



**Grand Lodge of Maine AF & AM Official Form No. 1**  
**The District Deputy's Report for 2016-2017**

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

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

The Grand Master appoints District officers, each with distinct and important responsibilities for building a vibrant fraternity. 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 reviewing Lodge performance. Many aspects of the Lodge's operations are to be reviewed when considering 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.

Pages two and three of the integrated Lodge review are to be submitted to the Grand Secretary immediately following the completion of the District Deputy Grand Master's (DDGM) Official Visitation of a Lodge, and page 4 is due to the Grand Secretary by January 31. The other pages are to be retained by the DDGM.

The Lodge Review Summary should take into consideration the reviews made by District officers on their scheduled visitations and otherwise throughout the year, as well as the Lodge's participation in District, Grand Lodge and Maine Masonic College activities, and the Lodge's activities in pursuit of the Masonic Excellence Award and other awards.

**Lodge Review Summary (example)**

Lodge Review Factor	Primary Reviewer	Rating *
Lodge leadership and operations	DDGM	8
Lodge vision and planning (including Excellence Award)	DDGM	2
Ritual proficiency: words, delivery, floor work & education	DDGM/AGL/DRI	6
Candidate and membership development & retention	DDGM	4
Lodge education programs and participation in Grand Lodge and Maine Masonic College education programs	DER	7
Fraternal and social programs	DDGM	5
Community presence and charity	DDGM	8
<b>OVERALL LODGE RATING</b>		

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

Guidance follows for assigning ratings for the above review factors. The reviewer should conclude what "1 to 10" rating seems to best fit the Lodge, and then support that rating with commentary on observations made during the course of the review period.

It is suggested that a copy of this rating report be printed by the DDGM at the beginning of the year for each Lodge, and that comments be added during the year for each review category in the space provided under "Rating based upon the following observations."

The DDGM should also meet with the District Mentoring Coordinator (whom he appoints), DER, and the AGL/DRI at the beginning of the year and right after the Grand Lodge Annual Communication to coordinate their respective activities. It is recommended that they meet quarterly to review their activities, identify issues and prepare action plans, and raise concerns and other important matters privately with the Lodge Master, as well as the assigned elected Grand Lodge officer and, as appropriate, the Grand Master.

It is recommended that the DDGM explain the review methodology with the Lodge officers (perhaps at a District Officers Association meeting) and offer the District team's assistance to the Lodges. You may provide a copy of the review form to Lodge officers.

The DDGM should use these rating summaries of Lodges in his District, as well as evaluations of District-wide activities, when preparing the Annual District Report due to the Grand Secretary by March 15.

Rev 5/25/2016



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**PAGES TWO AND THREE ARE TO BE SUBMITTED TO THE GRAND SECRETARY  
INMEDIATELY FOLLOWING THE OFFICIAL VISITATION**

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

Located at: \_\_\_\_\_ Official Visitation on \_\_\_\_\_, 20\_\_\_\_

**Lodge Inspection Summary**

The Charter and/or Certificate of Charter were present and are properly maintained.	<input type="checkbox"/> yes <input type="checkbox"/> no
The books of the Secretary were present and are well maintained.	<input type="checkbox"/> yes <input type="checkbox"/> no
The books of the Treasurer were present and are in order.	<input type="checkbox"/> yes <input type="checkbox"/> no
Bills are approved by the Master and the Committee on Finance before being paid.	<input type="checkbox"/> yes <input type="checkbox"/> no
Accounts of the Lodge are audited annually by the Finance Committee.	<input type="checkbox"/> yes <input type="checkbox"/> no
The annual reports of the Lodge were spread in full upon the records.	<input type="checkbox"/> yes <input type="checkbox"/> no
The Lodge has a "current" copy of the "List of Lodges, Masonic" otherwise known as the Tyler's Book. It is dated _____.	<input type="checkbox"/> yes <input type="checkbox"/> no
There have been changes to the by-laws during the past year.	<input type="checkbox"/> yes <input type="checkbox"/> no
The by-law changes were properly presented to and voted upon by Lodge members, and approved by Grand Lodge.	<input type="checkbox"/> yes <input type="checkbox"/> no
At least the top five elected officers have an up-to-date version of the approved Lodge by-laws.	<input type="checkbox"/> yes <input type="checkbox"/> 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.	<input type="checkbox"/> yes <input type="checkbox"/> 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 page 3.)	<input type="checkbox"/> yes <input type="checkbox"/> no



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**Lodge Statistical Abstract**

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

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

Lodge Tax I.D. \_\_\_\_\_ Building Assn. Tax I.D. \_\_\_\_\_

Number of <b>Stated</b> Communications held during the past twelve months			
Number of <b>Special</b> Communications held during the past twelve months			
Average attendance (as evidenced by Lodge minutes and member / visitor register)			
Number of meetings attended by:			
Master			
Senior Warden			
Junior Warden			
Secretary			
Senior Deacon			
Junior Deacon			
Lodge <b>income</b> during the most recently completed fiscal year			
Lodge <b>expenses</b> during the most recently completed fiscal year			
Amount in Charity Fund at the end of the most recent fiscal year			\$
Amount expended for <b>relief</b> during year			\$
Amount expended for <b>charity other than relief</b>			\$
Fees for Degrees ( <b>Total</b> amount <b>the candidate</b> pays for all three degrees, including the initial application fee and the \$5 paid for the George Washington Masonic Memorial):			\$
Amount charged for annual dues?	\$	Does this amount include the Grand Lodge per capita and related assessments?	<input type="checkbox"/> yes <input type="checkbox"/> no
Total amount of dues outstanding:			\$
Amount outstanding in <u>current year</u> dues			\$
Additional amount owed for <u>one year</u> in arrears			\$
Additional amount owed for <u>two or more</u> years			\$

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

\_\_\_\_\_  
District

\_\_\_\_\_  
Date



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

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

**PAGE IS TO BE SUBMITTED TO GRAND LODGE BY JANUARY 31**  
(The remaining pages are to be retained by the District Deputy)

**LODGE REVIEW SUMMARY**

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

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

The DDGM's overall rating 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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Lodge: \_\_\_\_\_ No. \_\_\_\_\_ District \_\_\_\_\_

**Comments on the Basis for Assigning Lodge Review Ratings**

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

<b>Needs Improvement (1 – 3)</b>	<b>Average (4 – 7)</b>	<b>Strong (8 – 10)</b>
<ul style="list-style-type: none"> <li>• Conflict apparent among officers / members. Several line officer chairs unfilled and others held by Past Masters</li> <li>• Officers do not chair various committees while ascending the line</li> <li>• No meeting agenda; Master always defers to the Secretary</li> <li>• No officer meetings</li> <li>• Unable to have Lodge social, fraternal and fundraising activities due to the lack of planning or volunteers</li> <li>• No or minimal financial planning</li> <li>• Violations of bylaws and Constitution</li> <li>• Lodge never or seldom represented at District officer meetings</li> <li>• GL / State / IRS reports and bill payments constantly late</li> <li>• No incorporated building association for Masonic-owned property</li> <li>• Lodge &amp; building association sharing tax ID</li> <li>• Lodge meetings and events not added to the District calendar</li> <li>• Many officer email addresses have not been added to MORI</li> <li>• Officers and members do not appear aware of proper Masonic protocol</li> </ul>	<ul style="list-style-type: none"> <li>• Most officers work well together yet are not clear on their duties and responsibilities</li> <li>• Mostly first time line officers</li> <li>• Officers sometimes serve on committees while ascending the line</li> <li>• <u>Secretary</u> prepares <u>HIS</u> agenda with minimal input from the Master</li> <li>• Some officer meetings, but often bring up the same issues and usually deal with near term activities</li> <li>• Struggle to get volunteers for Lodge activities</li> <li>• Some weaknesses in Masonic protocol</li> <li>• Rough annual budget and assessment of future financial needs</li> <li>• GL / State / IRS reports and bill payments sometimes late</li> <li>• Sometimes represented at District officer meetings</li> <li>• Some Lodge meetings and events are added to the District calendar</li> <li>• Most officer email addresses have been added to MORI</li> <li>• Officers and members frequently vary from proper Masonic protocol</li> </ul>	<ul style="list-style-type: none"> <li>• Officers work well together; agree on the vision and priorities; are well grounded on their responsibilities</li> <li>• Officers chair or sit on social, adm. and building committees while ascending line</li> <li>• <u>Master</u> leads the meeting with <u>HIS</u> agenda developed with the Secretary</li> <li>• Good officer knowledge of Constitution and Lodge bylaws</li> <li>• Regular officer meetings</li> <li>• All line officers have job descriptions</li> <li>• Ample volunteers for Lodge activities</li> <li>• Strong exemplification of proper Masonic protocol</li> <li>• GL / IRS reports and bills handled in a timely manner</li> <li>• Regularly represented by one or more officers or members at District officer meetings</li> <li>• Lodge meetings and events are added to the District calendar</li> <li>• All officer and many member email addresses have been added to MORI</li> <li>• Lodge uses MORI for monthly reporting and dues processing</li> <li>• Annual Lodge budgeting and financial planning</li> <li>• Building Assn is incorporated and has separate Tax ID</li> </ul>

Rating based upon the following observations:



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**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>
<ul style="list-style-type: none"> <li>• Lodge is not pursuing the Excellence Award; has not developed a vision for itself, a self-improvement plan or an activities schedule</li> <li>• Officers are unaware of member interests and District / Grand Lodge assistance and resources available</li> <li>• The Lodge does not develop an operating budget and has not identified opportunities and needs, as well as financial and other threats to long-term Lodge viability</li> <li>• Lodge essentially runs from meeting to meeting without long-term direction</li> <li>• Officers and members do not seek assistance in plotting a course forward</li> </ul>	<ul style="list-style-type: none"> <li>• Lodge officers prepare and follow a skeletal annual plan (schedule) of activities</li> <li>• Periodic officer planning meetings are held</li> <li>• Lodge officers and members are interested and willing to invest time and resources to strengthen the Lodge and address its challenges and threats</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Lodge is eagerly pursuing the Excellence Award</li> <li>• Lodge officers and members have a strong sense of a desired future direction of the Lodge</li> <li>• Strategies and priorities have been established (with input from the membership) and resources allocated to strengthen multiple aspects of Lodge operations and activities</li> <li>• Officer planning meetings are regularly held to schedule activities, assign officer and committee responsibilities</li> <li>• Lodge optimizes participation in District-wide planning and scheduling</li> <li>• The Lodge has identified financial needs and developed fundraising programs and other financial solutions, including the use of Charitable Foundation grants</li> </ul>

Rating based upon the following observations:

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

<b>Needs Improvement (1 – 3)</b>	<b>Average (4 – 7)</b>	<b>Strong (8 – 10)</b>
<ul style="list-style-type: none"> <li>• The Lodge does not have an organized approach to attract good men to the Craft</li> <li>• The Lodge does not assign mentors to candidates and new members</li> <li>• Candidates are not told about, encouraged to pursue, or assisted in competing the Masonic Rookie Award</li> <li>• The Lodge does not reach out to non-participating members</li> <li>• Little personal or formal</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> <li>• The Lodge has a base-line mentoring program and often takes new Masons to visit other Lodges</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> <li>• The Lodge has an effective mentoring program</li> <li>• Candidates regularly <b>complete</b> the Masonic Rookie Award</li> </ul>



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<ul style="list-style-type: none"> <li>communication with members</li> <li>Minimal visitation of shut-in and other non-attending Brethren</li> <li>Little outreach before suspending a member for NPD</li> </ul>	<ul style="list-style-type: none"> <li>Some candidates pursue the Masonic Rookie Award but more member support needed</li> <li>Officers sometimes reach out to members but not enough done to avoid suspending members for NPD</li> </ul>	<ul style="list-style-type: none"> <li>Active personal outreach to inactive Brethren and those subject to possible suspension</li> <li>Prospective members invited to dinners and social activities</li> </ul>
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Rating based upon the following observations:

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

<b>Needs Improvement (1 – 3)</b>	<b>Average (4 – 7)</b>	<b>Strong (8 – 10)</b>
<ul style="list-style-type: none"> <li>The Lodge is cold and unwelcoming to visitors and even its own Brethren</li> <li>Members tend to think that Masonry is a “a man’s organization” and does not offer programs for ladies, widows and children</li> <li>Lodge does not host its own or participate in District fraternal, fundraising and social activities</li> <li>Lodge does not travel as a body to other Lodges and Districts</li> </ul>	<ul style="list-style-type: none"> <li>The Lodge welcomes visiting Brethren and members enjoy being in each other’s company</li> <li>Lodge officers and members sometimes participate in District activities</li> <li>Lodge members occasionally travel to other Lodges and Districts</li> <li>Lodge occasionally holds a program for ladies, widows or children</li> </ul>	<ul style="list-style-type: none"> <li>The Lodge is known for its strong fraternal relations, its practice of brotherly love and affection</li> <li>Brethren enjoy being in each other’s company</li> <li>Lodge actively helps to plan and participate in District activities</li> <li>Lodge travels as a body to other Lodges and Districts</li> <li>Lodge hosts Table Lodges / smoker nights and other social and fraternal activities</li> <li>Lodge has an active program for ladies, widows and children</li> </ul>

Rating based upon the following observations:

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

<b>Needs Improvement (1 – 3)</b>	<b>Average (4 – 7)</b>	<b>Strong (8 – 10)</b>
<ul style="list-style-type: none"> <li>The community is generally unfamiliar with the presence and activities of the Lodge</li> <li>The Lodge does not participate in community fairs, events</li> <li>Few Members are active in municipal government, public</li> </ul>	<ul style="list-style-type: none"> <li>The community is generally aware of the Lodge but does not consider it important to the fabric of society</li> <li>Lodge participates in some community fairs, events</li> <li>Members are active in municipal</li> </ul>	<ul style="list-style-type: none"> <li>The community considers the Lodge as being vital to the fabric of society</li> <li>The Lodge actively participates in community fairs, events</li> <li>Members are active in municipal government, public</li> </ul>



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<p>safety, religious and social organizations</p> <ul style="list-style-type: none"><li>• The Lodge does not involve itself in town activities and does not employ any of the four Charitable Foundation grant programs</li><li>• The Lodge does not involve itself in addressing the needs of the community and its citizens</li></ul>	<p>government, public safety, religious and social organizations</p> <ul style="list-style-type: none"><li>• The Lodge utilizes multiple a Charitable Foundation grant program</li><li>• Lodge assistance is low key and is usually confined to only those associated with the Lodge</li></ul>	<p>safety, religious and social organizations</p> <ul style="list-style-type: none"><li>• The Lodge utilizes multiple (at least two of four) Charitable Foundation grant programs</li><li>• The Lodge regularly assists people and organizations in need of help and makes the Lodge hall available for other organizations and fundraising efforts</li></ul>
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Lodge: \_\_\_\_\_ No. \_\_\_\_\_ District \_\_\_\_\_

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

**DISTRICT DEPUTY GRAND MASTER WITH INPUT FROM  
ASSISTANT GRAND LECTURER / DISTRICT RITUAL INSTRUCTOR REVIEW**

**PAGES NINE THROUGH FOURTEEN ARE TO BE COMPLETED  
BY DECEMBER 31, WITH PAGE 9 PROVIDED TO THE DDGM  
AND PAGES NINE THROUGH FOURTEEN PROVIDED TO THE GRAND LECTURER**

**OVERALL EVALUATION OF THE RITUAL PRESENTATION AND RELATED EDUCATION**

Ritual (page12) \_\_\_\_\_ Floor Work (p 13) \_\_\_\_\_ Education (p 14) \_\_\_\_\_ **OVERALL Rating** \_\_\_\_\_

<b>Needs Improvement (1 – 3)</b>	<b>Average (4 – 7)</b>	<b>Strong (8 – 10)</b>
<ul style="list-style-type: none"> <li>• Ritual generally delivered by line officers without feeling and with numerous errors and frequent prompting</li> <li>• Past Masters or guest officers often fill in by holding primary offices during the first section and by delivering lectures and charges</li> <li>• Candidates are not instructed in the meaning of the ritual or its application to their lives</li> <li>• The Lodge does not have an Education officer, and does not use the Ritual Instructor's Manual, Pollard Plan booklets and candidate instructional videos</li> </ul>	<ul style="list-style-type: none"> <li>• Ritual generally delivered by line officers with some errors and prompting</li> <li>• Past Masters or guest officers occasionally fill in by delivering lectures</li> <li>• The Lodge regularly uses at least one of: the Ritual Instructor's Manual, Pollard Plan booklets or candidate instructional videos</li> <li>• Education officer not assigned but Lodge officers and members strive to provide a moderate level of ritual related education</li> </ul>	<ul style="list-style-type: none"> <li>• Ritual is delivered by line officers with great feeling and minimal errors or prompting</li> <li>• 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</li> <li>• The Lodge has an Education officer, and uses the Ritual Instructor's Manual, Pollard Plan booklets and candidate instructional videos</li> </ul>

Rating based upon the following observations (**Also factor in the review reflected on pages 10 through 14**):

\_\_\_\_\_  
Assistant Grand Lecturer / DRI

\_\_\_\_\_  
District

\_\_\_\_\_  
Date



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**District Deputy Grand Master / Assistant Grand Lecturer / District Ritual Instructor's  
Annual Review of Officer Proficiency in the  
Conferral of Degrees and Delivery of Other Ritual**

The Lodge has worked <input type="checkbox"/> EA <input type="checkbox"/> FC <input type="checkbox"/> MM candidates during the past 12 months.
I have observed _____ degree presentations during the past year. The work has generally been rated as: <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Average <input type="checkbox"/> Strong
The elected and appointed officers conferred the _____ degree rated by the Grand Lodge representative.
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.
The Lodge has invited the Assistant Grand Lecturer / District Ritual Instructor to the Lodge for ritual instruction and education _____ / _____ times during the term of the current Master / during the past 12 months. <b>NOTE: If the Lodge has invited the Assistant Grand Lecturer / District Ritual Instructor to assist two or more times on degree rehearsals during the past 12 month, the rating of <u>Ritualist Work</u> may be increased by two (2) grades (e.g., from a 6 to an 8).</b>

**RITUALISTIC WORK**

**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

*Comments:*

4. The candidate was properly prepared and clothed for the degree in a room that was neat and orderly. The preparation of the candidate was conducted in a serious and thoughtful manner with "due" explanation of what was about to occur. Proper ritual was used from memory when asking questions prior to the Entered Apprentice Degree and during his presentation to the SD.  
 Needs Improvement  Average  Strong



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*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:*

8. The candidate is placed in proper position at the altar by the SD (and with no assistance by the SW) 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 opened Lodge.

Needs Improvement       Average       Strong

*Comments:*

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



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Needs Improvement       Average       Strong

*Comments:*

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

Needs Improvement       Average       Strong

*Comments:*

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

Needs Improvement       Average       Strong

*Comments:*

15. Prayers by the Chaplain are given from memory and 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:*

**OVERALL EVALUATION OF THE RITUALISTIC 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 (1 – 3)</b>	<b>Average (4 – 7)</b>	<b>Strong (8 – 10)</b>
<ul style="list-style-type: none"> <li>At least 7 of the 17 items rated as needs improvement and not more than two are rated strong.</li> </ul>	<ul style="list-style-type: none"> <li>At least 10 of the 17 items were rated average or strong, not more than three are rated as needs improvement.</li> </ul>	<ul style="list-style-type: none"> <li>At least 10 of the 17 items were rated strong, and none are rated as needs improvement.</li> </ul>

The rating is also based upon the following observations made during the review period.



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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:*

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**Overall Evaluation of the Floor Work**

- Needs Improvement (1-3)      *(Both items rated needs improvement)*
- Average (4-7)      *(Both items rated average or one item rated strong)*
- Strong (8-10)      *(Both items strong)*

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**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 instructs the candidates and other Brethren on the meaning of symbolism, allegory and ritual of the degrees and their relevance to the lives of men.

Needs Improvement       Average       Strong

*Comments:*



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**OVERALL EVALUATION OF THE CANDIDATE'S RITUAL RELATED EDUCATION**

The ritual related educational program work was conducted in a manner that conveyed the deep spiritual meaning of the degree being conferred.

Ritual related education .....Rating \_\_\_\_\_

Needs Improvement (1 – 3)	Average (4 – 7)	Strong (8 – 10)
<ul style="list-style-type: none"> <li>• Ritual is delivered with little to no follow-up instruction on the meaning of the ritual, symbolism and allegory</li> <li>• None of the MEALS produced instructional tools are used</li> <li>• No mentor is provided to the candidate and he is not taken to other Lodges to witness the degrees</li> <li>• Lodge does not speak on the Rookie Award</li> </ul>	<ul style="list-style-type: none"> <li>• Some education is provided on the meaning of the degree lessons</li> <li>• One of the MEALS produced instructional tools is used</li> <li>• A mentor is provided to the candidate who provides some guidance, or the candidate is taken to other Lodges to witness the degrees and given some instruction</li> <li>• Lodge speaks on Rookie Program but does not actively assist new Masons in pursuing completion of the award</li> </ul>	<ul style="list-style-type: none"> <li>• An effective educational program is accorded the candidates, either in person or in open Lodge</li> <li>• At least two of the MEALS produced instructional tools are used</li> <li>• A mentor is provided to the candidate by the time of the First Degree and he is taken to other Lodges to witness the degrees and given additional instruction</li> <li>• Lodge members actively encourage and assist new Masons to complete Rookie Award requirements</li> </ul>

Rating is also based upon the following observations **(also factor in the separate review conducted by the Assistant Grand Lecturer / DRI for the Ritual Lodge of the Year Award)**:

\_\_\_\_\_  
DDGL / AGL / DRI

\_\_\_\_\_  
District

\_\_\_\_\_  
Date



**Grand Lodge of Maine AF & AM Official Form No. 1  
The District Deputy's Report for 2016-2017**

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

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

**DISTRICT EDUCATION OFFICER REVIEW**

**PAGES FIFTEEN AND SIXTEEN ARE TO BE COMPLETED BY THE DER  
BY DECEMBER 31, AND PROVIDED TO THE DDGM AS WELL AS THE  
CHAIRMAN OF THE MASONIC EDUCATION AND LODGE SERVICES COMMITTEE**

**OVERALL REVIEW OF THE LODGE EDUCATION PROGRAM**

This review is to consider whether the lodge offers or arranges for informative educational programs for members and candidates on a variety of Masonic and leadership subjects. Please note that educational initiatives to teach Masonic lessons associated with degree ritual, allegory and symbolism is to be assessed by the Assistant Grand Lecturer or District Ritual Instructor and is included in that portion of the Lodge's evaluation. However, this ritual related review is also an important component of the District Education Representative's consideration of candidates for the Raymond Rideout Award.

**Lodge education programs and participation in Grand Lodge and Maine Masonic College education programs – District Education Representative ..... Rating \_\_\_\_\_**

<b>Needs Improvement (1 – 3)</b>	<b>Average (4 – 7)</b>	<b>Strong (8 – 10)</b>
<ul style="list-style-type: none"> <li>• No or minimal educational opportunities for members</li> <li>• The Lodge has neither offered to host nor encouraged officers and members to attend Maine Masonic College / Dirigo Leadership courses</li> <li>• The Lodge does not request and is not receptive to the DER presenting instructional programs before or during Lodge meetings</li> <li>• The Lodge members are not urged to lead discussions and write articles on Masonic history, protocol and symbolism</li> <li>• The Lodge does not use the Ritual Instructor's Manual and other candidate instructional videos to educate candidates and members on Masonic principles and lessons.</li> </ul>	<ul style="list-style-type: none"> <li>• Moderate level of educational opportunities are afforded members</li> <li>• A few Lodge members have attended Maine Masonic College / Dirigo Leadership courses</li> <li>• The Lodge occasionally requests / allows the DER to present instructional programs before or during Lodge meetings</li> <li>• The Lodge members have led discussions and written / presented papers on Masonic history, protocol and symbolism</li> <li>• The Lodge occasionally uses the Ritual Instructor's Manual and candidate instructional videos to educate candidates and members on Masonic principles and lessons</li> </ul>	<ul style="list-style-type: none"> <li>• Strong educational opportunities for members</li> <li>• The Lodge has hosted / has asked to host one or more Maine Masonic College / Dirigo Leadership courses</li> <li>• Lodge members are encouraged to and often attend available courses (above)</li> <li>• The Lodge regularly requests the DER to present instructional programs before or during Lodge meetings</li> <li>• Lodge members are urged to lead discussions and write articles on Masonic history, protocol and symbolism</li> <li>• The Lodge regularly uses the Ritual Instructor's Manual and candidate instructional videos to educate candidates and members on Masonic principles and lessons</li> </ul>



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Rating based upon the following observations **(Also factor in the separate review conducted by the District Education Representative for the Raymond Rideout Award):**

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District Education Officer

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District

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Date