefit to the individual officer and Brother and that it is a once-a-year opportunity, offering benefits that no aspiring leader can afford to overlook. The success of the conference depends on the performance of the Lodge Educational Officer.

District/Division Education Programs

The DEO or other senior education Brother in the locality generally initiates District and Division Educational Programs. As soon as schedule information has been disseminated, the LEO should promote these programs in his Lodge. He should also plan on attending and, with the Worshipful Master's permission, give a brief summary of the program in Lodge.

LEOs may be asked to assist in the planning of these programs. They should enthusiastically volunteer their time, if asked.

The time, location and duration of these conferences, as well as their frequency, will have a direct bearing on attendance, interest and participation. Rotation from Lodge to Lodge, with every Lodge in the district eventually having the opportunity to be the host Lodge for a conference, has proven to be very successful in many districts.

Reid James Simmons Academy of Masonic Leadership

The Reid James Simmons Academy of Masonic Leadership is held each year in late summer. It began as an opportunity to review or learn ritual, lectures, and work on Warden's Certificates. Now, there is an education component. Brethren may choose to (1) spend all of their time improving ritual, (2) spend all of their time attending education sessions, or (3) divide time between ritual and education. The cost is nominal, and Brethren are encouraged to bring their families.

The LEO is encouraged to promote this excellent opportunity to learn and/or socialize with other Brethren and families.

Grand Annual Communication

The Grand Annual Communication, while not a formal training session, is a great place to learn and understand how the governing body functions. It is an excellent time for Brethren from around the Commonwealth to mingle, share ideas, and information. Also, the Committee on Work exemplifies the Entered Apprentice, Fellowcraft and Master Mason Degrees. Further, some of the committees, especially the Jurisprudence Committee, provide valuable insights on the Fraternity generally, and the Grand Lodge of Virginia, in particular. Last, and most important, each Lodge has an obligation to attend.

Activities

The Grand Annual Communication meets on the Friday preceding the second Monday in November. It is convened by the Grand Master to conduct business of Grand Lodge. There are a number of regular activities that happen at the Grand Annual Communication. There is also a Vesper Service. This is followed by the formal business meeting. When the Grand Annual Communication is opened, all Grand Lodge Officers and Master Masons in good standing are welcomed. After guests have left the room, Grand Lodge is opened in a tiled communication. Business includes approving a budget for the following year, hearing reports of committees, voting on resolutions, and electing the Grand Lodge officers. In addition, several Grand Lodge committees meet to conduct business. The communication ends with an open installation of Grand Lodge Officers.

Proxies

Following election of Lodge officers in December, each Stationed Officer (Worshipful Master, Senior Warden, and Junior Warden) selects a proxy. The proxy is a Brother who would represent a Stationed Officer if that Stationed Officer is unable to attend the Grand Annual Communication.

In some Lodges, the Worshipful Master selects the Senior Deacon, the Senior Warden selects the Junior Deacon, and the Junior Warden selects the Senior Steward. In other Lodges, Brethren are selected who intend to attend the Grand Annual Communication the following November.

The most important point to remember is that Brethren should be selected as proxies who will carefully consider all points of view presented,

and who will sincerely and deliberately represent the Lodge, specifically, and Virginia Freemasons, generally.

The representatives of each subordinate Lodge shall collectively have one vote. However, the Master usually votes for the Lodge. At the Grand Lodge registration desk, the senior officer present, usually the Worshipful Master, will be given the voting card for the Lodge. If it is necessary for the Master to leave Grand Lodge early, he may give the voting card to the next senior officer. The Master may also choose to delegate that task to a Past Master.

Promoting

Each LEO is encouraged to talk to the officers and members of his Lodge about this event. Offer to the Worshipful Master to make hotel reservations for the Brethren. Make reservations early, say, in February, for Brethren who desire to attend. Unused rooms can be cancelled later, if desired. Minimally, the Stationed Officers (Worshipful Master, Senior Warden, and Junior Warden) or their proxies and the LEO are encouraged to attend the Grand Annual Communication.

One of the important parts of business is voting on resolutions. A suggested method for the Lodge vote is presented:

- (1) The LEO is encouraged to present to the Brethren a synopsis of each resolution at the meeting immediately prior to Grand Lodge. At the meeting, the LEO should not use his position to influence the vote on a particular manner. Additional information may be discovered and presented later that could cause the Master to consider voting differently. However, the LEO should encourage each Brother to make his views known to the Stationed Officers.
- (2) All Stationed Officers or their proxies are encouraged to attend the Grand Annual Communication. They should carefully listen to reports given by the Grand Lodge Committees, and read all of the Committee Reports. The Grand Lodge will be asked to vote on the recommendations presented. The voting delegate should not rubber stamp these recommendations, but carefully consider the views presented at these Grand Lodge sessions.
- (3) The Stationed Officers are encouraged to meet and discuss the information presented at the committee meetings. They should collectively decide how to best represent the Lodge by their vote. At that time, they should decide the best person to hold the voting card.

The LEO is encouraged to report to the Brethren at a stated communication following the Grand Annual Communication on the actions taken by the Grand Lodge.

Masonic Education for the Public/Non-Masons

What is Allowed

Much information about Freemasonry and the Lodge can, and should be shared with the public. The following list provides a partial list:

- Viewing the Lodge room.
- Explaining symbols in your own words.
- Procedure for obtaining and processing a petition.
- General procedure for making a Mason.
- History and traditions.
- Purpose, aims, and goals.
- Charitable and community works.

What is Not Allowed

The following should not be shared with the public:

- All unwritten parts of our ritual including our due guards, signs, passwords, tokens and grips, nor can it be recorded in any form.
- Names of candidates taking the degrees.
- Financial business of the Lodge.

Anti-Masonry

It may be useful to study and examine why some non-Masons are negatively biased toward Freemasonry. This will help when talking with others with different points of view. When talking with these individuals, several courses of action are suggested:

- Before engaging in discussion, be sure the fundamentals of the degrees and ritual are understood.
- Show the individual the Lodge Room and paraphernalia in closets, anti-room, and other locations.

- Patiently listen to the point of view, thank the person for his/her opinion, and choose not to engage in confrontational discussions by politely excusing yourself and walking away.

It is important NOT to be argumentative with anyone with a negative point of view toward Freemasonry.

Suggested Programs

The following programs are excellent for introducing non-Masons to the Fraternity.

Community Builder's Award. A Lodge may give this award to individuals who are non-Masons and who distinguish themselves in the community. The person recognized does not need to be an elected or appointed official or civil servant, but could be anyone who has benefited the community.

Bring a Friend Night. This program is useful for introducing Freemasonry to the profane. It allows the Lodge to explain the fundamentals of the Fraternity to potential petitioners.

Lodge Open House Program. This program is useful for introducing Lodge symbols and furniture to the public.

Eagle Scout Award Presentation. The Grand Lodge of Virginia supports the Eagle Scout program and has a Grand Lodge certificate that can be presented to new Eagle Scouts in your area. Boy Scouts and Freemasons share some common principles, and it is appropriate to recognize these young men.

Gold Award Presentation. The Grand Lodge of Virginia supports the Girl Scout program and has a Grand Lodge certificate that can be presented to new Gold Award Recipients in your area. Girl Scouts and Freemasons also share some common principles, and it is appropriate to recognize these young women.

Scholarship Presentation. Many Lodges have established scholarship programs and solicit applications each year from needy and deserving students. Often, these scholarships are given to young men and women with a Masonic connection. Yet, inviting friends and teachers of those being granted scholarships can help to introduce Freemasonry to others.

Blood Drives. This is another program that gets non-Masons into the Lodge. By showing men and women the Lodge room, it provides another opportunity to educate others.

Child ID Program. Most of these drives are held at county fairs and other similar functions. Do not overlook the benefits of having a drive at the Lodge. With proper publicity, this activity could attract a large number of men and women. Again, by taking the time to show families the Lodge room, it is yet another opportunity to educate others.

Youth Programs. Many Lodges have gained active members from fathers of youths participating in Masonic youth programs, DeMolay, Job's Daughters, and Rainbow for Girls.

Suggested Publicity

Lodge meeting information may be published in a local newspaper. A program that will be opened to non-Masons may be announced in a local newspaper or on a radio station.

Lodge Officer Training Programs

After candidate education and general education programs, the last duty is to work with the District Educational Officer to train the Lodge officers. Suggested duties are shown below:

- Work with the DEO and assist him in promoting the District-wide educational program.
- Encourage all Lodge members, especially line officers, to enroll in correspondence courses sponsored by Grand Lodge.
- Work with the line officers to identify and train a Brother to take over your duties as LEO at an appropriate time.
- Encourage the Master to schedule regular officer meetings.
- Provide input on educational programs to the officers at officer meetings.
- Encourage line officers to discuss the requirements of each officer position with each potential officer before asking them to serve. Brethren should fully understand the duties of the position before being asked to serve.

The Mentor Program

The DEO has primary duty for training the Lodge officers; however, it still remains a function of the LEO. Officer training has as its primary objective the transformation of a Brother into a true Masonic leader, a Worshipful Master who can indeed be described as "Worthy of Respect."

It is proper for the LEO to suggest the study of the Methodical Digest and other publications from the Grand Lodge of Virginia. He may offer guidance on such essentials as the operation of our Grand Lodge, the protocols that should be observed, the origins of Freemasonry and the Constitutions of Masonry.

The Lodge officers should also know something about the fundamentals of good planning and programming. They should be well versed in the art of administering the affairs of the Lodge both during its stated and called communications, as well as when the Lodge is in recess. The art of writing appealing Lodge bulletins or Trestleboards, and the establishment of good relationships, both with his Brethren and in the community in which the Lodge is located, should also be stressed.

Potential officers are made stronger when the Worshipful Master includes Brethren in the decision process. Each officer should be made a

part of the team. Even Brethren who have chosen not to be an officer can provide valuable information and insights. They should be solicited for advice and cooperation. Consider giving Brethren a challenging task or job, one that will give them a feeling of achievement, responsibility, personal growth, and enjoyment.

The following publications may assist the LEO in the training of Lodge officers.

Worshipful Master's Manual & Lodge Officer Primer

The Worshipful Master's Manual & Lodge Officer Primer is primarily written for the Worshipful Master. One section describes the responsibilities and relationship of the Master with the Grand Master, Grand Lodge Committees, and the Masonic Home of Virginia. The next chapter discusses the responsibilities of the Master to his Lodge, his officers, and his Brethren. The last chapter discusses the responsibility for ritual and education in the Lodge.

DEO Manual for the Training of Subordinate Lodge Officers

The DEO Manual for the Training of Subordinate Lodge Officers was published in 2001. It is a comprehensive set of exercises for Lodge officers. Exercises are developed for the new Brother, Junior Deacon, Senior Deacon, Junior Warden, and Senior Warden. General information is included in the chapter for Worshipful Masters. A Brother completing all the exercises prior to installation as Worshipful Master will have an excellent background of the fundamentals necessary for managing the Lodge.

The DEO Manual for the Training of Subordinate Lodge Officers was condensed into four manuals. These four manuals are called “Master Masons and Prospective Lodge Officer’s Manual”— “Deacon’s Primer” — “Warden’s Primer,” and “The Worshipful Master’s Primer.” They are currently the preferred documents for subordinate Lodge officer training.

However, some Brethren may prefer to be more selective in deciding the exercises to complete. Some Lodges may choose to work through certain exercises as a group.

In addition to training Lodge officers, another important duty is to train your successor.

Future LEOs

The Lodge Educational Officer, in conjunction with the Worshipful Master and line officers, has a duty to train his successor. Some general guidelines may be stated about the kind of Brother to consider.

- (1) He may be a member of the Education Committee.
- (2) He should have a strong interest in Masonic education and research.
- (3) He should be a good speaker and an equally good listener.
- (4) He should be a Past Master or Past District Deputy Grand Master, so he has personal experience of each officer position and the management requirements of the Lodge.

Masonic Education Resources

The Grand Lodge of Virginia and Grand Lodge Officers do not necessarily endorse the resources listed or any of the lists or items on the lists in the appendices.

Books

General

Many books have been written on Freemasonry. Some are very well written. Some are controversial. Some contain misinformation. Reviews have been written about some books.

Readers have reviewed some books in print. Amazon.com makes those reviews available. Simply enter the name of the book or author, and then review the information. The web address is <http://www.amazon.com>.

Some Grand Lodges have placed lists of Masonic books on their websites. The Massachusetts Book List may be viewed at <http://www.bessel.org/masslist.htm>. Another list of books may be found in the "Mentor's Manual," published by the Grand Lodge, A.F. & A.M. of Virginia.

Masonic Book Club

Members receive one book a year. Some books are new. Others are reprints of older books. Dues are \$20.00 annually. Information about joining may be found at the following URL: <http://masonicbookclub.org>.

Courses

Several Grand Lodges have placed Masonic education courses and other information on the Web.

Internet

Many sites are available on the World Wide Web for the Mason. Some sites are useful with lots of valuable information. Other sites are less informative. Some sites contain misinformation and others are illegal for AF&AM members to participate in. The LEO is encouraged to assist the Brethren by informing them of sites that are legal and beneficial. Some websites are listed in Appendix H.

Libraries

Virginia

Excluding libraries in Lodges and other appendant bodies, there are two Masonic libraries within the Commonwealth of Virginia.

The Grand Lodge, A.F. & A.M., of Virginia Library, Museum and Historical Foundation is located in the Grand Lodge of Virginia building on the grounds of the Masonic Home of Virginia. Hours for using the Library are Monday, Wednesday, and Friday from 9:00 a.m. to 12:30 p.m. and 1:30 to 4:00 p.m. For more information about this library, visit the website at http://www.grandlodgeofvirginia.org/library_and_museum.htm.

The George Washington Masonic National Library is located in Alexandria, Virginia. It is usually open to the public on Saturdays and Sundays. However, it is best to telephone to ensure that it will be open on the desired day. The direct number to the library is (703) 739-3295. The website is at <http://www.gwmemorial.org/>.

District of Columbia

The Ancient & Accepted Scottish Rite, Southern Jurisdiction, House of the Temple in Washington, DC, has another excellent library. The address is 1733 16th Street, NW. The library is open from 8:00 a.m. to 3:45 p.m. every weekday. If you telephone ahead of your visit, the librarian will have the materials ready for your review when you visit. The telephone number is (202) 232-3579. The website is <http://www.scottishrite.org/ee.php>.

Masonic Information Center

The Masonic Information Center is a division of The Masonic Service Association. The Center was founded in 1993 by a grant from John J. Robinson. Robinson was a noted Masonic author and speaker. Its purpose is to provide information on Freemasonry to Masons and non-Masons and to respond to critics of Freemasonry. The Center is directed by a Steering Committee of distinguished Masons geographically representative of the Craft throughout the United States and Canada. Publications available from the Masonic Information Center may be found at the URL <http://www.msana.com/focusarchives/focusapr02.asp#>.

The Philalethes Society

This organization publishes a well-written magazine dedicated to Masonic research and other information. Additional information on The Philalethes Society may be found at their website, <http://freemasonry.org/>.

Publishers

There are several organizations that publish and/or sell Masonic books and pamphlets. Some of them are listed here.

Macoy Publishing and Masonic Supply Co., Inc.

3011 Dumbarton Road
P. O. Box 9759
Richmond, VA 23228-0759
Voice: (804) 262-6551
Fax: (804) 266-8256
<http://www.macoy.com>

Masonic Service Association of North America

The Masonic Service Association publishes several excellent items. One of the best is the Short Talk Bulletin.

Short Talk Bulletins are published each month. Many valuable and informative Bulletins have been published. These Bulletins are sent to each Lodge Secretary. The Secretary of the Lodge should announce he has received the bulletin and make it available if any Brother wants to read it. They can then be placed in the Lodge library as a source for future Lodge Programs. Back issues are available at a reasonable cost. LEOs may also wish to subscribe to this monthly publication. An order form is available from the URL <http://www.msana.com/orderform.asp>.

In addition, the Association publishes booklets and pamphlets with excellent material that can be used for special Lodge programs. Their Web address is <http://www.msana.com>.

Kessinger Publishing

Kessinger Publishing sells reprints of Masonic books. Some of these volumes date to the 19th century. Kessinger Publishing may be found on the Web at <http://www.kessinger.net>.

Research Lodges

Some Lodges are fortunate to have one or more Research Lodges nearby. The LEO is encouraged to tell the Brethren about these Research Lodges. Some Research Lodges will provide a speaker if given adequate notice. Research Lodges encourage members of other Lodges to visit.

Virginia

There are several Research Lodges in Virginia. These Lodges are unique in that they do not meet every month. Your Worshipful Master or Lodge Secretary can give you information on contacting the Worshipful Master or Secretary of these Research Lodges.

Southern California Research Lodge F. & A.M.

Southern California Research Lodge has 3,000 members comprised of residents from every state plus thirty foreign countries. It offers services to Lodges, Masonic Education committeemen, District and Lodge Educational Officers, and Master Masons. Individual Master Masons and Lodges and other Masonic bodies are eligible for membership.

The principal benefit of membership is the monthly mailings. They include ten or more pages of feature articles, editorials, reviews of Masonic activities around the world, book reviews, and news of importance to members. Also included are the Short Talk Bulletins of the Masonic Service Association and the Northern Light of the Ancient Association of the Scottish Rite, Northern Masonic Jurisdiction.

Another benefit is the book department. Books are purchased from domestic publishers and other distributors of books from England and Australia. Nearly all books, including Coil's Masonic Encyclopedia, are discounted, usually 20 percent. A list of available books is available on request.

An important project is in the field of candidate education or awareness. A member of the Southern California Research Lodge may notify the officers of an Entered Apprentice Degree to be conferred in his Lodge, giving the name, address and date of degree. The Lodge mails to the member a copy of Allen Roberts' *The Craft and Its Symbols* for presentation to the candidate **before or when he receives his Entered Apprentice Degree**. Candidates for One Day Conferrals are not eligible for this. In addition, the Brother is put on the mailing list for three months, giving him brief education and information on the Craft. One Day Class members are eligible for the mailings.

For further information, refer to their website:
<http://www.calodges.org/scrl>.

Quatuor Coronati Lodge No. 2076

This Lodge is located in London, England. It is the premier Masonic Research Lodge in the world. Membership is limited to Masonic researchers who have distinguished themselves. However, all Master Masons may join the Correspondence Circle as Associate Members.

Benefits of Associate Membership includes:

- Receipt of the annual volume of ARS Quator Coronatorum, the Lodge transactions. It contains lectures of the year, discussions that follow, papers adaptable for us in Masonic Lodges, and Notes and Queries on a variety of Masonic subjects.
- Receipt of Lodge summonses, which includes items of Masonic educational interest.
- Attend Lodge meetings and participate in discussion that follows; regular meeting dates are the third Thursday in February, second Thursday in May, fourth Thursday in June, second Thursday in September, and second Thursday in November.
- Purchase other publications of the Company.
- Submit questions on Masonic history, custom, ritual, or other areas to the Secretary who will arrange for authoritative replies to be sent.

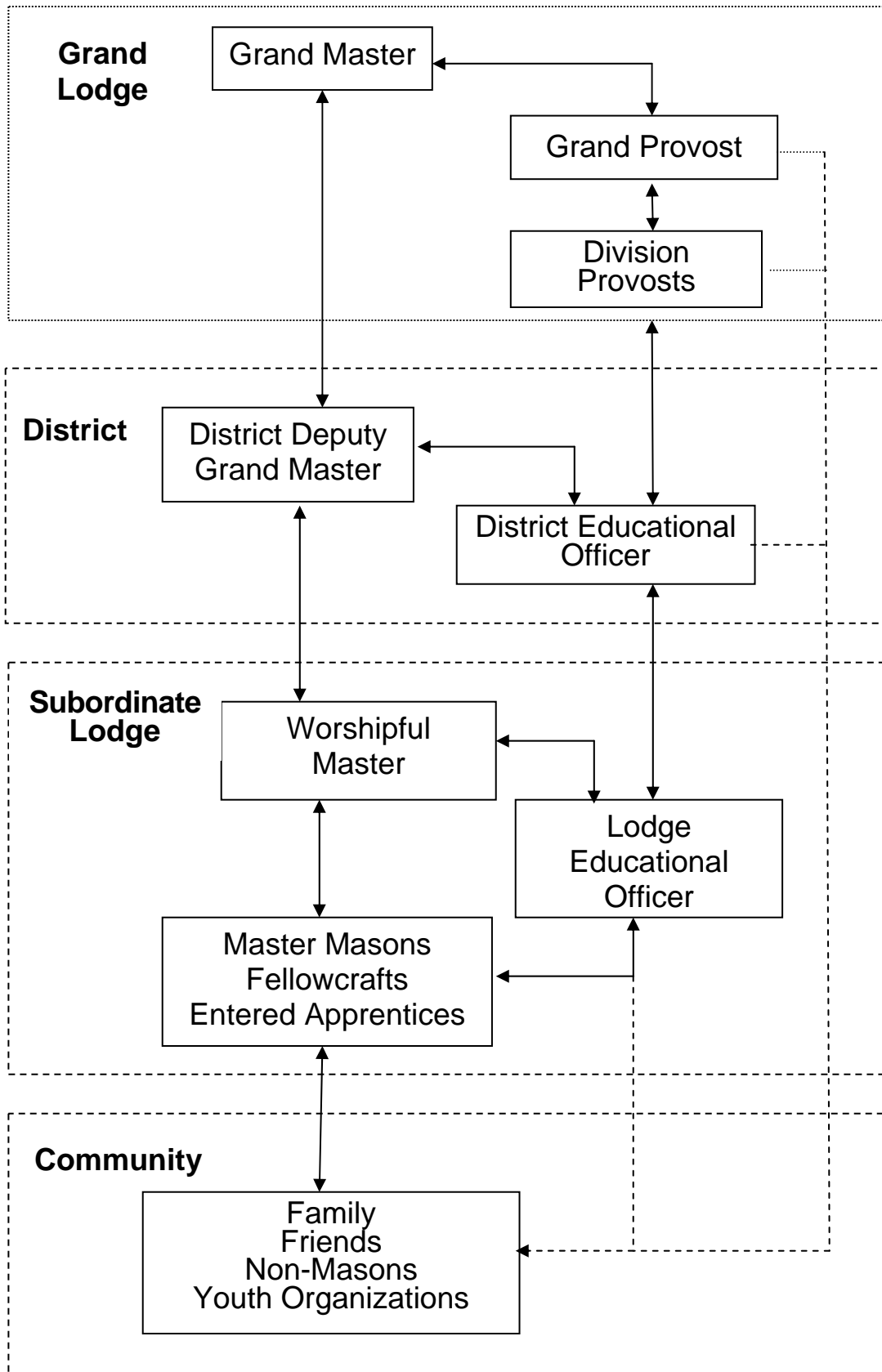
Dues for Associate Members depend on whether one desires to receive the annual volume of Transactions as a cloth-bound volume or a standard volume. Dues the first year are \$50.00 or \$42.00, and renewal dues are \$35.00 or \$30.00.

Additional information, including an application, may be found at their website: <http://quatuorcoronati.com>.

Videos

Some organizations have produced videos about Masons or videos of interest to Masons. One major organization that has produced videos is Capstone Productions, Inc. Information about their videos may be found at their website: <http://www.masonictv.com>.

Appendix A. Educational Organization



Appendix B. District Educational Officer (DEO) Visit Form

This form is to be filled out by each District Educational Officer (DEO) for each Lodge, giving HIS personal views of the educational health of the Lodge.

The form should be completed by the DEO after his planned visit to EACH Lodge in the district. A planned visit to each Lodge should be made at least once each year, so we may adjust to changing needs.

Lodge Name: _____, Lodge Number: _____, District Number: _____

Date of your planned visit to the Lodge:

Did you give an educational program when you made your visit to this Lodge?
YES NO

Does the Lodge have a Lodge Educational Officer (LEO)?

Name: _____

Street Address _____

City _____, State _____ Zip Code _____

Phone Number _____

E-Mail Address _____

Does the Lodge use the "Mentor" program? (Traditional method using the "Mentor's Manual"?) YES NO

Does the Lodge use "Mentors"? (As described in the Grand Lodge brochure: "Mentoring a New Brother.") YES NO

Does the Lodge use the "Alternative Method for Advancement"? (Using the educational books: "The Degree of Entered Apprentice," "The Degree of Fellowcraft," and "The Degree of Master Mason.") YES NO

Does the Lodge have a Lodge library? YES NO

Approximately how many educational related books are in the Lodge library? _____

Does the Worshipful Master have Lodge officer meetings? YES NO
If so, how often? ___Monthly, ___Quarterly, ___Other: explain: _____

In your opinion, which officers, if any, need more educational training?

WM SW JW TREAS. SEC. SD JD others:_____

How best can the Grand Lodge (COME, DEO, etc.) assist in this training?

Lodge officer attendance at Grand Lodge sponsored educational classes /seminars / conferences? (i.e. Division Leadership Conference, Reid James Simmons Academy of Masonic Leadership, etc.)

Did all of the officers attend last year? YES NO If NO, why not?

Do all of the officers plan to attend this year? YES NO If NO, why not?

District level educational classes /seminars / conferences?
(Required and optional classes offered by you, the District Educational Officer, and other local area training.)

Did all of the officers attend last year? YES NO If NO, why not?

Do all of the officers plan to attend this year? YES NO If NO, why not?

Does the Lodge have regular educational programs? YES NO

Does the Lodge utilize its Lodge Educational Officer? YES NO

Have you been asked to give educational programs in the Lodge?
YES NO

Additional thoughts or comments on ways to improve or assist this Lodge concerning Masonic education and/or Lodge officer training in this Lodge:

Do any of your Lodges have or use new or unique educational or officer training methods, ideas, programs, etc., that would or could be of use to other Lodges? YES NO

If YES, please explain:

DEO Signature _____

Revised 09/15/2007

Appendix C. Selected Internet Addresses for Masonic Education

Collingwood Library and Museum on Americanism

<http://www.collingwoodlibrary.com/>

Freemasonry Today magazine

<http://www.freemasonrytoday.com/>

General Information on Freemasonry

<http://web.mit.edu/dryfoo/www/Masons>

George Washington Masonic National Memorial

<http://www.gwmemorial.org>

Grand Lodges, Links to

<http://nvmasons.org/gllink.html>

Grand Lodge of New York

<http://www.nymasons.org>

Grand Lodge of Virginia

<http://grandlodgeofvirginia.org>

Grand Lodge of Virginia Committee on Masonic Education

http://grandlodgeofvirginia.org/committee/masonic_education_and_publications.htm

Knights Templar

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

Masonic Service Association

<http://www.msana.com/>

Paul Bessel's Homepage

<http://bessel.org>

Prince Hall Freemasonry

<http://www.cis.yale.edu/ynhti/curriculum/units/1991/3/91.03.02.x.html>

Scotland, Grand Lodge of

<http://www.grandlodgescotland.com/>

Scottish Rite, Northern Jurisdiction

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

Scottish Rite, Southern Jurisdiction

<http://scottishrite.org/>

York Rite

<http://www.yorkrite.com/chapter/>

