

SUGGESTED MINIMUM STEPS FOR LODGE OFFICERS:

❖ Potential Lodge Officers

- Read:
 - “Master Masons and Prospective Lodge Officers”
 - “A Primer for the Junior and Senior Deacons”
 - “Masonic Etiquette, Protocol, and Decorum”

- Complete: all of the lessons of the Leadership Correspondence Courses (LCC)
 - The LCC helps you develop a good familiarity with the Methodical Digest, which you will need as a Worshipful Master. Please use an up-to-date version.
 - The LCC helps you to develop a familiarity with the Presentation Volume, which you will need as Worshipful Master
http://www.grandlodgeofvirginia.org/education/reid_j_simmons_academy/registration.pdf

- Attend:
 - Grand Annual Communication (starts the Friday preceding the second Monday in November)
 - A Division Leadership Conference (typically during the spring of the year)
 - Subordinate Lodge Officer Training Session(s) offered by your DEO
 - District Educational / Ritual Schools of Instruction
 - Lodge Officer Meetings held by your Worshipful Master (You should advise the WM of your interest and request his permission to attend since you are not yet an officer!)
 - The Grand Master’s Official Visit to your district

❖ **Junior / Senior Deacons**

- Read:
 - “A Primer for the Junior and Senior Wardens”
 - “Lodge Financial Manual”
 - “A Handbook for Masonic Trials”
 - “Planning Your Year In the East”

- Attend:
 - A Masonic Funeral Service (if one is held in your area)
 - Grand Annual Communication (GAC)
 - A Division Leadership Conference (DLC) (Meet the Grand Lodge Officers)
 - Subordinate Lodge Officer Training Sessions offered by your DEO
 - District Educational / Ritual Schools of Instruction
 - Lodge Officer Meetings held by your Worshipful Master
 - Regularly attend Lodges within your Masonic District
 - Reid James Simmons Academy of Masonic Leadership (RJSAML)
 - The Grand Master’s Official Visit to your district

- Receive: “The Degree of Past Master”

- Become familiar with All Grand Lodge Programs, etc.
 - Masonic Community Blood Program, Child I.D., Masonic Home, Scholarship Fund, Masonic Relief Fund, Library Museum and Historical Foundation, Mentorship Program, Bring a Friend Night, Bring a Mason Night, Community Builders Awards, District Traveling Gavel, Life Membership in Perpetuity, Permitted Approach to Non-Masons, Youth Organizations
 - “District Team” (The District Officers who are there to help you and your Lodge. Their duties typically advance some Grand Lodge Program, function or area of emphasis)

- Additionally: Earnestly work on earning your “Wardens Certificate”

❖ **Junior Wardens**

- Read:
 - “A Primer for the Worshipful Master”
 - “A Lodge Officers Training Tool”
 - “Meeting Management”
 - “For the Investigating Committee”

- Attend:
 - Grand Annual Communication (GAC)
 - A Division Leadership Conference (DLC)
 - Subordinate Lodge Officer Training Sessions offered by your DEO
 - District Educational / Ritual Schools of Instruction
 - Lodge Officer Meetings held by your Worshipful Master
 - Regularly attend Lodges within your Masonic District
 - Start attending Lodges outside of your Masonic District
 - Reid James Simmons Academy of Masonic Leadership (RJSAML)
 - The Grand Master’s Official Visit to your district

- Earn: Your “Wardens Certificate”

- Meet With:
 - Your Grand Lodge Counterpart, the Grand Senior Warden at the DLC
 - District Deputy Grand Master Select for your year (they are selected two years in advance, but no earlier than May 1st of each year, and usually it is at least August before a decision is made.)
You may wish to ask the Grand Senior Warden to let you know when he has made a selection.

- Identify:
 - Possible plans and goals for your year as WM
 - Potential programs / speakers for your year as WM
 - Budgetary considerations

❖ Senior Wardens

- Complete:
 - Your plans and establish your goals
 - Formulating your programs / speakers
 - Your budget

- Meet with:
 - The Deputy Grand Master at the Division Leadership Conference
 - A member of the Lodge Services Committee
 - A member of the Membership Committee
 - The District Deputy Grand Master Select and the District Officers. (This will be scheduled by the DDGM Select after the DDGM Conference. The meetings usually take place towards the end of September of each year)
 - Review the incoming Grand Masters plans, goals, schedules, objectives, proposed Executive Orders and Proclamations.
 - The District Officers are there to HELP you and your Lodge, use their expertise!
 - The Brethren from your Lodge to verify their willingness to serve on committees, and to discuss your goals and plans with them, and clearly specify what they will be asked to accomplish
 - The Brethren from your Lodge to verify their willingness to serve as a Lodge Officer, and to discuss your goals and plans with them
 - Meet with the Brethren you will appoint to the following positions to discuss your goals, plans and expectations: “Lodge Masonic Home Ambassador,” “Lodge Child ID Coordinator,” “Lodge Blood Coordinator,” “Lodge Membership Chairman,” “Lodge Educational Officer,” “Lodge Instructor of Work.”
 - The Secretary of your Lodge after he attends the Secretary’s Conference
 - The Lodge Trustees

- Attend:
 - Grand Annual Communication
 - A Division Leadership Conference
 - Subordinate Lodge Officer Training Sessions offered by your DEO
 - District Educational / Ritual Schools of Instruction
 - Lodge Officer Meetings held by your Worshipful Master
 - Reid James Simmons Academy of Masonic Leadership
 - Regularly attend Lodges within your Masonic District
 - Regularly attend Lodges outside of your Masonic District
 - The Grand Master’s Official Visit to your district

- Review:
 - The Requirements for the James Noah Hillman Award
<http://www.grandlodgeofvirginia.org/awards/Hillman.pdf>
 - Any check-lists your Lodge may have formulated listing recurring local events
 - The oath, charges, and obligations you will take when installed as WM

❖ **Worshipful Masters**

- Appoint your committees and reinforce the goals and responsibilities you communicated to them the preceding year. Define when, where, and how they are to report, and what they are to do / accomplish.
- Hold REGULAR Lodge Officer Meetings – quarterly at a minimum, more often as necessary
- Attend:
 - Grand Annual Communications (GAC)
 - A Division Leadership Conference (DLC)
 - Subordinate Lodge Officer Training Session offered by your DEO
 - District Educational/Ritual Schools of Instruction
 - Lodge Officer Meetings held by your Worshipful Master
 - Regularly attend Lodges within your Masonic District
 - Regularly attend Lodge outside of your Masonic District
 - Reid James Simmons Academy of Masonic Leadership (RJSAML)
 - The Grand Master's Official Visit to your district
- Regularly Consult the Methodical Digest (*please use an up-to-date version*)
- Make the meetings worth attending. The Brethren should leave each meeting knowing that their valuable time was well spent. Have good quality educational programs at each meeting if possible.
- Support:
 - The Brother you nominated for Junior Deacon as he works his way through the line and becomes Worshipful Master of the Lodge. You are his mentor!

❖ **Additional Help**

- Ask for Help and Advice:
 - The Past Masters of your Lodge for advice (BUT, please keep in mind that things DO change, and may have changed since they served as Worshipful Master.)
 - Your District Educational Officer (DEO) for help. His primary responsibility is the training of the Subordinate Lodge Officer. If he does not know the answer to your question he should secure an answer for you through his Division Provost.
 - Your Lodge Secretary (BUT, please keep in mind, the Worshipful Master, NOT the Lodge Secretary rules and governs the Lodge and must make all policy decisions.)

- Publications Available for free download:
<http://www.grandlodgeofvirginia.org/education/publications/index.htm>

- Grand Lodge of Virginia Web-Site
<http://www.grandlodgeofvirginia.org/>

- James Noah Hillman Award:
<http://www.grandlodgeofvirginia.org/awards/Hillman.pdf>

- Executive Orders, Proclamations, etc.
http://www.grandlodgeofvirginia.org/ExecOrd_Proc_All.pdf

- Leadership Correspondence Course Registration:
http://www.grandlodgeofvirginia.org/education/reid_j_simmons_academy/registration.pdf

- Publications for sale:
 - Grand Lodge, A.F. & A.M., of Virginia
4115 Nine Mile Road
Richmond, VA. 23223-4926
e-mail: supplies@grandlodgeofvirginia.org