

**The DISTRICT DEPUTY'S REPORT**  
**ON**  
**PLANNING FOR PROGRESS**

AT \_\_\_\_\_ LODGE, NO. \_\_\_\_\_  
\_\_\_\_\_, MAINE

# The DISTRICT DEPUTY'S REPORT ON PLANNING FOR PROGRESS

## Part I: Goals

*Note: Refer to Appendix A for Suggested Goals.  
Refer to Appendix B for a Progress Tracking System*

The Master and Wardens of \_\_\_\_\_ Lodge # \_\_\_\_\_ and other members of the Lodge have reviewed the overall condition of their Lodge and have set the following goals. The District Deputy and District Representative have worked with them to assist in formulating short range (1-2 years) and long-range (3-15 years ) plans.

### **Ritual:**

Short range goals \_\_\_\_\_  
Long range goals \_\_\_\_\_

### **Masonic Education**

Short range goals \_\_\_\_\_  
Long range goals \_\_\_\_\_

### **Fellowship Activities & Membership Involvement**

Short range goals \_\_\_\_\_  
Long range goals \_\_\_\_\_

### **Care and Share**

Short range goals \_\_\_\_\_  
Long range goals \_\_\_\_\_

### **Maintenance of the Lodge Hall**

Short range goals \_\_\_\_\_  
Long range goals \_\_\_\_\_

### **Community Outreach**

Short range goals \_\_\_\_\_  
Long range goals \_\_\_\_\_

### **Goals & Objectives based on your assessment of lodge needs Other.**

Short range goals \_\_\_\_\_  
Long range goals \_\_\_\_\_

We reviewed the above goals together on \_\_\_\_\_, 2000

By: \_\_\_\_\_ and \_\_\_\_\_  
Worshipful Master District Deputy

## APPENDIX TO PART I

**THIS LIST IS NOT ALL ENCOMPASSING NOR IS IT INTENDED THAT EVERY ITEM SHOULD BE A GOAL FOR YOUR LODGE! IF YOU ARE SATISFIED WITH YOUR LODGE'S PERFORMANCE IN A GIVEN AREA, DO NOT LIST IT AS A GOAL. THE DESCRIPTIONS IDENTIFYING MINIMAL, SATISFACTORY, AND EXEMPLARY ARE PROVIDED FOR YOUR GUIDANCE. ONLY YOU CAN DETERMINE WHAT IS YOUR STANDARD FOR MINIMAL, SATISFACTORY, OR EXEMPLARY PERFORMANCE FOR YOUR LODGE.**

### Ritual

#### Suggested Goals and Objectives:

##### 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 trestle Board.
6. Master and Wardens attend Schools of Instruction regularly.
7. Master ensures that the schedule of the Schools of Instruction for his District is included in his Lodge Trestleboard.
8. Master ensures that all ritual required regalia is in place and all chairs are filled prior to opening his lodge.

##### Satisfactory

1. The floor work shows plan and practice.
2. The line officers do all of the lectures and charges.
3. All officers attend the Schools of Instruction regularly.
4. A ritual instructor or mentor is appointed to guide and instruct the candidate all the way through his degree work.
5. The opening and long form closing prescribed for the degree is used on special communications where that degree is exemplified.
6. There is a process that ensures that the Masters and Wardens attend Schools of Instruction.

##### Exemplary

1. The lodge is known for good floor work.
2. The Lodge is known for accuracy of ritual.
3. The visual aids for the degrees are up to date and visible to all within the Lodge hall.
4. Spoken parts are given clearly with adequate volume and proper emphasis during the delivery. (Ritual is not monotone, but given with enthusiasm)
5. Members participate in outside degree teams.
6. Members serve as guest officers at sister lodges or assist them in their degree work.

## APPENDIX TO PART I

### Masonic Education

#### Suggested Goals and Objectives:

##### Minimal

1. The candidates are provided the name/s of people that can answer their questions about Masonry.

##### Satisfactory

1. There is a committee on education that is available for assisting the candidate through his degree journey by meeting with him prior to each degree to give the candidate an idea of what is to occur and the symbolic journey that the degree represents.
2. Candidate instruction includes the Pollard Plan booklets and also includes the Grand Lodge of Maine candidate videos.
3. An elder Brother or Mentor is appointed for each candidate.
4. The candidate instruction utilizes the Pollard Plan Instructors Manual.
5. The preparation room has visual aids to motivate and instruct the candidate as he prepares for his degree journey.
6. On selected Stated Meetings when there is no degree work scheduled, there will be a program on General Masonic Information.

##### Exemplary

1. The candidates are afforded the opportunity to be examined in open lodge by a Brother who doesn't need the cipher to ask the questions.
2. A fourth night is held once a year at either the lodge or District level.
3. The Lodge has a historian who provides an annual report of the activities of the lodge to the Brethren.

## APPENDIX TO PART I

### Fellowship Activities & Membership Involvement

#### Suggested Goals and Objectives:

##### Minimal

1. The Lodge publishes a Trestle Board and mails it to the Membership.
2. Refreshments are served after each meeting.
3. Suppers are always scheduled with each Master Mason Degree.
4. A pot of coffee is available after each rehearsal.
5. The Master appoints a greeter to ensure that nobody enters the lodge without being personally welcomed and made to feel an important part of the activities that evening.
6. Visitors are properly introduced and greeted by the Master immediately after the opening of the Lodge.

##### Satisfactory

1. A Past Master's night is scheduled annually
2. New Masons are immediately involved with lodge activities.
3. Lodge Officer Installations are well advertised and families are included.
4. Members frequently gather in groups and visit other Lodges.
5. There is an active traveling gavel program in the District. The lodge has a practice of gathering and visiting another lodge in order to earn the traveling gavel.
6. The Master includes a personal message in the trestle Board.
7. There is a fellowship committee that reports to the membership frequently.

##### Exemplary

1. Community outreach activities are in place.
2. A Sports outing.
3. A Family picnic.
4. A family brunch.
5. An outing with the wives.
6. A bus trip to a distant lodge.
7. A social activity with another fraternal organization.

## APPENDIX TO PART I

### Care and Share Program

#### Suggested Goals and Objectives:

##### Minimal

1. Cards are sent to the ill and shut-ins.
2. The Master appoints a committee.
3. The lodge maintains a current list of all widows and schedules programs for the widows and other ladies.

##### Satisfactory

1. The Care and Share Committee reports at each stated 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 ensures that elderly brothers have transportation to Lodge Meetings.
5. The committee schedules regular visits to hospitalized and shut in brothers.

##### 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. There is a community outreach program.

## APPENDIX TO PART I

### The Lodge Building

#### Suggested Goals and Objectives:

##### 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 is attractive.
5. The Master appoints a building chairman and committee.
6. The lodge has the basic equipment to feed the lodge a supper.
7. There is suitable space for storage of lodge records and educational materials.

##### Satisfactory

1. The interior is freshly painted.
2. The carpeting/linoleum is clean and not worn.
3. The lighting fixtures provide adequate light and are properly controllable to emphasize appropriate portions of the ritual work.
4. The building chairman gives periodic reports to the membership.
5. There is a defined lodge library for Masonic literary materials.
6. The furniture upholstery meets a "living room" standard.

##### Exemplary

1. The parking area is paved.
2. The Lodge grounds are landscaped and kept mowed during the summer recess.
3. The exterior of the lodge is well maintained.
4. There is a display area for lodge artifacts and items of Masonic interest.

**THE DISTRICT DEPUTY'S REPORT  
ON  
PLANNING FOR PROGRESS**

**Part II: HELP REQUESTED**

The Master of \_\_\_\_\_ Lodge # \_\_\_\_\_ has requested support and/or assistance from Grand Lodge in meeting the following goals identified in Planning for Progress, Part I -GOALS.

RITUAL: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MASONIC EDUCATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FELLOWSHIP ACTIVITIES AND MEMBERSHIP INVOLVEMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CARE AND SHARE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMUNITY OUTREACH: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OTHER \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Master and District Deputy reviewed these needs together this date.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_  
Worshipful Master

\_\_\_\_\_  
District Deputy Grand Master

**THE DISTRICT DEPUTY'S REPORT  
ON  
PLANNING FOR PROGRESS**

**Part III - The District Deputy's Official Visitation**

I made my official visitation to \_\_\_\_\_ Lodge No. \_\_\_\_\_ at  
\_\_\_\_\_ on \_\_\_\_\_, 200\_

The Charter and/or Certificate of Charter were present and scanned. yes no

The books of the Secretary were present and scanned. yes no

The books of the Treasurer were present and scanned yes no

All bills were approved by the Committee on Finance before being paid. yes no

Accounts of the lodge are audited annually by the Finance Committee yes no

The annual reports of the Lodge are spread in full upon the records yes no

The Lodge has a current copy of the "List of Lodges, Masonic"  
otherwise known as the Tyler's Book dated \_\_\_\_\_ yes no

There have been changes to the by-laws during the past year. yes no

The changes were approved by the Grand Lodge. yes no

The Lodge has copies of the Constitution and Standing Regulations. \_\_\_\_\_ copies  
The Lodge has worked \_\_\_EA \_\_\_ FC \_\_\_ MM candidates during the present Master's term of  
office.

The District Deputy has observed degree presentations during the past year. The work has  
been generally  Excellent  Very Good  Good  Marginal

The elected Officers conferred the Degree for the Official Visit yes no

If no, what positions were substitutes? WM  SW  JW  SD  JD   
SS  JS  MAR  CHAP  Lecture  Charge

The Lodge has invited the District Ritual Instructor to the Lodge \_\_\_\_\_ times during the term of the  
current Master.

The Lodge has a Plan for Progress and is actively involved in short and long range goal setting, with a  
process to track these goals yes no

**WORK PRESENTED IN THE \_\_\_\_\_ DEGREE**  
**Ritualistic Work**

Reception of the DDGM and Lodge Opening

1. The DDGM is properly received into the Lodge and accorded appropriate honors?

Comments: \_\_\_\_\_  very good  
\_\_\_\_\_  good  
\_\_\_\_\_  poor

2. The formal opening of the Lodge is correctly done with minimal ritual errors?

Comments: \_\_\_\_\_  very good  
\_\_\_\_\_  good  
\_\_\_\_\_  poor

3. If work is in a degree other than the Master Mason, the Lodge is called from the higher degree to the lower degree and back up again at the end of the degree work in accordance with page 185 of the cipher?

Comments: \_\_\_\_\_  very good  
\_\_\_\_\_  good  
\_\_\_\_\_  poor

4. The candidate was properly prepared and clothed for the degree and in a room that was neat and orderly? Proper ritual was used during his presentation to the SD?

Comments: \_\_\_\_\_  very good  
\_\_\_\_\_  good  
\_\_\_\_\_  poor

5. The Candidate was properly examined and received into the Lodge by the Senior Deacon?

Comments: \_\_\_\_\_  very good  
\_\_\_\_\_  good  
\_\_\_\_\_  poor

6. The circumambulations and examinations by the JW, SW, and WM were done proficiently?

Comments: \_\_\_\_\_  very good  
\_\_\_\_\_  good  
\_\_\_\_\_  poor

7. The candidate received proper instruction from the SW for advancement to the altar and proper positioning to receive his obligation?

Comments: \_\_\_\_\_  very good  
\_\_\_\_\_  good  
\_\_\_\_\_  poor

**Part III, Page 3.**

8. The candidate is placed in proper position at the altar by the SD to receive his obligation?

Comments: \_\_\_\_\_  very good  
\_\_\_\_\_  good  
\_\_\_\_\_  poor

9. The obligation is given clearly, with feeling, and with minimal ritual errors?

Comments: \_\_\_\_\_  very good  
\_\_\_\_\_  good  
\_\_\_\_\_  poor

10. The demonstration of the du guard and sign by the WM are done correctly?

Comments: \_\_\_\_\_  very good  
\_\_\_\_\_  good  
\_\_\_\_\_  poor

11. The WM and SD give proper instruction in the grip and word and the candidate is properly instructed on entering or retiring from an opened Lodge?

Comments: \_\_\_\_\_  very good  
\_\_\_\_\_  good  
\_\_\_\_\_  poor

12. The second section is conducted in a solemn and dignified manner with the appropriate demeanor?

Comments: \_\_\_\_\_  very good  
\_\_\_\_\_  good  
\_\_\_\_\_  poor

13. The lectures and charges are given by the officers/members of the Lodge being inspected?

Comments: \_\_\_\_\_  very good  
\_\_\_\_\_  good  
\_\_\_\_\_  poor

14. The lectures and instructions to the candidates are given clearly and with feeling?

Comments: \_\_\_\_\_  very good  
\_\_\_\_\_  good  
\_\_\_\_\_  poor

15. Prayers by the Chaplain are given from memory and are delivered proficiently, clearly, and with feeling?

Comments: \_\_\_\_\_  very good  
\_\_\_\_\_  good  
\_\_\_\_\_  poor

16. The charges to the candidate are given proficiently from memory and with feeling.

Comments: \_\_\_\_\_  very good  
\_\_\_\_\_  good  
\_\_\_\_\_  poor

17. The Officers closed the lodge properly?  very good  good  poor

### Overall Evaluation of the Ritual Presentation

The work was done in a way as to make a meaningful and lasting positive impression upon the candidate. The work was conducted in a manner that conveyed the deep spiritual meaning of the degree being conferred.

Justification: \_\_\_\_\_  very good  
\_\_\_\_\_  good  
\_\_\_\_\_  Fair  
\_\_\_\_\_  poor

### Overall Ritual Rating

- Excellent *At least 12 of the 16 items were rated very good (1 through 16), none poor The Overall Evaluation of the Ritual Presentation (Above) must be rated very good*
- Very good *At least 10 of the 16 items were rated very good, none poor The Overall Evaluation of the Ritual Presentation (Above) must be rated very good.*
- Good *At least 10 of the 16 items were rated good. The Overall Evaluation of the Ritual Presentation (Above) must be rated good or better.*
- Poor *Less than 10 rated good with 1 or more rated poor or The Overall Evaluation of the Ritual Presentation (Above) rated Fair or below*

### Floor Work

1. Floor work indicates that there have been rehearsals and officers worked well together?

Comments: \_\_\_\_\_  very good  
\_\_\_\_\_  good  
\_\_\_\_\_  poor

2. All floorwork is conducted in a dignified manner and has a positive effect on the presentation of the lessons taught in the degrees?

Comments: \_\_\_\_\_  very good  
\_\_\_\_\_  good  
\_\_\_\_\_  poor

### Floor Work Rating

- Excellent *(Both items rated very good)*
- Good *(One item less than very good)*
- Poor *(One item less than good)*

\_\_\_\_\_  
District Deputy Grand Master



## Lodge Statistics

\_\_\_\_\_ Lodge No. \_\_\_\_\_ Date: \_\_\_\_\_

Tax I.D.: \_\_\_\_\_

Master presided in east?  yes  no

Meetings held during year \_\_\_\_\_

Average attendance: \_\_\_\_\_

No. of meetings attended by:

Master	_____
S.W.	_____
J.W.	_____
Sec.	_____
S.D.	_____
J.D.	_____

Amount of Charity Fund: \_\_\_\_\_

Amount expended for Relief during year: \_\_\_\_\_

Other: \_\_\_\_\_

Fees for Degrees (Amt. the candidate pays): \_\_\_\_\_

Amount of Dues owed the Lodge by delinquent members: \_\_\_\_\_

Annual Dues: \_\_\_\_\_

One year: \_\_\_\_\_

Two years or more: \_\_\_\_\_

**THE DISTRICT DEPUTY'S REPORT  
ON  
PLANNING FOR PROGRESS  
Part IV - END OF YEAR SUMMARY**

\_\_\_\_\_ Lodge, No. \_\_\_\_\_, Maine

Ritual on the night of the official visitation:

Exceeded standards  Met standards  Did not meet standards

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ritual for the year (Observations made during unofficial visits)

Exceeded standards  Met standards  Did not meet standards

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Masonic Education Exceeded

Exceeded standards  Met standards  Did not meet standards

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fellowship Activities and Membership Involvement

Exceeded standards  Met standards  Did not meet standards

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Care and Share

Exceeded standards  Met standards  Did not meet standards

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Maintenance of the Lodge Hall

Exceeded standards  Met standards  Did not meet standards

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Committee Outreach

Exceeded standards  Met standards  Did not meet standards

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

**THE DISTRICT DEPUTY'S REPORT  
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PLANNING FOR PROGRESS  
Part IV - END OF YEAR SUMMARY**

The Master agreed with my evaluation except as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Master \_\_\_\_\_  
Wor.

*Comments:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have made further comments on attached sheet/s.  Yes  No

Dated: \_\_\_\_\_, 2001

Respectfully submitted,

\_\_\_\_\_  
R.W.  
District Deputy Grand Master  
\_\_\_\_\_ Masonic District

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

## REPORT OF OFFICIAL VISIT

DATE: \_\_\_\_\_

By R.W. \_\_\_\_\_, D.D.G.M for the \_\_\_\_\_ District  
to \_\_\_\_\_ Lodge No. \_\_\_\_\_ at \_\_\_\_\_

- Was the Charter and/or Certificate of Charter present?  Yes  No  
Were the books of the Treasurer presented and scanned?  Yes  No  
Were the books of the Secretary presented and scanned?  Yes  No  
Are all bills approved by the Committee on Finance before being paid?  Yes  No  
Are accounts of the Lodge audited annually by the Finance Committee?  Yes  No  
Are the annual reports of the Lodge spread in full upon the records?  Yes  No  
Does the Lodge have a current copy of the "List of Lodges, Masonic"  
otherwise known as The Tyler's Book?  Yes  No

- Ratings:**
- Excellent** *(all categories are rated Very Good)*
  - 3 - Very Good** *(the candidate is receiving proper instruction)*
  - 2 - Good** *(the candidate is receiving basic instruction,. But there are areas that need improvement)*
  - 1 - Poor** *(the candidate is not receiving adequate instruction to give him a proper understanding of the Masonic lesson taught in the degree)*

## WORK PRESENTED IN THE \_\_\_\_\_ DEGREE.

### Ritualistic Work

1. Candidates were properly prepared and clothed for the degree?  
Comments: \_\_\_\_\_  Very Good  
\_\_\_\_\_  Good  
\_\_\_\_\_  Poor
2. Candidates were properly examined and received into the Lodge by the Senior Deacon  
Comments: \_\_\_\_\_  Very Good  
\_\_\_\_\_  Good  
\_\_\_\_\_  Poor
3. The circumambulations and examinations of the candidates by the J.W., S.W., and W.M. were done proficiently?  
Comments: \_\_\_\_\_  Very Good  
\_\_\_\_\_  Good  
\_\_\_\_\_  Poor

4. The candidate receives proper instruction from the S.W. for advancement to the altar to receive his obligation?  
Comments: \_\_\_\_\_  Very Good  
\_\_\_\_\_  Good  
\_\_\_\_\_  Poor
5. The candidates are placed in proper position at the altar to receive the obligation?  
Comments: \_\_\_\_\_  Very Good  
\_\_\_\_\_  Good  
\_\_\_\_\_  Poor
6. The obligations are given clearly, proficiently and with feeling?  
Comments: \_\_\_\_\_  Very Good  
\_\_\_\_\_  Good  
\_\_\_\_\_  Poor
7. The demonstrations of the du guard and sign by the W.M. are done correctly?  
Comments: \_\_\_\_\_  Very Good  
\_\_\_\_\_  Good  
\_\_\_\_\_  Poor
8. The W.M. and S.D. give proper instruction in the grip and word and the candidates are instructed on entering or retiring from an open lodge.  
Comments: \_\_\_\_\_  Very Good  
\_\_\_\_\_  Good  
\_\_\_\_\_  Poor
9. Lectures given by officers/members of the lodge being inspected?  
Comments: \_\_\_\_\_  Yes (3 pts)  
\_\_\_\_\_  No (0 pts)  
\_\_\_\_\_
10. Lectures and instructions to the candidates are given clearly and with feeling?  
Comments: \_\_\_\_\_  Very Good  
\_\_\_\_\_  Good  
\_\_\_\_\_  Poor
11. Prayers by the Chaplain are given clearly and with feeling?  
Comments: \_\_\_\_\_  Very Good  
\_\_\_\_\_  Good  
\_\_\_\_\_  Poor

12. The charges to the candidates are given proficiently and with feeling?  
 Comments: \_\_\_\_\_  Very Good  
 \_\_\_\_\_  Good  
 \_\_\_\_\_  Poor

13. The work was done in such a way as to make a meaningful and lasting impression upon the candidates?  
 Comments: \_\_\_\_\_  Very Good  
 \_\_\_\_\_  Good  
 \_\_\_\_\_  Poor

<b>Overall rating of ritualistic work:</b>	<b>Excellent</b>	_____	<b>( 39)</b>
	<b>Very Good</b>	_____	<b>(31-38)</b>
	<b>Good</b>	_____	<b>(18-30)</b>
	<b>Poor</b>	_____	<b>(12-17)</b>

### Floor Work

1. Floor work indicates that there have been rehearsals and officers worked well together?  
 Comments: \_\_\_\_\_  Very Good  
 \_\_\_\_\_  Good  
 \_\_\_\_\_  Poor

2. Work is conducted in a dignified manner and has a positive effect on the presentation of the lessons taught in the degrees.?  
 Comments: \_\_\_\_\_  Very Good  
 \_\_\_\_\_  Good  
 \_\_\_\_\_  Poor

<b>Overall rating of floor work:</b>	<b>Very Good</b>	_____	<b>(5-6)</b>
	<b>Good</b>	_____	<b>(3-4)</b>
	<b>Poor</b>	_____	<b>(1-2)</b>

\_\_\_\_\_ Lodge No. \_\_\_\_\_

Date:

Master presided in east? \_\_\_\_\_

Meetings held during year \_\_\_\_\_

Average attendance \_\_\_\_\_

No. attended by Master \_\_\_\_\_

S.W. \_\_\_\_\_

J.W. \_\_\_\_\_

Sec. \_\_\_\_\_

S.D. \_\_\_\_\_

J.D. \_\_\_\_\_

Amount in Charity Fund \_\_\_\_\_

Amount expended for \_\_\_\_\_

Relief during year \_\_\_\_\_

Other \_\_\_\_\_

Fees for Degrees \_\_\_\_\_

(Amt. the candidate pays)

Annual Dues \_\_\_\_\_

(Amt. Each Mbr. paid)

Amount of Dues owed the  
Lodge by delinquent members:

One year \_\_\_\_\_

Two years or more \_\_\_\_\_