



## Grand Lodge of Maine AF & AM Official Form No. 1 The District Deputy's Report for 2021-2022

Lodge: \_\_\_\_\_ No. \_\_\_\_\_ District \_\_\_\_\_

Located at: \_\_\_\_\_  
\_\_\_\_\_

The Grand Master appoints District officers, with important responsibilities for building a vibrant fraternity. Under the leadership of the DDGM the officers in a District need to work as a team, endeavoring in their respective areas of responsibility to enrich Freemasonry, as well as the value of membership in District Lodges. They are also charged with the responsibility for assisting Lodge officers and assessing Lodge performance. Many aspects of the Lodge's operations are to be reviewed when assessing the overall strength of a Lodge, to include its leadership, planning, finances, meeting facilities, ritual delivery, Masonic education programs, community involvement and most importantly, the perceived **Value of Membership** as exemplified by member involvement in Lodge meetings, fraternal and social activities, and other opportunities for fraternal relations and personal growth.

**Form 1** has 5 Tables to assist with completing the overall assessment.

**Table A** Is to be filled out by the lodge officers prior to the night of the DDGMs official visit. It is signed by the Master and Secretary of the lodge. The completed table A, a copy of the last form 25a submitted to Grand Lodge and A copy of the Last Lodge History Submitted to Grand Lodge, is to be given to the DDGM when he arrives the night of his official visit. He will spot check some of the items on table A prior to the meeting but he will not go through every item on the form.

Reviewing table A in advance may assist the lodge in planning, setting up committees and organizing lodge activities. Some lodges may find the completed table A helpful in preparing their annual history report, to Grand Lodge and may choose to share it with the lodge members. Members that have been away for some time often find it interesting to see what their lodge is doing.

Lodges should look at the last section of Table A as a way to let the DDGM and Grand Lodge know what a truly wonderful fraternal and community organization their lodge is. Lodges should feel free to extend that part of the form with additional sheets as needed.

**Table B** Will be filled out by the DDGM the night of his official visit before and after but not during the lodge meeting.

It will be reviewed privately with the Master and Wardens of the Lodge after the meeting is closed.

**Table C** Will be filled out by the DRI it represents an overall annual assessment of the Lodge' Ritual.

**Table D** Will be completed the night of the official visit. It should be completed by the DRI or may be delegated to the DER or a past master at the meeting by the DDGM if the DRI is not present. It will be reviewed by the DDGM after the meeting but not during. It may be useful for the lodge in practicing for the night of the official visit.

**Table E** Provides guidance for the DDGM filling out Table B. It may be used by the lodge for planning and preparing for the official visit. It can also be useful for the Lodge members at any time during the year to help highlight areas to help improve their lodge.



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**Table A**

Lodge: \_\_\_\_\_ No. \_\_\_\_\_ District \_\_\_\_\_  
 Located at: \_\_\_\_\_ Official Visitation on \_\_\_\_\_, 20\_\_

**Lodge Inspection Summary**

Bills are approved by the Master and 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 were 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. It is dated _____.	[ ] yes [ ] no
There have been changes to the bylaws during the past year.	[ ] yes [ ] no
The by-law changes were properly presented to and voted upon by Lodge members, and approved by Grand Lodge.	[ ] yes [ ] no
At least the elected officers have an up-to-date version of the approved Lodge by-laws.	[ ] yes [ ] no
The Lodge has four up-to-date copies of the Grand Lodge Constitution and Standing Regulations in the hands of the Master, Sr. and Jr. Wardens, and Secretary.	[ ] yes [ ] no
The Lodge and, if applicable, the Building Association have filed the 990 report. (Request to see the filed report and record the tax ID number on the next page)	[ ] yes [ ] no
Was the Lodge represented at the last Annual Communication? By Officers? <input type="checkbox"/> Proxy? <input type="checkbox"/> (Sec. 2.2-1)	
Was the last Annual Return filed on time? (Sec. 75.1) Date: _____ Per Capita Included? Yes <input type="checkbox"/> No <input type="checkbox"/>	[ ] yes [ ] no
Was the Lodge History filed on time?(Sec.75.3)	[ ] yes [ ] no
Was Certificate of Installation of Officers filed immediately? (Sec.75.4)	[ ] yes [ ] no
Was an Official Form 7 attached to each Petition for Degrees & Application for Affiliation before being assigned to the Committee of Inquiry?	[ ] yes [ ] no
Does the Lodge update the Grand Lodge Database on a regular basis? Official Form 15? <input type="checkbox"/> MORI electronic database? <input type="checkbox"/>	
Did each new Master Mason receive a diploma and dues card at the time of Raising? )	[ ] yes [ ] no
Did each new member sign the By-Laws when they were raised or affiliated?	[ ] yes [ ] no
Were members suspended for NPD notified of possible suspension by letter or personal contact? (Sec. 58) Attach a copy of the letters sent.	[ ] yes [ ] no



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Table A (Continued) Lodge \_\_\_\_\_ No. \_\_\_\_\_

Lodge Tax I.D. \_\_\_\_\_ Date Tax form last filled \_\_\_\_\_

Building Assn. Tax I.D. \_\_\_\_\_ Date Tax form last filled \_\_\_\_\_

Lodge Building owned by	
#Of <b>Stated</b> Communications held during the past twelve months ____	Average Attendance ____
#Of <b>Special</b> Communications held during the past twelve months ____	Average Attendance ____
Lodge <b>income</b> during the most recently completed fiscal year	\$
Lodge <b>expenses</b> during the most recently completed fiscal year	\$
Do the Secretary and Treasurers records reflect MMCF matching grants received and paid out with the lodge contribution portion. (DDGM contact Grand Lodge for info on grants used by the lodge)	[ ] Yes [ ] No  Comments:

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

\_\_\_\_\_  
Lodge Secretary



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Table A (Continued) Lodge \_\_\_\_\_ No. \_\_\_\_\_

# Activities the lodge has done during the year

Estimated total volunteer hours per month (for all lodge brethren) \_\_\_\_\_

Type of Activity	Month(s)	Purpose/Beneficiary	Number of Brothers
<i>[fundraiser/community event]</i>		<i>[examples; Youth Activity/Cancer Society]</i>	

Add additional sheets as required



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**Table B**

Lodge: \_\_\_\_\_ No. \_\_\_\_\_ District \_\_\_\_\_  
 Located at: \_\_\_\_\_ Official Visitation on \_\_\_\_\_, 20\_\_\_\_

**Lodge Inspection Summary (This Page Is To Be Submitted To The Grand Lodge)**

The Charter and/or Certificate of Charter were present and are properly maintained.	[ ] Yes [ ] No
The books of the Secretary were present and are well maintained.	[ ] Yes [ ] No
The books of the Treasurer were present and are in order.	[ ] Yes [ ] No
Did the Lodge demonstrate their ability to convey the Masonic Tenets, Virtues, Morals and Insights contained in the Ritual in a manner intelligible to the Candidate	[ ] Yes [ ] No
Was the Master Present in the East	[ ] Yes [ ] No

**LODGE ASSESSMENT SUMMARY**

Lodge Review Factor	Reviewer	Rating *
Lodge leadership and operations (Table E)	DDGM	
Lodge vision and planning (including Excellence Award) (Table E)	DDGM	
Candidate and membership development & retention (Table E)	DDGM	
Fraternal and social programs (Table E)	DDGM	
Community presence and charity (Table E)	DDGM	
Overall Ritual Assessment. (Table C)	DRI	
Ritual proficiency: words, delivery, floor work, education for the official visit (Table D)	DRI/DDGM	
Lodge education programs and participation in Grand Lodge and Maine Masonic College education programs	DER	
<b>OVERALL LODGE RATING</b>		

\* Use a scale of one to ten, ten being the best

The DDGM's overall evaluation of the Lodge is based upon the following observations:

Recommendations, if any, for consideration by Grand Lodge officers, committees and related bodies:

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

\_\_\_\_\_  
District

\_\_\_\_\_  
Date





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**Table D**

**District Ritual Instructor's Assessment of the Annual Visitation**

The elected and appointed officers conferred the _____ degree observed by the DDGM
If no, what positions were substitutes? <input type="checkbox"/> WM, <input type="checkbox"/> SW, <input type="checkbox"/> JW, <input type="checkbox"/> SD, <input type="checkbox"/> JD, <input type="checkbox"/> SS, <input type="checkbox"/> JS, <input type="checkbox"/> MAR, <input type="checkbox"/> CHAP, <input type="checkbox"/> Lecture, <input type="checkbox"/> Charge.

**Reception of the DDGM and Lodge Opening**

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

Needs Improvement  Average  Strong

*Comments:*

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

Needs Improvement  Average  Strong

*Comments:*

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 220 of the cipher (2010 edition).

Needs Improvement  Average  Strong  N/A

*Comments:*

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

Needs Improvement  Average  Strong

*Comments:*

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

Needs Improvement  Average  Strong

*Comments:*

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

Needs Improvement  Average  Strong

*Comments:*

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

Needs Improvement  Average  Strong

*Comments:*



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**Table D Cont.**

8. The candidate is placed in proper position at the altar by the SD to receive his obligation.  
 Needs Improvement  Average  Strong

*Comments:*

9. The obligation is given clearly, with feeling, and with minimal ritual errors.  
 Needs Improvement  Average  Strong

*Comments:*

10. The demonstration of the due guard and sign by the WM is done correctly.  
 Needs Improvement  Average  Strong

*Comments:*

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 open Lodge.  
 Needs Improvement  Average  Strong

*Comments:*

12. The second section is conducted in a solemn and dignified manner with the appropriate demeanor.  
 Needs Improvement  Average  Strong

*Comments:*

13. The lectures and charges are given by the officers/members of the Lodge being inspected.  
 Yes  No

*Comments:*

14. The lectures and instructions to the candidate are given clearly and with feeling.  
 Needs Improvement  Average  Strong

*Comments:*

15. Prayers by the Chaplain are delivered proficiently, clearly, and with feeling.  
 Needs Improvement  Average  Strong

*Comments:*

16. The charges to the candidate are given proficiently from memory and with feeling.  
 Needs Improvement  Average  Strong

*Comments:*

17. The Officers closed the Lodge properly.  
 Needs Improvement  Average  Strong

*Comments:*





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**Table D Cont.**

**OVER ALL EVALUATION OF THE RITUAL WORK**

The work was done in a way that makes 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.

<b>Needs Improvement ( )</b>	<b>Average ( )</b>	<b>Strong ( )</b>
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**FLOOR WORK**

1. Floor work indicates that there have been rehearsals and officers worked well together. Officers and members do not pass between the altar and the East except in perambulations.

Needs Improvement    Average    Strong

*Comments:*

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

Needs Improvement    Average    Strong

*Comments:*

**Overall Evaluation of the Floor Work**

Needs Improvement                       Average                       Strong

**RITUAL EDUCATION RATING**

1. The candidate exemplified in open Lodge with the assistance of \_\_\_\_\_ his questioner. Both the candidate, and the participating officer or member (who did not read questions), were well prepared for the exemplification.

Needs Improvement                       Average                       Strong

*Comments:*

2. The Lodge employs the Ritual Instructors Manual, Pollard Plan Booklets and degree videos to instruct the candidate on the degree lessons.

Needs Improvement                       Average                       Strong

*Comments:*

3. The Lodge instructed the candidate and other Brethren on the meaning of symbolism, allegory and ritual of the degree and their relevance to the lives of men.

Needs Improvement                       Average                       Strong

*Comments:*

\_\_\_\_\_  
DRI

\_\_\_\_\_  
District

\_\_\_\_\_  
Date



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**Table E**

**Lodge leadership and operations – DDGM Rating \_\_\_\_\_**

<b>Needs Improvement (1 – 3)</b>	<b>Average (4 – 7)</b>	<b>Strong (8 – 10)</b>
Conflict apparent among officers / members. Several line officer chairs unfilled and others held by Past Masters	Most officers work well together yet are not clear on their duties and responsibilities	Officers work well together, agree on the vision and priorities; are well grounded on their responsibilities
Officers do not chair various committees while ascending the line	Officers sometimes serve on committees while ascending the line	Officers chair or sit on social, adm. and building committees while ascending line
No meeting agenda; Master always defers to the Secretary	<u>Secretary</u> prepares <u>HIS</u> agenda with minimal input from the Master	<u>Master</u> leads the meeting with <u>HIS</u> agenda developed with the Secretary
No officer meetings	Some officer meetings, often bring up the same issues and deal with near term activities	Regular effective officer meetings All line officers have job descriptions
Unable to have Lodge social and fundraising activities due to the lack of planning or volunteers Many repeat officers.	Struggle to get volunteers for Lodge activities  Mostly first time line officers	Ample volunteers for Lodge activities  Strong progressive line.
GL / State / IRS reports and bill payments constantly late	GL / State / IRS reports and bill payments sometimes late	GL / IRS reports and bills handled in a timely manner
Never or seldom represented at District officer meetings	Sometimes represented at District officer meetings	Regularly represented at District officer meetings
Lodge meetings and events not added to the District calendar	Some Lodge meetings and events are added to the District calendar	Lodge meetings and events are added to the District calendar
Many officer email addresses have not been added to MORI	Most officer email addresses have been added to MORI	All officer and many member email addresses have been added to MORI
Officers and members do not appear aware of proper Masonic protocol	Officers and members frequently vary from proper Masonic protocol	Strong exemplification of proper Masonic protocol
No incorporated building association for Masonic-owned property or Lodge & building association sharing tax ID	Most officers are knowledgeable of Constitution and Lodge bylaws.	Building Assn is incorporated and has separate Tax ID  Good officer knowledge of Constitution and Lodge bylaws
Violations of bylaws and Constitution	Limited use of MORI	Lodge uses MORI for monthly reporting and dues processing



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**Table E cont.**

**Lodge vision and planning (including Excellence Award) – DDGM Rating \_\_\_\_\_**

<b>Needs Improvement (1 – 3)</b>	<b>Average (4 – 7)</b>	<b>Strong (8 – 10)</b>
<p>Lodge is not pursuing the Excellence Award; has not developed a vision for itself, a self-improvement plan or an activities schedule Lodge essentially runs from meeting to meeting without long-term direction</p> <p>No or minimal financial planning or operating budget</p> <p>The Lodge has not identified opportunities and needs, as well as financial and other threats to long-term Lodge viability</p> <p>The Lodge is not taking advantage of Charitable Foundation grants.</p> <p>Officers are unaware of member interests and District / Grand Lodge assistance and resources available</p> <p>Officers and members do not seek assistance in plotting a course forward</p> <p>Lodge appears unaware of Excellence Award program</p>	<p>Lodge officers prepare and follow a skeletal annual plan (schedule) of activities</p> <p>Periodic officer planning meetings are held</p> <p>Rough annual budget and assessment of future financial needs and risks.</p> <p>The Lodge takes advantage of some Masonic Charitable Foundation grants.</p> <p>Lodge officers and members are interested and willing to invest time and resources to strengthen the Lodge and address its challenges and threats</p> <p>The Lodge is discussing its future as well as options and priorities to <b>add Value</b> to being a member of the Lodge as well as the Lodge being an important part of the community</p> <p>Lodge has done some planning towards Excellence Award</p>	<p>Lodge officers and members have a strong sense of a desired future direction of the Lodge</p> <p>Officer planning meetings are regularly held to schedule activities, assign officer and committee responsibilities</p> <p>Annual Lodge budgeting and financial planning</p> <p>The Lodge has identified financial needs and developed fundraising programs and other financial solutions.</p> <p>The Lodge makes regular use of Charitable Foundation grants</p> <p>Strategies and priorities have been established (with input from the membership) and resources allocated to strengthen multiple aspects of Lodge operations and activities</p> <p>Lodge optimizes participation in District-wide planning and scheduling</p> <p>Lodge is eagerly pursuing the Excellence Award</p>



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Table E cont.

**Candidate and membership development & retention – DDGM Rating \_\_\_\_\_**

<b>Needs Improvement (1 – 3)</b>	<b>Average (4 – 7)</b>	<b>Strong (8 – 10)</b>
<p>The Lodge does not have an organized approach to attract good men to the Craft</p> <p>The Lodge does not assign mentors to candidates and new members</p> <p>Candidates are not told about, encouraged to pursue, or assisted in competing the Masonic Rookie Award</p> <p>Little personal or formal communication with members</p> <p>Minimal visitation of shut-in and other non-attending Brethren and widows</p> <p>Does not normally do a comprehensive annual history report.</p> <p>The Lodge does not reach out to non-participating members Little outreach before suspending a member for NPD</p>	<p>A few Lodge members periodically hold a fellowship night or other membership development activities on a Lodge or District basis, but there is minimal activity to regularly identify and pursue men of good report who might be interested in Masonry</p> <p>The Lodge has a base-line mentoring program and often takes new Masons to visit other Lodges</p> <p>Some candidates pursue the Masonic Rookie Award but more member support needed</p> <p>Provides some communications with members that do not regularly go to meetings.</p> <p>Does some shut in and widow visits and maintains contact.</p> <p>Does an annual history report and submits it to Grand Lodge but does not provide it to the members.</p> <p>Officers sometimes reach out to members but not enough done to avoid suspending members for NPD</p>	<p>The Lodge regularly holds effective fellowship nights or other membership development activities that involve many Lodge members; potential candidates are invited to suppers, non-ritual educational programs and social events</p> <p>The Lodge has an effective mentoring program</p> <p>Candidates regularly <b>complete</b> the Masonic Rookie Award</p> <p>Has a regular communications program with all members.</p> <p>Has a regular program to visit shut-ins and widows.</p> <p>Does a comprehensive and detailed annual history report and provides it to all members.</p> <p>Active personal outreach to inactive Brethren and those subject to possible suspension</p>



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Table E cont.

**Fraternal and social programs – DDGM Rating \_\_\_\_\_**

<b>Needs Improvement (1 – 3)</b>	<b>Average (4 – 7)</b>	<b>Strong (8 – 10)</b>
<p>The Lodge is cold and unwelcoming to visitors and even its own Brethren</p> <p>Lodge does not host its own or participate in District fraternal, fundraising and social activities</p> <p>Lodge does not travel as a body to other Lodges and Districts</p> <p>Members tend to think that Masonry is a “a man’s organization” and does not offer programs for ladies, widows and children</p>	<p>The Lodge welcomes visiting Brethren and members enjoy being in each other’s company</p> <p>Officers and members sometimes participate in District activities</p> <p>Lodge members occasionally travel to other Lodges and Districts</p> <p>Lodge occasionally holds a program for ladies, widows or children</p> <p>The lodge hosts at least one family event each year.</p>	<p>The Lodge is known for its strong fraternal relations, its practice of brotherly love and affection Brethren enjoy being in each other’s company</p> <p>Lodge actively helps to plan and participate in District activities</p> <p>Lodge travels as a body to other Lodges and Districts</p> <p>Lodge hosts Table Lodges and other social and fraternal activities</p> <p>The lodge holds multiple family events and has an active program for ladies, widows and children</p>

**Community presence and charity – DDGM Rating \_\_\_\_\_**

<b>Needs Improvement (1 – 3)</b>	<b>Average (4 – 7)</b>	<b>Strong (8 – 10)</b>
<p>The community is generally unfamiliar with the presence and activities of the Lodge</p> <p>The Lodge does not participate in community fairs, events</p> <p>Few Members are active in municipal government, public safety, religious and social organizations</p> <p>The Lodge does not involve itself in town activities and does not employ any of the Charitable Foundation grant programs</p> <p>The Lodge does not involve itself in addressing the needs of the community and its citizens</p>	<p>The community is generally aware of the Lodge but does not consider it important to the fabric of society</p> <p>Lodge participates in some community fairs, events</p> <p>Members are active in municipal government, public safety, religious and social organizations</p> <p>The Lodge utilizes Charitable Foundation grant program</p> <p>Lodge assistance is low key and is usually confined to only those associated with the Lodge</p>	<p>The community considers the Lodge as being vital to the fabric of society</p> <p>The Lodge actively participates in community fairs, events</p> <p>Members are active in municipal government, public safety, religious and social organizations</p> <p>The Lodge utilizes multiple (at least two) Charitable Foundation grant programs</p> <p>The Lodge regularly assists people and organizations in need of help and makes the Lodge hall available for other organizations and fundraising efforts</p>