**Date: Lodge: \_\_ District:**

**Chartered Location**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Was the Charter or Certificate of Charter available for inspection?  Condition? Good 🞎 Fair 🞎 Needs Repair 🞎 (Sec. 128-III) | 🞎 | 🞎 |
| Was the Lodge represented at the last Annual Communication?  By Officers? 🞎 Proxy? 🞎 (Sec. 2.2-1) | 🞎 | 🞎 |
| Was the last Annual Return filed on time? (Sec. 75.1)  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Per Capita Included? Yes 🞎 No 🞎 | 🞎 | 🞎 |
| Was the Lodge History filed on time? (Sec.75.3) | 🞎 | 🞎 |
| Was Certificate of Election filed immediately after Installation either electronically or submitting Form 25? (Sec.75.4) | 🞎 | 🞎 |
| Was an Official Form 7 attached to each Petition for Degrees & Application for Affiliation before being assigned to the Committee of Inquiry? (Digest of Decisions – Committee on Inquiry) | 🞎 | 🞎 |
| Does the Lodge update the Grand Lodge Database on a regular basis?  Official Form 15? 🞎 Groupable/M2 electronic database? 🞎 | 🞎 | 🞎 |
| Did the Lodge open for at least 9 consecutive Stated Meetings during the Masonic year? (Sec. 78.2/77.1)  If not, how many? How many with a quorum? | 🞎 | 🞎 |
| 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? | 🞎 | 🞎 |
| Did each new Master Mason receive a diploma and dues card at the time of Raising? (Sec. 91) | 🞎 | 🞎 |
| Did each new member sign the By-Laws when they were raised or affiliated with the Lodge? | 🞎 | 🞎 |
| Were members suspended for NPD notified of possible suspension by letter or personal contact? (Sec. 58) Attach a copy of documentation. | 🞎 | 🞎 |
| Were the books of the Secretary present and reviewed? | 🞎 | 🞎 |
| Were the books of the Treasurer present and reviewed? | 🞎 | 🞎 |
| Are bills approved by the Committee on Finance and/or lodge vote before being paid? | 🞎 | 🞎 |
| Are accounts of the Lodge audited annually by the Finance Committee? | 🞎 | 🞎 |
| Are the annual reports of the Lodge spread in full upon the records? | 🞎 | 🞎 |
| Does the Lodge have a current copy of the “List of Lodges, Masonic”, otherwise known as the Tyler’s Book. (Sec. 92.1)  If yes, current within 3 years?: | 🞎 | 🞎 |
| Have there been changes to the by-laws during the past year? (Sec. 83) | 🞎 | 🞎 |
| Were changes to the by-laws approved by the Grand Master? (Sec. 83) | 🞎 | 🞎 |
| Does the Lodge have four (4) copies of the Maine Masonic Code? | 🞎 | 🞎 |

**Lodge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Lodge No:**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tax ID:**

**Last Form 990 Filing Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Attendance** | | |
| Was the Master present in the East? | Y 🞎 | N 🞎 |
| Number of meetings held during the year |  | |
| Average Attendance |  | |
| Number of meetings attended by: | | |
| • Master |  | |
| • Senior Warden |  | |
| • Junior Warden |  | |
| • Treasurer |  | |
| • Secretary |  | |
| **Financial** | | |
| Has the Lodge Insurance Invoice been paid for the previous year? | |  |  | | --- | --- | | Y 🞎 | N 🞎 | | |
| Has the Building Association Insurance Invoice been paid for the previous year? (If there is no building association, mark N/A) | |  |  | | --- | --- | | Y 🞎 | N 🞎 |   N/A 🞎 | |
| Are all Grand Lodge invoices paid in full? | |  |  | | --- | --- | | Y 🞎 | N 🞎 | | |
| Fees for Degrees (the amount the candidate pays) | $ | |
| Lodge Dues per year | $ | |
| If not tracked in Groupable/M2 please answer Dues questions below: |  | |
| The amount of Dues owed to the Lodge by delinquent members: |  | |
| • Owes annual dues | $ | |
| • Owes over one year | $ | |
| • Owes two years or more | $ | |
| |  | | --- | | Do the Secretary and Treasurer’s 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) | | |  |  | | --- | --- | | Y 🞎 | N 🞎 | | |
| **Building** | | |
| Hall owned by: | | |
| If a Masonic Building Association: | | |
| • Corporate name: | | |
| • Form 990 filing date: | | |
| • Taxpayer ID: | | |

Inspected by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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  
 *[fundraiser/community event]* it took place *[examples; Youth Activity/Cancer Society]*

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

District \_\_\_\_\_\_\_Official Visitation on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_

**LODGE RITUAL ASSESSMENT**

**Overall Evaluation of the Ritual, Presentation and Related Education**

**Ritual \_\_\_\_\_\_\_ Floor Work \_\_\_\_\_\_\_ Education \_\_\_\_\_\_\_ OVERALL Rating \_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Needs Improvement (1 – 3)** | **Average (4 – 7)** | **Strong (8 – 10)** |
| Ritual generally delivered by line officers without feeling and with numerous errors and frequent prompting  Past Masters or guest officers often fill in by holding primary offices during the first section and by delivering lectures and charges  Candidates are not instructed in the meaning of the ritual or its application to their lives  The Lodge does not have an Education officer, and does not use the Ritual Instructor’s Manual, Pollard Plan booklets and candidate instructional videos | Ritual generally delivered by line officers with some errors and prompting  Past Masters or guest officers occasionally fill in by delivering lectures  The Lodge regularly uses at least one of: the Ritual Instructor’s Manual, Pollard Plan booklets or candidate instructional videos  Education officer not assigned but Lodge officers and members strive to provide a moderate level of ritual related education | Ritual is delivered by line officers with great feeling and minimal errors or prompting  The source and meaning of sections of the ritual, and their application to a Mason’s life are regularly explained when holding candidate lessons and during Lodge meetings  The Lodge has an Education officer, and uses the Ritual Instructor’s Manual, Pollard Plan booklets and candidate instructional videos |

|  |
| --- |
| I have observed degree presentations during the past year. The work has generally been rated as:  **[ ] Needs Improvement [ ] Average [ ] Strong** |
| The Lodge has invited the District Ritual Instructor to the Lodge for ritual instruction and education \_\_\_ times during the term of the current Master / during the past 12 months. |

Rating based upon the following observations

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**DRI