

**Hiram Drummond's**  
**Crestleboard**

**A Senior Warden's Planning Guide**

Bro. Wayne T. Adams  
Arundel Lodge, No 76  
1998

My name is Hiram Drummond. I'm Senior Warden of Boaz Lodge, No. 59 in Centerville, Maine. I've been in line six years now. Next year, if all goes well, I'll be Master of Boaz Lodge.

As I went through the chairs, I was fairly punctual in my attendance, tried to do what was expected of me and paid attention to the advice given me. I also tried to learn from the not entirely complimentary observations made by a few of the older members about the performance of some of the Masters in line ahead of me.

I want to do a good job as Master of Boaz Lodge. I have put too much time into it just to slide through and pick up my past master's jewel at the end. Sliding through, of course, is the easy way. Don't stick your neck out. Don't rock the boat. Don't ruffle any feathers. Do everything just the way it has always been done in the past. Well, I'm not that kind of person. Even if I were, that way of doing things has not brought Boaz Lodge very much success in recent years. No, my name isn't Hiram for nothing. I'm going to do the job as best I see it, and as best I can. It is going to be square, level and plumb.

One thing I know for sure. I won't get anything done unless I set some goals and have a plan. Everyone needs a personal trestleboard. This is mine.

**Budget.** The first thing I need to get a handle on is the lodge budget. I haven't paid much attention to that in the past. I've noticed that no one else has either. Dues notices go out, money comes in, and everyone hopes there will be enough to pay the bills. I don't want to hope. I don't want to be surprised. I want to know. This is what I'm doing: I have put together an income statement showing how much I expect the lodge will take in during the coming year in dues, fees and other sources of income. Then I will itemize the projected expenses for the year. If the income doesn't equal the expenses, I've got a problem. If so, I want to know about it before my installation and not after. Then, if I or someone else comes up with an idea that costs money, I'll know if we have the money to do it. The outline of my budget is **Item A** attached to this trestleboard.

**My Goals.** My main goal is to leave Boaz Lodge better than I found it. A few years ago the Grand Lodge Education Committee prepared a short paper called "The Lodge Leadership Program". It wasn't really a program. It was a planning tool. The most useful part is the five pages at the end that gives indicators of lodge activity in the areas of ritual, Masonic education, fellowship activities, building maintenance and care and share activities. The Lodge Leadership Program is Item B attached to this trestle board. I am going to check off the things that Boaz Lodge does already, and then write down here the things I would like to do next year in each of the five areas. I know that the District Deputy and the District Education Representative will want to

go over them with me. I want to be able to show them that I understand the areas, which need work in order to keep Boaz Lodge a living Lodge.

RITUAL	1.
	2.
	3.
BUILDING MAINTENANCE	1.
	2.
	3.
FELLOWSHIP ACTIVITIES	1.
	2.
	3.
CANDIDATE EDUCATION	1.
	2.
	3.

Many Masters have used a document called the Hallmarks of a Living Lodge, which offer some standards for measuring the success of a Lodge. These standards are found in *Item C* attached to this Trestleboard. I plan to review these standards carefully because I know that several Masters in my District found them useful in planning their year.

**Community Betterment Grants.** In addition to leaving Boaz Lodge better than I found it, I want to make sure it has a good reputation in the community. One of the things I will be able to do is apply for a matching grant to the Masonic Charitable Foundation. The application form and directions are attached as *Item D*. I need to think about a community betterment project which would involve members of the Lodge and which we could accomplish. Last year the Foundation matched lodge funds dollar for dollar up to \$500. This year they plan to do at least that much and maybe more. These are a few of the community betterment ideas I will discuss with my officers.

**My Officers.** I'm going to start early to setup my line officers. I have seen others wait until the last minute. Then they twist arms and tell each prospect there's nothing much to the job, no major commitment. Well, those are the guys that drop out of line when they find out there is a commitment. I am going to try to leave behind me a strong line of committed officers. I'm going to start my list of officers right now.

Office	Name	Telephone
Master	Hiram Drummond	
Senior Warden		
Junior Warden		
Secretary		
Treasurer		
Senior Deacon		
Junior Deacon		
Senior Steward		
Junior Steward		
Marshall		
Tyler		
Organist		
Historian		

**Ritual Instructor.** While I'm at it, I need to line up some other people. Our rehearsals can get a little irregular and disorganized. During our Degrees, two or three sideliners will often speak out every time someone hesitates. I want to smooth that operation out. I need a man who knows the ritual, who is willing to help out at rehearsals and who is willing to act as prompter. My choices for Ritual Instructors are:

Degree	Name	Telephone
Entered Apprentice		
Fellow Craft		
Master Mason		

**Education Committee.** I have seen too many candidates go through the three degrees learning little or nothing about Masonry. I suppose they end up thinking this is a fun night with a little hocus-pocus thrown in. They don't learn any of the valuable lessons of Masonry. They never learn what it's all about. It's no surprise that many of them don't come back.

I need five Brothers on my Candidate Education Committee who can help the candidates with their lessons and who are willing to meet with them and explain their degrees using the materials provided in the candidate Instructors Manual. I would have the five members divide up the responsibilities so that each one covers one segment: Accepted Candidate, Entered Apprentice, Fellowcraft, Master Mason and Fourth Night. These are my choices for members of my Education Committee.

Name:	Telephone:
1. (Chairman)	
2.	
3.	
4.	
5.	

**Building Committee.** The truth of the matter is that our building looks a little seedy. Nothing major. A good cleaning, some fresh paint and a little routine maintenance would help. Some of the guys think that these jobs get done by themselves. I don't know whether they think their mother's are going to do it or what. I do know things don't get done unless you tend to them. I need three men who are handy and have some time - perhaps some retired brethren - who are willing to make the building a personal project so the place will be more presentable to the public and especially to prospective candidates. I don't expect them to do all the work, just to organize it. These are my choices:

Chairman \_\_\_\_\_  
 Member \_\_\_\_\_  
 Member \_\_\_\_\_

**Officers & Lectures.** There always seems to be some confusion at the beginning of each year about who is doing what lecture. Our Master almost never assigns lectures. Some men drift into one lecture and hold on to it for five years. That's not the way to do it. Each officer should progress through the chairs learning a little more at each step. There are basically six lectures: three in the EA degree, one in the FC degree and the two parts of the Master Mason lecture. This is the plan of lectures that I would like to set up:

Master \_\_\_\_\_  
 Senior Warden \_\_\_\_\_  
 Junior Warden \_\_\_\_\_  
 Senior Deacon \_\_\_\_\_  
 Junior Deacon \_\_\_\_\_  
 Senior Steward \_\_\_\_\_  
 Junior Steward \_\_\_\_\_

**Committee on Inquiry.** The custom in my lodge has been to appoint the same members to the Committee on Inquiry year after year. That's not necessarily bad if they are doing their job. I want to make sure my committee does its job and checks out each petitioner before recommending him. If there's any doubt in my mind, I will ask someone else to serve on this committee. These are my choices:

Chairman: \_\_\_\_\_  
 Member: \_\_\_\_\_  
 Member. \_\_\_\_\_

I'm going to tell my Committee of Inquiry that I don't want them to just rubber stamp applications. I want them to meet with prospective candidates. We try to improve ourselves in Masonry. There are several ways we do this: We do it through the lessons of our degrees, for sure. But the most important way we learn Masonry is from each other. A Mason should be able to sit in his lodge and look to the man on his right and to the man on his left and feel confident he can learn something from the way those men live their lives. The Committee of Inquiry has the job of making the initial determination about the applicant. I need to make it clear that I want this committee to do its job. The fact that they may be older or have more credentials than I will not keep me from making this clear.

**Programs.** I will have ten stated communications during my year. One of those will be the annual meeting. That leaves nine to plan for. Degree work is hard to anticipate because I don't know how many candidates I will have or when I will get them or how fast they will progress. In any event, I would like to do degree work on specials. For my stated meetings I would like to have programs. I would like three or four Masonic programs and three or four non-Masonic programs.

For my Masonic programs I will talk to the District Deputy and the District Rep for suggestions. Here are some subjects that would interest members of Boaz Lodge.

1. Prince Hall Masonry today
2. Masonry in the thirteen colonies
3. Masonic charities today
4. Blue Lodge Masonry and the appending bodies
5. Masonry in the Civil War
6. How Grand Lodge works
7. Duties of the District Deputy and the District Rep
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

For non-Masonic programs I am going to look first to our own members. If we have a fire chief or a police chief or the chairman of a budget board, he will have something he knows about and would like to talk about. Any of our members who are involved in businesses professions or community activities will have interesting topics. Here are the three Brothers I am going to ask to present short programs:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I want to have some non-Masons as well. The head of our local rescue squad is not a Mason but could give an interesting talk. A local stockbroker is not a Mason but would be very willing to describe what he does in hopes of getting some new customers. Here are three non-Masons that I would like to invite to speak.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

It is always a little awkward having non-Masons as speakers because they cannot come into our meeting. One way that I can handle this is to open the lodge early, recess, have the speaker, break for refreshments, and then have a short business meeting after he or she has left. I'll have to check my by-laws to be sure they'll let me do this.

**My Calendar.** I need to set up my pocket calendar for next year showing my stated meetings and enter as soon as I can the programs I have for those meetings. I need to note regularly scheduled suppers, Special Ladies Night and any other special events, such as Past Masters nights or District Meeting. I need to keep this calendar up to date so that I can make plans and keep track of inspections, district meetings and schools of instruction. The first date I have to plan is my installation, and that brings up my next subject.

**Installation.** I need to start planning now. This is the date I have selected \_\_\_\_\_. This is the time \_\_\_\_\_. There are some people I need to line up early:

- Installing Master \_\_\_\_\_
- Installing Chaplain \_\_\_\_\_
- Installing Marshal \_\_\_\_\_
- Installing Organist \_\_\_\_\_

In addition, I would like to involve the following Brothers in the installation because of their close relationship with one or more of the officers being installed:

1. \_\_\_\_\_
2. \_\_\_\_\_

The person helping me with the refreshments is: \_\_\_\_\_

The person helping me put the program together is: \_\_\_\_\_

The person helping me set up is: \_\_\_\_\_

I plan to give little mementos to my installing suite.

This is what I plan to get: \_\_\_\_\_

**My Meetings.** Frankly I get bored with business meetings. Most people get bored with them. Ours seem to last forever. That is going to change. I am going to use the recommended agenda attached as *Item D* to this trestleboard to keep me on track.

I'm not getting bogged down in meetings. I'm going to avoid getting bogged down by doing two things: First, when I want to present something at the meeting, I'm going to make sure that my officers know about it and that one of them makes a motion to get it on the floor for discussion. Second, whenever it looks like we're not going to make a decision easily, I am going to appoint a committee and ask them to report back with a recommendation at our next stated meeting. I want a reputation for short, crisp business meetings.

**Past Masters Night.** This is a tradition in Boaz Lodge and probably in most lodges. I plan to do what many presiding Masters do: I will ask my predecessor, the most junior Past Master, to organize the evening. The way most people go about this is to start with the oldest Past Master and come forward asking each in turn his choice of Chair for Past Masters Night. If no one takes the Masters Chair, the junior Past Master does it. If he is clever he can fill all the chairs before it gets to him. I don't know exactly what I will have for candidates, but I would like to have Past Master's night on \_\_\_\_\_

**Inspection.** My District Deputy will pick the date for the Annual Inspection. I have the procedure for receiving the District Deputy in HIRAM'S HANDBOOK. Some District Deputies like to come around a week early or on rehearsal night to check the secretary's records and the treasurer's books. I will offer to do that. I will remember to tell the ticket taker that our custom is to give supper tickets to the District Deputy and his Marshal. I would like to schedule my inspection for \_\_\_\_\_

**Special Ladies Night.** This has become a tradition at Boaz Lodge and most other lodges in Maine. Some lodges schedule this event in the evening and some prefer luncheon meetings, on a Saturday in May for example. Luncheons are popular because some widows don't like to go out after dark or when it is icy. We always invite the widow and a guest. This is important because a few of them like to have someone bring them, a friend or a daughter. Musical programs are good. Sing-a-longs are especially popular. This is my plan for the special ladies:

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Person in Charge of Invitations: \_\_\_\_\_  
Person in Charge of the Meal: \_\_\_\_\_  
Person in Charge of the Program: \_\_\_\_\_



I have seen many Masters work very hard at the Special Ladies event - but they spend all their time in the kitchen. I know that it is important for me to speak to each one of the ladies individually. They are guests of my lodge, and this year I am the host.

**A Recognition Night.** We need to give better recognition to our Brothers who mark Masonic milestones. My grandfather received his 50-year medal several years ago. My grandmother found it in his drawer after he died. It was the first time she had ever seen it. I plan to invite family members to be present when we recognize Brothers for long years of service to our lodge and to the fraternity. Also, I want pictures for the local papers.

**A Fellowship Night.** Every Lodge needs new members. Boaz Lodge is no exception. I have attended a couple of Fellowship Nights and notice that over half of the guests submitted applications. Fellowship nights have proven themselves to be a good way to introduce Masonry to a prospective member and his wife. The steps for setting up a Fellowship night is found in Section 17 of HIRAM'S HANDBOOK. I am going to talk to the District Deputy about holding a District-wide Fellowship Night. If others are not interested, I will hold one right here for Boaz Lodge.

**Candidates.** My goal is to have a number of candidates equal to five percent of my total membership. That is what the figures say we must have each year to maintain our membership. I am not going to wait and see if any petitions come in. I am going to speak to two or three of my own friends about Masonry. I am going to give them information about Masonry and point out that our tradition is that a man must ask for an application. There are several reasons for this: First, if we stick to this rule it prevents, or should prevent, arm-twisting. A man should not submit an application under pressure. Second, it puts the pressure on us where it should be. If we are good Masons, do what Masons should do, and have a reputation for being good men, then non-Masons will be eager to submit applications.

I need to talk to my District Deputy about a Fellowship Night. This is a tried and true formula. Men and their families learn a great deal about Masonry at Fellowship Nights. A significant percentage of them submit applications. The yield is good, and I'll want to take advantage of this way of introducing some prospective candidates to Masonry.

**Petitions.** Just to get it straight, I am going to write this whole process down. After I have read a petition, the proper motion is "to receive the petition and refer it to the Committee of Inquiry." I am going to make sure that someone makes this motion correctly.

When it is time to ballot on a petition, I am going to read it and say, “We are now going to ballot on the petition of John Doe to receive the degrees of Masonry. Brother Senior Deacon, you will prepare the ballot.” I will then take it to the Junior Warden, the Senior Warden and back to me.

Each of us will take the drawer out of the box, turn it upside down and put it back in. I will then say, “We are now going to ballot on the petition of John Doe to receive the degrees of Masonry. Remember, white balls elect, black cubes reject. Vote wisely and vote for the good of the Order.” I will then vote.

The Senior Deacon will take the ballot box to the Senior Warden, the Junior Warden, the Chaplain and then clockwise around the lodge. The Senior Deacon will vote last and then appear before me. I will say, “Have all voted who are entitled to do so?” If there is no objection, I will say, “I now declare the ballot closed. Brother Senior Deacon you will present the ballot South, West and East for EXAMINATION.” That being done, I will ask, “Brother Junior Warden, how find you the ballot in the South?” and then ask the same question to the Senior Warden in the West. If both report that the ballot is clear and I, too, find the ballot clear, I will say, “Finding the ballot clear in the East, you have elected John Doe to receive the degrees of Masonry”.

If there is one black cube the ballot should be called “cloudy”. On the basis that there may have been a mistake, I will destroy the ballot and repeat the procedure. If the cube appears a second time I will announce, “Finding the ballot again cloudy in the East, you have voted to deny John Doe the degrees of Masonry.” If there are two black cubes, the ballot will be called “dark” and I will announce, “Finding the ballot dark in the East, you have voted to deny John Doe the degrees of Masonry.”

I will not forget to see that my Tyler has an opportunity to vote. If he wishes to vote, I will have the Junior Deacon step outside the tiled door while the Tyler comes in to vote.

This is the custom in our Lodge. I understand in some Lodges the ballot is not sent South and West for examination because a Master has to declare a ballot dark if an absent Brother has previously made his objection known to the Master. If that happens to me, I will drop a black cube myself.

**First Impressions.** First impressions are important. It is important to give the prospective candidate information about Masonry. It is important for the investigating committee to speak positively about Masonry. It is important for the man who proposes him to tell him about the ballot. It is important for the Secretary to send him a letter announcing a favorable vote in the form found in Section 9 of the HANDBOOK. It is important for the Chairman of the Education Committee and his proposer to meet with the prospect prior to his first degree. The information to be covered in such a meeting is listed in the

Instructor's Manual. All of these things are designed to make a candidate comfortable in a new and potentially awkward situation. I need to talk to the proposers, the Secretary and the Chairman of the Education Committee about these things.

**Candidate Progress Chart.** I know that if a candidate is to complete his three degrees and feel comfortable about it, comfortable enough to come back and comfortable enough to visit another lodge, he needs to know some of the basics. These basics are listed on the candidate progress chart, which I am attaching as *Item F*.

This chart will be useful to the Chairman of the Education Committee to mark each candidate's progress. More directly, it will be useful to me. My most important job as Master is to make sure that a basic knowledge of the craft is passed on to each new Mason. I am going to have that chart in front of me when I ask the Chairman of the Educational Committee if the candidate is ready to go on to his next degree.

**Changing Over.** I've seen a lot of Masters stumble on the simple matter of changing from one degree to another. This is my note so that I will do it correctly. To change from Master Mason to Entered Apprentice, for example, I will say, "Waiving the usual signs and ceremonies, I declare labor suspended in a Lodge of Master Masons a Lodge of Entered Apprentices opened for work. Brother Senior Deacon will arrange the lights, Brother Junior Deacon will inform the Tyler."

After the work is completed in the lower degree I will say, "I declare work concluded in a Lodge of Entered Apprentices and labor resumed in a Lodge of Master Masons. Brother Senior Deacon will rearrange the lights, Brother Junior Deacon will inform the Tyler".

**Letter to a Wife.** After a candidate has been initiated as an Entered Apprentice, I am going to send a letter to his wife to ease any concerns she may have. The form letter I will use is in Section 9 of the HANDBOOK.

**Apprenticeship.** Once a candidate takes his first degree, I want to start right in making him feel a part of Boaz Lodge, involving him in the life of the lodge. There is a list of simple things I can do as presiding Master to arrange a simple apprenticeship. That list is in Section 7 of the HANDBOOK. If I don't get him involved right away I may lose him. I am going to try to involve each candidate in all 12 of the activities on that list.

**Memorial Services.** I hope I don't have any memorial services during my year, but the odds are that I'll have several. There are some things that I must remember to do:

First, I need to remember to read the text through several times before each service. Just reading it over will make it go more smoothly.

Second, I need to remember it is important for me, as Master, to go speak to the widow/or family after the service. This is always a difficult situation, but it's not necessary to say a lot: it is only necessary to say (1) that we appreciate being asked to do the service; (2) that Brother Doe was a good Mason and will be greatly missed; and (3) if there is anything we can do to help, please let us know. There is not much more that can be said. If I need to say more, I will say those same things again in a slightly different way and leave the family to speak with the others that are present.

Third, after the service I will send a letter to the new widow in the form found in Section 7 of the HANDBOOK.

**Arrearages in Dues.** Unfortunately, we have a few members who are chronically late in the payment of their dues. Our rules call for formal notification by Certified Mail followed by a vote on suspension. Before all that happens I would like to send a less formal letter to the delinquent brother to see if we can help the brother out and to see if we can avoid a suspension. The form letter found in Section 9 of the HANDBOOK.

**Annual Meeting.** I will have two tasks at the Annual Meeting. I need to get all the reports approved and I need to get a new slate of officers elected. First are the reports: The Secretary and the Treasurer will read their annual reports. After each report the Motion should be "To lay the report on the table pending the report of the Finance Committee." After the report of the Finance Committee, the motion should be "to approve the report of the Finance Committee, report of the Secretary and the report of the Treasurer."

Balloting for a new slate of officers is tricky, since everyone advances one chair with a few newer men being added as Stewards. Simple enough. But the rule is that each officer is to be voted on individually by secret ballot, yes or no. There is a good reason for this. If it appears that a man is deemed to be inappropriate to advance to a new office the members have an opportunity to prevent it. Some lodges follow this rule scrupulously. In the past we have taken some short cuts at Boaz Lodge. That works as long as no one objects. If any one objects I will be in hot water. I will keep my eyes open prior to the May Annual meeting. If there is even the hint of dissatisfaction, I will conduct the balloting strictly by the rules and not follow any past short cuts. Sometimes, the hard way is the best.

**Awards.** There are two awards that each lodge is eligible for. The first is the Raymond Rideout Award for Masonic Education. The criteria for that award are attached as *Item G*.

The second award is the Grand Lecturer's Award for excellence in ritual. I owe it to my Lodge to do whatever I can to put Boaz in competition for these two awards. It's a yearlong process to do the things necessary to qualify. I will start planning now.

**Communication.** Starting now and continuing right through to my successor's installation as Worshipful Master, I have to remember that for one year I will be the voice of Boaz Lodge. One of the most important parts of my job, if not the most important, is communication. There are several groups that I must reach out to.

I need to communicate to my officers. I need to tell them what I expect of them, what lectures I would like them to be responsible for and what committees they will serve on.

I need to communicate with the Brethren. I need to speak individually with each brother who attends a Lodge meeting to let him know that I notice him and I appreciate the fact that he is there. I need to remember that my trestleboard is the only way I have to communicate with 90 per cent of my members. I need to make it informative, telling the brethren what is going on. I need to mention names and give credit. My trestleboard is a way to let absent Brethren know there is activity at Boaz Lodge and that they are missing it.

I need to communicate with my Past Masters and make them part of my team. I know they are the backbone of Boaz Lodge. They have invested a lot of time over the years and I know they will be willing to help if they see that others are making an effort.

I need to communicate appreciation on behalf of the lodge to everyone who helps out on a project, from the chief cook to the bottle washer. They are all important. I need to thank them in public and give them credit in my trestleboard. Everyone likes to know that his effort is recognized. One of my most important tasks is to offer that recognition on behalf of the whole lodge.

I need to communicate with the elder Brethren and the widows. A visit is important. A telephone call is almost as good. I have to remember that I communicate not only my personal concern but also the concern of the whole lodge.

I need to recognize and chat with each wife that comes to a lodge event. I know that today both husband and wife usually work. Their time is valuable. It is important for wives to feel that their husband's membership is important. I want to make sure that any fellowship activities or recognition evenings include wives so that lodge membership offers an opportunity to participate.

This is my trestleboard. It is a tall order. It won't be easy. It won't be simple, but it can be done. My name isn't Hiram for nothing.

**Hiram Drummond's**  
**Crestleboard**

**A Senior Warden's Planning Guide**

Bro. Wayne T. Adams  
Arundel Lodge, No 76  
1998

**LIST OF ATTACHMENTS**

**ITEM A**

**BOAZ LODGE, NO.59  
P.O. Box 357  
Centerville, Maine**

**ANNUAL BUDGET**

**ESTIMATED INCOME**

A. Dues \$ \_\_\_\_\_  
B. Fees \$ \_\_\_\_\_  
C. Suppers \$ \_\_\_\_\_  
D. Other \$ \_\_\_\_\_

**TOTAL ESTIMATED INCOME \$ \_\_\_\_\_**

**ESTIMATED EXPENSES**

A. Per capita tax \$ \_\_\_\_\_  
B. Secretary supplies \$ \_\_\_\_\_  
C. Bank fees \$ \_\_\_\_\_  
D. Sec./Treas./Custodian fees \$ \_\_\_\_\_  
E. Lodge maintenance \$ \_\_\_\_\_  
F. Oil \$ \_\_\_\_\_  
G. Electricity \$ \_\_\_\_\_  
H. Telephone \$ \_\_\_\_\_  
I. Insurance \$ \_\_\_\_\_  
J. Postage \$ \_\_\_\_\_  
K. Printing \$ \_\_\_\_\_  
L. Special Ladies \$ \_\_\_\_\_  
M. Other \$ \_\_\_\_\_

**TOTAL ESTIMATED EXPENSES \$ \_\_\_\_\_**

**SURPLUS (SHORTFALL) \$ \_\_\_\_\_**



## **ITEM B**

### **LODGE ACTIVITY INDICATIONS**

#### **RITUAL**

##### *CATEGORY 1- MINIMAL*

1. Aprons are clean and neat.
2. Candidates' uniforms are cleaned regularly.
3. Master designates a prompter at each meeting.
4. Master announces rehearsal schedules at each meeting.
5. Master announces rehearsal schedules in each Trestleboard.
6. Master and Wardens attend schools of instruction regularly.
7. Master instructs J.D. and Stewards

##### *CATEGORY 2 – SATISFACTORY*

1. The floor work shows plan and practice.
2. The line officers do all of the lectures.
3. All officers attend schools of instruction regularly.
4. A ritual instructor is appointed to guide and instruct.
5. The opening prescribed for the degree is used on specials where that degree is exemplified.

##### *CATEGORY 3 – EXEMPLARY*

1. The lodge is known for good floor work.
2. Non-officers participate in the charges.
3. A "Blue Lodge Night" is held once a year.
4. The lodge is known for accuracy of ritual.
5. Visual aids are clear to all members present.
6. The officers march in and out of the lodge room.
7. Spoken parts are delivered clearly and correctly.
8. Several members are active in outside degree teams.

## **MASONIC EDUCATION**

### *CATEGORY 1- MINIMAL*

1. The candidates are given word definition lists.
2. The Master appoints an education chairman and committee.
3. The candidates' instruction includes either Pollard Plan Booklets or Instruction Manual.

### *CATEGORY 2- SATISFACTORY*

1. There are at least 3 active members on the education committee.
2. An orientation meeting is held before the E.A.. Degree.
3. An elder brother is appointed for each candidate.
4. The instruction utilizes both Pollard Plan Booklet and Instructors Manual.
5. The chairman reports on candidate prowess at each meeting.
6. A Masonic film/or speaker is scheduled at least twice a year for the whole membership.
7. Master and Wardens participate in District Masters' and Wardens' Association.

### *CATEGORY 3- EXEMPLARY*

1. The candidates are examined in open lodge.
2. A fourth night program held once a year at lodge or District level.
3. A 3-5 minute Masonic education presentation is made at each meeting.
4. There are at least 5 active members of the education committee.
5. The lodge members participate in District or Regional Advanced Education Programs.
6. The lodge has a historian who keeps lodge records, artifacts, etc.

## **FELLOWSHIP ACTIVITIES**

### CATEGORY 1- MINIMAL

1. The lodge has a Trestleboard/Newsletter
2. Refreshments are served after each meeting.
3. Suppers are scheduled with each M.M. Degree.
4. A pot of coffee is available at each rehearsal.
5. The Master appoints a fellowship chairman and committee.
6. Visitors are greeted by Master following opening of lodge.

### CATEGORY 2- SATISFACTORY

1. A Past Master's Night is scheduled annually.
2. Greeters are appointed to meet visitors at the door.
3. Families and widows are involved in lodge installations.
4. The fellowship committee has three to five active members.
5. Members frequently join in-group visits to other lodges.
6. The Master includes a personal message in the Trestleboard.
7. The fellowship committee chairman reports at each stated meeting.

### CATEGORY 3 - EXEMPLARY (Some combination of the following:)

1. A Table Lodge.
2. A sports outing.
3. A family picnic.
4. A family brunch.
5. An outing with wives.
6. A St. John's Day observance.
7. A bus trip to a distant lodge.
8. A Valentines supper and party for spouses.
9. A social activity with another fraternal organization.

## **THE LODGE BUILDING**

### CATEGORY 1- MINIMAL

1. The lodge is clean.
2. All equipment is stored out of sight.
3. The lodge does not have a " musty odor".
4. The preparation room is picked up and attractive.
5. The Master appoints a building chairman and committee.
6. The kitchen has the basic equipment to serve a meal.
7. There is a suitable place for storage of lodge records and educational materials

### CATEGORY 2- SATISFACTORY

1. The interior is freshly painted.
2. The carpeting/linoleum is not worn.
3. The lighting fixtures provide adequate light.
4. Building chairman gives report at each meeting.
5. There is a defined lodge library for Masonic materials.
6. The furniture upholstery meets a "living room " standard.

### CATEGORY 3- EXEMPLARY

1. The parking area is paved.
2. The lodge grounds are landscaped.
3. The exterior of the lodge is well maintained.
4. There is a display area for historical/Masonic items.

## **CARE AND SHARE PROGRAM**

### CATEGORY 1- MINIMAL

1. Cards sent to the ill and shut-ins.
2. The Master appoints a five-member committee.
3. The lodge schedules a widow's night annually.
4. The lodge maintains a current list of all widows.

### CATEGORY 2- SATISFACTORY

1. Care and share committee chairman reports at each meeting.
2. The committee maintains a current list of all elder Masons.
3. Widows are visited by a lodge member at least once per year.
4. The committee assures that elderly brothers have transportation to lodge.
5. The committee schedules regular visits to hospitalized and shut-in brothers.

### CATEGORY 3- EXEMPLARY

1. The committee develops projects to assist widows.
2. The committee develops projects to assist elder masons.
3. The committee assures that widows are invited to lodge installations.
4. Lodge maintains equipment that may be loaned to handicapped brothers and widows (wheelchairs, crutches, hospital beds, etc.)

## ITEM C

### STANDARDS FOR MEASURING THE FIVE HALLMARKS OF A SUCCESSFUL LIVING MASONIC LODGE

Lodge Name \_\_\_\_\_ Lodge Number \_\_\_\_\_  
Date \_\_\_\_\_ District \_\_\_\_\_

Symbols to use:

S = Lodge is presently and satisfactorily accomplishing this standard.

V = Lodge will be working to meet this standard during the year.

N = Lodge needs to work on this standard in the future.

#### **Hallmark One:** Preparation of the Craft

- Meaningful instruction, coupled with inspiration and enthusiasm, serves to both encourage and provide the means for individual brothers to discover meaning and significance in their lives and inner beings as a result of their Masonic ritualistic journey.

Indicators of Success:

- The ritual work performed by the officers is exemplary in nature and degree teams are used only on special occasions.
- Rehearsals are held regularly and conducted under the direction of a certified ritual instructor.
- Attendance of officers at district schools of instruction is high.
- Line officers clearly understand what is expected of them in terms of performance in the degree work, their duties and responsibilities, and advancement through the line.
- An exemplary program of candidate instruction is provided by a team of knowledgeable lodge members, which begins with the accepted candidate and continues through the three degrees.
- Candidate instruction is carried out within the physical setting of the lodge.
- An elder brother is specifically assigned to help candidates with their lessons.

- Candidate lessons are given in open lodge and proficiency must be demonstrated before advancement to the next degree.
- Visual and printed resource materials are used in the candidate's instructional process including the revised Pollard Plan.
- Educational programs for all lodge members are scheduled on a regular basis, especially on stated meetings when there is no degree work.
- Members of committees of inquiry are given proper instructions to ensure that they clearly understand their duties and responsibilities.
- The lodge room and preparation room are kept neat and attractive as well as candidate uniforms so that a favorable impression is presented to the candidate as he enters upon his Masonic journey.

**Hallmark Two: Strengthening the Brotherhood**

- An environment will be provided in which brothers can discover the life-long networking of care and protection within the entire Masonic family and in which they will practice the art of brotherly love, relief and truth.
- The lodge involves the candidate and new Master Mason in the labors of the craft that are meaningful to him and beneficial to the craft as a whole.
- The lodge has an active Care and Share Committee, which makes regular reports to the membership.
- The lodge has an active Masonic Widows program.
- The lodge has designated greeters to welcome visitors from other lodges.
- The master and his officers routinely greet lodge members and visitors.
- First-time visitors are properly recognized and introduced following the opening of the lodge.
- Masonic youth organizations are invited to present programs at least once a year.

- The lodge supports Masonic youth organizations both financially and through member participation in some of their meetings and installations.
- At least one carefully planned special program of interest to all family members is scheduled during the year.

**Hallmark Three: Putting the Craft to Labor**

- The lodge has a clear sense of direction and coordination which sets the craft at labor within the community at-large so that empathy, relief, equality and justice become the common attributes of society.
- The lodge sponsors at least one Masonic scholarship.
- The membership, individually and collectively, support programs of substance abuse prevention.
- Lodge members participate in special community activities and events.
- At least one lodge community-based program, project, or activity is scheduled each year.
- Lodge members participate in training programs designed to help them use Freemasonry in their everyday lives and for the benefit of the community in which they live.

**Hallmark Four: Providing Leadership**

- The importance of leadership development and the creation of a visionary process, both of which are essentially necessary for consummating the mission of Freemasonry within and outside the fraternity, are recognized and put into practice by the master and other officers of the lodge.
- The master of the lodge models effective leadership practices
- The wardens of the lodge have attended at least one session of the Masonic Leadership Academy.



- A majority of the line officers attend district schools of instruction including the non-ritual school.
- A majority of the line officers attend meetings of the district officers' association.
- Officer team meetings are held on a regular basis for the purpose of officer education, planning, and in-put into the decision-making process. Agendas are prepared and distributed several days before the meetings.

**Hallmark Five: Prompting Awareness**

- The importance of good communication and education is recognized and valued, as well as how these lead to ever-widening awareness of the nature of Freemasonry both within and outside the Fraternity.
- The officers are installed at semi-public meetings.
- An open house is held at least once a year which includes guided tours of the lodge hall and the presentation of information relating to its history and Freemasonry in general.
- The lodge has held its own fellowship night or has actively supported and participated in a district fellowship night.
- Lodge memorial services are rehearsed and conducted in a dignified and impressive manner.
- Lodge scholarship presentations are made at a well-planned semi-public meeting which is scheduled expressly for this purpose and which includes an appropriate educational program.
- Articles related to lodge meetings, programs, service to the community, etc. are submitted to the newspaper for publication.
- The lodge building is kept attractive in appearance and in good repair.

*Signed by:*

Master of Lodge \_\_\_\_\_

District Deputy \_\_\_\_\_

## ITEM D

### APPLICATION FOR COMMUNITY BETTERMENT GRANT

#### DIRECTIONS:

The Maine Masonic charitable foundation is proud of what the brethren in our lodges are doing to better their communities. In order to encourage and assist, the foundation will match lodge funds dedicated to specific projects up to the amount of five hundred dollars.

Please type your statements in response to the questions in this application. You may attach supporting information if you wish. It is necessary that your statements be as complete and accurate as possible in order that we may make certain that funds are being used as intended and according to the regulation governing charitable funds.

This grant opportunity does not place your lodge in competition with other lodges for funds.

It is suggested that the master call a planning meeting of the officers and members who will be involved in the intended project and that the statements in this application be based upon their careful consideration of the needs for and the execution of the project.

Be sure that the master has signed the application.

This application is to be sent to the office of the Grand Secretary no later than January 1<sup>st</sup>. Please use the following address:

Grant

Grand Lodge of Maine, A.F. & A.M.

P.O. Box 15058

Portland, Maine 04112-5058

Lodge Name \_\_\_\_\_

Date of Application \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone # \_\_\_\_\_

Address: \_\_\_\_\_

Description of Project:

1. What community need does this project address?

2. In particular, how will this project benefit the community?
3. How many Lodge members will be involved in the project?  
\_\_\_\_\_
4. How much will the project cost? \$ \_\_\_\_\_? Please attach  
breakdown of costs
5. How much is your lodge appropriating \$\_\_\_\_\_
6. When will the project start \_\_\_\_\_and when will it finish?  
\_\_\_\_\_
7. Does your lodge have its share of funds currently available?  
\_\_\_\_\_
8. Worshipful Masters signature\_\_\_\_\_

**ITEM E**

**RECOMMENDED ORDER OF BUSINESS**

SALUTE TO THE FLAG

WELCOME TO ALL PRESENT

INTRODUCE FIRST TIME VISITORS AND GUESTS

WELCOME GRAND OFFICERS

MINUTES

COMMUNICATIONS

WARRANTS

PETITIONS

BALLOTING

COMMITTEE REPORTS

A. CANDIDATE INSTRUCTION COMMITTEE

B. CARE AND SHARE COMMITTEE

C. FELLOWSHIP COMMITTEE

D. BUILDING COMMITTEE

OLD BUSINESS

NEW BUSINESS

SICKNESS OR DISTRESS

ANNOUNCEMENTS

DEGREE WORK OR PROGRAM

MASTERS REMARKS

REMARKS OF DD. IF PRESENT

CLOSING

## ITEM F

### CANDIDATE PROGRESS CHART

Candidate: \_\_\_\_\_  
(name) (phone)

Elder Bro.: \_\_\_\_\_  
(name) (phone)

Accepted to receive the Degrees date \_\_\_\_\_  
Presented booklet #1 Pollard Plan date \_\_\_\_\_  
Orientation session (Lodge Inst. Comm.) date \_\_\_\_\_  
Entered Apprentice Degree (Initiated) date \_\_\_\_\_  
Presented booklet #2 Pollard Plan date \_\_\_\_\_  
Informal instruction BAD. (Lodge Inst. Comm.) date \_\_\_\_\_  
Check: Can give Du-gard & sign on step of Degree \_\_\_\_\_  
Can arrange lights Knows how to wear apron \_\_\_\_\_  
Knows how to avouch Understands working tools \_\_\_\_\_  
Knows how to enter or retire from Lodge of E.A. \_\_\_\_\_  
Passed satisfactory examination in E.A.. Degree  
date \_\_\_\_\_  
Fellow Craft Degree (Passed) date \_\_\_\_\_  
Presented booklet #3 Pollard Plan date \_\_\_\_\_  
Informal instruction F.C.D. (Lodge Inst. Comm.) date \_\_\_\_\_  
Check: Can give pass, token of the pass, grip, word \_\_\_\_\_  
Can give du-gard & sign on step of Degree \_\_\_\_\_  
Can arrange lights Knows how to wear apron \_\_\_\_\_  
Understands working tools \_\_\_\_\_  
Knows how to enter or retire from Lodge of F.C. \_\_\_\_\_  
Passed satisfactory examination in E.G Degree \_\_\_\_\_ date \_\_\_\_\_

Master Mason Degree (Raised) date \_\_\_\_\_  
Presented booklet #4 Pollard Plan date \_\_\_\_\_  
Informal instruction M.M.D. (Lodge Inst. Comm.)  
date \_\_\_\_\_  
Check: Can give pass token of the pass, grip, word \_\_\_\_\_  
Can give due-gard & sign of all 3 degrees \_\_\_\_\_  
Can give S-grip & M.M. word \_\_\_\_\_  
Understands 5 points of Fellowship \_\_\_\_\_  
Can give Gd-I. sign Knows what it means \_\_\_\_\_  
Understands application, Committee of Inquiry \_\_\_\_\_  
Knows how to ballot Knows how to address W.M. \_\_\_\_\_  
Has had instruction in Lodge room Behavior \_\_\_\_\_  
Passed satisfactory examination in M.M. Degree \_\_\_\_\_  
date \_\_\_\_\_  
(Must be within 60 days of receiving Degree) \_\_\_\_\_

Received Master Mason's Diploma date \_\_\_\_\_

This is to certify that Brother

\_\_\_\_\_ has received all the Degrees along with the basic supplementary instruction as recommended by the Committee on Masonic Education and has been found to have a good basic knowledge of Masonry.

signed: \_\_\_\_\_

date \_\_\_\_\_

(Committee Chairman)

## **ITEM G**

### **The Raymond Rideout Award**

**Each District Representative should make out rating sheet each year**

- This evaluation should be over the criteria listed on the Rating Sheet, on the basis of a "1-10" scoring, with 1 being the lowest score and 10 being the highest.
- Please bear in mind that a scoring of 1 or 10 should be extremely rare.
- The choice of a Lodge in your District should be backed up with a brief written explanation as to what factors were involved in your selection.
- The rating for Candidate Education should be based on the Lodge's use of the Pollard Plan, the Candidate Instructor's Manual, the use of Candidate Mentors, the Fourth Night Program, etc.
- The rating for Lodge Education should be based on programs for the Education of the Officers and Members.
- The rating for Lodge Programs should be based on programs of entertainment and special interest for the benefit of the Craft.
- For assistance in evaluating Lodges, please refer to the section of the Lodge Leadership Program, page 5, under "Masonic Education" which accompanies this rating sheet.