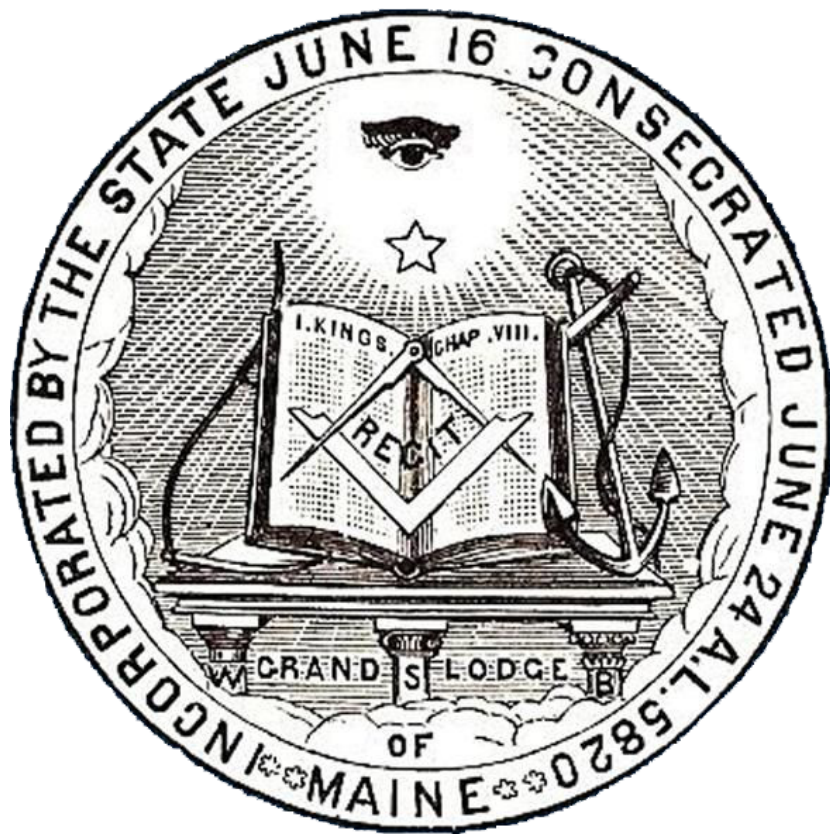


**GRAND LODGE OF MAINE A.F. & A.M.**



**DISTRICT EDUCATIONAL REPRESENTATIVE'S  
MANUAL**

REV. 2021

# **GRAND LODGE OF MAINE A.F. & A.M.**

## **District Educational Representative's Manual**

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## THE PRIMARY RESPONSIBILITIES AND DUTIES OF DISTRICT EDUCATION REPRESENTATIVES

**As a District Education Representative, you report directly to the MEALS Committee.**

You have distinct responsibilities relating to Masonic Education.

1. You will work alongside your DDGM to encourage and promote candidate and general Masonic education for each Lodge in your District
2. You will present, or help your Lodges present, short Masonic educational programs following Stated meetings or whenever the opportunity presents itself. **The sources for Masonic educational programs are limited only by your imagination.** Here are some examples of programs that successful DER's have utilized:
  - a. Short Talk Bulletins
  - b. Brainstorming sessions
  - c. Protocol Manual
  - d. Lodge Instructor Manual
  - e. Pollard Plan videos
  - f. DER Toolbox
  - g. Books and videos are available for check-out at Grand Lodge Library
3. You will familiarize yourself with the "DER Toolbox," which the M.E.A.L.S. Committee has provided you. It contains numerous educational programs that can be utilized with little or no preparation on your part. (NOTE: If you have an idea that could be developed into a future Toolbox item, please feel free to forward your idea to the MEALS committee.)
4. **You Must Be Proactive.** Don't wait to be asked for programs, contact each lodge Master on a regular basis and request an opportunity to do Masonic education for his lodge.
5. Above all, remember the number of meetings that you attend each year is less important than what you accomplish while you are there.

**NOTE:** The forms for your required DER Lodge Educational Assessment, DER Annual Report, and your Raymond Rideout Award nomination, may be found towards the back of this manual.

## PART ONE: PROGRAMS FOR LODGES

NOTE: One of the District Education Representative's duties is to provide the lodges within his district with informative presentations.

1. The MEALS Committee provides its District Education Representatives with a series of short programs on Masonic subjects designed to be interesting and informative. These programs are collectively referred to as the TOOL BOX.
2. These programs offer the District Education Representative an opportunity to involve other Masons from his district, or within a particular lodge, to join in the presentations. Participant involvement is important.
3. The District Education Representative should actively pursue opportunities to present these programs and lodge meetings or any other appropriate Masonic or public function. **DO NOT WAIT FOR A CALL.**
4. Below are examples of approaches which might be used in speaking to Masters of Lodges when seeking opportunities to present programs:

I know that you have been interested (or concerned) about balloting (or some other topic) in your lodge. I would like to make a brief presentation at your next communication on this subject. I feel certain the brethren will find this instructional program interesting.

Or

As District Education Representative I have a number of interesting and informative programs. Each takes approximately xx minutes and can involve brothers in your lodge. Would you look through these possibilities with me and see what programs would be of special interest to you and your lodge?

Or

I will be attending your lodge on your next communication. I notice that you have no degree work scheduled, and I would like to present a brief program on xxxxx which will be both entertaining and of interest to the brethren. It will take approximately xx minutes. When could we schedule this presentation?

## **Hints for Forming and Maintaining Programs**

There are no simple recipes that will guarantee success in forming and maintaining Masonic education programs in the lodges within your district. However, there are some specific strategies and approaches that have been tested and have been proven to be successful in meeting this important objective. These have been outlined in the hope that they might be helpful to you in fulfilling your duties as a District Education Representative. It should be pointed out at the outset that these strategies and approaches are built upon the same foundation, and that foundation is commitment, dedication and hard work.

1. **THE FIRST PREREQUISITE** - The first prerequisite for meeting with success is having a firm belief in what you are doing and having confidence in yourself that you can carry out your responsibilities and duties as a District Education Representative. If these factors are not present the chances of your meeting with success are minimized. **BECOME** the best DER you can be. Your District is counting on you.
2. **A STARTING POINT**- There is an old saying to the effect that "you won't know where you're going if you don't know where you've been". If you don't have a clear picture of the status of the education program within your district or the value that the individual lodges place on Masonic education, then it might prove to be helpful for you to conduct a needs assessment. A needs assessment can be done in a very formal way or informally but the underlying principle of a needs assessment is that it will help you to assess the quality and quantity of Masonic education in your district and identify areas of need. It is strongly recommended that such an assessment be planned and carried out in collaboration with the District Deputy Grand Master.
3. **USING THE RESULTS OF THE NEEDS ASSESSMENT TO PLAN A COURSE OF ACTION** - After the needs assessment has been completed, list the needs in priority order and develop a list of objectives for meeting those needs. Then develop a list of "suggested" activities that can be carried out to meet those needs. Realistically, if you want to meet with success don't attempt to work on more than three objectives at any one time. At this point you will have a plan of action that should provide you with a sense of direction and purpose. An alternative to setting up needs and objectives on a priority basis is to establish short and long term objectives. You can then focus your energies on meeting those objectives that won't take a great deal of time to achieve, while planning the steps that will be necessary for meeting the long term objectives. Be sure you set realistic objectives that will have a high success rate. Unrealistic objectives lead to frustration, despair and discouragement. Success, on the other hand, breeds success.
4. **COMMUNICATING YOUR OBJECTIVES TO LODGES IN THE DISTRICT** - Once you have established your objectives and a plan of action for meeting them, it is important that they be communicated to the lodges in your district. An effective way to accomplish this is to begin by sending a letter to the masters of the lodges in the district and soliciting their cooperation and help and letting them know that you are ready and willing to assist them in planning, implementing and carrying out education programs in their lodges. Follow this up

within a two-week period to set up a personal meeting to discuss your objectives and the types of assistance that you can provide in detail. It is not advised that this be done over the phone for that makes it too easy to say no or be noncommittal. A personal meeting is more apt to result in cooperation and commitment.

5. **ESTABLISH CREDIBILITY** - When you receive a request from a lodge for assistance in planning and implementing an education program, it is imperative that you follow through on that request enthusiastically and promptly. This is a key ingredient in establishing credibility. When a lodge knows it can count on you for assistance, it will not hesitate to make use of your services. Without credibility, a lodge will quickly forget you.
6. **BE VISIBLE** - There is another old saying to the effect, "out of sight, out of mind". Maintain visibility by trying to visit other lodges in your district as often as you can and continually communicate to the masters and others that you are ready, willing and able to assist them with their education programs. Attend meetings of the Masters and Wardens Association whenever possible. This will also provide you visibility and demonstrate that you have a genuine interest in Masonry in your district. Likewise, attend district schools of instruction and other district meetings. Be an active participant in these meetings whenever possible.
7. **BE KNOWLEDGEABLE ABOUT THE EDUCATION RESOURCES THAT YOU CAN DRAW UPON** - There are some excellent Masonic texts and videos available through the Grand Lodge of Maine. If you are aware of any lodges who put on plays or lectures, don't hesitate to call upon them. Experience has shown that they enjoy and appreciate performing for other lodges. Communicate these resources to the Masters of the lodges in your district.
8. **BE KNOWLEDGEABLE ABOUT THE GRAND LODGE INSTRUCTIONAL PROGRAM FOR CANDIDATES** - Read thoroughly the instructor's manual for the instruction of candidates and newly raised Master Masons. This does not mean that you have to become an expert yourself, although this is advisable. This will increase your credibility when you work with lodges to implement programs for Candidate Education.
9. **ORGANIZE CANDIDATE INSTRUCTIONAL PROGRAMS WHENEVER POSSIBLE** - Lodges are more highly motivated to implement instructional programs for their candidates when there is an individual available to demonstrate Candidate Education for them. If you, as District Education Representative, feel comfortable in doing this, it will help you to establish credibility. If you don't feel comfortable, try to find a qualified instructor who you can call on. Your DDGM should be able to assist you in locating such a person.
10. **MAINTAINING EDUCATION PROGRAMS IN YOUR DISTRICT** - The steps for maintaining successful education programs in your district are basically the same for forming education programs. Assess the effectiveness of the programs that have been established, determine any areas that can be improved upon, establish objectives that will improve and/or sustain those programs and continue to establish and maintain lines of communication with the lodge masters. This is an on-going process, necessary for maintaining success.

## **PART TWO: THE DER'S ROLE IN THE EDUCATION OF CANDIDATES**

1. Masonry through its ritual and degrees provides men with a great journey in search of significance.
2. This journey demands an active employment of mind and heart on the part of the candidate as well as assistance from knowledgeable brethren.
3. While good ritual work is essential, each candidate needs and desires the opportunity to discuss his degree experience and to explore its application to his own life.
4. To fill these vital needs of our candidates, each lodge should have a Candidate Education Chairman who, with the assistance of other brethren, will assist candidates in the exploration of life provided in the ritual and other Masonic sources.
5. The District Education Representative has a duty to help Masters of Lodges form Candidate Education Committees, provide informative materials for their use, and to help them prepare to work with candidates.
6. The MEALS Committee has designed materials in the form of education videos and resource manuals for use by the District Education Representative and the lodge Candidate Education Committees. In addition, the MEALS Committee will provide periodic training sessions for its District Education Representatives.
7. It is the responsibility of the District Education Representative to:
  - a. Attend all training programs provided for them by the MEALS Committee.
  - b. To become familiar with materials provided.
  - c. To assist the Masters of the Lodges within his District with organizing candidate support teams, to provide these teams with materials, and to help them succeed in their mission. These teams may consist of Candidate Education Chairman, Candidate Instructor and Elder Brother.

## **Review of Goals for Candidate Education Program**

OVER-ALL GOAL: To provide an education program, which will make candidates and new Master Masons more knowledgeable in Freemasonry, and which will offer them opportunities to improve themselves and grow in wisdom.

### SPECIFIC GOALS

1. To make certain that candidates and new Master Masons have the opportunity to review the ritualistic experiences encountered in their previous degree work, and that they are properly prepared for each new step in their Masonic journey.
2. To assure that the candidates and new Master Masons acquire a firm foundation in rudiments of Masonic philosophy, protocol, and Lodge organization.
3. To provide the atmosphere and encouragement in which the candidate and new Master Mason will be able to discover what Freemasonry means to him as an individual.
4. To inspire an interest on the part of the new Mason, which will lead to future study and encourage him to become an active member of his Lodge.

### THE CHOICE OF INSTRUCTORS for CANDIDATE EDUCATION IN LODGES

Successful Candidate Education instructors have both the time and the interest to do the job. In addition, knowledgeable brethren who are not officers need to be given an opportunity to serve the Craft. Therefore, we should select our instructors, in so far as possible, from those Brethren not holding lodge offices. The bottom line is that the lodge Instructors must be knowledgeable regarding Masonry and be capable of imparting that knowledge to the candidate.

#### **The following characteristics may help in identification & selection of instructors:**

1. A conviction that Masonic Education is important
2. Enthusiastic feelings about the importance of the Fraternity
3. Consideration & compassion for others
4. Given to discussion rather than augmentation
5. A desire to know more about Freemasonry
6. Secure enough to admit when they do not know-sincere enough to look up the answer
7. A fair background in the ritual and in Masonic practices (we would rather have instructors who are eager students than ritual experts)
8. Willingness to participate in future training sessions in order to improve their instructional skills



## **A Talk about the Candidate Education Program**

1. Is there a need for increased Masonic education for candidates and new Master Masons?
  - a. How much did we remember after finishing the three degrees?
  - b. We find that Master Masons remember very little of their experiences during the degrees.
2. Consider just how much confronts a man while taking the degrees.  
(Speaker may wish to list some of the subjects introduced during degrees)
3. There is no doubt that we need the best of education programs if we are to help the candidate and new master mason find light and meaning in his masonic experience.
4. Our education program provides the means to:
  - a. Review the major teaching of each degree.
  - b. Help the candidate to discover the meaning of Masonic degree instruction.
  - c. Build upon the individual candidate's strengths and needs.
  - d. Give an opportunity to correct misconceptions and faulty information.
  - e. Provide the opportunity to demonstrate the fellowship of learning and the fraternity of caring for each individual, which characterize the Fraternity.

(Speaker can doubtless think of other characteristics. The introduction to the Instructor's Manual provides a good source.)

5. The Program
  - a. The Instructor's Manual is the foundation of your program. It is written as a source book for instructors giving background, references and suggestions for instruction so that the instructor can modify the program to fit the candidate's needs. The manual contains handout materials, vocabulary list and annotated texts of the Pollard Plan booklets.
  - b. Organization of Program
    - i. The Committee on Masonic Education and Lodge Services provides materials.
    - ii. The District Education Representatives act as field agents for the Committee by coordinating, organizing, evaluating and helping to maintain a high level of instruction.
    - iii. The Lodge Education Coordinator administers the program at the lodge level.
    - iv. The Candidate instructors work with candidates and new Master Masons under the coordinator's direction.
6. WE NEED YOUR HELP!
  - a. You need not be an expert teacher nor an expert on Freemasonry.
  - b. You do need to be willing to learn, convinced of the importance of Freemasonry, and concerned for your fellow man.

## Candidate Progress Report

Lodge # \_\_\_\_\_

Candidate: \_\_\_\_\_ Phone / Email: \_\_\_\_\_

Mentor \_\_\_\_\_ Phone / Email: \_\_\_\_\_

**Accepted to receive the Degrees (date)** \_\_\_\_\_

Presented #1 Pollard Plan (date) \_\_\_\_\_

Orientation session (Lodge Inst. Comm.) (date) \_\_\_\_\_

**Entered Apprentice Degree (Initiated) (date)** \_\_\_\_\_

Presented #2 Pollard Plan (date) \_\_\_\_\_

Informal instruction EA Degree (with Mentor) (date) \_\_\_\_\_

- Check: Can give due guard & sign on step of Degree
- Can arrange lights
- Knows how to wear apron
- Knows how to avouch ---
- Understands working tools
- Knows how to enter & retire from Lodge of E.A.

Passed satisfactory examination in E.A. Degree (date) \_\_\_\_\_

**Fellow Craft Degree (Passed) (date)** \_\_\_\_\_

Presented #3 Pollard Plan (date) \_\_\_\_\_

Informal instruction F.C. Degree. (Lodge Inst. Comm.) (date) \_\_\_\_\_

- Check: Can give pass, token of the pass, grip, word
- Can give due guard & sign on step of Degree
- Can arrange lights
- Knows how to wear apron
- Understands working tools
- Knows how to enter & retire from Lodge of F.C.

Passed satisfactory examination in F.C. Degree (date) \_\_\_\_\_

**Candidate Progress Report (cont'd)**

**Master Mason Degree (Raised) (date)** \_\_\_\_\_

Presented #4 Pollard Plan (date) \_\_\_\_\_

Informal instruction M.M. Degree. (Lodge Inst. Comm.) (date) \_\_\_\_\_

- Check: Can give pass, token of the pass, grip, word
- Can give due guard & sign of all 3 degrees
- Can give Strong grip & Master Mason's word
- Understands 5 points of Fellowship
- Can give distress sign & knows what it means
- Understands Lodge protocols:
  - Application process for candidates
  - Role of Committee of Inquiry,
  - How to ballot
  - How to address the W.M.
  - Has had instruction in Lodge room behavior
  - Knows how to enter & retire from Lodge of M.M.

Passed satisfactory examination in M.M. Degree (date) \_\_\_\_\_

Within 90 days of receiving Degree:

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

Received Masonic Rookie Information date: \_\_\_\_\_

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

Signed: \_\_\_\_\_ (Committee Chairman) date: \_\_\_\_\_

**PART THREE: FORMS**

**DER LODGE EDUCATIONAL  
ASSESSMENT**

**DISTRICT EDUCATION  
REPRESENTATIVE ANNUAL REPORT**

**RAYMOND RIDEOUT AWARD**

## DER Lodge Educational Assessment

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

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

**To be Completed by the DER, and provided to the Chairman of the Masonic Education and Lodge Services Committee with a courtesy copy to the DDGM.**

This assessment is to consider whether a lodge offers or arranges for informative educational programs for members and candidates on a variety of Masonic and leadership subjects. Please note: educational initiatives to teach Masonic lessons associated with degree ritual, allegory and symbolism is to be assessed by the District Ritual Instructor and is included in that portion of the Lodge’s evaluation. However, this ritual related assessment 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>
No or minimal educational opportunities for members	Moderate level of educational opportunities are afforded members	Strong educational opportunities for members
The Lodge has neither offered to host nor encouraged officers / members to attend Maine Masonic College / Dirigo Leadership courses	A few Lodge members have attended Maine Masonic College / Dirigo Leadership courses	The Lodge has hosted / has asked to host one or more Maine Masonic College / Dirigo Leadership courses
The Lodge does not request and is not receptive to the DER presenting instructional programs before or during Lodge meetings	The Lodge occasionally requests / allows the DER to present instructional programs before or during Lodge meetings	The Lodge regularly requests the DER to present instructional programs before or during Lodge meetings

The Lodge members are not urged to lead discussions and write articles on Masonic history, protocol and symbolism	The Lodge members have led discussions and written / presented papers on Masonic history, protocol and symbolism	Lodge members are urged to lead discussions and write articles on Masonic history, protocol and symbolism
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.	The Lodge occasionally uses the Ritual Instructor's Manual and candidate instructional videos to educate candidates and members on Masonic principles and lessons	The Lodge regularly uses the Ritual Instructor's Manual and candidate instructional videos to educate candidates and members on Masonic principles and lessons

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

TOTAL POINTS EARNED: \_\_\_\_\_

\_\_\_\_\_  
District Education Officer

\_\_\_\_\_  
District

\_\_\_\_\_  
Date

## District Education Representative Annual Report

The following report is to be completed each year, not later than February 28th, and sent electronically to [MEGLMeals@gmail.com](mailto:MEGLMeals@gmail.com) or by mail to the Chairman of the MEALS Committee. Additional comments are encouraged.

Date\_\_\_\_\_

Name\_\_\_\_\_District\_\_\_\_\_

Length of Service as a DER:

1. What educational programs did you present this year, i.e. Book Discussions, Toolbox Items, Discussion of Grand Lodge Constitution & Regulations, Masonic Videos, Brainstorming & Problem Solving, etc.?
2. The opportunities for DER programs are limited only by your imagination & initiative. What educational programs worked well for you and why?
3. Did you use any of the Masonic Toolbox Items? If so, which ones and how were they received?
4. Do you have any Masonic Educational Programs that you would like to share with the MEALS Committee & other DER's? If so, please explain.
5. How were you received by the lodges in your district?

6. Would you consider serving as a DER for an extended period of time, like the Assistant Grand Lecturers do?

7. Would you be interested in attending MEALS Committee meetings?

8. Would you be interested in serving on a Grand Lodge Committee? If so, Please indicate by circling the ones of interest to you below:

**Standing Committees**

- Credentials Returns Grievances & Appeals
- History of Masonry in Maine Dispensations and Charters
- Amendments to the Constitution
- Masonic Jurisprudence
- Fraternal Relations
- Condition of the Fraternity Library & Museum
- Masonic Education and Lodge Service (MEALS)
- Ritual
- By Laws
- Doings of Grand Officers
- Unfinished Business

**Special Committees**

- Memorials
- Insurance
- Commissioners of Trials
- Judge Advocate
- Public Relations
- Scholarships
- Membership Outreach

9. Are you interested in further Grand Lodge appointments? If so, what?

10. Any other additional Remarks/Observations/Recommendations



## **Raymond Rideout Award Nomination For Outstanding Masonic Education**

Lodge # \_\_\_\_\_ in \_\_\_\_\_ Maine

Masonic District \_\_\_\_\_. Date: \_\_\_\_\_

Describe what the Lodge is doing in each of the following areas:

Candidate Education Program, including instruction for Accepted Candidate, Entered Apprentice, Fellow Craft, Master Mason and 4th Night Program.

If this Lodge uses the Elder Brother program, please describe it.

Describe what the Lodge uses for Candidate Education resources and how used.

Describe any presentations used for General Membership Education.

Describe why this Lodge merits your recommendation.

## **Guidelines for Raymond Rideout Nomination Form**

*Only the DER can submit a Raymond Rideout Nomination.* The description of the Lodge's Candidate Education Program may include several elements. It is more than learning the ritual lesson. Lodges may use a Committee or Education Chairman/Coordinator and how they function with each new member. Each individual Lodge may not use the 4th Night Program, especially if there is one held on a District level. Some Lodges will use the parts of the 4th Night Program in other ways, some examples are: individual instruction on balloting, use of the Maine Masonic Textbook and Masonic Protocol during the course of the sessions following each Degree. In the description of the Elder Brother concept, examples are: an Elder Brother assigned for each candidate, how they follow up, their duties, how long they serve.

The extent to which the Lodge uses Candidate Education resources such as Instructors Manual and Education Medias and/or other resources used.

Please describe what presentations or events the Lodge has held for general Membership Education, such as speakers or special programs.

What outstanding qualities has this Lodge demonstrated that should merit your recommendation? Any additional documentation, which underlines or demonstrates what makes this Lodge special, would be helpful.

***This nomination is due, postmarked by February 28th. Nominations submitted after this date will not be considered. Each DER is expected to nominate one lodge for this award every year.***

The form should be returned to the Chairman of the Masonic Education & Lodge Service Committee, or by email: [MEGLMeals@gmail.com](mailto:MEGLMeals@gmail.com)